

Aviano Education Center

FREQUENTLY ASKED QUESTIONS

- Question 1: Can I use my TA or AF COOL funding during my Terminal leave?
- Answer 1: Only if you are staying in the local area during your terminal. If you need to be out-processed from VOP, all funding request must be closed out prior to being signed out.
 - **AF COOL Handbook:** Members who have an open Education Goal and Funding Request(s) that have been funded by AF COOL are required to resolve the education goal prior to final out-processing the base. This means either submitting the required documentation (prep course certificate, official exam results, and certification or license), initiating reimbursement action to the government, or receiving an approved Exception to Policy (ETP). For guidance on submitting ETPs please read the “Section 4.3. Exceptions to Policy”. Note: AF COOL education goals must not be closed to allow a member to out-process unless the CPO has validated the request. Please message the AF COOL CPO for assistance.
 - **DAFI 36-2670 6.8.5.9.:** Ensure final grades are received and updated in Air Force Automated Education Management System education record via Air Force Virtual Education Center within 60 days of course end date or two weeks prior to separation or terminal leave (whichever occurs first), retirement, deactivation, or assignment departure. This includes Airmen on an educational deferment. It is ultimately the Airman’s responsibility to ensure all grades are posted in Air Force Automated Education Management System prior to the deadline. A failure to do so will result in the initiation of a reimbursement action for the member to repay Reserve Tuition Assistance. Airmen who are separating or nearing deactivation must provide grade or progress report from their instructor stating satisfactory progress at least two weeks prior to separation/deactivation date. If an unsatisfactory grade is reported at the end of the course, an out-of-service debt will be processed. The debt will be processed through ARPC/DPTTB with AFRC Financial Management Office guidance. (T-1).