

## **Army Credentialing and Continuing Education Services for Soldiers (ACCESS), ArmyU**

### **Tuition Assistance (TA) & Credentialing Assistance (CA) Statement of Understanding (SOU)**

#### **TUITION ASSISTANCE (TA)**

##### **IMPORTANT NOTICE TO SOLDIERS:**

The Army's Federal Tuition Assistance (TA) program is a benefit the Army may provide to eligible Soldiers. By signing this Statement of Understanding (SOU), you are acknowledging and agreeing to the terms and conditions required to participate in this voluntary program. Failure to adhere to the provisions below may result in your personal financial liability to the Army for TA funds received and/or adverse personnel action. It is important that you read and understand each of these provisions and that you contact an Army Education Counselor to clarify any provisions as necessary before requesting TA.

##### **1. SOLDIER ELIGIBILITY:**

- a. Duty Status. The following Soldiers are eligible for TA:
  - (1) Regular Army (active duty) Soldiers
  - (2) Active Guard/Reserve (AGR) Soldiers pursuant to Title 10 and Title 32
  - (3) USAR and ARNG/ARNGUS Soldiers in an active drilling status with a designation as satisfactory participant
  
- b. Tiered Eligibility. Soldiers are eligible for two tiers of TA depending on their previous use of TA and their current level of civilian education.
  - (1) Tier 1: Soldiers who have not attained a bachelor's degree and wish to pursue an associate or bachelor's degree or have previously attained a bachelor's degree without the use of TA and wish to pursue a master's degree. Soldiers establish Tier 1 TA eligibility as follows:
    - (a) Enlisted Soldiers who have graduated Advanced Individual Training
    - (b) Warrant officers who have graduated Warrant Officer Basic Course
    - (c) Officers who have graduated Basic Officer Leaders Course
  - (2) Tier 2: Soldiers who previously used TA for any portion of their undergraduate degree, have attained a bachelor's degree, and wish to pursue a master's degree. Soldiers establish Tier 2 TA eligibility as follows:
    - (a) Enlisted Soldiers who have successfully completed Advanced Leaders Course
    - (b) Warrant officers who have graduated Warrant Officer Advanced Course
    - (c) Officers who have graduated Captain Career Course or equivalent
  - (3) Soldiers may use an equivalent military education course completed through prior military service to qualify for a TA Tier.
  - (4) Soldiers who have attained Tier 1 eligibility may use TA to pursue an academic certificate/diploma, regardless of current civilian education level.
  
- c. Exclusions. The following Soldiers are not eligible for TA:
  - (1) Soldiers attending schooling under provisions of AR 621-1
  - (2) Contracted Reserve Officers Training Corps (ROTC) scholarship cadets receiving either tuition and fees or room and board incentive, even during periods of

temporary suspension of scholarship benefits, leaves of absence, or while school is out of session

- (3) ROTC Cadets contracted under the Green to Gold program
- (4) Soldiers who are flagged under provisions of AR 600-8-2
- (5) Soldiers who have been approved for voluntary separation, or who have received notice of involuntary separation, and do not have enough time in service remaining to complete a TA-funded class or fulfill a TA service obligation
- (6) Soldiers assigned to the Individual Ready Reserve (IRR) or the Inactive National Guard (ING)

## 2. GENERAL TA GUIDELINES:

- a. The Army will fund TA in accordance with (IAW) Department of Defense Instruction (DoDI) 1322.25, AR 621-5, and Army policies. Soldiers are required to pay any costs associated with attendance at an education institution (EI) not covered by TA.
- b. A Soldier's official military personnel record and ArmyIgnitED account must accurately reflect the highest postsecondary degree the Soldier holds, whether TA-funded or earned outside of ArmyIgnitED. This includes those degrees awarded prior to entering military service or in conjunction with Professional Military Education (PME) courses of instruction. Soldiers will report any civilian education level discrepancy immediately to the unit S-1/personnel office for correction. Additionally, Soldiers must report subsequent graduation from a degree-granting program to the unit S-1/personnel office within 30 days of degree conferral.
- c. Soldiers must request TA on a class-by-class basis. Soldiers may use TA only for classes that support the education path they established in ArmyIgnitED.
- d. Soldiers are solely responsible for submitting timely, accurate, and complete TA Requests and may be held liable for costs incurred as a result of inaccuracies, errors, or omissions on the Soldier's part. Soldiers may submit TA Requests in ArmyIgnitED up to 60 days prior to the class start date; however, TA Requests must be submitted and approved in ArmyIgnitED not later than 2359 EST the day prior to the class start date. To allow time for processing and to avoid placing TA eligibility at risk due to unforeseen circumstances that may arise during the TA approval process, Soldiers should submit TA Requests as far in advance as possible but not less than five business days prior to the class start date. TA Requests submitted less than five business days prior to the class start date that are not approved prior to the class start date will not be considered for exception to policy (ETP) TA funding for any reason.
- e. After completing six SH of TA-funded coursework in the degree program, Soldiers must have an official student degree plan in ArmyIgnitED outlining the specific classes required to meet their educational goal.
- f. Soldiers must maintain a minimum TA grade point average (GPA) of 2.0 after completing 15 SH (or equivalent) of TA-funded undergraduate credit or a TA GPA of 3.0 after completion of six SH (or equivalent) of TA-funded graduate credit. ArmyIgnitED

calculates the grades from all TA-funded classes to determine the TA GPA; therefore, the TA GPA may differ from the GPA at the EI.

- g. Soldiers are responsible for keeping their email address and mobile phone number current in ArmyIgnitED. Soldiers are contacted about their TA accounts/requests by email and phone.
  - h. Soldiers must resolve ArmyIgnitED account holds before receiving TA. Holds imposed due to incorrect information reported to ArmyIgnitED by third party systems (e.g., an EI or Army personnel system) must be corrected in those systems and reported correctly to ArmyIgnitED before such holds can be lifted. Unresolved holds do not qualify for ETP TA funding consideration.
  - i. Soldiers who intentionally provide false information or otherwise misrepresent themselves to request or obtain TA under substantiated false pretenses will be subject to recoupment of TA funds and/or adverse personnel action, to include punishment under the Uniform Code of Military Justice (UCMJ).
3. **TA AUTHORIZATIONS:** The Army may limit eligibility criteria for the use of TA beyond those identified below. TA is authorized:
- a. For up to 16 SH per fiscal year at the rate of up to \$250 per SH
  - b. For cost of tuition only (TA will not pay for fees)
  - c. For one degree each at the associate, bachelor's and master's level within the following lifetime SH limits:
    - (1) Up to 130 SH of undergraduate credit or a bachelor's degree, whichever comes first
    - (2) Up to 39 SH of post-bachelor's credit or a master's degree, whichever comes first
  - d. For up to 21 SH of credit for an undergraduate or a graduate academic certificate/diploma, not to exceed one certificate/diploma in any five-year period
  - e. For the Army Special Programs listed in AR 621-5, paragraph 4-3d
4. **TA RESTRICTIONS AND LIMITATIONS:**
- a. Soldiers must request TA and withdraw from TA-funded classes in ArmyIgnitED. Soldiers must enroll in classes at their EI before requesting TA.
  - b. TA cannot be used to fund classes with an end date that comes after the Soldier's separation date.
  - c. In the event the EI cancels a TA-approved class after the class start date, the Soldier will open an ArmyIgnitED ServiceNow Helpdesk case and attach the cancellation notice from

the school to request TA for an approved replacement class (if desired) not later than five business days from the date of the cancellation notice.

- d. TA cannot fund doctoral classes or be used to pursue coursework for doctoral degrees (e.g., Doctor of Jurisprudence, Juris Doctor, Doctor of Medicine, Doctor of Pharmacy, or Doctor of Philosophy).
- e. If a Soldier's TA GPA drops below the minimal required level (i.e., 2.0 undergraduate and 3.0 graduate), the Soldier must enroll in self-funded classes through ArmyIgnitED to raise the TA GPA to regain TA eligibility. Classes taken outside of ArmyIgnitED after the TA GPA hold is placed cannot be used to raise the TA GPA. Soldiers cannot use Credit-by-Exam (CLEP, DSST, or self-funded institutional challenge exams) or prior learning assessments to raise the TA GPA.
- f. With the exception of an academic certificate/diploma, Soldiers may not use TA to complete coursework for a postsecondary degree lower than or lateral to one they already possess, even if TA was not used to pay for the degree. This includes degrees awarded prior to entering military service, obtained as a result of a PME course of instruction, or completed under provisions of AR 621-1.
- g. Soldiers may only pursue one TA-funded academic certificate/diploma or degree at a time. In the case of double major or major-minor programs, the degree plan must clearly show that the program will culminate in a single diploma/degree awarded upon completion of the prescribed coursework. In the case of a combined level degree program (e.g., accelerated program consolidates bachelor's and master's degrees), the EI must award the first degree upon completion of required coursework before the Soldier becomes eligible to use additional TA for the coursework required for the second degree.
- h. Soldiers cannot use TA for classes available in Army e-Learning, unless the class is required on their official student degree plan.
- i. Soldiers may not use TA to fund institutional challenge exams, credit-by-exam, credit awarded for prior learning and/or experience, portfolio evaluation, or review of military or civilian transcripts.

**5. WITHDRAWAL/RECOUPMENT OF TA:**

- a. Soldiers will reimburse the Army for any TA received if they withdraw with Army cost from classes for personal reasons or do not successfully complete a class IAW DoDI 1322.25 and AR 621-5. Non-successful grades are defined as an "F" or a "D" (or equivalents) for undergraduate level classes, an "F", a "D" or a "C" (or equivalents) for graduate level classes, and an incomplete "I" grade unresolved 120 days after the class end date.
- b. Soldiers will not be required to reimburse the Army for withdrawing from or failing a class if granted a recoupment waiver by the Army Education Services Officer. Soldiers who were unable to successfully complete a class due to unexpected circumstances (e.g., natural disaster, emergency leave, unforeseen military mission, or illness) should

submit a recoupment waiver request via a DA 7793 (Request for TA Recoupment Waiver – Withdrawal for (WM) Military Reasons) form located in ArmyIgnitED.

- c. Soldiers may repeat an unsuccessful class using TA funding; however, TA cannot be authorized for a repeated class unless the Soldier has agreed to reimburse the Army for the original class. Only the highest grade earned for a repeated class will factor into the Soldier's TA GPA.
- d. If a Soldier is required to repay the Army for TA received, the Defense Finance and Accounting Service (DFAS) will deduct the funds from the Soldier's pay IAW current DFAS policies. A Soldier will be informed via email by ArmyIgnitED 30 days in advance of a pending collection so that the Soldier may dispute the debt.
- e. In the case of overpayments or refunds of TA involving an EI, the EI will return the overpayment or refund directly to the Army. Under no circumstances will a Soldier accept reimbursement of TA funds from the EI on behalf of the Army.
- f. Soldiers may not under any circumstances reimburse an EI for a TA-funded class to circumvent recoupment action for a dropped or failed class, or to omit or prevent the class grade from factoring into the TA GPA.

#### **6. DUPLICATION OF BENEFITS:**

- a. TA will not be authorized for any course for which a Soldier receives reimbursement in whole or in part from any other Federal source such as Veterans Affairs (VA) education benefits (GI Bill and other programs) and Army-funded programs (ROTC scholarship, education-related incentive or bonus, and advanced civil schooling) when the payment would constitute a duplication of benefits paid to the educational institution.
- b. When combining TA with VA educational benefits under the MGIB (Chapter 30) "Top Up" program, the combined amount cannot exceed the total cost of the class. The use of funds related to Veterans' education benefits to supplement TA is authorized in accordance with applicable VA guidelines.
- c. When using Federal financial aid, such as a Pell Grant, TA will be applied first and the Federal aid will be applied to the remaining balance of financial need.
- d. For ARNG Soldiers in states that provide State TA, use of Federal and State TA benefits will be applied in accordance with state laws.

#### **7. MILITARY SERVICE OBLIGATIONS:**

- a. IAW Title 10 USC, Section 2007, commissioned officers (CW2/2LT and above) who accept TA funds incur a Military Service Obligation (MSO). Regular Army, AGR, and Title 10/Title 32 mobilized officers incur an Active Duty Service Obligation (ADSO) of two years. Reserve Component (USAR/ARNG) officers incur a Reserve Duty Service Obligation (RDSO) of four years. The TA MSO commences on the ending date of each class for which TA was approved.

- b. Once imposed, the TA MSO will run concurrently with any previously imposed MSO. Only the Service Secretaries can waive an officer's TA-imposed ADSO for early separation. If the MSO is waived, the officer will be required to reimburse the Army the amount of TA representing the unserved portion of the ADSO/RDSO.
- c. The officer's duty status on the class start date will determine whether an ADSO or RDSO is applied. Mobilized Reserve Component officers not retained on active duty may complete an ADSO in an active drilling status.
- d. For Reserve Component officers, any recoupment actions related to the RDSO will be administered by the component's officer personnel management office.
- e. Officers may not under any circumstances reimburse an EI for a TA-funded class to avoid an MSO.

**8. RIGHT TO REDRESS:**

- a. Resolving issues related to ArmyIgnitED or TA: For assistance with resolving ArmyIgnitED account or TA issues (e.g., account holds or system errors), Soldiers may contact their assigned Army Education Center/Office or submit an ArmyIgnitED ServiceNow Helpdesk case from their ArmyIgnitED account.
- b. Resolving issues related to an EI: For EI-related issues (e.g., degree requirements, grades, class absences, or billing/financial aid), Soldiers should contact their EI directly. If a Soldier believes the EI demonstrated deceptive, fraudulent, or misleading practices or otherwise failed to comply with the provisions of the DoD Memorandum of Understanding (DoD MOU), which outlines the conditions required for an EI to participate in the TA program, the Soldier has the right to file a formal complaint with the U.S. Government. Such complaints may be filed via the Postsecondary Education Complaint System (PECS) website at <https://pecs.militaryonesource.mil/pecs/dodpecs.aspx>. Institutional-level data about the number and nature of complaints filed against individual schools may be reviewed at <http://www.dodmou.com/TADECIDE>.

**9. AUTHORIZATION TO RELEASE ACADEMIC INFORMATION:**

By agreeing to this SOU, the Soldier grants permission for the Army to share his or her academic information as needed with Army Civilians whose responsibilities include education services and programs, Army Contractors whose contracts include education services and programs, and participating Educational Institutions. Additionally, by agreeing to this SOU, the Soldier authorizes educational institutions to release and forward his or her education information (e.g., degree plan, course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion, and billing information) to the Army. No information will be shared with any third party for marketing or solicitation purposes.

**CREDENTIALING ASSISTANCE (CA)**

**IMPORTANT NOTICE TO SOLDIERS:**

The Army's credentialing assistance (CA) program is a benefit the Army may provide to eligible Soldiers, and is not a guaranteed entitlement. By signing this Statement of Understanding (SOU) you are acknowledging and agreeing to the terms and conditions required to participate in this voluntary program. Failure to adhere to the provisions below may result in your personal financial liability to the U.S. Government for CA funds you receive or an adverse personnel action. It is important that you read and understand each of these provisions and that you contact an Army Education Counselor to clarify any provision(s) as necessary before requesting CA.

### **1. SOLDIER ELIGIBILITY:**

Soldier eligibility criteria for the use of CA will be aligned with Tuition Assistance (TA) policy. Soldiers must meet the following requirements:

- a. Duty Status.
  - (1) Regular Army (RA) Soldiers.
  - (2) Active Guard/Reserve (AGR) Soldiers pursuant to Title 10 and Title 32.
  - (3) U.S. Army Reserve (USAR) and Army National Guard (ARNG) Soldiers in an active drilling status with a designation as satisfactory participant.
- b. Military Education.
  - (1) Soldiers may use CA upon achieving their Military Occupational Specialty Qualification (MOSQ) as follows:
    - (a) Enlisted Soldiers who have graduated Advanced Individual Training.
    - (b) Warrant officers who have graduated Warrant Officer Basic Course.
    - (c) Officers who have graduated Basic Officer Leaders Course.

### **2. CA Exclusions:**

The following Soldiers are ineligible for CA:

- a. Contracted Reserve Officers' Training Corps (ROTC) scholarship cadets, including those receiving room and board benefits in lieu of tuition and fees. This restriction includes any period(s) of temporary suspension of scholarship benefits, leave of absence, and while school is out of session.
- b. ROTC cadets contracted under the Green to Gold ROTC Program.
- c. Soldiers flagged under provisions of AR 600-8-2.
- d. Soldiers approved for voluntary separation, or who have received notice of involuntary separation, and do not have enough time remaining in service to complete the credentialing course or exam before separating from the Army.
- e. Soldiers without sufficient time-in-service to complete the CA course or exam.
- f. Soldiers assigned to the Individual Ready Reserve or the Inactive National Guard.

### **3. GENERAL CA GUIDELINES:**

- a. CA is subject to the same funding ceiling as TA. A Soldier may use both TA and CA; however, the combined usage by any Soldier shall not exceed the fiscal year TA/CA limit. Soldiers can pursue any credential found in Army Credentialing Opportunities On-Line (COOL) and may work on multiple credentials simultaneously or sequentially. If a credential is removed from Army COOL prior to payment, the credential or training leading to that credential can no longer be pursued and the request will be rejected.
- b. CA can authorize the payment of classroom, hands-on, online or blended training and courses, materials, manuals, study guides, textbooks, processing fees, test fees, and other expenses related to the attainment or recertification of credentials.

- c. Prior to being approved for CA, Soldiers are encouraged to meet with an Army Education Counselor, either virtually or in person, for information regarding CA program policies and procedures. Before receiving CA, the Soldier must sign an electronic Statement of Understanding (SOU) acknowledging compliance with Army CA policies and procedures.
- d. Soldiers may only use CA for off-duty credentialing programs. Soldiers must obtain an ArmyIgnitED account and request CA for credentialing courses and exams through ArmyIgnitED.
- e. Soldiers may not use CA to repeat successfully completed preparatory portions of a credential, other than for those areas required for renewal of the credential.
- f. Soldiers should resolve any ArmyIgnitED-imposed account holds prior to requesting CA. Holds imposed due to incorrect information reported to ArmyIgnitED by third-party systems (e.g., an educational institution or Army personnel system) must be corrected in those systems. Should the placement of an erroneous hold on any ArmyIgnitED account occur, the Soldier should send an email to ACCESS, ArmyU at [usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil). The Soldier must attach documentation (e.g., orders, Department of the Army Form 1059, or Joint Services Transcript) that verifies the correct personnel information to have the hold deferred. Personally identifiable information must be redacted from all documentation. ACCESS, ArmyU cannot defer or remove a Suspension of Favorable Personnel Actions (Flag) Hold for any reason.
- g. Soldiers with dual civilian and military status cannot use CA and Army Civilian Training, Education, and Development Systems funds concurrently for the same course.
- h. CA is not authorized for credentials associated with doctor's degrees as defined by the U.S. Department of Education. Examples of doctor's degrees include, but are not limited to, Doctor of Jurisprudence or Juris Doctor (J.D.), Doctor of Medicine (M.D.), Doctor of Pharmacy (Pharm.D.), and Doctor of Philosophy (Ph.D.). However, Soldiers may use CA to pursue credentials associated with doctoral level degrees but cannot use CA to fund doctoral classes.
- i. CA will not be authorized for any class for which a Soldier receives reimbursement in whole or in part from any other Federal source, including Veterans' education benefits and Service-funded programs (ROTC scholarship, education-related incentive or bonus, and advanced civil schooling) when the CA payment duplicates the reimbursement.
- j. CA is not authorized for:
  - (1) Preparatory classes for college/graduate admissions testing such as the Scholastic Assessment Test, Graduate Record Examination, or Law School Aptitude Test.
  - (2) Career Skills Programs.
  - (3) Professional credentials, to include renewals that are a prerequisite for appointment in the Armed Forces.
  - (4) Required credentials for an MOS, as the funds for these credentials come from Army training institutions and career management field proponents.
  - (5) Apprenticeships.

#### **4. CA REQUEST TIMELINES:**

- a. Soldiers must submit separate CA requests for each credentialing course or exam to ArmyIgnitED at least 30 business days prior to the start date of the course or exam. The



end date of the requested course or exam must be within one calendar year of the start date.

- b. CA requests submitted less than 30 business days prior to the course or exam start date will be rejected.
- c. CA requests submitted less than 30 business days prior to the course or exam start date will not be considered for exception-to-policy CA funding for any reason.
- d. Soldiers must request books and material in conjunction with a request for a credentialing course or exam. Requests for only books or material will be rejected.
- e. Soldiers are not authorized to prepay for a course or exam using personal funds while a CA request is pending approval. Reimbursement for Soldiers' out-of-pocket expenses is not authorized.
- f. Soldiers may not attend a course or sit for an exam prior to receiving verification from the Finance Division, Army Credentialing and Continuing Education Services for Soldiers, Army University (ACCESS, ArmyU), that the course or exam has been CA funded. If this occurs, Soldiers will be liable for the cost of the course or exam.
- g. Soldiers who wish to change the start or end date of an existing CA request, whether funded or pending funding, must email ACCESS, ArmyU at [usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil) and request the change. ACCESS, ArmyU will approve or deny the change based on the reason for the request. The end date of a requested course extension cannot exceed one calendar year from the start date of the course.
- h. Soldiers will not receive approval to use CA for an additional course or exam until the vendor provides the certificate of completion or grade for a completed course or exam.
- i. Soldiers who wish to withdraw from a CA-approved course or exam must do so in ArmyIgnitED. Under no circumstances will the Soldier coordinate a withdrawal directly with the vendor. If this occurs, the Soldier will be liable for any debt incurred.
- j. If the vendor cancels a CA funded course or exam, the Soldier must email ACCESS, ArmyU at [usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil) not later than five business days from the date the Soldier was notified by the vendor of the cancellation. The Soldier will attach a cancellation notice from the vendor to the email. Upon ACCESS, ArmyU's approval, the Soldier can request CA for an appropriate replacement course or exam (if desired).
- k. Soldiers should resolve any ArmyIgnitED-imposed account holds prior to requesting CA. Holds imposed due to incorrect information reported to ArmyIgnitED by third-party systems (e.g., an educational institution or Army personnel system) must be corrected in those systems. Should the placement of an erroneous hold on any ArmyIgnitED account occur, the Soldier should send an email to ACCESS, ArmyU at [usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces-credentialing-program@mail.mil). The Soldier must attach documentation (e.g., orders, Department of the Army Form 1059, or Joint Services Transcript) that verifies the correct personnel information to have the hold deferred. Personally identifiable information must be redacted from all documentation. ACCESS, ArmyU cannot defer or remove a Suspension of Favorable Personnel Actions (Flag) Hold for any reason.

##### **5. RECOUPMENT OF CA:**

- a. Soldiers must successfully complete an approved credentialing course or exam to avoid the recoupment of CA funds. Failing a course or an exam, withdrawing from a course or

- an exam with Army cost or failing to attend a course or sit for an exam in the timeframe requested will result in CA recoupment.
- b. If a Soldier is required to repay the Army for CA received, the Defense Finance and Accounting Service (DFAS) will deduct the funds from the Soldier's pay in accordance with current DFAS policies. The Soldier will be informed via email by ArmyIgnitED or ACCESS, ArmyU before a collection request is sent to DFAS so that the Soldier may dispute the debt. Soldiers can email ACCESS, ArmyU at [usarmy.knox.hrc.mbx.tagd-aces@mail.mil](mailto:usarmy.knox.hrc.mbx.tagd-aces@mail.mil) for assistance with recoupment issues.
  - c. A Soldier may use CA funding to repeat an unsuccessful course or exam, or use CA for a different course or exam, once the Soldier initiates recoupment for the original course or exam. Additionally the Soldier must receive counseling from an Army Education Counselor that assists the Soldier in determining the reason for the unsuccessful completion and in developing strategies that support the continuing pursuit of credentials. Annotation of the counseling session must be in ArmyIgnitED.
  - d. Recoupment Waiver.
    - (1) ACCESS, ArmyU may grant a recoupment waiver when a Soldier withdraws from, fails, or cannot complete a course or exam for reasons clearly beyond the Soldier's control.
    - (2) Soldiers can request a CA recoupment waiver by submitting the "CA Recoupment Waiver – Withdrawal for (WM) Military Reasons" form located in ArmyIgnitED. The first commander in the Soldier's chain of command exercising the Uniform Code of Military Justice authority must endorse recoupment waiver requests (digitally). Soldiers must attach documentation (e.g., orders or proof of hospitalization) substantiating the reason for a waiver request to the form. Redact all Personally Identifiable Information (PII) from all documentation.
  - e. Soldiers may not under any circumstances reimburse a vendor for CA funding to circumvent recoupment action for a dropped or failed course or exam.

## **6. MILITARY SERVICE OBLIGATIONS:**

- a. Commissioned officers (CW2, 2LT, and above) may use CA only if the Officer agrees to serve a military service obligation, in accordance with current TA policy requirements. Upon request and approval of CA for credentialing courses and/or materials, Regular Army, AGR, and mobilized commissioned officers (under Title 10 or Title 32 authority), incur an Additional Duty Service Obligation (ADSO) of two years. Reserve Component officers (USAR and ARNG) incur a Reserve Duty Service Obligation (RDSO) of four years. The CA military service obligation commences on the ending date of each course for which CA was approved.
- b. Officers using CA for only testing or recertification of a credential will not incur a service obligation.
- c. Mobilized Selected Reserve officers not retained on active duty may serve an ADSO/RDSO period of service in an active drilling status within a component of the Selective Reserve.
- d. Once imposed, the ADSO/RDSO will run concurrently with any previously imposed ADSO/RDSO unless the Soldier is involuntarily separated by the Army. If approved for voluntary separation the Soldier will be required to reimburse the Army the amount of CA representing the unserved portion of the ADSO/RDSO.

- e. For USAR and ARNG officers, the service requirement and any recoupment actions with the RDSO will be administered by the component's officer personnel management office.
- f. Officers may not under any circumstances reimburse a vendor for CA funding to avoid a military service obligation.

**7. AUTHORIZATION TO RELEASE ACADEMIC or CREDENTIALING INFORMATION:**

By agreeing to this SOU, the Soldier grants permission for the Army to share his or her academic/credentialing information as needed between the U.S. Army, U.S Army contractors whose contracts include education services and programs, and participating educational institutions/training providers. Additionally, by agreeing to this SOU, the Soldier authorizes educational institutions/training providers to release and forward his or her education/training information to the Army. No information will be shared with any third party for marketing or solicitation purposes.

I AGREE TO THE ABOVE CONDITIONS FOR THE USE OF TUITION ASSISTANCE AND CREDENTIALING ASSISTANCE AS VERIFIED BY MY ELECTRONIC SIGNATURE BELOW.