

STUDENT HANDBOOK



FORMS & INSTRUCTIONS



## Welcome to DNG Education Statement of Understanding

Please complete this document and scan and email to the DNG Education office Email Mailbox at [ng.de.dearng.list.j1-eso@mail.mil](mailto:ng.de.dearng.list.j1-eso@mail.mil) or attach to your State application. This will give you a general understanding about Delaware National Guard Education Benefit programs to include Federal Tuition Assistance, State Tuition Reimbursement, GI Bill, Student Loan Repayment Program, Bonus Incentive Program, Delaware Leadership Academy (DLA) and applying for FAFSA and submitting your College Financial Aid Award Letter which is also a mandatory requirement. The Statement of Understanding takes approximately 10 minutes to complete. It can be completed electronically with a CAC card via Army computer at the following DNG Education SharePoint link:

<http://ngdeintranet/special/education/Lists/EDUCATION%20STATEMENT%20OF%20UNDERSTANDING/overview.aspx>

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### 1. DNG Member Information

LAST NAME, FIRST NAME

RECRUITERS LAST NAME

EMAIL ADDRESS

### 2. I am a current Delaware National Guard Member - Military Branch?

- Delaware Army National Guard
- Delaware Air National Guard

### \* 3. What is your Unit of Assignment?

**4. VIEW DNG BENEFITS - I understand that I can view all of my Delaware National Guard Education Benefits and get application forms at the following website via computer or cell phone - <https://www.de.ng.mil/members/education/> by going to the bottom of the webpage and clicking on Information & Resources. I understand that I may have to use multiple programs that I am eligible for in order to cover my education expenses and all of my expenses may not be fully covered by these programs. I also understand that there may be application deadlines and eligibility requirement for some education programs and I must find out and comply with the program rules of use.**

- I acknowledge and plan on using DNG Education Benefits
- I acknowledge but do not plan on using DNG Education Benefits
- I acknowledge and plan on using DNG Education Benefits and have more questions

**5. MANDATORY FAFSA FILING - I understand that I must apply for FAFSA (Free Application Federal Student Aid) and submit and attach my College Financial Aid Award Letter to the DNG Education Office prior to being eligible and applying for DNG Education Benefits. I will apply for FAFSA at the following website: <http://fafsa.ed.gov/> . I understand that I must work closely with my College/School Financial Aid Office and coordinate correspondence with the DNG Education Office.**

- I acknowledge

**6. FEDERAL TUITION PROGRAM - ARMY GUARD BENEFIT ONLY - I understand that Federal Tuition Assistance is based on the availability of Federal funding and is not a guarantee. I am not eligible to receive Federal Tuition benefits until one year after returning from AIDT training. The application must be filed at least 10 days prior to class start date and no more than 60 days in advance. You must setup a User ID and Password and create a GOARMYED account at the following website: [www.goarmyed.com](http://www.goarmyed.com) . I also understand that if I used Federal Tuition for an Undergraduate degree that I must have 10 years of military service before I am eligible to use the program for a Master's degree. Please note that Federal Tuition benefit cannot be used in conjunction with GI Bill 1606 and 1607 benefits. If I have any questions or concerns in regards to Federal Tuition I will contact the DNG Education Office at 302-326-7069.**

- I am Delaware Air Guard and acknowledge I am not eligible for this program
- I am Delaware Army Guard and I acknowledge
- I am Delaware Army Guard and I acknowledge and would like more information on the Federal Tuition Program

**7. STATE TUITION REIMBURSEMENT PROGRAM -** Funded yearly by the State of Delaware from 1 July to 30 June. I can receive tuition reimbursement up to 100% for State schools if funding allows otherwise I will receive an equal share percentage if the budget cannot pay my maximum benefit. The State Finance Office will send out at a minimum two reimbursement payments each year - one for 1 JULY - 31 DECEMBER classes and one for 1 JANUARY - 30 JUNE timeframe. I understand that the State Law for this program can be viewed at <http://delcode.delaware.gov/title14/c034/sc11/index.shtml> and the user policy is DNG PAM 600-3. I understand and agree to serve 6 years with the DNG or I may have to repay all money received prior to my separation or release from the Delaware National Guard. I understand that this program is a 10 year window of eligibility from the time I start using the program. Master's Degree reimbursement is only payable if funding exists after all undergraduates have been paid. I must apply using DNG Form 600-1 and the Deadline is prior to Class Start Date and I am required to apply for FAFSA and attach a copy of my College Financial Aid Award Letter to be eligible. I must register for Direct Deposit or update / change address with the State of Delaware at the following website - <https://w9.accounting.delaware.gov/W9form.aspx> . I understand that I must file for reimbursement using DNG Form 600-4 within 45 days ending class or I forfeit my reserved tuition money. Reimbursement money received above \$5,250 per year is taxable under the IRS code. If I have any questions or concerns about the State Tuition Reimbursement Program I will contact the DNG Education office at 302-326-7012.

I acknowledge

I acknowledge and would like more information on the State Tuition Reimbursement Program

**8. GI BILL BENEFITS -** I understand that I am eligible or will obtain eligibility for the Select Reserve GI Bill 1606 if I meet the three requirements - 1 possess High School diploma/GED, 2 be on a 6 year contract, 3 Completed AIDT tech school training and awarded MOSQ for Army Guard or AFSC for Air Guard qualified. Eligibility is for up to 36 months benefit. In the future I may be entitled to other GI Bills depending on my assignments. The GI Bill programs can be used up to 48 months but only 36 months of one specific GI Bill. I understand that I must work with my College VA Representative or Certifying Official in order to get GI Bill payment from the VA. Apply for GI Bill at: <http://www.benefits.va.gov/gibill/apply.asp> . Please note that Federal Tuition benefit cannot be used in conjunction with GI Bill 1606 and 1607 benefits. If you have any questions or concerns please contact your GI Bill Program Manager in your Education Office.

I acknowledge

I acknowledge and would like more information on the GI Bill Benefits

9. INCENTIVE PROGRAMS - I understand that Incentive Programs like Signing Bonuses, Reenlistment Bonuses and Student Loan Repayment Program payments are taxable and I may have to complete application paperwork as well as provide required documentation such as NSLDS datasheet from <https://www.nsls.ed.gov/npas/index.htm> . I understand that failure to remain in the contracted MOS / AFCS for the entire enlistment contract period may result in a government debt. I understand that I should work closely with my Unit and education representatives. For more information contact your recruiter or the education office at 302-326-7044.

- I acknowledge
- I acknowledge and would like more information on Student Loan Repayment Program
- I acknowledge and would like more information on Bonus Incentives Program

10. DELAWARE LEADERSHIP ACADEMY (DLA) - This is a Delaware National Guard (Army and Air) instructed Master's Degree program that enables a student to earn up to 18 credits towards a Master's degree at Wilmington University. The credits earned lead to a degree in the field of Homeland Security or Military Leadership. DLA program classes run from JAN-DEC and you can create a packet for selection any time during the year. Get application - <https://www.de.ng.mil/wp-content/uploads/2014/09/DLA-DIGITAL-APPLICATION2015.pdf> I understand that my education office has more information on this program and I will contact them at 302-326-7044 if I become interested.

- I acknowledge
- I acknowledge and I am interested in finding out more information about DLA

11. CLICK ON FILE – SAVE AS – RENAME TO YOUR NAME - EDUCATION SOU.

12. PRINT OUT AND MAINTAIN AND REVIEW THESE EDUCATION BENEFITS.

13. SCAN AND EMAIL THIS SURVEY TO THE EDUCATION EMAIL BOX BELOW:

[ng.de.dearng.list.j1-eso@mail.mil](mailto:ng.de.dearng.list.j1-eso@mail.mil)

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SIGNATURE / PRINTED NAME

DATE

The DNG Education Benefits SOU can be viewed on a computer/tablet/smartphone at: <https://www.surveymonkey.com/r/JM62XFW>

## Delaware Army Guard Education Programs

JOIN THE GUARD!

<https://www.de.ng.mil/members/education/>



### State Tuition Reimbursement Program Must file FASFA, SOU, Degree Plan with 600-1

**POC is MSGT ROBERT CSIZMADIA**

*Email: Robert.L.Csizmadia.nfg@mail.mil*

*Phone: 302-326-7012 FAX: 302-326-7029*

Eligibility Guidelines: All active Delaware National Guard members in good standing. Attend an accredited **\*Public** or **\*\*Private School** within the State either FT or PT. Tax Free up to \$5,250 per year and amounts above \$5,250 per year is taxable. DNG FORM 600-1 Application Form – DNG FORM 600-4 Reimbursement Claim Form Forms available via <https://www.de.ng.mil/members/education/>

#### **\* Public Schools in Delaware are Up To 100% Tuition Reimbursement**

Delaware Technical and Community College – [www.dtcc.edu](http://www.dtcc.edu)

University of Delaware – [www.udel.edu](http://www.udel.edu)

Delaware State University – [www.desu.edu](http://www.desu.edu)

#### **\*\* Private Schools in Delaware are reimbursed up to average In-State rate**

Goldey Beacom College – [www.goldey.gbc.edu](http://www.goldey.gbc.edu)

Springfield College (Delaware Campus only) – [www.springfieldcollege.edu](http://www.springfieldcollege.edu)

Strayer University (Christiana Campus only) - [www.strayer.edu](http://www.strayer.edu)

Wesley College Dover – [www.wesley.edu](http://www.wesley.edu)

Wesley College New Castle – [www.wcnc.wesley.edu](http://www.wcnc.wesley.edu)

Delaware College of Art and Design – [www.dcad.edu](http://www.dcad.edu)

Widener University (Delaware Campus only) – [www.widener.edu](http://www.widener.edu)

Wilmington University – [www.wilmu.edu](http://www.wilmu.edu)

#### **ARNG Education Office - Federal Tuition - [www.goarmyed.com](http://www.goarmyed.com)**

**POC is MSG Eric Fosty**

**MS NICOLE MORANT**

*Email: Eric.j.fosty.mil@mail.mil*

*nicole.b.morant.civ@mail.mil*

*Phone: 302-326-7044*

*302-326-7069*

**VA GI Bill Website: <https://www.gibill.va.gov/>**

**Transfer Post 911 GI Bill**

**<https://www.dmdc.osd.mil/milconnect/>**

#### **Delaware Leadership Academy – Masters Degree**

**POC is MAJ Andy Werner**

*Email: andrew.r.werner.mil@mail.mil*

*Phone: 302-326-7718 FAX: 302-326-7029*

**FREE CLEP TESTING @ Delaware State University in Dover, DE**  
To Sign up Email or Call - [Testing@desu.edu](mailto:Testing@desu.edu) – Phone 857-6144

**Order JST Transcript: <https://jst.doded.mil/smart/signIn.do>**

## Delaware **Air Guard** Education Programs

JOIN THE GUARD!

<https://www.de.ng.mil/members/education/>



### **State Tuition Reimbursement Program** **Must file FASFA, SOU, Degree Plan with 600-1** **POC is MSGT ROBERT CSIZMADIA**

*Email: Robert.L.Csizmadia.nfg@mail.mil*

*Phone: 302-326-7012 FAX: 302-326-7029*

Eligibility Guidelines: All active Delaware National Guard members in good standing. Attend an accredited **\*Public** or **\*\*Private School** within the State either FT or PT. Tax Free up to \$5,250 per year and amounts above \$5,250 per year is taxable. DNG FORM 600-1 Application Form – DNG FORM 600-4 Reimbursement Claim Form Forms available via <https://www.de.ng.mil/members/education/>

#### **\* Public Schools in Delaware are Up To 100% Tuition Reimbursement**

Delaware Technical and Community College – [www.dtcc.edu](http://www.dtcc.edu)

University of Delaware – [www.udel.edu](http://www.udel.edu)

Delaware State University – [www.desu.edu](http://www.desu.edu)

#### **\*\* Private Schools in Delaware are reimbursed up to average In-State rate**

Goldey Beacom College – [www.goldey.gbc.edu](http://www.goldey.gbc.edu)

Springfield College (Delaware Campus only) – [www.springfieldcollege.edu](http://www.springfieldcollege.edu)

Strayer University (Christiana Campus only) – [www.strayer.edu](http://www.strayer.edu)

Wesley College Dover – [www.wesley.edu](http://www.wesley.edu)

Wesley College New Castle – [www.wcnc.wesley.edu](http://www.wcnc.wesley.edu)

Delaware College of Art and Design – [www.dcad.edu](http://www.dcad.edu)

Widener University (Delaware Campus only) – [www.widener.edu](http://www.widener.edu)

Wilmington University – [www.wilmu.edu](http://www.wilmu.edu)

### **ANG Education Office**

**POC is MSgt Robert Sweeney**

*Email: Robert.w.sweeney4.mil@mail.mil*

*Phone: 302-323-3413*

**VA GI Bill Website: <https://www.gibill.va.gov/>**

**Transfer Post 911 GI Bill**

**<https://www.dmdc.osd.mil/milconnect/>**

**Delaware Leadership Academy – Masters Degree**

**POC is MAJ Andy Werner**

*Email: andrew.r.werner.mil@mail.mil*

*Phone: 302-326-7718 FAX: 302-326-7029*

**FREE CLEP TESTING @ Delaware State University in Dover, DE**  
**To Sign up Email or Call - [Testing@desu.edu](mailto:Testing@desu.edu) – Phone 857-6144**

Order CCAF Transcript: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>

FEDERAL TUITION



U.S. ARMY

GO AHEAD

## GoArmyEd is used by...

- Active Army, National Guard, and Army Reserve Soldiers to set-up a GoArmyEd account and request Army Tuition Assistance (TA). Contact your Army Education Counselor or Education Services Officer (ESO) for more information.

## New Users

- Go to [www.GoArmyEd.com](http://www.GoArmyEd.com)
- Select the "Student" radio button in the Create/Activate GoArmyEd Account section
- Select the "Create/Activate Account" button
- Complete the required information to create a base-role GoArmyEd account; this will result in the creation of your GoArmyEd user name and password. The base-role account will allow you access to instructional videos and training, helpdesk support, on-duty classes, and testing. To request TA-level access to register for college classes, the following steps MUST be completed:
  - Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com) using your user name and password
  - Select the "Request TA Access" Smart Link, where you will be presented with the following steps:
    - Verification of TA Eligibility
    - Review of Training

- Selection of home school and degree plan
  - Completion of the Common Application
  - Submission of your TA Statement of Understanding (SOU)
- After you complete the steps previously listed, your Army Education Counselor/ESO will review your application and, pending approval, activate your GoArmyEd account. You will receive an email when your application has been approved and you have access to request TA.

## Using the Course Planner Tool

Course Planner is a planning tool that enables Soldiers to identify the courses they plan to take to complete their degree. Soldiers are required to complete the Course Planner for degrees that do not have automated checks in GoArmyEd by the time they complete six (6) semester hours with a home school or nine (9) semester hours at any school using Tuition Assistance. Soldiers in this category will be automatically routed to complete the Course Planner prior to enrolling in more classes when this semester hour criteria are met. In order to enroll in classes, their Course Planner must be approved.

View the "Course Planner Overview" and "Using Course Planner" reference documents by selecting the "View Reference Documents" link located in the Training Resources section on your GoArmyEd homepage for more information.

## How to Request TA and Enroll in a Class

TA Requests MUST be submitted before the class starts or the end of the school's late registration window, but no later than seven days after the course start date.

Depending on the school you attend and the degree you pursue, you will be presented with one of several enrollment paths. GoArmyEd will determine your path automatically and all approved TA will be paid directly to your school by the Army upon successful class completion. If you are required to complete the Course Planner, the Planner must be approved to enroll in classes.

View "GoArmyEd's Class Enrollment Guide Overview" reference document for more information on enrolling in a class by selecting the "View Reference Documents" link located in the Training Resources section on your GoArmyEd homepage.

*Note: If TA does not cover the entire cost of the class, you are responsible for the remainder, which will be billed directly by the school.*

## How to Get Help

- View Reference Documents and Instructional Videos:
  - Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com)
  - Select "View Reference Documents" in the Training Resources section

## Contact the GoArmyEd Helpdesk:

- CONUS toll-free: 1-800-817-9990
  - OCONUS toll-free:
    - Go to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select "Helpdesk"
    - Select the "List of Toll-Free Numbers Outside of Continental United States" link
- Create Case from your GoArmyEd Homepage:
    - Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com)
    - Select "Need Assistance?" in the Helpdesk Cases section
    - Select the "Create a Helpdesk Case" link and provide a description of your concern
    - An email confirmation of your request and the resolution will be sent to your preferred email account
  - Contact an Army Education Counselor:
    - Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com)
    - Select the "Other Links" Smart Link
    - Select the plus sign next to "My Community Links"
    - Select the "My Education Center" link
    - View all Education Centers by selecting the "Education Centers" link at the bottom of any GoArmyEd page
- ## How to Check Your TA Balance
- Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com), scroll down and look in the My Education section to see your TA balance



## How to Drop a Class

Soldiers MUST drop ALL classes through GoArmyEd before the class end date (Eastern Standard Time).

- Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com) and select the "Withdraw from a Class" Smart Link
- Select a checkbox to choose the class
- Select "Drop Selected Class"
- View the Confirmation page and choose the appropriate withdrawal reason using the drop-down options of "Withdrawal – Military Reasons (WM)" or "Withdrawal – Personal Reasons"
- 1. Personal Drops – Soldiers MUST repay the TA amount
- 2. Military Drops (includes emergencies) – Soldiers MUST have the WM approved by the Army within 60 days of the Initiation of the withdrawal to prevent recoupment:
  - Complete the Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons Form
  - Upload the waiver signed by the Battalion Commander or first LTC in chain of command, or if in the Reserve Component, by the Unit Commander for the class

*Note: Soldiers who provide false information with a request to waive reimbursement of Army TA are subject to penalty under the Uniform Code of Military Justice (UCMJ).*

- Select the "Finish Dropping" button

## How to Resolve a Hold

A hold is applied to enforce Army TA regulations. Holds are removed automatically when the issue is resolved. For more information on holds and how they are resolved, go to the My Education section of your GoArmyEd homepage.

## TA Recoupment

Class costs will be recouped from a Soldier for:

- Failing a class
- "D" grade in a graduate level course
- An incomplete grade not resolved within 120 days
- A class drop for personal reasons
- A class that is not included in the Soldier's degree plan

An email notification is sent 30 days before repayment begins, except in the case of separation from the Army. See your signed TA SOU for recoupment rules.

## How to Use Your eFile

Scan a document and save it to your computer (i.e., Request TA cost verification, or Military Withdrawal documents).

- Log in to [www.GoArmyEd.com](http://www.GoArmyEd.com)

- Select the "My Education Record" Smart Link
- Select the "eFile" tab
- Complete required fields and select "Browse" to find your file
- Select "Upload File"

## GoArmyEd Mobile App

The GoArmyEd mobile app is available for Apple and Android devices. This free app allows you to access educational information and find important points of contact or Army education centers/offices. You can also log into your GoArmyEd account from within the app. The GoArmyEd mobile app can be downloaded for Apple users from the App Store and for Android users from the Google Play Store.

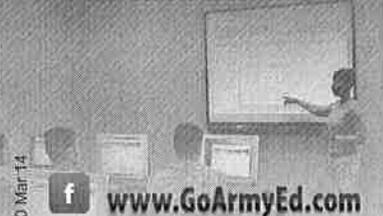
[www.GoArmyEd.com](http://www.GoArmyEd.com)



# GoArmyEd

Supporting Soldier Education

## Your Guide for Army Tuition Assistance



10 Mar 14



[www.GoArmyEd.com](http://www.GoArmyEd.com)



STATE SCHOOLS  
UP TO 100% TUITION



PRIVATE SCHOOLS  
WITHIN THE STATE  
UP TO \$308 CREDIT



## Eligible Schools - Tuition Payable Rates - FY 2017

School Name	MAX State \$ Full Time	MAX State \$ Per Credit HR
Delaware College of Art & Design	\$5,770.00	\$306.00
Delaware State University	\$3,766.00	\$280.00
DTCC (Stanton Campus)	\$1,677.00	\$139.75
DTCC (Terry Campus)	\$1,677.00	\$139.75
DTCC (Wilmington)	\$1,677.00	\$139.75
DTCC (Owens Campus)	\$1,677.00	\$139.75
Goldey-Beacom College	\$5,770.00	\$306.00
Omeca Real Estate School	\$0.00	\$0.00
Out of State School	\$0.00	\$0.00
Private School Average	\$5,770.00	\$306.00
Springfield College	\$5,770.00	\$306.00
Strayer University	\$5,770.00	\$306.00

School Name	MAX State \$ Full Time	MAX State \$ Per Credit HR
	\$5,770.00	\$306.00
U of D Parallel Program DTCC Owens	\$1,677.00	\$139.75
U of D Parallel Program DTCC Stanto	\$1,677.00	\$139.75
U of D Parallel Program DTCC Terry	\$1,677.00	\$139.75
U of D Parallel Program DTCC Wilmi	\$1,677.00	\$139.75
University of Delaware	\$5,770.00	\$481.00
University of Phoenix	\$5,770.00	\$306.00
Wesley College Dover	\$5,770.00	\$306.00
Wesley College New Castle	\$5,770.00	\$306.00
Widener University DE Campus	\$5,770.00	\$306.00
Widener University PA Campus	\$0.00	\$0.00
Wilmington Brandywine	\$5,770.00	\$306.00
Wilmington DAFB	\$5,770.00	\$306.00

School Name	MAX State \$ Full Time	MAX State \$ Per Credit HR
Wilmington Dov	\$5,770.00	\$306.00
Wilmington Geo	\$5,770.00	\$306.00
Wilmington NC	\$5,770.00	\$306.00
Wilmington Rehoboth	\$5,770.00	\$306.00

## VENDOR REGISTRATION PROCEDURES - TUITION

23 Jun 2015 (Updated)

The State of Delaware requires that all Delaware National Guard personnel who are "**NOT**" **Active State Employees** requesting tuition reimbursement now register with the State by providing their personal information onto the **State's Substitute W-9 form**.

Tuition reimbursements that exceed \$5,250 in a calendar year must be reported to the IRS by either a W-2 or 1099 form. This is only for the amount that is over the \$5,250 threshold.

So please go to the listed web site below, and fill out the required information on the "SUBSTITUTE W-9 Form" with the required information (see special instructions below) and use your correct address.

**NOTE:** The Web Site will Say "**STATE OF DELAWARE SUBSTITUTE FORM W-9**"

<https://w9.accounting.delaware.gov/W9form.aspx>

It's important that you follow "Step (E) & (G)" in the below instructions.

### SPECIAL INSTRUCTIONS

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(A) Select "NEW VENDOR"

(B) Taxpayer ID: Provide your Social Security Number (SSN)

(C) Payment Method: If you "DO NOT" provide Direct Deposit information, you will receive an actual hard check. This means you must update your profile every time you change your address.

(D) Applicant Information: Provide your "FULL NAME" under vendor name, do "NOT" precede your full name with your "Military Rank".

(E) Applicant Remittance Address: Provide your current address, contact name, phone, and email address. "DO NOT" use you unit address.

**NOTE:** Your correct email address is important if requesting Direct Deposit. This email address is where the State will send payment information to regarding the Tuition reimbursement like the Payment Voucher & Invoice number which you can use for tracking purposes with the State Comptroller or Education Office.

(F) Applicant Ordering Address: Please check the box that says; "Check if same as Remittance Address".

(G) Additional Reporting Elements: Once you've completed all the Mandatory Data (**Red Asterisk \***), you will go to 1099 Withhold Type, and select "1099 MISCELLANEOUS", This will open a new area on the form. Now under 1099 Withholding Class you are to select "**PRIZES and AWARDS**".

(H) Certification: You now must review and certify the two questions under the Electronic System Submission at the bottom right by Agreeing (checking the agree boxes) before selecting the "SUBMIT" Button.

**IMPORTANT:** Please "Wait" until you receive a "Confirmation" before exiting the internet site.

If in the future you obtain employment in the State of Delaware either Fulltime, or as a Casual Seasonal employee, you will need to register as an "EMPLOYEE" instead of a Vendor at a different website using similar instructions. If this does happens, please contact either the Education or Comptroller's Offices for further instructions. Also Military members of the National Guard who have performed "State Active Duty" during the current calendar year in our Emergency Payroll department performing on the Radiological Emergency Preparedness (REP) Team, Intergovernmental Training (IGT), or who were called out by the Governor for an actual state emergency, you will need to register as an "EMPLOYEE" at the other state website.

Once submitted, it will take 5-7 business days for the State system at a minimum to add your information to the vendor file. When completed, we can process your Tuition Reimbursement payment.

If you requested a Direct Deposit, you will see a "Zero" dollar amount on your Bank account once the State treasury has verified your account and bank routing information.

## OTHER INFO

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If you plan on moving, we suggest obtaining PO Box or use your parents address or establish a direct deposit. The address you list will determine where your Tuition Reimbursement Check will be mailed. So it's very important to have a current mailing address that your check will be sent to especially if you're changing schools or are between semesters.

Additionally, if any of your personal information changes in the future like your name changed due to marriage, or moving to a new address, or your changing registration from an Employee to a Vendor you will need to Re-Submit your personal data at the web site again by selecting "**CHANGE PROFILE**".

When selecting "**CHANGE PROFILE**" you will open up a remarks area. Please explain why you are "Re-registering or changing your profile; Change to Address, Direct Deposit or Email; or I'm no longer an Active Employee and must register as a VENDOR to receive DNG Tuition Reimbursements.

Please call or email either Tina Ferguson at 302-326-7164 or myself at 302-326-7162 once you have completed your registration process or if you require additional assistance.

Tina Ferguson: ([Tina.M.Ferguson19.NFG@mail.mil](mailto:Tina.M.Ferguson19.NFG@mail.mil))

Bob Holt: ([Clarence.R.Holt.NFG@mail.mil](mailto:Clarence.R.Holt.NFG@mail.mil))

STATE EDUCATION ASSISTANCE PROGRAM – APPLICATION/CONTRACT/FUNDING CTR# \_\_\_\_\_

**APPLICATION DEADLINE IS NLT CLASS START DATE & MUST FIRST APPLY FOR FAFSA**

NAME: \_\_\_\_\_ SSAN: \_\_\_\_\_ RANK: \_\_\_\_\_  
(PRINT: LAST NAME, FIRST NAME, AND MI)

ADDRESS: \_\_\_\_\_  
(STREET, CITY, STATE, ZIP CODE)

PHONES: HOME ( ) \_\_\_\_\_ CELL ( ) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ ENTRY STATUS INTO THE DNG (CIRCLE ONE): NON-PRIOR SERVICE PRIOR SERVICE

CURRENT MILITARY STATUS (CHECK ONE): FEDERAL TECH \_\_\_\_\_ STATE TECH \_\_\_\_\_ AGR \_\_\_\_\_ TRADITIONAL \_\_\_\_\_

MILITARY UNIT: \_\_\_\_\_ DATE JOINED DNG: \_\_\_\_\_ ETS/MRD/MSD: \_\_\_\_\_

HIGHEST EDUCATION LEVEL ALREADY COMPLETED (CIRCLE ONE): HIGH SCHOOL ASSOCIATE BACHELOR MASTERS

PROJECTED GRADUATION DATE: \_\_\_\_\_ CURRENT SCHOOL YR TUITION & FEES NEEDED? \_\_\_\_\_

CURRENT PROGRAM (CIRCLE ONE): MASTERS BACHELORS ASSOCIATES CERTIFICATE #CREDIT HOURS EARNED? \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ CAMPUS LOCATION: \_\_\_\_\_

COURSE (S) NUMBER	COURSE (S) TITLE	CLASS START DATE	CREDIT HOURS	TUITION COST
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____

JANUARY – JUNE MONEY NEEDED: \$ \_\_\_\_\_ 2. JULY – DECEMBER MONEY NEEDED: \$ \_\_\_\_\_

**DECLARATION OF EDUCATION ASSISTANCE FROM OTHER SOURCES**

Federal Tuition Assistance Program / Army Only	( )	Amount: _____
Post 911 Chapter 33 GI Bill Tuition paid to school	( )	Amount: _____
Scholarship Money	( )	Amount: _____
Federal / State Grant Money	( )	Amount: _____
Civilian Employer Contributions	( )	Amount: _____

[ ] I completed State Registration / Changed Address at - <https://w9.accounting.delaware.gov/W9forrn.aspx>

[ ] I have applied for FAFSA and I have attached my School Financial Award Letter - <https://fafsa.ed.gov/>

[ ] I have attached my Official School Registration/Class Schedule, School Billing Invoice and my Degree Plan from my Advisor.

[ ] I signed this Application and got my unit commanders signature on reverse and completed Required Student Tuition Needs Worksheet on reverse

**ACKNOWLEDGEMENT OF APPLICANT**

I have read the pertinent portions of DNG PAM 600-3, and I agree to comply with policies and procedures set forth therein. I understand that education assistance is authorized on a course-by-course basis, and any additional agreements between educational schools and myself are not binding to the State of Delaware. I understand that I must file DNG Form 600-4 Claim Form and forward a copy of my grade reports and transcripts and official bill to the Headquarters, Delaware National Guard within 45 days upon completion of courses. **I understand that I must serve my 6 year obligation and remain a member in good standing with the DNG or I may have to repay the tuition and fees received. I also understand that I have a 10 year window of eligibility to use the program once enrolled.**

—————→  
SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

—————→ **REQUIRED – STUDENT FINANCIAL NEEDS WORKSHEET - FOR STATE BUDGET PLANNING**

YEARLY TUITION AND FEES NEEDED FROM DNG	SCHOOL YEAR ATTENDING	FULL/PART TIME
\$ _____	2016-2017	_____
\$ _____	2017-2018	_____
\$ _____	2018-2019	_____
\$ _____	2019-2020	_____
\$ _____	2020-2021	_____

**APPROVAL OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE**

I certify that the above named Service Member, in my unit, to the best of my knowledge and ability meets the criteria for participation in the State Education Assistance Program. This person is a satisfactory participant, who has not missed more than six drill periods within the past one year and is not under any adverse personnel action.

\_\_\_\_\_  
TYPED NAME OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

—————→  
SIGNATURE OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

MAIL APPLICATION TO:  
**STATE OF DELAWARE**  
**DELAWARE NATIONAL GUARD**  
**JOINT FORCE HEADQUARTERS**  
**250 AIRPORT ROAD**  
**NEW CASTLE, DELAWARE 19720-1502**

**Or Scan and Email to: [ng.de.dearng.list.j1-eso@mail.mil](mailto:ng.de.dearng.list.j1-eso@mail.mil) / [Robert.L.Csizmadia.nfg@mail.mil](mailto:Robert.L.Csizmadia.nfg@mail.mil)**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Delaware State Code, Title 14, Section 3411  
**PRINCIPAL PURPOSE (S)** Used to list courses for which the Service Member is requesting education assistance from the State of Delaware.  
**ROUTINE USES:** Used as a record of courses for which the Service Member requests educational assistance.  
**DISCLOSURE:** Disclosure of information is mandatory. Failure to provide required information may complicate, delay, and/or prevent administrative actions needed to approve issuance of tuition assistance.

# REQUEST FOR CHANGE(S) TO COURSE ENROLLMENT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SSAN \_\_\_\_\_ CURRENT UNIT ASSIGNMENT \_\_\_\_\_

**REQUEST THE FOLLOWING CHANGE(S) IN MY CURRENT ENROLLMENT, WHICH HAVE BEEN MADE WITHIN THE ALLOWABLE DROP/ADD PERIOD:**

COURSE(S) NUMBER	COURSE(S) TITLE	ACTION: DROP/ADD	CREDIT HOURS
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

**REQUEST THE FOLLOWING CHANGE(S) IN MY CURRENT ENROLLMENT, WHICH HAVE BEEN MADE AFTER THE ALLOWABLE DROP/ADD PERIOD:**

COURSE(S) NUMBER	COURSE(S) TITLE	ACTION: DROP/ADD	CREDIT HOURS
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____
4) _____	_____	_____	_____

## MAILING ADDRESSES

**STATE OF DELAWARE  
 DELAWARE NATIONAL GUARD  
 JOINT FORCE HEADQUARTERS  
 250 AIRPORT ROAD  
 NEW CASTLE, DELAWARE 19720-1502**

DNG Form 600-2(RE)  
 15 AUG 2016  
 DE-ARP-ES

DNG Form 600-2(RE) supersedes DNG Form 600-2(RE), dated 1 JAN 2010. Previous editions are obsolete and will not be used. Form is reproducible.

## REQUEST FOR EXCEPTION TO POLICY

### PERSONAL STATEMENT TO SUPPORT THE REQUEST:

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SIGNATURE OF SERVICE MEMBER  
ATTACHMENTS (IF NEEDED)

### APPROVAL OF UNIT COMMANDER

---

TYPED NAME OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

---

SIGNATURE OF UNIT COMMANDER OR AUTHORIZED REPRESENTATIVE

---

DATE

### EDUCATION REVIEW BOARD ACTION

---

TYPED NAME OF EDUCATION REVIEW BOARD ADMINISTRATOR

---

SIGNATURE OF EDUCATION REVIEW BOARD ADMINISTRATOR

---

DATE

### PRIVACY ACT STATEMENT

AUTHORITY: Delaware State Code, Title 14, Section 3411. USC 2005, Title 10 and USC 2007, Title 10.

PRINCIPAL PURPOSE(S): Used to list course(s) for which the Service Member is receiving tuition assistance from the State of Delaware.

ROUTINE USES: Used as a record of course(s) for which the Service Member is receiving tuition assistance.

DISCLOSURE: Disclosure of information is mandatory. DNG Form 600-2 (RE) is the only authorized form in which a Service Member can request changes to course enrollment. Failure to use this form, when required, may result in the loss of reimbursement for tuition assistance previously approved.

# REQUEST FOR STATE TUITION REIMBURSEMENT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SSAN \_\_\_\_\_ CURRENT UNIT ASSIGNMENT \_\_\_\_\_

CONTROL NUMBER (FROM LETTER OF ELIGIBILITY) \_\_\_\_\_

### AUTHENTIC DOCUMENTS REQUIRED FOR REIMBURSEMENT (PLEASE ATTACH):

1) OFFICIAL INVOICE/BILL FROM SCHOOL \$ \_\_\_\_\_

2) RECEIPT SHOWING STUDENT PAYMENTS \$ \_\_\_\_\_

3) OFFICIAL GRADE(S) REPORT / OFFICIAL TRANSCRIPT - INTERNET GRADE(S) NOT ACCEPTABLE

4) MAIL TO: Joint Force Headquarters, Attn: NGDE-ES, 250 Airport Rd, New Castle, DE 19720  
OR: Scan and Email to: [ng.de.dearnng.list.j1-eso@mail.mil](mailto:ng.de.dearnng.list.j1-eso@mail.mil) or [Robert.L.Csizmadia.nfg@mail.mil](mailto:Robert.L.Csizmadia.nfg@mail.mil)

IF STUDENT PAYMENT IS LESS THAN AMOUNT ON OFFICIAL INVOICE, PLEASE EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CURRENT MAILING ADDRESS FOR REIMBURSEMENT CHECK:

STREET \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

HOME PHONE / CELL PHONE \_\_\_\_\_

Mandatory Registration completed at <https://w9.accounting.delaware.gov/W9form.aspx>

I Changed/Updated home address at - <https://w9.accounting.delaware.gov/W9form.aspx>

### CERTIFICATIONS BY SERVICE MEMBER:

I certify that the above information with regard to my reimbursement claim is correct, and I understand that any intent to falsify any supporting documentation constitutes fraud and will be cause for disciplinary action.

\_\_\_\_\_  
SERVICE MEMBER SIGNATURE

#### DATE

DNG Form 600-4(RE)

15 AUG 2016

DE-ARP-ES

This form is reproducible.

**MAIL THE REQUIRED DOCUMENTS TO ONE OF THE FOLLOWING:**

**STATE OF DELAWARE  
DELAWARE NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
250 AIRPORT ROAD  
NEW CASTLE, DELAWARE 19720-1502**

**EDUCATION REVIEW BOARD ACTION**

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TYPED NAME OF EDUCATION REVIEW BOARD ADMINISTRATOR

---

SIGNATURE OF EDUCATION REVIEW BOARD ADMINISTRATOR

DATE

**OFFICE OF THE STATE COMPTROLLER**

---

DATE RECEIVED

DATE PAID

AMOUNT PAID

---

FAIR PCT FORMULA (IF APPLICABLE)

SIGNATURE

DATE

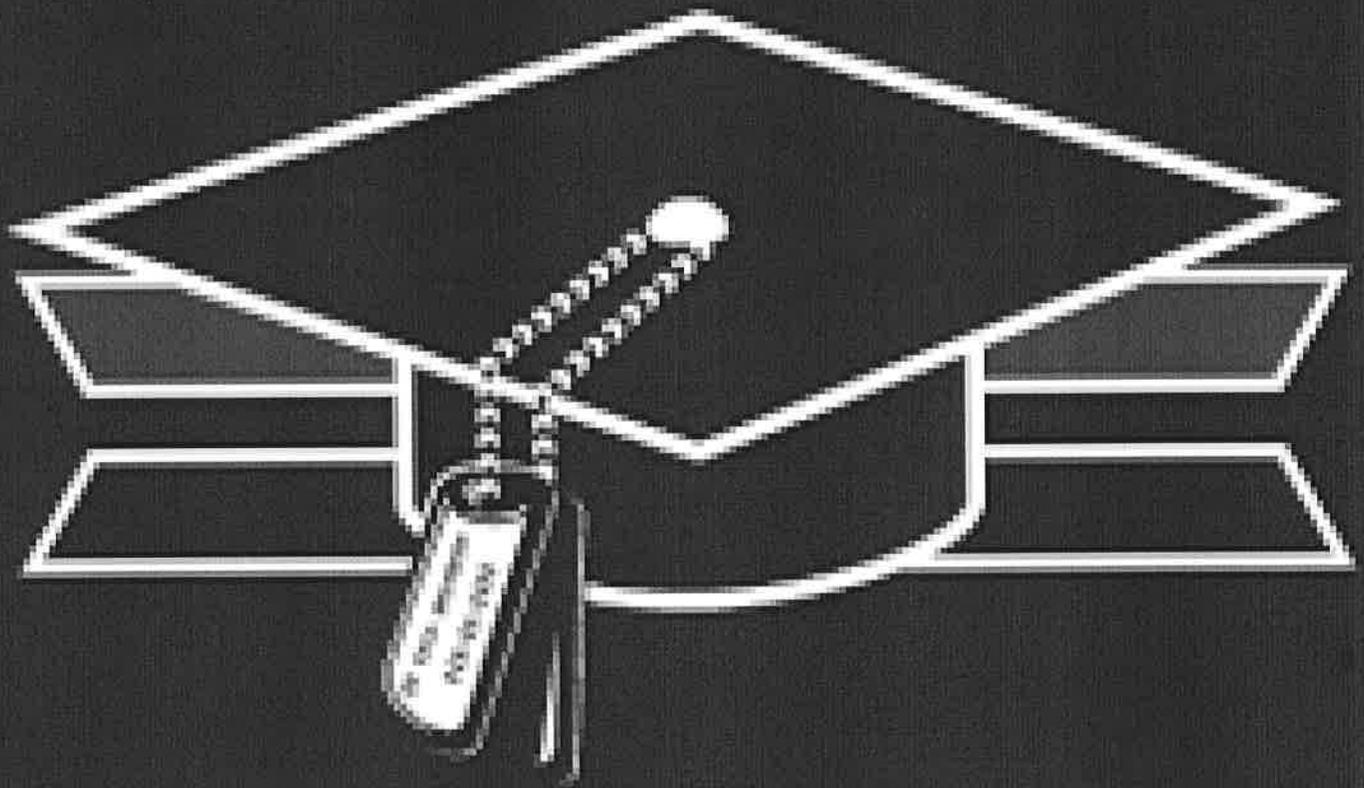
**PRIVACY ACT STATEMENT**

**AUTHORITY:** Delaware State Code, Title 14, Section 3411. USC 2005, Title 10 and USC 2007, Title 10.

**PRINCIPAL PURPOSE(S):** Used to list course(s) for which the Service Member is receiving tuition assistance from the State of Delaware.

**ROUTINE USES:** Used as a record of course(s) for which the Service Member is receiving tuition assistance.

**DISCLOSURE:** Disclosure of information is mandatory. DNG Form 600-2 (RE) is the only authorized form in which a Service Member can request changes to course enrollment. Failure to use this form, when required, may result in the loss of reimbursement for tuition assistance previously approved.



GI Bill®

**How does the Post 9/11 GI Bill compare with the other bills?**

\*PY15 rates

**Ch 33**  
Post 9/11

**Ch 30**  
MGIB-AD

**Ch 1607**  
REAP

**Ch 1606**  
MGIB-SR

Payments made up-front directly to the school & to Soldier	Payments made to Soldier	Payments made to Soldier	Payments made to Soldier
Pays tuition & fees at a public institution <b>or</b> max of \$20,235.02* at a private institution per year	Full-time monthly benefit: 3+ yrs = \$1,717 (add \$150 to each total for "Plus-Up")	Full-time monthly benefit: 90 days < 1yr = 40% (\$686.80)* 1yr < 2yrs = 60% (\$1,030.20) 2+yrs continuous or 3 yrs cum = 80% (\$1,373.60) (add \$150 to each total for "Buy-Up")	Full-time monthly benefit: \$367*
Annual stipend for books = Up to \$1000*	No stipend for books	No stipend for books	No stipend for books
Housing allowance based on E5 with dependents BAH for zip code of the school	No housing allowance	No housing allowance	No housing allowance
NO cost to Soldier	Soldier pays \$1,200 (\$1,800 with "Plus-up")	NO cost to Soldier Unless Soldier participates in \$600 "Buy-Up"	NO cost to Soldier
Soldier eligible up to 15 yrs after last day of qualifying active duty	Soldier eligible up to 10 yrs after ETS	Soldier eligible up to 10 yrs after ETS from drilling status	Soldier eligible while serving
Potentially transferable to dependents	No transferability	No transferability	No transferability
also: apprenticeship/ojt, vocational flight school, correspondence	also: apprenticeship/ojt, correspondence and flight, cooperative	also: apprenticeship/ojt, cooperative, correspondence, flight training	also: apprenticeship/ojt, correspondence and flight, cooperative



## Ch 33 Post 9/11

### Eligibility criteria:

Title 10 AD under section 688, 672 (d), 12301 (a), (d), or (g), 12302, or 12304 which must appear on your orders/DD214, or Title 32 AGR with an Honorable discharge (including ALL T32 AGR for WMD, CST, and State Counterdrug Coordinators), or Title 32 502(f) ADOS or ADSW with Operation "Noble Eagle" from 11 SEP 2001 - 31 MAY 2002. NO OTHER Title 32 ADOS or ADSW duty qualifies ...since 9/11/01.

### Eligibility period:

While on active duty and for 15 years after separation from qualifying active duty or until benefit months are exhausted.

### Monthly rate:

% based on months of qualifying T10/T32 active duty, ranging from 40%-100%. Pays for tuition & fees at a public institution or \$20,235.02 cap for a private institution.

### Housing:

If eligible, stipend is the BAH rate for an E-5 with dependents, based on the zip code of the school.

### Annual Stipend:

% based on months of qualifying service up to \$1,000/year.

### Current rates can e found at:

[www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)

## Ch 30 MGIB-AD

### Eligibility criteria:

AD: min. two years service & honorable discharge

RC: min. 2-yr order; serve 20 continuous months if release for convenience of the Government

### Eligibility period:

Use while in AD status and for 10 yrs after separation (May restart 10-yr delimiting date based on any AD period of 90 continuous days)

### Monthly rates (full-time study):

3+ yrs qualifying time = \$1,717

### Cost to Soldier:

\$1,200 mandatory contribution;  
\$600 "Plus-up" voluntary contribution

## Ch 1607 REAP

### Eligibility criteria:

1. Activation w/ RC for 90 days or more since 9/11/01\*
2. Title 32 on Title 10 orders
3. DD form 214 (DEMOB)

### Eligibility period:

Soldier remains eligible as long as they are in the SR. May receive ten years of post-separation eligibility if Soldier completes a Service Contract

### Monthly rates (full-time study):

(consecutive service)  
\$1,373.60/2-yr Rate (80%)  
\$1,030.20/1-yr Rate (60%)  
\$686.80/90-day Rate (40%)

### Cost to Soldier:

None, unless Soldier participates in the \$600 "Buy-up" program

## Ch 1606 MGIB-SR

### Eligibility criteria:

1. 6-yr contract or OSA
2. High School diploma or GED
3. IADT Complete (DD form 214)

### Eligibility period:

No delimiting date per NDA08 as long as the servicemember remains in the SR (eligibility typically begins the day after IADT completion for NPS Soldiers)

### Monthly rate:

\$367/month for full-time attendance

### Cost to Soldier:

None

### ARNG benefits [nationalguard.com](http://nationalguard.com)

### GKO, Post 9/11

<https://gkoportal.ngb.army.mil/>

### VA application (22-1990/22-1990E)

<http://vabenefits.va.gov/vonapp/>

### DoD transferability

<https://www.dmdc.osd.mil/milconnect/>

click on "Education", then "Transfer of Education Benefits"

ARNG GI Bill Support Team  
[gibill@ng.army.mil](mailto:gibill@ng.army.mil)  
1.866.628.5999

Veterans Affairs

<http://www.gibill.va.gov>

1.888.GIBILL1 (442.4551)

eBenefits

<https://www.ebenefits.va.gov/>

# Education and Training – [http://benefits.va.gov/gibill/mgib\\_sr.asp](http://benefits.va.gov/gibill/mgib_sr.asp) Montgomery GI Selected Reserve (MGIB-SR)

MGIB-SR program provides education and training benefits to eligible members of the Selected Reserve, including the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. Eligibility for this program is determined by the Selected Reserve components and VA makes the payments.

## Types of Training

Assistance may be used for college degree and certificate programs, co-op training, technical or vocational courses, flight training, apprenticeships or on-the-job training, high-tech training, licensing and certification tests, entrepreneurship training, certain entrance examinations, and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Get the Montgomery GI Bill Selected Reserve pamphlet (PDF).

## Available Benefits and Eligibility

You may be entitled to receive up to 36 months of education benefits. View current payment rates.

## Eligibility

To qualify, you must meet the following requirements:

- Have a six-year obligation to serve in the Selected Reserve signed after June 30, 1985. If you are an officer, you must have agreed to serve six years in addition to your original obligation. For some types of training it is necessary to have a six-year commitment that begins after Sept. 30, 1990.
- Complete your initial active duty for training (IADT).
- Meet the requirement to receive a high school diploma or equivalency certificate before completing IADT. You may not use 12 hours toward a college degree to meet this requirement.
- Remain in good standing while serving in an active Selected Reserve unit. You will also retain MGIB-SR eligibility if you were discharged from Selected Reserve service due to a disability that was not caused by misconduct. Your eligibility period may be extended if you are ordered to active duty.

## Other Factors to Consider

Your eligibility for the program normally ends the day you leave the Selected Reserve.

An exception exists if you are mobilized or recalled to active duty from your reserve status in which case your eligibility may be extended for the amount of time you are mobilized PLUS four months. For example, if you are mobilized for 12 months, your eligibility period is extended for 16 months; 12 months of active duty PLUS four months. Even if you leave the Reserves after mobilization, you may have additional eligibility under the MGIB-SR.

If your unit is deactivated during the period beginning Oct. 1, 2007, through Sept. 30, 2014, or you are involuntarily separated for reasons other than misconduct, you will retain your original period of eligibility, which is 14 years from the date of your first six-year obligation with the Selected Reserves.

## Apply

Follow these steps to become eligible and apply:

1. Get the DD Form 2384-1, Notice of Basic Eligibility, when you become eligible for the program from your unit. Your unit will also code your eligibility into the DoD personnel system so VA may verify your eligibility.
2. Then make sure your selected program is approved for VA training. If you are unsure, VA will inform you and the school or company about the requirements.
3. Obtain and complete VA Form 22-1990 (Application for Education Benefits) – <http://www.vba.va.gov/pubs/forms/VBA-22-1990-ARE.pdf> . Send it to the VA regional office with jurisdiction over the state where you will train.
4. If you started training, take your application and your Notice of Basic Eligibility to your school or employer. Ask them to complete VA Form 22-1999 not available online Enrollment Certification, and send all the forms to VA.

return to top ▲



**GOT GI BILL QUESTIONS?**

**ASK THE VA DIRECTLY**

**[HTTPS://GIBILL.CUSTHELP.COM/  
APP/UTILS/LOGIN\\_FORM/REDIR  
ECT/ASK/SESSION/L3RFBWUVM  
TQ3MTG3NZYWMS9ZAWQVCG5  
OVMLKWWO=](https://gibill.custhelp.com/app/utills/login_form/redirect/ask/session/L3RFBWUVM<br/>TQ3MTG3NZYWMS9ZAWQVCG5<br/>OVMLKWWO=)**



DEARNG [usarmy.de.dearng.list.ngde-j1-eso@mail.mil](mailto:usarmy.de.dearng.list.ngde-j1-eso@mail.mil) GI Bill Mgr: 302.-326.7067

Guard Support Center: 1-866-628-5999, [www.nationalguard.com/education](http://www.nationalguard.com/education)

Dept. of Veterans Affairs: 1-888-442-4551, [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/)

## **How to Apply to Use Any GI Bill**

### **Should I furnish Documentation?**

Always best to furnish documentation of your qualifying service in order to apply for your GI Bill. It will be easier for the VA and thus may be processed quicker.

- If applying for 1606 Reserve Montgomery GI Bill
  - Submit your Notice of Basic Eligibility (NOBE)
  - NOBE available from your Unit or State GI Bill Manager in GIMS
- If applying for CH 1607 REAP, CH 30 MGIB-AD, or CH33 Post 9/11
  - Submit your DD214's showing qualifying active duty service
  - Submit orders for current qualifying active duty service
- If applying for CH 30 MGIB-AD
  - Submit your DD2366
- If applying to also use your Plus-Up or Buy-Up
  - Submit your DD2366-1
- If applying to also use your kicker
  - Submit your kicker addendum

Download each document as a PDF onto your computer as you will need to upload then when submitting your VONAPP application. You will also need the address and phone number of the school you plan to attend and the routing number and account number of the bank account you wish payments to be direct deposited.

(Parents/sponsors can have the money deposited into their account if desired to help student manage the funds)

### **Step 1: Apply via the VONAPP**

1. Go to [www.benefits.va.gov/gibill/apply.asp](http://www.benefits.va.gov/gibill/apply.asp) and click "Apply Online" to launch the VONAPP application.
2. Create an account by clicking "I am a New VONAPP User" and filling out the standard personal indentifying information.

3. Login to the VONAPP and fill out a VA Form 22-1990 (for soldiers) or a VA Form 22-1990e (for dependents).
  - a. On the application, ensure you elect a GI Bill you are eligible for and wish to use.
  - b. Upload supporting documents during the application.

### **Step 2: Register for Classes and Track Application Progress**

1. Register for classes as soon as registration opens.
2. Schedule an appointment with your school's VA Representative who handles GI Bill processing. (Note: this is a school employee, not the VA)
  - a. The school's VA Rep MUST certify your attendance using a VA Form 22-1999 within the ONCE system. This tells the VA how many hours you are taking and the cost of tuition & fees and reports your rate of pursuit. (1/2 time, 3/4 time, full time, based on your program) payment from the VA.
  - b. If a payment is due before you receive your Letter of Eligibility from the VA, your VA Rep may be able to place your school account on hold to wait for payment from the VA.
  - c. On average the turnaround time from application to receipt of the Letter of Eligibility is 6 to 8 weeks for first time applicants. The key is to ensure the school has done their certification because when the VA RPO Case Manager opens a new claim, if there is no certification from the school, they will close it and move it to the back of the line.
  - d. You can call 1-888-442-4551 to check the status of an application or check at [www.ebenefits.va.gov](http://www.ebenefits.va.gov). The shortest wait time for a representative is at 0730 CST.
3. When you receive your Letter of Eligibility from VA, submit to your VA Rep.

### **Step 2: Next Semester**

1. DO NOT RESUBMIT THE VONAPP unless you are changing schools or degree plans. If you changed either of these, complete form 22-1995 in VONAPP.
2. As soon as registration for the next term opens, register for classes early and ensure school submits 1999 in VA Once to keep your payments coming in.



## **Montgomery GI Bill Select Reserve (MGIB-SR and aka GI Bill 1606)**

You can get the Notice of Basic Eligibility (NOBE) form which is proof of your 1606 eligibility and other information concerning your GI Bill(s) at (a CAC is required):  
<https://minuteman.ngb.army.mil/Benefits/Unsecured/Login.aspx>

You manage your GI Bill(s) - you can get up to a TOTAL of 48 months of GI Bills benefit but only 36 months of one program. Most ARNG enlisted Soldier get the GI Bill 1606 but a deployment will make you eligible for 1607 and then able to get Post 911 GI Bill if your discharge was honorable. Click the link for an overview of various GI Bills you may obtain in your military career.  
<http://ngdeintranet/special/education/Montgomery%20GI%20Bill%20Programs/FY14%20GIB%20CompChart.pdf>

If you plan to go to college the key person you have to work with is the school's 'VA Rep' or 'Certifying Official'. The bottom line is you need to fill out VA Form 22-1990 and the school rep fills out VA Form 22-1999. The two have to go to the VA and the information agrees in order to receive payment. Follow the School rep's direction on how they want you to fill out your form. Some have you do a hard copy of the 1990 at the school in addition give them a copy of your NOBE (recommend you make a copy prior to giving them the form) other schools have students go to the VA website and fill out the form electronically when completing the electronic form upload your NOBE to attach with it (recommend printing a copy of form before submitting) and then inform the school it is complete.

After completing your VA form 1990 and then when you start your classes, monthly you are responsible to 'Verify School Attendance'. The 'Verify School Attendance' is a means in communicating monthly you are still enrolled in the school and therefore eligible to receive payment from the VA. Sometimes the 'VA Rep' at the school takes care of this but remember it is your responsibility to make sure it happens or your monthly payments from the VA will stop. The 'Verify School Attendance' is found on the VA GI Bill homepage and so is the electronic application - 'Apply for Benefits' (VONAPP). VA GI Bill homepage is the second link below my signature block.

If you have questions contact us at Edu office.

Andrew R. Werner  
MAJ, CH, DEARNG  
Education Services Specialist  
COMM 302.326.7067  
DSN 440.7067  
CELL 610.864.3199

Useful Education benefits/scholarship websites:  
<https://ngdeintranet.de.ngb.army.mil/special/education/SitePages/Home.aspx>

(DEARNG Edu SharePoint page)

<http://www.benefits.va.gov/gibill/> (VA Website)

[www.militaryCAC.com](http://www.militaryCAC.com) (how to set up your CAC reader)

<https://minuteman.ngb.army.mil/Benefits/Unsecured/Login.aspx?> (CAC access - GI Bill eligibility status and form and Military Transcript)

<https://www.dmdc.osd.mil/milconnect/faces/index.jspx?> (DoD Transferability website)

<https://minuteman.ngb.army.mil/benefits> (ARNG SOU)

<http://www.nationalguard.com/life/education-benefits/gi-bill> (Overview of GI Bills and links to the VA GI Bill sites)

<http://aid.military.com/scholarship/search-for-scholarships.do?ESRC=education.nl> (aide in finding Scholarships for SM and family)

FREE MASTER DEGREE CREDITS



# DETAILED AWARE

## LEADERSHIP ACADEMY

YOUR DELAWARE GUARD AT WORK FOR YOU NOT TRAINING BUT DEVELOPMENT; LEARNING TO THINK AND BEHAVE LIKE A LEADER.

### WHAT DOES IT INVOLVE?

THE SIX CLASSES:

1. COMMUNICATION
  2. ROLE OF THE GUARD
  3. JOINT FORCES OPERATIONS
  4. STRATEGIC LEADERSHIP AND DECISION-MAKING
  5. MILITARY LEADERSHIP SKILLS
  6. CAPSTONE: CRISIS LEADERSHIP
- IMPACT THE REST OF YOUR LIFE WHILE STILL RETAINING THE ABILITY TO CHALLENGE.

EACH COURSE IS 7 WEEKS LONG AVERAGING 5-8 HOURS OF WORK PER WEEK- 7 WEEKS ARE IN A VIRTUAL ENVIRONMENT AVAILABLE THROUGH AKO. THROUGH AKO YOU CAN MEET WITH YOUR PROFESSOR, ACCOMPLISH INDIVIDUAL WORK AND WORK ON GROUP PROJECTS, 1 DAY EVERY 7 WEEKS WE MEET FACE-TO-FACE IN A CLASSROOM SETTING TO SOLIDIFY THE LEARNING.

Your Delaware Guard, in an effort to better support your success, envisioned a series of courses to support you in your development as a Delaware National Guard leader. Operations pace is up; joint operations critical; the ability to perform in numerous roles a reality; the need to command and lead 24/7 in a traditional environment.....in all of these situations you asked for support and we responded.

### WHO CAN APPLY?

Delaware National Guard: ARMY and AIR  
 Enlisted Rank: E-4 - E-8      Officer Rank: WO1- O-5

Open to DNG - a college degree is not a prerequisite

Computer access: Personal computer access that will support access to Army Knowledge Online (AKO)

Availability: Ability to work in virtual work teams through AKO, as well as a half-day meeting (held in New Castle) every 8 - 9 weeks

Key traits: Ability to...  
 Work independently  
 Develop & maintain a work schedule  
 Work in virtual teams  
 Demonstrate self-discipline

Joint Forces understanding is an imperative for today and tomorrows National Guard leaders

Any questions concerning the DLA POC  
 CH(MAJ) Andrew Werner 302.326.7718

### ANSWERS TO SOME COMMON QUESTIONS

1. The course cost is free. Only expense a book and a leadership assessment tool (under \$70).
2. Open to both Army and Air DNG
3. You must complete all modules for credit.
4. Deployments will not remove you from this course.
5. This does not replace other mandatory course requirements such as Air / Army War College, Leadership schools, etc...

## SCHOOL IS IN SESSION

We have graduated four classes and counting. We are ready to find more DNG Service Members to educate.

**ARE YOU READY FOR THE DLA EXPERIENCE?**  
 The Class of 20\_\_



The Delaware Leadership Academy (DLA) courses are recognized and accepted by **Wilmington University. Completion of DLA Wilmington University awards 18 credits towards a MSM in Military Leadership or credits toward a Master's in Homeland Security.** While you are growing in your career, receive the graduate credits that can show your employer your real value.

### HOW DO I APPLY?

If you have an interest in participating, and meet the requirements of the program, please submit the following:

1. Fill out an Application and Acknowledgment Form found at <http://www.delawarenationalguard.com/members/jfhq/education/dla>
2. Transcripts from each Institution of Higher Learning that you have attended.
3. 3 Letters of Recommendation (one must be from your supervisor or commanding officer)
4. Resumes: both Military and Civilian
5. Statement of your reason for wanting to participate in the DLA. (500 words or less)

Please send these items to:

Armed Forces Reserve Center  
 JFHQ-ES Aitr: DLA Administrator  
 250 Airport Road  
 New Castle, DE 19720  
 or e-mail to  
 andrew.r.werner.mil@mail.mil



### APPLICATION ACCEPTANCE

You will receive a letter stating you are accepted or not accepted into the Delaware Leadership Academy.



### ORIENTATION

There will be an orientation for all the selected students to introduce the website, obtain AKO access for ANG students and give a schedule of events for the program.

# DELAWARE LEADERSHIP ACADEMY (DLA) APPLICATION AND ACKNOWLEDGMENT

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(PRINT: LAST NAME, FIRST NAME, AND MI)

ADDRESS: \_\_\_\_\_  
(STREET, CITY, STATE, ZIP CODE)

CELL (\_\_\_\_) \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_ E-MAIL: \_\_\_\_\_

GENDER: \_\_\_\_\_ RACE: \_\_\_\_\_ DOB (dd/mm/year) \_\_\_\_\_

ENTRY STATUS INTO THE DENG (CHECK ONE): NON-PRIOR SERVICE \_\_\_ PRIOR SERVICE \_\_\_

CURRENT MILITARY STATUS (CHECK ONE):

TRADITIONAL / M-DAY \_\_\_\_\_ STATE TECH \_\_\_\_\_ FEDERAL TECH \_\_\_\_\_ AGR \_\_\_\_\_

MILITARY UNIT: \_\_\_\_\_ DATE JOINED DENG (dd/mm/yr) : \_\_\_\_\_

Rank/Date of Rank: \_\_\_\_\_ ETS(dd/mm/yr) : \_\_\_\_\_ MRD (dd/mm/yr) : \_\_\_\_\_

ARE YOU WITHIN THREE YEARS OF RETIREMENT? YES \_\_\_ NO \_\_\_

HIGHEST EDUCATION LEVEL ALREADY COMPLETED (CHECK ONE):

HIGH SCHOOL \_\_\_ ASSOCIATE \_\_\_ BACHELOR \_\_\_ MASTER \_\_\_ DOCTORAL \_\_\_

EDUCATIONAL PROGRAMS CURRENTLY ENROLLED IN

CURRENT EDUCATIONAL STATUS: FULL-TIME \_\_\_ PART-TIME \_\_\_ N/A \_\_\_

EDUCATION LEVEL PRESENTLY ENROLLED IN: \_\_\_\_\_

PROJECTED GRADUATION DATE: \_\_\_\_\_

DO YOU PLAN ON TAKING ANY OTHER COURSES WHILE ATTENDING DLA? YES \_\_\_ NO \_\_\_

LIST: \_\_\_\_\_  
\_\_\_\_\_

## THE FOLLOWING ITEMS MUST ALSO BE INCLUDED

1. Transcripts from each Institution of Higher Learning that you attended (they do not have to be official copies).
2. Three Recommendation Letters (one recommendation must be from your supervisor or commanding officer).
3. A 500 word paper on your reason for applying to the DLA.
4. A military and civilian resume.

## ACKNOWLEDGMENT OF APPLICANT

By submitting this application I agree, if selected, to the following:

1. No grades are granted for partial completion. All six modules must be completed to receive credit.
2. The credit awarded is graduate credit. While this does not stop non-bachelor applicants from attending, it does limit the use of the credit until a bachelors is achieved.
3. This course does not replace or supersede other professional military courses, needed for advancement or promotion, such as War College or the equivalent in other services.
4. The 18 credit received for these courses are accepted into the Wilmington University Graduate program – MS in Graduate Management, resulting in a Masters in Management with a concentration in Military Leadership. These courses are not automatically acceptable into other programs.
5. I will be required to work in virtual teams requiring access to a personal computer. The computer will need to be compatible with BlackBoard, the training delivery package used by this program (and Wilmington University).
6. I will need to attend a minimum of 1 face-to face meeting per module (dates will be outlined in the course calendar).
7. While the cost of the 18 credits is free to those selected, there may be some costs for books not covered by the Delaware National Guard; these will be your responsibility.
8. This course is created for virtual learning, therefore deployments and assignments may cause a temporary delay but you are still responsible for attendance and work submission during the absence.
9. The standards of excellence, ethics and performance common to all branches of our military services will be upheld in your activities for this program.
10. This program is above and beyond the duty day, therefore, you will not accomplish this program during duty hours, or in a manner that interferes with my duties, or the duties of others.

Print Name: \_\_\_\_\_ (required for application review)

Date: \_\_\_\_\_

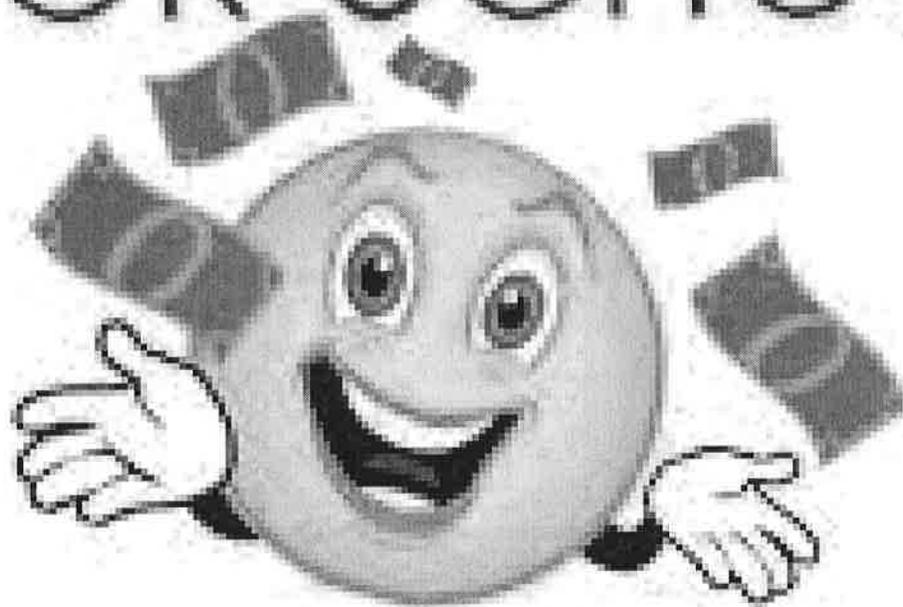
Signature: \_\_\_\_\_

**Recommend: e-mail to [andrew.r.werner.mil@mail.mil](mailto:andrew.r.werner.mil@mail.mil)**

or MAIL APPLICATION TO: **ARMED FORCES RESERVE CENTER  
JFHQ-ES DLA Program Manager  
250 Airport Road  
New Castle, DE 19720**

or deliver to ESO office at JFHQ – attention DLA Administrator

GET \$500  
FOR SCHOOL



**Scholarship**

**DNG Enlisted Association  
Members and Dependents**

[Jaquita.d.reed.mil@mail.mil](mailto:Jaquita.d.reed.mil@mail.mil)  
Phone 302-326-7053

**DELAWARE NATIONAL GUARD  
ENLISTED ASSOCIATION**

**SCHOLARSHIP PROGRAM INSTRUCTIONS**

The Delaware National Guard Enlisted Association of the National Guard Senior Enlisted Leader Scholarship Program. The following persons are eligible:

1. EANGDE members
2. Unmarried sons and daughters of EANGDE members
3. Spouses of EANGDE members
4. Unmarried spouses and unmarried dependent sons and daughters of deceased EANGDE members who were in good standing at the time of their death

Honorary, Associate and Corporate membership alone does not qualify any of the persons listed above on 1 through 4 for eligibility for a scholarship.

EANGDE member applicants, parent or guardian of unmarried sons and daughters who are applicants and members whose spouse is an applicant must have at least one (1) year remaining on his/her enlistment following completion of the school year for which the application is submitted, or have served twenty (20) or more years of service.

Scholarships will be awarded up to \$500.00 for the current school year. Applicant must be enrolled as a full time or part-time student at an institution of higher learning accredited by the US Department of Education. Graduate students are not eligible for scholarships.

Awards will be sent directly to the school that the recipient is attending. To receive the award, verification will be required from the recipient.

There will be no consideration given whatsoever because of friendship, rank or grade of applicant, applicant's parents or applicant's spouse. Neither shall the applicant's geographical place of residence be considered. Awards will be made on the basis of scholarship, character, leadership and need.

All applications will be accompanied by:

- x. A transcript of high school credits and/or a transcript of college credits for applicants already in an institution of higher learning.
- x. A letter from the applicant with personal, specific facts as to his/her desire to continue his/her education and why financial assistance is required.

x. An MS Word formatted 500 word essay from one of the following topics.

- a. How has being a Citizen Soldier influenced your life?
- b. What has it meant to you to be a dependent of a member of the National Guard?

x. Three letters of recommendation from reputable persons who have first-hand knowledge of the Applicant's character and need for the scholarship; and whom are not related to the Applicant.

x. All personal information may be sent electronically via the internet to the Chairman of the EANGDE Scholarship Committee at [adams724@gmail.com](mailto:adams724@gmail.com)

(Each year a Public Press Release will be updated with the current chairman name)  
Former recipients of an EANGDE Scholarship Award are eligible to reapply. Those persons who have applied previously and were not selected may reapply.

If the recipient does not complete the school term for which the scholarship is awarded, due to any cause other than sickness or physical injury, the recipient will refund the award to the EANGDE (60 days) from the date of disenrollment.

Scholarship applications may be sent electronically or by mail to the scholarship chairman of his/her respective state or that person so designated by his/her state president. Each application will be reviewed for completeness and forwarded to the EANGDE scholarship Committee.

The deadline date for all applications for scholarships will be observed in all instances.

The number and amount of scholarships may vary based on available funds.)  
(Committee members)

1. Chairman: Appointed by the President of EAGADE shall have no vote in the selection process.
2. The remainder of the committee shall be made up in one of the following ways:
  - a. Delaware Enlisted Association Of the National Guard member
  - b. Scholarship Committee will be a three person committee

(Once the president and treasurer determine what is available for disbursement from the account; that will define the number and amounts for the initial and subsequent years)  
As a minimum, there will be two (2) scholarships awarded each year. The applications must be postmarked (or sent via email) on or before the deadline. There will be two scholarships given in August 2015; deadline for that application will be 1 June 2015. There will be two scholarships given in February 2016; deadline for that application will be 1 December 2015. Applicants are highly encouraged to email the application package. No incomplete applications will be considered!

**DELAWARE NATIONAL GUARD CHAPTER  
ENLISTED ASSOCIATION OF THE NATIONAL GUARD  
SCHOLARSHIP APPLICATION**

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**PART 1 – SPONSOR INFORMATION**

1. \_\_\_\_\_  
Name (Last/First/Middle/Rank)
  2. \_\_\_\_\_  
Unit of Assignment / Retired from (Unit Designation/City)
  3. \_\_\_\_\_  
Home Address (Street/City/State/Zip Code)
  4. \_\_\_\_\_  
Area Code / Telephone (home) (work)
- Member # \_\_\_\_\_
- 

**PART II – APPLICANT INFORMATION**

1. \_\_\_\_\_  
Name (Last/First/Middle)
2. \_\_\_\_\_  
Relationship to Sponsor
3. \_\_\_\_\_  
Home Address (Street/City/State/Zip Code)
4. \_\_\_\_\_  
Area Code/Telephone (Home) (Work)
5. Current Status (check one): \_\_\_ HS Sr. \_\_\_ Post Sec. \_\_\_ Other: \_\_\_\_\_
6. List all scholarships applied for to date:

Scholarship Title	Amount	Period Covered (if applicable)	Approved/Received (enter Yes or No)

7. Information of Institution Applicant will attend:  
\_\_\_\_\_  
(Name of Institution)  
\_\_\_\_\_  
(Address/City/State/Zip Code/Area Code- Telephone Number)

8. List student activities participated in (high school and/or post secondary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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9. List offices/positions held in any organization (scholastic and/or professional):

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10. List award/honors received (scholastic and/or professional):

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**PART III – ATTACHMENTS REQUIRED**

1. Applicant should write an essay (not to exceed 250 words) in his or her own words, expressing future goals and aspirations, in both the scholastic and professional areas. The Applicant should include in the essay something about themselves. The essay should be typed and double spaced and attached to the application.
2. The 500 word essay from the chosen topic. The essay should be typed and double spaced and attached to the application.
3. Attach three letters of recommendation from reputable persons who have first-hand knowledge of the Applicant's character and need; and whom are not related to the Applicant.
4. Attach a copy of the Applicant's transcripts of former education. College students must submit college transcripts which include the last semester completed.
5. Photocopy of state and /or EANGUS membership card (Guard member, Parent, or Spouse)

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**PART IV – VALIDATION AND PROCESSING INSTRUCTIONS**

*This application was completed to the best of our knowledge and belief:*

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE

\_\_\_\_\_  
SPONSOR'S SIGNATURE/DATE

All Applicants are highly encouraged to email the application packet to [adams724@gmail.com](mailto:adams724@gmail.com)

Mail to:

**EANGUS Scholarship Chairman**  
Ashley Adams  
211 Sika Dr  
Harrington, DE 19952

**NOTE 1: Only complete Applications will be accepted.**

**I state that I consent to providing the information requested in this application. I have provided this information freely and voluntarily and hereby waive any objections to providing this information which might be pursuant to the Privacy Act, 5 U.S.C. Section 552a. The Enlisted Association of the National Guard of the United States has my permission to use the information given in considering and processing this application.**

**MILITARY**  
**FREE**  
with I.D.

# FREE CLEP TESTING AT DSU

Get credit for what you know!  
**Veterans & Active Military**

Earn college credit by testing via:

- CLEP
- DSST (formerly DANTES)



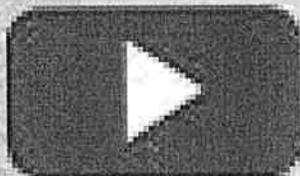
For more information please visit the Testing Center

[HTTP://WWW.DESU.EDU/ACADEMICS/UNIVERSITY-TESTING-SERVICES-AND-PROGRAMS](http://www.desu.edu/academics/university-testing-services-and-programs)

TO SCHEDULE A CLEP TEST SEND EMAIL TO: **TESTING@DESU.EDU**

# LETTERS TO GUNNY

## JOINT SERVICES TRANSCRIPT



Joint Services Transcript

### Sign In

#### CAC Users

If you are currently an active service member or have a CAC card and were prior enlisted, you do not need to register for a JST account.

**Login with your CAC!**

-or-

#### Non CAC Users

JST Username:

JST Password:

Sign In

[forgotten password?](#)

### Register to Use this System

If you are prior Army, Coast Guard, Marine Corps, or Navy or do not have access to a Common Access Card (CAC) reader, **REGISTER** for a JST account.

### Who's Eligible For JST Transcripts

Army, Coast Guard, Marine Corps, and Navy: Active Duty, Reserve and Veterans.

[How to make updates or corrections to your JST Transcript](#)

[How to request an official transcript](#)

[Frequently Asked Questions](#)

[Academic Institutions](#)

### For JST Technical Issues

NETC N644  
ATT: JST Operations Center  
6490 Saufley Field Road  
Pensacola, Florida 32509  
Email: [jst@doded.mil](mailto:jst@doded.mil)

## Request Official Joint Services Transcript

### HOW TO HAVE OFFICIAL TRANSCRIPTS SENT TO POST-SECONDARY INSTITUTIONS

1. **Register** for a JST account.
2. Click on the 'Transcripts' tab at the top of the page, then click the 'Official Transcript Request' tab.
3. Type in the institute name or any part of the name and click 'search' or hit the enter key.  
(Hint: the more unique the search the easier it will be to find in the results list.)

For example Instead of typing In the 'Some Name University' you could type in 'Some Name'. You may need to scroll through the entire list to ensure you have the correct location.

**QUICK TIP:**

Do not use any punctuation when typing in the name of an institute.  
If you receive 'no matches found' try using a smaller part of the name.

**NOTE:**

Some institutes only have one centralized site to receive all transcripts.

4. Verify delivery method.

After you click your desired institution you will be taken to the order page that will show your details (institution selected, your name, rate/rank, etc.). You will be asked if this is the Institution you wish to have a transcript sent to. Pay attention to the delivery method.

**NOTE:**

Army and National Guard transcripts can only be ordered and delivered online. All other services, there are two types of delivery methods:

**Delivery Methods:**

**ONLINE DELIVERY**

You can order as many transcript as needed for on-line delivery.  
Transcripts ordered by 11:59 PM central time will be delivered via the web on the next business day after ordered.

**U.S. POSTAL SERVICE DELIVERY**

Only 2 transcripts within 30 days can be ordered due to production and postage costs.  
Hard copies will be mailed on the next business day after the transcripts are ordered.

**Acknowledge Consent Statement**

If the location is correct, you will need to click the box at the bottom of the screen stating you have read and agree with the consent statement, then click 'yes'. You will receive a confirmation page stating the request has been completed.

If the location is incorrect, click 'no' at the bottom of the page and you will be returned to the list of campuses to allow you to select the correct location.

You can see a history of where transcripts were sent and when they were ordered by clicking on the 'Official Transcript Request History' tab.

**What if I can't find my Institute/School/Verification Service in the list?**

If your institution or location is not in the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the institute or the location, you will need to fill out the Official Request Form (see link at bottom of page) and e-mail to JST Tech/Operations Center: [jst@doded.mil](mailto:jst@doded.mil)

**What if I need a transcript sent to an employer or other?**

If your organization is not in the list, make sure you have the name typed correctly and scroll through the list. If you still cannot find the organization, you will need to fill out the Official Request Form (Special Mail) (see link under JST Tech/Operations Center below) and e-mail to JST Tech/Operations Center: [jst@doded.mil](mailto:jst@doded.mil)

**Request Forms and Contact Information**

**Army and National Guard:**

E-Mail: [usarmy.knox.hrc.mbx.taqd-jst@mail.mil](mailto:usarmy.knox.hrc.mbx.taqd-jst@mail.mil)

Toll Free: 1.888.276.9472

LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

Only if your institute is not listed should you use the following form: [Official Transcript Request Form \(Army\)](#)

**Coast Guard**

USCG Institute

E-Mail: [CGI-PF-ed.transcripts@uscg.mil](mailto:CGI-PF-ed.transcripts@uscg.mil)

Fax: 405.954.7249

LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

In cases where an official transcript should go to a future employer, to a program manager, or to a special college program, please complete the special mailing form. [Official Transcript Special Mailing Request Form](#)

**Marine Corps**

JST Technology Operations Center

E-Mail: [jst@doded.mil](mailto:jst@doded.mil)

Fax: Comm: 850.473.6013 DSN: 753.6013

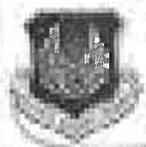
LOG IN AT [HTTPS://JST.DODED.MIL](https://jst.doded.mil) to order your transcript

If you have problems ordering online, use the form located at: [Official Transcript Request Form \(Special Mail\)](#)



Year of the...

**CCCAF**



# CCAF

## Community College of the Air Force

You can access many of your education features on the AF Portal under Air Force Virtual Education Center (AFVEC). A link to AFVEC is on the homepage under Education/Training/Force Development.

Once you are on your AFVEC page, you can click on **CCAF** under the "Quick Links" section on the left side of the screen to take you to the Air University site. Here you can find a lot of information about the CCAF program. The direct link is:

<http://www.au.af.mil/au/barnes/ccaf/index.asp>

On your AFVEC page you can also access information about your CCAF progress by clicking on **CCAF View Progress Report** under the "Self Service" section. This will bring up the *CCAF Online Student Service* window. The front page will list the programs you are enrolled in and you can view your progress report clicking the hyperlink title. Here you can see what courses are required for your program, which ones you have received credit for, and which semester hours you still need to complete.

The *CCAF Online Student Service* window also has many help links in the Student Tools section:

- You can view your Unofficial Transcript.
- You can find instructions to apply credits you have earned from civilian colleges to your CCAF.
- You can order your CCAF Transcript for free. Send a written request that includes your full name or former name if appropriate, social security account number, and the address of the location you want the free transcript to be sent. Your physical signature is required for release of a transcript. For a minimum charge, you can order a transcript through Credentials Inc. online or via telephone at 1-800-646-1858 / 1-847-446-1027.
- You can view the status of your order transcripts.
- You can view course descriptions of the credits you have been awarded.
- You can search for Professional Manager Certification Approved Courses.

The address to send all of your civilian transcripts and to request your official CCAF transcripts is:

CCAF/DESS  
100 South Turner Blvd  
Maxwell AFB, Gunter Annex, AL 36114-3011

Samuel Lewis, MSgt, DE ANG  
166 AW ROM/Recruiting