



**DISTRICT OF COLUMBIA NATIONAL GUARD
OFFICE OF THE COMMANDING GENERAL
2001 EAST CAPITOL STREET
WASHINGTON, DC 20003-1719**

Encl 4

**MAJOR GENERAL DAVID F. WHERLEY, JR DCNG RETENTION & COLLEGE
ACCESS PROGRAM**

A completed packet must be submitted to the DCTA Program manager at least 30 days prior to the course start date

In the case of extenuating circumstances Exceptions to Policy can be submitted no later than 5 business days prior to the start date of the course. Submission of an ETP does not guarantee approval and will be evaluated on a case-by-case basis.

- **A completed packet contains the following documents:**
 - DCNG Form 10-02-01 (TA Application)
 - Signed DCTA Statement of Understanding
 - Cost Verification from School (displays registered courses, cost, and detailed fees)
 - Degree Plan
 - FED TA Cost Summary **OR** Proof of Ineligibility (Applicable to AGR/Active Duty Airmen and all Army personnel)
- Once the completed packet is received by the DCTA Program Manager, the packet is forwarded **within 3 business days** to the DC Government for approval.
- If a school is **not registered** with the DC Government, the school is **ineligible** for funding until the registration process can be completed.
- A purchase order (PO) will be generated by the DC Government, which will then be forwarded to the service member by the DCTA Program Manager. **Without a PO, funding is not yet obligated to the service member.**
- As the service member, **it is your obligation** to provide your academic institution with your PO.
- POs not actioned **within 30 days** of the course end date are subject to termination, meaning **no funds will be provided to the school on behalf of the service member**
- Service members must inform the DCTA Program Manager of any course changes or drops **within 5 business days**. Failure to comply can result in termination of PO, recoupment of funds, and potential suspension of privileges for DC TA up to one year.