

## **REFRESHER COUNSELING BRIEF FOR MILITARY TUITION ASSISTANCE (TA)**

### **Ramstein Education Center**

86FSS/FSDE. Building 2120 Room 421. Ramstein Air Base.

DSN: 480-2032 Comm: 06371-47-2032

E-mail: 86FSS.RamsteinEducationCenter@us.af.mil



The following briefing is in accordance with AFI 36-2670, Voluntary Education Program and DoDI 1322.25 for military members who have previously used Tuition Assistance.

*To have the Refresher Counseling block removed in AFVEC, please review this document, digitally sign, and send to our org box: 86fss@ramsteineducationcenter@us.af.mil*

### **WHAT DOES THE TUITION ASSISTANCE (TA) PROGRAM ENTAIL?**

The TA program allows eligible enlisted, guard/reserve members the benefit of utilizing AF allocated funds towards the tuition portion of pre-approved education and training programs.

### **WHAT ARE THE FIRST STEPS FOR USING TA?**

1. Read to understand AFI 36-2670 section 6.5 and if needed, contact Education Services for questions and clarifications
2. Login to AFVEC through AF Portal or <https://afvec.us.af.mil>
3. Create an account if you have not done so already.
3. Update all personal contact data to include duty phone, military email, and PSC address.
4. Update current Supervisor information and double check for accuracy.
5. Complete the \*Virtual Active-Duty Benefits Training and review with your Supervisor.

\*Completing the Virtual Active-Duty MILTA Benefits Training requires compliance with AFI 36-2670, Total Force Development, Chapter 6, Voluntary Education Program.

### **WHO IS ELIGIBLE TO USE TA?**

- Enlisted members must be on active duty for the duration of the course term.
- Regular active-duty officers must have a DOS or deactivation date 2 years after the "Term End Date"- incur 2 yr. ADSC.
- Activated Reserve/Guard members must be on Title 10 or Title 32 orders. Send copy of orders to our org. box: 86fss.ramsteineducationcenter@us.af.mil.

**Ineligible:** Airmen with Military Personnel actions are not eligible for MilTA: UIF, Control Roster, Referral EPR/OPR, or failed/overdue PT test.

## WHAT CAN TA BE USED FOR?

- Community College of the Air Force Associate Degree (CCAF)
- College of Allied Health Sciences Associate or Bachelor's Degree (CAHS)

AND

- Associate Degree
- Bachelor's Degree
- Master's Degree

*Except for the CCAF degree, TA cannot be used for an equal or lower degree. If you already have a degree, you cannot pursue the same level or lower degree while using TA, no matter the funding source used while obtaining degree.*

- **Host Foreign Language**

If interested, review AFI36-2670 6.5.4.3.2. Prior to creating an education goal in AFVEC, send a copy of your orders to: [86fss.ramsteineducationcenter@us.af.mil](mailto:86fss.ramsteineducationcenter@us.af.mil). The college you choose to study German will be up to you. Schedule and take Defense Language Proficiency Test (DLPT) after every 6 semester hours by contacting Testing: [86fss.ramstein@us.af.mil](mailto:86fss.ramstein@us.af.mil)

- **AF Strategic Languages**

The Air Force strategic language list can be found in myPers.

[https://mypers.af.mil/app/answers/detail/a\\_id/22839/kw/strategic%20language%20list/p/10](https://mypers.af.mil/app/answers/detail/a_id/22839/kw/strategic%20language%20list/p/10)

- **AF COOL**

Your first step in utilizing TA for AF COOL is obtaining Journeyman/5000 UGT and completing the AF COOL Virtual Training within Virtual Benefits Training in AFVEC: <https://afvec.us.af.mil/afvec/af-cool/welcome>.

Airmen can potentially utilize TA for credential exams related to AFSC, one Non-AFSC related credential and one credential related to awarded degree (Bachelor's or higher). AF COOL TA Cap of \$4500 for lifetime; TA funds used for AF COOL are subtracted from annual TA funding cap of \$4500.

- **Commissioning Program Prerequisites**

Some commissioning programs require a specified amount of semester hours of college coursework before being accepted into the program. Tuition assistance can be used to pay for this requirement.

## WHAT DOES TA NOT COVER?

**Tuition Assistance Funds CANNOT be used for:**

- Fees
- Lower/lateral courses (\*unless posted on degree plan)
- Books (many schools offer free online books)
- Transcripts
- Duplicate courses with passing grades

## WHAT ARE THE LIMITS TO USING TA?

- \$4,500/fiscal year, \$250/ per Semester Hour (SH) or \$166 per Quarter Hour (QH)
- Undergraduate cap-124SH/186 QH; Graduate cap-42SH/70 QH
- Undergraduate - 2.0 GPA is required and is calculated after 15 SH or equivalent using TA
- Graduate – 3.0 is required and is calculated after 6 SH or equivalent using TA
- Failure to maintain applicable GPA standard will result in TA suspension
- Below the GPA standard - student required to fund courses and provide official grades
- All grades funded using TA are used to calculate student's GPA regardless of reimbursement actions
- Reimbursement actions: Undergraduate-D, F, W grades; Graduate-C, D, F, W grades

## WHO APPROVES TA?

**SUPERVISOR IS TA APPROVER:** If eligible, you can begin using TA as soon as you have your Supervisor's approval. Ultimately, your Supervisor is the approving authority for your TA. Initial and ongoing conversations regarding your TA are vital. Ensure your Supervisor's name and email is updated in your AFVEC account.

## WHAT ARE THE DEADLINES TO REQUEST TA?

- Request MilTA no earlier than **(45)** calendar days prior to and no later than seven **(7)** calendar days before the term start date.
- After submitting your TA request, you can make changes and delete if your supervisor has not approved yet; do not delete if within 7 days of course start date.
- Once your supervisor approves, contact the Education Center if you have any course enrollment changes.
- **Always ensure the dates of the course are accurate** when submitting TA request.

*The Air Force TA will not pay for courses that do not match up with your original TA request which includes the course title, course code, course section, course start date, and course end date.*

## ARE THERE ANY EXCEPTIONS TO POLICY FOR THE 7-DAY TA RULE?

- 1) Occasionally extenuating circumstances arise that may warrant an exception to policy of CCAF AAS degree requirements, criteria, or academic policies. Students must demonstrate that the events were beyond the student's control and that the Airman made every effort to work with the institution and education center to resolve prior to requesting a waiver.
- 2) Circumstances that may be considered for waiver are short-notice PCS/TDY where the Airman had no prior knowledge, unexpected hospitalization, or emergency leave.
- 3) If you believe you qualify for an exception to policy (ETP) within this contract for extenuating circumstances, complete an MFR addressed to 86 FSS/FSDE Ramstein Education Center. Attention: MAJCOM Functional
  - Digital signature with your full contact information.
  - Digital signature Endorsement from your supervisor with full contact information.
  - Digital signature Endorsed from your First Sargent with full contact information.
  - MFR must include as attachments all supporting justification documents which
- 4) Return applicable documents as PDF files to: 86fss.RamsteinEducationCenter@us.af.mil

## WHAT IS THE ROLE OF EDUCATION SERVICES WITH TA?

Education Services is involved in the approving of the following education goals and TA requests in AFVEC: CCAF/CAHS Degree, CCAF Prerequisites, Associates Degree, Bachelor's Degree, Master's Degree, Commissioning Prerequisites and Foreign Language of Host Country (German or GSU host country/language).

When a TA request is submitted in AFVEC and approved by your supervisor, Education Services will approve/disapprove TA request after verifying the course or training is still needed as part of your education goal by reviewing the plan provided when education goal was created.

## **WILL MY TA AUTOMATICALLY BE PAID IF I SUBMITTED MY REQUEST BY THE 7-DAY WINDOW?**

Not necessarily, you need to verify the following for every TA submitted:

a. Ensure that your Supervisor approved your TA; supervisor usually has until 1 day before the course start date to approve TA. Remind your supervisor and double check that they received the Email because it may be in their junk folder, or it may be entered wrong in AFVEC under Supervisor profile. Double check your AFVEC TA request after your Supervisor approves. Education Services can re-send Email to Supervisor if needed, but we need to know as soon as possible and before the course start date. *Important: TA will not be recreated once it is auto deleted for supervisor's failure to sign.*

b. Education Center needs to approve by verifying your course meets your degree plan needs for remaining coursework. If course requested does not match with the courses on your pre-approved education goal plan, TA will be disapproved. Keep a copy of the plan you submit with your AFVEC education goal and ensure that you are taking courses clearly listed on plan. If they are not clearly listed, reach out to Education Services before requesting TA to explain the course and or provide a new plan that clearly states the course needed, to avoid disapprovals. Approval and disapproval actions are automatically sent to your AFVEC primary email listed through the AFVEC messaging system; ensure your Email is accurate and checking often.

c. Check your TA request before and after the course starts to ensure that the request is still active in AFVEC.

## **WHEN CAN I START USING TA?**

If eligible, you can begin using TA as soon as you have your supervisor's approval. Ultimately, your supervisor is the approving authority for your TA, submitted and approved through AFVEC.

## **WHAT IF MY TA IS NOT SUBMITTED OR APPROVED ON TIME?**

If for any reason your TA is not submitted or approved on time, then you will want to drop the course on or by the course start date, unless you plan to pay out of pocket. Every school has unique drop/add guidelines, deadlines, and fees. For any drops or changes in enrollments (after supervisor approval), notify Education Services so that we can change and or delete your funding requests.

## **HOW DO I KNOW IF THE SCHOOL I CHOOSE WILL HONOR MY TA?**

Effective 1 Mar 13, IAW DoDI 1322.25, all schools must have signed the Department of Defense (DoD) Memorandum of Understanding (MOU) to be eligible to receive MilTA. To verify if you're chosen school has signed the DoD MOU visit [www.dodmou.com](http://www.dodmou.com) and select "TA Decide". Every vetted institution will have a POC that you can contact for reasons such as finding school name/program/courses in AFVEC or TA issues specific to your institution.

## HOW DO I REQUEST TA IN AFVEC FOR A POSTSECONDARY DEGREE?

Prior to creating an education goal in AFVEC complete the following steps

1. Decide on a program of study and verify school honors TA: [www.dodmou.com](http://www.dodmou.com) , select “TA Decide”
2. Apply to be admitted to your chosen school. During the college admissions process, send your official transcripts from all Colleges/Universities/CLEP/DANTES/AP/Dual Enrollment/DLI to include CCAF to your new institution.
3. Obtain a student identification number (ID#).
4. Obtain a degree plan from your college/university for your program of study. TA can be used for up to 6 SH with an un-evaluated (generic) degree plan. After 6 semester hours, TA will be suspended until an evaluated degree plan is provided to the education center, see below for evaluated degree plan requirements.

**EVALUATED DEGREE PLAN:** This is required after 6SH. Your school may have a different name for this document, but it must have name of school, your name, student ID, a full credit summary; total number of credits needed to graduate, transferred credits, and credits still needed. It must also list all the course numbers/codes and course titles. If you request MilTA and the course number/code and title are not found on the degree plan provided, the TA funding request will be disapproved. AFI36-2670.  
6.5.1.3.1.

5. When your degree plan is received, send in PDF form to: [86FSS.RamsteinEducationCenter@us.af.mil](mailto:86FSS.RamsteinEducationCenter@us.af.mil).
6. Create an education goal in AFVEC. If degree plan is not included, you will need to re-submit.
7. Once education goal is approved by the Education Center (goals are approved in the order received), request TA within your education goal in AFVEC by selecting “ISSUE FUNDING” as early as (45) days prior the class starting, but no later than (7) days before the class starts.
8. To complete TA request, have the following ready in advance: college name and the specific campus enrolled in, student ID#, degree program title, tuition cost per credit hour, total cost, exact dates of course, exact course name and code.
9. Education services will assist you with commissioning pre-reqs and host foreign language education goals.

## WHERE DO I FIND MY TA FORM IF MY SCHOOL REQUESTS ONE?

All TA participating schools have access to TA forms; however, if you need to provide a TA form to your school, within your Funding Requests, you can download your TA Form (AF FORM 1227, (Print/Save as PDF)

## CAN I CHANGE PROGRAMS OR SCHOOLS WHILE USING TA?

Yes. Per AFI: **Program Change IAW AFI 36-2670**, Airmen are authorized up to two-degree program or school changes per degree level (undergraduate level with no more than 90 SH completed / graduate level with no more than 9 SH completed). Before making a degree program or school change, Airmen must complete an Interest Inventory (found on AFVEC) and send copy of results to: [86fss.RamsteinEducationCenter@us.af.mil](mailto:86fss.RamsteinEducationCenter@us.af.mil). In your email state your request for a program change [86fss.RamsteinEducationCenter@us.af.mil](mailto:86fss.RamsteinEducationCenter@us.af.mil). In your email state your request for a program change.

Upon receipt of your email with the requested information attached, we will contact you to discuss your interest inventory results. If your program change is authorized, we will make your current Education Goal obsolete and clear your AFVEC account which will enable you to create a new Education Goal. You will receive a confirmation email when your account is updated.



## ARE THERE LIMITATIONS TO USING TA “OVERSEAS”?

Per AFI36-2670 6.3.1.14.1. If you are a first-time college student, you are required to take your first course with one of the DOD vetted colleges located on Ramstein Air Base while stationed “overseas” and using TA. Courses may be taught through any mode of instruction available such as online. We strongly recommend taking one required general education course towards your CCAF degree after creating a CCAF-education goal in AFVEC. A CCAF education goal does not count towards your maximum program changes per AFI 36-2671. Below is the list of schools at Ramstein AB.

### RAMSTEIN AIR BASE UNDERGRADUATE LEVEL CAMPUSES

#### **Embry Riddle Aeronautical University**

Phone: DSN 480-5755 or commercial 011-49-6371-47-5755

E-Mail: [ramstein@erau.edu](mailto:ramstein@erau.edu)

Web site: <http://worldwide.erau.edu/>

#### **University of Maryland Global Campus Europe (UMGC Europe)**

DSN: 314-480-5611

CIV: 011-49-(0)631-5600-1725

Commercial 011-49-6371-47-5611/4866

E-Mail: [Ramstein-europe@umgc.edu](mailto:Ramstein-europe@umgc.edu)

Web site: [www.europe.umgc.edu](http://www.europe.umgc.edu)

## WHAT IF I HAVE PROOF OF PRIOR COLLEGE?

If you have proof of successfully completed college level coursework (no degree awarded) send a copy of an **unofficial transcript** with subject line of “Proof of Prior College” to [86fss.ramsteineducationcenter@us.af.mil](mailto:86fss.ramsteineducationcenter@us.af.mil). Once received, the Education Center will update your account to reflect that you have successfully completed one or more college courses. You will no longer be held to the “overseas” rule which requires attending a school on base.

## WHERE DO I SEND MY PRIOR SCHOOL’S OFFICIAL TRANSCRIPTS?

**Request that your previous school send official transcripts directly to:**

#### **Air University/CCAF:**

Enlisted members should request that all college level schools attended, to include dual enrollment high school (college transcripts/not high school) and credits by exam such as CLEP/DSST/AP send official transcripts directly to Air University via electronic order or order a hard copy to be sent to:

Air University - CCAF, 60 W Shumacher Ave, Maxwell AFB, AL 36112-6337

#### **Ramstein Education Center:**

If you have already been awarded an Associates, Bachelor’s or Master’s degree, order an official e-copy from your school and have them sent directly to our org box: [86fss.ramsteineducationcenter@us.af.mil](mailto:86fss.ramsteineducationcenter@us.af.mil) or hard copy to:

86FSS/FSDE

Attn: Education Services Counselor

Unit 3221

APO AE 09094-3221.

Once received, your AFVEC account will be updated to reflect your awarded degree.

**Officer Transcripts:**

Officer Education updates are managed through Air University Academic Coding Branch, please contact your University to get an official transcript sent to AU. Official transcript from the university may be mailed or e-mailed from the registrar's office reflecting your degree progress or graduation. All mailed correspondence requesting updates to academic level should be addressed to: Air University Academic Coding Branch, 60 W Shumacher Ave, Maxwell AFB, AL 36112-6337. E-mail: AU.RO.Workflow@us.af.mil

**Website:** [airuniversity.af.edu/registrar/](http://airuniversity.af.edu/registrar/)

**Foreign Transcripts:**

Foreign transcripts must be translated to English and can be evaluated by outside agencies:  
<https://www.naces.org/>.

## HOW DO I REQUEST MY CCAF TRANSCRIPTS BE SENT TO MY NEW SCHOOL?

Students may continue to request individual Air University transcripts via:

<https://www.parchment.com/u/registration/32882/institution>

There is a ~\$3 charge, but it can be sent electronically or via paper.

## ARE THE OTHER PROGRAMS IN AFVEC THAT I SHOULD KNOW ABOUT?

Air Force COOL: is a pathway for enlisted DAF members to earn industry recognized professional certifications, licenses to enhance their active-duty work, and to prepare them as they transition to the civilian job market. Airmen are required to complete the AF COOL Virtual Training within Virtual Benefits Training in AFVEC. <https://afvec.us.af.mil/afvec/af-cool/welcome>. For specific AF Cool questions or for any of their programs listed through AFVEC, you will want to reach out to AF Cool directly. You can email them through AFVEC with "Student Messaging", choose the category for AF Cool for sending message. If there are any programs of interest not already approved by AF Cool in AFVEC, you will want to reach out to AF Cool directly to request approval. This program is managed by AF COOL in AFVEC and your supervisor; the Education Center does not manage this program even if messages direct you to the education center. AF COOL within AFVEC approves your education goal and your TA along with your supervisor.

**AU-ABC Program**

The Associate to Baccalaureate Cooperative (AU-ABC) is specifically for Airmen that plan to pursue their CCAF degrees and a bachelor's closely related to their career fields. The AU-ABC cooperative maximizes the application of military career education and training, while transferring most if not all your CCAF credits towards a bachelor's degree.

GEM: GEM is a partnership between CCAF and partnering regionally accredited civilian schools to provide general education courses that meet CCAF requirements in an online format: anytime, anywhere availability.

SkillBridge: The SkillBridge program provides you opportunities to develop career skills that are necessary to secure civilian employment as you transition out of the military. Contact your servicing Education Center to inquire about the next steps and possible briefing to learn more.

## HOW DO I TAKE CLEP, DSST OR PEARSON VUE EXAMS?

The National Test Center (NTC) offers CLEP/DSST, Pearson Vue (CompTia, Cisco, GMAT, etc.) by appointment only.

To schedule exam visit: <https://outlook.office365.com/owa/calendar/RamsteinNationalTestCenterReservationSystemCopy@umgc.edu/bookings/>

NTC is managed by UMGC, for questions email: [ntcramstein-europe@umgc.edu](mailto:ntcramstein-europe@umgc.edu). DSN 480-5611/4866 and Comm 06371-47-5611/4866. Keep in mind that the Ramstein Education Center does not manage or proctor the exams, even if correspondence may direct you here. The Ramstein AB NTC location is in Bldg. 2120.

For PearsonVue, be sure to first register and prepare for exams: <https://home.pearsonvue.com/isc2>

**GRE:** NTC does not offer the GRE. To register for the GRE, test site locations and study materials: <https://mygre.ets.org/greweb/action/RegPortal>. Closest GRE testing site is Frankfurt, Germany

## HOW DO I REQUEST MY CLEP/DSST TRANSCRIPTS?

**ORDER** CLEP/DSST Transcript to be sent to your school(s):

<https://www.dantes.doded.mil/EducationPrograms/take-tests-get-transcripts/gettranscript.html>  
<https://www.dantes.doded.mil/EducationPrograms/get-credit/creditexam.html#clep-tab&clep-tab-transcript>  
OR

Order CLEP/DSST Transcript to be sent to your school(s) using parchment:

[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&sid=3q7ey35yiWKgVEiC](https://exchange.parchment.com/send/adds/index.php?main_page=login&sid=3q7ey35yiWKgVEiC)

Missing CLEP/DSST Transcript: your CLEP or DSST may not show up on your CCAF Progress Report (PR) for a couple of reasons. First, wait 3 weeks for your passing test scores to show up on your CCAF WebPR.

Another reason may be when you went online to order your test, you may not have selected Air Force as your branch of service, or you may have used CAC ID instead of your SSN.

DANTES automatically pays CLEP/DSST \$85.00 for you to take the test, the \$25.00 sitting fee, as well as the \$30.00 cost to have your official transcripts sent to CCAF. These fees should not cost you but requires you to call either DSST or CLEP to get this corrected.

DSST – 877-471-9860 or email: [GetCollegeCredit@prometric.com](mailto:GetCollegeCredit@prometric.com)

CLEP – 800-257-9558 or email: [CLEP@collegeboard.org](mailto:CLEP@collegeboard.org)

Service members who need to correct their DSST records (CAC ID and Branch of Service updates) contact DSST (formerly DANTES) at 877-471-9860. Service members who need to correct their CLEP records may be corrected by calling College Board at 800-257-9558 (international 212-237-1331).

## HOW DO I REQUEST AP EXAM TRANSCRIPTS?

AP Exam transcript request: <https://apstudents.collegeboard.org/sending-scores/online>

If you took the AP exam(s) more than 4 years ago you will need to request an archived score report:

<https://apstudents.collegeboard.org/sending-scores/send-or-get-archived-scores>



## HOW DO I DECIDE ON A DEGREE?

Prior to requesting TA, you will be required to clearly define your education goal. For Post-secondary education goals, we recommend that you take your time and make sure that the program and school are right for you. Start by taking a career assessment such as Kuder Journey, this will assist in defining your education goal. After learning your career field matches and options, research by utilizing O'Net and learn necessary education requirements (education levels, degree titles). Once you have narrowed down your program of study, (degree title) use College Navigator to start shopping for schools.

- Kuder Journey: <https://dantes.kuder.com/landing-page>
- O\*Net Online: <https://www.onetonline.org/>
- College Navigator: <https://nces.ed.gov/collegenavigator/>

**DoD MOU:** to verify if your chosen school has signed the MOU go to: [www.dodmou.com](http://www.dodmou.com) and select "TA Decide". Effective 1 Mar 13, **IAW DoDI 1322.25**, all schools must have signed the Department of Defense (DoD) Memorandum of Understanding (MOU) to be eligible to receive MilTA.

## WHAT ELSE DO I NEED TO CONSIDER WHEN DECIDING ON A POST-SECONDARY INSTITUTION?

It is imperative to know and understand the accreditation of your chosen post-secondary institution. Research both National and Regional accreditation to include the differences and the transferability. Institution accreditation can be verified with: <https://www2.ed.gov/admins/finaid/accred/accreditation.html>

### **CCAF: Civilian Course Conversion Table (CivCCT):**

Prior to requesting TA, verify courses will transfer to CCAF by contacting the Education Center. We may be able to provide a list of applicable courses for your chosen school called the Civilian Course Conversion Table (CivCCT).

## ARE THERE OTHER FUNDING SOURCES BESIDES TA TO USE FOR POST-SECONDARY EDUCATION?

There are many sources of funding available for education. If Military Tuition Assistance is not an option, then you may want to consider completing a FAFSA application, researching Military Scholarships, or utilizing your GI Bill Benefits. For more information, please see the links below.

- Here is the link to FAFSA (Free Application for Federal Student Aid (FAFSA®):  
<https://studentaid.gov/h/apply-for-aid/fafsa>
- Also, here is a link for Military Scholarships:  
<https://usveteransmagazine.com/list-of-military-scholarships-for-service-members-spouses-and-dependents/>
- Additionally, you may be able to use your GI Bill. Please see below for the VA Benefits Counselor's contact information:
- You can contact the VA Reps on Ramstein AB about using your VA benefits:
  - **Ramstein VA Office:** Bldg 2120, 2nd Floor, Rm 208
  - **Phone:** +49 152 24404630 (cell) or DSN 480-7625
  - **Email:** [derrick.rutherford@vatap.calibresys.com](mailto:derrick.rutherford@vatap.calibresys.com)
  - **GI Bill Hotline:** (001) 888-GI-BILL-1
  - **Website:** <https://www.va.gov/education/>

- **Total Force Service Center :**

DSN: 665-0102 or <https://www.ebenefits.va.gov/ebenefits/>

- **Transfer Benefits:**

<https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/teb>

- **Apply to use transferred education benefits:**

<https://www.va.gov/education/apply-for-education-benefits/application/1990E/introduction>

- **Switch from Montgomery to Post 9/11 GI Bill**

- To switch over to the Post 9/11 GI Bill, you can do this online by going to [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or [www.vets.gov](http://www.vets.gov).
- The direct link to change your GI Program should be this: <https://www.va.gov/education/change-gi-bill-benefits/> and you'll need to submit a [VA Form 2-1995](#) online.

- **Steps to Use VA/GI Bill Benefits:**

1. Apply for Admission to your academic institution
2. [Decide which GI Bill® best fits your needs.](#)
3. Visit <https://www.va.gov/education/how-to-apply/> to submit your application for benefits.
  - The site will prompt you to complete the appropriate form 22-1990 (first time VA applicant)) or 22-1995 (returning VA applicant).
  - You will need your Institution's mailing address for the form
4. Keep an Oeye out for the VA certificate of eligibility (COE).
5. Submit/Fax your COE and completed VA Benefits form to your Institution
6. Register for classes. If you use the Montgomery GI Bill®, the VA will pay you directly, meaning you will need to self-pay during registration.
7. If prompted during the registration process, give your consent for the institution to submit your course registrations to the VA.
8. Your academic institution will submit verification of your enrollment to the VA after the drop period for your course(s).
9. You may need to re-verify your enrollment on the last day of each month you are enrolled in class.
10. Check with your institution's VA school certifying official (SCO) to view the VA Enrollment Status (Rate of Pursuit) table for course load requirements.

## **HOW DO I FIND OUT MORE ABOUT CCAF DEGREE PROGRAMS?**

Pursuing an Associate of Applied Science degree through Air University Community College of the Air Force (CCAF) is a great step towards your career goals and progression. Airmen are automatically enrolled in the CCAF degree program that is applicable to their AFSC. For the latest and greatest with CCAF and your full general catalog visit [https://www.airuniversity.af.edu/Barnes/CCAF/non\\_airforce/](https://www.airuniversity.af.edu/Barnes/CCAF/non_airforce/)

## **HOW DO I FIND OUT MORE ABOUT COMMISSIONING PROGRAMS?**

Commissioning programs are ever evolving with new guidelines and requirements. Education Centers no longer assist with developing or reviewing packages IAW AFI 36-2649, June 2019: A9.12. The only commissioning package that the Education Center assists with is the SOAR, because it goes through the MAJCOM. If interested in other commissioning programs, we recommend that you collaborate with an officer who can mentor you. Mentors can be found on "My Vector."

However, the Education Center is happy to help you with 1) links and informative resources so you can do your research, 2) creating a commissioning prerequisite education goal, 3) understanding how to use MilTA to pay for program prerequisites, and 4) scheduling and administering the AFOQT.

- To schedule an AFOQT, email the Ramstein Testing Office at [86fss.ramstein@us.af.mil](mailto:86fss.ramstein@us.af.mil).
- Be sure to stay up to date at commissioning program websites and through the Holm-Center:  
<https://www.airuniversity.af.edu/Holm-Center>
- For AFROTC Enlisted Commissioning Program Opportunities:  
<https://www.airuniversity.af.edu/Holm-Center/AFROTC/Display/Article/1045423>
- For Eligibility guidelines for ROTC programs available to enlisted airmen:  
<https://www.airuniversity.af.edu/Holm-Center/AFROTC>

### **CREDIT FOR INITIAL TA COUNSELING BRIEF**

**Student's Responsibilities:** Students are ultimately responsible for the accuracy of their records and for timely updates, changes, etc. Failure to meet prescribed timelines, suspenses, or if errors are made and not corrected in a timely manner, will result in a financial debt to the student and refunds will not be authorized

By placing your signature in the block below, you agree to all terms and understand all the above mentioned, as outlined in AFI 36-2670 and DoDI 1322.25, for using MilTA. The service member understands **this document certifies the receipt of Initial Tuition Assistance Counseling**. Any additional questions or concerns can be addressed in the future, at any time and at any Education Center.

Please sign below and email this briefing to the Education Center at the following address:

[86FSS.RamsteinEducationCenter@us.af.mil](mailto:86FSS.RamsteinEducationCenter@us.af.mil)

**Signature:**