

31 July 2017

Dear Servicemember,

Great News! WebTA Automation allows for expedited TA funding. Sailors, whose colleges have uploaded their course catalogs and tuition rates to the 'Academic Institution' Module (AIM), could be eligible for this new efficient process of TA authorizations. Check with your school to see if it has uploaded the information. If so, the next time you submit a WebTA Application, follow the below steps.

Instead of manually filling in your course information and tuition rate, click on "Search Courses" in the WebTA application to automatically populate course information. Then, choose a tuition rate from the drop down list. Finally, certify that your courses are directly listed on your uploaded education plan (or school approved substitute). If the selected courses are listed on your education plan, your WebTA application will be forwarded to an expedited queue after command approval. Please note that audits are conducted to make sure that courses are appropriate to the member's education plan.

This exciting feature not only ensures the course information is entered correctly (which removes the necessity for members to contact the Navy College Virtual Education Center (NCVEC) for corrections), but also allows many Sailors to receive their funded TA voucher much more quickly.

For assistance with this new feature, review the tutorial located on the Navy College Program (NCP) website (<https://navycollege.navy.mil>):

1. Under 'Hot Topics'
2. Under 'Tuition Assistance' Module, click on 'TA Steps,' in Section 5 (<https://www.navycollege.navy.mil/tuition-assistance/steps-for-tuition-assistance.htm>)
3. In 'My Education' Module

For questions, visit the NCP website and submit a Help Request at the 'Assistance Center,' initiate a Live Chat session, or call the NCVEC toll free 1-877-838-1659; DSN 492-4684; or CML (757) 492-4684. OCONUS Service members may contact their servicing Navy College Office (NCO). Contact information for OCONUS Navy College Offices can be found under the Sailor section of the website and "Navy Education Counseling."

Good luck in your educational endeavors.

We look forward to assisting you,
Navy College Voluntary Education