Civilian Acquisition Tuition Assistance

Quick Steps To Get Started

1. Submit Education Goals/Degree Plan by clicking "Education Goals" in AFVEC. After the initial approval, updates are made via email. The list of emails are as follows:
   1. Contracting CFT: ccpta@us.af.mil
   2. Comm & Information Management CFT: afpc.comminfo.cft@us.af.mil
   3. Financial Management/Cost Estimation CFT: afpc.fm.cft@us.af.mil
   4. Logistics CFT: afpc.logisticscareerfieldprogram@us.af.mil
   5. Program Management CFT: afpc.prgmgt.cft@us.af.mil
   6. Science & Engineering CFT: afpc.se.cft.ta@us.af.mil
2. Submit your TA Funding Request in AFVEC after approval of your goal. This must be accomplished prior to each term for the classes you plan to take. Click on "Start a Funding Request" under Self-Service and then "Civilian Acquisition Tuition Assistance" in the next step. It may be submitted as early as 60 days prior to the term start date established by your school and no later than 7 days prior to the term start date.
3. Notify the Civilian Acquisition TA office of any course drops or changes after approval of the TA Funding Request. Send e-mail notification to safaqh.ta@us.af.mil.

Program Policy/Guidelines

- If the projected degree plan is over $50'000, the student must first pay their portion of the amount exceeding the cap before TA funds can be used.
- TA funds may be used to pay for 100% of tuition and only those fees that are directly related to the instruction of the course. Books, course materials, and miscellaneous fees such as parking, athletic, student advisement, facility, health, or any other miscellaneous fees are at the students expense.