



**DISTRICT OF COLUMBIA NATIONAL GUARD**  
OFFICE OF THE COMMANDING GENERAL  
2001 EAST CAPITOL STREET  
WASHINGTON, DC 20003-1719

05 October 2022

NGDC-CG

MEMORANDUM FOR ALL DCNG Personnel

SUBJECT: Major General David F. Wherley, Jr. District of Columbia National Guard Retention and College Access Program Joint Policy (23-01)

**1. References.**

- b. DC Code Section 49-807, National Guard Tuition Assistance Benefits
- c. AR 621-5, Army Continuing Education System (ACES), 28 October 2019
- d. DAFI 36-2670, Total Force Development, 25 June 2020

**2. Purpose.**

To establish policies governing the use of The Major General David F. Wherley, Jr. District of Columbia National Guard (DCNG) Retention and College Access Program, herein referred to as DC TA.

**3. Implementation.**

This policy is effective 1 October 2022 (FY2023) and supersedes all previous DCNG Tuition Assistance policies and memoranda and will remain in effect until rescinded or superseded.

**4. Funding.** The DC TA program is funded for District of Columbia Residents through the annual District of Columbia Budget and Financial Plan. For non-residents of the District of Columbia, funding is directed through the District of Columbia Appropriations Bill. Funding is disbursed based on availability.

**5. Eligibility.**

- a. Must be a current member of the District of Columbia National Guard and have at least one year of service remaining on their service obligation from the last day of the course paid by DC TA funds.
- b. Must be Military Occupational Specialty Qualified (MOSQ), or Air Force Skill Code Qualified (AFSCQ)
- c. Must be a satisfactory participant. Service member must not be subject to a

NGDC-CG

SUBJECT: Major General David F. Wherley, Jr. District of Columbia National Guard Retention and College Access Program Joint Policy (23-01)

suspension of favorable personnel action (SFPA) or unfavorable information file (UIF) and have no current or pending adverse actions as a result of investigation.

d. Service members who are ineligible to receive Federal Tuition assistance or the cost per credit hour exceeds the amount covered by Federal Tuition Assistance may use DC TA.

e. Army Soldiers requesting DC TA must first utilize ArmyIgnitED, regardless of eligibility for Federal TA, in order to obtain proof of Army cost or Soldier ineligibility.

f. AGR Airmen requesting DC TA must first utilize AFVEC in order to obtain an AFFORM – M (AF Automated Education Management System) to confirm cost approval for Federal Tuition Assistance. If ineligible, documentation must be forwarded from the Base Education Officer prior to submission of the DC TA Application.

## **6. Authorized Uses.**

a. Service members may request DC TA for any degree level where DC TA was not utilized previously for that level of degree. No more than one credential from each of the following degree levels:

(1) Academic certificate. Academic certificates are those granted by accredited post-secondary educational institutions upon completion of a credit-bearing academic course of study at the undergraduate or graduate level.

(2) Associate Degree

(3) Bachelor's Degree

(4) Master's Degree

(5) Doctoral Degree

(6) Continuing Education Units (CEU). Courses leading to State education credentials (teaching, administration, supervision and support services) to teach in public school systems regardless of the degree level the service member has attained. CEUs for other professions may be authorized on a case by case basis and only when it is in direct correlation with the service members MOS, AOC or AFSC.

(7) Undergraduate or graduate prerequisite courses for enrolling in a Bachelor's or Master's degree or for completing requirements for career advancement programs.

NGDC-CG

SUBJECT: Major General David F. Wherley, Jr. District of Columbia National Guard Retention and College Access Program Joint Policy (23-01)

**7. Unauthorized Uses.**

a. Lower or lateral degrees are not authorized for DC TA funding if the service member has previously utilized DC TA to obtain that level of degree, with the exception of recertification for the purpose of obtaining a certification as described in para 5.a.(1) and, the second degree is related to the service member's current or new military career field.

b. Certifications. A certification program which is a set of courses in a particular field that lead to certificate status or a license to practice and not part of a degree program.

c. Licensure. A licensure program which grants a license to engage in professional practice and not part of a degree program.

**8. Accreditation.** Regional or national institutions, secondary schools, and institutions accredited by an accrediting agency recognized by the U.S. Department of Education (DOE) are eligible for DC TA.

**9. Authorized Rates.** The total amount of DC TA each service member may receive will not exceed \$12,500 per Fiscal Year (FY), if maxing all fees; \$12,000 for tuition and \$500 for authorized fees. Any costs in excess of the annual rate are the responsibility of the service member.

**10. Utilization of Benefits.** Traditional drilling and Active Guard Reserve (AGR) service Members may use DC TA in addition to other funding sources based on certain limitations.

a. Service members may use Federal TA and DC TA concurrently. Service members eligible for Federal TA have to apply for Federal funds prior to DC TA and provide documentation of Federal TA awarded with the DC TA application. Combined Federal and DC TA funds may not exceed 100% of the cost of tuition and fees.

b. In cases where service members are eligible for Pell Grants or loans, DC TA funds may be used concurrently.

c. The Montgomery GI Bill Chapter 1606 or the Reserve Education Assistance Program (REAP) Chapter 1607 may be used concurrently with DC TA funds.

d. The Montgomery GI Bill Chapter 30 and Post 9-11 (Chapter 33) GI Bill may be used concurrently with DC TA funds.

e. The Student Loan Repayment Program (SLRP) is an incentive with no

NGDC-CG

SUBJECT: Major General David F. Wherley, Jr. District of Columbia National Guard Retention and College Access Program Joint Policy (23-01)

applicability to DC TA funds.

f. When utilizing multiple benefit programs, the service member must provide documentation attesting to the amount of funds utilized.

**11. Suspension of Benefits.** If a service member is found to abuse the Tuition Assistance Program in any of the following ways, they are subject to suspension of the benefit for up to one Fiscal Year. Examples of abuse are found below:

a. Utilizing funds for a course that was previously failed or dropped without recoupment.

b. Doctoring or forging signatures on any Tuition Assistance applications or other related forms.

c. Failing to notify the Education Office of changes to your enrollment status within 5 business days.

**13. The Joint Force Headquarters District Tuition Assistance Board.** The Joint Force Headquarters District Tuition Assistance Board will convene quarterly, to ensure effective and equitable disbursement and execution throughout the fiscal year.

a. The Joint Force Headquarters District Tuition Assistance Board will be composed of the following: DCNG ESO, DC Government Program Analyst, DC Government Operations Program Manager, ANG Personnel Superintendent, ARNG G1 SGM, DC TA Program Manager.

b. The Joint Force Headquarters District Tuition Assistance Board will meet as needed to discuss current and future funding, policy, and submission procedures.

14. All DC TA requests, Army and Air, can be submitted to the DC TA program manager and Education Services Officer at: [ng.dc.dcarng.list.per-edu@army.mil](mailto:ng.dc.dcarng.list.per-edu@army.mil)

MCCANDLESS.SHERRIE  
.LYNN.1186735028

Digitally signed by  
MCCANDLESS.SHERRIE.LYNN.1186735028  
Date: 2022.10.16 12:31:13 -04'00'

SHERRIE L. MCCANDLESS, Major General, USAF  
Commanding General

4 Encls:

1. DCNG Form 10-02-1
2. Statement of Understanding
3. Approved Schools in DC Vendor Services Portal
4. DC TA Timeline and requirements

**Control Number:**

**MAJOR GENERAL DAVID F. WHERLEY, JR DCNG RETENTION & COLLEGE ACCESS PROGRAM: APPLICATION**

NAME (LAST, FIRST, MI)	GRADE	Last 4 SSN	DUTY STATUS	DATE OF SEPERATION (ETS/MRD)

ADDRESS (STREET, CITY, & STATE)	E-MAIL ADDRESS (PREFERRED)	PHONE NUMBER	ASSIGNED UNIT	COMMANDER'S E-MAIL

DEGREE TYPE	DEGREE TITLE	NAME OF SCHOOL	SCHOOL ADDRESS	REGISTRAR PHONE NUMBER/ E-MAIL

COURSE NUMBER & NAME	CREDIT HRS	START DATE	END DATE

COST PER CREDIT HOUR	FEES	TOTAL COST	Federal TA/GI Bill	OTHER THIRD PARTY FUNDING

DCTA: AMOUNT REQUESTED	<b>REMARKS (EDUCATION TEAM)</b>
------------------------	---------------------------------

	DC Resident:
--	--------------

- **Completing this form without a Purchase Order from the Education Office does not constitute a complete application, and does NOT entitle the applicant to receiving funding.**
- **Universities that are not registered with the DC Government are not guaranteed funding.**
- **Fee payments are subject to approval, as they must meet all eligibility criteria.**

SIGNATURE OF APPLICANT	DATE	SIGNATURE OF COMMANDER	DATE

**THIS SECTION IS TO BE COMPLETED BY DCNG EDUCATION TEAM**

SIGNATURE OF DCNG EDUCATION OFFICER	DATE	REMARKS

SIGNATURE OF CONTRACTING OFFICER	DATE	REMARKS



**DISTRICT OF COLUMBIA NATIONAL GUARD**

OFFICE OF THE COMMANDING GENERAL

2001 EAST CAPITOL STREET

WASHINGTON, DC 20003-1719

Encl 2

**Major General David F. Wherley, Jr. Retention and College Assistance Program (DCTA)**

**STATEMENT OF UNDERSTANDING**

By signing below, I certify that I have read, understand, and agree to comply with the current policy for District of Columbia Tuition Assistance (DCTA):

I understand I must have at least a one year service obligation from my course end date for which DCTA was received. Failure to complete this final year of service will result in recoupment of DCTA funds.

I understand that my complete application must be submitted at least 30 days prior to my course start. Failure to do so may result in the rejection of my application.

I understand that if my school is not registered with the DC Government Vendor Services Portal for invoicing and payment (see Encl. 3 of DCTA policy), I am not guaranteed any funding.

I understand I must inform the DCTA Program Manager if there are any changes to my applications regarding adding, dropping, or changing courses. Failure to report any changes within 5 days will result in non-payment and/or recoupment of DCTA funds. I am responsible for any added fees for such adjustments.

I understand that I am responsible for ensuring that my school has completed the payment process with the DC Government within 30 days of my course end date. Failure to do so will result in non-payment of DCTA.

I agree to comply with all requirements and policies of the District of Columbia National Guard Retention and College Access Program Joint Policy

Service Member Signature



**DISTRICT OF COLUMBIA NATIONAL GUARD**  
OFFICE OF THE COMMANDING GENERAL  
2001 EAST CAPITOL STREET  
WASHINGTON, DC 20003-1719

Encl 3

The following is a list of schools registered and active with the DC Government Vendor Services Portal. Registering with the DC Government Vendor Services office is at the discretion of the school, however, it is a requirement to obtain funds administered through the DC TA Program. If your desired school is not on this list, please send an inquiry immediately to the DCNG Education office at: [nq.dc.dcarng.list.per-edu@army.mil](mailto:nq.dc.dcarng.list.per-edu@army.mil)

This list is current as of **26 February 2022** and will be updated quarterly.

American Military University  
Bowie State University  
DeVry University  
Embry Riddle Aeronautical University  
George Mason University  
George Washington University  
Georgetown University  
Howard University  
Liberty University  
Louisiana State University  
Marymount University  
Morgan State University  
Northern Virginia Community College  
Old Dominion University  
Pfeiffer University  
Prince Georges Community College  
Regent University  
Southern New Hampshire University  
Strayer University  
Trident University  
University of Baltimore  
University of District of Columbia  
University of Maryland Global Campus  
Virginia Commonwealth University  
Walden University  
Warner University  
Washington State University  
Webster University  
Western Governors University



**DISTRICT OF COLUMBIA NATIONAL GUARD  
OFFICE OF THE COMMANDING GENERAL  
2001 EAST CAPITOL STREET  
WASHINGTON, DC 20003-1719**

Encl 4

**MAJOR GENERAL DAVID F. WHERLEY, JR DCNG RETENTION & COLLEGE  
ACCESS PROGRAM**

**\*A completed packet must be submitted to the DCTA Program manager at least 30 days prior to the course start date\***

In the case of extenuating circumstances Exceptions to Policy can be submitted no later than 5 business days prior to the start date of the course. Submission of an ETP does not guarantee approval and will be evaluated on a case-by-case basis.

- **A completed packet contains the following documents:**
  - DCNG Form 10-02-01 (TA Application)
  - Signed DCTA Statement of Understanding
  - Cost Verification from School (displays registered courses, cost, and detailed fees)
  - Degree Plan
  - FED TA Cost Summary **OR** Proof of Ineligibility (Applicable to AGR/Active Duty Airmen and all Army personnel)
- Once the completed packet is received by the DCTA Program Manager, the packet is forwarded **within 3 business days** to the DC Government for approval.
- If a school is **not registered** with the DC Government, the school is **ineligible** for funding until the registration process can be completed.
- A purchase order (PO) will be generated by the DC Government, which will then be forwarded to the service member by the DCTA Program Manager. **Without a PO, funding is not yet obligated to the service member.**
- As the service member, **it is your obligation** to provide your academic institution with your PO.
- POs not actioned **within 30 days** of the course end date are subject to termination, meaning **no funds will be provided to the school on behalf of the service member**
- Service members must inform the DCTA Program Manager of any course changes or drops **within 5 business days**. Failure to comply can result in termination of PO, recoupment of funds, and potential suspension of privileges for DC TA up to one year.