

# MA National Guard Family Education Program (NGFEP) Transfer Guidance

(The website is under development, some of the text in the website may differ from the guidance)

The MA NGFEP allows the transfer of a MA National Guard service member's unused State Tuition and Fee Waiver (STFW) program credits to the service member's dependents, not to exceed 130 credits in total. Each service member while actively in the MA National Guard and in good standing receives up to 130 credits during their career. If unused, these are the credits that can be transferred and disseminated to a service member's dependents.


## Eligibility:

- Service member must have completed 6 years of credible service while assigned to the MA National Guard or a combination of time with other components such as active duty or the reserves
- Service member must be eligible to serve an additional 6 years from the date of extension or reenlistment and remain in good standing as a satisfactory participant in the MA National Guard for the duration of the additional obligated service
- Once a service member reaches 20 years of service, are active and in good standing, there is no additional obligation
- Dependents are those that meet criteria in accordance with the Defense Enrollment Eligibility Reporting System (DEERS)
- Dependents are able to use these benefits up until 10 years after the service member separates or until the dependent reaches the age of 26, whichever date is later

## How to transfer credits to a dependent:

Service members and dependents must meet the eligibility criteria.

If you don't already have a STFW account, service members will need to create an account through the STFW website, please use the "MA NG STFW Application Instructions" while creating an account at <https://mangtuition.scerisglobalaccess.com>.



Massachusetts Army and Air Force National Guard Tuition and Fee Reimbursement Program

### Log In

Username

Password

[Forgot Your Password?](#)

- If this is your first visit, you may [create a new account](#)
- If you have forgotten your password, please enter your email address below and a new temporary password will be emailed to you.
- If your email address has changed since you registered, or you are having trouble logging in after retrieving your password:
  - Army Guard personnel should contact Education Services (339) 202-3199 or email [ng.ma.maarmg.mbx.education-ma@mail.mil](mailto:ng.ma.maarmg.mbx.education-ma@mail.mil)
  - Air Guard personnel
    - Of the 102nd IW ANG, contact (508) 968-4077 or via email at [tabitha.gendreau.1@us.af.mil](mailto:tabitha.gendreau.1@us.af.mil)
    - Of the 104th FW ANG, contact (413) 568-9151 ext. 690-1292 or via email to [bento.fermandes@us.af.mil](mailto:bento.fermandes@us.af.mil)
- Still have a question? [See our Frequently Asked Questions.](#)

When "creating a new account," please indicate whether you are the service member, a spouse or a dependent (child).



Edit User

**Contact**

Phone Number (SMS capable)  Phone Number (Alternate)  Example: (555)555-5555

Address1  102 Test street

Address2

City  Test State/Province/Region  MA Zip/Postal Code  02534

Country  United States

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**Account**

E-Mail Address  Alt. Email Address

First Name  Last Name

Middle Name  Suffix Name

SSN  888-88-8888 Birthday

Member Credits Available 130

Login MFA Type  Email

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**Dependents**

Enroll dependents into the National Guard Family Education Program

Complete the Contact information and SAVE. We recommend using an email that is not a military or school email. We also recommend switching your Login MFA to your cellphone.

Once you create the account you can use the menu on the left to navigate through your Certificates, Miscellaneous and Account Details.

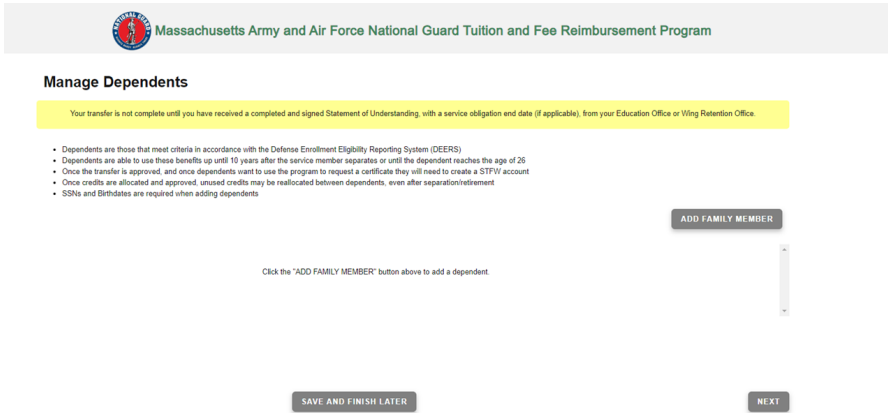
If you are the service member, and want to transfer your credits to your dependents, click on the link at the bottom of the Edit User page where it says "Enroll Dependents into the National Guard Family Education Program." Read the bullets in the website, and "Begin The Application."



### Enroll dependents into the National Guard Family Education Program

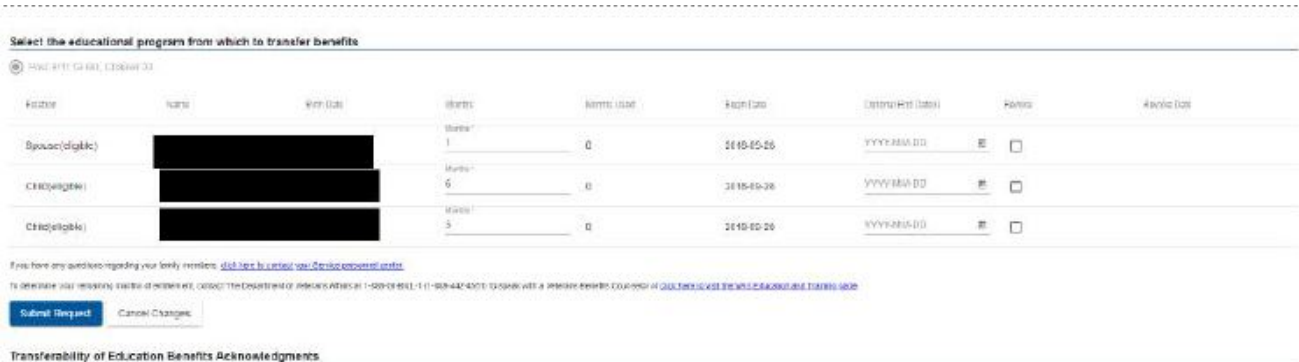
- Service members must have completed 6 years of credible service while assigned to the MA National Guard or a combination of time with other components such as active duty or the reserves
- Service members must be eligible to serve an additional 6 years from the date of signature and remain in good standing as a satisfactory participant in the MA National Guard for the duration of the additional obligated service
- Once a service member reaches 20 years of service, are active and in good standing, there is no additional obligation
- Dependents are those that meet criteria in accordance with the Defense Enrollment Eligibility Reporting System (DEERS)
- Dependents are able to use these benefits up until 10 years after the service member separates or until the dependent reaches the age of 26, whichever date is later
- The Statement of Understanding does not include an Obligation End Date. The Obligation End Date will be added after signature.
- By signing the Statement of Understanding you are agreeing to the additional service obligation from the date of transfer.
- The service obligation will be an additional 6 years, or the amount of time up until 20 years of credible service whichever is shorter.
- If eligible, this program transfers what's left of the military sponsor's MA State Tuition and Fee Waiver available credit balance.
- To begin the transfer, service members will need to submit: A completed and signed Statement of Understanding, a screenshot of their dependents from MilConnect, and a Points Summary document (current NGB 23 for Army and PCARS for Air Force). MilConnect: <https://milconnect.dmdc.osd.mil/milconnect> The NGB 23 is located in IPERMS. The PCARS is located in the Air Force Portal, VMPPF, and Self Service Actions.
- The Statement of Understanding does not include an Obligation End Date. The Obligation End Date will be added after signature.
- By signing the Statement of Understanding you are agreeing to the additional service obligation from the date of transfer.
- The service obligation will be an additional 6 years, or the amount of time up until 20 years of credible service whichever is shorter.

## The next screen is "Manage Dependents."

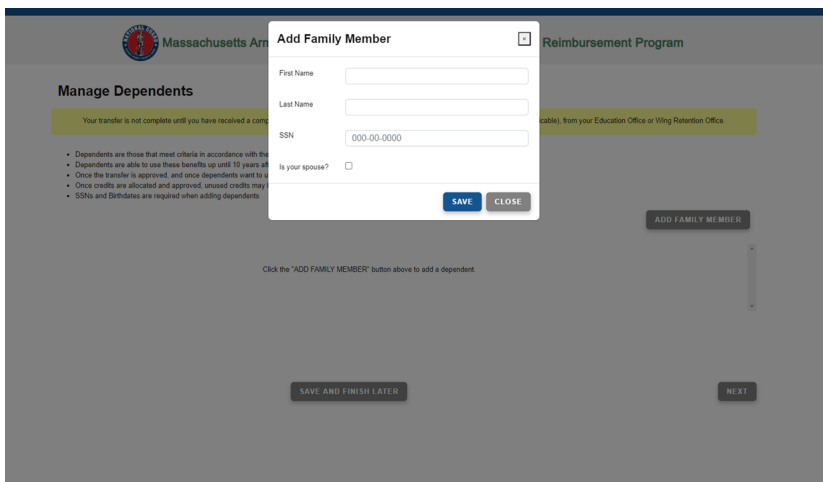


Here you will add Dependents that have been added to DEERS. Later in the application, you will have to upload a screenshot from MilConnect reflecting those dependents in DEERS before the transfer is approved. You will need their SSNs and Date of Birth. Dependents are spouses and children (enrolled in DEERS).

Below is an example of a screenshot from MilConnect



From what's remaining of the service members 130 credits, the service member can allocate those credits to the dependents after the dependents are added during this step.





### Manage Dependents

Your transfer is not complete until you have received a completed and signed Statement of Understanding, with a service obligation end date (if applicable), from your Education Office or Wing Retention Office.

- Dependents are those that meet criteria in accordance with the Defense Enrollment Eligibility Reporting System (DEERS)
- Dependents are able to use these benefits up until 10 years after the service member separates or until the dependent reaches the age of 26
- Once the transfer is approved, and once dependents want to use the program to request a certificate they will need to create a STFW account
- Once credits are allocated and approved, unused credits may be reallocated between dependents, even after separation/retirement
- SSNs and Birthdates are required when adding dependents

ADD FAMILY MEMBER

SSN	First	Last	Credits	Edit	Delete	Manage Credits
555-55-5555	[REDACTED]	[REDACTED]	0	[Pencil icon]	[Trash icon]	Manage Credits

SAVE AND FINISH LATER

NEXT

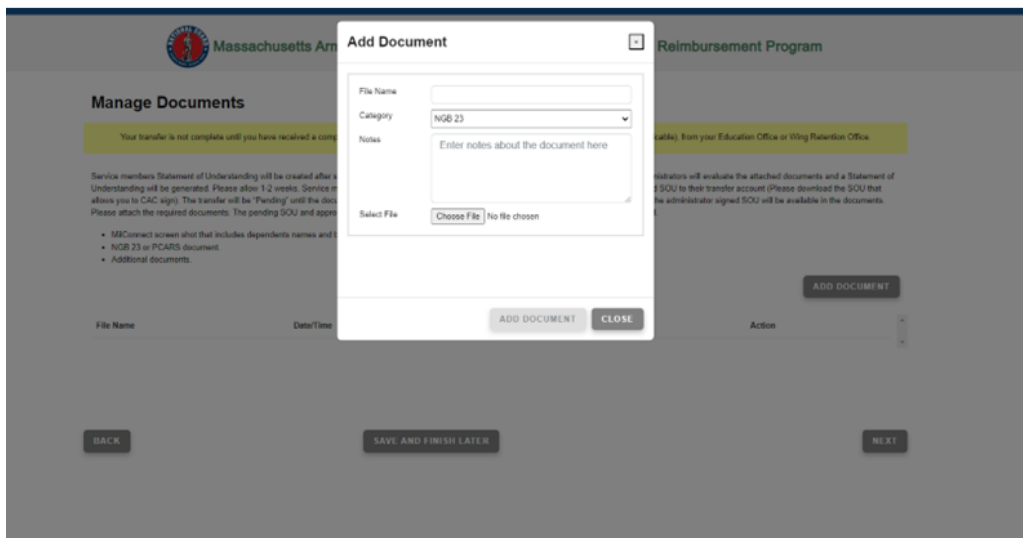
After you add the Dependents, the next screen will be "Manage Documents."

We require 3 documents completed and uploaded. (Please follow the instructions on the website as they may be different from the images below)

A service member signed Statement of Understanding must be signed and uploaded. Please download the Statement of Understanding (SOU) at <https://www.massnationalguard.org/index.php/resources/education.html>. Complete the SOU by completing the top, including the obligation end date depending on your years of service and years of service required, initial on the left, and sign as the bottom. Upload the SOU into the site.

The Education office also needs a copy of your NGB 23 or PCARS documents. This shows credible years of service. Please upload that to the site.


The Education office also needs a copy/screen shot of your dependents in Milconnect. The screen shot needs to show the name and birthdate. The example is on page 3. <https://milconnect.dmdc.osd.mil/milconnect/>



After you have added all three documents, SAVE and Finish the Application.

"Finish the Application," by reading and checking all of the boxes, and "Submit Application."

Please allow 2 weeks for processing. You will get a message that your Transfer has been approved when it's approved.



Massachusetts Army and Air Force National Guard Tuition and Fee Reimbursement Program

### Finish Application

Your transfer is not complete until you have received a completed and signed Statement of Understanding, with a service obligation end date (if applicable), from your Education Office or Wing Retention Office.

By submitting your application you agree to the below:

- I understand the Statement of Understanding does not include an Obligation End Date. The Obligation End Date will be added after signature.
- I understand by signing the Statement of Understanding I am agreeing to the additional service obligation from the date of transfer.
- The service obligation will be an additional 6 years, or the amount of time up until 20 years of creditable service whichever is shorter.
- I am eligible for the Massachusetts National Guard Family Education Program, have satisfactorily completed a minimum of 6 years of qualifying service and am eligible for the transfer of my MA National Guard state educational benefits.
- I understand I may transfer up to 130 CREDITS (or remaining credits of entitlement, whichever is less) of my education benefits to my spouse or children or in combination, and I understand I may modify or revoke my election at any time, but my service commitment will not be automatically cancelled.
- I understand my spouse may use the benefits immediately upon approval and the benefit will expire 10 years after I leave the Massachusetts National Guard. I understand I must transfer the benefits to my children before their 26th birthday, but once transferred the benefit may be used by my children up until age 26.
- I understand it is my responsibility to ensure all dependents are registered in the Defense Eligibility Enrollment Reporting System (DEERS). Dual military spouses need to ensure the dependent (transferee) shows in DEERS as transferor's dependent.
- I understand it is my responsibility to obtain and retain the ability to fulfill the service obligation required. Upon approval, it is my responsibility to maintain my account.
- Failure to serve the required service obligation will result in overpayment which will be recouped by the State of Massachusetts unless service obligation is deemed complete IAW the Service Obligation and/or Limitations and exceptions as outlined in MA NQFEP Policy dated 13 DEC 2022.
- I understand transferred benefits may be terminated and/or subject to recoupment by the State of Massachusetts if I do not complete the entire service obligation.
- I understand that I and the beneficiary of the benefits are both financially liable if the student fails or drops courses or the member does not complete the entire commitment.
- To the best of my knowledge, this is a truthful claim to transfer educational benefits. Knowingly signing a false record or false official statement with intent to deceive for material gain is punishable under Massachusetts General Law.

You applied for 1 dependents and have submitted 1 documents.

BACKSAVE AND FINISH LATERSUBMIT APPLICATION

Contact your component Education Office or Wing Retention office for any questions

ARNG: Education Office 339-202-3199 or email [ng.ma.maarnng.mbx.education-ma@army.mil](mailto:ng.ma.maarnng.mbx.education-ma@army.mil)

ANG: 102IW 508-968-4077 [tabitha.gendreau.1@us.af.mil](mailto:tabitha.gendreau.1@us.af.mil)

104FW 413-568-9151 ex.698-1292 [bento.fernandes@us.af.mil](mailto:bento.fernandes@us.af.mil)