



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1**  
**CIVILIAN HUMAN RESOURCES AGENCY**  
**SOUTHWEST REGION**  
**301 MARSHALL AVENUE**  
**FORT RILEY, KANSAS 66442**

REPLY TO  
ATTENTION OF

PECP-SWR-A

15 December 2008

MEMORANDUM FOR All Civilian Human Resources Agency, Southwest Region  
Employees

SUBJECT: Southwest Region (SWR) Tuition Assistance Program Policy and  
Procedures-Guidance Memo No. SWR 09-03

1. The Southwest Region is committed to the benefits associated with enhancing employee skills and increasing academic training opportunities. Reaching an educational goal is a lofty endeavor that takes dedication, perseverance, and the desire to improve individual and organizational performance. Accordingly, it is recognized that tuition assistance provided to Department of the Army employees is one method by which supervisors and manager can encourage self-development and skills proficiency.
2. The opportunity to utilize this Tuition Assistance policy is afforded to all employees assigned to the Department of Army, Civilian Human Resources Agency, Southwest Region. Employees may utilize this assistance for graduate and undergraduate college coursework taken from an accredited learning institution. Tuition Assistance is offered to encourage self-development, skills proficiency in achieving the agency's mission, and subsequent improvement in individual and organizational performance.
3. Procedural requirements for the Southwest Region Tuition Assistance Program are listed below:
  - a. Civilian Personnel Advisory Center (CPAC) Directors/Processing Center, and Regional Staff Supervisors will:
    - (1) Discuss with employees the relationship of course content to current/future duties, the organizational mission, and anticipated benefits.
    - (2) Approve Tuition Assistance request in accordance with regulations and this policy.
    - (3) Sign the SF 182 in Section D, (Block1a) as the immediate supervisor and submit the form to HRDD. The Regional Director signs as the authorizing official in Section E, Block 1a. Supervisors are required to have Delegated Training Approval Authority to sign this form.

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b. Employees will:

(1) Identify applicable courses and discuss mission related training requirements with their immediate supervisors.

(2) Maintain a minimum cumulative grade point average (GPA) of 2.0 on each course funded by Tuition Assistance. Employee must reimburse the Government if grade is less than 2.0.

(3) Submit a Tuition Assistance packet 60 days prior to the course start date, to the supervisor, which includes the following documents:

- Statement of interest describing in 300 words or less (a) why employee wants to participate in the training opportunity (b) the contributions the employee brings to the program and (c) what benefits to the organization are likely to result from the employees' participation. Please print the checklist for your use in completing your application package. The on-line forms must be used. Assemble the forms in the order listed. Incomplete application packages will be returned. Checklist/Instructions for completion of forms are located at: [http://cpol.army.mil/library/train/catalog/pkt\\_frcrpd.html](http://cpol.army.mil/library/train/catalog/pkt_frcrpd.html)
- Submit a completed SF 182, Authorization, Agreement and Certification of Training. Instructions for completion of the SF 182 and guidance for the authorizing official are available at: [http://www.opm.gov/forms/pdf\\_fill/SF182.pdf](http://www.opm.gov/forms/pdf_fill/SF182.pdf). A separate form is required for each course. Retroactive approval is not authorized.

c. The immediate supervisor is responsible for the following steps related to approval of the Tuition Assistance Packet:

(1) Review the packet and make recommendations to the approving official.

(2) Ensure that Tuition Assistance sponsored courses are reflected in the annual Training Needs Survey (TNS) and on Individual Development Plan (IDP) located at: <https://www.swcpoc.army.mil/tns>

(3) Utilize the link provided to ensure that the course taken is from an accredited university/college available at: <http://www.ed.gov/admins/finaid/accred/index.html>

(4) Ensure that a Continued Service Agreement is signed by the employee.

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d. This program will pay the cost of tuition and books only. It will not cover expenses such as supplies, equipment, parking fees or travel costs.

e. Tuition Assistance can be used concurrently with VA educational benefits, scholarships, military tuition assistance and military spouse tuition assistance. However, the Southwest Region Tuition Assistance Program will be used to pay the remaining balance after other forms of assistance have been utilized. Tuition Assistance will not be used concurrently with ACTEDS.

f. The Human Resources Development Division, Tuition Assistance Coordinator will coordinate, monitor and conduct needs assessment surveys and market the program to the Southwest Region.

g. The Regional Director will retain authority to fund all or partial costs associated with courses requested for tuition assistance. Employees who are participating in university training will not exceed more than five courses during a twelve-month period.

h. Point of contact is Mr. Hans Hart, Commercial: (785) 239-2740, DSN 856-2740, or by email at [hans.hart@us.army.mil](mailto:hans.hart@us.army.mil).

  
ROBERT S. RUSSELL  
Regional Director