

All command approvers should be familiar with the criteria to determine a sailor's eligibility to receive TA funding prior to granting a command endorsement of the TA request.

Eligible Requirements:

When a sailor's request for Tuition Assistance is endorsed by the command approver, they are certifying the sailor meets the following eligibility requirements.

1 OFF-DUTY EDUCATION WHILE ON ACTIVE DUTY

- A. Sailor will have time to pursue an off-duty education, balance military obligations, and is successfully progressing or has completed professional qualifications.
- B. Courses funded by Tuition Assistance **MUST** be completed while on active duty.

2 FIRST PERMANENT DUTY STATION (PDS)

- A. Officer and enlisted new ascensions are required to have one year onboard their first permanent duty station before TA or NCPACE funds will be authorized.
- B. New ascension Officer who have completed a tour as an enlisted service member are exempt from this provision.
- C. A command waiver for the PDS requirement may be granted per NAVADMIN 190/14.

3 ADVANCEMENT ELIGIBLE, PHYSICAL FITNESS ASSESSMENT & RECOMMENDED FOR ADVANCEMENT

- A. Advancement eligible Sailors must have taken and passed their most recent advancement exam.
- B. Sailors shall have passed their most recent physical fitness assessment or been medically waived from their most recent PRT.
- C. Sailors must be recommended for promotion or advancement on their most recent evaluation/fitness report

Ineligible Circumstances:

When a sailor's request for Tuition Assistance is endorsed by the command approver, they are certifying the following ineligibility circumstances do not apply to this sailor:

4 NON-JUDICIAL OR COURT MARTIAL, APPELLATE LEAVE OR ADMINISTRATIVE SEPARATION

- A. When convicted at a special or general court-martial and sentenced to a punitive discharge or confinement.
- B. When found guilty at a summary court martial or awarded non-judicial punishment in the previous six months
- C. Sailors on appellate leave.
- D. Sailors pending administrative separation.

5 ENROLLED IN NAVY TRAINING OR EDUCATION PROGRAMS

- A. Sailors participating in initial skills or duty under instruction status.
- B. Sailors participating in a Navy education program such as, but not limited to, Graduate Education Voucher, Advanced Education Voucher, and any Navy-sponsored scholarship program.

- C. Sailors enrolled in an officer ascension program involving full-time instruction at a civilian institution.

Reservist Requirements:

In addition to the listed requirements above, when a command approver endorses a RESERVE sailor's request for Tuition Assistance, they are certifying the reserve sailor meets the following.

6 ENLISTED RESERVISTS

- A. Must be ordered to active duty for 120 days or more.
- B. Must have completed one year at their Navy Operational Support Center or equivalent to use TA funds.
- C. Meets all other TA eligibility requirements.

7 OFFICER RESERVISTS

- A. Ordered to active duty for **TWO** years beyond the completion date of any TA-funded course
- B. Must have completed one year at their Navy Operational Support Center or equivalent to use TA funds.
- C. Meets all other TA eligibility requirements.