

ANG POST 9/11 GI BILL & TEB PROCESS STEPS

This document provides simple step by step instructions to help you complete the post 9/11 GI Bill election process, as well as transfer of benefits to your family members. It is broken down in 6 steps:

Step 1: Request letter from ARPC, verifying qualifying periods of service for the Post 9/11 GI Bill (Letter of Certification)

Step 2: Apply for Post 9/11 GI benefits (Service member)

Step 3: Submit documents to Veterans Administration:

Step 4: Request Transfer of Education Benefits (optional for members with dependents)

Step 5: Dependent application for use of Post 9/11 GI Bill benefits (optional)

Step 6: Submit Documents to increase eligibility percentage:

Step 1 – Request a Letter of Certification from ARPC:

Before submitting your post 9/11 GI Bill application, you should request a letter from ARPC certifying all your qualifying periods of service for the Post 9/11 GI Bill. Requesting this letter will minimize delays in processing your Post 9/11 GI Bill.

NOTE: It is strongly advised you review your Point Credit Summary, to ensure all periods of active service are in your records.

1. Log into MyPers through the AF Portal.
2. Click on "Incidents/Messages" tab. Then select the Email Us (located on right-side of screen)
3. For **Component** drop down choose "Air National Guard"
 - select enlisted or officer
4. For **Category** drop down choose "Benefits and Entitlements".
5. In subject line type in "Letter of Certification of Post 9/11 GI Bill qualifying service".
6. In the question box type a statement similar but not limited to:

"I have been a guard member since (YYYYMMDD). I would like a letter of confirmation to attach to my VA application for the Post 9/11 GI Bill. My regional office is P.O Box 32432 St. Louis, MO, 63132-0832. I have attached my DD214's and/or Title 32 and Title 10 orders of which I am still currently serving".

7. Attach supporting documents and click "Continue".

8. The Confirmation screen will appear with your submission reference number. You will also receive a confirmation e-mail from ARPC. Keep both for your records.
9. Once ARPC reviews your records, you will receive an e-mail containing a draft copy of the certification letter.
10. You have 5 days to respond with either:
 - a) Approval of Letter
 - b) Notification of discrepancies or missing periods of service.
11. Once approved or if no response is received, ARPC will e-mail a copy of the official letter to you and the VA.

Step 2 – Apply for Post 9/11 GI Bill benefits (Servicemember):

1. Go to: <https://www.vets.gov/education/apply/>
2. Click "Apply for Benefits" (green box located on right-hand side)
3. Read the information pages and Click "Get Started" located at bottom of page.
4. Complete the form and submit online
5. Fill in required fields and click continue
6. Continue to follow steps and fill in form as required
7. Attach supporting document (if allowed)
8. Print confirmation page and a hard copy of the application for your records
9. Once the VA has made the eligibility determination, they will send a certification of Eligibility (COE) through the mail.
10. You need to read the COE carefully, as it has the following information:
 - a) If you are eligible, if not, the reason why
 - b) Your percentage tier (40% - 100%)
 - c) Number of months you are eligible to receive
 - d) Instructions on where to take the COE at your school

Step 3 – Submit Documents to Veterans Administration:

1. It is your responsibility to ensure the VA receives the letter. You can do this by either:
 - a. Mail a copy to Regional VA Office (put name and SSAN on all pages)
 - b. Submit a copy online to VA by:
2. Logon to the www.gibill.va.gov website.
3. Place your cursor over the "SUPPORT" tab in the middle of the screen, then select "Submit A Question".
4. You will be directed to another website. Select "Continue to the website (not recommended)".
5. If you already have a user name and password, enter and click "Log In".
6. To create an account click: "Sign In".

The "Create and Account" form will appear. Complete, then click "Create Account".

7. In the "Subject" line type the documents you are submitting (i.e. Post 9/11 GI Bill Application supporting documents, Title 32 USC 502 (F) orders or ARPC Letter of Certification). Be sure to include your name and last 4 of your SSAN.
8. In the "Question" box type a statement similar to: "Attached documents are in support of my Post 9/11 GI Bill claim. Please include in my application. The confirmation number is "XXXXXXXX" or "Please add attached LOC from ARPS, verifying my qualifying periods of active duty service, to my Post 9/11 GI Bill...)"
9. Select Browse, and add the required documents. You will see your document information, with a link giving you to option to remove it.
10. In the drop box for "Product" select "GI Bill", and then click "OK".
11. In the drop box for "Category, click on "Post 9/11 GI Bill. This will make the list expand.
12. Select eligibility, then click, "OK"
13. Double check to ensure everything is accurate, if so click "Continue".
14. A screen will appear giving you a chance to preview previous submitted questions. For purposes, select "Finish Submitting Questions".
15. The submission confirmation page will appear. You will also receive an email from "GIBILL Help" with an incident/reference number. Keep these for your records.

NOTE: STOP here if you are **NOT** planning to transfer your benefits.

STEP 4 – Transfer of Education Benefits (TEB) request:

(Application must be submitted before member retires or dependents drop out of DEERS)

1. Go to the TEB website: <https://www.dmdc.osd.mil/milconnect>
2. Click "New: Transfer your Education Benefits in milConnect"
3. Click the "Sign In" link in the left hand column.
4. Read the "Consent Notification" carefully, then select your login method.
5. Select the "Education" link, then click "Transfer Education Benefits (TEB)".
6. Before transferring your benefits read the "Message from your Service Representative" block. There is important information and additional instructions to complete after submitting your TEB request.
7. Click the "Post 9/11 GI Bill, Chapter 33" button directly above the dependent information.
8. Adjust the months next to each dependents date of birth.
9. Select the start and stop dates. (Note: the start date defaults to the current dates, and can only be changed to a future date).
10. Read and check all the boxes under the "Transferability of Education Benefits Acknowledgement" section.
11. Select the "Submit Request button", listed directly below the dependent information.

12. Ensure the "Status" indicates "Submitted" in the upper left hand corner under your information. If not, re-accomplish the request. If it does, print and save this screen for your records.
13. Click "Sign Off", don't "x" out.
14. Report to your Wing Recruiting and Retention Manager (RRM) with a copy of your COE. The RRM will brief you on any additional service commitment you may incur, and you will sign a Statement of Understanding (SOU).
15. If the above website does not work, try: <https://pki.dmdc.osd.mil/TEB>
 - a. Select logon method
 - ➔ The Self-Service Logon can be accessed from a home computer
 - b. Before transferring your benefits read the "Message from your Service Representative" block. There is important information and additional instructions to complete after submitting your TEB request
 - c. Click "yes" at the end of row for the dependent you want to transfer months to.
 - ➔ If "N/A" is listed at the end of row, the dependent has passed the age requirement or is a legal ward.
 - d. On the "Transfer Months" page, select the start and stop dates and amount of months you want to transfer to your dependents.
 - e. Select "OK", (complete for each eligible dependent).
 - f. On the "Submit Transfer Request" page check the "Post 9/11 GI Bill Chapter 33" box above dependents information.
 - g. Under the "Transferability of Education Benefits Acknowledgements" read each sentence carefully and check all boxes.
 - h. Select "Submit Request". Wait for the "Submit Confirmation" screen, then select "Return to Editing"
 - i. Ensure the "Status" in the upper left corner indicates "Submitted" and eligible dependents are designated with months transferred, and then print a copy of the screen. If not, re-accomplish.

STEP 5 - Dependent applying for use of Post 9/11 GI Bill benefits:

1. Go to the VA website at: <http://www.va.gov>.
2. Click "Veterans On-line Application" in the right hand column.
3. Select the appropriate icon.
4. Read the information pages and click "Continue".
5. Create User ID and Password, if you haven't already.
6. Select "Education Benefits"-Application for Family Member to use Transferred Benefits (FM 22-1990E)
7. Complete the form and submit online.

- a. Have copies of DD 214's or orders on hand. Military service information is required.
8. DO NOT mail a copy to the Department of Veterans Affairs (VA). Your electronic application is already being processed.
9. Scan and attach a copy of supporting documentation (DD 214 or Orders) to application.
10. Print confirmation page and a hard copy of the application for your records.
11. Once the VA has made the eligibility determination, they will send a Certification of Eligibility (COE) letter to the dependent through the mail.
12. Read the COE carefully, as it has the following information:
 - a. Eligibility. If no eligibility, the reason why.
 - b. Percentage tier (40%-100%)
 - c. Number of months transferred to dependent
 - d. Instructions on where to take the COE at school.
13. Contact the VA Certifying Official at the school and complete the Enrollment Certification form (VA 22-1999).
 - The Certifying Official will forward the form to the VA. The VA determines payment on the enrollment Certification form.
14. Payments will be deposited directly into the account listed on the VA 22-1990E.

STEP 6 – Submit Documents to Increase Eligibility Percentage

1. You can increase your current Post 9/11 GI Bill eligibility percentage by either:
 - a. Mail a copy to your regional VA Office (put name and SSAN on all pages)
 - b. Submit a copy online to the VA by:
2. Logon to the www.gibill.va.gov website.
3. Place your cursor over the "Support" tab in the middle of the screen, the select "Submit A Question".
4. You will be directed to another website. Select "Continue to the website (not recommended)".
5. If you already have a Username and Password, enter and click "Log In".
6. To create an account, click "Sign In".
7. In the "Subject" line type the documents you are submitting (i.e. Post 9/11 GI Bill Percentage Increase. Be sure to include your name and last 4 of your SSAN.
8. In the "Question" box type a statement similar to: "attached documents are in support of my Post 9/11 GI Bill claim. Please increase eligibility as authorized".
9. Select "Browse", and add the required documents. You will see your document information, with a link giving you the option to remove it.
10. In the drop box for "Product" select "GI Bill", then click "OK".

11. In the drop box for "Category", click on "Post 9/11 GI Bill. This will make the list expand.
12. Select "Eligibility", then click "OK".
13. Double check to ensure everything is accurate, if so click "Continue".
14. A screen will appear giving you a chance to preview previous submitted questions. For purposes, select "Finish Submitting Question".
15. The submission confirmation page will appear. You will also receive an e-mail from "GI Bill Help" with an incident/reference number. Keep these for your records

Links:

GI Bill Education landing page

<https://www.vets.gov/education/>

GI Bill Eligibility:

<https://www.vets.gov/education/eligibility/>

GI Bill Application:

<https://www.vets.gov/education/apply/>

GI Bill Comparison Tool:

This will provide you an idea of how much the Post 9/11, 1606, and GI Bill Kicker will pay to specific schools.

<https://www.vets.gov/gi-bill-comparison-tool/>