Tuition Assistance Guide:

Department of the Air Force Civilian Employees

AFPC/DP2ZLF

Last Update: August 2022

This guide addresses responsibilities of the:

Air Force Personnel Center Directorate Personnel Operations, Talent Management Division's:

Civilian Functional Training and Education Section (AFPC/DP2ZLF)

Career Field Teams (CFT) (AFPC/DP2Z)

Department of the Air Force Civilian Employee

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Section 1: Overview

1. AIR FORCE CIVILIAN TUITION ASSISTANCE PROGRAM (CTAP)

CTAP is governed by DAFI 36-2670, *Total Force Development* and AFMAN 36-606, *Civilian Career Field Management and Force Development*. Program policies and processes are available via myPers Knowledge Article #32991 Civilian Tuition Assistance Program (CTAP) Request Process.

2. CTAP ELIGIBILITY

Civilian Tuition Assistance (CIV TA) is only available to Department of the Air Force (DAF) Career and Career Conditional full-time appropriated fund employees. This excludes PALACE Acquire (PAQ) and COPPER Cap (COP) employees and employees assigned to Acquisition Professional Development Program (APDP)-coded positions. However, employees assigned to APDP-coded positions seeking coursework at the Doctorate level are eligible for CIV TA.

The following appointments are eligible for Tuition Assistance:
- ➢ Career Executive Assignment - Conditional
- ➢ Career Executive Assignment - Career
- ➢ Competitive - Career
- ➢ Competitive - Career-Conditional
- ➢ Excepted - Career
- ➢ Excepted - Conditional
- ➢ SES- Career

The following appointments are not eligible for Tuition Assistance:
- ➢ Excepted Appointment - NTE
- ➢ Excepted Indefinite
- ➢ Provisional Appointment - NTE
- ➢ SES-Limited Term Appointment - NTE
- ➢ SES-Non-Career-Indefinite
- ➢ Temporary Appointment - NTE
- ➢ Term Appointment - NTE
- ➢ Overseas Limited Appointment
- ➢ Retention in Status Quo
- ➢ Veterans Readjustment Appointment

1. For additional information the [PAQ & COP programs](#) and APDP, reach out to your Career Field Team (CFT) point of contact. CFT contact info can be downloaded from the myPers Knowledge Article #3299, [Civilian Tuition Assistance Program (CTAP) Request Process](#).

2. Additional information on Acquisition Civilian Tuition Assistance (ACQ TA) is available via the Acquisition Civilian Portal: https://www.my.af.mil/gcss-af/USAF/content/edoptuition. **NOTE:** Students that do not meet the three-year eligibility requirement are eligible for CIV TA and should contact their respective CFT, as necessary.

3. Additional information on Nonappropriated Fund (NAF) tuition assistance is available via the [NAF Career Program](#) website or by contacting the [Force Support Career Field Team (CFT)](#).

4. Civilians employed by the Air National Guard and Air Force Reserve must contact their respective Education Office for assistance.

3. **CTAP RULES**

1. TA is not provided whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships or awards, etc., or when payment would constitute a duplication of benefits paid to the institution. However, TA can be used in conjunction with federal student aid loans and grants.

2. TA applies to CLEP and DANTES tests, and coursework leading to degrees at the associate's, bachelor's, master's (includes Juris Doctorate), and doctorate levels. TA is not provided for courses at a level lower or equal to a degree already attained.

3. TA cannot be used to pay for college certificate programs, professional certification fees, charges related to accrediting work or life experiences or the following examination fees: Graduate Management Admissions Test (GMAT), Graduate Records Examination (GRE), Law School Admission Test (LSAT), Medical College Admissions Test (MCAT), Standard Achievement Test (SAT) or Admissions College Test (ACT).

4. For NAF, PAQ & COP TA programs and APDP information, contact the servicing Career Field Team (CFT)

5. For Acquisition Civilian TA information, visit the Acquisition Civilian Portal for further guidance: https://www.my.af.mil/gcss-af/USAF/content/edoptuition. There may be exceptions based on employee status at the time of implementation (1 Oct 2020). Students who do not meet the three-year eligibility requirement for Acquisition TA are eligible for CIV TA and will apply for funding as outlined in this guide.

6. Civilians employed by the Air National Guard and Air Force Reserve must contact their respective Education Office for tuition assistance.

7. Participants are capped at $4,500 in TA per fiscal year. This limit is inclusive of any Civilian TA and Reserve TA combined per fiscal year.

8. The SkillBridge program is for DAF enlisted and officer personnel and DAF Civilians are not eligible.

NOTE: The funding request window is no later than seven (7) days and no earlier than 45 days before the class start date (CSD). TA is not retroactive and must be approved before classes begin. If there are technical difficulties, contact the servicing CFT before the class start date. The institution determines when to add term dates in the Academic Institution (AI) Portal for selection in the AF Virtual Education Center (AFVEC). Employees must contact the institution for information regarding available degrees, terms, courses, tuition rates, and invoice information visible in AFVEC.
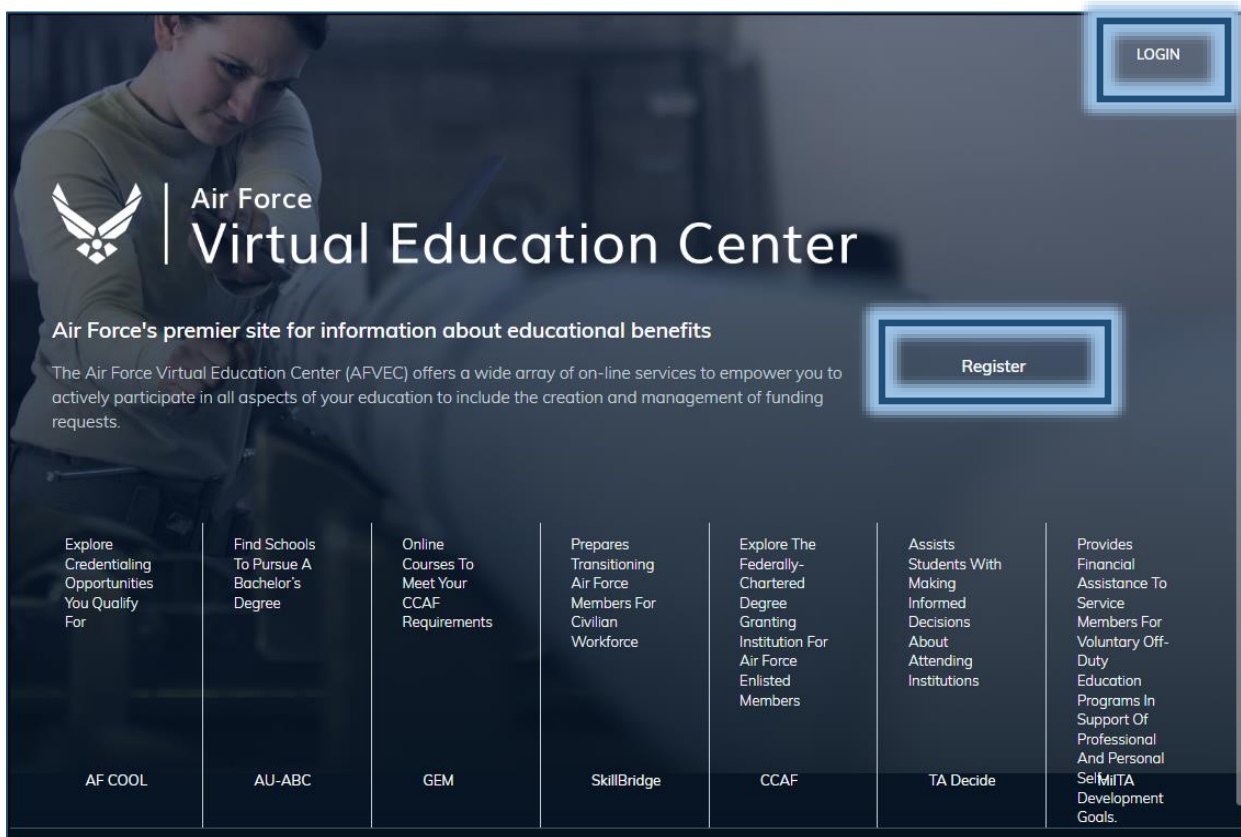
Section 2: AF Virtual Education Center (AFVEC) Account Registration

ACCOUNT REGISTRATION

Regardless of the different TA funding programs such as Civilian TA, Acquisition TA, and PAQ & COP TA, the application process for tuition assistance is the same.

The following information will guide DAF employees through the Air Force Virtual Education Center (AFVEC) TA request process.

- Open Google Chrome and register or log in to AFVEC.
    - If met with a spinning circle, try refreshing the page.
    - If met with a page error, try clearing cookies and retry.

It is important to approve a TA funding request as soon as possible, especially in the fourth quarter of the fiscal year. Funding is not guaranteed!

After submitting a TA funding request, the employee should inform their supervisor they have submitted a funding request in AFVEC and should expect to receive an email containing the approval link for their action.

NOTE: **If the supervisor and Career Field Team POC do not sign the funding request, the course will be dropped from the system on the course start date.** To help ensure the supervisor receives the automated email containing the funding request approval link, the student and supervisor should complete the actions below:

1. Student and Supervisor update Air Force Outlook account
   a. Click "Junk" dropdown inside the "Home" tab at the top of the screen in the Outlook menu bar
   b. Select "Junk E-mail Options"
   c. Click "Safe Senders" tab

d. Click "Add...

e. Insert admin@afaems.us.af.mil and hit "OK" then "Apply"

Classic Ribbon View
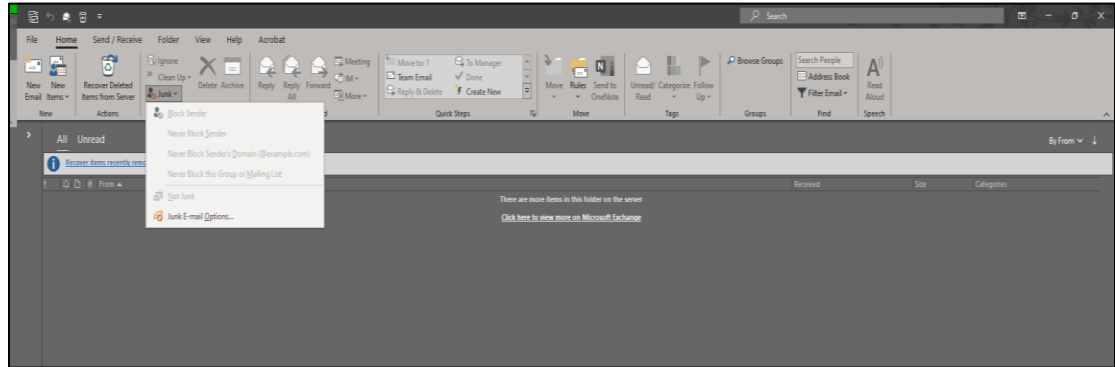
Simplified Ribbon View
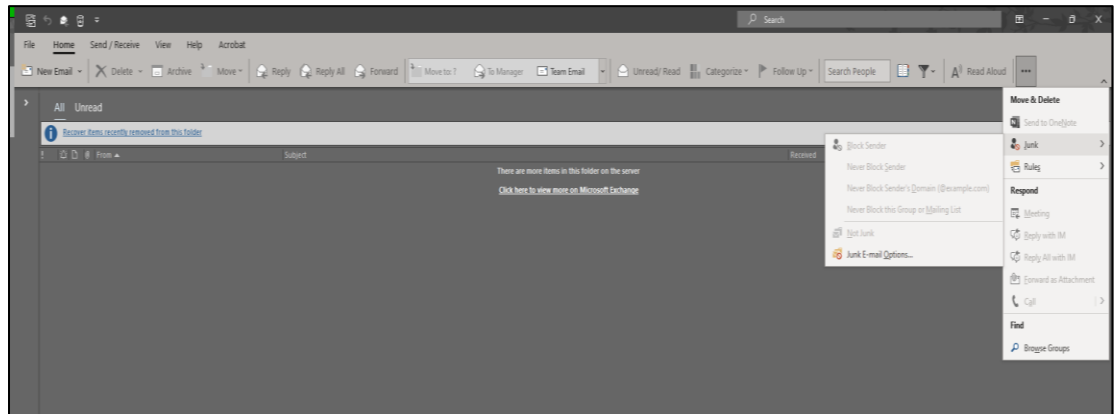
2. Student informs supervisor that they submitted a funding request

3. Supervisor checks Outlook Inbox and Junk folder for system-generated approval email

    a. Copy funding request link from email and paste to Google Chrome. The request is not visible in the supervisor's AFVEC account, and the supervisor does not have access to the employee's AFVEC account.

    b. If there is an error, try clearing cookies and retry.

Section 3: AFVEC Functions

1. AFVEC DASHBOARD

Upon login, the **Dashboard** will be displayed showing the TA Fiscal Year remaining available balance, Education Goals, and Education Center Contact information. Important to note: DAF Civilian employees are not serviced by their Base Education Center for tuition assistance, but instead by their Career Field Team (CFT). The Fiscal Year remaining available balance will be adjusted each time a student selects the Goal "APPLY FOR FUNDING" link and submits a request.

Civilian employees eligible for CIV TA and Guard or Reserve TA in the same fiscal year may receive a maximum of $4,500 CIV TA and Reserve/Guard TA combined. The CTAP fiscal year cap is not reduced for civilian employees who receive active duty tuition assistance and civilian tuition assistance (CIV TA, ACQ TA, PAQ TA) within the same fiscal year.

Civilian employees who had a military goal will need assistance from their CFT. The employee's old goal must be marked "Obsolete" in AFAEMS so a new CTAP goal can be created.

NOTE: PAQ & COP TA is funded at 100% and there is no fiscal year cap; however, the AFVEC FY cap displayed will always be $4,500. The employee may click on Education Goal "View Details" link or the Funding Request link to track fiscal year totals.

2. GETTING STARTED

To request TA funding, you must 1) create an Education Goal, 2) attach a degree plan, and 3) submit the goal for review. However, there are steps that must be taken before an Education Goal can be created. Please follow the below instructions to get started:

1. Ensure selected academic institution meets CTAP eligibility parameters before applying to a degree program. Use the AFVEC "Institutions" link in the main menu to look up the school to verify the below requirements are in place:

   a. The school must have a current DoD Memorandum of Understanding (MOU) and be approved for the DAF funding program (ACQ TA, PAQ/COP TA, CIV TA). The school must also accept GPC payments.

   b. If institution updates or changes are needed, the employee must contact the school. This includes MOU information, classes, degrees, semester and quarter hour tuition rates, and contact information listed in the Institutions link. Unlimited quarter hour/semester hour flat rate tuition rates cannot be used when applying for TA.

   c. Institutions can submit or update MOU information on the DoD MOU website. The institution can then request access to submit invoices and update grades in the Academic Institution (AI) Portal.

2. Select the Virtual Benefits Training link in the main menu.

   a. Employees who are eligible for CIV TA and PAQ TA will complete the CTAP version only. This includes TA for PhD degrees.

   b. Individuals who meet the 36-month ACQ TA requirement for degrees up to the Master's level will complete the ACQ TA version only.

3. Click on your name at the top right of the AFVEC screen and select "My Profile". The AFVEC Profile Contact Info and Mailing Address must be filled out completely. If any information is missing from the Civilian Personnel Data fields in your profile, use the AFVEC Messages link to request assistance from the CFT.

4. Click the "Supervisor" link in the main menu and update all fields.

5. The Education Level (highest degree level only) must be updated, but an employee does not have access to this screen. If a completed degree is updated in DCPDS, the information will be automatically updated in the AFVEC. If an employee receives an Education Level error when attempting to create a goal, they can create an AFVEC message with the information.

    a. If the highest degree level is a high school diploma or equivalent, create an AFVEC message titled "Education Level Update Request" and include the graduation <u>day, month, and year</u>. NOTE: a complete date is required.

    b. If the highest degree level is an associate's, bachelor's, or master's degree, create an AFVEC Message and attach the full-page degree conferral transcript PDF. Only the highest degree level will be updated. The AFVEC uses the information to determine which goals the employee is eligible for. The school's watermark or the transcript vendor's information must be visible.

    c. Transcripts for incomplete degrees, graduate certificates, and cropped images of transcripts are not accepted for Education Level updates; however, acceptable transcripts may be uploaded by the employee in the AFVEC "Documents" link if there is something significant to report after the goal has been created. A transcript may also be submitted for overdue grades that the institution has not reported within 30 days of the class end date.
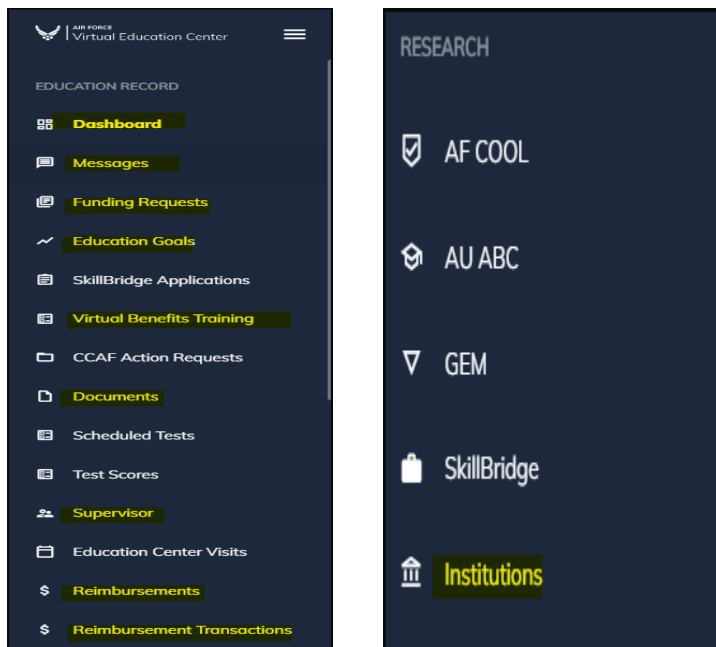
d. It is not required, but if an employee would like to update degree completion in myBiz / myPers, instructions are found in the [myPers Self Service Knowledge Article #19331](#) under "Education Record Updates."

6. Goals and Funding Requests cannot be created when DCPDS is down or under maintenance. AFVEC syncs with DCPDS to determine funding eligibility. If multiple people in the work area receive the same message, it is likely a system-wide issue. Long-term outage notifications and important information will appear within a pink banner at the top of the AFVEC Dashboard screen. Try again at a later time. If the DCPDS error message only affects one employee's record, the employee can submit a Technical Issue ticket (see pg. 11-12 of this Guide).
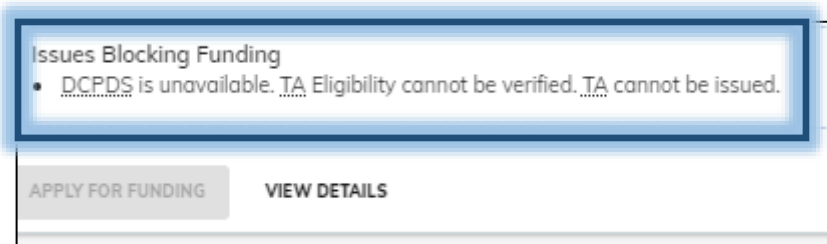
3. MESSAGES

The Messages link should be used to communicate with the CFT. This ensures that information is saved and accessible to individuals who can assist. Ensure that the message includes detailed information such as the funding request number or course number and class start date. If there is an error, take a screen shot, save it as a PDF, and attach it to the message.
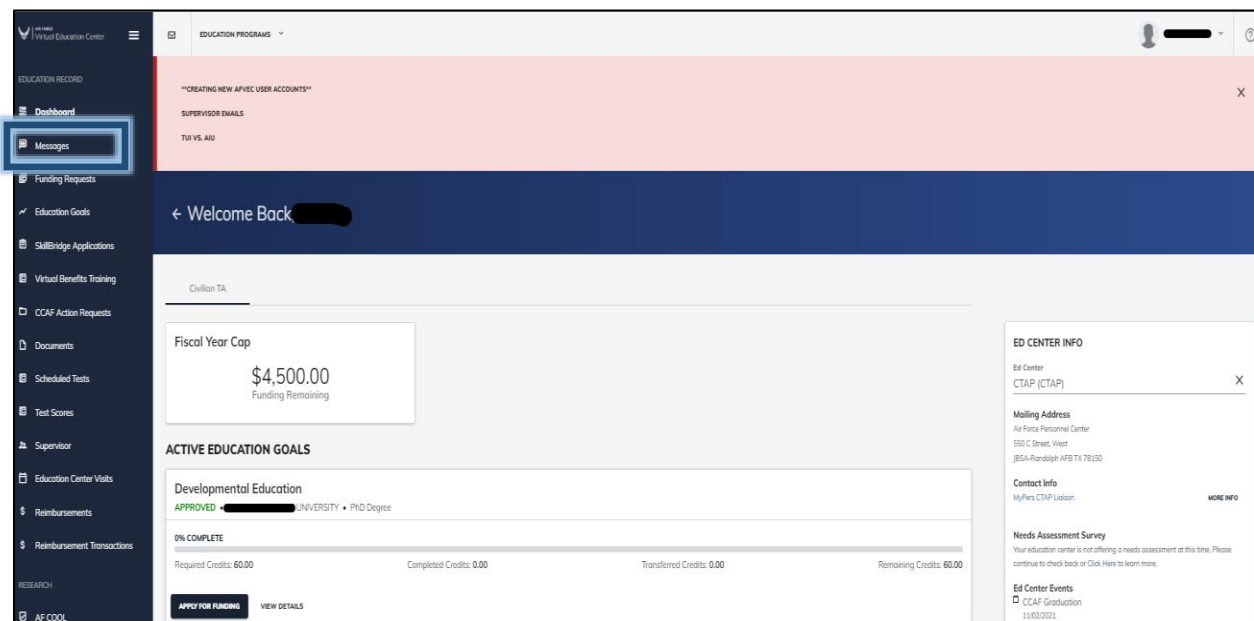
4. PROFILE

Click on the arrow next to the name in the top right corner of the screen to open the Profile. After account creation, the **My Profile** screen must be filled out completely. If not, an Education Goal cannot be created and other areas of AFVEC will be inaccessible. Review the most recent SF50 to verify employment data.
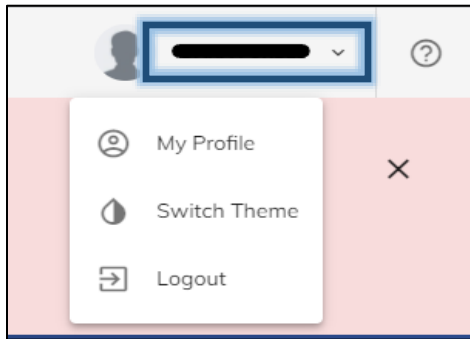
- Use the AFVEC Messages link to contact the CFT if the Civilian Personnel Data information is blank

- In the Email Address field enter the official Air Force email address and in the Personal Email Address field enter a personal email address

- Do not enter the same email address twice

- If an employee is eligible for Acquisition TA, the "**Civilian Acquisition Eligibility Date" will be visible**

5. SUPERVISOR INFO

Select the "Supervisor" link in the left menu and complete each field. It is best practice to copy and paste the supervisor's official email address into AFVEC: create an Outlook email, add the supervisor to the "To:" block, right click on the email address to copy the supervisor's official email address, and paste it in AFVEC. This will ensure the supervisor is notified when there is a funding request.

It is common for Outlook to move the funding request notification emails to spam or Junk folders. Supervisors who don't want to provide their personal email address should consider creating a personal email account specifically for TA funding requests. The funding request received in the personal email account can then be forwarded to the Air Force email address if automated emails are blocked.

6. ASSISTANCE

Students can find answers to questions and request assistance by clicking on the question mark icon at the top right of the screen. Review the AFVEC FAQs, Virtual Benefits Training, and the myPers CTAP Knowledge Article #32991 before requesting assistance. When creating a ticket, verify it is created under the correct category so that it is routed properly. Routine requests will generate an AFVEC message to the CFT instead of a help desk ticket for technical issues.

Please do not use the Messages link to request assistance for other members. The request is routed based on your account profile. The Civilian CFTs cannot answer questions regarding military programs. Those individuals must create AFVEC messages and support tickets by logging into their own account.

Scroll the entire page and select the appropriate Help Ticket type. The annotation, "*You will need to contact your education office for assistance. Their contact information is below.*" applies to military personnel. When the Submit Message link is clicked, an AFVEC message will be created and routed to the CFT.

Personal Data

Issues Related To
- Acquisition information needs updating (civilians only)
- Activated end date needs updated
- ANG/Reserve on active duty orders
- Assigned base needs updated
- Assigned unit needs updated
- Date of Separation (DOS) needs updated
- DCPDS listed as unavailable
- I am receiving an error statement

- MilPDS listed as unavailable
- Name Change
- Need assistance clearing a system warning message
- Need to change record type (military to civilian)
- Rank/Grade needs updating
- Record shows you have a UIF/Referral OPR/EPR (military only)
- Your record status needs to be updated

You will need to contact your education office for assistance. Their contact information is below.

CTAP Education Center
DSN:
Commercial Phone:
Email Address:

SUBMIT MESSAGE

Education Goal or Funding Requests

Issues Related To
- Assistance creating a funding request
- CCAF Instructor issues
- Funding request information needs to change
- Grades are missing, overdue, or wrong
- I am receiving an error statement
- I have / need an extension for my course
- I need assistance clearing a system warning

- Issues regarding the evaluated degree plan
- Need to drop a course
- Problems creating a goal
- Questions concerning my credit caps
- Questions concerning my GPA
- Reimbursement or refund questions
- Want to change schools or major

You will need to contact your education office for assistance. Their contact information is below.

CTAP Education Center
DSN:
Commercial Phone:
Email Address:

SUBMIT MESSAGE

Technical issues using AFVEC site

Issues Related To
- Errors while processing information
- Errors while trying to access areas (other than CCAF Student Services)
- Problems signing forms or documents
- Pages or screens not loading or operating
- Errors sending system messages
- Errors accessing AFVEC areas

Issues regarding CCAF Student Services MUST be brought to your base education office. We do not have access or oversight.

SUBMIT TICKET

7. EDUCATION LEVEL

This is not an area that is visible to a student in AFVEC, but it can be manually updated by their CFT in order to determine the employee's eligible degree level. AFVEC pulls this information from DCPDS, and the education level is normally updated in DCPDS if a degree is a condition of employment. The employee can also self-certify a degree completion in myBiz. Refer to the myPers Knowledge Article #19331 Education Record Update Self Service for the self-certification process.

If an education level error appears, an employee can update their myBiz or request a manual update by creating an AFVEC message titled "Education Level Update" and attaching a copy of the official or unofficial transcript for the highest degree awarded. The transcript must have the degree conferral date. Some intuitions provide downloadable transcripts that do not have the school's watermark. If so, ensure the headers and footers of the download website are visible.

Transcripts are not required for this update if no degree has been awarded. Employees who have not completed a degree may create an AFVEC message and annotate the high school graduation **day, month, and year**.

- You do not have an education level on file. You must update DCPDS with your current education level before you will be eligible to create an education goal.

8. VIRTUAL BENEFITS TRAINING

To receive funding, complete the initial CTAP training only and review annually thereafter.

Acquisition employees who do not meet the three-year requirement and are eligible for CIV TA only at the rate of 75% and must complete the CTAP Virtual Benefits training only.

Acquisition employees who are pursuing a doctoral degree are eligible for CIV TA only at the rate of 75% and must complete the CTAP Virtual Benefits training only.
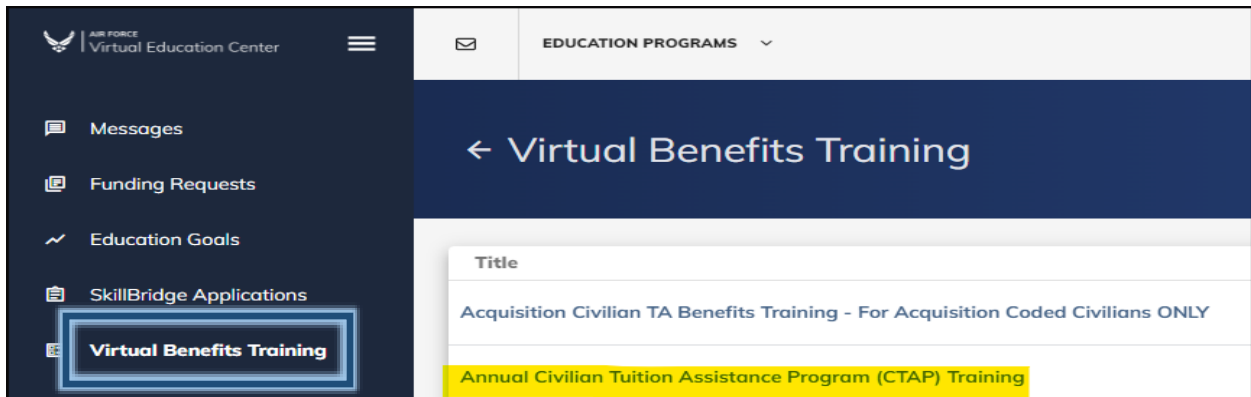
Acquisition Virtual Benefits Training is for individuals who need to create an Acquisition TA goal on or after the Civilian Acquisition Eligibility Date annotated in their profile.
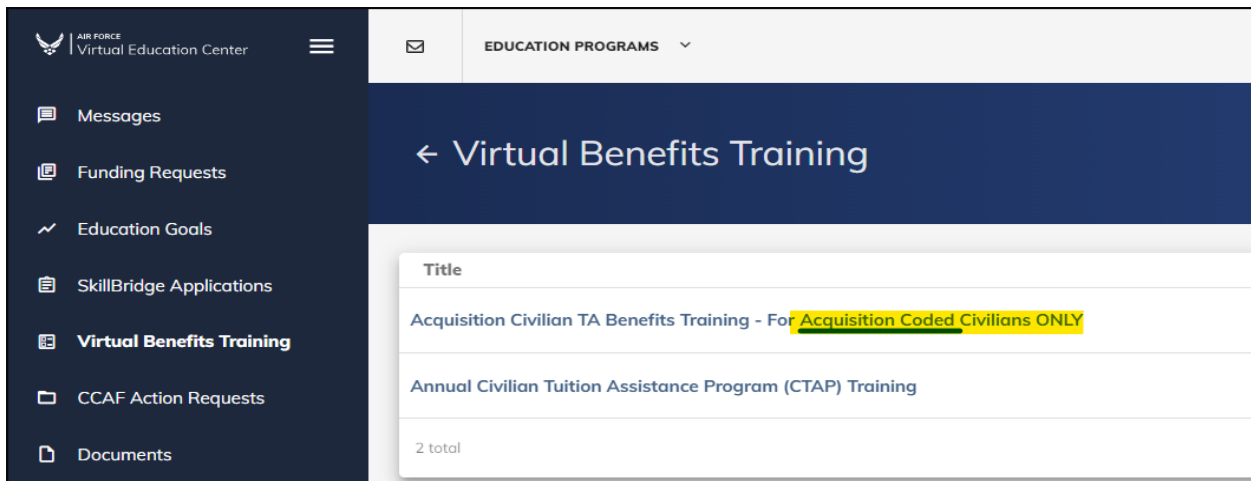
CIVILIAN ACQUISITION TUITION ASSISTANCE VIRTUAL BENEFITS TRAINING

- This training is **only required for civilians assigned to an acquisition-coded position using the Civilian Acquisition TA Program** (not civilians using the Civilian TA Program (CTAP).

PROGRAM POLICY/GUIDELINES:

Civilian Acquisition TA (ACQ TA) is for members of the acquisition workforce ==currently assigned to acquisition coded positions with a minimum of 3 years civilian DoD acquisition coded experience==. Any student currently receiving funding under Civilian Acquisition TA as of 22 Jun 20 will remain eligible. This 3-year experience requirement is only for new program participants effective 23 Jun 20 who have not previously received Civilian ACQ TA funding. Students must be current for acquisition certification requirements (or on approved waiver) and current in Continuous Learning (CL) points based on current CL policy in effect.
NOTE: If you are a Palace Acquire (PAQ) or Copper Cap, the 3-year acquisition experience requirement does not apply based on PAQ and Copper Cap policy. Students who are PAQ or Copper Cap are aware of their status.

9. INSTITUTIONS

Prior to applying to an institution's degree program, review the AFVEC "Institutions" link to determine if the school has a current Memorandum of Understanding (MOU). Also review the programs for which TA is approved, number of students enrolled, probation status, and contact information. The institution is responsible for updating this information.

Before applying to a degree program, review the policy on grading. Grades must be posted in accordance with the AFVEC Virtual Benefits Training, regardless of the institution's grace period. There are schools that have compressed terms and full terms simultaneously. If the school posts the compressed term grades at the end of the full term, notify the CFT that the grade will be delayed until the end of the full term. This is an acceptable delay.

Example:

Fall Semester (Aug – Dec)
Fall 1 Session (Aug – Oct)
Fall 2 Session (Oct – Dec)

← UNIVERSITY OF THE INCARNATE WORD

Eligible Funding Programs
Advanced Education Program
CCAF Instructor TA
Civilian Acquisition
Civilian TA
COOL Credentialing
Military TA
PAQ TA
Reserve TA
ANG TA

Institution Rating (Overall)
★★★★☆ (82)

AU-ABC Status ⑦
✓ Approved

On Probation
✓ No

Website
https://www.uiw.edu/military-veteran-services/active-duty

GEM Status ⑦
✓ Approved

Accepts GPC
✓ Yes

Student Body

1176 STUDENT(S)
The student body is the number of individuals receiving tuition assistance for this institution over the last 12 months.

| Campuses | Course Catalog | Contacts | AF COOL |

Campus	Rating
🏛 UNIVERSITY OF THE INCARNATE WORD- MAIN CAMPUS	★★★★☆

1 total

Section 4: Goals and Degree Audits

EDUCATION GOALS

The education goal screen contains a degree plan PDF issued from the institution to the student. Submitting the degree plan ensures that TA is approved for those courses guaranteed to apply to degree completion. The CFT will verify that each course submitted for funding applies to the degree.

NOTE: A member who separates from active duty and applies for CIV TA in the same FY is not limited to $4500 military and civilian TA cap combined during that FY. Eligible Civilian employees who are also AF Reserve military members are limited to $4500 CIV TA and Reserve TA combined per fiscal year.

Goals will be marked "Obsolete" when the employee's funding type changes (military/civilian, CIV TA/PAQ TA/ACQ TA).

Goals may also be marked "Obsolete" when the employee requests a degree program change and the CFT agrees. Any course credits completed for the obsolete goal at the same degree level will be deducted from the allowed credits for the new degree. The student is responsible for funding any credits that do not transfer.

> **Example: Voluntary student degree change**
>
> Obsolete degree - 45 of 120 credits completed using TA.
>
> New degree - 36 TA credits transfer, 120 credits required. The student may apply for 75 credits in AFVEC and must pay for 9 credits out of pocket.

CREATING AN AFVEC GOAL

1. Click on Education Goals in the left menu bar.
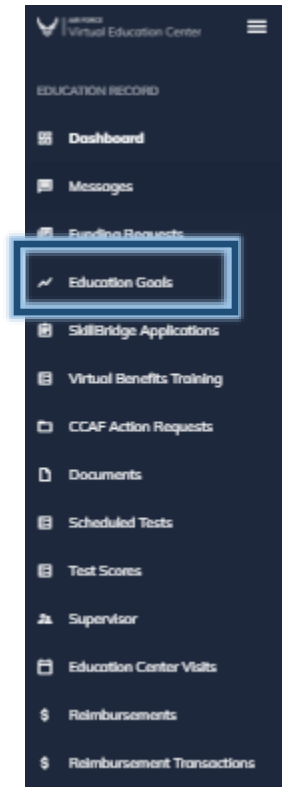
2. Click "CREATE NEW GOAL" and a list of goals that you are eligible for will appear if the profile screen contains the correct information and the education level has been updated.

3. Select the Degree Level.

Create a New Goal   ✕

First, Choose an Education Goal

Associates Degree N/A   Bachelors Degree N/A

Masters Degree N/A   PhD Degree N/A

PAQ Intern Masters Goal N/A   Copper Cap Master's Degree N/A

PAQ - MA/MS/MBA - Master's Degree related to an acquisition career field N/A

4. Enter the institution information and student ID.

5. Enter the degree title.

6. Attach the official degree plan.

Civilians must upload an official evaluated degree plan, or the request will be returned for additional information. This applies to the Acquisition TA, Civilian TA, and PAQ TA funding types. The official degree plan must contain the student's name, student ID, degree level, degree title, the total number of credits required, completed, and the specific courses required. Acceptable documents include a degree plan that has been signed by the academic advisor or a degree plan/degree audit that has been downloaded from the student's account which indicates the courses required and those completed, if any. A degree description, course planning sheet, or an unsigned degree planning sheet from the school catalog is not acceptable. Do not submit cropped images. The school's watermark and / or web link should be visible on the document.

Institutions list elective requirements in many formats (*e.g.,* number of credits only, department, course level). For this reason, specific elective course titles are not a degree plan /audit requirement, however, the CFT will verify the elective meets the elective requirement set by the institution.

NOTE: If the school does not provide a degree plan until the first course is paid for, attach the degree acceptance letter/email and the degree plan from the college catalog in PDF format.

Once the **"SUBMIT GOAL"** button is selected, the student will not be able to upload documents to the goal. The student will have to request assistance from the CFT to upload additional documents by creating an AFVEC message and attaching the PDF.

← Create a New Goal: PhD Degree

Supporting Documentation is required.

① Institution — ② Degree Program — ③ Degree Plan File — Credits — Proposed Dates

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Non-evaluated plans will limit you to only 2 courses. Contact your base education office for additional information.

You must provide a degree plan from your school that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation
CHOOSE FILE

Drop files here

Supported file types are: .pdf

.docx is not an accepted type. File must be of type(s) .pdf

PREVIOUS STEP   NEXT   CANCEL GOAL

← Create a New Goal: PhD Degree

Supporting Documentation is required.

① Institution — ② Degree Program — ③ Degree Plan File — Credits — Proposed Dates

Please upload your degree plan file.

Your degree plan is a list of all the courses required to obtain your degree. There are 2 types, evaluated and non-evaluated. The difference is evaluated plans are specific to you and has transfer courses annotated. Non-evaluated plans will limit you to only 2 courses. Contact your base education office for additional information.

You must provide a degree plan from your school that lists all courses required to complete this goal. Degree plan file must be under 4MBs and one of the following file types: pdf, xls, xlsx, doc, docx.

Supporting Documentation - PhD Degree Plan 2022.pdf ↺

Supporting Documentation
CHOOSE FILE

Drop files here

Supported file types are: .pdf

PREVIOUS STEP   NEXT   CANCEL GOAL

A document with a list of courses and tentative completion dates is a planning tool and not an official degree plan. Students cannot submit this information on a self-created word document or Excel spreadsheet. Below are two examples acceptable degree plans / audits. The first is an acceptable plan that becomes official when the Advisor or other designated school official signs it.

STATE UNIVERSITY
COLLEGE OF EDUCATIONAL, PROFESSIONAL & GRADUATE STUDIES
PLAN OF STUDY – DEPARTMENT OF CRIMINAL JUSTICE

Student Name:		G Number:

Address:		Phone: ( )

City:	State:	Zip:

GRE: Verbal_____ Quantitative_____ Analytical_____ (V & Q)_____
GMAT: Total_____ Date_____ TOEFL Total_____ Date_____

Degree Information:
Undergraduate ☐ Year_____ Major/Institution _____
Graduate ☐ Year_____ Major/Institution _____
Graduate ☐ Year_____ Major/Institution _____

Admission Status:
Regular ☐   Date: _____
Conditional ☐ Date: _____
Provisional ☐ Date: _____

Department: Criminal Justice
Degree: Masters in Criminal Justice
Major Area: _____
Specialization: _____

I . Program Core

Course No.	Course Title	Semester Hours	Grade	Quality Points	Semester/Year Taken	GSU or Transfer
CJ 502	Writing Seminar for Criminal Justice	3				
CJ 505	Theories of Crime and Delinquency	3				
CJ 581	Methods of Justice Research I	3				
CJ 582	Methods of Justice Research II	3				

II. Program Specialization

III. Electives

Total Hours Acquired/Accepted: _____

Total Hours Required: _____

Expected Graduation Date: _____

SIGNATURES

_____	_____	
Student	Date	
_____	_____	
Advisor	Date	
_____	_____	
Department Head	Date	
_____	_____	
College/School Dean	Date	

The second is an example of an official degree plan/audit downloaded from the student's school account.

University Degree Audit

Last, First

ID Number:		Program:	GRAD
Class:	Graduate	Major:	Human Resources Mn
Enrollment Location:		Service Location:	
Advisor:		Planned Grad Date:	MAY 2021
Date:	Wed Jul 08 2020	Time:	

	GPA	Res GPA	Hours	Res Hrs
Required	3.000	3.000	37.0	25.0
Completed	3.510	3.470	33.0	21.0

Required 0.0 of last 0.0 in residency.
Completed 0.0 of last 0.0 in residency.

CHANGING PROGRAMS MAY AFFECT THE APPLICABILITY OF TRANSFER CREDIT. PLEASE CONSULT YOUR ADVISOR IF YOU ARE CONSIDERING A PROGRAM CHANGE.
A MAXIMUM OF THREE 5000 COURSES OUTSIDE THE STUDENT'S DECLARED MAJOR(S) MAY BE APPLIED AS ELECTIVE CREDIT. *A MAXIMUM OF 3 CR HRS OF 5500/PROFESSIONAL SEMINARS MAY BE APPLIED AS ELECTIVES TO MEET THE REQUIREMENTS FOR GRADUATION.*

Human Resr Mngt

REQUIRED COURSES	Hours to complete:	7	Sequences to complete:	1

REQUIRED MAJOR COURSES
*A Required = 0 - 0 courses, 28.0 - 28.0 hours
Completed to date = 7 courses, 21.0 hours

*A	Human Resources	HRM 500	3.0	B
*A	Organizational Behavior	MNG 590	3.0	A
*A	Human Resources Dev	HRD 502	3.0	A
*A	Employment Law	HRM 503	3.0	B+
*A	Staffing	HRM 508	3.0	B+
*A	Compensation	HRM 590	3.0	B+
*A	Labor Relations	HRM 593	3.0	B+
*A	Integrated Studies in Human	HRM 600	3.0	IP

ELECTIVES	Hours to complete:	0	Sequences to complete:	0	Complete

Required = 0 - 0 courses, 9.0 - 9.0 hours   Complete
Completed to date = 3 courses, 9.0 hours

*T	Research Methods		3.0	A
*T	Organizations		3.0	A-
*T	Theory		3.0	A-

Statistics for Human Resr Mngt GR

	GPA	Res GPA	Hours		Res Hrs
Required	3.00	3.00	37		25
Completed	3.57	3.47	30		21

UNDG ELECTIVES/GRAD UNUSED

Basic Finance for Managers		BUSN 5200	F116	3.0	B
*T	Economics	ECON 5504	FA17	3.0	B
	Psychology	IPSY 5675	SP18	3.0	A
	Art Interp	ARH 5700	S216	3.0	B

7. Update Credits.

The student enters the total number of required credits for degree completion and the Previous Credits (transferred). Verify if courses are Semester Hours (SH) or Quarter Hours (QH). This information is used to determine the remaining number of credits that can be funded with TA.

8. If prompted, enter the Proposed Start and Proposed Graduation Date and select "SUBMIT GOAL".

9. The goal is created, and the employee can apply for funding after the CFT reviews and approves the Goal. A message will appear if there are issues blocking funding.
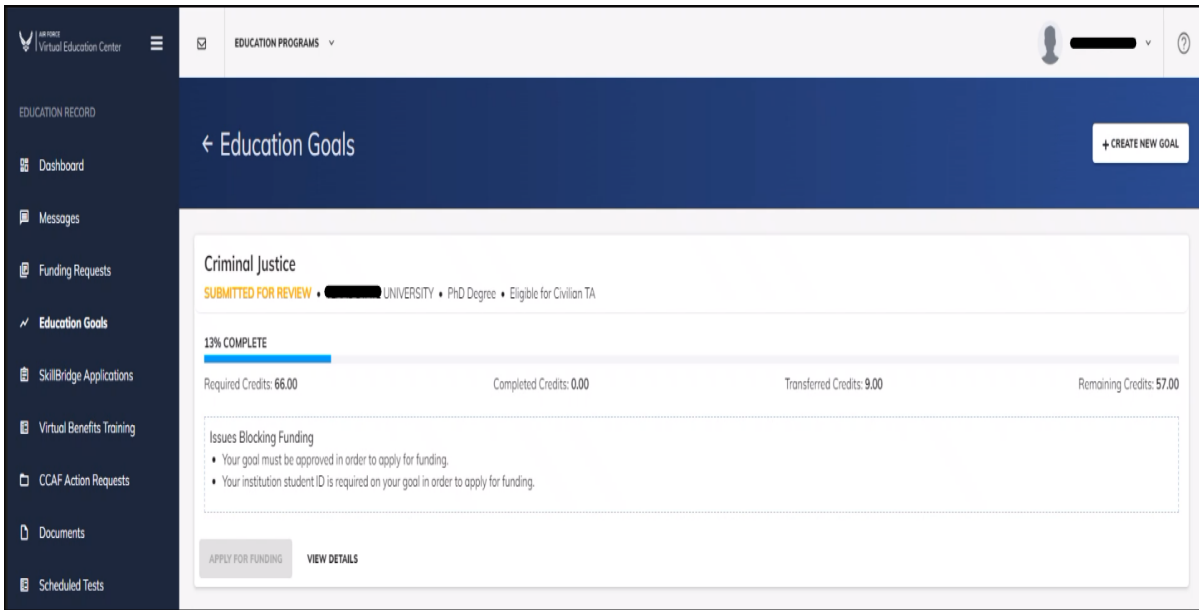
10. Click "View Details" to view the status of the goal. Courses that are approved for TA after the goal is created will appear under "Applied Courses".
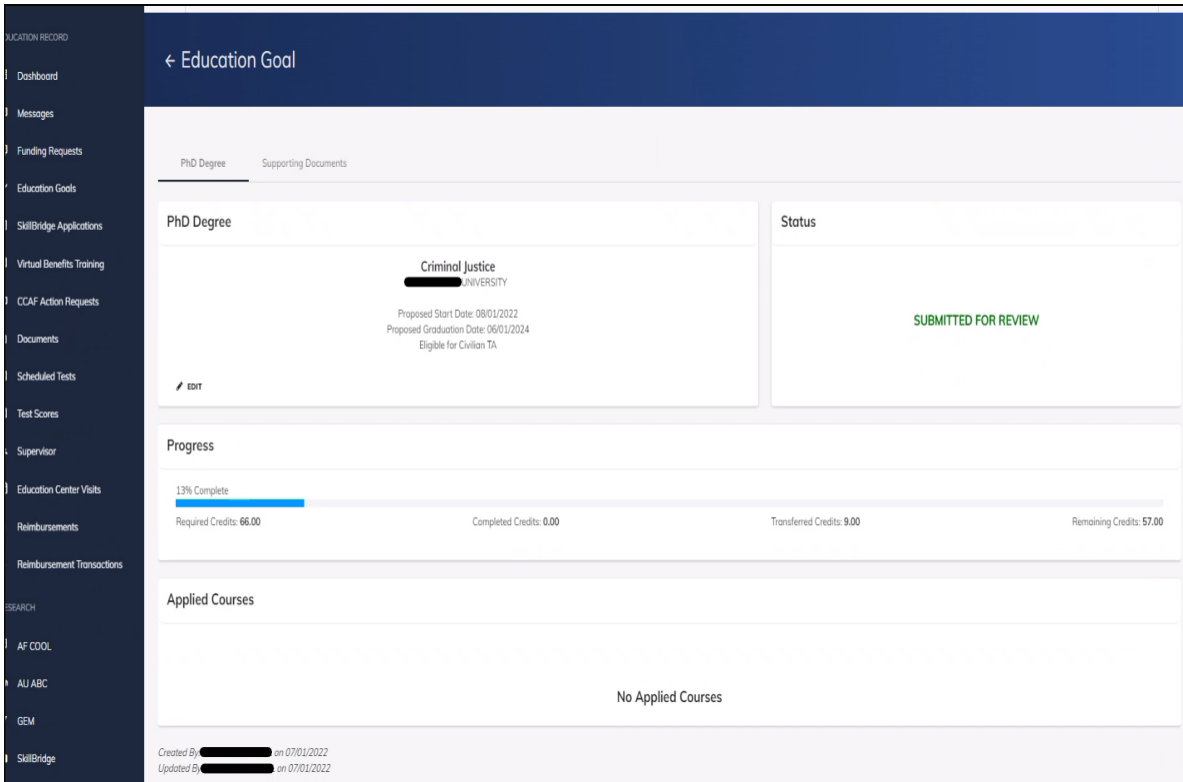
Section 5: TA Funding Request and Invoices

1. EDUCATION GOALS - TA FUNDING REQUEST

After a goal is submitted, the student may apply for funding by selecting the **"Education Goals"** link from the left menu bar and **"APPLY FOR FUNDING"**.

Enter funding requests early and re-check all information before the class starts in case a new corrected request needs to be created. Early application also helps prevent delays that may be caused by system outages. <u>Enter the request no later than 7 days and no earlier than 45 days before the class start date</u>.

IMPORTANT:

- Course number and name, dates, and tuition rate information must be entered correctly to avoid billing issues.

- Course start dates cannot be changed after the funding request is completed. Be advised that the institution may not add term dates to AFVEC as early as 45 days before the class start date and if an employee chooses to manually enter terms instead of waiting for the institution to update the AI Portal with term information, there is a chance for errors.

- The most common error is a manually entered class start date. It's important to note that **a funding request class start date cannot be changed**. A new funding request will be needed and CFT assistance is required if the funding request suspense date has passed.

- A student may delete a course from the Funding Request before the class start date.

- If the term has started and assistance is needed to delete a class that has been dropped, or switched due to low enrollment, or any other course change, use the AFVEC Messages link to contact the CFT as soon as a change occurs. Attach a detailed invoice from the institution, which shows the course dropped and the amount billed.

- A new request must be created with the correct course information because the original course name and number cannot be changed in AFVEC. The AFVEC Message must include 1) the new course name, 2) course number, 3) number of credit hours, and 4) cost per credit hour.

Example

CFT,

I had to drop a class due to low enrollment. University has allowed me to register for another class, which is also on my degree plan. Please delete MAT100 from funding request "5555555" and add the following course.

MAT102 College Algebra
1 Jun – 30 Jul 2022
Location: Off base
3 semester hours
$200 per semester hour

MAT103 Intermediate Algebra
1 Jun – 30 Jul 2022
Location: Distance learning
3 quarter hors
$200 per quarter hour

There are times when the system's drop-down menus don't auto populate with degrees, term dates, and course information. The institution may be waiting to update the term and course information. The user must log out of AFVEC, clear Google Chrome cookies, and close all browser windows.

It is up to the institution to add the terms, courses, and tuition rates in the AI Portal. Contact the institution if updates are required. The CFT does not have access to edit the school's information.

2. ADD COURSE

1. Click "APPLY FOR FUNDING".
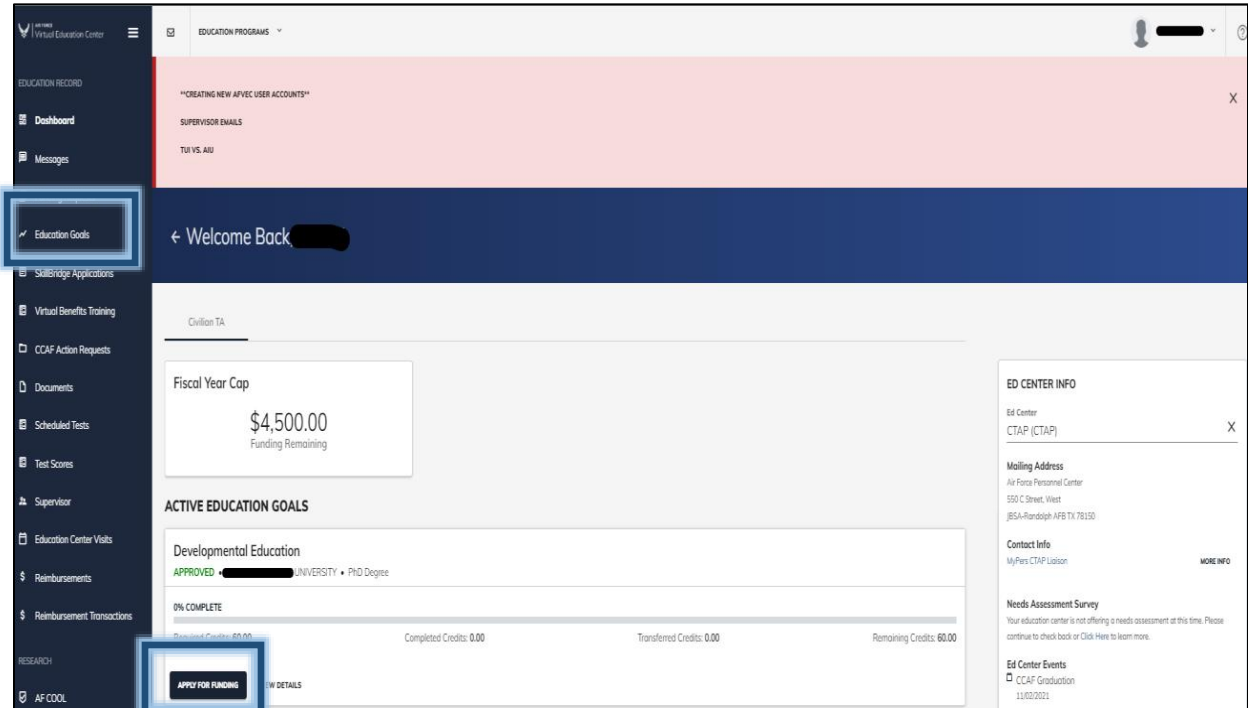
2. Accept the User Agreement.
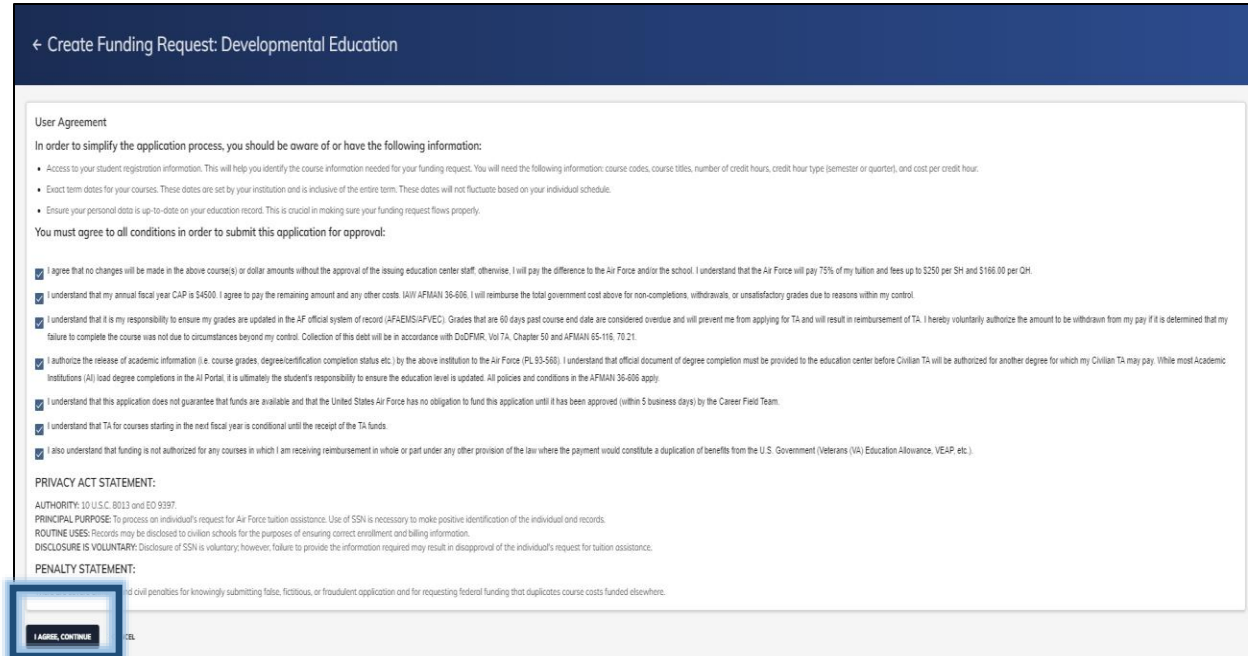
3. Use the drop down Subject and Keyword to narrow results and search for the course. Scroll down the list and select the "+" sign to add the course. If the course or term is not listed, the employee must contact the school and ask that it be added to the AI Portal.

4. Use the school issued registration document to verify course information and select the degree Level, Location, Credits, Credit Type, and Cost Per Credit. After verification, select "ADD COURSE".

5. If there is an additional course to add for the same term dates, select "ADD COURSE" and repeat steps 3-4. A maximum of two (2) CIV TA courses may be added per term and term dates cannot overlap. Associated fees are the responsibility of the employee. Refer to the myPers Knowledge Article #32991 CTAP Request Process FAQ attachment for TA calculation examples.

Click "SUBMIT". An automated email with the link to approve the request will be sent to the supervisor. The supervisor does not have access to an employee's AFVEC record.

3. INVOICES

Institutions may submit invoices at any time for approved funding requests, but the timeframe is normally after the drop/add period or after the class end date. Invoices are paid in the order received and students must contact the Institution POC listed in AFVEC if they are notified that payment must be made before the class start date. The Funding request will normally be marked "Certified" after the invoice is processed for payment.

In the example below, the school billed the Air Force. The "Certified" annotation is an indicator that payment was made. The school later refunded the TA to the Air Force, but the school or employee is still responsible for submitting the grade or documentation that the course was dropped at no cost.

If the Funding Request has not been marked "Certified" within thirty (30) days of the class end date, download the approved TA form by clicking on the Funding Request "Print PDF" link and forward it to the Invoicing POC listed in the AFVEC "Institutions" link and request that the invoice be added to the AI Portal.

Section 6: Grade Reporting

GRADE REPORTING

Grades are normally submitted by the institution, however, if it has been more than 30 days since course completion and the grade is still not recorded in AFVEC, students are required to submit a letter grade report or unofficial transcript using the AFVEC Messages function. **Grades over 60 days late are automatically updated as "N" or "not reported" in AFVEC and reimbursement action is initiated.**

Grades are due by the suspense date listed in the funding request so be aware of schools that hold grades until degree completion. Employees will have to reimburse TA if grades are not turned in on time regardless of the institution's grade reporting policies.

When a grade of "Incomplete" (includes I, X, or Y) is issued by the institution, the student has 120 days to complete the course and provide a final grade. If not, a reimbursement plan will be initiated. Any extension of course timelines is between the student and the institution and note that the extension may not correspond with the Department of the Air Force 120-day requirement to change the Incomplete to an acceptable grade.

NOTE: An employee does not have to attach a transcript to an AFVEC Message for manual grade update if the school has updated the AFVEC Funding Request grade within 30 days of the class end date.

Section 7: Reimbursements

REIMBURSEMENTS

TA funds must be reimbursed if an unacceptable grade is received or if a grade goes unreported by the annotated suspense date. The CFT will process an involuntary lump sum reimbursement if an acceptable grade is not received or if a repayment plan is not selected by the suspense date. Grades of I (Incomplete) or N (Grade not reported) must be reconciled before the suspense date, regardless of the institution's policy on the time allowed to change an incomplete grade. Create an AFVEC Message and attach a transcript or grade report for manual update of an acceptable grade by the CFT.

For the employee to select a repayment plan, the institution must have submitted the invoice and the funding request must be marked "Certified". Click on the "Reimbursement" link to request a waiver or set up repayment before the suspense date.

Waivers are only granted for exceptional extenuating circumstances, such as hospitalization, illness, or loss of a family member.

NOTE: **Every attempt must be made to first contact the institution and request an incomplete grade or waiver as soon as an event occurs.** The employee must contact the CFT if there is a known issue, if the institution has agreed to refund TA to the Air Force for a withdrawal, or if there is a pending grade appeal.

NOTE: An employee may apply for TA a maximum of two times for a course that has been waived or reimbursed. If there are numerous reimbursements due to unacceptable grades or withdrawals, the CFT may require the employee to fund a course at their own expense before approving additional TA.

1. Click on "Reimbursements".
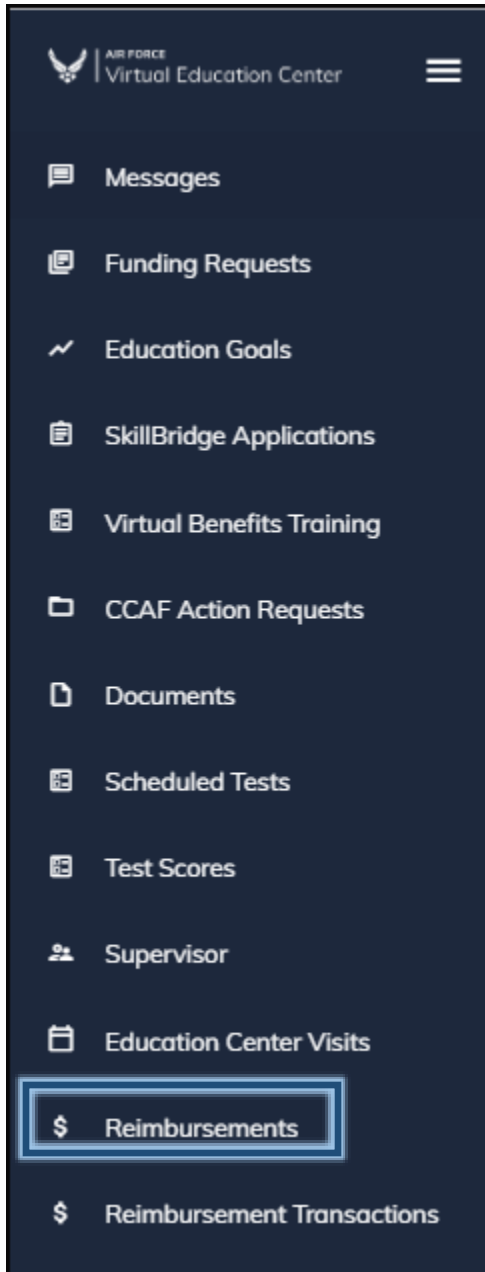
2. Select the course that you would like to reimburse and click "Process Reimbursement". Keep in mind that if more than one reimbursement is submitted at the same time, the deductions will be made simultaneously.

3. If you wish to request a waiver, use the Messages link to contact the CFT. Employees will process the reimbursement after the [TA Reimbursement Waiver Request](#) form is submitted and the approval / disapproval is received.
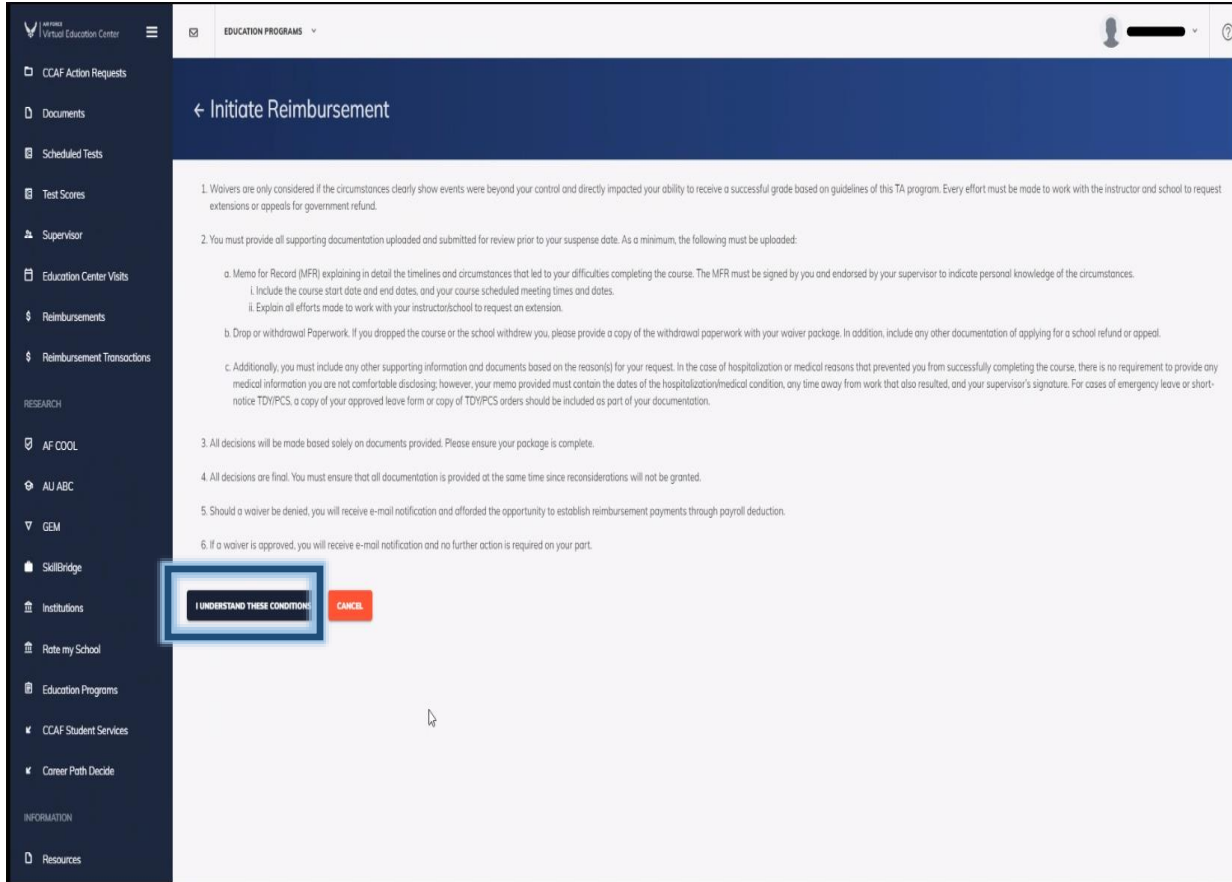
4. Select Method of Reimbursement "Lump Sum Payroll" to repay the entire debt for the selected course within one pay period. Select "Payroll Deduction" to pay in installments. The minimum payment per course per pay period is $25 and the reimbursement must be completed within twenty-six (26) pay periods. Select Method of Reimbursement "Waiver" only if you have received an approved waiver form from the CFT.

Section 8: Contact Information

CAREER FIELD TEAM ORGANIZATIONAL EMAIL ADDRESS

Use the AFVEC Messages link to contact the Career Field Team and keep a record of all correspondence. PDFs can be attached to the messages if additional information is requested, if there is an update to the degree plan, or if there is a need to submit a transcript for the Funding Request manual grade update thirty (30) days or more after the class end date.

Below is a list of Career Field Teams and their organizational email addresses:

Career Field Team (CFT)	CFT Org Box Email
Audit	afpc.audit.cft@us.af.mil
CE	afpc.ce.cft@us.af.mil
Contracting	ccpta@us.af.mil
Cyberspace & Information Technology	afpc.comminfo.cft@us.af.mil
Financial Management	afpc.fm.cft@us.af.mil
Force Support	afpc.forcesupport.cft@us.af.mil
History & Museum	afpc.historymuseums.cft@us.af.mil
Intel	afpc.intel.cft@us.af.mil
International Affairs	afpc.ia.cft@us.af.mil
Legal	dorenda.legendre@us.af.mil
Logistics	afpc.logisticscareerfieldprogram@us.af.mil
Medical	afpc.medical.cft@us.af.mil
Ops	afpc.operations.cft@us.af.mil
Program Management	afpc.prgmgt.cft@us.af.mil
Public Affairs	afpc.pa.cft@us.af.mil
Safety	afpc.safety.cft@us.af.mil
Scientist & Engineer	afpc.se.cft@us.af.mil
Security	afpc.security.cft@us.af.mil
Special Investigations	siccp@us.af.mil