

EDUCATION POLICY MEMORANDUM #1

SUBJECT: Soldier Tuition Assistance Use

- 1. Our battalion supports Soldiers who want to better themselves through off duty civilian education classes. Those who qualify for Army Tuition Assistance (TA) are expected to abide by our education policy regarding TA use.**
- 2. NCO leaders are expected to be pursuing their civilian education, if they have not completed this endeavor already. Sergeants should be working towards completing at least an associate's degree. Staff Sergeants are expected to be work towards a bachelor's degree. A Sergeant First Class should be working on a master's degree.**
- 3. It is the policy of our battalion that TA eligible Soldiers in GoArmyEd can take up to two courses at a time during our unit's normal work/training cycles and can drop up to two courses for military reasons with command backing to waive recoupment whenever justified.**
- 4. Command backing means Company Commanders, First Sergeants, and NCO leaders are expected to assist with the preparation of recoupment waiver requests, including helping to write up the explanation with specific dates of the unanticipated/unscheduled event. Recoupment waiver requests must be signed by the first Lieutenant Colonel in a Soldier's chain of command. Acting Battalion Commanders have to include an assumption of command with the request. It is battalion policy to have the Command Sergeant Major review recoupment waiver requests for all enlisted Soldiers in the battalion before it comes to the Battalion Commander for signature. Soldiers taking more than two classes during normal work/training cycles as well as during scheduled field training and/or deployments should not expect favorable consideration for recoupment waiver recommendations, if they drop the**

courses for duty or deployment reasons. Soldiers taking classroom or online classes during a unit's normal working/training cycle should keep their chain of command informed (as they will be expected to complete the classes satisfactorily).

5. Degree completions are to be recognized. Education coordinators are expected to keep abreast of any planned ceremonies and/or recognition events, keeping the battalion command group informed.

**C. A. MORRIS
Chief Tiger in Charge**

FLYING TIGER BATTALION

5 May 2015

EDUCATION POLICY MEMORANDUM #2

SUBJECT: Education Coordinator

- 1. The battalion S3 Training NCO is the battalion education coordinator reporting to the Command Sergeant Major.**
- 2. Company Commanders should appoint a company education coordinator. Copy of the duty appointment should be provided to the battalion education coordinator.**
- 3. The company education coordinator can be the retention NCO, training NCO, or a senior NCO who has already completed a bachelor's or master's degree.**
- 4. The education coordinator should keep track of student participation and completion of degree programs and maintain liaison with the unit education counselor (UEC), whose information should be provided by the Army Education Center. Requests for education briefings or educational assistance may be addressed to the UEC.**

**C. A. MORRIS
Chief Tiger in Charge**