



# Troops to Teachers

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*Proud To Serve Again*

**DEPARTMENT OF DEFENSE  
DEPARTMENT OF EDUCATION**

**Troops to Teachers**

**PROGRAM OVERVIEW**

**Background**

Troops to Teachers (TTT) was established in 1994 as a Department of Defense program. The National Defense Authorization Act for FY 2000 transferred the responsibility for program oversight and funding to the U.S. Department of Education but continued operation by the Department of Defense. The No Child Left Behind Act of 2001 provides for the continuation of the TTT Program. TTT is managed by the Defense Activity for Non-Traditional Education Support (DANTES), Pensacola, Florida.

**Goal and Objectives**

Reflecting the focus of the No Child Left Behind Act of 2001, the primary objective of TTT is to help recruit quality teachers for schools that serve students from low-income families throughout America. TTT helps relieve teacher shortages, especially in math, science, special education and other critical subject areas, and assists military personnel in making successful transitions to second careers in teaching.

**Current Status**

Funding is appropriated annually to provide financial assistance to eligible participants, referral services, and maintain a network of state offices. Military personnel interested in a second career in public education may submit a registration form to DANTES.

**Program Function**

The purpose of TTT is to assist eligible military personnel to transition to a new career as public school teachers in targeted schools. A network of State TTT Offices has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification, and employment leads. The TTT homepage provides information and resource links, including a job referral system to allow participants to search for job vacancies as well as links to state Departments of Education, state certification offices, model resumes, and other job listing sites in public education.

Pending availability of funds, financial assistance may be provided to eligible individuals as stipends up to \$5K to help pay for teacher certification costs or as bonuses of \$10K to teach in schools serving a high percentage of students from low-income families. Participants who accept the Stipend or Bonus must agree to teach for three years in targeted schools in accordance with the authorizing legislation.

**Eligibility**

Educational and service eligibility requirements for counseling, referral services, and financial assistance are available on the TTT Home Page at [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com). Also available is a "Self Determination Guide" to quickly assess eligibility.

**Registration**

Register with Troops to Teachers by contacting your base Education Center/Navy College Office or download a registration form from the TTT Home Page. Eligible active duty and reserve personnel may register with Troops to Teachers at any time. Counseling and information are available to all participants, however, financial assistance may not be provided to active duty personnel until one year prior to retirement. Contact the DANTES Troops to Teachers office regarding questions about eligibility or services offered.

The Department of Education establishes the operating rules that govern the schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. There are revised rules which determine these eligible schools. These revised rules became effective 15 Sep 05. For details see the Policy Statement on the TTT Home Page.

**Contact Information**

For more information about Troops to Teachers, write or call:

<b>Address:</b>	DANTES Troops to Teachers 6490 Saufley Field Road Pensacola, FL 32509-5243	<b>Phone:</b>	850-452-1241
		<b>Toll free:</b>	1-800-231-6242
		<b>DSN:</b>	922-1241
<b>Home Page:</b>	<a href="http://www.ProudToServeAgain.com">http://www.ProudToServeAgain.com</a>	<b>E-mail:</b>	<a href="mailto:ttt@navy.mil">ttt@navy.mil</a>

**State Offices:** For a listing of the State Offices, call DANTES or visit the Home Page at the above address.

Revised 02/10/08

## Policy Statement

Subject: Implementing Department of Education Troops to Teachers Operating Rules

Date: 13 September 2005

Reference: Federal Register: July 1, 2005 (Volume 70, Number 126)

The Department of Education has established operating rules that defines those schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. As of 15 September 2005, the following rules will apply for any Troops to Teachers participant registering for the program on or after the implementation date:

Troops to Teachers participants who accept financial assistance in the form of a Stipend or Bonus incur an obligation to teach for three years in schools or school districts that meet specified criteria as outlined below:

- **STIPEND:** Participants accepting the \$5K stipend are obligated to teach for three years in:
  - (a) any U.S. public school within a school district that has at least 20% of the students who come from families living below the poverty level,
  - or
  - (b) a U.S. public school house where at least 50% of students are eligible for the free or reduced cost lunch program or have a “high percentage” (determined annually) of students with disabilities, so long as that school is in a school district that has between 10 and 20% of students who come from poverty level families.
- **BONUS:** Participants may accept a bonus of \$10K in lieu of the stipend if they are employed as a teacher in a school district that has at least 10% or greater of the students who come from families living below the poverty level and are:
  - (a) teaching in a school house where at least 50% of students are eligible for the free or reduced cost lunch program,
  - or
  - (b) teaching in a school house that has a “high percentage” (determined annually) of students with disabilities.

Participants who registered prior to 15 September 2005 may fulfill their teaching obligation under the operating rules in affect as of their date of registration.

### DEFINITIONS:

**Poverty level:** Poverty level refers to students within a school district who come from families with incomes below the poverty level for that area. The Census Bureau determines the percentage of poverty level students for a school district. Poverty level data is available by state by selecting the file for the most current school district (SD) year from the Census Bureau web site at the following address: <http://www.census.gov/housing/saipe/>

**Free or Reduced Cost Lunch:** Free or reduced cost lunch refers the National School Lunch Program based on the level of family income. The percentage is based on data available from the U.S. Department of Education at their web site: <http://nces.ed.gov/ccd/schoolsearch/>

**Students with Disabilities:** Students with Disabilities are those who qualify for assistance under part B of the Individuals with Disabilities Education Act (IDEA). The Standards and Poor’s web site <http://www.schoolmatters.com> provides percentage of students with disabilities by school house, but data is not available for all states.

**High percentage of Students with Disabilities:** A “high percentage” is considered to be any percentage over the nationwide average for students eligible for assistance under part B of IDEA. If data is not available from the Standards and Poor’s web site, individual school districts may have this information available for their schools.

Revised 02/10/08

## Qualifying Schools for the Stipend or Bonus

TTT participants that receive financial assistance from Troops to Teachers in the form of the stipend or bonus must teach for three years in a school that meets one of the criteria listed under the appropriate category.

### STIPEND

A Any public school whose District's Poverty Level is 20% or more

B Any public school whose District serves 10,000 or more students from Poverty Level families

C Any public school whose District's Poverty Level is 10% or more  
**and**  
the school's free/reduced cost lunch percentage is 50% or more

D Any public school whose District's Poverty Level is 10% or more  
**and**  
the school has a "high percentage" (determined annually\*) of students with disabilities

### BONUS

A Any public school whose School District's Poverty Level is 10% or more  
**and**  
the school's free/reduced cost lunch percentage is 50% or more

B Any public school whose District's Poverty Level is 10% or more  
**and**  
the school has a "high percentage" (determined annually\*) of students with disabilities

\* The IDEA percentage is updated annually based on the national average.

## Troops to Teachers Contact Information

National Office 1-800-231-6242, E-mail [ttt@navy.mil](mailto:ttt@navy.mil)

Home Page: [www.ProudToServeAgain.com](http://www.ProudToServeAgain.com)

State	Coordinator	Phone	Email
AL	Bill Kirkland	800-745-0709	TroopstoTeachers@gsu.edu
AK	John Scheuer	800-438-6851	info@mpttt.org
AZ	Ashford Harrigan	800-830-2134	aharrigan@azdvs.gov
AR	Don Howard	800-761-3012	don.howard@vetaffairs.la.gov
CA	Bill Leitheiser	619-594-6325	bleitheiser@mpttt.org
CO	John Scheuer	800-438-6851	info@mpttt.org
CT	Troy Gipps	888-463-6488	nettt@maine.edu
DC	Melissa Fantozzi	800-680-0884	tttnj@doe.state.nj.us
DE	Melissa Fantozzi	800-680-0884	tttnj@doe.state.nj.us
FL	Ron Burton	888-358-7667	TroopstoTeachers@FAU.EDU
GA	Bill Kirkland	800-745-0709	TroopstoTeachers@gsu.edu
HI	Meghan Stidd	800-438-6851	info@mpttt.org
IA	John Parker	877-530-2765	john.parker@dese.mo.gov
ID	LeRoy (Le) Gaub	866-478-3224	northernttt@gmail.com
IL	Emily Siefken	866-372-3157	troops.teachers@illinois.gov
IN	Emily Siefken	866-372-3157	troops.teachers@illinois.gov
KS	John Parker	877-530-2765	john.parker@dese.mo.gov
KY	Wayne Eccles	502-782-2132	www.ttt.ky.gov
LA	Don Howard	800-761-3012	don.howard@vetaffairs.la.gov
MA	Troy Gipps	888-463-6488	nettt@maine.edu
ME	Troy Gipps	888-463-6488	nettt@maine.edu
MD	Melissa Fantozzi	800-680-0884	tttnj@doe.state.nj.us
MI	Edwardeen Jones	866-801-0007	Jonese9@michigan.gov
MN	Steve Campbell	866-838-5699	steve.campbell@dva.state.wi.us
MO	John Parker	877-530-2765	john.parker@dese.mo.gov
MS	Chris Carey	800-647-7832	ccarey@mde.k12.ms.us
MT	LeRoy (Le) Gaub	866-478-3224	northernttt@gmail.com
NE	John Parker	877-530-2765	john.parker@dese.mo.gov
NV	Myles Judd	719-271-6234	mjudd@mpttt.org
NH	Troy Gipps	888-463-6488	nettt@maine.edu
NJ	Melissa Fantozzi	800-680-0884	tttnj@doe.state.nj.us
NM	Illana Gordon	800-438-6851	info@mpttt.org
NY	Vanessa D. Barron	855-241-2173	vbarron@wcufoundation.org
NC	Doug Taggart	888-878-1600	doug.taggart@dpi.nc.gov
ND	LeRoy (Le) Gaub	866-478-3224	northernttt@gmail.com
OH	Chris Picha	800-852-6064	chris.picha@dvs.ohio.gov
OK	Shelby Satterfield	800-286-6513	shelby_satterfield@sde.state.ok.us
OR	Edward Brands	360-253-9494	ebrands@mpttt.org
PA	Vanessa D. Barron	855-241-2173	vbarron@wcufoundation.org
RI	Troy Gipps	888-463-6488	nettt@maine.edu
SC	Rick Wise	866-269-5672	sctroops@sctechnicians.org or rwise@sctechnicians.org
SD	LeRoy (Le) Gaub	866-478-3224	northernttt@gmail.com
TN	Cliff Yager	800-286-5301	cliff.yager@tn.gov
TX	Meryl Kettler	800-810-5484	troops@esc13.txed.net
UT	Illana Gordon	800-438-6851	info@mpttt.org
VA	Joe Wargo	800-560-4317	jwargo@odu.edu
VT	Troy Gipps	888-463-6488	nettt@maine.edu
WA	Tim Bomke	253-973-9775	tbomke@mpttt.org
WV	Robert Mellace	800-982-2378	rmellace@access.k12.wv.us
WI	Steve Campbell	866-838-5699	steve.campbell@dva.state.wi.us
WY	LeRoy (Le) Gaub	866-478-3224	northernttt@gmail.com
GU	Meghan Stidd (Guam)	800-438-6851	info@mpttt.org
MP	Meghan Stidd (Marianas Islands)	800-438-6851	info@mpttt.org
PR	Ron Burton (Puerto Rico)	888-358-7667	TroopstoTeachers@FAU.EDU
VI	Ron Burton (Virgin Islands)	888-358-7667	TroopstoTeachers@FAU.EDU
	Other States & U.S. Territories	800-231-6242	ttt@navy.mil

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## REGISTRATION INSTRUCTIONS

The following documents provide information and registration forms for the Troops to Teachers program. To register for the program, complete the Registration Form. Category RC-2 and RC-4 Registrants will also need to complete the Letter of Intent for Selected Reserve Service.

Please note that additional documentation (such as military and educational verification) is required as specified at the bottom of the Registration Form. These documents may be copies as long as they are legible. The transcript should reflect the highest degree and list the date the degree was conferred.

You should receive a response from our office within 30 days from the receipt of your registration package.

The Department of Education establishes the operating rules that govern the schools where Troops to Teachers participants who accept financial assistance may fulfill their three-year teaching obligation. There are revised rules which determine these eligible schools. These revised rules will take effect for anyone registering in the Troops to Teachers program on or after the implementation date of 15 Sep 05.

Please do not submit resumes.

Checklist – Did you:

- include a signed & dated registration form (page 10)? Unsigned registrations will be returned.
- include a copy of the transcript of your highest degree received, showing degree and date awarded?
- submit the documents required for your eligibility category which may include a DD214 (member copy 4), record of separation/service, approved voluntary retirement letter, Leave and Earnings (LES) statement, yearly point summary, and/or three-year letter of intent (page 13)? See registration form (page 10) for list of required documents.
- fill in your estimated or actual retirement/separation date in the Military Service section of the registration form (page 10)?
- make a complete copy of the registration package for your records?

## Definitions of Supporting Documents

**TTT will accept legible copies of all supporting documents. Documents received by FAX, especially college transcripts, often do not transmit clearly. Supporting documents should be submitted by U.S. Mail rather than FAX.**

**College Transcripts:**

Elementary or Secondary Teaching: Submit a copy of the highest degree awarded showing the degree received, institution awarding the degree and the date awarded. For those with more than one Bachelors or Masters Degree, submit the most recent transcript.

Vocational Teaching: Submit documentation validating the equivalent of one year of college. Documents acceptable are: college transcripts to include CCAF, AARTS/SMARTS transcripts, and/or college subject testing reports (CLEP, DSST, etc.).

**DD Form 214:** Submit a copy of DD Form 214, **Member Copy 4**. For those who do not have the Member Copy 4, contact the Veterans Affairs Office 800-827-1000 or Troops to Teachers for procedures to request this form.

**Approved Voluntary Retirement Letter:** Submit a copy of the official document authorizing a specific retirement date.

**Leave and Earning Statement (LES):** Submit a copy of current LES which validates affiliation with a drilling reserve component.

**Yearly Point Summary:** This most recent point summary is required to verify the years of service for Reserve Component personnel. The required form is listed below.

Army National Guard - NGB 23	US Navy Reserve - NRPCC 1070/124
Air National Guard - AF 526	US Marine Corp Reserve - CRCR (Career Retirement Credit Report)
US Army Reserve - ARPC 249-E	US Coast Guard Reserve - CG 4175A
US Air Force Reserve - AF 526	

**Three Year Letter of Intent:** If financial assistance is received, Selected Reserve members must submit a letter of intent to remain in the Selected Reserve for 3 years or until retirement eligible.

**Report of Separation/Record of Service:** For retiring Reserve Component members or those who separate due to a physical disability. The required form is listed below.

Army National Guard - NGB 22	US Navy Reserve - DD214
Air National Guard - NGB 22	US Marine Corp Reserve - DD214
US Army Reserve - DD214	US Coast Guard Reserve - DD214
US Air Force Reserve - DD214	

# Troops to Teachers Registration Form

## An Avenue to a Second Career In Public Education

Army, Navy, Marine Corps,  
Air Force, Coast Guard,  
Selected Reserve and National Guard

### Make a Difference – Be a Teacher

Troops to Teachers is a cooperative program of the Department of Education and Department of Defense which provides counseling and referral services to military personnel interested in teaching as a second career in the K-12 public school system. Financial assistance may be available to those that meet the eligibility criteria with a commitment to teach in targeted schools

#### State Points of Contact

Points of contact for TTT information have been established for most states to assist participants with counseling, certification requirements, and referral services. The TTT homepage provides a list of contact information at: [www.proudtoserveagain.com](http://www.proudtoserveagain.com).

#### Referral Services

Participants who are actively pursuing teaching certification or who are licensed may request referral. Referral will be based on certification program or license subject(s) and grade level(s).

#### Searching for Teaching Positions

An Internet Job Referral Job site is available at: [www.jobs2teach.doded.mil](http://www.jobs2teach.doded.mil).

#### Submitting Registration Form

Send the completed form and supporting documents to:

DANTES, Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

### PROGRAM ELIGIBILITY

To be eligible for the Troops to Teachers program, you must meet at least one of the conditions under each of the Education **and** Military Service Requirements sections that follow.

#### Education Requirements

##### **A. Academic Participation:**

Baccalaureate or advanced degree from an accredited institution at the time of registration.

**and/or**

##### **B. Vocational/Technical Participation:**

1) Meet state vocational/tech. teacher requirements or  
2) have the equivalent of one year of college with six years of military experience in the vocational or technical field.

Note: Academic and Vocational/Technical participation refers to the type of referral and, if applicable, the type of financial assistance.

#### Military Service Requirements

##### **A. Eligibility for Counseling and Referral Services:**

Individuals who meet one of the following service requirements, in addition to the education requirements previously noted, are eligible for counseling and referral services:

Active duty or Selected Reserve component personnel whose last period of service was characterized as honorable and:

- 1) retired,
- 2) separated with six or more years of creditable service towards retirement on or after 1 Oct 90, or
- 3) separated with a service-determined physical disability and register within four years from date of separation. *Note: Physical Disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.*

**OR**

- 4) current members of the Selected Reserve with six or more years of creditable service towards retirement

##### **B. Eligibility for Financial Assistance:**

Individuals in the following categories whose last period of service is characterized as honorable, and also meet the education requirements previously noted, may apply for financial assistance:

(AD = Active Duty, RC = Reserve Component)

**AD-1** Retired from active duty.

**AD-2** Active duty member with approved date of retirement and has one year or less remaining before retirement.

**AD-3** Active duty personnel separated within the last four years for a service-determined physical disability. *Note: Physical Disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.*

**RC-1** Retired from the Selected Reserve.

**RC-2** Currently serving in the Selected Reserve with 10 or more years of creditable service towards retirement and commit to serving an additional three years or until eligible for retirement.

**RC-3** Selected Reserve personnel separated within the last four years for a service-determined physical disability. *Note: Physical Disability must be noted on service separation documentation not a VA determination. Medical discharge is not the same as discharge due to physical disability.*

**OR**

**RC-4** Transitioning from active duty on or after 8 Jan 02, and have served six years on active duty immediately before separation, and commit to three years with the Selected Reserve. Must register within four years after separation.

#### Financial Assistance Obligations

Individuals receiving financial assistance must agree to teach for three years in targeted schools. Selected Reserve personnel must also commit to continue in the Selected Reserve for an additional three years or until eligible for retirement, whichever is less.



# Referral Information

The Troops to Teachers program offers limited referral services to all active participants who are ready to seek employment. Schools or school districts may apply to our program (free of charge) for a username and password which will allow them to search our referral database. They can search by state employment preferences, teaching subject, grade level, second language(s), licensed subject(s), and/or a participant's name. With this search, the potential employer has access to a participant's contact information (address, primary phone number, and primary email address), second languages, degree(s) and degree major(s), military separation date, preferred teaching level, state preferences, availability date, list of preferred subject(s), whether or not the participants is licensed in that field, and a participant's "mini-resume." With this information, a potential employer can select participants who meet the criteria for vacancies and contact the participant directly.

Although it is not limited to licensed participants, we would prefer to limit referral to at least those that are actively pursuing a career in education and have at least been accepted into a teacher certification program. For those seeking referral for academic positions, the subject and grade level provided on various TTT documents for certification program or license subject and grade level will be used for referral. A copy of your teacher's license will be required to enter licensed information into the referral system. The information provided below will be used for vocational referral.

It is important to keep your information current so that potential employers are able to identify you as an eligible candidate for a position and are able to contact you. Also, let us know when you would like to be added or removed from the referral list, especially when you have found employment and no longer require referral. Should you require referral again, contact us to be returned to a referral status. To update information, contact our office at 1-800-231-6242, e-mail. [ttt@navy.mil](mailto:ttt@navy.mil), or mail to: DANTES, Troops to Teachers, 6490 Saufley Field Rd, Pensacola, FL 32509-5243.

## Academic Subjects

**Academic subject(s) and grade level(s) that will be referred are determined by the information you provide regarding certification program and licensure. A copy of the license must be provided in order to be referred as a licensed participant.**

## Vocational Subjects

**(must have at least one year equivalent of college and a minimum of 6 years experience in a vocational/technical field or meet state requirements to be referred vocationally)**

Subject (i.e. Radio & TV Repair, Automotive Repair, Computer Hardware, Flight/Ground Inst., Carpentry, American Sign Language)  <i>Please Print</i>	Licensed (Include a copy of your vocational teacher's license)	Years of Experience (min. 6 yrs)
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

## PRIVACY ACT STATEMENT

**Authority:** 5 U.S.C. 301, E.O. 9397

**Principle Purpose:** To provide information to public and private schools, educational institutions and education organizations.

**Routine Use(s):** The information collected may be released to local education agencies (school districts both public and private), institutions of higher education (colleges, universities, and other institutions offering teacher certification programs), and organizations that provide assistance in helping Troops to Teachers participants to become certified and/or employed.

**Note:** This information will be made available to participating educational institutions via the World Wide Web (also known as the Internet). DANTES is employing various safeguards to prevent against unauthorized access to or disclosure of the information via the Internet. It is possible, however, that members of the public could gain incidental or accidental access to the database through the Internet.

**Release:** Voluntary. However, failure to provide the requested information may result in limited exposure to certification and/or employment opportunities.

I hereby authorize the release of personal information which may enhance employment opportunities or gain access to teacher certification opportunities.

\_\_\_\_\_  
*Name: (First, MI, Last) Please Print or Type*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Email Address: \_\_\_\_\_

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**Troops to Teachers**  
**Letter of Intent for Selected Reserve Service**  
**For Category RC-2 and RC-4 Registrants**

Subject: Letter of Intent for Selected Reserve Service

From: \_\_\_\_\_ Date: \_\_\_\_\_  
*PRINT or TYPE (Last Name, First Name, MI)* *(mm/dd/yyyy)*

To: DANTES  
Troops to Teachers  
6490 Saufley Field Road  
Pensacola, FL 32509

I hereby confirm my intention to serve not less than 3 years in the Selected Reserve (or until retirement eligibility, whichever is less). I understand that I must be a member of the Selected Reserves before I apply for financial assistance from Troops to Teachers but that I will be credited for any Selected Reserve service as early as my Troops to Teachers eligibility date. If I fail to fulfill the full three years of Selected Reserve service, I will reimburse the Troops to Teachers Program the same proportion of funds equivalent to the amount of un-served reserve time.

\_\_\_\_\_  
Signature

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