

# CIVILIAN TUITION ASSISTANCE (CTAP) FACTS & AFVEC INSTRUCTIONS

## **Civilian Tuition Assistance Program (CTAP) FACTS:**

- The Civilian Tuition Assistance Program (CTAP) is available for all permanent and full-time Appropriated Fund or APF (General Schedule and Wage Grade) employees with an acceptable performance appraisal.
- CTAP supports a degree plan above the employee's highest achieved education level. For instance, an employee with a high school education may receive tuition assistance (TA) for an Associate degree or a Bachelor's degree. An employee with a Bachelor's degree may receive TA for a Master's degree. And finally, an employee with a Master's degree may receive TA for a PHD.
- CTAP provides up to 75% (100% for PAQs!) tuition, laboratory and other instructional fees required as a condition of enrollment not to exceed \$250 per semester hour or \$166 per quarter hour and will be limited to \$4,500 per fiscal year. Employees can receive TA for up to two courses per grading period. (The grading period is defined by the employee's college or university.) Any degree offered by a college/university that has a signed MOU with the DoD is eligible. The link to check for colleges/universities is: DODMOU.com
- CTAP is an automated process managed through the Air Force Virtual Education Center (AFVEC). Employees must 1) Register at ([Register for AFVEC Account](#)), 2) Upload an education goal (Degree Plan – Provisional or Audited). The education goal/degree audit must be included at a minimum 1) Employee's name, 2) Name of the college/university, 3) Intended degree, 4) Total number of credits required for the degree; and, 5) Number of credits the employee needs to complete the degree plan. An education goal/degree audit can be obtained from the employee's college/university's advisor or student portal.
- The Force Support Career Field Team (CFT) will review the employee's education goal and upon approval, the employee may begin submitting fund requests for TA through AFVEC. When applying for two courses, ensure both are included on the same TA fund request. CTA requests must be requested 7 to 45 days prior to the course start date as there are no exceptions.
- When an employee submits a funding request, their supervisor receives an e-mail for approval. When the employee's supervisor approves, the CFT is notified and either approves/disapproves the funding request. The supervisor must review the request before the course start date or the system will automatically disapprove the funding request.

- If an employee drops or withdraws from a course prior to the course start date, the course must be deleted in AFVEC. If the course is dropped after the start date, please notify the CFT. If the school accesses a fee for the withdrawal, the employee may be subject to reimbursement.
- CTAP is an excellent employee benefit. College graduates boast of improved self-esteem and confidence, healthier choices and higher job satisfaction! Delve in and take full advantage of tuition assistance.
- More in depth information can be found on the Force Support milSuite site: <https://www.milsuite.mil/book/groups/force-support-career-field-team> under TA FAQs. Please let me know if you have any questions regarding CTAP.

**AFVEC INSTRUCTIONS: Note: Some of these instructions you may have already completed**  
**If you're having issues registering, logging in, or operations in AFVEC:**

**Instructions to delete cache and browsing history in Chrome:**

Open a new session of Chrome > Click on the three vertical dots in the top right-hand corner of the screen > Click on the “Settings” link (Third link from the bottom) > Scroll down until you see the heading “Privacy and security” > click on the arrow for “Clear browsing data” > Click on the “Click data” button in the bottom right-hand corner of the pop-up window > Close and restart on new session of Chrome.

**First Steps to Getting Started with the Civilian Tuition Assistance Program (CTAP)**

- Register for an Air Force Virtual Education Center (AFVEC) account
  - <https://afvec.us.af.mil>
  - Complete the AFVEC training module
- Click on the “Drop-Down Arrow to the right of your Name > Select “My Profile”
  - Build and complete your profile
  - Insure the following information is included
- Under “Civilian Personnel Data” (Extracted from DCPDS, except for “Appointment/Employment Type”)
  - Click on “Appointment/Employment Type” Drop-Down Arrow
  - (Most common Appointment/Employment Types)
    - 1A – Competitive – Career
    - 1C – Excepted – Career
    - 2A – Competitive – Conditional
- If you don’t know what your “Appointment/Employment Type” is, check your SF Form 50 Boxes #24 Tenure and under Position Data #34 Position Occupied
  - Go to myBiz > Under “Key Service” Click on the SF 50 Personnel Action > On the far right side under the “Action” column Click on the latest SF50 “View/Print SF50”
    - Box #24:
      - 1 – Permanent = Career
      - 2 – Conditional

- 3 – Indefinite = Not CTAP Eligible
  - Box #34:
    - 1 – Competitive Service = Competitive
    - 2 – Excepted Service
- Under the “Education Record” Menu (Far left-side of the screen) scroll towards the bottom click on the “Supervisor” link and fill-out the contact information
  - “myPers CTAP Liaison”: Training Home Page
- If you previously had a Military AFVEC account, let me know and I’ll send you a Military to Civilian Conversion Template to fill-out
- Please provide both your contact information as well as alternate contact information
- Under Supervisor contact information please provide primary and alternate e-mail and phone numbers
- Under the “Education Level” link be sure it lists either your high school diploma information or any degree(s) you have earned.
  - If blank, go to “myBiz > Professional Development button > Click on “Education” tab > Click on the “Add” button > fill-in the required text boxes
- If you haven’t already, decide on a degree level and degree program you want to pursue
  - Research and select a college/university which offers the degree program you are interested in
- **NOTE: The Benefits Training in AFVEC is not Optional, you have to complete or your funding will be blocked**

**Things to think about during your College/University selection:**

- Does the school have great reviews from the department/degree program you’re interested in
- Compare tuition costs between schools
- What have other students said about the school’s online learning environment?
- Is the degree program you are interested in fully online or are there multiple day on campus course requirements
- How student-centric are the academic advisors or are they in it for the number of potential students they sign-up?
- Once you have selected a college/university talk with your academic advisor and ask them to create a Degree Plan for you
  - Minimum information includes (Air University Associates Degree Students use their Degree Worksheet):
    - The school’s name
    - Name of the degree program
    - The total number of credit hours required to earn the degree
  - Is the school use semester or quarter hours
- A list of the course numbers, course titles, and the number of credit hours of each course
  - This is called a Provisional Degree Plan and it is good for your first two classes
  - Some schools, like Liberty University, only provide this level of degree program information until you have completed your first two classes

- Prior to your third class, contact your academic advisor and ask for an Official (Audited) Degree Plan including the following degree program information:
  - School name and letterhead
  - Degree Program name
  - Name of the degree program
  - The total number of credit hours required to earn the degree
    - Is the school use semester or quarter hours
  - A list of the course numbers, course titles, and the number of credit hours of each course
  - A list of any transferred credit hours or work experience receiving credit hours
  - Your name
  - Student ID number
  - Academic Advisor's/Registrar's Name

If you have any questions please contact Force Support CFT-TA Manager.

**Create an Education Level in myBiz:**

1. Make sure you have an education level in myBiz > Professional Development > Education > "Add" button to enter HS or Degree(s)
2. Go to AFVEC to register for an account > fill-out your profile information > make sure your, under "Civilian Personnel Data" your "Appointment/Employment Type" is filled-in. If not contact your local Civilian Personnel Office for assistance
3. Select a degree program you want to earn a degree in > Select a college/university with a Memorandum of Understanding (MOU) – See the "Institutions" link in AFVEC; > Apply and be accepted from the college/university of your choice (Watch the cost of tuition, it can vary widely between colleges and universities)
4. Have your academic advisor/registrar create a Degree Plan with the following information:
  - Employee's name,
  - The School's letterhead,
  - Your Degree program,
  - Total number of credits required for the degree,
  - Any Transferred Credit Hours
  - Your Academic Advisor's / Registrar's Name
5. At a minimum, provide the following – Provisional Degree Plan; Audited Degree Plan Preferred
  - The School's letterhead
  - Your Degree program
  - Total number of credits required for the degree,
  - List of courses in the Degree program:

- Course number
- Course name
- Class Credit Hours

**NOTE: An education goal/degree plan can be obtained from the college/university's advisor or student portal.**

6. Create your first CTA Funding Request in AFVEC > Education Goals > Click on Button Course Work or Applying for Funding