This document is intended to assist your navigation through the GoArmyEd (GAE) site and make it easier for you to find out if you're eligible for Federal Tuition Assistance (FTA), how to create a GAE account, upload documents, submit an application, and much more. I encourage you to save this document to your desktop for a "GoArmyEd How to…" reference.

DEADLINES FOR SUBMITTING APPLICATIONS FOR FTA ON GAE:

Fed. Tuition Assistance (FTA) requests must be approved before the start date of the class. Applications may be submitted 60 days prior to the start of class. To allow time for processing, review, and approval, Soldiers should submit FTA requests to GAE not later than five business days prior to the class start date for which FTA is being requested. This five day window is necessary to provide a buffer to accommodate the potential for unanticipated delays, including (but not limited to) GAE account holds, inclement weather, or system downtime. Soldiers will be solely responsible for all tuition costs for FTA request submitted less than five business days prior to the class start date for which FTA was not approved.

HOW MUCH GAE PAYS FOR EACH DIFFERENT LEVELS OF DEGREE?

A Soldier entering the Army could potentially earn a bachelor's degree (up to 130 semester hours X $250.00 = $32,500.00), master's degree (up to 39 semester hours X $250.00 = $9,750.00) and a transition certificate (up to 21 semester hours X $250.00 = $5,250.00) for a total amount of federal tuition assistance in their Army career of $47,500.00.

ELIGIBLITY TO USE FTA:

Soldiers must have one year of service after completion of Initial Entry Training (IET), graduation from Advanced Individual Training (AIT) or Basic Officer Leaders Course (BOLC) to receive FTA for undergraduate and must complete ten (10) years of service prior to working on a graduate degree if Federal Tuition Assistance (FTA) was used to pay for any portion of an undergraduate degree.

Soldiers may receive up to $250.00 per semester hour and up to 16 Semester Hours of FTA per fiscal year for only tuition subject to availability of funds. FTA does not cover any fees. School must be approved in GoArmyEd to receive FTA. The federal fiscal year is from 01 October – 30 September.

All Soldiers must complete at least one full year of military service after graduating from AIT, OCS or BOLC. Soldiers are eligible for up to 16 semester hours per fiscal year and they can use FTA for a second, higher-level post- bachelor's degree after completion of 10 years of service. The second degree time in service requirement applies to movement from a bachelor's to a master's degree and not from an associate's to a bachelor's degree. Also, the 10-year requirement only applies if Army FTA was used to pay for any portion of the undergraduate coursework. Soldier's entering the Army with a bachelor's degree must complete one year of service after graduating from AIT, OCS or BOLC in order to be eligible for federal TA for a graduate degree as long as the Soldier did not use any federal TA for their undergraduate degree.

Submitting supporting documents and applications are processed through the goarmyed.com portal. This means that you do not fax or mail in any documents or applications. You manage your entire goarmyed.com account from your computer on line.

The GoArmyED "Statement of Understanding" is also digitally signed on line from your goarmyed.com account and does not require your commander's signature.

Soldiers flagged at their unit for any reason under provisions of AR600-8-2 (Adverse Actions, failure of the Army Physical Fitness Test or failure to comply with the Army's Weight Control Program) or if receiving a Reserve Officers Training Corps (ROTC) scholarship from Cadet Command for "Tuition and Fees" or "Room and Board" are ineligible for Federal TA. So, stay out of trouble, pass your APFT and

stay in compliance with the Army's weight control program so you remain eligible at all times for federal TA using goarmyed.com

FTA cannot be used for first professional degrees, e.g. PHD, MD or JD.

Soldiers must earn a grade of "C" or above for all undergraduate and certificate courses.

Soldiers must earn a grade of "B" or above for all graduate level courses.

Failure to earn the grades above will result in the Army recouping the amount of FTA paid to your school from your military pay.

Applications for FTA will be reviewed in the order it is received. Most applications are reviewed within one to two business days. Continue to check your email and your GAE account CTS notes for an update.

GAE will place a hold on your account if you are ineligible for FTA. The hold will explain the reason you've placed on hold and the actions you need to take to have the hold removed.

JOINT SERVICE TRANSCRIPT (JST)

The Joint Services Transcript (JST) provides a description of military schooling and work history in civilian language. It serves as a counseling tool for academic and career counselors in advising service members and veterans. It serves as an aid in preparing resumes and explaining Army, Coast Guard, Marine Corps, National Guard and Navy work experience to civilian employers and schools. It also saves time and money by awarding academic credits, which means less tuition to pay and less time spent in the classroom. When you complete a military school or training, you may earn college credit hours toward your degree. You're encouraged to provide your JST to your academic advisor at your school and your advisor may award you college credits because of your military training. The JST is accepted by more than 2,300 colleges and universities. The JST will show the date you completed AIT, OCS or BOLC.

To obtain your JST go to: https://jst.doded.mil/smart/signIn.do

1. Look for "Register to Use this System" at the top of the page and click on the word "REGISTER".
2. Complete the eight boxes of the "Registration" page. Write down your user name and password. I suggest you use your email address as your user name.
3. When you get to the screen with "Registration Completed", click on the "ENTER HERE" link.
4. A new page will open with five links across the top. Click on "Transcripts".
5. Click on number 1 "Transcript".
6. Your transcript should generate.
7. Your "Joint Services Transcript" should appear with the Dept. of the Army and American Council on Education symbols.
8. Verify your AIT, OCS, or BOLC end date is on page 1.
9. Print your JST and save it as a PDF file on your desktop.
10. Upload page 1 of your JST to your eFile on GoArmyEd with the graduation date of either AIT, OCS, or BOLC.
11. When you name the document in your eFile on GoArmyEd, title it as "JST".

HOW TO CREATE A GOARMYED.COM ACCOUNT

Go to www.goarmyed.com, Select the "Student" radio button in the Create/Activate GoArmyEd Account section. **Enter an email address as your preferred email that you can access daily (we DO NOT recommend .mil email addresses). Do not use your AKO email address as your preferred email. * * Completing the required information will result in the creation of your GAE user name and password. The base role account will allow you access to instructional videos and training, helpdesk support.

Log in to www.goarmyed.com using your user name and password.

-Select the "Request TA Access" Smart Link where you will be presented with the following links.
-Verification of TA Eligibility
-Review of Training
-Selection of HOME School and degree plan (IE Univ. of Missouri, Bachelors in Business)
-Complete ALL steps of the Common Application

After you complete the steps previously listed, your Army Education Counselor will review your account activation request and activate your GoArmyEd account. You will receive an email stating when your GoArmyEd account has been activated usually within one to two business days.

STEPS TO APPLY FOR FTA

Decide what school you want to attend and what degree you want to earn.
Create your GAE account and select the name of the school and degree name.
Wait for your GAE account to be activated. This may take one to two business days.
Obtain your JST and meet with your school's academic advisor. Provide the JST to your academic advisor and determine what courses you're required to complete in order to earn your degree. By the time you're finished speaking with your academic advisor, you should know which courses (including electives) you're required to complete in order to graduate.
Obtain a degree plan from your academic advisor. The degree plan, sometimes called a student agreement, academic degree plan or even DARS must meet the Army's requirements.
Enroll in the courses at your school and obtain your itemized bill for the upcoming semester and your course schedule. You will need to upload your degree plan, itemized bill and course schedule to your GAE account in order to be approved for FTA. Before you leave your school, make sure the degree plan, itemized bill and course schedule meet these requirements.

A. Degree Plans must have your name, school name, degree name, academic advisor's name, and list all courses required to graduate, to include electives, by course number and course name.
B. Course Schedules must have your name, school name, course name, course number, number of either Semester Hours/Clock Hours/Quarter Hours for the course, start and end date of the course.
C. Itemized Bill must have your name, school name, and clearly show the cost of tuition for the course. To determine the "Unit Cost" divide the amount of tuition by the number of hours.

Soldiers must upload supporting documents to their eFile located in the tab "My Education Record". You do not need to fax, mail or email any documents to apply for FTA. The entire process is managed electronically from the GoArmyEd portal.

HOW TO UPLOAD A DOCUMENT TO GAE:
Review each document to ensure it does not contain any of your Personal Identifiable Information (PII), such as your full SSN!
Scan the document to your computer and save it in a PDF format. Log on to your GAE account.
Select the tab "My Education Record"
Select the tab "eFile"
Scroll down to the section "Upload eFile"
Type in the name of the document in the "Title" block (IE: JST, Degree Plan, Course Schedule, Itemized Bill)
Type in the name of the document in the "Description" block (IE: JST, Degree Plan, Course Schedule, Itemized Bill)
Select the "Transaction Type" drop down block and select the appropriate title.
Select the "Browse" button and choose the document from your computer you want uploaded. Make sure the document is a PDF document.
Click on the "Upload File" button and wait a few seconds. The document you selected will appear in the "Existing eFile" section above.
Wait a couple of minutes and then open the document to ensure you can view the document.
Do not upload excel or word documents to your eFile.

HOW TO SUBMIT AN APPLICATION FOR FTA ON GAE:

FTA can only be approved for courses that are specifically listed on your degree plan and that includes electives. If a course is not listed on your degree plan, see your academic advisor and have your degree plan updated.

Ensure you have your itemized bill and course schedule for your upcoming term/semester uploaded to your eFile and the documents meet the requirements before you start the application process.

Make sure you review the itemized bill from your school and you understand exactly what your school is charging you for tuition and the various fees. You should know exactly how much you're being charged for tuition for a seated class and on line class. You should know exactly how much the school is charging you for tuition per semester hour before proceeding.

Once you have uploaded your itemized bill and course schedule for the upcoming semester to your eFile, go back to the GAE home page select the tab "Request TA".

Subject Code: BIOL (should be listed on your schedule)
Enter subject Code Catalog Number: 1005 (should be listed on your course schedule and degree plan)
Enter Catalog number:
Start date: Select Calendar box (should be on your course schedule) Enter the date your class starts. It must match the course schedule.
Select NEXT
Select Calendar for End date of Class (Should be on your schedule)
Class Title: type in Class title (Example: "Intro to Biology", should be on your schedule)
Instruction Mode: If online-select "online", if on a military installation/Post- click "on post", if the class is physically on your school campus, select "off post", etc.

Start time: make sure you put time and AM OR PM AND SELECT THE DAYS OF THE WEEK YOUR CLASS MEETS.

Select "Search eFile" and select your course schedule and itemized bill from your eFile and attach the files to your FTA application. The information on your application must match your itemized bill and course schedule or your application will be rejected.

Select Unit Type: Semester hours, quarter hours, clock hours (most schools are semester hours)

Select Unit: Should be on your schedule (Example = 3 semester hours)

Unit Cost: This is the cost your school is charging you per semester hour, clock hour or quarter hour.

Tuition cost per semester hour (if you are enrolled in 12 SH and the cost of your tuition on your itemized bill is $3,000.00, divide the cost of tuition by the number of semester hours. Divide $3,000.00 by 12 and that would be your tuition cost) $250.00 per SH.

Select "Calculate Cost" button. Verify the information is correct. If the unit cost is more than $250.00 per semester hour, a "Warning: You must pay!" will appear.

Select the "Submit" button.

Verify your personal information (address, phone number and email address) is correct.

If you want to submit another application for FTA select the "Yes" button and repeat process. You must submit one application for each course.

WHAT TO DO AFTER YOU SUBMIT AN APPLICATION FOR FTA:

Your application for FTA will be reviewed in the order it is received. There are over 2,400 MOARNG Soldiers using FTA each semester. Most applications are reviewed within two business days. You may check on the status of your application by logging on to your GAE account and select the tabs "My Education Record" and "Education". The word "Pending" will appear in the "TA Status" column once you submit your application. The word "Approved" will appear once your application is approved.

Within 24 hours of submitting your application, you should be able to select the tabs "My Education Record" and "Education" and see the course you submitted an application for listed in the "Current Course Information" section. The "Request Status" should have the word "Pending".

Please be patient as an Army Education Services Specialist reviews your application.

You will receive an email from GoArmyEd stating your application has either been approved or rejected. If your application is rejected, an explanation will be provided as to why your application was rejected and the steps you need to take in order to correct the application, supporting documents and how to return your application from a rejected status to a pending status.

If your application is approved for FTA, you should be able to see the "Request Status" as "Approved". You will also receive an email from GoArmyEd stating your application has been approved and instructions on how to print your FTA authorization form.

DoD Tuition Assistance Exemption Status :	You are subject to both the annual tuition ceiling AND the semester hour cap.
Current Year Tuition Assistance Spent :	$0.00
Semester Hours Used (Current Fiscal Year) :	0 of 16
Program Recoupment :	Not Available
Course Recoupment :	Not Available
Total Semester Hours Completed :	0
Total Semester Hours In Progress / Ungraded :	3
Total Semester Hours Remaining :	27

Current Course Information

Course	Course Description	School/Vendor	Enroll Date	Start Date	End Date	# of SH	Fund Type	Last Day to Drop with Full Refund	Request Status	Invoice Status	Next Invoice Window
MG562 (NON-LOI TA REQUEST)	ORGANIZATION THEORY AND DESIGN	Southeast Missouri St Univ	7/27/2016	8/22/2016	12/16/2016	3	TA	N/A	Approved	Not Yet Invoiced	10/01/2016 - 12/31/2016

Previous Course Information

An email will be sent to you stating your application has been approved along with the instructions on how to print your TA Authorization form. You are required to provide your school's billing department the TA Authorization form immediately. This is your proof the Army has approved FTA for your course. Here is an example of the email you should receive when your application is approved.

"Dear (Soldier's name), Your request to enroll in (Course number – Course Name) at (School name) has been approved. Print the Enrollment Request Form and provide a copy to your school. To print this form, select the "Other Links" Smart Link from your home page, then select the plus icon next to "After You Enroll in a Class" and select the "View All TA Requests" link. Select "Search" and then select one course from the desired term, a new screen will open, and you can put a check in the "Print Select" checkbox for the course you want to print. Select the "Print TA Form" button and a report will run. A link will be displayed when the report is done. Select the link to view the report. Print or save the PDF form to your computer. Any TA funds tied to this enrollment request have been updated within your GoArmyEd account. If you selected the self-pay option or enrolled on or after start date of the class, you will need to pay all associated course costs directly to your school. Should you decide not to enroll in this class, you can cancel your request on GoArmyEd.com. If you are past the start date, you may drop the class using personal or military drop. You may be responsible for any TA costs invoiced for the dropped class. In addition, you will need to work directly with your school registrar to drop or withdraw from the class at the school. Sincerely, GoArmyEd Student Support Services/Helpdesk For additional assistance, select the question mark icon located on www.goarmyed.com. NOTE: THIS IS A SYSTEM GENERATED EMAIL. REPLIES TO THIS EMAIL WILL NOT BE RECEIVED BY GOARMYED SUPPORT STAFF.

HOW TO PRINT YOUR TA AUTHORIZATION FORM:

It is your responsibility to email or hand deliver the TA authorization form to your school's billing department. The point of contact's name, phone number and email address is located in section 2C of the form. Verify the correct amount has been approved for federal TA before you provide the school the form. If the amount is incorrect, contact your MOARNG GoArmyEd Education Services Specialist immediately.

From the home page:
1. Click on "Other Links"
2. Select the category "After You Enroll in a Class" (Click on the + mark)
3. Click on "View all TA Requests" and then click on "Search"
4. Select the course you want to print a TA Authorization Form
5. Place a check mark in the appropriate blocks and Select the "Print TA Form".
6. A message should appear "Report is Running...".
7. Print the TA Authorization Form
8. Provide the form to your school's billing department and specifically give it to the GoArmyEd Invoicing Official listed in section two of the form. The point of contact's name, phone number and email is provided.

WHEN IS THE ARMY GOING TO PAY MY SCHOOL?

There are over 3,500 schools nation-wide using GoArmyEd. Every school is scheduled to submit their invoice to the Army on a quarterly basis. Before a school can submit their invoice to the Army, four things must occur:

1. The Soldier provides the school the TA authorization form.
2. The Soldier must remain in the course beyond the school's published drop deadline.
3. The Soldier must complete at least 19% of the course.
4. The School submits their invoice after steps 1-3 have occurred.

You will know when your school has been paid by logging on to your GAE account, select the tabs "My Education Record" and "Education". Look in the column "Invoice Status". When the word "Approved" appears, your school has been paid.

Previous Course Information

Course	Course Description	School/Vendor	Enroll Date	Start Date	End Date	# of SH	Fund Type	Instruction Mode	Grade	Request Status	Invoice Status	Next Invoice Window
BA667 (NON-LOI TA REQUEST)	LIABILITY RISKS IN PROD AND SE	Southeast Missouri St Univ	1/12/2016	1/19/2016	5/13/2016	3	TA	DL - Correspondence	A	Approved	Approved	10/01/2016 - 12/31/2016
MG560 (NON-LOI TA REQUEST)	INTERNATIONAL MANAGEMENT	Southeast Missouri St Univ	12/3/2015	12/21/2015	1/15/2016	3	TA	DL - Online	A	Approved	Approved	10/01/2016 - 12/31/2016
BA656 (NON-LOI TA REQUEST)	APPLIED HUMAN RESOURCE MGMT	Southeast Missouri St Univ	8/26/2015	10/15/2015	12/18/2015	3	TA	DL - Online	A	Approved	Approved	10/01/2016 - 12/31/2016
BA600 (NON-LOI TA REQUEST)	MANAGING & LEAD HUMAN CAPITAL	Southeast Missouri St Univ	5/6/2015	6/29/2015	8/7/2015	3	TA	DL - Online	A	Approved	Approved	10/01/2016 - 12/31/2016
BA664 (NON-LOI TA REQUEST)	ORGANIZATIONAL LEADERSHIP	Southeast Missouri St Univ	12/16/2014	1/20/2015	5/15/2015	3	TA	DL - Online	A	Approved	Approved	10/01/2016 - 12/31/2016
BA620 (NON-LOI TA REQUEST)	QUANT AND QUAL RESEARCH METHOD	Southeast Missouri St Univ	8/15/2014	8/25/2014	12/19/2014	3	TA	Classroom On-Post	A	Approved	Approved	10/01/2016 - 12/31/2016

GRADES POSTED TO GAE

Schools are required to post your final grade for each course no later than 14 days after the end date of your course. You are not required to provide a transcript. It is your responsibility to ensure the school has posted the correct final grade you earned. If the grade is incorrect, contact your school to make the correction. If the school does not input a final grade, a hold will be placed on your GAE account and you will be ineligible for FTA until the final grade is posted.

WHAT HAPPENS IF YOU FAIL TO PASS THE COURSE

The Army will send you an email informing you of failing to earn a passing grade and provide you the opportunity to request payments be made from your military pay.

DROPPING A COURSE FOR STATE EMERGENCY DUTY (SED) OR DUE TO MILITARY REASONS
Before you drop the course at your school or on GAE, you should seriously consider speaking with the MOARNG's Education Service Specialist to ensure the reason you're considering a withdrawal from the course meets the Army's definition of a military withdrawal. If you drop/withdrawal from a course after the school's published drop deadline, you may be required to reimburse the Army for the amount of tuition approved for your course. A military withdrawal is an "Unanticipated/Unscheduled Military Duties or Deployment, Separation from Service, Emergency Leave (includes death in the family) Illness/Hospitalization, etc. It must clearly demonstrate the Soldier could not have foreseen the reasons/events prior to the start of the class. It must also show the dates of the reasons/events align with the dates of the class."

DROPPING A COURSE FOR PERSONAL REASONS

Applications for FTA are processed on the goarmyed.com website. Therefore, you will need to drop the course by using the goarmyed.com website. You need to drop the course prior to the school's scheduled drop deadline. If you drop the course at the school, but do not drop the course on the

goarmyed.com website, you are still subject to reimburse the Army for the course. If you drop a course for personal reasons after the school's drop deadline, you are required to reimburse the Army for the amount of approved tuition. If you decide to drop a course that has been approved for FTA, you must drop the course at the school and on GAE.

HOW TO CHANGE MY HOME SCHOOL AND DEGREE NAME ON MY GAE ACCOUNT

Simply log on to your GAE account and select the tab "Change home school/degree plan". You will be required to complete the Army's "VIA" program. Select the name of your new home school and degree plan and submit for approval. Once you select "Submit", a helpdesk case is automatically created and sent to your Army Education Center. An email will be sent to you once your request has been approved.

WHO TO CONTACT IF YOU HAVE GAE QUESTIONS

Log on to your GAE account and look in the top left corner for the green circle with the white question mark. You can probably find the answer to the most basic questions and there are videos available on how to do just about anything on GAE. You may also submit a helpdesk case from your account. You can call the GAE Helpdesk at 800-817-9990 or you may call your Army Education Services Specialist at 573-638-9500 ext. 37053.

I CANNOT REMEMBER MY USER NAME OR PASSWORD FOR GAE

Go to goarmyed.com and attempt to reset your password. You may also call the GAE Helpdesk to reset your password by calling 800-817-9990. Your GAE Education Services Specialist can provide you your user name but cannot assist you with resetting your password.

COURSE PLANNER

After you have enrolled in six semester hours using FTA, you will be routed to the Course Planner. You must have an approved Degree Plan from the school you are attending. You may submit your Course Planner before you take classes but must submit a Course Planner after enrolling in six semester hours.

GO TO HOME SCREEN - SELECT "COURSE PLANNER" TAB:
On the blue and white screen under STUDENT INFORMATION: Verify your Home School, Degree level and Degree Name matches your Approved Degree Plan that you received from your School Advisor (if you have changed degree plans or school you will need to complete VIA and select your new home school and degree name.

STUDENT AGREEMENT/DOCUMENTED DEGREE PLAN: If all items match as stated above, upload your school approved student agreement/degree plan to your Course Planner. Your degree plan must contain the following information and be uploaded as one document.

Name of School
Soldier's name (should be printed or typed and legible)
Degree Program Soldier is following (for example: BS in Psychology)
List all courses required for the degree (class subject, number, title and credit hours)
Show all courses completed and courses Soldier still needs to take.
State how many credit hours Soldier still needs to complete.

Degree plan must be signed by a school academic advisor or school official.

SEMESTER HOURS NEEDED TO GRADUATE: In the box "Units Remaining to Graduate" - put the number of hours you still need to complete from now until graduation. If your program is 120 semester hours and you have completed 50 semester hours than you still need 70 semester hours to complete your degree. Put 70 semester hours in the box.

UNIT TYPE - most schools are semester hours but you need to verify this with your school. Some schools use quarter hours or clock hours. Select the drop down arrow and select the unit type.

COURSE PLANNER COURSES: This is where you list the courses you need to complete. If you need 70 hours to complete according to your School Approved Degree Plan, you may list all the courses you need on your Course Planner but you must list at least 50% of the courses still needed.

Select School box-school name will pre-populate Select Look UP Select School Code or School Name
*If your school uploads your courses you can search by subject and once your course appears select ADD TO PLANNER BOX. (Please note that if the courses you list on your course planner are not on your School approved degree plan they will be rejected).

*If your school does not upload your courses you must manually fill out all the information requested on the course planner and the information you submit must match your School Approved Degree Plan. THIS IS VERY IMPORTANT: The course information you put in your Course Planner will populate your FTA request. If this information is wrong your FTA request will not be paid. You must Select School each time you want to enter a course manually. If you enter 12 courses, you must select School 12x for 12 lines. You must enter SUBJECT, CATALOG NUMBER, COURSE TITLE, COURSE LEVEL, COURSE USAGE, and UNIT TYPE AND UNITS.

When your Course Planner is completed with 50% or more of courses submitted you may SUBMIT your course planner for REVIEW. Soldiers will receive an email to their preferred email account in GAE letting the Soldier know whether or not it is approved or rejected. If a course or your degree plan attached to your course planner is rejected, the email will tell you what you need to submit or upload and you must resubmit your Course Planner until it is Approved. Once your Course Planner is "Approved" you may submit your FTA Request.

EDUCATION SERVICES SPECIALIST'S HOURS OF OPERATION

The Federal TA (GoArmyEd) Education Service Specialist's hours are from 0600-1600 Monday - Thursday. If you have a class starting on a Monday and you wait until Thursday evening or later to submit your application it will not be approved prior to the first day of class and you will be required to pay for the course. Be proactive!

HOW TO SCHEDULE YOUR UNIT FOR AN EDUCATION & INCENTIVES BRIEFING

The Education & Incentives Office can provide Education & Incentives briefings during weekend drill or during the week. If you have questions pertaining to any Education & Incentives topics please call us. Our office will email you or unit an Education & Incentives unit visit request form. Simply fill out the form, have it signed by either your commander, XO or 1SG and return to our office for approval.

TNARNG Education and Incentives Office
Points of Contact

CW3 Mary Deel	Education Services Officer	(615) 313-0625
CSM Jamie Clark	NCOIC Supervisor	(615) 313-0692
SFC Sacksith Chanthara	Senior Incentive Manager	(615) 313-3123
SSG Jason Brimhall	Senior Incentive Manager	(615) 313-0577
SSG Cathy Bremer	Federal Tuition Assistance Manager	(615) 313-0592
SGT Taylor Betterley	Incentive Manager	(615) 313-2692
SPC Elizabeth Farrell	Incentive Manager	(615) 313-0646
SGT Stephanie Vaughn	GI Bill Manager	(615) 313-0529
Mr. James McClanahan	ESS/Testing	(615) 313-0604
SFC Edward Mosher	Army State Tuition Assistance Rep	(615) 313-2697
SPC Christopher Barriere	Army State Tuition Assistance Rep	(615) 313-0737
TSGT Joseph Wilson	Air Guard State Tuition Assistance	(615) 313-3149

Fax: (615) 313-0640

Education Email**:**
ng.tn.tnarng.list.ngtn-j1-education@mail.mil

Incentives Email**:**
ng.tn.tnarng.list.ngtn-j1-incentive-managers@mail.mil

State Tuition Assistance Email:
ng.tn.tnarng.mbx.ngtn-state-tuition-assistance-army@mail.mil