



**Florida Association of Veterans Education Specialists (FAVES)**

# OVERVIEW

- Air Force Automated Education Maintenance System (AFAEMS)
- AI Portal – college access to AFAEMS
- Tuition Assistance – policy and rules
- MyCAA – tuition assistance for spouses

*Community College of the  
Air Force*



# Air Force Automated Education Management System (AFAEMS)

- **Academic Institution (AI) Portal**
  - College use only
- **Student Air Force Virtual Education Center (AFVEC)**
  - Service member applies for funding
  - Service member uploads degree goal
  - Service member access to education record

# ACADEMIC INSTITUTION (AI) PORTAL

- Requests for initial AI Portal access should be sent to BAMTECH at [aiportal@bamtech.net](mailto:aiportal@bamtech.net)
- Colleges can get access under the following areas:
  - General Question
  - Grades
  - Degree Completions
  - Invoicing
  - AUABC
  - Complaints
  - Policy Director
  - Degree Programs
- Can be the same or different people under each area. These are the people we will direct students to contact so it's important to keep the contact list up to date

# ACADEMIC INSTITUTION (AI) PORTAL

- **Students apply for TA funding through AFAEMS, select college and complete the request**

Errors are often made when they have to “manually” complete the form  
Most errors can be avoided if the college pre-loads information for the student to choose from

- **What colleges can do in AI Portal to ensure more accurate tuition assistance (TA) requests**

- Preload all degree plans
- Preload all courses
- Preload Military cost per credit
- Preload semester/term dates
- Print approved TA funding request forms

**Your efforts will reduce the number of corrections during invoicing and posting grades**

# ACADEMIC INSTITUTION (AI) PORTAL SUBMITTING GRADES

## **Must have “Grade Technician” permissions**

Grades cannot be entered until the end date on the TA document

## **From the dashboard, select “Online Services”, “Grades”, “submit”**

Select applicable funding program – most will be AF-Military TA

Select applicable type – Missing, Overdue, or Incomplete

## **Submit grades individually**

Select “Online Form”, update Grade, and “Submit”

**Grades must be entered within 60 days of course/term end date on TA document**

**Grades not in by the 60 day point cause a reimbursement action on the student**



# ACADEMIC INSTITUTION (AI) PORTAL SUBMITTING AND INVOICE FOR PAYMENT

**Must have Invoice Technician as a permission and at least one person must be identified as the Invoicing POC in the Directory**

**On the home screen click “Courses Available” in the Action Required section**

From the dashboard, select “Online Services”, under “Invoicing” click “Submit”  
Choose the system – See note below for different funding program options

## ***For Air Force Invoices***

Choose the applicable pay center

On the Dashboard click on School and scroll down to Pay Centers

Click on the Pay Center Name

Scroll down to the bottom of the page and make sure there is a check in the box to the right of the campus name

Click “Save”

Choose applicable Funding Program – look at the top line of the TA document

# TUITION ASSISTANCE

- **Service member must have a degree program identified in their record**
  - Degree goal can be changed twice in the service member's lifetime
  - Degree plan must list every course needed to complete the degree
  - Degree plan must be evaluated showing all transcripts considered for credit, including CCAF
    - Non-evaluated degree plans limit TA funding to two classes
- **TA funding covers tuition only. No fees or books are paid with TA funding.**
- **TA form dates and cost must be correct so schools can invoice the AF; responsibility of student**
  - If the college finds an error during billing, let the AF central billing office know
- **TA Funding request must be completed by service member at least 7 days prior to course start date**
  - Late and after-the-fact TA funding requests are not allowed



# MY CAREER ADVANCEMENT ACCOUNT (MYCAA)

**WHAT:** The **My Career Advancement Account (MyCAA)** Scholarship Program is a workforce development program that provides up to **\$4,000 of financial assistance to eligible military spouses** who are pursuing (or maintaining) a license, certification or Associate's degree necessary to gain employment in an occupation or career field.

**WHO:** Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible.

**WHERE:** <https://mycaa.militaryonesource.mil/>

# MY CAREER ADVANCEMENT ACCOUNT (MYCAA)

- The My Career Advancement Account Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in general studies, liberal arts and interdisciplinary studies that do not have a concentration)
- The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses

# MY CAREER ADVANCEMENT ACCOUNT (MYCAA)

➤ **Will NOT pay for the following:**

- Tuition for courses and examinations not included in the Education and Training Plan and courses already started or completed
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Fees of any kind, including but not limited to registration fees, technology fees, parking fees, etc.
- Academic credit by examination tests
- Nonacademic credit courses

# MY CAREER ADVANCEMENT ACCOUNT (MYCAA)

- **Search for participating schools at the website**
  - Search by school name or program of interest
  - AAS, AA, License, Certification and Technical degrees are listed
- **Example: A search for Real Estate shows 85 programs and a search for Pilot shows 44 programs.**

# MY CAREER ADVANCEMENT ACCOUNT (MYCAA)

- From the menu, select “For Institutions” for the School Resource page. Everything you need to get started with MyCAA is there; marketing, quick reference guide and tip sheets.
  - On-Boarding - get started with MyCAA
  - Marketing - “how to” guide
  - Quick Reference Guide – answers most common questions
  - Contact numbers and email addresses
  - Collateral Materials – useful tips
- ▶ <https://mycaa.militaryonesource.mil/mycaa/school-resources/for-institutions>

# SERVICE POC'S FOR TUITION ASSISTANCE

## Air Force:

Eglin AFB: 850-882-8141

MacDill AFB: 813-828-3115

Homestead AFRC: 575-572-3971

Hurlburt Field: 786-415-7304

Patrick AFB: 321-494-2071

## Coast Guard

Clearwater Fl: 727-502-1524

## Navy

Jacksonville NAS: 904-542-2477

## Army:

MacDill AFB: 813-828-3795

Fort Stewart GA: 912-767-8331

## Marines:

Camp Lejeune NC: 910-451-3091