



DISTRICT OF COLUMBIA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
OFFICE OF THE COMMANDING GENERAL
2001 EAST CAPITOL STREET, SE
WASHINGTON, DC 20003-1719

NGDC-CG

01 October 2025

MEMORANDUM FOR RECORD

SUBJECT: Major General David F. Wherley, Jr. District of Columbia National Guard Retention and College Access Program Joint Policy (26-01)

1. References.

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

2. Purpose. 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 immediately and supersedes all previous DCNG Tuition Assistance policies and memoranda and will remain in effect until rescinded or superseded.

4. Funding. DC TA is funded through the DC Budget and Financial Plan for residents, and through the DC Appropriations Bill for non-residents. Funding is disbursed based on availability.

5. Eligibility.

- a. Current members of the DCNG with at least two years of service remaining on their service obligation from the last day of the course paid by DC TA funds.
- b. Spouses of eligible DCNG Service Members may utilize DC TA in place of Service Member. Only one individual (Service Member or spouse) may use DC TA at any time.
- c. Must be a satisfactory participant. Service Member must not be subject to a suspension of favorable personnel action (SFPA) or unfavorable information file (UIF) and have no current or pending adverse actions.

d. Soldiers and Airmen may utilize DC TA immediately upon enlistment, prior to completing and initial entry training (BCT/AIT or BMT/TECH), provided they have a valid enlistment contract and courses do not interfere with scheduled training.

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. Airmen requesting DC TA must first utilize Air Force Virtual Education Center (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.

g. Service Members who are ineligible to receive Federal Tuition Assistance (FTA) or the cost per credit hour exceeds the amount covered by FTA may use DC TA.

6. Application Process.

a. Submit application 30 Days prior to course start date on [\[DC TA Website\]](#).

b. Required documents:

(1) STA Application [\[WEBSITE\]](#)

(2) Statement of Understanding

(3) Memorandum of Good Standing

(4) Degree Plan [\[WEBSITE\]](#)

(5) Cost Verification [\[WEBSITE\]](#)

(6) FTA Award or Denial Documentation [\[WEBSITE\]](#)

c. Exception to Policy (ETP). In extenuating circumstances, an ETP may be submitted no later than five (5) business days prior to the course start date. Submission does not guarantee approval. ETPs must include a justification memorandum endorsed by the unit commander and routed through the Education Support Office to the G1/MILPO for approval.

d. Payment Documentation Deadline. All documentation required for invoice processing and payment, including grade reports, cost verification, and school invoice data, must be submitted no later than 15 August of each calendar year, unless otherwise directed by the District of Columbia Tuition Assistance Board (DCTAB).

(1) Failure to meet this deadline may result in non-payment of DC TA funds due to fiscal year closeout timelines and contracting restrictions. It is the Service Member's responsibility to ensure their academic institution is aware of this requirement and submits necessary documents in a timely manner.

e. Requests for Information concerning DC TA will be routed to:

(1) Army: ng.dc.dcarng.list.per-edu@army.mil

(2) Air: angel.holley@us.af.mil

7. 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 to include that degree's pre-requisites. No more than one credential will be funded from each of the following degree levels: associate degree, bachelor's degree, master's degree, and doctorate.

b. Service Members may request DC TA in pursuit of academic certificates. Academic certificates are those granted by accredited educational institutions. A certification program 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. Service Members may request DC TA for licensure. A licensure program which grants a license to engage in professional practice that support professional development or career advancement are authorized.

d. Service Members may request DC TA for Continuing Education Units (CEU). CEUs that support professional development or career advancement are authorized, regardless of degree level attained. CEUs may include, but are not limited to, courses required for State credentials (e.g., teaching, administration, or public service), or courses that enhance a Service Member's professional competencies in civilian or military careers. Authorization is subject to review by the DC TA Program Manager to ensure alignment with the Service Member's professional development goals.

8. Unauthorized Uses.

a. Lateral or lower degrees that were previously funded through DC TA.

b. Recreational or personal interest courses that do not support professional development or career advancement.

9. Accreditation and Institutional Requirements.

- a. Educational institutions must be accredited by a regional or national accrediting agency and recognized by the Department of Education (DOE).
- b. Educational institutions must be registered in the DC Government Vendor Services Portal to receive DC TA payments.
- c. Educational institutions should have current DoD Voluntary Education Partnership Memorandum of Understanding (MOU) and be listed on www.dodmou.com. This ensures alignment with DoD tuition assistance standards and accountability.

(1) Institutions that are otherwise accredited and registered in the DC Government Vendor Services Portal but do not have a current MOU will still be considered eligible for DC TA. However, they are only eligible for a reduced benefit, equivalent to the total DC TA cap (\$25,500) minus the standard Federal Tuition Assistance cap (\$4,500 in FY25), resulting in a maximum award of up to \$21,000 per fiscal year.

10. Authorized Rates.

a. The total amount of DC TA each Service Member may receive will not exceed \$25,500 per Fiscal Year (FY), which includes up to \$25,000 for tuition and \$500 for authorized fees. Authorized fees may include, but not limited to: books, laboratory fees, technology fees and program-specific fees. Any expenses exceeding these annual limits are the sole responsibility of the Service Member.

b. The annual maximum benefit of \$25,500 per fiscal year is subject to the total funds allocated through the District's annual budget and Congressional appropriations. Tuition Assistance is available on a first-come, first-served basis until funds are fully obligated.

c. Should the rate of execution indicate risk of fund exhaustion, DCTAB may implement progressive mitigation measures to ensure sufficient funding remains available for current fiscal year obligations. These measures will be communicated via official channels and may be lifted or adjusted at the discretion of the DCTAB in coordination with the DCNG Commanding General. These measures may include, but are not limited to, the following in sequential order:

- (1) Suspension of tuition assistance for spouses.
- (2) Suspension of tuition assistance for Commissioned Officers.
- (3) Limitation to undergraduate degrees only.

(4) Reduction of the maximum tuition benefit per Service Member.

(5) Temporary pause on new applications until further funding guidance.

11. Utilization of Benefits. Traditional drilling and Active Guard Reserve (AGR) Service Members, or their spouses, 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 applicability to DC TA funds.

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

12. Suspension and Recoupment 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 and recoupment of the benefit. 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 five (5) business days.

d. Failing to submit final grades to the DC TA program Manager within 30 days of the course completion.

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13. Governance. The District of Columbia Tuition Assistance Board (DCTAB) will convene quarterly, to ensure effective and equitable disbursement and execution throughout the fiscal year. DCTAB will provide program oversight and may revise this policy or its implementation procedures as needed through recommendations to DCNG Commanding General.

a. DCTAB is comprised 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. DCTAB will meet as needed to discuss current and future funding, policy, and submission procedures.

14. The point of contact for this memorandum is Education Support Office at:

a. Army: ng.dc.dcarng.list.per-edu@army.mil

b. Air: angel.holley@us.af.mil

LELAND D. BLANCHARD II
Brigadier General, USA
Commanding (Interim)

2 Encls:

1. Statement of Understanding
2. Memorandum of Good Standing