



Commander  
 United States Coast Guard  
 Personnel Service Center

Mail Stop 7200  
 4200 Wilson Blvd., Suite 1100  
 Arlington, VA 20598-7200  
 Staff Symbol: PSC-C  
 Phone: (703) 872-6475  
 Fax: (703) 872-6473

PSCINST 12900.1C

FEB 22 2013

COAST GUARD PERSONNEL SERVICE CENTER INSTRUCTION 12900.1C

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 program.
2. ACTION. Unit commanders, commanding officers, and officers-in-charge shall ensure compliance with this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. PSCINST 12900.1B is hereby cancelled.
4. BACKGROUND. Per Chapter 13 of reference (a), it is Coast Guard NAF policy to financially support tuition 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. The Tuition Assistance (TA) Program is designed to provide financial support for CG NAF employees who wish to expand their education within a field relevant to work within the Coast Guard. Courses must be directly job-related or pertain to other positions within the CG's NAFIs to which the employee might reasonably aspire.

DISTRIBUTION – SDL No. 162

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X																									
B					X	X	X	X				X	X	X				X	X	X	X	X	X	X	X	X
C	X	X		X					X		X														X	
D																										
E																			X							
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

- b. Permanent full time, part time, and regularly scheduled intermittent employees are eligible for tuition assistance after 12 months of continuous service and agree to retain employment with the Coast Guard for 12 months after completing the course. Employees who resign or are terminated for disciplinary or performance reasons within 12 months of completing a course will be required to refund the full tuition assistance furnished by CSC.
- c. TA provides reimbursement for tuition, books, study materials, and fees for courses towards an undergraduate or graduate degree, certificate, or professional certification programs taken at an accredited institution, or for courses sponsored by public, professional, or commercial organizations as outlined in Paragraph 6 of this Instruction.
- d. Except for courses leading to professional certification as described above, the following do not qualify for tuition reimbursement: seminars and workshops, symposia, short (non-credit) courses; college/university entrance exams; or review programs for entrance exams.
- e. Fees not reimbursable to employees include application/pre-admission registration fees, transcript fees, admission testing fees, placement fees, course waiver or challenge fees, travel costs (i.e., transportation, housing, meal, etc.), parking fees, equipment/kit purchase costs, tutoring fees, deferred tuition fees, late registration fees, course addition, deletion or transfer fees, student union fees, petition fees, recreation fees, health coverage costs, dissertation or thesis typing fees, development or foundation fees, institution fees, alumni fees, and other similar fees.
- f. The taxes on reimbursements under the tuition assistance program will be in accordance with current Internal Revenue Service guidelines.
- g. All TA approvals are subject to budget availability. If the number of requests for assistance for the first course per semester per student exceeds the available funding, the funds will be prorated across the approved applications for that semester.
- h. Courses must be taken during non-duty hours and shall not interfere with the employee's regular duties.
- i. 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.
- j. 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 Talent Manager (TM) may approve exceptions with justification from the supervisor where unusual or emergency circumstances exist.

## 6. PROCEDURES.

- a. Degree Programs.

- 1) 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).
  - 2) A maximum of two classes per semester and six classes per fiscal year are eligible for reimbursement. The annual cap for tuition assistance per employee is \$4,500. Funding priority will be given to first course per semester requests; second course applications will be funded only to the extent that there are funds remaining for that semester.
  - 3) Employees may be reimbursed the actual cost of tuition and fees 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.
- b. Non-Degree Programs. Programs that meet the following criteria shall be eligible for assistance under this program up to a maximum of \$2,250 per calendar year:
- 1) The program is not offered for credit, but is aligned with a certificate or diploma and does any of the following:
    - (a) Offers a state, national, or locally recognized certificate.
    - (b) Represents recognized skill standards defined by an industrial sector.
    - (c) Offers a similar credential or training.
  - 2) An employee may not be approved for tuition assistance for more than one certificate in the same type of program.
- c. Professional Certification. Programs leading to professional certification must be in a specific job-related field of professional discipline, and should provide the employee with skills, knowledge and competencies applicable to their current position. For participation in such programs, employees may be approved for reimbursement of tuition and eligible fees up to a maximum of \$2,250 per calendar year.

## 7. APPLICATION PROCEDURES.

- a. The CSC HR staff will allocate the annual funding across the three traditional academic semesters (spring, summer and fall) on a 40%, 20%, 40% basis.
- b. A separate TA request checklist, enclosure (1), must be submitted for each course, each semester. Employees requesting TA for two classes in one semester must note their first and second choice.
- c. The employee will submit their TA request(s) to their immediate supervisor

- d. The employee's supervisor will indicate his/her recommendation on the request(s) and forward to the CSC TM.
- e. The TA request(s) must be submitted to the CSC TM by the following deadlines:
  - (1) 1 December for spring/winter semester
  - (2) 1 May for summer semester
  - (3) 1 July for the fall semester
- f. The CSC TM will review the application to ensure it meets the criteria within this Instruction.
  - (1) The CSC TM will either approve the employee's request for the first course that semester, annotating the reimbursement amount that will be provided upon satisfactory course completion, or disapprove the request and return a copy to the employee within 30 days of the application deadline.
  - (2) If there is funding remaining after the application deadline, the CSC TM will apply the same process for requests for funding a second course that semester.
- g. Each TA request is valid only for the semester for which it was approved.
- h. An employee whose application for tuition assistance is approved must immediately notify the CSC TM if they drop the class or do not enroll. Failure to do so may result in denial of tuition assistance in the future.
- i. The employee will furnish the following items to the CSC TM within 60 days after completion of the course:
  - (1) The approved TA request checklist.
  - (2) Receipts for the amount of the tuition and fees paid by the employee indicating the cost per credit hour or equivalent documentation for non degree courses. A grade report for college courses with a final grade of "C" or better or equivalent documentation proving satisfactory completion for non degree programs. Documentation must clearly show tuition costs and fees and prove successful completion.
- j. Provided all requirements are met, the CSC TM will approve the amount of the tuition to be paid and forward to the CSC Finance Directorate for payment.
- k. The CSC Finance Directorate will prepare a check for the approved amount and forward it to the employee.
- l. The CSC TM will forward a copy of the courses and reimbursement amounts to CSC HR for filing in the employee's official personnel file.

- m. The CSC TM will monitor the terminations report to ensure employees receiving TA meet the 12 month service agreement.
8. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor does it constitute a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to, nor does it, impose legally-binding requirements on any party outside the Coast Guard.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
10. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations under the National Environmental Policy Act (NEPA) were examined in the development of this Manual. This Manual included preparation of guidance documents that implement, without substantive change, the applicable Commandant Instruction or other Federal agency regulations, procedures, manuals, and other guidance documents. It is categorically excluded from further NEPA analysis and documentation requirements under Categorical Exclusion (33) as published in COMDTINST M16475.1 (series) Figure 2-1. An Environmental Checklist and Categorical Exclusion Determination (CED) are not required.
11. FORMS/REPORTS. None.



D. R. CALLAHAN  
Commander, Personnel Service Center

Encl: (1) TA Request Checklist

**CG Nonappropriated Fund Tuition Assistance Request Checklist**

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

Institution Name	<input type="text"/>
Course Title	<input type="text"/>
Course Description	<input type="text"/>
Course Type	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit
Course Level	<input type="checkbox"/> N/A <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Degree Related	<input type="checkbox"/> Yes, Type <input type="checkbox"/> No
Professional and/or Career Related	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Related	<input type="checkbox"/> Yes <input type="checkbox"/> No
Course Justification	<input type="text"/>
Course Dates	From                      to
Cost Per Credit Hour, if applicable	\$
Total Course Cost	\$
Books and Fees (itemized)	\$
Total Course and Fee Costs	\$

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

For Supervisor	Job Related <input type="checkbox"/> Yes <input type="checkbox"/> No	Recommend <input type="checkbox"/> Yes <input type="checkbox"/> No
----------------	--	--

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

For Talent Manager	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Approved \$
--------------------	---	--------------------

Talent Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

(Forward 1 copy to employee – original to file)

**PRIVACY ACT STATEMENT** Under the authority of 5 USC §301, you are being asked to provide the personal data on this form so your request for Coast Guard NAF Tuition Assistance (TA) can be processed. The office responsible for processing TA requests will retain this information. It will not be divulged without your written authorization to anyone other than Coast Guard personnel involved with the administration of the TA program. You are not required to provide this information. However, if you fail to do so your TA request will be denied.