

OPERATION: ANNUAL RENEWAL

Indiana National Guard – FTA Renewal Checklist

Status	STEP	MISSION OBJECTIVE	EXECUTION DETAILS
☐	1: Readiness Check	Ensure 2.0 @ for Undergraduate and 3.0 (B) for Graduate	You may be placed on FTA academic probation. Contact an Army Education Counselor through the ArmyIgnitED portal to discuss your status before proceeding.
☐	2: School Check	Meet with Academic Advisor to select new courses	Schedule a meeting with your school's advisor to confirm which classes you will take next.
☐	3: Degree Plan	Is the Degree Plan currently uploaded and still the same.	Ensure the degree plan in ArmyIgnitED is accurate. Upload a new copy if your plan has changed.
☐	4: Staging	Register For Classes	Officially register for your classes with the school for the upcoming term.
☐	5: Call for Fire	Submit TA Request	Submit your TA Request in ArmyIgnitED 7-60 days before the course start date.  Tutorial - Create Tuition Assistance R
☐	6: COC Integration	Supervisor Sync	Go to Supervisor Section  Tutorial - Create Tuition Assistance R Insert Supervisor Info.
☐	7: Final Confirmation	Send TAR to School	Once approved, send the signed TA Request to your school's financial/bursar's office.
☐	8: After Action	Submit Grades	Ensure your school submits final grades through ArmyIgnitED within 30 days of course completion.
	9: More Money	If Eligible for NGSG don't forget to apply.	Going to an Indiana-based university? Make sure you apply for the National Guard Supplemental Grant!"  NGSG Walkthrough