



Top 5 things you need to know about filing for TA

By Terrina Weatherspoon, Defense Media Activity

1. Be on active duty. Enlisted Reservists ordered to active duty for 120 days or more are eligible. Reserve officers ordered to active duty for two years or more who agree to remain on active duty two years beyond the expected completion date of any TA funded course(s) are also eligible.

2. Ask yourself these questions:

- a. Have I reviewed NAVADMIN 105/10 and 245/10, as well as NETC Instruction 1560.3?
- b. Have I completed one year onboard my first permanent duty station?
- c. Will my course end before my EAOS/retirement date?
- d. Have I passed my most recent PFA?
- e. Am I recommended for advancement?
- f. Is my command satisfied with my warfare qualification progress?

If the answer to these questions is YES, you are ready to apply for TA.

3. Get an Education/Degree Plan. Contact your servicing Navy College Office (NCO) or Virtual Education Center (VEC) and receive counseling either in person (NCOs only), virtually, or by phone or email. They'll help you develop a degree plan and determine which courses are eligible for TA funding. You must also have completed the WebTA training at https://www.navycollege.navy.mil/WebTA_Training/courseLaunch.html within the last two years.

4. Complete a TA application in WebTA. Here is where you will list the courses you want to take and the tuition and fees associated with

the courses. Sailors starting a class without an approved TA voucher risk being financially liable for their tuition.

5. Monitor your WebTA account to ensure your TA request is command approved and authorized by the VEC prior to the class start date. TA pays up front the tuition and fees for course enrollments – 100 percent of tuition costs for courses applicable to the completion of a high school diploma or equivalency certificate. For other education levels, there is an FY credit limit of 16 Semester Hours, 24 Quarter Hours, or 240 clock hours per individual per fiscal year. Payments for tuition/fees will not exceed:

- a. \$250.00 per Semester Hour
- b. \$166.67 per Quarter Hour (**Subject to change with future budgets.)
- c. \$16.67 per Clock Hour

Helpful Links:

CPPD homepage: <http://www.netc.navy.mil/centers/cppd/>
 Navy College Program: <https://www.navycollege.navy.mil/>
 WebTA access: <https://myeducation.netc.navy.mil/eta/menu/welcome.do>
 WebTA training: https://www.navycollege.navy.mil/WebTA_Training/courseLaunch.html
 TA: https://www.navycollege.navy.mil/ta_info.aspx
 TA messages: https://www.navycollege.navy.mil/ta_info.aspx#messages
 Navy College Office locator: <https://www.navycollege.navy.mil/ncp/findnco.aspx>
 VEC: https://www.navycollege.navy.mil/dsp_vec.aspx

VEC contact information:

Phone: 1-877-838-1659
 Comm: 757-492-4684
 DSN: 492-4684
 Fax: 757-492-5095
 Email: VEC@navy.mil