



NONAPPROPRIATED FUND CENTRALLY-FUNDED TUITION ASSISTANCE PROGRAM

Nonappropriated Fund (NAF) Employees who meet the eligibility may request centrally-funded tuition assistance. The goal of the tuition assistance program is to assist civilians in their continued self-development and includes coursework at the associate, bachelor and master levels at an accredited college or university. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting the current and future needs of the Air Force.

BASIC ELIGIBILITY REQUIREMENTS

- PRIORITY 1: NF-IV and NF-V employees in a permanent Career Program covered position
- PRIORITY 2: NF-III and above employees occupying permanent positions that are a feeder group to covered positions in Clubs, Golf, Bowling and Lodging
- PRIORITY 3: Non-Career Program Employees who participated in the current year's Civilian Development Plan (CDP) call for opportunities

TA RATES

HOW MUCH DOES NAF TA PAY?

- TA is limited to 75% of tuition costs not to exceed \$187.50 per semester hour or \$124.50 per quarter hour (Maximum \$562.50 per course)
- TA is limited to \$3500 per person, per fiscal year
- TA does not cover books, laboratory fees or other related costs
- TA is not provided, whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration educational benefits, scholarships, grants, etc.

WHAT WILL TA PAY FOR?

- TA reimbursement for nongovernment training is not authorized for the sole purpose of obtaining a degree; rather for the purpose of developing those skills, abilities, and knowledge that best qualify the employee for the performance of their official duties
- TA is not provided for Post-Masters coursework or for courses at a lower level equal to a degree already obtained
- U.S. Department of Education – Database of Accredited Postsecondary Institutions and Programs - <https://ope.ed.gov/accreditation/Search.aspx>

SUBMISSION PROCESS (HOW DO I APPLY?)

- Current AF NAF employees who meet eligibility requirements must submit the following documents to AFPC.NAFCAREERS@US.AF.MIL:
 - a) Completed SF 182 (https://www.opm.gov/forms/pdf_fill/sf182.pdf)
 - b) Copy of the course description and university's fee schedule
 - c) Most current personnel action (AF Form 2545)
 - d) Signed copy of the TA Agreement
- The subject line of the email must follow this construct:
"FOUO: Last Name-Course Number, Course Title, Course Dates (Base Name)"
- Applications for TA should be received 45 days prior to the starting date of the course
- Applications will not be considered after the starting date of the course under any circumstance
- Both SF 182 and NAF TA Agreement are available on the AFSVA Portal page:
<https://cs2.eis.af.mil/sites/10042/Pages/HR/NAFCareerProgram.aspx>

APPROVAL PROCESS

- TA requests will be processed on a first-come, first-serve basis
- TA funding is not a guaranteed benefit/condition of employment and past approved TA does not guarantee future funding

COMPLETION REQUIREMENTS

- Undergraduate Courses: Successful completion requires a grade of C or better. If grades are below C, individual must reimburse the Air Force
- Graduate Courses: Successful completion requires a grade of B or better. If grades are below a B, individual must reimburse the Air Force
- Within 30 calendar days of course completion, member must provide a copy of the grade report to the NAF Career Field Team at AFPC.NAFCAREERS@US.AF.MIL

NOTEWORTHY

- If the member withdraws from the course after TA has been approved, he/she must notify the Force Support Career Field Team immediately to ensure the funds are de-obligated and available for other uses.
 - Employees may update their own education record in Defense Civilian Personnel Data System (DCPDS) using the [MyBiz+](#) self-service module. Any changes you make to your education information using MyBiz+ (<https://compo.dcpds.cpms.osd.mil/>) will update DCPDS and be immediately reflected in your personnel record. Note: Only degrees from accredited institutions may be update (<https://ope.ed.gov/accreditation/Search.aspx>)
- Any questions should be directed to the Force Support Career Field Team at DSN 665-2596 or via email: AFPC.NAFCAREERS@US.AF.MIL
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SF 182 COMPLETION INSTRUCTIONS

- (1). Open the electronic version of the form: https://www.opm.gov/forms/pdf_fill/sf182.pdf
- (2). Complete the form using the instructions below (page 6 of form has general instructions)
- (3). If possible, obtain signatures electronically
- (4). **You may leave blank any block for which instructions are not provided or do not apply**
- (5). **Submit request to the NAF FORCE SUPPORT CAREER FIELD (NAF Career Programs)**

Section A - TRAINEE INFORMATION

1. Name: Last name, first, middle initial
2. Social Security Number: Enter the nine (9) digit SSN (*i.e.* 123-45-6789)
4. Home Address: Enter home address, include street number, city, state, and zip code
5. Home Telephone Number: Enter area code, home telephone number
6. Position Level: Self explanatory
7. Organization Mailing Address: This is the internal agency address of your Branch-Division/Office/Bureau/Agency, include the street name, city, state and zip code.

8. Office Telephone Number: Enter area code, office telephone number and extension
9. Work E-Mail Address: Agency e-mail address (*i.e.* firstname.lastname@us.af.mil)
10. Position Title: Current position title
11. Does Applicant need Special Accommodation? Indicate "Yes" or "No".
12. Type of Appointment: (RFT, RPT, FLEX)
13. Education Level: Self-explanatory
14. Pay Plan: Enter Pay Plan (*i.e.* NF, NA, CY)
15. Series: The position classification four digit series (*i.e.* 1101)
16. Grade: Self-explanatory (e.g. III, IV, 10)

Section B – TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor: Address of educational institution.
1b. Location of Training Site: Mailing address if different from 1a.
1c. Vendor Telephone Number: Contact number of educational institution.
1d. Vendor E-mail Address: If available
2a. Course Title: Self-explanatory
2b. Course Number Code: Self-explanatory
3. Training Start Date: Enter course start date as YYYY-MM-DD (2008-12-15)
4. Training End Date: Enter course end date as YYYY-MM-DD (2008-12-19)
5. Training Duty Hours: Not applicable
6. Training Non-Duty hours: Not applicable
7. Training Purpose Type: Enter Code **03**
8. Training Type Code - Enter Code **02**
9. Training Sub Type Code: Enter Code **23**
10. Training Delivery Type Code: Review for applicable code on page 12 of form.

11. Training Designation Type Code: **01**→ Undergraduate Credit; **02**→ Graduate Credit; **03**→ Continuing Education Unit (CEU); **05**→ NA
12. Training Credit: Amount of academic credit hours or CEU.
13. Training Credit Type Code: **01** for Semester Hours; **02** for Quarter Hours; **03** for CEU
14. Training Accreditation Indicator: No (**N**)
15. Continued Service Agreement Required Indicator: No (**N**)
16. Continued Service Agreement Expiration Date: Not applicable. Leave blank.
17. Training Source Type Code: **03**→ non-government
18. Training Objectives (REQUIRED): Describe how this training benefit the AF, employee, job related will and enhance the mission.

Section C – Costs and Billing Information

1. **Direct costs and appropriation/fund chargeable**
 - a. **Training Tuition and Fees Cost:** Actual cost of the course (registration fee)
 - b. **Books and Materials Costs: ALWAYS \$0.00**
 - c. **Total Cost:** Insert the actual final cost for tuition and fees

2. **Indirect Costs and appropriation/fund chargeable: This will always be \$0.00 for NAF TA**
 - a. **Travel:** Actual cost of travel
 - b. **Per Diem:** costs to include hotel, meals, misc costs
 - c. **Total Cost:** Insert the actual final cost for travel and per diem
- 3.-5. **For AFPC use only.**

6. Billing Instructions

**HQ AFPC/DP2LSP
ATTN: NAF FORCE SUPPORT CAREER FIELD (NAF Career Programs)
550 C Street West
JBSA-Randolph TX 78150
ADVANCE PAYMENT AUTHORIZED**

Section D - Approvals

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| <ol style="list-style-type: none">1. Immediate Supervisor<ol style="list-style-type: none">a. Name and Titleb. Phone Numberc. Email Addressd. Signaturee. Date
2. Second Line Supervisor (Usually Flight Chief or Unit Deputy/Director) | <ol style="list-style-type: none">a. Name and Titleb. Phone Numberc. Email Addressd. Signaturee. Date <ol style="list-style-type: none">3. HR Specialist<ol style="list-style-type: none">a. NAF Career Program Administratorb. 210-565-2596c. AFPC.NAFCAREERS@US.AF.MIL |
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Section E – Approvals/Concurrence

1. **Authorizing Official (NAF Career Program Administrator)**
 - a. **NAF Career Program Administrator**
 - b. **210-565-2596**
 - c. **AFPC.NAFCAREERS@US.AF.MIL**

Section F – Certification of Training Completion and Evaluation

1. **Authorizing Official – (Course completion certifier i.e. instructor, Civilian Training Office)**
 - a. **NAF Career Program Administrator**
 - b. **210-565-2596**
 - c. **AFPC.NAFCAREERS@US.AF.MIL**