

## **NON-APPROPRIATED FUND CENTRALLY-FUNDED TUITION ASSISTANCE PROGRAM**

Nonappropriated Fund (NAF) employees who meet eligibility requirements may request centrally-funded tuition assistance. The goal of tuition assistance is to assist civilians in their continued self-development and includes coursework at the associate, bachelor, and master levels at an accredited college or university. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting current and future needs of the Air Force. TA is not provided for post-masters coursework or for courses at a lower level equal to a degree already obtained.

### **BASIC ELIGIBILITY REQUIREMENTS**

- ❖ 1 year of federal service (NAF, APF, AAFES, or DECA)
- ❖ Current active NAF employee (cannot be on LWOP)
- ❖ Minimum of "Satisfactory" on most recent performance appraisal

### **TA RATES: How Much Does NAF TA Pay?**

- ❖ TA is limited to 75% of tuition costs not to exceed \$250.00 per semester hour or \$166.00 per quarter hour (Maximum \$750.00 per course)
- ❖ TA is limited to \$4500.00 per person, per fiscal year
- ❖ TA does not cover books, laboratory fees, or other related costs
- ❖ 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, grants, etc.

### **WHAT WILL TA PAY FOR?**

- ❖ TA reimbursement is to be used for course(s) contributing to occupational/institutional competencies, special interest needs, and readiness by supporting current/future AF needs.
- ❖ TA is not provided for post-masters coursework or for courses at a lower level equal to a degree already obtained
- ❖ TA will pay for CLEP or DANTES exam fees (sitting fees are at the student's expense)
- ❖ TA is only available from accredited institutions; see U.S. Department of Education – Database of Accredited Postsecondary Institutions and Programs – <https://ope.ed.gov/accreditation/Search.aspx>

### **SUBMISSION PROCESS (How Do I Apply?)**

Current active AF NAF employees who meet eligibility requirements must submit the following documents to [afpc.nafcareers@us.af.mil](mailto:afpc.nafcareers@us.af.mil) :

- ❖ Completed SF182
- ❖ Copy of degree plan, course description for class, and university's fee schedule
- ❖ If requesting payment to the school, provide contact information for the registrar's office where payment can be made (if this information is not provided or incorrect, then the student will be responsible for paying the bill upfront and then seeking reimbursement)
- ❖ Most current personnel action (AF Form 2545)
- ❖ Signed copy of the TA Agreement

- ❖ Copy of most recent performance appraisal

The subject line for the email must follow this construct:

“FOUO: Last Name-Course Number, Course Title, Course Dates, (Base Name)”

- ❖ Applications for TA should be received 45 days prior to the starting date of the course
- ❖ Applications will not be considered after the start date of the course under any circumstance
- ❖ Incomplete application packages will not be processed; waivers will not be approved for any eligibility requirements
- ❖ Both the SF182 and NAF TA Agreement are available on the AFSVC Portal Page:  
<https://cs2.eis.af.mil/sites/100d42/Pages/HR/NAFCareerProgram.aspx>

### **APPROVAL PROCESS**

- ❖ TA requests will be processed on a first-come, first-served basis
- ❖ No more than two classes per semester will be approved per person
- ❖ TA funding is not a guaranteed benefit/condition of employment and past approved TA does not guarantee future funding

### **COMPLETION REQUIREMENTS**

- ❖ Undergraduate Courses: Successful completion requires a grade of C or better. If grades are below a C, individual must reimburse the Air Force
- ❖ Graduate Courses: Successful completion requires a grade of B or better. If grades are below a B, individual must reimburse the Air Force
- ❖ Within 30 calendar days of course completion, member must provide a copy of the grade report to the NAF Career Field Team at [afpc.nafcareers@us.af.mil](mailto:afpc.nafcareers@us.af.mil)

### **NOTEWORTHY**

- ❖ If the member withdraws from the course after the TA has been approved, he/she must notify the Force Support Career Field Team immediately to ensure the funds are de-obligated and available for other uses.
- ❖ If the member is no longer a current active NAF employees, he/she must notify the Force Support Career Field Team immediately to re-pay any funds that have been issued for the courses
- ❖ Employees may update their own education record in Defense Civilian Personnel Data System (DCPDS) using the MyBiz+ self-service module. Any changes you make to your education information using MyBiz+ (<https://compo.dcpds.cpms.osd.mil/>) will update DCPDS and be reflected in your personnel record. Note: Only degrees from accredited institutions may be updated
- ❖ Any questions should be directed to the Force Support Career Field Team at DSN 665-2596, Comm 210-565-2596, or via email: [afpc.nafcareers@us.af.mil](mailto:afpc.nafcareers@us.af.mil)