DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:
NETPDTCINST 1560.1B
N811
19 FEB 2003

NETPDTC INSTRUCTION 1560.1B

Subj: **TUITION ASSISTANCE (TA) COLLECTION PROCEDURES**

Ref: (a) NETCINST 1560.3D (CNETINST 1560.3D)

Encl: (1) TA Collection Procedures
(2) Collection Procedures Timeline with Explanations
(3) Sample Grade Request Letter
(4) Sample Collection Letter

1. **Purpose**. To provide detailed guidance and assign responsibility for collections for the Tuition Assistance (TA) Program.

2. **Cancellation**. NETPDTCINST 1560.1A

3. **Revision**. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. **Background**. Reference (a) provides general guidance for TA collections. This instruction provides specific procedures and time frames for processing TA collections using an on-line collection system.

5. **Action**. Navy College Offices (NCOs), and applicable NETPDTC codes (N2, N6, and N8) are to comply with the policies and procedures contained in enclosures (1) through (4).

JOHN MAITNER
By direction

Distribution: (NETPDTC 5216.1G)
N2, N6, and N8 only

Web Access: MAIN INDEX
https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf

TA COLLECTION PROCEDURES

1. The responsibilities and implementing procedures for each organizational element are:

a. NETPDTC N81 will:

(1) Send grade request letters to service members for whom grades have not been received 60 days after course ending date.

(2) Send collection letters to service member's Commanding Officer when any of the following conditions occur:

(a) A grade of "F" or "W" is posted and not accompanied by reimbursement.

(b) No grade is posted within 90 days after course completion date.

(c) An incomplete grade of "I" is not removed within 180 days of course completion.

(3) Process TA reimbursements and requests for TA collection waivers.

(4) Prepare and submit Pay Adjustment Authorization (DD Form 139) if no response to the collection letter is received after 30 days from the date of the letter.

(5) Approve TA waivers per reference (a).

(6) Maintain a file of outstanding TA collection letters, work with the Navy College network as required to resolve pending collection actions, and update the Navy College Management Information System (NCMIS) database when collection actions are completed.

b. NETPDTC N6 - Provide programming and automated data processing support to the NCMIS to ensure the system is responsive and properly maintained.

c. NETPDTC N2 - Monitor NCO performance in support of the centralized collection system.

d. Navy College Offices - Work with local schools and TA participants to resolve outstanding issues.

COLLECTION PROCEDURES TIMELINE WITH EXPLANATIONS

Event:	A	X	B	X	C	X	D
Days from end of course:	0		60 (Incomplete)		90 180		120 210

A - Course completion date.

B - NETPDTC N8 sends grade request letters to service members who owe grades; NCMIS system locks out TA approval. *

C - NETPDTC sends TA collection letters to Commanding Officers of service members with delinquent grades 90 days past course completion. #

D - NETPDTC initiates DD Form 139 collection through PSD in accordance with Navy Pay and Personnel Procedures Manual, paragraph 70761. #

X - NETPDTC locks out TA approval and sends collection letters when "W" or "F" grades are posted without accompanying waiver request or reimbursement. *

* - Lock-out is subject to one-time override (removed when collection requirements are satisfied).

- Grades of "I" (Incomplete) have additional 90 days for posting passing grades.

SAMPLE GRADE REQUEST LETTER

From: Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC)
To:

Subj: GRADE REQUEST FOR TUITION ASSISTANCE (TA) COURSES

Ref: (a) NETCINST 1560.3D (CNETINST 1560.3D)

1. To date, we have not received grades from you or the school for the TA courses listed below:

DOCUMENT #	COURSE-DEPT/#	TITLE	SCHOOL

2. Per reference (a), ultimate responsibility for submission of grades rests with the student. Please forward a record of your grade(s); e.g., a copy of the grade report, transcript, etc. to:

COMMANDING OFFICER
NETPDTC N8115
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5241

3. Alternatively, fax your grades to DSN 922-1149 or Commercial (850) 452-1149.

4. If a grade has not been posted within 30 days of this letter, we must send you a Letter of Indebtedness via your Commanding Officer.

5. Questions should be directed to the NETPDTC TA Section, DSN 922-1001, option 2, or Commercial (850) 452-1001, option 2. Email queries may be sent to the appropriate service: ta.navy@cnet.navy.mil, ta.marine@cnet.navy.mil, or ta.coastguard@cnet.navy.mil. To expedite processing, please do not forward grades to, or request grades from, the Navy College Office.

JOSEPH E. L'ABBE
By direction

SAMPLE COLLECTION LETTER

From: Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC)
To:
Via: Commanding Officer
Address

Subj: TUITION ASSISTANCE RESOLUTION/INDEBTEDNESS

Ref: (a) Tuition Assistance Document Number
(b) NETCINST 1560.3D (CNETINST 1560.3D)
(c) PAYPERSMAN, Part 7, Chapter 7

Encl: (1) Tuition Assistance Indebtedness

1. This letter requests you resolve your indebtedness to the United States Government resulting from your participation in the Tuition Assistance Program.

2. Per reference (a), you were authorized Tuition Assistance funds for the following courses:

FY	DEPT	COURSE	TITLE	SCHOOL	GRADE	AMOUNT OWED

3. Reference (b) provides guidelines for resolving Tuition Assistance indebtedness. You should take one of the following actions:

(a) If an incorrect or no grade is recorded, provide documentation of actual grade.

(b) If the grade reported is correct, "F", "W", or "I" (longer than 180 days) please send a certified check or money order for the full amount owed or provide a copy of DD Form 139 showing checkage authorization.

(c) If you withdrew from the course(s) due to a change in military duty or assignment, emergency leave, unexpected PCS or TAD, illness, or hospitalization, and you received a grade of "W", please provide a letter from your Commanding Officer stating the reason. Reimbursement can be waived for "W" grades only.

4. Certified checks or money orders should be made payable to the Treasurer of the United States. Please include your Social Security Number, Tuition Assistance Document Number, and Course Number with your response. *Personal checks are not acceptable.*

5. Please respond within 30 days of the date of this letter using enclosure (1). Failure to resolve this issue promptly will result in involuntary pay checkage. Your due process rights are described in reference (c).

6. Questions should be directed to the NETPDTC TA Section, DSN 922-1001, option 2, or Commercial (850) 452-1001, option 2. Email queries may be sent to the appropriate service: ta.navy@cnet.navy.mil, ta.marine@cnet.navy.mil, or ta.coastguard@cnet.navy.mil.

JOSEPH E. L'ABBE
By direction