

1 July 20  
Version 4

# POST-9/11 GI BILL®

## Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Regular Air Force RegAF), servicing Commander Support Staff (CSS), Military Personnel Section (MPS) and Force Support Squadron (FSS) in understanding the Post-9/11 GI Bill and the Transfer of Education Benefits (TEB) process.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.



# Post-9/11 GI Bill

## Section A: Introduction

### Revision History

Date of Revision (s)	Revision(s)
14 March 2016	Version 1
19 November 2018	Updates throughout due to DoD policy changes
13 January 2020	Update to Transfer of Education Benefits Policy
1 July 2020	TEB Application Process/Policy Changes and Add Attachment 2

### 1. INTRODUCTION:

The Post-9/11 GI Bill provides Airmen and veterans with expanded education benefits and the option for active duty Airmen to transfer benefits to eligible family members. The Post-9/11 GI Bill offers education benefits to Airmen and veterans who served on or after 11 September 2001. Effective 1 August 2009, eligible Airmen began using the benefit for education. Education that occurred before 1 August 2009 will not receive retroactive payments under the Post-9/11 GI Bill. Personnel should not confuse their eligibility for the Post-9/11 GI Bill with their eligibility to transfer education benefits to eligible family members.

### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

Air Force Personnel Center, Airman Support Branch (AFPC/DP3SA)


### 3. TARGET AUDIENCE:

Regular Air Force (RegAF) Airmen

### 4. REFERENCES/RELATED PROCESSES:

[DoDI 1341.13](#), Change 1, *Post-9/11 GI Bill*; Directive-type Memorandum [\(DTM\)-18-006](#), *Transferability of Unused Post-9/11 GI Bill Educational Benefits by Recipients of the Purple Heart*; [AFI 36-2670](#), *Total Force Development* and U.S. Department of Veterans Affairs (DVA) – [GI Bill Home Page](#)

**NOTES:**

1. Additional articles are available on [myPers](#). To search the myPers knowledge base, use the drop down menu to select “ANY” and type in **Post-9/11 GI Bill** or **9083** in the **Search Box**, then click the  button.
2. Each Airman can provide feedback on articles provided in myPers. For improvement recommendations or more information, contact us by clicking the link in the **Footer**.

## Section B: General Information

### 5. GENERAL INFORMATION:

#### BASIC ELIGIBILITY:

- a. Airmen must serve a minimum 90 days of aggregate active duty service on or after 11 September 2001 (excluding Basic Military Training and technical school if service is less than 24 months). **NOTE:** Reserve Officer Training Corps and Service Academy graduates without earlier established eligibility begin to earn qualifying service after completion of the statutory obligated active duty service commitment (ADSC); Loan Repayment Program participants begin to earn qualifying service after participation in the program is complete.
- b. Airmen may use the benefit while on active duty or must use within 15 years of discharge if last honorable discharge from service is prior to 1 January 2013. Time for use shall not expire if last honorable discharge from service is on or after 1 January 2013.
- c. Airmen may make an irrevocable election to receive benefits under the Post-9/11 GI Bill by relinquishing eligibility under the active duty or reserve Montgomery GI Bill (MGIB) (38 U.S.C. Chapter 30 or 10 U.S.C. Chapter 1606).

#### TRANSFER OF EDUCATION BENEFITS INCENTIVE:

- a. The Post-9/11 GI Bill is a transition/adjustment benefit offered as a reward to Service members during a time of conflict; however, the transfer of benefits option serves as an **incentive** enacted to improve recruiting and retention and is only available to eligible active duty and Selective Reserve Airmen serving on or after 1 August 2009.
- b. Airmen who transfer Post-9/11 GI Bill benefits to an eligible family member will incur a 4 year Active Duty Service Commitment (ADSC). Eligible family members must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS). Military married to military must both have family members enrolled/associated in DEERS.
- c. The Air Force Personnel Center (AFPC) verifies eligibility to transfer benefits. Enlisted Airmen requiring retainability may reenlist or extend. Enlisted Airmen are not required to wait until 90- days prior to the date of Separation to reenlist. Delays in retainability processing could adversely affect the Airman's transfer application. Airmen should contact the myPers - Total Force Service Center – San Antonio (TFSC-SA) to report delays.

**NOTE:** Applying in the Transfer of Education Benefits (TEB) system has no impact on the Aviation Continuation Pay election or commitment.

- d. Members with an approved TEB application who wish to apply for voluntary retirement prior to meeting the TEB ADSC may request, in writing, removal of the ADSC. Dependents must **NOT** have used transferred benefits and member must **NOT** be selected for deployment or Permanent Change of Station (PCS). See [myPers](#) and Attachment 2 of this guide for additional information.

## Section C: Roles and Responsibilities Transfer of Education Benefits (TEB)

### 6. ROLES AND RESPONSIBILITIES:

#### AIRMEN:

- a. Meet Post-9/11 GI Bill eligibility requirements.
- b. Ensure eligible family members enrolled in DEERS.
- c. Complete at least six years of service and agree to serve four additional years in the Armed Forces. **NOTE:** Purple Heart recipients see [TEB Purple Heart Recipients](#).
- d. A spouse may begin to use transferred benefits immediately.
- e. Have at least 10 years of service in the Armed Forces for qualifying children to use transferred benefits.
- f. Military married to military must both have family members enrolled/associated in DEERS.
- g. Prior to applying for the transfer option via [milConnect](#), enlisted personnel should contact the Military Personnel Section (MPS) Career Development office for retainability counseling.
- h. Apply for the transfer of benefit option via [milConnect](#). A member CANNOT submit the TEB request through the Department of Veterans Affairs website. MilConnect is the system of records DoD-wide for TEB actions. See [Post-9/11 GI Bill Transfer Step by Step Instructions](#). **NOTE:** If retainability is required, visit the Reenlistments office to secure required retainability plus 1 month.
- i. On milConnect, members **MUST** a) read the “Message for the Service Component”; b) designate the recipients of the transferred benefit, state how many months are to be transferred (at least 1 month to all eligible dependents is strongly encouraged as dependents with zero months allocated are PERMANENTLY ineligible once member retires/separates/is deceased IAW AFI 36-2670, para. 6.11.15.3.) and indicate the period when the family member(s) may use the benefits (applications with no end date will default to law IAW 38 U.S.C Chapter 33); c) acknowledge all statements on the application; and d) select “Submit Request”.
- j. Upon receipt of the myPers “Initial Notification” email from the TFSC, the member **MUST** a) obtain the required retainability to meet TEB eligibility requirements; and b) digitally sign and submit the required TEB Statement of Understanding (SOU). The completed Statement of Understanding auto uploads to the Automated Records Management System (ARMS) when submitted.
- k. The Post-9/11 GI Bill TEB SOU populates for digital signature via the myPers incident AFTER retainability adjudicates in MilPDS.
- l. Members must secure retainability (if applicable) and digitally sign/submit the TEB SOU **within 30 calendar days** of the TFSC Initial Notification or the application will expire and reapplication is **required**. See [Post-9/11 GI Bill Transfer Step by Step Instructions](#).
- m. Once member has obtained the required retainability (if required) and signed/submitted the TEB SOU (within 30 calendar days of Initial Notification), TFSC personnel will

approve the TEB application in the TEB system of record and send the member an Approval Notification via myPers email.

n. For additional information on TEB, visit the VA website at [www.gibill.va.gov](http://www.gibill.va.gov), [myPers](#) or contact the TFSC-SA at 1-800-525-0102. Members experiencing difficulties with the TEB application should contact the TFSC-SA via phone or [myPers](#) email.

#### AIRMAN & FAMILY READINESS CENTER (A&FRC):

- a. Ensure each separating/retiring Airmen completes a [DD Form 2648, Pre-Separation Counseling Checklist for Active Component Service Members](#).
- b. Ensure each separating Airman schedules an appointment to receive Pre-Separation Counseling (if requested). During the counseling session, inform the Airmen of available transition services and benefits, to include educational benefits.
- c. Provide Airmen referral information to the TFSC and/or a VA representative for detailed program information, eligibility requirements, etc.

#### MILITARY PERSONNEL SECTION (MPS) CAREER DEVELOPMENT:

- a. Counsel Airmen on extension and reenlistment options. Airmen who have the required retainability for the transfer of benefits may not extend or reenlist. However, Airmen requiring additional retainability may either extend or reenlist. **NOTE:** Enlisted Airmen are not required to wait until 90-days prior to the date of separation to reenlist under this program.
- b. If an Airman requires retainability, verify Post-9/11 GI Bill transfer application submission. Airmen should hand carry the Post-9/11 GI Bill application information from the TEB website or the AFPC myPers notification for verification.
- c. Counsel Airmen on ADSC requirements (4 years plus 1 month from date of application).
- d. Provide individual counseling for Airmen in Selective Reenlistment Bonus (SRB) specialties on all options when executing the extension or reenlistment, (i.e., current SRB impact/qualifications and future SRB eligibility, to include SRB reductions/increases/ deletion), see examples in [Attachment 1](#).

#### EXTENSIONS:

- a. Extend Airmen under AFI 36-2606, Table 6.2, Rule 29, MilPDS Reason Code 9.  
**NOTE:** The MPS may use this rule for Airmen who qualify for the transfer option effective 1 August 2009.
- b. Second-term/career Airmen in SRB specialties may extend for a period between 36 and 48 months even if the retainability requirement for the transfer is less. These Airmen will qualify for a SRB; the SRB is based on the zone and the multiplier in effect on the date the Airman signs the extension.  
**NOTE:** The date the Airman enters the extension will determine the zone.
- c. Extensions cannot exceed 48 months per enlistment for second-term or career Airmen and 23 months for first-term Airmen.

- d. Use current procedures and forms for processing extensions.
- e. Extend the Airman the minimum number of months to meet transfer requirements plus 30 calendar days.

#### REENLISTMENTS:

- a. Second-term/career Airmen may reenlist at any time to qualify for the transfer benefit (qualifies as service-directed reason), if eligible. **NOTE:** Airmen may only exercise this option once to transfer benefits.
- b. Current Air Force term of enlistment and obligated service rules will apply and cannot exceed 72 months.
- c. Complete the AF IMT 901, **Reenlistment Eligibility Annex to DD Form 4**, in accordance with AFI 36-2606 and manually type in “To qualify for Post-9/11 GI Bill Transfer” in Section III, part D of the form.
- d. All other reenlistment requirements/procedures remain the same. Required retainability is assessed from the Transfer of Education Benefits application date.

#### EDUCATION SERVICES FLIGHT/SECTION:

Has overall base-level responsibility, in accordance with AFI 36-2670, for providing GI Bill guidance. Comprehensive counseling allows Airmen to make informed decisions regarding transferring Post-9/11 GI Bill benefits to eligible family members.

#### TOTAL FORCE SERVICE CENTER – SAN ANTONIO (TFSC-SA):

- a. Determine Airman’s eligibility for the Post-9/11 GI Bill Transfer of Education Benefits program.
- b. Update ADSC Reason Code “85” for approved applicants in MilPDS. Additional service commitments resulting from transferring unused Post-9/11 GI Bill benefits begin on the date of request/application and are served concurrent with any other service commitment in effect at the time of transfer or incurred after the transfer.
- c. Approve or reject/disapprove application in the Benefits for Education Administrative Services Tool (BEAST).

#### AIRMEN SUPPORT BRANCH, EDUCATION SERVICES (AFPC/DP3SA):

- a. Implement the overall policy and procedures for the Post-9/11 GI Bill including the transfer-to-dependent option.
- b. Serve as Site Security Manager for BEAST.
- c. Provide updated and standardized transfer option information.
- d. Provide training as necessary.

## Section D: Step-by-Step Procedures

### 7. PROCEDURES:

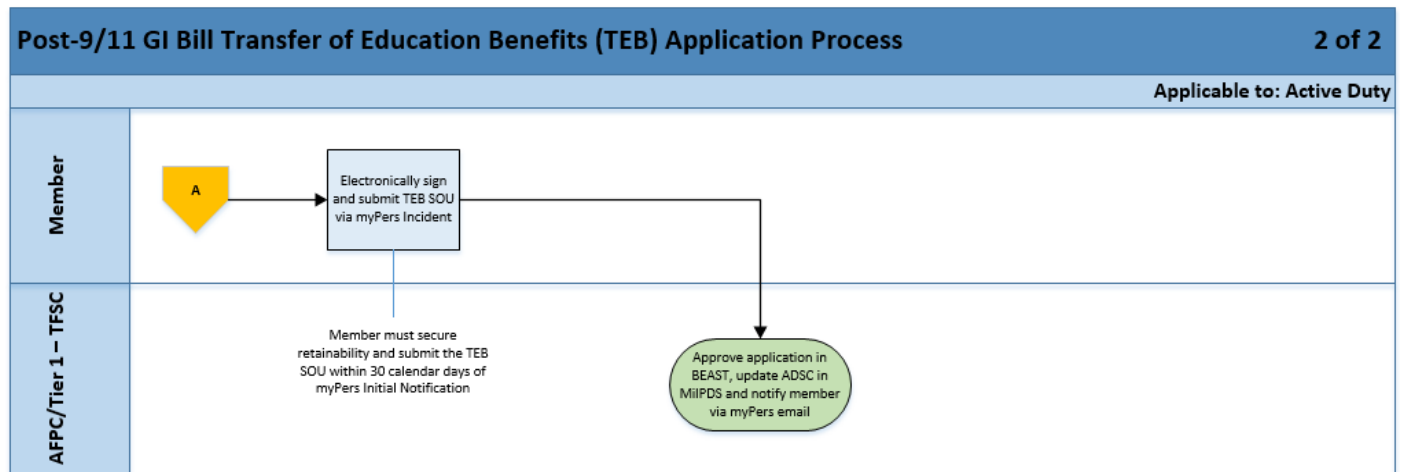
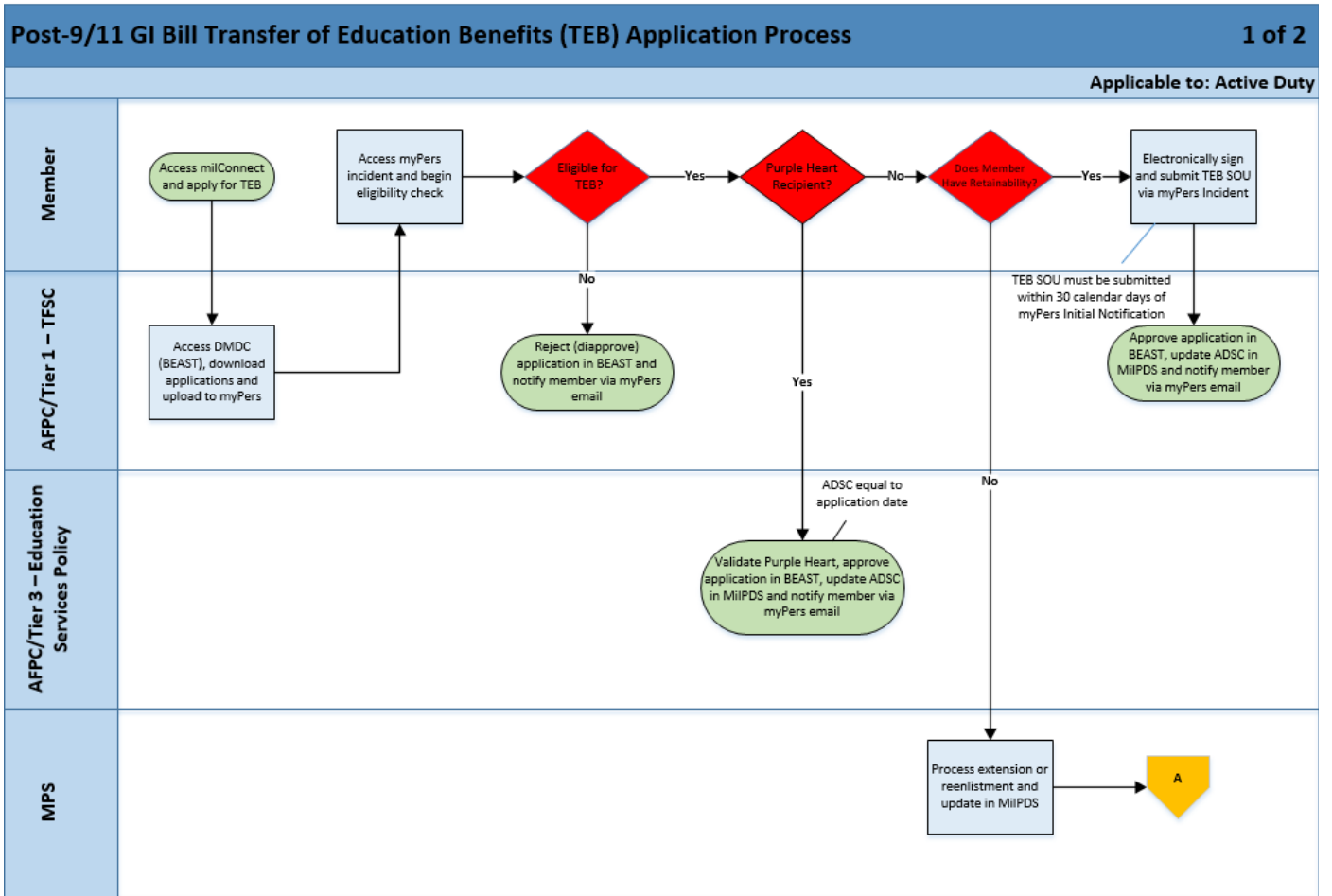
**Table 1. Step-by-Step Procedures for the Post-9/11 GI Bill TEB Application Process.** This table provides a detailed understanding of the application process steps for this program.

STEP	ACTION OWNER	NARRATIVE
1	Member	<b>Counseling.</b> Visit the base Education and Training Section and the MPS Career Development office to receive counseling concerning the education and career options available under this program. Refer to <a href="#">Attachment 1</a> .
2	Education Services/MPS	<b>Provide Individual Counseling.</b> Provide individual counseling and guidance to Airmen concerning the education and career options available under this program. Provide the Air Force Compensation Fact Sheet. Refer Airmen to the Total Force Service Center (TFSC) to receive additional counseling, if applicable.
3	Airmen & Family Readiness Center (A&FRC)	<b>Provide Counseling.</b> Provide education referral information for separating Airmen. Refer to <a href="#">DD Form 2648, Pre-separation Counseling Checklist for Active Component Service Members</a> . Refer Airmen to the TFSC to receive additional counseling, if applicable. <b><u>Airmen approved for separation or retirement are ineligible for TEB.</u></b>  <b>Exception:</b> Purple Heart Recipients
4	Member	<b>Access <a href="#">milConnect</a>.</b> After receiving counseling from the base Education and Training office and MPS, access milConnect and apply for the Transfer of Education Benefits. See myPers <a href="#">here</a> for step-by-step instructions. <b>GO TO STEP 8.</b>
5	Defense Manpower Data Center (DMDC)	<b>Process application.</b> Maintain Airmen applications for TFSC-SA retrieval and validation.
6	Education Services (Tier 3)	<b>Provide Oversight.</b> Provide oversight and manage site security for BEAST.
7	Total Force Service Center-San Antonio (TFSC-SA) Tier 1	<b>Access BEAST.</b> Access BEAST (DMDC), import TEB applications into myPers (Oracle Process Automation – OPA).
8	Member	<b>Complete Eligibility Check.</b> Upon receipt of Initial Notification email, access <b>most recent <a href="#">myPers</a></b> incident titled “ <i>Transfer of Education Benefits Application</i> ” to begin/complete eligibility check. If ineligible, <b>GO TO STEP 9</b> . If eligible and Purple Heart Recipient, <b>GO TO STEP 11</b> . If eligible and must secure retainability, <b>GO TO STEP 13</b> . If eligible and have required retainability, <b>GO TO STEP 15</b> .
9	TFSC-SA OPA	<b>Ineligible.</b> Notify member of ineligibility reason with additional instruction (if applicable). <b>GO TO STEP 16.</b>



10	TFSC-SA OPA	<i>Does member have a Purple Heart?</i> If yes, <b>GO TO STEP 11</b> . If no, <b>GO TO STEP 12</b> .
11	Education Services (Tier 3)	<b>Validate Purple Heart.</b> Access ARMS and validate Purple Heart source documents. <b>GO TO STEP 17</b> .
12	TFSC-SA OPA	<i>Does member have retainability?</i> If no, display required retainability. <b>GO TO STEP 13</b> . If yes, direct member to next screen and populate TEB Statement of Understanding (SOU) for digital signature. <b>GO TO STEP 15</b> .
13	Member	<b>Secure Retainability.</b> Print myPers eligibility screen indicating required retainability, complete eligibility check and hand carry print screen to MPS as a source document to initiate the extension or reenlistment action. After securing appropriate retainability, <b>GO TO STEP 14 and 15</b> .
14	MPS	<b>Process Member Request.</b> Process extension or reenlistment, update MilPDS, advise member to return to myPers to digitally sign and submit the TEB SOU. Member must wait until the extension or reenlistment adjudicates in MilPDS. Instruct members in a Selective Reenlistment Bonus (SRB) career field to review SRB information at <b>Attachment 1</b> .
15	Member	<b>Sign TEB SOU.</b> Access <b>most recent myPers</b> incident titled “ <i>Transfer of Education Benefits Application</i> ” (or continue to next screen if retainability not required) to digitally sign and submit the TEB SOU. The SOU will transmit to the Automated Records Management System (ARMS). <b>GO TO STEP 17 and 18</b> . <i>NOTE: Airmen must secure retainability (if required) and sign the TEB SOU within 30 calendar days of the TFSC myPers Initial Notification or the application will be rejected/disapproved and reapplication required.</i>
16	TFSC-SA (Tier 1)	<b>Update BEAST.</b> Access BEAST (DMDC) and update appropriate reject/disapproval reason. Notify member via myPers email.
17	TFSC-SA (Tier 1) or Education Services (Tier 3)	<b>Update BEAST and MilPDS.</b> Access DMDC and update application approval in BEAST. Update the Post-9/11 GI Bill Active Duty Service Commitment (ADSC) “85” in MilPDS. Notify member via myPers email. <i>NOTE: ADSC for Purple Heart Recipient equals the date of application.</i>
18	Member	<b>Access milConnect.</b> Access <a href="#">milConnect</a> to review status, change or revoke transferred benefits (revoking transferred benefits after application approval does not remove the associated ADSC).

Figure 1. Post-9/11 GI Bill TEB Flowchart.



## Section E: Amendments to Transfer of Entitlement (TOE)

### 8. AMENDMENTS:

While in the Air Force, Airmen may use the TEB website to designate, modify, and revoke a Transfer of Entitlement (TOE) request. After separating or retiring from the Air Force, veterans use the TEB website to provide a future effective date for use of TOE, modify the number of months transferred, or revoke entitlement transferred.

**NOTE:** After separating from the Air Force, Airmen cannot designate new family members to receive transferred entitlement or amend the effective date of the initial transfer of entitlement to an earlier date. Exception outlined in the Harry W. Colmery Veterans Educational Assistance Act. Contact the Department of Veterans Affairs at 1-888-442-4551 for additional information.

Submit written requests to the VA via postal mail or via the [Questions and Answers](#) section of the [GI Bill Website](#). Individuals must have a valid email address to submit information to the VA via the website.

The request must include the following information:

1. The Airman's name and Social Security Number (SSN)
2. The family member's name and SSN

# Attachment 1

## Post-9/11 Transferability for Air Force Airmen in Selective Reenlistment Bonus (SRB) Specialties

### Fact Sheet

Airmen are eligible to transfer Post-9/11 GI Bill benefits if they have at least 6 years of service and are currently serving in an Air Force Specialty Code (AFSC) that is authorized a SRB entitlement in one or more Zones. If an Airman does not meet current retainability requirements for transfer, they are required to extend or reenlist in the SRB-AFSC and incur a 4-year Active Duty Service Commitment (ADSC). This fact sheet offers important considerations in making informed decisions regarding the transfer of benefits and the SRB program.

1. **Consideration of SRB impact and other factors:** Evaluate your current SRB status before extending or reenlisting for retainability to transfer your Post-9/11 GI Bill benefit. Consider the current and future impact of extending or reenlisting early, probable timing and use of the benefit.

**NOTE:** Eligible Airmen may receive an SRB in each Zone, but only one per Zone. The Airman must not have previously received an SRB in that Zone.

a. Eligible second term/career Airmen may reenlist or extend at any time to obtain retainability for transfer of benefit.

**EXAMPLE 1:** SSgt Jones is currently receiving a SRB in Zone B (6-10 years of service) and wants to reenlist early (8 years of service) to transfer the benefit. SSgt Jones is eligible to reenlist for transferability; however, he is not eligible for the SRB in Zone B because he already received a Zone B SRB. If SSgt Jones waits until 10 years of service to transfer the benefit, he would qualify for the bonus in Zone C and the transfer of benefit, if there is a Zone C entitlement at that time.

b. Eligible second term/career Airmen in SRB AFSC(s) may extend for a period between 36 and 48 months even though the retainability requirement is less to qualify for transferability.

**EXAMPLE 2:** TSgt Smith is receiving a SRB in Zone B (6-10 years of service) and requires 4 months additional retainability to transfer the benefit. He elects to extend 36 months to qualify for transferability and will enter the extension while still in Zone B; TSgt Smith would not qualify for Zone B SRB because he can only receive one SRB per Zone. If TSgt Smith is receiving a SRB in Zone B (6-10 years of service) and requires 4 months of additional retainability to transfer the benefit, elects to extend 36 months to qualify and also enters the extension in Zone C (10-14 years of service), he is eligible to receive the Zone C SRB upon entering the extension.

2. **It is your decision:** Consider your eligible family member's age, when family members will use transferred benefit, and if extending or reenlisting early would affect your future SRB entitlement to include future reductions/increases/deletions. Recommend you visit the Education and Training Section, the Military Personnel Section (MPS) Career Development office and the VA website at [www.gibill.va.gov](http://www.gibill.va.gov) to assist with making an informed decision.

## Attachment 2

### Transfer of Education Benefits ADSC Removal Request

#### OFFICIAL LETTERHEAD

\_\_\_\_\_  
Date

MEMORANDUM FOR AFPC/DP3SA

FROM:

SUBJECT: Request Transfer of Education Benefits (TEB) Active Duty Service Commitment (ADSC) removal for Rank, Name

1. I currently have a TEB ADSC of \_\_\_\_\_. To be eligible to retire on my desired retirement date of \_\_\_\_\_, I elect to forfeit my ability to transfer education benefits to my eligible dependents and request removal of the ADSC assessed with TEB approval.
  
2. I have revoked Post-9/11 GI Bill transferred education benefits from all dependents via milConnect. My dependents have NOT used transferred benefits and I understand that if used, the Department of Veterans Affairs will treat all benefits paid as an overpayment subject to recoupment action. I request Air Force Personnel Center (AFPC) personnel change my TEB status from “approved” to “rejected” and remove the TEB ADSC from my personnel record. I understand AFPC personnel changing my TEB status from “approved” to “rejected” will result in ONLY my eligibility to use Post-9/11 GI Bill education benefits.
  
3. If you have any questions, feel free to contact me at \_\_\_\_\_@us.af.mil or DSNXXX-XXXX.

\_\_\_\_\_  
SIGNATURE BLOCK