

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-2306**

**13 AUGUST 2010**

**Personnel**

**VOLUNTARY EDUCATION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive 36-23, *Military Education*, 27 September 1993, by specifying responsibilities for providing and supporting educational opportunities and programs. It also implements Title 10, United States Code, Sections 708, 2005, 2007, 8013, 12301, 12302, and 12304; Title 37, United States Code, Section 1007; DoDD 1322.8E, *Voluntary Education Programs For Military Personnel*, 3 January 2005; DoDD 1322.16, *Montgomery GI Bill (MGIB) Program*, dated 18 June 2002; DoDI 1322.19, *Voluntary Education Programs In Overseas Areas*, 9 May 1988; DoDI 1322.25, *Voluntary Education Programs*, 5 February 1997; and DTM 09-003, *Post-9/11 GI Bill*, dated June 22, 2009. Portions of this publication apply to Air National Guard and US Air Force Reserve personnel. Field activities publishing implementation guidance must route those to higher headquarters functional OPR for review and coordination before publishing. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. These records may only be accessed by AF members, employees, and contractors for official purposes directly associated with their official duties, and that, as detailed in AFI 33-322, Records Management Program, unauthorized concealment, removal, mutilation, obliteration or destruction of Air Force records is punishable as a violation of federal law (18 U.S.C. 2071, concealment, removal, or mutilation generally). AF/A1 approves supplements to this instruction. This instruction also applies to Services Squadrons and/or Mission Support Squadrons until local mergers into the Force Support Squadron are accomplished. Supplements to this instruction are authorized at any level. Submit suggestions for improving this instruction through channels to AF/A1DL, 1040 Air Force, Pentagon, Washington DC 20330-1040.

**SUMMARY OF CHANGES**

This document is substantially revised and must be completely reviewed and this revision incorporates AFGM 1, dated July 2009.

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## Chapter 1

### OVERVIEW

**1.1. Program Description and Purpose.** The Voluntary Education Program supports Air Force (AF) Force Development by maintaining a highly educated force. The program supports off-duty voluntary education goals for active duty, Air National Guard, and AF Reserve Airmen. Program results are tracked by the collection of participation rates, educational goal completions, and testing participation. The program supports recruiting efforts as an enticing benefit program and supports retention as an in-service benefit. It significantly contributes to occupational competencies, institutional competencies, special interest needs, and readiness by supporting the present and anticipated needs of the Air Force.

**1.2. Air Force Voluntary Education Mission Statement.** The mission of the Air Force Voluntary Education Program is to provide and fund educational opportunities and services that enhance professional and personal development during an Airman's career. The Air Force uses this program for recruitment and retention as well as readiness. At a minimum, Voluntary Education Programs include:

1.2.1. High-quality, academically challenging educational program opportunities, from adult education basic skills through graduate level degrees using the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) with on and off-base schools, Memoranda of Understanding (MOU) with schools offering courses/programs on-base, and contracts (overseas).

1.2.2. Funds available to fulfill the Air Force military tuition assistance (Mil TA) program IAW DODI 1322.25, *Voluntary Education Programs*.

1.2.3. Academic, vocational, technical, and professional military testing programs.

1.2.4. Academic, vocational, technical, and career counseling programs.

1.2.5. Assessment of Voluntary Education Programs administered on and from military installations.

1.2.6. An automated system for Voluntary Education data and connectivity to related automated systems – Air Force Automated Education Management System (AFAEMS).

**1.3. Air Force Goals.** Ensure all Airmen are informed of educational opportunities and related financial assistance available while serving on active duty as well as when they transition to civilian life. This information is intended to help with decisions for their professional and personal development. Specific objectives are:

1.3.1. Outreach to all assigned Airmen within first three months of arrival in order to inform them of educational opportunities at their current location.

1.3.2. Outreach to all separating and retiring Airmen in order to inform them of educational benefit changes due to departure from active duty.

1.3.3. Quarterly outreach to the serviced population in order to keep them notified of the various Voluntary Education Programs and services available.

## Chapter 2

### RESPONSIBILITIES

**2.1. Headquarters Air Force (HAF).** HAF is responsible for policy oversight and advocacy of the Air Force's Voluntary Education Program and for interface with the Office of the Secretary of Defense concerning policy development and implementation of legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs (SAF/MR), discharges this responsibility for the Secretary of the Air Force. AF/A1, the Deputy Chief of Staff, Manpower and Personnel, will implement Post-9/11 GI Bill policy and budget for requirements as necessary.

**2.2. Voluntary Education Branch (AF/A1DLV).**

2.2.1. Implement DoD policies (DoDD 1322.8E, *Voluntary Education Programs For Military Personnel*, 3 January 2005; DoDI 1322.25, *Voluntary Education Programs*, 5 February 1997; DoDI 1322.19, *Voluntary Education Programs In Overseas Areas*, 9 May 1988) as part of this instruction.

2.2.2. Establish Air Force Voluntary Education Program mission to meet the dynamic needs of the Air Force and its Airmen. AF/A1DLV reviews Air Force strategic goals and notifies MAJCOMs and bases when changes impact the Voluntary Education Program mission.

2.2.3. Establish and resolve guidance issues for Voluntary Education Program, the Mil TA program, counseling services, testing programs, and procurement of voluntary education support programs, services, and supplies.

2.2.4. Establish counseling policies regarding programs with an OPR other than Voluntary Education to include, but not limited to, Air Force commissioning programs, Department of Veterans Affairs (DVA), other financial aid programs, Community College of the Air Force (CCAF) programs, Servicemembers Opportunity Colleges (SOC), Defense Activity for Non-Traditional Support (DANTES), Air University Logistics and Communications (AU/A/4/6), Spouse Tuition Assistance Program (STAP), and other AF/DoD sponsored programs.

2.2.5. Serve as Program Element Manager (PEM) for the AF Voluntary Education Program, Program Element 89732F. Ensure adequate support for program implementation, administration, Mil TA, staff, facilities, and technology.

2.2.6. Visit and monitor field activities in coordination with the owning MAJCOM.

2.2.7. Oversee the Air Force Military Installation Voluntary Education Review (MIVER) program for third party review of the quality and effectiveness of educational opportunities, no matter the delivery format, for Air Force installations and Airmen. Serve as an observer on review visits. Collect resolution data from MAJCOMs regarding final reports and include that information in guidance decisions.

2.2.8. Oversee business rules and programming changes for AFAEMS and Air Force Virtual Education Center (AFVEC) as they relate to Voluntary Education.

2.2.9. Establish guidance for implementation of education programs, the Mil TA program, counseling services, testing programs, commissioning program counseling, procurement of degree programs, financial aid programs, and CCAF degree counseling.

- 2.2.10. Serve as approval authority of the DoD funded program of AF individual training and experience evaluation provided by the American Council on Education (ACE). (See Attachment 2 for evaluation request form.)
- 2.2.11. Coordinate with other Voluntary Education Service Chiefs on joint and uniform issues and policies, and serve on Inter-Service Voluntary Education Working Group.
- 2.2.12. Encourage appropriate training opportunities for all levels of staff.
- 2.2.13. Serve on the Servicemembers Opportunity Colleges (SOC) Advisory Committee.
- 2.2.14. Serve as liaison with academic institutions, Advisory Councils on Military Education (ACME), and various professional organizations with affiliation to Air Force Voluntary Education.
- 2.2.15. Provide advisory and technical assistance to MAJCOM Education Operations Branch Chiefs.
- 2.2.16. Serve as functional advisor to Air Force Senior Leadership on Voluntary Education issues and guidance to ensure visibility and viability of the program Air Force-wide. Provide Air Force leadership, to include Air National Guard and AF Reserve leadership, and MAJCOMs with an annual report that assesses the activities of AF-wide Voluntary Education Programs.
- 2.2.17. Convene bi-annual Voluntary Education Steering Committee meetings, consisting of MAJCOM functional leadership (to include ARC representation as appropriate), to review guidance for the Voluntary Education Program and issues pertaining to the Education Services career field. (See Attachment 7)
- 2.2.18. Resolve Congressional inquiries on Voluntary Education subjects.

### **2.3. Air Force Personnel Center.**

- 2.3.1. Provide AFPC and AF/A1DL leadership with operational functional management assistance in support of the Air Force Voluntary Education Program.
- 2.3.2. Oversee Voluntary Education Program-related data maintained in the military personnel data system. Coordinate with AF/A1DLV regarding MILPDS and AFAEMS data requirements, as needed. (Note: AFAEMS is the official database of record for the Voluntary Education Program.)
- 2.3.3. Manage veteran educational benefits and other select programs impacting the Voluntary Education Program.
- 2.3.4. Serve as primary Air Force liaison with Department of Veterans Affairs Central Office and Regional Offices. Coordinate with AF/A1PA regarding guidance.
- 2.3.5. Develop and implement guidance and procedures relative to programs of responsibility. (See Attachment 9)
- 2.3.6. Ensures that all eligible active duty members are advised of eligibility for the Post-9/11 GI Bill Program and maintains records for those who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provides those records to the DMDC and the DVA as required. Procedures are listed in Attachment 9.

**2.4. Major Command (MAJCOM) Education Operations Branches (or equivalent).**

- 2.4.1. Provide strategic functional advisement to MAJCOM leadership regarding the implementation of the Air Force Voluntary Education Program.
- 2.4.2. Manage MAJCOM data in AFAEMS and AFVEC and provide data and analysis to MAJCOM leadership.
- 2.4.3. Conduct Staff Assistance Visits (SAV) every 3 years, or as needed.
- 2.4.4. Provide program oversight at bases, assigned Geographically Separated Units (GSU), and tenant organizations.
- 2.4.5. Ensure training opportunities are provided for base-level staff on Voluntary Education Programs and ensure base-level staff professional development through professional organizations.
- 2.4.6. Develop MAJCOM functional mission statement which supports the Air Force Voluntary Education mission.
- 2.4.7. Participate in the Military Installation Voluntary Education Review (MIVER) program. Coordinate scheduled visits with AF/A1DLV.
- 2.4.8. Develop and manage annual financial execution plans and Program Objective Memorandum (POM) for MAJCOM Program Element Code (PEC) 89732F in coordination with base-level financial planners and AF/A1DLV.
- 2.4.9. Manage MAJCOM specific programs including, but not limited to, centralized tuition assistance management, Air Education and Training Command (AETC) Command Training Requirement, and Spouse Tuition Assistance Program (STAP) overseas. (See Attachment 4 for STAP).
- 2.4.10. Review and coordinate on new and existing base level MOUs, and Air Force-wide MOUs/Contracts, as appropriate.

**2.5. Education and Training Section (ETS) Chief.**

- 2.5.1. Implement Air Force, MAJCOM, and installation policies and goals (see section 1.3.).
- 2.5.2. Provide program oversight and serve as functional advisor to base leadership on Voluntary Education issues.
- 2.5.3. Establish, manage, and revise installation Voluntary Education mission in a Voluntary Education Program Plan (VEPP). (See Attachment 3)
  - 2.5.3.1. The VEPP is a planning document designed to assist the ETS Chief to plan and align the Base Voluntary Education Program to meet the needs of the base community, support the Air Force, MAJCOM, and base missions, and prepare for MIVER and other program assessments.
- 2.5.4. Establish and manage installation education programs, counseling services, testing programs, and MAJCOM specific programs for eligible base population, GSUs and tenant organizations or as stated in an Inter-Service Support Agreement (ISSA). Manage counseling for commissioning programs, DVA educational benefits, other financial aid programs, AU A4/6 programs (formerly AFIADL), and CCAF degree programs.



2.5.5. Conduct continuous assessment of Airmen educational needs. In addition, a formal needs assessment must be conducted at least once every 5 years or earlier if a major population or mission change occurs, to determine the appropriate degree/course offerings to provide on-base. Needs assessments must be accomplished IAW DoDI 1322.25, using the tool best suited for the locale.

2.5.6. Procure education programs based on results of needs assessments and VEPP. Procurement includes, but is not limited to, reviewing proposals, negotiating terms, and preparing the MOU for final coordination and signature.

2.5.7. Establish and maintain a Base Education Planning and Advisory Committee (BEPAC) to ensure continuing communication with the academic institutions on-base, base library, and base leadership in support of the Voluntary Education Program. Membership should be composed of, but not limited to, on-base institutions, Education and Training Section Chief, Base Librarian, and a designated representative of the installation commander. Local requirements should dictate BEPAC meeting frequency; however, at a minimum, meetings should be held bi-annually.

2.5.8. Prepare budget for ETS and manage annual execution plans for the base PEC 89732, as required.

2.5.9. Ensure Airmen are counseled on Air Force guidance prior to a first Mil TA request on a specific education goal. (See Attachment 6)

2.5.10. Verify Airmen have specific educational goals with level, title, and a plan loaded in AFAEMS. A school's published degree plan coinciding with an Airman's educational goal is sufficient until an evaluated degree plan showing transferred credit (if applicable) is received.

2.5.11. Publish information regarding on-base educational opportunities and services on AFVEC website and supplement using other base information/marketing systems.

2.5.12. Ensure ETS staff is trained to administer, counsel, and advise on academic/career assessment tools, counseling services, testing programs, commissioning programs, DVA educational benefits, financial aid programs, and CCAF degree programs. Ensure all advisory sessions are fully documented in AFAEMS. (See Chapter 7 and Attachment 6)

2.5.13. Update enlisted education levels in AFAEMS or other automated personnel data system, as appropriate.

2.5.14. Coordinate requests to ETS for Education Fairs and Information Meetings submitted by non-DoD agencies and recommend approval or disapproval to the Installation Commander.

2.5.15. Maintain liaison with appropriate State agencies and attend available ACME meetings or other State or regional professional education meetings.

## **2.6. Base Financial Management Analysis Office (FMA).**

2.6.1. Prepare and submit budget requirement to MAJCOM in annual execution plan.

2.6.2. Attend, as invited, and provide financial advice to the BEPAC.

2.6.3. Ensure Mil TA program is executed in PE 89732F in an authorized Element of Expense and Investment Code (EEIC) in the Air Force Data Dictionary (AFDD) as prescribed by AF/A1DLV.

**2.7. Airmen (Active Duty and eligible Active Duty Reserve and Guard Airmen).**

2.7.1. Request Mil TA no earlier than 60 days prior to and no later than term start date. Promptly notify the ETS Chief of a change or of non-completion. Assume an obligation to successfully complete courses or exams funded by Mil TA.

2.7.2. Ensure ETS staff or central TA management site receives final grades within 60 days of term end date or prior to separation, retirement, deactivation, or assignment departure (Note: Separating Airmen, to include Reserve/Guard Airmen nearing deactivation, must provide grade or progress report from instructor stating satisfactory progress at least two weeks prior to separation/deactivation date) . This includes Airmen on an Air Force Educational Leave of Absence (AFELA) or on an educational deferment.

2.7.3. Provide ETS staff with educational goal and an education plan prior to requesting Mil TA. Students are required to provide an *evaluated* degree plan showing transferred credit (if applicable) from an accredited degree-granting institution as soon as available.

2.7.4. Resolve financial responsibility with ETS staff within the 30-day “due process” notification of indebtedness resulting from non-completion, withdrawal, or unsatisfactory grades.

2.7.5. Provide educational goal (degree, certificate, etc.) completion information for any program for which Mil TA was paid, in any portion, to appropriate office to update official military records IAW AFI 36-2305, *Educational Classification and Coding Procedures*.

2.7.6. Return any refunds received from the school for all payments made by the Mil TA Program.

**2.8. AF/A1P.** The Director, Force Management Policy, has policy oversight for Post-9/11 GI Bill, and other Department of Veterans Affairs GI Bills, and will make decisions regarding exceptions to policy for military Total Force (Active, Reserve and Guard). (See Attachment 9)

**2.9. Air Force Reserve Command (AFRC).** Ensures that all Air Force Reserve members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program. AFRC will maintain records for Air Force Reserve members who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required. Procedures are listed in Attachment 9.

## Chapter 3

### PROGRAM MANAGEMENT

**3.1. Memorandum of Understanding (MOU).** AF/A1DL authorizes AF-wide MOUs for on-base programs within the continental United States. AF-wide programs are based on the current educational needs determined by AF/A1DL, MAJCOMs, and ETS Chiefs. AF-wide on-base programs operate under MOUs negotiated by a MAJCOM and signed by the chief executive officer of the institution and the MAJCOM Voluntary Education leadership/designee. Base level on-base MOUs are based on current educational needs, are negotiated by the ETS Chief, coordinated with MAJCOM, and signed by the chief executive officer of the institution and the Installation Commander or designee. Approval of all on-base solicitation is the responsibility of the installation commander.

**3.2. CONUS On-Base MOUs and OCONUS Education Contracts.**

3.2.1. MAJCOMs ensure Air Force-wide MOUs (CONUS) and contracts governing OCONUS programs (USAFE/PACAF) are in accordance with DoDD 1322.8E, DoDI 1322.25, and DoDI 1322.19. The ETS Chiefs ensure base-level MOUs (CONUS) are in accordance with DoDD 1322.8E and DoDI 1322.25. Both MOUs and contracts must govern access to on-base programs, outline responsibilities of both parties, and require institutional participation in the AFAEMS Academic Institution Portal (AI Portal) and in the MIVER program. New programs must be coordinated with the Contracting Office (OCONUS only) and Judge Advocate (CONUS and OCONUS) prior to final approval. MOUs and contracts must be coordinated with MAJCOM/FMA and/or base-level Financial Analysis Office as appropriate to ensure review and validation of funding issues. AF/A1DL must be notified of the following regarding Air Force-wide MOUs: acquisition of a new MOU, program changes, or discontinuance of an existing Air Force-wide MOU, and when tuition/fee rates change. AF/A1DL must be notified in writing of the status of OCONUS contracts that impact Airmen as follows: results of needs assessments, acquisition of new programs; discontinuance of OCONUS contracts, tuition/fee rate change. Institutions with on-base programs must be members of SOC. The CONUS MOUs can be negotiated for periods of 3 to 5 years and must be reviewed annually.

3.2.2. Installation education programs are based on the current educational needs as determined by the ETS Chief after completion of the VEPP (Attachment 3), and a needs assessment. VEPPs implement the Air Force, Command, and installation missions. Duplication should be avoided. Different forms of delivery are not considered duplication. The ETS Chief ensures on-base institutions provide courses in support of CCAF and coordinates all on-base educational activities. ETS Chief follows DODI 1322.25, Enclosure 3, when determining to bring on-base any education programs and services.

3.2.3. The on-base MOUs and OCONUS contracts allow students to enroll in on-base programs in the following priority: active-duty military personnel, ANG/AFRES personnel, DoD civilian personnel, adult family members of military personnel, military retirees, and community civilians IAW base policies regarding access.

3.2.4. Colleges and universities may receive building utilities without being required to reimburse the Air Force.

3.2.5. Schools without an on-base MOU are not authorized permanent space on-base and will not be allowed access to facilities beyond the extent and capacity authorized by the Installation Commander and IAW rules regarding commercial solicitation.

**3.3. DOD Voluntary Education Partnership Memorandum of Understanding (MOU).** DODI 1322.25 establishes the requirement for all schools, whether on-base or off-base, accepting federal funds via Service tuition assistance to agree with and sign the DOD MOU. It does not guarantee an on-base presence or base access.

**3.4. Program Assessment Subjects for SAVs and MIVER.**

3.4.1. Each MAJCOM will develop, distribute and maintain checklists for use in conducting SAVs. All MAJCOMs will develop a schedule that will ensure bases are visited every 3 years or as needed.

3.4.2. The MIVER evaluation areas are developed by DoD components in conjunction with MIVER team school representatives. Current evaluation items are documented in the Principles of Good Practice for Institutions and Installations located on the ACE web page.

**3.5. Civilian Tuition Assistance Program.** Where available, is managed in compliance with command-specific guidelines and/or in accordance with AFI 36-401, *Employee Training and Development*.

## Chapter 4

### RESOURCES AND INFRASTRUCTURE MANAGEMENT

**4.1. Funding.** The Voluntary Education Program uses appropriated funds (APF), PEC 89732F, in direct support of its mission in accordance with Title 10, United States Code, Section 2007: Mil TA; office and classroom materials, equipment, technology, and supplies; personnel salaries; contracted educational services support; travel, per diem, and registration costs for training and professional development of staff members. This funding is not part of base operating support (BOS) at joint bases. Fiscal year commitments for Mil TA requests are based on the start date of the term.

**4.2. Non-Personal Services Contracts (NPSC).** The Voluntary Education Program may contract for specific and limited functional services as needed by a specific location to include test administrators, night/security monitors, education advisors, distance learning technicians, instructors, customer support, and computer support personnel. Contracts must be for non-personal services in which the personnel rendering services are not subject, either by the contract's terms or by the manner of administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

4.2.1. The MAJCOMs must review and approve, prior to submission to a Contracting Office, any new NPSCs that require funding above 30,000 dollars for part-time work and 60,000 dollars for full-time work. NPSCs must be justified stating that federal positions are not available to perform these services.

4.2.2. ETS Chief or designated official should contact the servicing Contracting and Finance Offices for assistance with developing acquisition strategies to fulfill service contract requirements.

4.2.3. The NPSCs for academic skills development courses (math, English, reading) may include instructional costs and course material for on-duty classes, but will not include purchases of hardware or technology equipment. The NPSCs for academic skills development courses are authorized use of appropriated funds, PEC 89732F.

**4.3. Records.** The AFAEMS is the official automated records system for the Voluntary Education Program.

**4.4. Technology.** Usage plans and expenditure needs for technology will be included in annual execution plans and the VEPP.

**4.5. Facilities.** An evaluation of classroom facilities and administrative offices will be included in the VEPP.

**4.6. Reports.**

4.6.1. AF/A1DL prepares and sends an Annual Voluntary Education Program Report to the Office of Undersecretary of Defense, Personnel and Readiness, Military Community and Family Policy. AF/A1DL prepares and sends an Annual Accomplishment Report/Plan on Historically Black Colleges and Universities (HBCU) to the Air Force Small Business Programs (SAF/SB). Reports will be made available to ANG, AFRES, and MAJCOMs to assist in program development and administration.

4.6.2. The ETS Chief ensures AFAEMS data is accurate as of 30 September in preparation for the Annual Education Services Program Report.

4.6.3. Test Control Officer (TCO) ensures Defense Activity for Non-Traditional Education Support (DANTES) Test Center is inspected once each calendar year. The TCO maintains test inventory information using AFAEMS, and provides quarterly inventory reports to DANTES.

4.6.4. The TCO prepares and submits the annual revalidation of the AU/A4/6 test control facilities.

**4.7. Aerospace Expeditionary Force (AEF) Support.** AF/A1DL is the Readiness Functional Area Manager (FAM) for 3S2XX personnel. Those personnel requiring TCO training in support of Learning Resource Centers (LRCs) are scheduled by DANTES through the FAM. These deploying members will also receive information training at their home station base ETS on Voluntary Education programs to include, but not limited to, CCAF, DVA education benefits, Mil TA, and commissioning opportunities.

## Chapter 5

### MILITARY TUITION ASSISTANCE (MIL TA) PROGRAM MANAGEMENT

**5.1. authority.** Title 10, Sections 2005 and 2007, the Annual Appropriation Act, DoDD 1322.8E, DoDI 1322.25, and Air Force memoranda authorize Mil TA, reimbursements, and outline policy. Requests for changes, waivers, or decisions regarding Mil TA policy outside this AFI, and above mentioned citations, must be submitted to AF/A1DL.

5.1.1. Within each MAJCOM, Mil TA processes including, but not limited to, budget, payment of school invoices, and collection of school grades are authorized to be centralized by decision of each MAJCOM leadership.

5.1.2. The Air Force provides Mil TA for the combined cost of tuition and authorized fees (see paragraph 5.4), not to exceed 250 dollars per semester hour (SH) credit and 166.67 dollars per quarter hour (QH) credit and an annual Mil TA cap of 4,500 dollars, which applies to all eligible Mil TA recipients. Any combined use for Reservists of active duty Mil TA and Reserve Mil TA has an annual cap of 4,500 dollars and the two funds cannot be used to pay for the same course. Use of the active duty Mil TA for activated Guard and the TA benefit offered by the State Air National Guard cannot be used to pay for the same course.

5.1.3. Airmen must have a specific education goal identified by level and title and a plan listing all courses required for program completion. Airmen must provide an evaluated degree plan as soon as the school makes the plan available. The plan must be filed into AFAEMS.

5.1.4. Courses are funded using 1-year funds in PEC 89732F based on term start date. Mil TA requests for term start dates in the next fiscal year can be conditionally approved when ETS notifies Airmen that approval is conditional dependent on funds availability.

5.1.5. Mil TA may be issued not earlier than 60 days prior to term start date. The ETS Chief or designee may override the 60-day restriction as warranted by extenuating circumstances.

5.1.6. The ETS Chief or designee must use good judgment when allocating government funds and has the authority to limit or deny Mil TA when the Airman is not maintaining acceptable academic progress (usually a 2.0 grade point average on a 4.0 grading scale) or is requesting a course load unrealistic as evidenced by past performance. All grades may be considered in this judgment.

5.1.7. The following will be used to determine the authorizing location for Mil TA when Airmen are away from their base of record:

5.1.7.1. All TDY Airmen are referred to their base of record.

5.1.7.2. Airmen PCSing are referred to their next base of assignment.

5.1.7.3. Deployed OSI Airmen with masked base of record information and unidentified follow-on assignment are referred to Andrews AFB.

5.1.7.4. Other Airmen with base of record information masked are referred to Bolling AFB.

5.1.8. Airmen's current base of record will be the OPR for resolving Mil TA conflicts.

**5.2. Airmen Eligibility.** The Air Force provides Mil TA, when term dates fall within an Airman's dates of activation, for the following active duty and activated/mobilized Air Reserve Component (ARC) personnel with an education plan filed in AFAEMS:

5.2.1. Enlisted Airmen on active duty with retainability extending beyond term end date, or eligible to reenlist and show written intent to reenlist from the Military Personnel Section (MPS).

5.2.2. Officers on active duty with a date of separation (DOS) or deactivation date that is 2 years or more after the end date of the term.

5.2.2.1. Electronically signing the AF Form 1227, *Authority for Tuition Assistance – Education Services Program*, indicates the officer's eligibility, complete understanding, and acceptance of the 2-year Active Duty Service Commitment (ADSC).

5.2.2.2. Officers on active duty unable to incur a two-year ADSC are not authorized Mil TA.

5.2.2.3. ADSC waiver requests, which are completed by the MPS, will be considered by the AF Personnel Council when an officer applies for early separation. The officer will be informed of any Mil TA debt prior to an approved separation.

5.2.3. Activated/mobilized Air Reserve and Air National Guard military personnel:

5.2.3.1. Activated/mobilized in an Active Duty Other than Training (ADOT) status (i.e., Title 10 U.S.C. 12301/12302 or Title 32 U.S.C. 502(f)(1)(A or B)). This includes Airmen activated on Military Personnel Appropriated (MPA) days.

5.2.3.2. Active Guard and Reserve (AGR) status, either Title 10 or Title 32.

5.2.3.3. Activated/mobilized Air Force Reserve Officers must agree to remain a member of the Selected Reserve (SELRES) or Individual Ready Reserve (IRR) for at least 4-years after completion of education for which Mil TA was paid.

5.2.3.3.1. Activated/mobilized Air Force Reserve Officers will sign a Reserve Service Commitment (RSC) Contract which indicates the officer's eligibility, complete understanding, and acceptance of the 4-year RSC.

5.2.3.3.2. Reserve Officers unable to incur a four-year RSC are not authorized Mil TA.

5.2.3.4. An official copy of Reserve/Guard activation/mobilization orders (to include, if applicable, signed Reserve Officer Service Commitment Contract) will be uploaded to AFAEMS.

5.2.3.5. Activated/mobilized Reserve/Guard Airmen must provide home unit address at time of application for Mil TA.

**5.3. Institution Eligibility.** The Air Force provides Mil TA for courses in an education plan of study at the following institutions:

5.3.1. Postsecondary institutions accredited by a national, regional, or specialized accrediting body recognized by the U.S. Department of Education (DoE).

5.3.2. Base Aero Clubs.



5.3.3. A fully accredited institution that has established a partnership or contractual arrangement with a non-accredited training organization to provide instruction in support of the institution's accredited programs. Tuition assistance is authorized if the accredited institution documents the credit as its own and as part of an educational goal. There can be no notation or indication on the transcript that the credit was earned or transferred from the non-accredited training organization. Mil TA invoicing, resolution of problems, accreditation issues, and all official interaction, to include the enactment of an official partnership or contractual agreement between the accredited institution and the non-accredited training organization, is the sole responsibility of the accredited institution. Invoices from non-accredited organizations will not be accepted and processed.

5.3.4. Institution that has signed a DOD Voluntary Education Partnership Memorandum of Understanding (MOU). DOD establishes the mandatory start and end date for these MOUs.

**5.4. Military Tuition Assistance (Mil TA) Use.** Mil TA may be authorized, subject to the conditions in paragraphs 5.1., 5.2., and 5.3., for:

5.4.1. Off-duty courses leading to completion of a high school diploma, associate, bachelor's, or master's degree with specific term start and end dates.

5.4.2. Off-duty courses with specific term start and end dates leading to completion of one voluntary technical/vocational/professional certificate or license in an Air Force career.

5.4.2.1. Guidance regarding lower and equal level of education to one already attained (paragraph 5.5.6.) is waived for certificates/licenses, not to exceed the master's level.

5.4.2.2. No more than a maximum of the annual 1-year cap shall be used toward completion of a single certificate/license over an Air Force career.

5.4.2.3. In those instances where both a certificate and a degree are the end result from the same course of study, the Airman will choose only the "certificate" under this paragraph. If an Airman desires the degree instead, the paragraphs regarding degree completion will apply.

5.4.2.4. For a state teaching certificate/license, Airmen must provide a state-approved plan of college courses that prepares a person for credentialing. The plan will be filed in AFAEMS.

5.4.2.5. Flight courses are eligible for Mil TA when documented as part of an educational plan, such as a certificate/license.

5.4.3. Off-duty courses to build academic foreign language skills when not part of a degree program.

5.4.4. Fees for institution-owned examinations resulting in the award and application of credit to the Airman's degree plan.

5.4.5. Registration fees for College Level Examination Program (CLEP) electronic computer-based test (eCBT) at off-base National Test Centers that are not part of a DANTES MOU when no equivalent test is available on-base and when the Airman shows proof of administration of test. Request for reimbursement must be submitted to the ETS NLT 90 days following test administration.

5.4.6. Direct (course-related), mandatory, reimbursable/refundable (after term start date) fees for instruction such as laboratory, technology, and shop fees, up to semester or quarter hour limits for the combination of tuition and fees. Fees not covered include, but are not limited to, matriculation fees, graduation fees, parking fees, credit evaluations, medical/health fees, application fees, registration fees, and student activity fees. Fees must be listed separately from tuition rates at the time of the original Mil TA request.

5.4.7. Late Mil TA requests are those received after a term begins, but has not concluded, and is within the current fiscal year. The ETS Chief or designee may authorize such requests when it is determined that conditions outside the control of the Airman, supported by documentation, precluded the Airman from applying prior to term start date.

5.4.8. After-the-Fact Mil TA requests are those received after the term end date. Waiver requests will be reviewed by MAJCOM when circumstances prohibited enlisted Airmen from applying for Mil TA before or during term. Due to the ADSC requirements, waiver requests may not be accepted from officers after a term has ended.

5.4.9. Courses in terms longer than 18 weeks after the ETS enters a counseling explanation of the length of the term.

**5.5. Prohibitions.** Mil TA shall not be issued in the following situations:

5.5.1. Fees that are not direct (other than course-related), mandatory, and reimbursable/refundable (after term start date) for instruction. (See paragraph 5.4.6.)

5.5.2. Tuition paid in part or in whole by other federal benefits or other appropriated funds, including MGIB-Reserve Chapter 1606 and 1607. (Pell Grants and GI Bill "Top Up" may be used to cover the portion not paid by Mil TA.)

5.5.3. Failed courses at the undergraduate level; "D" or below at the graduate level. (See paragraph 5.8. for refund to government/waiver of debt process.)

5.5.4. Officers attending educational institutions under the Excess Leave Program.

5.5.5. Airmen on Air Force Educational Leave of Absence (AFELA) or on permissive TDY.

5.5.6. Courses that apply toward an educational goal at a lower or equal level of education to one already attained either before or after entering Service (exceptions are listed in paragraphs 5.4.2., 5.4.3., and 5.6.).

5.5.7. Additional courses/credits when an Airmen changes programs at the same goal level. For Airmen who have completed more than 50 percent of core (major) courses, the new program must be compared to the existing program. In these instances, Mil TA will be authorized up to the amount of courses/credits needed to complete the original program.

5.5.8. Tuition and fees in excess of 250 dollars per semester hour or 166.67 dollars per quarter hour of credit, and no more than a maximum of the annual 1-year cap. (See paragraph 5.6.8.)

5.5.9. Tuition for repeated courses or courses equivalent in content to a course already completed using Mil TA. (Exception: If the Airman has already refunded Mil TA for the course in question, or received a waiver of refund, Mil TA may be authorized.)

5.5.10. Tuition for audited courses.

- 5.5.11. Tuition for evaluated experiential learning, evaluated transfer credit, evaluation of portfolio, transcription for credit.
- 5.5.12. Tuition for continuing education units (CEU) and professional education units (PEU) that are not part of an approved vocational certificate/license program or degree plan.
- 5.5.13. Tuition for dissertations and/or thesis work at any degree level.
- 5.5.14. Tuition for post-master's courses/degrees/certificates/licenses and doctorate degrees (PhD, AuD, DDS, MD, OD, DO, PharmD, DPM, PsyD, EdD, DVM, JD, DB, etc.).
- 5.5.15. Tuition or fees for non-credit awarding tests, or any test or course designated as test preparation or review prior to testing.
- 5.5.16. Course work or fees used solely to qualify an Airman to perform a specific military function or course work taken as a substitute for required Air Force training and not part of an Airman's degree/certificate/license program. CCAF instructors who require associate degree completion will have books, transcripts, and incidentals paid using PEC 84731 through AETC. (See Attachment 5)
- 5.5.17. The purchase of textbooks, electronic equipment/supplies, and certificate/license exams.
- 5.5.18. Members of other Services. Non-AF members will be referred to their appropriate Service. Active duty members of other Services who are instructors for CCAF-affiliated schools and require associate degree completion will have all tuition, fees, books, transcripts, and incidentals paid using PEC 84731 through AETC. (See Attachment 5)
- 5.5.19. Incarcerated AF members or those awaiting appellate review.
- 5.5.20. Any course already paid for by a Reserve/Guard unit and any course paid for under Title 10, Chapter 1606.
- 5.5.21. When grades of "I" have not been reimbursed or converted to a satisfactory letter grade within 120 days of term end date. Failure to reimburse or convert "I" grades can be a reason to deny further Mil TA.
- 5.5.22. Tuition for clinical internships that were a condition of contract for entry into active duty.

**5.6. Exceptions.** Mil TA may be authorized under the following specific conditions:

- 5.6.1. An enlisted Airman with an associate or higher degree wishes to pursue a CCAF degree.
- 5.6.2. An enlisted Airman with a CCAF degree, and no higher educational attainment, wishes to pursue one civilian institution associate degree.
- 5.6.3. An officer wishes to pursue a civilian institution master's degree, and has previously completed an AF-sponsored master's degree program for the purpose of force development, such as through AFIT, Air War College, and/or Air Command and Staff College, is eligible for Mil TA for a civilian institution master's degree. AF-sponsored master's degrees, not using Mil TA, are not considered a first master's degree when determining Mil TA eligibility.

5.6.4. An officer wishes to pursue an additional master's degree from a civilian institution and has received approval from SAF/IAPA to pursue a master's degree in a designated program of a foreign language or international political-military studies with a foreign area concentration (applies only to officers with 15 years or less TAFCSO).

5.6.5. An Airman needs to pursue prerequisite courses or academic skills development as preparation for a degree program eligible for Mil TA. Mil TA is authorized for credit courses up to a maximum of 12 SH or 16 QH per program. Prerequisite or skills courses must be included in an Airman's education plan filed in AFAEMS and these specific requirements must be published in the school's catalog/on-line public web site as requirements for all students. As much as possible, use CLEP/DSST and other by-pass tests for prerequisite completion. (This is essentially a waiver to paragraph 5.5.6., the "lower or equal level" rule.)

5.6.6. An Airman needs prerequisite courses for a specific AF commissioning program. This must be documented and filed into AFAEMS as an education plan. As much as possible, use CLEP/DSST and other by-pass tests for prerequisite completion.

5.6.7. An Airman wishes to enroll in a course that he/she previously refunded or refund was waived. Course must be part of a current education plan in AFAEMS.

5.6.8. Waiver of Annual Cap. An Airman submits a request for waiver of the annual cap through the ETS Chief to the MAJCOM. Request must be fully justified, documented as necessary, and noted in the cap over-ride form in AFAEMS with name of approving official and specific reasons. Approval/disapproval authority is at the MAJCOM level and cannot be delegated to base level. Acceptable reasons for waiver approval are:

5.6.8.1. Airman pursuing a commissioning program who needs to accelerate degree completion due to nearing an age limitation for application. This must be filed in AFAEMS as a program plan.

5.6.8.2. Airman needs to complete CCAF degree requirements prior to separation or retirement.

5.6.8.3. Member has a PCS assignment pending and must complete last classes because academic institution does not provide distance learning opportunities or accept course transfer from another academic institution.

## **5.7. Mil TA Process.**

5.7.1. Complete AF Form 616, *Fund Cite Authorization*, or an AF Form 4009, *Government Purchase Card Fund Cite Authorization*, to establish a funds account during the fiscal year.

5.7.2. Prepare a report in September of each year to ascertain the unpaid Mil TA requests and ensure that sufficient funds are reserved to pay invoices that arrive after the end of a fiscal year.

5.7.3. Complete AF Form 1227, *Authority for Tuition Assistance - Education Services Program*, to authorize future payment of Mil TA for approved college courses.

5.7.4. Ensure Airmen meet eligibility IAW paragraph 5.2 before Mil TA is authorized and are counseled using Attachment 6 prior to first Mil TA use.

5.7.5. Calculate Mil TA for courses based on clock/contact hours - one semester credit hour is equal to 15 contact hours. (For example, a 40 contact hour course equals 2.67 semester hour credits for Mil TA purposes.)

5.7.6. Ensure the institution meets eligibility IAW paragraph 5.3.

5.7.7. Ensure the course and degree meet criteria in paragraphs 5.4., 5.5., and 5.6.

5.7.8. Ensure the total amount of Mil TA payable on behalf of an Airman does not exceed the prescribed caps. (See paragraph 5.6.8. for waiver option of annual cap.)

5.7.9. Confirm Mil TA is used by Airmen in accordance with a documented educational goal (degree level and degree title) and in a logical, progressive manner.

5.7.10. Adhere to Government Purchase Card (GPC) or Wide Area Work Flow (WAWF) procedures, guidelines, and regulations.

5.7.11. Certify Mil TA payment, as invoiced by the academic institution, and reconciling payment transactions within 30 days of receipt. ETS or centralized Mil TA MAJCOM office must contact academic institution if invoice is not received within 60 days of term end date. Invoices from non-accredited institutions or management organizations will not be accepted and processed.

5.7.12. Ensure course grades are collected and input to AFAEMS within 60 days of term end date or two weeks prior to retirement/separation of active duty personnel and two weeks prior to deactivation of Reserve/Guard personnel (See paragraph 5.8.1.1. and 5.8.1.2.). Mil TA requests may be delayed or denied due to missing grades.

5.7.13. Ensure debt notifications are sent to applicable students within 90 days of term end date.

5.7.14. Ensure debt notification allows a 30-day notice to satisfy “due process” requirement.

5.7.15. Ensure debt recoupment is initiated with local finance office within 120 days of term end date. Non-completion of courses for which GI Bill Top Up is used may also create a debt to the DVA.

## **5.8. Refund to Government/Waiver of Debt Process.**

5.8.1. The ETS Chief ensures Airmen are counseled on requirements for refunds due to the government because of non-completions, withdrawals, or unsatisfactory grades and of possible action for deductions from pay. A refund is required if an Airman receives a “W” grade for withdrawal, an unsatisfactory grade at the undergraduate level of an “F”, and an unsatisfactory grade at the graduate level of a “D” or below. Refunds may be required for an “I” grade (see paragraph 5.8.2.3.).

5.8.1.1. The ETS Chief will flag and retain education records of Airmen using Mil TA while on terminal leave or out-processing for retirement/separation.

5.8.1.2. Retiring/separating Airmen, to include Reserve/Guard Airmen nearing deactivation, must provide grade or progress report from instructor stating satisfactory progress at least two weeks prior to retirement/separation/deactivation. If not provided by that date, the ETS Chief or designee has the authority to initiate involuntary payroll deduction from pay.

### 5.8.2. Mil TA debt:

5.8.2.1. Airmen must be notified of indebtedness using AF Form 118, *Refund of Tuition Assistance - Education Services Program*, and given 30-day “due process.” For Reserve and Guard this may also be sent to their home unit when no response to direct notification.

5.8.2.2. Use DD Form 139, *Pay Adjustment Authorization*, or an electronic collection-from-pay process. The deadline to start debt payment may be extended on a case-by-case basis for health, TDY, emergency leave, or hospitalization on a day-for-day basis. When Reserve and Guard are no longer on active duty, collection is via the appropriate DFAS office or IRS.

5.8.2.3. The debt due date may be extended under documented extenuating circumstances. Airmen receiving incomplete “I” grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 calendar days after the end of the term, whichever comes first. The ETS Chief or designee is authorized to extend the time limit on a case-by-case basis depending on extenuating circumstances, not to exceed the amount of time authorized by the school. At the end of this period, refund action will be initiated if a satisfactory grade has not been received. Should an Airman present a grade after the deadline, TA money will not be returned to the Airman since he/she failed to meet the completion requirements and recoupment action will not be stopped or suspended.

### 5.8.3. For waiver of Mil TA refund when situations are outside the control of the Airman:

5.8.3.1. Acceptable reasons for waiver approval of non-completions, withdrawals, and unsatisfactory grades (“F” at the undergraduate level, “D” or below at the graduate level) are short-notice PCS/TDY after term start date, unavoidable change in work schedule that interfered with school activity, emergency leave, unanticipated health situation, hospitalization of a length that precluded successful course completion, or a situation outside control of the Airman after term-start that contributed to an unsatisfactory grade.

5.8.3.2. Waiver must be initiated by Airman, substantiated with documentation, and justified by supervisor. The ETS Chief is the base-level approval authority. The ETS Chief may require clarification from first sergeant/flight chief/commander.

### 5.8.4. Stop Loss or Force Shaping measures may adjust refund requirements.

**5.9. Payment to Students.** Payments will be accomplished using the SF Form 1164, *Claim for Reimbursement for Expenditures on Official Business* or appropriate form.

## Chapter 6

### TESTING PROGRAMS

**6.1. Testing Programs.** The ETS Chief or designee manages the testing programs to ensure force development opportunities as well as Voluntary Education opportunities are available through the following testing programs:

**6.2. DANTES.** Provide DANTES testing services to support students in completing their education programs.

6.2.1. All DANTES TCOs, Alternate Test Control Officers (ATCO), and Test Examiners (TE) must have at least a bachelor's degree as evidenced by a transcript from an accredited institution.

6.2.2. The DANTES TCOs shall ensure compliance with policies and procedures published in the DANTES Examination Program Handbook (DEPH).

6.2.3. Test materials are controlled items and must be accounted for at all times. The TCO or ATCO will conduct an inventory of all DANTES test materials at least monthly or on a more frequent basis as prescribed by Air Force directives. An inventory is mandatory when there is a change of TCO, ATCO, or TE.

6.2.4. Each DANTES test site must maintain a local test site Standard Operating Procedure (SOP). At a minimum, SOP must be updated annually.

**6.3. AU/A4/6.**

6.3.1. TCOs shall ensure compliance with policies and procedures published in the AU/A4/6 catalog and AFI 36-2201, *Air Force Training Programs Managing Advanced Distributed Learning*. Air Force Military Personnel Testing System is covered in AFI 36-2605, *Air Force Military Personnel Testing System*.

6.3.2. Test materials are controlled items and must be accounted for at all times. The TCOs or ATCOs will conduct an inventory of all AU/A4/6 test materials at least quarterly. An inventory is mandatory when there is a TCO or ATCO change.

**6.4. Defense Language.** Provide testing IAW Defense Language Institute policies for Defense Language Proficiency Testing and Defense Language Aptitude Battery.

**6.5. Civilian College Distance Learning.** May provide college testing in support of distance learning programs on a space available basis IAW school proctoring guidelines.

**6.6. Investigative Procedures.** Ensure that investigative procedures are followed as prescribed by Air Force, DANTES or appropriate test control agency when a potential test compromise exists. A TCO, ATCO, or TE must be present during the entire testing session and examinees must be under constant observation and supervision. Additionally, the TCO, or ATCO must be on duty while tests are being administered.

**6.7. National Test Centers (NTC).** Coordinate with DANTES and interested schools to establish National Test Centers (NTC) on-base or in a base-sponsored status where practical.

**6.8. Community College of the Air Force (CCAF) Graduate Assessment.** As appropriate, ETS will administer general education assessment exams to select graduates in support of CCAF's regional accreditation efforts.



## Chapter 7

### COUNSELING PROGRAMS

**7.1. Counseling.** The ETS Chief ensures counseling is provided on the following programs and that counseling entries are annotated in AFAEMS for each counseling session, whether conducted in-person or via telephone or via e-mail. Enlisted and officer Airmen will be advised on academic and career development from the time they enter active duty until the time they retire or separate.

**7.2. Academic Programs.** Academic counseling includes, but is not be limited to: high school completion; adult education for college preparation; technical, vocational, and professional certificates/licenses; associate degrees; bachelor's degrees; and master's degrees.

7.2.1. Students are encouraged to progress academically when they need to improve academic skills, lack a high school diploma, are within 15 semester hours of an associate degree, are within 30 semester hours of a bachelor's degree, and have a desire for a master's degree.

7.2.2. Counseling/Advisement is provided by qualified and trained staff.

**7.3. Community College of the Air Force (CCAF) Program.**

7.3.1. The ETS Chief ensures enlisted Airmen are provided CCAF degree status at initial orientation/in-processing briefings.

7.3.2. The ETS Chief ensures enlisted Airmen are provided counseling on CCAF degree completion upon request.

7.3.3. The ETS will conduct at least one graduation ceremony per year. This may, but does not have to, be conducted as a consolidated ceremony with on-base institutions.

7.3.4. The ETS acts as liaison with CCAF and other institutions to resolve Airmen issues and concerns.

7.3.5. The ETS will follow procedures for authorizing instructor funds in support of CCAF Instructor Qualification Program. (See Attachment 5)

**7.4. Air University Associate-to-Baccalaureate Cooperative (AU-ABC).**

7.4.1. The AU-ABC program links CCAF graduates to accredited, partner civilian colleges and universities offering on-line bachelor's degree completion opportunities.

7.4.2. Academic Institution Portal (AI Portal). In order to participate in the AU-ABC program, interested civilian institutions must register on the AI Portal. Civilian institutions must submit individual degree programs for review, approval, and inclusion in AU-ABC.

7.4.3. Bachelor's degree completion categories:

7.4.3.1. Category I requires the CCAF graduate to earn not more than an additional 60 semester hours of credit for degree completion.

7.4.3.2. Category II programs are open to enlisted Airmen currently pursuing a CCAF degree. An Airman must complete specifically identified prerequisite general education/program elective coursework for the AU-ABC partner school. Upon completion of CCAF degree requirements to include AU-ABC prerequisite coursework, the Airman will need not more than 60 semester hours to complete bachelor's degree requirements.

7.4.3.3. Category III degree programs offer value to students and the Air Force, and require more than 60 semester hours for degree completion beyond a CCAF degree.

7.4.4. Students can access AU-ABC program information through AFVEC.

7.4.5. AF/A1DL approves new AU-ABC schools and degree programs for inclusion in AU-ABC search tool.

## **7.5. General Education – Mobile (GEM).**

7.5.1. The GEM program links CCAF students to accredited, partner civilian academic institutions offering a cluster of on-line freshman/sophomore level courses. Participating schools will offer at least one course in each of the five general education areas: mathematics, written communication, oral communication, social science, and humanities. Courses will be in a distance (mobile) learning format and meet CCAF associate in applied science (AAS) degree requirements.

7.5.2. In order to participate in the GEM program, interested civilian institutions must register as a GEM school on the AI Portal. After review and approval by CCAF, GEM schools can load courses applicable to CCAF's five general education areas.

7.5.3. CCAF/CC has overall administrative responsibility and approval authority for the GEM program.

**7.6. Commissioning Programs.** The ETS Chief ensures counseling is available for a variety of commissioning programs, to include, but not limited to, advisory and administrative assistance with the processes established by the OPRs. See individual program web site for current information.

7.6.1. Air Force Reserve Officer Training Corps (AFROTC). Eligibility criteria can be found in AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*.

7.6.2. Basic Officer Training (BOT), Leaders Encouraging Airmen Development (LEAD), Scholarships for Outstanding Airmen to ROTC (SOAR), Airmen Education and Commissioning Program (AECP), and Nurse Enlisted Commissioning Program (NECP) application information and eligibility criteria can be found in AFI 36-2013, *Officer Training School and Enlisted Commissioning Programs (ECP)*.

7.6.3. Air Force Academy. Application information and eligibility criteria can be found in AFI 36-2019, *Appointment to the United States Air Force Academy*.

7.6.4. Air Force Academy Prep School. Application information and eligibility criteria can be found in AFI 36-2021, *Air Force Academy Preparatory School*.

7.6.5. Physician Assistant program. Application information and eligibility criteria are provided by AFPC/DPAMW.

7.6.6. Medical Service Corps. Application and eligibility criteria are provided by AFPC.

**7.7. Military Tuition Assistance (Mil TA) Program.** Counseling must be conducted prior to authorization of Mil TA for first time use on a specific education goal. Additional counseling will be provided to meet specific needs as they arise during an Airman's progress toward an education goal. (See Attachment 6)

**7.8. Air Force Educational Leave of Absence (AFELA) Program.** The AFELA program is authorized in Title 10, Section 708, for the purpose of permitting an Airman to pursue any program of education of the Airman's choosing at any education level. Enlisted Airmen must be in their second term of enlistment. Officer Airmen must have completed an initial period of obligated service on active duty. Airmen stationed OCONUS must be within 12 months of completing their full overseas tour of duty. If authorized an ELA while OCONUS, Airmen must complete the full overseas duty and a PCS back to a stateside unit prior to beginning the ELA. The length of the AFELA program may not exceed two calendar years (three years for a program of education in a health care profession), including term breaks. The Airman must agree to serve two additional months of obligated active duty service for each month of educational leave of absence after completion (or termination) of the AFELA, in addition to any other current period of obligated service. Airmen on AFELA accrue leave and receive basic pay. They are not eligible to receive BAH and BAS allowance during the period. The AFELA participants may not use Mil TA. Airmen may either return to duty or take chargeable leave during term breaks in order to receive BAH/BAS during those times. (See Attachment 8 for further information and application process.)

7.8.1. AF/A1PA (via AFPC/DPSIM) has final approval authority.

7.8.2. AF/A1DL has overall administration responsibility for the Office of the Secretary of the Air Force.

7.8.3. The ETS Chief has administration responsibility at the base level and makes an academic evaluation of each AFELA application.

7.8.4. The appropriate command authority (squadron commander, etc.) must consider if the applicant's duty requirements during the AFELA can be assumed within the organization without endangering mission performance, before recommending approval.

7.8.5. Airmen must ensure they maintain contact with their unit of assignment as well as military standards. They must provide end of term grades to the ETS Chief.

7.8.6. Answers to guidance and procedure questions beyond the information in this AFI must be obtained in AFI 36-3003, *Military Leave Program* and from the OPR at AFPC.

**7.9. Educational Deferment Program.** It is the intent of the AF to support members in achievement of their personal education goals provided they satisfy their primary duties without significant impact on "in-turn" assignments. Therefore, at key times in certain educational programs, members may be authorized deferments for educational reasons, such as whenever the education program will be completed during the deferment period. Like other deferments, education deferments may be waived when they do not serve the overall best interest of the AF. The ETS Chief has the responsibility to review college degree documentation to ensure all degree requirements are clearly listed, to request deferment through MPS, and to monitor the progress of members on educational deferments. The Airman has the responsibility to provide end of term grades to the ETS. An educational deferment may be cancelled when the Airman's leadership determines cancellation is necessary in order to meet mission needs. When the

Airman is not making satisfactory progress, as determined by review of grade reports, the ETS Chief may cancel an educational deferment after coordination with the member's commander and the MPS/AFPC. Airmen assigned to OCONUS locations are ineligible for the Educational Deferment Program. Additional program details can be found in AFI 36-2110, *Assignments*.

**7.10. AU/A4/6 Non-Resident Programs.**

- 7.10.1. Advise and enroll enlisted, officer, and civilians in appropriate courses.
- 7.10.2. Provide testing services IAW with published guidance for each program.
- 7.10.3. Program guidance is available on the AU A4/6 web site.

**7.11. Enlisted College Loan Repayment Program (ECLRP).** ECLRP is a recruitment incentive open to eligible first-time enlistees having federally-insured student loans. Participation is restricted to enlisted Airmen who, upon enlistment, have the incentive documented on AF Form 3008, *Supplement to Enlistment Agreement—United States Air Force*. ETS staff document program assistance in AFAEMS. AFPC/DPSIT administers the program and provides guidance to ETSs.

**7.12. National Call to Service (NCS) Program.** A recruiting incentive, the NCS promotes both military service and participation in "national service" programs. NCS enlistees choose one of four benefits (bonus, student loan repayment, or one of two education assistance programs) at enlistment. The choice is documented on a DD Form 2863, *National Call to Service (NCS) Election of Options*. NCS participants who reenlist or extend the active duty commitment may become eligible to enroll in a GI Bill. ETS staff provide counseling and document NCS actions in AFAEMS. Program guidance is contained in MPFM 05-42, 19 Oct 05, (on line at APFC) and supplemented by AFPC/DPSIT.

**7.13. Troops to Teachers Program.** The primary function of the program is referral and placement assistance. DANTEs provides assistance to help participants identify employment opportunities and teacher certification programs. State Support Offices have been established to assist participants with both certification requirements and employment leads. Applications and program details are available on the Troops to Teachers page on the DANTEs web site. Education and Training Sections refer interested personnel to the State office or web site and may conduct information sessions as necessary.

**7.14. Military Spouse Educational Assistance.** Provide counseling and information on available education programs to include, but not limited to:

- 7.14.1. General George S. Brown Spouse Tuition Assistance Program (STAP) (OCONUS). STAP is a TA program for spouses of active duty military overseas funded through the Air Force Aid Society (AFAS). TA is awarded based on financial need for high school through graduate study. All spouses of active duty Air Force personnel are eligible to participate. Application can be made at the ETS or Airman and Family Readiness Section. There are also grants and loan programs for dependents stateside through the AFAS list in the following paragraphs. (See Attachment 4 for details and the AFAS website for other programs.)

7.14.2. General Henry H. Arnold Education Grant Program (CONUS). This is awarded based on financial need for undergraduate study. It provides grants to selected sons and daughters of active duty, Title 10 AGR/Reserve, Title 32 AGR performing full-time active duty, retired, retired reserve, and deceased Air Force members; spouses (stateside) of active duty members and Title 10 AGR/Reservists; and surviving spouses of deceased personnel for their undergraduate studies. Application can be made directly to the AFAS via website.

7.14.3. AFAS Vo-Tech Loan Program (CONUS). This program is for spouses and children of active duty members at all stateside bases to assist in funding vocational/technical certificate programs that increase employment opportunities. Application can be made directly to the AFAS via website.

7.14.4. DoD Military Spouse Career Advancement Account (MyCAA) Program. This program addresses the employment challenges of military spouses by providing financial assistance for education and training programs to support portable careers in high-growth industries. Information is available on the Military OneSource website.

## **7.15. Department of Veterans Affairs (DVA) Education Programs.**

### 7.15.1. Higher Headquarters Roles:

7.15.1.1. AF/A1PA is responsible for developing Air Force guidance regarding DVA education benefits.

7.15.1.2. AFPC/DPSIT is responsible to provide guidance and assistance to ETSS and works transferability issues for Chapter 33, Post-9/11 GI Bill. (See Attachment 9). The AFPC website posts the latest information. Further information is available on the DVA website.

7.15.2. Eligibility. Determination of eligibility for benefits is the sole responsibility of the DVA.

### 7.15.3. ETS Responsibilities

7.15.3.1. Counsel and assist students with application for the education benefits programs available under existing DVA programs of title 38 U.S.C. to include, but not limited to, the following: Chapters 30, Montgomery GI Bill; Chapter 32, Post-Vietnam era Veterans' Educational Assistance Program (VEAP); and Chapter 33, Post-9/11 GI Bill. Further assistance with GI Bill-related issues should be referred to the Regional DVA Office, AFPC/DPSIT, or AF/A1PA as appropriate.

7.15.3.2. Provide counseling in both group and individual venues so students can make informed decisions on their eligibility for, and use of, GI Bill benefits. Counseling is appropriate when requested, but may also be provided prior to separation or retirement in, or apart from, Transition Assistance briefings. Emphasize potential benefits available to Airmen who are scheduled to be involuntarily separated.

7.15.3.3. Update MILPDS records with proper code to reflect an Airman's GI Bill status.

7.15.3.4. Ensure, within 14 days of arriving at the first permanent duty station, all ROTC graduates and Direct Appointment officers are contacted, counseled, and make a decision regarding MGIB election (DD Form 2366, *Montgomery GI Bill Act of 1984, Basic Enrollment*). ETS will enter a counseling entry in AFAEMS.

7.15.3.5. Verify Airmen who opt to contribute a maximum \$600 to increase their MGIB benefit (DD Form 2366-1, *Montgomery GI Bill Act of 1984, Increased Benefit Contribution Program*) are MGIB participants.

7.15.3.6. Ensure counseling notes are entered in AFAEMS.

7.15.3.7. Publicize GI Bill programs as appropriate.

### **8.1. Prescribed Forms:**

AF Form 118, *Refund of Tuition Assistance- Education Services Program*

AF Form 186, *Individual Record - Education Service Program*

AF Form 204, *Education Leave of Absence (ELA) Request*

AF Form 1227, *Authority for Tuition Assistance - Education Services Program*

### **9.1. Adopted Forms:**

AETC Form 456, *Voucher for Funds for Command Funded Training Requirements for CCAF Instructors*

AF Form 616, *Fund Cite Authorization*

AF IMT 901, *Reenlistment Eligibility Annex to DD Form 4*

AF Form 988, *Leave Request/Authorization*

AF Form 3008, *Supplement to Enlistment Agreement—United States Air Force*

AF Form 4009, *Government Purchase Card Fund Cite Authorization*

DD Form 2366, *Montgomery GI Bill Act of 1984 (MGIB)*

DD Form 2366-1, *Montgomery GI Bill Act of 1984 (MGIB), Increased Benefit Contribution Program*

DD Form 2863, *National Call to Service (NCS) Election of Options*

SF Form 1164, *Claim for Reimbursement for Expenditures on Official Business*

RICHARD Y. NEWTON III, Lt General, USAF  
DCS, Manpower and Personnel

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Title 10 U.S.C. 708, *Educational Leave of Absence*

Title 10 U.S.C. 8013, *Secretary of the Air Force*

Title 10 U.S.C. 2005, *Advanced Education Assistance; Active Duty Agreement; Reimbursement Requirements*

Title 10 U.S.C. 2007, *Payment of Tuition for Off-duty Training or Education*

Title 10 U.S.C. 2107, *Financial Assistance Program for Specially Selected members*

Title 10 U.S.C. 12301(a), 12301(d), 12301(g), 12302, and 12304, *Reserve Components*

Title 37 U.S.C. 1007(c), *Deductions from Pay*

DoDD 1322.08E, *Voluntary Education Programs For Military Personnel*, 3 January 2005

DoDI 1322.19, *Voluntary Education Programs In Overseas Areas*, 9 May 1988

DoDI 1322.25, *Voluntary Education Programs*, 5 February 1997

DoDI 1322.9, *Voluntary Education Programs for Military Personnel-Management Information System*, 16 October 1995

DoDI 1327.06, *Leave and Liberty Policy and Procedures*, 16 June 2009

DoDI 1336.05, *Automated Extract of Active Duty Military Personnel Records*, 28 July 2009

DoDI 1344.07, *Personal Commercial Solicitation on DoD Installations*, 30 March 2006

DoDI 7730.54, *Reserve Components Common Personnel Data System (RCCPDS)*, 31 March 2008

DTM 09-003, *Post-9/11 GI Bill*, 22 June 2009

DANTES Examination Program Handbook (DEPH) on DANTES website

Air Force Policy Directive 36-23, *Military Education*, 27 September 1993

Air Force Policy Directive 36-29, *Military Standards*, 1 June 1996

AFI 33-332, *Privacy Act Program*, 29 January 2004

AFI 33-364, *Records Disposition – Procedures and Responsibilities*, 22 December 2006

AFI 36-2011, *Air Force Reserve Officer Training Corps (AFROTC) Program*,  
18 December 2006

AFI 36-2013, *Officer Training School (OTS) and Enlisted Commissioning Programs (ECP)*, 23  
October 2008

AFI 36-2019, *Appointment to the United States Air Force Academy*, 16 May 1994

AFI 36-2021, *Air Force Academy Preparatory School*, 12 September 2006

AFI 36-2107, *Active Duty Service Commitments (ADSC)*, 22 April 2005  
 AFI 36-2110, *Assignments*, 20 April 2005  
 AFI 36-2201, *Air Force Training Program*  
 AFI 36-2304, *Community College of the Air Force*, 1 September 1999  
 AFI 36-2305, *Educational Classification and Coding Procedures*, 01 March 2001  
 AFI 36-2605, *Air Force Military Personnel Testing System*, 26 September 2008  
 AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001  
 AFI 36-2612, *United States Air Force Reserve (USAFR) Reenlistment and Retention Programs*, 25 July 1994  
 AFI 36-2702, *Personal Commercial Solicitation on Air Force Installations*, 7 November 2007  
 AFI 36-3003, *Military Leave Program*, 12 January 2004, AFGM, 20 October 2005  
 AFI 36-3109, *Air Force Aid Society*, 5 March 2004  
 AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, 31 January 2006  
 AFI 65-103, *Temporary Duty Orders*, 5 August 2005  
 ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force*, 1 March 2004  
 AU/A4/6 Handbook

#### **ABBREVIATIONS AND ACRONYMS**

**AAC**— Assignment Availability Code  
**ACE**— American Council on Education  
**ACME**— Advisory Council on Military Education  
**ADSC**— Active Duty Service Commitment  
**ADT**— Active Duty for Training  
**AECP**— Airmen Education and Commissioning Program  
**AEF**— Aerospace Expeditionary Force  
**AETC**— Air Education and Training Command  
**AF**— Air Force  
**AFAEMS**— Air Force Automated Education Management System  
**AFAS**— Air Force Aid Society  
**AFELA**— Air Force Education Leave of Absence  
**AFI**— Air Force Instruction  
**AFPC**— Air Force Personnel Center  
**AFRES**— Air Force Reserves



**AFROTC**— Air Force Reserve Officer Training Corps  
**AFSC**— Air Force Specialty Code or Armed Forces Staff College  
**AFVEC**— Air Force Virtual Education Center  
**AI Portal**— Academic Institution Portal  
**ANG**— Air National Guard  
**APF**— Appropriated Funds  
**ARC**— Air Reserve Component  
**ATCO**— Alternate Test Control Officer  
**AU**— Air University  
**AU—ABC** – Air University-Associate-to-Baccalaureate Cooperative  
**AUD**— Doctorate in Audiology  
**BAH**— Basic Allowance for Housing  
**BAS**— Basic Allowance for Subsistence  
**BEPAC**— Base Education Planning and Advisory Committee  
**BOT**— Basic Officer Training  
**BPA**— Blanket Purchase Agreement  
**CCAF**— Community College of the Air Force  
**CEU**— Continuing Education Unit  
**CFM**— Career Field Manager  
**CLEP**— College Level Examination Program  
**CONUS**— Continental United States  
**CTAP**— Civilian Tuition Assistance Program  
**DANTES**— Defense Activity for Non-Traditional Education Support  
**DB**— Doctorate in Theology  
**DDS**— Doctorate in Dentistry  
**DEPH**— DANTES Examination Program Handbook(s) Volume I & II  
**DFAS**— Defense Finance and Accounting Service  
**DO**— Doctorate in Osteopathy  
**DoD**— Department of Defense  
**DoDD**— Department of Defense Directive  
**DoDI**— Department of Defense Instruction  
**DoE**— Department of Education

**DoL**— Department of Labor  
**DOS**— Date of Separation  
**DPM**— Doctorate in Podiatry  
**DVA**— Department of Veterans Affairs  
**DVM**— Doctorate in Veterinary Medicine  
**ECLRP**— Enlisted College Loan Repayment Program  
**EdD**— Doctorate of Education  
**ETS**— Education and Training Section  
**FAA**— Federal Aviation Administration  
**FCC**— Federal Communications Commission  
**FDf**— Force Development Flight  
**FM**— Financial Management  
**FY**— Fiscal Year  
**GEM**— General Education - Mobile  
**GPC**— Government Purchase Card  
**GSU**— Geographically Separated Unit  
**HBCU**— Historically Black Colleges and Universities  
**IAW**— In Accordance With  
**IRS**— Internal Revenue Service  
**IRR**— Individual Ready Reserve  
**ISSA**— Inter-Service Support Agreement  
**JD**— Juris Doctorate, Law  
**LEAD**— Leaders Encouraging Airmen Development  
**LRC**— Learning Resource Center  
**MAJCOM**— Major Command  
**MD**— Doctorate in Medicine  
**MGIB**— Montgomery GI Bill  
**MIL TA**— Military Tuition Assistance  
**MIVER**— Military Installation Voluntary Education Review  
**MOU**— Memorandum of Understanding  
**MPA**— Military Personnel Appropriation  
**MPS**— Military Personnel Section

**NCS**— National Call to Service  
**NECP**— Nurse Enlisted Commissioning Program  
**NPSC**— Non-Personal Services Contract  
**NTC**— National Test Center  
**OCONUS**— Outside Continental United States  
**OD**— Doctorate in Optometry  
**OPR**— Office of Primary Responsibility  
**PACAF**— Pacific Air Forces  
**PCS**— Permanent Change of Station  
**PEC**— Program Element Code (PEC 89732 is Off-Duty/Voluntary Education)  
**PEM**— Program Element Manager  
**PEU**— Professional Education Units  
**PharmD**— Doctorate in Pharmacy  
**PME**— Professional Military Education  
**POM**— Program Objective Memorandum  
**PsyD**— Doctorate in Psychology  
**QH**— Quarter Hour  
**RSC**— Reserve Service Commitment  
**SAV**— Staff Assistance Visit  
**SELRES**— Selected Reserve  
**SH**— Semester Hour  
**SOAR**— Scholarships for Outstanding Airmen to ROTC  
**SOC**— Servicemembers Opportunity College  
**SOP**— Standard Operating Procedure  
**STAP**— Spouse Tuition Assistance Program  
**TA**— Tuition Assistance for education courses  
**TAFCS**— Total Active Federal Commissioned Service Date  
**TE**— Test Examiner  
**TCO**— Test Control Officer  
**TDY**— Temporary Duty  
**USAFE**— United States Air Forces in Europe  
**USAF**— United States Air Force

**USAFR**— United States Air Force Reserve

**UTC**— Unit Type Code

**VEAP**— Veteran’s Educational Assistance Program

**VEPP**— Voluntary Education Program Plan

**WAWF**— Wide Area Workflow

**Attachment 2****REQUEST FOR AMERICAN COUNCIL ON EDUCATION (ACE) EVALUATION****ACE Program of Instruction Questionnaire***Sample Below***Name of Point of Contact:**

Jane Doe  
Curriculum and Instructional Designer  
123 Main Street, Suite 250  
Nellis AFB, NV 12345  
(XXX) XXX-XXXX  
(XXX) XXX-XXXX (fax)  
Jane.doe@nellis.af.mil

**Full Title of Course:**

Advanced Maintenance and Munitions Officer

**Course Number:** AMMOS01

**Training Location: (list all that apply)**

Air Training Command  
Nellis AFB, NV

**Course Length:** 14\_ weeks /\_0\_ days

**Academic Hours (minimum 40 hours):** 560

**Training/Implementation Date:** 20 May 2000

**Course Mission:** (Short description)

**Attendees:** Grade: 0-3 (or 0-4 Reserve/ANG) with a max 8 years commissioned service upon graduation

**Prerequisites:** PME: Completed SOS either in residence or by correspondence. Fully qualified in either 21A or 21M AFSC with a minimum three years experience in an operational wing.

**Method of Instruction:** Classroom, field trips, etc.

**Hourly Breakdown:** See Master Schedule

**This course is a (check one)**

- New course  
 Existing course never evaluated by ACE  
 Course previously evaluated; undergone revisions

**Other:**

Do foreign nationals attend? \_\_\_\_Yes \_\_\_\_No

Is this course affiliated with CCAF? \_\_\_\_Yes \_\_\_\_No

Number and rank (s) of enlisted members attending:

### Attachment 3

## VOLUNTARY EDUCATION PROGRAM PLAN PROGRAM ASSESSMENT AND PLANNING TOOL

**A3.1. Overview.** Each ETS must have a comprehensive Voluntary Education Program Plan (VEPP) which is designed to fulfill the mission, objectives and needs of the installation. The VEPP is reviewed annually and data is maintained for as long as needed. Education program planning is comprehensive and continuous to assure the effective application of resources for program modification and improvement. Data collection, analysis, and interpretation are used to identify and prioritize the educational needs of the installation so that they may be addressed in a systematic, data-driven manner. The VEPP also supports the Military Installation Voluntary Education Review (MIVER) Program.

**A3.2. Structure of Voluntary Education Program Plan (VEPP).** The VEPP has four sections to organize assessment and planning material. Bases may include additional items or additional sections for subjects and situations not covered in the basic structure.

#### A3.2.1. Section 1. Mission and Objectives

A3.2.1.1. The statement of mission and objectives is the foundation for the VEPP. All programs and services should support the mission and objectives of the Education Program and leadership vectors.

A3.2.1.2. Each of the following requires a statement or short narrative: Air Force mission and objectives; MAJCOM mission and objectives; Installation mission and objectives; Quality and effectiveness objectives; Leadership support.

A3.2.2. Section 2. Data collection. This section contains an overview of the base Education Program for the last year. The data collected and summarized annually, will serve as the basis for the evaluation of programs and services. This section may include the following subjects.

A3.2.2.1. A list of units supported (including GSUs and tenants) and brief description of mission

A3.2.2.2. Wing organizational chart and placement of the Education Center

A3.2.2.3. Summary of communications with leadership

A3.2.2.4. Facilities – list of classrooms and how used, test center with list of types of tests and operating hours, resource rooms with resources and operating hours, etc.

A3.2.2.5. Library – location, collection information, available programs, technology, inter-office communication, etc.

A3.2.2.6. List of on-base schools and their programs or other offerings

A3.2.2.7. List of nearby universities, colleges, and technical schools supporting the base education program

A3.2.2.8. List of most frequently used distance learning (DL) only schools

A3.2.2.9. Education levels for assigned enlisted, officers and federal civil servants

A3.2.2.10. Historical military tuition assistance (Mil TA) statistics (EX: enrollments, individuals, Mil TA expenditures, graduate vs. undergraduate, DL vs. traditional, enlisted vs. officer, etc.)

A3.2.2.11. Summary of “F”, “W”, and “I” grades

A3.2.2.12. List of major guidance changes, population shifts, deployments, organizational changes, etc. impacting school enrollments and Mil TA use

A3.2.2.13. Summary of testing activity

A3.2.2.14. Results of any needs assessments

A3.2.2.15. BEPAC summaries

A3.2.2.16. Summary of communication with off-base schools

A3.2.2.17. Technology updates – for staff, classrooms, resource labs, etc.

A3.2.2.18. Summary of degrees earned by base population (EX: by level, category/title)

A3.2.2.19. Summary of courses offered by on-base schools supporting CCAF

A3.2.2.20. Summary of budget expenditures for previous year

A3.2.2.21. Summary of marketing and outreach efforts

A3.2.2.22. On-base MOUs currently in effect

A3.2.2.23. Other

A3.2.3. Section 3. Evaluation of Programs and Services. This is a narrative section intended to evaluate the information in Section 2. In depth analysis can reveal trends in order to determine the overall success of the program. Graphs may be included to clearly depict trends and conclusions. This section also reviews progress on the action plan from the previous year. The narrative identifies strengths and weaknesses.

A3.2.4. Section 4. Action Plan. This is a narrative section to set forth the specific steps to be taken to fulfill the mission and objectives of section 1 plus any other goals for the base Education Program. The annual action plan should project at least a one (1) year planning horizon and may plan for up to three (3) years. It may contain graphs, timelines, a matrix or other visual tools to depict the plan. Projects should be prioritized. Plan may include sustainment, adjustments, additions, or retirement of any or all of prior year plan.



**Attachment 4****SPOUSE TUITION ASSISTANCE PROGRAM (STAP)**

**A4.1. Overview.** The overseas General George S. Brown STAP is funded through the Air Force Aid Society (AFAS), AFI 36-3109, *Air Force Aid Society*, and administered under the rules set by the AFAS. The Education and Training Section (ETS) and Airman and Family Readiness Section (AFRS) coordinate the implementation of this program under the oversight of the STAP Chair appointed by the Mission Support Group Commander. The Chair in turn appoints appropriate members of the selection committee. The following is the entire process to include publicity, selection of committee, preparation and conduct of selection committee meeting, maintenance of records of STAP participation, coordination with on-base schools for participation information, and reports to AFAS of student progress.

**A4.2.** Publicize STAP application program and due dates on-base

**A4.3.** Coordinate with on-base schools for their participation

**A4.4.** Coordinate with MAJCOM/AFAS regarding available funding

**A4.5.** Collect applications and review for eligibility

**A4.6.** Set up selection committee meeting

**A4.7.** Set up agenda for meeting

**A4.8.** Conduct meeting

**A4.9.** Record minutes of the meeting

**A4.10.** Obtain approval of minutes of meeting by Chair

**A4.11.** Report meeting results and minutes to AFAS and participating schools

**A4.12.** Notify applicants of award status on behalf of committee and AFAS

**A4.13.** Notify AFAS of financial obligations per results of committee meeting

**A4.14.** Distribute funds per AFAS guidelines

**A4.15.** Maintain record of STAP participation

**Attachment 5****PROCEDURES FOR AUTHORIZING INSTRUCTOR FUNDS  
SUPPORT USING PE 84731 FOR NON-AETC BASES**

**A5.1.** Non-degreed Community College of the Air Force instructors are entitled to tuition, books and fees for courses needed to meet degree requirements for instructor duty. This guidance also includes and applies to non-degreed CCAF instructors from other Services. The Service member must be a non-degreed instructor assigned to a Community College of the Air Force (CCAF) affiliated school. Program Element Code (PEC) 89732 will be used to pay tuition only for all CCAF instructor degree requirements. Program Element Code 84731 will be used to fund educational costs other than tuition – Examples: transcripts, books, shipping, fees not covered by Voluntary Education Program Element Code 89732.

**A5.2.** The course for which funds are being requested **MUST** be required to obtain a CCAF degree. The student must meet with an education counselor to establish the most expedient way to complete the CCAF degree, to include use of applicable CLEP or DANTES exams.

**A5.3.** The student must obtain information pertaining to the cost of the items required for the class. The college or bookstore may include the cost of any shipping charges that they incur when ordering textbooks for the student, but NO TAX may be included.

**A5.4.** Tuition and fees for CCAF Instructor requirements will be recorded on an AETC Form 456, *Voucher for Funds for Command Funded Training Requirements for CCAF Instructors*, in AFAEMS by selecting “CCAF Instructor” for the TA type. CCAF instructors from other Services must also be identified in AFAEMS by selecting the appropriate “Service Component” in the individual’s personnel record of AFAEMS.

**A5.5.** Non-tuition costs (books, fees, etc.) for non-AETC education & training sections (ETS) must be recorded in AFAEMS by the designated AETC authorizing office. Procedures are as follows:

A5.5.1. The non-AETC ETS must manually fill in book and other non-tuition costs for each course on a blank AETC Form 456.

A5.5.2. The AETC Form 456 must be sent to the AETC authorizing office to verify funds for obligation. The tuition assistance approval is processed in AFAEMS by the AETC authorizing office, and students must digitally sign the form through AFVEC.

A5.5.3. Students will present a copy of the signed AETC Form 456 to the bookstore/school for invoicing.

**A5.6.** If the student must purchase books online, or the school or bookstore will not accept the AETC Form 456, the student must present a receipt and will be reimbursed on a SF Form 1164, *Claim for Reimbursement for Expenditures on Official Business*, by the AETC authorizing office.

**Attachment 6****VOLUNTARY EDUCATION COUNSELING CHECKLIST**

**A6.1. Overview.** Prior to the authorization of the first Military Tuition Assistance (Mil TA) on a specific education goal, each Airman (active duty or Reserve/Guard on active duty) must be counseled on the items listed below.

**A6.2.** Accreditation

**A6.3.** Transfer Credit

**A6.4.** Testing

**A6.5.** College Fees not Covered by Mil TA

**A6.6.** Method of Course Delivery

**A6.7.** On-Base Programs

**A6.8.** Local School Options

**A6.9.** Evaluated Education Plan

**A6.10.** Military Tuition Assistance (Mil TA) Rules

**A6.11.** GI Bill and other DVA Educational Benefits

**A6.12.** Airman Expenses, Pell Grants

**A6.13.** Change of Enrollment

**A6.14.** Foreign Transcript Evaluation

**A6.15.** AFVEC

**A6.16.** CCAF degree graduation requirements must be completed before separation/retirement

**Attachment 7****AIR FORCE VOLUNTARY EDUCATION  
STEERING COMMITTEE CHARTER**

**A7.1. ARTICLE I – NAME.** The name of the group is Air Force Voluntary Education Steering Committee.

**A7.2. ARTICLE II - AUTHORITY**

A7.2.1. The Air Force Voluntary Education Steering Committee is established to provide operational oversight and leadership advisement of the Air Force Voluntary Education Program, to include, but not limited to, performing support services for career field training, creating policy recommendations for the Chief, AF Learning Division (AF/A1DL), and contributing to the guidance and operations involved in managing the Air Force Education Services career field.

A7.2.2. Policies, plans, and projects will be submitted to Chief, Voluntary Education Branch (AF/A1DLV) for approval, when appropriate or required.

A7.2.3. Committee members will review and recommend revisions to Air Force Instructions (AFIs) and other governing directives and will contribute to the decisions made for the Air Force Education Services career field, as part of the Force Support career field.

**A7.3. ARTICLE III – PURPOSE**

A7.3.1. The committee is established to assist with guidance and managerial oversight to all Education and Training Sections in their respective Commands. The committee provides information, support and critical MAJCOM and field-level voice to the Chief, Voluntary Education Branch. The committee's goals are to:

A7.3.1.1. Establish and maintain inter-Command communications to facilitate program execution.

A7.3.1.2. Provide a forum for each Major Command to discuss related education and training initiatives that may or may not impact each respective Command and/or the work of the committee.

A7.3.1.3. Foster a partnership among academic institutions, DoD/AF agencies and local base leadership in order to enhance communications and inter-Service program offerings and capabilities.

A7.3.1.4. Advise the Career Field Manager (CFM), Functional Manager (FM), and AF/A1D leadership on issues impacting the Air Force Education Services Career Field.

A7.3.2. The committee is necessary for implementation, maintenance and consistency in education and training opportunities and works closely with Air Force Personnel Center Program Managers to ensure an equitable distribution of training quotas.

**A7.4. ARTICLE IV – MEMBERSHIP.** The committee membership will consist of both voting, and non-voting members and the committee will be chaired by the Chief, Voluntary Education Branch (AF/A1DLV). Voting members will represent their respective Commands while also representing the overall interests of the Air Force. If a voting member is unable to attend a committee meeting, an alternate voting member from that Command may be appointed. The voting member must notify the committee chair prior to the meeting of his/her unavailability and that an alternate has been designated. Without such prior notification, the alternate will not count when determining if a quorum has been established and will not be allowed to vote.

A7.4.1. Voting members will be the Chief, Education Operations Branch (hereafter referred to as MAJCOM Chiefs) for the following MAJCOMs:

- A7.4.1.1. Air Combat Command (ACC)
- A7.4.1.2. Air Education & Training Command (AETC)
- A7.4.1.3. Air Force District of Washington (AFDW)
- A7.4.1.4. Air Force Global Strike Command (AFGSC)
- A7.4.1.5. Air Force Space Command (AFSPC)
- A7.4.1.6. Air Force Special Operations Command (AFSOC)
- A7.4.1.7. Air Force Materiel Command (AFMC)
- A7.4.1.8. Air Mobility Command (AMC)
- A7.4.1.9. Pacific Air Forces (PACAF)
- A7.4.1.10. US Air Forces in Europe (USAFE)

A7.4.2. Non-Voting Members serve in an advisory capacity by virtue of their positions to ensure all aspects of the Air Force Education Services programs are represented. They may provide feedback to voting members to assist with decision-making; however, they may not vote. Non-voting members will attend committee meetings by invitation only and may include, but are not limited to, the following:

- A7.4.2.1. National Guard Bureau/A1F
- A7.4.2.2. Air Force Reserve Command/A1K
- A7.4.2.3. Air Force Personnel Center (AFPC) Career Program
- A7.4.2.4. AFPC Veterans Administration/GI Bill (VA/GI Bill)
- A7.4.2.5. Community College of the Air Force (CCAF)
- A7.4.2.6. US Air Force Academy (USAFA)
- A7.4.2.7. Air Force Intelligence, Surveillance & Reconnaissance Agency (AFISRA)

**A7.5. ARTICLE V – DECISION MAKING.**

A7.5.1. Voting members will be the MAJCOM Chiefs for the Major Commands listed above. The Chief, Voluntary Education Branch, serves as Chair of the Steering Committee and will vote only as the tie-breaker/deciding vote, when required.

A7.5.2. Each MAJCOM Chief may cast one vote in the decision making process. If the voting member is absent, the alternate voting member will vote (if committee chair was advised of voting member's alternate prior to the meeting.).

A7.5.3. Robert's Rules of Order will be the guideline and simple majority rules. Recommendations/decisions approved by a simple majority will be considered the recommendation/decision of the committee when presented to DoD/AF or other authorizing body for consideration.

A7.5.4. A quorum will be met when more than 50 percent of the voting members (or their designated alternate) are present. If a sufficient membership for a quorum is not present, votes will be tabled.

A7.5.5. Committee recommendations will be reported to the appropriate DoD/AF agency by the committee chair. One voting member will act as the recorder of the minutes of the meeting and coordinate with committee members prior to submitting to the committee chair.

A7.5.6. The committee will report meeting results to the general AF Education Services populace via e-mail through respective MAJCOM Chiefs or through a communications plan developed in partnership with MAJCOM Chiefs, independent of this charter.

#### **A7.6. ARTICLE VI – SUBCOMMITTEES**

A7.6.1. Training and Development (T&D) Panel. The T&D Panel will be a standing subcommittee established to manage/oversee equitable distribution of centrally-funded training opportunities. MAJCOM Chiefs will serve as committee chair on a 2-year rotating basis. Chair, T&D Panel will work closely with the AFPC Education Services Career Panel Administrator and Chief, Voluntary Education Branch, to ensure proper oversight, equitable distribution and management of centrally-funded training.

A7.6.2. Conference Planning Committee (CPC). The Conference Planning Committee will be responsible for the planning/conduct of Air Force-wide education services conferences, to include selecting location, dates, planning the agenda, obtaining speakers/briefers/presenters, making lodging arrangements, etc. Responsibilities as Chair of the CPC will rotate among the MAJCOMs.

A7.6.3. AD HOC Committees. Such subcommittees will be established as necessary and will consist of members selected from Major Commands and base-level based on subject matter expertise.

#### **A7.7. ARTICLE VII – LOGISTICS.**

A7.7.1. Regular meetings of the committee will be conducted bi-annually, date and location to be determined by the committee chair. Additional meetings will be scheduled as necessary to ensure proper conduct/execution of program objectives or when special projects or assignments dictate. Minutes of the meetings will be distributed not later than 10 duty days following the meeting.

A7.7.2. Special meetings will be conducted on an as needed basis and/or at the discretion of the committee chair.

## Attachment 8

### AIR FORCE EDUCATIONAL LEAVE OF ABSENCE (AFELA) PROGRAM

**A8.1. Overview of Air Force Educational Leave of Absence (AFELA) Program.** The AFELA program is authorized in Title 10, United States Code, Section 708, for the purpose of permitting an Airman to pursue any program of education at any level. AFELA is considered non-chargeable leave. Leave shall be charged during scheduled schools breaks unless the Airman returns to duty.

#### **A8.2. Eligibility.**

A8.2.1. Enlisted Airmen must:

A8.2.1.1. Have completed at least one term of enlistment and have reenlisted.

A8.2.1.2. Have sufficient retainability. If not, member must agree in writing, in coordination with the MPS, to extend his/her current enlistment to begin after completion (or termination) of the program of education for which the leave of absence was granted. Extensions must be for a period of two months of additional obligated service for each month of educational leave of absence, in addition to any other period of obligated service or active duty to which the member is already committed. (Note: per AFI 36-2107, *Active Duty Service Commitments (ADSC)*, Airmen serve ADSCs for AFELA after fulfilling all previous ADSCs)

A8.2.2. Officer Airmen must:

A8.2.2.1. Have completed an initial period of obligated service on active duty.

A8.2.2.2. Agree to serve on active duty after completion (or termination) of the program of education for which the leave of absence was granted. This service must be for a period of two months of additional obligated service for each month of educational leave of absence, in addition to any other period of obligated service or active duty to which the member is already committed. (Note: per AFI 36-2107, *Active Duty Service Commitments (ADSC)*, Airmen serve ADSCs for AFELA after fulfilling all previous ADSCs).

A8.2.3. Airmen must be on active duty and eligible for basic educational assistance under chapter 30 of title 38 U.S.C.

#### **A8.3. Ineligibility - AFELA applicants may not:**

A8.3.1. Have received a commission after December 31, 1976, as an officer in the Air Force upon graduation from the United States Military Academy, the United States Air Force Academy, United States Naval Academy, or the Coast Guard Academy.

A8.3.2. Have received a commission after December 31, 1976, as an officer in the Air Force upon completion of a program of educational assistance under Section 2107 of Title 10 (ROTC) if the individual entered active duty before October 1, 1996; or after September 30, 1996, and while participating in such program received more than \$3400 scholarship for each year of such participation.

A8.3.3. Be on a control roster.

A8.3.4. Be in pipeline status.

A8.3.5. Be granted AFELA until the Airman has completed any ADSC incurred via any previous AFELA or education deferment.

#### **A8.4. Process.**

A8.4.1. Airman must choose institution, education program, obtain education plan from institution for full-time study, determine funding support (not Mil TA), and discuss AFELA as well as the needs of the mission with supervisor/commander.

A8.4.2. The ETS processes AFELA applications using AF Form 204, *Educational Leave of Absence (ELA) Request*. ETS evaluates education plan, makes recommendation, and coordinates as directed on the form with the unit training manager, the supervisor/commander, the MPS or appropriate agency and other special offices as required.

A8.4.3. An officer's application will be cleared through AFPC/DPA to complete block 5, AF Form 204, to ensure no conflict with another developmental program or forecasted assignment.

A8.4.4. AFELA applications will be cleared through AF/DPO for colonels or colonel selects, AF/HC for chaplains, AFR/RSRP for AF recruiters, OSI/DP for investigators. These applicants will complete block 5, AF Form 204, to ensure no conflict with an assignment or developmental program.

A8.4.5. AF/A1PA (via AFPC/DPSIM) has final approval authority.

A8.4.6. If approved, applicant fills out an AF Form 988, *Leave Request/Authorization*, checking "other" in block 8 and inserting the following statement in the remarks section of block 8 - "Stop BAS and BAH for length of leave."

A8.4.7. Possible cancellation:

A8.4.7.1. An AFELA may be cancelled for lack of academic progress if the ETS Chief, in coordination with the Airman's commander and the MPS, determines the Airman is not satisfactorily pursuing the program of education for which the leave was granted.

A8.4.7.2. The approving authority may cancel the leave after determination that needs of the mission take precedence.

A8.4.8. Airmen must:

A8.4.8.1. Ensure they maintain military standards and make periodic contact with their unit of assignment.

A8.4.8.2. Provide course grades to the ETS Chief within 60 days of end of term.

A8.4.8.3. Carry at least the minimum number of hours required for full-time study as established by the educational institution.

A8.4.8.4. Attend classes as outlined on AF Form 204.

A8.4.9. Airmen may either return to duty or take chargeable leave during school term breaks in order to receive BAH/BAS during those times. Refer to AFI 36-3003, *Military Leave Program*, regarding charge of military leave and the Finance Office regarding changes in pay status.



**Attachment 9****CHAPTER 33, POST-9/11 GI BILL  
DEPARTMENT OF VETERANS AFFAIRS (DVA)****A9.1. References:**

A9.1.1. Department of Defense Directive-Type Memorandum (DTM) 09-003, Post-9/11 GI Bill, dated 22 June 2009.

A9.1.2. P.L. 110-252.

**A9.2. Program Description and Purpose.** The Air Force Post-9/11 GI Bill Program carries out DoD policy that implements the Department of Veterans Affairs (DVA) Post-9/11 GI Bill Program (also known as Chapter 33 benefits). The Program offers increased educational benefits to veterans who served on or after 11 September 2001 and a transfer program that supports Air Force recruiting and retention. The DVA offers information at <http://www.gibill.va.gov/>.

**A9.3. Applicability.** Applies to military personnel of the following components: Air Force active duty, the Air Force Reserve and Air National Guard (Active, Reserve and Guard). The Post-9/11 GI Bill is effective 1 August 2009.

**A9.4. Administrative Responsibilities.**

A9.4.1. **AF/A1.** The Deputy Chief of Staff, Manpower and Personnel, will implement Post-9/11 GI Bill policy and budget for requirements as necessary.

A9.4.2. **AF/A1P.** The Director, Force Management Policy, has policy oversight and will make decisions regarding exceptions to policy for Total Force (Active, Reserve and Guard).

A9.4.3. The Commander, Air Force Personnel Center.

A9.4.3.1. Ensures that all eligible active duty members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required active duty time as established in Chapter 33 of Title 38, United States Code.

A9.4.3.2. Ensures that all active duty officers without earlier established eligibility, following commissioning through Service Academies, with the exception of the Coast Guard Academy, or Reserve Officer Training Corps (ROTC) Scholarship Programs, are advised that their eligibility period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated active duty service. Any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A9.4.3.3. Ensures that all servicemembers participating in the student loan repayment program, under Chapter 109 of Title 10, United States Code, are advised that their service counted under Chapter 109 does not count as qualifying active duty service for the Post-9/11 GI Bill Program and that any service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A9.4.3.4. Will maintain records for active duty Airmen who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required.

A9.4.3.5. Will use DoD standard data elements and codes established by DoD Instruction 1336.5, *Automated Extract of Active Duty Military Personnel Records*, 28 July 2009, and DoD Instruction 7730.54, DoDI 7730.54, *Reserve Components Common Personnel Data System (RCCPDS)*, 31 March 2008, and listed in Table 2, when specified. NOTE: Failure to comply with the coding instructions or with codes registered in the DoD Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange.

A9.4.3.6. Is the validating official for all Airmen serving on active duty who request to transfer unused Post-9/11 GI Bill benefits to their dependents;

A9.4.3.7. Maintains active duty service commitment data, service remaining requirement data, and all other data requirements required to manage the Post-9/11 GI Bill in the personnel system;

A9.4.3.8. Oversees development and implementation of accession briefings and curricula with Air Education Training Command (AETC) and other accession points to ensure accuracy and program intent.

A9.4.3.9. Provides the day-to-day management of the Post-9/11 GI Bill execution;

A9.4.3.10. Establishes a system to process and verify educational incentive and entitlements data identified as incorrect by the Air Force, DMDC or DVA;

A9.4.3.11. Responds to inquiries from Air Force agencies, DMDC, DVA, DOD, financial institutions, individual Airmen, Veterans, and Congress; and

A9.4.3.12. Provides training and reference materials to installation Air Force Education Center personnel and Air Force Recruiting Service.

A9.4.3.13. Ensures that AETC provides a standardized Post-9/11 GI Bill briefing at Basic Military Training and other accession points in conjunction with the standard Montgomery GI Bill (MGIB) briefing.

A9.4.3.14. Ensures that Airmen who have not processed through normal accession points are briefed on the Post-9/11 GI Bill.

A9.4.3.15. Ensures that Force Development Flight Chiefs at base-level Education and Training Sections:

A9.4.3.15.1. Maintain current educational benefits regulations and other related reference materials;

A9.4.3.15.2. Provide counseling of Post-9/11 GI Bill entitlements during in-processing at first permanent duty station;

A9.4.3.15.3. Provide counseling as needed to all Airmen with inquiries regarding their educational entitlements; and

A9.4.3.15.4. In partnership with the Airman & Family Readiness Centers, ensure Airmen are counseled (pre-separation or release from active duty) on benefits and that the counseling is documented on DD Form 2648 entitled Preparation of Counseling Checklist.

#### A9.4.4. The Commander, Air Force Reserve Command.

A9.4.4.1. Ensures that all Air Force Reserve members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required duty time as established in Chapter 33 of Title 38, United States Code.

A9.4.4.2. Ensures that all Reserve officers, as applicable, without earlier established eligibility, following commissioning through Service Academies, with the exception of the Coast Guard Academy, or ROTC Scholarship Programs, are advised that their eligibility period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated active duty service. Any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A9.4.4.3. Will maintain records for Air Force Reserve members who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required.

A9.4.4.4. Will use DoD standard data elements and codes established by DoD Instruction 1336.5 and DoD Instruction 7730.54 and listed in Table 2, when specified. NOTE: Failure to comply with the coding instructions or with codes registered in the DoD Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange.

A9.4.4.5. Ensures that all Air Force Reserve personnel receive pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly (i.e., annotate individual counseling session in member's digital folder in the Air Force Automated Education Management System – AFAEMS and file sign-in sheets if members are briefed in mass briefings).

A9.4.4.6. Provides the day-to-day management of the Post-9/11 GI Bill execution for Air Force Reserve Command personnel.

A9.4.4.7. Establishes a system to correct and verify educational incentive and entitlements data identified as incorrect by the Air Force, DMDC or DVA.

A9.4.4.8. Responds to inquiries pertaining to programs listed in this policy from Air Force agencies, DMDC, DVA, DoD, financial institutions and individual reserve personnel.

A9.4.4.9. Participates as an active member in the policy formulation process.

A9.4.4.10. Provides training and reference material to the Wing Education and Training offices and Air Reserve Personnel Center (ARPC).

A9.4.4.11. Ensures that Wing Education Offices at the Military Personnel Sections (MPSs) and ARPC/DPSD2:

A9.4.4.11.1. Maintain current educational benefits regulations and other related reference materials;

A9.4.4.11.2. Provide counseling of Post-9/11 GI Bill entitlements during in-processing, commander's call, newcomer's briefings, mobilization and demobilization briefings;

A9.4.4.11.3. Provide counseling as needed to all Reservists with inquiries regarding their educational entitlements; and

A9.4.4.11.4. In partnership with the Airman and Family Readiness Centers, ensure Reservists are counseled on benefits.

A9.4.4.12. Will forward requests for exception to policy to the Director of Force Management Policy, AF/A1P, for decision.

A9.4.5. The Chief, Air National Guard.

A9.4.5.1. Ensures that all Air National Guard members are advised that they are eligible for educational assistance under the Post-9/11 GI Bill Program upon serving the required duty time as established in Chapter 33 of Title 38, United States Code.

A9.4.5.2. Ensures that all Air National Guard officers, as applicable, without earlier established eligibility, following commissioning through Service Academies, with the exception of the Coast Guard Academy, or (ROTC Scholarship Programs, are advised that their eligibility period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutorily obligated active duty service. Any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

A9.4.5.3. Will maintain records for Air National Guard members who receive supplemental educational assistance under Section 3316 of Title 38, United States Code and provide those records to the DMDC and the DVA as required.

A9.4.5.4. Will use DoD standard data elements and codes established by DoD Instruction 1336.5 and DoD Instruction 7730.54 and listed in Table 2, when specified. NOTE: Failure to comply with the coding instructions or with codes registered in the DoD Data Element Program will subject the Air Force to responsibility for conversion costs in accomplishing data interchange.

A9.4.5.5. Ensures that all Air National Guard personnel receive individual pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly, i.e., processing checklists and mass-briefing sign-in sheets. All documented counseling will be filed in the Wing Retention Office.

A9.4.5.6. Provides day-to-day management of the Post-9/11 GI Bill implementation policy and procedures for Air National Guard personnel.

A9.4.5.7. Establishes a system to correct and verify educational incentive and entitlements data identified as incorrect by the Air Force, the DMDC or the DVA.

A9.4.5.8. Responds to inquiries pertaining to programs listed in this policy from Air Force agencies, DMDC, DVA, DOD, financial institutions and individual Guard personnel; and

A9.4.5.9. Participates as an active member in the policy formulation process.

A9.4.5.10. Will forward requests for exception to policy to the Director of Force Management Policy, AF/A1P, for decision.

**A9.5. Post-9/11 GI Bill Eligibility.** The term Armed Services does not include the Individual Ready Reserve unless otherwise noted. The DVA is responsible for determining Post-9/11 education benefits. Generally, to be eligible for the Post-9/11 GI Bill, Airmen must serve on active duty on or after 11 September 2001, for at least 30 continuous days when there is a discharge due to a service-connected disability; or, an aggregate period ranging from 90 days to 36 months or more.

**A9.6. Eligibility Exclusions.** The following periods of active duty are not qualifying active duty service for purposes of establishing eligibility for the Post-9/11 GI Bill:

A9.6.1. Active duty service completed on or before 10 September 2001;

A9.6.2. The Active Duty Service Commitment (ADSC) for commissioning from a Service academy;

A9.6.3. The ADSC for an ROTC Scholarship;

A9.6.4. Service under Chapter 109 (Title 10 U.S.C.) counted for those participating in the Student Loan Repayment Programs (SLRP);

A9.6.5. Full-time National Guard Duty performed under Title 32 orders;

A9.6.6. Full-time assignment by the Armed Forces to a civilian institution to pursue a program of education that was substantially the same as programs of education offered to civilians;

A9.6.7. Service as a cadet or midshipmen in one of the Service academies;

A9.6.8. Active duty for Initial Entry Training pursuant to enlistment in the Army National Guard, Air National Guard, Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve [Table 1 (from DTM) NOTE states that if aggregate service is less than 24 months, initial entry training does not count as qualifying active duty];

A9.6.9. Service that was terminated because an Airman was a minor, was erroneously enlisted, or received a defective enlistment agreement;

A9.6.10. A period of Selected Reserve service used to establish eligibility for a Defense Intelligence Senior Executive Service position under 10 U.S.C. Section 1606 or an Intelligence Senior Level position under 10 U.S.C. Section 1607;

A9.6.11. A period of Selected Reserve service used to establish eligibility for entitlements under Chapter 30 of Title 38;

A9.6.12. Annual training conducted under authority of 10 U.S.C. section 10147 or 12301(b); and

A9.6.13. For purposes of Post-9/11 GI Bill, service in the Individual Ready Reserve is not qualifying service for either determination of eligibility or eligibility to transfer unused Post-9/11 GI Bill benefits.

**A9.7. Duration of Eligibility.** An Airman's eligibility for entitlement expires at the end of a 15-year period beginning on the Airman's last date of discharge or release from active duty of at least 90 consecutive days (30 days if released or discharged for service-connected disability). The Director, Force Management Policy, AF/A1P, shall determine the last date of discharge or release, if such date cannot be clearly determined.

**A9.8. Basic benefits.**

A9.8.1. Benefits under the Post-9/11 GI Bill are based on a percentage, which is determined by an Airman's aggregate qualifying length of active duty service.

A9.8.1.1. Amount of tuition and fees charged, not to exceed the most expensive in-state undergraduate tuition at a public institution of higher learning in the state where the institution is located (tuition and fees paid directly to the school).

A9.8.1.2. Monthly stipend equal to the basic allowance for housing (BAH) amount payable to a military E-5 with dependents in the same ZIP code as the school that the student is attending (paid to the Airman).

A9.8.1.3. Yearly books and supplies stipend of up to \$1000 per year (paid to the Airman).

A9.8.1.4. A one-time payment of \$500 may be payable to certain Airmen relocating from highly rural areas (paid to the Airman).

A9.8.2. Post-9/11 GI Bill "Kickers," for those who are eligible, will be paid to the Airman in conjunction with, and only when receiving, the monthly stipend. Kickers are defined as supplemental educational assistance paid to an eligible service member besides the basic educational assistance under section 3316 of Title 38, U.S.C.

A9.8.3. The monthly stipend and the books and supplies stipend are not payable to Airmen on active duty.

A9.8.4. The monthly stipend allowance is not payable for those pursuing education and/or training at half time or less or to Airmen who solely take courses in a distance learning format. Airmen enrolled at half time or less or enrolled in distance learning are eligible for an appropriately reduced stipend for books and supplies. The DVA may authorize payment of the monthly stipend allowance if the Airman is attending at least one class in residence. The DVA is the sole determining authority of when the monthly living allowance is paid if courses are taken via distance learning.

A9.8.5. Post-9/11 GI Bill benefits are subject to change based on approval by Congress. Benefit payment amounts will vary depending upon one's rate of attendance (e.g., full-time, half-time). Payment amounts are determined by the Secretary of Veterans Affairs.

A9.8.6. Post-9/11 GI Bill benefits may be used for an approved program of education offered by an Institution of Higher Learning (IHL) (as that term is defined in 38 U.S.C. Section 3452(f) and is approved for purposes of 38 U.S.C. Chapter 30 (including approval by the State approving agency concerned). This includes graduate and undergraduate training, and some vocational/technical training programs. The DVA is the final authority on program eligibility.

A9.8.7. Benefits may be received for certain tutorial assistance (up to \$100 per month, not to exceed a total of \$1,200) and reimbursement of one licensing and certification test (not to exceed a total of \$2,000).

A9.8.8. Additionally, Airmen eligible for MGIB, MGIB-Selected Reserve (SR), or Reserve Educational Assistance Program (REAP), and who elect to use benefits under the Post-9/11 GI Bill, will be eligible to receive benefits for programs approved under those provisions that are not authorized for those individuals under the Post-9/11 GI Bill, such as on-the-job training, apprenticeship training, correspondence courses, flight training, preparatory courses, and national exams at the benefit rate for MGIB, MGIB-SR, or REAP, as appropriate.

**A9.9. Benefits for Airmen Pursuing Education on Active Duty.** Educational assistance is payable under the Post-9/11 GI Bill Program for pursuit of an approved program of education while on active duty.

A9.9.1. The amount of educational assistance payable shall be the lesser of the amount of assistance authorized under Chapter 33 of Title 38 U.S.C., or the established institutional charges for tuition and fees required in similar circumstances of non-Veterans enrolled in the same program.

A9.9.2. Concurrent use of Post-9/11 GI Bill and Military Tuition Assistance (commonly called "Top Up"). An Airman entitled to basic educational assistance under the Post-9/11 GI Bill who is pursuing education or training, may use, at their discretion, Post-9/11 GI Bill benefits to meet all or a portion of the charges of the educational institution for the education or training that are not paid by military tuition assistance. The DVA administers this portion of the Post-9/11 GI Bill Program.

**A9.10. Issues for Airmen with Entitlement to Existing Education Programs.**

A9.10.1. An Airman who is eligible for both the Post-9/11 GI Bill and any other DVA educational assistance program may elect to receive educational assistance under the Post-9/11 GI Bill if the Airman, as of 1 Aug 09:

A9.10.1.1. Is entitled to basic educational assistance under MGIB, and has used, but retains unused, entitlement under that Chapter;

A9.10.1.2. Is entitled to educational assistance under the Educational Assistance Test Program (EATP), MGIB-SR, or REAP, and has used, but retains unused, entitlement under the applicable program;

A9.10.1.3. Is entitled to basic educational assistance under MGIB, but has not used any entitlement under that Chapter;

A9.10.1.4. Is entitled to educational assistance under EATP, MGIB-SR, or REAP, but has not used any entitlement under such Chapter;

A9.10.1.5. Is a member of the Armed Forces who is eligible for receipt of basic educational assistance under MGIB, and is making contributions towards MGIB;

A9.10.1.6. Is a member of the Armed Forces who is not entitled to basic educational assistance under MGIB, by reason of an election not to enroll in MGIB; and as of the date of the Airman's election to use Post-9/11 GI Bill benefits, meets the requirements for entitlement to educational assistance under the Post-9/11 GI Bill; or

A9.10.1.7. Is entitled to basic educational assistance under the Post-Vietnam Era Veterans Educational Assistance Program (VEAP). Airmen (VEAP-era) who did not open VEAP accounts may be eligible for benefits based on qualifying active duty service under the Post-9/11 GI Bill; and

A9.10.1.8. As of the date of the Airman's election to use Post-9/11 GI Bill benefits, meets the requirements for entitlement to educational assistance under the Post-9/11 GI Bill.

A9.10.2. The method and process of making the election to use Post-9/11 GI Bill benefits will be determined by the DVA.

A9.10.3. An election to convert from MGIB (Chapter 30) to the Post-9/11 GI Bill (Chapter 33) is irrevocable and will be governed by the DVA. This includes Airmen who converted from VEAP to MGIB, as their decision to convert to MGIB is irrevocable.

A9.10.4. An Airman entitled to educational assistance under the Post-9/11 GI Bill who is also eligible for educational assistance under the MGIB, Chapters 31, 32, or 35 of title 38, U.S.C., the EATP, MGIB-SR, REAP, or the provisions of the Hostage Relief Act of 1980 (5 U.S.C. Section 5561, note) may not receive assistance under two or more such programs concurrently, but shall elect (in such form and manner as the Secretary of Veterans Affairs may prescribe) under which chapter or provisions to receive educational assistance.

**A9.11. Cessation of pay reduction under MGIB.** Effective as of the first day of the month beginning on or after the date of an election under paragraph A.10.10.4 above, an Airman having pay reduced for MGIB enrollment, shall have that pay reduction ceased, and the requirements of such section shall be deemed no longer applicable to the Airman. Airmen must take action to have payments stopped once the Certificate of Eligibility is received.

**A9.12. Refund of pay reduction under MGIB.** An Airman who is described in paragraph A.10.10., whose pay was reduced due to enrollment in MGIB, will receive a refund of that pay reduction subject to the following:

A9.12.1. A full refund for an Airman who used no months of benefit under the MGIB.

A9.12.2. A refund reduced by a proportion calculated by the number of months of MGIB benefits used divided by 36.

A9.12.3. To receive this refund, Airmen MUST exhaust their total entitlement under the Post-9/11 GI Bill. The refund will be added to the monthly stipend allowance paid in the last month of eligibility under the Post-9/11 GI Bill. Airmen who do not exhaust entitlement under the Post-9/11 GI Bill will not receive a refund of the pay reduction. Example: An Airman used 25 months of MGIB (Chapter 30), converts to Post-9/11 (Chapter 33), he/she has 11 months of remaining benefits under Post-9/11 (Chapter 33). If he/she does not exhaust these 11 months of benefits, no refund of the \$1,200 will be given.

**A9.13. Treatment of Certain Contributions Under MGIB and REAP (commonly called "Buy-Up").**

A9.13.1. Airmen who participated in the Buy-Up provision of MGIB or REAP will not receive the Buy-Up amount if they elect to use benefits under the Post-9/11 GI Bill. There is no provision to allow for a refund of any Buy-Up contribution.



A9.13.2. There is no provision to allow for increasing the amount allowed for Post-9/11 GI Bill through use of a Buy-Up.

**A9.14. MGIB Benefits Exhaustion.** Airmen who have exhausted their MGIB benefits can qualify for an additional 12 months of benefits under the Post-9/11 GI Bill based on DVA policy.

**A9.15. MGIB Conversion.** For Airmen eligible for MGIB who make an election to convert to the Post-9/11 GI Bill, the number of months of entitlement of the Airman to educational assistance under the Post-9/11 GI Bill shall be the number of months equal to the number of months of unused entitlement of the Airman under MGIB as of the date of the election. Airmen are encouraged to assess their educational goals to determine the time they select Post-9/11 GI Bill benefits. Example: An Airman who used 25 months of MGIB (Chapter 30), converts to Post-9/11 GI Bill; he/she has 11 months of remaining benefits of Post-9/11 GI Bill benefits. Alternatively, an Airman with 11 months of MGIB may choose to exhaust those benefits and then apply for an extra 12 months of benefits under the Post-9/11 GI Bill.

**A9.16. MGIB Conversion - Additional.** In addition to the educational benefits previously described, Airmen who were eligible for benefits under MGIB, MGIB-SR, or REAP, and elect to use benefits under the Post-9/11 GI Bill, will be eligible to receive benefits for on-the-job training, apprenticeship training, correspondence courses, flight training, preparatory courses, and national exams. Airmen in these circumstances will be paid just like they would have been paid under their “previous” GI Bill program (i.e., money paid to them for tuition, not to the school), and they will not receive a living allowance and/or money for books. The DVA is the sole determination authority in such cases.

**A9.17. MGIB Kicker Carryover.** If eligible for Kickers under MGIB-SR, the member will remain eligible for the Kicker payment if they elect to use benefits under the Post-9/11 GI Bill. Kickers will be paid lump sum each term (e.g., semester, quarter, etc.) and will be prorated based upon the monthly kicker value that existed at the time of election.

**A9.18. Transferability of unused benefits to dependents.**

A9.18.1. Eligibility.

A9.18.1.1. Any member of the Armed Forces (active duty and/or Selected Reserve) who meets Post-9/11 GI Bill eligibility requirements and at the time of the approval of the member’s request to transfer entitlement to educational assistance:

A9.18.1.2. Has at least 6 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of election and agrees to serve 4 additional years in the Air Force from the date of request, regardless of the number of months transferred, or

A9.18.1.3. Has at least 10 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of election, is precluded by either Air Force policy, DoD policy or statute from committing to 4 additional years of service and agrees to serve for the maximum amount of time allowed by such policy or statute, or

A9.18.1.4. Is or becomes retirement eligible during the period from 1 August 2009 through 1 August 2012 and agrees to serve the additional period, if any, specified below. For the purposes of this paragraph, a member is considered to be retirement eligible if he or she has completed 20 years of active Federal service or 20 qualifying years as computed under title 10 U.S.C § 12732. Use whichever computation establishes 20 years, regardless of which component the member is assigned to at the time of electing to transfer benefits. (See Table 1)

A9.18.1.4.1. For those members eligible for retirement on 1 August 2009, no additional service is required.

A9.18.1.4.2. For those members who have an approved retirement date after 1 August 2009 and before 1 July 2010, no additional service is required.

A9.18.1.4.3. For those members eligible for retirement after 1 August 2009 and on or before 1 August 2010, one year of additional service from the date of request is required.

A9.18.1.4.4. For those members eligible for retirement after 1 August 2010 and on or before 1 August 2011, two years of additional service from the date of request is required.

A9.18.1.4.5. For those members eligible for retirement after 1 August 2011, and on or before 1 August 2012, three years of additional service from the date of request is required.

A9.18.1.4.6. Retirees recalled to active duty may transfer unused Post-9/11 GI Bill benefits with no additional service commitment.

A9.18.1.4.7. Paragraph A.10.18.1.4. expires on 31 July 2012.

A9.18.1.4.8. Paragraph A.10.18.1.4. does not apply to any member who retired on or before 1 August 2009 unless recalled to active duty and serving on or after 1 August 2009.

#### A9.18.2. Eligible Family Members.

A9.18.2.1. A member approved to transfer unused Post-9/11 GI Bill benefits may transfer to:

A9.18.2.1.1. the spouse.

A9.18.2.1.2. one or more of the member's children.

A9.18.2.1.3. a combination of the above.

A9.18.2.2. For eligibility under this section, the term "child" means a dependent registered in the Defense Eligibility Enrollment Reporting System (DEERS), who is unmarried and:

A9.18.2.2.1. who is under twenty-three years of age;

A9.18.2.2.2. a child's marriage after transfer of benefits is approved may not affect his or her eligibility to receive the education benefits; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.

A9.18.2.2.3. Status of a child in paragraph A.10.18.2.2. is based on the date of approval of the request to transfer benefits, not on the date of request to transfer benefits.

A9.18.2.3. If an eligible individual elects to transfer his or her entitlement to a spouse, a subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, the eligible individual retains the right to revoke or modify the transfer at any time.

A9.18.2.4. A family member must be enrolled in DEERS at the time of transfer to receive transferred entitlement.

A9.18.3. Months of Transfer. The number of months of benefits transferred by a member under this section may not exceed the lesser of 36 months. the amount of unused benefits remaining as determined by the DVA or the number of months specified by the Secretary of Defense.

A9.18.4. Transferee Usage. Dependent use of transferred educational benefits is subject to the following:

A9.18.4.1. A spouse:

A9.18.4.1.1. May start to use the benefit immediately after the member making the transfer has completed at least 6 years of service in the Armed Forces.

A9.18.4.1.2. May use the benefit while the member remains in the Armed Forces, or after separation from active duty after completing the additional service required to transfer the educational assistance under the Post-9/11 GI Bill.

A9.18.4.1.3. Is subject to the same 15-year limitation as the member.

A9.18.4.2. A child:

A9.18.4.2.1. May start to use the benefit after the member making the transfer has completed at least 10 years of service in the Armed Forces.

A9.18.4.2.2. May use the benefit while the member remains in the Armed Forces.

A9.18.4.2.3. May not use the benefit until they have met the requirements of a secondary school diploma, or reached 18 years of age.

A9.18.4.2.4. Is not subject to the 15-year time limitation, but may not use the benefit after reaching 26 years of age.

A9.18.5. Nature of Transferred Entitlement. The entitlement transferred will be available as follows:

A9.18.5.1. A spouse:

A9.18.5.1.1. Is entitled to educational assistance under this chapter in the same manner as the member from whom the entitlement was transferred.

A9.18.5.1.2. Is not eligible for the monthly stipend (if otherwise eligible) while the member is serving on active duty.

A9.18.5.2. A child:

A9.18.5.2.1. Is entitled to educational assistance under this chapter in the same manner as the member from whom the entitlement was transferred as if the member were not on active duty.

A9.18.5.2.2. Is entitled to the monthly stipend (if otherwise eligible) and the books and supplies stipend regardless of status of the member.

A9.18.6. Designation of Transferee. A member transferring an entitlement to educational assistance under this section shall:

A9.18.6.1. Designate the dependent or dependents to whom such entitlement is being transferred;

A9.18.6.2. Designate the number of months of such entitlement to be transferred to each dependent; and

A9.18.6.3. Specify the period for which the transfer shall be effective for each dependent.

A9.18.7. Time for Transfer, Revocation, and Modification.

A9.18.7.1. Time for Transfer. A member approved to transfer entitlement to educational assistance under this section may transfer such entitlement only while serving as a member of the Armed Forces when the transfer is executed.

A9.18.7.2. Modification or Revocation.

A9.18.7.2.1. A member transferring entitlement under this section may modify or revoke at any time the transfer of any unused portion of the entitlement so transferred.

A9.18.7.2.2. A member may add new dependents, modify entitlement for existing dependents, or revoke entitlement while serving in the Armed Forces.

A9.18.7.2.3. A Veteran may modify entitlement or revoke entitlement among only those dependents who were designated to receive transferred benefits prior to separating from the Armed Forces. Veterans who transferred entitlement prior to separating or retiring from the Armed Forces may not add new dependents after separation or retirement.

A9.18.7.2.4. The modification or revocation of the transfer of entitlement under this paragraph shall be made by submitting notice of the action to both the Air Force via the Transferability of Educational Benefits (TEB) website and the Secretary of Veterans Affairs as determined by the DVA. After separation or retirement, modifications or revocations must be done through the DVA.

A9.18.8. Other Administrative Issues

A9.18.8.1. The use of any entitlement to educational assistance transferred will be charged against the entitlement of the member making the transfer at the rate of one month for each month of transferred entitlement that is used.

A9.18.8.2. The death of a member who transferred benefits will not affect the use of the entitlement by the dependent to which the entitlement was transferred.

A9.18.8.3. A dependent to whom the entitlement is transferred may use the entitlement for the pursuit and completion of the requirements of a secondary school diploma (or equivalency certificate).

A9.18.8.4. In the event of an overpayment of educational assistance with respect to a dependent to which entitlement is transferred, the dependent and the member making the transfer will be jointly and separately liable for the amount of the overpayment. The DVA is responsible for recouping overpayment of benefits.

A9.18.8.5. Failure to Complete Service Agreement. Except as provided below, if a member transferring entitlement under this section fails to complete the service agreed to by the member under paragraph A.10.18.1. in accordance with the terms of the agreement of the member under that paragraph, the amount of any transferred entitlement that is used by a dependent of the member as of the date of such failure shall be treated as an overpayment of educational assistance and will be subject to collection by the DVA. Exceptions:

A9.18.8.5.1. The death of the member.

A9.18.8.5.2. Discharge or release from active duty for a medical condition that pre-existed the service of the member and was not service connected.

A9.18.8.5.3. Discharge or release from active duty for hardship as determined by the Secretary of the Air Force.

A9.18.8.5.4. Discharge or release from active duty for a physical or mental condition not a disability and that did not result from the member's own willful misconduct, but did interfere with the performance of duty.

A9.18.8.6. A member who separates or is released from Armed Forces prior to completion of an agreed upon additional service commitment will have their transfer of benefits revoked by the DVA. Benefits already used by a dependent will be recouped by the DVA. However:

A9.18.8.6.1. If the Airman was a member of the active component, the Airman may join a Selected Reserve unit and regain the authority to transfer benefits if the Airman agrees to serve at least the remaining length of time which was not served under the original agreement.

A9.18.8.6.2. If the Airman was in a Selected Reserve unit, that Airman may join the active component and regain the authority to transfer benefits if the Airman agrees to serve at least the remaining length of time which was not served under the original agreement.

A9.18.8.7. For Airmen who are separating or retiring, benefits are still transferable based on the date the application was submitted.

A9.18.9. Transfer of Benefits Procedures. All requests and transactions will be completed through the TEB Web application at <https://www.dmdc.osd.mil/TEB/>. Airmen are responsible for correcting inaccurate information. Airmen may request certification of Post-9/11 GI Bill eligibility from the DVA's website prior to requesting to transfer of benefits.

A9.18.9.1. Site security management.

A9.18.9.1.1. The AF/A1PA is the active component TEB site security manager with execution responsibility maintained by AFPC.

A9.18.9.1.2. The National Guard Bureau, Air National Guard (ANG) Recruiting and Retention Directorate, is the TEB site security manager for the ANG. This responsibility may be delegated as determined by the Chief, Air National Guard.

A9.18.9.1.3. Headquarters Air Force Reserve Command (Operations & Support Branch) is the TEB site security manager for the Air Force Reserve. This responsibility may be delegated as determined by the Chief, Air Force Reserve.

A9.18.9.2. Certification. Air Force certifying officials will verify that the Airman requesting a benefits transfer is in compliance with the transferability policy provisions.

A9.18.9.2.1. The certifying official for active duty Air Force is the AFPC Service Center-San Antonio.

A9.18.9.2.2. The certifying official for Air National Guard members will be determined by the Chief, Air National Guard. The Chief, Air National Guard will identify certifying officials.

A9.18.9.2.3. The certifying official for the U.S. Air Force Reserve will be determined by the Chief, Air Force Reserve. The Chief, Air Force Reserve will identify certifying officials.

A9.18.9.2.4. All personnel identified as certifying officials will need to be identified to the AF/A1, Chief of the Air Force Reserve and Chief of the Air National Guard.

A9.18.9.3. Once certifying officials have approved a request to transfer benefits, Airmen may print a hard copy of the certified TEB request for their personal records. Additional service commitments will be recorded in the appropriate personnel system(s). Additional service commitments resulting from transferring unused Post-9/11 GI Bill benefits begin on the date of request and are served concurrent with any other additional service commitment in effect at the time of the transfer or incurred at any time after the request to transfer benefits. Transfer of Post-9/11 GI Bill benefits, in and of itself, will not limit any other reenlistment option or incentive to which a member may be eligible.

A9.18.9.4. The DVA will verify that members are entitled to the total number of months of benefits that a member requests to transfer. In the event a member requested to transfer more months of Post-9/11 GI Bill benefits than to which entitled, the member may, within 30 days from date of notification from the DVA, revoke the transfer of unused benefits and rescind the additional service obligation unless already serving on a term of reenlistment. If the member elects to modify the number of months transferred to match the total number of months the DVA determined is available, the original additional service commitment will remain in effect.

**A9.19. Supplemental Educational Assistance (Kickers).** The Air Force has not implemented any supplemental educational assistance for the Post-9/11 GI Bill for Airmen, including Active, Reserve and Guard.

**A9.20. AFPC/DPS Specific Procedures (Active Duty) – Transfer of Benefits Option Responsibilities:**

A9.20.1. MEMBERS MUST:

A9.20.1.1. If enlisted, apply for an extension or reenlistment to meet retainability requirements for the benefit. Contact the reenlistments office prior to applying for the transfer option via TEB (if applicable). The required retainability will be computed as of the application date.

A9.20.1.2. Designate the beneficiary of the transfer benefit, state how many months are transferred, and indicate when the benefits can be used via TEB.

A9.20.1.3. Apply for this option through DMDC's (TEB) website (<https://www.dmdc.osd.mil/TEB/>).

A9.20.1.4. Complete a Statement of Understanding.

A9.20.2. MILITARY PERSONNEL SECTION (MPS):

A9.20.2.1. Counsel all Airmen extending or reenlisting for purpose of qualifying for the transferability of benefits. Airmen will incur a 4-year Active Duty Service Commitment (ADSC) requirement unless otherwise exempt (e.g., retirement eligible).

A9.20.2.2. Airmen who have the required retainability for transfer of benefits are not authorized to extend or reenlist. However, Airmen needing additional retainability may either reenlist or extend.

A9.20.2.3. 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/deletions). **EXAMPLE 1:** An Airman extends while serving in the Zone A window but will be in the Zone B window on the date he/she enters their extension, the Airman then qualify for a Zone B bonus. **EXAMPLE 2:** An Airman extends while serving in Zone A, and will be in the Zone B window, however Zone B is not authorization at the time he/she enters the extension, the Airman would not qualify for a SRB.

A9.20.2.4. Document the Airman's counseling session.

A9.20.3. EXTENSION Procedures:

A9.20.3.1. Extend Airmen under AFI 36-2606, *Reenlistment in the United States Air Force*, 21 November 2001, Table 4-1, Rule 29. The new extension rule was created specifically for the transfer benefit and it will be included in the revision of the AFI. The MPS is authorized to use this rule for members who qualify for the transfer benefit effective 1 Aug 09.

A9.20.3.2. Second term/career Airmen in SRB specialties may extend for a period between 36 and 48 months even though their retainability requirement for the transfer is less. These Airmen would qualify for 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.

A9.20.3.3. Extensions cannot exceed 48 months per enlistment for second-term or career Airmen and 23 months for first-term Airmen.

A9.20.3.4. Use current procedures and forms for processing extensions; utilize Rule 29 and update Reason Code 9 in MilPDS.

A9.20.3.5. Extend the Airman the minimum number of months to meet transfer requirements plus 30 days. This additional 30 days will provide sufficient time for the Airman to apply for transferability.

#### A9.20.4. REENLISTMENT PROCEDURES:

A9.20.4.1. Second term/career Airmen may reenlist at any time to qualify for the transfer benefit (qualifies as service-directed reason), if eligible. **EXAMPLE 3:** An Airman reenlists with seven years of service and receives a bonus in Zone B. If the Airman reenlists early to qualify for the transfer of benefits and has less than 10 years of serve at the time of reenlistment, he/she would not qualify for the SRB.

A9.20.4.2. Current Air Force term of enlistment and obligated service rules will apply and cannot exceed 72 months.

A9.20.4.3. 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.

A9.20.4.4. All other reenlistment requirements/procedures remain the same.

A9.20.4.5. Required retainability will be computed as of the application date.

A9.20.5. EDUCATION AND TRAINING SECTION (DPE/FSD): Has responsibility, for providing counseling in both group and individual venues so Airmen can make informed decisions regarding transferring Post-9/11 GI Bill benefits to dependents. Document the Airman's counseling session.

A9.20.6. REENLISTMENTS/EXTENSIONS (AFPC/DPSOAE): Implement the overall guidance and procedures as they relate to reenlistments and extensions.

#### A9.20.7. ACTIVE DUTY SERVICE COMMITMENTS BRANCH (AFPC/DPSOTES):

A9.20.7.1. Validate years of service and retainability in TEB for final approval/disapproval.

A9.20.7.2. Update ADSC Reason Code "85" for all approved applicants in MilPDS.

#### A9.20.8. AIR FORCE EDUCATION AND TRAINING BRANCH (AFPC/DPSIT):

A9.20.8.1. Implement the overall guidance and procedures for the Post-9/11 GI Bill including the transfer of benefit option.

A9.20.8.2. Serve as Site Security Manager for the TEB.



A9.20.8.3. Provide AFPC Service Center and DPE/FSDs with updated and standardized transfer option information.

A9.20.8.4. Provide training as necessary.

#### **A9.21. Air Force Reserve Specific Procedures:**

A9.21.1. Transferability of Benefits:

A9.21.1.1. The Headquarters Air Force Reserve Command will verify eligibility for the Unit Reserve program (includes Traditional Reservists (TRs), Air Reserve Technicians (ARTs), and Title 10 Active Guard Reserves (AGRs)).

A9.21.1.2. Air Reserve Personnel Center (ARPC) will verify eligibility for Individual Mobilization Augmentees (IMA).

A9.21.2. Members must process through the Wing Education and Training Office to be briefed on the Post-9/11 GI Bill.

A9.21.3. Apply for an extension or reenlistment to meet retainability requirements for the benefit. Member must have retainability on the date of request for transferability.

A9.21.4. Military Personnel Section (MPS):

A9.21.4.1. Extend members IAW AFI 36-2612, *United States Air Force Reserve Reenlistment and Retention Program*, Chapter 5, Voluntary Extensions, paragraph 5.1.15. This new extension rule was created specifically for the Post-9/11 GI Bill transfer benefit and will be included in the revision of the AFI. The MPS is authorized to use this rule for members who qualify for the transfer benefit effective 1 Aug 09.

A9.21.4.2. The number of extensions cannot exceed 23 months unless AFRC/A1KP approves a waiver.

A9.21.4.3. Use current procedures and forms for processing extensions by updated AR Contract Reason Code E in MilPDS.

A9.21.4.4. Complete AF IMT 1411, Extension or Cancellation of Extensions of Enlistment in the Regular Air Force/Air Force Reserve, in accordance with AFI 36-2612 and manually type in "To qualify for Post-9/11 GI Bill Transfer" in Section VII, remarks.

A9.21.4.5. All other reenlistment requirements/procedures remain the same.

A9.21.4.6. Validate years of service, retainability, and dependent information in DMDC's Transfer of Education Benefits website for final approval/disapproval.

A9.21.4.7. Update Reserve Service Commitment (RSC) Reason Code 85 for all approved applicants in MilPDS.

A9.21.5. Unit Commander:

A9.21.5.1. Make retirement approval/disapproval recommendation:

A9.21.5.1.1. Step 1. Mark "Yes" or "No" in the block provided.

A9.21.5.1.2. Step 2. Provide remarks to explain the recommendation (optional)

A9.21.5.1.3. Step 3. Enter name, grade, duty title, unit/office symbol, and organizational email address in boxes provided and click the "submit" button.

A9.21.5.2. Retain authority to approve/deny an extension/reenlistment request based on quality force/performance standards.

A9.21.6. AFRC/DPPR (Retirements Branch):

A9.21.6.1. Manage overall guidance and procedures related to retirements.

A9.21.6.2. Determine eligibility and ensure the web-based application is properly completed.

A9.21.6.3. Approve/Disapprove retirement change requests and prepare new retirement orders for the member.

A9.21.6.4. Update the approved retirement date in MilPDS.

A9.21.7. AFRC/A1KP (Promotions, Retention and Customer Service Branch). Manage the overall guidance and procedures as they relate to reenlistments and extensions and the Selected Reserve Service Commitments.

A9.21.8. AFRC/A1KE (Education and Training Operations and Support Branch)

A9.21.8.1. Performs duties of the Site Security Manager for Transferability of Education Benefits (TEB).

A9.21.8.2. Maintains oversight for the Post-9/11 GI Bill transfer of benefits option.

A9.21.8.3. Provides assistance regarding Air Force implementation of Post-9/11 GI Bill implementation.

A9.21.8.4. Trains the Wing Education and Training Offices at the MPSs.

A9.21.9. Reserve Wing Education and Training Offices:

A9.21.9.1. Ensure that all eligible Air Force Reserve members are advised that they are eligible for Post-9/11 GI Bill benefits upon serving the required active duty time as established in Title 38, United States Code, Chapter 33.

A9.21.9.2. Provide Air Force Reserve personnel with qualifying active duty service individual pre-separation or release from duty counseling on the benefits under the Post-9/11 GI Bill and document accordingly (i.e., annotate counseling session in member's digital folder in the Air Force Automated Education Management System - AFAEMS).

A9.21.9.3. Advertise the Post-9/11 GI Bill benefit via e-mail notifications, posters, bulletin boards, monthly newsletters, commander's call, mobilization briefings, demobilization briefings, newcomers orientation, pamphlets, handouts, etc., that are applicable to the Post-9/11 GI Bill benefit.

**A9.22. Air National Guard Specific Procedures.**

A9.22.1. Transfer of Benefits. NGS/RS will review and determine acceptability of member applications for transfer.

A9.22.2. After the service member requests a transfer using the DMDC website, the DMDC website sends an email notice to NGS/RS ([ngbrs.gibill912@ang.af.mil](mailto:ngbrs.gibill912@ang.af.mil)).

A9.22.3. NGB/RS will contact the member's ROM to request verification of retainability.

A9.22.4. The ROM will contact the local Force Support Squadron (FSS) and the member to notify that the member will require an extension.

A9.22.4.1. The FSS will complete the extension;

A9.22.4.2. ANGI 36-2002, *Enlistment and Reenlistment in the Air National Guard and As A Reserve of the Air Force*, Table 4.2, Rule 2, authorizes extensions; and

A9.22.4.3. POC for extension questions: CMSgt Jeanne Iorio, NGB/A1PO, [Jeanne.iorio@ang.af.mil](mailto:Jeanne.iorio@ang.af.mil).

A9.22.5. The ROM will notify NGB/RS to verify that the member does or does not have retainability.

A9.22.6. The transferability application will be verified by NGB/RS who will either accept or reject the application.

A9.22.7. Accepted applications will be sent via database replication to the Department of Veterans Affairs for claims processing and administration of benefits.

A9.22.8. After application approval, the member must deal directly with the Department of Veterans Affairs. It is the member's responsibility to address any disapproved applications.

**A9.23. Tables.** The DVA is responsible for determining eligibility for education benefits under the Post-9/11 GI Bill. Generally, to be eligible for the Post-9/11 GI Bill, Airmen must serve on active duty on or after 11 September 2001, for at least 30 continuous days with a discharge due to a service-connected disability; or an aggregate period ranging from 90 days to 36 months or more. Benefits under the Post-9/11 GI Bill are based on a percentage, as determined by a member's length of active duty service, as shown in Table 1.

**Table A9.1. : Maximum Benefits Payable.**

Airman Serves	Percentage of Maximum Benefit Payable
At least 36 months	100
At least 30 continuous days on active duty and discharged due to service-connected disability	100
At least 30 months, but less than 36 months	90
At least 24 months, but less than 30 months	80
At least 18 months, but less than 24 months*	70
At least 12 months, but less than 18 months*	60
At least 6 months, but less than 12 months*	50
At least 90 days, but less than 6 months*	40

\* If aggregate service is less than 24 months, initial entry training does not count as qualifying active duty.

**Table A9.2. : Eligibility for Transfer Benefits.**

<b>Number of years of service in the Armed Forces (active and Selected Reserves only) as of 1 August 2009</b>	<b>Additional Service Commitment required to transfer benefits</b>
20 years or more	No additional service commitment
Approved retirement date after 1 August 2009 and on or before 1 July 2010	No additional service commitment
19 years to 19 years, 11 months, 29 days	12 months
18 years to 18 years, 11 months, 29 days	24 months
17 years to 17 years, 11 months, 29 days	36 months