



PSCINST 12900.1

JUN 17 2010

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 12900.1

Subj: CG NONAPPROPRIATED FUND TUITION ASSISTANCE PROGRAM

Ref: (a) Coast Guard Non-Appropriated Fund (NAF) Personnel Manual, COMDTINST M12271.1 (series)

1. PURPOSE. This Instruction provides formalized procedures for the Coast Guard Nonappropriated Fund Tuition Assistance (TA) program.
2. ACTION. Unit commanders, commanding officers, and officers-in-charge shall ensure compliance with this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. BACKGROUND. Per section 13.N of reference (a), it is Coast Guard NAF policy to financially support tuition for one course per semester for students taking approved job-related training courses during non-duty hours at colleges and universities when funding is available. Prior to the establishment of the Community Services Command (CSC), there was limited utilization of the policy under informal guidelines. With the establishment of the CSC as the NAF center of excellence, there is a need for standardization of procedures across all Nonappropriated Fund Instrumentalities (NAFIs) and a formalization of the process.
5. DISCUSSION.
 - a. CG NAF employees are encouraged to improve their knowledge and skills through enrollment and attendance at local colleges and universities during their non-working hours. Increased knowledge and the learning of new skills may provide employees with additional qualifications for promotion opportunities within the Coast Guard's NAFIs.

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- b. Permanent-status, non-probationary NAF employees who average 30 or more hours per week in a 12-month period are eligible for tuition assistance.
 - c. Courses must be directly job-related or pertain to other positions within the CG's NAFIs to which the employee might reasonably aspire.
 - d. The institution providing the course, including on-line classes, must be an accredited college or university (i.e., listed in the U.S. Department of Education database of accredited institutions).
 - e. A maximum of one class per semester and three classes per fiscal year are eligible for reimbursement. The annual cap for tuition assistance per employee is \$2,250.
 - f. Employees may be reimbursed the actual cost of tuition not to exceed \$250 per credit hour, paid upon successful completion of the course. Successful completion is described as receiving a "C" or better final grade in the class.
 - g. All TA approvals are subject to budget availability. If the number of requests for assistance exceeds the available funding, the funds will be prorated across the approved applications for that semester.
 - h. No reimbursement will be made for the cost of books, materials, travel, or other fees.
 - i. Courses must be taken during non-duty hours and shall not interfere with the employee's regular duties.
 - j. To qualify for reimbursement, an employee must have an acceptable work record. For the purposes of this Instruction, an acceptable work record is defined as the employee's overall score on their most recent evaluation of at least "meets" for a non-exempt employee or at least "achieves expectations" for an exempt employee.
 - k. In order to receive reimbursement, the employee must agree in writing that if he or she resigns or is terminated within three months of completing a course, the tuition assistance furnished by CSC will be deducted from his/her pay. The CSC Human Resources Manager (HRM) may approve exceptions with justification from the supervisor where unusual or emergency circumstances exist.
6. PROCEDURES.
- a. A separate TA request checklist, enclosure (1), must be submitted for each semester.
 - b. The employee will submit a TA request to their immediate supervisor.
 - c. The employee's supervisor will indicate his/her recommendation on the request and forward it to the CSC HRM.

- d. The TA request must be submitted to the CSC HRM by the following deadlines:
 - (1) 1 December for spring/winter semester
 - (2) 1 May for summer semester
 - (3) 1 July for the fall semester
 - e. The CSC HRM will review the application to ensure it meets the criteria within this Instruction. The HRM will either approve the request, annotating the reimbursement amount that will be provided upon satisfactory course completion, or disapprove the request and return a copy to the employee through their supervisor/manager within 30 days of the application deadline.
 - f. Each TA request is valid only for the semester which it was approved.
 - g. Employees whose application for tuition assistance is approved must immediately notify the HRM if they drop the class or do not enroll. Failure to do so may result in denial of tuition assistance in the future.
 - h. The employee will furnish the following items to the CSC HRM within 60 days after completion of the course:
 - (1) The approved TA request checklist.
 - (2) Receipts for the amount of the tuition paid by the employee indicating the cost per credit hour and a grade report indicating completion of the course with a final grade of "C" or better. Documentation must clearly show tuition costs and prove successful completion.
 - i. Provided all requirements are met, the CSC HRM will approve the amount of the tuition to be paid and forward to the CSC Finance Directorate for payment.
 - j. The CSC Finance Directorate will prepare a check for the approved amount and forward it to the employee.
 - k. The CSC HRM will maintain a copy of the courses and reimbursement amounts in the employee's official personnel file.
7. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
8. FORMS/REPORTS. None.


D. R. MAY

Encl: (1) TA Request Checklist

**Coast Guard Community Services Command
Tuition Assistance Request Checklist**

Employee Name	<input type="text"/>	Current Position	<input type="text"/>
Hire Date	<input type="text"/>	Location	<input type="text"/>

It is my intention to improve my knowledge and skills by attending the college or university listed below on a part-time basis. Approval for reimbursement of tuition fee is requested.

Name of College or University

Course Title/Number

Number of Credit Hours

Cost per Credit Hour \$ Total Tuition Amount \$

Course Dates: through

Course description:

Course justification and how it is job related:

I understand that I must successfully complete each course with a grade of "C" or better and that I must provide proof of grade and tuition before reimbursement is submitted. I agree that if I resign or am terminated within three months after completing a course, the full tuition assistance furnished by CSC for this course will be returned to CSC or will be deducted from my pay.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Human Resources Manager Signature _____ Date _____

Human Resources Manager Recommendation: Approval Disapproval

Approval amount \$ _____

(Forward 1 copy to employee – original to file)

Upon completion of the course, employee submits an approved copy of this checklist with documented final grade and tuition costs to the CSC Human Resources Manager.