



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1560.28B
MHEP
18 Apr 91

MARINE CORPS ORDER 1560.28B

From: Commandant of the Marine Corps
To: Distribution List

Subj: VETERANS' EDUCATIONAL ASSISTANCE BENEFITS

Ref: (a) Title 38, United States Code, chapters 30, 32, and
34, as amended
(b) MCO 1560R.30
(c) Public Law 96-342, Sections 901 and 903
(d) MCO P1080.35H, PRIM
(e) Title 10, United States Code, as amended
(f) MCO 1001.39J
(g) MCO P1900.16D, MARCORSEPMAN

Encl: (1) Checklist for Instructing New Marines in the MGIB
(2) Checklist for Preseparation and Predisciplinary
Counseling

Report required: MGIB Enrollment Report (Report Control
Symbol DD-1560-02), par. 4

1. Purpose. To publish, as established by reference (a) and per the requirements prescribed by the Secretary of Defense, the policies and procedures governing educational benefits administered by the Department of Veterans Affairs (VA) available to active duty Marine Corps personnel. The Montgomery GI Bill for the Selected Reserve is addressed in reference (b).

2. Cancellation. MCO 1560.28A and MCO 1780.1A.

3. Background. Three separate educational assistance programs have been established: the Vietnam Era GI Bill, the Veterans' Educational Assistance Program (VEAP), and the Montgomery GI Bill (MGIB). Additionally, two Educational Assistance Test Programs (EATP) provided benefits to selected Marines under the provisions of reference (c). Requirements for a high school diploma equivalent may be satisfied by any one of the following: General Education Degree (GED) certificate, high school diploma based on GED, correspondence school, California High School Proficiency Examination, high school attendance certificate, high school completion certificate, adult education certificate or diploma, competency based diploma, or 12 semester hours of college level course work in a degree granting program of study. For the purposes of this Order, "commanding officer" is defined as that commissioned officer in a Marine's chain of command having special court-martial authority.

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a. The Vietnam Era GI Bill was an educational assistance program established to provide benefits to members of the Armed Forces with service between 1 February 1955 and 31 December 1976. Marines with GI Bill educational benefits remaining on or after 31 December 1989, are eligible to receive converted benefits under the MGIB if they:

(1) Did not graduate and receive a commission in the Armed Forces from one of the United States service academies or a Reserve Officer Training Corps scholarship program after 31 December 1976.

(2) Were on continuous active duty since 31 December 1976.

(3) Served at least 3 years of continuous active duty or 2 years of continuous active duty and 4 years of continuous duty in the Selected Reserve since 30 June 1985.

(4) Are not receiving educational assistance benefits under any other program administered by the VA.

(5) The formula for conversion of benefits from the GI Bill to the MGIB is a monthly rate of $A+B/2$; where A is the monthly benefit entitlement under the MGIB and B is the monthly entitlement under the GI Bill. These benefits will be paid for 36 months or the number of months remaining from the Vietnam Era GI Bill, whichever is less. Benefits so converted must be used within 10 years of last discharge or release from active duty or the start of benefits whichever is sooner.

b. The VEAP was established to provide educational assistance to individuals who first entered the Armed Forces after 31 December 1976 and before 30 June 1985. The VEAP is a participatory program with the eligible Marine contributing up to \$2,700 that is matched by the Government at a rate of 2:1 providing a total benefit of up to \$8,100. Marines who initially entered on active duty during this period and who enrolled before 31 March 1987 are eligible participants.

(1) Participation. Eligible Marines electing to participate agree to have a monthly deduction made from their pay. This amount is not less than \$25 or more than \$100 and evenly divisible by \$5. Participating Marines are required to contribute for a period of at least 12 months. Subject to the maximum total contribution of \$2,700, participants are permitted to make a lump sum contribution at any time during their service. Participation is initiated using the procedures contained in paragraph 8119 of reference (d).

(2) Suspension. A Marine who suspends participation is one who temporarily stops contributing. The Marine may resume contributions without penalty if otherwise eligible. Suspension made after 12 months of participation may be made by the Marine for any reason and without permission. Suspensions made for reasons of hardship before having completed the

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first 12 months of contributions must be approved by the Marine's commanding officer. Requests will be made in writing and will contain at least:

(a) Documentation that financial hardship exists.

(b) A statement by the education officer that the Marine has been counseled concerning the right to resume contributions without penalty.

(c) Report suspension of participation in VEAP per paragraph 8119.3 of reference (d).

(3) Disenrollment. Marines who disenroll forfeit all benefit entitlements and are eligible for a refund of only the contributions which they have made. Provisions for disenrollment are as follows:

(a) A Marine may disenroll for personal or financial hardship without having completed 12 consecutive months of contributions.

(b) A Marine may disenroll for any reason after having completed 12 consecutive months of contributions.

(c) When separation of the Marine is under dishonorable conditions, the participant is automatically disenrolled. Any contributions made to the fund by the participant will be refunded within 60 days of receipt of notice by the VA.

(d) If a Marine disenrolls while on active duty, refund of contributions will be made within 60 days.

(e) If a Marine disenrolls after separation from active duty, the VA will refund contributions upon receipt of an application for refund.

(f) Participants are automatically disenrolled after 10 years have elapsed from the date of last discharge.

(g) If disenrollment is made pursuant to enrollment in the MGIB, under the special opportunity described in paragraph 3.e.(3) of this Order, that disenrollment is irrevocable.

(h) Applications for disenrollment and refund will be accomplished on VA Form 4-5281, Notice of Disenrollment and Application for Funds Deposited in Post-Vietnam Era Veterans' Educational Assistance Program, in triplicate and forwarded to the Defense Finance and Accounting Service, Kansas City Center (CPJ), Kansas City, MO 64197-0001 via the Marine's commanding officer (if the Marine is on active duty) or directly to the VA (if no longer on active duty).

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1 If the Marine is on active duty and desires to disenroll for personal or financial hardship before contributing for 12 months, approval must be first obtained from the commanding officer. The completed form will be accompanied by a letter request detailing the nature of the hardship and including a statement that the Marine has been counseled by the education officer regarding forfeiture of entitlement.

2 If the Marine is on active duty and has completed 12 months of contributions, application is made only after being counseled by the education officer regarding forfeiture of benefit entitlement.

(i) Report termination of enrollment in VEAP per paragraph 8119.3 of reference (d).

(4) Eligibility for Benefits. Marines are entitled to benefits as determined and adjudicated by the VA. The following criteria for benefit entitlement is, therefore, provided only as a guide. Benefits are payable only for periods of time during which an eligible person is enrolled in and satisfactorily pursuing a VA approved program of education. Benefits are based on the number of months and the amount that the participant contributed to the program. Benefits will be paid for a maximum of 36 months or the part-time equivalent. To be eligible to receive benefits, a Marine must satisfy one of the following criteria:

(a) The Marine has completed the initial period of obligated service or 6 years of continuous active duty whichever is less. The initial period of obligated service is considered to be that for which the Marine was originally obligated, regardless of any subsequent discharges or reenlistments.

(b) The Marine was discharged or released from active duty for a service connected disability.

(c) The Marine has served continuously on active duty for a period of more than 24 months after 31 December 1977, and was discharged or released from active duty under conditions other than dishonorable.

(5) In the event of the death of an enrolled Marine on active duty, the VA will pay the amount of any unused contributions in the following order of succession: the Serviceman's Group Life Insurance policy beneficiary(ies), the surviving spouse, the surviving child(ren), the surviving parent(s), or the Marine's estate.

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c. The EATP 901 was implemented by the Marine Corps 1 January 1981. The purpose of the EATP was to test the impact of educational benefits on recruitment and retention of selected personnel from selected geographic areas. Eligible members have been identified and are recorded by name and social security account number by the CMC (MHEP). No new enrollments will be accepted.

(1) Educational assistance is provided for up to 36 academic months for a maximum of \$4,800. Expenses for which payment may be made include tuition, fees, books, laboratory, and shop fees for consumable materials used as part of classroom or laboratory instruction. Benefits accrued under section 901 of the EATP can only be used while attending an approved program at an accredited institution as determined by the VA. Courses not allowed under section 901 include: apprenticeship, on-the-job training, cooperative programs, elementary and secondary courses offered by an institution outside the United States (except Guam, Puerto Rico, and the U.S. Virgin Islands), correspondence courses including combination correspondence/residence, independent study, and residency for a professional program. In-service benefits are available after 2 years of active enlisted service. Further information on authorized education programs may be obtained from local VA offices.

(2) Eligible veterans are entitled to a subsistence allowance of \$300 per month for full-time training, and \$150 per month for other than full-time training. Entitlement may not exceed 9 months for each year of active duty served-up to a maximum of 36 total academic months. Allowance is received only during the period of actual class attendance/enrollment. Subsistence allowance is not paid to those using benefits while in service.

(3) The amount for educational assistance and subsistence allowance are adjusted yearly by the Secretary of Defense to keep pace with the average actual cost of attendance at public post secondary institutions as determined by the Secretary of Education. Any adjustments made by the Secretary of Defense are effective on 1 October of the year the adjustment takes place.

(4) All or any part of benefits may be transferred to a spouse or dependent child. This provision may be revised or revoked by the service member at any time. Benefits that are transferred by a service member may be used by only one person at a time. If a service member dies before making such an election, any unused benefits are automatically transferred to the spouse or (if there is no surviving spouse) to the dependent children. A surviving spouse may elect to transfer these benefits to the dependent children. The total amount of benefits due a service member, spouse, or dependent children may not exceed the benefits due a service member alone.

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(5) Service members enrolled in the EATP, Section 901, are not eligible to contribute to VEAP.

(6) Application for educational benefits, whether in-service or post-service, must be made through the veterans assistance office at the educational institution to be attended or through the nearest VA regional office. VA Form 22-8889, Application for Educational Assistance Test Program Benefits (Section 901, Public Law 96-342), will be used in applying for EATP benefits.

(7) Marines discharged or otherwise released from active duty before completing 2 years of active service of an enlistment, which is the basis for entitlement, or who are discharged or otherwise released from active duty under any conditions characterized as other than honorable are not entitled to EATP benefits.

(8) Veterans must use their EATP benefits within 10 years of release from active duty. In the case of a service member who dies while on active duty and whose entitlement is transferred to a spouse or dependent child, such entitlement expires at the end of the 10-year period beginning on the date of the member's death.

d. The EATP 903 was implemented by the Marine Corps 1 January 1981. The purpose of the EATP was to test the impact of educational benefits on recruitment and retention of selected personnel from selected geographic areas. Eligible members have been identified and are recorded by name and social security account number by the CMC (MHEP). No new enrollments will be accepted.

(1) Benefits accrue at the rate of \$225 per month served during the enlistment upon which entitlement was based, up to a maximum of \$8,100. Benefits will be paid at the rate of \$225 per month for full-time training for a maximum of 36 months. The period that benefits are paid, however, can be more than 36 months if training is less than full-time. Monthly benefit payments for less than full-time status will be computed as a prorated amount based on full-time status monthly benefit payments. The VA pays benefits based on full-time, 3 quarter-time, half-time, or one-quarter-time training, and entitlement is charged accordingly. No in-service benefits may be drawn until the first term of obligated service has been served. Benefits accrued under EATP 903 may be used in the same education programs authorized under the Vietnam Era GI Bill except for apprenticeship, flight training, on-the-job training, and cooperative programs. Further information on authorized education programs may be obtained from local VA offices.

(2) Marines enrolled in EATP 903 are not eligible to contribute to VEAP.

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(3) Application for benefits, whether in-service or post-service, must be made through the veterans assistance office at the educational institution to be attended, by completing VA Form 22-8821, Application for Educational Assistance and VA Form 22-1999, Enrollment Certification. These forms will then be sent to the nearest VA regional office for processing.

(4) Marines discharged or otherwise released from active duty before completing 2 years of active service of an enlistment which is the basis for entitlement or who are discharged or otherwise released from active duty under any conditions characterized as other than honorable are not entitled to EATP benefits.

(5) Veterans must use their EATP 903 benefits within 10 years of release from active duty.

(6) Benefits may not be transferred to any other person.

e. The MGIB is established to provide educational assistance to individuals who first entered on active duty after 30 June 1985. The MGIB is a participatory program, the enrolled Marine's pay being reduced by \$100 per month for the first 12 months on active duty. Pay so reduced is not refundable.

(1) Enrollment Eligibility. All Marines who enter on active duty for an initial obligation of at least 2 years active service and who are not otherwise disqualified are automatically enrolled to establish eligibility for educational assistance benefits under the MGIB.

(2) Disqualifiers. Marines who meet one of the following disqualifiers, (a) through (d) below, are not eligible for benefits under the MGIB and will not be enrolled:

(a) Any Marine who elects to disenroll within 2 weeks of entry on active duty.

(b) Any Marine who, after 31 December 1976, received a commission as an officer in the Armed Forces upon graduation from one of the United States service academies or upon graduation from a Reserve Officer Training Corps scholarship program.

(c) Any Marine with active duty service prior to the current enlistment.

(d) Any member coming on active duty for a period of less than 2 years.

(e) Any Marine who entered an active component of the Armed Forces or entered on active duty before 30 June 1985.

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(3) Special Enrollment Opportunity. Some Marines who will be involuntarily separated after 3 February 1991 with an honorable discharge are eligible to enroll in the MGIB. These Marines may enroll even though they are participating in VEAP or declined enrollment in either VEAP or the MGIB. To qualify for enrollment, these Marines must have been on active duty on 30 September 1990 and:

(a) Not have received a commission after graduating from a United States service academy or ROTC scholarship program after 31 December 1976.

(b) Be subject to discharge proceedings that will result in an honorable discharge under involuntary circumstances after 31 December 1990. A general discharge under honorable conditions does not qualify.

(c) Have their pay reduced by \$1,200 in lump sum.

(d) Apply using the following enrollment procedures.

1 Applications will include a certified true copy of the Marines completed DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB), and disbursing office voucher recording the \$1,200 lump sum pay reduction. Applications will be mailed via the Marine's commanding officer to the Defense Finance and Accounting Service, Kansas City Center, (DAPS-4), Kansas City, MO 64197-0001.

2 The commanding officer's endorsement will include certification that the Marine is being processed for discharge involuntarily and that the discharge will be an honorable discharge given current circumstances. If the Marine was enrolled in VEAP, certification of VEAP disenrollment is required. Disenrollment from VEAP and refund of VEAP contributions will be accomplished according to procedures in paragraph 3b(3) of this Order.

3 The original of the completed DD Form 2366 will be attached to the documents side of the SRB/OQR; one copy mailed to the CMC (MMRB); and one copy provided to the member at discharge.

4 The Defense Finance and Accounting Service, Kansas City Center, (DAPS-4) will record the Marine's enrollment in the MGIB per current procedures. Any cases that appear not eligible will be referred to the CMC (MHEP) for resolution. In the event that an ineligible Marine is enrolled under these procedures, refund of the pay reduction will be made at the direction of the CMC (MHEP); otherwise, all enrollments are irrevocable and pay reductions are nonrefundable.

(4) For the purpose of this Order, active duty does not include any period during which an individual:

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(a) Was assigned to a full-time course of education which was substantially the same as established courses offered to civilians.

(b) Served as a cadet or midshipman at one of the United States service academies.

(c) Served on initial active duty for training, active duty for training, or annual training as a member of the National Guard or the Reserves.

(d) Was released for defective enlistment and induction.

(e) Was ordered to active duty per sections 672, 673, 673b, 674, or 675 of reference (e) for a period of less than 2 years.

(5) Eligibility for Benefits. Marines are entitled to benefits as determined and adjudicated by the VA. The following criteria for benefit entitlement is, therefore, provided only as a guide. Basic benefits are defined as \$300 per month for a maximum of 36 months or part-time educational assistance equivalent. Reduced benefits are defined as \$250 per month for a maximum of 36 months or part-time equivalent. Benefits must be used within 10 years of last discharge or release from active duty or the start of benefits whichever is soonest.

(a) To receive basic benefits, a Marine must:

1 Have been enrolled.

2 Have had a total pay reduction of \$1,200.

3 Have served at least 3 years of an initial active duty obligation of 3 years or more.

4 Have obtained a high school diploma or equivalent not later than the expiration of the original obligation (regardless of the actual date of discharge or release from active duty).

5 Not be receiving any other form of educational assistance administered by the VA.

6 Have received an honorable discharge; or

7 Have been placed on the retired list, transferred to the Fleet Marine Corps Reserve, placed on the temporary disability retired list, continues on active duty; or

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8 Have been released from active duty for further service in a Reserve component after service on active duty characterized as honorable.

(b) Marines meeting these criteria, and having an initial active duty obligation of 2 years, may elect to qualify for full benefits by completing the 2-year obligation plus 4 years of continuous satisfactory participation in the Selected Marine Corps Reserve. Marines in the latter category who do not make such an election will be paid at the reduced rate. If election is made to draw the reduced benefit, that election is irrevocable.

(c) Enrolled Marines desiring to use benefits while in service may do so after serving 2 years continuous active duty. Benefits will be paid at the lesser of the amount authorized or tuition and fees only. The amount authorized is determined by the VA and is dependent on the educational program enrolled in.

(d) Enrolled Marines separated for reduction in force, hardship preexisting medical condition, disability, or a physical or mental condition not characterized as a disability and not a result of the Marine's own misconduct, are generally entitled to 1 month of basic educational assistance for each month of service.

(e) Other enrolled Marines, separated at the convenience of the Government, are generally entitled to 1 month of basic educational assistance for each month of service if the Marine completes at least 30 months of continuous active duty against an initial obligation of 3 years or more; or 20 months of an initial obligation of less than 3 years.

(6) In the event of the service connected death of an enrolled Marine, the VA will pay the amount of the pay reduction less the total of any paid MGIB benefits in the following order of succession: the Serviceman's Group Life Insurance policy beneficiary(ies), the surviving spouse, the surviving child(ren), or the surviving parent(s).

(7) No payment will be made to the Marine's estate and benefits are not transferable.

4. Action

a. The CMC (MHEP) is the Marine Corps Program Administrator for the VEAP, EATP's 901 and 903, and MGIB. As such, the Program Administrator shall:

(1) Provide guidance and assistance to commanders at all levels.

(2) Maintain liaison with the VA and DoD concerning VA administered educational assistance benefits programs.

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(3) Maintain expeditious and permanent correction procedures with the Defense Manpower Data Center (DMDC).

(4) Plan for and initiate the transfer of VEAP funds to the Department of Veterans Affairs.

b. Commanding Generals of Marine Corps Recruit Depot shall ensure that:

(1) Within the first week of recruit reception, Marine Corps recruits are instructed in the provisions of the MGIB. The checklist in enclosure (1) will serve as a guide.

(2) During the second week of recruit reception, Marine Corps recruits are given the opportunity to elect not to participate in the MGIB.

(3) Eligible recruits complete [DD Form 2366](#), indicating their election and that form made a part of the Recruit's Service Record Book.

(4) Unit diary entry is made for each recruit, indicating the election or ineligibility, per paragraph 8119 of reference (d).

(5) The CMC (MHEP) is notified monthly of the number of recruits received that were eligible for enrollment in the MGIB and of that number, the number of recruits that did, in fact, enroll. The effective date of the information provided is the last day of the month and will be submitted not later than the 10th of the following month. This report carries Report Control Symbol (RCS) DD-1560-02 and may be submitted by telephone.

c. The Commanding Officer of The Basic School shall ensure that:

(1) Within the first week of reception, new Marine Corps officers are instructed in the provisions of the MGIB. The checklist in enclosure (1) will serve as a guide. Additionally, it will be stressed that educational benefits may be used to pursue a graduate degree granting program of study.

(2) During the second week after reception, new Marine Corps officers are given the opportunity to elect not to participate in the MGIB.

(3) Eligible officers complete [DD Form 2366](#) indicating their MGIB election and that form made a part of the OQR.

(4) Unit diary entry is made within the first 2 weeks of reception for each new officer, indicating the MGIB election or ineligibility per paragraph 8119 of reference (d).

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(5) The CMC (MHEP) is notified monthly of the number of new officers received that were eligible for enrollment in the MGIB and of that number, the number of new officers that did, in fact, enroll. The effective date of the information provided is the last day of the month and will be submitted not later than the 10th of the following month. This report carries RCS DD-1560-02 and may be submitted by telephone.

d. Installation commanders shall ensure that installation education officers initiate and maintain liaison with the nearest VA office. Installation education officers shall:

(1) Maintain a current file of VA circulars and information materials relating to VA administered educational assistance benefits.

(2) Disseminate this information to subordinate and tenant commands.

(3) Refer to the nearest VA office those Marines desiring VA vocational or educational counseling.

e. Commanding officers shall ensure that:

(1) For members accessing directly from the Reserve:

(a) Such members are instructed in the provisions of the MGIB within the first week after accession. The checklist in enclosure (1) will serve as a guide.

(b) Eligible members are given the opportunity to elect not to participate in the MGIB during the second week after accession.

(c) Eligible members complete [DD Form 2366](#) indicating their MGIB election and that form made a part of their SRB/OQR.

(d) Unit diary entry is made within the first 2 weeks of accession, indicating the MGIB election or ineligibility per paragraph 8119 of reference (d).

(2) Six months prior to expiration of active service (EAS), all active duty members who are separating at the completion of their active service obligation, are provided individual counsel pertinent to their eligibility to educational benefits and, per reference (f), the procedures for and advantages of affiliating with the Selected Marine Corps Reserve. This counsel is in addition to that information provided at separation per reference (g). The checklist in enclosure (2) will serve as a guide. Marines will sign an Administrative Remarks page entry in their SRB/OQR to indicate the counseling was conducted. Use the following sample entry:

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"(Date). Counseled this date concerning my educational benefits under the MGIB/VEAP and the procedures for and advantages of affiliating with the SMCR after separation from active service."

(3) Separating Marines are provided a certified true copy of their DD Form 2366 of record.

f. The Defense Finance and Accounting Service, Kansas City Center, (DAPS-4) is the Marine Corps Data Systems Administrator for the VEAP and MGIB. As such, the Data Systems Administrator shall:


(1) Ensure VEAP and MGIB eligibility status is correctly reported in JUMPS/MMS per reference (d).

(2) Assist the Program Administrator and commanders in researching and correcting unit diary and DMDC data entries.

(3) Forward all nonroutine inquiries to the CMC (MHEP).

5. Records Disposition. The contents of this Order do not impose a requirement on addressees to create and/or maintain any records.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. W. MARSH
Deputy Chief of Staff
for Manpower and
Reserve Affairs
Acting

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CHECKLIST FOR INSTRUCTING NEW MARINES IN THE MGIB

1. A written POI for MGIB instruction is used.
2. The instructor is fully prepared to instruct and answer questions.
3. The setting for the instruction is appropriate.
4. Marines are correctly and thoroughly instructed in the following 13 points of the Statement of Understanding addressed on [DD Form 2366](#):
 - a. Eligibility is based on initial entry on active duty after 30 June 1985.
 - b. Enrollment is automatic unless the option to disenroll is exercised. The enrollment decision is irrevocable.
 - c. Unless the option to disenroll is exercised, basic pay will be reduced by \$100 per month for each of the first 12 months on active duty and that this pay reduction cannot be REFUNDED, SUSPENDED, OR STOPPED.
 - d. Thirty-six months of active duty service or 24 months in active service followed immediately by 48 months honorable service in the SMCR must be completed for entitlement to benefits of \$300 per month for 36 months.
 - e. If the initial obligation is less than 3 years, 24 months of service on active duty must be performed to earn entitlement to benefits of \$250 per month for 36 months.
 - f. If separated at the convenience of the Government, 30 months must be served against an initial obligation of 3 years or more in order to earn entitlement to benefits.
 - g. High school diploma or equivalency must be obtained prior to completion of the initial enlistment in order to obtain benefits.
 - h. MGIB benefits must be used within 10 years of release/discharge from active duty or completion of SMCR obligation.
 - i. If service is terminated by discharge, it must be an honorable discharge in order to qualify for benefits.

ENCLOSURE (1)

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j. Benefits may be drawn after 24 months of active duty. Benefits so drawn are limited to the cost of tuition and fees or the amount of assistance authorized, whichever is less.

k. In the event of service connected death, designated SGLI beneficiaries will receive the unused balance of the money reduced from basic pay for the MGIB. This death benefit will be paid by the Department of Veterans Affairs.

l. No combination of VA benefits in excess of 48 months may be drawn. If more than 12 months of VA administered benefits have been received, the MGIB benefits will be appropriately adjusted.

m. No period of qualifying active service will serve to establish eligibility for both the active duty MGIB and the MGIB for the Selected Reserve.

5. Marines are given the opportunity to disenroll at a second session not less than 3 days after instruction and within the first 2 weeks of entry on active duty.

6. Opportunity for questions and answers is provided during both sessions.

7. Enrollment eligibility is verified by knowledgeable personnel before diary entry.

8. Diary entry includes procedures to minimize error and delay.

9. DD Forms 2366 are completed by every eligible recruit and attached to the documents side of the SRB/OQR.

ENCLOSURE (1)

CHECKLIST FOR PRESEPARATION AND PREDISCIPLINARY COUNSELING

1. The counselor is fully prepared to instruct and answer questions.
2. Marines are correctly counseled as follows regarding the effect that reason for discharge, characterization of service, and length of service may have on their eligibility for benefits.

months on active duty cannot be REFUNDED.
 - b. Thirty-six months of active duty service or 24 months in active service followed immediately by 48 months honorable service in the SMCR must be completed for entitlement to benefits of \$300 per month for 36 months.
 - c. If the initial obligation is less than 3 years, 24 months of service on active duty must be performed to earn entitlement to benefits of \$250 per month for 36 months.
 - d. If separated at the convenience of the Government, 30 months must be served against an initial obligation of 3 years or more in order to earn entitlement to benefits.
 - e. High school diploma or equivalency must be obtained prior to completion of the initial enlistment in order to obtain benefits.
 - f. MGIB benefits must be used within 10 years of release/discharge from active duty or completion of SMCR obligation.
 - g. If service is terminated by discharge, it must be an honorable discharge in order to qualify for benefits.
 - h. No combination of VA benefits in excess of 48 months may be drawn. If more than 12 months of VA administered benefits have been received, the MGIB benefits will be appropriately adjusted.
 - i. No period of qualifying active service will serve to establish eligibility for both the active duty MGIB and the MGIB for the Selected Reserve.
3. Separating Marines are counseled that it is the VA that determines eligibility and benefits and that benefits must be applied for through the veteran's assistance office at the school they will attend.

ENCLOSURE (2)

4. Separating Marines are counseled on the benefits of affiliating with the SMCR and are briefed on the provisions of the MGIB-Reserve.

5. The above counseling is recorded in the Marine's SRB per paragraph 4e(2) of this Order.

6. The separating Marine is provided a certified true copy of the [DD Form 2366](#) of record.