

Command Responsibilities for Approving Military Tuition Assistance (TA) Applications

Background: Command Approving Official is the first step in the TA application process. This enclosure summarizes the Command Approver's responsibilities in the TA approval process. Commands may elect to pre-screen their Sailors prior to having them apply for TA or they may do this screening during the WebTA electronic application process. The Command Approver's email address listed on the TA application, will receive an approval link usually 15 minutes after application submission. Following Command Approval, the application is forwarded to the VEC for further processing and funding. All applications must complete the entire process prior to the term start date to be eligible for funding. 30 days in advance of the term start date is the suggested time to start the TA application.

TA funding is requested for the below courses:

Course #	Course Title	Term Start/End Dates

Command Checklist:

A Sailor's Command must certify the following prior to approving a Sailor's Military Tuition Assistance Application.

1. Will have time to pursue an off-duty college course, balance military obligations, and is successfully progressing or has completed professional qualifications.
2. Has served one-year on-board in their FIRST permanent duty station (PDS) or has been granted a Command waiver for the PDS requirement by: (NAVADMIN 105/10; 190/14)
 - a. Receiving education counseling by a Navy College counselor
 - b. Having an education plan approved by a Navy College counselor.
 - c. Receive the Command's leadership triad endorsement
3. Will serve on active duty through the last day of the course. (OPNAVINST 1560.9A)
4. Passed the most recent Physical Fitness Assessment (PFA) or received a waiver. (OPNAVINST 1560.9A)
5. Took their most recent advancement exam, if applicable, and are recommended for advancement or promotion. (OPNAVINST 1560.9A)
6. Have not received a NJP within 6 months or are not pending administrative separation. (OPNAVINST 1560.9A)
7. Not under instruction in initial skills training or in a duty under instruction (DUINS) training status. (OPNAVINST 1560.9A)

*Note: Enlisted Reservists on active duty >120 consecutive days may request TA if course will be completed while on active duty. Officers using TA incur a mandatory 2 year service obligation.

CO or by direction authority's email address for Command Approval: _____