## The Air Force's Personnel Center



# Civilian Tuition Assistance Program

Force Support Career Field Team AFPC/DPCZU 18 April 2023



## **Overview**

- Civilian Tuition Assistance Program (CTAP)
  - Appropriated Fund (APF) Eligibility
  - Conditions
  - Rates and examples
  - Submission requirements
  - Completion requirements
  - Getting started
  - Air Force Virtual Education Center (AFVEC) user guide



# Force Support (FS) Career Field Team (CFT)

#### **HAF - Pentagon**

Vacant - Career Field Manager

Nathaniel "Nate" Tennyson – Assoc. CFM

#### **FS CFT - AFPC**

Chester "Chett" Kline
Team Chief

# Operations/ Analysis

John Unpingco, Alexis Villareal, Rick Banfield, Richard Hall

Position Management
RPA processing
APF Waivers
SCPD Development
Daily Ops – e-mail / phone

#### <u>Force</u>

### **Development**

Sonya Meier, Ami Prince, Amy Granfors

APF Development Team
APF CB, CSLP, CDE
Management
KCP Management
Education and Training
Tuition Assistance

#### **Strategic Comm**

#### & Analysis

**Frances Denning** 

Facebook, MilSuite
Strategic Comm Plan
Policy Review
Human Capital Plans
Monthly Webcasts
Mentorship / MyVector
Briefings / Roadshows
MyPers Messaging

#### **Force**

#### Renewal

(Ina) Jeannie Cotten, (Thi) Melissa Bui

PAQ Recruit / Training
PCIP Recruit / Training
PAQ outplacement
Intern grade / promotion /
conversion requests
Quarterly data calls

#### NAF

Shaquita Lett, Shelly Gomez

NAF Development Team
Policy Council Support
NAF CB Management
Waivers
Hiring Actions
PCS Orders
Tuition Assistance



## Vision and Mission

- Force Support Vision
  - Achieve service-wide recognition as the Air Force's premier Career Field, building leaders through intentional educational and professional development programs.
- Civilian Force Mission
  - Recruit, develop, mentor and sustain a highly-skilled, agile and professional Force Support workforce through deliberate program delivery and exceptional customer service.





- Civilian Tuition Assistance Program (CTAP)
  - CTAP supports civilians to continue their self-development and achieve their first degree at the associate, bachelor, master, and doctoral levels
- Who Is Eligible?
  - DAF Career/Career Conditional APF/NAF employees including Federal Wage Grade employees
    - Employment status located on SF50 for APF and AF Form 2545 for NAF
    - Must be in a full-time status 80 hours per pay period; cannot be on LWOP
    - Have a current "acceptable" performance appraisal
      - May be waived for employees with less than 1 year (Supervisor verifies)
  - \*PAQ Separate Program with Different Requirements
  - Air National Guard and Air Force Reserve must contact Education Office



## **CTAP Conditions**

- No duplication of benefits
  - Cannot be combined with federal or state benefits (i.e., VA ed. benefits GI Bill)
  - May be combined with Federal Student Loans or Grants
- CTAP funds may be approved for:
  - To obtain <u>first</u> degree at the Associate; Bachelor; Master; or Doctoral level
  - 2 courses may be requested per grading period (max) no overlap of course dates
- CTAP funds may not be utilized for:
  - CIV TA cannot be used for institutional fees or fees associated with a course
    - Students are responsible for all remaining costs/fees
  - Not available for post-master's coursework or for courses at a lower level equal to a degree already obtained
  - Not available for any certification programs or official training



## **CTAP Conditions Cont'd**

 Courses must be from a fully accredited College or University listed in the DoD Memorandum of Understanding (MOU) directory at: <a href="http://dodmou.com">http://dodmou.com</a>



http://dodmou.com

## **CTAP Rates**



- CTAP FY (1 Oct 30 Sep) CAP = \$4500
  - Prior Active Duty AF TA and CIV TA in same FY may receive exception to FY cap
  - Reserve TA / CIV TA limited to a total of \$4500 combined per FY
- Up to 75% of the per credit hour rate
  - Semester hour rate caps at \$250 per credit hour
  - Quarter hour rate caps at \$166 per credit hour
- Additional considerations
  - Schools that offer flat rate tuition must add an hourly rate option in the Al Portal
  - TA is funded at 100% for credit-by-exam testing fees at an on-base and/or fully funded testing center



# CTAP Rate Example – Semester Hours

- Ex. One: Credit Hour Rate = \$325
  - Class = 3 Credit Hours
  - 75% of \$325 = 0.75 X \$325 = \$243.75 (<u>Lower</u> than Max \$250)
    - \$243.75 X 3 Credit Hours = \$731.25 Government TA portion
    - \$325 X 3 Credit Hours = \$975 Class Tuition
    - \$975 \$731.25 = \$243.75 Your Portion Class Tuition
- Ex. Two: Credit Hour Rate = \$375
  - Class = 3 Credit Hours
  - 75% of \$375 = 0.75 X \$375 = \$281.25 (<u>Higher</u> than Max \$250)
    - \$250 X 3 Credit Hours = \$750 Government TA portion
    - \$375 X 3 Credit Hours \$1,125 Class Tuition
    - \$1,125 \$750 = \$375 Your Portion Class Tuition



# CTAP Rate Example – Quarter Hours

- Ex. One: Credit Hour Rate = \$220
  - Class = 3 Credit Hours
  - 75% of \$220 = 0.75 X \$220 = \$165 (<u>Lower</u> than Max \$166.66)
  - \$165 X 3 Credit Hours = \$495 Government TA portion
  - \$220 X 3 Credit Hours = \$660 Class Tuition
  - \$660.00 \$495.00 = \$165.00 Your Portion Class Tuition

- **Ex. Two: Credit Hour Rate = \$375** Class = 3 Credit Hours
  - 75% of \$375 = 0.75 X \$375 = \$281.25 (<u>Higher</u> than Max \$166.66)
  - \$166.66 X 3 Credit Hours = \$499.98 Government TA portion
  - \$375.00 X 3 Credit Hours \$1,125 Class Tuition
  - \$1,125 \$499.98 = \$625.02 Your Portion Class Tuition



# Submission Requirements

- **CTAP funding request submission window** 
  - As early as 45 days prior to the start date but no later than 7 days prior to the course start date
- Funding request changes prior to class start date
  - Changes to class information
  - Class end dates can be edited, not class start dates
  - Drop or cancel a class in AFVEC
    - Notify Force Support Career Field Team via AFVEC message
      - De-obligation of funds
    - If the class is NOT canceled (in AFVEC), the student may be subject to reimbursement payments
      - Drop prior to the class start date / no cost to student
      - Withdraw after class start date with or without cost



# CTAP Completion Requirements

- Grade Requirements per course:
  - Graduate/Doctoral courses: Minimum grade of B or better
  - Associate/Bachelor courses: Minimum grade of C or better
  - Grades below the minimum requirement must be reimbursed



#### Due dates:

 Grades are due <u>no later than 30 days</u> after the course end date. Schools typically update the Al Portal; however, student is responsible for ensuring the grades are submitted

- AFVEC Messaging:
  - Students may submit grades through AFVEC messaging and attach transcript



## How Do I Get Started?

- Determine your education goal. If you need assistance, you may:
  - Speak with guidance counselors at your local Education & Training Center
  - Review TA DECIDE <a href="https://www.dodmou.com/TADECIDE/">https://www.dodmou.com/TADECIDE/</a>
- Choose your Academic Institution <u>www.dodmou.com</u>
- Discuss your goal with your Supervisor
  - Supervisors are required to approve your TA funding requests
  - Include the goal as a part of your Individual Development Plan
- Register in AFVEC and update all information in your profile
- Create your education goal and upload an audited degree plan

https://afvec.us.af.mil/afvec/Home.aspx



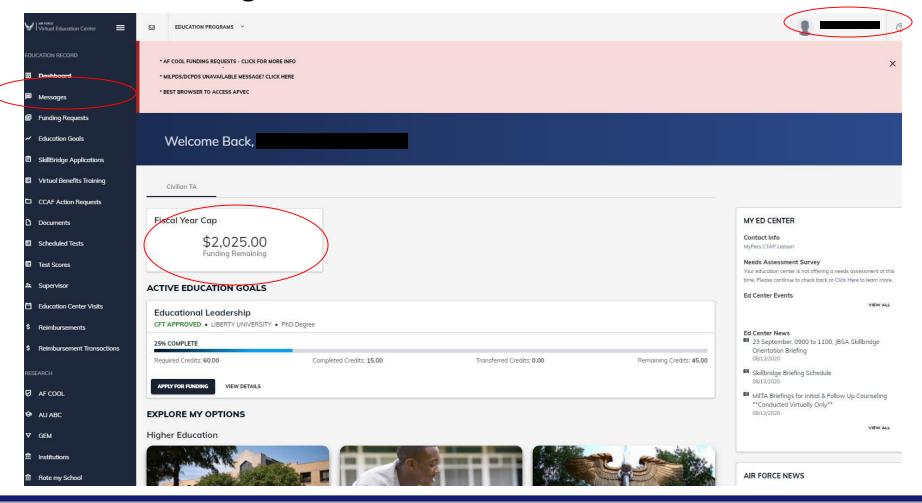
## **Questions**





## AFVEC User Guide

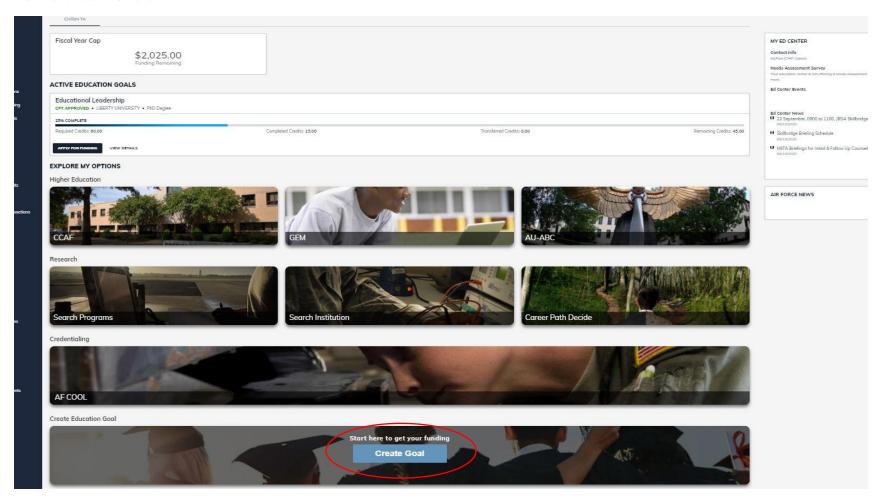
### **AFVEC Dashboard Home Page**





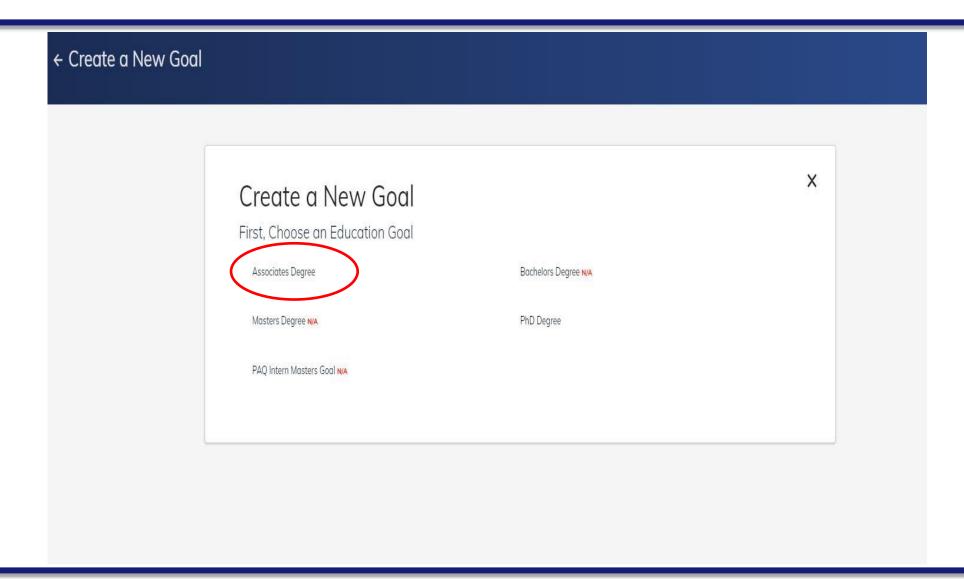
# Creating an Education Goal

#### ■ Click on "Create Goal"





## **Education Goal**



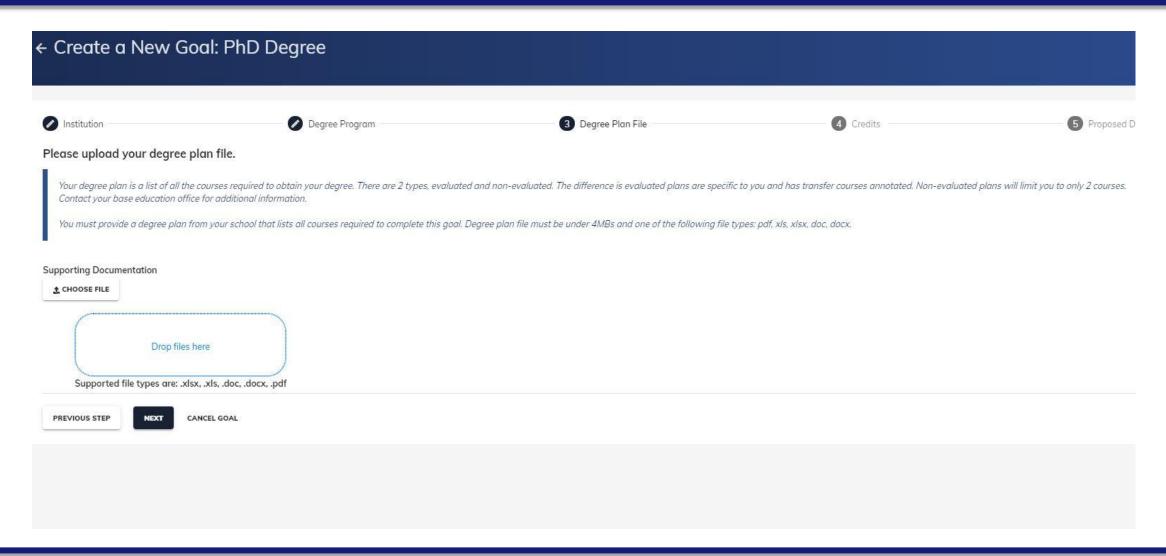


## Unavailable Degree Level

- At times, an Educational Level does not transfer in from DCPDS and blocks selection of Educational Goal. If this occurs, check your validated Educational Level in myBiz.
  - Education Record Update Self Service
    <a href="https://mypers.af.mil/app/answers/detail/a\_id/19331/p/2/c/348">https://mypers.af.mil/app/answers/detail/a\_id/19331/p/2/c/348</a>
- If Education Level is not listed or listed incorrectly, send a message through AFVEC for the Career Field Team (CFT) to correct the issue

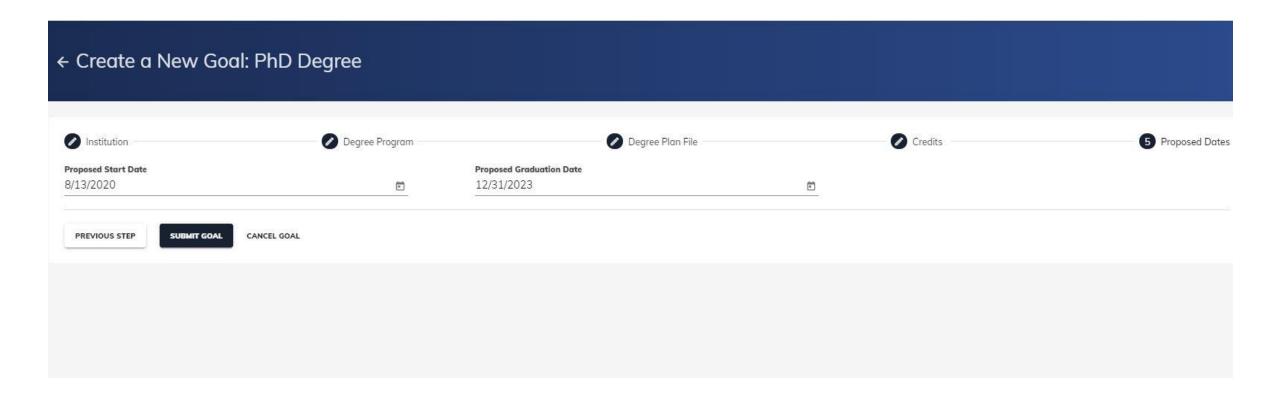


# Education Goal – Audited Degree Plan





## Education Goal – Details





## CFT Review Of Education Goal

- After submission of Education Goal, the Career Field TA Team will review goal and determine approval
  - If an issue is found, the TA Team will reach out via AFVEC Messaging to explain why the goal is not approved
  - Education Goal Provisional Degree Plan must include:
    - Name of the college/university
    - Name of intended degree program
    - Total number of credits required for the degree
    - Does the school utilize semester hours or quarter hours
    - A list of the course numbers, course titles, and the number of credit hours of each course



# Provisional Degree Plan Example

I	I		3	F	L	?			V
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Master of Arts in Teaching (M.A.T.)

Secondary Education Cognate

2022-2023 Degree Completion Plan

THE GRADUATE SCHOOL

After completion of the required program coursework (including student teaching), content competencies (if applicable), and the passing of licensure tests, the graduate of this program would be eligible for a VA state teaching license.

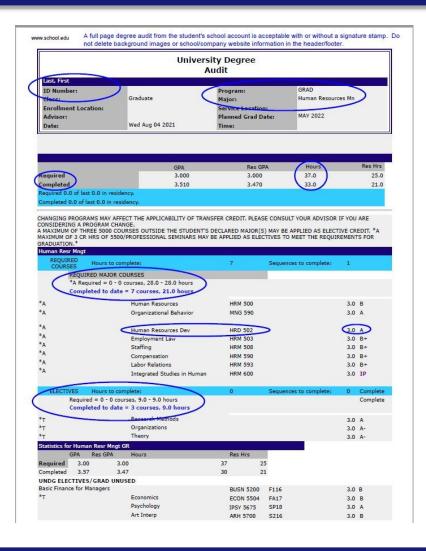
INITIAL EDUCATION CORE COURSES (12 hours)			Sem	Grade
EDLC 504	Educational Philosophy & Theories of Learning	3		
EDLC510	Instructional Strategies for Diverse Learners	3		
EDLC 606	Tests & Measurements	3		
EDLC 623	Principles of Behavior Management	3	100	61 19
SECONDARY E	DUCATION COGNATE (12 hours)		176	30 35
EDLC 539	Current Issues in Content Areas	3		
EDLC 625	Content Instructional Procedures 2,3	3	16 76	20 10
Choose one of the	following courses:		(0)	St
EDUC	1,4,5	3	100	95
ENGL 654	Methods of Teaching Writing Across the Curriculum <sup>1</sup>	3	20 AN	2 2
MLAN 519	World Language Acquisition, Inst. Approaches & Assess. 1,5	3	56 86	
Choose one of the	following courses:			
EDLC 554	Reading & Language Acquisition	3		
EDUC 635	Teaching Science in the Middle School <sup>1</sup>	3		
EDUC 637	Teaching Social Studies in the Middle School	3		
EDUC 668	Mathematics Instruction & Learning for K-81	3		
EDUC 669	Literacy for Middle Level Learners	3		
EDUC 673	Curriculum & Methods for Effective Instruction1	3	10 M	80 15
PROFESSIONA	L COURSES (6 hours)			61 18
EDLC 571	Curriculum Fundamentals <sup>6</sup>	3		
EDLC 656	Literacy Across the Curriculum <sup>3, 7</sup>	3	(6)	- W
GATE & FIELD	EXPERIENCE COURSES (0 hours)		(6)	\$5
EDGT 520	School of Education Gate 1 - MAT Initial Licensure	0		
EDGT 560	School of Education Gate 2 - MAT Initial Licensure	0	(1)	40
EDGT 580	School of Education Gate 3 - MAT Initial Licensure	0	32 20	61 19
EDLC 588	Initial Licensure Practicum I <sup>3, 7</sup>	0	44 20	
EDLC 688	Initial Licensure Practicum II <sup>2,3</sup>	0		01 10
STUDENT TEAC		500		
EDST 585	The Reflective Practitioner: Resource Seminar - Middle/Secondary	3		
Choose one of the	following courses:			
EDST 590	Student Teaching Local <sup>3,6,8</sup>	3		
EDST 591	Student Teaching Local - Own Classroom <sup>3,8</sup>	3	<del></del>	61 15
EDST 592	Student Teaching External 3,0	3		81 15
EDST 593	Student Teaching External - Own Classroom 3,8	3	6. S	32 33
	TOTAL HOURS	36	65 S	3: 35

All applicable prerequisites must be met Refer to the Content Competency Clast. Competencies must be met prior to student teaching.

Candidates seeking licensure as 6-12 or K-12 teachers should have completed a bachelor's degree bachelor's degree with a major in the teaching endorsement, or a degree in a

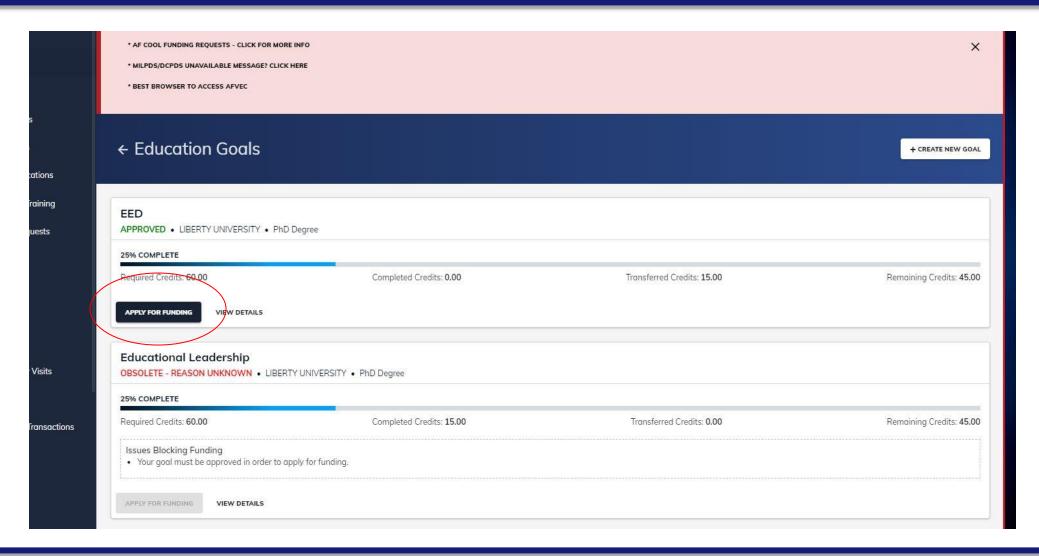


## Audited Degree Plan Example

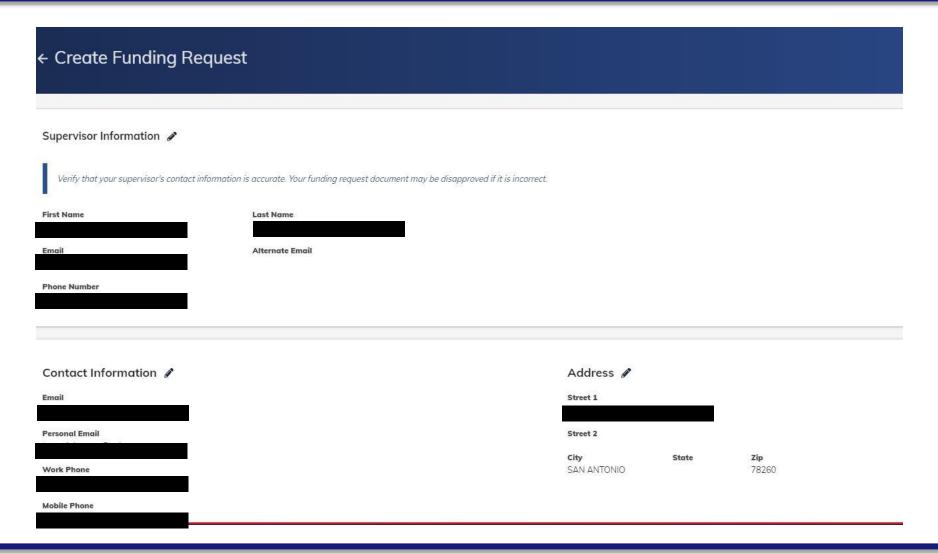




# Creating a Funding Request









#### ← Create Funding Request: EED

#### User Agreement

In order to simplify the application process, you should be aware of or have the following information:

- Access to your student registration information. This will help you identify the course information needed for your funding request. You will need the following information: course codes, course titles, number of credit hours, credit hour type (semester or quarter), and cost pe credit hour.
- Exact term dates for your courses. These dates are set by your institution and is inclusive of the entire term. These dates will not fluctuate based on your individual schedule.

There are severe criminal and civil penalties for knowingly submitting false, fictitious, or fraudulent application and for requesting federal funding that duplicates course costs funded elsewhere.

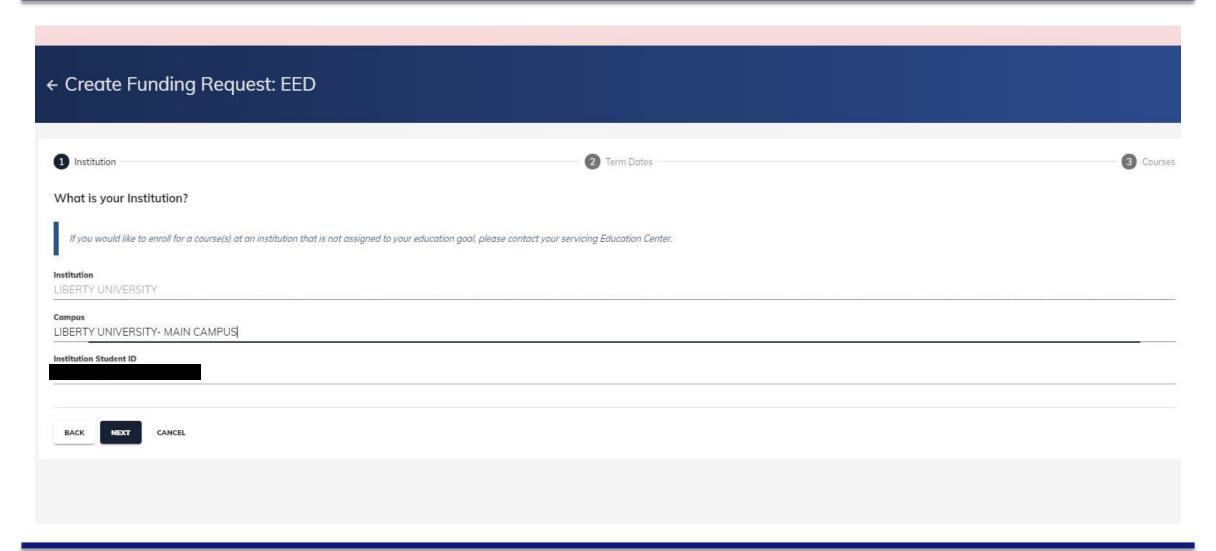
· Ensure your personal data is up-to-date on your education record. This is crucial in making sure your funding request flows properly.

You must agree to all conditions in order to submit this application for approval:

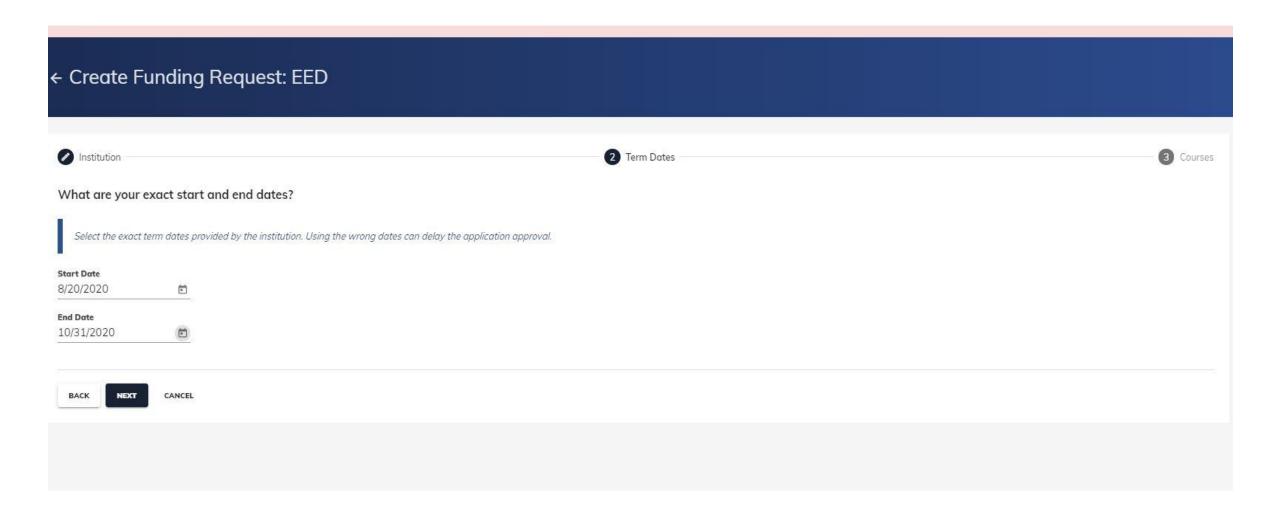
_	I agree that no changes will be made in the above course(s) or dollar amounts without the approval of the issuing education center staff; otherwise, I will pay the difference to the Air Force and/or the school. I understand that the Air Force will pay 75% of my tuition and fees up to \$251 per SH and \$166.00 per QH.
	I understand that my annual fiscal year CAP is \$4500. I agree to pay the remaining amount and any other costs. IAW AFMAN 36-606, I will reimburse the total government cost above for non-completions, withdrawals, or unsatisfactory grades due to reasons within my control.
$\overline{}$	I understand that it is my responsibility to ensure my grades are updated in the AF official system of record (AFAEMS/AFVEC). Grades that are 60 days past course end date are considered overdue and will prevent me from applying for TA and will result in reimbursement of TA. I hereby voluntarily authorize the amount to be withdrawn from my pay if it is determined that my failure to complete the course was not due to circumstances beyond my control. Collection of this debt will be in accordance with DoDFMR, Vol 7A, Chapter 50 and AFMAN 65-116, 70.21
-	I authorize the release of academic information (i.e. course grades, degree/certification completion status etc.) by the above institution to the Air Force (PL 93-568). I understand that official document of degree completion must be provided to the education center before Civilian TA w be authorized for another degree for which my Civilian TA may pay. While most Academic Institutions (AI) load degree completions in the AI Portal, it is ultimately the student's responsibility to ensure the education level is updated. All policies and conditions in the AFMAN 36-606 app
	I understand that this application does not guarantee that funds are available and that the United States Air Force has no obligation to fund this application until it has been approved (within 5 business days) by the Career Field Team.
	I understand that TA for courses starting in the next fiscal year is conditional until the receipt of the TA funds.
_	I also understand that funding is not authorized for any courses in which I am receiving reimbursement in whole or part under any other provision of the law where the payment would constitute a duplication of benefits from the U.S. Government (Veterans (VA) Education Allowance, VEAP, etc.).
PF	RIVACY ACT STATEMENT:
PR	JTHORITY: 10 U.S.C. 8013 and EO 9397. INCIPAL PURPOSE: To process an individual's request for Air Force tuition assistance. Use of SSN is necessary to make positive identification of the individual and records. DUTINE USES: Records may be disclosed to civilian schools for the purposes of ensuring correct enrollment and billing information. SCLOSURE IS VOLUNTARY: Disclosure of SSN is voluntary; however, failure to provide the information required may result in disapproval of the individual's request for tuition assistance.
PE	ENALTY STATEMENT:

AGREE, CONTINU

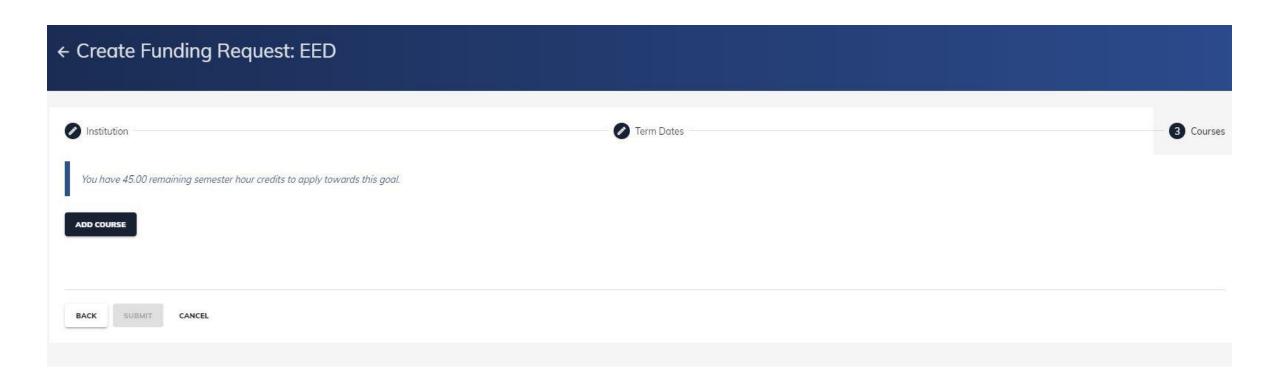




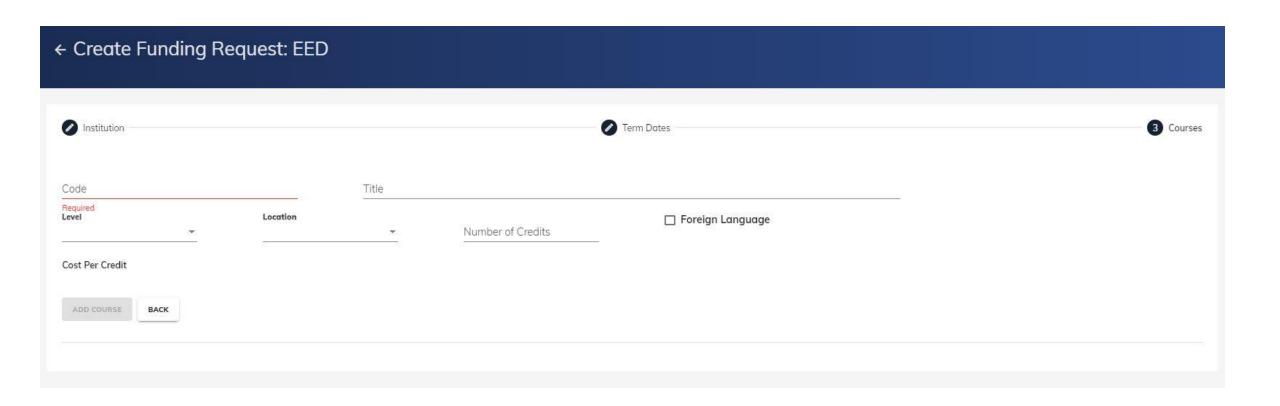
















#### MilSuite Site

https://www.milsuite.mil/book/groups/force-support-career-field-team

- Air Force Virtual Education Center <a href="https://afvec.us.af.mil/afvec/home.aspx">https://afvec.us.af.mil/afvec/home.aspx</a>
- DoD Memorandum of Understanding (Institution Search <a href="https://www.dodmou.com">https://www.dodmou.com</a>
- TA Decide <a href="https://www.dod.mou.com/tadecide.co
- Free College Level Exam Preparation <a href="https://getcollegecredit.com">https://getcollegecredit.com</a> <a href="https://petersonsdodlibrary.com/dod">https://petersonsdodlibrary.com/dod</a>
- Update your records in MyBiz+ to reflect education / training / PME <a href="https://compo.dcpds.cpms.osd.mil/">https://compo.dcpds.cpms.osd.mil/</a>

## The Air Force's Personnel Center

