



MISSOURI NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
IKE SKELTON TRAINING SITE  
2302 MILITIA DRIVE  
JEFFERSON CITY, MISSOURI 65101-1203

JFMO-DPP-I (600)

1 April 2005

MEMORANDUM FOR DISTRIBUTION A & B

SUBJECT: Federal Tuition Assistance Program

1. Effective 1 April 2005, only DA Form 2171 (Request for Tuition Assistance) completed on the virtual armory web site at [www.virtualarmory.com](http://www.virtualarmory.com) can be accepted for processing for Federal Tuition Assistance.
2. This form may be completed 90 days prior to the start of a course but must be completed within 30 days of class enrollment or the request for Federal Tuition Assistance must be denied due to late submission. It is the Soldier's responsibility to provide a copy of the course schedule and an itemized copy of a billing showing the tuition and fee charges. The schedule and billing can be obtained from the college or university and these documents may be faxed to JFMO-DPP-I, ATTN: Federal TA, at 573-638-9620.
3. Should there be a change in the course schedule (adds/drops/withdrawal) it is the responsibility of the Soldier to notify the Education Services Office immediately.
4. Upon completion of course(s), it is the Soldier's responsibility to submit a copy of an unofficial transcript or grade report to verify that they have completed the course(s) which was funded by Federal Tuition Assistance. Soldiers who don't complete a course(s) funded by Federal Tuition Assistance may have the monies recouped and future Federal Tuition Assistance may be suspended.
5. Point of Contact is CW4 Paula L. Prosser, Education Services Officer, at 573-638-9706 or SSG Shelda M. Sternberg, Federal Tuition Assistance Manager, at 573-638-9500 ext 7023.

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink that reads "Linda C. Bode".

LINDA C. BODE  
COL, QM, MOARNG  
Director of Personnel