



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

NGB-EDU-08-053

29 August 2008

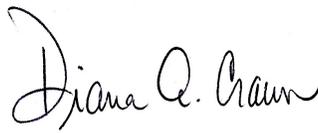
MEMORANDUM FOR the ARNG Education and Incentives Personnel of all States, Puerto Rico, The Virgin Islands, Guam and the District of Columbia.

SUBJECT: Federal Tuition Assistance - End of Fiscal Year Instructions update 29 Aug 08

1. This message is in effort to keep all States/Territories informed of current fiscal status with regards to Federal Tuition Assistance (FTA).
 2. As per NGB Comptroller direction, the last regularly scheduled FAD on 7 Aug 08 marked the removal of Program Manager ability to directly program FY08 funds. This is standard each FY as the NGB Comptroller works to balance the books by 30 September. All remaining FTA funds were sent out on that FAD.
 3. NGB-EDU asks that you continue to closely work with your Budget Officer at your United States Property & Fiscal Officer (USP&FO) to keep this account funded properly. Ideally, FTA should be 100% funded for all valid requests by eligible Soldiers.
 4. If your FTA account needs additional FY08 funds:
 - a. Work directly with your Budget Officer (or other designated POC) at your USP&FO. Your request for additional funds must go through your USP&FO (to see if they can cross-level funds to your FTA account from funds they already have at your State). If it is not possible to cross-level funds to your FTA account, then your USP&FO should contact the NGB Comptroller Division up here to request the needed funding.
 - b. Ensure your Liquidations are up to par with policy. If they are not it will be more difficult for us to validate what your actual need is.
 - c. Ensure iMARC and AFCOS entries are up to date.
 5. If your FTA account has an excess of FY08 funds:
 - a. Work directly with your Budget Officer (or other designated USPFO POC) to identify how much and to reprogram or return these excess funds.
 6. Any adjustments to your FTA account AFP must be made known to Mr. Erich Hohensee immediately so he can adjust your iMARC AFP to keep it in line with your actual AFP.
4. POC for this email is CPT Annabelle Andrade, Annabelle.Andrade@us.army.mil (703) 607-9756 or Mr. Erich Hohensee, Erich.Hohensee@us.army.mil or (703) 607-7026.

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SUBJECT: Federal Tuition Assistance - End of Fiscal Year Instructions update 29 Aug 08

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

0 Encls

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