



COMMANDER'S CALL TOPICS

NOTE: This product has embedded hyperlinks and is best viewed online.

26—30 March 2018

Priority Topic
of the
Week:

Civilian Tuition
Assistance Program

Civilian Tuition Assistance background

Air Force leadership has stressed individual responsibility for professional development to include building upon an educational foundation. However, since college costs may present financial challenges, the Civilian Tuition Assistance Program exists to help alleviate some of that burden for permanent full-time appropriated fund employees, including wage grade employees. In fact, Air Force officials recently made adjustments to the program to make it even more appealing to members. The program has changed from one course per semester or quarter to two courses per term; the cap remains at up to \$4,500 per person per fiscal year.

Innovative and competitive edge

CTAP assists in maintaining the Air Force's innovative and competitive edge while allowing the civilian force to develop their professional competencies in an efficient and cost-conscious manner. In particular the program offers members the opportunity to continue with their associate, bachelor, master and doctorate levels course work. This benefit can be applied at an array of participating colleges and universities which are listed in the [DoD Voluntary Education Partnership Memorandum of Understanding directory](#).

First steps to getting started

Once a member has enrolled in a college program, the steps to utilize tuition assistance are easy:

- Register via the Air Force Virtual Education Center ([AFVEC](#))
- Complete CTAP Annual Training in AFVEC
- Submit an educational goal and an evaluated degree plan

Upon Approval:

To complete the Tuition Assistance funding request. You'll need:

- Exact course start and end dates
- The course, course number, the number of semester hours or quarter hours, and the cost per semester hour or quarter hour
- An itemized list of course fees by the academic institution
- Once completed, the AF civilian submits the TA funding request via AFVEC

Note: TA funding request must be submitted between seven and 45 days before the course start date. If an individual tries to submit the TA request less than seven days prior to course start date, AFVEC will not accept the request and TA funding will not be authorized.

Personnel Topics of Interest

- Airmen feedback critical to future of Air Force ([AF.MIL](#))
- PACE accepting nominations for the 2018 leadership impact award ([AF.MIL](#))
- AFPC conducts test of revised base of preference on seven career fields ([AF.MIL](#))

Commander's Call Topic Archive: <http://www.af.mil/AboutUs/CommandersCallTopics.aspx>

Commander's Call Topics is published weekly by SAF/PA to ensure leaders at all levels remain current on issues concerning Airmen and families. Requests for information to be included in future editions should be sent to SAF/PAX via [email](#).

Submissions should include:

- 1) 1-2 sentence synopsis of the issue
- 2) hyperlink to further details
- 3) a POC name and contact information.

*Only submissions that pertaining to the majority of Airmen or specifically to command leadership teams will be considered. Local or limited-interest items will not be included.



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College credits at no cost and in little to no time

In addition to CTAP, Air Force civilians can take advantage of credit-by-exam via the College Level Examination Program and Defense Activities for Non-Traditional Education Support Subject Standardized Tests. In other words, civilians can earn college credits at 100% no cost by testing out of a full range of higher education subject areas versus sitting in the classroom for a semester or quarter.

Additional information

Details can be found by clicking [here](#) or by signing into myPers and following the tuition assistance link for more details.

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