



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

1 Jan 2011

MEMORANDUM FOR SUPERVISORS AND COMMANDERS

FROM: 18 FSS/FSDE

SUBJECT: Course Overload Request - [Rank] [Name (Last, First MI)] XXX-XX-[SSN Last 4]

- 1. The student identified in the subject line has requested Air Force Tuition Assistance (TA) for nine or more college credits this term. This constitutes an overload for the college term and IAW AFI 36-2306 requires Commander approval for my staff to process AF TA. Request your support and endorsement.
2. This memorandum, serves as a commitment to the Air force to complete the courses requested. If some or all of the courses cannot be completed within the required course conditions, we are required IAW AFMAN 65-116, Vol 1, and Chap 69.4, to settle the debt in a one lump sum payment. TA reimbursements will be processed expeditiously.
3. If you have any questions please call my staff at 634-1500, option 1.

//eSigned/flp/1 Jan 2011//
FRED PATAO, Civ
Chief, Education Services

Date

1st Ind, [Student]

TO: [Student's Supervisor]

- 1. Request approval to use AF TA for my projected course overload schedule.
2. Course information follows:

Table with 2 columns: Question, Answer. Rows: 1) University/College, 2) Term Dates (Start / End), 3) Calendar Period of Classes

Table with 4 columns: Course Code/Title, Credits, Cost, Total. Multiple empty rows for data entry.

3. I acknowledge I have reviewed AFI 36-2306, para 5.5.3.2 and commit to complete all required course work to prevent from incurring a debt to the Air Force. I further understand if I caused a debt to the Air Force for not completing my courses, my pay will be garnished in a lump sum deduction as referenced in AFMAN 65-116, Vol 1, Chapter 69.4.

Student

Date

2nd Ind, _____
Student's Supervisor

TO: _____
Student's Commander

- Recommend approval. If recommended for approval, member's mission and duties will not interfere with the successful completion of the listed courses. Additionally, even if a duty change is made during the specified dates, every effort will be made to give the member the opportunity to attend classes.
- Recommend disapproval. Do not process AF TA. I will inform the member of my decision.

Supervisor

Date

3rd Ind, _____/CC
Unit

TO: 18 FSS/FSDE

- Approve. I agree to support the student's opportunity to complete their course(s). Recommend AF TA processing.
- Disapproved. Do not process AF TA. The member will be informed of this decision.

Commander, _____