

**Standard Operating Procedure (SOP)
Education Service Office (ESO)
Federal Tuition Assistance**

Before you can get started you will need:

EFFECTIVE 22 MAY 2009, ALL SERVICE MEMBERS WILL NEED A CAC CARD IN ORDER TO REQUEST FEDERAL TUITION ASSISTANCE.

- ☑ CAC Card Login ONLY
- ☑ Class Schedule for the desired semester/quarter.

****Throughout the application you will see an icon SAVE & EXIT, at any point of throughout the application you select that icon you will be logged off and will have to resubmit the information inputted.****

How to Apply for Federal Tuition Assistance (FTA):

- ☑ Go to www.virtualarmory.com
- ☑ Click: Education tab
- ☑ Click: Online Applications-Application for Federal Tuition
- ☑ You will need your CAC Card to receive access into the site.
- ☑ Apply for Federal Tuition Assistance
- ☑ Click here to continue online Tuition Assistance Application
- ☑ View and Answer the Statement of Understanding (Continue) (Click Yes to continue through application).
- ☑ STEP 1: ENTER CONTACT INFORMATION-be sure to include a daytime phone number and then enter NEXT STEP
- ☑ STEP2: ENTER SCHOOL, DEGREE, & COURSE INFORMATION-a button is displayed that allows you to find your educational institution, which are in alphabetical order and then enter NEXT STEP
- ☑ STEP 3: ENTER COURSE INFORMATION- Click: ADD NEW COURSE-enter each course taken, one by one; if you desire to enter a FLAT RATE, you must enter at least two courses before the flat rate will become highlighted for you to enter the desired flat amount.

- ❑ STEP 4: REVIEW & ADD COMMENTS- be sure to REVIEW POLICY, this is a one paged policy that details the recoupment of FTA. Either you will AGREE TO POLICY or DECLINE POLICY.
- ❑ Lastly be sure to VIEW APPLICATION and then SUBMIT APPLICATION
- ❑ You will know you have successfully applied for Federal Tuition Assistance when you receive a pop up at the very end of the application that states: **YOUR APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED!** (YOU SHOULD RECEIVE AN EMAIL UPON RECEIPT OF APPLICATION BY ARNG STATE FTA MANAGER AND ANOTHER EMAIL UPON APPROVAL. APPROVAL OF THIS APPLICATION IS PENDING. CONTACT YOUR FTA MANAGER WITH ANY QUESTIONS OR CHANGES.)

Education Service Office:

CPT Lorenzo Orum
334-213-7528
Education Service Officer

SGT Sabastian Benson
334-213-7580
State Federal Tuition Assistance Manager

SGT Melissa Adams
334-213-7766
State GI Bill Manager