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Personnel

VOLUNTARY EDUCATION PROGRAM



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Chapter 1

PROGRAM OVERVIEW

1.1. Background. The DAF Voluntary Education (VoEd) Program supports Force Development by maintaining a highly educated force. The program supports off-duty VoEd goals for Regular Air Force (RegAF), United States Space Force (USSF), Air National Guard (ANG), and Air Force Reserve (AFRES) Service members. VoEd supports DAF recruiting and retention efforts with an in-service benefit program and enhances mission readiness by developing Service members' occupational and foundational competencies. Through professional and VoEd, Service members develop broader depth of knowledge, skills, and abilities to include science, technology, engineering, and mathematics (STEM) competencies as well as critical thinking and problem-solving.

1.1.1. Vision. A military force empowered by continuous learning, where Airmen and Guardians develop the advanced skills and knowledge, fueling both personal and professional growth, crucial to building and modernizing the capabilities essential for future mission success.

1.1.2. Mission. To provide agile and effective VoEd opportunities that equip Airmen and Guardians with the cutting-edge knowledge and education needed to meet emerging threats and contribute to a modernized, technologically advanced force.

1.2. Scope. The Air Force Voluntary Education Programs Branch (HAF/A1DLV) establishes the VoEd Program vision and mission based on the needs of the DAF and its Service members. The DAF VoEd Program is comprised of four core functions:

1.2.1. Provide Office of Personnel Management (OPM) qualified professional advisement services in accordance with 32 CFR, Part 68, to advise Services members on the VoEd program.

1.2.2. Administration and oversight of voluntary testing programs (does not include promotion, Career Development Course (CDC) or language proficiency exams).

1.2.3. Management and oversight of the Military Tuition Assistance (MilTA) program to include policies and advocacy of budget through the Program Element Monitor (PEM) for the Program Element Codes (PEC) 89732 (MilTA) and 84702 (personnel/supplies/contracts).

1.2.4. Administration of on-base academic program management at Education and Training Sections (E&TS) to ensure compliance with DoDI 1322.25, *Voluntary Education Programs* and Executive Order 13607, *Principles of Excellence for Educational Institutions*.

Chapter 2

ACTIVE DUTY VOLED (ROLES & RESPONSIBILITIES)

2.1. Deputy Chief of Staff for Manpower, Personnel, and Services (HAF/A1) through the Directorate of Force Development (HAF/A1D) shall: Oversee policy, advocate for the DAF VolEd Program, and interface with the Office of the Secretary of Defense (OSD) concerning policy development and implementation of legislative initiatives. The Assistant Secretary of the Air Force for Manpower and Reserve Affairs discharges this responsibility for the Secretary of the Air Force and provides secretarial oversight of the VolEd Program. HAF/A1D will implement policy and submit a budget for requirements.

2.2. Headquarters Air Force VolEd Branch Chief (HAF/A1DLV) shall: Be OPM 1740 qualified and is responsible for implementing Department of Defense (DoD) and DAF policies for the VolEd Program to include the establishment of the program's vision and mission.

2.2.1. Serve as functional advisor to DAF senior leaders on VolEd issues. Provide quarterly and annual reports to OSD.

2.2.2. Collaborate on procedures and policy with mission partners to include the Space Force Directorate of Force Development (SF/S1D), Community College of the Air Force (CCAF), Air Force Credentialing Opportunities On-Line (AFCOOL) Program Office, VolEd MAJCOM functional managers (MFM), the VolEd Business Process Owners (BPO), and the MilTA Central Office (Central Office).

2.2.3. Provide base-level Education and Training Sections (E&TS) support and resources for program implementation.

2.2.4. Develop and maintain the Air Force Automated Education Management System (AFAEMS), Air Force Virtual Education Center (AFVEC), Academic Institution Portal (AI Portal), and the AFCOOL Program websites.

2.2.5. Serve as PEM for PEC 89732 and 84702. Develops the Program Objective Memorandum (POM) and ensures funding availability for the MilTA program, VolEd professional development, AFCOOL, and E&TS operation and maintenance costs.

2.2.6. Represent the DAF in DoD VolEd assessments and program reviews as required.

2.2.7. Coordinate with other Service VolEd Chiefs on joint and uniform issues and policies. Represent DAF on the DoD Inter-Service VolEd Board (IVEB) and other appropriate Service-level advisory committees and working groups. Serve as the DAF liaison for academic institutions (AI) and other professional organizations affiliated with voluntary, post-secondary/adult education.

2.2.8. Respond to congressional inquiries and complaints received by the Postsecondary Education Complaint System.

2.2.9. Coordinate on VolEd Program related data requirements for applicable military personnel data systems and AFAEMS.

2.2.10. Coordinate in partnership with Air Education & Training Command (AETC) on requests for American Council of Education (ACE) evaluations for DAF technical schools and training courses.

2.2.11. Serve as Functional Manager for all OPM series 1740 career field positions within the DAF VolEd Program and coordinates on classification changes for listed position descriptions on the Standard Core Personnel Document Library.

2.2.12. Ensure VolEd Program personnel, to include contractors, meet required OPM job series qualifications for Education Services Specialists, Guidance Counselors, E&TS Chiefs (E&TSC) and MAJCOM Functional Managers (MFM) Military Training and Education Operations Section (AFPC/DPMSST).

2.3. Deputy Chief of Space Operations for Personnel (SF/S1) shall: Support policy, guidance, direction, and advocacy for all matters pertaining to the formulation, review, and execution of plans, guidance, programs, and budgets addressing USSF Service members.

2.4. Director, Force Development (SF/S1D) shall: Support policy and guidance related to USSF Service members, coordinating efforts with HAF/A1DLV while serving as an advisor to SF/S1.

2.4.1. Appoint VolEd liaison(s) within SF/S1D to strengthen collaboration between USSF education and training development initiatives and the DAF VolEd Program.

2.4.2. Supports USSF equities in the development and execution of AFAEMS, AFVEC, AI Portal, and AFCOOL Program websites. Coordinates USSF requirements for ACE evaluations related to USSF technical schools and training courses. Collaborates with mission partners, including the CCAF, AFCOOL Program Office, MFM, VolEd BPO, and the Central Office specific to the USSF.

2.4.3. Serve as liaison for USSF equities with Sister Service VolEd Chiefs to address joint issues and policies, representing USSF on the DoD IVEB and other relevant Service-level advisory committees and working groups in support of USSF priorities. Additionally, participates in DoD VolEd assessments and program reviews as required, while providing quarterly and annual reports to OSD on the VolEd Program as it pertains to USSF.

2.4.4. Support base level E&TS programs impacting USSF Service members, ensuring alignment with service priorities.

2.5. Air Force Personnel Center Military Training and Education Operations Section Chief (AFPC/DPMSST) shall: Direct the centralized MAJCOM Functional Manager operations for the VolEd Program which include the following:

2.5.1. Coordinate with HAF/A1DLV and SF/S1D for policy reviews, serve on committees and working groups, interpret and implement DoD, DAF, USSF and CCAF policies related to VolEd across subordinate units.

2.5.2. Serve as liaison between base E&TS and HAF/A1DLV as well as external partners such as AIs.

2.5.3. Work in conjunction with AFPC Airman Support Branch (AFPC/DPPSA) to address implementation and execution of processes for the VolEd Program.

2.5.4. Coordinate and facilitate regular and on-demand training opportunities for E&TS personnel.

2.5.5. Monitor activity and compile reports, statistics, and conduct audits, as required.

2.5.6. Conduct staff assistance site visits at the request of installation/delta leadership. Periodic site visits are critical to fostering professional relationships between MAJCOM Functional Managers and key stakeholders (e.g., Unit Leadership, the Resource Advisor, the Manpower office, etc.). A completed report is provided to the applicable commander, Force Development Chief and E&TSC within 30 calendar days of the visit.

2.5.7. Serve as MAJCOM VolEd Program point of contact to validate and coordinate all E&TS requirements in PEC 84702. Coordinate with E&TSC on budget submissions and liaise with the MAJCOM Financial Management Offices to validate the Operations and Maintenance annual data call requirements. Ensure PEC 84702 funds are received from the Secretary of the Air Force Financial Management Office (SAF/FM) and distributed to installations in accordance with HAF/A1DLV and SAF/FM Execution Plan guidance.

2.5.8. Plan and execute centralized budget allocations for annual training and professional development of VolEd services personnel.

2.5.9. Provide advisory and technical assistance on overseas contracts covering VolEd in Pacific Air Forces and United States Air Forces Europe/Air Force Africa.

2.5.10. Review and validate all non-personal services contract requests funded by PEC 84702. Ensure requested contracts are in support of the VolEd Program and use a standardized checklist. Maintain list of all approved contracts and ensure an annual review is completed within 60 calendar days of the anniversary of the contract award date.

2.5.11. Review and advise on requests for exceptions to policy for applicable VolEd programs.

2.5.12. Review and track required program performance metrics and internal controls to include the VolEd Program's Management Internal Control Toolset (MICT) checklists and AFAEMS reports.

2.6. VolEd Business Process Owner (AFPC/DPPSA) shall: Perform duties for active duty missions, to include but not limited to the following:

2.6.1. Develop guidance on processes and procedures to implement the full execution of the VolEd Program.

2.6.2. Collaborate with HAF/A1DLV and SF/S1D representative on policy review.

2.6.3. Assist AFPC/DPMSST and the Military Tuition Assistance Central Office (AFPC/DPSTSB) in execution and management of the VolEd Program.

2.6.4. Develop and report program information and metrics to Air Force Personnel Center (AFPC) and HAF leaders, as requested.

2.7. MilTA Central Office Chief (AFPC/DPSTSB) shall: Manage a centralized office responsible for implementing policy and procedures for MilTA funds for active duty personnel.

2.7.1. Pay school invoices, process and audit student reimbursements and refunds, and approve/disapprove waiver requests for certified MilTA funding requests.

2.7.2. Execute the MilTA budget and provide reports and metrics to HAF/A1DLV, when required.

2.7.3. Provide relative information on course grade updates, support to students, AFAEMS guidance, and coordination with E&TSs, MFMs, HAF/A1DLV, SF/S1D, and AIs.

2.8. Education and Training Section Chief (E&TSC) shall: Manage and direct the base-level education and training program. This Instruction addresses only those functions associated with the VolEd Program and does not cover military/civilian training or testing elements that fall under other functional communities.

2.8.1. Provide program oversight and advisement to installation leadership on VolEd issues and ensure the procurement of facilities and other requirements specific to the VolEd Program.

2.8.2. Ensure education services personnel are provided with an Individual Development Plan (IDP) in accordance with DAFI 36-2687. Review IDP annually with personnel and identify specific training tailored to the individual and supervisor's desired competencies.

2.8.3. Plan, advocate, and submit requests for funds in the annual budget for the professional development of E&TS staff members to the designated MAJCOM representative.

2.8.4. Serve as the commander's designated representative for compliance issues associated with on-base activities of AIs (not applicable to credentialing or SkillBridge providers).

2.8.4.1. Monitor actions and activities of AIs to ensure compliance with DoDI 1344.07, *Personal Commercial Solicitation on Department of Defense Installations*, DoDI 1322.19, *Voluntary Education Programs in Overseas Areas*, and DoDI 1322.25, *Voluntary Education Programs*.

2.8.4.2. Review all requests for installation access by AIs in AFAEMS and provide approvals/disapprovals on behalf of the installation/host commander.

2.8.5. Manage on-base academic programs for assigned populations. Procure on-base academic programs, validated by an official needs assessment survey, and conduct quality assurance metrics/reports of resident programs in accordance with DoDI 1322.25, *Voluntary Education Programs* and Presidential Executive Order 13607, *Principles of Excellence for Education Institutions Serving Service Members, Veterans, Spouses and Other Family Members*.

2.8.6. Participate in Unit Effectiveness Inspections (UEI), as required and outlined in DAFI 90-302, *The Inspection System of the Department of the Air Force*.

2.8.7. Ensure Service members are out-processed through the Virtual Military Out-processing System according to established guidance.

2.8.8. Serve as a liaison between Service members and the Central Office for issues related to funding requests and reimbursements.

2.8.9. Coordinate with Wing/Delta and Civil Engineering Squadron leadership to ensure adequate office space is available for Education Services Specialists/Guidance Counselors to conduct confidential discussions with Service members.

Chapter 3

ACTIVE DUTY VOLED - GUIDANCE AND PROCEDURES

3.1. VolEd Program - Resources and Infrastructure. The VolEd Program receives funds in PEC 89732 and PEC 84702 to support the mission in accordance with 10 USC § 2006a and § 2007.

3.1.1. VolEd Funding Guidelines. PEC 89732 funds MilTA payments, and PEC 84702 supports infrastructure, supplies, equipment, contracted personnel, civilian pay, travel, and professional development for the VolEd mission. This funding is not part of base operating support at any installation (including joint installations) and will not be used to fund any budget activities (missions) outside of VolEd to include base enlisted training, civilian training, formal training, Development Advisors, libraries, Professional Military Education (PME), and any stand-alone (not combined with VolEd testing) testing missions (Career Development Course (CDC) exams, Weighted Airmen Promotion System (WAPS) exams, language exams). **(T-0)**

3.1.2. Non-Personal Services Contracts (NPSC). The E&TSC may use NPSCs to support mission requirements of the VolEd Program if approved by AFPC/DPMSST and subject to availability of funds. The E&TSC must ensure the following:

3.1.2.1. Oversee the execution of base-level contracts and support agreements in accordance with applicable directives. **(T-3)**

3.1.2.2. Develop performance work statements and submit all NPSC requests to AFPC/DPMSST for review and approval prior to submission to the base contracting organization. **(T-2)**

3.1.2.3. Coordinate a review of the NPSC by the local manpower office and include a statement indicating federal positions are not available to perform the service(s). **(T-2)**

3.1.2.4. Ensure NPSCs will only be used to support the VolEd Program which includes OPM 1740 qualified academic advisors, education technicians and testing personnel necessary for VolEd testing. Contracts for Information Technology support may be submitted for consideration but will require coordination from the local Communications Squadron prior to approval. **(T-1)** Funding contracts for test administrators will be considered when the preponderance of testing duties support voluntary testing programs. **(T-1)**

3.1.2.5. Ensure established NPSCs are on a fixed or per unit basis. **(T-2)**

3.1.2.6. Ensure scheduled test sessions are for a minimum of 5 examinees. AFPC/DPMSST may waive requirements in extenuating circumstances or for Geographically Separated Units (GSU). **(T-2)**

3.1.3. E&TS Annual Budget. E&TSC will prepare an annual financial plan for PEC 84702, submit to base leadership, and provide a copy to their MFM for coordination. **(T-2)** The plan may include funds for personnel's professional development, approved NPSCs, supplies and equipment.

3.2. MilTA Central Office (Central Office) Oversight. The Central Office is the centralized cost center and manages financial actions related to the MilTA program for the DAF. **(T-1)**

3.2.1. Budget Oversight. Prepare and submit annual MilTA budget requirements for PEC 89732F to HAF/A1DLV and track expenditures in AFAEMS and other finance systems. **(T-1)**

3.2.1.1. Process and pay MilTA invoices within established timeframes. **(T-1)**

3.2.1.2. Work with AI representatives and leaders to resolve disputes or discrepancies in payments, grades, etc. **(T-1)**

3.2.1.3. Processes invoice reconciliation, reimbursement, and refund actions in accordance with the Financial Management Office and HAF/A1DLV guidance. **(T-1)** Note: Central Office is not the OPR for removal of the Officer's Active Duty Service Commitments (ADSC) requirement but will coordinate on all associated reimbursement actions. **(T-1)**

3.2.2. Reimbursements. The Central Office will manage all reimbursements for the MilTA program. **(T-1)**

3.2.2.1. Ensures course grades are received and documented within required timeframes. **(T-1)**

3.2.2.2. Provides Service members guidance for submitting waiver and reimbursement requests. **(T-1)**

3.3. E&TSC Oversight - VolEd Programs. The E&TSC is responsible for the overall management of the base VolEd Program and ensures core functions are met. **(T-1)**

3.3.1. Records. AFAEMS is the official system of record for the VolEd program. **(T-1)** Electronic records will be maintained in accordance with the DAF record distribution schedules. **(T-1)** The E&TS personnel will maintain comprehensive records in AFAEMS for Service members to include counseling sessions, degree plans/goals, CCAF Action Requests, enlisted education levels, and inquiries and referrals. **(T-1)**

3.3.2. Reports. The E&TSC will prepare and submit all program reports required and in accordance with established timelines. **(T-2)**

3.3.2.1. The VolEd Quarterly Report will be completed and finalized in AFAEMS by the E&TSC no later than 2 weeks after the first, second, third, and fourth quarter and submitted for MFM review and finalization. **(T-2)**

3.3.2.2. The VolEd Annual Report will be populated cumulatively by data from the quarterly reports in AFAEMS but must be validated and finalized by established suspense. **(T-2)**

3.3.3. On-base Academic Program Management. The E&TSC provides oversight of on-base academic programs in accordance with DoD, DAF, and local directives and support agreements. **(T-0)**

3.3.3.1. The E&TSC is not responsible for developing support agreements with credentialing or SkillBridge training providers requesting programs on base. **(T-1)** Installation commanders are the final approval authority for non-federal entities to operate on a base; consideration will include legal review, competitive processes, and official agreements. **(T-1)** If an AI with a signed VolEd DoD Memorandum of Understanding (MOU) requests to provide programs on an installation that does not qualify as higher education programs (e.g., SkillBridge, credentialing prep, other training), the E&TSC must

coordinate on requests or agreements to ensure the AI adheres to prohibited solicitation practices per DoDI 1322.25 and DoDI 1344.07. **(T-0)**

3.3.3.2. AIs may participate in DoD High School college fairs with coordination from the E&TSC.

3.3.3.3. Duplication of on-base academic programs and courses are not authorized. Different delivery formats are not considered duplication (e.g., in-person, online). **(T-0)**

3.3.3.4. The E&TSC will conduct a formal needs assessment every three years or when there has been a major population or mission change on the installation. **(T-1)** The approved survey in AFAEMS or an alternate survey authorized by the DAF Survey Control Office will be utilized. **(T-1)**

3.3.3.4.1. If a needs assessment indicates a validated demand for new on-base program(s), the needs assessment, analysis of the results, and formal request will be submitted to the assigned MFM for approval. **(T-2)**

3.3.3.4.2. Overseas locations will send results to the MAJCOM Office of Primary Responsibility (OPR) for use in the DoD Tri-Service Education Contract adjustment efforts; overseas installations will not self-procure on-base degree/course offerings. **(T-2)**

3.3.4. Marketing. The E&TSC is responsible for updating and maintaining current information in AFVEC. **(T-1)** Use of other media platforms to publicize information about opportunities and services will be used if approved by Public Affairs. **(T-1)**

3.3.5. Education Levels. The E&TSC will ensure updates for enlisted education levels will be completed in accordance with DAFI 36-2678, *Education Classification and Coding*. **(T-1)**

3.3.6. CCAF Graduation. The E&TSC or designee will serve as the primary OPR for advisement, continuity, and planning of local CCAF graduation ceremonies. **(T-2)** Graduation ceremonies will be conducted at least once per year. **(T-2)** The E&TSC or designee should partner with other organizations such as the First Sergeant's Association conduct execution of the ceremonies.

3.4. E&TSC Oversight - Overseas VolEd Program.

3.4.1. Overseas School Attendance. The E&TSC will ensure, in accordance with DoDI 1322.19, *Voluntary Education Programs in Overseas Areas*, all overseas Service members who have never successfully completed a postsecondary course using MilTA prior to their first overseas assignment, attend their first course with an approved overseas institution to use MilTA for the requested course. **(T-0)** Following successful completion, the Service member may use MilTA for online/distance learning courses. **(T-0)**

3.4.1.1. Overseas programs will comply with DoD Tri-Service Education Contracts or Education Service Agreements. **(T-0)**

3.4.1.2. Enrollments for overseas voluntary education programs will be prioritized in the following order: Service members, federally funded DoD civilian employees, eligible adult family members of Service members, military retirees, non-DoD personnel, and local community civilians in accordance with installation access policies. **(T-0)**

3.4.2. Marketing. Only contracted AIs with an on-base agreement are authorized to conduct marketing and activities on the installation. **(T-0)** Colleges/Universities participating in on-base events such as career fairs, college fairs, DoD school fairs, etc., must coordinate the visit with the E&TSC to ensure commercial solicitation guidance is adhered to. **(T-1)**

3.4.3. Quality Assurance. The E&TSC will conduct monthly quality assurance evaluations to ensure contracted institutions' services comply with established standards. **(T-0)** Surveillance reports will be maintained for the life of the contract and copies will be maintained at AFPC/DPMSST as well as the appropriate Contracting Officer representative. **(T-0)**

3.4.4. Support for Tri-Service Agreement. AFPC/DPMSST will ensure E&TSC support Tri-Service contractors in accordance with current Education Service Agreements. **(T-0)**

3.5. VolEd Testing Programs. The E&TSC will ensure all applicable directives on testing procedures will be followed for voluntary testing programs. **(T-1)** The E&TSC will follow applicable directives for other testing programs (WAPS, CDC, language) and coordinate with the appropriate OPRs and point of contacts for those programs and policies. **(T-1)**

3.5.1. On-Base National Test Centers. The E&TSC oversees the on-base National Test Center, when applicable, to provide but not limited to Defense Activity for Non-Traditional Education Support (DANTES) Standardized Subject Tests, College Level Examination Program, institutional exams, and credentialing exams.

3.5.2. DAF Military Personnel Tests. Military tests will be administered in accordance with the policies and procedures contained in DAFMAN 36-2664, *Personnel Assessment Program*. **(T-1)**

3.5.3. Foreign Language Examinations. Foreign language examinations will be administered in accordance with DAFI 36-4005, *Total Force Language, Regional Expertise, and Culture Program*. **(T-0)**

3.5.4. Federal Aviation Administration Airman Knowledge Tests. Test Control Officers may administer Federal Aviation Administration Airman Knowledge tests if approved as a Federal Aviation Administration testing center. Test administration will be conducted in accordance with Order 8080.6H, Federal Aviation Administration. **(T-0)**

3.6. Counseling Services. The E&TS Education Services Specialists (ESS) and Guidance Counselors will provide advisement on VolEd program and guide Service members on plans that align with professional and personal competencies. **(T-0)**

3.6.1. Qualifications. The E&TSC will ensure ESSs and Guidance Counselors meet OPM qualification standards for the 1740 Education Services Series. **(T-0)**

3.6.2. Advisement/Guidance. Professional advisement will be provided to Service members on MilTA benefits/procedures, degree completion requirements, Service commitments (Officers), reimbursement procedures, exception to policy requests, and financial resources. **(T-1)**

3.6.3. Initial MilTA Briefing. Prior to the first request to use MilTA, Service members will receive an initial MilTA briefing covering mandated topics at [Attachment 2](#). **(T-1)** Fulfillment of this requirement will be conducted by OPM 1740 qualified personnel and will be documented in Service member's AFAEMS record. Mass briefings are permitted but will not exceed 20 participants. **(T-1)**

3.6.4. Refresher MilTA Training. Refresher training will be provided for Service members who have not used MilTA in one year or longer. **(T-1)** This training may be conducted by an OPM 1740 qualified advisor, Education Technician or AFSC 3F2 personnel.

3.6.5. Education Goals. OPM 1740 qualified personnel will review all required documentation for submitted education goals prior to approval. **(T-1)**

3.6.5.1. Service members are required to submit a college/career interest inventory as part of any new education goal or goal change. **(T-1)**

3.6.5.2. OPM 1740 qualified personnel may provide advisement on the assessment results as part of a counseling session or by request of the Service member. The discussions are meant to assist in identifying relevant credential or degree programs to bridge experience and education gaps for identified goals.

3.6.6. CCAF Advisement. OPM 1740 qualified personnel will provide advisement on CCAF programs to include course completion requirements, transcript reviews, and follow-up actions. **(T-1)**

3.6.7. AFCOOL Program. E&TS personnel will provide Service members with resources, and procedures for the AFCOOL Program utilizing the AFCOOL Handbook and DoDI 1322.33_DAFI 36-2683, *Voluntary Credentialing Programs*. **(T-1)** The E&TS staff will not update certification completions (grades) and will refer Service members to the AFCOOL program office for this action. **(T-2)**

3.6.8. SkillBridge Program. E&TS personnel will provide general information and briefings on policies and procedures to Service members, supervisors and commanders per DAFI 36-2670, *Total Force Development*. **(T-1)**

3.6.8.1. SkillBridge is a transition program under the decision authority of the approving commander. **(T-0)**

3.6.8.2. E&TS personnel are not required to conduct quality control reviews on SkillBridge applications that concern personnel and/or leave policies under the authority of the approving commander and will not be designated as an additional reviewer in an official capacity for the applications. **(T-1)**

3.6.9. Commissioning Programs. E&TS personnel will provide Service members general information, guidance and appropriate referrals for DAF commissioning programs. **(T-2)**

3.6.10. Educational Deferment Program. ESS and Guidance Counselors will monitor the educational progress of Service members participating in the deferment program. **(T-1)**

3.6.10.1. A Service member's commander or the E&TSC, in coordination with the commander and MPS, may cancel a deferment due to unsatisfactory progress or mission requirements. **(T-1)**

3.6.10.2. Members assigned to Outside Contiguous United States (OCONUS) are ineligible for EDP. Refer to DAFI 36-2110, *Total Force Assignments*, for further information. **(T-1)**

3.6.11. Education and Employment Initiative and Operation Warfighter Programs. The E&TS will provide assistance to Service members who qualify for the Education and Employment

Initiative and Operation Warfighter programs. **(T-2)** Service members have a special identifier in AFAEMS which ensures counseling notes are under the correct program. **(T-1)**

3.6.12. Veteran's Affairs (VA) Education Assistance Programs. E&TS personnel will provide general guidance, information and referrals on VA programs to include Montgomery GI Bill, Post 9/11 and Transfer of Education Benefits programs. **(T-1)**

3.6.13. DoD Managing Your Education (MyE) Two-Day Track. OPM 1740 qualified personnel will provide the two-day MyE workshop at a frequency determined by the servicing population. **(T-0)**

3.6.13.1. The E&TS will comply with DoD curriculum requirements and guidance including delivery of all current course materials and duration of the course. **(T-0)**

3.6.13.2. The E&TS will coordinate with the relevant Military & Family Readiness point of contact for updating of the MyE two-day track attendance records within 5 business days of completion of the course. **(T-1)**

3.6.13.3. The Service lead at joint installations will provide direction on execution of MyE. **(T-1)**

3.7. Military Tuition Assistance (MilTA) Program.

3.7.1. Authority. Title 10 USC § 2006a and § 2007, the Annual Appropriations Act, Department of Defense Directive (DoDD) 1322.08E, *Voluntary Education Programs for Military Personnel*, DoDI 1322.19, DoDI 1322.25, and this instruction outline policy for MilTA funding.

3.7.2. Institution Eligibility. AIs eligible for MilTA must have a signed DoD VolEd Partnership Memorandum of Understanding (DoD MOU). **(T-0)**

3.7.3. Service Member MilTA Eligibility & Requirements. The DAF provides MilTA for Service member's tuition not to exceed \$250.00 per semester hour credit and \$166.66 per quarter hour credit with an annual ceiling cap of \$4,500. **(T-0)**

3.7.3.1. The annual ceiling cap for Service members is calculated each fiscal year based on the term start date for each funding request. **(T-0)**

3.7.3.2. Service members (regardless of degree level) must complete a college/career interest inventory when submitting a new education goal in AFVEC for an associates, bachelors or masters degree. **(T-1)** CCAF degrees, AFCOOL and other goal types (e.g., commissioning, foreign language) are exempt from this requirement.

3.7.3.3. Service members must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher for undergraduate degrees and 3.0 or higher for graduate degrees. **(T-1)** This GPA calculation begins after completing 15 semester hours (or equivalent) for undergraduate programs and 6 semester hours (or equivalent) for graduate programs using MilTA funding.

3.7.3.3.1. Failure to maintain the required GPA will result in immediate suspension of MilTA. **(T-1)**

3.7.3.3.2. Service members may reinstate MilTA eligibility by raising their GPA in AFVEC through courses funded by other sources. Official transcripts must be

- submitted to the E&TS for courses to be added to AFVEC which will be used to recalculate the cumulative GPA. **(T-0)**
- 3.7.3.4. Service members must complete academic terms no later than 30 days prior to the date of separation or retirement. **(T-1)** If the Service member's Date of Separation (DOS) in AFAEMS does not meet this requirement, the Service member must provide proof of reenlistment (DoD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*) or extension of enlistment (DAF Form 1411, *Extension of Enlistment in the Department of the Air Force*). **(T-1)**
- 3.7.3.5. Officers incur a two-year ADSC upon completion of MilTA-funded course(s). The ADSC begins at the end of the MilTA funded term. **(T-0)** If an Officer receives a failing or incomplete grade in a MilTA-funded course or drops the course and requires full reimbursement of MilTA funds, the Officer may request removal of the ADSC which will be coordinated with AFPC Separations. If approved, the ADSC will be removed from the Service member's record. **(T-0)**
- 3.7.3.5.1. If an Officer is not able to complete the ADSC the member is subject to 100% reimbursement of funded course(s) unless waived in accordance with Title 37 USC § 303a(e), Special pay: general provisions, or § 373, repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met. **(T-0)**
- 3.7.3.5.2. Officers remaining on active duty do not have the option of reimbursing the government in lieu of fulfilling an ADSC unless a waiver is granted. **(T-0)**
- 3.7.3.6. Service members must obtain approval from their supervisor for all MilTA funding requests. **(T-1)** Supervisors may disapprove a MilTA funding request if it is believed the Service member's circumstances would impede successful completion of the requested course(s). The following at minimum will be considered. **(T-3)**
- 3.7.3.6.1. Service member's upgrade training status. **(T-3)**
- 3.7.3.6.2. Potential permanent change of station during any portion of the term duration. **(T-3)**
- 3.7.3.6.3. Service member is scheduled to attend or is enrolled in PME or other formal training course. **(T-3)**
- 3.7.3.6.4. Excessive course load (more than 2 courses in a single term). **(T-3)**
- 3.7.3.6.5. Must not have an unfavorable information file, be on a control roster, have a failed or overdue fitness assessment, or have a current referral Enlisted/Officer Performance Report. **(T-1)**
- 3.7.3.7. Retroactive MilTA funding will not be authorized if alternative funding sources are used while ineligible under these conditions. **(T-1)**
- 3.7.4. MilTA Eligibility for Activated Guard and Reserve. Activated Guard and Reserve Service members on Title 10 or Title 32, Section 502 (f), orders are eligible for Federal MilTA. **(T-0)**
- 3.7.4.1. The Service member must provide a copy of their orders to verify activated service for the duration of the course and meet all active duty eligibility requirements in

paragraph 3.7.3 to receive MilTA. All documents will be uploaded to the member's AFAEMS record to include home unit address. **(T-1)**

3.7.4.2. Reservists may use MilTA or Reserve Tuition Assistance (ResTA). The two funding sources cannot be used to pay for the same course. The combined annual use of MilTA and ResTA is limited to the annual cap of \$4,500. **(T-0)**

3.7.4.3. Activated Guard Service members may use MilTA or their state, district, commonwealth, or territory (state) ANG tuition assistance benefits program. The two funding sources cannot be used to pay for the same course. **(T-0)**

3.7.4.4. Activated Guard and Reserve officers must fulfill a two-year ADSC following the completion of any active duty MilTA-funded courses; they must remain on active duty for at least two years after the term end date. **(T-0)** Officers who cannot meet this requirement are ineligible for active duty MilTA. **(T-0)** Those who fail to complete their ADSC will be required to reimburse the DAF for MilTA funding. **(T-0)**

3.7.5. MilTA Authorized Uses. MilTA funds may be authorized for the following:

3.7.5.1. Courses leading to the completion of a high school diploma. **(T-0)**

3.7.5.2. Courses listed on an official degree plan, not to exceed 124 semester hours/186 quarter hours for undergraduate and 42 semester hours/63 quarter hours for graduate. **(T-1)**

3.7.5.2.1. A Service member may pursue more than one major within the same degree plan but will not exceed credit hour cap limits for MilTA. **(T-1)**

3.7.5.2.2. Service members are limited to no more than two goal changes per degree level. **(T-1)** This includes changes to their degree program and/or their institution. Prior to the E&TS approve a change, the Service member must complete a new college/career interest inventory and discuss the results with an ESS or Guidance Counselor which will be documented in the member's AFAEMS record. **(T-1)**

3.7.5.3. Pre-requisite courses for undergraduate and graduate degree goals. Courses will be calculated as part of total credit hours to complete the education goal and will not exceed credit hour caps listed in **paragraph 3.7.5.2**. **(T-1)**

3.7.5.4. Service members who fail a course and/or do not meet the minimum grade requirements in **paragraph 3.7.10.10.1** will not be eligible to retake the course using MilTA and must fund any retakes with other funding sources. **(T-1)**

3.7.5.5. Remedial courses for undergraduate degrees to include CCAF. The course requirement must be reflected in the official degree plan. **(T-1)** Remedial courses will be applied toward the MilTA funding caps and GPA calculation. **(T-1)**

3.7. 6 CCAF Instructor Tuition Assistance Program (CITP). Service members selected for CCAF Instructor duties are eligible for CITP if the Service member does not possess at least a two-year degree, from an accredited institution, in the discipline they will be instructing per DAFI 36-2688, *Community College of the Air Force*. **(T-1)**

3.7.6.1. Members required to complete a degree must submit an approved degree completion plan (DCP) to the E&TS before receiving assistance with education goal approval and MilTA processing. **(T-1)**

- 3.7.6.1.1. The package must include a completed DCP, an official degree plan from an accredited postsecondary institution (if applicable), and all requisite approvals. **(T-1)** Required signatures for all DCPs include Affiliated School Liaison (ASL), Instructor Supervisor (IS), Commander/Commandant (CC), E&TS staff, and CCAF Campus Affiliations (CCAF/SAFER). **(T-1)**
- 3.7.6.1.2. DAF Service members assigned as instructors should first complete their Air Force or Space Force Specialty Code-related degree (if a pathway exists) before pursuing the Instructor of Technology and Military Science (ITMS) degree or a related civilian degree. **(T-1)**
- 3.7.6.1.3. DAF Service members assigned to instruct Professional Military Education (PME) courses may complete the Instructor of Technology and Military Science (ITMS) first, if it is the most expedient route to degree completion. **(T-1)**
- 3.7.6.1.4. Sister Service members who do not meet residency requirements for CCAF vocational degrees must pursue the fastest option: a CCAF ITMS degree or a CCAF/SAFER-approved civilian degree. **(T-1)**
- 3.7.6.2. CCAF Instructors will receive no more than 24 semester hours (lifetime cap) of MilTA funding towards the completion of academic requirements through CITP. **(T-1)** Tuition assistance will be provided for tuition and books only and will not exceed \$250 per semester hour or the annual ceiling cap of \$4,500. **(T-1)**
- 3.7.6.2.1. Required documents will be uploaded to the instructor's AFAEMS record to authorize funding. The E&TS will manually process the MilTA funding request, selecting the CCAF Tuition Program as the funding source in AFAEMS. During CITP enrollment, the Service member's AFAEMS record will remain locked. **(T-1)**
- 3.7.6.2.2. CCAF Instructors are responsible for ensuring all costs (tuition and books) are correct on the funding request. Any changes to funding requests after approval may result in a financial obligation to the member. **(T-1)**
- 3.7.6.3. CITP funding includes additional requirements for reporting and recordkeeping.
- 3.7.6.3.1. Receipts are required for all reimbursement requests. CCAF Instructors purchasing books out-of-pocket will follow the refund process required by the MilTA Central Office. **(T-1)**
- 3.7.6.3.2. The MilTA Central Office will administer invoices and grades management for the program. **(T-1)**
- 3.7.6.3.3.1. CCAF Instructors who do not achieve a satisfactory grade (C or above) will reimburse the funding and will not be authorized to use CITP to retake the course. **(T-1)**
- 3.7.6.3.3.2. CCAF Instructors using CITP, who receive an incomplete grade must attain a satisfactory grade within the time specified by the AI or within 120-days of the end of the course, whichever comes first. **(T-1)**
- 3.7.6.3.4. CCAF Instructors must already hold (if applicable) and maintain a cumulative GPA of 2.0 or higher. **(T-1)** CCAF Instructors who do not meet this eligibility requirement will be denied CITP funding. **(T-1)**

- 3.7.6.3.5. All previous courses taken using MilTA and courses using CITP will be included in the overall GPA in AFAEMS. **(T-1)**
- 3.7.6.4. CCAF Instructors are responsible for ensuring degree completion is reported to the E&TS. **(T-1)**
- 3.7.6.4.1. Service members who completed all degree requirements to attain a CCAF degree must request a graduation conferral from the E&TS upon completion of the approved degree to process a CCAF Student Action Request (SAR) for nomination. **(T-1)**
- 3.7.6.4.2. Service members who earn a degree from an accredited postsecondary institution will update their records by either submitting an official transcript to the E&TS or having the institution confirm completion through the AI Portal. **(T-1)**
- 3.7.6.4.3. AFAEMS records for CCAF Instructors who do not meet the qualifications for continued use of CITP will remain locked until E&TS is notified by AETC/SAFER of their removal or degree completion. **(T-1)**
- 3.7.6.4.4. Upon notification of official degree conferral and completion of CITP requirements, the E&TS will unlock the DAF Service member's AFVEC record to pursue new education goals. **(T-1)**
- 3.7.7. MilTA Prohibitions. MilTA will not be issued for the following:
- 3.7.7.1. Any funding requests submitted on or after the term start date. **(T-1)**
- 3.7.7.2. For any courses paid in whole or in part by other Federal benefits or other appropriated funds, to include VA education benefits. The VA's "Top Up" benefit is the exception to policy and may be used to cover remaining tuition cost not paid by MilTA. Federal Pell Grants may be used in conjunction with MilTA for qualified undergraduate programs. **(T-0)**
- 3.7.7.3. Other education goals while Service members are receiving MilTA funding for commissioning program prerequisites. The commissioning prerequisite goal must be closed before Service members can pursue other education goals. **(T-1)**
- 3.7.7.4. Officers attending educational institutions under the Excess Leave Program. **(T-1)**
- 3.7.7.5. Education goals at the lateral or lower level of the Service member's current education level regardless of degree(s) obtained prior to entering the Service or while in Service. Service members will reimburse all unauthorized MilTA. **(T-1)** Exceptions **paragraph 3.7.8.1.**
- 3.7.7.6. MilTA for a second master's degree if Officers obtained a master's degree using the Advanced Academic Degree program or other DAF-sponsored master's degree programs (e.g., Air Force Institute of Technology, Air War College, Air Command and Staff College, Advance Academic Degree Program, etc.). **(T-1)**
- 3.7.7.7. Courses in which the Service member is not earning credit towards an education goal (e.g., tuition for audited courses, zero credit courses, evaluated experiential learning, evaluated transfer credit, evaluation of portfolio, and transcription for credit).

3.7.7.8. Tuition or fees for non-credit awarding tests, or any test or course designated as test preparation, or study skills. **(T-1)**

3.7.7.9. Repeated or equivalent in content courses, already completed using any funded source. **(T-1)** Exception: MilTA is authorized for one retake of waived courses only. **(T-1)** Courses earned using MilTA with a passing grade (C or better) are not authorized to be retaken. **(T-1)**

3.7.7.10. Tuition assistance for incarcerated Service members or those awaiting appellate review. **(T-1)**

3.7.7.11. Sister Service members. **(T-1)** Exception: CITP outlined in [paragraph 3.7.6.](#) **(T-1)**

3.7.7.12. Fees, textbooks, electronic books, CDs/DVDs, references/instructional materials, electronic equipment/supplies, and certificate/license examinations. The exception for payment of books for CCAF Instructors is located at [3.7.6.2.](#) **(T-0)**

3.7.7.13. Service members with an open reimbursement action for MilTA or AFCOOL. Service members must satisfactorily resolve grades or initiate the reimbursement process in AFVEC before MilTA will be authorized. **(T-1)** Retroactive MilTA will not be provided for any courses a Service member utilized other funding sources for. **(T-1)**

3.7.7.14. Non-accredited training organizations which form a partnership or contractual arrangement with a fully accredited institution to provide instruction in support of the institution's accredited programs. **(T-0)**

3.7.7.15. Tuition for clinical internships, determined to be a condition for entry into the DAF. **(T-1)**

3.7.7.16. Post-master's courses, certificates or degrees, including doctorates, or Juris Doctorate degrees. **(T-1)**

3.7.8. MilTA Exceptions. There are certain authorized exceptions to the eligibility criteria for MilTA:

3.7.8.1. A second civilian associate's degree in addition to an initial or subsequent CCAF degree or College of Allied Health Sciences Associate of Science Degree, or Defense Language Institute Foreign Language Center Associate of Arts Degree is authorized as an exception to the lower/lateral degree prohibition in [paragraph 3.7.7.5.](#) **(T-1)**

3.7.8.2. Foreign language courses in a language listed on the DAF Strategic Language List or courses in a host nation language not part of a Service member's degree plan are authorized and will not exceed 12 semester hours. **(T-1)**

3.7.8.2.1. All language courses listed on the approved foreign language education goal in AFAEMS must be in the same language. **(T-1)**

3.7.8.2.2. Service members assigned to OCONUS with permanent change of station orders are authorized to use MilTA for courses in host country languages only while assigned to the host-country. **(T-1)** Permanent Change of Station Orders will be uploaded to the Service member's AFAEMS record. **(T-1)**

3.7.8.3. Undergraduate prerequisite courses needed for a DAF commissioning program are authorized for enlisted and officers under specific guidelines. **(T-1)**

3.7.8.3.1. Only DAF commissioning programs are authorized for MilTA funding not to exceed 12 semester hours. **(T-1)**

3.7.8.3.2. Service members will provide to their E&TS a commander's recommendation memorandum and comprehensive education plan listing all requirements/courses needed to meet eligibility requirements. **(T-1)** The plan must be signed by the official program OPR prior to approval of the degree goal. **(T-1)** Documents will be uploaded into member's AFAEMS record. **(T-1)**

3.7.8.3.3. Courses completed within a commissioning goal will count towards the semester hour caps for undergraduate or graduate degrees (whichever applies). **(T-1)**

3.7.8.3.4. MilTA will be provided for one commissioning program goal as a MilTA eligibility exception. **(T-1)** Requests to retake courses to improve grades for acceptance to a board or to increase a GPA are not authorized. **(T-1)**

3.7.8.4. A second master's degree in International Relations for Total Force Officers with 15 years or less Total Active Federal Commissioned Service (TAFCS) is authorized under certain conditions. The intent of this exception is to build Foreign Area Officers (FAO) and International Health Specialists (IHS). This degree program is available to RegAF and Air Reserve Components (ARC) officers aspiring to become FAOs. Additionally, both RegAF and ARC Medical Service Officers can apply under the IHS program. All other requirements in this instruction apply, including the annual cap and semester hour ceiling. Exception: If the Office of the Deputy Under Secretary of the Air Force, International Affairs, International Airmen Division (SAF/IAPA) or Reserve programs office (SAF/IA AFR IA) under the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) approves an officer to earn a second master's degree (in International Relations), the officer is authorized up to an additional 42 semester hours to complete the approved second graduate degree. SAF/IAPA or SAF/IA AFR IA must approve (via letter) any exception to policy. SAF/IAPA or SAF/IA AFR IA may also impose additional requirements, as necessary, to comply with current regulations and directives. **(T-1)** USSF does not currently participate in this program

3.7.8.4.1. As an alternative for officers who already possess a degree in International Relations, 12 independent semester hours of regionally focused study is authorized. **(T-1)**

3.7.8.4.2. Officers will work directly with the International Affairs Specialist (IAS) program office (SAF.IAPA.IAS.Program.Workflow@us.af.mil) for RegAF personnel, SAF/IA AFR IA (saf.iaafr.iasprogram@us.af.mil) for Air Force Reserve personnel, or the Air Force International Health Specialists Program Office (usaf.pentagon.af-sg.mbx.ihs-program-office@health.mil) for Air Force Medical Service personnel when requesting review of degree choice. Degree plan including a course listing and the AI's type of accreditation is required. **(T-1)**

3.7.8.4.3. SAF/IAPA, SAF/IA AFR IA, or the Air Force IHS Program Office will notify officers of the approval/disapproval of requests. **(T-1)**

- 3.7.8.4.4. Officers are responsible for providing the written approval and degree plan to the E&TS for goal creation and MilTA funding requests for the second master's degree. Only SAF/IAPA, SAF/IA AFR IA, or the Air Force IHS Program Office can approve these specific degrees as meeting the applicable FAO or IHS program needs. The E&TSC cannot disapprove degree plans from SAF/IA AFR IA or the Air Force IHS Program Office. **(T-1)**
- 3.7.8.4.5. Officers will report progress at the end of each semester to either SAF/IAPA, SAF/IA AFR IA, or the Air Force IHS Program Office, as appropriate. **(T-1)**
- 3.7.9. MilTA Procedures - E&TSC Responsibilities. The E&TSC will ensure the following:
- 3.7.9.1. All Service members using MilTA have an approved education goal in AFAEMS. **(T-1)**
- 3.7.9.1.1. Require an unofficial degree plan as part of the initial goal submission. This can be a generalized plan submitted by the AI or a PDF from the AI's catalog. **(T-1)**
- 3.7.9.1.2. Require Service members to submit a fully evaluated degree plan from the AI that includes ALL prior learning/testing, no later than by completion of 2 courses using MilTA. **(T-1)** Additional MilTA funding requests will not be approved until this is received. **(T-1)**
- 3.7.9.1.3. Require and review a college/career interest inventory prior to approval of new education goals except for CCAF, AFCOOL and other MilTA exceptions listed in **paragraph 3.7.8. (T-1)**
- 3.7.9.2. Review and assess MilTA funding requests flagged in AFAEMS for excessive course load (more than 2 courses). **(T-2)**
- 3.7.9.3. The E&TSC or designee may deny, or limit MilTA for a Service member considered at high risk of unsatisfactory completion of requested courses. Justification may include several factors such as operations tempo, grade point average, course withdrawal history, and types of courses requested. **(T-2)**
- 3.7.10. MilTA Process - Service Member Responsibilities. Service members will adhere to the guidance below to participate in the MilTA program. **(T-1)**
- 3.7.10. 1 Prior to the initial request to use MilTA, Service members will complete an initial MilTA briefing with the E&TS and the MilTA Virtual Benefits Training in AFVEC. **(T-2)**
- 3.7.10.2. Service members must complete a college/career interest inventory for any new education goal excluding CCAF, AFCOOL and MilTA exceptions listed in **paragraph 3.7.8. (T-1)**
- 3.7.10.3. Service members must provide all required documentation to include prior transcripts, test scores, and applicable degree plans for new education goals. **(T-1)**
- 3.7.10.3.1. Unofficial degree plans are permitted for the initial submission of an education goal; a fully evaluated degree plan is required no later than the completion of 2 courses using MilTA. **(T-2)**
- 3.7.10.3.2. Evaluated degree plans include all prior earned postsecondary academic credit to include academic tests (e.g., DSST, College Level Exam Program (CLEP),

- and Excelsior), CCAF credit, and all required courses needed for degree completion. (T-2) Updates to an evaluated degree plan must be provided directly by the AI. (T-2)
- 3.7.10.4. Service members will ensure their AFVEC account information is accurate and current to include official email address, alternate email address, and supervisor's contact information. Failure to do so may result in missed notifications, suspenses, and/or timely review by supervisor necessary for MilTA funding requests. (T-2)
- 3.7.10.5. Service members will submit MilTA funding requests in AFVEC no earlier than 45 days and no later than the day prior to the term start date. (T-1) The request must be approved within the application window which includes supervisor's concurrence. (T-2)
- 3.7.10.5.1. MilTA funding requests not concurred by the supervisor within the required submission window will be rejected. (T-2)
- 3.7.10.5.2. Service members are responsible for coordinating with their supervisor or designated approval authority to respond within established timelines. (T-1)
- 3.7.10.6. Service members are responsible for the agreement terms listed under "Conditions" on their MilTA funding request documents. (T-1)
- 3.7.10.7. Service members are responsible for accuracy of all information on the MilTA funding request to include correct courses applicable to established education goals, term start/end dates and tuition costs. (T-1) Any changes to approved MilTA funding requests must be reported immediately to the E&TS. Failure to notify the E&TS will result in financial liability of the Service member for courses not listed on the original MilTA funding request. (T-1)
- 3.7.10.8. Deployed Service members will complete initial MilTA requirements from their servicing/home E&TS prior to funding approval. (T-1) Assigned Area of Responsibility 3F2 Service members are not authorized to provide initial MilTA briefings but can provide annual/refresher MilTA briefings. Service members will coordinate with their deployed leadership prior to requesting MilTA. (T-1)
- 3.7.10.9. It is the responsibility of the Service member to ensure completion documentation, to include grades are updated in AFVEC. (T-1) Service members separating/retiring must provide final grades or official documentation from their school verifying lowest anticipated grade, 30 days prior to separation date. (T-1) If Service member fails to do so, Central Office will initiate reimbursement action for MilTA funding received. (T-1)
- 3.7.10.10. Service members will maintain an undergraduate degree GPA of 2.0 or higher. The GPA will be calculated following the completion of 15 semester hours or equivalent using MilTA funding. (T-0) For a graduate degree Service members will maintain a cumulative GPA of 3.0 or higher. (T-0) The GPA will be calculated following the completion of 6 semester hours or equivalent using MilTA funding. (T-0) If a Service member's GPA falls below the minimum requirement, MilTA will not be authorized. (T-0)
- 3.7.10.10.1. A successful course completion is defined as a grade of "C" or higher for undergraduate courses, a grade of "B" or higher for graduate courses, and a "P" (or equivalent) for "Pass/Fail" grades. The Central Office will initiate reimbursement

- action for any courses not completed successfully and/or within established timelines. **(T-1)**
- 3.7.10.10.2. Grades not received and updated in the Service members AFAEMS record by the 60th day following the last day of the term indicated on the approved MilTA funding request are considered missing grades. Separating/retiring Service members must submit their grade or provide official documentation from their school at least 30 days prior to their separation date. **(T-1)** The Central Office will initiate MilTA reimbursement if the grade is not received unless a waiver is submitted for consideration. **(T-1)**
- 3.7.10.10.3. The Central Office will not refund MilTA to the Service member and will not stop or suspend the reimbursement action if grade(s) are provided after established deadlines. **(T-1)**
- 3.7.10.10.4. Service members will have no more than 30 days to respond to notification of any impending reimbursement actions. **(T-0)** If a Service member has not initiated reimbursement action after 30 days, the Central Office will initiate the reimbursement action. **(T-0)** Refunds will not be given to Service members for grades changed from unsatisfactory/missing to satisfactory/updated after reimbursement action has been initiated. **(T-1)**
- 3.7.10.10.5. Service members receiving an incomplete grade from their school must attain a satisfactory grade within the time limit stipulated by the institution or 120 days following the end of the course as indicated on the MilTA funding request, whichever comes first. **(T-1)**
- 3.7.10.10.6. Waivers for withdrawn courses (W) must be initiated by the suspense date in AFAEMS/AFVEC and will include a Memorandum for Record (MFR) (endorsed by commander or 1st Sergeant) and supporting documentation as outlined in the Virtual Active Duty MILTA Benefits Training in AFVEC. **(T-1)** Waivers will only be considered for reasons determined not to be within the member's control. **(T-1)**
- 3.7.10.11. Service members may update degrees in the Military Personnel Data System by providing an official transcript listing the conferred degree per guidance in DAFI 36-2678, or authorized school officials may provide notification of degree completion through the AI Portal. **(T-1)**
- 3.7.11. MilTA Process - Supervisor Responsibilities. Supervisors have an important role in ensuring subordinates are successful while pursuing education goals. The following are specific guidelines:
- 3.7.11.1. Supervisors must review all MilTA funding requests and provide a decision to approve or disapprove the request within required timelines and no later than the day prior to the term start date. **(T-1)**
- 3.7.11.2. The supervisor will consider the following factors before acting on the MilTA funding request that may adversely affect the Service member's successful completion of requested course(s). **(T-1)**
- 3.7.11.2.1. Military responsibilities/workload of the Service member. **(T-3)**
- 3.7.11.2.2. Upgrade training status for Service members (if applicable). **(T-3)**

- 3.7.11.2.3. Permanent change of station (if applicable) during applicable terms. **(T-3)**
- 3.7.11.2.4. Professional Military Education courses during the term dates. **(T-3)**
- 3.7.11.2.5. Excessive course load (over 2 courses in a single term). **(T-3)**
- 3.7.11.2.6. Potential financial liability if Service member fails to successfully complete course(s). **(T-3)**

Chapter 4

RESERVE VOLED PROGRAM (ROLES AND RESPONSIBILITIES)

4.1. Directorate of Manpower, Personnel and Services (AFRC/A1) shall: Implement policy for force development programs, in conjunction with Air force Reserve Directorate of personnel (AF/REP), Air Reserve Personnel Center and the Individual Reservist Strategic Office (ISO).

4.2. Force Support Operations (AFRC/A1KA) shall: Execute Air Force Reserve Force Development policy and provide operational guidance for the force development process, VolEd, professional military/developmental education and training, and recommend policy direction to Air Force Reserve Directorate of Personnel (AF/REP).

4.3. Air Force Reserve Directorate of Personnel (AF/REP) shall: Provide strategic direction, policy development/oversight and legislative interpretation for the VolEd program.

4.4. Air Reserve Personnel Center Education and Incentives (ARPC/DPATE) shall: **Manage** a centralized office responsible for implementing policy and procedures for ResTA funds for Reserve personnel.

4.4.1. Pay school invoices, process Service member reimbursements and refunds, and approve/disapprove waiver requests for ResTA funding requests.

4.4.2. Execute the ResTA budget and provide reports and metrics to HAF/A1KA when requested.

4.4.3. Provide information, course grade updates and support to Service members, AFAEMS guidance and coordination with E&TSs, MFMs, AF/A1KA and AIs.

4.4.4. Counsel Individual Mobilization Augmentees (IMA) on their eligibility for ResTA.

4.4.5. Validate all ResTA applications through AFAEMS.

4.4.6. Ensure ResTA operating funds are available in accordance with current procedures to adequately maintain the ability to disburse payments to eligible recipients.

4.4.7. Monitor disbursements and total funds spent via reports generated by AFAEMS, Air Force Reserve Command (AFRC) Financial Management Office, banking systems and Defense Finance and Accounting Service.

4.4.8. Monitor ResTA requests, coordinates actions in the AFAEMS, and analyzes data for trends.

4.4.9. Provide a point of contact for the ResTA Central Office who will assist with ensuring Air Force Reserve (AFR) Service members will reimburse MilTA funds for course(s) not completed satisfactorily while using MilTA.

4.4.10. Serve as the point of contact to assist with ensuring Reserve members will reimburse the ResTA funds for course(s) not completed satisfactorily while using ResTA.

4.4.11. Assist, review, and process ResTA waivers.

4.4.12. Advertise and disseminate information on ResTA benefits to IMAs.

4.4.13. Ensure all Active Guard/Reserve (AGR) officers and IMA ResTA requests submitted are reviewed, verified, and approved in AFAEMS.

4.5. Wing E&TS shall: Oversee and direct the base-level education and training program. This instruction addresses only those functions associated with the VolEd Program and does not cover formal or military testing elements addressed by other functional communities.

4.5.1. Provide program oversight and advisement to base leadership on VolEd issues and coordinates with base leadership to ensure procurement of facilities and other specific program requirements.

4.5.2. Host installations serve as the installation/host commander's designated representative for compliance issues associated with on-base activities of AIs. Monitors actions and activities of AIs to ensure compliance with DoDI 1344.07, *Personal Commercial Solicitation on Department of Defense Installations* and DoDI 1322.25, *Voluntary Education Programs*.

4.5.3. Review all requests for base access submitted by institutions in AFAEMS and provide approvals/disapprovals on behalf of the installation/host commander.

4.5.4. Procure on-base academic programs validated by an official needs assessment survey and conduct quality assurance metrics/reports of resident programs in accordance with DoDI 1322.25, *Voluntary Education Programs* and Presidential Executive Order 13607, *Principles of Excellence for Education Institutions Serving Service Members, Veterans, Spouses and Other Family Members*.

4.5.5. Plan and advocate for funds in the annual budget and submit to designated MAJCOM representative as required.

4.5.6. Prepare for and participate in Unit Effectiveness Inspections as required using the Management Internal Control Toolset checklists as outlined in DAFI 90-302, *The Inspection System of the Department of the Air Force*.

4.5.7. Serve as the liaison between the Service member and the ResTA Central Office.

4.5.8. Coordinate with Wing and Civil Engineering Squadron leadership to ensure adequate and private office space is available for E&TS personnel to conduct confidential discussions/consultations with Reserve members.

4.5.9. Ensure Reserve members are out-processed through the Virtual Military Out-processing System according to established guidance.

Chapter 5

AIR FORCE RESERVE TUITION ASSISTANCE PROGRAM

5.1. Authority. Title 10 USC § 2006a and § 2007, the Annual Appropriation Act, DoDD 1322.08E, DoDI 1322.19, DoDI 1322.25, and this instruction authorize ResTA.

5.2. Institution Eligibility. AIs eligible for MilTA must have a signed DoD VolEd Partnership Memorandum of Understanding (DoD MOU). **(T-0)**

5.3. ResTA Eligibility and Requirements. ResTA is an education incentive program for participating in Selected Reserve members and is used as a tool to recruit and retain Reserve members in the AFR. The ResTA program will mirror the MilTA program with exceptions identified in this section.

5.3.1. Active Guard/Reserve (AGR) members are eligible to utilize either MilTA or ResTA for educational funding; however, the two sources cannot be combined to cover the cost of a course. The annual cap of \$4,500 is a combined cap for the use of MilTA and ResTA. **(T-0)**

5.3.2. ResTA is subject to funding availability and provides for the cost of tuition not to exceed \$250 per semester hour credit and \$166.66 per quarter hour credit and an annual fiscal year cap of \$4,500 for all degree levels. **(T-0)**

5.3.3. Selected Reservists must meet the following criteria to be eligible for ResTA:

5.3.3.1. Actively participating in for pay and points and in good standing for duration of course(s). **(T-0)**

5.3.3.2. Must have a high school diploma or equivalent. **(T-0)**

5.3.3.3. Must be in good standing. Reserve members are ineligible for ResTA if they currently have an unfavorable information file, are on a control roster, have failed or are overdue for their most recent fitness assessment, and/or are within one year of receipt of a referral enlisted performance brief (EPB)/Officer performance brief (OPB). **(T-1)** For courses obtained using another fund source during period of ineligibility are not eligible for retroactive ResTA for course(s) after the above management controls no longer exist. **(T-1)**

5.3.3.4. Must have a minimum of 48 months from the last day of the term prior to mandatory separation date (MSD). **(T-0)**

5.3.3.4.1. Reserve Officers will incur a four-year Reserve Service Commitment (RSC) for each course completed using ResTA. The RSC time begins on the term end date. For example, a Reserve Officer completes graduate course "A" on 15 October 2024. The RSC is through 14 October 2028. If the same Reserve Officer takes another course "B" that ends 15 December 2024, the Reserve Officer now has two RSCs. The RSC for course "A" has 46 months remaining while the RSC for course "B" starts the full 48 months. **(T-0)**

5.3.3.4.2. Each time a Reserve Officer applies for ResTA, they must sign an RSC with the Wing E&TS or ARPC/DPATE for IMAs. **(T-0)**

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

5.4. ResTA Authorized Uses. ResTA funds may be authorized for the following:

5.4.1. Prerequisite courses, if documentation provided and on file from the AI stating the course(s) is required. **(T-1)**

5.4.2. Concurrent education assistance with ResTA is acceptable for the following:

5.4.2.1. Used in conjunction with “civilian” tuition assistance from a private employer. **(T-1)**

5.4.2.2. ResTA and Montgomery GI Bill, (**Chapter 30**, and Post 9/11 GI Bill, **Chapter 33**), may only be used for the same course under the Top-Up Program. For additional information on the Top-Up Program, visit the VA website at www.va.gov. **(T-0)**

5.4.2.3. ResTA and Montgomery GI Bill **Chapter 1606**, *Educational Assistance for Members of the Selected Reserve* may be used in conjunction with the same course.

5.5. ResTA Prohibitions. ResTA is not authorized for the following:

5.5.1. Courses not part of an approved associate’s, baccalaureate, or master’s degree, or courses previously paid for by ResTA or MilTA. **(T-1)**

5.5.2. Lateral or lower degrees with the exception for courses needed for CCAF degree completion. **(T-1)**

5.5.3. Post-master’s courses, certificates or degrees, including doctorates, or Juris Doctorate degrees. **(T-1)**

5.5.4. Combining ResTA with other federal benefits to include federally funded student guaranteed loans for the same course(s) would constitute duplication of benefits and is not authorized. **(T-0)**

5.5.5. ResTA and Montgomery GI Bill (**Chapter 30**, and Post 9/11 GI Bill, **Chapter 33**). **(T-0)**

5.5.6. Audited courses, zero credit 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-1)**

5.5.7. Fees including lab, shop, instructional, and/or technology are not funded with ResTA. **(T-0)**

5.6. ResTA Exceptions. ResTA is authorized for the following exceptions:

5.6.1. CCAF Associate of Applied Science (AAS) degree even if a higher-level degree has been attained. **(T-1)**

5.6.2. Course(s) needed for a teacher certification/license. A state approved plan must be provided from an AI to Reserve member's Wing E&TS or ARPC/DPATE for IMAs. **(T-1)** The plan will be uploaded into the Reserve members AFAEMS record. **(T-1)**

5.6.3. Reserve Officers who are attorneys (AFSC 51JX) aspiring to pursue a second graduate program in Cyber Law (applies to Reserve officers with 15 years or less Total Active Federal Commissioned Service Date (TAFCS). All other Reserve Officers are ineligible. Participants must be approved by AFRC/JA. **(T-1)**

5.6.4. Foreign language courses in a language listed on the DAF Strategic Language List or courses in a host nation language not part of a Service member's degree plan are authorized and will not exceed 12 semester hours. **(T-1)**

5.6.4.1. All language courses listed on the approved foreign language education goal in AFAEMS must be in the same language. **(T-1)**

5.6.4.2. Service members assigned to OCONUS with permanent change of station orders are authorized to use MilTA for courses in host country languages only while assigned to the host-country. **(T-1)** Permanent Change of Station Orders will be uploaded to the Service member's AFAEMS record. **(T-1)**

5.6.5. A second master's degree in International Relations for ARC Officers with 15 years or less Total Active Federal Commissioned Service (TAFCS) is authorized under certain conditions. The intent of this exception is to build FAOs and IHS. This degree program is only available to ARC officers aspiring to become FAOs and ARC Medical Service Officers seeking the IHS Special Experience Identifier. All other requirements in this instruction apply, including the annual cap and semester hour ceiling. Exception: If the Reserve programs office (SAF/IA AFR IA) under the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA) approves an ARC officer to earn a second master's degree (in International Relations), an ARC officer is authorized up to an additional 42 semester hours to complete the approved second graduate degree. SAF/IA AFR IA must approve (via letter) any exception to policy. SAF/IA AFR IA may also impose additional requirements, as necessary, to comply with current regulations and directives. **(T-1)** USSF does not currently participate in this program.

5.6.5.1. As an alternative for ARC officers who already possess a degree in International Relations, 12 independent semester hours of regionally focused study is authorized. **(T-1)**

5.6.5.2. Officers will work directly with SAF/IA AFR IA (saf.iaafr.iasprogram@us.af.mil) for Air Force Reserve personnel or the Air Force IHS Program Office (usaf.pentagon.af-sg.mbx.ihs-program-office@health.mil) for Air Force Medical Service personnel when requesting review of degree choice. Degree plan including a course listing and the AI's type of accreditation is required. **(T-1)**

5.6.5.3. SAF/IA AFR IA or the Air Force IHS Program Office will notify officers of the approval/disapproval of requests. **(T-1)**

5.6.5.4. Officers are responsible for providing the written approval and degree plan to the E&TS for goal creation and MilTA funding requests for the second master's degree. Only SAF/IA AFR IA or the Air Force IHS Program Office can approve these specific degrees

as meeting the applicable FAO or IHS program needs. The E&TSC cannot disapprove degree plans from SAF/IA AFR IA or the Air Force IHS Program Office. **(T-1)**

5.6.5.5. Officers will report progress at the end of each semester to either SAF/IA AFR IA or the Air Force IHS Program Office, as appropriate. **(T-1)**

5.7. ResTA Procedures - ARPC/DPATE (Education) Responsibilities.

5.7.1. Will ensure all Active Guard/Reserve (AGR) Officers and IMA ResTA requests are reviewed, verified, and approved in AFAEMS. **(T-1)**

5.7.2. All information and supporting documentation will be updated, uploaded, and maintained in the Reserve members AFAEMS record. **(T-1)** If unable to maintain electronically hard copy documents associated with requests of ResTA will be maintained. **(T-1)**

5.7.3. AFAEMS will be used to manage and track each IMA requesting ResTA from initiation of academic paperwork to course completion. **(T-1)**

5.7.4. Ensure AI's are posting grades in the AI Portal within 30 days from term end date ensure Reserve members verify grades in AFVEC or submit grades no later than 60 days. **(T-1)**

5.7.5. For unsuccessful completions, Reserve members have 60 days to initiate reimbursement action in AFVEC or ResTA Central Office will process reimbursement. **(T-1)**

5.7.6. AFAEMS information will be maintained to ensure accurate information is documented for each Reserve member requesting ResTA. **(T-1)**

5.7.7. ResTA will be denied if a Reserve member is not maintaining acceptable academic progress. **(T-1)** Reserve members who do not maintain a cumulative 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 through another funding source to the required level. **(T-1)** Graduate level degrees must maintain a GPA of 3.0 or higher after completing 6 semester hours or equivalent and will not be authorized ResTA until they raise their GPA through another funding source to the required level. **(T-0)** All grades funded with ResTA, regardless of reimbursement actions, will be used to calculate the Reserve members GPA. **(T-1)**

5.7.7.1. AFRC will not reimburse a Reserve member for course(s) taken using another funding source to raise the grade point average. **(T-1)**

5.7.7.2. The Reserve member may raise their GPA in AFVEC by providing an official transcript(s) for other funded course(s) (e.g., self-funded). Grades will be added to the Reserve member's AFAEMS record and the GPA will be recalculated to include the other funded grades. **(T-1)** Once the GPA requirement is met, ResTA eligibility will be restored. **(T-0)**

5.8. ResTA Procedures - Service Member Responsibilities. ResTA approval is based upon the availability of funds and specific eligibility criteria in this Instruction. Reserve members will adhere to the guidance below. **(T-1)**

5.8.1. Complete the initial counseling (one-time requirement) and the annual ResTA training before requesting ResTA at the Wing E&TS or ARPC/DPATE for IMAs. **(T-1)**

5.8.2. Actively participate for pay and points and remain in good standing upon the day the Reserve member applies for and completes last course(s). **(T-1)**

5.8.3. Provide an evaluated degree plan to the Wing E&TS or ARPC/DPATE for IMAs. A fully evaluated degree plan is required no later than the completion of 2 courses using ResTA. **(T-1)** Reserve members must submit an evaluated degree plan in AFVEC. **Note:** All courses submitted for ResTA approval must be on the degree plan. **(T-1)**

5.8.4. Reserve members will submit ResTA requests in AFVEC no earlier than 45 days and no later than the day prior to the term start date. The request must be approved within the application window which includes supervisor's concurrence. ResTA requests not concurred by the supervisor within the required submission window will be rejected. **(T-2)**.

5.8.4.1. It is the responsibility of the Reserve member to submit ResTA funding requests with correct term beginning/end dates. Incorrect dates may result in the cancellation of the funding request and the Reserve member will be responsible to self-fund. **(T-1)**

5.8.4.2. ResTA requests will be processed by the Reserve member via AFVEC. Only in cases in which the Reserve member does not have access to AFVEC, will the Wing E&TS or ARPC/DPATE update for IMAs and create the funding request in AFAEMS. **(T-1)**

5.8.4.3. ARPC/DPATE does not authorize late or after-the-fact ResTA requests. After-the-fact is defined as tuition assistance requests submitted on or after the term start date. **(T-1)**

5.8.4.4. Any course or schedule changes after ResTA funding has been approved must be reported immediately to the E&TS or ARPC/DPATE for IMAs. Failure to notify changes will result in the Reserve member being financially responsible for the full cost of the course. **(T-1)**

5.8.5. Reserve members will discuss and coordinate ResTA requests with their supervisor prior to submission. **(T-1)**

5.8.6. Reserve members will successfully complete courses or exams funded by ResTA within prescribed timelines. **(T-1)** E&TS or ARPC/DPATE and the Reserve member's supervisor must be notified prior to withdrawal from course(s), funded by ResTA. **(T-1)**

5.8.6.1. Reserve members must submit documentation from their AI to their E&TS or ARPC/DPATE for IMA Reserve members indicating whether a refund will be due to DAF of ResTA funds. **(T-1)**

5.8.6.2. Reimbursement action will initiate for Service members to repay MilTA for any courses not completed successfully and/or within established timelines. **(T-1)** Reserve member will not be refunded recouped funds for missing or failing grades after recoupment has been initiated. Recoupment of funds will not stop or suspend the reimbursement action if grade(s) are provided. **(T-1)** Documentation of passing grade must be received within 60 days of the term end date. **(T-1)**

5.8.7. Reserve members who are separating or nearing deactivation must provide grade or progress report from their instructor stating satisfactory progress at least 30 days prior to separation/deactivation date. **(T-1)**

5.8.8. It is the responsibility of the Reserve member to ensure final grades are received and updated in AFAEMS within 60 days of term end date or 30 days prior to separation or terminal leave, retirement, deactivation, or assignment departure (whichever occurs first) to include Reserve members on an educational deferment. **(T-1)**

5.8.9. The Wing E&TS or ARPC/DPATE will verify the information from the grade report with Reserve member's information in AFAEMS and input the grade received. If required, the Reserve member may need to provide necessary documentation to the Wing E&TS or ARPC/DPATE for IMAs for grade updates. Proof of course completion can be an official transcript or grade report taken directly from the AI's website. **(T-1)**

5.8.9.1. AI will enter the final grade indicating course completion via the AI Portal. Service members are responsible for ensuring grades are reported in AFAEMS. **(T-1)**

5.8.9.2. A satisfactory grade must be attained by 60 days from the end date of the course or ResTA will be reimbursed. **(T-1)** A 120-day extension period may be granted by the Wing E&TS or ARPC/DPATE for IMAs for health reasons, temporary duty, emergency leave, or hospitalization on a day-to-day basis. **(T-1)** Failure to update grades will result in a reimbursement action to repay ResTA.

5.8.9.3. All reported incompletes, failures (including grade "D") and cancellations for ResTA will result in immediate notice to the Wing E&TS or ARPC/DPATE for IMAs. **(T-1)** An unsatisfactory grade is reported at the end of the course, an out-of-service debt will be processed. The debt will be processed through ARPC/DPATE with AFRC Financial Management Office guidance. **(T-1)**

5.8.9.4. An incomplete grade must be immediately notified to the Wing E&TS or ARPC/DPATE for IMAs, who will update AFAEMS with a term end date of 120 days after the end of the original term specified by the AI. **(T-1)** Extensions beyond 120 days will not be granted. If ARPC/DPATE does not receive a satisfactory grade by the end of the extension period, reimbursement action will be initiated for the Reserve member to repay ResTA. **(T-1)** If a grade is presented after the deadline, the funds collected will not be returned and the reimbursement action will not be stopped or suspended. **(T-1)**

5.8.9.5. Reimbursement action will be initiated for ResTA funding that resulted in unsatisfactory or missing grades. Unsatisfactory grades are a "D" and below for undergraduate course(s) and a grade of "C" or below for graduate course(s). Missing grades are grades that are not received and updated in the Reserve members AFAEMS record by the (60th day after the end of the course date on the approved ResTA request. **(T-1)**.

5.8.10. Reserve members are ultimately responsible for ensuring grades are in AFAEMS education record by required deadlines. **(T-1)** After 60 days, ARPC/DPATE will initiate a reimbursement action for Reserve members to repay ResTA used to fund the course(s). **(T-1)** Refunds will not be given to the Reserve member for grades changed from unsatisfactory/missing to satisfactory/updated after the 120 days have passed. **(T-1)**

5.8.10.1. ARPC/DPATE will process reimbursement waivers in accordance with this Instruction. **(T-1)** Final waiver authority is the Air Reserve Personnel Center Commander (ARPC/CC) who can delegate authority to the Air Reserve Personnel Center Deputy Commander (ARPC/CD). **(T-1)** Reserve members will be provided the opportunity to

apply for a waiver of reimbursement through AFVEC if the class was withdrawn with a grade of “W”; however, there is no waiver option for a failed grade as outlined. **(T-1)**

5.8.10.2. Requests to waive reimbursement of ResTA for unsuccessful completion of courses will only be considered for reasons determined not to be within the control of the Reserve member. **(T-1)** The waiver request must include an MFR signed by the Reserve member’s commander or first sergeant explaining why a waiver should be granted, as well as any supporting documentation (deployment orders, medical records, etc.). **(T-1)**

5.8.11. It is the responsibility of the Reserve member to pay all AI costs not covered by ResTA. **(T-1)**

5.9. ResTA Process-Supervisor Responsibilities.

5.9.1. For ResTA, a supervisor is the individual in the Reserve member’s chain of command with next in line approval authority and oversight. **(T-3)** Must be able to adequately assess the Reserve members’ ability to participate in VolEd while also satisfying the responsibilities of a Reservist. The supervisor will:

5.9.1.1. Advise Reserve members on their responsibility to successfully complete course(s) when using ResTA. **(T-3)**

5.9.1.2. Ensure Reserve member has no military or outside responsibilities that will adversely affect the successful completion of course(s). **(T-3)**

5.9.1.3. Ensure the understanding of the financial liability if the Reserve member fails to successfully complete course(s) or fails to comply with other components of this instruction. **(T-3)**

5.9.1.4. Consider ResTA requests factors for denying based on any of the following criteria:

5.9.1.4.1. Upgrade training status (in applicable). **(T-3)**

5.9.1.4.2. Status of temporary duty during the course. **(T-3)**

5.9.1.4.3. Professional military education course expected attendance or scheduled to attend during the course(s) start and end dates (either distributed learning or in-resident). **(T-3)**

5.9.1.4.4. Other factors that could affect the Reserve members’ ability to successfully complete the course can also be considered. **(T-3)**

Chapter 6

AIR NATIONAL GUARD (ANG) MILTA PROGRAM

6.1. Eligibility.

6.1.1. Air National Guard (ANG) states may establish their own state tuition assistance program. The state must create written guidance establishing ANG members' eligibility, application process, funding values, reimbursement procedures, and service commitments. **(T-1)**

6.1.2. Activated ANG members will follow guidance in [paragraph 3.7.4](#) of this Instruction for MilTA.

6.1.3. MilTA and the tuition assistance benefit offered by the state ANG cannot be used to fund the same course. **(T-1)**

RICHARD L. ANDERSON, Assistant Secretary of
the Air Force
Manpower and Reserve Affairs

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

10 USC § 2006a, *Assistance for Education and Training*

10 USC § 2007, *Payment of Tuition for Off-Duty Training or Education*

32 CFR, Part 68, *Voluntary Education Programs*

Executive Order 13607, *Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and other Family Members*

DoDD 1322.08E, *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

DoDI 1322.33_DAFI 36-2683, *Voluntary Credentialing Programs*, 13 October 2021

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

DAFI 36-2110, *Total Force Assignments*, 9 August 2024

DAFI 36-2670, *Total Force Development*, 25 June 2020

DAFI 36-2678, *Education Classification and Coding*, 10 November 2022

DAFI 36-2687, *Civilian Development*, 9 November 2023

DAFI 36-2688, *Community College of the Air Force*, 3 November 2022

DAFI 36-4005, *Total Force Language, Regional Expertise and Culture Program*, 27 July 2023

DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023

DAFMAN 36-2664, *Personnel Assessment Program*, 17 January 2025

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Order 8080.6H, *Federal Aviation Administration*, 22 September 2017

Prescribed Forms

None

Adopted Forms

DoD Form 4, *Enlistment/Reenlistment Document Armed Forces of the United States*

DAF Form 847, *Recommendation for Change of Product*

DAF Form 1411, *Extension of Enlistment in the Department of the Air Force*

Abbreviations and Acronyms

AAS—Associate of Applied Science
ACE—American Council of Education
ADSC—Active Duty Service Commitment
AETC—Air Education and Training Command
AFAEMS—Air Force Automated Education Management System
AFCOOL—Air Force Credentialing Opportunities On-line
AFPC—Air Force Personnel Center
AFPD—Air Force Policy Directive
AFRES—Air Force Reserve
AFR—Air Force Reserve
AFRC—Air Force Reserve Command
AFVEC—Air Force Virtual Education Center
AGR—Active Guard/Reserve
AI—Academic Institution
ANG—Air National Guard
ARC—Air Reserve Components
BMT—Basic Military Training
BPO—Business Process Owner
CCAF—Community College of the Air Force
CCAF AAS—CCAF Associate of Applied Science degree
CDC—Career Development Course
CITP—CCAF Instructor Tuition Assistance Program
CLEP—College Level Exam Program
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DAFMAN—Department of the Air Force Manual
DANTES—Defense Activities Non-Traditional Education Support
DLPT—Defense Language Proficiency Test
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction

DOS—Date of Separation
E&TS—Education and Training Section
E&TSC—Education and Training Section Chief
EPB—Enlisted Performance Brief
ESS—Education Services Specialist
FAA—Federal Aviation Administration
FAO—Foreign Area Officer
FLDCOM—Field Commands
GPA—Grade Point Average
GSU—Geographically Separated Unit
IDP—Individual Development Plan
IHS—International Health Specialist
IMA—Individual Mobilization Augmentee
ISO—Individual Reservist Strategic Office
IVEB—InterService Voluntary Education Board
MAJCOM—Major Command
MFM—Major Command Functional Manager
MFR—Memorandum for Record
MICT—Management Internal Control Toolset
MiTA—Military Tuition Assistance
MOU—Memorandum of Understanding
MSD—Mandatory Separation Date
MyE—Managing Your Education
NPSC—Non-Personal Services Contract
OCONUS—Outside Contiguous United States
OPB—Officer Performance Brief
OPI—Oral Proficiency Interview
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PEC—Program Element Code
PEM—Program Element Monitor

POM—Program Objective Memorandum
PME—Professional Military Education
RegAF—Regular Air Force
ResTA—Reserve Tuition Assistance
RSC—Reserve Service Commitment
SAF—Secretary of the Air Force
STEM—Science, Technology, Engineering, and Mathematics
TAFCS—Total Active Federal Commissioned Service
UEI—Unit Effectiveness Inspections
USAF—United States Air Force
USSF—United States Space Force
VA—Veteran’s Affairs
VolEd—Voluntary Education
WAPS—Weighted Airmen Promotion System

Office Symbols

AETC/SAFER—AETC’s Campus Affiliation office
AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/RE—Office of Air Force Reserve
AF/REP—Air Force Reserve Directorate of Personnel
AFPC/DPMSST—Military Training and Education Operations Section
AFPC/DPSSA—AFPC Airman Support Branch
AFPC/DPSTSB—Military Tuition Assistance Central Office
AFR IA—Air Force Reserve, International Affairs
AFRC/A1—Air Force Reserve Command, Directorate of Manpower, Personnel and Services
AFRC/A1KA—Air Force Reserve Command Personnel Division
ARPC/DPATE—Air Reserve Personnel Center Education and Incentives
ARPC/CC—Air Reserve Personnel Center Commander
ARPC/CD—Air Reserve Personnel Center Deputy Commander
HAF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
HAF/A1D—Directorate of Force Development
HAF/A1DLV—Voluntary Education Programs Branch
NGB/CF—Director of the Air National Guard

SAF/FM—Assistant Secretary of the Air Force, Financial Management and Comptroller

SAF/IA—Deputy Under Secretary of the Air Force, International Affairs

SAF/IAPA—Office of the Deputy Under Secretary of the Air Force, International Affairs, International Airmen Division

SF/S1—Deputy Chief of Space Operations for Personnel

SF/S1D—Space Force Directorate of Force Development

Terms

Evaluated Degree Plan—An evaluated degree plan includes a course listing to complete and graduate from the AI. Further it includes all transfer credits from other AIs, to include CCAF, credits by exam, and certifications with academic credit.

MilTA—Refers to the Department of the Air Force active duty military tuition Assistance program budget for PEC 89732 (MilTA) and 84702 (personnel/supplies/contracts). MilTA is available to Airmen and Guardians on active duty status.

Reserve member—Refer to members of the Department of the Air Force (DAF) that are part of the Air Force Reserve.

ResTA—the tuition assistance program available to Reserve members not on active duty status.

Retroactive MilTA—Any funding request for MilTA received on or after the beginning term date of the applicable school.

DAF Member—A Service member that is in the Department of the Air Force.

Sister Service Members—Any member of the uniformed Service other than any component of the Air Force or Space Force.

Attachment 2**INITIAL COUNSELING CHECKLIST**

A2.1. Each topic on this checklist is required to be covered by OPM 1740 qualified personnel with Service members prior to their 1st time use of MilTA.

- A2.1.1. Types of Accreditations
- A2.1.2. Transfer Credit Procedures
- A2.1.3. Testing Options
- A2.1.4. MilTA Eligibility, Prohibitions, Exceptions
- A2.1.5. Reimbursement Procedures
- A2.1.6. CCAF
- A2.1.7. Available On-Base Programs (if applicable)
- A2.1.8. Local Colleges
- A2.1.9. TA Decide and DoD MOU Schools
- A2.1.10. Education Goals
- A2.1.11. MilTA Application Procedures and AFVEC Navigation
- A2.1.12. VA Benefits
- A2.1.13. Financial Aid Options
- A2.1.14. Interest Inventory Tools
- A2.1.15. Local Policies