



**NATIONAL GUARD BUREAU**  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1373

ARNG-HRH (RN 621)

3 September 2024

MEMORANDUM FOR The Adjutants General of All States, Puerto Rico, Guam, the US Virgin Islands, and the Commanding General of the District of Columbia

SUBJECT: FY25 Army National Guard (ARNG) Voluntary Education(VolEd) Policy (PPOM #24-026)

1. Effective Date. This policy is effective on 1 October 2024 and supersedes the FY24 VolEd policy (PPOMs 23-035 and 23-038).

2. Purpose/Intent. VolEd programs assist the ARNG meet recruiting, retention, and readiness goals by helping Soldiers obtain their educational goals and objectives and further their military and civilian careers.

3. Applicability. This policy applies to all States, Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia.

4. Availability. This policy is also available in the general channel on the [ARNG-Staff Education Services Team located on Microsoft Teams](#).

5. Point of contact. The POC for this policy is Dr. Kenneth A. Hardy, Chief, Education Services Branch at 703-607-9744 or kenneth.a.hardy3.civ@army.mil.

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ZIMMERMAN.TIMO  
THY.WELLS.11165  
07648

Digitally signed by  
ZIMMERMAN.TIMOTHY.WELLS.  
1116507648  
Date: 2024.09.03 12:42:48 -04'00'

TIMOTHY W. ZIMMERMAN  
Chief, Personnel Policy Division

# **FY25 Army National Guard**

## **Voluntary Education Policy**



### **Policy and Guidance for Administering ARNG Education Programs and Services**

## SUMMARY OF CHANGES

- Enclosure 2: Installation Access
  - Paragraph 5: Added requirement for Academic Institutions and Training Vendors to submit an Installation Access Request via ArmyIgnitED.
  - Paragraph 11: Added the requirement for all States/Territories to publish an Installation Access memorandum at least once every three years.
  - Updated terminology and process to include training vendors.
- Enclosure 3: Training and System Requirements
  - Paragraph 2: Changed course title from the Education Services Course and GI Bill Manager Course to the GI Bill and Education Services Course (GESC)
- Enclosure 4: System Requirements
  - Paragraph 1a: Updated ArmyIgnitED roles
  - Paragraph 1c: Updated BEAST web address
  - Paragraph 1e: Updated GIMS access requirements
- Enclosure 5: MGIB-SR
  - Paragraph 6e: Clarified guidelines for mobilization extension
  - Paragraph 6g: Clarified guidelines for suspending MGIB-SR for AGR Soldiers
- Enclosure 6: MGIB-SR Kicker
  - Paragraph 6a(5)(b): Added Future Soldier Preparatory Course enlistment option for NPS Kicker
  - Paragraph 6a(6): Added Special Forces (18X) enlistment option for NPS Kicker
- Enclosure 9: Transfer of Education Benefit (TEB) Program
  - Removed Appendix to Enclosure 9 (Sample Counseling Form – Post-9/11 TEB) and added it to the Sample Out-Processing Checklist, Enclosure 15
- Enclosure 10: Federal Tuition Assistance
  - Added Paragraph 8: ArmyIgnitED 101 Required Training
  - Added Paragraph 9: Out-Processing Soldiers in ArmyIgnitED
  - Added Paragraph 10: ETP/HTAR Process
- Added the Following New Enclosures:
  - Enclosure 14: Basic Skills Education Program (BSEP)
  - Enclosure 15: Education In and Out Processing
  - Appendix to Enclosure 15, Sample Out-Processing Checklist
- Numerous other administrative and formatting changes throughout the document.

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## **ENCLOSURE 1:** **GENERAL/OVERVIEW**

1. **Overview.** The ARNG VolEd policy is a consolidated document that provides policy and guidance for ARNG voluntary education programs and services.

2. **Applicability.** This policy applies to individuals who are entering, are currently serving, or have previously served in the ARNG.

### **3. Administration.**

a. **General.** This policy prescribes eligibility criteria, procedures, and standards for ARNG education staff to administer various ARNG education programs including: the Montgomery GI Bill-Selected Reserve (MGIB-SR), MGIB-SR Kicker, Montgomery GI Bill-Active Duty (MGIB-AD), Post-9/11 GI Bill, Transfer of Education Benefits (TEB), Federal Tuition Assistance (FTA), Credentialing Assistance (CA), and Army Personnel Testing (APT) programs.

b. **Management Controls.** Commanders at all levels are responsible for establishing and maintaining internal controls, for identifying and addressing major performance challenges, and for identifying areas that are at the greatest risk for fraud, waste, abuse, and mismanagement. Management control provisions shall be in accordance with AR 11-2, Managers' Internal Control Program. Alteration to eligibility documents will be treated as suspected fraud and thoroughly investigated to determine appropriate legal disposition.

c. **System Access.** State/Territory education staff must request the appropriate level of access to required systems and databases for the management of education programs. Refer to Enclosure 4 for a list of system requirements.

d. **Personal Identification Information (PII).** Daily operations in an education office require ARNG education staff to access PII for members and dependents of the ARNG while using a variety of databases. Every authorized user must always safeguard the confidentiality of such information to comply with the Privacy Act of 1974. When leaving your workstation, be sure to logoff each application and lock your computer for added security. See your system administrator/G6 for additional guidance and procedures.

e. **Separation of Duties.** Before eligibility for GI Bill benefits is approved, State education staff will submit eligibility recommendations using the Guard Information Management System (GIMS) or other-directed system/process. A member of the ARNG Education Support Center (ESC) will review the recommendation for accuracy and adherence to applicable DoD, HQDA, and ARNG education policy.

f. Tier Evaluations. Tier evaluations is the process of reviewing an applicant's education credentials to determine their tier status/education level for enlistment into the armed forces. Personnel assigned to the State education office are not authorized to conduct tier evaluations. For the ARNG, the Recruiting and Retention Battalion (RRB) Executive Officer (XO) or Operations Officer (commissioned officer or civilian) are the only personnel authorized to perform tier evaluations.

g. Army Board of Corrections for Military Records (ABCMR). In accordance with AR 15-185, paragraph 2-5, ABCMR is the highest level of administrative review within the Department of the Army. Title 10 USC, Section 1552 gives Service Members (SMs) and veterans the right to apply to the ABCMR to correct military records, which include the following actions: correction or amendment of dates or terms of service in enlistment, accession, affiliation, reenlistment/extension, commission, or appointment. The ABCMR requires that all administrative recourse or appeals be exhausted prior to submission of an ABCMR application. Public Law 506 requires that the request for correction of military records be submitted within three years after the error or injustice occurs, or within three years after discovering the error or injustice. Application procedures for the ABCMR can be found on their website: <http://arba.army.pentagon.mil/abcmr-overview.html>.

## **ENCLOSURE 2: INSTALLATION ACCESS**

1. **Overview.** This enclosure provides guidance on academic institution and training vendor access to ARNG installations/facilities. Template memorandums, access procedures, and other supporting documents on installation access are located in the [ARNG-Staff-Education Services Team ESO Channel](#) on MS Teams.

### **2. References.**

a. Executive Order 13607, POTUS (Establishing Principles of Excellence for Academic institutions Serving Service Members, Veterans, Spouses, and Other Family Members), 27 April 2012.

b. Department of Defense Instruction (DoDI) 1322.25 (Voluntary Education Programs, Incorporating Change 3), 7 July 2014.

c. Department of Defense Instruction (DoDI) 1322.19 (Voluntary Education Programs Overseas Areas), 14 March 2013.

d. Department of Defense Instruction (DoDI) 1322.29 (Job Training, Employment Skills Training, Apprenticeships, and Internships), 24 January 2014.

e. Department of Defense Instruction (DoDI) 1344.07 (Personal Commercial Solicitation on DoD Installations), 30 March 2006.

f. U.S. Army Regulation 621-5 (Army Continuing Education System, Rapid Action Revision), 28 October 2019.

g. Army Directive 2015-12 (Implementation Guidance for Credentialing Program and Career Skills Program), 11 March 2015.

h. U.S. Army Training and Doctrine Command (TRADOC) Policy Letter 13, TRADOC School/ Non-Commissioned Officer (NCO Academy) Guidance on Entering into Agreements with Civilian Colleges and Universities, 21 April 2014.

3. **Overview.** All academic institutions (AIs) accessing ARNG installations/facilities must have signed the DoD Voluntary Education Partnership Memorandum of Understanding (MOU). In addition, all Credentialing Assistance (CA) vendors must have signed the Army Credentialing and Continuing Education Services for Soldiers (ACCESS) Army University (AU) Memorandum of Agreement (MOA). Also, per reference 1b, all existing on-installation Voluntary Education Partnership MOUs must receive a legal review. Any MOU found in non-compliance must be replaced by a new MOU within 60 days.

4. **Compliance.** States/Territories/District will limit access to ARNG installations/facilities to only those academic institutions, training vendors, or their agents who are compliant with the DoD MOU or ACCESS AU MOA. An ARNG installation/facility is defined as any active-duty military, Reserve, or National Guard owned, leased, or operated base, reservation, post, site, camp, building, or other facility to which DoD personnel are assigned for duty. Agents representing academic institutions or company vendors in the performance of contracted services are permitted ARNG Installation access only in accordance with the requirements of their contract and/or agreement.

5. **Academic Institution Installation Access Request.** Institutions and or training vendors interested in providing education, guidance, training opportunities, and participating in sanctioned education fairs on a DoD Installation must submit an electronic request through ArmyIgnitED at; <https://aiportal.army.mil/aiportal/Account/Login>

6. **Academic Institution and Training Vendor Access Criteria.** Prior to granting academic institutions access to an ARNG installation/facility in order to provide services or education guidance to Soldiers, States/Territories/District will ensure that all academic institutions and/or training vendors have signed the DoD Voluntary Education Partnership MOU or ACCESS, AU MOA. In addition, academic institutions must also meet the following guidelines;

a. Are in compliance with State/Territory/District authorization requirements consistent with regulations issued by the U.S. Department of Education, including Part 600.9 of Title 34, Code of Federal Regulations. Academic institutions must meet the requirements of the State/Territory/District where services will be rendered to include compliance with all State/Territory/District laws as they relate to distance education; (<http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:3.1.3.1.1>).

b. Are approved by the State/Territory/District for the use of Veterans' education benefits. Copies of the certification will be filed with the appropriate State/Territory approving agency for the military or Veteran student (Go to <http://www.dodmou.com/institutionlist.aspx> to find POCs);

c. Are certified to participate in federal student aid programs through the U.S. Department of Education under Title IV of the Higher Education Act of 1965. Title IV certification may be provisional so long as the educational institution maintains eligibility to participate in the Federal Direct Loan Program (Schools listed as Participating Institutions at the DoD MOU website meet this requirement (<http://www.dodmou.com/institutionlist.aspx>)).

e. Are accredited by a national or regional accrediting body recognized by the U.S. Department of Education by reviewing the U.S. Department of Education website at <http://ope.ed.gov/accreditation/search.aspx> and conduct programs only from among those offered or authorized by the main administrative and academic office in accordance with standard procedures for authorization of degree programs by the educational institution.

**7. Approval/Disapproval of Requests.** The State ARNG ESO will review all requests for access to ARNG installations/facilities on behalf of TAG within the ArmyIgnitED system. TAG or their designated representative has the final authority to approve, deny, suspend, or withdraw DoD Installation access permission from an institution or vendor, as deemed appropriate.

a. Denial of Access to ARNG Installation/Facility. Any institution or vendor that fails to meet the requirements outlined will be denied access to DoD Installations. If access is denied, the ESO will provide a timely response in ArmyIgnitED. The institution or vendor may reapply for access once reasons for denial are corrected.

b. Institutions and vendors with approved access to an ARNG Installation/facility. Institutions or vendors and their agents with approved access to DoD Installations will:

(1) Only advise or counsel Soldiers at locations approved by the State/Territory/District education officer; and

(2) Maintain a record of Soldiers counseled and provide a copy to the ESO prior to departing the event. The record will annotate the type of program and the status of the Soldier (potential, current, or new student).

**8. Monitoring of Academic Institutions and Vendors.** The ESO will continue to observe those institutions and its agents who have been granted access to ARNG installations/facilities to provide education, guidance, training opportunities, and participate in sanctioned education fairs to Soldiers to ensure they:

a. Adhere to federal law, DoD Instruction 1344.07, DoD Instruction 1322.19, and the DoD Installation policies and regulations.

b. Comply with applicable DoD Installation policies and procedures designated by the Installation commander on such matters as fire and safety, environment, physical security, personnel background checks, vehicle inspection and registration, and any other applicable statutes or regulations designated by the Installation commander.

c. Do not use unfair, deceptive, abusive or fraudulent devices, schemes, or artifices, including misleading advertising or sales literature.

d. Do not engage in unfair, deceptive, or abusive marketing tactics, such as during unit briefings or assemblies; engaging in open recruiting efforts; or distributing marketing materials on the DoD Installation at unapproved locations or events.

(1) As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Soldiers, institutions will:

(a) Ban inducements including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having a monetary value of more than a de minimis amount (\$20) to any individual, entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid

to contractors in conformity with all applicable laws for the purpose of securing enrollments of Soldiers or obtaining access to TA/CA funds. Institution sponsored scholarships or grants and tuition reductions available to military students are permissible.

(b) Refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including TA/CA funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

(c) Refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email or in-person, and engaging in same-day recruitment and registration for the purpose of securing Soldier enrollments.

(2) Market to or recruit newly assigned military personnel to the DoD Installation, unless the Soldier has received information about voluntary education programs and educational services available through the ARNG, to include TA/CA, from their education services staff or as part of their orientation to the ARNG.

**9. Conducting Courses/Instruction on Installations/Facilities.** Academic institutions or training vendors desiring access to provide on-installation education programs must follow applicable ARNG installation policies and procedures, sign the DoD MOU and/or ACCESS AU MOA, and meet the following guidelines:

a. Sign a separate On-Installation Education Programs MOU (On-Installation MOU) to provide on-installation courses, degree programs, or credentials.

b. Comply with the installation-unique requirements in the On-Installation MOU.

c. Agree to coordinate degree programs/credentials offered on the ARNG Installation with the education officer, who will receive approval from the TAG prior to opening of classes for registration.

d. Admit candidates to the institution's on-Installation programs at their discretion; however, priority for registration in DoD Installation classes will be given in the following order:

(1) DoD Service Members

(2) Federally funded DoD Civilian employees

(3) Eligible adult family members of Service Members and DoD civilian employees

(4) Military retirees

(5) Non-DoD personnel

e. Provide the responsible education officer, as appropriate, a tentative annual schedule of course offerings to ensure that the educational needs of the military population on the ARNG Installation are met and to ensure no course or scheduling conflicts with other on-Installation programs.

f. Provide instructors who meet the criteria established by the institution to qualify for employment as a faculty member on the main administrative and academic center.

#### **10. On-Installation MOU Review and Changes.**

a. Review: The State/Territory/District ESO and authorized school/vendor representative will review the MOU periodically, but no less than every 5 years to consider items such as current accreditation status, updated program offerings, and program delivery services.

b. Modifications: Modifications to the MOU will be in writing and, except for those required due to a change in State/Territory/District or Federal law, will be subject to approval by both the State/Territory/District ESO and authorized school/vendor representative.

(1) Signatures: The State/Territory/District ESO or a designated representative appointed by the TAG, will sign the MOU. The authorized school/vendor representative will be determined by the academic institution/company.

(2) Effective Date: The MOU is effective on the date of the later signature.

(3) Expiration Date: The MOU will expire 5 years from the effective date, unless terminated or updated prior to that in writing by the State/Territory/District ESO or the academic institution/vendor.

c. Cancellation: The MOU may be cancelled by either TAG or the academic institution/vendor 30 days after receipt of the written notice from the cancelling party. In addition, termination and suspension of an MOU with an academic institution/vendor may be done at any time for failure to follow any term of the MOU or misconduct as outlined in paragraph 8.

**11. State Installation Access Memorandum.** Each State/Territory/District will publish a memorandum at least once every three years advising all ARNG personnel, tenants, and stakeholders assigned to the State/Territory/District of the installation access process. The memorandum will be uploaded by the State ESO to the [ESO Channel on MS Teams](#) for verification of compliance with this requirement. A copy of a template memorandum is available in the files tab of the ESO channel.

### **ENCLOSURE 3: TRAINING REQUIREMENTS**

1. **Overview.** This enclosure provides guidance on training requirements and available training opportunities for State education office staff.

#### **2. Training Courses.**

a. ARNG GI Bill and Education Services Course (GESC) – Resident (formerly this course was called the Education Services Course and the GI Bill Manager Course and were two, separate one-week courses).

(1) Required Attendees: All federal personnel assigned to the state education office to include Title 5, Education Services Specialists assigned to NGB.

(2) Frequency: Within 180 days of assignment. In addition, individuals who leave the education office and return after a break of one year or longer must retake the course within 180 days of reassignment. Individuals who are unable to obtain a training seat within 180 days of assignment/reassignment due to training seat availability must register for the next available course.

(3) Required System Access: Guard Incentive Management System (GIMS), Interactive Personnel Electronic Records Management System (iPERMS), Defense Manpower Data Center-Benefits for Education Administrative Services Tool (DMDC-BEAST), Director's Personnel Readiness Overview (DPRO), and ArmyIgnitED (AIED).

(4) Newly assigned education staff who have not completed the GESC will be granted temporary access to GIMS for up to 180 days from their date of assignment. Individuals who have not completed the GESC after 180 days of assignment will have their GIMS access removed unless they have registered for the next available course. Individuals who have not completed the GESC within 270 days of assignment will have their GIMS access removed until completion of the course. Exceptions must be approved by the Chief, Education Services Branch.

b. Training location. GESC is conducted at the Professional Education Center (PEC) Camp Robinson, Arkansas unless otherwise directed.

c. Course Details. Course registration information is available at:  
<https://www.pec.ng.mil/CourseCatalog>.

d. Enrollment Procedures.

(1) State ESOs provide training requirements for resident courses to their State Training Manager. Seats are requested through the Training Request Arbitration Panel (TRAP) process two years in advance. Updated training seat requirements and requests are handled throughout the year. It is imperative that state ESO contact their State Army Training Requirements and Resources System (ATTRS) Quota Source Manager to TRAP training seats for future years.

(2) ATRRS must meet the minimum number of reservations for each course NLT 30 days prior to the course report date. Students in a wait status will roll into vacant seats 45 days prior to the start of the course. Anyone left in a wait status can request a reservation in a future class, provided the State has the available quotas.

e. Funding. PEC centralized funding is available for all federal full-time support personnel including: Active Guard Reserve (AGR), Title 32 Dual-Status Military Technicians (MilTechs), and Title 5, Department of the Army Civilians (state and federal). States are responsible for funding State employees, Active Duty for Operational Support (ADOS), and contract personnel. Refer to current PEC central funding guidance for further information.

**3. Additional Training Opportunities.** Below are several additional (non-ATRRS) training opportunities available to state education office staff.

a. Annual ARNG Education Services Workshop. This workshop provides training and updates on ARNG education programs and services to state education staff. The Education Services Branch hosts the workshop. States are responsible for funding and may bring 2-3 attendees per state. This workshop is typically conducted in the April-May timeframe. Location varies.

b. Council of Colleges and Military Educators (CCME). This is an annual professional development symposium for personnel working in VolEd across the Department of Defense. States are responsible for funding selected attendees. More information on CCME is available at: <https://www.ccmeonline.org/>.

c. OSD Professional Development Institute (OSD PDI). This is an annual professional development event hosted by OSD for personnel working in VolEd across the Department of Defense. The event includes training for education counselors and ESOs as well as service specific training. NGB obtains a selected number of training seats for this event. States are responsible for funding selected attendees. More information on the OSD PDI is available at: [DoD Professional Development Institute \(PDI\) \(dantes.mil\)](https://dantes.mil/)

d. NGB Hosted Training via MS Teams. The Education Services Branch (ARNG-HRH-C) hosts a monthly training webinar, a quarterly field call, and various other training opportunities for state education office staff. These events are held virtually on MS Teams in the [ARNG Staff-Education Services Team Training Channel](#).

e. ACCESS AU Hosted Training via MS Teams. ACCESS AU hosts a monthly field call and various other training opportunities for Army education office staff. These events are held virtually on MS Teams in the [TR-CAC ArmyU ACCESS Field Call Channel](#).

f. DANTES Hosted Training. DANTES hosts various training opportunities for DoD education office staff. These events are held virtually on various platforms. For additional information go to the DANTES web site at: <https://www.dantes.mil/>.

g. State Assistance Visits (SAVs). The Education Services Branch (ARNG-HRH-C) conducts periodic virtual or in-person SAVs to each state/territory on a rotational and as needed basis. These visits are designed to assist State ESOs in the implementation of VolEd programs by identifying areas of improvement, providing recommendations, training, and mentorship, and sustaining best business practices. The SAV schedule and checklist are posted on the [ESO Channel on MS Teams](#).

h. Education Services Officer Workshop. The Education and Incentives Advisory Group (EIAG) sponsors a bi-annual workshop tailored to the specific job functions of the ESO and the education services NCOIC. New ESOs and NCOICs are encouraged to attend this workshop within the first 6 months of assignment. Location and delivery of the workshop varies. ESOs should contact their EIAG mentor or the NGB Training Program Manager/ESO Liaison for more information.

**4. Training and Mentorship for New Personnel.** To ensure a smooth transition to their positions, new ESOs and new GI Bill Managers are requested to complete the new ESO/GI Bill Manager Checklist within 90 days of assignment.

a. ESOs must complete Part I of the new ESO checklist located in the [ESO Channel in the ARNG Education Services Staff Team](#) and upload to the same location within 90 days (Part II should be completed within 120 days of arrival but is not required to be uploaded). The ESO Liaison at NGB will provide guidance and mentorship to all new ESOs and will monitor completion of the checklist.

b. GI Bill Managers. GI Bill Managers must complete the new GI Bill Manager checklist and upload the completed checklist to MS Teams. The GI Bill Program Manager will provide guidance and mentorship to all new GI Bill Managers and will monitor completion of the new GI Bill Manager checklist. The new GI Bill Manager checklist is located in the [GI Bill Manager Channel on MS Teams](#).

c. Education Services Specialists (ESSs). Newly assigned NGB, Title 5, ESSs and SESSs will follow the guidance outlined in the NGB, Title 5, ESS Handbook. Additional information is available in the [NGB Title 5 ESS Channel on MS Teams](#).

## **ENCLOSURE 4: SYSTEMS REQUIREMENTS**

1. **Databases and Access.** The primary databases state education staff will use on a regular basis to determine eligibility and administer ARNG education benefits and entitlements are listed below.

a. ArmyIgnitED: <https://www.armyignited.army.mil>. ArmyIgnitED (AIED) is a digital Platform that automates the Federal Tuition Assistance and Credentialing Assistance Programs for eligible Soldiers. To gain access to AIED, state education staff must request access through their NGB assigned, Title 5, Supervisory Education Services Specialist (SESS). Explanation of the roles in ArmyIgnitED are listed below.

(1) Ed Center - Contractor (View only access)

(2) Ed Center - Counselor (View student profiles, approve Education Goals, action Soldier messages).

(3) Ed Center - ESS (View student profiles, create and/or approve Education Goals, approve/deny TA requests, action Soldier messages).

(4) Ed Center – ESO (View student profiles, create and/or approve Education Goals, approve/deny TA requests, action Soldier messages, approve/deny IA requests).

(5) Region ESO (Applies to SESSs only: view student profiles, approve Education Goals, reject/approve TA, action Soldier messages, create user accounts for state education staff, can work ESO actions if needed).

(6) Personnel changes. State ESOs are responsible for notifying their assigned SESS of any out-going personnel to ensure AIED access removal. Inactivity of 30 days triggers an automatic account lock. Email your SESS to request an account be unlocked.

b. ATRRS: <https://www.atrrs.army.mil/portals/logon.aspx>. The Army Training Requirements and Resources System (ATRRS) is a database used to verify completion of MOS training. Contact your State/Territory S-3, Operations Branch for “read only” access requirements.

c. BEAST: <https://beastapp.dmdc.mil/beast/>. The Benefits for Education Administration Services Tool (BEAST) is the primary DoD database which stores and transmits all service component GI Bill eligibility information to the Department of Veterans Affairs (DVA). The DVA uses this information to determine current payment eligibility for GI Bill benefits. To gain “read only” level access, users must complete the requirements listed below.

(1) Application Submissions. All BEAST access requests must be submitted via the [GI Bill Channel in MS Teams](#). Questions pertaining to the application submission process should be addressed to the ARNG Site Security Manager (SSM) Mr. Donald Sutton at: [donald.e.sutton.civ@army.mil](mailto:donald.e.sutton.civ@army.mil).

(2) Document Requirements. All requests for access to the BEAST application must include a DD Form 2875 System Authorization Access Request (SAAR). The following blocks must be completed:

(a) Part I, all blocks completed by the requester;

(b) Part II, blocks 13-17e, completed by the State Education Services Officer (ESO) or Supervisor

(c) Part III, completed by the local security manager

(3) User Access. There are 4 levels of user access.

(a) Read Only. "Read-Only" access is assigned to users at the state level for research and verification purposes. These users will not be able to modify records.

(b) Edit. Users assigned to NGB and the Education Support Team (EST) are the only authorized users with permissions to make modifications to records in the BEAST Application and approve or reject TEB requests.

(c) Surrogate. Surrogate access allows a user to initiate, modify, or revoke a TEB request on behalf of a separated Soldier. No more than four members of the ARNG EST will be granted Surrogate access.

(d) Super User. Super User access allows a user to transfer months to Colmery- eligible dependents. The NGB PM, one member of the EST, and two alternates will have Super User access.

(4) Safeguarding information. Only users authorized by the ARNG Site Security Manager (SSM) may access or view information in the BEAST Application. Every authorized user must always safeguard the confidentiality of such information to comply with the Privacy Act of 1974.

(5) Personnel changes. State ESOs are responsible for notifying the ARNG BEAST SSM of any out-going personnel to ensure BEAST access removal. Inactivity of 30 days triggers an automatic account lock. Email the Site Security Manager at the address in paragraph 2a to request an account be unlocked. Inactivity of 90 days or more triggers account suspension. Users whose accounts have been suspended must reapply for access per paragraph (1) and (2) above.

d. DPRO: <https://arngg1.ngb.army.mil/v3/> The Director's Personnel Readiness Overview (DPRO) is a primary database for State education staff which provides management reports and grades State/Territory performance of their management of the GI Bill and MGIB-SR Kicker programs. To gain "read only" access:

(1) Complete annual IA awareness training.

(2) Login and select G1 Data Portal (located on the right side of the page) to begin access request form for DPRO.

(3) Complete all requirements of the online request. This information will be reviewed by the Application Administrator to verify that you need access to the application, so be sure to describe your need thoroughly so the request can be approved, and the appropriate permissions can be granted.

e. GIMS: <https://smms.ngb.army.mil/v3>. Guard Incentive Management System (GIMS) is the database-of-record to record Soldier education counseling data, manage and administer GI Bill programs, and to process Legacy Federal Tuition Assistance (FTA) recoupment actions. GIMS management roles for state personnel are approved by NGB and include: State MGR: GI Bill-P (Primary); State Administrator; Incentive Manager (IM); Student Loan Repayment (SLRP) Manager and FTA-P. Subordinate roles are approved by the State Administrator. The GIMS Helpdesk can be used to resolve system errors and is available at: 1 (877) 339-5570 (M-F 0700-2000 EST) or via email at: ng.ncr.ngb-arng.mbx.rcms-g@army.mil.

(1) Access for ESOs. The annual SRIP annotates the GIMS access requirements and process for ESOs. In addition to those requirements, ESOs are also required to complete the Education Services Course and the GI Bill Manager's Course- (now referred to as the GI Bill and Education Services Course). See Enclosure 3, para 2 above for information pertaining to the removal of GIMS access for failure to complete required courses.

(2) Access for GI Bill Managers. The GIMS access requirements for the GI Bill Manager role (GI-P) role include completion of the GESC, Fiscal Law (FL) Course Part 1 and Part 2, and annual Information Assurance (IA) awareness training. See Enclosure 3, para 2a and b above for information pertaining to the removal of GIMS access for failure to complete required courses.

(3) Access for Guidance Counselors/State ESSs. The GIMS access requirements for Guidance Counselors and state ESSs are managed by the GIMS state administrator. At a minimum, these individuals are required to complete the GESC.

f. iPERMS: <https://iperms.hrc.army.mil/login/>. The Interactive Personnel Electronic Records Management System (iPERMS) is an online records repository, which stores eligibility documents used to determine eligibility for various education and incentive programs. Contact your State/Territory iPERMS Manager for access requirements.

g. IPPS-A: <https://hr.ippsa.army.mil/>. The Integrated Personnel and Pay System - Army (IPPS-A) modernizes Army Human Resources (HR) provides access to Soldier personnel and pay records to help education staff manage and administer education benefits and incentives. Contact your State/Territory IPPS-A Office to request access.

h. Microsoft (MS) Teams: MS Teams is a collaboration tool that features instant messaging, audio and video calling, rich online meetings, mobile experiences, and extensive web conferencing capabilities. The ARNG Education Services Branch maintains a public and private Team to provide education information to state education staff and Soldiers and to automate various processes. The staff team is located at: [ARNG Staff-Education Services](#) and the public team is located at: [ARNG Public-Education Services](#). ACCESS AU also hosts several teams associated with each major education program including a field call team, counseling support team, credentialing assistance team, Army Personnel Testing team and a BSEP team. State education staff are highly encouraged to join the ARNG and ACCESS AU Teams to stay up to date on ARNG/Army education programs and services.

**ENCLOSURE 5:**  
**MONTGOMERY GI BILL – SELECTED RESERVE (MGIB-SR)**

1. **Overview.** The MGIB-SR program is an educational assistance entitlement provided for the Selected Reserve (SR). This entitlement encourages the enlistment and retention of quality applicants and Service Members (SMs) into the SR.

2. **References.**

a. Title 10, United States Code (USC), Section 16131-16136, Chapter 1606, Educational Assistance for Members of the Selected Reserve (SELRES).

b. Department of Defense (DoD) Instruction 1322.17, Montgomery GI Bill Selected Reserve (MGIB-SR), 15 January 2015.

c. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 September 2017.

d. Department of Defense Manual (DoDM) 7730.54, Volume 1, Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures, Enclosure 8, RC Active Service Transaction File, 25 May 2011.

e. Department of Defense Manual (DoDM) 7730.54-M Volume 2, Reserve Components Common Personnel Data System (RCCPDS): Domain Values for Reserve Component (RC) Personnel Reports, 25 May 2011.

f. Memorandum, Subject: Clarification Regarding Concurrent Receipt of Federal Tuition Assistance and the Montgomery GI Bill-Selected Reserve Education Benefits, Office of the Under Secretary of Defense, Personnel and Readiness, 4 May 2021.

3. **Funding Authority.** The authority to execute MGIB-SR education entitlement is subject to authorization in law, appropriation of funds, and applicable regulatory guidance.

4. **Eligibility Criteria.** Eligibility for the MGIB-SR may be established only one time in a SM's career. A member of the SELRES establishes eligibility for the MGIB-SR basic benefit when they:

a. Enlist, reenlist, or extend in the SR on or after 1 July 1985, for not less than six years or, in the case of an officer, sign a DA Form 5447 agreeing to serve in the SR for six years, in conjunction with any other period of obligated service;

b. Complete the requirements for a high school diploma or equivalency certificate;

c. Complete initial active-duty training (IADT) requirements. Enlisted personnel must complete Basic Combat Training (BCT) and Advanced Individual Training (AIT) or equivalent and be awarded an MOS. Officers who did not complete IADT prior to commissioning must be branch qualified. The primary method to identify IADT completion is the course end date located in Army Training Requirements Reporting System (ATRRS). Use DD Form 214 or DA Form 1059 when ATRRS data is unavailable.

**5. Eligibility Start Date.** MGIB-SR eligibility is established when all the requirements in paragraph four have been met. For a list of eligibility status codes and eligibility status effective dates, see Appendix 1 to Enclosure 5.

**6. Period of Entitlement.** The period of entitlement for the MGIB-SR is based on the date basic entitlement was established, as follows:

a. 1 July 1985 to 30 September 1992. Eligibility expires upon completion of the 10-year period that began on the date the MGIB-SR basic entitlement was established; separation from the SR during that 10-year period; or violation of termination criteria outlined in paragraph 6 of Appendix 1 to Enclosure 5, whichever comes first; or

b. 1 October 1992 to 29 June 2008. Eligibility expires upon completion of the 14-year period that began on the date the MGIB-SR basic entitlement was established; separation from the SR during that 14-year period; or violation of termination criteria outlined in paragraph 6 of Appendix 1 to Enclosure 5, whichever comes first; or

c. 30 June 2008 to present. Eligibility expires on the date the SM separates from the SR; or upon violation of termination criteria outlined in paragraph 6 of Appendix 1 to Enclosure 5, whichever comes first.

d. SMs discharged due to a disability will receive the period of entitlement outlined in paragraph 3c of Appendix 1 to Enclosure 5.

e. A SM with an initial eligibility date prior to 30 June 2008 who is ordered to active duty in accordance with Title 10 USC Sections 12301(a), 12301(d), 12301(g), 12302, 12304, 12304a, or 12304b will have the period of entitlement extended for the period of active duty, plus four months. SMs with an initial eligibility date on or after 30 June 2008 will not have their eligibility extended.

f. SMs who are mobilized remain eligible to receive MGIB-SR payments.

g. AGR Soldiers with a MGIB-SR initial eligibility date after November 28, 1989, will have their MGIB-SR eligibility suspended while serving in an AGR status.

h. SMs who were involuntarily separated between 1 October 1991 and 31 December 2001 or between 1 October 2007 and 30 September 2014 due to unit

inactivation or involuntary separation due to a reduction in force initiative will retain eligibility for the MGIB-SR for the remainder of their period of entitlement.

i. If a SM's current education term ends after being discharged or separated, the DVA may continue to pay the SM through the end of that educational term at their discretion, provided the SM is otherwise eligible.

**7. Recoupment/Overpayment.** The DVA and Defense Finance and Accounting Service (DFAS) will recoup any unauthorized MGIB-SR payments.

a. Recoupment. SMs who receive MGIB-SR payments and lose entitlement status due to unsatisfactory participation or non-completion of their six-year military service obligation may be required to refund part of the education assistance received plus accrued interest. The DVA initiates recoupments and DFAS processes debt repayment. The recoupable amount is based on a formula prescribed by the DoD.

b. Overpayment. An overpayment occurs when a SM received MGIB-SR payments that they were not authorized to receive. An overpayment debt letter is initiated, and the overpayment is collected by the DVA.

## **8. Duplication of Educational Assistance**

a. Selected Reserve Members may concurrently receive MGIB-SR and FTA when enrolled half-time or more.

b. Concurrent use of MGIB-SR and State tuition programs is authorized unless prohibited by state specific guidelines as concurrent use is not a duplication of benefits.

c. For the purposes of benefit payments, MGIB-SR includes MGIB-SR basic benefit and Kicker, when a SM is eligible to receive Kicker payments.

d. For a SM who qualifies for two or more GI Bill programs, the maximum allowable entitlement for DVA-administered educational benefits is 36 months from any one program, and a maximum of 48 months from all programs.

e. Per ACCESS AU policy, a SM cannot receive MGIB benefits and Credentialing Assistance for the same expenses. However, if ACCESS AU does not fund an examination a SM can request reimbursement from the VA for the test.

**9. Eligibility Processing.** States must submit MGIB-SR recommendations in GIMS to change the MGIB-SR status code according to instructions in the GI Bill Manager's Handbook. If GIMS is not functional, manual processing procedures may be authorized by the Chief, Education Services Branch. Manual processing procedures for the MGIB-SR are listed in Appendix 2 of Enclosure 5.

**10. Administrative Errors.** MGIB-SR eligibility errors due to incorrect IPPS-A coding, inaccurate orders, or missing documents in iPERMS or GIMS should be addressed at the state level by correcting the data in IPPS-A and submitting a MGIB-SR

recommendation in GIMS per Appendix 1 to Enclosure 5.

11. **VA Reverse Inquiries.** If the state discovers a Soldier's eligibility status has been incorrectly determined by the VA, they may submit a reverse inquiry to the ARNG EST. Submit a reverse inquiry request via the [GI Bill Manager Channel on MS Teams](#) and attach the SM's approval or denial letter or COE.

12. **Transfer of Benefits.** The transfer of MGIB-SR benefits to a spouse or dependents is not authorized.

**APPENDIX 1 TO ENCLOSURE 5:**  
**CHAPTER 1606 ELIGIBILITY STATUS CODES**

1. **Overview.** The State GI Bill Manager identifies and recommends Eligibility Status Code (ESC) changes to a SM's MGIB-SR entitlement IAW law, regulation, this policy, and the GI Bill Manager's Handbook. The Eligibility Status EffectiveDate (ESED) is the date that each ESC takes effect.

2. **Ineligible.** The State GI Bill Manager must submit an MGIB-SR recommendation in GIMS to change the MGIB-SR status to an ineligible code ("A" code) for any of the following reasons:

a. AA – No Entitlement. SM has not executed a qualifying, six-year SELRES contract or service obligation with any RC on/after 1 July 1985.  
ESED = Date of entry into the ARNG.

b. AB – No Entitlement. SM executed a qualifying, six-year SELRES contract or service obligation with the ARNG on/after 1 July 1985, but has not completed IADT.  
ESED = Date SM signed the six-year contract.

c. AC – No Entitlement. SM executed a qualifying, six-year SELRES contract or service obligation with the ARNG on/after 1 July 1985 but has not completed the requirements of a secondary school diploma or equivalency certificate.  
ESED = Date SM signed the six-year contract.

d. AD – No Entitlement. SM erroneously reported as eligible with the ARNG.  
ESED = Date of entry into the ARNG.

3. **Eligible.** The State GI Bill Manager must submit an MGIB-SR recommendation in GIMS to change the MGIB-SR status to an eligible code ("B" code) for any of the following reasons:

a. BA – Eligible. SM is serving in an initial qualifying period of eligibility.  
ESED = Day of completion of all eligibility criteria. If IADT or BOLC completion is the final eligibility criteria completed, eligibility will begin the following day. When a BA code is established, State GI Bill Managers will:

(1) Issue a DD Form 2384-1, Notice of Basic Eligibility (NOBE) within 30 days;

(2) Place the NOBE on file in the SM's iPERMS as required in DoDI 1336.08.

b. BB – Eligibility Reinstated (after suspension). SM is serving in a second or subsequent qualifying period of eligibility.

ESED = Date SM returns from period of authorized non-availability (Inactive National Guard (ING) or Individual Ready Reserve (IRR)).

c. BE – Eligibility Retained. SM separated from the SR because of a disability incurred on or after the date the SM established eligibility for the MGIB-SR and was not the result of willful misconduct.

ESED = Date SM was medically discharged with state discharge orders. The SM will retain eligibility, provided the SM was otherwise eligible for MGIB-SR benefits on the date of separation, according to the following rules:

(1) For a SM who established eligibility prior to 30 June 2008, eligibility expires upon completion of the period of entitlement described in paragraph 6.a. or 6.b. of this enclosure.

(2) For a SM who established eligibility on or after 30 June 2008, eligibility expires upon completion of the 14-year period that began on the date of separation from the SR.

4. **Suspension**. A SM is authorized one period of absence (break in service) and may either transfer to the IRR, ING or may transfer to another Reserve Component. The State GI Bill Manager must submit an MGIB-SR recommendation in GIMS to change the MGIB-SR status to a suspended code (“C” code) for any of the following reasons:

a. CB – Eligibility Suspended. SM transferred from the SELRES to the ING or IRR for reasons other than to fulfill a religious missionary obligation, for a maximum of 12 months.

ESED = Effective date of transfer orders into ING or IRR.

b. CC – Eligibility Suspended. SM transferred from the SELRES to the ING or IRR to fulfill a religious missionary obligation, for a maximum of 36 months.

ESED = Effective date of transfer orders into ING or IRR.

c. CD – Eligibility Suspended. SM awaiting final determination of unsatisfactory participation (absent from drills or Annual Training only).

ESED = Date of ninth unexcused absence within a 12-month period or first day of missed Annual Training.

d. CF – Eligibility Suspended. SM entered AGR program.

ESED = Date SM entered AGR program. This is not considered a break in service.

e. CG – Eligibility Suspended. SM is in receipt of a ROTC Scholarship under Title 10 USC, Section 2107. ESED = Date SM signed a Title 10 USC, Section 2107 scholarship contract. MGIB-SR entitlement suspended under this rule will not be reinstated if the Scholarship is completed on/after 15 January 2015. Receipt of a ROTC Scholarship under Title 10 USC, Section 2107a does not impact MGIB-SR entitlement.

5. **Reinstatement from Suspension.** When certain conditions are met, the State GI Bill Manager must submit an MGIB-SR recommendation in GIMS to change the following MGIB-SR ESC to the appropriate eligible code ("B" code):

a. CB. When the SM returns to the SR within 12 months from a first authorized break in service, change the ESC to BB.

ESED = Date SM returns from period of authorized non-availability (ING or IRR). If the break in service occurred during the MGIB-SR six-year contractual obligation, the SM must extend within one year of return for a period equal to or greater than the time not served in the SELRES in a drilling status during the contractual obligation, or MGIB-SR entitlement will be terminated per paragraph 6e of this enclosure.

b. CC. When the SM returns to the SR within 36 months from a first authorized break in service to complete a religious missionary obligation, change the ESC to BB. ESED = Date SM returns from period of authorized non-availability (ING or IRR). If the break in service occurred during the MGIB-SR six-year contractual obligation, the SM must extend within one year of return for a period equal to or greater than the time not served in the SELRES in a drilling status during the contractual obligation, or MGIB-SR entitlement will be terminated per paragraph 6e of this enclosure.

c. CD. When the SM is determined to be a satisfactory participant through the appeal process or after a command decision, change the ESC to the code in effect prior to suspension (BA or BB).

ESED = the ESED in effect prior to suspension. If the CD suspension occurred during the MGIB-SR six-year contractual obligation, no extension is required.

d. CF. When the SM returns to a drilling status from AGR, change the ESC to the ESC in effect prior to suspension (BA or BB).

ESED = the ESED in effect prior to suspension. If the AGR duty occurred during the MGIB-SR six-year contractual obligation, the SM must extend within one year of return for a period equal to or greater than the time not served in the SELRES in a drilling status during the contractual obligation, or MGIB-SR entitlement will be terminated per paragraph 6e of this enclosure.

e. CG. When a SM completes a ROTC Scholarship under Title 10 USC, Section 2107 PRIOR to 15 January 2015, and the ESC reverts to the ESC in effect prior to suspension (BA or BB). If the SM completes the ROTC Scholarship on or after 15 January 2015, the suspension code does not change.

ESED = The ESED in effect prior to suspension.

6. **Termination**. The State GI Bill Manager must submit a MGIB-SR recommendation in GIMS to change the MGIB-SR status to a termination code ("D" code) for any of the following reasons:

a. DA – Eligibility Terminated. SM has completed the six-year contractual service obligation and is discharged or failed to reaffiliate from the ING or IRR to the SELRES within the required time limit (12/36 months) ESED = Date of discharge order or transfer to the IRR/ING.

b. DB – Eligibility Terminated. After completion of the six-year contractual service obligation, SM has a second break in service for any reason.  
ESED = Effective date of discharge order or transfer to the IRR or ING.

c. DC – Eligibility Terminated. SM is deceased.  
ESED = Date of death.

d. DD – Eligibility Terminated. SM is determined to be an unsatisfactory participant.  
ESED = Date of ninth unexcused absence or first missed day of Annual Training.

e. DE – Eligibility Terminated. SM has not completed the six-year contractual obligation and is discharged (civilian break); failed to extend after returning to the SELRES per paragraph 5a, 5b or 5d of this enclosure; failed to re-affiliate from the ING or IRR to the SELRES within the required time limit (12/36 months); or SM has a second break in service for any reason.  
ESED = Effective date of discharge order or transfer to ING or IRR.

**APPENDIX 2 TO ENCLOSURE 5:  
MANUAL PROCESSING PROCEDURES, MGIB-SR**

1. In the event GIMS is not functional, manual processing procedures may be authorized by the Chief, Education Services Branch. Manual processes are located in the [GI Bill Programs channel](#) in the ARNG Staff-Education Services Team on MS Teams. For detailed information on manual processing procedures refer to the GI Bill Manager's handbook.

2. To process Chapter 1606 and Kicker Recommendations use the '1606 & Kicker Recommendations' tab.

- a. All applicable fields must be filled in with accurate, researched information.
- b. Source documents must be in the SMs iPERMS OR uploaded as a part of the request.
- c. Place comments to be added to GIMS in the request.
- d. Monitor the request regularly in case follow-up documents or information is needed.

e. Completed cases will be placed in the GI Bill channel in Teams under files>01 Manual Processing>Completed Cases.

**ENCLOSURE 6:**  
**MONTGOMERY GI BILL – SELECTED RESERVE KICKER**

1. **Overview.** The Montgomery GI Bill – Selected Reserve (MGIB-SR) Kicker is an educational assistance supplement that is available to promote accessions and retention in the SELRES to those members serving in critical specialties, skills, or units. Military Entrance Processing Station (MEPS) Guidance Counselors (GC) issue NPS Kickers through the Guidance Counselor Resource Center (GCRC). PS Kickers are issued by a GC at MEPS or by a Reserve Component Career Counselor (RCCC). Authorized personnel issue all other Kickers through GIMS. The MGIB-SR Kicker provides an educational allowance in addition to the GI Bill basic benefit. Title 10 USC, Section 16131 and DoDI 1322.17 authorizes the MGIB-SR Kicker.

2. **References.**

a. Title 10, United States Code (USC), Section 16131-16136, Chapter 1606, Educational Assistance for Members of the SELRES.

b. Department of Defense (DoD) Instruction 1322.17 (Montgomery GI Bill Selected Reserve (MGIB-SR)), 15 January 2015.

c. Department of Defense (DoD) Instruction 1336.08 (Military Human Resource Records Life Cycle Management), 13 November 2009.

d. Army Regulation (AR) 621-202 (Army Educational Incentives and Entitlements), 26 September 2017.

e. Army Regulation (AR) 601-210 (Regular Army and Reserve Components Enlistment Program), 31 August 2016.

f. Department of Defense Manual (DoDM) 7730.54, Volume 1, Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures, Enclosure 8, RC Active Service Transaction File, 25 May 2011.

g. Department of Defense Manual (DoDM) 7730.54-M Volume 2, Reserve Components Common Personnel Data System (RCCPDS): Domain Values for Reserve Component (RC) Personnel Reports, 25 May 2011.

3. **Period of Entitlement.** A SM may receive MGIB-SR Kicker payments for up to 36 months or until MGIB-SR or MGIB-AD eligibility is exhausted, whichever comes first.

4. **Eligibility Criteria.** Below are the criteria for an ARNG applicant or Soldier to establish eligibility for the MGIB-SR Kicker incentive. A Soldier may only establish eligibility for one MGIB-SR Kicker in their career.

a. Has not previously established eligibility for a MGIB-SR Kicker in any Reserve Component;

- b. Is currently eligible or is establishing eligibility for MGIB-SR or MGIB-AD;
  - c. Enlists, reenlists, or extends an enlistment to commit to a six-year service obligation. A Soldier who has six or more years remaining until their ETS does not need to extend. SM must have a concurrent six-year service obligation from the effective date of the MGIB-SR Kicker contract.
  - d. Before receiving payment, the SM must complete:
    - (1) The requirements for a secondary school diploma or an equivalency certificate (Tier 1 or Tier 2);
    - (2) MOS or Area of Concentration (AOC) branch qualification.
5. **Eligibility Start Date.** Once the Soldier meets all the requirements in paragraph four, MGIB-SR Kicker eligibility is established. For a list of eligibility status codes and eligibility status effective dates, see the appendix to this enclosure.
6. **Types of Kickers.** Below are the Kickers available, the rates, and the criteria to qualify for each kicker.
- a. **Non-Prior Service - \$350.**
    - (1) Armed Services Vocational Aptitude Battery (ASVAB) Test Score Category (TSC) I-III A (50 or above).
    - (2) Possess a high school diploma or equivalent
    - (3) Enlist into a critical skill or unit. A critical skill or unit is any MOS within any UIC that has a valid vacancy and management score of 1-7 IAW the ARNG SRIP.
    - (4) Includes Civilian Acquired Skills Program (CASP) or Split-Training Option. Does not include Glossary NPS.
    - (5) The following criteria applies to applicants enlisting under the Foreign Language Recruiting Initiative (FLRI) or Future Soldier Preparatory Course (FSPC):
      - (a) FLRI applicants must be assigned MOS 09C
        - (i) Must attend and successfully complete English language training.
        - (ii) Must retest on the AFCT and achieve a score of 50 or above prior to shipping to basic combat training.
      - (b) FSPC applicants must be assigned MOS 09M
        - (i) Must attend and successfully complete FSPC academic track

(ii) Must retest on the AFCT and achieve a score of 50 or above prior to shipping to AIT

(c) Must enlist into a critical skill or unit. A critical skill or unit is any MOS within any UIC that has a valid vacancy and management score of 1-7 IAW the ARNG SRIP.

(d) If the applicant does not achieve a score of 50 or higher on the AFCT, the Kicker will be invalidated. FLRI and FSPC Enlistees whose Kickers are invalidated may still be eligible to contract for the Reenlistment (RE) Kicker upon meeting the requirements in paragraph c below.

(6) The following criteria applies to applicants enlisting under the ARNG Special Forces (18X) enlistment option.

(a) Must attend and complete 11B OSUT and become MOSQ. Eligibility will be established the day following OSUT completion.

(b) Upon successful completion of Special Forces training and being awarded an 18 Series MOS, the MGIB-SR Kicker remains valid regardless of new MOS/Unit/State.

(c) If the SM fails to complete Special Forces training, they must maintain 11B qualification as either a primary or secondary MOS.

**b. Prior Service - \$350.**

(1) ASVAB/Armed Forces Classification Test (AFCT) TSC I-III A (50 or above).

(2) Enlisted in grade E7 or below.

(3) Duty Military Occupational Specialty Qualified (DMOSQ) in contracted MOS.

(4) If enlisting from a branch of service other than Army, meet the requirements to be awarded the contracted MOS at the time of enlistment/affiliation. Eligibility will not be established until coded DMOSQ in IPPS-A.

**c. Reenlistment - \$350.**

(1) Must have completed three consecutive years of service in the ARNG. Soldiers who do not have three consecutive years of service in the ARNG may reenlist for the MGIB-SR Kicker up to one year prior to their ETS date, however, the Kicker will not be effective until the Soldier has completed three years of service, and the Soldier must have six years remaining on their enlistment contract.

(2) Have not completed more than 14 total years of service at the time they sign the addendum.

(3) ASVAB or Armed Forces Classification Test (AFCT) TSC I-III A (50 or above).

(4) Grade E7 or below.

(5) DMOSQ in contracted MOS.

**d. Standard Officer (SOK) - \$350.**

(1) Accept commission into the ARNG regardless of commissioning source. All officers who have not previously contracted for a Kicker are eligible for the SOK, including Direct Commissioned Officers and Officers without a Bachelor's degree.

(2) Sign a DA Form 5447 Officer Service Agreement (OSA), agreeing to remain in the ARNG for six years. The SOK service obligation runs concurrently with any other obligation the Officer is subject to.

(3) Complete the NGB Form 5435 on the same date as the DA 5447, and no later than one year after commissioning.

(4) The Officer must complete the requirements for Branch Qualification before being eligible to receive payment.

**e. Officer Candidate School (OCS) - \$350.**

(1) Have completed IADT and been awarded an enlisted MOS.

(2) Enrolled into the OCS program and been awarded 09S MOS.

(3) Have not commissioned.

(4) Complete the DA 4836 and NGB Form 5435.

(5) The Candidate must complete OCS and accept a commission in the ARNG to retain this incentive.

**f. Reserve Officers Training Corps (ROTC) - \$350.**

(1) Have completed IADT and been awarded an enlisted MOS.

(2) Enrolled into the ROTC program and been awarded 09R MOS.

(3) Have not received a ROTC Scholarship under Title 10 USC, Section 2107.

(4) Have not commissioned.

(5) Complete a Simultaneous Membership Program Agreement (NGB Form

594-1) and ROTC Cadet Contract (DA Form 597 Series).

(6) Complete the DA 4836 and NGB Form 5435.

(7) The Cadet must complete ROTC and accept a commission in the ARNG to retain the Kicker incentive.

**g. Warrant Officer Candidate (WOC) - \$350.**

(1) Have completed IADT and been awarded an enlisted MOS.

(2) Entered the WOC program and been awarded 09W MOS.

(3) Have not commissioned.

(4) Complete the DA 4836 and NGB Form 5435.

(5) The Candidate must complete Warrant Officer Candidate School and accept a position as a warrant officer in the ARNG to retain this incentive.

**h. Officer Supplemental (Bump-Up) - \$350.** This Kicker is not a new Kicker contract, it is a rate increase for an existing MGIB-SR Kicker issued at a lower amount to increase the rate to \$350.

(1) SM must have established eligibility and be currently eligible for an Accessions or Reenlistment Kicker at the \$100 or \$200 rate.

(2) Enter either the OCS, ROTC, or WOC Officer Commissioning Program or accept a commission in the ARNG.

(3) Awarded 09S (OCS), 09R (ROTC), or 09W (WOC) as Duty MOS or have accepted a commission as an Officer in the ARNG.

(4) Sign the MGIB-SR Kicker Supplemental addendum (NGB Form 5435-1) no later than one year after commissioning.

(5) If the SM has completed the six-year obligation for the original MGIB-SR Kicker, no additional service is required.

(6) If the SM has not completed the six-year obligation, the SM must complete the balance of the original obligation to retain the higher Officer Supplemental rate. An OSA is not required.

(7) Officer Candidates must complete the Commissioning Program and accept commission in the ARNG to retain the higher Supplemental rate.

## **7. Transfers.**

a. If the SM has completed the initial six-year service obligation for their originally contracted MGIB-SR Kicker MOS prior to a transfer, the MGIB-SR Kicker remains valid regardless of new MOS/Unit/State.

b. For MOS transfers prior to October 1, 2022:

(1) The MGIB-SR Kicker contract will be terminated if the SM voluntarily transferred to another MOS before completing their six-year Kicker service obligation. Exceptions are entering the AGR, Military Technician (MILTECH), Officer Commissioning Programs, or mobilization.

(2) If the SM involuntarily transferred or was reassigned within ARNG prior to the completion of their initial six-year service obligation due to the following reasons, the SM will retain their MGIB-SR Kicker

(a) A direct result of MOS reclassification

(b) Transfer to another position or unit at the convenience of the government or unit deactivation, reorganization, or relocation.

(c) When cross-leveling due to mobilization. The SM must either return to their contracted MOS or become qualified in the new MOS within 24 months of return from active duty (REFRAD).

c. Effective October 1, 2022, a SM may transfer to another MOS at any time and retain their Kicker provided the SM:

(1) Retains the contracted MOS as a secondary MOS,

(2) Remains deployable, and

(3) Becomes qualified in the new MOS within 24 months of the transfer.

## **8. Eligibility Processing.**

a. Accurate reporting of MGIB-SR Kicker information is a mandatory requirement of the Army Auditing Agency (AAA). GIMS is the official Education and Incentive data tracking system for the ARNG. Prior to enlisting, reenlisting, extending, or signing an OSA, States are required to enter the MGIB-SR Kicker contract information into the management system upon the request for a control number.

b. Status changes. The State GI Bill Manager is responsible for managing the various status changes which occur to a Soldier's MGIB-SR Kicker according to instructions in the GI Bill Manager's Handbook. GI Bill Managers will promptly enter accurate status changes into the Personnel Data System to meet statutory requirements. The GI Bill Manager must use GIMS daily and become familiar with its various management functions so that it will help to identify, record, and track MGIB-SR Kicker status changes.

c. If GIMS is not functional, manual processing procedures may be authorized by the Chief, Education Services Branch. Manual processing procedures for the MGIB-SR Kicker are in Appendix 2 of this Enclosure.

## **9. Period of eligibility.**

a. Benefits End Date. Soldiers remain eligible for the MGIB-SR Kicker as long as they remain in a drilling status and meet the eligibility criteria of their contract or until entitlement is exhausted.

b. Mobilization Extension. The MGIB-SR Kicker payments correlate with payment of the Soldier's basic MGIB-SR benefit. If MGIB-SR eligibility is extended beyond the member's ETS due to a mobilization, the MGIB-SR Kicker will be extended for the same period.

c. Medical. ARNG MGIB-SR Kicker eligible Soldiers medically discharged due to a disability incurred through no misconduct of the Soldier will remain eligible for MGIB-SR Kicker benefits IAW Appendix 1 to Enclosure 6, paragraph 3c.

d. Termination. Soldiers lose their eligibility for benefits on the date of termination and will not be reinstated IAW Appendix to Enclosure 6, paragraph 6.

**10. Method of Payment.** The Department of Veterans Affairs makes GI Bill payments. A Soldier enrolled full-time may receive up to 36 monthly payments in conjunction with basic GI Bill benefit payments. Payments for less than full-time enrollment are prorated based on the rate of pursuit. The amounts are valid for the entire term of the contract, regardless of future increases or decreases, unless the Officer/Soldier violates the terms of the MGIB-SR Kicker contract.

**11. Incentive Combinations.** Unless specifically prohibited by the Selected Reserve Incentive Policy (SRIP), the MGIB-SR Kicker is authorized to be combined with all other incentives. See the current SRIP for guidance on which incentives are authorized or prohibited to be issued in combination with the MGIB-SR Kicker.

**12. Recoupment/Overpayment.** The DVA and Defense Finance and Accounting Service (DFAS) will recover any unauthorized MGIB-SR payments.

a. Recoupment. SMs who receive MGIB-SR Kicker payments and lose entitlement due to unsatisfactory participation or non-completion of six-year military

service obligation may be required to refund part of the education assistance received plus accrued interest. The DVA initiates debt GI Bill/ and Kicker recoupment. DFAS processes DVA debt recoupments. The recoupable amount is based on a formula prescribed by the DoD.

b. **Overpayment.** An overpayment occurs when a SM received MGIB-SR payments that he/she was not authorized to receive. The DVA initiates communication and recoupment actions to the overpaid SM and dependent if applicable.

**13. Administrative Errors.** State-level Administrative Correction Requests (ACRs) submitted in GIMS must be submitted IAW the appendix to this enclosure and/or the GI Bill Manager's Handbook. ACRs correct the following issues:

- a. MGIB-SR Kicker eligibility errors due to incorrect IPPS-A coding;
- b. Inaccurate orders or missing documents in iPERMS or GIMS.

**14. Exception to Policy Process.** Information on how to submit an Exception to Policy (ETP) for the MGIB-SR Kicker is in the GI Bill Manager's Handbook. ETPs will be requested and processed in the [GI Bill Programs channel](#) located in the ARNG Staff-Education Services team on MS Teams.

- a. ETPs require the following documents:
  - (1) A statement from the Soldier
  - (2) A statement from the Soldier's Commander
  - (3) A statement from the ESO
  - (4) Any other documentation not available in iPERMS to support the ETP
- b. Complete the form in Teams and upload the required documents.
- c. When the ETP is returned, follow the directions on the approval/disapproval memorandum.

**APPENDIX 1 TO ENCLOSURE 6:**  
**MGIB-SR KICKER ELIGIBILITY STATUS CODES**

1. **Overview.** The State GI Bill Manager identifies and recommends Eligibility Status Code (ESC) changes to a SM's MGIB-SR Kicker IAW this policy and the GI Bill Manager Handbook. The Eligibility Status Effective Date (ESED) is the date that each ESC takes effect.

2. **Ineligible.** The State GI Bill Manager must submit an MGIB-SR Kicker Administrative Correction Request (ACR) in GIMS to change the Kicker status to an ineligible code ("A" code) for any of the following reasons:

a. AA – No six-year obligation

b. AB – No Entitlement. SM executed a qualifying, six-year SELRES contract or service obligation with the ARNG on/after 1 July 1985 but has not completed IADT. ESED = Date SM signed the six-year contract.

c. AC – No Entitlement. SM executed a qualifying, six-year SELRES contract or service obligation with the ARNG on/after 1 July 1985 but has not completed the requirements of a secondary school diploma or equivalency certificate. ESED = Date SM signed the six-year contract.

d. AD – No Entitlement. SM erroneously reported as eligible with the ARNG. ESED = Date of entry into the ARNG. For Soldiers whose Kicker addendum is missing, code records AD pending recovery of the addendum or approval of an ETP.

3. **Eligible.** The State GI Bill Manager must submit an MGIB-SR Kicker ACR in GIMS to change the Kicker status to an eligible code ("B" code) for any of the following reasons:

a. BA – Eligible. SM is serving in an initial qualifying period of eligibility. ESED = The day all eligibility criteria are complete. If IADT or Branch Qualification is the final criteria completed, eligibility will begin the following day. When eligibility is established, State GI Bill Managers will process an ACR to change the eligibility status code to BA.

b. BB – Eligibility Reinstated (after suspension). SM is serving in a second or subsequent qualifying period of eligibility. ESED = Date SM returns from period of authorized non-availability, ING, or IRR.

c. BE – Eligibility Retained. SM separated from the SR because of a disability incurred on or after the date the SM established eligibility for MGIB-SR Kicker and was not the result of willful misconduct. ESED = Date SM was medically discharged with state discharge orders.

The MGIB-SR Kicker may be continued or extended under the same circumstances and for the same periods as the basic MGIB-SR entitlements. These circumstances are outlined in Appendix 1 to Enclosure 5, Para 3c.

**4. Suspension.** A SM is authorized one period of absence (break in service) and may either transfer to the IRR, ING or may transfer to another Reserve Component. The State GI Bill Manager must submit an MGIB-SR Kicker ACR in GIMS to change the Kicker status to a suspended code ("C" code) for any of the following reasons:

a. CB – Eligibility Suspended. SM transferred from the SELRES to the ING or IRR for reasons other than to fulfill a religious missionary obligation, for a maximum of 12 months.

ESED = Date of transfer orders into ING or IRR.

b. CC – Eligibility Suspended. SM transferred from the SELRES to the ING or IRR to fulfill a religious missionary obligation, for a maximum of 36 months.

ESED = Date of transfer orders into ING or IRR.

c. CD – Eligibility Suspended. SM awaiting final determination of unsatisfactory participation (absent from drills or Annual Training only).

ESED = Date of ninth unexcused absence within a 12-month period or first day of missed Annual Training.

d. CE – Eligibility Suspended. SM accepts a MILTECH position. This is not considered a break in service.

ESED = date SM enters MILTECH status.

e. CF – Eligibility Suspended. SM enters the AGR program. This is not considered a break in service.

ESED = Date SM entered AGR program.

f. CG – Eligibility Suspended. SM is in receipt of a ROTC Scholarship under Title 10 USC, Section 2107.

ESED = Date SM signed a Title 10 USC, Section 2107 scholarship contract. MGIB-SR entitlement suspended under this rule will not be reinstated if the ROTC Scholarship is completed on/after 15 January 2015 IAW DoDI 1322.17. Note: Receipt of a ROTC Scholarship under Title 10 USC, Section 2107a has no impact on MGIB-SR Kicker entitlement.

**5. Reinstatement from Suspension.** When certain conditions are met, the State GI Bill Manager must submit Kicker ACR in GIMS to change the following Kicker ESC to the appropriate eligible code ("B" code):

a. CB. When the SM returns to the SR within 12 months from a first authorized break in service, the ESC changes to BB.

ESED = Date SM returns from period of authorized non-availability (ING or IRR). If the break in service occurred during the six-year contractual obligation, the SM must extend within one year of return for a period equal to or greater than the time not served in the SELRES in a drilling status during the contractual obligation, or MGIB-SR entitlement will be terminated per paragraph 6e of this appendix.

b. CC. When the SM returns to the SR within 36 months from a first authorized break in service to complete a religious missionary obligation, the ESC changes to BB. ESED = Date SM returns from period of authorized non-availability (ING or IRR). If the break in service occurred during the six-year contractual obligation, the SM must extend within one year of return for a period equal to or greater than the time not served in the SELRES in a drilling status during the contractual obligation, or MGIB-SR entitlement will be terminated per paragraph 6e of this appendix.

c. CD. When the SM is determined to be a satisfactory participant through the appeal process or after a command decision, the ESC reverts to the code in effect prior to suspension (BA or BB).  
ESED = the ESED in effect prior to suspension. If the CD suspension occurred during the MGIB-SR six-year contractual obligation, no extension is required.

d. CE. When the SM leaves the MILTECH status, the ESC reverts to the ESC in effect prior to suspension (BA or BB).  
ESED = the ESED in effect prior to suspension. If the MILTECH status occurred during the six-year contractual obligation, no extension is required.

e. CF. When the SM returns to a drilling status from AGR, the ESC reverts to the ESC in effect prior to suspension (BA or BB).  
ESED = the ESED in effect prior to suspension. If the AGR duty occurred during the six-year contractual obligation, the SM must extend within one year of return for a period equal to or greater than the time not served in the SELRES in a drilling status during the contractual obligation, and return to the same critical skill unless otherwise authorized by the Director of the ARNG... Failure to extend or remain in the same critical skill will result in the MGIB-SR Kicker termination per paragraph 6.e. of this appendix.

f. CG. When a SM completes a ROTC Scholarship under Title 10 USC, Section 2107 PRIOR to 15 January 2015, the ESC reverts to the ESC in effect prior to suspension (BA or BB).  
ESED = The ESED in effect prior to suspension.

**6. Termination.** The State GI Bill Manager must submit a MGIB-SR Kicker ACR in GIMS to change the following Kicker ESC to the appropriate termination code ("D" code) for any of the following reasons:

a. DA – Eligibility Terminated. SM has completed the six-year contractual service obligation and is discharged or failed to reaffiliate from the ING or IRR to the SELRES within the required time limit (12/36 months). ESED = Date of discharge order or

transfer to ING or IRR.

b. DB – Eligibility Terminated. After completion of the six-year contractual service obligation, SM is discharged (Civilian Break); failed to re-affiliate from the ING or IRR to the SELRES within the required time limit (12/36 months); or has a second break in service for any reason.

ESED = Date of separation

c. DC – Eligibility Terminated. SM is deceased.

ESED = Date of death.

d. DD – Eligibility Terminated. SM is determined to be an unsatisfactory participant.

ESED = Date of ninth unexcused absence or first missed day of Annual Training.

e. DE – Eligibility Terminated. SM is discharged(civilian break) before completing the six-year obligation or fails to extend after returning to the SELRES per paragraph 5.a., 5.b. or 5.d. of this enclosure.

ESED = Effective date of discharge order or transfer to ING or IRR.

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**APPENDIX 2 TO ENCLOSURE 6:  
MANUAL PROCESSING PROCEDURES MGIB-SR KICKER**

1. In the event GIMS is not functional, manual processing procedures may be authorized by the Chief, Education Services Branch. Manual processes are located in the [GI Bill Programs channel](#) in the ARNG Staff-Education Services team on MS Teams. For detailed information on manual processing procedures refer to the GI Bill Manager's handbook.
2. To issue a Manual Kicker Contract (for all Kicker types except NPS/PS) use the 'Manual Kicker Request' tab.
  - a. All applicable fields must be filled in with accurate, researched information.
  - b. Upload the DA Form 4836, DA Form 5447, or additional documents as needed.
  - d. Place comments to be added to GIMS in the request.
  - e. EST works case and uploads the pre-filled Kicker Addendum in MS Teams.
  - f. State secures addendum, obtains required signatures, and uploads the signed kicker addendum in MS Teams. The addendum must be signed and uploaded within 60 days of issue. Contracts not completed within 60 days will be invalidated.
  - h. EST reviews submission, approves/disapproves kicker, notifies the state via MS Teams, and codes BEAST.
  - i. When GIMS is functioning, the State Education Staff will request a Kicker MCN following procedures outline in the GI Bill Manager's handbook.
  - j. Once Kicker MCN is received, State uploads approved addendum in IPERMS.

**ENCLOSURE 7:**  
**MONTGOMERY GI BILL – ACTIVE DUTY**

1. **Overview.** The MGIB-AD program is an educational assistance entitlement established on 1 July 1985 available to SMs who served on qualifying active duty. Title 38 USC requires that any SM in the SELRES that meets eligibility requirements be offered the MGIB-AD and provided the opportunity to accept or decline entitlement.

2. **References.**

a. Title 38, United States Code (USC), Section 3001-3035, Chapter 30 - All Volunteer Force Educational Assistance Program.

b. Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020, Public Law 116-315, 5 January 2021

c. Department of Defense (DoD) Directive 1322.16, Montgomery GI Bill (MGIB) Program, 12 June 2023.

d. Department of Defense (DoD) Instruction 1336.08, Military Human Resource Records Life Cycle Management, 13 November 2009.

e. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 September 2017.

f. Department of Defense Manual (DoDM) 7730.54, Volume 1, Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures, Enclosure 8, RC Active Service Transaction File, 25 May 2011.

g. Department of Defense Manual (DoDM) 7730.54-M Volume 2, Reserve Components Common Personnel Data System (RCCPDS): Domain Values for Reserve Component (RC) Personnel Reports, 25 May 2011.

3. **Funding Authority.** The authority to execute MGIB-AD education entitlement is subject to authorization in law, appropriation of funds, and applicable regulatory guidance.

4. **Eligibility Criteria.** A member of the ARNG who meets the basic eligibility requirements listed in this paragraph, may be enrolled in the MGIB-AD. A member establishes eligibility for the MGIB-AD basic benefit when they:

a. Enter:

(1) Active Duty (AD) for the first time on/after 1 July 1985.

(2) Title 10 USC AGR on/after 1 July 1985.

(3) Title 32 USC AGR on/after 29 November 1989.

(4) Title 32 USC AGR who performed active duty between 30 June 1985 and 29 November 1989 and elected to receive coverage under Title 38 USC Chapter 30 within 9 months of 9 October 1996.

b. Complete a qualifying term of service.

c. Have served:

(1) Three or more years of continuous AD if the obligated period of service was three or more years, or

(2) Two or more years of continuous AD if the obligated period of service was less than three years, or

(3) 20 months of a 24-month contingency order, and released at the convenience of the government, or

(4) Two years continuous AD plus four years in the SELRES, or

(5) Mobilized in support of a contingency operation for two or more continuous years.

d. Possess a high school diploma or an equivalency certificate or complete the equivalent of 12 semester hours in an education program leading to a standard college degree before applying for benefits.

e. Contribute \$1,200 to the Department of Treasury or have pay reduced by \$1,200 (\$100 per month for the first 12 months of service).

f. Either continue on AD or separate from AD with a fully honorable discharge after completing the qualifying service.

**5. Ineligibility Criteria.** ARNG SM are not eligible for the MGIB-AD if they meet any of the following criteria:

a. SM is a Service Academy graduate. (Army, Navy, Air Force, Marine Corps, or Coast Guard academies).

b. SM is a Reserve Officer Training Corps (ROTC) Scholarship Recipient under Title 10 USC, Section 2107 who received:

(1) More than \$2,000 during any one-year period on/after 30 September 1996.

(2) More than \$3,400 during any one-year period on/after 27 December 2001.

c. SM previously declined MGIB-AD while serving an active-duty period.

6. **Plus-Up program.** SMs who are currently eligible for the MGIB-AD and are currently serving on active duty, may elect to enroll into the MGIB-AD Plus-Up program. This option allows SM to make up to a \$600 contribution into this program to receive up to a \$150 per month increase in full time MGIB-AD benefits. Contributions into the Plus-Up program are non-refundable even if MGIB-AD eligibility is relinquished for Post-9/11 GI Bill eligibility.

7. **Period of Entitlement.** Eligibility period ends 10 years from the last date of honorable discharge/separation from Active Duty. The delimiting period may be extended by completing a period of 90 consecutive days or more on AD. SM must provide a copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty) and VA Form 21-4138(Statement in Support of Claim) to the DVA to establish a new delimiting period.

8. **Sunset Period.** New eligibility for MGIB-AD will end 30 September 2030. SM who established eligibility for MGIB-AD prior to the sunset date will retain eligibility.

9. **Duplication of Educational Assistance.** SM may combine the MGIB-AD Benefits with other federal benefits subject to the following limitations.

a. Traditional drilling SM eligible for MGIB-AD may receive ARNG Federal Tuition Assistance (FTA) simultaneously. This may exceed 100 percent of tuition costs.

b. SM receiving an ROTC scholarship authorized under Title 10 USC, Section 2107a may be eligible to receive MGIB-AD.

c. Top-Up. AGR or mobilized SM currently serving on active duty, who are eligible for the MGIB-AD, may receive monthly MGIB-AD benefits and Federal Tuition Assistance combined up to the cost of the course only. The Soldier may use MGIB-AD to assist in paying tuition costs that exceed the FTA per credit hour cap.

d. For a SM who qualifies for two or more GI Bill programs, the maximum allowable entitlement for DVA-administered educational benefits is 36 months from any one program, and a total of 48 months from all programs.

## 10. **Enrollment Responsibilities.**

### a. Soldier Responsibilities.

(1) During the first 180 days of entering AGR duty, the SM must receive counseling about the GI Bill programs so they can make an informed decision. The SM must make their election to accept or decline the MGIB-AD by completing the DD Form 2366 after completing 180 days of AGR duty, but prior to completing 270 days of AGR duty.

(2) SMs who accept MGIB-AD benefits may choose to enroll in the Plus-Up program. SMs who enroll in the Plus-Up program will complete a DD Form 2366-1.

(3) SMs who accept MGIB-AD benefits must contribute \$1,200 to the Department of Treasury in a lump sum payment or sign a DD Form 2558 (Payroll Deduction Form) to deduct \$100 per month for the first 12 months of service.

b. State Education Office Responsibilities.

(1) A list of newly hired Title 32 AGRs will be uploaded to the [GI Bill Programs channel](#) in the ARNG Staff-Education Services team on MS Teams every month.

(2) The ESO will review the list and counsel each new AGR on their MGIB-AD and Post-9/11 GI Bill benefits/eligibility within the first 180 days of entering AGR duty.

(3) The ESO will input the Soldier's election to accept or decline the MGIB-AD in the [GI Bill Programs channel](#) in the ARNG Staff-Education Services team on MS Teams between 180-270 days and have the Soldier complete the DD Form 2366 (and DD Form 2366-1 if applicable). Refer to the GI Bill Manager's Handbook for additional processing guidance.

(4) The ARNG EST will verify eligibility of all submissions and code the Soldier's eligibility status in BEAST.

(5) The ESO will notify the Soldier of their eligibility status and forward the DD Form 2366/2366-1 to their USP&FO for processing.

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**ENCLOSURE 8:**  
**POST-9/11 GI BILL GUIDANCE**

1. **Overview.** The Post-9/11 GI Bill is an educational assistance program enacted by Congress in recognition of all SMs in every component of the Armed Forces who have sacrificed in answering the call to duty. SMs who served on certain active-duty orders on or after 11 September 2001, for 90 aggregate days or more may be eligible to receive the Post-9/11 GI Bill. Title 38 USC, Section 3301 defines "Active duty" for the Post-9/11 GI Bill. The DVA is the final authority on determining eligibility for the basic benefit; they administer all payments to the SM while the individual service components determine eligibility to transfer the benefit to dependents. A SMs previous use of other GI Bill programs may affect eligibility and the amount of total benefits available.

2. **References.**

a. Title 38 United States Code (USC), Section 3301-3327, Chapter 33 – Post-9/11 Educational Assistance.

b. Department of Defense Instruction (DoDI) 1341.13, Post-9/11 GI Bill, 12 July 2018.

c. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 September 2017.

d. Current GI Bill Manager's Handbook.

3. **Eligibility.** Eligibility and administration of the Post-9/11 GI Bill are the responsibility of the VA. Policies and procedures for utilization of Post-9/11 GI Bill benefits are available from the VA at: <http://benefits.va.gov/gibill/>.

4. **Eligibility Criteria.**

a. A SM must serve on qualifying active duty on or after 11 September 2001, for an aggregate period of 90 days or more. Qualifying active duty includes:

(1) Service in any active component.

(2) Service in the SELRES under Title 10 USC, Sections 688, 12301(a), 12301(d), 12301(g), 12301(h), 12302, 12304, 12304a, or 12304b.

(3) Service as an AGR under Title 32 USC.

(4) Service under Title 32 USC, Section 502(f) when authorized by the President or Secretary of Defense for the purpose of responding to a national emergency declared by the President and supported by federal funds. As of the

publication date of this policy, this service includes:

- (a) Operation Noble Eagle, from 11 September 2001 through 31 May 2002.
- (b) Southwest Border Support (SWB), from 15 February 2019 through 20 January 2021.
- (c) COVID-19 Response, from 20 March 2020 through 1 July 2022.
- (d) In Support of the Capitol Police (59<sup>th</sup> Presidential Inauguration) from 11 January 2021 through 23 May 2021.
- (5) At least 30 continuous days of qualifying service with a discharge from a qualifying period of service due to a service-connected disability.
- (6) Awarded a Purple Heart for action on or after 11 September 2001

b. Receive an honorable discharge following a period of qualifying service.

5. **Eligibility exclusions.** The following periods of service are not qualifying service to establish eligibility for Post-9/11 GI Bill benefit:

- a. Active-duty service completed on or before 10 September 2001.
- b. The five-year service active-duty obligation for commissioning from a service academy. This five-year service obligation is the first five years of service regardless of any other service obligation that the officer may have incurred due to other incentives.
- c. The four-year active-duty service obligation for a Title 10, Section 2107, ROTC Scholarship or Health Profession Scholarship Program (HPSP). For purposes of accruing Post-9/11 GI Bill eligibility, this excludes any Post-9/11 qualifying service served during the first four years after commissioning, regardless of any other service obligation that the officer may have incurred.
- d. The service obligation associated with the Active-Duty Loan Repayment Program (LRP) incentive. For purposes of Post-9/11 GI Bill qualifying active-duty service, the service obligation associated with an Active Duty LRP is the first three years of active-duty service regardless of the length of the initial service obligation.
- e. Service while a cadet or midshipmen in one of the service academies.
- f. Active duty for Initial Entry Training (IET) if the SM's aggregate qualifying service is less than 24 months.
- g. Service that was terminated because the SM was a minor, was erroneously enlisted, or received a defective enlistment agreement.

- h. AGR service used to establish eligibility for MGIB-AD.
- i. Annual training.
- j. Service in the IRR or ING.
- k. Service while attending Uniformed Services University for the Health Sciences (USUHS).
- l. Title 32 FTNGD-OS or OTD not identified in paragraph 4.

## **6. Responsibilities.**

- a. Service member. Each SM requesting use of Post-9/11 will:

- (1) Seek counseling from the State Education Office and confirm they are eligible for the Post-9/11 GI Bill;
- (2) Ensure the school and/or courses are authorized for Post-9/11 GI Bill payment and register for program of study;
- (3) Apply for the Post-9/11 GI Bill with the DVA;
- (4) Coordinate with school certifying official to ensure they certify hours taken;
- (5) Once certified and approved, certify attendance monthly with the DVA either through text message, or the Web Automated Verification of Enrollment (WAVE) website at <https://www.gibill.va.gov/wave/vba> ;

- b. State ESO or delegate will:

- (1) Provide individual education counseling upon SM request;
- (2) Ensure SM and units are briefed annually on Post-9/11 and TEB eligibility criteria, and SM responsibilities; and,
- (3) Act as a liaison, as necessary, between all parties to assist the SM through the Post-9/11 GI Bill application process.

- c. The ARNG EST will:

- (1) Upon request, verify SM Post-9/11 GI Bill eligibility and provide counseling;
- (2) Upon request, communicate with the requesting SM via military email (mail.mil) concerning missing required eligibility documents; and,
- (3) Upon request, resolve eligibility discrepancies with the DVA.

## **7. Use of the Post-9/11 GI Bill.**

a. The DVA prorates payments based upon the length of qualifying active-duty service, as shown in the Appendix to this enclosure.

b. A SM is eligible for up to 36 months of Post-9/11 GI Bill Benefits. If the SM is eligible for more than one program, they may receive a lifetime maximum of 48 months of benefit from all programs combined.

c. If a SM is eligible for another GI Bill program, they must relinquish that program to convert to the Post-9/11 GI Bill. The DVA determines the method and process for SMs to elect to convert or apply for Post-9/11 GI Bill benefits. SM may make their irrevocable election to convert to the Post-9/11 GI Bill through the VA website at [www.gibill.va.gov](http://www.gibill.va.gov).

d. An election to convert from MGIB-AD (Chapter 30) or MGIB-SR (Chapter 1606), to the Post-9/11 GI Bill is irrevocable and will be governed by the VA.

e. A SM converting from MGIB-SR will receive up to 36 months of Post-9/11 GI Bill, subject to the 48-month lifetime cap. If the SM has a MGIB-SR Kicker, the Kicker will transfer to the Post-9/11 GI Bill.

f. A SM converting from MGIB-AD will receive the number of unused MGIB-AD months in Post-9/11 GI Bill benefit. The DVA will refund a portion of the MGIB-AD contribution when:

- (1) All 36 months of Post-9/11 GI Bill benefit is exhausted;
- (2) The SM uses the last month of benefit, and;
- (3) The SM is eligible to receive the Monthly Housing Allowance.

g. SM who participated in the Plus-Up provision of MGIB-AD will not receive the Plus-Up amount if they elect to use benefits under the Post-9/11 GI Bill. There is no provision to allow for a refund of any Plus-Up contribution.

h. There is no provision to allow for increasing the amount allowed for Post-9/11 GI Bill through use of a Plus-Up.

i. Time limitation for use and eligibility for entitlement is determined by last discharge / release from qualifying AD beginning on the date of such discharge or release:

(1) If the last day of qualifying service is before 1 January 2013, eligibility expires 15 years from the last day of qualifying service.

(2) If the last day of qualifying service is on or after 1 January 2013,

eligibility never expires.

(3) Expired Post-9/11 GI Bill eligibility may be reinstated if the SM completes an additional period of qualifying service of 90 continuous days or more. The new expiration date will be calculated from the separation date of the latest period of qualifying service.

**APPENDIX TO ENCLOSURE 8:**  
**ELIGIBILITY PERCENTAGE CHART FOR POST-9/11 GI BILL**

(Effective 1 August 2020)

Service Requirements on/after 11 September 2001, an individual must serve an aggregate of	Percentage of Maximum Benefit Payable
At least 36 months	100
At least 30 continuous days on active duty and discharged due to service-connected disability	100
Purple Heart Recipient (eff. 1 August 2018, retroactive)	100
At least 30 months, but less than 36 months	90
At least 24 months, but less than 30 months	80
At least 18 months, but less than 24 months*	70
At least 6 months, but less than 18 months*	60
At least 90 days, but less than 6 months*	50

\* Initial Entry Training served on or after 11 September 2001 may be included only after the service member has completed 24 months of other qualifying active duty.

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**ENCLOSURE 9:**  
**TRANSFER OF EDUCATION BENEFIT (TEB) PROGRAM**

1. **Overview.** Enacted on 1 August 2009, the ARNG TEB is an incentive program for continued service and is intended to promote retention in the ARNG. Unlike the Post-9/11 GI Bill, the TEB program is neither an entitlement nor a transition benefit. TEB intends to shape and retain the career force. SMs unable to commit to the required service obligation due to various service-limiting conditions are not eligible to participate in this program. SMs with eligible dependents are encouraged to submit a TEB request as soon as they meet the TEB approval requirements.

2. **References.**

a. Title 10, United States Code (USC), Section 12732, Entitlement to retired pay: computation of years of service.

b. Title 38, United States Code (USC), Section 3301-3327, Chapter 33 - POST-9/11 Educational Assistance.

c. Department of Defense Instruction (DoDI) 1341.13, Post-9/11 GI Bill, 12 July 2018.

d. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 September 2017.

e. Army Regulation (AR) 600-8-2, Suspension of Favorable Personnel Actions (Flag), 11 May 2016.

f. Army Regulation (AR) 635-40, Physical Evaluation for Retention, Retirement, or Separation, rapid Action Revision, 20 March 2012.

g. Army Regulation (AR) 635-200, Active Duty Enlisted Administrative Separations, 19 December 2016.

3. **Eligibility.** SMs who meet all the following requirements may be eligible for TEB approval. The eligible SM must meet all the requirements prior to TEB approval:

a. Be serving in an active status as a drilling member of the SELRES, AGR, or on active duty;

b. Be entitled to the Post-9/11 GI Bill, have remaining eligibility, and not be past the delimiting date;

c. Have completed at least six years of creditable service in the Armed Forces (active duty or SELRES);

d. Not be serving under a Suspension of Favorable Personnel Actions (SFPA) Flag, including flags for failure to maintain physical fitness or height and weight standards;

e. Commit to serve at least four continuous years in the ARNG in accordance with paragraph 9 of this policy. The SM must have an Expiration Term of Service (ETS) date, Retention Control Point (RCP), or Mandatory Release Date (MRD) equal to or greater than four years from the TEB request date.

f. For the purposes of meeting the requirement in paragraphs c and e, a creditable year is any year in which a SM:

(1) Completes one year of service in any active component, or

(2) Earns 50 or more points toward retirement eligibility in an active status in the Reserve Component.

g. Creditable years of service are verified using:

(1) DD Form 214, NGB Form 23, or NGB Form 220.

(2) Contractual documents within iPERMS verified with supporting database evidence within IPPS-A, BEAST, or GIMS.

h. Effective 31 August 2018, a SM who has been awarded a Purple Heart is only required to meet the requirements in paragraph a and b. They are not required to meet time in service, flagging, or service obligation requirements.

i. The SM must meet all eligibility requirements on their TEB request date, and supporting documents must be available in the SM's iPERMS file or within the documents tab in GIMS at the time the request is reviewed, or the request will be rejected. The SM may reapply when all eligibility requirements are met, and documents are provided. The four-year service obligation will be calculated from the newest request date.

j. If a request is denied but the SM provides evidence that they did meet the eligibility requirements on the original request date, the denied request will be approved, and the service obligation will be calculated from the original request date.

k. A SM who was considered under a Qualitative Retention Board (QRB), Release from Active Duty (REFRAD), or Integrated Disability Evaluation System (IDES) boards who has been selected for retention and is able to commit to the required service obligation may apply for TEB.

**4. Eligibility Exclusions.** Soldiers are not eligible for TEB approval unless they meet all the requirements in paragraph 3. This includes but is not limited to:

- a. A SM who is not eligible for the Chapter 33 Post-9/11 GI Bill, including a SM whose eligibility has expired IAW Enclosure 8, paragraph 7i of this policy;
- b. A SM who separated from active duty or active service in the SELRES prior to 1 August 2009;
- c. A separated SM who failed to request TEB while serving on active duty or while in an active status in the SELRES;
- d. A SM who is unable to commit to the required TEB service obligation due to Retention Control Point (RCP), Mandatory Retirement Date (MRD), maximum age, or State or ARNG policy;
- e. A SM who submits a TEB request on or after the convening date for a force-shaping board such as the QRB or REFRAD Board. A SM considered under these boards who is selected for retention and can commit to the required service obligation may apply for TEB;
- f. A SM who submits a TEB request on or after being enrolled in the Integrated Disability Evaluation System (IDES), which includes Medical Evaluation Board (MEB) and Physical Evaluation Board (PEB). A SM who completes the evaluation and is found fit for duty may apply after committing to the required service obligation;
- g. A SM who submits a TEB request while serving under Sanctuary orders; or
- h. A SM who has an active SFPA Flag indicator in GIMS, including failure to maintain fitness or height and weight standards (codes J or K). A SM who is flagged on the TEB request date will have their TEB request denied. The SM may reapply after the flag is cleared.

**5. Eligible Dependents.** Eligible dependents must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). Each SM is responsible for ensuring their dependents are appropriately identified in DEERS and on the TEB website as eligible.

- a. A SM approved to transfer unused Post-9/11 GI Bill benefits may transfer to:
  - (1) A spouse;
  - (2) One or more children under age 21, or under age 23 if the dependent is full-time student;
  - (3) A ward or foster child placed in the legal custody of the SM as a result of a court order for at least 12 months prior to requesting TEB; or
  - (4) A combination of the above.

b. An eligible SM may transfer education benefits at any time. However, after separating from military service, a SM cannot transfer benefits to additional dependents who have not previously received transferred benefits.

c. A SM serving in an active status who previously transferred benefits may add additional dependents without incurring an additional service obligation.

d. A SM who previously transferred education benefits may modify the number of months transferred to their dependents at any time, regardless of whether the SM is currently serving or has discharged from the ARNG. They may increase, decrease, or revoke the months transferred.

e. A SM may transfer up to 36 months of education benefits, or the number of any unused Post-9/11 GI Bill benefit months remaining as determined by the DVA, whichever is less.

## **6. Responsibilities.**

a. Service member. Each SM requesting TEB will:

(1) Contact the DVA and confirm the number of GI Bill months that are available to be transferred [https://www.benefits.va.gov/gibill/contact\\_us.asp](https://www.benefits.va.gov/gibill/contact_us.asp);

(2) Seek counseling from the State Education Office regarding any questions before submitting a TEB request;

(3) Confirm they are eligible for the Post-9/11 GI Bill;

(4) Verify the documents necessary to validate Post-9/11 GI Bill and TEB eligibility are available in iPERMS;

(5) Ensure they will have at least four years of ARNG service remaining on the TEB request date;

(6) Coordinate with their designated ARNG representative to remove any flags that prevent TEB approval;

(7) Ensure eligible family members are entered in DEERS;

(8) Submit a TEB request on the DoD TEB section in milConnect at <https://milconnect.dmdc.osd.mil/milconnect>, and acknowledge and agree to the required service obligation by checking each box and clicking the submit button;

(9) Review their military email (army.mil) account for correspondence and respond in a timely manner;

(10) Log into the TEB website to check on the status of their TEB request and to verify the TEB Obligation End Date (OED);

(11) Review the TEB approval form on the TEB website for accuracy and retain a copy for their personal records; and

(12) Serve until the OED listed in milConnect and on the TEB approval form.

b. Unit Commanders. Unit Commanders or their delegates will:

(1) Assist the SM by completing a reenlistment/extension, if necessary;

(2) Ensure the SM Post-9/11 GI Bill and TEB eligibility documents are properly uploaded to iPERMS;

(3) Review each SM TEB OED in GIMS prior to forwarding a request for separation or retirement orders or orders transferring to the IRR or ING;

(4) Coordinate with the State Education Office for individual separation counseling for the SM if the TEB OED will not be completed; and

(5) Ensure separation counseling documentation (Appendix to this enclosure) is uploaded into the SM record in GIMS.

c. State Education Services Officer. The State Education Services Officer (ESO) or delegate will:

(1) Monitor the appropriate work bins in GIMS and assist the SM with providing necessary documentation for TEB approval;

(2) Provide individual education counseling upon SM request for a SM considering TEB;

(3) Ensure SM and Units are briefed annually on TEB eligibility criteria, the required service obligation, consequences for failure to complete the service obligation, SM responsibilities, and dependent use;

(4) Counsel each separating SM who will not complete their OED;

(5) Upload separation counseling documentation (Appendix to this enclosure) into the SM record in GIMS; and,

(6) Act as a liaison, as necessary, between all parties to assist the SM through the TEB approval process.

d. The ARNG Education Support Team. The EST will:

(1) Verify the SM TEB eligibility requirements using documents and data in iPERMS, GIMS, and/or BEAST and ensure compliance with ARNG TEB requirements;

(2) Communicate with the requesting SM and State Education Services Officer via military email (army.mil) concerning necessary approval steps and/or missing required documents;

(3) Record the TEB request approval or denial in GIMS and the TEB website;

(4) Record the SM TEB OED in GIMS and the TEB website; and

(5) Modify SM established TEB OED to the date of separation upon notification of SM separation from the ARNG for reasons identified in paragraph 11 of this policy.

## **7. Procedures to Transfer.**

a. The SM must use the milConnect website to request TEB. Only dependents enrolled in DEERS and listed as eligible in the TEBwebsite at the time of the transfer's request are eligible to receive TEB benefits;

b. By electing to transfer benefits, the SM agrees to serve the TEB service obligation as outlined in paragraph 9.

c. The TEB request will be rejected if a SM does not have four years of service remaining on their contract. The SM must extend to meet the service obligation before applying for TEB. The SMs ETS date, RCP, or MRD **must** be four or more years from the TEB request date.

d. After approval, the SM must use the TEB website to modify or revoke transferred benefits.

(1) A SM who modifies benefits or adds new dependents does not incur an additional service obligation. A SM may only add new dependents while serving in an active status.

(2) Revoking benefits will not automatically remove the associated service obligation. After revoking benefits from all dependents, a SM may request removal of the service obligation. The ARNG considers removing service obligations on a case-by-case basis. Once a dependent uses transferred benefits, the SM is required to serve until their OED. Unless the SM meets one of the authorized exceptions in paragraph 11, failure to complete the service obligation will result in recoupment of all previously paid benefits by the DVA.

## 8. **TEB Approval.**

a. The EST will verify that the SM requesting TEB meets all the eligibility requirements prior to approving a TEB request. The EST will immediately reject requests that do not meet all the eligibility requirements.

b. The EST will update GIMS and the TEB website to record the SM OED. The EST is not responsible for ensuring a SM dependent information is correct.

c. The SM transferring benefits is responsible for returning to the TEB website to verify the approval status of the TEB request. The SM must notify the State ESO immediately if they do not intend to complete the entire service agreement.

d. Upon approval of the TEB request, the SM should retain a copy of the TEB approval form from the TEB website for their personal records.

e. After the determination of the TEB request, the EST will send an email to the SM at the military email address listed in the global address book.

f. It is the State ESOs responsibility to answer questions regarding TEB approval or disapproval.

9. **Service Obligation.** All SMs requesting TEB must commit to a four-year service obligation beginning on the TEB request date, regardless of their previous years of service.

a. The TEB service obligation begins on the date of the SM TEB request and runs concurrently with any other additional service agreements in effect at the time of the transfer. The TEB benefit will not limit any other reenlistment option or incentive to which a SM may be eligible.

b. The service member may serve the four-year obligatory period on active duty in the regular component, in an active status as a member of the SELRES, or in the IRR on active duty.

c. During the four-year obligatory period, SMs are not authorized a break in service. Any break in service during the service obligation, including transfer to the IRR or ING, is a failure to complete the service obligation.

d. The SM may transfer to another component during the TEB service obligation. The transfer must occur without a break in service.

(1) If the SM received an approved TEB request while serving in the ARNG and the SM transfers to another component prior to completing the service obligation, it is the SM responsibility to provide documentation to the EST demonstrating acceptance in another component. The SM must also demonstrate the ability to complete the balance of the TEB service obligation in that component.

(2) If the SM received an approved TEB request while serving in another component and the SM transfers to the ARNG prior to completing the service obligation, it is the SM responsibility to provide documentation to the EST demonstrating that they remain eligible for TEB and are able to complete the balance of the service obligation in the ARNG.

e. Completing the requirements for regular or non-regular retirement (20-Year Letter) does not absolve the SM from completing the TEB service obligation.

**10. Failure to complete the service obligation.** SM who separates from the ARNG prior to completing their TEB service obligation are not eligible to retain a previously approved TEB. Violating the TEB service obligation triggers TEB termination, and if any dependent has received payment, the SM and dependents may incur an overpayment debt from the DVA for the full amount of benefits paid.

a. Failure to complete the service obligation includes, but is not limited to -

(1) A SM who transfers to the IRR or ING prior to completing the service obligation;

(2) A SM who is released from the ARNG for performance, conduct, and/or potential for advancement reasons including, but not limited to separation under the provisions of the Qualitative Management Program (QMP);

(3) A SM who receives an involuntary (punitive) reduction in rank and cannot complete the service obligation due to a change in their RCP or MRD;

(4) A SM who receives a 20-Year Letter and retires prior to their OED;

(5) A SM who retires or separates in lieu of consideration by a separation board;

(6) A SM who fails to complete the required TEB service obligation for any reason not specifically authorized in paragraph 11;

(7) A SM who is involuntarily separated for refusal to receive the COVID-19 vaccination.

b. A SM whose TEB has been rejected for failure to complete the service obligation is not precluded from entering another TEB request if they return to active status and are otherwise eligible. However, a subsequent TEB approval does not alleviate any debt that incurred from the previous rejected transfer. The most recent approved TEB request determines the SMs OED.

**11. Authorized Exceptions.** A SM who fails to complete the TEB service obligation and is separated from the ARNG due to one of the following situations may retain TEB, provided the TEB request was approved and an OED established prior to separation.

- a. Death of the SM. The death of a SM who transferred benefits will not affect the use of the entitlement by the dependent to whom the entitlement was transferred;
- b. Discharge or release from the ARNG for a pre-existing medical condition which was not service-connected;
- c. Discharge or release from the ARNG for hardship;
- d. Discharge or release from the ARNG for a disability, or a physical or mental condition that was not characterized as a disability and did not result from the individual's own willful misconduct but did interfere with the individual's performance of duty;
- e. Entry into Sanctuary and completion of the full Sanctuary period;
- f. Transfer to the IRR in an active duty or mobilized status; or,
- g. Involuntary discharge or release through a service force-shaping or reduction in force initiative. The SM must request TEB and be eligible for approval prior to the convening date of any separation board. The SM must not retire in lieu of consideration by a separation board. Examples of force-shaping or reduction in force initiatives include but are not limited to:

- (1) QRB.
- (2) Temporary Early Retirement Authority (TERA);
- (3) Selective Early Retirement Board (SERB) and Enhanced Selective Early Retirement Boards (E-SERB);
- (4) AGR REFRAD Board;
- (5) Active Service Management Board (ASMB); or
- (6) Two-time non-selection for promotion.

**12. Dependent Use of Transferred Benefits.** After a SM TEB request is approved and Post-9/11 GI Bill benefits have been transferred, eligible dependents may use the benefit as follows:

- a. Spouse:
  - (1) Upon TEB approval. The SM duty status determines the spouse's benefit payment and is the same as that of the transferring SM.
    - (a) While the transferring SM is serving in a qualifying Title 10/32 active-duty status per Enclosure 7, paragraph 4, the spouse is NOT eligible to receive the Monthly Housing Allowance (MHA).

(b) While the transferring SM is serving in a non-qualifying Title 10/32 status or is out of service, the spouse is entitled to the tuition and fees payment, the book and supplies stipend and, if otherwise eligible, MHA.

(2) A Spouse's expiration date for transferred benefits is the same as that of the transferring SM and is based on the transferring SM's last date of separation from qualifying service:

(a) If the SM's separation from qualifying service is prior to 1 January 2013, the benefits expire 15 years from the date of separation. The SM may extend this period if the SM later completes an additional qualifying period of service of at least 90 consecutive days.

(b) If the SM separation from qualifying service is on or after 1 January 2013, the benefits do not expire.

(3) Divorce will not automatically affect a former Spouse's eligibility to use a transferred benefit. However, the SM retains the right to revoke or modify a transferred benefit at any time. Law does not allow the distribution of TEB benefits to dependents by another party through the Power of Attorney process or in a divorce decree, as these benefits are not marital property.

b. Child/Dependent -

(1) After the transferring SM has completed at least 10 years of service in the Armed Forces or is involuntarily separated prior to completing the OED for reasons in paragraph 11 of this policy; and

(2) After the child has completed a secondary school diploma (or equivalency certificate) or has reached 18 years of age, whichever occurs first; and,

(3) Until their 26th birthday or until the transferred benefits are exhausted, whichever occurs first.

(4) A child's subsequent marriage will not affect their eligibility to use a transferred benefit.

(5) A SM active-duty status does not affect the child's benefit. A child is entitled to the tuition and fees payment, the books and supplies stipend, and the MHA.

c. Each of the SM's dependents must first apply for their own Certificate of Eligibility (CoE) from the DVA before they can use their transferred benefits. Dependents apply for benefits on the DVA website at <https://www.va.gov>. The DVA will determine eligibility and send the dependent a COE.

**ENCLOSURE 10:**  
**FEDERAL TUITION ASSISTANCE (FTA)**

1. **Overview.** The Army provides TA for voluntary off-duty education programs in support of a Soldier's professional and personal self-development goals. The use of TA directly contributes to retaining quality Soldiers, enhancing their career progression, improving Army readiness, and preparing Soldiers for meaningful employment in their transition from military service.

2. **References.**

- a. Army Regulation (AR) 621-5, Army Continuing Education System, 28 October 2019.
- b. Department of Defense Directive (DODD) 1322.08E, Voluntary Education Programs for Military Personnel, 03 April 2005.
- c. Department of Defense Instruction (DODI) 1322.19, Voluntary Education Programs in Overseas Area, 9 May 1988.
- d. Department of Defense Instruction (DODI) 1322.25, Voluntary Education Programs, 7 July 2014.
- e. DOD Financial Management Regulation: Volume 4, Accounting Policy; Chapter 3, Receivables, February 2016.
- f. Army Directive 2018-09 (Army Tuition Assistance Policy), 6 June 2018.

3. **Roles and Responsibility.** The FTA program is administered by NGB assigned Title 5, Department of the Army Civilians (DACs). Below are the roles and responsibilities of the personnel responsible for program administration.

- a. Chief, Education Services Branch. The Chief, Education Services Branch (ARNG-HRH-C) is responsible for the overall management and administration of the FTA program for the ARNG including funding and assignment of personnel.
- b. FTA Program Manager. The FTA Program Manager (ARNG-HRH-C) reports to the Chief, Education Services Branch and is responsible for ensuring the effective administration of the FTA program. The FTA Manager provides guidance, training, and support to assigned ESSs and SESSs.
- c. Supervisory Education Services Specialist (SESS). NGB organizes ARNG states into regions determined by resourcing, end strength, and FTA workload. NGB assigns each region a Title 5, Department of the Army Civilian SESS to provide

supervisory oversight of the ESSs and the FTA program for the states in their assigned region(s). SESSs report to the Chief, Education Services Branch (ARNG-HRH-C) and are responsible for ensuring the effective management and administration of the FTA program in their assigned region(s).

d. Education Services Specialists (ESS). NGB assigns each state and territory a Title 5, Department of the Army Civilian (DAC) ESS to administer the FTA program. Due to limited resources, an ESS may not be physically assigned to every state. Regardless of their physical location, ESSs are responsible for administering the FTA program in their assigned state(s) and providing education counseling and support as directed.

**4. Education Center Assignment.** The following ARNG Soldiers duty status' determines the education center assigned to:

a. M-Day, Title 32 Active Duty for Operational Support (ADOS), State activated M-Day Soldiers. Assigned to their State Education Center.

b. Title 10 or 32 AGR, Title 10 ADOS, federally deployed M-Day Soldiers. Assigned to the closest Active-Duty Army Education Center.

**5. Eligibility Criteria and Benefits.** For current policy on FTA eligibility criteria and benefits refer to the latest Army Tuition Assistance (TA) policy. The latest Army TA policy is located on the [ARNG FTA/CA channel on MS Teams](#) or the [ACCESS AU Counselor Team](#).

**6. Service Obligation.** Below is information pertaining the service obligation incurred by ARNG Soldiers receiving FTA benefits. For additional information on service obligations refer to AR 621-5 and the latest Army Tuition Assistance policy.

a. ARNG commissioned officers serving in an M-day status in the ranks of CW2, 2LT, and above incur a four-year RDSO commencing on the ending date of the last class for which TA was received (ARNG officers serving on Title 10/32 AGR and those who are federally mobilized serve a two-two-year ADSO). The duty status of the officer on the class start date will determine whether an ADSO or RDSO is applied.

b. When ArmyIgnitED does not accurately reflect an Officers AD or AGR time, the SM can request a detailed letter of service from the National Guard Bureau Education Services Branch. The letter will state the times and dates the SM served, and in which capacity. NGB will forward the letter to ACCESS AU Finance Branch to reduce, eliminate, or mandate an education debt.

c. Mobilized SELRES officers not retained on active duty may serve an ADSO or RDSO period of service in an active drilling status within a component of the selective reserve.

**7. Duplication of Educational Assistance.** Below is a summary of benefits considered a duplication when used with FTA. For additional information on duplication of benefits, refer to the latest Army Tuition Assistance policy or AR 621-5.

a. MGIB-SR. ARNG Soldiers may receive FTA and MGIB-SR (Ch 1606) benefits at the same time for the same course when attending half-time or more.

b. MGIB-AD. ARNG Soldiers serving in an M-day status with previously earned MGIB-AD (Chapter 30) benefits, may receive FTA at the same time and the combination of those benefits may be in excess of the cost of tuition and fees. ARNG Soldiers serving on Title 10/32 AGR may receive MGIB-AD benefits in conjunction with FTA subject to the MGIB-AD Top-Up restriction.

c. State-funded TA. ARNG Soldiers using State TA and FTA benefits together may not receive benefits beyond the cost of tuition and fees.

**8. ArmyIgnitED 101 Required Training.** Beginning on 1 Oct 2024, all newly assigned Soldiers using ArmyIgnitED will be required to complete ArmyIgnitED 101 training prior to a counselor approving their education goal. ArmyIgnitED training is designed to ensure Soldiers are aware of the various education programs and services available and to ensure they understand ArmyIgnitED functionality, the process for submitting an education goal and Tuition Assistance or Credentialing Assistance Request, the recoupment waiver process, the ADOS/RDSO requirements, and other administrative procedures, guidelines, and requirements associated with using ArmyIgnitED to apply for FTA and CA.

a. Requirement. ARNG Education staff will ensure all newly assigned Soldiers complete either virtual or in person ArmyIgnitED 101 training. Counselors will not approve an education goal for a newly assigned Soldier until they have completed ArmyIgnitED 101 training. Soldiers who already have an established ArmyIgnitED account and an approved education goal on 1 October 2024, are not required to complete this training.

b. Process. Completion of ArmyIgnitED training can be confirmed as follows;

(1) The Soldier submits a message to the counselor in ArmyIgnitED indicating they have completed virtual/online ArmyIgnitED training (i.e. viewed an online briefing/recording via MS Teams or other online platform). The state must have a means of confirming the Soldier completed online training either by issuance of a certificate of completion or providing other proof of completion such as a unique code.

(2) State Education staff submits a counseling note in the Soldier's ArmyIgnitED account indicating completion of live ArmyIgnitED 101 training either virtually or in person (i.e. virtual briefing, unit briefing, RSP, individual counseling session, etc).

c. Frequency and Access. ArmyIgnitED 101 training will be offered virtually and live through NGB assigned, Title 5, ESSs/SESSs, instructions will be provided by the Chief, Education Services Branch. States are also encouraged to conduct

ArmyIgnitED 101 training on their own and to incorporate the training into their in-processing procedures, RSP briefs, initial formations, etc.

d. Curriculum. A standardized ArmyIgnitED 101 briefing will be provided to education staff via MS Teams. States are encouraged to add their specific state programs to the briefing to ensure Soldiers are aware of the implications of using FTA and State TA programs concurrently.

**13. Out-Processing Soldiers in ArmyIgnitED.** Below are the steps to out-process ARNG Soldiers in ArmyIgnitED.

a. Obtain a list of separating Soldiers. ESOs and/or ESSs will coordinate with the ARNG G-1 representative in the State (i.e. EPM, OSM) to obtain a list of Soldiers separating (typically within three to six months of separation).

b. Check ArmyIgnitED to see if the Soldier used FTA. If so, remind the Soldier that to avoid recoupment, all grades must be uploaded prior to out-processing. If the course has not yet been completed, ensure Soldier has sufficient time in service remaining to complete the course before separation (i.e. 60 days before ETS). If not, provide instructions on submission of a recoupment waiver if the Soldier has a qualifying reason.

c. Update course grades. Counselors can upload/change the course grade(s) in a TAR with a letter on AI letterhead signed by the AI Registrar confirming the grade or a copy of the Soldier's transcript. Upload a copy of the supporting documentation to the Soldier's document file in ArmyIgnitED.

d. Officers that have used FTA. The counselor will determine if the Soldier has an ADSO/RDSO by using the ADSO/RDSO Calculator (located in ArmyIgnitED or on MS Teams in the TA/CA Channel).

e. Soldiers with a pending recoupment. Check if recoupment has been initiated. If not, inform the Soldier that the debt will be collected after their separation (typically via a tax return).

f. For Soldiers who owe a recoupment. In ArmyIgnitED, create a "General Inbox Message" for the ACCESS-Finance Team and attach a copy of the Soldier's separation orders that includes the Separation Program Designator (SPD) code.

g. Submit a counseling note. In ArmyIgnitED, select 'Out-Processing/Separation' option and attached a copy of the Soldier's completed out-processing checklist (See sample at the Appendix to Enclosure 15). You may add additional information to the canned message.

h. Change Soldier's Status. As a final step, on Soldiers record in ArmyIgnitED, select the record status and change to SEP-Retired or SEP-Separated.

i. Additional information on out-processing procedures is located in the TA/CA MS Teams channel, click on FTA, then Out-Processing Tools.

14. **ETP/HTAR Process.** If a Soldier needs an ETP/HTAR created on their behalf, it must be due to a system error, counselor error, AI error. Below are the steps to submit an HTAR:

a. Soldier completes the HTAR form (located in the TA/CA channel on MS Teams) annotating in detail the reason for submission.

b. ESS/ESO ensures HTAR form is completed correctly and all required documentation is included (i.e. course schedule and bill). ESO/ESS combines all documents into one consolidated pdf file and has Soldier sign the request. States will use the following naming convention when saving files; ARNG\_last name\_first name\_month and year, i.e. ARNG\_Smith\_John\_Aug 2024.

c. ESO adds comments and approves or denies the request and submits approvals to regional SESS. Requests submitted without comments will be returned to the state.

d. SESS submits approved request in the SESS Channel in MS Teams. Requests must be received by the 15th of the month for consideration that month.

e. NGB TA/CA Program Manager reviews the request for accuracy and completeness.

f. Chief, Education Services Branch approves or denies the request and submits approvals to ACCESS AU for further action.

g. ACCESS AU approves or denies the request, creates a TAR if approved, and notifies the Chief, Education Services Branch.

h. States will be notified of HTAR approval/disapproval and will contact the Soldier immediately to sign the newly created TAR(s).

**ENCLOSURE 11:**  
**CREDENTIALING ASSISTANCE (CA)**

1. **Overview.** Eligible SMs may use CA to pursue self-initiated, self-directed credentials. Army COOL maintains a list of eligible credentials. The CA program directly contributes to improving total Army readiness, supporting SM professional development, retaining quality SMs, and preparing SMs for meaningful employment upon transition from military service. The CA program reinforces the professionalization and readiness of the total force.

2. **References.**

- a. Army Regulation (AR) 621-5, Army Continuing Education System, 28 October 2019.
- b. Department of Defense Directive (DODD) 1322.08E, Voluntary Education Programs for Military Personnel, 03 April 2005.
- c. Department of Defense Instruction (DODI) 1322.19, Voluntary Education Programs in Overseas Area, 9 May 1988.
- d. Department of Defense Instruction (DODI) 1322.25, Voluntary Education Programs, 15 March 2011.
- e. DOD Financial Management Regulation: Volume 4, Accounting Policy; Chapter 3, Receivables, February 2016.
- f. Army Directive 2018-08 (The Army Credentialing Assistance Program), 6 June 2018.

3. **Roles and Responsibility.** The CA program is administered by federal, Title 5, Department of the Army Civilians (DACs) assigned by NGB. Below are the roles and responsibilities of the personnel responsible for program administration.

- a. Chief, Education Services Branch. The Chief, Education Services Branch (ARNG-HRH-C) is responsible for the overall management and administration of the CA program for the ARNG including funding and assignment of personnel.
- b. CA Program Manager. The CA Program Manager (ARNG-HRH-C) reports to the Chief, Education Services Branch and is responsible for ensuring the effective administration of the CA program. The CA Program Manager provides guidance, training, and support to assigned ESSs and SESSs.
- c. Supervisory Education Services Specialist (SESS). NGB organizes ARNG states into regions determined by resourcing, end strength and FTA workload. NGB assigns each state and territory a Title 5, Department of the Army Civilian SESS to provide supervisory oversight of the ESSs and the CA program for the states in their assigned region(s). SESSs report to the Chief, Education Services Branch (ARNG- HRH-C) and

are responsible for ensuring the effective management and administration of the CA program in their assigned region(s).

d. Education Services Specialists (ESS). NGB assigns each state and territory a Title 5, Department of the Army Civilian ESS to administer the CA program in their assigned state(s). Due to limited resources, your State ESS may support you from an alternate location/State. Regardless of their physical location, ESSs are responsible for administering the CA program in their assigned state(s) and providing education counseling and support as directed.

**4. Education Center Assignment.** The following duty status types determine the education center ARNG Soldiers are assigned to:

a. M-Day, Title 32 ADOS, State activated M-Day Soldiers. Assigned to their State Education Center.

b. Title 10 or 32 AGR, Title 10 ADOS, federally deployed M-Day Soldiers. Assigned to the closest Active-Duty Army Education Center.

**5. Eligibility Criteria and Benefits.** For current policy on CA eligibility criteria and benefits refer to the latest Army CA policy located on the [ARNG FTA/CA channel on MS Teams](#) or the [ACCESS AU CA Team](#).

**6. Service Obligation.** There is no required service obligation for any rank to use Credentialing Assistance.

**7. Concurrent use of Veteran's Educational Benefits.** Below is a summary of the benefits considering a duplication when used with CA. For additional information on duplication of benefits, refer to the latest Army CA policy or AR 621-5.

a. MGIB Benefits. ARNG Soldiers may not receive CA and GI Bill benefits to cover the same costs. ARNG Soldiers may use GI Bill benefits to pay exam related fees/costs not paid by CA.

b. State-funded TA. Soldiers using State TA and CA benefits together may not receive benefits beyond the cost of the course, supplies, and fees.

**ENCLOSURE 12:**  
**ARMY PERSONNEL TESTING (APT) PROGRAM**

1. **Overview.** The APT Program provides Soldiers with the opportunity to take standardized tests to determine eligibility for specialized training and to support the Army's personnel selection and classification process including language proficiency testing. This policy provides ARNG specific guidance and procedures in the administration of the APT program.

2. **References.**

- a. Army Regulation (AR) 611-5, Personnel and Classification Testing, 25 April 2022.
- b. Army Regulation (AR) 11-6, Army Foreign Language Program, 9 June 2024.
- c. Army Personnel Testing Test Control Officer Handbook, July 2019.
- d. ARNG Army Personnel Testing Handbook, April 2024.

3. **Administration.** State Education Office Staff submit all annual requirements, TCO/ATCO/TE appointments, to [ARNG Test Sites](#) and requests for Exception to Policy (ETP), to [ARNG ETP Request](#) on MS Teams.

a. **Test Site Establishment.** States wanting to establish a new test site or subtest site will submit the Test Site Establishment Memorandum, Test Account Validation Form, local Standard Operating Procedures, TCO/ITCO/ATCO/TE appointment memos, and applicable training certifications located in the Files tab at the top of the ARNG APT channel on MS Teams. Upon test site approval and test site ID issuance, the site will be permitted to conduct tests indicated on the Test Site Establishment Memorandum.

b. **TCO/ATCO/TE Appointment.** Test sites wishing to update testing personnel will use the current TCO/ITCO/ATCO/TE appointment memorandum located on the Files tab at the top of the ARNG Channel. Individual appointment memorandums will identify all testing personnel assigned, accompanied with a matching APT Test Account Validation form, and training certificates outlined in the current APT Handbook. It is imperative all personnel appointment rescissions be processed upon departure. Failure to rescind appointments allows for unauthorized access to APT exams and prevents appointed personnel from taking an APT exam for one year after appointment rescission.

c. **Annual APT Requirements.** Annual APT requirements are due February of each year unless directed otherwise. Each test site must submit; Test Account Validation, Facility Annual Review, and their local Standard Operating Procedures using templates located in the ARNG Army Personnel Testing (APT) Team on MS Teams. Any changes to testing personnel (TCO/ITCO/ATCO/TE) must be included with the annual requirements. Failure to submit annual requirements within the designated timeline will result in test site closure.

d. Exception to Policy (ETP). The State Education Office, for which the Soldier belongs, is the only entity authorized to submit APT ETPs on behalf of ARNG Soldier. State Education Office staff submits all APT ETPs through the ARNG ETP Request Tab located on the ARNG APT Channel. State personnel are to initiate the ETP using the current ETP template memorandum provided in the Files Tab at the top of the channel. The ETP memorandum must include at least one of the following documents demonstrating proof of study.

(1) Certificate of completion of Online Academic Skills Course (OASC) completion (Soldier name must be visible). This is the only online study method authorized for an ETP IAW the APT Handbook.

(2) Basic Skills Education Program (BSEP) training certificate/memorandum signed by training provider indicating 40 hours or more of training.

(3) Course attendance verification signed by the entity providing the Functional Academic Skills Training course instruction is required for those Soldiers requesting to retest immediately following BSEP completion.

4. **Eligibility.** All Army Soldiers (Active Army, USAR and ARNG), as well as other services are eligible for testing in the APT program. The ARNG APT Handbook lists test restrictions for SMs serving in other services. In certain instances, DoD Civilians can also be tested. Examinees must possess a DoD identification card. Members of the IRR and retired SMs are treated as DoD Civilians and must be directed to the nearest UPMEPCOM for testing.

## 5. **Responsibilities.**

a. Chief, Education Services Branch (ARNG-HRH-C). The Chief, Education Services Branch at NGB is responsible for the overall administration and management of the APT program for the ARNG including developing policy and allocating resources for test sites.

b. Testing Program Manager (ARNG-HRH-C). The Testing Program Manager at NGB provides guidance, processes test site requests, appointments and ETPs, receives annual APT requirements, submits to ACCESS Army University (AU), and helps test sites maintain compliance with applicable regulations and policies.

c. ESO. Within 90 days of assignment, ESOs must complete all required training and be appointed as the TCO for the state. The ESO has overall responsibility for ALL ARNG APT test sites in their assigned state.

d. NGB Title 5 DACs/ESSs. Within 90 days of assignment, ESSs located in states with an active APT site within the state education office must complete all required training and be appointed as an ATCO in their assigned state. ESSs serve as ATCOs and will assist the TCO in administering APT exams as required.

## **ENCLOSURE 13:** **EDUCATION SUPPORT PROGRAMS**

1. **Overview.** There are numerous education support programs available to assist state/territory education office personnel in providing counseling and support to ARNG Soldiers and family members to help them pursue their voluntary education goals and objectives. A detailed summary of each of these programs is provided in the ARNG Education Handbook, on MS Teams. See below for a list of recommended programs.

2. **Administration.** State education staff are encouraged to become familiar with these programs and services to offer them as resources and explain them to Soldiers during education counseling.

### **3. Tools to assist Soldiers with their educational decisions.**

- a. Joint Services Transcript (JST), <https://jst.doded.mil/>
- b. Career Path DECIDE, <https://careerpathdecide.org/>
- c. College Navigator, <http://nces.ed.gov/collegenavigator/>
- d. College Scorecard, <https://collegescorecard.ed.gov/>
- e. GI Bill Comparison Tool, <https://www.va.gov/gi-bill-comparison-tool>
- f. Kuder Journey, <https://dantes.kuder.com/>
- g. Occupational Outlook Handbook (OOH), <https://www.bls.gov/ooh/>
- h. O\*NET On-line, <http://www.onetonline.org/>
- i. TA DECIDE, [www.dodmou.com/TADECIDE/](http://www.dodmou.com/TADECIDE/)
- j. ACE Military Guide, <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>

### **4. Tools to assist Soldiers while enrolled in school.**

- a. MWR Library Online Resources, <https://mwrlibrary.armybiznet.com/selfreg>
- b. Online Academic Skills Course (OASC), <https://dantes.petersons.com/>
- c. Tutor.com, <https://military.tutor.com/home>
- d. Coursera, [www.coursera.org](http://www.coursera.org)
- e. Khan Academy, [www.khanacademy.org](http://www.khanacademy.org)

f. Federal Academic Alliance, <https://www.opm.gov/wiki/training/Federal-Governmentwide-Academic-Alliances.ashx>

g. Massive Open Online Course (MOOC), <https://www.mooc.org>

h. Class Central, <https://www.classcentral.com/>

i. Modern States Education Alliance (MSEA), <https://modernstates.org>

**5. Other programs and tools to assist Soldiers.**

a. Registered Apprenticeship, <https://www.apprenticeship.gov/employers/registered-apprenticeship-program>

b. Onward to Opportunity (O2O), <https://ivmf.syracuse.edu/programs/career-training/>

c. The College Financing Plan, <https://www2.ed.gov/policy/highered/guid/aid-offer/2021-22collfinanplanfaq.pdf>

d. FAFSA <https://studentaid.gov/h/apply-for-aid/fafsa> or <https://studentaid.gov/understand-aid/types/military>

**6. CLEP and DSST Exams.** ARNG Soldiers can save time and money by earning college credit and/or promotion points via the College Level Examination Program (CLEP) and DANTES Standardized Subject Tests (DSST). These tests are reimbursed by the Defense Activity for Non-Traditional Education Support (DANTES). States are encouraged to coordinate with DANTES to have local test sites waive sitting fees to eliminate Soldier out of pocket costs. Detailed information on the eligibility requirements, study guides, and preparation materials as well as steps on how to apply is available in the ARNG Education Handbook and on the DANTES website at: [www.dantes.mil](http://www.dantes.mil).

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**ENCLOSURE 14**  
**BASIC SKILLS EDUCATION PROGRAM (BSEP)**

1. **Overview.** BSEP is a 45-hour resident course that focuses on improving Soldier skills in paragraph comprehension, vocabulary, and math. The intent of the course is to increase the General Technical (GT) score on the Armed Forces Classification Test (AFCT) as well as prepare Soldiers for other academic pursuits. The course is taught with trained instructors using a standardized curriculum. Enrollment is first come, first served, based on ATRRS registrations.

2. **Course Dates.** For FY25, six (6) BSEP courses will be conducted with a maximum of 16 seats in each course. The course dates are as follows:

- a. Class 001: 28 Oct to 02 Nov 2024 (travel days are 27 Oct and 02 Nov).
- b. Class 002: 18-23 Nov 2024 (travel days are 17 Nov and 23 Nov).
- c. Class 003: 17-22 Mar 2025 (travel days are 16 Mar and 22 Mar).
- d. Class 004: 07-12 Apr 2025 (travel days are 06 Apr and 12 Apr).
- e. Class 005: 04-09 Aug 2025 (travel days are 03 Aug and 09 Aug).
- f. Class 006: 22-27 Sep 2025 (travel days are 21 Sep and 27 Sep).

3. **Eligibility.** BSEP is open to any currently serving ARNG Soldier (AGR, ADOS, or TPU) in good standing (not flagged) in the grades of E-4 to E-7 with a GT score less than 110. Soldiers must not have taken the AFCT within six months of the course start dates or must have an approved NGB/Army Credentialing and Continuing Education Services for Soldiers—Army University (ACCESS-AU) Exception to Policy (ETP).

4. **Registration.** Personnel selected to attend BSEP will be registered by their Unit Training NCO or state Army Training Requirements and Resources System (ATRRS) Manager through ATTRS using the data below:

- a. Fiscal Year: 2025
- b. Course Number: 964-PEC-PORB-BSEP
- c. Course Title: BASIC SKILLS EDUCATION PROGRAM
- d. Class: Class numbers are based on selected course date.

5. **Orders Funding.** The state/unit of assignment is responsible for placing Soldiers on orders for the duration of the course.

6. **Travel Funding.** States/Territories are responsible for funding Soldier travel and per diem. Government billets are furnished at no cost.

7. **Participant Requirements.** Soldiers must have completed the following actions prior to attending the BSEP course:

a. Complete the Online Academic Skills Course (OASC) Pre-Assessment (WK, PC, AR, and MK). Important, Soldiers must select “NG PEC” from the “Your base” dropdown when registering for a Learner account.

b. Obtain a signed copy of DA Form 4187 (Dec 2022 version) from the Soldier’s unit commander and provide it to the BSEP CM. A templated DA Form 4187 is enclosed.

c. If Soldiers have taken the AFCT within six months of the BSEP start date, provide an approved NGB/ACCESS-AU ETP to the BSEP CM. An example of a sample ETP request for Soldiers who have taken the AFCT within the last six months is enclosed.

d. Have an active A365 Microsoft Teams and Outlook account. The Soldier’s state must approve and provide this account.

8. **Testing.** Upon completion of the BSEP course, Soldiers will be administered the AFCT. Testing will take place on the last day of the course (Saturday morning). Once Soldiers have completed testing and been counseled regarding their test results, they will be released to travel to home station. Note: Soldiers must schedule departing flights on or after 1500 on Saturday. Soldiers are authorized to stay an additional night at PEC and fly out on Sunday if flights are not available after 1500 on Saturday.

9. **Uniform.** The uniform for the BSEP course is business casual. Business casual is defined as slacks or khakis (no jeans or shorts) and a collared/dress shirt (no t-shirts). ACU/OCP are not authorized. Reflective wear/belts are required when running on Camp Robinson and court/tennis shoes are required in the gym (Freedom Hall).

10. **Point Of Contact.** Mr. Tommy Austin, Course Manager, BSEP Course, (501) 212-4398, [tommy.d.austin.civ@army.mil](mailto:tommy.d.austin.civ@army.mil), or via MS Teams.

**ENCLOSURE 15:**  
**EDUCATION IN AND OUT PROCESSING**

1. **Overview.** There are numerous education benefits that Soldiers are eligible to receive while serving while other benefits require Soldiers to complete a service obligation to allow continued use and/or avoid future recoupment (i.e. Federal Tuition Assistance and Transfer of Education Benefit (TEB) Program). To ensure Soldiers are aware of the education benefits they are eligible to receive during and after service, it is essential that every State/Territory/District implement education in and out-processing procedures for Soldiers. In and out-processing procedures include briefings, checklists, and/or individual counseling provided by the education office.

2. **References.**

a. Army Regulation (AR) 621-5, Army Continuing Education System, 28 October 2019.

b. Department of Defense Directive (DODD) 1322.08E, Voluntary Education Programs for Military Personnel, 3 April 2005.

c. Department of Defense Instruction (DODI) 1322.25, Voluntary Education Programs, 7 July 2014.

d. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 September 2017.

e. Army Regulation (AR) 601-210, Regular Army and Reserve Components Enlistment Program, 31 August 2016.

f. Army Regulation (AR) 600-8-101, Personnel Readiness Processing, 6 March 2018.

g. DA Pamphlet 600-8-101

3. **Requirement.** The state Education Office is a required station for in/out processing, Soldier readiness, and mob/demob processing. See below for required actions by the state education office pertaining to education in and out processing for Soldiers:

a. AR 621-5, Army Continuing Education System.

(1) Para 3-19e, Army counselors use ArmyIgnitED as a counseling tool to provide personalized guidance to Soldiers, document counseling sessions, complete Soldier in- and out-processing, catalog the use of ACES programs and services, and provide reports regarding ACES participants to units.

(2) Para 3-19i(30)-(33), Provide in-processing, out-processing, and ACES educational group briefings. Provide interactive group counseling sessions. Provide

out-processing counseling to Soldiers before PCS. Provide out-processing counseling to all separating Soldiers.

b. AR 600-8-101, Personnel Readiness Processing

(1) Para 1-6b, Execution of the in-, out-, Soldier readiness, mobilization, and deployment processing multifunctional program. This program requires connectivity with the following functions and multifunctional programs: (25) Education center

(2) Para 3-5b, Installation-level and/or community-level out-processing stations. (1) All Soldiers are required to out-process through the following stations as designated on DA Form 137-2: (i) Education center.

c. DA PAM 600-8-101

(1) Para 2-15, (In-Processing) Counsel Soldiers and adult family members on local as well as online educational benefits, opportunities, programs and services, which include: remedial education, tuition assistance, testing, credentialing and college/university level courses.

(2) Para 3-16, (Out-processing) Review, update, and give the Soldiers their records (DA Form 669).

(3) Para 4-16, (SRP and Mob Processing) Education center personnel are responsible for these Level 2 SRP processing tasks before Soldiers depart.

(4) Para 5-4-16, (Deployment Readiness) Ensure that Soldiers who are enrolled in on and/or off-duty courses have completed or submitted the paperwork necessary to withdraw from their courses.

6. **Administration.** To assist states in out-processing Soldiers, a checklist has been included with this policy (See Appendix to Enclosure 15). State Education staff are encouraged to use this checklist (or a state developed checklist) when counseling Soldiers that are separating from service. The checklist reminds staff to check for outstanding service obligations related to Federal Tuition Assistance and the Transfer of Education Benefit Program and to update coding in GIMS for the MGIB-SR and Kicker program. The checklist also provides education staff an opportunity to discuss education benefits that Soldiers will no longer be entitled to when the separate from service and can be used as opportunity to encourage reenlistment.

7. **Record Keeping.** States are encouraged to upload a completed/signed copy of the checklist to GIMS and ArmyIgnitED. The checklist serves as proof that the Soldier was briefed on the status of their education benefits and any remaining service obligations due to separation. The checklist can also be used as a verification document when responding to congressional inquiries and/or ABCMR requests submitted by the Soldier.

**APPENDIX TO ENCLOSURE 15:  
Sample Out-processing Checklist (Page 1)**

Rank/Name: \_\_\_\_\_ DODID: \_\_\_\_\_

Unit: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Separation Reason (i.e. ETS, MRD, PCS): \_\_\_\_\_

**Section I: FTA (Officer Only)**

- a. Did the Officer use FTA? (If no, skip to Section II) Y / N
- b. Do any of the courses have a remaining ADSO or RDSO? Y / N
- c. If yes, calculate the estimated recoupment using the calculator in ArmyIgnitED or the 'Recoupment Calculator' excel spreadsheet located in the FTA/CA Channel on MS Teams.
- d. Is the recoupment waivable based on the SPD code? (i.e. Med Board, MRD) Y / N
- e. List all recoupable classes, course costs, and recoupment amounts.

	Course Title	Course Cost	Recoupment
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

**Section II: MGIB-SR (Ch1606)**

- a. Was the Soldier eligible for the MGIB-SR? (If no, skip to Section IV) Y / N
- b. Was their separation due to medical/disability? Y / N
- c. If yes, code BE; if no, did they complete their original 6-year obligation?
- d. If yes, code DB, if no, code DE.

**Section III: MGIB-SR Kicker**

- a. Was the Soldier ever issued an MGIB-SR Kicker? (If no, skip to Section IV) Y / N
- b. Was their separation due to medical/disability? Y / N
- c. If yes, code BE; if no, did they complete their original 6-year obligation?
- d. If yes, code DB, if no, code DE.

**Section IV: Transfer of Education Benefit (TEB)**

- a. Is the Soldier eligible for TEB? (If no, skip to Section VII) Y / N
- b. Has the Soldier requested TEB? (If no, skip to letter f) Y / N
- c. If yes, have they completed their service obligation? Y / N
- d. If yes, advise the Soldier that they must transfer at least one month of benefits to all eligible dependents prior to separation and skip to Section VII.
- e. If no, advise the Soldier that if they voluntarily separate prior to completion of their OED, that their TEB approval will be rejected and any payments made to their dependents will be treated as a debt by the VA and will be subject to recoupment. Skip to TEB Acknowledgement 1.
- f. If the Soldier has not requested TEB, are they interested in transferring their benefits? Y / N
- g. If yes, advise the Soldier that they must request TEB while actively serving and must agree to serve four years of additional service. Skip to TEB Acknowledgment 2.
- h. If no, advise the Soldier that once they separate from service, they are no longer eligible for TEB. Skip to TEB Acknowledgement 2.

## **Sample Out-Processing Checklist (Page 2)**

### **TEB Acknowledgement 1 (Soldier with an approved TEB and remaining OED):**

I understand that if I voluntarily separate from the ARNG prior to my OED, that my TEB approval will be rejected, and any payments made to my dependents will be treated as a debt by the VA and will be subject to recoupment. Initials: \_\_\_\_\_

I acknowledge that my TEB OED is: \_\_\_\_\_ Initials: \_\_\_\_\_

### **TEB Acknowledgement 2 (Soldier is eligible but has not requested TEB):**

I understand that I am eligible for TEB and that I must submit my TEB request while actively serving and agree to serve four additional years. Initials: \_\_\_\_\_

I acknowledge that once I separate from service, I am no longer eligible for TEB. Initials: \_\_\_\_\_

### **Section V: Incentives**

- a. Is the Soldier currently receiving an incentive? (i.e. bonus, SLRP, BRS-CP) Y / N
- b. If yes, have they completed their service obligation? Y / N
- c. If no, advise the Soldier that if they voluntarily separate or transfer to a different unit or state prior to completion of their service obligation that they may be subject to termination and/or recoupment.

### **Section VI: State Tuition Assistance (STA)**

- a. Did the Soldier receive STA? Y / N
- b. If yes, have they completed their service obligation? Y / N
- c. If no, advise the Soldier that if they voluntarily separate prior to completion of their service obligation they may be subject to recoupment.

### **Section VII: Signatures**

**Soldier:** I acknowledge that I have read or have been briefed on this checklist. I am aware of any remaining service obligations, potential recoupment actions, and any education benefits I am eligible to receive while actively serving or after separation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Service Representative:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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Distribution: Upload a completed/signed copy of this form to GIMS and ArmyIgnitED.

## **ACRONYMS**

ABCMR	Army Board of Corrections for Military Records
ACCESS AU	Army Credentialing and Continuing Education Services for Soldiers Army University
ADOS	Active Duty for Operational Support
ADSO	Active Duty Service Obligation
AFCT	Armed Forces Classification Test
AGR	Active Guard Reserve
AIED	ArmyIgnitED
AOC	Advanced Operations Course
APFT	Army Physical Fitness Test
APT	Army Personnel Testing
ASMB	Active Service Management Board
ASVAB	Armed Services Vocational Aptitude Battery
ATCO	Assistant Test Control Officer
ATRRS	Army Training Requirements and Resources System
BCT	Basic Combat Training
BEAST	Benefits for Education Administrative Services Tool
BSEP	Basic Skills Education Program
CA	Credentialing Assistance
CASP	Civilian Acquired Skills Program
CLEP	College Level Examination Program
CoE	Certificate of Eligibility
DANTES	Defense Activity for Non-Traditional Education Support
tDEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Service
DMDC	Defense Manpower Data Center
DMOSQ	Duty Military Occupational Specialty Qualified
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DoDM	Department of Defense Manual
DPRO	Directors Personnel Readiness Overview
DSST	DANTES Standardized Subject Test
DVA	Department of Veterans Affairs
EIOM	Education and Incentives Operational Messages
E-SERB	Enhanced Selective Early Retirement Boards
ESC	ARNG Education Support Center
EST	ARNG Education Support Team
ESED	Eligibility Status Effective Date

ESO	Education Services Officer
ESS	Education Services Specialist
ETP	Exception to Policy
ETS	Expiration Term of Service
FLRI	Foreign Language Recruiting Initiative
FSPC	Future Solider Preparatory Course
FTA	Federal Tuition Assistance
GCRC	Guidance Counselor Resource Center
GED	General Education Development
GIMS	Guard Incentive Management System
GKO	Guard Knowledge Online
GMAT	Graduate Management Admission Test
GRE	Graduate Record Examination
GRFD	Guaranteed Reserve Forces Duty
IADT	Initial Active Duty Training
IAW	In Accordance With
IDES	Integrated Disability Evaluation System
IM	Incentive Manager
ING	Inactive National Guard
iPERMS	Interactive Personnel Electronic Records Management System
IPPS-A	Integrated Personnel and Pay System - Army
IRR	Individual Ready Reserve
JST	Joint Services Transcript
MEB	Medical Evaluation Board
MEPS	Military Entrance Processing Station
MGIB-AD	Montgomery GI Bill Active Duty
MGIB-SR	Montgomery GI Bill Selected Reserve
MHA	Monthly Housing Allowance
MILTECH	Military Technician
MRD	Mandatory Release Date
NGB	National Guard Bureau
NPS	Non-Prior Service
OASC	Online Academic Skills Course
OCS	Officer Candidate School
OED	Obligation End Date
OMPF	Official Military Personnel File
PEB	Physical Evaluation Board
PS	Prior Service
QMP	Qualitative Management Program
QRB	Qualitative Retention Board
RCCC	Reserve Component Career Counselor

RCCPDS	Reserve Components Common Personnel Data System
RCP	Retention Control Point
RDSO	Reserve Duty Service Obligation
REFRAD	Release from Active Duty
ROTC	Reserve Officers Training Corps
SELRES	Selected Reserve
SERB	Selective Early Retirement Board
SESS	Supervisory Education Service Specialist
SFPA	Suspension of Favorable Personnel Actions
SIDPERS	Standard Installation and Division Personnel Reporting System
SM	Service Member or Service Members (as applicable)
SLRP	Student Loan Repayment
SRIP	Selected Reserve Incentive Program
TAG	The Adjutant General
TCO	Test Control Officer
TEB	Transfer of Education Benefits
TERA	Temporary Early Retirement Authority
WOC	Warrant Officer Candidate

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## **GLOSSARY**

Active status – Currently serving in the ARNG in either a M-DAY (Drilling) or AGR status.

Child/Children – a natural, adopted, stepchild, foster child, or ward listed in DEERS.

Dependent – a DEERS-eligible spouse or child. A ward is not an eligible dependent.

EST – The ARNG Education Support Team, formerly the GI Bill Support Team. The team is responsible for processing GI Bill transactions, handling DVA inquiries, instructing the ES and GIBMC, providing marketing support, and providing education support/counseling to Soldiers.

milConnect – The online portal that houses the TEB request website.

OED – Obligation End Date. The end date of the four-year service obligation incurred when requesting TEB; the date the Service Member must serve until to retain TEB.

SELRES – Selected Reserve. Includes the Army and Air National Guard, and the Reserve Components of the Army, Navy, Air Force, Marine Corps and Coast Guard.

TEB – Transfer of Education Benefits. Referred to as Transfer of Entitlements (TOE) by the DVA.

TEB Website – The webpage within the milConnect portal where a SM applies to transfer benefits. <https://milconnect.dmdc.osd.mil/milconnect/>