

Civilian Tuition Assistance Program (CTAP)

WHO is Eligible?	AF permanent full time appropriated fund employees, including wage grade are eligible for CTAP. Employees must have an acceptable performance appraisal rating (new federal civilian service employees who do not have appraisals on file are exempt from this requirement) and an approved education goal in the Air Force Virtual Education Center (AFVEC). (Link below)
WHAT is the Opportunity?	The goal of the CTAP is to assist civilians in their continued self-development. It includes coursework at the associate, bachelor's, master's (including Juris Doctorate), and doctorate levels at accredited institutions listed in the DoD Voluntary Education Partnership Memorandum of Understanding directory of Participating Institutions. Tuition Assistance (TA) is to be used for courses that contribute to occupational and institutional competencies, special interest needs and readiness by supporting the current and future needs of the Air Force. To maximize the availability of funds, AF civilians may request funding for credit-by-exams that will assess college level knowledge via College Level Examination Program (CLEP) and Defense Activities for Non-Traditional Education Support (DANTES) and Subject Standardized Tests (DSST).
WHAT is the Outcome?	TA reduces the cost of college level courses by 75% and up to \$250 per semester hour. Participants also have the opportunity to be awarded degrees, certifications, and licenses that are essential to career and personal development.
WHEN do I Apply?	Year round: Allocation of TA funds is based on availability of funds. TA funding is replenished at the beginning of each fiscal year (Oct) and is distributed on a first come basis or until funds are depleted.
HOW do I Apply?	Log into MyPers.af.mil / "Force Development" tab / "Civilians" myPers - Civilian Tuition Assistance Program & Request Process AFVEC Funding Request Tutorial Create an account in the Air Force Virtual Education Center (AFVEC) and submit degree plan AFVEC Home Page

Local Information

Hill	CTAP Brochure 75FSDEV Civilian Education and Training 75FSS-FSD
Robins	78 FSS/FDD, 478-327-7324 CTAP Guidance - Robins CTAP Checklist - Robins
Tinker	72 FSS/FSDEC, 405-739-5471 or DSN: 339-5471 Tinker TA is provided at the Base Civilian Education Office Bldg 201E