

TUITION ASSISTANCE POLICY

This policy applies to civilian employees enrolled in academic programs conducted in/around Naval Air Warfare Center Aircraft Division (NAVAIRWARCENACDIV) sites by accredited institutions of higher learning.

NAVAIRWARCENACDIV provides tuition assistance for civilian employees participating in the courses offered by accredited college-level institutions within the guidelines of Title 5, U.S. code, Chapter 41, Government Employees Training Act (GETA) and the Career Development Division "Training, Education and Development of Civilian Employee Handbook".

The basic objective of tuition assistance is to encourage and assist employees in increasing their knowledge skills and abilities in order to perform the duties of their current position or strengthen the employee's potential contribution to the overall mission of the organization.

Training must be approved prior to the beginning of a course. Employees may enroll in classes that are directly job related or in courses for the purpose of building skills and knowledge levels which will improve individual and organization performance and assist in achieving the agency's mission and performance goals. To apply, employees, or their supervisors, must initiate a Request, Authorization, Certification of Training SF-182, a minimum of three weeks prior to the beginning of registration. The requestor must describe the course content and explain how it is related to a current job or to the agency's mission. Tuition costs are paid through a direct bill method.

Training Requests in excess of \$3,000.00 (tuition, travel and per diem) require a justification of vendor selection by the employee (NAVSUP 4900 series) (updated 22 June 2012)

It is inappropriate to expend training funds for:

- Training that is not job- or mission -related. If an employee's overall program of study is job or mission related but some individual (elective) classes are not, then the employee is required to use his/her own funds to pay for those courses. Managers and supervisors are encouraged to seek guidance from the Total Force Strategy and Management Department (TFS&MD), formally HRO, Career Development Division when making difficult training determinations.

- Payment of examination fees; i.e., college level examination programs, college placements, comprehensives, etc.

 - Purchase of textbooks, admission, graduation fees, parking fees, etc.

 - Courses that are audited.

 - Tuition costs after a course has begun.

- Training for the sole purpose of obtaining a degree. Although NAVAIRWARCENACDIV encourages higher education of all employees, it is inappropriate to pay for a training course

when the sole purpose of taking the course is to obtain a degree. The one exception to this policy pertains to any of the Defense Acquisition Workforce Improvement Act (DAWIA) career fields using DAWIA tuition assistance funds.

-Tuition for courses exempted by examination or qualification review.

Heads of competency centers are authorized to approve/disapprove all training requests for their employees except Long-Term Training assignments and special developmental programs, which shall be approved by the TFS&MD Corporate Team. Competency endorsement certifies that the training course is considered to be the most cost-effective means available to meet the training need, that the training is mission-related, that the employee meets the prerequisites for the course, and that sufficient funds are available to pay for the training. The TFS&MD Career Development Division Director or his/her designee has final approval on all training requests ensuring that the provisions of the GETA and the Career Development Division "Training, Education and Development of Civilian Employee Handbook" are met. Managers and supervisors will be advised by TFS&MD Career Development Division of any course that requires additional justification before final approval will be made