



## Initial and Refresher Memorandum of Understanding (MOU)

Watch our video on YouTube at

<https://youtu.be/Fo9qjAhib2o>

Or go to YouTube and search for "Air Force TA Briefing"

*By checking applicable boxes and signing you are acknowledging that you have viewed the video for INITIAL/REFRESHER counseling provided by the Holloman Education Center. If you are unclear on your duties and responsibilities they are outlined in DAFI 36-2670 ch 6.*

**PLEASE CHECK ALL BOXES BELOW AFTER BRIEFING COMPLETION, SIGN, AND DATE THE FORM**

- New MilTA users:** Complete a Mandatory Career Path Decide report (link is below) and upload to your AFVEC account. Email the org box to request or decline CPD counseling. <https://www.careerpathdecide.org>
- Credit transfer requirements and limitations Accreditation types; national vs regional Discussed on-base school options
- MilTA benefits eligibility, responsibilities, requirements, uses, procedures, and prohibitions
- Different types of classes and learning platforms
- How to create an education goal
- Discussed evaluated degree plans vs. unevaluated degree plans and their limitations
- Discussed other funding sources; GI Bill, FAFSA, and scholarships
- Foreign transcript evaluations
- Discussed AFVEC procedures and responsibilities on keeping records current
- \*\* (Enlisted Members only)** Explained CCAF degree requirements
- CCAF credits earned and application
- How to access CCAF progress report
- CCAF graduation requirement
  
- \*\* CCAF Instructors ONLY** - If you are a CCAF Instructor check this box and proceed to the Education Center for your CCAF Contract and TA Funding Request. You are not authorized MilTA, the Education Center is responsible for Issuing funding for you.

Print Name (Last, First, Middle Initial)

Signature

Date

(Military Email Address)

Email completed form to this email address:  
[49fss.fsde.educationoffice@us.af.mil](mailto:49fss.fsde.educationoffice@us.af.mil)

I have my Career Path  
Decide results and Initial  
Briefing complete!

**Now What?**

## Follow Steps 1-6

1. To get started with MilTA, upload your Career Path Decide results to your AFVEC account. Additionally, you can either email the office for CPD counseling or request to decline it. <https://www.careerpathdecide.org>
2. Email completed Initial/Refresher MOU to the Education Center, and the Education Center will proceed to update your record and unlock your AFVEC account.
3. Find a School
  - You can find a school by Occupation, Location, and/or Major at <https://careerpathdecide.usalearning.gov/career-planning/quick-match>
  - You can find a school that accepts MilTA at <https://www.dodmou.com/tadecide/>
4. Create Education Goal in AFVEC
  - Obtain your degree plan (PDF format) to upload to your Education Goal
  - Education Center will approve Education Goal
5. REGISTER FOR COURSES WITH SCHOOL
  - \*Make sure Supervisor's information is up to date in AFVEC\*
6. Request MilTA Funding in AFVEC **45-7 days prior** to class start date
  - Supervisor **MUST** approve MilTA No Later Than **1 day before** class start date or TA will be auto deleted from AFVEC
  - Education Center reviews/approves MilTA request after Supervisor's approval

[49fss.fsde.educationoffice@us.af.mil](mailto:49fss.fsde.educationoffice@us.af.mil)

575-572-3971

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