



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 South George Mason Drive  
ARLINGTON VA 22202

NGB-EDU-08-050

20 August 2008

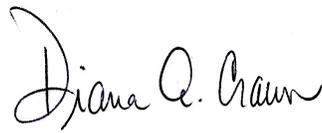
MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Federal Tuition Assistance - End of Fiscal Year Instructions

1. In effort to keep all States/Territories properly funded states must keep Liquidations of FTA obligations in accordance with NGB policy or better. Staying in accordance with NGB Policy will benefit the overall health of the FTA program in the future. It is tough to argue for FTA dollars when we do not execute what we have (it turns into "Growback").
2. If your FTA account needs additional FY08 funds:
  - a. Ensure your Liquidations are up to par with policy.
  - b. Ensure iMARC and AFCOS entries are up to date.
  - c. Immediately work with Mr. Erich Hohensee to discuss your FTA fund needs. He can no longer program funds to you so the process is now changed for the remainder of FY08.
3. There will be a "soft" cutoff of FTA on 1 September 2008. This means we will try to keep all valid FY08 FTA requests funded that are requested by 1 September 2008. These requests have Priority 1.
4. Requests that are submitted after 1 September 2008 will be funded only if remaining funds are available. These requests will have a Priority of 2. All Priority 1 requests should be approved prior to Priority 2 requests getting funding. No additional funds will be sent to States/Territories in efforts to fund Priority 2 FTA requests.
5. Education Service Officers must ensure to get the word out to their Soldiers to apply by the Priority 1 Deadline (1 Sep 08) in order to have the best chance of getting approved!
6. POC for this email is 1LT Mitchell L. Lango, [Mitchell.lango@us.army.mil](mailto:Mitchell.lango@us.army.mil) or (703) 607-9759 or Mr. Erich Hohensee, [Erich.Hohensee@us.army.mil](mailto:Erich.Hohensee@us.army.mil) or (703) 607-7026.

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SUBJECT: Federal Tuition Assistance - End of Fiscal Year Instructions

A handwritten signature in black ink that reads "Diana A. Craun". The signature is written in a cursive style with a large, looped initial 'D'.

**0 Encls**

DIANA A. CRAUN  
LTC, FI  
Chief, Education, Incentives  
and Employment Division