

Command Authorization Form

1. Did the member complete Basic Training?

Yes. Move on to question 6.

No

1a. Did the members receive Tuition Assistance in Spring 2024?

Yes, move to question 2.

No

1b. Is the member an ROTC participant?

Yes, go to question 2. Basic Training is not required.

No, go to question 3.

2. If the member is in ROTC using scholarship funds, which funding source is being utilized?

Note: ROTC members cannot use Tuition Assistance with ROTC Scholarship Funds.

Tuition and Fees Room and Board Both

3. Is the member a recipient of the Minuteman scholarship?

Yes, go to question 4.

No, go to question 5.

4. If the member is a recipient of the Minuteman scholarship, is the member required to complete Basic Training?

No, go to question 5.

Yes



4a. Has this requirement been fulfilled?

Yes, go to question 7.

No

5. Is the member a transfer from another state or service component?

No, go to question 6.

Yes

5a. Is there an additional requirement to reattend Boot Camp?

No, go to question 6.

Yes

5b. Has this requirement been fulfilled?

No

Yes, go to question 6.

6. Is the member an officer in the Colorado National Guard?

No, go to question 7.

Yes

Note: Officers who use State Tuition Assistance incur a service obligation of two years. The ADSO/RDSO is calculated from the date of completion of the last course for which State Tuition Assistance was used and the command responsibility to track.



6a. Is the command tracking the Officer Service Commitments to extend their military contract for 2 years after the last day of course completion for which State Tuition Assistance was used?

Yes, proceed to question 8.

No

7. Is the member in good standing with their command and maintaining satisfactory performance levels in the Colorado National Guard to include weekend drills and meeting all Physical Training (PT) requirements?

Yes, proceed to final signature.

No, disqualified and provide an explanation:

Approval:

Commanding Officer or Commander's Delegate Name

Signature

Date

NOTE: By signing the command authorization form, you are authorizing the requesting member of the Colorado National Guard to apply for State Tuition Assistance and confirming all qualifications have been met according to Colorado National Guard State Tuition Assistance Policy and C.R.S. 23-7.4-302. You are also confirming that the information disclosed is true and correct.



Required Documents for Tuition Assistance Applicants

The following documents are required to be uploaded during the online Tuition Assistance application process as applicable.

1. Completion of Basic Training. One of the following documents are required if Basic Training was completed:

- a. DD214
- b. DD220
- c. DD4
- d. Certificate of Completion

2. ROTC Tuition Assistance Applicants.

- a. One of the following documents are required:
 - i. DA597
 - ii. 597-1
 - iii. 597-3
 - iv. 597-4
- b. ROTC Members cannot use State Tuition Assistance and ROTC Scholarship funds in conjunction with one another. However, using State TA and Room and Board together is permissible.

3. CONG Officer Tuition Assistance Applicants.

- a. Officers incur a two-year service obligation calculated from the date of completion of the last course for which State Tuition Assistance was used and the command' responsibility to track.
- b. For Army National Guard Officers:
 - i. Oath of Completion NGB Form 33 AND Officer Record Brief (ORB)
 - ii. You may redact all information except your name, MRD, and Civilian Education
- c. For Air National Guard Officers:
 - i. Oath of Office NGB Form 337 OR AF Form 133
 - ii. AND Career Data Brief (CDB)
 - iii. You may redact all information except your name, MSD, and Civilian Education

