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

ARNG-HRH (RN 621) 15 September 2026

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: FY27 Army National Guard (ARNG) Voluntary Education (VolEd) Policy, (PPOM #26-015).

1. Effective Date. This policy is effective on 1 October 2026. It supersedes the FY26 VolEd policy (PPOM #25-043).

2. Purpose/Intent. VolEd programs assist the ARNG in meeting 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. Contents. This policy includes a summary of changes, table of contents, and 14 enclosures.

5. Availability. This policy is also available in the general channel on the ARNG-Staff Education Services Team located on Microsoft Teams.

6. Point of contact. The POC for this policy is Dr. Kenneth A. Hardy, Chief, Education Services Branch at: 520-672-0414 or kenneth.a.hardy3.civ@army.mil.

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Encls as

CARRIE L. PEREZ
Brigadier General, USA
Assistant Director, Army National Guard
for Personnel and Talent Management

SUMMARY OF CHANGES

- Enclosure 5: Montgomery GI Bill – Selected Reserve (MGIB-SR)
  - Para 5d: Removed requirement to sign a DA Form 5447-R when transitioning from Enlisted to Officer.
  - Para 7: Added Recoupment procedures

- Enclosure 8: Post-9/11 GI Bill
  - Para 4a(3): Clarified OTOT is qualifying service for the Post-9/11 GI Bill.
  - Para 4a(4): Updated periods of service under Title 32 USC, Section 502(f).

- Enclosure 9: Transfer of Education Benefits (TEB Program)
  - Para 3l: Updated TEB approval procedures.

- Enclosure 3: Training Requirements
  - Para 3b: Added the Advanced GI Bill Manager's Workshop.

- Removed previous Enclosure 10 (GI Bill Administrative Information) and the Appendix for Acronyms

- Changed the office symbol for the Education Services Branch from ARNG-HRH-C to ARNG HRH-E throughout.

- Changed ACCESS AU to ACED throughout.

- Several other administrative changes and updates throughout.

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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), Army Personnel Testing (APT), and the Basic Skills Education Program (BSEP) course.

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. Commanders will treat alteration to eligibility documents as suspected fraud and thoroughly investigate 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 ARNG Soldiers and their dependents 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 log off each application and lock your computer for added security. See your system administrator/G6 for additional guidance and procedures.

e. Separation of Duties. Before the Education Support Team approves eligibility for GI Bill benefits, 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 Team (EST) will review the recommendation for accuracy and adherence to applicable DoD, HQDA, and ARNG education policy.

f. Tier Evaluations. Tier evaluation 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 for Corrections of Military Records (ABCMR). In accordance with AR 15-185, paragraph 2-5, the ABCMR is the highest level of administrative review within the Department of the Army. Under Title 10, United States Code, Section 1552, Soldiers and veterans possess the right to apply to the ABCMR to correct military records. This includes correcting or amending dates or terms of service in enlistment, accession, affiliation, reenlistment/extension, commission, or appointment. The ABCMR requires applicants to exhaust all administrative recourse or appeals prior to submitting an application. Under Title 10, United States Code, Section 1552(b), applicants must submit requests for correction within three years after the error or injustice occurs, or within three years after discovering the error or injustice. Access the application procedures and the online application portal via the official Army Review Boards Agency website: https://www.army.mil/arba#org-other-military-records-corrections. The application portal can be found at the following website: https://actsonline.army.mil/gui/Login.aspx?ReturnUrl=%2f.

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 4), 2 April 2020.

c. Department of Defense Instruction (DoDI) 1322.19 (Voluntary Education Programs in Overseas Areas, Incorporating Change 1), 23 April 2020.

d. Department of Defense Instruction (DoDI) 1322.29 (Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members, Incorporating Change 1), 05 May 2020.

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), 19 March 2026.

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, legal counsel must review all existing on-installation Voluntary Education Partnership MOUs. The education office must replace any non-compliant MOU with 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 ACED 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 https://www.dodmou.mil 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; https://www.dodmou.mil.

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 statues 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, 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 ACED 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 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 will be given in the following order:

(1) DoD Service members.

(2) Federally funded DoD Civilian employees.

(3) Adult family members of Service members and DoD civilian employees.

(4) Military retirees.

(5) Non-DoD personnel.

e. Provide the education officer responsible, 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.

c. 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.

d. Effective Date: The MOU is effective on the date of the later signature.

e. 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.

f. 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. ARNG GI Bill and Education Services Course (GESC).

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

b. 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.

c. 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).

d. Temporary Access. Education Services Branch will grant newly assigned education staff who have not yet completed the GESC 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.

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

f. Course Details. Course details and registration can be found at https://www.atrrs.army.mil/atrrscc/. Type in the search bar the course number 922-7C-F65/500-F64.

g. 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.

h. 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.

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. The Education Services Branch typically conducts this workshop in person in the April-May timeframe. Location varies.

b. Advanced GI Bill Manager Workshop. This workshop provides advanced GI Bill training for state education staff who have already completed the GESC or previous GI Bill Manager course and have been actively engaged in administering GI Bill programs for one year or longer. Topics include eligibility review and processing techniques, hands on work in GIMS, DPRO, IPPS-A, and BEAST, advanced counseling techniques (Complex cases, multiple programs), creating a continuity binder and a capstone project. Two iterations of the workshop are typically scheduled each year. Information on how to register is in the ARNG Staff-Education Services Team Training Channel.

c. 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/.

d. Professional Development Institute (PDI). This is an annual professional development event hosted by DANTES 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)

e. NGB Hosted Training. The Education Services Branch (ARNG-HRH-E) hosts a monthly education update (MEU) on the third Wednesday of each month a 1300 hrs ET. The MEU provides program/policy updates and training on a specific topic. Additional

webinars are held as needed. These events are held virtually on MS Teams in the ARNG Staff-Education Services Team Training Channel.

f. ACED Hosted Training. ACED hosts a monthly field call on the first Wednesday of each month at 1300 hrs ET. The field call provides updates on all Army education programs. ACED also hosts various other training opportunities for Army education office staff. These events are held virtually on MS Teams in the TR-CAC ArmyU ACED Field Call Channel.

g. 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/.

h. Staff Assistance Visits (SAVs). The Education Services Branch (ARNG-HRH-E) 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.

i. New ESO/NCOIC 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 their first six months of assignment. Location 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. Overview. The primary systems state education staff will use 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. Training on AIED is provided by ACED and the NGB assigned ESS/SESS. 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).

b. 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).

c. 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.

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

e. 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 DMDC website at https://spnfm01-acc.icam.disa.mil/identityiq/home.jsf. 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.

(2) Document Requirements. All requests for access to the BEAST application must include a copy of the most recent Cyber Awareness certificate.

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

(a) BEAST Service Representative Read Only. Access is assigned to users at the state level for research and verification purposes. Users cannot modify records.

(b) BEAST Service Representative DEB Write, TEB Write. Allows users to make modifications to records in BEAST and approve or reject TEB requests. Limited to users at NGB and the ARNG Education Support Team (EST).

(c) BEAST Service Representative DEB Write TEB Surrogate. Surrogate access allows a user to initiate, modify, or revoke a TEB request on behalf of a separated Soldier. Limited to users at NGB and the ARNG Education Support Team (EST).

(d) BEAST Service Representative DEB Write TEB Super User. Super User access allows a user to transfer months to Colmery- eligible dependents. Limited to users at NGB and the ARNG Education Support Team (EST).

(4) Safeguarding information. Only users authorized by the ARNG 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 out-going personnel to ensure BEAST access removal. Inactivity of 30 days triggers an automatic account lock. Email the SSM at the address in paragraph 2a to request an account be unlocked. 120 days of inactivity or more triggers account suspension. Users who have a suspended account must reapply for access.

f. DPRO: https://arngg1.ngb.army.mil/v3/ The Director's Personnel Readiness Overview (DPRO) is a database for State education staff which provides management reports and grades State/Territory performance of their management of the MGIB-SR and 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.

g. GIMS: https://arngg1.ngb.army.mil/V4/Framework/PortalHome/WarningBanner?wb_ReturnUrl_wb=%2fv4%2fGIMS. Guard Incentive Management System (GIMS) GIMS is the database-of-record to record Soldier education counseling data, manage and administer GI Bill programs. GIMS management roles for state personnel are approved by NGB and include: State MGR: GI Bill-P (Primary); State Administrator; Incentive Manager (IM); and Student Loan Repayment (SLRP) Manager. Subordinate roles are approved by the State Administrator. The GIMS Helpdesk can be used to resolve system errors and is available at: (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 GI Bill and Education Services Course (GESC). 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.

h. 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.

i. 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 administer education benefits and incentives. Contact your State/Territory IPPS-A Office to request HR-PRO access.

j. 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. ACED also hosts several teams 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 ACED 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 into the SR.

2. References.

a. Title 10, United States Code (USC), Sections 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 March 2025.

d. 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. Eligibility Criteria. A Soldier may establish eligibility for the MGIB-SR only once in their 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 One Station Unit Training (OSUT) 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 ATRRS. Use DD Form 214 or DA Form 1059 when ATRRS data is unavailable.

4. Eligibility Start Date. MGIB-SR eligibility is established when a Soldier meets all the requirements in paragraph 3. For a list of eligibility status codes and eligibility status effective dates, refer to Appendix A of the ARNG GI Bill Manager Handbook.

5. Period of Entitlement. A Soldier is entitled to MGIB-SR benefits until they exhaust all entitlement, violate the suspension or termination rules, or separate from the ARNG, whichever occurs first. Suspension or termination of MGIB-SR eligibility does not

release the SM from completing their six-year service obligation. Refer to the GI Bill Manager's Handbook for details.

a. A Soldier discharged due to a disability will be eligible to receive entitlement up to 14 years after separation.

b. A Soldier 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. Soldiers with an initial eligibility date on or after 30 June 2008 will not have their eligibility extended.

c. A Soldier who is mobilized remains eligible to receive MGIB-SR payments.

d. A Soldier who established eligibility while Enlisted may retain eligibility upon commissioning as an Officer or Warrant Officer. The Officer's original six-year obligation will continue, and the Officer does not need to sign a 5447-R to retain eligibility.

e. An AGR Soldier with an MGIB-SR initial eligibility date prior to 30 June 2008 will have their MGIB-SR eligibility suspended while in AGR status. An AGR Soldier with an MGIB-SR initial eligibility date on or after 30 June 2008 will not have their MGIB-SR eligibility suspended and will remain eligible to receive MGIB-SR payments.

f. A Soldier who was involuntarily separated between 1 October 1991 and 31 December 2001 or between 1October 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 original period of entitlement.

g. Eligibility will be terminated for a Soldier who receives a ROTC Scholarship under Title 10 USC Section 2107. Scholarships under Section 2107a have no effect on the MGIB-SR.

6. Duplication of Educational Assistance

a. A Soldier may receive MGIB-SR and FTA concurrently when enrolled at 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. Per ACED policy, a Soldier cannot receive MGIB-SR benefits and Credentialing Assistance (CA) for the same expenses. However, if ACED does not fund an examination a Soldier can request reimbursement from the DVA for the test.

7. Recoupment. A SM who received MGIB-SR payments and separates, fails to participate satisfactorily, or fails to reaffiliate after an authorized period of absence before completing their six-year obligation bay be subject to recoupment. The recoupment process is as follows:

a. Step 1: Counseling. All SMs who fail to complete their six-year obligation will be counseled prior to separation that their obligation is incomplete and that they may be subject to recoupment by the DVA for any MGIB-SR benefits they received.

b. Step 2: Report Review and Verification. Each month, HRH-E receives a monthly report from DMDC of Soldiers who received MGIB-SR benefits, separated from the ARNG, and failed to complete their six-year service obligation. HRH-E will review the report for accuracy and certify SMs who are eligible for recoupment. Recoupment will be waived for SMs who separate due to any of the following reasons; immediate transfer to another component, hardship, disability, sole survivorship, and death.

c. Step 3: Notification. After receiving the verified report from the ARNG, DMDC will mail a memorandum to the SM's last known address notifying them they are eligible for recoupment. The notification will inform the SM that they may appeal the recoupment and that they have 30 days to submit an appeal from the date of receipt.

d. Step 4: Appeals. Appeals will be sent to the Chief, ARNG-HRH-E for review and approval/disapproval. After approval/disapproval, HRH-E will notify the SM and the state of the decision and will code the appropriate databases.

e. Step 5: Transfer to DFAS. Sixty days after the initial notification is sent to the SM and the appeal process is complete, DMDC will notify DFAS of the SMs who remain certified for recoupment and DFAS will begin the recoupment process.

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

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. 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), Sections 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 March 2025.

e. Army Regulation (AR) 601-210 (Regular Army and Reserve Components Enlistment Program), 20 April 2026.

3. Eligibility Criteria. A Soldier may only establish eligibility for one MGIB-SR Kicker in their career. A Soldier establishes eligibility for a MGIB-SR Kicker if they:

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

b. Are currently eligible or are establishing eligibility for MGIB-SR or MGIB-AD;

c. Enlist, reenlist, or extend 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. The Soldier must have a concurrent six-year service obligation from the effective date of the MGIB-SR Kicker contract.

d. Is not currently serving as an AGR or MILTECH nor enlisting or extending for the purposes of entering or continuing AGR or MILTECH status.

e. Before receiving payment, the Soldier must complete:

(1) The requirements for a secondary school diploma or an equivalent certificate (Tier 1 or Tier 2); and

(2) MOS or Area of Concentration (AOC) branch qualification.

4. Eligibility Start Date. Once a Soldier meets the requirements in paragraph 3 above, MGIB-SR Kicker eligibility is established. For a list of eligibility status codes and eligibility status effective dates, refer to Appendix B of the ARNG GI Bill Manager's Handbook.

5. Types of Kickers. In addition to the requirements in paragraph 3, a Soldier must meet specific requirements for the type of Kicker they are contracting for:

a. Non-Prior Service (NPS) - $350.

(1) Achieve an Armed Services Vocational Aptitude Battery (ASVAB) Test Score Category (TSC) I-IIIA (50 or above).

(2) Enlist into a critical skill or unit. A critical skill or unit is any MOS within any MTOE or Medical TDA unit that has a valid vacancy and management score of 1-7 IAW the ARNG SRIP. The applicant must not be enlisting into an excess or overstrength position.

(3) NPS Kicker eligibility includes applicants enlisting under the Civilian Acquired Skills Program (CASP), Split-Training Option, and Special Forces (MOS 18X) enlistment option. The following additional criteria apply to applicants enlisting under the Special Forces (MOS 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 Soldier fails to complete Special Forces training, they must maintain 11B qualification as either a primary or secondary MOS to retain the Kicker.

(4) Glossary NPS applicants and applicants enlisting under the Foreign Language Recruiting Initiative (FLRI), MOS 09C, or Future Soldier Preparatory Course (FSPC) MOS 09M are not eligible for the NPS Kicker.

b. Prior Service (PS) - $350.

(1) Achieved an ASVAB or Armed Forces Classification Test (AFCT) TSC I-IIIA (50 or above).

(2) Is an Enlisted Service member in grade E7 or below.

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

(4) If enlisting from a branch of service other than Army, meets 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 (RE) - $350.

(1) A Soldier must have completed three consecutive years of service in the ARNG. A Soldier who has not completed three consecutive years of service in the ARNG may reenlist for the MGIB-SR Kicker after completing two years of service, 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 at that time.

(2) Has not completed more than 14 total years of service in any component at the time they sign the addendum.

(3) Achieved an ASVAB or Armed Forces Classification Test (AFCT) TSC I-IIIA (50 or above).

(4) Is an Enlisted Soldier in Grade E7 or below.

(5) Is DMOSQ as the primary position holder in contracted MOS. Overstrength and excess positions are not authorized.

d. Standard Officer (SOK) - $350.

(1) Accept commission into the ARNG regardless of commissioning source. 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 either have completed AIT and been awarded an Enlisted MOS prior to Commissioning or 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 in any component.

(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 in any component.

(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 in any component.

(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 that was issued at any amount less than $350.

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

(6) If the Soldier has not completed the six-year obligation, the Soldier 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.

6. MOS and Unit Changes, Component Transfers.

a. For a Soldier who has completed the initial six-year service obligation for their originally contracted MGIB-SR Kicker MOS prior to a change or transfer, the MGIB-SR Kicker remains valid regardless of whether transferring to a new MOS, Unit, or State, or to another Reserve Component.

b. For a Soldier who has not completed their six-year obligation and either changed MOS or transferred prior to October 1, 2022:

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

e. If the Soldier involuntary transferred or was reassigned within ARNG prior to the completion of their initial six-year service obligation due to the following reasons, the Soldier will retain their MGIB-SR Kicker:

(1) A direct result of MOS reclassification

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

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

f. A Soldier who has not completed their six-year obligation and transfers on or after October 1, 2022, may transfer to another MOS/Unit/State or Reserve Component and retain their Kicker provided the Soldier:

(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.

(4) A Soldier who involuntarily transfers to another position or unit at the convenience of the government or due to unit deactivation, reorganization, or relocation prior to completing initial entry training in their contracted MOS may retain the Kicker provided they become MOSQ in the new MOS within 24 months.

g. A Soldier who transfers to another reserve component may retain eligibility provided the gaining reserve component accepts the Kicker and codes the Soldier eligible.

h. A Soldier who transfers from another reserve component to the ARNG may retain eligibility upon approval from the losing component.

7. Period of eligibility.

a. Benefits End Date. Soldiers who established initial eligibility for a Kicker prior to 28 June 2008 are eligible to receive payment for 14 years from the date they established initial eligibility, provided they remain in a drilling status and meet the eligibility criteria of their contract, until they exhaust their entitlement or separate from the ARNG, whichever comes first. Soldiers who established initial eligibility for a Kicker on or after 29 June 2008 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. AGR Soldiers. AGR Soldiers with a MGIB-SR Kicker initial eligibility date prior to 30 June 2008 will have their Kicker eligibility suspended while in AGR status. AGR Soldiers with a Kicker initial eligibility date on or after 30 June 2008 will not have their eligibility suspended and remain eligible to receive Kicker payments. AGR Soldiers are not eligible to contract for a Kicker.

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 for 14 years after the separation date.

d. Termination. Soldiers lose their eligibility for benefits on the date of termination and will not be reinstated.

8. 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.

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 Soldiers who served on qualifying active duty. Title 38 USC requires that any Soldier in the SELRES that meets eligibility requirements be offered the MGIB-AD and be 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 March 2025.

3. Eligibility Criteria. States may enroll an ARNG member who meets the basic eligibility requirements into the MGIB–AD. A Soldier establishes eligibility for the MGIB-AD basic benefit when they:

a. Enter active Duty (AD) in any active component, Title 10 or Title 32 AGR, on/after 1 July 1985.

b. Complete a qualifying term of service.

c. Have served:

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

(2) Two or more years of continuous duty 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.

4. Ineligibility Criteria. An ARNG Soldier is not eligible for the MGIB-AD if they:

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

b. Are 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. Received the Active-Duty Student Loan Repayment Program.

d. Previously declined MGIB-AD while serving an active-duty period.

5. Plus-Up program. A Soldier who is currently eligible for the MGIB–AD and is currently serving on active duty or AGR, may elect to enroll into the MGIB–AD Plus-Up program. This option allows a Soldier to make up to an additional $600 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.

6. 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. The Soldier 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.

7. Sunset Period. New eligibility for MGIB-AD will end 30 September 2030. A Soldier who established eligibility for MGIB-AD prior to the sunset date will retain eligibility for the period described in paragraph 6.

8. Duplication of Educational Assistance. Soldier may combine the MGIB-AD benefits with other federal benefits subject to the following limitations.

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

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

c. Top-Up. AGR or mobilized Soldier currently serving on active duty, who are eligiblefor 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.

10. Enrollment Responsibilities.

a. Soldier Responsibilities.

(1) Contact the Education Office and receive counseling on GI Bill programs to make an informed decision as soon as possible after hire.

(2) Decide to opt-in or opt-out of MGIB-AD. The opt-in/opt-out process must be completed in IPPS-A before completing 270 days of duty. Failure to record a decision in IPPS-A will be treated as an opt-in decision, and DFAS will begin payroll deductions.

(3) Complete a DD Form 2366 prior to day 270 of AGR start date and upload to IPPSA and iPERMS. The DD Form 2366 must be signed by the Soldier in only one of the three blocks listed below and then signed by the state Education Officer (or other designated official):

(a) Block 2. For a Soldier who is ineligible due to:

i. Graduating from a Service Academy;

ii. Receiving a ROTC Scholarship over $3,400 per year;

iii. previously disenrolled; or

iv. previously enrolled.

(b) Block 3. For a Soldier who wishes to Opt-In to the MGIB-AD program.

(c) Block 5. For a Soldier who wishes to Opt-Out of the MGIB-AD program

b. State Education Office Responsibilities.

(1) Contact the state AGR Manager and/or HRO at least monthly to obtain a list of all newly hired AGRs.

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

(3) Notify the ARNG Education Support Team (EST) to verify eligibility when Soldier wishes to Opt-In prior to completing the DD Form 2366.

(4) Receive the DD Form 2366 (and DD Form 2136-1 if applicable) from the Soldier, sign the form(s), and return a signed copy to the Soldier. Ensure the signed documents are uploaded to the Soldier's iPERMS record.

(5) Inform the Soldier how to input their decision to Opt-In or Opt-Out in IPPS-A.

c. ARNG EST Responsibilities.

(1) Receive requests for verification of Soldier eligibility for the MGIB-AD from the states.

(2) Review service records using applicable systems to determine if the Soldier meets the eligibility requirements for MGIB-AD.

(3) Return the results of the research to the state within five days of receipt.

d. All actions in subparagraphs b and c above must be completed prior to the Soldier's 270th day of duty so the Soldier can record their decision in IPPS-A.

ENCLOSURE 8
POST-9/11 GI BILL GUIDANCE

1. Overview. The Post-9/11 GI Bill (PGIB) is an educational assistance program enacted by Congress in recognition of Service members in every component of the Armed Forces who have sacrificed in answering the call to duty. Soldiers 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; they administer all payments to the Soldier while the individual service components determine eligibility to transfer the benefit to dependents. A Soldier's 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, Incorporating Change 1, Effective 08 November 2023.

c. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 March 2025.

d. Current GI Bill Manager's Handbook.

3. Eligibility. Eligibility determination and administration of the PGIB are the responsibility of the DVA. Policies and procedures for using PGIB entitlements are available from the DVA at: http://benefits.va.gov/gibill/.

4. Eligibility Criteria.

a. A Soldier 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 under Title 32 USC as an AGR or One-Time Occasional Tour (OTOT).

(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 present.

(c) COVID-19 Response, from 20 March 2020 through 1 July 2022.

(d) In Support of the Capitol Police (59th Presidential Inauguration) from 11 January 2021 through 23 May 2021.

(e) Support to Immigrations and Customs Enforcement / Interior Enforcement, from 20 January 2025 to present.

(f) DC Safe and Beautiful, from 25 August 2025 to present.

(g) Memphis Safe Task Force, from 15 September 2025 to present.

(h) New Orleans Special Safety Mission, from 22 December 2025 through 1 September 2026.

(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 PGIB:

a. Active-duty service completed on or before 10 September 2001.

b. The five-year service obligation for commissioning from a service academy. For the purposes of accruing PGIB eligibility, any PGIB qualifying service during the first five years after commissioning in any active or reserve component is excluded, regardless of any other service obligation that the Officer may have incurred.

c. The four-year service obligation for a ROTC Scholarship under Title 10, Section 2107, or Health Profession Scholarship Program (HPSP). For purposes of accruing PGIB eligibility, any PGIB qualifying service during the first four years after commissioning, in any active or reserve component is excluded, regardless of any other service obligation that the Officer may have incurred.

d. The service obligation for the Active-Duty Loan Repayment Program (LRP) incentive. For purposes of accruing PGIB eligibility, any PGIB qualifying service during the first three years after enlistment is excluded, 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 Soldier's other aggregate qualifying service is less than 24 months.

g. Service that was terminated because the Soldier 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 of the Health Sciences (USUHS).

l. Title 32 FTNGD-OS or OTD not identified in paragraph 4.

7. Responsibilities.

a. Service member. Each Soldier requesting PGIB will:

(1) Seek counseling from the State Education Office and confirm they are eligible for the PGIB;

(2) Ensure the school and/or courses are authorized for PGIB payment and register for program of study;

(3) Apply for the PGIB with the DVA;

(4) Coordinate with the SCO to ensure they certify hours taken;

(5) Once certified and approved, verify 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 Soldier request;

(2) Ensure Soldiers and units are briefed annually on PGIB and TEB eligibility criteria, and Soldier responsibilities; and,

(3) Act as a liaison, as necessary, between all parties to assist the Soldier through the PGIB application process.

c. The ARNG EST will:

(1) Upon request, verify Soldier's PGIB eligibility and provide counseling;

(2) Upon request, communicate with the requesting Soldier via military email (army.mil) concerning missing required eligibility documents; and,

(3) Upon request, resolve eligibility discrepancies with the DVA.

8. Use of the Post-9/11 GI Bill.

a. If a Soldier is eligible for another GI Bill program, and has more than one period of service, they are not required to relinquish that program to establish eligibility for or increase the payment tier of the PGIB. The DVA determines the method and process for Soldiers to elect to convert or apply for PGIB benefits. A Soldier may apply for the PGIB through the DVA website at www.gibill.va.gov.

b. 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 PGIB eligibility may be reinstated if the Soldier 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.

ENCLOSURE 9
TRANSFER OF EDUCATION BENEFIT (TEB) PROGRAM

1. Overview. Enacted on 1 August 2009, TEB is an incentive program for continued service and is intended to promote retention in the ARNG. Unlike the PGIB, the TEB program is neither an entitlement nor a transition benefit but is intended to shape and retain the career force. Soldiers unable to commit to the required service obligation due to various service-limiting conditions are not eligible to participate in this program. Soldiers 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, Incorporating Change 1, Effective 08 November 2023.

d. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 March 2025.

e. Army Regulation (AR) 600-8-2, Suspension of Favorable Personnel Actions (Flag),05 April 2021.

f. Army Regulation (AR) 635-40, Physical Evaluation for Retention, Retirement, or Separation, rapid Action Revision, 19 January 2017.

g. Army Regulation (AR) 635-200, Active Duty Enlisted Administrative Separations, 30 June 2025.

3. Eligibility. Soldiers who meet all the following requirements may be eligible for TEB approval. The eligible Soldier must meet all of the following requirements prior to TEB request 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 PGIB, have remaining eligibility, and not be past the delimiting date (Enclosure 8, para 8b).

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 enclosure. The Soldier 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 Soldier:

(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, DA Form 5016, or NGB Form 220.

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

h. Effective 31 August 2018, a Soldier 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 Soldier must meet all eligibility requirements before approval, and supporting documents must be available in the Soldier's iPERMS file or within the documents tab in GIMS at the time the request is reviewed.

j. If the Soldier does not meet eligibility requirements in para 3.a. through 3.d. above on the request date, the request will be rejected. The Soldier may reapply when those eligibility requirements are met, and documents are provided. The four-year service obligation will be calculated from the newest request date.

k. If a request is denied but the Soldier 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.

l. Effective 1 September 2025, if the Soldier does not have at least four years of service remaining on their request date, the Education Services Branch will place the request in a pending status and notify the Soldier. The Education Support Team (EST) will approve the request based on the original request date once the Soldier executes a reenlistment or extension that satisfies the continuous four-year service obligation.

m. A Soldier 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.

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

a. A Soldier approved to transfer unused PGIB benefits may transfer to one or more eligible dependents.

b. An eligible Soldier may transfer education benefits at any time while actively serving. After separating from military service, a Soldier cannot initiate transfer or add additionaldependents.

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

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

e. A Soldier may transfer up to 36 months of education benefits, or the number of any unused PGIB months remaining as determined by the DVA, whichever is less.

6. Responsibilities.

a. Service member. Each Soldier 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;

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

(3) Confirm they are eligible for the PGIB;

(4) Verify the documents necessary to validate PGIB 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 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 Soldier by completing a reenlistment/extension.

(2) Ensure the Soldier PGIB and TEB eligibility documents are properly uploaded to iPERMS.

(3) Review each Soldier's 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 Soldier if the TEB OED will not be completed.

(5) Ensure separation counseling documentation (See Out-Processing Checklist) is uploaded into the Soldier's 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 Soldier with providing necessary documentation for TEB approval.

(2) Provide individual education counseling upon Soldier request for a Soldier considering TEB.

(3) Ensure Soldiers and units are briefed annually on TEB eligibility criteria, the required service obligation, consequences for failure to complete the service obligation, Soldier responsibilities, and dependent use.

(4) Counsel each separating Soldier who will not complete their OED.

(5) Upload separation counseling documentation (See Sample Out-processing Checklist, Enclosure 14) into the Soldier record in GIMS.

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

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

(1) Verify the Soldier 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 Soldier and State Education Services Officer concerning necessary approval steps and/or missing required documents;

(3) Record the TEB request status in GIMS and the TEB website;

(4) Record the Soldier TEB OED in GIMS and TEB website when approved;

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

8. TEB Approval.

a. The EST will verify that the Soldier requesting TEB meets all the eligibility criteria prior to approving a TEB request. Soldiers who do not meet all eligibility requirements will have their TEB placed in a pending status or rejected.

b. Soldiers who meet all the eligibility criteria but do not have four years remaining on their service obligation (and are not prevented from completing four additional years) will have their TEB placed in a pending status. Soldiers who extend their enlistment or complete four-years of service after their request date will have their TEB approved. Soldiers who do not complete their four-year service obligation will have their TEB rejected.

c. The EST will update GIMS and the TEB website to record the Soldier OED. The EST is not responsible for ensuring a Soldier's dependent information is correct.

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

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

f. After determining the status of the TEB request, the EST will send an email to the Soldier at their military email address.

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

9. Service Obligation. All Soldiers 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 Soldier's 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 Soldier may be eligible.

b. The Soldier may serve the four-year obligation 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 obligation period, Soldiers 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 Soldier may transfer to another component during the TEB service obligation. The transfer must occur without a break in service.

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

(2) If the Soldier received an approved TEB request while serving in another component and the Soldier transfers to the ARNG prior to completing the service obligation, it is the Soldier's responsibility to provide documentation to the EST demonstrating that they remain eligible for TEB and can 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 Soldier from completing the TEB service obligation.

10. Failure to complete the service obligation.

a. A Soldier who separates from the ARNG prior to completing their TEB service obligation is not eligible to retain a previously approved TEB. Violating the TEB service obligation triggers TEB termination, and if anydependent has received payment, the Soldier may incur an overpayment debt from the DVA for the full amount of benefits paid.

b. A Soldier 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 Soldiers OED.

11. Authorized Exceptions. A Soldier who fails to complete the TEB service obligation and whom the ARNG separates 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 Soldier. The death of a Soldier 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 not characterized as a disability and did not result from the individual's own willful misconduct but did interfere with the individual's performance ofduty;

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 Soldier must request TEB and be eligible for approval prior to the convening date of any separation board. The Soldier must not retire in lieu of consideration by a separation board.

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

a. A Spouse is eligible to use TEB benefits upon the Soldier's TEB approval. The Soldier's duty status determines the spouse's payment tier and Monthly Housing Allowance eligibility and is the same as that of the transferring Soldier.

b. A Spouse's expiration date for transferred benefits is the same as that of thetransferring Soldier and is based on the transferring Soldier's last date of separation from qualifying service.

c. Divorce will not automatically affect a former Spouse's eligibility to use a transferred benefit. However, the Soldier retains the right to revoke or modify transferred benefits 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.

d. A Child may use TEB benefits:

(1) After the transferring Soldier has completed at least 10 years of service in the Armed Forces or is involuntarily separated prior to completing the OED for reasons inparagraph 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.

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

f. A Soldier's 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.

g. Each of the Soldier'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. AR 621-5, Army Continuing Education System, 19 March 2026.

b. Department of Defense Directive (DODD) 1322.08E, Voluntary Education Programs for Military Personnel, 23 April 2007.

c. Department of Defense Instruction (DoDI) 1322.19, Voluntary Education Programs in Overseas Areas, Incorporating Change 1, 23 April 2020.

d. Department of Defense Instruction (DODI) 1322.25, Voluntary Education Programs, Incorporating Change 1, 02 April 2020.

e. DOD Financial Management Regulation: Volume 4, Accounting Policy; Chapter 3, Receivables, March 2023.

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-E) 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-E) 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-E) 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 ACED Counselor Team.

6. Service Obligation. Below is information pertaining to 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-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 Soldier can request a detailed letter of service from the National Guard Bureau Education Services Branch. The letter will state the times and dates the Soldier served, and in which capacity. NGB will forward the letter to ACED 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 (AIED) 101 Required Training. All newly assigned Soldiers using AIED are required to complete AIED 101 training prior to submitting a TA request (TAR). AIED 101 training is designed to ensure Soldiers are aware of the various education programs and services available and to ensure they understand AIED functionality, the process for submitting an education goal and TAR, the recoupment waiver process, the ADOS/RDSO requirements, and other administrative procedures, guidelines, and requirements associated with using ArmyIgnitED to apply for FTA.

a. Requirement. ARNG Education staff will ensure all newly assigned Soldiers complete either virtual or in person AIED 101 training. Soldiers cannot submit a TAR until they have completed AIED 101 training. Soldiers who already have an established AIED account and an approved education goal prior to 1 October 2024, are not required to complete this training.

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

(1) The Soldier submits a message to the counselor in AIED indicating they have completed virtual/online AIED training (i.e. viewed an online briefing/recording via MS Teams or other online platform).

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

c. Frequency and Access. The ArmyIgnitED 101 training video is available at the ARNG Strength and Readiness Support Center (SRSC) YouTube page at: https://youtu.be/hpgydDPBuV8 and on nationalguard.com at: https://nationalguard.com/benefits/education. States are also encouraged to conduct AIED 101 training on their own and to incorporate the training into their in-processing procedures, RSP briefs, initial formations, etc.

d. Curriculum. A standardized AIED 101 briefing will be provided to education staff via MS Teams. States may add information on their state programs to ensure Soldiers are

aware of the implications of using FTA and State TA programs concurrently.

9. Out-Processing Soldiers in ArmyIgnitED. State education staff are required to out process separating Soldiers in AIED. Below are the required steps.

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

b. Check AIED 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. Note: Do NOT update failing grades to passing grades, send those directly to ACCESS via email at: usarmy.knox.hrc.mbx.tagd-aced-recoupment-refund@army.mil

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 ACED-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. 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.

10. ETP/HTAR Process. If a Soldier needs an ETP/HTAR, it must be due to one or more of the following errors, ArmyIgnitED system, counselor, Academic Institution. 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 the 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 ACED for further action.

g. ACED 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 Soldiers 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 Soldier professional development, retaining quality Soldiers, and preparing Soldiers for meaningful employment upon transition from military service. The CA program reinforces the professionalization and readiness of the total force.

2. References.

a. AR 621-5, Army Continuing Education System, 19 March 2026.

b. Department of Defense Directive (DODD) 1322.08E, Voluntary Education Programs for Military Personnel, 23 April 2007.

c. Department of Defense Instruction (DODI) 1322.33 DoD Credentialing Programs, 13 October 2021.

d. Department of Defense Instruction (DoDI) 1322.19 (Voluntary Education Programs in Overseas Areas, Incorporating Change 1), 23 April 2020.

e. Department of Defense Instruction (DODI) 1322.25, Voluntary Education Programs, Incorporating Change 1, 02 April 2020.

f. Department of Defense Financial Management Regulation: Volume 4, Accounting Policy; Chapter 3, Receivables, March 2023.

g. Army Directive 2018-08 (The Army Credentialing Assistance Program), 6 June 2018.

3. Roles and Responsibility. The CA program is administered by ACED with assistance from the 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. ACED. Responsible for the overall administration of the CA program. The Army Credentialing Assistance Program Office (ACAPO) within ACED vets all vendors and processes payments

b. Chief, Education Services Branch. The Chief, Education Services Branch (ARNG-HRH-E) is responsible for the overall management and administration of the CA program for the ARNG including funding and assignment of personnel.

c. CA Program Manager. The CA Program Manager (ARNG-HRH-E) 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.

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

e. 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 assisting in the administering of 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 ACED 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. AR 611-5, Personnel and Classification Testing, 25 April 2022.

b. Army Regulation (AR) 11-6, Army Foreign Language Program, 9 May 2024.

c. Army Personnel Testing Test Control Officer Handbook, 2 January 2025.

d. ARNG Army Personnel Testing Handbook, July 2024.

3. Administration. State Education Office Staff submit all annual requirements and TCO/ATCO/TE appointments to ARNG Test Sites. Staff also submits all Historical Score Report Requests to Historical Score Report Requests as well as all 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 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 upon request) 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 to which the Soldier belongs is the only entity authorized to submit APT ETPs on behalf of ARNG Soldiers. State Education Office staff submit all APT ETPs through the ARNG ETP Request Tab located on the ARNG APT Channel in MS Teams. State personnel must 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.

e. Historical Score Report Requests. For exam scores older than two years, the State Education Office may submit a historical score report request on behalf of the Soldier through the ARNG Historical Score Report Tab located on the ARNG APT Channel. State personnel are to initiate the request using the current historical score report request template memorandum provided in the Files Tab at the top of the channel.

4. Eligibility. All Army Soldiers (Active Army, USAR and ARNG), as well as other services are eligible for testing in the APT program. The ACED APT Handbook lists test restrictions for Service members 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 Service members are treated as DoD Civilians and must be directed to the nearest UPMEPCOM for testing.

5. Responsibilities.

a. Chief, Education Services Branch (ARNG-HRH-E). 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-E). The Testing Program Manager at NGB provides guidance, processes test site requests, appointments and ETPs,

receives annual APT requirements, submits to ACED, 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
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. There are no state quotas assigned to this course. Enrollment is first come, first served, based on ATRRS registrations.

2. Courses. For FY27, six (6) BSEP courses will be conducted with a maximum of 16 seats in each course. Course dates and registration information is available at: https://www.atrrs.army.mil/atrrscc/. The course number is 964-ARNG-BSEP.

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 ETP from NGB/ACED.

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: 2027

b. Course Number: 964-ARNG-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 ensuring Soldiers are in a pay status 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 March2Success General Technical Mastery online course.

b. Obtain a signed copy of DA Form 4187 from the Soldier's unit commander and provide it to the BSEP CM.

c. If Soldiers have taken the AFCT within six months of the BSEP start date, provide an approved ETP from NGB/ACED to the BSEP CM.

d. If the Soldier does not have an active A365 account, they must work with their Unit Training NCO to request a SAAR and subsequently a NIPR account through the state/territory G6.

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 ACU/OCP. Reflective wear/belts are required when running on Camp Robinson and court/tennis shoes are required in the gym.

10. Point Of Contact. Mr. Tommy Austin, Course Manager, BSEP Course, (520) 708-6049 or tommy.d.austin.civ@army.mil.

ENCLOSURE 14
EDUCATION IN AND OUT PROCESSING

1. Overview. There are numerous education benefits that Soldiers are eligible to receive while serving. However, 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. AR 621-5, Army Continuing Education System, 19 March 2026.

b. Department of Defense Directive (DODD) 1322.08E, Voluntary Education Programs for Military Personnel, 23 April 2007.

c. Department of Defense Instruction (DODI) 1322.25, Voluntary Education Programs, Incorporating Change 1, 02 April 2020.

d. Army Regulation (AR) 621-202, Army Educational Incentives and Entitlements, 26 March 2025.

e. Army Regulation (AR) 601-210, Regular Army and Reserve Components Enlistment Program, 20 April 2026.

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

g. DA Pamphlet 600-8-101, Personnel Readiness Procedures, 6 March 2018.

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 (ACES).

(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, Personnel Readiness Procedures

(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. State Education staff are encouraged to use this 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 they 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 AIED. 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 and can also be used as a verification document when responding to congressional inquiries and/or ABCMR requests submitted by the Soldier.

SAMPLE OUT-PROCESSING CHECKLIST

Rank/Name: _____DODID: _____

Unit: _____ Separation Date:_____

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

Section I: FTA

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

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 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 DVA and will be subject to recoupment. Skip to TEB Acknowledgment 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.

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 DVA 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:

_____
_____
_____

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