



Navy College Program (NCP)

Tuition Assistance/NCPACE DL *Command Approver* Training

Updated 8-17-2017

<https://www.navycollege.navy.mil>



PURPOSE

1. Ensure understanding of the command's role in the Navy Tuition Assistance (TA) funding process.
2. Increase Command Approver (CA) accountability.
3. Outline responsibilities of Service Member, Command Approver, and Navy College Program (NCP) Staff (*Navy College Office (NCO)/Navy College Virtual Education Center (NCVEC)*) in Tuition Assistance Process.
4. Seamless and efficient implementation of the Navy Tuition Assistance Program.



BACKGROUND

TA Process



- ❖ *Endorsement by the Command Approver (CA) confirms the Service Member has met the **command screened** requirements related to TA/NCPACE DL policies and procedures.*
- ❖ *Endorsement by Command Approver **is one eligibility requirement and DOES NOT guarantee TA/NCPACE DL funding!***
- ❖ ***All TA/NCPACE DL applications must be submitted electronically through MyNavyEducation.***



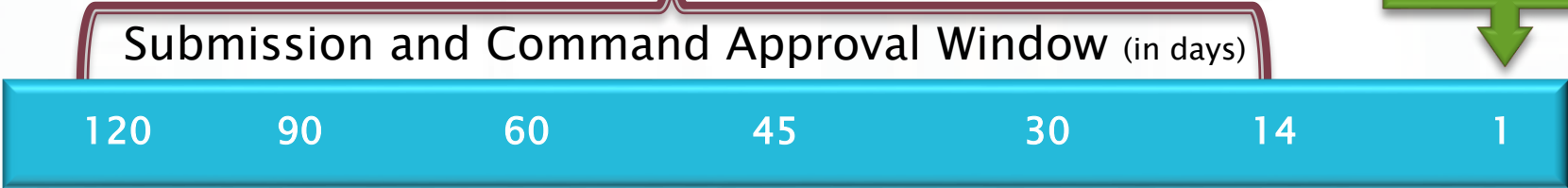
TA/NCPACE DL APPLICATION PROCESS



Service member may submit applications up to 120 days prior to the start date. Applications **MUST** be submitted and command approved NLT 14 days prior to the term start date

Must receive command approval

TERM START DATE



After command approval, TA/NCPACE DL auto-authorizes or NCP receives TA application. Applications are processed by term start date, and in the order of command approval date.

Service member **monitors** e-mail for anything req'd by NCP to complete processing of TA/NCPACE DL application



SERVICE MEMBER RESPONSIBILITY

Am I (Sailor) ready for TA?

- Course Load
- Past Grades
- Repayment for poor performance
- Out of Pocket Expenses
- Personal Finances
- Command Schedule
- Professional Commitment
- Method of Course Delivery
- Family Commitments
- Academic Skills/Readiness



SERVICE MEMBER RESPONSIBILITY

INITIATING TUITION ASSISTANCE PROCESS

- *New users only:* Complete the Virtual Counseling 101
- Complete TA policies training via MyNavyEducation
- Acquire and upload education plan
- Complete required Navy College Program Counseling
- Follow the command's internal TA/NCPACE DL application process
- Submit TA/NCPACE DL electronic application
- Monitor & confirm command approval of TA **14 days** prior to term start date
- If necessary, follow up with NCP staff to ensure authorization
- Submit TA/NCPACE DL voucher to school for payment
- Attend and successfully complete course
- Ensure grade posted to record 30 days after EVERY completed course
- ***Restart Process at least 30 days before Next Term Start Date!***



COMMAND APPROVER OVERVIEW

- Certify the service member meets particular **eligibility requirements**.
- Confirm the specific **ineligibility circumstances** do NOT apply to a service member.
- Verify reservist meets required **active duty service criteria**.
 - ❖ *TA/NCPACE DL applications MUST be command approved NLT 14 days prior to the start date.*
 - ❖ *Command Approver's (CA) should never approve their own TA/NCPACE DL applications. This is a conflict of interest.*
 - ❖ *Recommend all Command Approvers complete the WebTA online training.*
 - ❖ *CA is CO or designated by CO. Recommend "By Direction" authority be senior enlisted or above.*
 - ❖ *Commands should have designated Alternate Approvers*



CERTIFY ELIGIBILITY REQUIREMENTS

First Permanent Duty Station (PDS)

Member served at least 2 years in the Navy

- ❖ NAVADMIN 114/19 waiver not available

Separation, End of Active Obligated Service (EAOS)

Member will be on active duty on or after the course completion date.

Physical Fitness Assessment

Member passed the most recent Physical Fitness Assessment (PFA), or received a waiver.

Advancement Eligible

Member has passed their most recent advancement exam.

Recommended for Advancement

Member must be recommended for advancement or promotion on their most recent evaluation/fitness report



CONFIRM INELIGIBLE CIRCUMSTANCES

Never approve TA/NCPACE DL applications for service members

who fall into these 2 categories.

Non-Judicial or Court Martial, Appellate Leave or Administrative Separation

Member received NJP within the last 6 months or is pending administrative action/separation.

Currently Enrolled in Navy Training or Education Programs Leading to a Degree

Graduate Education Voucher (GEV), Advanced Education Voucher (AEV), and any Navy-sponsored scholarship program or officer ascension program leading to a degree.



VERIFY RESERVIST REQUIREMENTS

All Reservists

✓ Service Member meets all other TA eligibility requirements

Enlisted Reservists

Member must be ordered to active duty for 120 consecutive days or more.

Officer Reservists-most are ineligible

Member ordered to active duty for **TWO** years beyond the completion date of last TA funded course.

Course must be started and completed while on **active duty**.



COMMAND APPROVER RESPONSIBILITY



Sailor factors to consider:

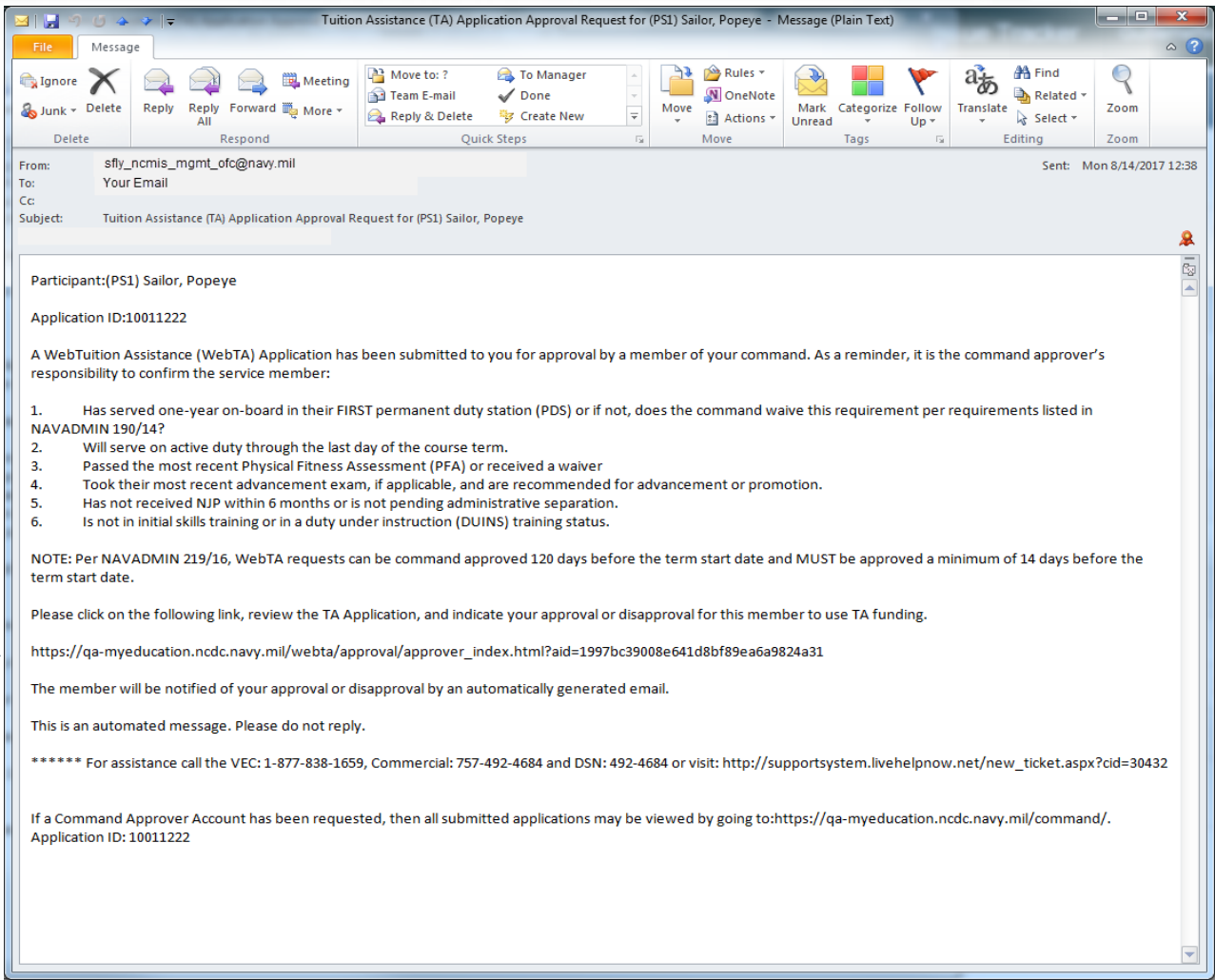
- Family financial issues
- Command schedule conflicts
- Method of delivery
- Personal stability
- Course load

On to
NCP
for
processing



EXAMPLE OF TA APPLICATION EMAIL MESSAGE

Notice Subject line:



Cut and paste this link into your browser. →

New Command Approver Account provides access to all pending command TA requests →



EXAMPLE OF COMMAND APPROVER SCREENS

1.

Application - Command Approval

Application (10011222)

Name (PST) Sailor, Popeye	Work Phone (502) 555-1212	DSN Phone 492-1212	Personal Phone (502) 555-1213
EDIDOD ID 123123123	Work Email Official Email	Personal Email PopeyeSailorMan@gmail.com	

Approver Information

Name Last Name, First Name	Work Email Official Email	Work Phone	DSN Phone
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Academic Information

Education Office NCO SAN DIEGO	School Embry Riddle Aeronautical University	Term Start Date 2017-09-30	Term End Date 2017-11-30
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Courses

BSAB371 - LEADERSHIP			
Location/Distance Learning	Level/Undergraduate	Instruction Mode/Internet	Credit Units: Semester
Credit Hours: 3	Cost Per Hour: \$250.00	Total Cost: \$750.00	Estimate Authorized Amount \$750.00 for 3 credit hours.

Eligible Requirements:

- 1. OFF-DUTY EDUCATION WHILE ON ACTIVE DUTY
 - a. Sailor will have time to pursue an off-duty education, balance military obligations, and is successfully progressing or has completed professional qualifications.
 - b. Courses funded by Tuition Assistance **MUST** be completed while on active duty.
- 2. FIRST PERMANENT DUTY STATION (PDS)
 - a. Officer and enlisted new accessions are required to have one year onboard their first permanent duty station before TA or NCPACE funds will be authorized.

1. Review Sailor's application.
2. Approve or Reject the application.

- a. Sailor will have time to pursue an off-duty education, balance military obligations, and is successfully progressing or has completed professional qualifications.
 - b. Courses funded by Tuition Assistance **MUST** be completed while on active duty.
- 2. FIRST PERMANENT DUTY STATION (PDS)
 - a. Officer and enlisted new accessions are required to have one year onboard their first permanent duty station before TA or NCPACE funds will be authorized.
 - b. A new Accessions Officer who has completed a tour as an enlisted service member is exempt from this provision.
 - c. A command waiver for the PDS requirement may be granted per NAVADMIN 190/14.
 - 3. ADVANCEMENT ELIGIBLE, PHYSICAL FITNESS ASSESSMENT and RECOMMENDED FOR ADVANCEMENT
 - a. Advancement eligible Sailors must have taken and passed their most recent advancement exam.
 - b. Sailors shall have passed the most recent physical fitness assessment or been medically waived from most recent PRT.
 - c. Sailors must be recommended for promotion or advancement on their most recent evaluation/fitness report.
- Ineligible Circumstances:**
- 4. NON-JUDICIAL OR COURT MARTIAL, APPELLATE LEAVE OR ADMINISTRATIVE SEPARATION
 - a. When convicted at a special or general court-martial and sentenced to a punitive discharge or confinement.
 - b. When found guilty at a summary court martial or awarded non-judicial punishment in the previous six months.
 - c. Sailors on appellate leave.
 - d. Sailors pending administrative separation.
 - 5. ENROLLED IN NAVY TRAINING OR EDUCATION PROGRAMS
 - a. Sailors participating in initial skills or duty under instruction status.
 - b. Sailors participating in a Navy education program such as, but not limited to, Graduate Education Voucher, Advanced Education Voucher, and any Navy-sponsored scholarship program.
 - c. Sailors enrolled in an officer accession program involving full-time instruction at a civilian institution.
- Reservist Requirements:**
- 6. ENLISTED RESERVISTS
 - a. Must be ordered to active duty for 120 days or more.
 - b. Must have completed one year at their Navy Operational Support Center or equivalent to use TA funds.
 - c. Meets all other TA eligibility requirements.
 - 7. OFFICER RESERVISTS
 - a. Ordered to active duty for TWO years beyond the completion date of any TA-funded course.
 - b. Must have completed one year at their Navy Operational Support Center or equivalent to use TA funds.
 - c. Meets all other TA eligibility requirements.

Endorsement Statement

As the command approver, I endorse this sailor meets the above listed command approver certification criteria. I have reviewed the TA request for completeness and accuracy. I understand that command endorsement does not guarantee tuition assistance for this sailor.

2.

Approve Application Reject Application



EXAMPLE OF COMMAND APPROVER SCREENS

3.

3. Approval Verification
4. Rejection Verification

Eligible Requirements:

- 1. OFF-DUTY EDUCATION
 - a. Sailor will have completed professional qualifications.
 - b. Courses funded by TA or NCPACE funds.
- 2. FIRST PERMANENT ACCESSION
 - a. Officer and enlisted sailor will be authorized for TA or NCPACE funds.
 - b. A new Accession.
 - c. A command waiver.
- 3. ADVANCEMENT
 - a. Advancement.
 - b. Sailors shall have completed professional qualifications.
 - c. Sailors must be in good standing.

Ineligible Circumstances:

- 4. NON-JUDICIAL OFFENSE
 - a. When convicted at a special or general court-martial and sentenced to a punitive discharge or confinement.
 - b. When found guilty at a summary court martial or awarded non-judicial punishment in the previous six months.
 - c. Sailors on appellate leave.
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Reservist Requirements:

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Reviewer Information

Rate/Rank	Last Name	First Name
CAPT	JONES	DAVY

Review Comment(Optional)

Maximum size is 4,000 characters.

Cancel Approve

Eligible Requirements:

- 1. OFF-DUTY EDUCATION
 - a. Sailor will have completed professional qualifications.
 - b. Courses funded by TA or NCPACE funds.
- 2. FIRST PERMANENT ACCESSION
 - a. Officer and enlisted sailor will be authorized for TA or NCPACE funds.
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Reviewer Information

Rate/Rank	Last Name	First Name
CAPT	JONES	DAVY

Review Comment(Required)

Maximum size is 4,000 characters.

Cancel Reject

4. Comment required for rejection



EXAMPLE OF COMMAND APPROVER SCREENS

5. **NEW** Command Module
6. All pending applications

Command Home Command Approval - Jones, Davy -

Approve TA Requests

Navy College Management Information System
Voluntary Education for the Sea Services

Command Home Command Approval - Jones, Davy -

Welcome to the Command Module **Click on Approve TA Requests**

Submitted applications can be reviewed and approved here.

June 21st Testing Updates 2017-06-21

- Command Urls added to both approval email and is displayed after the application has been approved.
- Corrected Spelling for "Submitted" and updated verbiage for Navy Installation lookup.
- Fixed bug where next.fy was incorrect, used for next years quota.
- Updated Query for By Participant Document, to not show authorized, not authorized, or cancelled applications.
- Added verbiage to show substitute course as a fallout reason in Document Management.
- Updated login code for command approvers to track down bug.

June 19th Updates 2017-06-20

- Other Tuition Rate: Fixed where it was causing a 301 error
- Automatic Authorization: Document Management does not check the branch because the branch is part of the education level already. The mapping id to id is what matters. In the case of high school, each branch has their own education level(L) with its own id. The navy's education level does not have a immediate education goal mapped to it. This will require
- Manual Authorization: Fixed issue with tuition rate.
- Added remove/delete confirmation to application, document management, counseling, and command note.
- Fixed bug where pin was still displaying after initial authorization.

[View All Announcements](#)

Approve Submitted Applications [Refresh](#) ?

App ID	Participant(EDI)	Created Date	Updated Date	School	Start Date	End Date
10011222	Sallor, Popeye (123123123)	2017-08-14 12:46	2017-08-14 12:47	Embry Riddle Aeronautical University	2017-09-30	2017-11-30
10011555	Nautical, lam (321321321)	2017-08-14 12:29	2017-08-14 12:30	Embry Riddle Aeronautical University	2017-09-30	2017-11-30

6.



NCP TA/NCPACE DL PROCESSING

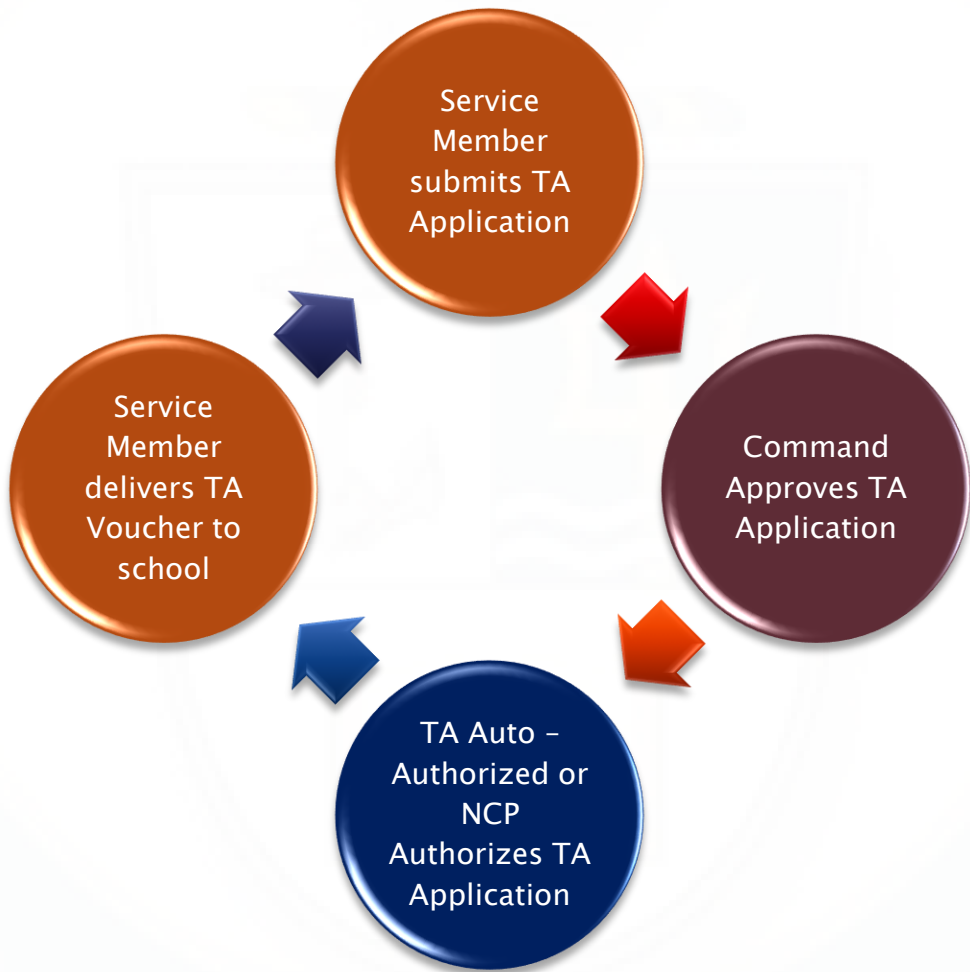


NCP Staff Verify:

- TA/NCPACE DL application command approved *NLT 14 days before* term start date
- Review MyEducation Record for:
 - ✓ Academic Counseling
 - ✓ Unofficial Education Plan **or** ✓ TA Training Completed
 - ✓ Official Education Plan (EEP)
- Grade point average (GPA) for TA funded courses above
 - ✓ 2.0 Undergraduate
 - ✓ 3.0 Graduate
- Check for any TA reimbursable grades present in MyNavyEducation
- Validate course required for degree completion
- Correct/Verify information on WebTA application as necessary:
 - ✓ Valid Course Numbers
 - ✓ Correct Cost Per credit Hour
 - ✓ Credit Type
 - ✓ Term Start Date
- Funding availability



Tuition Assistance: Continuous Life Cycle





Questions?

Navy College Virtual Education Center

Director

NETPDC (N2)

1-877-838-1659

DSN 492-4684

Commercial 757-492-4684

Fax Number: 757-492-5095

Hours of Operations

0700 - 1900 EST,

Monday-Friday

Help Request or Live Chat option:

<http://supportsystem.livehelpnow.net/?cid=30432>



IMPORTANT LINKS

Navy College Program (NCP) Website

<https://www.navycollege.navy.mil/>

MyNavyEducation

TA/NCPACE DL Application & Online TA/NCPACE DL Training

<https://myeducation.netc.navy.mil/>

Tuition Assistance (TA) Information

<https://www.navycollege.navy.mil/tuition-assistance/index.htm>



REFERENCES

- ❖ DOD Instruction 1322.25 of 15 March 2011, Incorporating Change 1 dated 6 December 2012, “Voluntary Education Programs”
- ❖ SECNAV Instruction 1560.4A of 1 Dec 2005, “Department of the Navy Voluntary Education (VOLED) Program”
- ❖ OPNAV Instruction 1560.9A of 4 March 2008, “Voluntary Education (VOLED) for Navy Sailors”
- ❖ NETC Instruction 1560.3 of 20 January 2011, “Navy Voluntary Education Programs”
- ❖ Navy College Program Website: <https://www.navycollege.navy.mil>
- ❖ NETC Letter dated 15 AUG 07, “Additional Guidance to NAVADMIN 161/07”
- ❖ NAVADMIN 042/08, 120006Z FEB 08, “Changes to Education Priorities and Management of Off-duty Voluntary Education (VOLED for TA and NCPACE Programs)”
- ❖ NAVADMIN 105/10, 231503Z MAR 10, “Changes to Education Priorities and Management of Off-duty Voluntary Education for Tuition Assistance (TA) and Navy College Program for Afloat College Education (NCPACE)”
- ❖ NAVADMIN 245/10, 220052Z JUL 10, “Change to FY11 Tuition Assistance Policy Implementing Quarterly Allocation”
- ❖ NAVADMIN 029/12, 242216Z JAN 12, “Establishment of New Policy for Tuition Assistance (TA)”
- ❖ NAVADMIN 305/12, 021957Z OCT 12, “Tuition Assistance Policy Change”
- ❖ NAVADMIN 190/14, 211658Z AUG 14, “Education Policy Update”
- ❖ NAVADMIN 219/16, 301201Z SEP 16, “Navy College Program Transformation”
- ❖ NAVADMIN 114/19, 211448Z MAY 18, “Tuition Assistance Program Updates”



SAMPLE INTERNAL COMMAND REQUEST CHITS (OPTIONAL)



Command Special TA Application form

SPECIAL REQUEST/AUTHORIZATION			
<small>PRIVACY ACT STATEMENT THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 552. THE PRINCIPAL PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AID. APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.</small>			
1. NAME: Sailorman, Popeye	2. RATE: LS2		
3. SHIP OR STATION: USS ALWAYSREADY	4. DATE OF REQUEST (YYYYMMDD) 2014-10-14		
5. DEPARTMENT/DIVISION: OPS	5. DUTY SECTION/GROUP:		
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input checked="" type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED: 0	FROM (DATE AND TIME): LIST TERM START DATE	TO (DATE AND TIME): LIST TERM END DATE	
9. DISTANCE (MILES): 0	MODE OF TRAVEL:	<input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS	
10. I FAVE ADDRESS: N/A		11. TELEPHONE NUMBER:	
12. REASON FOR REQUEST: Respectfully request to enroll in _____ at _____ University to continue studies. Course Dates: . See Enclosure (1)			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY: _____ DUTY STATION: _____ Block 14 recommended as N/A.	
15. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

OR

Command Checklist

Command Responsibilities for Approving TA Applications

Background: Command Approval is the first step in the TA application process following submission. This enclosure summarizes the Command Approver's responsibilities in the TA approval process. Commands may elect to pre-screen their Sailors prior to having them submit for TA or they may do this screening during the WebTA electronic application process. The Command Approver's email address listed on the TA application will receive an approval link usually 15 minutes after application submission by the Sailor. Following Command Approval, the application is forwarded to the VEC for further processing and funding. **All applications must complete the entire process prior to the course start date to be eligible for funding.** Once authorized Sailors must turn in their printed voucher to the school for payment. 30 days in advance of the course start date is the suggested time to start the TA application.

TA funding is requested for the below courses:

Course #	Course Title	Term Start/End Dates

Command Checklist:

A Sailor's Command must certify the following prior to approving a Sailor's Military Tuition Assistance Application:

- Will have time to pursue an off-duty college course and balance military obligations.
- Has served one-year on-board in their FIRST permanent duty station (PDS) or has been granted a Command waiver for the PDS requirement by: (NAVMIN 105/10; 190/14)
 - Receiving education counseling by a Navy College counselor
 - Having an education plan approved by a Navy College counselor.
 - Receive the Command's leadership triad endorsement
- Will serve on active duty through the last day of the course. (OPNAVINST 1560.9A)
- Passed the most recent Physical Fitness Assessment (PFA) or received a waiver. (OPNAVINST 1560.9A)
- Took their most recent advancement exam, if applicable, and are recommended for advancement or promotion. (OPNAVINST 1560.9A)
- Have not received a NJP within 6 months or are not pending administrative separation. (OPNAVINST 1560.9A)
- Not under instruction in initial skills training or in a duty under instruction (DUINS) training status. (OPNAVINST 1560.9A)

*Note. Enlisted Reservists on active duty >120 consecutive days may request TA if course will be completed while on active duty. Officers using TA incur a mandatory 2 year service obligation. CO or by direction authority's email address for Command Approval.