



# EDUCATION & INCENTIVES DIVISION NEWSLETTER

Volume 3, Issue 2

JULY 2025



## A SOLDIER SUCCESS STORY: MSG ANDREW BANKERT

Soldiers come to the National Guard for many reasons, but at their core, the men and women who enlist do so out of a desire to serve their country. This was much the case for MSG Bankert, G1 Readiness Division NCOIC, who after graduating in 2001, spent two years in the workforce before making the decision to join the Pennsylvania Army National Guard.

While the desire to serve was at the heart of MSG Bankert's decision, the education benefits that came with enlisting were a bonus that allowed him to start pursuing a baccalaureate degree in criminal justice.

MSG Bankert worked towards this goal with the intent of joining the police force until given the opportunity to go on orders, which eventually led to an AGR position, but also meant putting his educational aspirations on hold temporarily while working full-time for the National Guard.

### Education & Incentives Staff Main Directory – (717) 865-4529

#### **CPT Danielle O'Keefe**

Education & Incentives Division Chief  
(717) 861-9329

#### **Ms. Janet Hooper**

Education Services Officer (ESO)  
(717) 861-2434

#### **Mr. Steven Wilt**

Guidance Counselor  
(717) 861-6248

#### **Vacant**

GI Bill Manager  
(717) 861-8213

#### **Ms. Jenny Arnold**

State Education & Incentives Manager  
(717) 202-9643

#### **MSG Anthony Varner**

State Incentives Manager  
(717) 861-7439

#### **SFC Jason Brodginiski**

Student Loan Repayment Program  
(SLRP) Manager  
(717) 861-9238

# ARMY

In May of 2022, MSG Bankert returned to academia setting aside his original goal of criminal justice and starting a new educational journey in pursuit of a business degree describing his return as an opportunity to increase his marketability in all areas of his professional career.

Excitedly, in March of 2025, MSG Bankert completed his Bachelor of Science degree in Business Administration with a concentration in Sports Management at Southern New Hampshire University (SNHU). Regarding his experience, MSG Bankert stated he “highly recommends SNHU” describing them as “a military friendly school” serving as a “great support channel” for Soldiers looking to earn a degree or two.

To help fund his education, MSG Bankert relied only on Federal Tuition Assistance explaining “the benefit covered most of [his] costs and allowed [him] to save his Post-9/11 GI Bill benefits for [his] kids.”

When asked what advice he has for Soldiers just joining the National Guard, MSG Bankert said “Drilling strength is at 13,000+ Soldiers, and less than 10% of those Soldiers are using their education benefits. While it is difficult to juggle a professional career, school, and National Guard responsibilities – start early and get it done because it will set you up for success.”

Plans for MSG Bankert include enrolling in a master’s program at SNHU this fall, the possibility of a future business venture in the form of sporting goods store focused on golfing needs and continuing his service and work with the Pennsylvania Army National Guard.

Whatever the future holds, we in the Education & Incentives Office wish you well, MSG Bankert! Congratulations on your graduation!

## **Federal Tuition Assistance & Credentialing Assistance Cutoff Dates**

### **Federal Tuition Assistance Cutoff Date:**

Last day to submit an FY25 Tuition Assistance Request is 6 Sep.

### **Credentialing Assistance Cutoff:**

Last day to submit an FY25 Credentialing Assistance Request is 6 Aug.

Soldiers may begin submitting FY26 Credentialing Assistance Requests on 13 Sep.

**“Education is the most powerful weapon which you can use to change the world.”**

**- Nelson Mandela**

## EDUCATION & INCENTIVES CENTER CELEBRATES THE RETIREMENT OF MSG BRANDEN BEEBE, MR. ISRAEL MILLER, AND MR. GARY ROSENDO.

*By CPT Danielle O'Keefe, Education & Incentives Division Chief*

Today, we send our warmest wishes for a happy and well-deserved retirement to MSG Branden Beebe, Mr. Israel Miller, and Mr. Gary Rosendo!

MSG Beebe, Mr. Miller, and Mr. Rosendo have been invaluable members of the Education and Incentive Division, and their departure marks the end of an era. Their dedication, hard work, and commitment to the betterment of our team have been truly felt by all.

From mentoring new team members, expanding on Service member opportunities and their unwavering positive attitudes, Branden, Israel, and Gary have left a lasting positive impact on the EID and Pennsylvania National Guard Servicemembers.

We thank them all for their years of service and wish them a retirement filled with joy, relaxation, and everything they've been looking forward to! We'll miss you all!





## THE EDUCATION & INCENTIVES CENTER WELCOMES MSG ANTHONY VARNER

*By: Steven Wilt, Guidance Counselor*

The Education & Incentives Center would like to extend a warm welcome to MSG Anthony Varner! MSG Varner joined the Center in February taking over as Incentive Manager in preparation of MSG Beebe's retirement in April 2025.

Previously, MSG Varner served as the Operations NCO for HHBN 28ID in Harrisburg. While discussing his role, MSG Varner explained, "[He is] responsible for overseeing, managing, and ensuring compliance with a wide range of financial incentive programs designed to recruit and retain Soldiers. At the Incentives office our job is to help the PAARNG maintain readiness and personnel strength by making sure Soldiers receive the benefits they have earned. We function as the subject matter experts on incentives and provide customer service through all forms of communication."



## WELCOME TO MR. STEVEN WILT

*by Janet L. Hooper, Education Services  
Officer*

Join me in welcoming Mr. Steven Wilt, Guidance Counselor West to the Education Center at Fort Indiantown Gap! Steven graciously agreed to transfer to the Fort Indiantown Education Center to better serve the Soldiers of the Pennsylvania Army National Guard. Steven relocated in March and has hit the ground running providing counseling and testing services to the eastern side of the State.

Worried about services on the western side of the state? We will still support all briefings, yellow ribbons and resource fairs. In addition, a member of the Education Staff will be traveling to Mount Pleasant the last Wednesday and Thursday of the month. We will offer both in person counseling and testing. Make your counseling appointment or reserve your testing spot by emailing:

[ng.pa.paarng.list.jfhq-g1-  
education@army.mil](mailto:ng.pa.paarng.list.jfhq-g1-education@army.mil)

# Military Family Education Program (MFEP)

It is critical for Airmen approaching re-enlistment / extension to complete an MFEP Form 1 on the date of re-enlistment.

The MFEP Form 1 (Military Family Education Program Statement of Understanding) is the legal binding document that obligates a service member to a 6-year commitment to retain or utilize the benefit. (*Reference: PMR 621-5 RAR - 15 Jan 2025*)

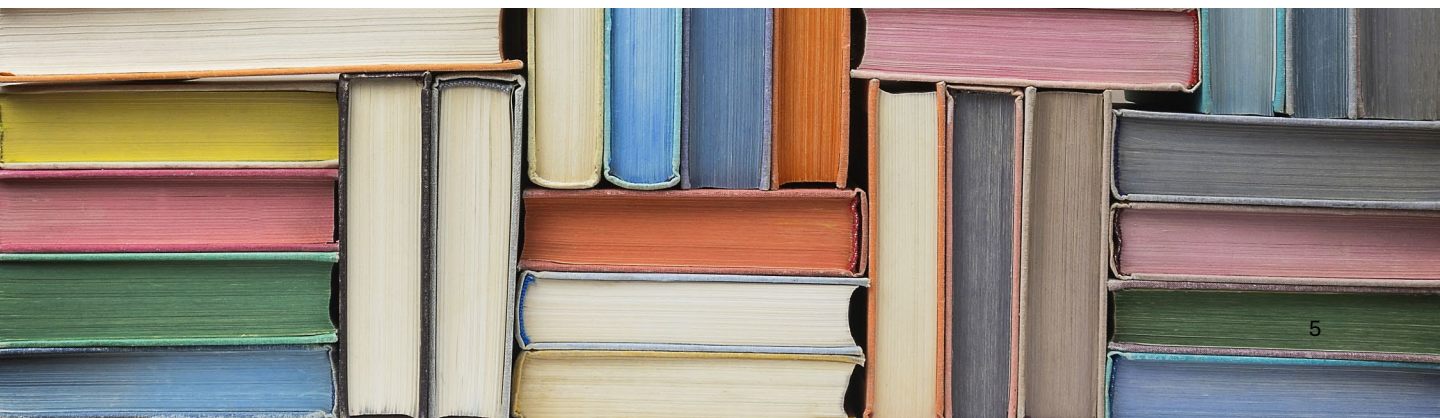
**Air National Guard terms of re-enlistment/extension** (*Reference: DAFI 36-2606 - 22 May 2024*):

- Re-enlistment:
  - Airmen may request to reenlist for any specified period supported by command concurrence.
  - Minimum duration: Any number of months supported by the commander.
  - Maximum duration: 6 years
- Extension:
  - Under certain circumstances and Airman's current enlistment can be extended.
  - Minimum duration: Number of months needed to achieve intended purpose.
  - Maximum duration: 48 months per enlistment

## Summary:

Airmen in the PA Air National Guard are eligible to apply for MFEP after completion of initial service obligation by completing an MFEP Form 1 and applying for the benefit. Airmen can complete the 6-year obligation in any combination of months and years that total 6 continuous years.

- *Example 1: Two 3-year re-enlistments*
- *Example 2: 1 year re-enlistment, 1 year extension, 3-year re-enlistment, 1 year extension.*



## Basic Officer Retention Bonus Eligibility Requirements for Air National Guard Members

- Perm AGRs/Technicians are **NOT** eligible, Drill Status Guardsmen/Temp AGR (Tech ID 3U)/Temp Techs (Tech ID 4) only.
- Member's Duty AFSC **MUST** be on the AFSC List below to be eligible.
- Members in an excess position at the time of inquiry are **NOT** eligible for incentives; NGB Form 36-11/AF Form 2096 are the source documents.
- Effective date of bonus is the date in which the bonus is built by ROM in AFRISS; backdating is **NOT** authorized under any circumstance.
- Officers who have opted into bonuses in a previous FY and do not have an NGB-approved bonus yet are **NOT** authorized to enter a new bonus commitment per NGB. Members can only have ONE bonus built in the AFRISS system at a time and "older" bonuses may not be deleted under any circumstance even if it has not yet been approved by NGB.
- Commissioned officers (when inquiring about an Officer Accession or Affiliation Bonus) must have **LESS THAN** 15 years total military service from their Pay Date as of the date of bonus inquiry/build. No waivers or exceptions to policy are permitted.
- Commissioned officers (when inquiring about an Officer Retention Bonus) must have a **MINIMUM** of FOUR years of active commissioned service from their Total Force Commission Service Date (TFSCD). Career Data Brief is the source document.
- **ALL** Officer Bonuses **MUST** be approved by NGB prior to any payments being made to the member.



## Basic Selective Retention Bonus Eligibility Requirements for Air National Guard Members

- Perm AGRs/Technicians are **NOT** eligible, Drill Status Guardsmen/Temp AGR (Tech ID 3U)/Temp Techs (Tech ID 4) only.
- Member's Duty AFSC **MUST** be on the AFSC List to be eligible.
- Enlisted members must have **LESS THAN** 16 years total military service from their Pay Date as of the date of their enlistment; No waivers/Exceptions to Policy are permitted.
- Enlisted members can reenlist within 30 days if they are currently serving in a bonus contract, however they **retain their ETS**, and their new DOE is the day after the ETS.
- Members who are **NOT** currently serving in an incentive may reenlist up to 90 days early and **will accrue a new DoE**.
- Members in an excess position at the time of enlistment/reenlistment are **NOT** eligible for incentives.

### Have Questions?

Contact Your Wing's Retention Office Manager Today!

**193d Special Operations Wing:**  
 MSgt Katherine Miller  
 Office: (717) 948-2505  
 Email: 193sow.smt.retention@us.af.mil

**171st Air Refueling Wing:**  
 MSgt Alex Wagner  
 Office: (412) 776-7636  
 Email: 171ARW.Retention.Org@us.af.mil

**111th Attack Wing:**  
 MSgt Alexis Galatis  
 Office: (215) 323-7414  
 Email: alexis.galatis.1@us.af.mil





## TAKE IT OR LEAVE IT: GOAL SETTING THIS SCHOOL YEAR

As the 2025/2026 academic year is about to start, there is no better time to start thinking about your goals for the upcoming college season. Whether you're finishing a degree, starting a new program, or just exploring a class or two -success starts with a plan.

In an article from 3x5 Leadership, they reference goal setting as a “powerful, yet untapped resource.” Why? Because goals, when done right, help you move with intention, not just momentum. If you are looking for inspiration or want to better understand how to use goal setting as a tool for personal development, check out this short article: <https://www.3x5leadership.com/blog/SMART-goals>

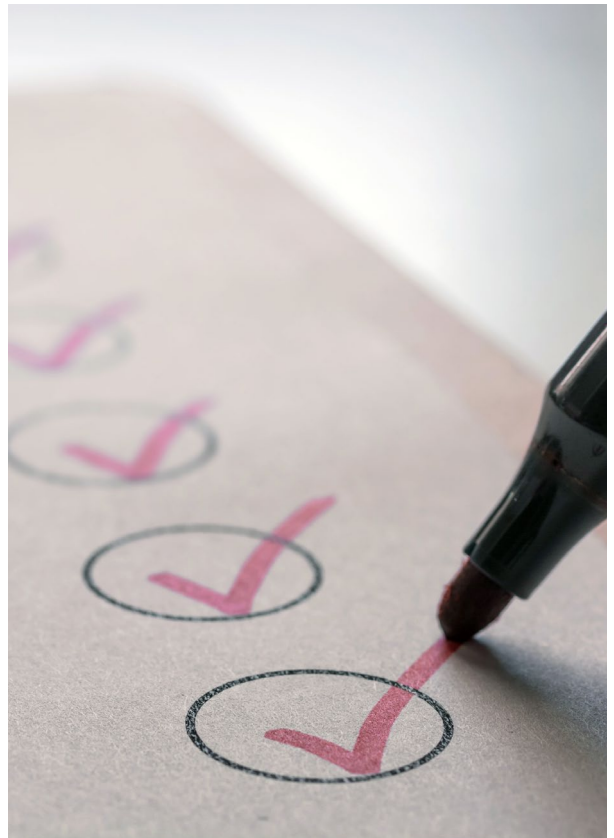
This season try setting **SMART** goals:

- ❖ Specific – What exactly do you want to achieve?
- ❖ Measurable- How will you track progress?
- ❖ Achievable- Is it realistic given your other responsibilities?
- ❖ Relevant- How does this support your career or life vision?
- ❖ Time-bound- What is your deadline?

Whether your goal is to complete a course, improve your GPA, or balance school and work more effectively, writing it down and making it a SMART goal gives you direction and accountability.

So, as you prepare for the upcoming college season, take 10 minutes to reflect: *what do you want to accomplish this year and how will you make it happen?*

You have the resources. You have the support. Now get SMART and get after it!





# Write the Perfect Resume in 13 Easy Steps

To write a perfect resume, you must read comprehensive guides from trusted resume writing resources. Don't worry, though—we've got you covered. Now, we present to you the anatomy of a perfect resume and the steps you should follow to write one.

- 1 Research.
- 2 Choose the best resume format.
- 3 Keep your resume updated.
- 4 List your contact information.
- 5 Write your winning introduction.
- 6 Highlight your relevant experience.
- 7 Emphasize your education.
- 8 Mention your skills.
- 9 Include your awards, honors, and certifications.
- 10 Format your resume.
- 11 Proofread.
- 12 Write a cover letter.
- 13 Hire a resume writer.



March2Success is a FREE online resource hub designed to help incoming and well-established Service members prepare for the ASVAB or Armed Forces Classification Test (AFCT).

The self-paced course starts with a diagnostic exam which provides Service members with their results for each subject test along with their composite scores. Service members will then gain access to a series of individual lessons based on the results of their diagnostic exam. Lessons come in a variety of formats ranging from multimedia lessons to videos to even gamified exercises – all designed to help Service members learn and develop skill mastery in all sections of the ASVAB and AFCT.

Interested in seeing what March2Success can do for you? Visit <https://march2success.com/main/index> and get started today!

# GET TO KNOW YOUR EDUCATION BENEFITS

## GI BILL PROGRAMS:

GI Bill Programs are statutory entitlements that are administered by the military services and the Department of Veterans Affairs. Soldiers may receive up to 36 months in any one DVA educational assistance program and a maximum of 48 months of combined benefits if eligible for two or more DVA educational assistance programs. For the most current GI Bill information visit the DVA website located at [benefits.va.gov/gibill/](https://benefits.va.gov/gibill/)

## QUALIFYING & FUNDING RECEIVED FOR GI BILL PROGRAMS:

### POST 9/11 GI BILL (CH 33)

#### Qualifying Service -

Serve at least 90 cumulative days in a period of qualifying Active Duty on or after September 11, 2001.

- Title 10 USC Sections 688; 12301(a), (d), (g), (h); 12302; 12304, 12304a, 12304b
- AGR under Title 10 or Title 32
- Title 32 USC Section 502(f) as follows:
  - Operation Noble Eagle Sep 11, 2001 – May 31, 2002
  - Southwest Border (Operation Guardian Shield) Feb 15, 2019-January 20, 2021
  - COVID-19 Pandemic Response March 22, 2020-Present
  - Capitol Police (59<sup>th</sup> Inauguration): January 11, 2021 – May 23, 2021
- If Soldier has eligibility for another GI Bill program(s), one of the programs must be relinquished when electing Post-9/11.

#### Funding Received -

##### Tuition and Fees:

- Up to 100% of in-state tuition at public schools
- Up to \$28,937.09/year at private or foreign schools

##### Books and Supply Stipend:

- Up to \$1000/academic year (1.67/credit hour)

##### Monthly Housing Allowance:

- Equal to BAH rate—E5 with dependents
- \$1,118.50 if attending only online classes

Qualifying Days/Months	Percentage of Benefit:
910 to 1,094 days (30 to 35 months)	90%
730 to 909 days (24 to 29 months):	80%
545 to 729 days (18 to 23 months):	70%
180 to 544 days (6 to 17 months):	60%
90 to 179 days (90 days to 5 months):	50%

## GI BILL PROGRAMS (CONT.):

### MONTGOMERY GI BILL - AD (CH 30)

#### Qualifying Service -

- Served on Title 10 Active Duty after 30 June 1985.
- Served on Title 32 AGR after 29 November 1989.
- Complete a DD Form 2366.
- Contribute \$1,200.
- Receive an Honorable Discharge

#### Funding Received -

- A monthly payment paid directly to the Soldier based on amount of active duty served.
  - Full-time enrollment: \$2,438.00 for each full month
  - 3/4-time enrollment: \$1,828.50 for each full month
  - 1/2-time enrollment: \$1,219.00 for each full month
- Top Up Program: If on active duty, you can use the MGIB-AD to pay tuition expenses not paid by FTA.
- Optional Plus-Up Program: Allows Soldiers to contribute up to an additional \$600 which will increase your monthly benefit up to \$150 per month.

### MONTGOMERY GI BILL (CH 1606)

#### Qualifying Service -

- Complete the requirements of a secondary school diploma or its equivalent.
- Agree to a six-year National Guard enlistment obligation (for enlisted this is accomplished using a DD Form 4 or DA form 4836, officers use a DA Form 5447-R).
- Complete Initial Active Duty for Training (IADT) or Basic Officer Leaders Course (BOLC)
- Remain a member in good standing in the National Guard

**\*\* Soldiers mobilized on Title 10 Active Duty may receive an extension of their period of eligibility for the length of the mobilization plus four months. This is a DVA process that occurs after the Soldier Separates from the Selective Reserve.**

#### Funding Received -

##### INSTITUTIONAL TRAINING

Full-time enrollment: \$481.00 for each full month  
 3/4-time enrollment: \$360.00 for each full month  
 1/2-time enrollment: \$240.00 for each full month  
 Less than 1/2-time enrollment: \$120.25 for each full month

##### APPRENTICE AND ON-THE-JOB TRAINING

Months 1 to 6: \$360.75 for each full month  
 Months 7 to 12: \$264.55 for each full month  
 After the first year: \$168.35 for each full month

## EDUCATIONAL ASSISTANCE PROGRAM (EAP):

The Educational Assistance Program (EAP) is a state funded program; it provides educational assistance for eligible members of the Pennsylvania National Guard. EAP funding is awarded regardless of financial need.

### ELIGIBILITY REQUIREMENTS -

- Members must have a six-year service agreement with the PA National Guard, sign a Statement of Understanding and a Promissory Note prior to submitting an application.
- Be an active satisfactory participant in the PA National Guard in good standing. (Less than 9 AWOLS in any 1-year period and meet eligibility criteria per updated flag codes in PMR 621-5 – not all flags disqualify SMS from payment.
- Be an eligible member of PA National Guard prior to the first day of class.
- Be enrolled in a degree-granting or certificate-granting curriculum, course of study or training program required for entrance into a specific career to be pursued on a full-time or part-time basis or its equivalent at a school located in Pennsylvania and approved by the Pennsylvania Higher Education Assistance Agency (PHEAA). There are approximately 400 schools.
- A member is not eligible for EAP benefits if receiving a Line ROTC Scholarship. However, if the member is receiving a Guaranteed Reserve Forces Duty Scholarship or a Dedicated National Guard Scholarship through the ROTC program, member is still eligible for EAP funding.
- The 14 State System of Higher Education schools are:
- Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock, West Chester
- EAP can provide full-time funding for students up to the first bachelor's degree. Once a bachelor's degree has been obtained, eligible member can only receive funding up to 11 (part-time) credits or its equivalent, even if the member is enrolled as a full-time student.
- Mobilized members that had to withdraw from classes due to deployment may be eligible for an extended EAP deadline after discharge.
- Eligible EAP members who receive a discharge for a disability incurred in the line of duty may be eligible for EAP benefits after their discharge.

### FUNDING RECEIVED -

- Full-time Grants – the tuition plus technology fee or \$4,097.00 whichever is less per semester. Full-time students must take 12 or more credits per semester.
- Part-time Grants for members who may or may not possess a baccalaureate degree – the tuition and technology fee per credit or the \$342 (undergraduate)/\$544 (graduate) per credit tuition and technology rate charged by PASSHE, whichever is less per semester. Part-time students can be funded up to 11 credits per semester.
- The EAP award amount can be applied to tuition costs, fees, books, and room and board up to the allowable cost of attendance for members using FTA and GI Bill (Chapter 33) for the same term.
- Funding is limited to 10 full-time semesters or 120 part-time credits.

### APPLICATION PROCESS -

- To apply for benefits, eligible members must log into [www.pheaa.org](http://www.pheaa.org), sign on as a student and complete an EAP Form 2 (Educational Assistance Program Application). Yearly submission of an EAP application is required, the application should be used to request benefits for the entire academic year (i.e., fall, winter, spring, and summer semesters).
- EAP applications for the 2025-2026 academic year (fall-summer 2025-2026) can be submitted on the PHEAA portal starting 1APR25. Students should apply for funding for all semesters they may attend – it's easier to remove semesters than add them later! The 2024-2025 will be closed on the portal 1APR25.

**SUBMIT YOUR APPLICATIONS VIA [WWW.PHEAA.ORG](http://WWW.PHEAA.ORG) TODAY!**



## MILITARY FAMILY EDUCATIONAL PROGRAM (MFEP):

The Military Family Education Program (MFEP) is a state funded program designed to provide educational assistance for dependents of eligible members of the Pennsylvania National Guard.

### ELIGIBILITY REQUIREMENTS -

- Members must have completed an initial contract and then commit to a six-year service agreement with the PA National Guard and sign a statement of Understanding (MFEP Form-1) and a MFEP Member Promissory Note, MFEP Form-4 and upload 1172. *\*\*Member cannot be in an MFEP and EAP contract during the same period of service\*\**
- Be an active satisfactory participant in the PA National Guard in good standing. (Less than 9 AWOLS in any 1-year period and meet eligibility per updated flag codes in PMR 621-5 – not all flags disqualify SMs from payment.
- Be enrolled in a degree-granting or certificate-granting curriculum, course of study or training program required for entrance into a specific career to be pursued on a full-time or part-time basis or its equivalent at a school located in Pennsylvania and approved by the Pennsylvania Higher Education Assistance Agency (PHEAA). There are approximately 400 schools.
- The 14 State System of Higher Education schools are:
  - Bloomsburg, California, Cheyney, Clarion, East Stroudsburg, Edinboro, Indiana, Kutztown, Lock Haven, Mansfield, Millersville, Shippensburg, Slippery Rock, West Chester

### FUNDING RECEIVED -

- Full-time Grants – the tuition plus technology fee or \$4,097.00 whichever is less per semester. Full-time students must take 12 or more credits per semester.
- Part-time Grants for members who may or may not possess a baccalaureate degree – the tuition and technology fee per credit or the \$342 (undergraduate)/\$544 (graduate) per credit tuition and technology rate charged by PASSHE, whichever is less per semester. Part-time students can be funded up to 11 credits per semester.
- The MFEP award amount can be applied to tuition costs, fees, books, and room and board up to the Allowable Cost of Attendance for members using FTA and GI Bill (Chapter 33) for the same term.
- Funding is limited to 10 full-time semesters or 120 part-time credits.

### APPLICATION PROCESS -

- Applying for MFEP begins with the Service member. Service members must go on to PHEAA.org and create a username and password. Once set, the Service member will log into their account and complete basic items related to their military service. The Service member will then sign an MFEP Form 1 Statement of Understanding and the MFEP Promissory Note. Service members will be asked to upload their re-enlistment/extension contracts (Oaths of Office for officers) and record briefs. Additionally, Service members will need to upload MFEP Form 4 with dependent(s) information and upload a DD Form 1172. If you recently reenlisted or extended for MFEP or plan to, you will complete your MFEP Form 1A Statement of Understanding at the time of your reenlistment/extension.
- Once approved by the MFEP team, your dependents will create a username and password of their own, sign the promissory note, and enter all school information. Dependents will then apply for the school year starting with fall of that year and ending with summer of the following year. Dependents must go on the PHEAA portal every year to fill out information for the new school year.
- Under NO circumstances should Service members sign into their student-dependent's account to fill out information on their behalf.
- MFEP applications for the 2024-2025 academic year (fall-summer 2024-2025) can be submitted on the PHEAA portal starting 1APR24. Students should apply for funding for all semesters they may attend – it's easier to remove semesters than add them later! The 2023-2024 will be closed on the portal 1APR.

## FEDERAL TUITION ASSISTANCE: (FTA)

Federal Tuition Assistance (FTA) is available for both classroom and distance learning college courses. Service members can request FTA by visiting <https://www.armyignited.army.mil>

## QUALIFYING & FUNDING RECEIVED FOR FTA:

### FTA ELIGIBILITY REQUIREMENTS

All Soldiers should establish an ArmyIgnitED account to access information on voluntary education programs and services.

Be currently serving in good standing in the ARNG and have a Common Access Card (CAC).

Soldiers cannot have a hold on their ArmyIgnitED Account (once created).

Must maintain a 2.0 or higher GPA for undergraduate courses or a 3.0 or higher GPA for graduate courses.

Soldiers are NO LONGER required to complete Basic Combat Training to utilize FTA but must be issued a CAC by their unit to use FTA benefit

### SERVICE REQ./OBLIGATION:

Enlisted: Have an ETS or MRD after completion of FTA funded course(s)

Officers and Warrant Officers: Subject to a two-year active-duty service obligation (ADSO) or four-year reserve duty obligation (RDSO)

### ADDITIONAL CRITERIA:

Academic Institutions must have a signed DoD MOU to receive TA funding. Check your school here:

<https://www.dodmou.com/Home/InstitutionList>

Use the helpdesk messenger for TA assistance. Link is located on the left side of your student homepage (see next page for example)

Contact us first if you have any questions!

### HOW MUCH DOES FTA PAY?

- Cost of tuition (no fees) up to \$4500 per Fiscal Year.
- Up to 18 semester hours per fiscal year (Oct 1-30 Sep)
- Lifetime FTA Caps:
  - Undergraduate: 130 semester hours
  - Graduate: 39 semester hours
  - One Time Academic Certification: 21 semester hours



### THINGS TO KNOW BEFORE APPLYING:

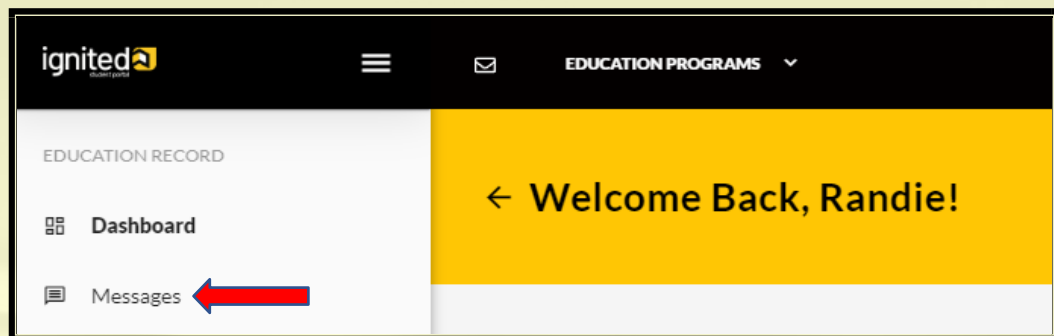
1. Before requesting TA the Soldier must establish an ArmyIgnitED account. Account registration and activation may require Soldiers to update their personnel record through their unit S1 administrative office. Soldiers encountering problems with ArmyIgnitED should contact their local education center or office or create an ArmyIgnitED helpdesk case for assistance.
2. Soldiers must sign an electronic user agreement acknowledging compliance with Army TA Policies and procedures each time they create a TAR.
3. Soldiers must complete ArmyIgnitED 101 Training and Career Path Decide before submitting their education goal.
4. Soldiers may submit TARs up to 60 days before the class start date but no later than eight (7) days prior to the class start date.
5. Soldiers must request TA in the ArmyIgnitED portal prior to registering with their Academic Institution for classes.

## FEDERAL TUITION ASSISTANCE: (CONT.)

### WHO CAN I CONTACT?

- Your NGB Education Specialist is Mr. Sean Stricek. Mr. Stricek is the FTA Manager for the Pennsylvania and Delaware ARNG.
- Use the AIED Helpdesk Messenger to submit a helpdesk ticket!
- Please be proactive! Calls, emails, and voicemails may take up to 3 business day to resolve.

### FIND A HELPDESK MESSAGE LINK ON AIED:



## CREDENTIALING ASSISTANCE: (CA)

Credentialing Assistance allows Soldiers to develop marketable skills, not necessarily aligned to their military occupational specialty, which will help them find civilian employment post-service. The program supplements the Army's current credentialing programs offered through Army schools as part of institutional training. Credentials offered through this program will have a military nexus to ensure the Army benefits from the program during the Soldier's service. The Army's Credentialing Assistance (CA) Program provides soldiers with funding for more than 1,800 credentials.

### HOW DO I QUALIFY?

- Be currently serving in good standing in the ARNG and have a Common Access Card (CAC).
- Soldiers cannot be flagged.
- Soldiers must complete CA 101 training and MilGears prior to requesting CA.
- Complete credential prior to separation/ETS.
- Soldiers are NO LONGER required to complete Basic Combat Training to utilize CA.

### WHAT DO I GET?

- Soldiers are eligible for up to \$2000/fiscal year for Credentialing Assistance with a \$1000 fiscal year limit for selected aviation credentials.
- Soldiers are limited to one credential per FY and limited to three credentials for 10 years of service.
- All expenses are paid prior to course/exam start date (Soldiers who pay out of pocket will not be reimbursed)

## CREDENTIALING ASSISTANCE: (CONT.)

### HOW DO I APPLY?

- Ensure your credential is listed on Army COOL at: <https://www.cool.osd.mil/army>
- Apply online at: <https://www.armyignited.army.mil> – CAC REQUIRED!

### ADDITIONAL INFORMATION

- Soldiers must complete credential prior to separation/ETS.
- Soldiers are required to take the associated examination for certifications funded by CA. If associated exam is not complete within 180 days of completing the training OR the exam is failed, Soldier will be recouped.

**\*\*Changes expected in Summer 2025 will prohibit use of CA by Officers, please watch your inbox for updates as they become available. \*\***



**Request a CA Virtual Counseling Session at:**

**[https://www.cool.osd.mil/army/costs\\_and\\_funding/index.html?credentialingassistance](https://www.cool.osd.mil/army/costs_and_funding/index.html?credentialingassistance)**

Select the CONTACT AN ARMY CA COUNSELOR button and complete the requested information.