DEPARTMENTS OF THE ARMY AND THE AIR FORCE
FLORIDA NATIONAL GUARD
Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008

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DEPARTMENT OF MILITARY AFFAIRS
FLORIDA NATIONAL GUARD PAMPHLET 621-5-2
16 November 2016
PERSONNEL – Educational Dollars for Duty Program

Supersession. FNG Pamphlet 621-5-2, dated 1 July 2011.

Applicability. This pamphlet applies to all Soldiers and Airmen of the FLNG both Army and Air who reside in the State of Florida.

Supplementation. Proposed supplements will be submitted through command channels to the State Education Program Administer.

Suggested Improvements. The proponent of this pamphlet is the State Education Program Administer. Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the FLNG, Post Office Box 1008, ATTN: State Education Program Administer, St. Augustine, Florida 32085-1008.

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CHAPTER 1 INTRODUCTION, PURPOSE AND RESPONSIBILITIES

1-1. Introduction and Purpose.

a. The policy and procedures established in this Pamphlet will be reviewed annually to ensure the efficiency and effectiveness, and statutory compliance of the Educational Dollars for Duty (EDD) program, reference Section 250.10, Florida Statutes (Fla. Stat.).

b. The primary purpose is to improve the education level of FLNG Members. This program is a benefit not an entitlement to the members of the FLNG.

c. Subject to appropriations, the Department of Military Affairs may pay the full cost of tuition and fees for required courses for current members of the Florida National Guard. Members are eligible to use the program once AFSC or MOS qualified when in good standing in the Florida National Guard. Approval and payment of tuition is subject to annual appropriations. When EDD is used with the Post 9/11 GI Bill or any other tuition program the total tuition paid will not equal more than 100% of the total tuition due. All overpayments of tuition to the school from Post 9/11 GI Bill payments or payments by other tuition programs shall be refunded to the EDD program. Educational Dollars for Duty can be used for work toward and up to receipt of a, Master's Degree. Guard Members can only take courses that matriculate toward, a Technical Certificate, Associate's, Baccalaureate or a Master's Degree.

d. Tuition will be paid at 100% of the charged resident rate for State of Florida colleges and public universities, and at the highest current state of Florida resident rate for accredited private institutions. For private institutions Guard Members will be responsible for any difference between what EDD pays and the charged rate. For universities charging enhanced tuition for certain master level programs the EDD program will pay up to 100% of the standard graduate level tuition for the university and the Guard Member is responsible for the difference. All additional fees (lab, etc.) charged for a course must be approved by the Department of Education or Board of Governors.

e. This pamphlet's provisions are applicable to all Guard Members of the FLNG who considered in good standing. Good standing is defined as: the Member must have no unexcused or authorized absence from unit training assemblies, must hold a current MOS or AFSC, must not be under any UCMJ or FCMJ action, must have passed an annual physical fitness test, must reside in the State of Florida, and must not be in the collections or recoupment process for EDD. The current list of approved public institutions is contained in Appendices J and K, below. Private institutions are required to be located in the state of Florida and to be accredited by an accrediting body recognized by the United States Department of Education or licensed by the Commission for Independent Education.

1-2. Florida State Statue 250.10

The Adjutant General shall develop an education assistance program for members in good standing of the Florida National Guard who enroll in an authorized course of study at a public or nonpublic postsecondary institution or technical center in the state which has been accredited by

an accrediting body recognized by the United States Department of Education or licensed by the Commission for Independent Education. Education assistance also may be used for training to obtain industry certifications approved by the Department of Education pursuant to s. 1008.44 and continuing education to maintain license certifications. The education assistance program shall be known as the Educational Dollars for Duty program (EDD).

(a)   The program shall establish application requirements, including, but not limited to, requirements that the applicant:

1.   Be 17 years of age or older.

2.   Be presently domiciled in the state.

3.   Be an active drilling member and in good standing in the Florida National Guard at the beginning of and throughout the entire academic term for which benefits are received.

4.   Maintain continuous satisfactory participation in the Florida National Guard for the school term for which benefits are received.

5.   Upon enrollment in the program, complete a memorandum of agreement to:
a.   Comply with the rules of the program.

b.   Serve in the Florida National Guard for the period specified in the member's enlistment or reenlistment contract.

c.   Authorize the release of information pursuant to subparagraph (d)6. by the postsecondary institution or technical center to the education service office of the Department of Military Affairs, subject to applicable federal and state law.

(b)   The program shall define those members of the Florida National Guard who are ineligible to participate in the program and those courses of study which are not authorized for the program.
1.   Ineligible members include, but are not limited to, a member, commissioned officer, warrant officer, or enlisted person who has obtained a master's degree using the program.

2.   Inactive members of the Florida National Guard and members of the Individual Ready Reserve are not eligible to participate in the program.

3.   Courses not authorized include noncredit courses, courses that do not meet degree requirements, courses that do not meet requirements for completion of career training, or other courses as determined by program definitions.

4.   The program may not pay repeat course fees.

(c)   The program may include, but is not limited to:

1.   Courses at a public or nonpublic postsecondary institution or technical center in the state which is accredited by an accrediting body recognized by the United States Department of Education or licensed by the Commission for Independent Education.

2.   Training to obtain industry certifications, limited to certifications approved by the Department of Education under s. 1008.44.

3.   Continuing education to maintain a license or certification. Notwithstanding subparagraph (b)1., members who have obtained a master's degree using the program are eligible for funding under this subparagraph.

4.   Licensing and industry certification examination fees. Notwithstanding subparagraph (b)1., members who have obtained a master's degree using the program are eligible for funding under this subparagraph.

5.   Notwithstanding subparagraph (b)3., developmental educational courses.

(d)   The Adjutant General shall adopt rules for the overall policy, guidance, administration, implementation, and proper use of the program. Such rules must include, but need not be limited to:

1.   Guidelines for certification by the Adjutant General of a guard member's eligibility.

2.   Procedures for notification to a postsecondary institution or technical center of a guard member's termination of eligibility.

3.   Guidelines for approving courses of study that are authorized for the program, including online courses, industry certification training, and continuing education to maintain license certifications.

4.   Guidelines for approving the use of program funds for licensing and industry certification examination fees.

5.   Procedures for restitution when a guard member fails to comply with the penalties described in this section.

6.   Procedures that require a public or nonpublic postsecondary institution or technical center that receives funding from the program to provide information regarding course enrollment, course withdrawal, course cancellation, course completion, course failure, and grade verification of enrolled members to the education service office of the Department of Military Affairs.

7.   Guidelines for the payment of tuition and fees, not to exceed the highest in-state tuition rate charged by a public postsecondary institution in the state.

(8)   Subject to appropriations, the Department of Military Affairs may pay the full cost of tuition and fees for required courses for current members of the Florida National Guard.

Members are eligible to use the program upon enlistment in the Florida National Guard. If a member is enrolled in a nonpublic postsecondary education institution or a nonpublic vocational-technical program, the Department of Military Affairs shall pay an amount that may not exceed the rate of the highest in-state tuition and fees at a public postsecondary education institution or public vocational-technical program.

(a)　The Adjutant General shall give preference and priority to eligible members who have deployed on federal military orders while a member of the Florida National Guard.

(b)　The Department of Military Affairs may reimburse a member for student textbook and instructional material costs in accordance with limits set each fiscal year based on funding availability and regardless of the source of tuition funding, but only after tuition and fees for all eligible members are paid for that fiscal year.

(c)　Penalties for noncompliance with program requirements include, but are not limited to, the following:
1.　If a member of the Florida National Guard receives payment of tuition and fees for an academic term and fails to maintain satisfactory participation in the Florida National Guard during that academic term, the member shall reimburse the Department of Military Affairs all tuition charges and student fees for the academic term for which the member received payment.

2.　If a member of the Florida National Guard leaves the Florida National Guard during the period specified in the member's enlistment or reenlistment contract, the member shall reimburse the Department of Military Affairs all tuition charges and student fees for which the member received payments, regardless of whether the obligation to reimburse the department was incurred before, on, or after July 1, 2009, unless the Adjutant General finds that there are justifiable extenuating circumstances.

3.　If the service of a member of the Florida National Guard is terminated or the member is placed on scholastic probation while receiving payments, the member shall reimburse the Department of Military Affairs all tuition charges and student fees for the academic term for which the member received payment.

4.　If a member defaults on any reimbursement made under this paragraph, the department may charge the member the maximum interest rate authorized by law.

1-3. Responsibilities.

　　a. The Adjutant General (TAG) is responsible for overall policies, guidance, administration, implementation and proper utilization of the education programs. Appropriated funds will be designated by TAG, to ensure the maximum use of the program, including order of utilization by Guard Members.

　　a.　State Education Program Administer, FLNG, is charged with administering this program.

c. The State Education Program Administrator (SEPA) office is directly responsible for administering and monitoring this program and works within the SEPA. The SEPA is responsible for determining eligibility for EDD and reviewing for approval all EDD applications. The SEPA shall review for approval EDD expenditures, review and verify requests for payment from schools or individuals, and forward requests to the State Quartermaster (SQM) for payment. As long as current funding is available, the SQM will approve all requests for payment prepared by the EDD Program Assistant (PA). The SEPA will maintain all the records, databases and spreadsheets necessary to administer the EDD program. The SEPA will provide necessary reports required for program administration. The SEPA is responsible for the collection of all funds owed the program, including coordination with the collection agencies contracted by the State.

d. The Program Assistant will monitor the budget and advise the SEPA and SQM of any potential budget issues. The PA is responsible for preparing all requests for payment and submitting to the SEPA for signature.

e. Commanders are responsible for:

(1) Reporting to the SEPA if a member is no longer in good standing as defined above in Paragraph 1-1 e.

f. Guard Members are responsible for complying with the required service obligation after use of the EDD program including:

(1) Continuously meeting the eligibility criteria listed in paragraph 2-1, below.

(2) Timely submission of required documentation.

(3) Complying with the requirements of paragraph 2-4, below.

(4) Submitting grades to the SEPA within 30 days of completion of the term. If grades are not submitted within 30 days of completion of the term, the individual's account will be submitted to a collection agency for recoupment of tuition.

CHAPTER 2 SERVICE OBLIGATION, ELIGIBILITY AND PROGRAM REQUIREMENTS

2-1. Service Obligation and Eligibility Criteria.

a. In order to qualify for the EDD tuition program, members of the FLNG must be in good standing at the beginning of each academic period, at the participating institution of planned attendance.

b. If a Guard Member leaves the FLNG during the period specified in the Guard Member's enlistment or reenlistment contract, the Guard Member shall reimburse the Department of Military Affairs (DMA) all tuition charges and student fees for which the member received

payments, regardless of whether the obligation to reimburse the department was incurred before, on or after 01 July of that year, unless TAG finds that there are justifiable extenuating circumstances. For Guard Members who are mobilized for any Federal or State mobilization, for each full month of mobilization one month of the obligation will be waived for those Guard Members who accepted a discharge prior to 1 July of that year. The only other exceptions are for medical emergency or other circumstances that are beyond the Guard Member's control or justifiable extenuating circumstances as determined by TAG.

2-2. Forfeitures and Disqualifications.

Guard Members will be disqualified from the program if one or more of the items on the Forfeitures and Disqualifications Checklist (Appendix D, below) are not met and recoupment of tuition (para 3-4) will be recouped.

2-3. Eligibility Reinstatement.

Eligibility may be reinstated when a Guard returns to good standing as defined above.

2-4. Program Requirements.

a. Courses not authorized include non-credit courses, courses that do not meet degree requirements, courses that do not meet requirements for completion of career training, or other courses as determined by program definitions.

b. All participants are required to maintain a minimum grade point average of 2.0 in order to maintain eligibility.

c. The EDD program will pay only for courses that the Guard Member completes. Courses that are dropped or repeat courses are the responsibility of the Guard Member. If the course was dropped for a valid military reason (excluding Annual Training) or valid medical emergency the course will be paid for under this program.

CHAPTER 3 ENROLLMENT AND RECOUPMENT PROCEDURES

3-1. Initial Enrollment.

See Appendix L-VEC Application Process

a. Educational Dollars for Duty:

(1) The applicant must establish an account in the Virtual Education Center (VEC) by following the steps outlined in APPENDIX B.

(2) After the applicant has established a logon in the Virtual Education Center (VEC) they will complete the required information on the Student Profile page. The information required is:

    A. Student Information
        a. First and Last name
        b. Pay Grade
        c. Component (Army National Guard or Air Force Air National Guard)
        d. Unit
        e. Date of birth
        f. End of Term of service (ETS)
        g. Date of entry into the military

    B. Contact Information
        h. User Email (preferred email address)
        i. Alternate Email
        j. Preferred Phone
        k. Alternate Phone

(3) Upon registering your account and logging into VEC for the 1st time, you will notice required updates, recent news, and resources. Before you can proceed, you will need to ensure that ALL required updates are completed. Follow the instructions in APPENDIX B.

(4) After the applicant has established a logon in the Virtual Education Center (VEC), completed the student profile and all required training and forms the next step is to submit an Education Goal. The Education Goal is an evaluated degree plan / audit that has school name, your name, classes required, hours required, hours complete and hours remaining. The applicant will follow the steps in APPENDIX B.

(5) Applying for EDD benefits. The applicant will need the registration slip or course list for the applicable term, the information required is course number, course name, course cost and cost of any fees associated with the course. Certificate training will be limited to law enforcement, fire - fighting, corrections, medical and other approved technical training provided by an accredited technical school. Computer classes will be limited to the normal credit hour rate. Due to the high cost of aviation/flight training the flying portion of the program is not authorized. Ground schools and academic classes provided by an accredited institution, at or below the normal credit hour rate are authorized. The application for can be submitted 60 days prior to the beginning of class. Applications will not be accepted after the school term starts, unless approved by the SEPA as an exception to policy. To apply for EDD benefits the applicant will follow the steps in APPENDIX B.

3-2. <u>Continuing Enrollment.</u>

    a. Educational Dollars for Duty Program:

       (1) The Guard Member must confirm their grades from the preceding term are entered in the VEC by the member's school. If the classes have not been entered by the Guard Member's school the Guard Member will submit grades to the SEPA for entry. The Guard Member cannot continue to attend classes utilizing the EDD program without grades from the previous term.

       (2) The Guard Member will follow the steps for Applying for EDD Benefits in APPENDIX B for .

3-3. <u>Book and Equipment Refunds.</u>

    (1) Books and equipment will be refunded at the end of the State Fiscal Year depending on the availability of funding.

    (2) The Guard Member must have grades from term in order to apply for books or equipment refunds. Only books or equipment directly associated with a class can be submitted for refund. Follow the steps in APPENDIX B for Book Refunds..

Once submitted, you can navigate back to the homepage and select Book Refunds to view the status of submitted requests.

3-4. <u>Submitting for a Course Reimbursement.</u>

    (1) All direct reimbursements to Students are considered Exceptions to Policy (ETP) and require approval from the SEPA.

    (2) Tuition and fees for courses will normally be paid to the school the Guard member is attending. If a Guard Member has a circumstance were they have paid the tuition the following steps will be followed. Follow the steps in APPENDIX B for Submitting a Course Reimbursement.

3-5 <u>Repayment of Tuition for an Unsuccessful Completion of a Class</u>

    (1) In the event that you do not successfully complete a funded course, it is required that you provide a reimbursement action. There are two types of reimbursement actions – reimbursements and waivers.
        a. Reimbursements: Can be submitted for any course that was not completed successfully.

     b. Waivers: Can ONLY be submitted when the enrollment reflects a "W" grade and the withdrawal is for a situation that was outside of your control.

     c. Follow the steps in APPENDIX B. for Requesting Reimbursement or Waiver request.

3-6. <u>Recoupment.</u> See Appendix N-Recoupment Process

    a. Failure to submit grades, F, I and W grades for the term, and termination or disqualification from a course will result in recoupment of paid tuition by the FLNG. Recoupment is waived if the Guard Member is transferring to Active Duty (AD), a Reserve Component (RC), or is approved for interstate transfer.

    b. Recoupment executed for disqualification or termination from the EDD program will be reimbursed.

    c. Upon becoming disqualified from the program, individuals will be sent a collection letter (Appendix E) with an EDD Recoupment Statement (Appendix E), attached. If possible, this letter will be given to the individual by the unit commander upon separation. If not possible (such as in the case of a Soldier who is Absent Without Leave (AWOL), the letter will be mailed by regular mail, certified return receipt requested, to the individual's home of record within 30 days of separation, or within 30 days after notification of the disqualifying event.

    d. If the request fails to recoup amounts owed, the delinquent account(s) will be reported to the collection agency contracted by the Florida Department of Financial Services (DFS). In the event that the collection agency is unable to collect the amount due within six to 12 months the SQM will request an accounts receivable adjustment from DFS in accordance with Section 17.04, Fla. Stat., and the DFS will notify the DMA then the debts can be written off. Based on collection history the DMA will set a bad debt ratio for recording the Allowance for Uncollectibles.

    e. If the individual cannot pay the full amount, but can pay in installments, they may request to do so. The individual will submit a request in writing to the DCSPER SEPA that the debt is acknowledged and that they desire to make payments to clear the debt. The DMA will review the installment request(s) and if approved, send an approval letter to the individual. If the installment request is approved, the individual will clear the debt no later than the end of the State Fiscal year (30 June).

f. Funds collected will be returned to the State's general revenue fund except for those funds recouped during the current fiscal year, which will be returned to the program appropriation.

MICHAEL A. CALHOUN
Major General,
Florida National Guard
The Adjutant General

OFFICIAL:

BRYAN S. FALLON
LTC, SF, FLARNG
State Quarter Master
DISTRIBUTION:
A, B

Appendix A

Glossary of Terms

AD -	Active Duty
ADS0-	Active Duty Service Obligation
AT -	Annual Training
AWOL -	Absent Without Leave
DCSPER -	Deputy Chief of Staff, Personnel
DD -	Department of Defense
DFS -	Department of Financial Service
DMA -	Department of Military Affairs
EDD -	Educational Dollars for Duty
ESO-	Education Services Officer
ETS -	Expiration Term of Service
FLNG -	FLNG
Fla. Stat.-	Florida Statutes
iPERMS -	Integrated Personnel Electronic Records Management System
ISR -	In-Service Recruit
IST -	Interstate Transfer
MEPS -	Military Entrance Processing Station
MOA -	Memorandum of Agreement
MRD-	Mandatory Removal Date
MSO-	Mandatory Service Obligation
PA -	Program Assistant
RC -	Reserve Component
RRB -	Recruiting and Retention Battalion
RRS-	Recruiting and Retention Superintendent
SEPA -	State Education Program Administrator
SMP -	Simultaneous Guard Membership Program
SQM -	State Quartermaster
TAG -	The Adjutant General
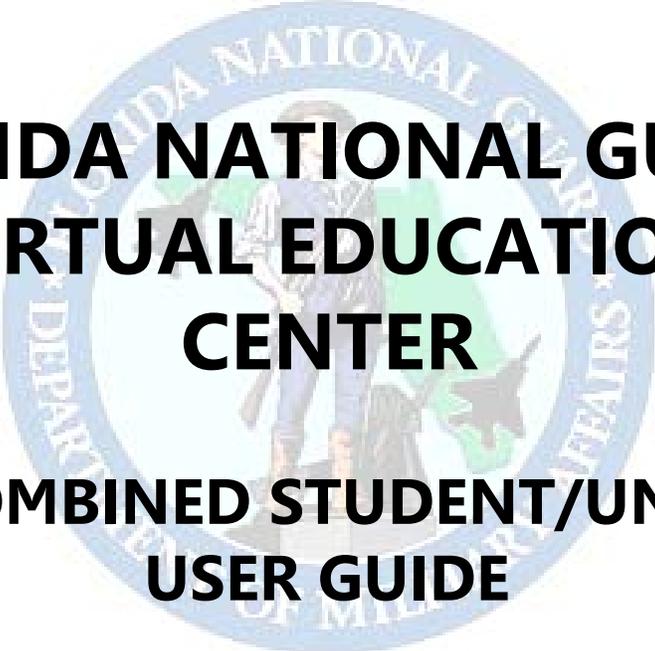
FLORIDA NATIONAL GUARD VIRTUAL EDUCATION CENTER

COMBINED STUDENT/UNIT USER GUIDE

Version 1

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Visit EDD VEC Link:
https://edd.dma.myflorida.com/flng/

Click 1

FLORIDA
NATIONAL GUARD
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ABOUT   FEATURES   HOW IT WORKS   GET STARTED   LOG IN

Welcome to the Florida Education Dollars for Duty program
YOUR PATH TO EDUCATION

TELL ME MORE

ABOUT EDUCATION DOLLARS FOR DUTY

Click 1

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VIRTUAL EDUCATION CENTER

Consent To Monitor

This is a Department of Defense computer system. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

I Agree

Click 2

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Login

Log in or Register

DS LOGON Registration

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? Help Center   **- A A +**

DS LOGON ?
Department of Defense Self-Service

DS Logon Username

DS Logon Password

Forgot DS Logon Username?
Forgot DS Logon Password?

Login

CAC ?
Common Access Card

Login

Need a DS LOGON?   **Register** ?

Have a DS LOGON activation letter?   **Activate** ?

Need to upgrade your DS LOGON?   **Upgrade** ?

Need to manage your logon profile settings?   **Manage** ?

⚠️ **Phishing Alert:** We do not initiate contact with beneficiaries via email or telephone to request private personal (Name, SSN, DOB) or sensitive DS Logon account information (username, password, challenge questions). If you think you provided personal or account information in response to a fraudulent email, website or phone call, be sure to change your password and challenge questions immediately.

ESTABLISHING YOUR DS LOGON ACCOUNT

How Does DS Logon Work?

The Department of Defense Self-Service Logon is a secure, self-service logon ID that allows Department of Defense and Veterans Affairs to access several websites using a single username and password. The DS Logon process is the same process that is used for access to other online services, such as TriCare, for example.

You must be enrolled in the Defense Enrollment Eligibility Reporting System, or DEERS, to create your Department of Defense Self-Service Logon (DS Logon account). Department of Defense's My Access Center confirms your eligibility through DEERS so you can access the online service websites.

Using DS Logon

If you are an existing DS Logon user, enter your username and password then click 'Login" to proceed.

Once the username and password are accepted, you will be granted access to the desired site. My Access Center provides assistance for users that have forgotten their username and/or password (links are accessible through My Access Center or by contacting the My Access Center Help Center).

You will use DS Logon each time you access Florida National Guard – Education Dollars for Duty.

If you do not have a DS Logon account, you will need to create one to access Education Dollars for Duty. Select 'Register' to begin the process.

In order to register for a DS Logon account, you must have at least **one** of the following:

- **Common Access Card (CAC) with accessible card reader.**
- **Defense Finance and Accounting Service (DFAS) myPay account**
- **Status**
  - Veteran
  - Dependent of a Veteran
  - Survivor of a Veteran
  - Registered in the Defense Enrollment Eligibility Reporting System (DEERS)

After selecting the Register option, you will select a registration method.

DS LOGON Registration

Welcome to the registration wizard.
Here you can create your DS LOGON account,
whether you are a service member, veteran, or family member. ⓘ

Select registration method

1 ○ I have a Common Access Card (CAC) with accessible card reader. ⓘ

2 ○ I have a Defense Finance and Accounting Service (DFAS) myPay account. ⓘ

3 ○ None of the above conditions apply, however at least one of the following conditions is true:

1. I am a Veteran
2. I am a Dependent of a Veteran
3. I am a Survivor of a Veteran
4. I am registered in the Defense Enrollment Eligibility Reporting System (DEERS) ⓘ

[Continue] [Cancel]

1
CAC Card Reader
Use accessible CAC Card Reader
↓
CAC Verification
↓
Activation letter sent
↓
Online activation
↓
Personalize settings
↓
PREMIUM ACCOUNT

2
DFAS myPay account
Login with DFAS myPay account information
↓
DFAS Verification
↓
Activation letter sent
↓
Online activation
↓
Personalize settings
↓
PREMIUM ACCOUNT

3
Provide personal information
Provide name, Social Security Number, and date of birth
↓
DFAS Verification
↓
Basic account activated
(Must continue process to activate premium account)
↓
Personalize settings
↓
Remote proofing option
↓
PREMIUM ACCOUNT

Premium Account Information

The quickest and easiest way to create a Premium DS Logon account is to use one of the recommended methods above.

Obtaining a Premium account will help populate your information in websites that will automatically sync with DEERS each time you log in. Premium account holders also have the added benefit of viewing and updating personal DEERS data, applying for benefits online and checking the status of claims.

Need Help?

You can obtain assistance with your DS Logon account by:
Visiting the My Access Center OR Calling the DMDC/DEERS Support Office at **800-538-9552**

Getting Started in the VEC

Upon registering your account and logging into VEC for the 1st time, you will notice required updates, recent news, and resources. Before you can proceed, you will need to ensure that ALL required updates are completed.

VEC Overview

Homepage: The homepage is the hub for information, resources, and quick links to your education history and future. The homepage provides you with:

- Quick contact information for the EDD Office
- Ability to search school and program information
- Recent News
- Resources

Education Record: This section is where all of your education actions will occur. Your education record is broken down into subsections for your convenience.

- *Personal Data:* This section displays all of your personal data. The majority of the information in this section is flowed directly from DS Logon and cannot be edited. However, this is also the section where you will ensure that all of your contact information is up to date and make changes accordingly, if necessary.
- *Education Goals:* This section allows you to review the education goals on your record or add a new education goal. You also have the capability to review the courses and progress made towards a specific goal by selecting the goal to view the details.
- *Enrollments:* This section allows you to view all of the information for your EDD funded enrollments as well as disapproved funding requests and other enrollments that are factored into your GPA. If the EDD Office makes changes to a funding request, this is where the request will need to be re-signed in order for your school to invoice it. You also have the ability to print any approved funding request in this section.
- *Missing Grades:* This section allows you to view all missing grades in your education record. Grades must be submitted within 60 days of the term end date to avoid recoupment actions and funding freezes.
- *Book Refunds:* This section allows you to view submitted book refund requests. This section also allows you to submit a book refund request for EDD action.
- *Reimbursements:* This section allows you to view information concerning reimbursement actions (status, remaining balances, etc.). This section also lists all of the courses that are available for reimbursement and allows you to submit a reimbursement/waiver request for EDD action.
- *Annual Benefits Training:* This section is where the EDD Office will post the required annual training for your knowledge. You will be required to complete this required training before being able to submit anything to the EDD Office via VEC.

Quick Links: This section allows you to quickly get to the most utilized VEC actions.

Submitting an Education Goal in VEC

In order to acquire EDD funding, you will need to have an approved education goal in your record. Below are the steps for submitting an education goal.

1. Select *Submit Education Goal* from the top menu or from the Quick Links menu
2. Choose Education Level

Submit Goal Choose Education Level

Choose from the options below for your new education goal.

Certification or Technical

AA/AS/AAS - Associates Degree

BA/BS/BAS - Bachelors Degree

MA/MS/MBA - Masters Degree

Note: You will need the following information to submit an Associates, Bachelors, and Master's goal:

- Institution name
- Name of Degree Program
- Degree plan showing all courses required for program

You will need the following information to submit a Certification or Technical goal:

- Institution name
- Name of Certification or Technical Program
- Degree plan showing all courses required for program
- Cost breakdown of the program including books and materials

3. Enter School information and select *Continue*
    a. School
    b. School Student ID
4. Enter Program information and select *Continue*
    a. Program Name
    b. STEM indicator
5. Enter Degree Plan information and select *Continue*
    a. Evaluated Degree Plan indicator
    b. Upload file
    c. Degree Plan Credits
        i. Required Credits (total number of credits required to complete degree)
        ii. Completed Credits (total number of credits previously completely towards this goal)
        iii. Quarter Hours indicator
6. Select *Submit* to send the information to the EDD Office for approval

Once submitted you can view the status by selecting *Education Goals* from the Education Record menu. The status will be updated accordingly based on EDD Office action.

Education Goals

You can review your courses and the progress you have made towards your education goals by clicking the goals below.

Computer Science
GULF COAST STATE COLLEGE

Type: AA/AS/AAS - Associates Degree
Created: 2016-01-07

Pending Review

Submit Education Goal

View Goal Details - Select the goal and the details will display.

View Education Goal

Program Name
Computer Science

Status
Pending Review

Education Goal Type
AA/AS/AAS - Associates Degree

Is Program STEM?
No

Is Degree Plan Evaluated?
No

School Name
GULF COAST STATE COLLEGE

School Student ID

Reviewed By
N/A

Degree Plan
⬇ Degree Plan File

Credit Summary
Required Credits
200.00

Transferred Credits
0.00

You have the option to delete a pending goal.

Applied Courses

There are no courses applied to this goal yet.

Back   Delete

Applying for EDD Benefits in the VEC

1. Select *Apply for EDD Benefits* from the top menu or Quick Links menu

   Apply for EDD Benefits

2. Select the approved goal that you are pursuing courses towards and select *Continue*
3. Enter School Information and select *Continue*
   a. Confirm School (Note: Prepopulated from your approved goal on file but you have the option to change it)
   b. Select Campus
   c. Enter School Student ID number
   d. Enter Term Date Range (Note: Application window begins 45 days before the term start date – applications outside that window will not be accepted.)
4. Enter Additional Funding information and select *Continue*
   a. Select Yes/No – Are you receiving Post 9/11 Chapter 33 GI Bill for the courses requested?
      i. If Yes, enter GI Bill percentage
   b. Select Yes/No – Are you receiving any other type of funding?
      i. If Yes, enter Other Funding Used information
5. Enter Course Information
6. Select *Add Course* to add course information *(Repeat for each course required for the term)*
   a. Course lists are prepopulated from the information that the school enters in the AI Portal. You have the option to filter for courses or enter course information manually.

Search Courses

Search Filters

School Name	Subject	Long Title
GULF COAST STATE COLLEGE		

Search   Reset

Can't find a course? You can add one manually here.

Ability to manually enter course information

Code - Title	Level	Number of Credits	Credit Type	Details	Add
ARH2000 - Understanding Visual Arts	Undergraduate	3	Semester Hour	i	⊕
ARH2050 - Art History Criticism I	Undergraduate	3	Semester Hour	i	⊕
ECO2013 - Economics Macro	Undergraduate	3	Semester Hour	i	⊕
ENC1101 - English Composition I	Undergraduate	3	Semester Hour	i	⊕
AMH2020 - U. S. History II	Undergraduate	3	Semester Hour	i	⊕
EUH1000 - Western Civilization I	Undergraduate	3	Semester Hour	i	⊕
MAT1033 - intermedicate Algebra	Undergraduate	3	Semester Hour	i	⊕

b. Confirm course information and select *Add Course*
   i. Course Code
   ii. Title
   iii. Course Level
   iv. Course Location
   v. Course Credit Type
   vi. Number of Credits
   vii. Credit Cost

Course Information

Information		Goal Credits	
Add courses to your EDD Request by clicking the "Add Course" button below.		Required Credits:	200.00
		Completed Credits:	45.00
		EDD Credits:	45.00
		Remaining Credits:	110.00

Add Course   Add Fee

Ability to add Fees to the funding request

Courses on Funding Request

Courses

SYG2000
Principles of Sociology

Credits:	3 SH	EDD Cost:	$75.00
Credit Cost:	$25.00	GI Bill Cost:	$0.00
		Your Cost:	$0.00
		Total Cost:	$75.00

Ability to delete a course from the funding request

Total
$75.00

Select Continue once all of the courses are added to the funding request.

Back   Continue   Cancel

c. Select *Add Fees*, if applicable and select *Add Fee*
   i. Select Course that fee applies to (all courses on funding request will be listed)
   ii. Select Fee type
   iii. Enter Amount
   iv. Enter Fee Description
d. Select *Continue* to proceed to the funding request review page
7. Confirm all information and agree to the EDD terms and conditions
8. Select *Sign Document* to submit the request to your Unit POC and EDD Office for determination
   a. You will receive a confirmation that the request was submitted to your Unit POC for determination. You will also be provided a funding request ID number for you to reference if you need to contact the EDD Office concerning the request.

You can select *Enrollments* and locate the application to check the status, verify information, and/or re-sign the document

GULF COAST STATE COLLEGE
Funding Request ID: 316
Status: Pending Unit Review
Created: 2016-01-08

Ability to re-sign the document

Sign

Course	Credit Type	End Date	Grade	Suspense Date	EDD Cost	Reimbursement	Refund
SYG2000 - Principles of Sociology	SH	2016-01-08			$75.00	$0.00	$0.00
FEE1-Laboratory - Course: SYG2000	SH	2016-01-08	X		$10.00	$0.00	$0.00
					$85.00	**$0.00**	**$0.00**

Unit POC Actions in the VEC

As a Unit POC, your action is required to determine the eligibility of members in your unit for EDD benefits. Once you are listed as a Unit POC in the EDD system, you will receive an email notification every time a member applies for funding through VEC. Below is a sample of the email you will receive as well as the steps for the required actions.

Sample Email:

Note: You can forward the email for another Unit POC to take action on the funding request.

Review Application

1. Select the link in the email
2. Review the application information

Review Application

Unit POC for EDD Benefits Request

The Guard member below has requested EDD benefits for the listed course(s). As their Unit POC, you must determine that the Guard member is eligible based on the below criteria. Please check all that apply. If you are not the Unit POC for the Guard member, please indicate below by clicking "I am not the Unit POC for this person."

Details

EDD Document ID
316

School
GULF COAST STATE COLLEGE

Student

First Name
Detria

Last Name
Hill

Rank
E-6

SYG2000 Principles of Sociology	2016-01-08 - 2016-01-08	Credits: Credit Cost:	3.0 SH $25.00	EDD Cost: GI Bill Cost: Student Cost: Total Cost:	$75.00 $0.00 $0.00 $75.00

3. Acknowledge the required items
4. Select Approve/Disapprove and provide Reason and Justification
    a. Note: Reason and Justification is required for Disapprovals
5. Type name and select Sign to submit the request determination

Unit POC acknowledges the following items

No **#1 Member is not current with their annual PT exam.**

No **#2 Will be at Annual Training.**

No **#3 Will be TDY during class term dates.**

No **#4 Has other reasons listed in the Reason and Justification section that may prevent the student from completing the course(s) for which they are requesting EDD benefits.**

No **#5 None of the above apply.**

> Selecting the button will toggle between responses: Approve/Disapprove and Yes/No

Reason and Justification

Disapprove **Approve: My digital signature indicates that I have reviewed the Guard member's personnel records and duty schedule and am not aware of any derogatory information, unsatisfactory process in training, or changes in duty that would impede the members successful completion of the course(s) using EDD benefits.**

Disapprove: My digital signature indicates that I have reviewed the Guard member's personnel records and duty schedule and believe that there are circumstances or issues that may prevent the member from successfully completing the course(s) using EDD benefits as outlined in the Reason and Justification section. (Disapproves require input into the Reason and Justification section)

Reason and Justification

Signature *

Sign

> You have the option to select "Not the Unit POC for this member" for unknown requests received

I am not the Unit POC for this member

Submitting a Course Reimbursement

In the event that you do not successfully complete a funded course, it is required that you provide a reimbursement action. There are two types of reimbursement actions – reimbursements and waivers:

Education Record

- Personal Data
- Education Goals
- Enrollments
- Missing Grades
- Book Refunds
- **Reimbursements**
- Annual Benefits Training

- Reimbursements: Can be submitted for any course that was not completed successfully.
- Waivers: Can ONLY be submitted when the enrollment reflects a "W" grade and the withdrawal is for a situation that was outside of your control.

Below are the steps for submitting a course reimbursement.

Submitting a Reimbursement

1. Select *Reimbursements* from the Education Record menu.
2. Select *Process Reimbursement* for the course that requires reimbursement.

🏛 Courses $ Reimbursements
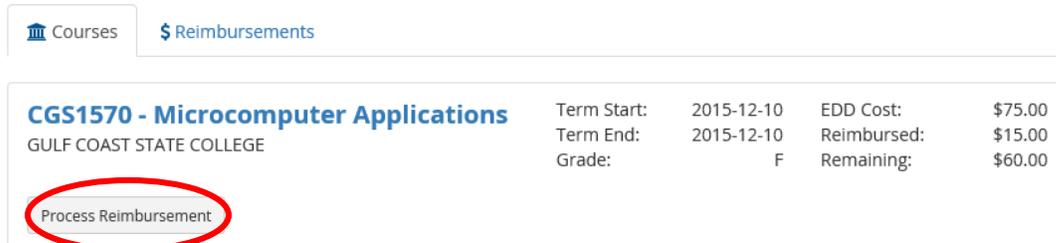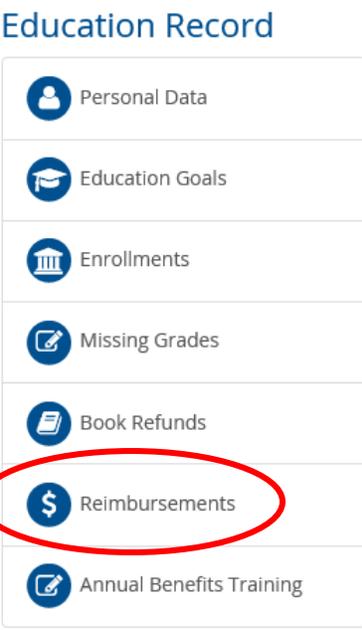
CGS1570 - Microcomputer Applications
GULF COAST STATE COLLEGE

Term Start:	2015-12-10	EDD Cost:	$75.00
Term End:	2015-12-10	Reimbursed:	$15.00
Grade:	F	Remaining:	$60.00

Process Reimbursement

3. Enter reimbursement information and select *Submit*
   a. Payment Type
   b. Amount

Once the reimbursement is submitted, you can select the Reimbursements tab to check the status.

🏛 Courses $ Reimbursements
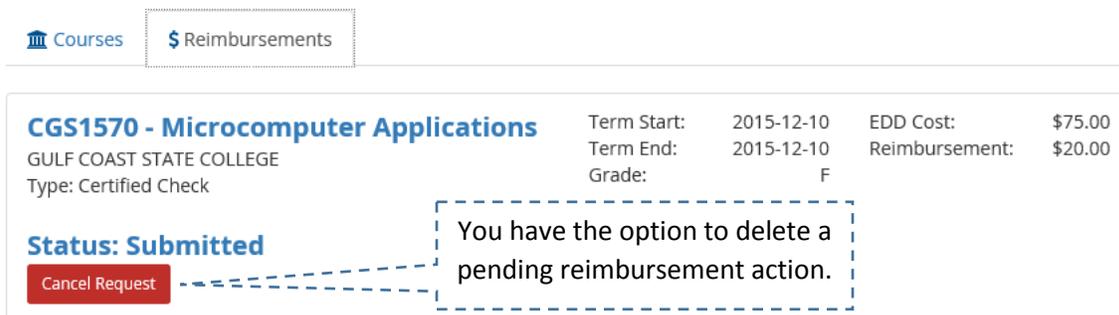
CGS1570 - Microcomputer Applications
GULF COAST STATE COLLEGE
Type: Certified Check

Term Start:	2015-12-10	EDD Cost:	$75.00
Term End:	2015-12-10	Reimbursement:	$20.00
Grade:	F		

Status: Submitted

Cancel Request

You have the option to delete a pending reimbursement action.

Requesting a Waiver

1. Select *Reimbursements* from the Education Record menu.
2. Select *Request Waiver* for the course that requires reimbursement.

3. Enter waiver information and select *Submit*
    a. Reason
    b. Supporting documentation
        i. Note: Documentation is limited to one .pdf file (all pertinent documents combined into one) with a max size of 4MB.

Once the waiver is submitted, you can select the Reimbursements tab to check the status.

Submitting Book Refunds

1. Select *Submit Book Refund* from the top menu or Quick Links menu
2. Select the successfully completed course that corresponds to the book refund request
3. Enter the book refund information
   a. Book Title
   b. Amount
   c. Receipt file
4. Select *Submit* to submit the book refund request to the EDD Office

Book Refunds Submit

Book Refund Information

Book Title *

Amount *

Receipt Upload *

> **File Restrictions**
> File size is restricted to a maximum of 4 megabytes

Select files...

Submit   Back

Once submitted, you can navigate back to the homepage and select Book Refunds to view the status of submitted requests.

Book Refunds

| **Civilizations** EUH1001 - Western Civilization II | Amount: $25.00 Created: 2016-01-08 | **Pending Review** |
| **User Guide** DH101 - Detria101 | Amount: $15.00 Created: 2016-01-08 | **Pending Review** |

Appendix D

<p style="text-align:center">Educational Dollars for Duty Program
Disqualifications and Forfeitures Checklist</p>

1. <u>Disqualifications</u>. Participants will be disqualified from participation for the following reasons:

    a. The Guard Member is not satisfactorily performing military duties as a member of the FLNG as determined by the unit commander.

    b. The Guard Member does not maintain a 2.0 grade point average, or is placed on academic probation by the school for which they are receiving EDD Benefits.

EDD COLLECTIONS & RECOUPMENT – ACADEMIC PROBATION
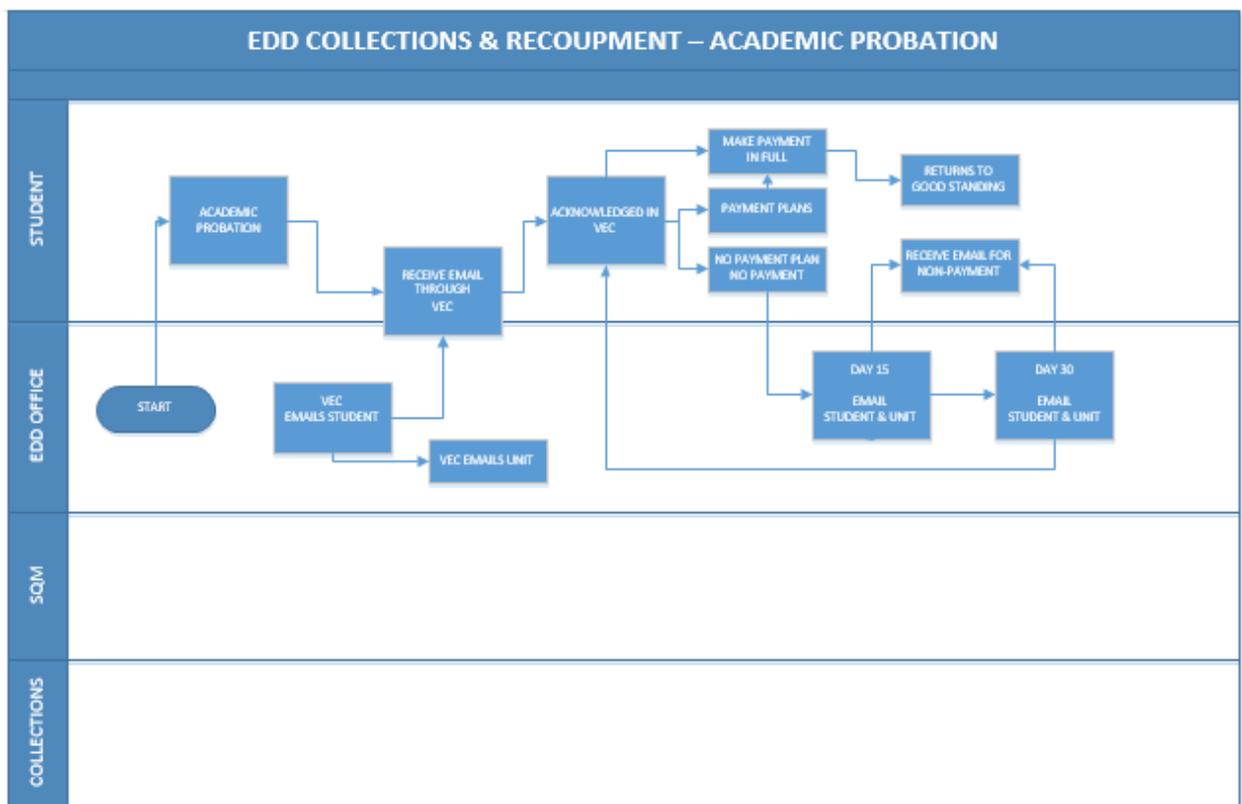
    c. The Guard Member is no longer a member of the FLNG.

FLORIDA NATIONAL GUARD

EDUCATION MANAGEMENT PORTAL
STANDARD OPERATING PROCEDURE

Version 1

Table of Contents

Navigating the System

The navigational menu will always be visible as you travel throughout the system.

A general description of each tab is provided below. Detailed instructions on the functions of each tab are included in subsequent sections of the user guide.

1. **Dashboard:** User Home Page
2. **Students:** Student record search function
3. **Accounting:** Manage accounts and reconcile payments
4. **Invoicing:** Manage invoicing functions
5. **Schools:** School search, as well as viewing a school's course catalog and contacts
6. **Reports:** Run topic specific reports
7. **EDD Management:** Section available for employees to control VEC content, resources, unit information, agreements, and manage users
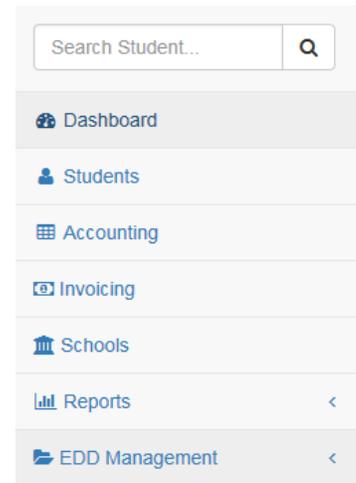
Dashboard

The Dashboard page is organized in blocks for quick access stations and other helpful information.

The Dashboard displays:

Recently Accessed Students: The area lists the last 10 students that the user has accessed and allows for quick navigation back to the student record without having to enter any additional information. (Note: If you have viewed more than 10 records before timing out, all records will be visible until logout occurs.)

Resources: This area lists useful resources allowing quick access to resources such as user guides, training specific slides, and URLs.

Current FY EDD Funding: This area displays a real Time total of education funding for the FY.

System Announcements: This area contains the most recent important messages from the system's administrator - the list is time stamped and listed in descending order. Each message can be selected for viewing and older messages can be accessed by selecting the *View All Announcements* button.

Quick Access Stations:

- *Goals:* This station allows you to view student goals pending initial review or goals that have been resubmitted for review. Selecting either option will also allow you to view goals that have been submitted back to the student for additional information requested.
- *Funding Requests:* This station allows you to view funding requests in pending approval or deferred status.
- *Grades:* This station allows you to view missing or overdue grades. Selecting either option will provide other options to filter the results: by Unit, Grade Count by School, Grades by School, Grades by Student, and/or Student Notifications.
- *Invoices:* This station allows you to view submitted invoices. Options for viewing invoices include: Pending Review, Pending Signature, Pending Payment, and/or Process Payment.
- *Counseling Notes:* This station allows you to view your counseling suspenses.
- *Reimbursements:* This station allows you to view reimbursements in pending review or pending waiver status.
- *Book Refunds:* This station allows you to view book refunds that are pending review.
- *School Refunds:* This station allows you to view school refunds that are pending review.
- *Documents:* This station allows you to view SSN Forms and Student Agreements that are pending EDD review and approval.

Managing Profiles

Accessing Your Personal Information

1. Locate your Username block and select the arrow.
2. Select *User Profile*.

Your profile is the location where your personal data and contact information is located. You will have the ability to update all of this information that is not updated from your DS Logon information.
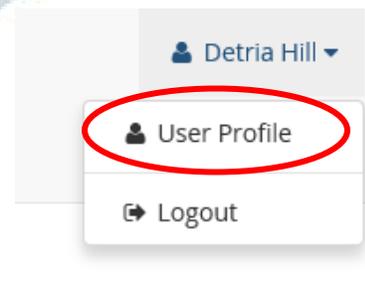
Managing User Profiles

This section displays a list of all existing user accounts and allows the management of all user accounts.

Updating User Profile Information

1. Select *Manage Users* from the **EDD Management** menu.
2. Select the desired user profile from the list of users
3. Results will display the desired user's personal and contact information
4. Update the information and select *Save* to save the changes

Updating User Account Statuses (Locking/Unlocking Users)

1. From the desired user's account information
2. Select the Account Status dropdown and select desired Status (Active or Locked)
3. Select Save to save the changes

Suspending Users

1. From the desired user's account information
2. Select the *Suspend User* toggle button and select desired suspension status.
3. Select Save to save the changes
   - 💡 **HINT! You can filter for user profiles.**
      Manage Users filters will allow you to search by:
      - Status (All, Pending, Active, Locked)
      - First Name or Last Name
      - EDI

Student Search

You can perform a basic student search by entering any part of their last name into the Search Student field and selecting the magnifying glass. You also have the option to perform an advanced student search.

Basic Student Search

1. Enter search criteria into the *Search Student* field
   - One word will search last name
   - Two words will search first then last name
   - Numbers will search EDI
2. Select the magnifying glass
3. Select desired student record from the search results

Advanced Student Search

1. Select *Students* from the navigation menu
2. Select desired student record from the search results
   - 💡 **HINT! You can filter for student profiles.**
   Search Students filters will allow you to search by:
      - First Name or Last Name
      - EDI
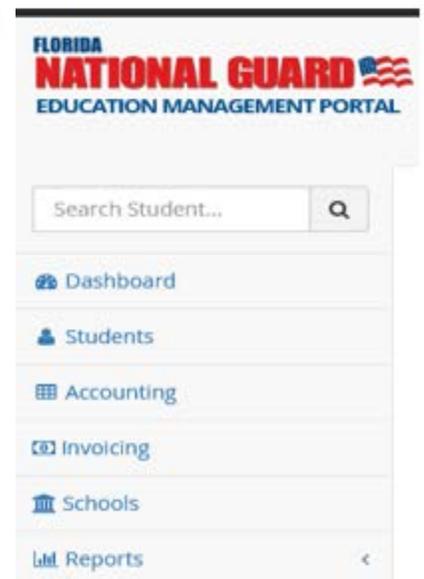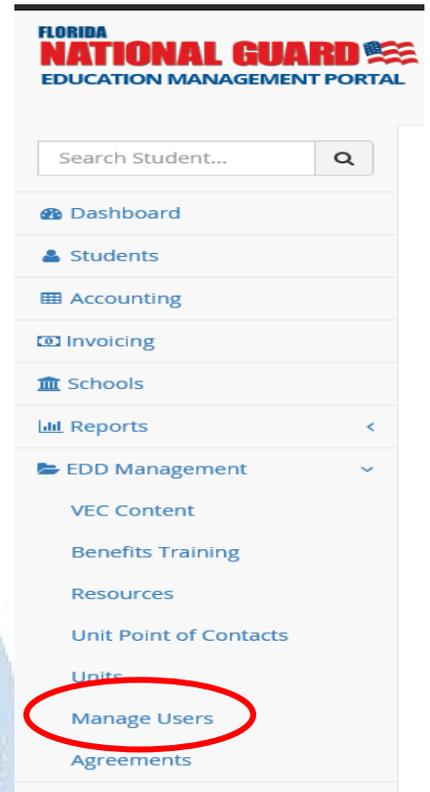
- Unit

Student Records

The student record is the location for any information related to a student.

The student record is broken down into sections for quicker access:

- **Profile:** Displays the student's personal and demographic data. All of this information can be updated. This information is also updated from the student input in VEC in real-time.
- **Education Goals:** Displays a list of all of the student's education goals. The goal can be selected to view more information relative to a specific goal.
- **Enrollments:** Displays a list of all of the student's enrollments that have been added to their record. This section allows the user to view funding requests and other funded enrollments as per student request. Funding requests can be selected to view more information.
- **Reimbursements:** Displays a list of all of the student's reimbursements. The user can easily view courses needing reimbursement as well as pending and completed reimbursement requests.
- **Book Refunds:** Displays a list of all of the student's book refund requests. This section allows a quick view of book refund requests and their status. Book refunds pending review can be selected to view more information.
- **Counseling Notes:** Displays historical data and instructions from EDD staff. This section provides notes from staff interactions with the student. The notes can provide a concise recording of the student's history.
- **Documents:** Displays a list of all supporting documents that are pertinent to the student's record. This section allows storage for all supporting documentation, relative to the student's record.

Profile

The profile displays the student's personal demographic information, mandatory updates, and notifications. The default view of the student record is the Profile page.

Personal Demographic Information

The student's personal information is displayed in three sections for easy updating. There is Student Information, Contact Information and Home Address sections that can all be easily updated.

> 💡 **HINT! You can update the student record status in the profile.**
> Student Record status can be updated to reflect:
> - Active
> - Locked – Pending Action
> - Retired/Separated

Updating Student Profile

1. Perform a student search and select desired record
2. Update desired information and select *Save* to save the changes

Mandatory Updates and Notifications

The mandatory updates and notifications section is displayed in red at the top of the student profile information. These updates are the same updates that the student will see when they log in to their VEC account. Note if the student has a mandatory update that requires EDD action there will be an icon next to their name to indicate required action.

Education Goals

Displays a list of all of the student's education goals. The goal can be selected to view more information relative to a specific goal. Users will have the option to add new education goals, as well as update existing goals, on the student record.

Viewing Education Goals

1. From the student Profile page, select *Education Goals*
   a. Note: Goal details can be viewed by selecting the desired goal

Updating an Education Goal

1. From the student Profile page, select *Education Goals*
2. Select the desired goal to view details
   a. Note: Goal Status is updated in details (Approved, Disapproved, Request Additional Information, Complete, or Obsolete)
3. Select *Save* to save the changes

Selecting Apply Courses will allow you to apply funding requests to a specific goal to ensure the accuracy of the credit count

Adding an Education Goal

1. From the student Profile page, select *Education Goals*
2. Select *Add Goal*
3. Select the goal type
   a. Certification/Technical
   b. Associates Degree
   c. Bachelor's Degree
   d. Master's Degree
4. Enter goal information and select *Approve*
   a. School Name
   b. Program Name and STEM indicator
   c. Degree Plan Evaluated indicator and credit summary
   d. Remarks

Making an Education Goal Determination

1. From the Dashboard, select *Goals: Pending Review*
2. Select the desired goal
3. Review details and make determination (Approved, Disapproved, or Request Additional Information)
   💡 **HINT! Selecting Request Additional Information will forward the request back to the student**

Enrollments

Displays a list of all of the student's enrollments that have been added to their record. This section allows the user to view funding requests and other funded enrollments as per student request. Funding requests can be selected to view more information. You can also create, update, and delete funding requests in this section. The student's GPA is also reflected in this section.

Viewing a Funding Request

1. From the student record, select *Enrollments*
2. Select desired funding request and click *View*
3. Selecting view allows you to see the application, reviewers, invoice summary, and funding request log

Editing a Funding Request

1. From the student record, select *Enrollments*
2. Select desired funding request and click *View*
3. Update the desired information and select *Update* to save changes

NOTE: Selecting view allows you to see the application. Editable fields include: School, campus, school student ID, GI Bill percentage, other funding used.

4. To view Reviewer information: Select *Reviewers* on the funding request
   a. Reviewer information will display the EDD and Unit POCs that have taken action on the request.
5. To view Invoice Summary information: Select *Invoice Summary* from the funding request
   a. Invoice Summary information will display an at a glance summary of the invoice the funding request was paid on. The invoice summary allows you to view the invoice number, invoice date, and user that processed the invoice. You can also view the pay date, amount paid, credit amount, and whether the payment is reconciled.
6. To view the Funding Request Log: *Select Logs* from the funding request
   a. Log information allows you to view a reference of transaction date and actions for a particular funding request.

Editing Course Information on a Funding Request

Selecting the enrollment inside the funding request will allow you to make changes to the course information and/or update the grade. The enrollment information will also you to view Student Reimbursement and School Refund information.

Enrollment Information

| Enrollment Details | Student Reimbursements | School Refunds |

Details

Code *
TEST

Title *
Test

Course Level *
Technical/Occupational

Course Location *
Distance Learning

Start Date *
11/01/2015

End Date *
11/01/2015

Course Cost Information

Course Credit Type *
SH

Credit Number *
3.0

Credit Cost *
444.00

Fee Cost
$111.00

[Update] [Back] .... *Update* will invalidate the student signature and send a notification to the student about the change

Course Grade Information

Grade

Last Updated On

Suspense Date

[Update Grade] .... *Update Grade* will **NOT** invalidate the student signature

1. From the student record, select *Enrollments*
2. Select desired funding request and click *View*
3. Select the desired course
4. Update the desired information and select *Update* to save changes

Updating a Grade on a Funding Request

Grades are updated from within the enrollment details.

1. From the student record, select *Enrollments*
2. Select desired funding request and click *View*
3. Select the desired course
4. Update the grade information and select *Update Grade* to save changes

Reimbursements

Displays a list of all of the student's reimbursements. The user can easily view courses needing reimbursement as well as pending and completed reimbursement requests.

Creating a Reimbursement

1. From the student record, select *Reimbursements*
2. Select desired course needing reimbursement and click *Create Reimbursement*
3. Enter Reimbursement Information
   a. Payment Type
   b. Reason
   c. Account
4. Select *Submit* to create the reimbursement

Processing a Reimbursement Request

There are two ways to process a student initiated reimbursement request. Both reimbursements and waivers will show in Reimbursement Requests.

1. From the Dashboard, select *Reimbursements Pending Review*
2. Select desired student
3. Enter account information
4. Select *Process* to create the reimbursement

- OR -

1. From the student record, select *Reimbursements*
2. Select desired reimbursement request and click *Review Request*
3. Enter account information
4. Select *Process* to create the reimbursement

Creating a Waiver

1. From the student record, select *Reimbursements*
2. Select desired course needing reimbursement and click *Create Waiver*
3. Enter Reimbursement Information
   a. Reason
   b. Amount Waiver
   c. Waiver Remarks
4. Select *Submit* to create the waiver

Processing a Waiver Request

1. From the Dashboard, select *Reimbursements Pending Waivers*
2. Select desired student
3. Make waiver determination
4. Enter Amount Waived
5. Select *Process* to create the waiver

- OR -

1. From the student record, select *Reimbursements*
2. Select desired reimbursement request and click *Review Request*
3. Make waiver determination
4. Enter Amount Waived
5. Select *Process* to create the waiver

Viewing Completed Reimbursement Requests

1. From the student record, select *Reimbursements*
2. Select *Completed* tab (either Reimbursements or Reimbursement Requests)
3. View details of Reimbursements

Book Refunds

Displays a list of all of the student's book refund requests. Book refunds are only submitted to the EDD Office when the course is completed and the student must attach the book receipt for processing. Book refunds pending review can be selected to view more information.

Reviewing and Processing Pending Book Refund Requests

There are two ways to review pending book refund requests.

1. From the Dashboard, select *Book Refunds Pending Review*
2. Select desired book refund request
3. Review information and make determination

- OR -

1. From the student record, select *Book Refunds*
2. Select desired book refund request from Pending Review tab
3. Review information and make determination

Manage Student

| 👤 Profile | 🎓 Education Goals | 🏛 Enrollments | $ Reimbursements | 📕 Book Refunds | 📗 Counseling Notes | 📘 Documents |

Review Book Refund

Book Title *

Title

Book Refund Status

Pending Review

Amount *

348.30

Receipt Upload *

⬇ Delete File

Remarks

Save: Allows you to save the changes that are made to the refund request without making a determination.

Approve: Allows you to approve the refund request and creates an invoice that requires action.

Disapprove: Allows you to disapprove the refund request and the student is notified on the disapproval.

Save   Approve   Disapprove   Back

Last Updated By: Kurt Dowswell on 2015-12-05

Viewing Processed Book Refund Requests
1. From the student record, select *Book Refunds*
2. Locate desired book refund by viewing Approved/Disapproved tabs

Counseling Notes

Displays historical data and instructions from EDD staff. This section provides notes from staff interactions with the student. The notes can provide a concise recording of the student's history.

Viewing a Counseling Note
1. From the student record, select *Counseling Notes*
2. All notes are displayed (**Note:** All flagged counseling notes will appear first in the record, then other notes are listed in order from newest to oldest.)

Creating a Counseling Note
1. From the student record, select *Counseling Notes*

2. Select *Add Note*
3. Select the counseling note category and enter remarks
4. Select additional options
   a. *Flag note:* Option allows all users to see the note at the top of the list of all counseling notes. User has the ability to clear a flagged note and it will appear in order of all of the other notes.
   b. *Workflow Memo the note:* Option allows the user to follow-up on the note or assign the note to another staff member for action. When opting for a workflow memo option, the suspense date is required.
   c. *Add a suspense date to the note:* Option allows the user to add a suspense date to ensure the workflow memo request is worked. If the workflow memo is assigned to yourself, you will see the suspenses that need to be worked in *My Suspenses* on the dashboard.
5. Select *Save* to add the note to the student record

Editing a Self-Authored Counseling Note
1. From the student record, select *Counseling Notes*
2. Locate desired counseling note and select *Edit Note*
3. Make desired changes and select *Save* to update the note

Documents
Displays a list of all supporting documents that are pertinent to the student's record. This section allows storage for all supporting documentation, relative to the student's record.

Manage Student

Profile · **Education Goals** · **Enrollments** · **$ Reimbursements** · **Book Refunds** · **Counseling Notes** · **Documents**

Student Degree Plan #2
2015-11-02

test
2015-12-07

SSN Privacy Form
2015-11-05

Add Document

Viewing a Document

1. From the student record, select *Documents*
2. Select desired document
3. Select option to open or save document
4. View document

Adding a Document

1. From the student record, select *Documents*
2. Select *Add Document*
3. Enter Title
4. Upload file (**NOTE:** File size restriction is maximum of 4 megabytes)
5. Select *Save* to add the document

Editing a Document

1. From the student record, select *Documents*
2. Select desired document
3. Update title and/or file information
4. Select *Save* to update the document

Deleting a Document

1. From the student record, select *Documents*
2. Select desired document
3. Select *Delete*
   (**NOTE:** System generated documents, such as SSN Privacy Forms and MOAs cannot be deleted)
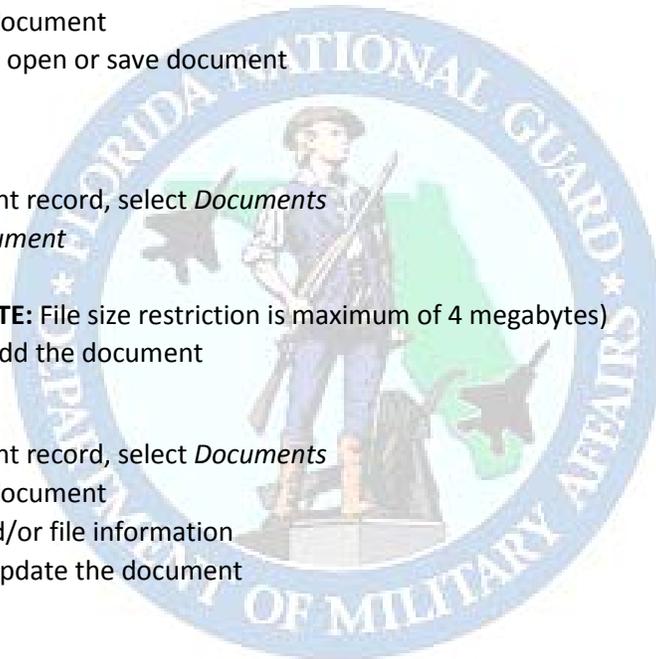
Accounting

The Accounting section allows you to manage accounts and reconcile payments. This section also provides a quick glance for balance information for accounts. Accounts are sorted by fiscal year for easy identification.

Manage Accounts

Search Filters		Add Account
Fiscal Year		Reconcile Payments
2015 ⌄		

Name	Account Type	Debits	Credits	Balance
Dan Account	Checking	$1,481.00	$136.00	($1,345.00)
EDD Automation	Checking	$0.00	$1,530.00	$1,530.00
New Account	Reimbursements	$0.00	$0.00	$0.00
Test Account	Checking	$0.00	$0.00	$0.00
⏮ ◀ 1 ▶ ⏭				1 - 4 of 4 items

Viewing an Account

1. From the Dashboard, select *Accounting*
2. Select desired account
3. View account information

Adding an Account

1. From the Dashboard, select *Accounting*
2. Select *Add Account*
3. Enter account information
   a. Account Name
   b. Fiscal Year
   c. Account Type
   d. Organization Code
   e. Object Code
   f. Remarks
4. Select *Add Account* to add the account

Editing an Account

1. From the Dashboard, select *Accounting*
2. Select desired account
3. Update account information
4. Select *Update* to save changes

Other Account Options

Within an account, you can view all of the transactions associated to that particular account. You can also add a deposit, add a withdrawal, and add a rebate.

Viewing Transactions

1. From the Dashboard, select *Accounting*
2. Select desired account
3. Locate Account Transactions and select desired transaction
4. Select *Cancel* to return to the account page

Adding a Deposit

1. From the Dashboard, select *Accounting*
2. Select desired account
3. Select *Add Deposit*
4. Enter deposit information
   a. Transaction date
   b. Amount
   c. Reconciled indicator
   d. Remarks
5. Select *Add Deposit* to add the deposit to the account

Adding a Withdrawal

1. From the Dashboard, select *Accounting*
2. Select desired account
3. Select *Add Withdrawal*
4. Enter deposit information
   a. Transaction date
   b. Amount
   c. Remarks
5. Select *Add Withdrawal* to add the withdrawal to the account

Adding a Rebate

1. From the Dashboard, select *Accounting*
2. Select desired account
3. Select *Add Rebate*
4. Enter deposit information
   a. Transaction date
   b. Amount
   c. Reconciled indicator
   d. Remarks
5. Select *Add Rebate* to add the rebate to the account
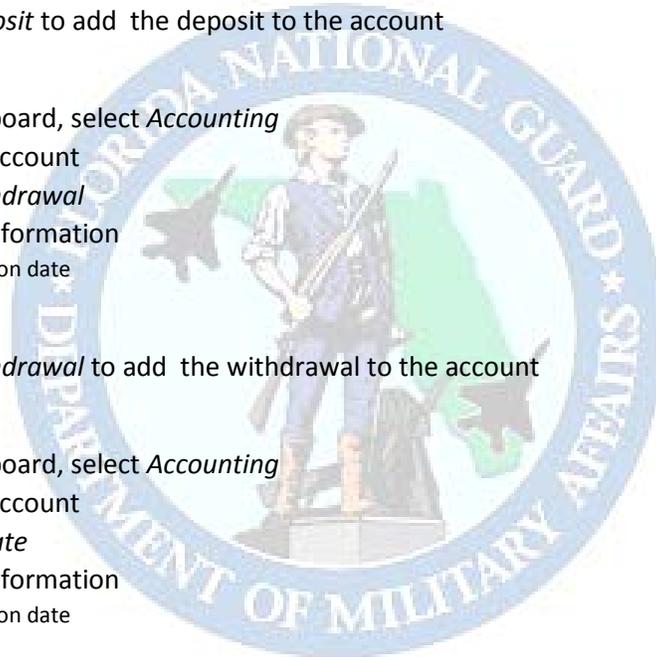
Reconciling Payments

Reconcile Payments is a quick glance at all invoices that are pending reconciliation. The search results will allow you to view only the payment information or the entire invoice.

Reconcile Payments

Search Filters		
Invoice	**Date Range ***	**Query By Payment Date**
	2015-09-10 - 2015-12-08	◉ Payment Date ○ Invoice Date

Search   Reset

Payment Id	Amount	Transaction Date	Account Name	Invoice Id
69	$468.00	2015-11-09	Dan Account	27
70	$846.65	2015-11-09	FY2014 Account	28
71	$846.65	2015-11-09	FY2014 Account	30
73	$0.00	2015-11-09	Dan Account	15
43	$806.65	2015-10-22	Dan Account	20

|◄ ◄ **1** ► ►| 1 - 5 of 5 items

Back

Reconciling a Payment

1. From the Dashboard, select *Accounting*
2. Select *Reconcile Payments*
3. Search for desired invoice
4. Select desired invoice
5. Select *Is Reconciled* indicator
6. Add remarks, if applicable
7. Select *Update* to save the changes

- OR –

1. From the Dashboard, select *Accounting*
2. Select *Reconcile Payments*
3. Search for desired payment
4. Select desired payment
5. Select *Is Reconciled* indicator
6. Add remarks and/or supporting files, if applicable
7. Select *Update* to save the changes

State Quarter Master Invoice Review

1. View Invoices Pending Approval
2. Logging into the Portal will automatically display the Dashboard.
3. Select *Pending Approval* from the *Invoices* menu to see invoices that require SQM action.
   (Note: The results will be displayed on the Manage Invoices page and the page will automatically default to the current FY.)
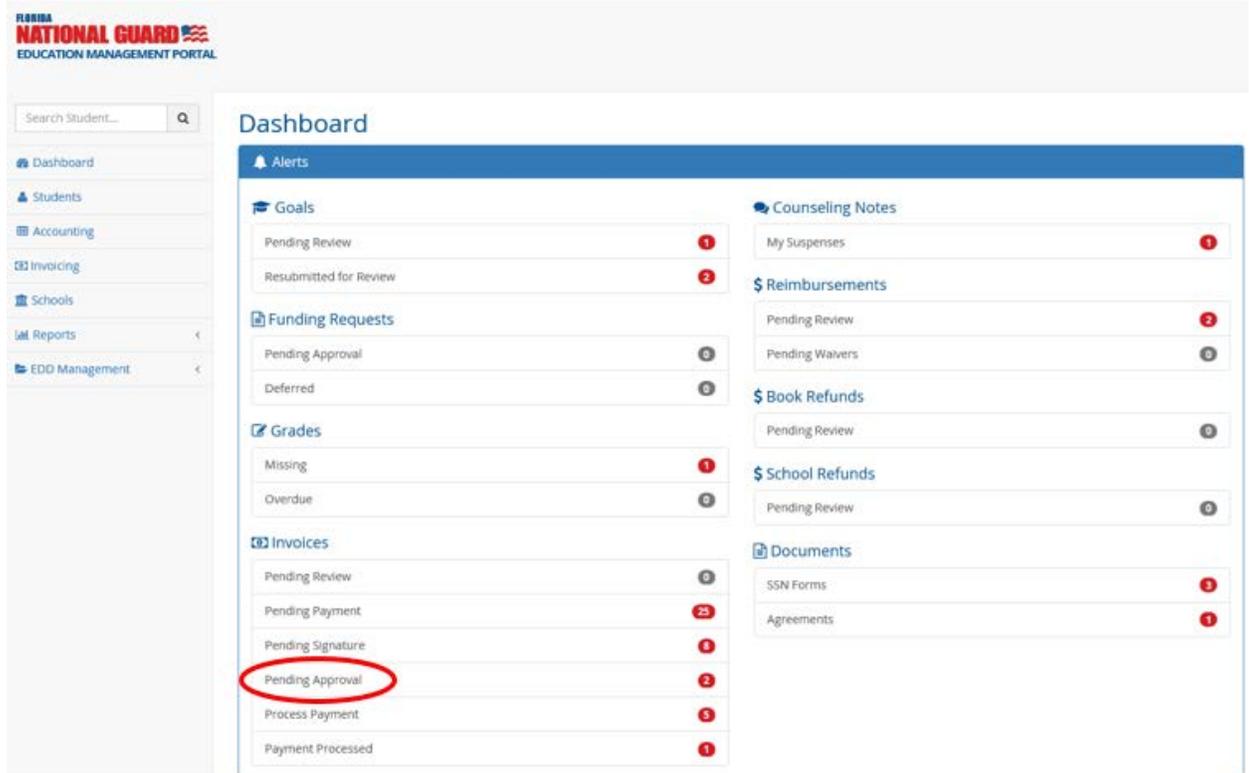
4. Select the invoice that requires review. You will have the opportunity to view the invoice items, invoice payment, and all invoice information from this page.
5. Once you have reviewed the invoice, you can select the *SQM Signature* button to approve the invoice.
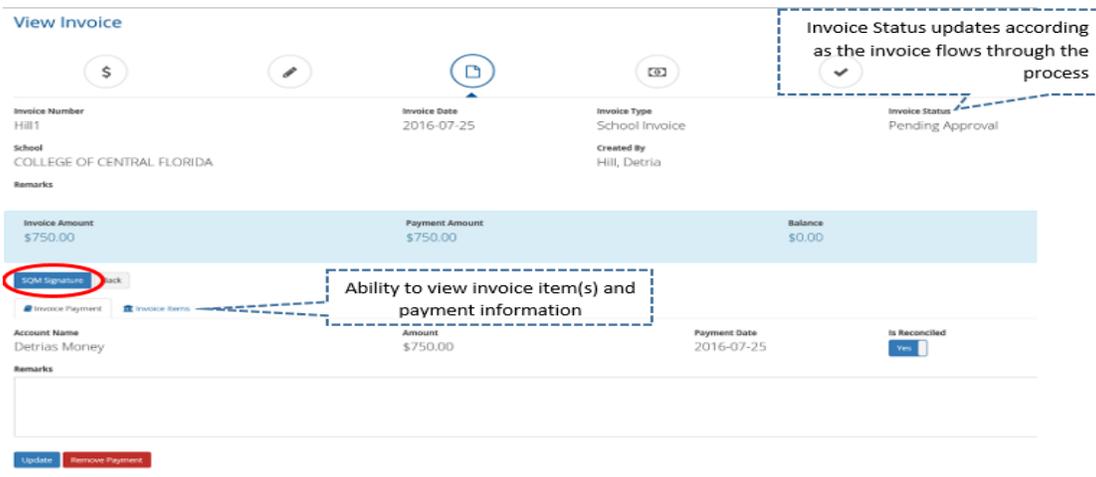
6. Applying the SQM signature will update the invoice status to *Process Payment* and allow you to download the *Payment Request* form. Selecting the *Payment Request* button will open the **DCSPER EDD Program Payment Request** form that includes digital signatures and can be forwarded.

7. Once the payment has been processed, you will select the Payment Processed button to ensure the invoice is marked as Complete. *(Note: Once the invoice is marked as Complete, the Payment Request document is still available on the invoice; however, there are no more signatures required.)*

Invoicing

Invoicing allows you to view, create, pay, and reconcile school and book refund invoices received from schools and students. Invoice counts can easily be viewed on the Dashboard by status.

Statuses:

- Pending Review: Invoices received from the AI Portal that require EDD review
- Pending Payment: Invoices that have been reviewed by EDD and require payment
- Pending Signature: Invoices that have been paid by EDD and require certification
- Pending Approval: Invoices that have been certified and require SQM review
- Process Payment: Invoices that have been reviewed by SQM and require payment certification
- Payment Processed: Invoices that have been certified by SQM and are pending funding to be sent to institutions

Manage Invoices Search

Search Filters		
Invoice Status *	**Fiscal Year**	**Invoice Number**
Preinvoices Pending Review	2016	
School		
🏛		

Search   Reset

Create New Invoice

Invoice Number	School Name	Invoice Amount	Total Items	Number Of Actions Needed	Submitted Date
Fall Invoice 1234	UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	$276.00	4	4	2015-11-09
dan 12/2	UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE	$333.00	1	0	2015-12-02

|◄ ◄ 1 ► ►| 1 - 2 of 2 items

Searching for an Invoice

1. From the Dashboard, select *Invoicing*
2. Enter search criteria
   a. Invoice Status
   b. Fiscal Year
   c. Invoice Number
   d. School
3. Select *Search* to display results
4. Select desired invoice

Creating an Invoice

1. From the Dashboard, select *Invoicing*
2. Select *Create New Invoice*
3. Enter invoice details
   a. Invoice Number
   b. Invoice Date
   c. Invoice Type
   d. School
   e. Remarks
4. Select *Create Invoice* to create the invoice

5. Select *Invoice Items* tab
6. Select *Add Enrollment* to add items to be paid to the invoice
7. Select desired items and click *Add*
8. Select *Update* to ensure all items are saved to the invoice

Viewing an Invoice

1. From the Dashboard, select *Invoicing*
2. Enter search criteria
3. Select *Search* to display results
4. Select desired invoice

View Invoice

| $ | ✏ | ▯ | 💵 | ✔ |

Invoice Number

Detria's Invoice

Invoice Date
2015-12-08

Invoice Type
School Invoice

Invoice Status
Pending Payment

School
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

Created By
Hill, Detria

Remarks
Detria's Invoice for user guides

> **Review Button:** Allows you to coordinate your action and submits the invoice to the next approval level

Invoice Amount
$99.00

Payment Amount
$99.00

Balance
$0.00

[Review] [Update] [Delete] [Back]

Adding a Payment to an Invoice

1. From the Dashboard, select *Invoicing*
2. Enter search criteria (**NOTE:** Invoice Status: Pending Payment)
3. Select *Search* to display results
4. Select desired invoice
5. Enter payment information
   a. Account
   b. Amount
   c. Remarks
6. Select *Add Payment*

Invoice Payment	🏛 Invoice Items		
Account Name	**Amount**	**Payment Date**	**Is Reconciled**
Test Account	$99.00	2015-12-08	No

Remarks

Paid 12/08/15

Allows you to **REMOVE** a payment and resets the status of the invoice back to "Pending Payment"

Update Remove Payment

Processing a PreInvoice (from AI Portal)

1. From the Dashboard, select *Invoices: Pending Review*
2. Select desired invoice to be processed
3. Work all mismatches, if applicable
4. Select *Process* to process the invoice

Process PreInvoice

Invoice Number   **Invoice Date**   **Invoice Amount:** $333.00
                                                      Validated Amount: $333.00
dan 12/2   2015-12-02

School Name   **Total Items:** 1
UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE   **Validated Items:** 1

❌ Invoice Mismatch
⚠ **Pending Changes:** 1
✔ **Pending Drops:** 0
⚠ **Pending Unknowns:** 1
⚠ **Record Errors:** 4

Remarks

Features allow you to review the funding request and skip the enrollment.

The Skip function will change to "Unskip" if activated to allow you to change your mind.

View All Items   Show only Exceptions

Course	Student	Term Dates	Invoiced Amount	Status	
ALBN111 - Elementary Albanian I		2015-11-09 - 2015-11-09	$333.00	Accepted	🔍 ⏩
MATH107 - College Algebra		2015-11-09 - 2015-11-09	$0.00	Unknown	🔍 ⚙ ⏩

Process Back Reject

Schools

Schools is a one-stop shop for information relative to the institution. You have the ability to search for a particular EDD-approved institution and view information like their address, campuses, programs, and contact information.

Searching for School

1. From the Dashboard, select *Schools*
2. Enter search criteria
   a. Name

b. State
3. Select *Search* to display results
4. Select desired school

UNIVERSITY OF FLORIDA

⚲ Mailing Address
226 Tigert Hall
Gainesville, FL 32611-3150

⚲ Website
http://www.ufl.edu

ⓘ Opeid
00153500

🔔 Teaching Method
Both (Traditional Classroom &
Distance Learning)

$ Tax Status
Public

Status

✔ Approved on 9/28/2015 11:09:21 AM
⚙ Updated on 10/13/2011 9:45:10 AM

🏛 Campuses   👤 Contacts

UNIVERSITY OF FLORIDA- MAIN CAMPUS
⚲ GAINESVILLE, FL

Back

Reports

Reports allow you to run topic specific reports for reporting purposes. All of the reports, except Disapproved Requests, have date range criteria.

FLNG Reports

Traditional Enrollments By Rank Group: A summary of all traditional (non-distance learning) enrollments broken out by Rank Group (officer or enlisted) for a specific date range or fiscal year.

Distance Learning Enrollments By Rank Group: A summary of all distance learning enrollments broken out by Rank Group (officer or enlisted) for a specific date range or fiscal year.

Overall Traditional Enrollments: A summary of all traditional (non-distance learning) enrollments for a specific date range or fiscal year.

Overall Distance Learning Enrollments: A summary of all distance learning enrollments for a specific date range or fiscal year.

Paid Enrollments Summary: A summary of paid enrollments broken out by Unit.

Unpaid Enrollments Summary: A summary of unpaid enrollments broken out by Unit.

Enrollments: A complete summary of all enrollments.

Enrollments Quarterly Status: A quarterly breakout of enrollments.

Course Level Participation: A breakout of enrollments by course level.

Enrollments By Rank: A complete summary of all enrollments broken out by rank.

Course Fee Summary: A summary of course fees broken out by unit, school and course. EDD Cost and student cost are displayed and totaled.

Student Reimbursement Summary: A summary of student reimbursement actions for a specific date range or fiscal year.

School Credit Hours Summary: A detailed report by school on credit types. This report displays the number of individuals, number of enrollments, total credits by type, average credit cost, and total EDD cost.

Grades Posted by AI Portal: A detailed report that identifies the grades posted by AI Portal. The report displays the student, school name, grade, user that posted the grade, and date posted.

Grades Posted by EMS: A detailed report that identifies the grades posted by EDD PA office. The report displays the unit, student, school name, grade, user that posted the grade, and date posted.

Enrollments By Service Component: A complete summary of all enrollments broken out by service component.

Enrollments by Sector: A complete summary of all enrollments broken out by sector.

Education Goals: A complete summary of all education goals.

Disapproved Requests: A complete summary of disapproved requests.

Search Enrollments Report

The Search Enrollments report allows you to search enrollments using specific criteria. The Search Enrollments report allows the following search criteria: unit, course location, course level, date range, query date, and school.

Run Search Enrollments Report

1. From the Dashboard, select *Reports*
2. Select *Search Enrollments*
3. Enter search criteria
4. Select *Search* to display results

Search Enrollments
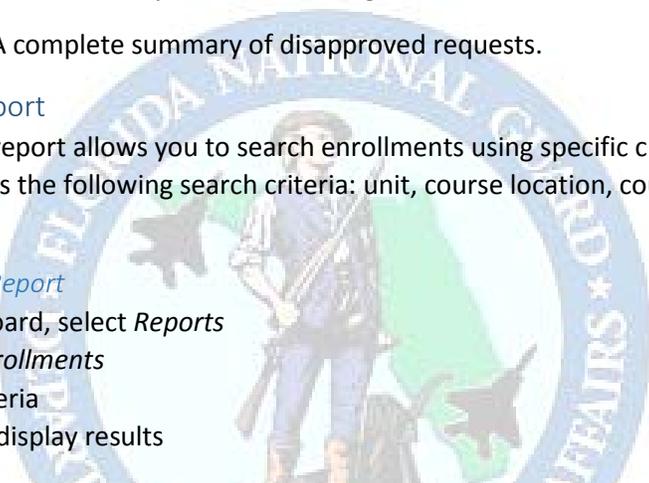
Unit	Course Location	Course Level
All	All	All

Query By Dates
⦿ Fiscal Year ◯ Date Range

Fiscal Year
2015

Query By
⦿ Start Date ◯ Issue Date

School Name
🏛

[Search] [Reset]

Student Name	Course Code	Issue	Term Start	Term End	Grade
Brown, Luna	ANTH102	2015-12-07	2015-01-01	2015-01-01	
Johnson, Bill	DLH001	2015-10-27	2015-04-24	2015-10-24	
Johnson, Bill	ED PS5066-093	2015-10-27	2015-04-24	2015-10-24	

|◀ ◀ **1** ▶ ▶| 1 - 3 of 3 items

[Export to Excel]

EDD Management

EDD Management will allow you to manage the content on the site so you are controlling the messages and information that the users see.

VEC Content

News

Add News

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *News* tab
4. Select *Add News*
5. Enter News information
    a. Title
    b. URL
    c. *Is Active* indicator
    d. Body
6. Select *Save* to add news article

Edit News

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *News* tab
4. Select the existing news article
5. Update news information (including to activate and deactivate)
6. Select *Save* to save changes

Delete News

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *News* tab
4. Select news article
5. Select *Delete*
6. Confirm request to delete

Contact Information

Add Contact

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *Contact Information* tab
4. Select *Add Contact*
5. Enter Contact information
    a. Personal Data
    b. Mailing Address
    c. Contact Information
6. Select *Save* to add the contact information
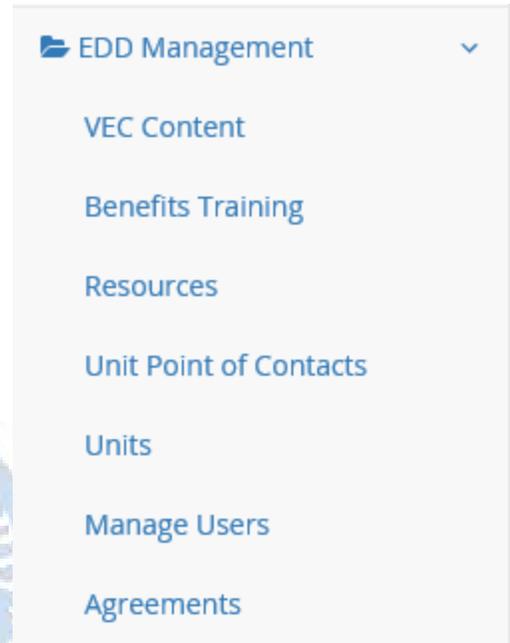
Edit Contact

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *Contact Information* tab
4. Select the existing contact information
5. Update contact information
6. Select *Save* to save the changes

Delete Contact

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *Contact Information* tab
4. Select contact information
5. Select *Delete*
6. Confirm request to delete

Resources

Add Resource

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *Resources* tab
4. Select *Add Resource*
5. Enter Resource information
   a. Title
   b. URL
   c. File Upload
6. Select *Save* to add the resource

Edit Resource

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *Resources* tab
4. Select the existing resource information
5. Update resource information
6. Select *Save* to save the changes

Delete Resource

1. From the Dashboard, select *EDD Management*
2. Select *VEC Content*
3. Select *Resources* tab
4. Select resource
5. Select *Delete*
6. Confirm request to delete
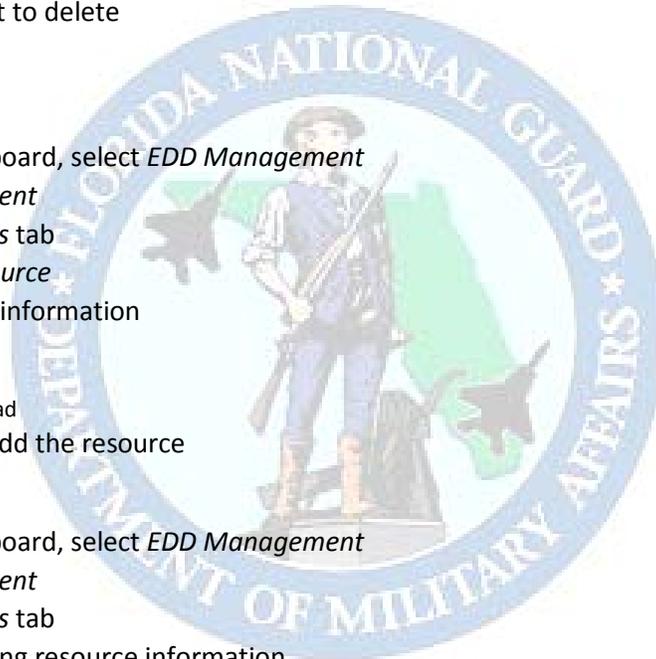
Benefits Training

Add Benefits Training

1. From the Dashboard, select *EDD Management*
2. Select *Benefits Training* tab
3. Select *Add Training*
4. Enter Training information
   a. Title
   b. Is Active indicator*
   c. Body
5. Select *Save* to add the training

Edit Training

1. From the Dashboard, select *EDD Management*
2. Select *Benefits Training* tab
3. Select the existing training information
4. Update training information
5. Select *Save* to save the changes

Resources

Add Resource

1. From the Dashboard, select *EDD Management*
2. Select *Resources*
3. Select *Add Resource*
4. Enter Resource information
   a. Title
   b. URL
   c. File Upload
5. Select *Save* to add the resource

Edit Resource

1. From the Dashboard, select *EDD Management*
2. Select *Resources*
3. Select the existing resource information
4. Update resource information
5. Select *Save* to save the changes

Delete Resource

1. From the Dashboard, select *EDD Management*
2. Select *Resources*
3. Select resource
4. Select *Delete*
5. Confirm request to delete

Unit Points of Contacts

Add a Unit POC

1. From the Dashboard, select *EDD Management*

2. Select *Unit Points of Contact*
3. Select *Add Contact*
4. Enter contact information
   a. Personal data
   b. Contact information
5. Select *Save* to add the unit POC

Edit a Unit POC
1. From the Dashboard, select *EDD Management*
2. Select *Unit Points of Contact*
3. Select desired contact
4. Update contact information
5. Select *Save* to save the changes

Search for a Unit POC
1. From the Dashboard, select *EDD Management*
2. Select *Unit Points of Contact*
3. Filter by desired unit
4. Locate desired contact

Delete a Unit POC
1. From the Dashboard, select *EDD Management*
2. Select *Unit Points of Contact*
3. Select desired contact
4. Select *Delete*
5. Confirm request to delete

Units
Add a Unit
1. From the Dashboard, select *EDD Management*
2. Select *Units*
3. Select *Add Unit*
4. Enter unit information
   a. Macom
   b. Unit
   c. Unit UIC
5. Select *Save* to add the unit

Edit a Unit
1. From the Dashboard, select *EDD Management*
2. Select *Units*
3. Select desired unit
4. Update unit information
5. Select *Save* to save the changes
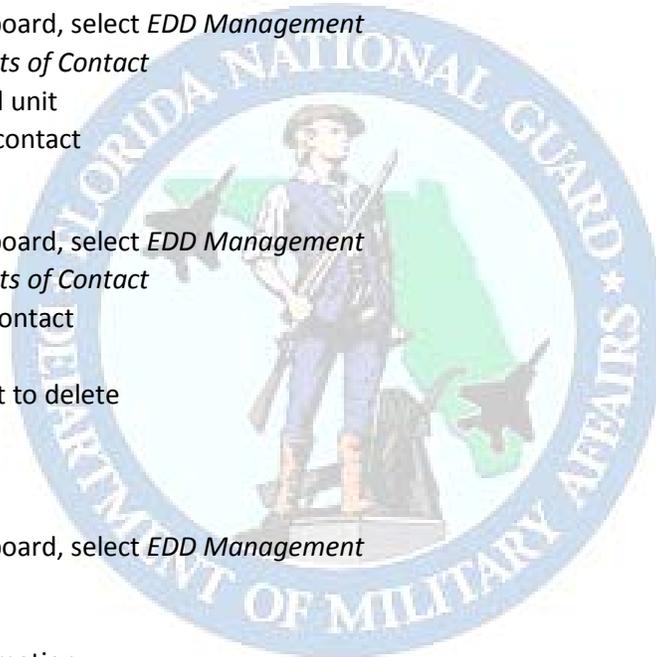
Manage Users

Edit User Information

1. From the Dashboard, select *EDD Management*
2. Select *Manage Users*
3. Select desired user
4. Update user information
5. Select *Save* to save the changes

Search for a User

1. From the Dashboard, select *EDD Management*
2. Select *Manage Users*
3. Filter for desired user
   a. Status
   b. First Name
   c. Last Name
4. Locate desired contact

Locking/Unlocking User Account

1. From the Dashboard, select *EDD Management*
2. Select *Manage Users*
3. Select desired user
4. Select *Lock Account/Unlock Account* button
5. Select *Save* to save the changes

Agreements

Add an Agreement

1. From the Dashboard, select *EDD Management*
2. Select *Agreements*
3. Select *Add Agreement*
4. Enter agreement information
   a. Title
   b. Sub Title
   c. Sections
5. Select *Save* to add the agreement   **Only permitted when there is no existing agreement**

Edit an Agreement

1. From the Dashboard, select *EDD Management*
2. Select *Agreements*
3. Select existing agreement
4. Update agreement information
5. Select *Save* to update the agreement

Appendix D

<div align="center">

Educational Dollars for Duty Program
Disqualifications and Forfeitures Checklist

</div>

1. Disqualifications. Participants will be disqualified from participation for the following reasons:

    a. The Guard Member is not satisfactorily performing military duties as a member of the FLNG as determined by the unit commander.

    b. The Guard Member does not maintain a 2.0 grade point average, or is placed on academic probation by the school for which they are receiving EDD Benefits.

    c. The Guard Member is no longer a member of the FLNG.

2. Forfeitures: Participants will be required to reimburse the DMA for EDD funds expended for the following reasons:

    a. The Guard Member fails or withdraws from a class paid for by EDD.

    b. The Guard Member does not fulfill the service obligation for EDD.

    c. The Guard Member is discharged before the end of the enlistment period.

    d. The Guard Member does not submit grades within the specified time period.

See Appendix N-VEC Recoupment Process.

.

Appendix E

SQM (621-5)   Date

MEMORANDUM FOR

_____

SUBJECT: Educational Dollars for Duty Program (EDD)

1. References: Annex To Department Of Defense (DD) Form 4 Educational Dollars For Duty Memorandum of Agreement.

2. Your eligibility for EDD has been suspended due to non-compliance with the above reference

      Section II, Paragraph(s):

          3 (agreement to serve the service obligation)
          4d (perform satisfactorily in the FLNG)
          4m (continuously meet all eligibility criteria)

      Section VI, Paragraph 12 (participants responsibility to maintain eligibility status and stay current on EDD program provisions and changes).

3. In accordance with the above reference, Section V, Paragraphs 9 and 10, and Section VII, Paragraphs 1, 2 and 3a, recoupment of EDD funds expended on your behalf as outlined in the enclosure is required. Please contact this office within 30 days from the date of this notification, to arrange payment options. If you cannot pay in full, you can make payments and there will be no interest or penalty charges.

4. Please remit funds by **certified check or money order** made payable to the Department Of Military Affairs, and mail remittance to Department Of Military Affairs Attn: SQM, P. O. Box 1008, St. Augustine, FL 32085-1008.

5. In accordance with reference and this notice, failure to remit funds due the Department in a timely manner will result in legal and/or collection actions against you to recoup funds owed to the State of Florida.

6. If you have any questions please contact the SQM at (904) 823-0222.

BRYAN S. FALLON
LTC, SF, FLARNG
State Quarter Master

Appendix E

DEPARTMENT of MILITARY AFFAIRS

Educational Dollars For Duty Recoupment Statement

Guardsman Name: _____

Guardsman DoD ID: _____

School/Fiscal Year   Funds Expended

FY 98 _____   _____

FY 99 _____   _____

FY 00 _____   _____

FY 01 _____   _____

FY 02 _____   _____

FY 03 _____   _____

FY 04 _____   _____

FY 05 _____   _____

FY 06 _____   _____

FY 07 _____   _____

FY 07 _____   _____

        TOTAL: _____

PAYMENT IS DUE WITHIN 30 DAYS

Please remit funds in the total amount of _____ by **certified check or money order** made payable to the Department Of Military Affairs.

Please mail remittance to Department Of Military Affairs Attn: DCSPER-EDD, PO. Box 1008, St. Augustine, FL 32085-1008.

Appendix F

EDD Virtual Education Center Billing Standard Operating Procedure

<u>Programs that will be used:</u>
Virtual Education Center
<u>WORKFLOW:</u>
Once a funding request is approved it will move into Invoices Pending Review. In this module you will only use **Pending Review** and **Pending Payment**.
Go to **Virtual Education Center** > **Invoices** > **Pending review** > If the number is zero you have no invoices to review. If there are invoices pending review click on

1. **Pending Review**
2. **Select desired invoice to be processed**
3. **Work all mismatches, if applicable**
4. **Select Process to process the invoice**

This will move the invoice into **Pending Payment**.> open **Pending Payment**
   1. **Select desired invoice to be processed**
   2. **Select the appropriate Account from the drop down menu**
   3. **Select add payment**

AT THIS POINT MAKE SURE YOU ARE IN THE CORRECT BUDGET!!!
   4. Select Review button
   5. Select Confirm button

The invoice has now moved down into **Pending Signature** and you have completed your portion.

At this point if you need to recall the invoice go to > Pending Signature

   1. Choose invoice
   2. Select Remove Payment
   3.   Confirm remove payment

The invoice has now moved back up to Pending Payment for corrections

Appendix G

SQM Budget Management Process Timeline

LBR includes a Base Budget, NEW additional requirements and Capital Improvement Plan (CIP) needs.

MAY thru JUN
    All Directorates; formulate requirements/needs to submit in the State Legislative Budget Request (LBR)

NLT 30 JUN
    Directorates submit budget requirements to DMA/SQM

JUL
    SQM compiles all new requirements for review and action

15 JUL
    SQM receives LBR instructions from Office of Policy and Budget (OPB)

NLT 31 JUL
    SQM briefs the TAG
        This briefing will determine what requirements the TAG will support going forward in the LBR

AUG / SEP
    TAG briefs Executive Office of the Governor (EOG)
        This is an informal briefing detailing what the agency is planning on submitting in the LBR.
        EOG will use this info in developing the Governor's LBR recommendation)

15 OCT
    Agency publishes the LBR

NOV thru JAN
    EOG, House of Representatives and Senate develop their own budget recommendations

NLT 31 JAN
    EOG makes public the Governor's budget recommendation

MAR thru MAY
    Legislature votes on the General Appropriations Act (GAA) bill during the State Legislative Session

MAY thru JUN
    GAA is sent to Governor for approval and signed into law

1 JUL

Executive Office of the Governor (EOG) furnishes the Original Approved Financial Plan to agencies

GENERAL APPROPRIATIONS ACT

An act making appropriations; providing moneys for the annual period beginning July 1, 20xx, and ending June 30, 20xx, to pay salaries, and other expenses..... and for other specified purposes of the various agencies of State government.

GENERAL REVENUE FUND

Funds received at the state and local levels of government that may be utilized for any purposes. These unallocated funds are acquired through business and property taxation. Since the funds are not governed by law, a state may use the funds to engage in a variety of activities

TRUST FUNDS

Asset accounts held by a state whose principal and interest is used to pay for operations. The state operates as a trustee. Accounts are segregated for specific purposes in accordance with laws and regulations or special restrictions and limitations.

Examples of trust funds belonging to DMA

- Federal Law Enforcement Trust Fund (FLETF),
- Camp Blanding Management Trust Fund (CBMTF),
- Federal Grants Trust Fund (FGTF)
    - o FGTF includes all cooperative agreements,
    - o Sustainment Restoration and Maintenance (SRM)
    - o Military Construction; MILCON, and Capital Improvement Projects (CIP)

Appendix G

EDD BUDGET PROCESS

Lane	APRIL	MAY	JULY	MARCH	APRIL	JUL

SQM: START UP MEETING → RECEIVE BUDGET REQUEST → ADJUST BUDGET → ADJUST FROM TAG UPDATE → UPDATE ACTUAL BUDGET → ID QUARTERLY RELEASE → LOAD FUNDS VEC → End

EDD: BUDGET REQUEST

LL: EDUCATE LEGISLATOR

TAG: TAG PRIORITY, TAG UPDATE

STATE LEG: APPROVE BUDGET

OPB: PROVIDE ADDITIONAL GUIDANCE, BUDGET SUBMIT

Appendix H

COMMUNICATION PLAN

	MARCH	APRIL	MAY

TAG
- START LEGISLATOR APPROVES BUDGET
- FMS FAM REVISION GUIDANCE
- APPROVAL
- NO
- YES
- PREVIOUS YEAR SUPPLEMENTAL GUIDANCE

SQM
- TAG GUIDANCE
- MEETING FOR BUDGET GUIDANCE & EVALUTE

SEPA
- JOINT FRAGO (JFRAGO)
- BRIEF ARMY LEADERS UP-BRIEF (ALLUB)
- BRIEF TO AIR COMMANDER

UNITS SOLDIERS/ AIRMEN
- MSC / BN/CC RECEIVES JFRAGO
- SUBORDINATE UNITS RECEIVE JFRAGO
- SOLDIER/AIRMAN RECEIVE EDD INFO BRIEF

PAO / R&R
- UPDATE WEB & FACEBOOK

UNIVERSITY
- COLLEGE BRIEFED IN-PERSON

EDD EXPENDITURE REVIEW

EDD
- START
- EDD APPROVES APPLICATION
- ADMIN 1 / EDD PROCESSESS INVOICES
- SEPA / EDD OFFICE APPROVES INVOICES

SQM
- ACCOUNTING DIRECTOR AUTHORIZES PAYMENT
- ACCOUNTS PAYABLE CLERK MAKES PAYMENT
- ADMINISTRATIVE CLERK RECONCILS & MAILS CHECK
- END

TALLAHASSEE
- DFS MAILS CHECK TO SQM

COLLEGE
- ALL INVOICES SUBMITTED VIA VEC

Appendix I

LEGISLATIVE CHANGE PROCESS

Appendix J

COLLEGES	LOWER LEVEL	UPPER LEVEL
Broward College	$115.90	$128.89
Chipola College	$102.00	$115.00
College Central Florida	$107.10	$122.89
Daytona State College	$102.38	$120.32
Eastern Florida State College	$104.00	$128.51
Florida Gateway College (FGC)	$103.32	$120.33
Florida Keys Community College	$109.22	
Florida Southwestern State College	$113.36	$125.71
Florida State College @ Jacksonville	$104.88	$114.52
Gulf Coast State College	$98.75	$117.59
Hillsborough Community College	$104.39	
Indian River State College	$103.83	$117.10
Lake Sumter StateCollege	$105.73	$120.25
Miami-Dade College	$118.22	$129.89
North Florida Community College	$99.80	
Northwest Florida State College	$104.01	$122.59
Palm Beach State College	$101.00	$122.85
Pasco-Hernando State College	$105.18	$126.00
Pensacola State College	$104.58	$120.89
Polk State College	$112.22	$123.89
Santa Fe College	$106.77	$126.33
Seminole State College	$104.38	$119.91
South Florida State College	$104.52	$119.33
St. Johns River State College	$110.00	$126.75
St.Petersburg College	$111.75	$122.70
State College of Florida, Manatee-Sarsota	$102.48	$112.08
Tallahasse Community College	$100.83	
Valencia College	$103.06	$112.19

UNIVERSITIES LOWER LEVEL	
Florida Agricultural and Mechanical University	$188.16
Florida Atlantic University	$201.29
Florida Gulf Coast University	$203.94
Florida International Unversity	$205.57
Florida State University	**$215.55**
New College of Florida	$192.10
University of Central Florida	$212.28
University of Florida	$212.71
University of North Florida	$213.13
University of South Florida	$211.19
University of West Florida	$211.98
UWF ON LINE	$218.98

UNIVERSITY GRADUATE LEVEL	
Florida Agricultural and Mechanical University	$405.67
Florida Atlantic University	$369.82
Florida Gulf Coast University	$373.38
Florida International Unversity	$455.64
Florida State University	$479.32
University of Central Florida	$369.65
University of Florida	**$530.69**
University of North Florida	$493.68
University of South Florida	$431.43
University of West Florida	$377.60

PRIVATE SCHOOLS

All private school tuition is paid at the highest State tuition rate for that fiscal year or the actual private rate if lower.

Academy for Five Element Acupuncture
Acupuncture and Massage College
American Intercontinental University
Americare School of Nursing
Angley College
Argosy University Sarasota
Argosy University Tampa
Ashford   University
ATI Career Training Center
ATI College of Health
Atlantlc Institute of Oriental Medicine
Ave Maria University
Aviator College of Aeronautical Science and Technology
Baptist College of Florida
Barry University Bay Medical Center Beacon College
BethuneCookman University
Carlos Alblzu University
Catholic University of America
Central Florida Institute
Centura Institute
Chamberlain College of Nursing City College
City College Casselberry Clearwater Christian College
College of Business and Technology Columbia College
Columbia souther University
Concorde Career Institute
Daytona College
Delta Connection Academy
DeVry University Miramar
 Digital Media Arts College
Dragon Rises College of Oriental Medicine Eckerd College
Edward Waters College
Embry-Riddle Aeronautical U niversity
Everest Institute Miaml Everest Universlty Largo
Everest University North Orlando
Everest University Pompano Beach
Everest University Tampa
Everglades University
First Coast Career Tech
Flagler College
Florlda Career College
Florida Career College Est Palm Beach Campus
Florida Christian College
Florida College
Florida Hospital College of Health Sciences
Florida Institute of Technology
Florida Keys Community College
Florida Memorial University
Florida National College
Florida Southern College
Florida Technical College
Fortls College Largo
Fortis College Orange Park
Fortis College Tampa
Fortis College Winter Park
Full Sail University
Galen College of Nursing
Health Career Institute
Heritage Institute
Hobe Sound Bible College
Hodges University
IMPAC University
Institute of Allied Medical Professions
International Academy of Design and Technology
Jacksonville University
Jones College
Jose Mara Vargas University
Kaplan College
Kaplain University

Keiser Career College
Keiser University
Keller Grad School
Key College
Knox Theological Seminary
Le Cordon Bleu College of Culinary Arts in Orlando
Lively Tech College
Lynn University
Meridian Career Institute Sarasota
Miami International Unlverslty of Art & Design
New World School of the Arts
North Florida Community College
Northwood   University
Nova Southeastern U niversity
Palm Beach Atla n tic U niversity
Professional Training Centers
Rasm ussen College Fort Myers
Rasm ussen College Ocala
Remi ngton College
Ringling College of Art and Design
Rollins College
Saint Bincent de Pa ul Reginal Seminary
Saint John Via n ney College Seminary
Saint Leo U n iversity
Saint Thomas University
Sanford-Brown I nstitu te Jackson ville
Schlller International University
Sheridan Technical Center
South U niversity Southeastern   U niversity
Southern Career College
Southern Illinois U niverslty
 Southwest Florid a College
Stenotype Institute of Jacksonville
 Stetson U niversity
Strayer University
Talm ud ic College of Florid a
Teacher Education University
The Art Institute of Fort Lauderdale
The Baptist College of Florida
The Miami Ad School
The Robert E Webber Institute for Worship Studies
Trinity Baptist College Trinity College of Florida
Troy University
Ultimate Medical Academy
Unversity ad FIET
University of Miaml
University of Ma ryland
Unversity of Phoenix
University College
University of St Augustlne for Health Sciences
Unlversity of Tam pa Vi ncennes College
Universi ty Virgi nia
Vincennes University
Warner Unlverslty
Webber International U niversity
Webster University
Yeshiva Geodola Rabbinical College

Appendix K

<table>
<tr>
<td colspan="2">RECOMMENDED CHANGES TO PUBLICATIONS AND BLANK FORMS
For use of this form, see AR 25-30; the proponent agency is OAASA</td>
<td>Use Part II (reverse) for Repair Parts and Special Tool Lists (RPSTL) and Supply Catalogs/Supply Manuals (SC/SM).</td>
<td>DATE</td>
</tr>
<tr>
<td colspan="2">TO: (Forward to proponent of publication or form) (Include ZIP Code)</td>
<td colspan="2">FROM: (Activity and location) (Include ZIP Code)</td>
</tr>
</table>

PART I - ALL PUBLICATIONS (EXCEPT RPSTL AND SC/SM) AND BLANK FORMS

PUBLICATION/FORM NUMBER				DATE		TITLE	

ITEM	PAGE NO.	PARA-GRAPH	LINE NO.*	FIGURE NO.	TABLE NO.	RECOMMENDED CHANGES AND REASON (Provide exact wording of recommended changes, if possible).

TYPED NAME, GRADE OR TITLE	TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE

DA FORM 2028, FEB 1974   REPLACES DA FORM 2028, 1 DEC 68, WHICH WILL BE USED.   Page 1 of 2

APD PE v4.02ES

TO: *(Forward direct to addressee listed in publication)*	FROM: *(Activity and location) (Include ZIP Code)*	DATE

PART II - REPAIR PARTS AND SPECIAL TOOL LISTS AND SUPPLY CATALOGS/SUPPLY MANUALS

PUBLICATION NUMBER				DATE			TITLE	

PAGE NO.	COLM NO.	LINE NO.	NATIONAL STOCK NUMBER	REFERENCE NO.	FIGURE NO.	ITEM NO.	TOTAL NO. OF MAJOR ITEMS SUPPORTED	RECOMMENDED ACTION

PART III - REMARKS *(Any general remarks or recommendations, or suggestions for improvement of publications and blank forms. Additional blank sheets may be used if more space is needed.)*

TYPED NAME, GRADE OR TITLE	TELEPHONE EXCHANGE/AUTOVON, PLUS EXTENSION	SIGNATURE

DA FORM 2028, FEB 1974

Appendix L-VEC Application Process

Flowchart:

STUDENT STARTS PROCESS → STUDENT ENROLLS IN ACCREDITED/ELIGIBLE INSTITUTION → STUDENT LOGS IN TO VEC **STEP 1** → STUDENT ESTABLISHES/UPDATES DS LOGON AND VEC ACCOUNT **STEP 2** → STUDENT OBTAINS CERTIFIED DEGREE PLAN FROM INSTITUTION → STUDENT UPLOADS DEGREE PLAN TO VEC AND SUBMITS EDUCATION GOAL **STEP 3**

STUDENT UPLOADS DEGREE PLAN... → EDD REVIEWS GOAL **STEP 4**

STUDENT MAKES CORRECTIONS AND RE-SUBMITS GOAL IN VEC **STEP 3** → EDD REVIEWS GOAL **STEP 4**

EDD REVIEWS GOAL **STEP 4** → IS GOAL COMPLETE?

IS GOAL COMPLETE? → (no, red) EDD REQUESTS ADDITIONAL INFO VIA AUTOMATED EMAIL **STEP 4** → STUDENT MAKES CORRECTIONS AND RE-SUBMITS GOAL IN VEC **STEP 3**

IS GOAL COMPLETE? → (yes, green) EDD APPROVES GOAL IN VEC **STEP 4** → VEC NOTIFIES STUDENT OF APPROVAL VIA AUTO-EMAIL → STUDENT APPLIES OR REAPPLIES FOR FUNDING PRIOR TO CLASS START **STEP 5** → UNIT REVIEWS FUNDING REQUEST IN VEC **STEP 6** → IS SOLDIER IN GOOD STANDING?

IS SOLDIER IN GOOD STANDING? → (no, red) UNIT REJECTS FUNDING REQUEST IN VEC **STEP 6** → End of process

IS SOLDIER IN GOOD STANDING? → (yes, green) UNIT APPROVES FUNDING REQUEST **STEP 6** → EDD REVIEWS FUNDING REQUEST **STEP 7** → IS FUNDING REQUEST CORRECT?

IS FUNDING REQUEST CORRECT? → (no, red) EDD REJECTS AND NOTIFIES SOLDIER OF CORRECTIONS NEEDED VIA VEC **STEP 7** → VEC NOTIFIES STUDENT OF REJECTION VIA AUTO-EMAIL → STUDENT MAKES CORRECTIONS IN VEC → STUDENT APPLIES OR REAPPLIES FOR FUNDING PRIOR TO CLASS START **STEP 5**

IS FUNDING REQUEST CORRECT? → (yes, green) EDD APPROVES FUNDING REQUEST IN VEC **STEP 7** → VEC NOTIFIES STUDENT OF APPROVAL VIA AUTO-EMAIL → End of process

Appendix M-VEC Invoice Process-SQM

SCHOOL STARTS PROCESS

SCHOOL SUBMITS INVOICE IN AI PORTAL

INVOICE MOVES TO PENDING REVIEW BIN IN VEC

EDD BILLING OFFICIAL REVIEWS INVOICE **STEP 1**

EDD MANAGER REJECTS INVOICE **STEP 3**

EDD BILLING REJECTS AND REQUESTS NEW INVOICE FROM SCHOOL

IS INVOICE CORRECT ?

EDD BILLING OFFICIAL SIGNS INVOICE **STEP 2**

INVOICE MOVES TO PENDING SIGNATURE BIN

IS INVOICE CORRECT ?

EDD MANAGER SIGNS INVOICE **STEP 3**

INVOICE MOVES TO PENDING APPORVAL BIN **SQM**

SQM BILLING CLERK REVIEWS INVOICE **SQM**

IS INVOICE CORRECT ?

SQM BILLING CLERK SIGNS INVOICE **SQM SOP**

INVOICE MOVES TO PROCESS PAYMENT BIN IN VEC

SQM BILLING CLERK REVIEWS INVOICE **SQM**

IS INVOICE CORRECT ?

SQM BILLING CLERK REJECTS INVOICE **SQM SOP**

SQM

DFS MAILS CHECK TO SQM

SQM BILLING CLERK PRINTS INVOICE PACKET AND MAILS IT TO DFS **SQM SOP**

SQM MANAGER REVIEWS AND SIGNS INVOICE **SQM SOP**

SQM BILLING CLERK MOVES INVOICE TO PAYMENT PROCESSED BIN IN VEC **SQM SOP**

SQM MAILS CHECK TO INSTITUTION **SQM SOP**

End of process

NOTE: EDD AND SQM CAN DELETE PAYMENT AT ANY POINT IN THE PROCESS AND REQUEST NEW INVOICE FROM INSTITUTION.

Appendix N-VEC Recoupment Process-SQM

EDD STARTS PROCESS

VEC SENDS AUTO EMAIL AT END OF TERM REQUESTING GRADES

AT 30 DAYS GRADES RECEIVED?

ON DAY 31 VEC SENDS AUTO EMAIL REQUESTING GRADES. RECORD MOVES TO MISSING GRADES BIN

AT 60 DAYS GRADES RECEIVED?

ON DAY 60 ,VEC SENDS AUTO EMAIL REQUESTING GRADES. RECORD MOVES TO OVERDUE GRADES BIN

ON DAY 61 EDD ADJUSTS GRADES TO INCOMPLETE STEP 1

DO GRADES MEET EDD STDS?

STUDENT INCURS DEBT. VEC NOTFIES STUDENT OF RECOUPMENT

BY DAY 61, STUDENT PAYS DEBT?

VEC SENDS AUTO EMAIL TO UNIT AND STUDENT THAT CASE IS REFERRED TO COLLECTIONS

SQM INITIATES COLLECTIONS PROCESS STEP 2

SQM NOTIFIES EDD OF DEBT COLLECTION SQM SOP

END PROCESS

Appendix O-VEC Reimbursement Application Process

Appendix P-VEC Reimbursement Invoice Process-SQM

SQM STARTS PROCESS

SQM SUBMITS INVOICE IN VEC USING THE STUDENT AS THE VENDOR

INVOICE MOVES TO PENDING REVIEW BIN IN VEC

SQM BILLING OFFICIAL REVIEWS INVOICE **STEP 1**

SQM BILLING REJECTS AND REQUESTS NEW INVOICE FROM SCHOOL

IS INVOICE CORRECT ?

SQM BILLING OFFICIAL SIGNS INVOICE **STEP 2**

INVOICE MOVES TO PENDING SIGNATURE BIN

IS INVOICE CORRECT ?

SQM MANAGER REJECTS INVOICE **STEP 3**

SQM MANAGER SIGNS INVOICE **STEP 3**

INVOICE MOVES TO PENDING APPORVAL BIN **SQM**

SQM BILLING CLERK REVIEWS INVOICE **SQM**

IS INVOICE CORRECT ?

SQM BILLING CLERK REJECTS INVOICE **SQM SOP**

SQM BILLING CLERK SIGNS INVOICE **SQM SOP**

INVOICE MOVES TO PROCESS PAYMENT BIN IN VEC

SQM BILLING CLERK REVIEWS INVOICE **SQM**

IS INVOICE CORRECT ?

SQM MANAGER REVIEWS AND SIGNS INVOICE **SQM SOP**

SQM BILLING CLERK PRINTS INVOICE PACKET AND MAILS IT TO DFS **SQM SOP**

DFS MAILS CHECK TO SQM

SQM BILLING CLERK MOVES INVOICE TO PAYMENT PROCESSED BIN IN VEC **SQM SOP**

SQM MAILS CHECK TO INSTITUTION **SQM SOP**

End of process

**NOTE: SQM AND SQM CAN DELETE PAYMENT AT ANY POINT IN THE PROCESS AND REQUEST NEW INVOICE FROM INSTITUTION.**