



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

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MEMORANDUM FOR DISTRIBUTION C
MAJCOMs/FOAs/DRUs

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum (AFGM) to AFI 36-2649, *Air Force Voluntary Education Program*

By Order of the Secretary of the Air Force, this Guidance Memorandum (GM) immediately changes AFI 36-2649, *Air Force Voluntary Education Program*. Compliance with this Memorandum is mandatory and applies to Regular Air Force, Air National Guard and Air Force Reserve personnel. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops personnel policy for Air Force Voluntary Education Program. This Air Force publication may be supplemented at any level; MAJCOM-level supplement must be approved by the HSB prior to certification and approval. Refer recommended changes about this memorandum to AF/A1DL using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. These records may only be accessed by Air Force members, employees, and contractors for official purposes directly associated with their official duties and that, as detailed in AFI 33-322, *Records Management Program*, unauthorized concealment, removal, mutilation, obliteration or destruction of Air Force records is punishable as a violation of federal law (18 U.S.C. 2071). There are no releaseability restrictions on this publication.

The attachment to this memorandum provides guidance that are effective immediately.

This Memorandum becomes void after one-year has elapsed from the date of this Memorandum, or upon publication of an Interim Change or rewrite of AFI 36-2649, whichever is earlier.

GABRIEL O. CAMARILLO
Assistant Secretary of the Air Force
(Manpower and Reserves Affairs)

Attachment:
Guidance Changes

ATTACHMENT

Guidance Memorandum Change #2

The below changes to AFI 36-2649, dated 1 October 2014 with Guidance Memorandum Change #1, dated 1 September 2015, are effected immediately. References throughout to “term start date” and “term end date” are hereby changed to “course start date” and “course end date”.

References where “active duty” is used to refer to RegAF or active component members are hereby changed to “Active Duty” to Regular Air Force (RegAF) “regular component or “active component” throughout. Per 10 USC 101(d)(1), “Active duty” is a duty status that everyone in every component can be in. “Regular” and “reserve component” are defined and contrasted in 10 USC 101(b)(10) and (b)(12). “Regular Air Force” is defined in 10 USC 8075.

SUMMARY OF REVISIONS:

(CHANGE) 2.2.5. Overseeing business rules and programming changes for the Air Force Automated Education Management System (AFAEMS), the Air Force Virtual Education Center (AFVEC), the Academic Institution (AI) Portal and the AF Credentialing Opportunities On-Line website (AF COOL).

(CHANGE) 2.2.7. Serving as the Program Element Manager (PEM) for Program Element Code (PEC) 89732F. Ensure funding is available for the MilTA program, Voluntary Education staff training, AF COOL, and daily support activities.

(CHANGE) 2.2.9. Establishing policies for Voluntary Education core function areas. These core functional areas include counseling, testing, MilTA, program management, Transition-Goals Plans Success (T-GPS) and AF COOL.

(Change) 2.5.2.1. The E&TS Chief will approve all requests for base access by Academic Institutions (AI) on behalf of the Installation/Host Commander. The Academic Institution will upload a listing of student appointments in the AI Portal after the visit is completed. (T-1)

(ADD) 2.5.2.1.1. The E&TS Chief will monitor AIs’ activities on the installation in accordance with DoDI 1322.25, Enclosure 3(e). (T-0)

(CHANGE) 2.6.1. Request MilTA no earlier than 45 calendar days prior to and no later than seven (7) calendar days before the course start date. MilTA will not be approved after the course start date. Any courses taken during this period using another funding source will not be eligible for retroactive MilTA. Any course or schedule change must be reported immediately to the Education Office/MilTA Central Office (CO) and supervisor. Failure to notify these entities of changes will result in the Airman being financially responsible for the full cost of the course. MilTA requests are made through the AF Virtual Education Center (AFVEC) which is available 24 hours a day, 7 days a week. (T-1)

(CHANGE) 2.6.1.1. Read “conditions” statement on the MilTA Request (AF1227) and ensure compliance. (T-1)

(CHANGE) 2.6.1.5.2. If the immediate supervisor will not be available to approve the Airman's MilTA request then the Airman must obtain approval from a member of his/her chain of command (i.e. flight/section chief, superintendent, first sergeant or squadron commander or higher officer). (T-1)

(CHANGE) 2.6.2. Ensure final grades and/or progress report from the AI are received and updated in your official education records (Air Force Automated Education Management System (AFAEMS)) within 60 days of course end date or two (2) weeks prior to separation, effective retirement date or terminal leave (whichever occurs first) or deactivation of service. It is ultimately the Airman's responsibility to ensure all grades are posted in AFAEMS/AFVEC prior to the deadline. Failure to do so will result in a recoupment action (para 6.8.1.). If an unsatisfactory grade is reported at the course end date and after an Airman has left the Air Force, an out of service debt will be processed. Members on terminal leave are eligible for MilTA and are required to complete the course prior to their effective separation or retirement date. (T-1)

(ADD) 4.2.9. Processing reimbursement actions in accordance with FM guidance. (T-1)

(CHANGE) 5.1. Funding. The Voluntary Education program uses appropriated funds (APF) PEC89732F in direct support of its mission in accordance with Title 10, United States Code, Section 2007. It supports MilTA, office materials and supplies, contracted Voluntary Education support, personnel salaries, travel, per diem, and registration costs for training and professional development of staff members. This funding is not part of base operating support (BOS) at any base to include joint bases. It will not be used to fund BA 01 activities or personnel. (T-1)

(CHANGE) 5.4. Reports. AF/A1DLV prepares and submits an annual Voluntary Education Program Report to the Office of the Undersecretary of Defense, Personnel and Readiness, Military Community and Family Policy. Reports will be made available to MAJCOMs, ANG and AFRES to assist in program development and administration. (T-0)

(CHANGE) 6.1.2. Courses funded using 1-year funds in PEC 89732F are based on the course start date. MilTA will not be issued earlier than 45 days prior to the course start date. All waiver requests for this 45-day rule must be approved by the E&TS Chief or designee. (T-1)

(CHANGE) 6.1.3. Airmen must create an education goal to establish an electronic degree plan (E-Degree) in the Air Force Virtual Education Center (AFVEC). (T-1)

(CHANGE) 6.1.3.1. All new degree plan requests occurring after 15 Oct 14 must use the e-degree format. (T-1)

(CHANGE) 6.1.4. MilTA will be reimbursed for unsatisfactory or missing grades. Unsatisfactory grades are a "D" and below for undergraduate courses and a "C" or below for graduate courses. Missing grades are grades not received and updated in official student education record by the 60th day after the end of the course date on the approved MilTA request. (T-1)

(CHANGE) 6.1.4.1. Airmen will have no more than 30 calendar days to respond to the notification of reimbursement (para 6.8.) to contact their academic institution to address final grade discrepancies. Airmen are ultimately responsible for ensuring grades are in their AFAEMS education record by required deadlines. After 30 days a reimbursement action will be processed. Refunds will not be given to students for grades changed from unsatisfactory/missing to satisfactory/updated after the 30 days have passed. (T-1)

(CHANGE) 6.1.4.2. Airmen receiving incomplete (I) grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 calendar days after the end of the course as listed on the AF Form 1227, whichever comes first. At the end of this period, refund action will be initiated if a satisfactory grade has not been received. Should an Airman present a grade after the deadline, MilTA will not be returned to the Airman since he/she failed to meet the completion requirements and recoupment action will not be stopped or suspended. (See paras 6.5.18. or 6.8.4.) (T-1)

(CHANGE) 6.2. Airmen Eligibility. The Air Force provides MilTA when course dates fall within an Airman's dates of activation for the following active duty and activated/mobilized Air Reserve Component (ARC) personnel. (See para 6.1.3.) (T-0)

(CHANGE) 6.2.2. Enlisted members must be on active duty for the length of the course. (T-0)

(CHANGE) 6.2.5. Activated Reserve and Guard Airmen on Title 10 or Title 32, Section 502f orders must supply a copy of orders to verify activated time and meet all eligibility requirements to receive MilTA. All documents will be uploaded to the AFAEMS file to include Airman's home unit address. (T-1)

(CHANGE) 6.4.2.2. Airmen will be allowed only one degree program change per degree level. This includes but is not limited to changing majors or changing degree types (e.g. Bachelor of Arts to Bachelor of Science). The maximum allowable hours outlined in para 6.4.2. will not be exceeded under any circumstance. (T-1)

(CHANGE) 6.4.3. Off-duty foreign language courses not part of a degree plan and integral to the Air Force Strategic Language List. All courses must be in the same language and will not exceed a total of 12 semester hours or quarter hour equivalent. (T-1)

(CHANGE) 6.4.3.1.1. Upon completion of the DLPT, Airmen will be eligible for no more than an additional six (6) semester hours (or equivalent) in the same language. Failure to take a DLPT system test and to provide a score report within 60 days of completion of the last course will result in a mandatory reimbursement of MilTA. (Exception: For OPIs, the maximum number of days for completion and providing scores is 90 days). If a language changes status on the Strategic Language List after a member has begun courses in that language, the member may continue to receive MilTA for the language in which they began their studies. Airmen may not switch languages. (T-1)

(CHANGE) 6.4.3.2. Prevalent-in-the-Force languages will not be funded except for assignments outside CONUS. MilTA will be authorized for host country languages for members assigned

overseas and for no more than 12 semester hours (or equivalent). Upon completion of six (6) and 12 semester hours, Airmen must take the appropriate DLPT and/or OPI and provide a score report within the timeframes established in 6.4.3.1.1. Failure to take the DLPT within 60 days of completion of the last course will result in a mandatory reimbursement of MilTA. Valid orders must be provided to the education center before MilTA will be authorized. The orders will be uploaded in the AFAEMS Digital File Folder. Airmen are authorized 12 SH per country and must be in-country on approved orders before MilTA can be approved. (T-1)

(ADD) 6.4.6. Pre-requisite courses for Air Force Commissioning programs. The courses will count toward the 124 semester hour lifetime cap and they must be documented and filed into AFAEMS as an education plan. (T-1)

(ADD) 6.4.7. Remedial courses required for math and English. The courses must be on the degree plan and will count toward the MilTA funding cap. (T-1)

(ADD) 6.4.7.1. Remedial courses such as math and English will be funded for students pursuing a CCAF degree. The AI has to certify in writing the need for these courses. (T-1)

(ADD) 6.4.8. Courses for a professional degree that does not require an awarded master's degree as a prerequisite (i.e. Master of Divinity and Juris Doctor). No more than 42 SH will be funded with MilTA. (T-1)

(CHANGE) 6.5.1. Request submitted after the course start date. (Exception: MAJCOM Functional may request approval from AF/A1DLV for extenuating circumstances). (T-1)

(CHANGE) 6.5.5. Airmen on permissive TDY. (T-1)

(CHANGE) 6.5.9. Tuition for repeated courses or courses equivalent in content to a course already completed using any funding source. Course(s) for which the Airman used MilTA and has reimbursed the AF will be eligible for one retake using MilTA. Course(s) for which reimbursement was waived (partial or whole) will be eligible for one retake using MilTA. (T-1)

(CHANGE) 6.5.10. Tuition for post-master's courses and doctorate degrees and their equivalents. (T-0)

(ADD) 6.5.12.1. Under CCAF IPT, Airmen who receive unsatisfactory grades will not be required to reimburse the Air Force for the cost of the course (unsatisfactory grades are defined in para 6.5.). (T-1)

(ADD) 6.5.12.2. All course grades will be included in the overall GPA. Airmen receiving "I" grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 calendar days after the end of the course, whichever comes first. (T-1)

(ADD) 6.5.12.3. Airmen who do not maintain the minimum GPA requirements as outlined in para 6.1.7., and do not meet requirements outlined in para 6.2.8. will be denied further CCAF ITP funding. (T-1)

(ADD) 6.5.12.4. Airmen must follow grade submission requirements outlined in para 9.11.7. Failure to do so will result in denial of further CCAF ITP funding. (T-1)

(ADD) 6.5.12.5. Academic institutions must meet the eligibility requirements outlined in para 6.3. (T-1)

(ADD) 6.5.12.6. The MilTA Central Office, using AFAEMS, AFVEC, and AI Portal, will continue to administer the CCAF ITP for invoicing and grades management as currently executed. (T-1)

(ADD) 6.5.12.7. AETC Form 456 must be used to request authorization for CCAF ITP funding. Airmen are responsible for ensuring all costs, including tuition, fees and books, are correct. Any changes after approval may result in a financial obligation to the Airman. The current reimbursement process at the MilTA Central Office will continue for Airmen who must purchase books out-of-pocket. (T-1)

(ADD) 6.5.12.8. Upon notification that an Airman is a non-degreed CCAF instructor, education centers will lock the record and manually process the AETC Form 456 for each request. Upon notification of graduation, the record will be unlocked and the Airman will be allowed to pursue MilTA under the provisions outlined in the instruction. (T-1)

(ADD) 6.5.12.9. Airmen who do not meet the qualifications for continued use of CCAF ITP will still have their education records locked until the education center is notified by the unit that the Airman has either been removed from teaching a CCAF credit awarding class or has completed all degree requirements. In the case of CCAF AAS degree completion, the education center will process a CCAF Student Action Request to graduate the Airman. Upon notification of official graduation from the degree-granting institution, the Airman's record will be unlocked. (T-1)

(ADD) 6.5.12.10. Non-degreed instructors will be capped at no more than \$250 per semester hour not to exceed a lifetime cap of \$4,500. (T-1)

(ADD) 6.5.12.11. Non-degreed CCAF instructors will be funded under the CCAF ITP to complete his/her initial degree (CCAF or equivalent civilian associate degree) to meet CCAF faculty and accreditation requirements. Non-degreed instructors will not be authorized MilTA for voluntary education in conjunction with CCAF ITP funding. Upon completion of the initial degree, the instructor (Air Force only) is authorized MilTA funding (reference para 6.4.) to pursue a higher-level civilian and/or subsequent CCAF degree. (T-1)

(ADD) 6.5.12.12. Non-degreed instructors not required to have a CCAF or associate degree for the duty position and meet instructor qualifications remain eligible for regular MilTA courses. However, supervisors may deny MilTA requests if additional courses delay or significantly interfere with CCAF instructor qualification progress. (T-1)

(CHANGE) 6.5.20. Certification programs will now fall under the AF COOL program and must be associated with the enlisted member's primary, secondary and/or tertiary AFSC that correlates

to the control/duty AFSC. There are no exceptions or waivers. Airmen currently enrolled in a certification program under MilTA will have one year from the date of the AFI publication (1 October 2014) to complete. There will be no extensions. (T-1)

(DELETE) 6.5.23.

(CHANGE) 6.6.3. A second master's degree in International Relations for Line of the Air Force (LAF) and Air Force Medical Service personnel. LAF officers participating in this MilTA option will be considered for assignments under the Regional Affairs Strategist (RAS) Program. MilTA is only available to officers with 15 years or less Total Active Federal Commissioned Service. (T-1)

(ADD) 6.6.3.1. The degree must be in International Relations with a concentration or major in an area of specialization. A concentration in an area of specialization requires a minimum of 12 semester hours focused on a geographic region. Due to the continual shifting of global defense priorities, the region will be subject to SAF/IA approval for LAF officers and AF International Health Specialists (AFIHS) for AFMS officers to ensure alignment with current requirements. (T-1)

(ADD) 6.6.3.2. The officer sends an email directly to the International Affairs Specialist (IAS) program office in SAF/IAPA (usaf.pentagon.saf-ia.mbx.saf-iapa-ias@mail.mil) for LAF personnel or AF International Health Specialists (AFIHS) program office (usaf.pentagon.af-sg.mbx.ihs-program-office@mail.mil) for Air Force Medical Service personnel requesting review of his/her degree choice. The officer must attach a copy of his/her degree plan including a course listing and type of accreditation of AI. (T-1)

(ADD) 6.6.3.3. SAF/IAPA or AFIHS will notify the officer of approval/disapproval. (T-1)

(ADD) 6.6.3.4. If approved, the officer takes the written approval and the degree plan to the local education center and requests MilTA for the second master's degree. Only SAF/IAPA or AFIHS can approve these specific degrees as meeting AF needs. The E&TS Chief cannot waive disapproval from SAF/IAPA or AFIHS. (T-1)

(CHANGE) 6.8.1.1. Reminders are sent after course end date. (T-1)

(CHANGE) 7.2.2. TCO and Text Examiners must follow AU guidance. (T-1)

(ADD) 8.2.3. Installation/Host Commander will ensure adequate private office space is available to conduct confidential discussions/consultations with students. (T-1)

(CHANGE) 8.3.4. The E&TS will not organize or conduct graduation ceremonies including Community College of the Air Force. The E&TS may function in an advisory capacity. (T-1)

(ADD) 8.4.5. Advise Airmen on the AF credentialing program to include information on the AF COOL. (T-1)

(ADD) 8.7. Air Force Commissioning. E&TS Chief will provide general program information and advice on application procedures. (T-1)

(CHANGE) 8.8. Air Force Educational Leave of Absence (AFELA) Program. As of 14 Mar 2014, the Air Force Educational Leave of Absence (AFELA) was suspended indefinitely. Answers to guidance and procedure questions beyond the information in this AFI must be obtained in AFI 36-3003, Military Leave Program.

(DELETE) 8.8.1.

(DELETE) 8.8.2.

(DELETE) 8.8.3.

(DELETE) 8.8.4.

(DELETE) 8.8.5.

(DELETE) 8.8.6.

(ADD) 8.9. Educational Deferment Program. It is the intent of the AF to support members in achievement of their personal education goals provided they satisfy their primary duties without significant impact on "in-turn" assignments. Therefore, at key times in certain educational programs, members may be authorized deferments for educational reasons, such as whenever the education program will be completed during the deferment period. Like other deferments, education deferments may be waived when they do not serve the overall best interest of the AF. The E&TS Chief has the responsibility to review college degree documentation to ensure all degree requirements are clearly listed, to request deferment through MPS, and to monitor the progress of members on educational deferments. The Airman has the responsibility to provide end of term grades to the E&TS. An educational deferment may be cancelled when the Airman's leadership determines cancellation is necessary in order to meet mission needs. When the Airman is not making satisfactory progress, as determined by a review of grade reports, the E&TS Chief may cancel an educational deferment after coordination with the member's commander and the MPS/AFPC. Airmen assigned to OCONUS locations are ineligible for the Educational Deferment Program. Additional program details can be found in AFI 36-2110, Assignments. (T-1)

(CHANGE) 9.5.12. Verify that grades for students are entered into AFAEMS upon course completion. Successful course completion is defined as the following in accordance with DoD guidance for undergraduate courses: Grade of "C" or better, "Satisfactory," "Credit", "Pass" or equivalent. Members will not be reimbursed for Grade "D" or "Unsatisfactory" or equivalent. For graduate courses: Grade of "B" or better, "Satisfactory," "Credit", "Pass" or equivalent. (T-0)

(CHANGE) 9.6.1. For the purposes of ResTA, a supervisor is defined as the person in the member's chain of command having next in line TA approval authority and oversight. This

person must be able to adequately assess the student's ability to participate in voluntary education while also satisfying the responsibilities of an Air Force Reservist. Supervisors will:

(Delete) Attachment 9.

(ADD) Chapter 10

(ADD) AIR FORCE CREDENTIALING PROGRAM

(ADD) 10.1. Responsibilities. The Air Force Credentialing Program provides a vehicle for the award of civilian-recognized credentials related to Airmen's AFSCs. The intent is to meet NDAA and White House initiatives intended to expand the professionalism of Air Force members as well as prepare Airmen for entry into civilian jobs upon separation/retirement from the Air Force. The Air Force program is specific to enlisted AFSCs only. AF COOL is the primary program for providing information and management of the Air Force Credentialing Program. The term "Credential" refers to any professional certification, licensure or registry. (T-1)

(CHANGE) 10.1.1. HAF/A1DLV provides program execution oversight of AF COOL to ensure compliance with policy and guidance. (T-1)

(ADD) 10.1.1.1. Works closely with AF/A1DLV for policy review/decisions and to assist in the continued development and sustainment of the AF COOL program. (T-1)

(ADD) 10.1.1.2. Assists with the budget projections and ensures PEC 89732F funds are distributed to the appropriate office responsible for payment of credentialing. (T-1)

(ADD) 10.1.1.3. Elevates issues to AF/A1DLV when necessary and works with them for resolution. (T-1)

(ADD) 10.1.2. The AF Credentialing Program Office (CPO), located at the Community College of the Air Force, provides the daily execution of the AF COOL program within the policy and guidelines established by AF/A1DLV. Duties include but are not limited to:

(ADD) 10.1.2.1. Ensure compliance with this instruction and references herein. (T-1)

(ADD) 10.1.2.2. Provide input towards reporting requirements established by higher authority. (T-1)

(ADD) 10.1.2.3. Liaise between business partner(s) and Career Field Managers (CFMs) to resolve concerns and provide guidance in alignment with AF policy. (T-1)

(ADD) 10.1.2.3.1. Provide oversight of skill gap analyses and work directly with subject matter experts and CFMs to determine best-fit credentials for each AFSC. (T-1)

(CHANGE) 10.1.2.4. Provide recommendations via the HAF/A1DLV for updates to AF COOL website. (T-1)

(ADD) 10.1.2.5. Assist education center personnel and Career Assistance Advisors in promoting the Air Force COOL program and the AF COOL website. (T-1)

(ADD) 10.1.2.6. Maintain working relationships with other military service credentialing programs and external credentialing agencies. (T-1)

(ADD) 10.1.2.7. Assess program effectiveness that includes costs, level of effort, success rates, and production data metrics. (T-1)

(CHANGE) 10.1.2.8. Coordinate resource requirements through HAF/A1DLV and make recommendations for program restructuring in order to operate within fiscal resource constraints. (T-1)

(ADD) 10.1.2.9. Provide oversight to the credentialing payment processes. (T-1)

(ADD) 10.1.2.10. Assist with the development of the AF COOL website. (T-1)

(ADD) 10.1.2.11. Administer the AF COOL website to include periodic review to assess modifications for implementation. Recommended modifications will be provided to AF/A1DLV as appropriate. (T-1)

(ADD) 10.1.2.12. Execute guidelines and business rules for management and administration of the AF COOL program. (T-1)

(ADD) 10.1.2.13. Provide reports to AF/A1DLV. (T-1)

(ADD) 10.1.2.14. Develop and execute marketing plan for the AF COOL Program and the AF COOL website and submit to AF/A1DLV for final approval. (T-1)

(ADD) 10.1.3. Career Field and Unit Leadership. CFMs, MAJCOM functional managers, and unit leadership are key to the professional development and credentialing of Airmen. These leaders will:

(ADD) 10.1.3.1. Encourage Airmen to pursue professional credentials. (T-1)

(ADD) 10.1.3.2. Advise and counsel Airmen on the significance of professional credentials to job performance and career enhancement via feedbacks, roll calls, unit training, or other venues the unit leadership deems appropriate. (T-1)

(CHANGE) 10.1.3.3. Ensure Airmen requesting funding for credentialing exams, course work or other credentialing expenses under this authority do not register, take, participate in, schedule, or otherwise obligate the member or government to pay for a credentialing expense without first obtaining approval for funding. (T-1)

(ADD) 10.1.4. Airman Responsibilities. Each Airman is responsible for:

(CHANGE) 10.1.4.1. Ensuring approval for funding before taking any actions that would obligate the expenditure of funds, to include registering for, scheduling or partaking in an exam, course work or other credentialing expense. (T-1)

(ADD) 10.1.4.1.1. Advanced approval. Failure to obtain advanced approval will result in the member being personally liable for the expenses. (T-1)

(ADD) 10.1.4.2. Submitting the completed AF COOL request ensuring all required information and endorsements are submitted not earlier than 60 calendar days and not later than 15 calendars days prior to the anticipated exam or training date. (T-1)

(ADD) 10.1.4.2.1. Submission of requests greater than 60 calendar days prior to the exam date will be denied and member will be instructed to resubmit the request within the timeframe described above. (T-1)

(ADD) 10.1.4.2.2. Requests submitted after starting, taking, participating in, or otherwise incurring the credentialing expense will be rejected, and the member will be personally liable for all expenses. (T-1)

(CHANGE) 10.1.4.3. Notifying the CPO of any changes in credentialing exam(s) testing dates, training material and/or locations approved and accepted by the member. (T-1)

(ADD) 10.1.4.4. Providing credentialing training completion transcripts or other documents and credentialing exam score reports to the CPO within 30 calendar days of notification from credentialing agency. Members will be ineligible to further participate in the AF COOL program until results are received. (T-1)

(ADD) 10.1.4.5. Notifying the CPO if unable to enroll in or complete the credentialing exam and or/change in service obligation. Failure to do so will result in forfeiture of future funding. (T-1)

(ADD) 10.2. Funding

(CHANGE) 10.2.1. Activated Reserve and Guard Airmen on Title 10 or Title 32, Section 502f orders must supply a copy of orders to verify activated time and meet all eligibility requirements to receive MilTA. All documents will be uploaded to the AFAEMS Digital File Folder to include Airman's home unit address. (T-0)

(CHANGE) 10.2.2. Funding is authorized for multiple credentials in an Airman's AFSC (reference para 6.5.20. for AFSC requirements) and selected by the Airman. Funding includes the initial credentialing exam (or series of exams if the selected credential has more than one exam), course work or other credentialing expenses and related exam fees. Funding will be provided as long as the Airman maintains eligibility and has not reached his/her \$4,500 lifetime cap. (T-1)

(ADD) 10.2.3. Funding will also be provided if the credential requires periodic recertification and only if the recertification process requires retesting. This only applies to an Airman's

credential that was funded by the AF COOL program. Funding will be provided as long as the Airman maintains eligibility and has not reached his/her lifetime cap. (T-1)

(ADD) 10.2.4. Senior NCOs in the ranks of E-7 through E-9 may be eligible for an additional funded leadership credential. AFSCs with no civilian credential match in the AF COOL website may be eligible for a funded leadership credential regardless of rank. (T-1)

(ADD) 10.2.5. In the event that a credential is superseded by another in the same AFSC, Airmen may be eligible for another credential in that AFSC. Determinations will be made by AF/A1DLV with advice from the CFMs and AF COOL program office. (T-1)

(ADD) 10.2.6. Should Airmen cross train, they may be eligible for a second certification. Final determination of this eligibility will be made by CFMs with advice from AF/A1DLV and the AF COOL program office. (T-1)

(ADD) 10.2.7. Airmen with special duty identifiers (i.e. 8F000, 8A100, 8B000) with no matching civilian credentials in AF COOL may be eligible for an AF-funded leadership and/or a previously held AFSC (2AFSC, 3AFSC, 4AFSC) credential listed on the AF COOL website. (T-1)

(ADD) 10.2.8. Credentialing agencies require payment upon application. The AF will pay on behalf of the Airmen. However, Airmen whose request for funding exceeds the amount on their cap will be disapproved. (T-1)

(ADD) 10.2.9. Funding requests will be processed and approved in the order of receipt. Funding requests will not be processed with higher priority to satisfy requirements for Senior Rater Endorsement, EPRs, award packages, etc. (T-1)

(ADD) 10.3. Unauthorized Funding. Funding is not authorized for credentials that are:

(ADD) 10.3.1. A mandatory requirement to gain or hold an AFSC, job position, or a specialty-coded billet mandating the credential or license. Certifications or licensures mandated by an Air Force requirement will be funded by other Air Force resources and policies. (T-1)

(ADD) 10.3.2. For academic degrees or fees for non-mandatory membership in professional societies or associations. (T-1)

(ADD) 10.3.3. Failed exams. Airmen who failed an examination must seek other funding methods for re-examination fees. (T-1)

(ADD) 10.3.5. For the accumulation of continuing education units (CEUs) and professional education units (PEUs). Funding will not be authorized for attendance at conferences, workshops, etc. required to maintain credential or for recertification/renewal of credentials. (T-1)

(ADD) 10.4. Other Related Credentials. Airmen may pursue credentials that are not identified as AF-funded but appear on the AF COOL website at their own expense through the use of the Montgomery G.I. Bill, Post 9/11 G.I. Bill, or other programs. (T-1)

(ADD) 10.5. Identification of approved Credentials. (T-1)

(ADD) 10.5.1. The AF CPO will work with business partners and CFMs to determine the best-fit credentials for inclusion in the AF COOL program. Once the CPO and CFMs have determined the best credentials for the respective AFSCs, the CPO will work with the business partners to complete the skill/training gap analysis and work with AF COOL website business partners to upload data onto the website. (T-1)

(ADD) 10.5.2. Business partners will conduct continuous review of approved credentials and advise the CPO if any changes are required. The CPO will review and coordinate any proposed changes with the CFM and AF/A1DLV. (T-1)

(ADD) 10.5.3. AF COOL office will act as an intermediary between the business partners and CFMs to assist in resolving disputes and/or provide clarification of AF policy to ensure the intent of the program is being met and all guidelines and policies are being appropriately implemented. (T-1)

(ADD) 10.6. Eligibility Requirements. Enlisted RegAF, AFRes, and ANG component members desiring to participate in the Air Force COOL program shall meet the following eligibility requirements:

(ADD) 10.6.1. Possess a 5-skill level in the AFSC that is associated with the Airman's assigned CAFSC to which the credential is mapped. (T-0)

(ADD) 10.6.2. Airmen who have an Unfavorable Information file (UIF), are on a control roster, have failed their most recent Physical Fitness test or are overdue, and/or have a current referral EPR at the time of application for AF COOL, are ineligible. (T-1)

(ADD) 10.6.3. Have a record in AFAEMS with an approved credentialing goal. (T-1)

(ADD) 10.6.4. Enlisted members must be on active duty for the completion of the entire credential. (T-1)

(ADD) 10.6.4.1. The AF COOL program will not fund enlisted members who have separated, retired, or commissioned. If an Airman is currently enrolled in a credential program at the time any of the aforementioned events occur, funding will immediately cease and the member's remaining cap will be deleted. (T-1)

(CHANGE) 10.6.5. Air Force COOL funding must be approved prior to the Airman registering for exams or incurring professional credentialing expenses (e.g. course work and/or training materials). (T-0)

(ADD) 10.6.6. Any certification or licensure obtained prior to program approval will not be authorized for funding. (T-1)

(ADD) 10.6.7. Supervisors must approve or disapprove all credentialing requests and can deny based on any of the following criteria if they believe any of the below circumstances will impede successful completion of the requested credential. (T-1)

(ADD) 10.6.7.1. Airman is in Upgrade Training. (T-1)

(ADD) 10.6.7.2. Airman will be TDY during any portion of exam preparation. (T-1)

(ADD) 10.6.7.3. Airman will be PCSing during any portion of exam preparation. (T-1)

(ADD) 10.6.7.4. Airman is scheduled to attend or is enrolled in PME. (T-1)

(ADD) 10.6.7.5. Other factors that could affect the Airman's ability to successfully complete the exam can also be considered. This includes participation in the MilTA program. (T-1)

(ADD) 10.6.8. Supervisors will utilize the resource page on the AF COOL website to mentor Airmen prior to taking initial credential exams(s). (T-1)

(ADD) 10.7. Credentialing Agency's Certification Requirements. Airmen applying for funding for professional credentialing expenses must agree to comply with the credentialing agency's eligibility and examination certification requirements. In most cases, the Airman must pass written or computer-based exams and/or oral and practical exams (projects in laboratory setting), as well as meet other requirements (i.e., documented practical experience, formal application, documented training, continuing education units, payment of exams and maintenance fees, etc.). (T-1)

(ADD) 10.8. Air Force Automated Education Management System (AFAEMS). AFAEMS is the official system of record for the AF Voluntary Education Program and will be used to process all credentialing requests and maintain Airmen records. (T-1)

(ADD) 10.9. CCAF awards collegiate credit for specific credentials that are applicable to the technical requirements and discipline of specific CCAF AAS degree programs. Policies for awarding credit are established by CCAF. (T-1)

(ADD) 10.9.1. Awarding CCAF credit is based on degree relevancy, college-level academic standards, career field needs, and CFM recommendations. Credentials that have been evaluated by the American Council on Education (ACE) for recommended credit will not be evaluated for CCAF awarded credit. (T-1)

(ADD) 10.9.2. Upon issuance of a CCAF degree-applicable credential, education center counselors will submit a CCAF Student Action Request to have the credentialing credit applied to the Airman's CCAF student record. Refer to the CCAF Advisor Handbook for specific guidance. (T-1)

(ADD) Chapter 11

(ADD) Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Airmen

(ADD) 11.1. Responsibilities. JTEST-AI are Career Skills Programs (CSP), such as apprenticeships, on-the-job (OJT) training, job shadowing, employment skills training, and internships that offer skills training opportunities to Airmen (officers and enlisted) preparing to transition from military to civilian employment. As such, CSP is a transition program falling under the umbrella of the Air Force Directorate of Force Development, Learning Division (AF/A1DL).

(ADD) 11.1.1. MAJCOM Functional Manager (AFPC/DP2SST). Provides program execution oversight of the JTEST-AI to ensure compliance with AF/A1DL policy and guidance. (T-1)

(ADD) 11.1.1.1. Works closely with AF/A1DLV for policy review/decisions and to assist in the continued development and sustainment of the JTEST-AI program. (T-1)

(ADD) 11.1.1.2. Elevates issues to AF/A1DLV when necessary and works with them for resolution. (T-1)

(ADD) 11.1.1.3. Provides guidance and assists base-level E&TS Chiefs with executing and managing the program on the installations. (T-1)

(ADD) 11.1.2. Base-level E&TS Chief. Is responsible for the overall management of the base/installation CSP and will provide the daily execution of the program within the policy and guidelines established by AF/A1DLV. Duties include but are not limited to:

(ADD) 11.1.2.1. Ensures compliance with this instruction and references herein. (T-1)

(ADD) 11.1.2.2. Ensures Airmen are counseled on policy and application procedures during the TGPS Accessing Higher Education Track. All counseling actions must be fully documented in AFAEMS. (T-1)

(ADD) 11.1.2.3. Updates and maintains current, relevant information on the AFVEC. At a minimum, information must be reviewed and updated at least quarterly or sooner if needed. Publishes information concerning CSP opportunities on AFVEC and other media. (T-1)

(ADD) 11.1.2.4. Reports JTEST-AI metrics to the MAJCOM Functional Manager located at AFPC/DP2SST as designated by AF/A1DLV, using the template at Attachment 15. (T-1)

(ADD) 11.1.2.5. Screens and approves CSP providers IAW general criteria outlined in DoDI 1322.29, Enclosure 4. (T-0)

(ADD) 11.1.2.6. Establishes a Memorandum of Understanding (MoU) between the installation and CSP providers. The MoU establishes the parameters for cooperative support between the installation and the CSP provider for the recruitment of transitioning Airmen who are separating

or retiring from the Air Force for the purpose of providing training under the CSP. (See Attachment 17, for sample MoU) (T-0)

(ADD) 11.1.2.7. Maintains on file a copy of all appointed unit designated representative letters.

(ADD) 11.1.3. Unit/Squadron Commander. The approval authority to participate in CSP is the transitioning Airman's unit/squadron commander authorized to impose non-judicial punishment under Article 15 of the Uniform Code of Military Justice in the Airman's chain of command. The commander may terminate the participation of an Airman in a program based on mission requirements. (T-0)

(ADD) 11.1.3.1. Commanders will take the following actions with regard to Airmen participation in a CSP:

(ADD) 11.1.3.1.1. Consider Airmen identified for possible early transition for enrollment in CSPs, provided the anticipated character of service upon separation is honorable or under honorable conditions. Examples include hardship discharge, involuntary transition resulting from failure to reenlist or extend to complete an upcoming deployment and early demobilization due to curtailment of mission or like separations or transfers. (T-1)

(ADD) 11.1.3.1.2. May release Airmen from daily unit duties for the period of participation. (T-1)

(ADD) 11.1.3.1.3. Will maintain daily accountability of Airmen participating in CSP and may require their participation in unit formations, physical training, and other unit requirements. (T-1)

(ADD) 11.1.3.1.4. Will maintain a copy of the Airman's application and Memorandum of Participation (MoP) (Figures A16.1. & A16.2.). (T-1)

(ADD) 11.1.3.1.5. May withdraw a member from the program only if the mission requires for the member to return to their Air Force duties or the member failed to comply with Air Force standards while participating in a CSP. (T-1)

(ADD) 11.1.3.1.5.1. Ensure Airmen who reenlist or extend their enlistment while participating in a CSP, are immediately withdrawn from the CSP.

(ADD) 11.1.3.1.6. Appoint in writing a designated squadron representative to manage, track and report CSP participation. A copy of the designated letter will be forwarded to the base-level E&TS Chief within five (5) duty days of appointment.

(ADD) 11.1.4. Airmen Eligibility and CSP participation parameters:

(ADD) 11.1.4.1. Airmen (officers and enlisted) must be within a 180 days of approved retirement or separation to participate in a CSP.

(ADD) 11.1.4.2. Airmen participation is dependent on unit and mission requirements. (T-1)

(ADD) 11.1.4.3. Airmen may apply to participate in a CSP through self-nominations while attending the TGPS Transition Assistance program. (T-1)

(ADD) 11.1.4.4. Airmen must forward their completed application (Figure A16.1.) for participation to the education center counselor 30 days prior to the start date of the CSP start date. (T-1)

(ADD) 11.1.4.5. Airmen must sign a Memorandum of Participation outlining the Airman's participation in the CSP while on active duty. The memorandum also includes the requirement to report accountability, comply with military training requirements, and maintain military standards. The unit commander and E&TS Chief will maintain a copy of the memorandum. The E&TS Chief must also file a copy of the MoP in the member's AFAEMS Digital File Folder. (T-1)

(ADD) 11.1.4.6. Airmen are eligible for only one CSP during their transition period. (T-1)

(ADD) 11.1.4.7. Airmen who reenlist or extend their enlistment while participating in a CSP will immediately withdraw from the program and return to their unit for duty. (T-1)

(ADD) 11.1.4.8. Appropriated funds are not authorized for any CSP. These programs will be provided at minimal cost to the Airman. (T-1)

(ADD) 11.1.4.8.1. An Airman may voluntarily elect to participate in a CSP that charges application, registration, or other minimal fees using his/her personal funds. (T-1)

(ADD) 11.1.4.8.2. The use of GI Bill benefits for U.S. Department of Veterans Affairs-approved OJT/apprenticeship programs and vocational/technical training programs are authorized. (T-1)

(ADD) 11.1.4.8.3. Airmen will not be authorized to participate in a CSP in a paid, temporary duty status. Payment for per diem or travel expenses is not authorized even when an Airman chooses to participate in an off-installation CSP. (T-1)

(ADD) 11.1.4.8.4. The use of a Government-owned vehicle to transport Airmen to a CSP is not authorized. (T-1)

(ADD) 11.1.4.8.5. Airmen will not receive compensation, wages, pay, training stipends or any other form of financial compensation from the CSP provider for participation in any career skills or training program while on active duty. (T-1)

(ADD) 11.1.4.9. Off-installation CSPs will normally be located within 50 miles of the Airman's installation or duty station, or within 50 miles of the Airman's residence. However, the unit/squadron commander may allow participation in a program beyond the 50-mile limit if the commander is satisfied that adequate measures exist to ensure accountability and safety given the Airman's unique circumstances. (T-1)

(ADD) A4.1.16. AF COOL

(CHANGE) A5.1.2. Reimbursement action for MilTA will be taken automatically when it is reported that the student earned a grade of “I”, “D” or below for undergraduate, “C” or below for graduate, “W”, or “U.” AFAEMS will generate an email with reimbursement action information and suspense to the student. If action has not been taken by the 31st day, a DD Form 139 will be processed IAW applicable financial management guidance. The CO will submit an action request to initiate the deduction of the reimbursement amount from the student’s military pay.
(T-1)

(CHANGE) A5.2.2. Students must have all supporting documentation uploaded and submitted for review by suspense date. (T-1)

(DELETE) A9.12.

(CHANGE) A13.1.3. AFI 33-360, Publications and Forms Management, Table 1.1 - provides a description of tiered waiver authorities used in this publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Waiver requests for Attachment 13 are subject to AFPC/DPSIT as the waiver approving authority for non-tiered requirements in accordance with AFI 33-360, Atch 9.

(CHANGE) A13.4.2. AF/A1D. The Director, Force Development, has policy oversight and will make decisions regarding exceptions to policy for Total Force (RegAF, AFR and ANG).

(CHANGE) A13.4.3.15.2. Provide general information of Post-9/11 GI Bill entitlements during in-processing at first permanent duty station.

(CHANGE) A13.4.3.15.3. Provide guidance, as needed, to all Airmen with inquiries regarding their educational entitlements. Education center counselors will refer Airmen to the VA representative at Total Force Service Center.

(CHANGE) A13.4.3.15.4. In partnership with the Airman & Family Readiness Centers, ensure Airmen are counseled (pre-separation or release from active duty) on benefits and that the counseling is documented on DD Form 2648, Preparation of Counseling Checklist.

(CHANGE) A13.4.4.12. Will forward requests for exception to policy to the Director of Force Development, AF/A1D, for decision.

(CHANGE) A13.4.5.10. Will forward requests for exception to policy to the Director of Force Development, AF/A1D, for decision.

(CHANGE) A13.7. Duration of Eligibility. An Airman's eligibility for entitlement expires at the end of a 15-year period beginning on the Airman’s last date of discharge or release from active duty of at least 90 consecutive days (30 days if released or discharged for service-connected

disability). The Director, Force Development, AF/A1D, shall determine the last date of discharge or release, if such date cannot be clearly determined.

(CHANGE) A13.8.1.2. Private and Foreign Schools: the lesser of the actual net cost for tuition and fees after the application of any waiver, scholarship, aid, or assistance (other than loans and funds provided under section 401(b) of the Higher Education Act of 1965, (Public Law 89-329)), provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees, or \$20,235.02 for the academic year beginning on August 1, 2014 through July 31, 2015. The amount of the yearly cap will be adjusted each year based upon a Cost of Living Allowance (COLA) and is subject to proration based upon benefit level.

(CHANGE) A13.8.1.3. Monthly housing allowance equal to the basic allowance for housing (BAH) amount payable to a military E-5 with dependents in the same ZIP code as the school that the student is attending (paid to the Airman). Rate of pursuit determines whether a student receives or doesn't receive the housing allowance. If pursuit is more than 50% the student receives the housing allowance. If the rate of pursuit is 50% or less, then the student doesn't receive the housing allowance. (Active duty personnel receiving Chapter 33 benefits or spouses of active duty personnel receiving Transfer of Entitlement (TOE) benefits are not eligible for the housing allowance.)

(CHANGE) A13.8.1.4. Individuals only enrolled in distance learning courses will be eligible for a monthly housing allowance equal to 50% of the national average of all Basic Allowances for Housing. Rates will be multiplied by the rate of pursuit rounded to the nearest multiple of 10. NOTE: Basic eligibility requirements for Monthly Housing Allowance benefits (e.g. students with a rate of pursuit >.50) remain unchanged.

(CHANGE) A13.8.1.5. A book and supply stipend of up to \$1000 per year is paid to the Airman. For Non-College Degree (NCD) Schools, Apprenticeship, and OJT Programs, a lump-sum book and supply stipend in an amount equal to \$83 for each month (prorated for partial months and benefit level).

(ADD) A13.8.1.6. A one-time payment of \$500 may be payable to certain Airmen relocating from highly rural areas (paid to the Airman).

(CHANGE) A13.8.9. Vocational Flight individuals pursuing an approved flight program (not offered at an Institution of Higher Learning (IHL)) will receive the lesser of the following:

(ADD) A13.8.9.1. The actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance (other than loans and funds provided under section 401(b) of the Higher Education Act of 1965), or

(ADD) A13.8.9.2. \$10,000 for the academic year beginning on August 1, 2011.

(ADD) A13.8.10. Additionally, Airmen eligible for MGIB, MGIB-Selected Reserve (SR), or

Reserve Educational Assistance Program (REAP), and who elect to use benefits under the Post-9/11 GI Bill, will be eligible to receive benefits for programs approved under those provisions that are not authorized for those individuals under the Post-9/11 GI Bill, such as on-the-job training, apprenticeship training, correspondence courses, flight training, preparatory courses, and national exams at the benefit rate for MGIB, MGIB-SR, or REAP, as appropriate.

(ADD) A13.10.5. Public Law 111-377, Post-9/11 Veterans Educational Assistance Improvements Act of 2010. Bar to Duplication of Certain Educational Assistance Benefits based on a single event or period of service.

(ADD) A13.10.5.1. An individual with qualifying service in the Armed Forces that establishes eligibility on the part of such individual for educational assistance under this chapter, Chapter 30 or 32 of this title, and Chapter 1606 or 1607 of Title 10, shall elect (in such form and manner as the Secretary may prescribe) under which authority such service is to be credited.

(ADD) A13.10.5.2. This amended Section 3322 of Title 38, United States Code, by adding subsection (h) which bars duplication of eligibility based on a single event or period of service. Because of this addition, individuals (entering active duty on or after August 1, 2011) cannot use the same period of service to establish eligibility for the Post-9/11 GI Bill and the Montgomery GI Bill (MGIB).

(ADD) A13.10.5.3. A single event or period of service for individuals entering the Service after 31 July 2011 is from the date entered active duty to the date of separation. Enlisted personnel who reenlist establish a second period of service. During a single event or period of service, enrollment in the Montgomery GI Bill renders you ineligible for the Post-9/11 GI Bill. Enrolling in the MGIB is distinctly different than signing up via DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment. Enrollment in the MGIB or Post-9/11 GI Bill is established when members complete and submit VA Form 22-1990, Application for VA Education Benefits. Members intending to transfer Post-9/11 GI Bill education benefits to eligible dependents who have "enrolled" in the MGIB are ineligible to transfer benefits (within a single event or period of service).

(CHANGE) A13.11. Pay reduction under MGIB. Effective as of the first day of the month beginning on or after the date of an election under paragraph A13.10.4. above, an Airman having pay reduced for MGIB enrollment, shall have their pay reduced a \$100 a month for 12 months; this reduction is non-refundable with the exceptions listed in A13.12.

(ADD) A13.18.1.1.2.3. Wounded Warriors. The 4-year ADSC may be waived for Airmen with at least six (6) years of service, is coded in MilPDS as a Wounded Warrior and has an approved TEB application prior to being placed in the Wounded Warrior program. The waiver authority is AF/A1DL.

(CHANGE) A13.18.2.2.3. Status of a child in para A.13.18.2.2. is based on the date of approval of the request to transfer benefits, not on the date the request was submitted to transfer benefits.

(CHANGE) A13.18.3. Months of Transfer. The number of months of benefits transferred by a member under this section may not exceed 36 months. The amount of unused benefits remaining is determined by the DVA or the number of months specified by the Secretary of Defense. A member can make a transfer of whole months, no partial months. A member must transfer at least one month to have a fully executed transfer of benefits. While in the Armed Forces, members use the TEB website to designate, modify, and revoke a TEB request. After leaving the Armed Forces, members can provide a future effective date for use of TEB, modify the number of months transferred, or revoke entitlement transferred by submitting a written request to the DVA. NOTE: After separating from the Armed Forces individuals cannot designate new dependents to receive transferred entitlement or amend the effective date of the initial transfer of entitlement to an earlier date.

(CHANGE) A13.18.8.5. Failure to Complete Service Agreement. Except as provided below, if a member transferring entitlements under this section fails to complete the additional years of service under para A13.18.1., the amount of any transferred entitlement that is used by a dependent of the member as of the date of such failure shall be treated as an overpayment of educational assistance and will be subject to collection by the DVA. Exceptions:

(CHANGE) A13.18.9.1.1. AF/A1DL is the active component TEB site security manager with execution responsibility maintained by AFPC.

(CHANGE) A13.18.9.2.1. The certifying official for active duty Air Force is the AFPC Total Force Service Center-San Antonio.

(CHANGE) A13.18.9.3. Once certifying officials have approved a request to transfer benefits, Airmen may print a hard copy of the certified TEB request for their personal record. Additional service commitments will be recorded in the appropriate personnel system(s). Additional service commitments resulting from transferring unused Post-9/11 GI Bill benefits begin on the date of approval and are served concurrent with any other additional service commitment in effect at the time of the transfer or incurred at any time after the request to transfer benefits. Transfer of Post-9/11 GI Bill benefits, in and of itself, will not limit any other reenlistment option or incentive to which a member may be eligible.

(CHANGE) A13.20.1.1. If enlisted, ensure the member meets all eligibility requirements outlined in AFI 36-2649, Atch 13, para. A13.18.1.1. or A13.18.1.1.2. prior to applying for TEB. Required retainability is determined by the date of application. Officers, who may have an indefinite Date of Separation (DOS), are only required to complete the TEB Statement of Understanding (SoU).

(CHANGE) A13.20.1.4. On MilConnect, members need to a) read the "Message from the Service Component"; b) designate the number of months to each dependent; (Note: Any dependent who is not allocated at least one month of benefits will be ineligible for transferred benefits after member retires/separates/is deceased, per AFI 36-2649, Atch 13 , para A13.18.7.2.3.); c) acknowledge all statements on the application; and d) select "Submit Request". After these actions are completed, the member's status in MilConnect will change to "Submitted".

(CHANGE) A13.23.1.1. TD Code 2 (Special Tours) - Guard Members: In addition to Title 10 orders, effective January 2011, the law changed to include Title 32 identified as “for the purpose of organizing, administering, recruiting, instructing, or training of the National Guard”. Copies of Title 32, sec 502f orders will be needed to verify activated time. Please note that Annual Tours DO NOT count towards Post-9/11 GI Bill eligibility.

(DELETE) A13.18.8.6.2.1.

(Delete) Attachment 14

(ADD) Attachment 15

(ADD) Career Skills Program Metrics

(ADD) Figure A15.1. JTEST-AI DATA METRICS ELEMENTS

| <u>JTEST-AI DATA METRICS ELEMENTS</u> | | |
|--|--------|-------------|
| Program Name: Program Location: Program Dates: | | |
| Metrics | Number | Percentage* |
| Number of Service member applicants in JTEST-AI | | |
| Number and percentage of Service members accepted (enrolled) for attendance in JTEST-AI | | |
| Number and percentage of Service members completing JTEST-AI | | |
| Number and percentage of Service members receiving job offers after completion of JTEST-AI | | |
| Number and percentage of Service members receiving JTEST-AI job offers in their local community | | |
| Number and percentage of Service members receiving JTEST-AI job offers outside their local community | | |
| Number and percentage of Service members that were required to pay application or registration fees | | |
| *Percentages are based on total number of eligible participants at that installation or unit. | | |

(ADD) Attachment 16

(ADD) APPLICATION FOR PARTICIPATION IN A CAREER SKILLS PROGRAM AND MEMORANDUM OF CAREER SKILLS PROGRAM PARTICIPATON BETWEEN TRANSITIONING AIRMAN AND UNIT COMMANDER

(ADD) Figure A16.1. APPLICATION FOR CAREER SKILLS PROGRAM PARTICIPATION

Application for Career Skills Program Participation

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, your request to participate in a Career Skills Program may not be processed and approved.

Participant's Name: _____
Last First MI

Rank/Pay Grade: _____

Organization/Office Symbol: _____

Type of CSP (check one): Apprenticeship Internship Job Shadow OJT

Start Date: _____ End Date: _____ Number of Days of Training: _____
YYYY/MM/DD YYYY/MM/DD

Name of CSP Provider: _____

CSP Provider Address: _____
Street City State Zip

CSP Provider POC: _____

Phone Number: _____ Email Address: _____

Name/Rank of Education Staff Member: _____
(Print Clearly)

Education Staff Member Signature: _____ Date: _____
YYYY/MM/DD

(ADD) Figure A16.2. MEMORANDUM OF CAREER SKILLS PROGRAM PARTICIPATION

BETWEEN TRANSITIONING AIRMAN AND UNIT COMMANDER

Memorandum of Career Skills Program Participation Between
Transitioning Airman and Unit Commander

Airman: I understand that my election of this option allows me to participate in a Career Skills Program in accordance with the terms of the CSP provider. I must maintain satisfactory progress and attendance throughout my period of enrollment and uphold all military standards and accountability requirements while enrolled. I understand that my participation in this program may be terminated at any time for unit mission requirements or disciplinary reasons. I understand I am not eligible to receive from the CSP provider wages, training stipends, or any other form of financial compensation for the time I spend participating in the program. I also understand that I am strongly encouraged to consider all job offers associated with my successful completion of this program. Further, I understand that I will release my contact information and allow Air Force representatives to contact me after expiration of term of service/retirement concerning my employment associated with completion of this program.

Airman Print and Sign Date: _____
YYYY/MM/DD

Airman's Permanent Civilian Email: _____

Current Phone Number: _____ (area code and 7-digit number)

Start Date: _____ End Date: _____ Number of Days of Training: _____
YYYY/MM/DD YYYY/MM/DD

Date of Separation/Retirement: _____ Separation/Retirement Order No. _____
YYYY/MM/DD

Commander: Airman is within 180 days from separation/retirement and approved to participate in this apprenticeship/internship program, given mission requirements as determined by me. I understand that the Airman is required to uphold military standards and that I will maintain accountability of this Airman while he/she participates in this program. I will determine participation in unit formations, physical readiness training, and other unit requirements, as appropriate, while ensuring this Airman's full participation in this training program. Finally, I understand that I may terminate the Airman's participation at any time for unit mission requirements or disciplinary reasons.

Commander's Signature Date: _____
YYYY/MM/DD

(ADD) Attachment 17

(ADD) SAMPLE MEMORANDUM OF UNDERSTANDING BETWEEN AIR FORCE
INSTALLATION AND EMPLOYER/INDUSTRY/ORGANIZATION

(ADD) Figure A17.1. SAMPLE MEMORANDUM OF UNDERSTANDING
BETWEEN AIR FORCE INSTALLATION AND
EMPLOYER/INDUSTRY/ORGANIZATION

SAMPLE MEMORANDUM OF UNDERSTANDING
BETWEEN
AIR FORCE INSTALLATION
AND
EMPLOYER/INDUSTRY/ORGANIZATION

1. PURPOSE. This memorandum of understanding establishes the parameters for cooperative support between (base or installation name) and (organization) for the recruitment of transitioning (base and installation name) Airmen who are separating or retiring from the United States Air Force for the purpose of providing _____ training under the (name of program).

2. PARTIES INVOLVED

a. (Base and installation name) is a U.S. military base, including Air Force (base and installation name), located in and around (city, State).

b. (Insert name and data about employer/industry/union representative.)

c. (Insert name and information about the program.)

3. RESPONSIBILITIES OF THE PARTIES

a. (Base and installation name) agrees to:

(1) Allow selected active duty Airmen to attend training classes and sessions at (place and name of training) for (how long it is conducted).

(2) Designate a (base and installation name) representative to maintain continuing liaison with the designated liaison representative for (organization).

(3) Ensure that the training facility provides reasonable training place accommodations for any participating Airman's disabilities.

b. The (organization setting up the program) agrees to:

(1) Be responsible for the placement of eligible students into the (name of program).

(2) Determine student eligibility for the (name of program).

(3) Make a concerted effort to provide job placement to all Service members who successfully complete the (name of program) through referral to an appropriate (name of organization). (Name of organization) commits that this program is highly likely to result in employment for the participants and, when necessary, this employment will provide reasonable accommodations for participating Airman's disabilities

(4) Provide the networking and connecting functions that are essential to successful employment and rewarding careers.

c. The (organization setting up the program) agrees to:

(1) Assume overall responsibility for the execution of the (name of program), which will consist of an (XX)-week course in (field name), resulting in the awarding of several (name of certifications received by Service member). All (XX) weeks of the course will be conducted at the (name of training facility). The (name of organization) will provide a dedicated training team, qualified instructors, training material, equipment, and quarterly program metrics to (base and installation name). (Name of organization) will also maintain attendance records for all training sessions and will submit report no less often than biweekly to (base and installation name office). The (name of organization) will also report completion and job placement rates.

(2) Appoint and designate an on-base representative for the (name of program training facility) to maintain liaison with the (base and installation name) representative.

(3) Notify DoD Skill Bridge (in the Office of the Under Secretary of Defense (Personnel and Readiness) at info@dodskillbridge.com about (name of program) within two (2) weeks of the signing of this memorandum of understanding, which will enable (organization setting up the program) to receive guidance on posting the training opportunities on the DoD SkillBridge application.

4. TERMINATION

a. This agreement may be terminated by either party with 30 days written notice to the other party.

b. (Base and installation name) may terminate this agreement without notice if (base and installation name) determines, at its sole discretion, that it is no longer able to meet the terms of this agreement based on military operational requirements or national emergency.

c. (Base and installation name) may terminate this agreement if (name of organization) is in default of any material provision of this agreement provided that the defaulting party will have 10 days to cure any such default.

5. NONENDORSEMENT. In accordance with the Joint Ethics Regulation, (base and installation name) is prohibited from endorsing or implying that it will endorse any non-Federal entity,

event, product, service or enterprise. The parties recognize that this agreement does not represent (base and installation name's) endorsement of any other party to this agreement.

6. **LIABILITY.** The U.S Air Force is self-funded for liability purposes. The (name of organization) is solely responsible for any injury, damage or loss sustained or incurred by any person as a result of any course of activity requirement, demonstration or exercise, or by the acts or omissions of their employees. (Name of organization) agrees that it will fully indemnify the Air Force and/or the U.S. Government for any loss, judgment or expense resulting from any action filed against it or them in any jurisdiction arising from activities for which the (name of organization) is solely responsible.

7. **NO WAIVER.** No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the Air Force, (base and installation name), the (name of organization) will operate as a waiver thereof, nor will any single or partial exercise of any right, power or remedy prevent any other or further exercise thereof or the exercise of any other right, power or remedy. No expressed waiver will affect any event or default other than the event or default specified in such waiver, and to be effective, any such waiver must be in writing and will be operative only for the time and to the extent expressly provided by the Air Force, (base and installation name), and the (name of organization) therein. A waiver of any covenant, term or condition contained herein will not be construed as a waiver of any subsequent breach of the same covenant, term or condition. Nothing in this agreement will be construed as a waiver of any sovereign immunity of the Air Force or (base and installation name).

8. **INTEGRATED AGREEMENT/MODIFICATION.** This agreement, upon execution, contains the entire agreement of the parties. No prior agreement, written or oral, can alter these provisions, and any changes to this agreement must be made in writing and agreed to by both parties.

9. **EFFECTIVE DATE:** This memorandum of understanding is effective upon the date of the last signature of the undersigned and will remain in effect until amended, revised, superseded or terminated by mutual consent.

Print Name of Installation Commander

Print Name of CSP Representative

Signature and Date

Signature and Date

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2649

1 OCTOBER 2014



Personnel

VOLUNTARY EDUCATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Title 10, United States code, Sections 2005 and 2007; DoDD 1322.8E, *Voluntary Education Programs for Military Personnel*, 3 January 2005; DoDI 1322.19, *Voluntary Education Programs in Overseas Areas*, 14 March 2013; DoDI 1322.25, *Voluntary Education Programs*, 15 March 2011; and Presidential Executive Order 13607. This publication applies to Air National Guard and US Air Force Reserve personnel. Field activities publishing implementation guidance must route those to higher headquarters functional OPR (AF/A1) for review and coordination before publishing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afirms/afirms/>. These records may only be accessed by Air Force members, employees, and contractors for official purposes directly associated with their official duties and that, as detailed in AFI 33-322, *Records Management Program*, unauthorized concealment, removal, mutilation, obliteration or destruction of Air Force records is punishable as a violation of federal law (18 U.S.C. 2071). Submit suggestions for changes to this instruction using the AF Form 847, *Recommendation for Change of Publication*, route AF Form 847 through channels to AF/A1DL, William Jones Building, 1500 West Perimeter Road Suite 4750, Joint Base Andrews, MD 20762. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the

appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) develops policy for the Air Force Voluntary Education program. This publication may be supplemented at any level; all MAJCOM level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval.

SUMMARY OF CHANGES

This document has been substantially revised. It must be read in its entirety. It updates the Voluntary Education mission and revises responsibilities for users and administrators at all levels; updates base level services; clarifies eligibility for military tuition assistance; clarifies support for testing programs, counseling, and Transition-Goals, Planning, Success, (T-GPS). It incorporates IC 1 to AFI 36-2306, 6 September 2011.

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Chapter 1

OVERVIEW

1.1. Program Description and Purpose. The Air Force Voluntary Education Program supports Force Development by maintaining a highly educated force. The program supports off-duty Voluntary Education goals for Regular Air Force, Air National Guard, and Air Force Reserve Airmen. Voluntary Education supports recruiting efforts as an enticing benefit program and supports retention as an in-service benefit. It significantly contributes to occupational competencies, institutional competencies, special interest needs, and readiness by supporting the current and anticipated needs of the Air Force. Through professional and Voluntary Education, individuals develop the abilities necessary to operate effectively in dynamic environments. Education helps develop sound problem-solving abilities that enable Airmen to better define problems in a complex operational environment. It provides Air Force members a breadth of knowledge and problem-solving tools that aid in critical thinking, allowing individuals to address a wide range of problems and weigh alternative solutions. (See Attachment 2 for Voluntary Education Strategic Plan)

1.2. Air Force Voluntary Education Vision: Voluntary Education programs and expertise integrated seamlessly into recruitment, retention, readiness, and institutional competencies of the Air Force.

1.3. Air Force Voluntary Education Mission Statement: To develop resilient Airmen through off-duty educational opportunities allowing them to cultivate personal and professional knowledge and prepare for leadership roles.

1.4. Air Force Voluntary Education Goals. Voluntary Education opportunities enable self-development, improve critical thinking skills, and serve as a recruiting and retention incentive for military members while strengthening Air Force readiness. Education programs expand knowledge and increase understanding of the role of aerospace power in fulfilling the Air Force national security strategy. Education is a critical prerequisite to anticipating and meeting the challenges of the broad range of military operations in which air and space forces are employed. Only quality education achieved through professional development can ensure the critical thought processes necessary for sound decision-making. The overarching goals of the Air Force Voluntary Education program are:

1.4.1. Ensure Airmen have off-duty education opportunities that allow them to develop personal and professional knowledge desired as an incentive for recruitment, retention, and readiness

1.4.2. Prepare Airmen for leadership and advancement opportunities within the Air Force as well as for return to civilian employment after Service

1.4.3. Develop Airmen occupational and institutional competencies through Higher Education Specific goals and their outcomes are outlined in Attachment 2.

1.5. Voluntary Education Program Implementation: The Voluntary Education program is comprised of four Core Functions that are essential in accomplishing the Mission and reaching the Vision.

1.5.1. Program Management is the process of ensuring optimal program performance. AF/A1DLV establishes Voluntary Education's vision and mission based on the needs of the Air Force and its Airmen. AF/A1DLV provides overarching administrative and managerial supervision for all programs aligned under Voluntary Education and works with the appropriate partners to provide adequate support for program implementation, staff, facilities, and technology. (Specifics on program management are outlined in Chapter 3)

1.5.2. Counseling refers to the actual advice Voluntary Education professionals provide the Airmen and Air Force leaders. At the very heart of Voluntary Education is the Airman. It is essential that qualified academic counselors/advisors and specialist knowledgeable in higher education work directly with Airmen in developing their academic programs and advising them on financial aid, academic programs, and Air Force Specific programs like the Community College of the Air Force (CCAF). Voluntary Education exists to aid Airmen in reaching their professional and personal development goals. (See Chapter 8 and Attachment 4). The Voluntary Education program also provides counseling to Airmen on other financial aid programs. (See Chapter 6)

1.5.3. Testing refers to both academic testing as well as professional military education testing. The Voluntary Education Program oversees for-credit testing, admission testing, language testing, Air University testing, and Professional Military Education (PME) testing. (See Chapter 7)

1.5.4. Military Tuition Assistance (MilTA) refers to the Tuition Assistance program. Since it is such a vital and integral aspect of Voluntary Education, it merits being separated as a unique Core Function rather than being encompassed under Program Management. AF/A1DLV is the Program Element Manager (PEM) for PEC 89732F and advocates for Tuition Assistance funds as well as Operational and Maintenance funding for the base level education centers and oversees the appropriation and execution of those funds.

1.5.5. To ensure the quality and success of the Voluntary Education program, only highly qualified and skilled counselors, education specialists, and education services officers/education and training section chiefs, MAJCOM Voluntary Education chiefs, and Chief, AF Voluntary Education will provide services within the Voluntary Education program. As such, these staff members must be qualified under the OPM standards for the Education Services Series, 1740 career field. (T-0)

Chapter 2

RESPONSIBILITIES

2.1. Headquarters Air Force (HAF). HAF is responsible for policy oversight and advocacy of the Air Force Voluntary Education program. HAF will interface with the Office of the Secretary of Defense concerning policy development and implementation of legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs (SAF/MR), discharges this responsibility for the Secretary of the Air Force. AF/A1, the Deputy Chief of Staff, Manpower and Personnel, will implement policy and budget for requirements as necessary.

2.2. Voluntary Education Branch (AF/A1DLV). The Chief, AF Voluntary Education must be qualified under the OPM series 1740. Responsible for implementing DoD and Air Force policies for the Voluntary Education Program. This includes, but is not limited to:

2.2.1. Implementing DoD policy: DoDI 1322.8E; DoDI 1322.25; DoDI 1322.19; Presidential Executive Order, 13607 (Attachment 12) as a part of this instruction.

2.2.2. Serving as the functional advisor to Air Force senior leadership on Voluntary Education issues. Provide guidance to ensure the viability and visibility of the program Air Force wide. Provide senior leadership, to include the Air National Guard and Air Force Reserve, with an annual report on the status of the program.

2.2.3. Sustaining the Voluntary Education Program in order to meet the needs of the Air Force and its Airmen.

2.2.4. Developing the Voluntary Education strategic plan in alignment with the Air Force strategic plan and its focus areas.

2.2.5. Overseeing business rules and programming changes for the Air Force Automated Education Management System (AFAEMS), the Air Force Virtual Education Center (AFVEC), and the Academic Institution (AI) Portal.

2.2.6. Developing Program Objective Memorandum (POM) for Program Element 89732F in coordination with SAF/FM.

2.2.7. Serving as the Program Element Manager (PEM) for Program Element 89732F. Ensure funding is available for the MilTA program, Voluntary Education staff training, and daily support activities.

2.2.8. Securing appropriate training opportunities for all levels of the Voluntary Education staff (See [Attachment 6](#)).

2.2.9. Establishing policies for Voluntary Education core function areas. These core functional areas include counseling, testing, MilTA, program management, and Transition-Goals, Plans, Success (T-GPS). Exception: AF/A1P policy will ensure proper counseling is provided to all new enlisted accessions under the Enlisted College Loan Repayment Program (ECLRP).

2.2.10. Providing policy, direction, guidance, and resources to the Voluntary Education Central Office (CO).

2.2.11. Overseeing the Air Force component of the DoD Third Party Education Assessment (3PEA) program for third party review of the quality and effectiveness of educational opportunities, regardless of delivery format, on military installations. Collect resolution data from MAJCOMs regarding final reports and include that information in guidance decisions. Work closely with Defense Activity for Non-Traditional Education Support (DANTES) and other Service's counterparts to review program effectiveness.

2.2.12. Providing policy, advisory and technical assistance to MAJCOM Education Operations Chiefs.

2.2.13. Coordinating with other Voluntary Education Service on joint and uniform issues and policies. Represents the Air Force on the Inter-Service Voluntary Education Board and Servicemembers Opportunity Colleges (SOC) Advisory Committee. Serves as the liaison with academic institutions and other professional organizations affiliated with voluntary, post-secondary/adult education.

2.2.14. Resolving Voluntary Education Congressional inquiries and complaints received through the Postsecondary Education Complaint System.

2.2.15. Serving as the Chair of the Voluntary Education Steering Committee. The Steering Committee is composed of MAJCOM program functionals and meets bi-annually to address Voluntary Education issues. The meetings may be face-to-face or through other media (See Attachment 7).

2.2.16. Coordinating with the Air Force Personnel Center (AFPC) on Voluntary Education program-related data requirements for MilPDS and AFAEMS.

2.2.17. Coordinating requests for American Council of Education (ACE) evaluations for Air Force technical schools not affiliated with Air University (See Attachment 8).

2.3. Major Command (MAJCOM) Education Operations Chiefs. MAJCOM voluntary Education chiefs implement Air Force and MAJCOM policies and goals pertaining to the Voluntary Education program. As such, they must be qualified under the OPM series 1740. They are responsible for providing strategic and functional advisement to MAJCOM and base leadership concerning the Voluntary Education Program. MAJCOM Voluntary Education Chiefs work closely with AF/A1DLV for policy review/decisions and to assist in the continued development of the Voluntary Education program. MAJCOM Voluntary Education chiefs will also serve on committees established by Air Staff to meet the needs of Airmen and the Voluntary Education program. This is accomplished through, but not limited to:

2.3.1. Develop a MAJCOM functional mission statement which supports the Air Force Voluntary Education mission.

2.3.2. Manage MAJCOM specific education programs.

2.3.3. Provide program oversight at bases, assigned Geographically Separated Units (GSU), and tenant organizations. Oversight includes, but is not limited to, policy interpretation, staff training (See Attachment 6), data collection and analysis, and funding for daily program operations.

2.3.4. Oversee data in AFAEMS and AFVEC. Compile annual statistics for reporting to MAJCOM leadership and AF/A1DLV.

2.3.5. Conduct Staff Assistance Visits (SAV) (see Attachment 11) as necessary or determined by MAJCOM policy. Provide corrective action and follow up as needed until identified issues are resolved.

2.3.6. Develop 3 PEA schedule in conjunction with AF/A1DLV. Will serve as an observer during 3PEA visits.

2.3.7. Ensure PEC 89732F funds are received from SAF/FM and distributed to installations to support Voluntary Education operational and training requirements. Serve as MAJCOM PEM for PE 89732F

2.3.8. Overseas, the MAJCOMs will provide advisory guidance and technical assistance on overseas contracts covering Voluntary Education in PACAF and USAFE. This advisory guidance and technical assistance includes everything from evaluations of the contracts to ID cards for school personnel to Status of Forces Agreement (SOFA) requirements that affect the school contracts.

2.3.9. Elevate issues to AF/A1DLV when necessary and work with AF/A1DLV for resolution.

2.3.10. Participate in Unit Effectiveness Inspections as required using the MICT checklist as outlined in AFI 90-201, The Air Force Inspection System, 2 August 2013 (See Attachment 11). Access to MICT is at <https://mict.us.af.mil>

2.3.11. Provide input/oversight of complaints generated through the Post-secondary Education Complaint System.

2.3.12. Review NPSC requests that exceed pre-authorized amounts.

2.3.13. Nominate/oversee DANTEs TCOs/ATCOs

2.3.14. Annually solicit nominations for the Scholarships for Outstanding Airmen to ROTC (SOAR), review packages, and submit nominations.

2.4. Voluntary Education Central Office (CO). The Chief, MilTA Central Office must be qualified under the OPM series 1740. The Voluntary Education Central Office (CO) is responsible for transactional work associated with MilTA to include:

2.4.1. Payment of invoices (T-1)

2.4.2. Processing Student reimbursements (T-1)

2.4.3. Review, Approval/Disapproval of Waiver requests (T-1)

2.4.4. Budget Execution (T-1)

2.4.5. Customer Service to students, education centers, MAJCOMs, AF/A1DLV, and academic institutions (T-1)

2.5. Education and Training Section (E&TS) Chief. The base level Voluntary Education Program is under the direction of the E&TS Chief. The E&TS chief must be qualified under the OPM series 1740 (or equivalent). For the purposes of this AFI, the duties associated with other elements of Education and Training Section are not addressed. Only those functions associated with the Voluntary Education program are included. The E&TS Chief implements Air Force, MAJCOM, and installation policies and goals by:

- 2.5.1. Providing program oversight and advisement to base leadership on Voluntary Education issues. (T-1)
- 2.5.2. Coordinating with base leadership to ensure procurement of facilities and other special program requirements. As gatekeeper (DoDI 1344.07), ensures base access issues for education institutions not conducting on-base programs are resolved per DoDI 1322.25 and PEO 13607. (T-0)
- 2.5.3. Managing installation core education and MAJCOM specific programs for eligible base population, GSUs, and tenant organizations, or as stated in an Inter-Service Support Agreement (ISSA). (T-1)
- 2.5.4. Procuring education programs based on the results of a needs assessment conducted by the Voluntary Education staff, and in accordance with DoDI 1322.25, Enclosure 3. (T-0)
- 2.5.5. Elevating Voluntary Education issues to base leadership or MAJCOM. (T-2)
- 2.5.6. Managing and executing the Higher Education Track of the Transition-Goals, Plans, Success (T-GPS) program. At Joint bases, the lead Service provides the Higher Education track. (T-0)
- 2.5.7. Work with partners to acquire financial resources for staff training opportunities (Attachment 6). (T-1)
- 2.5.8. Conducting program management responsibilities as outlined in this AFI. (T-1)
- 2.5.9. Maintaining liaison with appropriate State planning and approving agencies and coordinating councils to ensure that planning agencies for continuing, adult, or postsecondary education are aware of the educational needs of military personnel located within their jurisdiction. (T-2)
- 2.5.10. Prepare for and participate in Unit Effectiveness Inspections as required using the MICT checklist as outlined in AFI 90-201 (See Attachment 11). (T-0)
- 2.5.11. Education and Training Section (E&TS) Chiefs or their designees may deny MilTA if, in their professional judgment, they believe the course load is detrimental to the Airman or the Air Force. E&TS Chiefs may use any and all information available including (but not limited to) GPA, course withdrawal history, types of courses requested when determining whether or not to deny a MilTA request. (T-0)
- 2.5.12. Ensure Education Center staff members are trained in their job responsibilities (See Attachment 13). (T-1)
- 2.5.13. Participate in the Third Party Education Assessment program. (T-0)
- 2.5.14. Research and respond to complaints via the Post-Secondary Education Complaint System or other systems (T-0)
- 2.5.15. The E&TS Chiefs or designee will act as the liaison between the Education Center and the MilTA CO. (T-1)

2.6. Airmen (Active Duty and eligible Active Duty Reserve and Guard Airmen). Approval of MilTA is conditional upon the availability of funds and on Airmen meeting the eligibility criteria outlined in this publication. Airmen are reminded that they are financially responsible to their academic institution and must meet all required deadlines for payment. As such, all Airmen

participating in Voluntary Education programs incur certain responsibilities. These include, but are not limited to:

2.6.1. Request MilTA no earlier than 45 calendar days prior to and no later than seven (7) calendar days before the term start date. As per DoDI 1322.25, Appendix to Enclosure 3, para 4.d. (1), MilTA will not be approved after the term start date. Any courses taken during this period using another funding source will not be eligible for retroactive MilTA. Any course or schedule change must be reported immediately to the Education Office/MilTA Central Office (CO) and supervisor. Failure to notify these entities of changes will result in the Airman being financially responsible for the full cost of the course. MilTA requests are made through the AF Virtual Education Center (AFVEC) which is available 24 hours a day, 7 days a week. (T-0)

2.6.1.1. Read “conditions” statement on the MilTA Request (AF1227) and ensure compliance. Understand that a member’s due process begins upon member’s signature and final approval of MilTA request. (T-0)

2.6.1.2. Discuss and coordinate your MilTA request with supervisor prior to submission. Supervisor is defined as the person who signs the Airman’s EPR/OPR. Deployed airmen should coordinate with their leadership at their deployed location prior to requesting MilTA.(T-0)

2.6.1.3. Successfully complete courses funded by MilTA within prescribed timelines. Successful course completion is required; otherwise, recoupment action will take place. A successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses, and a “P” (or equivalent) for “Pass/Fail” grades. The Education Office/CO and supervisor must be notified prior to withdrawal from courses funded by MilTA or else recoupment action will be taken. (T-0)

2.6.1.4. Maintain the minimum GPA outlined in para 6.1.7. (T-0)

2.6.1.5. Ensure contact information, including official AF email address and alternate email, is updated and maintained in the Air Force Virtual Education Center (AFVEC). Failure to do so will not be grounds for requesting waivers due to missed suspenses, notifications, etc. Airmen are responsible for continually checking their AFVEC record for updates and notifications and ensuring contact information is correct. (T-1)

2.6.1.5.1. Must update supervisor’s contact information in the AFVEC. For the purpose of MilTA, a supervisor is defined as the person who signs the Airman’s EPR/OPR.

2.6.1.5.2. If the supervisor will not be available to approve the Airman’s MilTA request, then Airmen must include the First Sergeant’s contact information for enlisted or the squadron commander or higher for officers. (T-1)

2.6.1.6. Understand that using MilTA has risks. Using MilTA when in an AEF cycle, in the zone for PME attendance, during scheduled medical procedures, planned leave, etc, will not be sufficient reason for requesting a waiver should Airmen fail to successfully complete the course(s) due to selection or complications arising from these occurrences.

2.6.1.7. Complete the Annual MilTA training online as required. (T-1)

2.6.2. Ensure final grades are received and updated in your official education records (Air Force Automated Education Management System (AFAEMS)) within 60 days of term end date or 2 weeks prior to separation or terminal leave (whichever occurs first), retirement, deactivation, or assignment departure. It is ultimately the Airman's responsibility to ensure all grades are posted in AFAEMS/AFVEC prior to the deadline. Failure to do so will result in a recoupment action (para 6.8.1). Separating Airmen, to include Reserve/Guard Airmen nearing deactivation, must provide grades or progress report from instructor stating satisfactory progress at least 2 weeks prior to separation/deactivation date. If an unsatisfactory grade is reported at the end of the term and after an Airman has left the Air Force, an out of service debt will be processed. (T-0)

2.6.3. Provide required documentation, such as an educational goal or plan, prior to requesting MilTA for the first time. Para 6.1.3 outlines the specific requirements for degree plans. (T-0)

2.6.4. Know the academic institution's refund and withdrawal policies as outlined in the institution's Student Handbook (or equivalent). If Airmen believe they must withdraw from class(es), they must consult with their school, education center counselors, and supervisor to determine the best option, understand financial obligations for withdrawal, comprehend impact on GPA, etc. (T-1)

2.6.5. Understand that MilTA is intended to support off-duty, part-time attendance. Taking a course load in excess of part-time study will result in a financial obligation if Airmen fail to complete any or all of the courses. (T-0)

2.6.6. When considering an academic institution, Airmen must consider the institution's accreditation, policy on transfer credits (into and out of the institution), cost to AF and member, etc. Airmen should consult their education center for guidance on how to choose the best institution to meet their professional and individual needs. (T-1)

2.6.7. Supervisor Responsibilities include:

2.6.7.1. Reviewing all MilTA requests and approving or disapproving based on criteria outlined in para 6.2.9. Supervisors may approve MilTA requests for Airmen in any of the situations outlined in para 6.2.10 if, in their best judgment, the Airman has shown successful progress in their UGT or that the TDY, PCS, or PME attendance (current PME guidance advises in-resident students to not enroll in off-duty education because of the heavy academic schedule) will not adversely affect successful course completion. (T-1)

2.6.7.2. Discussing with Airmen their responsibility to successfully complete courses when using MilTA. (T-1)

2.6.7.3. Ensure that Airmen have no military responsibilities that will adversely affect their successful course completion (para 6.2.9). (T-1)

2.6.7.4. Explain to Airmen their financial liability should they fail to successfully complete the course(s) or fail to comply with other components of this instruction. (T-1)

Chapter 3

PROGRAM MANAGEMENT

3.1. The E&TS Chief. The E&TS Chief is responsible for the overall management of the base Voluntary Education program and ensures core functions are met by:

3.1.1. Conducting a formal needs assessment every 5 years or earlier if a major population or mission change occurs. The needs assessment will determine the appropriate on-base degree/course offerings. Needs assessments must be conducted in accordance with DoDI 1322.25. The process outlined in DoDI 1322.25 is the only approved means for acquiring on-base educational program. (T-0)

3.1.1.1. Needs assessment results for overseas locations will be forwarded to the MAJCOM for use in DoD Tri-Service Education Contract adjustment efforts; overseas installations will not self-procure on-base degrees/course offerings. (T-0)

3.1.2. Preparing and submitting to MAJCOM an annual execution plan for PEC 89732F. The E&TS Chiefs are authorized to use Non-Personal Service Contracts (NPSC) in support of the Voluntary Education program in order to meet mission requirements. The plan will include funds for staff training, Non-Personal Services Contracts (NPSC), and office supplies and equipment. NPSCs may not exceed amounts listed in para 5.2.1. (T-1)

3.1.2.1. Develop Statements of Work and partner with local contracting office to select qualified personnel to fill the NPSC(s). (See attachment 14) (T-1)

3.1.3. Ensure staff members are trained in Voluntary Education core functions (See Attachment 13). (T-1)

3.1.4. Ensure Airmen are counseled on policy and application procedures prior to receiving MilTA for the first time. All counseling actions must be fully documented in AFAEMS. See para 2.5.11 (T-1)

3.1.5. Update and maintain current, relevant information on the AFVEC. At a minimum, information must be reviewed and updated at least quarterly or sooner if needed. Publish information concerning educational opportunities and services on AFVEC and other media. (T-1)

3.1.6. Update enlisted education levels and certifications in AFAEMS in accordance with AFI 36-2305, Educational Classification and Coding Procedures, 6 Feb 2013 or other personnel systems as appropriate. AFIT will update officer education levels. (T-0)

3.1.7. Provide oversight of on-base academic programs in accordance with the DoD Partnership MOU, Air Force Addendum, Installation MOUs, and DoD Tri-Service Education Contract (overseas). The E&TS Chief at overseas installations will conduct quality assurance evaluations for contracted on-base institutions. (T-0)

3.1.8. Manage testing programs to ensure Force Development opportunities are available (See Chapter 7). (T-0)

3.1.9. Ensure sound, timely, and complete Voluntary Education customer service is provided to the base population. This includes, but is not limited to, web sites, email, customer service hours and AFVEC. (T-1)

3.1.10. Ensure qualified counselors are on staff to support the base population. (See paras 1, para 1.5.5) (T-0)

3.1.11. Ensure all Airmen have a degree plan and goals entered in AFAEMS (see para 6.1.3) (T-0)

3.2. MOUs and Education Contracts. MAJCOMs will ensure all MOUs for CONUS bases (including Alaska and Hawaii) and contracts governing overseas bases are in accordance with DoDI 1322.8E, DoDI 1322.25, and DoDI 1322.19 prior to implementation.

3.2.1. Personnel at overseas bases will comply with quality assurance standards on contracted institutions' services. Surveillance reports will be maintained for the life of the contract with copies sent to the MAJCOM and Contracting Officer's Representative. (T-0)

3.2.2. Installations will support approved on-base academic institutions/programs by providing clean, safe, and climate controlled classroom space in accordance with DoDI 1322.25, AFH 32-9007, *Managing Air Force Real Property*, 1 May 1999 para 3.2.24 (T-0)

3.2.3. Approved on-base academic institutions will receive building utilities and office space without reimbursement in accordance with AFI 32-1061, *Providing Utilities to US Air Force Installations*, 23 February 2011, para 4.3.1. (T-0)

3.2.4. Duplication of on-base programs and courses must be avoided. Different delivery formats are not considered duplication. Courses in support of the Community College of the Air Force (CCAF) degree must be offered. (T-0)

3.2.5. The E&TS Chief must follow DoDI 1322.25, Enclosure 3 when considering additions to on-base education programs or services. (T-0)

3.2.6. The on-base MOUs and overseas contracts allow enrollment in programs in the following priority: active duty military personnel; ANG/AFRES personnel; DoD civilian personnel; adult family members of military personnel, military retirees, and DoD Personnel; and local community civilians, in accordance with base access policies, both CONUS and overseas. (T-0)

3.3. Managing Overseas Voluntary Education Programs

3.3.1. First Time Students. In accordance with DoDI 1322.19, overseas service members who have never successfully completed a post-secondary course must attend their first course with an approved overseas program institution in order to use MilTA for the requested course(s). (T-0)

3.3.2. On-Base Marketing. Marketing of coursework or programs authorized by non-contracted education providers is prohibited. Conducting any kind of education activity on an installation will be limited to only contracted academic institutions. (T-0)

3.3.3. Program Participation. Participation in education programs provided under the voluntary education program may be denied by the installation commander, host country government, status-of- forces agreement or other international agreements. (T-0)

Chapter 4

VOLUNTARY EDUCATION CENTRAL OFFICE

4.1. Description and Purpose: The Voluntary Education Central Office (CO) is a one-stop cost center for all Air Force-wide MilTA processes. This office manages execution of all financial actions relating to the Air Force MilTA program.

4.2. Duties: The CO implements DoD and Air Force MilTA policy and processes by:

- 4.2.1. Preparing and submitting annual MilTA budget requirements for PEC 89732F to AF/A1DL. (T-1)
- 4.2.2. Using AFAEMS to track all MilTA expenditures. (T-1)
- 4.2.3. Processing and paying all MilTA invoices within established time frames. (T-1)
- 4.2.4. Working with base education centers to ensure course final grades are received and recorded within established time frames. (T-1)
- 4.2.5. Receiving and reviewing all MilTA waiver and reimbursement requests. The CO is the responsible authority for approval or denial of these requests. AF/A1DL may review after denial. Airmen follow the Board for Correction of Military Record (BCMR) process for further appeal. (T-0)
- 4.2.6. Providing guidance for submitting waiver and reimbursement requests is at Attachment 5. (T-1)
- 4.2.7. Documenting all MilTA actions in AFAEMS. (T-1)
- 4.2.8. Working with academic institution representatives and leaders to resolve disputes or discrepancies in payments, grades, etc. as they relate to the CO's main functional areas. (T-1)

Chapter 5

RESOURCES AND INFRASTRUCTURE MANAGEMENT

5.1. Funding. The Voluntary Education program uses appropriated funds (APF) PEC89732F in direct support of its mission in accordance with Title 10, United States Code, Section 2007. It supports MilTA, office materials and supplies, contracted Voluntary Education support, personnel salaries, travel, per diem, and registration costs for training and professional development of staff members. This funding is not part of base operating support (BOS) at any base to include joint bases. It will not be used to fund BA 01 or BA03 activities, personnel, or NPSCs other than Voluntary Education. (T-1)

5.2. Non-Personal Services Contracts (NPSC). The E&TS Chief may use NPSC for specific and limited functional services as needed by a specific location in support of the Voluntary Education program to meet mission requirements (see para 3.1.2). The NPSC may be used for customer service support, test administrators, academic skills instructors, academic advisors, classroom monitors, and computer support personnel. The personnel rendering services under the NPSC may not be subject, either by the terms of the contract or by the manner of administration, to the supervision and control usually prevailing in relationships between the Government and its employees. (T-1)

5.2.1. The MAJCOM must review and approve, prior to submission to the Contracting Office, any NPSC requiring funding above \$30,000 for part-time work and \$60,000 for full-time work. All NPSCs must be justified, stating that federal positions are not available to perform the services. (T-1)

5.2.2. A NPSC for academic skills instruction may include instructional costs and course material for off-duty classes on a per-course basis, but may not include the purchase of hardware or technology equipment. Tutorial services are authorized under academic skills instruction when separate courses are not feasible. A minimum of five students must be signed up for an academic skills course to be held. Students who register for the course will be required to attend all sessions. (T-1)

5.2.3. NPSCs must be on a fixed or per unit basis. Financial obligation may not extend beyond the end of the fiscal year unless provisions were made for extensions. (T-1)

5.2.4. An NPSC for a test administrator must contain a five (5) appointment per test session minimum requirement. MAJCOMs may waive this requirement, if necessary. (T-1)

5.3. Records. AFAEMS is the official automated records system for the Voluntary Education program. Automated records relating to the Voluntary Education program will be maintained indefinitely. Hard copy records will be kept in accordance with established guidelines for records management. (T-1)

5.4. Reports. AF/A1DLV prepares and submits an annual Voluntary Education Program Report to the Office of the Undersecretary of Defense, Personnel and Readiness, Military Community and Family Policy. It also prepares and sends an annual accomplishment report on Historically Black Colleges and Universities (HBCU) to the Air Force Small Business Programs (SAF/SB) Office. Reports will be made available to MAJCOMs, ANG and AFRES to assist in program development and administration. (T-0)

5.4.1. The E&TS Chief must ensure that data entered in AFAEMS is accurate as of 30 September of each year for the annual report. (T-0)

5.4.2. All annual and/or quarterly reports for DANTEs-sponsored exams must be prepared and submitted by the Test Control Officer (TCO), as required. (T-0)

5.4.3. All annual reports and/or recertification for AU/A3/6 programs must be prepared and submitted by the TCO, as required. (T-1)

5.4.4. All program reports required by MAJCOM must be prepared and submitted by the E&TS Chief in accordance with established timelines. (T-1)

5.4.5. E&TS Chief will be responsible for providing ad hoc reports/data as required by MAJCOM and/or Air Staff.(T-1)

Chapter 6

MILITARY TUITION ASSISTANCE (MILTA) PROGRAM MANAGEMENT

6.1. Authority. Title 10, United States Code Sections 2005 and 2007, the Annual Appropriations Act, DoDD 1322.8E, DoDI 1322.25, and Air Force memoranda authorize MilTA, waivers, reimbursements, and outline policy.

6.1.1. The Air Force provides MilTA for the cost of tuition not to exceed \$250.00 per semester hour (SH) credit and \$166.66 per quarter hour (QH) credit, and a fiscal year annual MilTA cap of \$4,500.00, applicable to all eligible Airmen. Any combined use for Reservists of active duty MilTA and Reserve MilTA has an annual cap of \$4,500.00; the two funds cannot be used to pay for the same course. MilTA for activated Guard and the TA benefit offered by the state Air National Guard cannot be used to pay for the same course. (T-0)

6.1.2. Courses are funded using 1-year funds in PEC89732F based on the term start date. MilTA will not be issued earlier than 45 days prior to the term start date. All waiver requests for this 45-day rule must be approved by the E&TS Chief or designee. (T-1)

6.1.3. Airmen must use the electronic degree plan (E-Degree) on the Air Force Virtual Education Center (AFVEC). (T-0)

6.1.3.1. All new degree plan requests occurring on or after 15 Oct 13 must use the e-Degree format. MilTA students with legacy degree plans have until 14 Oct 14 to convert to the new e-degree plan. Failure to comply with this deadline will result in the denial of MilTA until the e-degree is posted in their official AFAEMS record. Any courses taken between 14 Oct 14 and the approval and loading of the e-Degree plan using any other funding source will not be eligible for retroactive MilTA. (T-1)

6.1.3.2. Degree plans must be an officially evaluated plan completed by the degree granting institution and include ALL transfer credit accepted toward degree completion. Transfer work includes but is not limited to academic tests, Community College of the Air Force credit, other Air Force training, and courses taken at other academic institutions. The e-Degree must include ALL courses required for completion of the degree and include the original plan supplied by the institution to the Airman for a single degree. Airmen must provide an evaluated degree plan from the academic institution no later than after the individual has completed 6 SH (or equivalent) with the institution. MilTA will be denied until an evaluated degree plan is received and approved by the education center. Courses taken after the completion of 6 semester hours but before the approval of the e-Degree for which airmen use any other funding source will not be eligible for retroactive TA. The evaluated plan must be uploaded to the Airman's AFAEMS file before additional MilTA will be provided. Any changes to the plan after approval may result in denial of MilTA until a new plan is submitted and approved. Any courses taken during the denial period using any other funding source will not be eligible for retroactive MilTA. (T-0)

6.1.4. MilTA will be reimbursed for unsatisfactory or missing grades. Unsatisfactory grades are a "D" and below for undergraduate courses and a "C" or below for graduate courses. Missing grades are grades not received and updated in official student education records by

the 60th day after the end of the term on the approved MilTA request (AF Form 1227, *Authority for Tuition Assistance*). (T-0)

6.1.4.1. Airmen will have no more than 30 calendar days to respond to the notification of reimbursement (para 6.8) to contact their academic institution to address final grade discrepancies. Airmen are ultimately responsible for ensuring grades are in their AFAEMS education record by required deadlines. After 30 days an automatic payroll deduction will be initiated. Refunds will not be given to students for grades changed from unsatisfactory/missing to satisfactory/updated after the 30 days have passed. (T-1)

6.1.4.2. Airmen receiving incomplete/"I" grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 calendar days after the end of the term as listed on the AF Form 1227, whichever comes first. At the end of this period, refund action will be initiated if a satisfactory grade has not been received. Should an Airman present a grade after the deadline, TA money will not be returned to the Airman since he/she failed to meet the completion requirements and recoupment action will not be stopped or suspended. (see paras 6.5.18 or 6.8.4) (T-0)

6.1.5. Execution of all financial actions associated with the MilTA program are centralized at the CO. In conjunction with the base education centers, the CO will mediate MilTA conflict resolution. (T-1)

6.1.6. All actions relating to MilTA approval/denial, waivers/reimbursements will be annotated in the student's AFAEMS record by the CO and education center. (T-1)

6.1.7. Airmen who do not maintain a cumulative undergraduate GPA of 2.0 or higher at the undergraduate level after completing 15 semester hours or equivalent will not be authorized MilTA until they raise their GPA to the required level. For graduate-level courses, the member must maintain a GPA of 3.0 or higher on a 4.0 grading scale after completing 6 semester hours or equivalent. To compute GPA, the E&TS will use all grades funded with MilTA regardless of reimbursement actions. MilTA is not authorized to allow a member to raise their GPA; it is incumbent upon the member to fund and provide official grades to E&TS verifying GPA increase. The Air Force will not reimburse a student for course(s) taken at a student's own expense or using any other funding source to raise his/her GPA. (Exception: If a student falls below the minimum GPA, then courses paid using other funding sources since starting to use MilTA in order to meet minimum GPA requirement will be used to compute the new GPA.) (T-0)

6.2. Airmen Eligibility. The Air Force provides MilTA when term dates fall within an Airman's dates of activation, for the following active duty and activated/mobilized Air Reserve Component (ARC) personnel with an approved e-Degree (see para 6.1.3) in the Air Force Automated Education Management System (AFAEMS) and an education record in AFAEMS. (T-0)

6.2.1. Have a record in AFAEMS with an approved degree plan (see para 6.1.3.2). (T-0)

6.2.2. Enlisted members must be on active duty for the length of the term. If duty dates do not correspond with term dates, they must be eligible to reenlist and show written intent (AF

Form 901, *Reenlistment Eligibility Annex to DD Form 4*) to do so. Intent to reenlistment can also be verified via MilPDS (See Attachment 3). (T-0)

6.2.3. RegAF officers on active duty must have a date of separation (DOS) or deactivation date that is 2-years or more after the end of the term date. (See para 6.2.6 for Active Duty Service Commitment (ADSC) for activated Reserve officers). Officers unable to meet this requirement will not be authorized MilTA. Officers eligible to receive MilTA will incur a 2-year ADSC. ADSCs are computed based on the term end date reflected on the AF Form 1227. Officers are subject to recoupment action on remaining ADSC if they should separate/retire before the ADSC is completed. (T-0)

6.2.4. RegAF Officer Active Duty Service Commitment (ADSC) waiver requests will be considered by AFPC when an officer applies for early separation. Any incurred MilTA debt will be processed by the CO and funds returned to the CO via DFAS. (T-0)

6.2.5. Activated Reserve and Guard Airmen on Title 10 or Title 32 orders must supply a copy of orders and meet all eligibility requirements for receiving MilTA. All documents will be uploaded to the AFAEMS file to include Airman's home unit address. (See Chapter 9 for more details). (T-0)

6.2.6. Activated/mobilized officers must agree to remain a member of the AF Reserve or Individual Ready Reserve (IRR) for at least 4-years after completing a course funded by MilTA. Officers unable to meet this commitment will not be authorized MilTA. (T-0)

6.2.7. Activated/mobilized Reserve officers must agree to remain a member of the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) for 4-years after completion of courses for which MilTA was used. A signed Reserve Commitment (RSC) contract reflecting the 4-year ADSC will be uploaded into AFAEMS prior to issuing MilTA. MilTA request for activated Reserve officers will be routed first to ARPC for validation of the active duty service commitment before going to the active duty supervisor for final approval. (T-0)

6.2.8. Airmen who have an Unfavorable Information file (UIF), are on a control roster, have failed their most recent Physical Fitness test or are overdue, and/or have a current referral EPR/OPR at the time of application for MilTA are ineligible for MilTA. There are no waivers. Airmen who are denied MilTA and use other means to fund courses are not eligible for retroactive MilTA for those courses after the removal of the above barriers. All other eligibility requirements apply in order for the Airmen to resume receiving MilTA. (T-1)

6.2.9. Supervisors (see paras 2.6.7.1, 2.6.7.2, 2.6.7.3, and 2.6.7.4) must approve or disapprove all other MilTA requests and can deny based on any of the following criteria if they believe any of the below circumstances will impede successful completion of the requested course(s) (see also paras 2.6.7.2, 2.6.7.3, and 2.6.7.4) (T-1)

6.2.9.1. Is in Upgrade Training. (T-1)

6.2.9.2. Will be TDY during any portion of the course. (T-1)

6.2.9.3. Will be PCSing during any portion of the course. (T-1)

6.2.9.4. Are scheduled to attend or are enrolled in PME. (T-1)

6.2.9.5. Other factors deemed by the supervisor to be impediments to successful course completion including excessive course load (e.g. 2 or more courses in an accelerated term) (T-1)

6.2.10. Airmen assigned overseas must meet eligibility criteria outlined in DoDI 1322.19, Voluntary Education Programs in Overseas Areas. (T-0)

6.3. Institution Eligibility. The Air Force will provide MilTA for courses provided by institutions meeting the requirements outlined in DoDI 1322.25 to include the following: (T-0)

6.3.1. Sign the DoD Partnership MOU, AF Addendum, and Installation MOU (if the institution(s) conducts business on the installation). MilTA will not be paid to institutions who do not sign. (T-0)

6.3.2. MilTA will not be reimbursed after-the fact for Airmen who attend institutions which have not signed the DoD Partnership MOU. (T-1)

6.3.3. Institutions must be accredited by a regional, national, or specialized accrediting body recognized by the US Department of Education (DoEd). (T-0)

6.4. Military Tuition Assistance (MilTA) Authorized Uses. Air Force MilTA funds may be authorized for the following, subject to the conditions in paragraphs 6.3.1, 6.3.2, and 6.3.3.

6.4.1. Off-duty courses leading to the completion of a high school diploma. (T-0)

6.4.2. No more than 124 SH (186 QH) for a bachelor's degree and 42 SH (70 QH) for a graduate degree will be funded by MilTA. (T-1)

6.4.2.1. Airmen may pursue more than one major within the same degree as long as the total number of semester hours for the degree outlined in para 6.4.2 is not exceeded. Airmen enrolled in a degree program that exceeds this semester hour limit before the date of this publication may be allowed to continue in their program. However, if an airmen changes their program of study they will be subject to the guidelines outlined in this publication.

(T-1)

6.4.2.2. Airmen will be allowed only one degree program change and only if less than 50% of the total current degree has been completed. This includes but is not limited to changing majors or changing degree types (e.g. Bachelor of Arts to Bachelor of Science). The maximum allowable hours outlined in para 6.4.2 will not be exceeded under any circumstance. (T-1)

6.4.2.3. Official documentation of degree completion must be provided to the education center before MilTA will be authorized for another degree for which MilTA may pay.

(T-1)

6.4.3. Off-duty foreign language courses not part of a degree plan integral to the Air Force Strategic Language List (not Prevalent-in-Force (PIF)) which is available from the base Test Control officer. All courses must be in the same language and will not exceed a total of 12 semester hours or quarter hour equivalent. (T-1)

6.4.3.1. Courses must bear academic credit. After completion of no more than 6 semester hours (or equivalent), Airmen must take the Defense Language Proficiency Test (DLPT) if one is available in their chosen language. If there is no DLPT then members must take

the appropriate Oral Proficiency Interview (OPI). Based on the scores achieved Airmen may be eligible for Foreign Language Proficiency Bonus (FLPB). Airmen are encouraged to review AFI 36-2605, Air Force Military Testing System, for more information on the Air Force foreign language program. (T-1)

6.4.3.1.1. Upon completion of the DLPT, airmen will be eligible for no more than an additional 6 semester hours (or equivalent) in the same language. Failure to take a DLPT system test within 60 days of completion of the last course will result in a mandatory reimbursement of MilTA. (Exception: For OPIs, the maximum number of days for completion is 90). If a language changes status on the Strategic Language List after a member has begun courses in that language, the member may continue to receive MilTA for the language in which they began their studies. Airmen may not switch languages. (T-1)

6.4.3.1.2. All courses taken under this provision will be used to compute the student's GPA. (T-0)

6.4.3.2. Prevalent-in-the-Force languages will not be funded, except for assignments outside CONUS. MilTA will be authorized for host country languages for members assigned overseas and for no more than 12 semester hours (or equivalent). Upon completion of 6 and 12 semester hours, airmen must take the appropriate DLPT and/or OPI. Failure to take the DLPT within 60 days of completion of the last course will result in a mandatory reimbursement of MilTA. Valid orders must be provided before MilTA will be authorized. (T-1)

6.4.4. Fees for institution-owned examinations resulting in the award and application of credit to the degree plan. Prior to MilTA approval and testing, Airmen must work with the education center to ensure the exams will fulfill the requirements for the approved degree plan. If so, the education center will work with the CO prior to the student taking the exam(s) for approval in order for the student to be reimbursed. Students who take the exams before receiving final approval will be not be eligible for reimbursement. Results must be provided to the CO no later than 60 calendar days after the test date. Airmen failing to meet this timeframe will not be reimbursed. Institution-owned exams must be used only to fulfill courses on the student's approved degree plan. (T-1)

6.4.5. Registration fees for College Level Exam Program (CLEP) electronic computer based tests (eCBT) at off-base National Test Centers (NTC) for members not located on an installation such as AF Recruiters and members performing embassy duty. Airmen will work with their servicing education center and follow the steps outlined in para 6.4.4. (T-1)

6.5. Military Tuition Assistance (MilTA) Prohibitions. MilTA will not be issued for the following:

6.5.1. Late (i.e. published course term has started but not completed) or after-the-fact TA requests (i.e. requests received after the published term end date or for courses started in a previous fiscal year). (T-0)

6.5.2. Tuition paid in whole or part by other federal benefits or other appropriated funds. This includes VA education benefits. Exception: Pell Grants and VA "Top Up" may be used to cover the portion not paid by MilTA. (T-0)

- 6.5.3. Grades of “D” or below at the undergraduate level, and grades of “C” or below at the graduate level. (T-0)
- 6.5.4. Officers attending educational institutions under the Excess Leave Program. (T-1)
- 6.5.5. Airmen on the AF Education Leave of Absence (AFELA) program or on permissive TDY. (T-1)
- 6.5.6. Courses that apply toward an educational goal at a lower or equal level of education to one already attained either before or after entering Service. Airmen who have a CCAF degree are not eligible to receive a civilian associate’s degree but may pursue subsequent CCAF degree(s). (Exceptions: para 6.6.2 and 6.6.3). Officers who have completed an AF-sponsored master’s degree (e.g. AFIT, AWC, ACSC, etc) are ineligible to pursue a degree using MilTA. (T-0)
- 6.5.7. Additional course credits when an Airman changes programs at the same degree level. Airmen are authorized only one degree program change (see paragraph 6.4.2.2). (T-1)
- 6.5.8. Tuition for audited courses, evaluated experiential learning, evaluated transfer credit, evaluation of portfolio, and transcription for credit. Tuition or fees for non-credit awarding tests, or any test or course designated as test preparation, test taking study skill, or review. (T-0)
- 6.5.9. Tuition for repeated courses or courses equivalent in content to a course already completed using any funded source. Course(s) for which the Airman used MilTA and has reimbursed the AF will be eligible for one retake using MilTA. Course(s) for which reimbursement was waived (partial or whole) will not be eligible for MilTA for that course should the Airman choose to retake the course. (T-1)
- 6.5.10. Tuition for post-master’s courses and doctorate degrees and their equivalents. (T-0)
- 6.5.11. Tuition in excess of the DoD annual and credit/quarter hour caps. (T-0)
- 6.5.12. Tuition for course work used to qualify an Airman to perform a specific military function, or taken as a substitute for required military training. CCAF instructors who do not have the required academic credentials at time of assignment selection will have tuition, fees, and books paid using a separate program code (not MilTA) within PEC 89732. AF/AIDL will be responsible for working with AF/AIX, SAF/FM, and other business partners to procure the necessary funding, program codes, etc. to support the CCAF Instructor Tuition Program (ITP). (T-0)
- 6.5.13. Incarcerated Airmen or those awaiting appellate review. (T-1)
- 6.5.14. Members of other Services. (T-0)
- 6.5.15. The purchase of textbooks, ebooks, CDCs/DVDs, references/instructional materials, electronic equipment/supplies, and certificate/license examinations. (T-0)
- 6.5.16. Airmen not maintaining a GPA of 2.0 for undergraduate work or 3.0 for graduate work on a 4.0 scale. (See para 6.1.8) (T-0)
- 6.5.17. MilTA will not be issued for Airmen with outstanding and/or unresolved “I”, “F”, or “W” grades. Airmen must satisfactorily resolve these grades or complete reimbursement process (i.e. satisfactorily complete all required paperwork to begin reimbursement) before

MilTA will be issued. Any courses taken by airmen using any other funding source while these issues are being resolved will not be eligible for MilTA for those courses. (T-1)

6.5.18. A non-accredited training organization which has formed a partnership or contractual arrangement with a fully accredited institution to provide instruction in support of the institution's accredited programs. (T-0)

6.5.19. For excessive course loads (para 2.5.11) (T-1)

6.5.20. Certification programs will now fall under the AF Credentialing Opportunities On-Line (COOL) program and must be associated with the Airmen's current primary AFSC only. There are no exceptions or waivers. Airmen currently enrolled in a certification program under MilTA will have one year from the date of this publication to complete. There will be no extensions. Airmen not enrolled in a program will be eligible for a certification in their AFSC upon the launch of the AF COOL program (date to be determined). (T-0)

6.5.21. All airmen (Officer and Enlisted) who have one or more ineligibility factors (para 6.2.8) (T-1)

6.5.22. Tuition for clinical internships that were a condition of contract for entry into active duty (T-0)

6.5.23. Prerequisite courses or courses required for commissioning that are not included in an approved degree plan. (T-1)

6.5.24. All fees regardless of applicability to course enrollment or institutional reimbursement policies. (T-0)

6.6. Military Tuition Assistance (MilTA) Exceptions. MilTA may be authorized under the following specific conditions.

6.6.1. An enlisted Airman with an associate degree or higher pursuing a CCAF degree. (T-1)

6.6.2. An Airman reenrolling in a course previously reimbursed to the Air Force. Airmen are limited to one retake per course using MilTA (see para 6.5.10). (T-1)

6.6.3. An officer having a master's degree and who has received SAF/IAPA approval to pursue a master's degree in a designated program for a foreign language or international political-military studies with a foreign area concentration. Officers holding a doctorate (or equivalent) are ineligible. By participating in this MilTA option, officers will be considered for assignments under the Regional Affairs Specialist (RAS)/Language Enabled Airmen Program (LEAP) programs. Applies only to officers with 15 years or less TAFCS. All other requirements in this AFI apply. (T-1)

6.6.4. Master of Law (L.L.M.) degree with specializations in Cyber Law, International Law, Environmental Law, Labor Law, Air and Space Law, Government Procurement or National Security Law for active duty Judge Advocates with 15 years of TAFCS or less. Officers with a doctorate (or equivalent) are ineligible. Participants must be approved by SAF/JAX. All other requirements in this AFI apply. (T-1)

6.7. MilTA Process: The E&TS Chief will ensure Airmen are informed of the MilTA process.

6.7.1. Verify/review the AF Form 1227, Authority for Tuition Assistance – Education Services Program, to authorize future payment of MilTA for approved college courses. E&TS Chiefs will ensure that identified AF Form 1227s will be reviewed for the following quality controls: (T-1)

6.7.1.1. Course overload (see para 2.5.11) (T-1)

6.7.1.2. Excessive tuition costs (generally 10% above average cost for that institution) (T-1)

6.7.1.3. Extended term lengths (T-1)

6.7.2. Ensure the institution meets eligibility for MilTA. (T-0)

6.7.3. Ensure the courses and degree meet criteria in paragraphs 6.3 and 6.4. (T-0)

6.7.4. Confirm MilTA is used by Airmen in accordance with a documented educational goal and progress is made in a logical, progressive manner. (T-0)

6.8. Notification of Indebtedness to Airmen: Airmen are required to reimburse the government for missing grades, non-completion, withdrawal, or unsatisfactory grades (“D” or below at undergraduate level, “C” or below at the graduate level) of a MilTA funded course. Airmen and their supervisors will receive notification of the student’s indebtedness via email. The email will direct the student to log on to AFVEC for guidance and initiation of reimbursement action. It is imperative that students maintain an updated official AF email in AFVEC. (See para 2.6.1.5). Not receiving the notification due to deployment, lack of internet/email access etc. does not constitute relief of a debt. (T-0)

6.8.1. For missing grades: Student receives a reminder via email and AFVEC for a due grade. (T-0)

6.8.1.1. Reminders are sent at term end date and 30 days after the term

6.8.1.2. If no grade is received within 60 days, the student receives final notification with 30 day suspense to resolve issue (paras 2.6.2 and 6.8.1). (T-0)

6.8.1.3. If no response at the 31st day, recoupment is initiated via DD139. Once recoupment has started, it will not be stopped or deferred if a grade is submitted. (T-1)

6.8.2. For unsatisfactory grades: The student receives notification via their official AF email and AFVEC of recoupment action. The student is given 30 days from notification to contact the academic institution to address final grade discrepancies and provide a corrected grade. Refunds will not be given to members for grades changed from unsatisfactory to satisfactory after the 30-day suspense. (T-0)

6.8.3. For W (withdrawal or equivalent) grades: The student receives notification via their official AF email and AFVEC of recoupment action. The student is given 30 days from notification to contact the academic institution to address final grade discrepancies and provide a corrected grade, or apply for a waiver to reimbursement, following guidelines in AFVEC. Refunds will not be given once the collection action has started. (T-0)

6.8.4. For Incomplete (and equivalent) grades: Airmen receiving incomplete/ “I” grades must attain a satisfactory grade within the time limit stipulated by the institution or 120

calendar days after the end of the term, whichever comes first. Extensions will not be granted. At the end of this period, refund action will be initiated by the CO if a satisfactory grade has not been received. If the Airman presents a grade after the deadline, the funds collected will not be returned and recoupment action will not be stopped or suspended. (T-1)

6.9. Waiver of Debt Process:

6.9.1. All waiver/reimbursement actions are approved and processed by the CO. Waivers may be approved only if the circumstances clearly show the events were beyond the control of the student and that the airmen made every effort to work with the institution and education center to resolve prior to requesting a waiver. Circumstances that may be considered for a waiver are: short notice TDYs where the Airmen had no prior knowledge; short notice PCS where the Airmen had no prior knowledge; unexpected hospitalization; or emergency leave. (T-0)

6.9.2. All waiver requests must be accompanied by a letter signed by the Squadron Commander/Director/First Sergeant. (T-1)

6.9.3. All supporting documentation must be submitted with the waiver request via AFVEC. (T-1)

6.9.4. All waiver/reimbursement decisions will be based on the documentation provided. All decisions are final. Airmen may appeal the CO decision to AF/A1DL. (T-1)

6.10. Refund to student: Two specific circumstances require that the government refund the student after reimbursement action: school refund or administrative error. A student is refunded if a reimbursement action against an Airmen has been initiated after which the Academic Institution refunds any portion of the MilTA payment to the AF. In the case of partial refunds by the institution, the airmen is still responsible for the remaining amount. This refund will be processed after the credit is received via GPC or check by the CO. Secondly, a student is refunded if an administrative error occurred, such as a duplication of debt or proof of government mistake with grade postings. However, all collections based on para 6.8 are final and not refunded. (T-1)

6.10.1. After the entire collection is completed, or refund received, an SF1034, Public Voucher for Purchases and Services Other Than Personal, and supporting documentation will be sent to DFAS to initiate refund. This process takes 4-6 weeks and the amount will be directly refunded to Airman's banking account of record. (T-1)

Chapter 7

TESTING PROGRAMS

7.1. Overview. The E&TS Chief or designee manages the testing program to ensure Voluntary Education as well as Force Development opportunities are provided through the following testing programs: (T-0)

7.1.1. DANTES testing for academic credit, open to all eligible personnel. Responsible testing personnel (Test Control Officer (TCO), Alternate TCO, and Test Examiners (TE)) must comply with all policies and procedures in the DANTES Examination Program Handbook (DEPH). (T-0)

7.1.2. Each DANTES test site must maintain a local test site Standard Operation Procedure (SOP). The SOP must be reviewed annually and updated as necessary. (T-0)

7.1.3. DANTES TCOs, ATCOs and Test Examiners (TE) must possess a baccalaureate degree from an accredited institution recognized by the US Department of Education. Waivers will not be granted. T-0)

7.1.4. On-base National Test Centers may be established to provide DSST, CLEP, institutional exams, credentialing exams, etc. (T-0)

7.2. AU/A4/6 Military Testing Programs

7.2.1. TCOs will ensure compliance with published policies and procedures for the administration of AU/A3/6 examinations, and AFI 36-2201, *Air Force Training Programs Managing Advanced Distributed Learning*. (T-0)

7.2.2. TCOs and Test Examiners (TE) must possess a SECRET security clearance. (T-0)

7.2.3. Air Force military personnel tests will be administered in accordance with the policies and procedures contained in AFI 36-2605, *Air Force Military Personnel Testing System*. (T-0)

7.3. Defense Language Programs

7.3.1. TCOs will administer foreign language examinations in accordance with Defense Language Institute (DLI) policies for Defense Language Aptitude Battery (DLAB) and Defense Language Proficiency Testing (DLPT). (T-0)

7.4. Community College of the Air Force Graduate Assessment

7.4.1. As appropriate, TCOs will administer general education assessment examinations to select graduates in support of CCAFs regional accreditation efforts. (T-0)

7.5. Federal Aviation Administration (FAA)

7.5.1. TCOs may administer FAA Airman knowledge tests once becoming an approved FAA testing center. Test administration must be conducted in accordance with FAA Order 8080.6 (as amended), *Conduct of Airman Knowledge Tests*. (T-0)

7.6. Prohibitions

7.6.1. TCOs will no longer administer civilian college distance learning (DL), placement examinations, or typing tests unless necessary for Airman AFSC placement. (T-0)

7.6.2. Personal electronic devices of any kind are not allowed in the testing room. (T-0)

7.6.3. TCOs will not allow smoking, eating, or drinking in the testing room. (T-0)

7.7. Test Facilities: Test facilities must adhere to the testing condition requirements set forth in guidance governing the examination program and AFH 32-1084. At a minimum, the facilities must:

7.7.1. Possess adequate, comfortable lighting for the room and working surfaces. Maintain comfortable ventilation, temperature, and humidity levels. (T-0)

7.7.2. Prevent excessive noise levels that may interfere with examinees concentration as outlined in AFI36-2305 and the Defense Activity for Non-traditional Education Support (DANTES) Examination Program Handbook (DEPH) (T-0)

7.7.3. Have sufficient space between the tables or desks to allow for observation and supervision of examinees during testing sessions. (T-0)

7.7.4. Possess the appropriate technology and equipment for examination administration as outlined in the DEPH, Air University, and other examination guidelines. (T-0)

7.7.5. Facilities in which Military Personnel Testing occurs must adhere to guidance in AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008. (T-0)

Chapter 8

COUNSELING SERVICES

8.1. Program Description: Education and career counseling are core processes and are the foundation for identifying, acquiring, and delivering high-quality, deliberate, adult education programs and services. As financial and development stewards for the Air Force's most critical asset - its airmen - the E&TS Chief, Education Services Specialists (ESS), and Counselors are responsible for assisting airmen from the time they enter military service until the time they separate or retire. They accomplish this by establishing realistic and timely short- and long-term educational and vocational goals, identifying challenges to goal attainment, and providing periodic follow-up.

8.2. Requirements

8.2.1. The E&TS Chief will ensure academic and career counseling, to include MilTA and degree program guidance, are conducted by staff who are professionally qualified in accordance with the Office of Personnel Management (OPM) qualification standards for the Education Services, 1740 Education Series and/or formally trained in the specific program of advisement. (T-0)

8.2.2. The E&TS staff will maintain comprehensive records in AFAEMS to include, but not limited to: initial and subsequent counseling sessions; reviewing, approving and uploading degree/education plans; performing CCAF action requests; updating enlisted education levels; annotating routine inquiries and referrals. (T-1)

8.3. Core Counseling Functions: Counseling and advising include providing information and analysis of students' academic goals, and offering options to successfully meet those goals. Education specialists and counselors must be knowledgeable about all levels of post-secondary education in order to guide undergraduate and graduate students (See Attachment 4). This is accomplished through the following:

8.3.1. Provide information, resources, and analysis to Airmen ranging from basic information such as credit hour, accreditation, and available programs to more advanced guidance to include assessments of interest and long term goals, and preparing for post active duty careers (T-0)

8.3.2 The counseling checklist at Attachment 4 is mandatory and will be used for all Airmen receiving counseling for the first time or for Airmen who have been inactive in pursuing their education for a year or more. (T-1)

8.3.3. Counsel Airmen on CCAF opportunities. This includes, but is not limited to, course completion requirements, transcript reviews, and follow up actions. Will at least annually review Advanced Academic Standing reports to encourage Airmen to complete remaining CCAF requirements. All sessions must be documented in AFAEMS. (T-1)

8.3.4. The E&TS will not organize or conduct graduation ceremonies including Community College of the Air Force (CCAF). (T-1)

8.3.5. Provide advice, guidance, and counseling to Airmen on MilTA benefits, processes, and requirements. This includes, but is not limited to, information about student and school eligibility, completion requirements, active duty service commitments, reimbursement

procedures, waiver packages, and finance options for Airmen who are not eligible to receive MilTA. (T-0)

8.3.6. Serve as the liaison between the Airman and the CO. (T-1)

8.4. DoD Transition – Goals, Plans, Success (T-GPS) / Higher Education Track: T-GPS is a 5-day workshop with a supplemental 2-day Higher Education track if required. Eligible Service Members seeking higher education when they depart from military service shall show documented evidence that they have completed standardized individual assessment tool, completed comparison of higher education options, completed application or received acceptance letter from a higher education institution and confirmed one-on-one counseling with a higher education advisor via telephone, e-mail, or letter. (T-0)

8.4.1. Teach the 2-day Accessing Higher Education Track, which is designed to prepare Airmen for college life. At Joint Bases, T-GPS Higher Education Track instruction is provided by the lead service. (T-0)

8.4.2. Accessing Higher Education Track instruction will follow the approved DoD curriculum to include researching schools, financial assistance, risks associated with incurring debt to finance an education, and the realities of campus life as well as completing college applications and transferring credits. (T-0)

8.4.3. Information concerning VA education benefits will be provided by a VA representative. (T-0)

8.4.4. Update required databases and follow up with attendees as required. (T-0)

8.5. Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF). Recently, DoD published DoDI 1300.25 Guidance for the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF). These provide an avenue that ensures wounded service members (aka Recovering Service Members (RSMs)) are provided with sound education and employment assistance as they transition to civilian life. (T-0)

8.5.1. The VA is primary lead on these initiatives. (T-0)

8.5.2. The VA has VR&E (Vocational, Rehabilitation, and Employment) counselors either at the installation or in a regional office who will work to establish the service member's eligibility and begin the process of establishing a case. (T-0)

8.5.3. AFPC/DPFW (Wounded Warrior Branch) personnel will work with the VA and base-level case managers. (T-0)

8.5.4. Once an Airman is assigned to a base or identified at their current location, the case manager will develop a program that meets the needs and interests of the Airmen. (T-0)

8.5.5. Education centers may be contacted to work with the Airmen to meet their educational goals. This could be individually or as part of an ad hoc committee. (T-0)

8.5.6. Airmen identified for this program will have a special identifier in AFAEMS (E2I or OWF drop down) so that counseling notes can be listed under the correct program for tracking purposes. This has high-level visibility; therefore, it is crucial that the appropriate drop down choice is selected for these Airmen in AFAEMS. (T-0)

8.6. Non-core Tasks. Due to years of personnel reductions due in part to RMD 703, PBD 720, A-76 initiatives, etc. the Voluntary Education program has undergone a complete review of core and non-core functions. Non-core tasks are those tasks/programs that will no longer be performed by the education center. The non-core tasks were approved by MAJCOM A1s and Air Staff during the development of the Voluntary Education Programs and Military Tuition Assistance Centralization. The noncore tasks the E&TS will no longer support due to the reductions are listed at Attachment 9. (T-1)

Chapter 9

AIR FORCE RESERVE TUITION ASSISTANCE (RESTA) PROGRAM AND AIR NATIONAL GUARD PROGRAM

9.1. ResTA Authority. Title 10, United States Code Sections 2005 and 2007, the Annual Appropriation Act, DoDD 1322.8E, DODI 1322.25, and Air Force memoranda authorize ResTA, reimbursements, and outline policy. Requests for changes, waivers, or decisions regarding ResTA policy outside this AFI, and above mentioned citations, must be submitted to AF/REPP.

9.1.1. ResTA is an education incentive program for participating Selected Reserve (SR) members. The ResTA program will be used as a tool to recruit and retain members in the Air Force Reserve. The ResTA program will mirror the Active Duty MilTA program with exceptions identified in this chapter.

9.1.2. Active Guard and Reserve (AGR) personnel are not eligible for ResTA and will follow the Active Duty MilTA program guidance.

9.2. ResTA Eligibility

9.2.1. Members of the SR who meet the following criteria are eligible for ResTA:

9.2.1.1. Member is actively participating for pay and points and is in good standing upon the day the member applies for and completes his/her last course(s). (T-1)

9.2.1.2. Member must have a high school diploma or equivalent. (T-1)

9.2.1.3. Members who have a current Unfavorable Information File, are on a control roster, have failed their most recent Physical Fitness test or are overdue and/or have a current referral EPR/OPR are ineligible for ResTA. There are no waivers. Members who have been denied ResTA and use other means to fund courses are not eligible for retroactive ResTA for those courses after the above management controls no longer exist. (T-1)

9.2.1.4. Commissioned officers must have a Mandatory Separation Date of not less than 48 months of service commitment starting at the end of the last class completed. In addition, officers incur a 4-year Reserve Service Commitment (RSC) for each course completed using ResTA funds. The RSC time begins on the course end date for each course. For example, an officer completes graduate course (A) on 15 Oct 2013. The officer now has a RSC through 14 Oct 2017. The same officer takes another course (B) that ends 15 Dec 2013. The officer now has two RSC's. The RSC for course (A) has 47 months remaining while the RSC for course (B) starts the full 48 months. **NOTE:** Each time an officer applies for ResTA, he/she must sign a contract for Air Force selected RSC with the Wing Education and Training Section (E&TS) or ARPC/DPTTE. (T-0)

9.3. ResTA Split Training Option

9.3.1. Enlisted members who have successfully completed Basic Military Training (BMT) and are waiting to attend a 3-level formal school are authorized to participate in ResTA if they meet the above criteria and course requirements do not interfere with the attendance and/or completion of the formal school. ResTA is not authorized until BMT is successfully completed. (T-1)

9.4. ResTA HQ AFRC/A1KE Responsibilities

9.4.1. Coordinate policy and guidance in conjunction and through HQ AF/REP for implementing the ResTA program. (T-1)

9.5. ResTA Education and Training Section (E&TS) and HQ ARPC/DPTTE Responsibilities: NOTE: HQ ARPC/DPTTE serves as the functioning E&TS for IMA members.

9.5.1. Counsel Reserve Airmen on their eligibility for ResTA. (T-0)

9.5.2. Validate all ResTA applications through the Air Force Automated Education Management System (AFAEMS). (T-1)

9.5.3. Ensure ResTA operating funds are available in accordance with current procedures in order to adequately maintain the ability to disburse payments to eligible recipients. (T-1)

9.5.4. Monitor disbursements and total funds spent via reports generated by AFAEMS, HQ AFRC/FM, and DFAS. (T-1)

9.5.5. Monitor ResTA requests, coordinates actions in AFAEMS and analyze data for trends. (T-1)

9.5.6. Provide a POC to MilTA Central Office who will assist in ensuring AFR Airman will reimburse the money for courses not completed satisfactorily while on active duty using MilTA. ARPC/DPTTE will coordinate the recoupment of MilTA funds with the Central Office when required. (T-0)

9.5.7. Review and process recoupment waiver requests. (T-1)

9.5.8. Advertise and disseminate information on ResTA benefits. (T-1)

9.5.9. Ensure ResTA requests submitted will be reviewed, verified and approved in AFAEMS. (T-1)

9.5.10. Maintain hard copy documents associated with requests for ResTA if unable to maintain electronically. All information and supporting documentation will be updated, uploaded and maintained in the student's Digital File Folder located in AFAEMS. (T-1)

9.5.11. Use AFAEMS to manage and track each student requesting ResTA from initiation of paperwork to course completion. (T-1)

9.5.12. Verify grades for student are entered into AFAEMS upon course completion. Successful course completion is defined as the following in accordance with DoD guidance for undergraduate courses: Grade of "C" or better, "Satisfactory," "Credit," "Pass" or equivalent. Members will not be reimbursed for Grade "D" or "Unsatisfactory" or equivalent. For graduate courses: Grade of "B-" or better, "Satisfactory," "Credit," "Pass" or equivalent. (T-0)

9.5.13. Initiate recoupment action from the member for courses not successfully completed. (T-0)

9.5.14. Monitor AFAEMS to ensure accurate information is maintained for each student requesting ResTA. (T-1)

9.5.15. Deny ResTA when an Airman is not maintaining acceptable academic progress. Airmen who do not maintain a cumulative undergraduate GPA of 2.0 or higher at the undergraduate level after completing 15 semester hours or equivalent will not be authorized ResTA until they raise their GPA to the required level. With regard to graduate level, the Airman must maintain a GPA of 3.0 or higher on a 4.0 grading scale after completing 6 semester hours or equivalent. To compute GPA, the E&TS will use all grades funded with ResTA regardless of recoupment actions. ResTA is not authorized to allow a member to raise their GPA; it is incumbent upon the member to fund and provide official grades to E&TS verifying GPA increase. The Air Force Reserve will not reimburse a student for course(s) taken at a student's own expense to raise a GPA. (If a student's GPA falls below the minimum standard then courses paid using other funding sources since starting ResTA to increase the GPA to the minimum standard will be used to compute the new GPA). (T-0)

9.6. ResTA Supervisor Responsibilities.

9.6.1. For the purposes of ResTA, a supervisor is defined as the person in the member's chain of command having next in line TA approval authority and oversight. This person must be able to adequately assess the student's ability to participate in voluntary education while also satisfying the responsibilities of an Air Force Reservist. The supervisor role may be assigned to someone other than the student's immediate supervisor but must be in the student's chain of command. Supervisors will:

9.6.2. Counsel Airmen on their responsibility to successfully complete courses when using ResTA. (T-0)

9.6.3. Ensure that members have no military responsibilities that will adversely affect their successful course completion. (T-1)

9.6.4. Explain to Airmen their financial liability should they fail to successfully complete the course(s) or fail to comply with other components of this guidance. (T-0)

9.6.5. Supervisors must approve all other ResTA requests and can deny based on any of the following criteria:

9.6.5.1. Airman is in upgrade training (T-1)

9.6.5.2. Airman will be TDY during the course (T-1)

9.6.5.3. Airman will PCS during the course (T-1)

9.6.5.4. Airman is enrolled/attending PME (either DL or in resident) (T-1)

9.6.5.5. Other factors that could affect the airmen's ability to successfully complete the course can also be considered (T-1)

9.7. ResTA Member's Responsibilities

9.7.1. Actively participate for pay and points and remain in good standing upon the day the member applies for and completes his/her last course(s). (T-1)

9.7.2. Discuss and coordinate ResTA request with supervisor prior to submission. (T-1)

9.7.3. Provide a degree plan to the Wing Education and Training Section (E&TS) or equivalent and HQ ARPC/DPTTE for IMAs upon application for ResTA, or upon completion of their first ResTA funded course. Members must use the electronic degree plan

(e-Degree) on the Air Force Virtual Education Center (AFVEC) effective 15 Oct 2013.
NOTE: All courses submitted for ResTA approval must be on the degree plan.(T-0)

9.7.4. Complete the initial counseling (one time requirement) and the annual ResTA training before requesting ResTA at the Wing (E&TS) or equivalent (HQ ARPC/DPTTE). (T-1)

9.7.5. Complete and submit all required paperwork no earlier than 45 calendar days prior to class start date and no later than 7 calendar days before the term start date. (T-1)

9.7.6. Successfully complete courses or exams funded by ResTA within prescribed timelines. The E&TS (HQ ARPC/DPTTE) and supervisor must be notified prior to withdrawal from courses funded by ResTA. Successful course completion is required; otherwise, recoupment action will take place. A successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses, and a "P" (or equivalent) for "Pass/Fail" grades. (T-0)

9.7.7. Report all incompletes, failures (including grade "D") and cancellations for all course(s) approved for ResTA immediately to the ETS or HQ ARPC/DPTTE for IMAs. (T-0)

9.7.8. Maintain a cumulative undergraduate GPA of 2.0 or higher at the undergraduate level after completing 15 semester hours or equivalent will not be authorized ResTA until they raise their GPA to the required level. For graduate courses, members must maintain a GPA of 3.0 or higher on a 4.0 grading scale after completing 9 semester hours or equivalent as referenced in 9.6.9. (T-0)

9.7.9. Ensure final grades are received and updated in your official education records in AFAEMS via the AFVEC within 60 days of term end date or 2 weeks prior to separation or terminal leave (whichever occurs first), retirement, deactivation, or assignment departure. This includes Airmen on an educational deferment. It is ultimately the Airman's responsibility to ensure all grades are posted in AFAEMS prior to the deadline. Failure to do so will result in a recoupment action. Separating Airmen and Airmen nearing deactivation must provide grade or progress report from instructor stating satisfactory progress at least 2 weeks prior to separation/deactivation date. If an unsatisfactory grade is reported at the end of the term, an out of service debt will be processed. The debt will be processed through HQ ARPC/DPTTE with HQ AFRC/FM guidance. (T-0)

9.7.10. For Incomplete (and equivalent) grades: Airmen receiving incomplete/I" grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 calendar days after the end of the term, whichever comes first. Extensions will not be granted. At the end of this period, refund action will be initiated by the CO if a satisfactory grade has not been received. If the Airman presents a grade after the deadline, the funds collected will not be returned and recoupment action will not be stopped or suspended." (T-1)

9.7.11. Pay all institution costs not covered by ResTA. (T-1)

9.8. ResTA Prohibitions

9.8.1. ResTA is not provided to individuals for courses that do not lead to an associates, bachelors or master's degree, or for a course previously paid for by Res RA or Active Duty MilTA. (T-0)

9.8.2. ResTA is not provided to individuals who are seeking an equivalent degree or lower. (T-0)

9.8.3. ResTA is not authorized for post-masters courses, certificates or degrees, including doctorates, or Juris Doctorate (J.D.) degrees. (T-1)

9.8.4. ResTA is not provided for off-duty foreign language courses not part of a degree plan integral to the Defense Language Transformation Roadmap. (T-1)

9.8.5. ResTA is not provided for Dominant-in-the-Force languages and languages deemed by the DoD as already having sufficient strategic capacity authorized except for assignments outside CONUS. (T-1)

9.9. ResTA Exceptions

9.9.1. ResTA can be used when a member already possesses a degree and wants to take courses toward a Community College of the Air Force degree for which the individual is eligible. (T-1)

9.9.2. ResTA can be used when a member already possesses a degree and wants to take courses leading to teacher certification/license. Members must provide a state approved plan of college courses that prepares a person for credentialing to their Wing E&TS or equivalent and HQ ARPC/DPTTE. The plan will be filed in the Air Force Automated Education Management System (AFAEMS). (T-1)

9.9.3. Use of ResTA is authorized for AFR attorneys wishing to pursue a second graduate program in Cyber Law (Applies to officers with 15 years or less TAFCS). Officers with more than one master's degree or holding a doctorate (or equivalent) are ineligible. Participants must be approved by AFRC/JA. (T-1)

9.9.4. The use of ResTA for non-degree language courses is limited to those published by the USAF as part of the USD (P&R) DoD Strategic Language List and for only one language. Courses must bear academic credit. After completion of no more than 6 semester hours (or equivalent), Airmen must take the Defense Language Proficiency Test V (DLPTV) with a minimum score of 1+. Upon successful completion of the DLPTV, airmen will be eligible for no more than an additional 6 semester hours (or equivalent) in the same language. Failure to take the DLPTV within 60 days of completion of the last course will result in a mandatory reimbursement of ResTA. (T-1)

9.9.5. ResTA can be used for a second graduate degree in a foreign language, International Politico-Military Affairs or area studies with SAF/IAPA approval (officers only with 15 years or less TAFCS). (T-1)

9.10. ResTA Process

9.10.1. All requests for ResTA will be applied for in the AFVEC at least 7-10 days, but no more than 60 days prior to class start date. (T-1)

9.10.2. ResTA requests will be processed by the member via AFVEC. Only in cases in which the member does not have access to the AFVEC will the Education and Training Section (HQ ARPC/DPTTE for IMAs) enter the information into the AFAEMS.

9.10.3. HQ ARPC/DPTTE does not authorize late TA. (Late TA is defined as TA requests submitted after a class has started). There are no waivers. (T-1)

9.10.4. HQ ARPC/DPPTE does not authorize after-the fact TA (defined as TA after a class has been completed). There are no waivers. (T-0)

9.11. ResTA will be issued at the following rate(s):

9.11.1. Undergraduate degree course(s). The basic benefit offers 100 percent tuition reimbursement not to exceed \$250 per semester hour or \$166.67 per quarter hour, with a maximum cumulative benefit not to exceed \$4,500 per member per fiscal year. (T-0)

9.11.2. Graduate degree course(s). The basic benefit offers 100 percent tuition reimbursement not to exceed \$250.00 per semester hour or \$166.67 per quarter hour with a maximum cumulative benefit not to exceed \$4,500 per member per fiscal year. (T-0)

9.11.3. A Member pursuing an undergraduate and graduate program in the same fiscal year will not exceed the cap of \$4,500. A member pursuing an undergraduate and graduate program in the same fiscal year will not exceed the cap of \$4500. If member went over \$4,500 or capped \$4,500 for his undergraduate program, he/she is not eligible to utilize TA funding for the graduate program until the next fiscal year. (T-0)

9.11.4. Prerequisite courses will be authorized providing a letter is on file from the education institution stating the course(s) is a requirement/prerequisite for the pursuing degree. (T-1)
NOTE: Amount of reimbursement will be authorized for degree pursued.

9.11.5. ResTA is paid only for tuition costs. Lab, shop, instructional, and/or technology fees are not paid. In addition, ResTA is not authorized for non-instructional purposes such as parking fees, student activity fees, medical services, or for matriculation or graduation fees. (T-0)

9.11.6. Most institutions award credit either by semester or quarter hour. If an institution is on a clock/contact hour schedule, use the following to calculate TA: One semester credit hour is equal to 45 clock/contact hours. **NOTE:** See **Attachment** for maximum allowable reimbursement chart per semester/quarter hour. (T-0)

9.11.7. Once the member has completed the course(s), it is their responsibility to ensure grade(s) is submitted to the E&TS or HQ ARPC/DPTTE within 60 days of class completion. (T-0)

9.11.8. If the 60 day requirement is not met, recoupment action may be taken. (T-0)

9.11.9. In most cases the academic institution will enter the final grade indicating course completion via the Academic Institutions (AI) Portal. If required, the member may need to provide the necessary documentation to the ET&S or HQ ARPC/DPTTE. Proof of course completion can be an official transcript or grade report taken directly from the attending institution's web site. (T-0)

9.11.10. Proof of tuition paid will be a receipt from school of actual tuition paid or something from the school (can be taken from school's web site) stipulating how much the institution charges per semester/quarter hour. (T-1)

9.11.11. E&TS or HQ ARPC/DPTTE will verify the information from the grade report with member's information in AFAEMS. The E&TS or HQ ARPC/DPTTE will input grade received in AFAEMS as required. (T-0)

9.11.12. Members who take an Incomplete “I” must immediately notify the E&TS or HQ ARPC/DPTTE, who in turn will update AFAEMS with a class end date of 120 days after the end of the original term specified by the institution. (T-1)

9.11.13. A satisfactory grade must be attained by the new class end date or ResTA will be recouped. The 120 day period may be extended by the E&TS or HQ ARPC/DPTTE for health reasons, TDY, emergency leave, or hospitalization on a day-to-day basis. (T-0)

9.12. ResTA Benefits

9.12.1. ResTA is available to Reserve members for both distance learning and on-campus courses. However, the college or school offering the course(s) must be a National or Regional Accredited Institution, recognized by the U.S. Department of Education (USDE) and have a signed DoD MoU on file.

9.12.2. If the educational institution does not appear in the directory, the member must ask for proof of accreditation in writing or contact the accrediting body in their region to verify accreditation. (T-0)

9.12.3. The educational institution does not qualify if they have applied for accreditation, lose their accreditation, or have not yet received authorization of accreditation.

9.12.4. Accrediting bodies can be found at

<http://www.ed.gov/about/offices/list/OPE/index.html> **NOTE:** There are colleges and universities that are nationally and regionally accredited, however, some of the courses they teach may not be accredited or recognized by the USDE.

9.12.5. Res TA is an education incentive, not an entitlement. It is offered each fiscal year (fiscal year is defined as (1 Oct - 30 Sep) as long as funding is available.

9.12.6. ResTA is paid directly to the academic institution for approved courses. (T-0)

9.13. ResTA Concurrent Education Assistance

9.13.1. ResTA and Montgomery GI Bill (MGIB-Chapter 30, MGIB-Chapter 31, MGIB-SR-Chapter 1606, and MGIB-SELRES Kicker) may not be used in conjunction with the same course (Title 38, Chapter 36, Section 3681 of U.S.C.).

9.13.2. ResTA and active duty MGIB, (Chapter 30, and Post 9/11 GI Bill, Chapter 33), may be used for the same course under the Top-Up Program. For additional information on Top-Up, visit the VA’s website at www.va.gov.

9.13.3. ResTA with MGIB and/or other “federal” benefits to include federally funded student guaranteed loans for the same course(s) that would constitute duplication of benefits (*see DODI 1322.25*) is not authorized.

9.13.4. ResTA is authorized to be used in conjunction with “civilian” TA from a private employer.

9.14. ResTA Reimbursements

9.14.1. Res TA reimbursement procedures will fall in line with Active Duty Mil TA procedures in accordance with this regulation. (T-0)

9.14.2. Reimbursement waivers will be handled in accordance with Mil TA policy, in accordance with this regulation, on a case by case basis. Final waiver authority will lie with HQ ARPC/CC who can delegate authority to HQ ARPC/CV.

9.15. ANG State Eligibility

9.15.1. Every Air National Guard Unit can establish a State Tuition Assistance program if desired. The state must create written guidance that establishes Airmen eligibility, application process, funding values, recoupment procedures and service commitments.

9.15.2. Use of the active duty Mil TA for activated Guard and the TA benefit offered by the State Air National Guard cannot be used to pay for the same course.

DANIEL R. SITTERLY, Principal Deputy
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10, U.S.C. 8013, *Secretary of the Air Force*

Title 10 U.S.C. 2005, *Advanced Education Assistance; Active Duty Agreement; Reimbursement Requirements*

Title 10 U.S.C. 2007, *Payment of Tuition for Off-Duty Training or Education*

Title 10 U.S.C. 2107, *Financial Assistance Program for Specially Selected Members*

Title 10 U.S.C. 12301 (a, d, e), 12302 and 12304, *Reserve Components*

Title 37 U.S.C. 1007(c), *Deductions From Pay*

Presidential Executive Order 13607

DoDD 1322.08E, *Voluntary Education Programs for Military Personnel, 3 January 2005*

DoDI 1322.19, *Voluntary Education Programs in Overseas Areas, 14 Mar 2013*

DoDI 1322.25, *Voluntary Education Programs, 15 March 2011, Change 2, 23 May 2014*

DoDI 1322.9, *Voluntary Education Programs for Military Personnel-Management Information System, 16 October 1995*

DoDI 1336.05, *Automated Extract of Active Duty Military Personnel Records, 28 July 2009*

DoDI 1341.13, *Post-9/11 GI Bill, 31 May 2013*

DoDI 1344.07, *Personal Commercial Solicitation on DoD Installations, 30 March 2006*

DoDI 7730.54, *Reserve Components Common Personnel Data System (RCCPDS), 20 May 2011*

DoDI 1300.25, *Guidance for the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF), 25 Mar 2013*

DANTES Examination Program Handbook (DEPH)

AFH 32-1061, *Providing Utilities to US Air Force Installations, 23 February 2011*

AFM32-1084, *Facility Requirements, 20 April 2012*

AFH 32-9007, *Managing Air Force Real Property, 1 May 1999*

AFI 23-111, *Management of Government Property, 7 Jan 2011*

AFI 33-332, *Privacy Act Program, 5 Jun 2013*

AFI 33-364, *Records Disposition – Procedures and Responsibilities, 22 December 2006*

AFI 36-2107, *Active Duty Service Commitments (ADSC), 22 April 2005*

AFI 36-2201, *Air Force Training Program, 15 Sep 2010*

AFI 36-2648, *Community College of the Air Force, 1 September 1999*

AFI 36-2305, *Educational Classification and Coding Procedures*, 6 Feb 2013

AFI 36-2605, *Air Force Military Personnel Testing System*, 24 September 2008

AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011

AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Programs*, 25 July 1994

AFI 90-201, *The Air Force Inspection System*, 2 August 2013

AFI 36-2720, *Personal Commercial Solicitation on Air Force Installations*, 7 November 2007

AFM 33-363, *Management of Records*, 1 Mar 2008

ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*, 1 March 2004

AU/A4/6 Handbook

Prescribed Forms

DD Form 139, *Pay Adjustment Authorization*

DD Form 149, *Application for Correction of Military Records*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1227, *Authority for Tuition Assistance, Education Services Program*

AF IMT 901, *Reenlistment Eligibility Annex to DD Form 4*

SF Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

SF Form 1034, *Public Voucher for Purchases and Services Other Than Personal*

Abbreviations and Acronyms

3PEA—Third Party Education Assessment

ACE—American Council on Education

ADSC—Active Duty Service Commitment

ADT—Active Duty for Training

AETC—Air Education and Training Command

AFAEMS—Air Force Automated Education Management System

AFIT—Air Force Institute of Technology

AFRES—Air Force Reserves

AFPC—Air Force Personnel Center

AFSC—Air Force Specialty Code

AFVEC—Air Force Virtual Education Center

AI—Academic Institution

ANG—Air National Guard

APF—Appropriated Funds
ARC—Air Reserve Component
ATCO—Alternate Test Control Officer
AU—Air University
BA—Budget Activity
BOS—Base Operation Support
CCAF—Community College of the Air Force
CERT—Credentialing and Education Research Tool
CEU—Continuing Education Unit
CLEP—College Level Examination Program
CMS—Case Management System
CO—Central Office
CONUS—Continental United States
DANTES—Defense Activity for Non-Traditional Education Support
DEPH—DANTES Examination Program Handbook
DFAS—Defense Finance and Accounting Service
DL—Distance Learning
DLAB—Defense Language Aptitude Battery
DLI—Defense Language Institute
DLPT—Defense Language Proficiency Test
DoD—Department of Defense
DoED—Department of Education
DOS—Date of Separation
e CBT—Electronic Computer Based Test
ESS—Education Services Specialist
E&TS—Education and Training Section
FAA—Federal Aviation Administration
FLPB—Foreign Language Proficiency Bonus
FM—Financial Management
FY—Fiscal Year
GPA—Grade Point Average
GSU—Geographically Separated Unit

HAF—Headquarters Air Force
IRR—Individual Ready Reserve
LEAP—Language Enabled Airman Program
MAJCOM—Major Command
MITA—Military Tuition Assistance
MPS—Military Personnel Section
MOU—Memorandum of Understanding
NPSC—Non Personal Services Contract
NTC—National Test Center
OPI—Oral Proficiency Interview
OPM—Officer of Personnel Management
PDI—Professional Development Institute
PEC—Program Element Code
PEM—Program Element Manager
POM—Program Objective Management
QH—Quarter Hour
RAS—Regional Affairs Specialist
RSC—Reserve Service Commitment
SAV—Staff Assistance Visit
SELRES—Selected Reserves
SH—Semester Hour
SOC—Servicemembers Opportunity Colleges
SOFA—Status of Forces Agreement
SOP—Standard Operating Procedure
TAFCSD—Total Active Federal Commissioned Service Date
TE—Test Examiner
TCO—Test Control Officer

Attachment 2

AIR FORCE VOLUNTARY EDUCATION STRATEGIC PLAN

1 Introduction

The Air Force Voluntary Education Program supports Force Development by maintaining a highly educated force. The program supports off-duty Voluntary Education goals for Regular Air Force, Air National Guard, and Air Force Reserve Airmen. Voluntary Education supports recruiting efforts as an enticing benefit program and supports retention as an in-Service benefit. It significantly contributes to occupational competencies, institutional competencies, special interest needs, and readiness by supporting the current and anticipated needs of the Air Force. Through professional and Voluntary Education, individuals develop the abilities necessary to operate effectively in dynamic environments. Education helps develop sound problem-solving abilities that enable Airmen to better define problems in a complex operational environment. It provides Air Force members a breadth of knowledge and problem-solving tools that aid in critical thinking, allowing individuals to address a wide range of problems and weigh alternative solutions.

Voluntary Education opportunities enable self-development, improve critical thinking skills, and serve as a recruiting and retention incentive for military members while strengthening Air Force readiness. Education programs expand knowledge and increase understanding of the role of aerospace power in fulfilling the Air Force national security strategy. Education is a critical prerequisite to anticipating and meeting the challenges of the broad range of military operations in which air and space forces are employed. Only quality education achieved through professional development can ensure the critical thought processes necessary for sound decision-making.

There are three sections to the construct of this strategic plan (**Figure 1**). (1) The Voluntary Education program's Vision and Mission; (2) The Core Functions of the Voluntary Education program; and (3) The Strategic Roadmap. The Vision and Mission are the foundation and guiding compass of Voluntary Education; the Core Functions are the Voluntary Education activities performed; and the Strategic Roadmap is the vehicle for success. The Strategic Roadmap ensures the successful performance of the Core Functions and the alignment of AF/A1DLV efforts with the greater Air Force and the Deputy Chief of Staff, Manpower, Personnel & Services (AF/A1) missions and priorities. The Strategic Roadmap consists of four focus areas, the Priorities, which are to:



FIG 1 - STRATEGIC ROADMAP

- (1) Strengthen Voluntary Education through robust capabilities, solid partnerships, and continuous innovation;
- (2) Oversee the prudent management of Voluntary Education resources;
- (3) Enhance Professional Development for the Voluntary Education Functional Community;
- (4) Maintain current, relevant, and comprehensive policy.

These priorities help guide the Air Force Voluntary Education Office (AF/A1DLV) efforts to ensure the program makes sufficient progress toward meeting its mission.

2 Vision and Mission

The Vision and Mission (**Figure 2**), which are the foundation and guiding principles of the Voluntary Education program, can be thought of as the *where* and *what* of Voluntary Education. The Vision is *where* AF/A1DLV wants Voluntary Education to be in the next five years and the Mission is *what* AF/A1DLV wants Voluntary Education to do in the next five years. Given that the Vision and Mission are the *where* and *what*, then the Airmen and the Air Force are the *why*. Voluntary Education is a vital mechanism for strengthening and developing the Airmen and the Air Force; by achieving the mission and reaching the vision it will remain so.

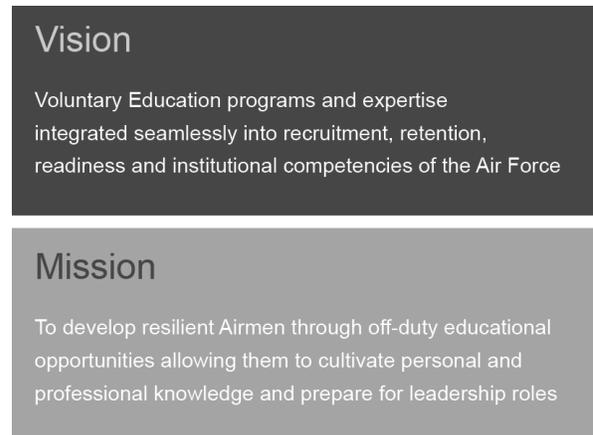
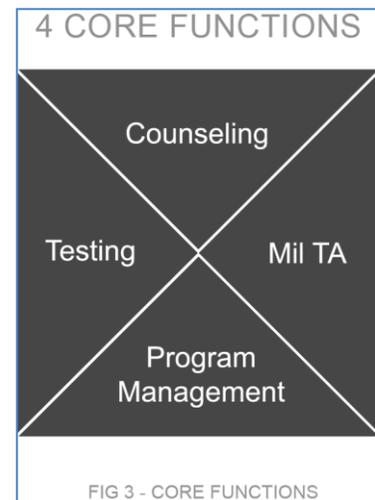


FIG 2 - VISION AND MISSION

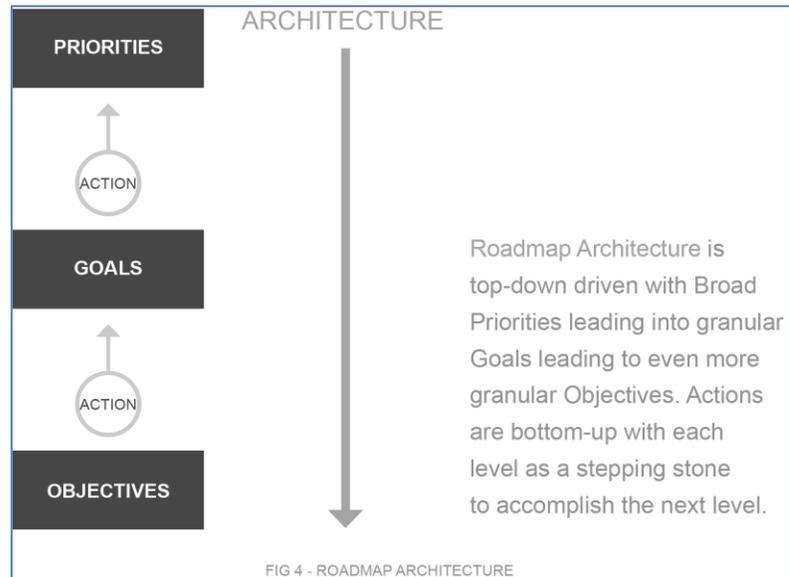
3 Core Functions

The Voluntary Education program is comprised of four Core Functions (**Figure 3**) that are essential in accomplishing the Mission and reaching the Vision. **Program Management** is the process of ensuring optimal program performance. AF/A1DLV establishes Voluntary Education's vision and mission based on the needs of the Air Force and its Airmen. AF/A1DLV provides administrative and managerial supervision for all programs aligned under Voluntary Education and provide adequate support for program implementation, staff facilities, and technology. **Counseling** refers to the actual advice Voluntary Education professionals provide the Airmen. At the very heart of Voluntary Education is the Airman. AF/A1DLV takes great pride in assisting Airmen in developing their academic programs and advises them on financial aid, academic programs, and Air Force Specific programs like the Community College of the Air Force (CCAF). Voluntary Education exists to aid Airmen in reaching their professional and personal development goals. **Testing** refers to both academic testing as well as military testing. The Voluntary Education Program oversees for-credit testing, admission testing, language testing, promotion testing, and Professional Military Education (PME) testing. **Military Tuition Assistance (MIL-TA)** refers to the Tuition Assistance program. Since it is such a vital and integral aspect of Voluntary Education, it merits being separated as a unique Core Function rather than being encompassed under Program Management. AF/A1DLV advocates for Tuition Assistance funds and oversee the appropriation and execution of those funds.



4 Strategic Roadmap

Voluntary Education’s Strategic Roadmap (**Figure 4**) is a top-down driven process for achieving optimal performance of the Core Functions and aligning Voluntary Education with the greater Air Force and AF/A1 missions and priorities and is the pathway for reaching the end-state. The Strategic Roadmap can be viewed as a “goal-oriented hierarchy” consisting of three levels – beginning with the Priorities (the top level), becoming more granular with the Goals (the middle level), which are further refined with



Objectives (the bottom level). The Priorities are broad guiding points, each focusing on different “themes”, that collectively ensure the Core Functions are performed at maximum benefit to the Airmen and Air Force. Aligned under each Priority is a subset of Goals. Each Goal is more specific than the Priority which it is aligned under, focusing on a particular area. In order to achieve a Priority all Goals which are aligned under it must first be achieved. Similarly, each Goal is supported by a subset of Objectives that must first be accomplished in order to achieve their respective goal. Thus, moving from the bottom up – Objectives are stepping-stones to achieve Goals and Goals are stepping-stones to achieve Priorities. In other words, the end state of the roadmap is to achieve the priorities, but the avenue to achieve them begins at the bottom by achieving the objectives and moving upward. Figure 4 shows how the Strategic Roadmap is top down driven while achievement is attained from the bottom up.

4.1 Priority 1: Strengthen Voluntary Education through robust capabilities, solid partnerships, and continuous innovation.

Goal 1: Leverage information technology capabilities.

Objective 1: Maximize and enhance current capabilities (e.g., Air Force Automated Education Management System (AFAEMS), Air Force Virtual Education Center (AFVEC), Academic Institution (AI) Portal to increase efficiency and effectiveness and offset limited manpower and financial resources.

Objective 2: Research, update, and implement new Information Technology (IT) systems where appropriate.

Goal 2: Synergize efforts with partners across the educational community.

Objective 1: Innovatively leverage opportunities and best practices with both Department of Defense (DoD) and non-DoD partners across the education enterprise.

Objective 2: Serve as a liaison and strengthen relationships between partners within the community.

Goal 3: Strengthen communications with partners.

Objective 1: Communicate and coordinate strategic and tactical programs, policies, and messages throughout AF/A1, to external customers, and to leadership at all levels.

Objective 2: Establish well-defined communication channels (e.g., Twitter, Facebook, etc.) and ensure consistency of messaging.

Goal 4: Continuously improve the management and execution of core Voluntary Education Programs.

Objective 1: Leverage Voluntary Education Steering Committee as a means to prepare and plan.

Objective 2: Streamline business processes.

4.2 Priority 2: Oversee the prudent management of Voluntary Education resources.

Goal 1: Serve as a steward of resources.

Objective 1: Balance resources with requirements.

Objective 2: Execute resources in accordance with published policies.

Goal 2: Advocate for funding.

Objective 1: Ensure balance and two-way discussions between AF/A1 and the Air Force corporate structure.

Objective 2: Participate in committees and workshops to enhance stakeholder awareness of the Voluntary Education Program and the associated funding requirements.

4.3 Priority 3: Enhance professional development for the Voluntary Education functional community.

Goal 1: Develop Voluntary Education professionals at all levels to strengthen the functional community.

Objective 1: Develop communications strategy to highlight the importance of recruiting qualified professional staff into Voluntary Education positions at all levels.

Objective 2: Develop and execute a comprehensive plan to retain Voluntary Education staff.

Objective 3: Clearly define Voluntary Education training and career progression opportunities to enhance professional development.

Objective 4: Ensure consistent quality of counseling (e.g., review of checklists in Air Force Instruction (AFI) 36-2649).

Goal 2: Institutionalize Voluntary Education Professional Development.

Objective 1: Develop role-based competencies for the Voluntary Education Program.

Objective 2: Develop Voluntary Education Training Program and tie into Professional Development.

Objective 3: Develop and enhance relationships across functional communities within the Air Force.

4.4 Priority 4: Maintain current, relevant, and comprehensive policy.

Goal 1: Continually review and refresh Voluntary Education policy and guidance to meet Air Force force development goals.

Objective 1: Participate in DoD Strategic Level Policy Development.

Objective 2: Align Voluntary Education Program with current DoD and Air Force Policy.

Objective 3: Evaluate Voluntary Education Policies of Sister Services.

Objective 4: Maintain and update relevant AFIs and checklists.

Goal 2: Integrate Air Force Voluntary Education policy with Total Force policies.

Objective 1: Review current Total Force policies, adjudicate differences, and update policies as needed.

Goal 3: Ensure Voluntary Education remains relevant to the mission of the Air Force.

Objective 1: Develop measures to report on the impact of Voluntary Education in the recruitment, retention, and readiness of Airmen.

Objective 2: Develop, manage and maintain responsive Voluntary Education Programs that meet Airmen's personal development goals as well as the Air Force's force development needs (i.e., Credentialing and Transition Goals Plans Success (Transition GPS)).

5 Summary

The Air Force Voluntary Education Program will face challenges over the next few years, such as shrinking budgets and reduced manpower with growing requirements. Voluntary education's mission is "To develop resilient Airmen through off-duty educational opportunities allowing them to cultivate personal and professional knowledge and prepare for leadership roles." This Strategic Plan lays out how AF/A1DLV will navigate through the challenges and continue to develop the world's best Airmen and strengthen the Air Force through Voluntary Education in the most effective and efficient way.

6 Appendix**6.1 Guidance**

1. Air Force Policy Directive 36-26, Total Force Development, "implements Department of Defense (DoD) Directive 1322.08E, Voluntary Education Programs for Military Personnel; DoD Directive 1322.18, Military Training; DoD Instruction 1025.02, National Security Education Program; DoD Instruction 1322.06, Fellowships, Scholarships, Training with Industry (TWI), and Grants for DoD Personnel; DoD Instruction 1322.10, Policy on Graduate Education for Military Officers; DoD Instruction 1322.19, Voluntary Education Programs in Overseas Areas; DoD Instruction 1322.20, Development and Management of Interactive Courseware (ICW) for Military Training; DoD Instruction 1322.25, Voluntary Education Programs; DoD Instruction 1400.25, Volume 250, DoD Civilian Personnel Management System: Civilian Strategic Human Capital Planning (SHCP); DoD Instruction 1430.04, Civilian Employee Training; and DoD Instruction 1430.16, Growing Civilian Leaders" and provides policy for developing the Total Force
2. Title 10, United States Code (U.S.C.), Sections 708, 2005, 2007, 8013,
3. 12301, 12302, and 12304; Title 37, (U.S.C.), Section 1007; Department of Defense Directive (DoDD) 1322.8E, Voluntary Education Programs For Military Personnel, "update policy and responsibilities for Voluntary education programs for military personnel"
4. DoDD 1322.16, Montgomery GI Bill (MGIB) Program, "update policy, responsibilities, and procedures for the MGIB Program and continues implementation of Title VII of Public Law 98-525"
5. Department of Defense Instruction (DoDI) 1322.19, Voluntary Education Programs In Overseas Areas, "establishes policy, assigns responsibilities, and prescribes uniform procedures for the delivery of Voluntary Education Programs and services provided to Service members serving in overseas areas"

6. DoDI 1322.25, Voluntary Education Programs, “implements the policy established in DoDD 1322.08E and assigns responsibilities and prescribe procedures for the operation of Voluntary Education Programs in the DoD.
7. Directive Type Memorandum 09-003, Post-9/11 GI Bill, “establishes policy, assigns responsibilities, and prescribes procedures under chapter 33 of title 38, U.S.C. for carrying out the Post-9/11 GI Bill”
8. Air Force Policy Instruction 36-2649, Voluntary Education Program, 12 December 2011, implements Air Force Policy Directive 36-23, Military Education and provides guidance on the entire program”

Attachment 3

SELECTIVE RETENTION PROCESS

Figure A3.1. Selective Retention Process

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

TO UNIT COMMANDER: _____ SUSPENSE DATE: _____

GRADE: _____ NAME _____ SSAN: _____ ETS: _____

FITNESS PROGRAM COMPLETED? YES or NO _____

IAW AFI 36-2612, THIS MEMBER REQUIRES PRE-REENLISTMENT SCREENING. ENSURE THE FOLLOWING INDORSEMENTS ARE COMPLETED AND RETURN ORIGINAL TO WCAA. REENLISTMENT WILL NOT BE EFFECTIVE PRIOR TO COMPLETION OF THIS FORM. PRIMARY FACTORS IN SELECTING MEMBERS FOR REENLISTMENT ARE:

1. BASIC ELIGIBILITY ACCORDING TO AFI 36-2612.
2. POTENTIAL.
3. ATTITUDE AND BEHAVIOR.
4. APTITUDE.
5. EDUCATION
6. MOTIVATION.
7. SELF-IMPROVEMENT EFFORT.
8. ASSUMPTION OF RESPONSIBILITIES.
9. TRAINING AND PARTICIPATION.
10. DEROGATORY INFORMATION.
11. PHYSICAL CONDITION.
12. GRADE AND SKILL LEVEL.
13. FAMILY CARE RESPONSIBILITIES.
14. OTHER RELATED FACTORS.

1ST INDORSEMENT, MEMBER'S IMMEDIATE SUPERVISOR (INITIAL ONE ITEM BELOW AND SIGN/DATE)

_____ RECOMMEND REENLISTMENT

_____ DO NOT RECOMMEND REENLISTMENT

ATTACH AF FORM 418 (SEE AFI 36-2612) SUPERVISORS COMMENTS:

TYPED/PRINTED SUPV NAME AND GRADE _____ SUPERVISOR'S SIGNATURE _____ DATE _____

2ND INDORSEMENT, UNIT COMMANDER (ONLY) (INITIAL ONE ITEM BELOW AND SIGN/DATE)

_____ SELECTED FOR REENLISTMENT

_____ NOT SELECTED FOR REENLISTMENT

ATTACH AF FORM 418 (SEE AFI 36-2612) COMMANDER'S COMMENTS:

THIS SELECTION DECISION WILL BE MADE KNOWN TO THE MEMBER IN PERSON, WHEN PRACTICAL, WITH MEMBER COMPLETING THE FOLLOWING INDORSEMENT. COUNSEL AS NECESSARY MEMBERS WHO ARE UNDECIDED OR DO NOT INTEND TO REENLIST.

TYPED/PRINTED CMDR NAME AND GRADE _____ COMMANDER'S SIGNATURE _____ DATE _____

3RD INDORSEMENT, MEMBER

MY REENLISTMENT OPTION IS: (INITIAL ONE ITEM BELOW AND SIGN/DATE)

_____ I WILL REENLIST/EXTEND. REENLISTMENT COUNSELING IS AVAILABLE AND RECOMMEND BY UNIT/GROUP/WING CAREER ADVISORS. MY CAREER ADVISOR WILL CONTACT ME AT A LATER DATE CONCERNING REENLISTMENT SCHEDULING.

_____ I WILL NOT REENLIST. MY COMMANDER WILL CONTACT ME.

_____ I AM UNDECIDED. MY COMMANDER WILL CONTACT ME.

TYPED/PRINTED NAME AND GRADE _____ SIGNATURE _____ DATE _____

4TH INDORSEMENT, WING CAREER ADVISOR

REENLISTMENT ELIGIBILITY CODE: _____ DATE ENTERED IN MILPDS: _____ INITIALS: _____

Attachment 4**COUNSELING CHECKLIST**

A4.1. Overview. Prior to authorization of first-time military tuition assistance (MilTA), each Airman (active duty, reserve, or guard on active duty), must be counseled on the following items: (T-0)

- A4.1.1. Accreditation (T-0)
- A4.1.2. Transfer credit (T-0)
- A4.1.3. Testing (T-0)
- A4.1.4. College fees (T-0)
- A4.1.5. Course delivery method (T-0)
- A4.1.6. On-base programs (T-0)
- A4.1.7. Local school options (T-0)
- A4.1.8. On-line programs (T-0)
- A4.1.9. Evaluated education plan (T-0)
- A4.1.10. MilTA policy and procedures (T-0)
- A4.1.11. Pell Grants and other funding sources (T-0)
- A4.1.12. Course enrollment changes (T-0)
- A4.1.13. Foreign transcript evaluation (T-0)
- A4.1.14. AFVEC (T-0)
- A4.1.15. CCAF degree requirements (T-0)

A4.2. AFAEMS Updates. Counselors will update in each student's AFAEMS education records a counseling note annotating that this counseling has occurred and each area was covered. Counselors may also upload a copy of the above list signed by the student into the student's digital file folder. However, counseling notes must still be made. (T-1)

Attachment 5

CENTRAL OFFICE WAIVER/REIMBURSEMENT PROCEDURES

A5.1. The Central Office (CO) is the single point that will process all tuition assistance requests for active duty, Air National Guard, and AF Reserve Airmen utilizing 89732F funds. The CO is responsible for processing grades, reimbursements, invoice payments and determining resolution of waiver/reimbursement request. AF/AIDL serves as the final authority on waiver requests.

A5.1.1. Grade posting. Grade posting will take place via the AI Portal into AFAEMS. For missing grades/updates that cannot be accomplished via the AI Portal the CO or education center will post the grade manually into the member's AFAEMS record. (T-0)

A5.1.2. Reimbursement action of tuition assistance funds will be taken automatically when it is reported that the student earned an "I", "D" or below for undergraduate, "C" or below for graduate, "W", or "U." AFAEMS will generate an email with reimbursement action information and suspense to the students. If action has not been taken by the 31st day, a DD Form 139 will be processed for a lump sum payment. The CO will submit a CMS request to initiate the deduction of the student reimbursement amount from the student's military pay. (T-0)

A5.1.3. Invoice payments – The CO will process all TA invoices. Each TA has the accounting data required for the CO to process the request. Each payment will be posted to the member's education record in AFAEMS. (T-0)

A5.1.4. Waiver Requests – (a) CO or education center receives grade and inputs into AFAEMS or grades uploaded via AI Portal. (b) Student is notified via email and AFVEC of a pending debt. (c) Waiver decision is made at CO. If waiver is denied, a CMS request will be initiated for repayment. CO will follow up with student, local FM, and/or Education Centers as needed. **NOTE:** If the student does not agree with the final decision of the CO and have exhausted all administrative options, he/she can exercise the option to submit a DD Form 149, Correction of Military Record. AF/AIDL is the office with the primary responsibility to provide an advisory recommendation to the Board. Students should be aware that courses taken via distance learning with the increased flexibility will be less likely to receive a waiver. See para 6.9.1 (T-0)

A5.2. The following information is provided for use by the student:

A5.2.1. All waiver requests must be accompanied by a letter signed by the Squadron Commander/Director/First Sergeant. (T-1)

A5.2.2. All waiver requests must have this document signed and included in the package. Students must have all supporting documentation uploaded and submitted for review NLT than 10 business days prior to your suspense date. (T-0)

A5.2.3. All decisions will be made based on documents provided.

A5.2.4. All decisions are final.

A5.2.5. The student must ensure that all documentation is provided at the same time since reconsiderations will not be granted. Should a waiver be denied, the student will be provided a DD 139 which the student must print and submit to the local finance office within three

business days of notification of disapproval of a waiver request. Failure to do so will result in an automatic deduction of the full amount from the student's military pay. If a waiver is approved, no further action is required on the student's part. (T-0)

Attachment 6**VOLUNTARY EDUCATION TRAINING**

A6.1. The following courses are mandatory for Flight Chiefs, Education and Training Section Chiefs, Education Specialists, Guidance Counselors, and Education Technicians in the GS-1740/1702 Series.

A6.1.1. Force Development Flight Chief/Education and Training Section Chief:

A6.1.1.1. Education and Training Leadership Course (T-1)

A6.1.1.2. Education Services Management PDI (T-1)

A6.1.1.3. MAJCOM Workshop (T-1)

A6.1.1.4. PECS Training (T-1)

A6.1.2. Education Specialist/Guidance Counselor:

A6.1.2.1. AFAEMS Workshop (T-1)

A6.1.2.2. CCAF Workshop (T-1)

A6.1.2.3. DANTES TCO Training (if assuming TCO/ATCO duties) (T-1)

A6.1.2.4. T-GPS Training (T-1)

A6.1.2.5. Education Services Support PDI (T-1)

A6.1.2.6. MAJCOM Workshop (T-1)

A6.1.2.7. Servicemembers Opportunity College (SOC) Workshop (T-1)

A6.1.2.8. PECS Training (T-1)

A6.1.3. Education Technicians:

A6.1.3.1. AFAEMS Workshop (T-1)

A6.1.3.2. Customer Service (T-1)

A6.2. Membership in a professional organization is recommended. Reading professional journals is encouraged.

Attachment 7

AIR FORCE VOLUNTARY EDUCATION STEERING COMMITTEE CHARTER

A7.1. ARTICLE I – NAME. The name of the group is Air Force Voluntary Education Steering Committee

A7.2. ARTICLE II – AUTHORITY

A7.2.1. The Air Force Voluntary Education Steering Committee is established to provide operational oversight and leadership advisement of the Air Force Voluntary Education Program, to include, but not limited to, performing support services for career field training, creating policy recommendations for the Chief, AF Learning Division (AF/A1DL), and contributing to the guidance and operations involved in managing the Air Force Education Services career field.

A7.2.2. Policies, plans, and projects will be submitted to Chief, Voluntary Education Branch (AF/A1DLV) for approval, when appropriate or required.

A7.2.3. Committee members will review and recommend revisions to Air Force Instructions (AFIs) and other governing directives and will contribute to the decisions made for the Air Force Education Services career field, as part of the Force Support career field.

A7.3. ARTICLE III – PURPOSE

A7.3.1. The committee is established to assist with guidance and managerial oversight to all Education and Training Sections in their respective Commands. The committee provides information, support and critical MAJCOM and field-level voice to the Chief, Voluntary Education Branch. The committee's goals are to:

A7.3.1.1. Establish and maintain inter-Command communications to facilitate program execution.

A7.3.1.2. Provide a forum for each Major Command to discuss related education and training initiatives that may or may not impact each respective Command and/or the work of the committee.

A7.3.1.3. Foster a partnership among academic institutions, DoD/AF agencies and local base leadership in order to enhance communications and inter-Service program offerings and capabilities.

A7.3.1.4. Advise the Career Field Manager (CFM), Functional Manager (FM), and AF/A1D leadership on issues impacting the Air Force Education Services Career Field.

A7.3.2. The committee is necessary for implementation, maintenance and consistency in education and training opportunities and works closely with Air Force Personnel Center Program Managers to ensure an equitable distribution of training quotas.

A7.4. ARTICLE IV – MEMBERSHIP. The committee membership will consist of both voting, and non-voting members and the committee will be chaired by the Chief, Voluntary Education Branch (AF/A1DLV). Voting members will represent their respective Commands while also representing the overall interests of the Air Force. If a voting member is unable to attend a committee meeting, an alternate voting member from that Command may be appointed. The voting member must notify the committee chair prior to the meeting of his/her unavailability

and that an alternate has been designated. Without such prior notification, the alternate will not count when determining if a quorum has been established and will not be allowed to vote.

A7.4.1. Voting members will be the Chief, Education Operations Branch (hereafter referred to as MAJCOM Chiefs) for the following MAJCOMs:

- A7.4.1.1. Air Combat Command (ACC)
- A7.4.1.2. Air Education & Training Command (AETC)
- A7.4.1.3. Air Force District of Washington (AFDW)
- A7.4.1.4. Air Force Global Strike Command (AFGSC)
- A7.4.1.5. Air Force Space Command (AFSPC)
- A7.4.1.6. Air Force Special Operations Command (AFSOC)
- A7.4.1.7. Air Force Materiel Command (AFMC)
- A7.4.1.8. Air Mobility Command (AMC)
- A7.4.1.9. Pacific Air Forces (PACAF)
- A7.4.1.10. US Air Forces in Europe (USAFE)

A7.4.2. Non-Voting Members serve in an advisory capacity by virtue of their positions to ensure all aspects of the Air Force Education Services programs are represented. They may provide feedback to voting members to assist with decision-making; however, they may not vote. Non-voting members will attend committee meetings by invitation only and may include, but are not limited to, the following:

- A7.4.2.1. National Guard Bureau/A1F
- A7.4.2.2. Air Force Reserve Command/A1K
- A7.4.2.3. Air Force Personnel Center (AFPC) Career Program
- A7.4.2.4. AFPC Veterans Administration/GI Bill (VA/GI Bill)
- A7.4.2.5. Community College of the Air Force (CCAF)
- A7.4.2.6. US Air Force Academy (USAFA)
- A7.4.2.7. Air Force Intelligence, Surveillance & Reconnaissance Agency (AFISRA)
- A7.4.2.8. AFAEMS Contractor

A7.5. ARTICLE V – DECISION MAKING.

A7.5.1. Voting members will be the MAJCOM Chiefs for the Major Commands listed above. The Chief, Voluntary Education Branch, serves as Chair of the Steering Committee and will vote only as the tie-breaker/deciding vote, when required.

A7.5.2. Each MAJCOM Chief may cast one vote in the decision making process. If the voting member is absent, the alternate voting member will vote (if committee chair was advised of voting member's alternate prior to the meeting.).

A7.5.3. Robert's Rules of Order will be the guideline and simple majority rules. Recommendations/decisions approved by a simple majority will be considered the

recommendation/decision of the committee when presented to DoD/AF or other authorizing body for consideration.

A7.5.4. A quorum will be met when more than 50 percent of the voting members (or their designated alternate) are present. If a sufficient membership for a quorum is not present, votes will be tabled.

A7.5.5. Committee recommendations will be reported to the appropriate DoD/AF agency by the committee chair. One voting member will act as the recorder of the minutes of the meeting and coordinate with committee members prior to submitting to the committee chair.

A7.5.6. The committee will report meeting results to the general AF Education Services populace via e-mail through respective MAJCOM Chiefs or through a communications plan developed in partnership with MAJCOM Chiefs, independent of this charter.

A7.6. ARTICLE VI – SUBCOMMITTEES

A7.6.1. Training and Development (T&D) Panel. The T&D Panel will be a standing subcommittee established to manage/oversee equitable distribution of centrally-funded training opportunities. MAJCOM Chiefs will serve as committee chair on a 2-year rotating basis. Chair, T&D Panel will work closely with the AFPC Education Services Career Panel Administrator and Chief, Voluntary Education Branch, to ensure proper oversight, equitable distribution and management of centrally-funded training.

A7.6.2. Conference Planning Committee (CPC). The Conference Planning Committee will be responsible for the planning/conduct of Air Force-wide education services conferences, to include selecting location, dates, planning the agenda, obtaining speakers/briefers/presenters, making lodging arrangements, etc. Responsibilities as Chair of the CPC will rotate among the MAJCOMs.

A7.6.3. AD HOC Committees. Such subcommittees will be established as necessary and will consist of members selected from Major Commands and base-level based on subject matter expertise.

A7.7. ARTICLE VII – LOGISTICS.

A7.7.1. Regular meetings of the committee will be conducted bi-annually, date and location to be determined by the committee chair. Additional meetings will be scheduled as necessary to ensure proper conduct/execution of program objectives or when special projects or assignments dictate. Minutes of the meetings will be distributed not later than 10 duty days following the meeting.

A7.7.2. Special meetings will be conducted on an as needed basis and/or at the discretion of the committee chair.

Attachment 8

AMERICAN COUNCIL OF EDUCATION (ACE) EVALUATION GUIDELINES

Figure A8.1. US AIR FORCE VAILDATON PROGRAM INSTRUCTION DATASHEET

US Air Force Validation
Program of Instruction (POI) Datasheet
Submission Date: XX Month 2013

1. Course Point(s) of Contact:

a. NAME
 Title
 Location
 Phone
 Email

b. NAME
 Title
 Location
 Phone
 Email

2. Course Data Fields
It's imperative to validate the course data points with the data systems and the POI. Please complete the fields below.

| | USAF Database | POI |
|--|---------------|-----|
| Course Title | | |
| Course Number | | |
| Course Length in 5 Day Weeks | | |
| Number of Academic Hours | | |
| Implementation Date of CURRENT Curriculum | | |

3. Joint Services Course Data
 Is this course aligned with other services, joint services?

_____ **No**

_____ **Yes** (List the service(s) and associated course numbers)

| Branch of Service | Course Number |
|-------------------|---------------|
| USA | |
| USMC | |
| USN | |
| USCG | |

4. Course Status

Place an **X** the box as it applies to this course.

| | | |
|--|---|--|
| | (A) This is a new course. | |
| | (B) This is an existing course never evaluated by ACE. | |
| | (C) This course has been previously evaluated; it has undergone revisions. <i>(Referencing the codes below, identify the type of revision.)</i> | |
| | | 1. The revisions are administrative in nature. |
| | | 2. The revisions are curricular. |
| | | 3. The revisions are both curricular and administrative. |
| | (D) This course has been previously evaluated; it has expired | |

5. Validated Training Sites (List All):

- a. Schoolhouse, Installation, State (Code)
- b. Schoolhouse, Installation, State (Code)
- c. Schoolhouse, Installation, State (Code)

6. List the supersession information for this course:

- a. Course Number:
- b. Training Start Date:

7. Miscellaneous Data:

Place an **X** the box as a response to each question.

| Yes | No | |
|-----|----|---|
| | | Do foreign nationals attend this course? |
| | | Do civilian employees attend this course? |
| | | Is this course affiliated with Community College of the Air Force (CCAF)? |

Attachment 9

NON-CORE FUNCTIONS DELETED FROM VOL ED PROGRAM

A9.1. Troops-to-Teachers (TTT): Established as a DoD program managed by the Defense Activity for Non-Traditional Education Support (DANTES), TTT assists eligible military personnel transition to a new career as public school teachers in “high need” schools. State supported offices were established to provide information on teacher credential requirements.

A9.2. Military Spouse Education Assistance/Spouse TA/MyCAA: Spouse tuition assistance programs provide financial aid to spouses continuing their education. Lead agencies for these programs include Airmen and Family Readiness Centers, Air Force Aid Society, and Department of Labor. Applications are accessible online.

A9.3. Education Grants/AAS Vo-Tech Loan Program: These federal financial aid programs are administered through external agencies. With current technology, the E&TS no longer has an active role in these programs.

A9.4. Voluntary Education Program Plan (VEPP): The VEPP is a detailed plan to align the needs of the base with available educational programs.

A9.5. CCAF Graduation Ceremonies: AFI 36-2648, *Community College of the Air Force*, states diplomas are to be presented in an “appropriate” ceremony. E&TS will no longer organize a base-wide event.

A9.6. VA Counseling/National Call to Service/Enlisted College Loan Repayment Program: National Call to Service (no longer an active program) and the College Loan Repayment Program are military enlistment incentives administered by AFPC. The GI Bill is administered by the Veterans’ Administration (VA). AFPC maintains a VA liaison office to address GI Bill concerns. The VA maintains a website with detailed information on all programs.

A9.7. Outreach Programs/Marketing: E&TS will only provide marketing/outreach when manpower allows.

A9.8. Distance Learning Proctored Exams: E&TS will no longer administer civilian college distance learning exams. DOD Instruction 1322.25, Voluntary Education Programs, attachment Enclosure 3 directs civilian colleges to “assume responsibility for the administration and proctoring of all course examinations not normally administered and proctored within the traditional classroom setting.” FSDE will refer students to their academic institution liaisons/advisors for test administration arrangements

A9.9. Base Education Planning and Advisory Committee (BEPAC): The purpose of the BEPAC was to provide a formal venue for leadership and subject matter experts to devise solutions to education program issues, such as classroom space, building repairs, etc. It also served as the “eyes and ears” for the Installation Commander on Voluntary Education matters. Meeting minutes were often staffed at the Wing level for approval. BEPAC will no longer be mandated.

A9.10. PME Seminars: E&TS will refer students to the respective school for guidance for establishing a local study group/seminar.

A9.11. Civilian Tuition Assistance (Civ TA): In 1997 the Air Force established the Civ TA program under the auspices of AFI 36-401, Civilian Training Program. Civ TA programs are MAJCOM-unique and not an AF-wide supported program. Therefore, the E&TS can no longer support this program unless a Civilian Training position is assigned to E&TS.

A9.12. Commissioning: Education Centers will no longer be involved in the development or review of commissioning packages for any programs.

Attachment 10

INSTALLATION-LEVEL MOU EXAMPLE

Figure A10.1. SAMPLE Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING FOR BASE EDUCATION SERVICES**BETWEEN****THE UNITED STATES AIR FORCE
XXXXXX AIR FORCE BASE, XXXX****AND****XXXXXXXXXX UNIVERSITY**

This Memorandum of Understanding (MOU) is between:

United States Air Force, [Wing Designation]
Street Address
City, State

and

XXXXX University
Street Address
City, State

It provides guidelines and procedures for the delivery of educational services on XXXX AFB not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution or the Air Force Addendum to the DoD MOU. This provides educational opportunities for service members, Department of Defense (DoD) civilian employees, eligible adult family members, military retirees, and non-DoD personnel. This MOU is not to be construed in any way as giving rise to a contractual obligation of the Air Force to provide funds to the Institution that would be contrary to federal law.

1. PREAMBLE

Providing access to quality postsecondary education opportunities is a strategic investment that enhances the service member's ability to support mission accomplishment and successfully

return to civilian life. Today's fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the nation's policies and objectives, requires the Air Force to sponsor postsecondary educational programs using a variety of learning modalities that include instructor-led courses, as well as distance learning (DL) options. All are designed to support the professional and personal development and progress of Air Force members and the DoD civilian workforce. XXXX University has become a partner in this objective by making its programs available for use in connection with the Air Force Voluntary Education program.

The requirement and authority for this MOU rests in Air Force Instruction 36-2649 and within DoD Instruction (DODI) 1322.25 and DODI 1322.08E. All parties desire to satisfy the educational interests and needs of the individual Airmen, as well as the needs of the Air Force.

This MOU is subject at all times to federal law and the rules, guidelines, and regulations of the DoD. Any conflicts between this MOU and such federal law, rules, guidelines, and regulations will be resolved in favor of the federal law, rules, guidelines, or regulations.

2. RESPONSIBILITIES

A. USAF Education and Training Section (E&TS) Chief will:

(1) Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational Services between XXXXXX University and the U.S. Air Force.

(2) Help to promote the Institution's on-base programs through available base media outlets and provide an area for brochures/handouts for interested personnel. Institution representatives may make available to interested personnel, in their administrative offices or designated display areas, any and all information on programs offered through DL or on the home campus.

(3) Assist in obtaining temporary passes/ID cards for faculty, administrative personnel and students as required by base regulations.

(4) Provide utilities for office space and classrooms. XXX University will not be required to reimburse for use of facilities or utilities. (DODI 1322.25). No reimbursement for manpower or supplies for the Institution will be paid by the Air Force or the XXXX Wing.

(5) Authorize Institution representatives, subject to base policy, use of government leased telephone service, on a time-available basis, for communicating with local military personnel or DoD employees enrolled in the Institution's programs.

(6) Provide appropriate counseling to all Airmen prior to course registration, regardless of the method of payment selected by students.

(7) Provide tuition assistance for eligible Airmen enrolled in the Institution's programs in accordance with applicable regulations, DoD Voluntary Education Partnership MOU 4.f, and the availability of funds.

(8) Within funding limitations, coordinate with the base librarian to ensure that course-appropriate reference materials are available.

B. XXXXXX University will:

(1) Offer specified [associate, bachelor's/master's] degree programs on XXXX AFB as listed in Attachment 1. These programs will fulfill all accepted standards and requirements established by the Institution, the Air Force, the State of XXX, the [accrediting agency] and other appropriate accrediting associations and agencies of the state of XXX having jurisdiction over the programs offered by the Institution. The program(s) provided must be in response to a formal request from the E&TS Chief, as determined by a formalized needs assessment in accordance with Air Force Instruction 36-2649, Voluntary Education Program.

(2) Adhere to the responsibilities as detailed in the DoD Voluntary Education Partnership MOU and the Air Force Addendum for Educational Services between XXXX University and the U.S. Air Force.

(3) Provide program administrator(s) and office staff, as required, to manage the XXXX University on-base programs. The E&TS Chief may provide input regarding such selections. Counseling and advisement services, as required to support XXXXXX University programs, will also be provided. Program administrators will coordinate with the E&TS chief when establishing office hours to ensure that participants in the programs of XXXXXX University have appropriate access to counseling and resolution of administrative problems.

(4) Institution officials will take a proactive approach to quality assurance. Standards in the Institution's faculty handbook will be followed, as will quality standards established by the school, state, accrediting agencies, and Headquarters U.S. Air Force. Appropriate regional accrediting associations will be required to evaluate on-base programs to determine comparability to established academic standards. The Institution will sustain all costs associated with these visits, and will provide E&TS Chief copies of accrediting reports and associated communications upon request.

(5) Determine the number of faculty members, academic directors, administrators, and clerical personnel based on enrollments and current educational practice. The E&TS Chief will be provided an annual list of faculty no later than 1 October of each year.

(6) The Institution will be responsible for selecting, training, and evaluating all faculty, directors, administrators and clerical personnel in accordance with established home campus procedures. Institution program administrators shall brief all instructors at the beginning of each term on local administrative requirements in reference to Air Force classrooms and procedures

for entry access onto the base. Staff will attend annual training as required for base security and Force Protection.

(7) Inform the E&TS Chief in writing before the class start date of any cancellations. The Institution representative and E&TS Chief (or designated representative) will work together to find classes available through other media for the students enrolled in the cancelled classes.

(8) Provide enrollment statistics to the E&TS Chief within two weeks after the term end date. Statistics will include the number of active duty military, DoD civilian, military dependents, and civilians not affiliated with the base. Maintain enrollment statistics for each on-base class, as well as the number of classes offered and cancelled each term.

(9) Report 100% of disruptive behavior that occurs on the base during any class held by XXXXXX University or by any XXXXXX University student or faculty member in attendance on-base to the E&TS Chief within 24 hours of the event. XXXXXX University will notify E&TS Chief if an XXXXXX University student is barred from access at another base for disruptive behavior, if known, prior to registering that student for a XXXXXX AFB course.

(10) Fulfill its obligation under this MOU without reassigning any of its rights or obligations hereunder to an external party. The Institution will provide learning opportunities through academic programs of the highest quality and will not subcontract any portion of the work associated with academic programs under this MOU.

3. ADDITIONAL GUIDELINES

A. Both the Base and the Institution agree:

(1) No commitment will be made on the specific number of military students, availability of tuition assistance, or the continuing number of students entitled to in-service VA educational benefits. Institution may market, advise, and enroll students in any of their programs.

(2) Base access of non-DoD and non-base personnel is at the discretion of the base commander. Access once provided may be revoked at any time due to military necessity or conduct that violates base rules or policies.

(3) Active duty military students will be afforded registration and class placement priority. Additional class sections may be added to accommodate an overflow of military students. Paragraph 5.a.(4) of the DoD Voluntary Education Partnership MOU will apply.

(4) The maximum and minimum class size will be determined by the Institution. Classes below the minimum number of students may be cancelled at the discretion of the Institution, in coordination with the E&TS Chief.

(5) Institution representatives will not be allowed access to Air Force voluntary program education records without the written consent of the individual.

(6) Compliance with the DoD Joint Ethics Regulation (DoDD 5500.7) is required if any Airman is considered for employment with the Institution. Questions regarding the applicability of the Joint Ethics Regulation will be referred to the base Staff Judge Advocate for determination.

(7) Neither the Air Force nor XXXXXX University will have policies that discriminate against participants for reasons of race, religion, national origin, age, sex, or physical handicap (where the handicapped person is otherwise qualified).

(8) This MOU may be terminated by either party at any time with 180 days written notice to the other party; more than 180 days' notice is desirable since contractual agreements with faculty could obligate the Institution for the payment of salaries. In the event that war, natural disaster, or other matters beyond the control of the Base prevents compliance with the provisions of this MOU, this MOU may be suspended.

(9) In the event of termination of the Base's program(s) under this MOU, a mutual effort will be made to ensure a smooth transition during the teach-out phase. The Institution will immediately notify all concerned students and E&TS Chief of the provisions and options that will be implemented to ensure a smooth transition to another program or degree completion, as appropriate. The teach-out transition will offer students the option of completing degree requirements without loss of credit. No new students will be enrolled into a program that has been identified for termination. Each student will be individually counseled and provided a personalized plan for completing remaining degree requirements.

(10) The Institution will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of Air Force facilities, equipment, supplies, and services by the Institution, its officers, representatives, agents, employees, and non-DoD affiliated students. The Institution further agrees to defend, pay, or settle all claims arising out of the use of base facilities based upon the negligence, gross negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. The Institution will hold the U.S. Government harmless from any claims arising out of acts or omissions of the Institution, its agents, representatives, officers, employees, and non-DoD affiliated students.

(11) This MOU, in conjunction with the DoD Voluntary Education Partnership MOU, and the Air Force Addendum for Education Services between XXXXXX University and the U.S. Air Force, defines the entire relationship between the Air Force and the Institution and supersedes any previous verbal or written agreements of understanding. Failure on the part of any party to comply with the provisions of these MOUs may result in the termination of the Institution's programs on the base. No change or modification of this MOU shall be valid unless or until it is in writing and signed by both parties.

(12) Tuition charges by XXXXXX University for academic programs are specified in Attachment 2. A minimum of 90 days' notice will be provided to E&TS Chief prior to any intended changes to these rates by the institution. The institution will waive all computer laboratory fees if the Air Force provides a laboratory facility and equipment to support XXXXXX University on-base instructional programs.

(13) This MOU expires five years from the date of signature, unless terminated, extended, or updated prior to that date in writing by the XXXXX and the Institution. An annual review will be conducted by both parties to verify current accreditation status, update program offerings, and review program delivery data. Attachments referred to in this MOU are listed below and are considered integral sections of this MOU.

XXXXXX UNIVERSITY

**THE UNITED STATES AIR FORCE
XXXXX Wing**

| | | |
|-----------------------------|-------------|----------------------------|
| | | |
| School Official Name | Date | Wing Commander Name |
| Date | | |
| Title | | Rank, USAF Commander |

- 3 Attachments:
1. Degrees Offered
 2. Current Tuition Rate
 3. Tuition Refund Policy

Figure A10.2. Sample Attachment 1, Degrees Offered**XXXXXX University Degree Programs****at****XXXXXX AFB****List only those covered by this MOU****Associate of Science**

List Degrees, if applicable

Bachelor of Science

List Degrees, if applicable

Master of Aeronautical Science

List Degrees, if applicable

XXXXXX University Degree Programs**at****XXXXXX AFB****List only those covered by this MOU****Associate of Science**

List Degrees, if applicable

Bachelor of Science

List Degrees, if applicable

Master of Aeronautical Science

List Degrees, if applicable

Figure A10.3. Sample Attachment 2, Current Tuition Rates

List all that apply. See below for examples.

Undergraduate Tuition

Active duty military: \$260.00/credit hour

Civilian: \$325/credit hour

Graduate Tuition

Active duty military: \$495.00/credit hour

Civilian: \$545/credit hour

Cooperative Education, Internships and Individual Tutorials for military and civilian:

Undergraduate: \$375.00/credit hour

Graduate: \$600.00/credit hour

Systems Engineering for military and civilian:

Undergraduate and Graduate: \$1050/credit hour

Figure A10.4. Sample Attachment 3, Tuition Refund Policy

This is unique to each school. Below is an example.

Drop Requests

Students may drop a course, with no notation of course enrollment on their transcripts, during the drop period only. Due to compressed term schedules at Worldwide locations, the drop period extends through the first week of each term.

"Late Drop" Requests

Personnel covered under this section of the curriculum standards manual are uniformed members of the U.S. Armed Forces who are registered or enrolled in a class at XXXX University and who must drop a class due to military deployment or official military travel. A "late drop" will be considered for military personnel who receive a "short" notice of military deployment or "short" notice of official military travel, preventing continued enrollment in a class. Eligible students may request a "late drop" if ALL of the following criteria have been met:

- A. The military student is notified of travel after the end-date of the scheduled drop/add period for a given class.
- B. The student is unable to complete the class due to the deployment/travel.
- C. The military student submits signed and official deployment or travel orders dated after the drop/add period end date for a given class. A student also may submit a letter from the student's military command stating that the student received notification of deployment or military travel with the date that the student was notified of the deployment/travel after the scheduled drop/add period.
- D. The student submits the request for a late drop within 30 days of receiving notification of the deployment/travel.

University Withdrawal/Refund Schedule

First week 100%

After first week 0%

*Unless specified by M.O.U., contract, or state regulations.

Students who withdraw from a course when the effective date of the withdrawal does not fall under a refund period are responsible for the tuition. Request for refunds due to circumstances clearly beyond the student's control, such as illness, required military service, etc., must be in writing and accompanied by appropriate documentation such as a physician's statement, military orders, etc.

*Withdrawals are subject to the procedures in the most current academic catalogue.

Attachment 11

PRESIDENTIAL EXECUTIVE ORDER (PEO) 13607

Figure A11.1. Presidential Executive Order 13607

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| <p>EXECUTIVE ORDER</p> <p>-----</p> <p>ESTABLISHING PRINCIPLES OF EXCELLENCE FOR EDUCATIONAL INSTITUTIONS SERVING SERVICE MEMBERS, VETERANS, SPOUSES, AND OTHER FAMILY MEMBERS</p> |
| <p>By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to ensure that Federal military and veterans educational benefits programs are providing service members, veterans, spouses, and other family members with the information, support, and protections they deserve, it is hereby ordered as follows:</p> |
| <p><u>Section 1. Policy.</u> The original GI Bill, approved just weeks after D-Day, educated nearly 8 million Americans and helped transform this Nation. We owe the same obligations to this generation of service men and women as was afforded that previous one. This is the promise of the Post-9/11 Veterans Educational Assistance Act of 2008 (title V, Public Law 110-252) (Post-9/11 GI Bill) and the continued provision of educational benefits in the Department of Defense's Tuition Assistance Program (10 U.S.C. 2007): to provide our service members, veterans, spouses, and other family members the opportunity to pursue a high-quality education and gain the skills and training they need to fill the jobs of tomorrow.</p> |
| <p>Since the Post-9/11 GI Bill became law, there have been reports of aggressive and deceptive targeting of service members, veterans, and their families by some educational institutions. For example, some institutions have recruited veterans with serious brain injuries and emotional vulnerabilities without providing academic support and counseling; encouraged service members and veterans to take out costly institutional loans rather than encouraging them to apply for Federal student loans first; engaged in misleading recruiting practices on military installations; and failed to disclose meaningful information that allows potential students to determine whether the institution has a good record of graduating service members, veterans, and their families and positioning them for success in the workforce.</p> |
| <p>To ensure our service members, veterans, spouses, and other family members have the information they need to make informed decisions concerning their well-earned Federal military and veterans educational benefits, I am directing my Administration to develop Principles of Excellence to strengthen oversight, enforcement, and accountability within these benefits programs.</p> |
| <p><u>Sec. 2. Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members.</u> The Departments of Defense, Veterans Affairs, and Education shall establish Principles of Excellence (Principles) to apply to educational institutions receiving funding from Federal military and veterans educational benefits programs, including benefits programs provided by the Post-9/11 GI Bill and the Tuition Assistance Program. The Principles should ensure that these educational institutions provide meaningful information to service members, veterans, spouses, and other family members about the financial cost and quality of educational institutions to assist those prospective students in making choices about how to use their Federal educational benefits; prevent abusive and deceptive recruiting practices that target the recipients of Federal military and veterans educational benefits; and ensure that educational institutions provide high-quality academic and student support services to active-duty service members, reservists, members of the National Guard, veterans, and military families.</p> |
| <p>To the extent permitted by law, the Principles, implemented pursuant to section 3 of this order, should require educational institutions receiving funding pursuant to Federal military and veterans educational benefits to:</p> |
| <p>(a) prior to enrollment, provide prospective students who are eligible to receive Federal military and veterans educational benefits with a personalized and standardized form, as developed in a manner set forth by the Secretary of Education, working with the Secretaries of Defense and Veterans Affairs, to help those prospective students understand the total cost of the educational program, including tuition and fees; the amount of that cost that will be covered by Federal educational benefits; the type and amount of financial aid they may qualify for; their estimated student loan debt upon graduation; information about student outcomes; and other information to facilitate comparison of aid packages offered by different educational institutions;</p> |
| <p>(b) inform students who are eligible to receive Federal military and veterans educational benefits of the availability of Federal financial aid and have in place policies to alert those students of their potential eligibility for that aid before packaging or</p> |

arranging private student loans or alternative financing programs;

(c) end fraudulent and unduly aggressive recruiting techniques on and off military installations, as well as misrepresentation, payment of incentive compensation, and failure to meet State authorization requirements, consistent with the regulations issued by the Department of Education (34 C.F.R. 668.71-668.75, 668.14, and 600.9);

(d) obtain the approval of the institution's accrediting agency for new course or program offerings before enrolling students in such courses or programs, provided that such approval is appropriate under the substantive change requirements of the accrediting agency;

(e) allow service members and reservists to be readmitted to a program if they are temporarily unable to attend class or have to suspend their studies due to service requirements, and take additional steps to accommodate short absences due to service obligations, provided that satisfactory academic progress is being made by the service members and reservists prior to suspending their studies;

(f) agree to an institutional refund policy that is aligned with the refund of unearned student aid rules applicable to Federal student aid provided through the Department of Education under Title IV of the Higher Education Act of 1965, as required under section 484B of that Act when students withdraw prior to course completion;

(g) provide educational plans for all individuals using Federal military and veterans educational benefits that detail how they will fulfill all the requirements necessary to graduate and the expected timeline of completion; and

(h) designate a point of contact for academic and financial advising (including access to disability counseling) to assist service member and veteran students and their families with the successful completion of their studies and with their job searches.

Sec. 3. Implementation of the Principles of Excellence.

(a) The Departments of Defense and Veterans Affairs shall reflect the Principles described in section 2 of this order in new agreements with educational institutions, to the extent practicable and permitted by law, concerning participation in the Yellow Ribbon Program for veterans under the Post-9/11 GI Bill or the Tuition Assistance Program for active duty service members. The Department of Veterans Affairs shall also notify all institutions participating in the Post-9/11 GI Bill program that they are strongly encouraged to comply with the Principles and shall post on the Department's website those that do.

(b) The Secretaries of Defense, Veterans Affairs, and Education, in consultation with the Director of the Bureau of Consumer Financial Protection (CFPB) and the Attorney General, shall take immediate action to implement this order, and, within 90 days from the date of this order, report to the President their progress on implementation, including promptly revising regulations, Department of Defense Instructions, guidance documents, Memoranda of Understanding, and other policies governing programs authorized or funded by the Post-9/11 GI Bill and the Tuition Assistance Program to implement the Principles, to the extent permitted by law.

(c) The Secretaries of Defense, Veterans Affairs, and Education shall develop a comprehensive strategy for developing service member and veteran student outcome measures that are comparable, to the maximum extent practicable, across Federal military and veterans educational benefit programs, including, but not limited to, the Post-9/11 GI Bill and the Tuition Assistance Program. To the extent practicable, the student outcome measures should rely on existing administrative data to minimize the reporting burden on institutions participating in these benefit programs. The student outcome measures should permit comparisons across Federal educational programs and across institutions and types of institutions. The Secretary of Education, in consultation with the Secretaries of Defense and Veterans Affairs, shall also collect from educational institutions, as part of the Integrated Postsecondary Education Data System and other data collection systems, information on the amount of funding received pursuant to the Post-9/11 GI Bill and the Tuition Assistance Program. The Secretary of Education shall make this information publicly available on the College Navigator Website.

(d) The Secretary of Veterans Affairs, in consultation with the Secretaries of Defense and Education, shall provide to prospective military and veteran students, prior to using their benefits, streamlined tools to compare educational institutions using key measures of affordability and value through the Department of Veterans Affairs' eBenefits portal. The eBenefits portal shall be updated to facilitate access to school performance information, consumer protection information, and key Federal financial aid documents. The Secretaries of Defense and Veterans Affairs shall also ensure that service members and veterans have access to that information through educational counseling offered by those Departments.

Sec. 4. Strengthening Enforcement and Compliance Mechanisms. Service members, veterans, spouses, and other family members

should have access to a strong enforcement system through which to file complaints when institutions fail to follow the Principles. Within 90 days of the date of this order, the Secretaries of Defense and Veterans Affairs, in consultation with the Secretary of Education and the Director of the CFPB, as well as with the Attorney General, as appropriate, shall submit to the President a plan to strengthen enforcement and compliance mechanisms. The plan shall include proposals to:

- (a) create a centralized complaint system for students receiving Federal military and veterans educational benefits to register complaints that can be tracked and responded to by the Departments of Defense, Veterans Affairs, Justice, and Education, the CFPB, and other relevant agencies;
- (b) institute uniform procedures for receiving and processing complaints across the State Approving Agencies (SAAs) that work with the Department of Veterans Affairs to review participating institutions, provide a coordinated mechanism across SAAs to alert the Department of Veterans Affairs to any complaints that have been registered at the State level, and create procedures for sharing information about complaints with the appropriate State officials, accrediting agency representatives, and the Secretary of Education;
- (c) institute uniform procedures for referring potential matters for civil or criminal enforcement to the Department of Justice and other relevant agencies;
- (d) establish procedures for targeted risk-based program reviews of institutions to ensure compliance with the Principles;
- (e) establish new uniform rules and strengthen existing procedures for access to military installations by educational institutions. These new rules should ensure, at a minimum, that only those institutions that enter into a memorandum of agreement pursuant to section 3(a) of this order are permitted entry onto a Federal military installation for the purposes of recruitment. The Department of Defense shall include specific steps for instructing installation commanders on commercial solicitation rules and the requirement of the Principles outlined in section 2(c) of this order; and
- (f) take all appropriate steps to ensure that websites and programs are not deceptively and fraudulently marketing educational services and benefits to program beneficiaries, including initiating a process to protect the term "GI Bill" and other military or veterans-related terms as trademarks, as appropriate.

Sec. 5. General Provisions. (a) This order shall be implemented consistent with applicable law and subject to the availability of appropriations.

(b) Nothing in this order shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department, agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(c) This order is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Attachment 12

STATEMENT OF WORK SAMPLE

THIS IS ONLY A SAMPLE OF ONE TYPE OF SOW. IT IS INTENDED TO GIVE A GENERAL IDEA OF WHAT A SOW SHOULD LOOK LIKE BUT CAN MODIFIED BASED ON THE TYPE OF WORK OR LOCAL REQUIREMENTS

ATTACHMENT TO PURCHASE REQUEST _____

STATEMENT OF WORK (SOW) FOR TESTING SPECIALIST

Nonpersonal Services: Contractor to provide the services listed below.

DESCRIPTION OF SERVICES: Test Administrator Services, in support of US Air Force voluntary off-duty education, Defense Activity for Non-Traditional Education Support (DANTES) testing programs, and all other test categories specified within this SOW.

PERIOD OF PERFORMANCE: 1 Oct 12 – 30 Sep 13

QUALIFICATIONS: A baccalaureate degree is required. A minimum of one-year experience in office or professional work, to include typing and computer skills is required. Also required is a minimum of six month's experience in similar testing, such as:

CLEP General Exams

CLEP Subject Standardized Exams

DSST Exams

AFIADL Exams

Interest Surveys, Strong Interest Inventory

DISCOVER program

Career Assessment Inventory

Air Force Reading Abilities Test (AFRAT)

Air War College Exams

Air Command and Staff Exams

Quality Control Exams (Military)

Graduate Record Exam (GRE)

Graduate Management Admissions Test (GMAT)

American College Testing Assessment Programs (ACT)

Scholastic Aptitude Test (SAT)

Excelsior College Examinations

Praxis (formerly National Teachers Examination)

Typing Tests

Career Development Course Exams (CDC)

Defense Language Proficiency/Aptitude Examinations

SESSION: A session shall consist of a four (4) hour testing session with a minimum of one (5) scheduled appointment wherein services identified in paragraphs 6a through 6s of this SOW are provided. **NOTE:** Administrative services associated with testing may not be performed singularly as a unit but must be done in conjunction with test administration.

BASIS FOR CALL: A minimum of five (5) examinee must be scheduled prior to call for services. A session may be called for informally by the Education and Training Section Chief (E&TS Chief) or authorized designee. A scheduled session may be canceled if no testing appointment is confirmed 24 hours prior to start of session. A call for services or cancellation of services is at the discretion of the ESO or authorized designee according to the needs of the government.

SPECIFIC DUTIES:

Check exams upon receipt and enter test, serial and part numbers on Test Inventory Log (DD Form 1996) or authorized computer substitute (AFAEMS).

- b. Notifies (phone/email or mail) examinees of receipt of exam, testing dates, and exam expiration date.

Withdraws appropriate exams from safe prior to beginning of each testing session.

Responsible for administering, proctoring, and processing exams and tests in the following categories.

All DANTES tests

All AFIADL end-of-course tests

Any test specifically required by an academic institution for admission or for course enrollment (regardless of payment method). Such tests must be required by the institution as applicable to all part-time students, not

only military personnel.

Make-up tests in conjunction with civilian programs when it has been established that the student could not be present for normal in-class testing because of duty conflict, health reasons or other acceptable circumstances.

Any test required by the Air Force if not normally administered through the local military test control officer (TCO).

Other tests used in local advisement or guidance programs, to include career assessment and interest inventory; or tests administered to adult dependents or DOD civilian employees.

The test examiner must arrive at the Education Center **at least 15 minutes prior to scheduled testing start time** to ensure that sessions begin promptly.

Room must be checked prior to testing to ensure proper spacing between examinees.

Must be physically present during all testing sessions and must provide constant visual supervision.

Requires all examinees to present official picture identification before allowing them to test.

Has each examinee verify test materials and sign Test Sign-In log; ensures that entries are properly recorded including time test is issued to examinee.

Ensures that examinees are told at the beginning of each session:

To read and follow instructions printed in test booklet.

Of any existing time limits.

That all test materials, such as test booklets, answer sheets, scratch paper, must be given to the examiner before examinee leaves the room.

To carefully read and enter required information on the answer sheet, to ask/answer all questions before testing begins and that help cannot be given or received on the test.

That slide rules, calculators, reference tables, may be used only when the test booklet instructions state that the use of these materials are allowed. (When scheduling exam, examiner will inform examinees that calculators, etc., may be used on specific exams).

That only one exam per session will be administered to an examinee.

Reviews answer sheets to ensure proper completion; enters time on the test log that tests and answer sheets are returned.

Prepares answer sheets for TCO/ATCO certification and signature.

Prepares answer sheets and test booklets, when appropriate, for mailing: AFIADL via regular first class mail; DANTES via certified mail/return receipt requested, etc.

Prepares order forms for DANTES exams and notifies TCO of overstocking of any exams.

Ensures exams are not held more than 30 days before being returned to contractor when applicable.

Administers and grades military typing and reading tests.

Conducts inventory following each testing session; assist TCO with performance of weekly and monthly inventories and quarterly inventory report.

Receives test scores; prepares/forwards letter to examinees advising that scores have arrived and are available for review/pickup at the Education Service Center. Files a copy of each score report. Ensures that scores are available for posting/computer input in accordance with locally established procedures.

Processes all necessary paperwork for Education Services testing programs.

SPECIAL REQUIREMENTS:

Individual will have access to test material safe.

Individual must complete the Examination for DANTES Testing Personnel and DANTES Test Administrator's Instructional Course within two weeks after assuming position.

Assists with maintaining currency of the DANTES Examination Program Handbook (DOD 1322.8.H) and the testing section of the Guide for Official AFIADL Test Offices required.

Reports suspected or actual improper test conduct to TCO or ATCO as soon as possible after observation/occurrence.

Maintains data relating to tests administered IAW with DANTES and Air Force requirements.

Is responsible for following guidance in the testing continuity book and reporting upgrade needs to the TCO or ATCO.

8. TESTING TASK LIST

a. Daily inventory all testing materials stored in the safe, recording times on Security Container Check Record and initialing Test Inventory Log. Weekly inventory tests jointly with the test control officer.

b. Administers tests.

(1) Air Force Reading Achievement Tests: When examinees are referred to testing by OJT, tests are scored and results are reported by letter.

(2) CLEP Subject Examinations and CLEP General Examinations: Administers and times examinations in accordance with instructions. Ensures answer sheets are accurately completed, logs, and prepares each answer

sheet for TCO's signature.

(3) Subject Standardized Tests: Administers examinations in accordance with instructions. Ensures answer sheets are accurately completed, logs and prepares each answer sheet for TCO's signature.

(4) ECI: Administers closed-book examinations and assists examinees in obtaining examinations, if necessary.

(5) Specialized Military Tests: Orders, administers and returns examinations, such as Quality Control, EMT, CDC, etc.

(6) SAT and ACT: Makes appointments, collects fees, administers and forwards examinations for scoring.

(7) Comprehensive Examinations: Administers comprehensive examinations of supporting institutions with guidelines furnished by the universities and as government resources allow.

(8) Mid-term and Final Examinations: Administers examinations for correspondence, direct study, external degree programs and others as government resources allow.

(9) Interest Surveys: Presents interest surveys for Strong Interest and Career Assessment Inventory and other interest surveys as required (DISCOVER program).

(10) Administers certification tests such as the National Registry of Emergency Medical Technicians and other tests for certification listed in the DANTES Examination Program Handbook. c. Follows general procedures:

(1) Checks for proper identification of each examinee before each testing session.

(2) Makes page-by page check of test booklet at both the beginning and ending of testing session.

(3) Ensures that each applicant signs in the appropriate testing log (DD Form 1572) prior to being administered a test.

(4) Prepares application form for testing materials, both permanent stock and individual orders for specific members.

(5) Upon receipt of ordered test, contractor makes page-by-page check of materials, ensuring that the test materials ordered are present. Prepares Document Receipt Form for TCO's signature and returns receipt to educational institution.

(6) Prepares Applications for Registration or Certification of Official Mail (AF Form 12) with each mailing. Ensures all answer sheets are forwarded via certified mail in double envelopes.

(7) Prepares quarterly report on all testing activities.

(8) Provides information for semi-annual report and other reports as required.

(9) Ensures that safe combination is changed as changes in TCO or ATCO occur.

d. Immediately reports any irregularity or discrepancy that occurs during testing.

e. Security: Follows security requirements established in AFI 36-2306, DANTES

Examination program handbook, AFIADL regulations, and/or pertinent agency documents.

f. Prepares paperwork to order specialized tests with national testing dates.

g. Contractor must notify TCO when a scheduled session cannot be held.



Attachment 13

CHAPTER 33, POST-9/11 GI BILL DEPARTMENT OF VETERANS AFFAIRS (DVA)

A13.1. References:

A13.1.1. Department of Defense Instruction (DODI) 1341.13, Post-9/11 GI Bill, dated 31 May 2013.

A13.1.2. Title 38, United States Code, Chapter 33.

A13.1.3. AFI 33-360, *Publications and Forms Management*, Table 1.1 – provides a description of tiered waiver authorities used in this publication. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Waiver requests for Attachment 9 are subject to AF/A1P as the waiver approving authority for non-tiered requirements in AFI 33-360, Atch 9.

A13.2. Program Description and Purpose. The Air Force Post-9/11 GI Bill Program carries out DoD policy that implements the Department of Veterans Affairs (DVA) Post-9/11 GI Bill Program (also known as Chapter 33 benefits). The Program offers increased educational benefits to veterans who served on or after 11 September 2001 and a transfer program that supports Air Force recruiting and retention. The DVA offers information at <http://www.gibill.va.gov/>.

A13.3. Applicability. Applies to military personnel of the following components: Air Force Regular Component (RegAF), the Air Force Reserve (AFR) and Air National Guard (ANG). The Post-9/11 GI Bill is effective 1 August 2009.

A13.4. Administrative Responsibilities.

A13.4.1. AF/A1. The Deputy Chief of Staff, Manpower and Personnel, will implement Post-9/11 GI Bill policy and budget for requirements as necessary.

A13.4.2. AF/A1P. The Director, Force Management Policy, has policy oversight and will make decisions regarding exceptions to policy for Total Force (RegAF, AFR and ANG).

A13.4.3. The Commander, Air Force Personnel Center .

A13.4.3.1. Ensures that all eligible RegAF, AFR, and ANG members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required active duty time as established in Chapter 33 of Title 38, United States Code.

A13.4.3.2. Ensures that all RegAF, AFR, and ANG members without earlier established eligibility, following commissioning through Service Academies (with the exception of the Coast Guard Academy who enter into an agreement to service before January 4, 2011), or Reserve Officer Training Corps (ROTC) Scholarship Programs, are advised that their eligibility period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated active duty service. Any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A13.4.3.3. Ensures that all service members participating in the student loan repayment program, under Chapter 109 of Title 10, United States Code, are advised that their service

counted under Chapter 109 does not count as qualifying active duty service for the Post-9/11 GI Bill Program and that any service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A13.4.3.4. Will maintain records for active duty airmen who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required.

A13.4.3.5. Will use DoD standard data elements and codes established by DoD Instruction (DODI)1336.05, *Automated Extract of Active Duty Military Personnel Records*, 28 July 2009, incorporating *Change 1*, 26 February 2013, and DODI 7730.54, *Reserve Components Common Personnel Data System (RCCPDS)*, 20 May 2011, which includes Table 2 of DODI 1336.05 and the codes or instructions registered in the DoD Data Element Program, when specified. NOTE: Failure to comply with the coding instructions or with codes registered in the DoD Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange.

A13.4.3.6. AFPC/CC is the validating official only for RegAF airmen who request to transfer unused Post-9/11 GI Bill benefits to their dependents;

A13.4.3.7. Maintains active duty service commitment data, service remaining requirement data, and all other data requirements required to manage the Post-9/11 GI Bill in the personnel system;

A13.4.3.8. Oversees development and implementation of accession briefings and curricula with Air Education Training Command (AETC) and other accession points to ensure accuracy and program intent.

A13.4.3.9. Provides the day-to-day management of the Post-9/11 GI Bill execution;

A13.4.3.10. Establishes a system to process and verify educational incentive and entitlements data identified as incorrect by the Air Force, DMDC or DVA;

A13.4.3.11. Responds to inquiries from Air Force agencies, DMDC, DVA, DOD, financial institutions, individual RegAF airmen, Veterans, and Congress; and

A13.4.3.12. Provides training and reference materials to installation Air Force Education Center personnel and Air Force Recruiting Service.

A13.4.3.13. Ensures that AETC provides a standardized Post-9/11 GI Bill (Chapter 33)briefing at Basic Military Training and other accession points in conjunction with the standard Montgomery GI Bill (MGIB) (Chapter 30)briefing.

A13.4.3.14. Ensures that airmen who have not processed through a Military Entrance Processing Station/Center (MEPS) are briefed on the Post-9/11 GI Bill.

A13.4.3.15. Ensures that Force Development Flight Chiefs at base-level Education and Training Sections:

A13.4.3.15.1. Maintain current educational benefits regulations and other related reference materials;

A13.4.3.15.2. Provide counseling of Post-9/11 GI Bill entitlements during in-processing at first permanent duty station;

A13.4.3.15.3. Provide counseling as needed to all Airmen with inquiries regarding their educational entitlements; and

A13.4.3.15.4. In partnership with the Airman & Family Readiness Centers, ensure Airmen are counseled (pre-separation or release from active duty) on benefits and that the counseling is documented on DD Form 2648 entitled Preparation of Counseling Checklist

A13.4.4. The Commander, Air Force Reserve Command.

A13.4.4.1. Ensures that all Air Force Reserve members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required duty time as established in Chapter 33 of Title 38, United States Code.

A13.4.4.2. Ensures that all Air Force Reserve officers, as applicable, without earlier established eligibility, following commissioning through Service Academies (with the exception of the Coast Guard Academy for individuals who enter into an agreement to service before January 2, 2011), or ROTC Scholarship Programs, are advised that their eligibility period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated active duty service. Any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A13.4.4.3. Will maintain records for Air Force Reserve members who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required.

A13.4.4.4. Will use DoD standard data elements and codes listed in Table 2 of DODI 1336.05 and DODI 7730.54, when specified. NOTE: Failure to comply with the coding instructions or with codes registered in the DoD Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange.

A13.4.4.5. Ensures that all Air Force Reserve personnel receive pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly (i.e., annotate individual counseling session in member's digital folder in the Air Force Automated Education Management System – AFAEMS and file sign-in sheets if members are briefed in mass briefings).

A13.4.4.6. Provides the day-to-day management of the Post-9/11 GI Bill execution for Air Force Reserve personnel.

A13.4.4.7. Establishes a system to correct and verify educational incentive and entitlements data identified as incorrect by the Air Force, DMDC or DVA.

A13.4.4.8. Responds to inquiries pertaining to programs listed in this policy from Air Force agencies, DMDC, DVA, DoD, financial institutions and individual reserve personnel.

A13.4.4.9. Participates as an active member in the policy formulation process.

A13.4.4.10. Provides training and reference material to the AFR Wing Education and Training offices and Air Reserve Personnel Center (ARPC).

A13.4.4.11. Ensures that AFR Wing Education Offices at the Military Personnel Flights (MPFs) and ARPC/DPSD2:

A13.4.4.11.1. Maintain current educational benefits regulations and other related reference materials;

A13.4.4.11.2. Provide counseling on Post-9/11 GI Bill entitlements during in-processing, commander's call, newcomer's briefings, mobilization and demobilization briefings;

A13.4.4.11.3. Provide counseling as needed to all Reservists with inquiries regarding their educational entitlements; and

A13.4.4.11.4. In partnership with the Airman and Family Readiness Centers, ensure Reservists are counseled on benefits.

A13.4.4.12. Will forward requests for exception to policy to the Director of Force Management Policy, AF/A1P, for decision.

A13.4.5. The Chief, Air National Guard (ANG).

A13.4.5.1. Ensures that all ANG members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required duty time as established in Chapter 33 of Title 38, United States Code.

A13.4.5.2. Ensures that all ANG officers, as applicable, without earlier established eligibility, following commissioning through Service Academies, (with the exception of the Coast Guard Academy for individuals who enter in to an agreement to service before January 4, 2011), or (ROTC Scholarship Programs, are advised that their eligibility period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated active duty service. Any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A13.4.5.3. Will maintain records for Air National Guard members who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required.

A13.4.5.4. Will use DoD standard data elements and codes listed in Table 2 of DODI 1336.05 and DODI 7730.54, when specified. NOTE: Failure to comply with the coding instructions or with codes registered in the DoD Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange.

A13.4.5.5. Ensures that all Air National Guard personnel receive individual pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly, i.e., processing checklists and mass-briefing sign-in sheets. All documented counseling will be filed in the Wing Retention Office.

A13.4.5.6. Provides day-to-day management of the Post-9/11 GI Bill implementation policy and procedures for Air National Guard personnel.

A13.4.5.7. Establishes a system to correct and verify educational incentive and entitlements data identified as incorrect by the Air Force, the DMDC or the DVA.

A13.4.5.8. Responds to inquiries pertaining to programs listed in this policy from Air Force agencies, DMDC, DVA, DOD, financial institutions and individual Guard personnel; and

A13.4.5.9. Participates as an active member in the policy formulation process.

A13.4.5.10. Will forward requests for exception to policy to the Director of Force Management Policy, AF/A1P, for decision.

A13.5. Post-9/11 GI Bill Eligibility. The term Armed Services does not include the Individual Ready Reserve unless otherwise noted. The DVA is responsible for determining Post-9/11 education benefits. Generally, to be eligible for the Post-9/11 GI Bill, Airmen must serve on active duty on or after 11 September 2001, for at least 30 continuous days when there is a discharge due to a service-connected disability; or, an aggregate period ranging from 90 days to 36 months or more.

A13.6. Eligibility Exclusions. The following periods of active duty are not qualifying active duty service for purposes of establishing eligibility for the Post-9/11 GI Bill:

A13.6.1. Active duty service completed on or before 10 September 2001;

A13.6.2. The Active Duty Service Commitment (ADSC) for commissioning from a Service academy;

A13.6.3. The ADSC for an ROTC Scholarship;

A13.6.4. Service under Chapter 109 (Title 10 U.S.C.) counted for those participating in the Educational Loan Repayment Programs (ELRP);

A13.6.5. Full-time assignment by the Armed Forces to a civilian institution to pursue a program of education that was substantially the same as programs of education offered to civilians;

A13.6.6. Service as a cadet or midshipmen in one of the Service academies;

A13.6.7. Active duty for Initial Entry Training pursuant to enlistment in the Army National Guard, Air National Guard, Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve [Table 1 (from DTM) NOTE states that if aggregate service is less than 24 months, initial entry training does not count as qualifying active duty];

A13.6.8. Service that was terminated because an Airman was a minor, was erroneously enlisted, or received a defective enlistment agreement;

A13.6.9. A period of Selected Reserve service used to establish eligibility for a Defense Intelligence Senior Executive Service position under 10 U.S.C. Section 1606 or an Intelligence Senior Level position under 10 U.S.C. Section 1607;

A13.6.10. A period of Selected Reserve service used to establish eligibility for entitlements under Chapter 30 of Title 38;

A13.6.11. Annual training conducted under authority of 10 U.S.C. section 10147 or 12301(b); and

A13.6.12. For purposes of Post-9/11 GI Bill, service in the Individual Ready Reserve is not qualifying service for either determination of eligibility or eligibility to transfer unused Post-9/11 GI Bill benefits.

A13.7. Duration of Eligibility. An Airman's eligibility for entitlement expires at the end of a 15- year period beginning on the Airman's last date of discharge or release from active duty of at least 90 consecutive days (30 days if released or discharged for service-connected disability). The Director, Force Management Policy, AF/A1P, shall determine the last date of discharge or release, if such date cannot be clearly determined.

A13.8. Basic benefits.

A13.8.1. Benefits under the Post-9/11 GI Bill are based on a percentage, which is determined by an Airman's aggregate qualifying length of active duty service. Individuals eligible under Chapter 33 are generally entitled to 36 months of educational benefits. Individuals are limited to a maximum of 48 months of educational benefits when using benefits under two or more programs.

A13.8.1.1. U.S. Public Schools: the actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance (other than loans and funds provided under section 401(b) of the Higher Education Act of 1965, (Public Law 89-329)), provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees.

A13.8.1.2. Private and Foreign Schools: the lesser of the actual net cost for tuition and fees after the application of any waiver, scholarship, aid, or assistance (other than loans and funds provided under section 401(b) of the Higher Education Act of 1965, (Public Law 89-329)), provided directly to the institution and specifically designated for the sole purpose of defraying tuition and fees, or \$17,500 for the academic year beginning on August 1, 2011.

A13.8.1.3. Monthly housing allowance equal to the basic allowance for housing (BAH) amount payable to a military E-5 with dependents in the same ZIP code as the school that the student is attending (paid to the Airman). Housing allowance is pro-rated by the student's rate of pursuit (rounded to the nearest tenth).

A13.8.1.4. Yearly books and supplies stipend of up to \$1000 per year (paid to the Airman).

A13.8.1.5. A one-time payment of \$500 may be payable to certain Airmen relocating from highly rural areas (paid to the Airman).

A13.8.2. Post-9/11 GI Bill Kickers, for those who are eligible, will be paid to the Airman in conjunction with, and only when receiving, the monthly stipend. Kickers are defined as supplemental educational assistance paid to an eligible service member besides the basic educational assistance under section 3316 of Title 38, U.S.C.

A13.8.3. The books and supplies stipend is payable to Airmen on active duty.

A13.8.4. The monthly housing allowance is payable for those pursuing education and/or training at half time or less who solely take courses in a distance learning format. Airmen enrolled at half time or less or enrolled in distance learning are eligible for an appropriately

reduced stipend for books and supplies. The DVA is the sole determining authority of when the monthly housing allowance is paid if courses are taken via distance learning.

A13.8.5. Post-9/11 GI Bill benefits are subject to change based on approval by Congress. Benefit payment amounts will vary depending upon one's rate of attendance (e.g., full-time, half-time). Payment amounts are determined by the Secretary of Veterans Affairs.

A13.8.6. Post-9/11 GI Bill benefits may be used for an approved program of education offered by an Institution of Higher Learning (IHL) (as that term is defined in 38 U.S.C. Section 3452(f) and is approved for purposes of 38 U.S.C. Chapter 30 (including approval by the State approving agency concerned). This includes graduate and undergraduate training, and some vocational/technical training programs. The DVA is the final authority on program eligibility.

A13.8.7. Benefits may be received for certain tutorial assistance (up to \$100 per month, not to exceed a total of \$1,200) and reimbursement for multiple licensing and certification exams. One month of educational benefits (rounded to the nearest whole month) will be charged for each (current amount under Chapter 30) paid. The test must be approved for VA benefits. The amount equivalent to one month of benefits will be subject to annual Cost of Living Allowance (COLA) adjustment.

A13.8.8. Individuals may receive reimbursement for multiple national tests (e.g., SAT, GRE, LSAT, etc.). One month of educational benefits (rounded to the nearest whole month) will be charged for each (current amount under Chapter 30) paid. The test must be approved for VA benefits. The amount equivalent to one month of entitlement will be subject to annual COLA adjustment.

A13.8.9. Additionally, Airmen eligible for MGIB, MGIB-Selected Reserve (SR), or Reserve Educational Assistance Program (REAP), and who elect to use benefits under the Post-9/11 GI Bill, will be eligible to receive benefits for programs approved under those provisions that are not authorized for those individuals under the Post-9/11 GI Bill, such as on-the-job training, apprenticeship training, correspondence courses, flight training, preparatory courses, and national exams at the benefit rate for MGIB, MGIB-SR, or REAP, as appropriate.

A13.9. Benefits for Airmen Pursuing Education on Active Duty. Educational assistance is payable under the Post-9/11 GI Bill Program for pursuit of an approved program of education while on active duty.

A13.9.1. The amount of educational assistance payable shall be the lesser of the amount of assistance authorized under Chapter 33 of Title 38 U.S.C., or the established institutional charges for tuition and fees required in similar circumstances of non-Veterans enrolled in the same program.

A13.9.2. Concurrent use of Post-9/11 GI Bill and Military Tuition Assistance (commonly called —Top Up!). An Airman entitled to basic educational assistance under the Post-9/11 GI Bill who is pursuing education or training, may use, at their discretion, Post-9/11 GI Bill benefits to meet all or a portion of the charges of the educational institution for the education or training that are not paid by military tuition assistance. The DVA administers this portion of the Post-9/11 GI Bill Program.

A13.10. Issues for Airmen with Entitlement to Existing Education Programs.

A13.10.1. An Airman who is eligible for both the Post-9/11 GI Bill and any other DVA educational assistance program may elect to receive educational assistance under the Post-9/11 GI Bill if the Airman, as of 1 Aug 09:

A13.10.1.1. Is entitled to basic educational assistance under MGIB, and has used, but retains unused, entitlement under that Chapter;

A13.10.1.2. Is entitled to educational assistance under the Educational Assistance Test Program (EATP), MGIB-SR, or REAP, and has used, but retains unused, entitlement under the applicable program;

A13.10.1.3. Is entitled to basic educational assistance under MGIB, but has not used any entitlement under that Chapter;

A13.10.1.4. Is entitled to educational assistance under EATP, MGIB-SR, or REAP, but has not used any entitlement under such Chapter;

A13.10.1.5. Is a member of the Armed Forces who is eligible for receipt of basic educational assistance under MGIB, and is making contributions towards MGIB;

A13.10.1.6. Is a member of the Armed Forces who is not entitled to basic educational assistance under MGIB, by reason of an election not to enroll in MGIB; and as of the date of the Airman's election to use Post-9/11 GI Bill benefits, meets the requirements for entitlement to educational assistance under the Post-9/11 GI Bill; or

A13.10.1.7. Is entitled to basic educational assistance under the Post-Vietnam Era Veterans Educational Assistance Program (VEAP). Airmen (VEAP-era) who did not open VEAP accounts may be eligible for benefits based on qualifying active duty service under the Post-9/11 GI Bill; and

A13.10.1.8. As of the date of the Airman's application to use Post-9/11 GI Bill benefits, meets the requirements for entitlement to educational assistance under the Post-9/11 GI Bill.

A13.10.2. The method and process of making the election to use Post-9/11 GI Bill benefits will be determined by the DVA using VA Form 22-1990.

A13.10.3. An election to convert from MGIB (Chapter 30) to the Post-9/11 GI Bill (Chapter 33) is irrevocable and will be governed by the DVA. This includes Airmen who converted from VEAP to MGIB, as their decision to convert to MGIB is irrevocable.

A13.10.4. An Airman entitled to educational assistance under the Post-9/11 GI Bill who is also eligible for educational assistance under the MGIB, Chapters 31, 32, or 35 of title 38, U.S.C., the EATP, MGIB-SR, REAP, or the provisions of the Hostage Relief Act of 1980 (Public Law 96) may not receive assistance under two or more such programs concurrently, but shall elect (in such form and manner as the Secretary of Veterans Affairs may prescribe) under which chapter or provisions to receive educational assistance.

A13.11. Cessation of pay reduction under MGIB. Effective as of the first day of the month beginning on or after the date of an election under paragraph A.9.10.4 above, an Airman having pay reduced for MGIB enrollment, shall have that pay reduction ceased, and the requirements of

such section shall be deemed no longer applicable to the Airman. Airmen must take action to have payments stopped once the Certificate of Eligibility is received.

A13.12. Refund of pay reduction under MGIB. An Airman who is described in paragraph A.9.10., whose pay was reduced due to enrollment in MGIB, will receive a refund of that pay reduction subject to the following:

A13.12.1. A full refund for an Airman who used no months of benefit under the MGIB.

A13.12.2. A refund reduced by a proportion calculated by the number of months of MGIB benefits used divided by 36.

A13.12.3. To receive this refund, Airmen **MUST** exhaust their total entitlement under the Post-9/11 GI Bill. The refund will be added to the monthly housing allowance paid in the last month of eligibility under the Post-9/11 GI Bill. Airmen who do not exhaust entitlement under the Post-9/11 GI Bill will not receive a refund of the pay reduction. Example: An Airman used 25 months of MGIB (Chapter 30), converts to Post-9/11 (Chapter 33), he/she has 11 months of remaining benefits under Post-9/11 (Chapter 33). If he/she does not exhaust these 11 months of benefits, no refund of the \$1,200 will be given.

A13.13. Treatment of Certain Contributions Under MGIB and REAP (commonly called Buy-Up).

A13.13.1. Airmen who participated in the Buy-Up provision of MGIB or REAP will not receive the Buy-Up amount if they elect to use benefits under the Post-9/11 GI Bill. There is no provision to allow for a refund of any Buy-Up contribution.

A13.13.2. There is no provision to allow for increasing the amount allowed for Post-9/11 GI Bill through use of a Buy-Up.

A13.14. MGIB Benefits Exhaustion. Airmen who have exhausted their MGIB benefits can qualify for an additional 12 months of benefits under the Post-9/11 GI Bill based on DVA policy.

A13.15. MGIB Conversion. For Airmen eligible for MGIB who make an election to convert to the Post-9/11 GI Bill, the number of months of entitlement of the Airman to educational assistance under the Post-9/11 GI Bill shall be the number of months equal to the number of months of unused entitlement of the Airman under MGIB as of the date of the election. Airmen are encouraged to assess their educational goals to determine the time they select Post-9/11 GI Bill benefits. Example: An Airman who used 25 months of MGIB (Chapter 30), converts to Post-9/11 GI Bill; he/she has 11 months of remaining benefits of Post-9/11 GI Bill benefits. Alternatively, an Airman with 11 months of MGIB may choose to exhaust those benefits and then apply for an extra 12 months of benefits under the Post-9/11 GI Bill.

A13.16. MGIB Conversion - Additional. In addition to the educational benefits previously described, Airmen who were eligible for benefits under MGIB, MGIB-SR, or REAP, and elect to use benefits under the Post-9/11 GI Bill, will be eligible to receive benefits for on-the-job training, apprenticeship training, correspondence courses, flight training, preparatory courses, and national exams. Airmen in these circumstances will be paid just like they would have been paid under their GI Bill program (i.e., money paid to them for tuition, not to the school); they will not receive a living allowance but will receive a lump sum Books & Supplies stipend in an amount equal to \$83 for each month (prorated for partial months and benefit level). The DVA is the sole determination authority in such cases.

A13.17. MGIB Kicker Carryover. If eligible for Kickers under MGIB-SR, the member will remain eligible for the Kicker payment if they elect to use benefits under the Post-9/11 GI Bill. Kickers will be paid monthly each term (e.g., semester, quarter, etc.) and will be prorated based upon the monthly kicker value that existed at the time of election.

A13.18. Transferability of unused benefits to dependents.

A13.18.1. Eligibility.

A13.18.1.1. Any member of the Armed Forces (active duty and/or Selected Reserve) on or after August 1, 2009 who meets Post-9/11 GI Bill eligibility requirements and at the time of the approval of the member's request to transfer entitlement to educational assistance the member meets one of the following:

A13.18.1.1.1. Has at least 6 years of service in the Armed Forces (active duty and/or Selected Reserve, NOAA Corps, or PHS) on the date of application and agrees to serve 4 additional years in the Air Force from the date of request, regardless of the number of months transferred, or

A13.18.1.1.2. Has at least 10 years of service in the Armed Forces (active duty and/or Selected Reserve, NOAA Corps, or PHS) on the date of application, is precluded by either Air Force policy (e.g., High Year Tenure (HYT)), DoD policy or statute from committing to 4 additional years of service and agrees to serve for the maximum amount of time allowed by such policy or statute.

A13.18.2. Eligible Family Members.

A13.18.2.1. A member approved to transfer unused Post-9/11 GI Bill benefits may transfer to:

A13.18.2.1.1. the dependent spouse.

A13.18.2.1.2. one or more of the member's dependent children.

A13.18.2.1.3. a combination of the above.

A13.18.2.2. For eligibility under this section, the term child means a dependent registered in the Defense Eligibility Enrollment Reporting System (DEERS), who is unmarried and:

A13.18.2.2.1. who is under twenty-three years of age

A13.18.2.2.2. a child's marriage after transfer of benefits is approved may not affect his or her eligibility to receive the education benefits; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A13.18.2.2.3. Status of a child in paragraph A.9.18.2.2. is based on the date of approval of the request to transfer benefits, not on the date of request to transfer benefits.

A13.18.2.3. If an eligible individual elects to transfer his or her entitlement to a spouse, regarding a subsequent divorce, the member's TEB entitlement under this section is not marital property, or the asset of a marital estate, subject to division in a divorce or other civil proceeding and will not affect the transferee's eligibility to receive educational

benefits; however, the eligible individual retains the right to revoke or modify the transfer at any time. If a member transfers months and then revokes, the member making the transfer will be jointly and separately liable for the amount of the overpayment. The DVA is responsible for recouping overpayment of benefits.

A13.18.2.4. A family member must be enrolled in DEERS at the time of transfer to receive transferred entitlement.

A13.18.3. Months of Transfer. The number of months of benefits transferred by a member under this section may not exceed 36 months total. The amount of unused benefits remaining is determined by the DVA or the number of months specified by the Secretary of Defense. A member can make a transfer of whole months, no partial month. A member must transfer at least one month to have a fully executed transfer of benefits.

A13.18.4. Transferee Usage. Dependent use of transferred educational benefits is subject to the following:

A13.18.4.1. A spouse:

A13.18.4.1.1. May start to use the benefit immediately after the member making the transfer has completed at least 6 years of service in the Armed Forces.

A13.18.4.1.2. May use the benefit while the member remains in the Armed Forces, or after separation from active duty after completing the additional service required to transfer the educational assistance under the Post-9/11 GI Bill.

A13.18.4.1.3. Is subject to the same 15-year limitation as the member.

A13.18.4.2. A child:

A13.18.4.2.1. May start to use the benefit after the member making the transfer has completed at least 10 years of service in the Armed Forces.

A13.18.4.2.2. May use the benefit while the member remains in the Armed Forces.

A13.18.4.2.3. May not use the benefit until they have met the requirements of a secondary school diploma or equivalency certificate, or reached 18 years of age.

A13.18.4.2.4. Is not subject to the 15-year time limitation, but may not use the benefit after reaching 26 years of age.

A13.18.4.2.5. An eligible member can transfer educational benefits to children ages 21 and 22 if they are dependent students. The student status determination must be made at a military ID card issuing facility. A dependent student is a full-time student who is dependent on the member for more than 50% of his/her support. NOTE: if the 21 or 22 year-old child is attending school less than full time, or enrolled in on-the-job training, apprenticeships, or non-college degree programs, the child may still be qualified to receive transferred benefits even though TEB may display the child as ineligible. The timing of the dependent student status determination is important. Full-time student status cannot be determined more than 90 days prior to the child's 21st birthday. If student status is not determined prior to the child's 21st birthday, all DoD benefits will be terminated in DEERS and member will not be able to transfer educational benefits in TEB.

A13.18.4.2.6. Children on or over the age of 23 are no longer eligible to receive a transfer of benefits and are, therefore, displayed as ineligible in the TEB system. Children who are dependent students and are 23 years old or over are displayed as eligible and they may use the benefits until age 26 . NOTE: All transfers must be accomplished prior to the age of 23.

A13.18.5. Nature of Transferred Entitlement. The entitlement transferred will be available as follows:

A13.18.5.1. A spouse:

A13.18.5.1.1. Is entitled to educational assistance under this chapter in the same manner as the member from whom the entitlement was transferred.

A13.18.5.1.2. Is not eligible for the monthly housing allowance (if otherwise eligible) while the member is serving on active duty.

A13.18.5.2. A child:

A13.18.5.2.1. Is entitled to educational assistance under this chapter in the same manner as the member from whom the entitlement was transferred as if the member were not on active duty.

A13.18.5.2.2. Is entitled to the monthly stipend (if otherwise eligible) and the books and supplies stipend regardless of status of the member.

A13.18.6. Designation of Transferee. A member transferring an entitlement to educational assistance under this section shall:

A13.18.6.1. Designate the dependent or dependents to whom such entitlement is being transferred;

A13.18.6.2. Designate the number of months of such entitlement to be transferred to each dependent; and

A13.18.6.3. Specify the period for which the transfer shall be effective for each dependent; the effective period must be on or after the date of designation.

A13.18.7. Time for Transfer, Revocation, and Modification.

A13.18.7.1. Time for Transfer. A member approved to transfer entitlement to educational assistance under this section may transfer such entitlement to dependents only while serving as a member of the Armed Forces (RegAF, AFR, or ANG) when the transfer is executed.

A13.18.7.2. Modification or Revocation.

A13.18.7.2.1. A member transferring entitlement under this section may modify or revoke at any time the transfer of any unused portion of the entitlement so transferred.

A13.18.7.2.2. A member may add new dependents, modify entitlement for existing dependents, or revoke entitlement while serving in the Armed Forces.

A13.18.7.2.3. A Veteran may modify entitlement or revoke entitlement among only those dependents to whom the Veteran transferred benefits prior to separating from the Armed Forces. Veterans who transferred entitlement prior to separating or

retiring from the Armed Forces may not add new dependents after separation or retirement.

A13.18.7.2.4. The modification or revocation of the transfer of entitlement under this paragraph shall be made by submitting notice of the action to both the Air Force via the Transferability of Educational Benefits (TEB) website and the Secretary of Veterans Affairs as determined by the DVA. After separation or retirement, modifications or revocations must be done through the DVA.

A13.18.7.2.5. Revocation of transferred benefits does not automatically cancel the member's Active Duty Service Commitment (ADSC).

A13.18.8. Other Administrative Issues

A13.18.8.1. The use of any entitlement to educational assistance transferred will be charged against the entitlement of the member making the transfer at the rate of one month for each month of transferred entitlement that is used.

A13.18.8.2. The death of a member who transferred benefits will not affect the use of the entitlement by the dependent to which the entitlement was transferred.

A13.18.8.3. A dependent to whom the entitlement is transferred may use the entitlement for the pursuit and completion of the requirements of a secondary school diploma (or equivalency certificate).

A13.18.8.4. In the event of an overpayment of educational assistance with respect to a dependent to which entitlement is transferred, the dependent and the member making the transfer will be jointly and separately liable for the amount of the overpayment. The DVA is responsible for recouping overpayment of benefits.

A13.18.8.5. Failure to Complete Service Agreement. Except as provided below, if a member transferring entitlement under this section fails to complete the service agreed to by the member under paragraph A.9.18.1. in accordance with the terms of the agreement of the member under that paragraph, the amount of any transferred entitlement that is used by a dependent of the member as of the date of such failure shall be treated as an overpayment of educational assistance and will be subject to collection by the DVA. Exceptions:

A13.18.8.5.1. The death of the member.

A13.18.8.5.2. Discharge or release from active duty or SelRes for a medical condition that pre-existed the service of the member and was not service connected.

A13.18.8.5.3. Discharge or release from active duty or SelRes for hardship as determined by the Secretary of the Air Force.

A13.18.8.5.4. Discharge or release from active duty or SelRes for a physical or mental condition not a disability and that did not result from the member's own willful misconduct, but did interfere with the performance of duty.

A13.18.8.5.5. Discharge for a disability.

A13.18.8.5.6. Discharge from a Reduction in Force (RIF).

A13.18.8.5.7. Discharge from a Force Shaping action.

A13.18.8.6. A member who separates or is released from Armed Forces prior to completion of an agreed upon additional service commitment will have their transfer of benefits revoked by the DVA. Benefits already used by a dependent will be recouped by the DVA. However:

A13.18.8.6.1. If the Airman was a member of the active component, the Airman may join a Selected Reserve unit (i.e., Palace Chase or Palace Front) and regain the authority to transfer benefits if the Airman agrees to serve at least the remaining length of time which was not served under the original agreement.

A13.18.8.6.2. If the Airman was in a Selected Reserve unit, that Airman may join the active component and regain the authority to transfer benefits if the Airman agrees to serve at least the remaining length of time which was not served under the original agreement.

A13.18.9. Transfer of Benefits Procedures. All requests and transactions will be completed through the TEB Web application at <https://www.dmdc.osd.mil/MILCONNECT>. Airmen are responsible for correcting inaccurate information. Airmen may request certification of Post-9/11 GI Bill eligibility from the DVA's website prior to requesting to transfer of benefits.

A13.18.9.1. Site security management.

A13.18.9.1.1. The AF/A1PA is the active component TEB site security manager with execution responsibility maintained by AFPC.

A13.18.9.1.2. The National Guard Bureau, Air National Guard (ANG) Recruiting and Retention Directorate, is the TEB site security manager for the ANG. This responsibility may be delegated as determined by the Chief, Air National Guard.

A13.18.9.1.3. Headquarters Air Reserve Personnel Center is the TEB site security manager for the Air Force Reserve. This responsibility may be delegated as determined by the Chief, Air Force Reserve.

A13.18.9.2. Certification. Air Force certifying officials will verify that the Airman requesting a benefits transfer is in compliance with the transferability policy provisions.

A13.18.9.2.1. The certifying official for active duty Air Force is the AFPC Service Center-San Antonio.

A13.18.9.2.2. The certifying official for Air National Guard members will be determined by the Chief, Air National Guard. The Chief, Air National Guard will identify certifying officials.

A13.18.9.2.3. The certifying official for the U.S. Air Force Reserve will be determined by the Commander (or designee) for Headquarters Air Reserve Personnel Center.

A13.18.9.2.4. All personnel identified as certifying officials will need to be identified to the AF/A1, Chief of the Air Force Reserve and Chief of the Air National Guard.

A13.18.9.3. Once certifying officials have approved a request to transfer benefits, Airmen may print a hard copy of the certified TEB request for their personal records. Additional service commitments will be recorded in the appropriate personnel system(s).

Additional service commitments resulting from transferring unused Post-9/11 GI Bill benefits begin on the date of request and are served concurrent with any other additional service commitment in effect at the time of the transfer or incurred at any time after the request to transfer benefits. Transfer of Post-9/11 GI Bill benefits, in and of itself, will not limit any other reenlistment option or incentive to which a member may be eligible.

A13.18.9.4. The DVA will verify that members are entitled to the total number of months of benefits that a member requests to transfer. In the event a member requested to transfer more months of Post-9/11 GI Bill benefits than to which entitled, the member may, within 30 days from date of notification from the DVA, revoke the transfer of unused benefits and rescind the additional service obligation unless already serving on a term of reenlistment. If the member elects to modify the number of months transferred to match the total number of months the DVA determined is available, the original additional service commitment will remain in effect.

A13.19. Supplemental Educational Assistance (Kickers). The Air Force has not implemented any supplemental educational assistance for the Post-9/11 GI Bill for airmen, including RegAF, AFR and ANG.

A13.20. AFPC/DPS Specific Procedures (RegAF) – Transfer of Benefits Option Responsibilities:

A13.20.1. Members Must:

A13.20.1.1. If enlisted, ensure the member meets all eligibility requirements outlined in AFI 36-2306, Attachment 9, para. A13.18.1.2 or A13.18.1.3 prior to applying for TEB. Required retainability is determined by the date of application. Officers, who may have an indefinite Date of Separation (DOS), are only required to complete the TEB Statement of Understanding (SOU).

A13.20.1.2. Member must verify all email addresses through the Virtual MPF (vMPF). Member acknowledges by selecting "I have verified my email and phone" in the vMPF.

A13.20.1.3. Members must submit their TEB application through the MilConnect website (<https://www.dmdc.osd.mil/milconnect>). NOTE: A member CANNOT submit a TEB request through the Department of Veterans Affairs (DVA) website. MilConnect is the system of records DoD-wide for TEB actions .

A13.20.1.4. On MilConnect, members need to a) read the "Message from the Service Component"; b) designate the number of months to each dependent. (NOTE: Any dependent who is not allocated at least one month of benefits will be ineligible for transferred benefits after member retires/separates/is deceased, per AFI 36-2306, Atch 9, para. A13.18.7.2.3; c) acknowledges all statements on the application; and d) select "Submit Request." After these actions are complete, the member's Status in MilConnect will change to "Submitted."

A13.20.1.5. Upon receipt of the Initial Notification email from the Total Force Service Center (TFSC), the member must: a) obtain retainability to meet the eligibility requirements; and b) sign the TEB SOU (NOTE: the TEB SOU will only appear in the member's vMPF/Self Service Actions/Transfer of Education Benefits) once 72 hours have passed since submitted the application in MilConnect AND the member meets the

retainability requirements). Both of these actions must be accomplished within 30 days of the TFSC Initial Notification or the application will expire and the member will be required to re-apply for TEB.

A13.20.1.6. When member has obtained the required retainability and signed the TEB SOU, the TFSC will approve the member's TEB application in MilConnect and send the member Approval Notification.

A13.20.1.7. Members experiencing difficulties with the TEB application should contact the TFSC at 1-800-525-0102, email AFPC/DPT GIBill Transfer (afgibilltransfer@us.af.mil) or submit a ticket through MyPers.

A13.20.2. Military Personnel Flight (MPF):

A13.20.2.1. Counsel all Airmen extending or reenlisting for purpose of qualifying for the transferability of benefits. Airmen will incur a 4-year Active Duty Service Commitment (ADSC) requirement.

A13.20.2.2. Members who need additional retainability for TEB actions are authorized to either reenlist or extend, in accordance with applicable regulations.

A13.20.2.3. Provide individual counseling for Airmen in Selective Reenlistment Bonus (SRB) specialties on all options when executing the extension or reenlistment, (i.e., current SRB impact/qualifications and future SRB eligibility, to include SRB reductions/increases/deletions). **EXAMPLE 1:** An Airman extends while serving in the Zone A window but will be in the Zone B window on the date he/she enters their extension, the Airman then qualify for a Zone B bonus. **EXAMPLE 2:** An Airman extends while serving in Zone A, and will be in the Zone B window, however Zone B is not authorization at the time he/she enters the extension, the Airman would not qualify for a SRB.

A13.20.2.4. Document the Airman's counseling session.

A13.20.3. EXTENSION Procedures:

A13.20.3.1. Extend Airmen under AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001, Table 4-1, Rule 29. The new extension rule was created specifically for the transfer benefit and it will be included in the revision of the AFI. The MPS is authorized to use this rule for members who qualify for the transfer benefit effective 1 Aug 09.

A13.20.3.2. Second term/career airmen in SRB specialties may extend for a period between 36 and 48 months even though their retainability requirement for the transfer is less. These airmen would qualify for SRB. The SRB is based on the zone and the multiplier in effect on the date the Airman signs the extension. **NOTE:** The date the airman enters the extension will determine the zone.

A13.20.3.3. Extensions cannot exceed 48 months per enlistment for second-term or career Airmen and 23 months for first-term Airmen.

A13.20.3.4. Use current procedures and forms for processing extensions; utilize Rule 29 and update Reason Code 9 in MilPDS.

A13.20.3.5. Extend the Airman the minimum number of months to meet transfer requirements plus 30 days. This additional 30 days will provide sufficient time for the Airman to apply for transferability.

A13.20.4. Reenlistment Procedures:

A13.20.4.1. Second term/career Airmen may reenlist at any time to qualify for the transfer benefit (qualifies as service-directed reason), if eligible. **EXAMPLE 3:** An Airman reenlists with seven years of service and receives a bonus in Zone B. If the Airman reenlists early to qualify for the transfer of benefits and has less than 10 years of serve at the time of reenlistment, he/she would not qualify for the SRB.

A13.20.4.2. Current Air Force term of enlistment and obligated service rules will apply and cannot exceed 72 months.

A13.20.4.3. Complete the AF IMT 901, *Reenlistment Eligibility Annex to DD Form 4*, in accordance with AFI 36-2606 and manually type in —To qualify for Post-9/11 GI Bill Transferl in Section III, part D.

A13.20.4.4. All other reenlistment requirements/procedures remain the same.

A13.20.4.5. Required retainability will be computed as of the application date.

A13.20.5. EDUCATION AND TRAINING SECTION (DPE/FSD): May provide general information on the various GI Bill programs. However, specific questions or concerns related to an airman's personal situation must be referred to the DVA or the TEB website at <http://milconnect.dmdc.mil>.

A13.20.6. REENLISTMENTS/EXTENSIONS (AFPC/DPSOAE): Implement the overall guidance and procedures as they relate to reenlistments and extensions.

A13.20.7. ACTIVE DUTY SERVICE COMMITMENTS BRANCH (AFPC/DPSIPV):

A13.20.7.1. Validate years of service and retainability in TEB for final approval approval/disapproval.

A13.20.7.2. Update ADSC Reason Code —85l for all approved applicants in MilPDS.

A13.20.8. AIR FORCE EDUCATION AND TRAINING BRANCH (AFPC/DPSIT):

A13.20.8.1. Implement the overall guidance and procedures for the Post-9/11 GI Bill, including the transfer of benefit option.

A13.20.8.2. Serve as Site Security Manager for the TEB.

A13.20.8.3. Provide AFPC Service Center and DPE/FSDs with updated and standardized transfer option information.

A13.20.8.4. Provide training as necessary.

A13.21. Air Force Reserve Specific Procedures:

A13.21.1. Transferability of Benefits:

A13.21.1.1. The Air Reserve Personnel Center will verify eligibility for the Unit Reserve Program (includes Traditional Reservists (TRs), Air Reserve Technicians (ARTs)), Title 10 Active Guard Reserves (AGRs) and Individual Mobilization Augmentees (IMA).

A13.21.2. Members must process through the Wing Education and Training Office to be briefed on the Post-9/11 GI Bill.

A13.21.3. Apply for an extension or reenlistment to meet retainability requirements for the benefit. Member must have retainability on the date of request for transferability.

A13.21.4. Military Personnel Flight (MPF):

A13.21.4.1. Extend members IAW AFI 36-2612, *United States Air Force Reserve Reenlistment and Retention Program*, Chapter 5, Voluntary Extensions, paragraph 5.1.13. This new extension rule was created specifically for the Post-9/11 GI Bill transfer benefit and will be included in the revision of the AFI. The MPF is authorized to use this rule for members who qualify for the transfer benefit effective 1 Aug 09.

A13.21.4.2. The number of extensions cannot exceed 23 months unless AFRC/AIKP approves a waiver.

A13.21.4.3. Use current procedures and forms for processing extensions by updated AR Contract Reason Code E in MilPDS.

A13.21.4.4. IMAs need to contact their Base Individual Mobilization Augmentee Manager (BIMAA) or program manager to extend or reenlist.

A13.21.4.5. Complete AF IMT 1411, Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve, in accordance with AFI 36-2612 and manually type in "To qualify for Post-9/11 GI Bill Transfer" in Section VII, remarks.

A13.21.4.6. All other reenlistment requirements/procedures remain the same.

A13.21.4.7. Validate years of service, retainability, and dependent information in DMDC's Transfer of Education Benefits website for final approval/disapproval.

A13.21.5. Unit Commander:

A13.21.5.1. Make retirement approval/disapproval recommendation:

A13.21.5.1.1. Step 1. Mark "Yes" or "No" in the block provided.

A13.21.5.1.2. Step 2. Provide remarks to explain the recommendation (optional)

A13.21.5.1.3. Step 3. Enter name, grade, duty title, unit/office symbol, and organizational email address in boxes provided and click the "submit" button

A13.21.5.2. Retain authority to approve/deny an extension/reenlistment request based on quality force/performance standards.

A13.21.6. ARPC/DPPR (Retirements Branch):

A13.21.6.1. Manage overall guidance and procedures related to retirements.

A13.21.6.2. Determine eligibility and ensure the web-based application is properly completed.

A13.21.6.3. Approve/Disapprove retirement change requests and prepare new retirement orders for the member.

A13.21.6.4. Update the approved retirement date in MilPDS.

A13.21.7. AFRC/A1KP (Promotions, Retention and Customer Service Branch). Manage the overall guidance and procedures as they relate to reenlistments and extensions and the Selected Reserve Service Commitments.

A13.21.8. AFRC/A1KE (Education and Training Operations and Support Branch).

A13.21.8.1. Maintains oversight for the Post-9/11 GI Bill transfer of benefits option.

A13.21.8.2. Provides assistance regarding Air Force implementation of Post-9/11 GI Bill.

A13.21.8.3. Disseminates relevant information to the field and trains Wing Education and Training Offices as required.

A13.21.9. Headquarters Air Reserve Personnel Center (HQ ARPC).

A13.21.9.1. Performs duties of the Site Security Manager for Transferability of Education Benefits (TEB).

A13.21.9.2. Check the Transfer Education Benefits System (TEBS) website weekly (desired frequency but current reality is monthly) for new applications (AFR Only).

A13.21.9.3. Export information from TEBS into Excel.

A13.21.9.4. Pull eligibility information from Discover and determine member eligibility.

A13.21.9.4.1. Determine if Enlisted member's Estimated Term of Service (ETS) is 4 years or greater from date of transfer request.

A13.21.9.4.2. Determine if officer member has a mandatory separation date (MSD)/high year tenure or other limiting factor for the 4.2 year obligation.

A13.21.9.4.3. Determine if member has minimum 6 years satisfactory service.

A13.21.9.4.3.1. Review members point credit summary.

A13.21.9.5. Determine if member has minimum 90 days of qualifying active duty.

A13.21.9.5.1. Review member's type of duty found in the point credit summary or look for orders in ARMS.

A13.21.9.6. Send Statement of Understanding (SOU) to member (through RNT) with instructions to include need to reenlist or extend.

A13.21.9.6.1. 30 day suspense which can be extended if member makes and substantiates a request to extend.

A13.21.9.7. Determine if member responds to request

A13.21.9.7.1. Update TEBS with approval status, update MilPDS with RSC date and distribute signed SOU to ARMS, notify member and close RNT

A13.21.9.7.2. If member does not respond, update TEBS with the rejection status, notify member and close RNT.

A13.21.10. Reserve Wing Education and Training Offices:

A13.21.10.1. Ensure that all eligible Air Force Reserve members are advised that they are eligible for Post-9/11 GI Bill benefits upon serving the required active duty time as established in Title 38, United States Code, Chapter 33.

A13.21.10.2. Advertise the Post-9/11 GI Bill benefit via e-mail notifications, posters, bulletin boards, monthly newsletters, commander's call, mobilization briefings, demobilization briefings, newcomers orientation, pamphlets, handouts, etc., that are applicable to the Post-9/11 GI Bill benefit.

A13.22. Air National Guard Specific Procedures.

A13.22.1. Transfer of Benefits. NGB/A1Y will review and determine acceptability of member applications for transfer.

A13.22.2. The ANG Point of Contact (NGB/RS) checks the TEB website for submission of new requests upon service member application for a transfer using the DMDC website.

A13.22.3. NGB/RS will contact the member's Retention Officer Manager (ROM) to request verification of retainability.

A13.22.4. The ROM will contact the local Force Support Squadron (FSS) and the member to notify that the member will require an extension.

A13.22.4.1. The FSS will complete the extension;

A13.22.4.2. ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and As A Reserve of the Air Force*, Table 4.2, Rule 2, authorizes extensions; and

A13.22.4.3. POC for extension questions: **NGB/A1PP, at ANG.PFM@ang.af.mil**

A13.22.5. The ROM will notify NGB/RS to verify that the member does or does not have retainability.

A13.22.6. The transferability application will be verified by NGB/RS who will either accept or reject the application.

A13.22.7. Accepted applications will be sent via database replication to the Department of Veterans Affairs for claims processing and administration of benefits.

A13.22.8. After application approval, the member must deal directly with the Department of Veterans Affairs. It is the member's responsibility to address any disapproved applications.

A13.23. Documentation of qualifying active duty (Letter of Certification) --Member responsibility:

A13.23.1. : Members will review point credit history for accuracy. Contact Points Management Branch if there is a discrepancy. Qualifying days include points with the following "type duty codes" or TD Code 1 - Active Duty Other; TD Code 2 - Special Tours; TD Code 3 - School Tours; and TD-Code 5 - Extended Active Duty. [NOTE: TD Code 4 - Annual Tours do NOT qualify.]

A13.23.1.1. TD Code 2 (Special Tours) - Guard Members: In addition to Title 10 orders, effective Jan 11, the law changed to include Title 32 identified as "for the purpose of organizing, administering, recruiting, instructing, or training of the National Guard"

(AGR), and Title 32, sec 502f as identified as “Authorized by the President or the Secretary of Defense for the purpose of responding to a national emergency declared by the President and supported by Federal funds.” Copies of Title 32, sec 502f will be needed to verify your time. Please note that Annual Tours DO NOT count towards the Post -9/11 GI Bill eligibility.

A13.23.2. If the member has 90 or more days of qualifying active duty then apply for Post 9/11 GI Bill benefits. Log on to the VA web site.

A13.23.2.1. Go to <http://www.gibill.va.gov/apply-for-benefits/application/>

A13.23.2.2. Click on Launch “VONAPP and apply for benefits”

A13.23.2.3. Click “I am a new VONAPP user” to create an account or you may continue with an existing account.

A13.23.2.4. Submit VA Form 22-1990 without supporting documentation. NOTE: When member submits electronically, the member will receive a Confirmation number, date of application and identification of which Regional VA office receives the application. HQ ARPC/DPTTE will need that information to process letter of certification and submit to the correct regional VA office. If member has already applied and have been accepted, an account will already be established and the number is member’s social security number.

A13.23.3. Letter of Certification

A13.23.3.1. No letter from ARPC is needed if member has three or years of REG AF time since 11 Sep 2001. Member needs to attach a copy of the DD 214 to the VA22-1990.

A13.23.3.2. If member is unable to document all qualifying active duty with a DD214 the next step is to get a Letter of Certification from the Education Office (GI Bill Programs) at HQ ARPC in Denver in accordance with the following process: Step 1: Click the following link for the Email Us tool on the MyPers (<https://mypers.af.mil>) website. Login via CAC Access or a User ID and Password first. Step 2: Select Component. Select Category as Benefits & Entitlements. Provide Subject: Post 9/11 GI Bill Application. Step 3: In the Questions box type: I want a letter of certification through ARPC to attach to my VA application. Confirmation # XXXXX (or SSN if you already have an established account), dates submitted XX XXX XX and the VA office that is handling your request Step 4: State if you are, or have been, a Guard member since Sep 11 2001. Note: Please also provide any pertinent information. . SAMPLE: “I want a letter of certification through ARPC to attach to my VA application. I am already in the system, my acct number is xx-xxx-xxxx (social security number), my regional office is St Louis. I sent my application by snail mail approximately 16 July 09. The VA approved me at 40% and counted 146 days 15 Jan 09 - 9 June 09. Looking at PCARS, I show over 600 AD days since 2001. Step 5: Select Continue Step 6: Finish Submitting

A13.24. HQ ARPC/DPTTE process/responsibilities:

A13.24.1. Import Point Credit Summary from virtual MPF (vMPF) or MilPDS to excel template and format data.

A13.24.2. Review ARMS, MilPDS, and orders as needed to verify type of service and nature of the funding.

A13.24.3. Determine any prior service commitment (officers) for service academy, ROTC, or Chapter 109 Student Loan Repayment Program.

A13.24.4. Determine date of completion (enlisted) of basic training and initial three level technical school.

A13.24.5. Submit letter to member for review.

A13.24.6. Submit letter to regional VA office.

A13.25. Tables. The DVA is responsible for determining eligibility for education benefits under the Post-9/11 GI Bill. Generally, to be eligible for the Post-9/11 GI Bill, Airmen must serve on active duty on or after 11 September 2001, for at least 30 continuous days with a discharge due to a service-connected disability; or an aggregate period ranging from 90 days to 36 months or more. Benefits under the Post-9/11 GI Bill are based on a percentage, as determined by a member's length of active duty service, as shown in Table A13.1.

Table A13.1. Maximum Benefits Payable.

| | Percentage of Maximum Benefit Payable |
|---|---------------------------------------|
| Airman Serves | |
| At least 36 months | 100 |
| At least 30 continuous days on active duty and discharged due to service-connected disability | 100 |
| At least 30 months, but less than 36 months | 90 |
| At least 24 months, but less than 30 months | 80 |
| At least 18 months, but less than 24 months* | 70 |
| At least 12 months, but less than 18 months* | 60 |
| At least 6 months, but less than 12 months* | 50 |
| At least 90 days, but less than 6 months* | 40 |