

**COMMANDER, NAVY REGION HAWAII
FLEET AND FAMILY READINESS
850 Ticonderoga St.
JBPHH, HI 96860**

CNRH N9/#TA202301
20 June 2023

CNRH F&FR STANDARD OPERATING PROCEDURES (SOP)

Subj: TUITION ASSISTANCE PROGRAM

Ref: (a) CNICINST 5300.2 NAF Personnel Manual, 10 May 2011
(b) CNIC N9 Nonappropriated Fund Personnel Policy, 31 Mar 2014

Encl: (1) Tuition Assistance Request Form
(2) NRH TA Program Guidelines

1. Purpose. To establish the procedures for Nonappropriated Fund (NAF) Tuition Assistance (TA) Program in accordance with references (a) and (b).

2. Scope. The policies and guidance contained in this SOP apply to all CNRH NAF employees.

3. Definitions. Tuition Assistance (TA) is available to support employee self-development by encouraging continuous learning and enhancing future achievements of our NAF employees and the organization. This program applies to courses that have a direct relationship to the employee's current position or future federal employment.

a. TA will not be provided for courses that the employee is receiving (or will receive) support from other Federal or state tuition subsidies such as Veteran's Administration (VA) educational benefits, scholarships, grants, etc.

b. Courses are normally taken on a voluntary, off-duty basis.

c. When courses are not available during off-duty hours, the employee must take leave or arrange for a work schedule change subject to applicable regulations and approval by the employee's immediate supervisor.

4. Procedures.

a. Prior to enrolling in a course, the employee will electronically complete the TA form located here:

(1) <http://www.greatlifehawaii.com/employees>

b. Employees will submit the form to their direct supervisor for consideration to include written details citing how the course will improve their ability to execute their current position or future federal employment.

c. TA is not intended to be used to obtain a degree,--rather for courses specific to the improvement of knowledge in their current or future federal career. Coursework can be part of a degree program, but still needs to be relevant to the employee's current position or future federal employment.

d. Upon concurrence from their direct supervisor, the tuition assistance request will be forwarded to the applicable Regional Director via the Regional Training Manager for final approval.

e. The application should be submitted with ample time so that the Regional Training Manager can submit the package no-later-than the submission deadline as found in Encl. 1.

f. Upon review by the Regional Director, a copy of the form will be returned to the employee and the Regional Training Manager and noted whether approved or disapproved. The Regional Training Manager will forward the original package to the NAF Region Business Office.

g. TA is available to eligible non-probationary, full time, regular NAF employees who maintain a satisfactory level evaluation. Payment for Tuition and fees will not exceed \$250 per semester hour for up to 12 semester hours (or equivalent) for each fiscal year or a maximum of \$3,000 of tuition assistance to an employee in any one fiscal year.

(1) TA benefits are based on available funds and are not a guarantee.

(2) The employee (student) will be held financially liable to the institution for all courses taken.

h. Reimbursement for non-instructional expenses (e.g. copies of transcripts, parking passes, entrance examination costs, supplies, books) is not authorized.

i. Payment will be processed directly to the employee by NAF Accounting upon proof of successful completion of the course. Successful completion requires a grade of a 'C' or better for undergraduate courses, as grade of 'B' or better for graduate courses and 'Satisfactory' for courses that have no letter grade.

j. The employee will provide a valid written grade report along with receipts or a financial statement with breakdown of costs directly from the learning institution to the Regional Training Manager within 30 days of completing the course.

k. Employees must agree, in writing, by signing the current Tuition Assistance Request Form to remain employed with Department of Navy, N9 Fleet & Family Readiness program for a period of at least three times the length of the course. The continued service time begins at the completion of the course. The minimum continuous services time for a semester hour is one month. (Example: An employee who takes three semester hours must remain employed for nine months). Required service

time for courses taken in a subsequent semester will be added to the total time that the employee must remain employed.

l. Unless waived in writing by the CNRH N9, employees who fail to fulfill the continued service agreement shall reimburse CNIC N94 for the cost related to all remaining time.

m. If the employee fails to reimburse these costs, it shall be withheld from the employee's last pay or leave payoff check.

n. My POC for the matters in this SOP or for questions, concerns, and/or comments with this policy is the N947 Regional Training Manager, Ms. Phebe Amodo, phebe.m.pasoquen-amodo.naf@us.navy.mil or (808) 473-2431.

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