National Capital Region
Medical Directorate
ADMINISTRATIVE INSTRUCTION

WALTER REED BETHESDA

NUMBER 12410.2B
JAN 2 2 2017
Change 2, Effective February 16, 2017

PERS

SUBJECT: Civilian Tuition Assistance Program

References: See Enclosure 1

1. PURPOSE. This Administration Instruction (AI), in accordance with the authority and in References (a) through (t) establishes the National Capital Region Medical Directorate (NCR MD) policy and procedures for the management of the Civilian Tuition Assistance Program.

2. APPLICABILITY. This AI applies to the NCR MD; Walter Reed National Military Medical Center to include the DiLorenzo Clinic and the Tri-Service Dental Clinic; Fort Belvoir Community Hospital to include the Dumfries and Fairfax Clinics; and the Joint Pathology Center. Hereafter, these facilities are collectively referred to as Joint Medical Treatment Facilities (MTFs) and Centers.

3. POLICY. It is NCR MD policy that:

a. The Tuition Assistance (TA) program is established to give Civilian employees an opportunity to further their professional development by making available payment for tuition fees.

b. Each organization manages its own Civilian Tuition Assistance Program and determines its financial commitment to it.

c. Programs of professional development administered under this policy must be consistent with merit system principles. Identification and selection of employees for training and development opportunities must be done fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or disability.

d. Payment will not be authorized for academic courses, licenses, or professional credentials:

(1) Not directly related to the position of the employee;

(2) That do not enhance employee performance; and

(3) That does not contribute to the effective, efficient, and economical achievement of NCR MD mission objectives.

e. Payment under these programs is discretionary and this policy does not create an entitlement or benefit of employment. Participation in these programs may be limited by availability of funding.

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. See Enclosure 4

6. RELEASABILITY. **Cleared for public release.** This AI is approved for public release and is available on the internet from the NCR MD Website at www.capmed.mil.

7. EFFECTIVE DATE. This AI:

a. Is effective upon immediately.

b. Will expire effective 10 years from the publication date if it hasn't been reissued or cancelled before this date IAW DoD Instruction 5025.01 (Reference (u)).

D. A. Lane
Rear Admiral, MC, USN
Director

Enclosures
1. References
2. Responsibilities
3. Overview
4. Procedures
5. Flow Chart of Tuition Assistance Application Process
6. Authorization, Agreement, and Certification of Training (OPM SF-182)
7. Privacy Act Statement
8. Continued Service Agreement
9. Employees Agreement to Continue in Service
10. Certification of Mission/Job Related Course
11. Statement of Responsibilities
12. Civilian Tuition Assistance Checklist

Glossary

ENCLOSURE 1

REFERENCES

(a) Deputy Secretary of Defense, Action Memorandum System Governance Reform, March 11, 2013
(b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
(c) National Capital Region Medical Directorate (NCR MD) Concept of Operations, September 10, 2013
(d) Title 5, United States Code (USC), 4108
(e) Title 5, United States Code, Chapter 23, "Merit System Principles."
(f) Title 5, United States Code, Chapter 410.309
(g) Title 5, United States Code, Section 5757, Chapter 57, "Payment of Expenses to Obtain Professional Credentials."
(h) Office of Personnel Management Training Policy Handbook: Authorities and Guidelines
(i) Government Employees Training Act, Public Law 85-507
(j) Executive Order 13111, Using Technology to Improve Training Opportunities for Federal Government Employees.
(k) Executive Order 13160, Nondiscrimination on The Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation, and Status as a Parent in Federally Conducted Education and Training Programs.
(l) U.S. Department of Education Database of Accredited Postsecondary Institutions and Programs
(m) 29 U.S.C. §701, "Findings; purpose; policy"
(n) 42 U.S.C. §126, "Equal Opportunity for Individuals with Disabilities"
(o) DoD Instruction 1400.25, volume 410, September 25, 2013
(p) DoD Directive 5000.52 of January 12, 2005
(q) DoD Instruction 1400.25, volume 543
(r) DoD Instruction 5025.01, "DoD Issuances Program," June 6, 2014
(s) Title 5, Code of Federal Regulations, Section 410
(t) National Capital Region Medical Directorate, Administrative Instruction, "Interim Timekeeping, Leave and Pay for Civilian Employees," January 21, 2015

ENCLOSURE 2

RESPONSIBILITIES

1. NCR MD, CHIEF, PERSONNEL BRANCH. The NCR MD Chief Personnel Branch will:

a. Oversee and monitor the NCR MD Civilian Tuition Assistance Program from a regional perspective to ensure consistency and conformity to governing regulations and rules. Coordinate with leadership throughout the NCR MD on issues related to the Civilian Tuition Assistance Program.

b. Develop and deliver an annual regional report on the use of the allowances and an overall analysis of the effectiveness of the program.

c. Submit reports as required on the allowances authorized under this AI.

2. DIRECTORS JOINT MTF AND CENTER. The Director of a Joint MTF or Center will:

a. Ensure that all personnel are made aware of and adhere to the procedures outlined in this instruction.

b. Ensure incentives and allowances are utilized properly and IAW this AI.

c. Serve as the approving official for requested waiver of recovery of an employee's debt if an employee does not fulfill the terms of a Service Agreement.

d. Ensure fair and consistent application of the program per Merit System Principles and Equal Employment Opportunity regulations.

e. Set forth procedures on the review and prioritization of applications for tuition assistance.

f. Ensure adequate staffing for administration of the program.

g. Regularly assess the effectiveness of the program.

3. MANAGERS AND SUPERVISORS. The Managers and Supervisors will:

a. Provide required documentation when proposing the use of the Civilian Tuition Assistance Program.

b. Certify that the course is job-related or career enhancing.

c. Ensure that the employee signs a NCR MD Service Agreement and forward the signed agreement to the Tuition Assistance Coordinator and/or HRLs.

d. Be flexible in adjusting work hours for employees who need courses, which are only offered during the day. However, any deviation from the normal work schedule must be requested in writing in accordance with Reference (t). These requests will be handled on a case-by-case basis and, at a minimum, will require the endorsement from the Department Head and the approval of the Director or representative.

e. Monitors, documents, and reports completion of courses in employee's training record.

4. DEPARTMENT CHIEF, HUMAN RESOURCE (HR) DEPARTMENT. The Department Chief, Human Resource Department will:

a. Have delegated approval authority for civilian Tuition Assistance (TA) requests.

b. Assign in writing a Civilian Tuition Assistance Coordinator.

5. CIVILIAN TUITION ASSISTANCE COORDINATOR. The Civilian Tuition Assistance Coordinator will:

a. Coordinate and administer the overall TA program for parent organization IAW References (d) through (t).

b. Work with requesting managers to facilitate timely decision-making and processing of Civilian Tuition Assistance requests.

c. Recommend disapproval or modification of a request where there is information available that the approval of the request would not be consistent with program requirements.

d. Maintain records and data to support decision-making within their respective departments and organizations.

e. Ensure that the SF 182, Authorization, Agreement, and Certification of Training (or equivalent) is properly utilized and approved.

6. MTF AND THE JPC COMPTROLLERS. The MTF and the JPC Comptrollers will:

a. Ensure that funding is available for the payment of Tuition Assistance.

b. Provide for a process for tuition payment ~~upon course completions~~.

c. Proceed with debt collection process, as stipulated by Reference (i), for employees who do not complete their period of service under the terms of the applicable Service Agreement.

7. EMPLOYEE. As conditions of Civilian Tuition Assistance Program participation, the employee will:

a. Maintain work performance at a ~~high and successful level~~ *fully successful or higher level.*

b. Employees must not have a current written reprimand within the past year.

c. New employees may not participate until they have received a performance appraisal with an overall rating of record of ~~acceptable or excellent~~ *fully successful or outstanding.*

d. Complete and submit all required forms for Civilian Tuition Assistance in a timely manner so as to allow sufficient time to process the request prior to the start of the requested course.

e. Maintain satisfactory attendance of the requested course.

f. Upon receiving a passing grade, submit an unofficial college transcript as evidence of course completion with the grade received to the TA Coordinator.

g. Upon completion of degree, the employee is required to go to the "MyBiz" system (https://compo.dcpds.cpms.osd.mil/) and update education information.

ENCLOSURE 3

OVERVIEW

1. The Civilian Tuition Assistance (TA) process promotes efficiency and provides the opportunity to develop employee skills related to their official duties. This process will also assist the command in establishing and maintaining the highest standards of performance and effectively using the best modern business practices and techniques. Through TA, employees will gain the opportunity for self-improvement, and the command will acquire the benefit of better-trained personnel. To develop and retain skilled, effective employees, TA may be approved for job-related or career enhancing course(s).

2. The following should be considered when determining "job-relatedness" or "career enhancing":

a. TA is prohibited solely for the purpose of promotion or to obtain an academic degree to qualify for appointment to a particular position or which a degree is required. The organization Director or designee retains approval authority in these instances.

b. Supervisors will review civilian TA applications to determine the applicability to the employee's current job description.

3. In exercising authority delineated in this section, the determination to provide for degree training can be authorized by the organization Director on the basis of merit to fill predetermined shortages, or for the purpose of retention. Unless required by an employee's official position or identified in an approved training plan, training under this program will not be accomplished on government time. Payment will only be authorized for coursework taken at institutions meeting all of the following conditions:

a. The institution is accredited and provided by an institution or program per reference (l). Reference (l) is available at: http://ope.ed.gov/accreditation/GetDownLoadFile.aspx.

b. The institution or program facility and curriculum are accessible to employees with disabilities per reference (m) as applicable.

c. The institution does not discriminate based on political preference, age, color, disability, genetic information, national origin, race, religion, sex, marital status, sexual orientation, status as a parent, or any other non merit-based factor and with regard for their constitutional and privacy rights.

d. Per reference (o), DoD Components may not provide funds by contract or by grant to an institution or program per the General Services Administration's (GSA) Excluded Parties List System on the GSA's System for Awards Management (SAM) Web site. More information on how to find an excluded entity on the SAM is available at: https://www.sam.gov/sam/transcript/Public-Identifying_Excluded_Entities.pdf.

ENCLOSURE 4

PROCEDURES

1. PROCEDURES FOR REQUESTING TUITION ASSISTANCE (TA). (See Enclosure 5, Flow Chart for TA Application Process and Enclosure (12), Civilian Tuition Assistance Checklist):

a. Civilian employees applying for TA must complete and submit enclosures (6), through (11), and all supporting documents in accordance with enclosure (12). The Tuition Assistance Coordinator must receive the completed and signed application/package no later than 30 days prior to the commencement date of the requested course. The supervisor must ensure all required documentation is provided prior to forwarding the application. All signatures and dates in the TA application must be originals.

b. If the application is submitted to the TA Coordinator after the course start date, the TA request will be declined without exception. It is the applicant's responsibility to follow up with their leadership, and the TA Coordinator to make sure it is submitted on time.

c. Requests that are returned for correction or because they are missing documentation must still meet the 30 day timeframe. They will not be processed simply because the original incorrect request met the deadline.

d. The Civilian TA Coordinator will review each request and make a recommendation for approval/disapproval to the Training Officer/Authorizing Official.

e. The Civilian TA Coordinator will notify the employee and provide a copy to the supervisor when the application is approved or disapproved (no payment for tuition will be paid for any courses not approved in advance).

f. Civilian Tuition assistance is to cover tuition costs only for courses through colleges or universities that are accredited through the Council of Higher Education. Courses provided through professional associates are not covered.

g. Laboratory and technology fees required for course completion will be considered when calculating the cost of the course. Registration fees, parking costs, travel expenses, entrance exams, graduation fees, the cost of books and materials, and all other expenses will not be funded by the parent organization. These expenses are the responsibilities of the applicant.

h. No more than $8,000 per fiscal year per person will be approved.

i. Civilian TA cannot authorize a partial payment if a class or classes exceed the $8,000 financial limitation per fiscal year.

j. Tuition payment shall only be authorized for courses that meet all of the following criteria:

(1) The courses are directly related to the employee's position;

(2) The courses have been determined to improve employee performance; and

(3) The courses contribute to a more effective, efficient, and economical achievement of current or future mission objectives.

k. Payment for courses that do not satisfy enclosure (4), paragraphs 1(1) through 1(3), but are necessary for completion of a degree that is related to the position of the employee, such as general education requirements, are authorized at the discretion of the organization and consistent with enclosure (4), paragraph 1p.)

l. Late fees will only be considered due to administrative error on the part of the MTFs/Center.

~~m. Once the employee has completed the course, and has turned in a final grade to the TA Coordinator, payment for the course to the educational facility will be distributed.~~

~~n. The total cost for the course requested, regardless of grade achieved, will be deducted from the employee's financial limitation per fiscal year regardless of the amount paid in tuition to the university).~~

m. TA will not be provided, in whole or in part, for courses for which the employee is receiving other federal or state tuition subsidies such as Veterans Administration Educational benefits, Montgomery Government Issue Bill, scholarships, grants, or other sources.

n. TA will not be authorized for courses leading to a lateral or lower level degree. (i.e. second Associate's, second Bachelor's degree, second Master's degree, etc).

o. Attendance of courses and completion of coursework must be accomplished during non-duty time. Organizations may consider a change in work schedule, alternative work schedules, and appropriate charge to an employee's leave account to accommodate schedule conflicts.

p. Employees must take the course(s) for academic credit when available. Audited courses are not eligible for tuition assistance.

q. The course(s) must be part of the employee's Individual Development Plan (IDP). An IDP is mandated for all employees per reference (o). The employee is responsible for developing an IDP that lists all courses to be funded by the parent organization with his/her current supervisor. The IDP must be in an approved status and should include current and projected courses required to complete the program of study.

r. MTFs/Center must assure that the course(s) being paid for are not for the sole purpose of providing an employee the opportunity to obtain an academic degree or qualify for appointment to a particular position for which the academic degree is a basic requirement.

s. MTFs/Center are encouraged to delegate the authority to approve tuition reimbursement expenses for physicians and dentists to the Command's Activity Compensation Panel as described in reference (q).

t. Any collective bargaining obligations must be satisfied prior to implementation of this instruction.

u. Employees must attain a minimum grade of "C" or its equivalent (according to the learning institution's grading system). Should a person receive below "C"' for a course for which he/she has received TA that person will not receive additional TA until he or she has successfully completed the course, passed a substitute course (approved by authorizing officials), or paid original course costs. Personal and family situations may present special circumstances for individuals, and should be discussed with the supervisor and the Civilian TA Coordinator. The employee has 30 days from the end of the semester/term to submit their final grade. Failure to submit the grade within the time limit will result in ~~non-payment by the Budget Office for tuition costs~~ *repayment*. Total cost of course will be the responsibility of the employee and further requests for Tuition Assistance will not be processed for that employee until all debt has been paid in full.

v. If an employee subsequently withdraws from the course, they are to notify the parent organization immediately with all reason for the withdrawal. If the withdrawal is prior to university established deadline, the approved SF-182 *(or equivalent)* will be withdrawn and the member will not be charged for allocated funds. If the employee withdraws from the course after the college established deadline, the employee is responsible for 100% of the cost of the course.

2. LONG TERM TRAINING AND EDUCATION.

a. Long-term training is defined as full-time training away from the job, for periods lasting more than 120 consecutive days. A full-time program at a university is normally 12 credit hours. Long-term training is generally limited to one year.

b. If long-term training is offered to employees, information will be announced to all civilian employees. The selection of participants will be based on fair and equitable considerations and will comply with reference (o).

3. AGREEMENT TO CONTINUE IN SERVICE.

a. Per references (d) and (f) and consistent with reference (o), the employee must sign the Agreement of Continued Service, Section E, OPM SF182. (see enclosure (9)).

b. An employee selected for training subject to a service agreement must agree in writing with the government before assignment to training to continue in service for a period at least equal to three times the length of the training period.

c. If an employee enters a non-pay status during the service obligation period, the time in non-pay status shall not count towards the completion of an employee's service obligation and will resume when the employee return to a pay status.

d. Failure to Fulfill Service Agreement:

(1) Employees who voluntarily transfer to another federal agency, or separate from Federal Government employment, before the expiration of the continued service period, are required to repay the government all or part of the non-salary expenses for the training.

(2) Employees who complete long-term training in a nongovernment facility, and plan to separate from the Federal Government before completing their service obligation, must notify their leadership and the Human Resource Office in writing at least 21 calendar days prior to their planned separation. Failure to do so may obligate the employee to repay the MTFs/Center in full, for all non-salary costs associated with training in the non-government facility. The notification giving a complete justification for failure to complete the service agreement will be sent through the leadership to the Director who will make all final decisions on the waiver request. Employees, who comply with the 21-day notification stipulation, may be considered for a waiver. The repayment rate is based on the amount of remaining obligated service.

(3) When repayment has not been waived and cannot be secured directly from the employee, action will be taken to recover the funds.

(4) Repayment will not be required of an employee who enters on active military duty under those circumstances that permit restoration rights under the provision of reference (s), Part 353.

4. EVALUATION OF TRAINING. An ongoing systematic evaluation of training will be conducted by the Civilian TA Coordinator/Administrator and used in the planning of employee development programs.

5. RECORDS. Records created as a result of this instruction, regardless of media and format, will be maintained by the TA Coordinator/Administrator.

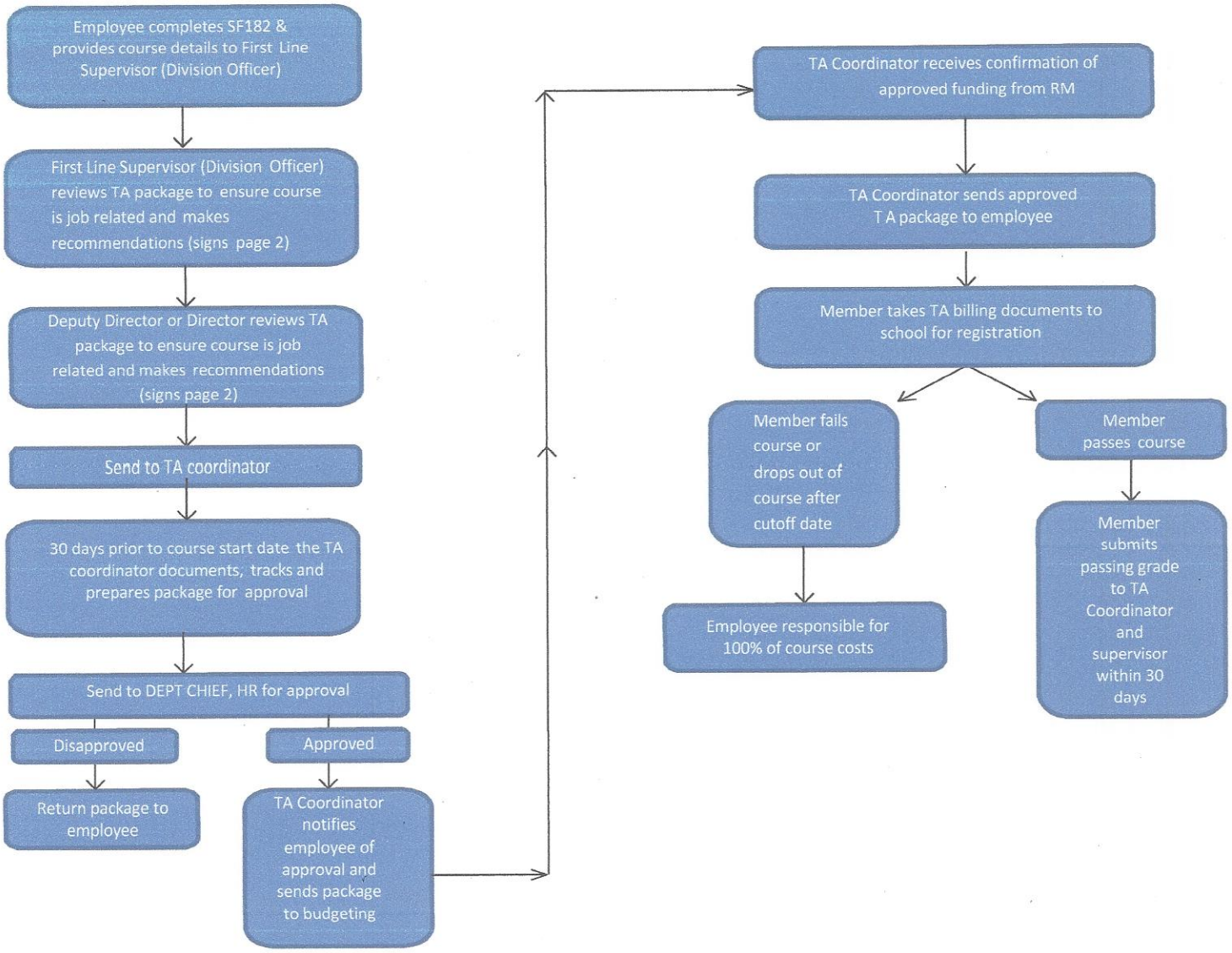
6. FORMS. The following Standard Forms are available electronically from the U.S. General Services Administration website at: http://www.gsa.gov/portal/forms/type/SF

(1) Standard Form 182 (12-2006), Authorization, Agreement and Certification of Training.

(2) Standard Form 1164 (11-1977), Claim for Reimbursement for Expenditures on Official Business.

ENCLOSURE 5

Flow Chart of Tuition Assistance Application Process



ENCLOSURE 6

Authorization, Agreement, and Certification of Training (OPM SF-182)

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING	A. Agency, code agency sub element and submitting office number	B. Request Status *(Mark (X) one)* Resubmission Initial

Section A - TRAINEE INFORMATION
Please read instructions on page 6 before completing this form

1. Applicant's Name (*Last, First, Middle Initial*)	2.Social Security Number/Federal Employee Number	3. Date of Birth (*yyyy-mm-dd*)
4. Home Address (*Number, Street, City, State, ZIP Code*) (Optional)	5. Home Telephone (Optional) (*Include Area Code*)	6. Position Level *(Mark (X) one)*: a. Non-supervisory; b. Manager; c. Supervisory; d. Executive
7. Organization Mailing Address (*Branch-Division/Office/Bureau/Agency)*)	8. Office Telephone (*Include Area Code and Extension*)	9. Work Email Address
10. Position Title	11. Does applicant need special accomodation? Yes No	If yes, please describe below

12. Type of Appointment	13. Education Level (click link to view codes or go to page 7)	14. Pay Plan	15. Series	16. Grade	17. Step

Section B - TRAINING COURSE DATA

1a. Name and Mailing Address of Training Vendor *(No., Street, City, State, ZIP Code)*	1b. Location of Training Site (*if same, mark box)*	
	1c. Vendor Telephone Number	1d. Vendor Email Address

2a. Course Title	2b. Course Number Code	3. Training Start Date (*Enter Date as yyyy-mm-dd)*	4. Training End Date (*Enter Date as yyyy-mm-dd)*
5. Training Duty Hours	6. Training Non-Duty Hours	7. Training Purpose Type *(Click link to view codes or go to page 9)*	8. Training Type Code *(Click link to view codes or go to page 9)*
9. Training Sub Type Code *(Click link to view codes or go to page 9)*	10. Training Delivery Type Code *(Click link to view codes or go to page 12)*	11. Training Designation Type Code *(Click link to view codes or go to page 13)*	12. Training Credit; 13. Training Credit Type Code *(Click link to view codes or go to page 13)*
14. Training Accreditation Indicator *(Check below)* Yes No	15. Continued Service Agreement Required Indicator *(Check* Yes No N/A	16. Continued Service Agreement Expiration Date (*Enter date as yyyy-mm-dd)*	17. Training Source Type Code *(Click link to view codes or go to page 13)*
18. Training Objective		19. AGENCY USE ONLY	

Section C - COSTS AND BILLING INFORMATION

1. Direct Costs and Appropriation / Fund Chargeable			**2.** Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund
a. Tuition and Fees	$		a. Travel	$	
b. Books & Material Costs	$		b. Per Diem	$	
c. TOTAL	$		c. TOTAL	$	

3. Total Training Non-Government Contribution Cost	6. BILLING INSTRUCTIONS *(Furnish invoice to):*
4. Document / Purchasing Order / Requisition Number	
5. 8 - Digit Station Symbol *(Example - 12-34-5678)*	

ENCLOSURE 6

Section D – APPROVALS	
1a. Immediate Supervisor - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
2a. Second-line Supervisor - *Name and title*	
2b. Area Code / Telephone Number	2c. Email Address
2d. Signature	2e. Date
3a Training Officer - *Name and title*	
3b. Area Code / Telephone Number	3c. Email Address
3d. Signature	3e. Date
Section E - APPROVALS / CONCURRENCE	
1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature Approved Disapproved	1e. Date
Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION	
1a. Authorizing Official - *Name and title*	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
TRAINING FACILITY ~ Bills should be sent to office indicated in item C6. I Please refer to number given in item C4 to assure prompt payment.	

ENCLOSURE 7

Privacy Act Statement

Authority — This information is being collected under the authority of 5 U.S.C. § 4115, a provision of The Government Employees Training Act.

Purposes and Uses — The primary purpose of the information collected is for use in the administration of the Federal Training Program (FTP) to document the nomination of trainees and completion of training. Information collected may also be provided to other agencies and to Congress upon request. This information becomes a part of the permanent employment record of participants in training programs, and should be included in the Government wide electronic system, (the Enterprise Human Resource Integration system (EHRI) and is subject to all of the published routine uses of that system of records.

Effects and Nondisclosure — Providing the personal information requested is voluntary; however, failure to provide this information may result in ineligibility for participation in training programs or errors in the processing of training you have applied for or completed.

Information Regarding Disclosure of your Social Security Number (SSN) Under Public Law 93-579, Section 7(b) — Solicitation of SSNs by the Office of Personnel Management (OPM) is authorized under provisions of the Executive Order 9397, dated November 22, 1943. Your SSN will be used primarily to give you recognition for completing the training and to accumulate Government wide training statistical data and information. SSNs also will be used for the selection of persons to be included in statistical studies of training management matters. The use of SSNs is necessary because of the large number of current Federal employees who have identical names and/or birth dates and whose identities can only be distinguished by their SSNs.

ENCLOSURE 8

Continued Service Agreement

1. External training activities for college credit that are NCR MD funded will be converted to months regardless of cost.

2. The employee must agree to serve in the NCR MD at least a multiple of the length of the contact hours of the external training (see calculation below). If the class is taken for a credit at a college, the agreement is one month of service per credit paid. The length of the continued service begins the first work day after the course is completed successfully.

3. Unless repayment is waived by the Director or designee, an employee who fails to fulfill his or her Continued Service Agreement (CSA) may be required to repay the Government a sum up to the equivalent of expenses incurred as a result of training.

4. The TA Coordinator will ensure that an employee with a CSA in force is not released from the parent organization until the agreement is re fulfilled or resolved.

5. The Director may release an employee from agreement obligations before it expires when it is determined to be in the best interest of the parent organization of the CSA is transferred to another Federal agency.

CSA calculation for college courses

1 credit hour = 1 month of service.

This formula is used for all college courses regardless of number of weeks of duration.

Course Credit Hours	CSA Months
1	1
2	2
3	3
4	4

For example, if an employee completes 6 credit hours that are NCR MD funded at a University for any cost, the CSA is set to 6 months. An example of a master's degree of 36 credit hours would result in a CSA of 36 months or 3 years. An example of a bachelor's degree of 120 credit hours would be 10 years.

ENCLOSURE 9

Employees Agreement to Continue in Service

To be completed by applicant:

1. I AGREE that, upon completion of the Government sponsored training described in this authorization, I will serve in the one month of service per credit paid as described in Enclosure 8.

NOTE: For the purposes of this agreement the term "agency" refers to the employing organization (such as an Executive Department or Independent Establishment), not to a segment of such organization.

2. If I voluntarily leave the agency before completing the period of service agreed to in item 1 above, I AGREE to reimburse the agency for fees, such as the tuition and related fees, paid in connection with my training. Note: Additional information about fees and expenses can be found in the Guide to Human Resource Reporting (GHRR).
http://www.opm.gov/feddata/ghrr/index.asp

3. I FURTHER AGREE that, if I voluntarily leave the agency to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed, I will give my organization written notice of at least ten working days during which time a determination concerning reimbursement will be made. If I fail to give this advance notice, I AGREE to pay the full amount of additional expenses 5 U.S.C. 4108 (a) (2) incurred by the Government in this training.

Note: This agreement must be signed by the nominee prior to the commencement of such training. Nothing contained in this SAMPLE agreement below shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

4. I understand that any amount of money which may be due to the agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

5. I FURTHER AGREE to obtain approval from my organization and the person responsible for authorizing government training requests of any proposed change in my approved training program involving course and schedule changes, withdrawals or incompletions, and increased costs.

6. I acknowledge that this agreement does not in any way commit the Government to continue my employment. I understand that if there is a transfer of my service obligation to another Federal agency or other organization in any branch of the Government, the agreements will remain in effect until I have completed my obligated service with that other agency or organization.

Period of obligated Service: _____

Employee's Signature: _____

Date: _____

ENCLOSURE 10

CERTIFICATION OF MISSION/JOB RELATED COURSE

The Code of Federal Regulations Title 5 defines Mission-related as:

Mission-related training is a training that supports agency goals by improving organizational performance at any appropriate level in the agency, as determined by the head of the agency. This includes training that:

1. Supports the agency's strategic plan and performance objectives.

2. Improves an employee's current job performance.

3. Allows for expansion or enhancement of an employee's current job.

4. Enables an employee to perform needed or potentially needed duties outside the current job at the same level of responsibility.

5. Meets organizational needs in response to human resource plans and re-engineering, downsizing, restructuring, and/or program changes.

6. The intent of tuition assistance for college courses is not to fund employee degrees, but to have each request evaluated on a case-by-case basis (reference (h)).

By signing below, you are certifying that the course your employee is requesting is mission/job related.

Employee Name	Course Title
Division Officer Printed Name	Division Officer Signature &Date
Department Head Printed Name	Department Head Signature & Date
Assistant Director Printed Name	Assistant Director Signature & Date
Director Printed Name	Director Signature & Date

ENCLOSURE 11

Statement of Responsibilities

Per NCR-MD Administrative Instruction 12410.2B, Enclosure 4, staff member must attain a minimum grade of "C" or its equivalent (according to the learning institution's grading system). Should a person receive below "C" for a course for which he/she has received approval for TA, that person will not receive additional TA until he/she has successfully completed the course, passed a substitute course (approved in advance by the authorizing official) or paid the original course costs/fees. The employee has 30 days from the end of the semester/term to submit their final grade. Failure to submit the grade within the time limit will result in ~~non-payment by the Budget Office for tuition costs~~ *repayment*. Total cost of course will be the responsibility of the employee, and further requests for TA will not be processed for that employee until all debt has been paid in full.

_____
Applicant's Printed Name

_____
Applicant's Signature and Date

ENCLOSURE 12

Civilian Tuition Assistance Checklist

Applicant Name: _____

Phone number: _____

Department and Directorate: _____

Current Position: _____ Position Start date: _____

FORMS:

- Completed SF182 (pages 1-5)
  https://www.opm.gov/forms/pdf_fill/SF182.pdf
- Service Agreement
- Statement of Responsibilities
- Copy of highest degree earned
- Individual Development Plan
- Certification of Mission/Job Related Course
- Copy of course description and course credit hours
- Copy of cost per credit hour or total cost of course
- Copy of school's Registrar information
- Copy of POC for institutions Finance Dept. to receive payment for tuition
  - SF 182 Section D – Approvals of Division Officer and Deputy Director/Director
  - Courses are to be related to job, not for the purpose of a degree. See NCR-MD Administrative Instruction Enclosure 4, Section 1(h).

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
CHRC	Civilian Human Resources Center
CSA	Continuing Service Agreement
DHA	Defense Health Agency
DRM	Director for Resource Management
FBCH	Fort Belvoir Community Hospital
IDP	Individual Developmental Plan
JPC	Joint Pathology Center
MTF	Medical Treatment Facility
NCR MD	National Capital Region Medical Directorate
OPM	Office of Personnel Management
TA	Tuition Assistance
WRNMMC	Walter Reed National Military Medical Center