

# ANG Post 9/11 GI Bill and TEB Process Steps

This document provides simple step by step instructions to help you complete the Post 9/11 GI Bill election process, as well as transfer of benefits to your family members. It is broken down into 4 steps:

Step 1: Apply for Post 9/11 GI Bill benefits (Servicemember)

Step 2: Request a letter from ARPC, verifying qualifying periods of service for the Post 9/11 GI Bill (Letter of Certification (LOC))

Step 3: Request Transfer of Education Benefits (Optional for members with dependents)

Step 4: Dependent application for use of Post 9/11 GI Bill benefits (Optional)

## Step 1 – Apply for Post 9/11 GI Bill benefits (Servicemember):

1. Go to: <https://www.ebenefits.va.gov/ebenefits-portal/>.
2. Click "Apply for Veterans Benefits Online (VONAPP)".
3. Select the appropriate icon.
4. Read the information pages and Click "Continue".
5. Create User ID & Password, if you haven't already.
6. Select "Education Benefits (FM 22-1990)".
7. Complete the form and submit online.
  - o DO NOT mail a copy to the Department of Veterans Affairs (VA). Your electronic application is already being processed.
8. Scan and attach a copy of supporting documentation (DD 214 or Orders) to application (If you are unable to attach your documents, see steps for Question 1 in Frequently Asked Questions).
9. Print confirmation page and a hard copy of the application for your records.
10. Once the VA has made the eligibility determination, they will send a Certification of Eligibility (COE) letter through the mail.
11. You need to read the COE carefully, as it has the following information:
  - a) If you are eligible, if not, the reason why.
  - b) Your percentage tier (40% - 100%).
  - c) Number of months you are eligible to receive.
  - d) Instructions on where to take the COE at your school.

## Step 2 – Request a Letter of Certification from ARPC:

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

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

1. Log into vPC-GR through the AF Portal.
2. Choose the "Action Request" tab.

3. Under "My Official Military Personnel Record (view/request copy)", click on "Request other documents".
4. In the 3<sup>rd</sup> drop down box for "Category" select "Other documents as requested".
5. On subject line type in "Letter of Certification of Post 9/11 GI Bill qualifying service".
6. In the question box type a statement similar but not limited to:  
 "I have been a Guard member since September 11, 2001. I would like a letter of certification to attach to my VA application for the Post 9/11 GI Bill. My application confirmation number is XXXXXX, and my regional office is XXXXX, XX. I have attached my DD 214's and/or Title 32 and Title 10 orders of which I am still currently serving".
7. Attach supporting documents and click "Continue".
8. The confirmation screen will appear with your submission reference number. You will also receive a confirmation e-mail from ARPC. Keep both for your records.
9. Once ARPC reviews your records, you will receive an e-mail containing a draft copy of the certification letter.
10. You have 5 days to respond with either:
  - a) Approval of the letter
  - b) Notification of discrepancies or missing periods of service.
11. Once approved or if no response is received, ARPC will e-mail a copy of the official letter to you and the VA.
12. It is your responsibility to ensure the VA receives the letter. You can do this by either:
  - a) Mail a copy to your Regional VA Office (put name and SSAN on all pages)
  - b) Submit a copy online to the VA by:
    1. Logon to the [www.qibill.va.gov](http://www.qibill.va.gov) website.
    2. Place your cursor over the "Support" tab in the middle of the screen, the select "Submit A Question".
    3. You will be directed to another website. Select "Continue to the website (not recommended)".
    4. If you already have a Username and Password, enter and click "Log In."
    5. To create an account, click "Sign In".
      - o The "Create and Account" form will appear. Complete, and then click "Create Account".
    6. In the "Subject" line type the documents you are submitting (i.e. Post 9/11 GI Bill Application supporting documents, Title 32 USC 502 (F) orders or ARPC Letter of Certification). Be sure to include your name and last 4 of your SSAN.
    7. In the "Question" box type a statement similar to: "Attached documents are in support of my Post 9/11 GI Bill claim. Please included in my application. The confirmation number is XXXXXX" or "Please add attached LOC from ARPC, verifying my qualifying periods of active duty service, to my Post 9/11 GI . . .)".
    8. Select Browse, and add the required documents. You will see your document information, with a link giving you the option to remove it.
    9. In the drop box for "Product" select "GI Bill", the click "OK".
    10. In the drop box for "Category", click on "Post 9/11 GI Bill. This will make the list expand.
    11. Select "Eligibility", then click "OK".
    12. Double check to ensure everything is accurate, if so click "Continue".
    13. A screen will appear giving you a chance to preview previous submitted questions. For purposes, select "Finish Submitting Question".

14. The submission confirmation page will appear. You will also receive an e-mail from "GIBILL Help" with an incident/reference number. Keep these for your records.

**NOTE 1:** To submit documents to increase your entitlement percentage, follow steps 12.b 1 – 14.

**NOTE 2:** **Stop** here if you are not planning to transfer your benefits.

### **Step 3 – Transfer of Education Benefits (TEB) request:**

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

1. Go to the TEB website: <https://www.dmdc.osd.mil/milconnect>.
2. Click "New: Transfer Your Education Benefits in milConnect.
3. Click the "Sign In" link in the left hand column.
4. Read the "Consent Notification" carefully, then select your login method.
5. Select the "Education" link, then click "Transfer of Education Benefits (TEB).
6. Before transferring your benefits read the "Message from Your Service Representative" block. There is important information and additional instructions to complete after submitting your TEB request.
7. Click the "Post 9/11 GI Bill, Chapter 33" button directly above the dependent information.
8. Adjust the months next to each dependents date of birth.
9. Select the start and stop dates. (Note: the start date defaults to the current date, and can only be changed to a future date).
10. Read and check all the boxes under the "Transferability of Education Benefits Acknowledgement" section.
11. Select the "Submit Request" button, listed directly below the dependent information.
12. Ensure the "Status" indicates "Submitted" in the upper left corner under your information. If not, re-accomplish the request. If it does, print and save this screen for your records.
13. Click "Sign Off", don't "x" out.
14. Report to your Wing Retention Office Manager (ROM) or Unit Recruiting and Retention NCO (RRNCO) with a copy of your COE. The ROM/RRNCO will brief you on any additional service commitment you may incur, and you will sign a Statement of Understanding (SOU).
15. If the above website does not work, try: <https://pki.dmdc.osd.mil/TEB>
  - a) Select logon method.
    - o The Self-Service Logon can be accessed from a home computer
  - b) Before transferring your benefits read the "Message from Your Service Representative" block. There is important information and additional instructions to complete after submitting your TEB request.
  - c) Click "Yes" at the end of row for the dependent you want to transfer months to.
    - o If "N/A" is listed at the end of row, the dependent has passed the age requirement or is a legal ward.
  - d) On the "Transfer Months" page, select the start and stop dates and amount of months you want to transfer to your dependents
  - e) Select "Ok", (complete for each eligible dependent)
  - f) On the "Submit Transfer Request" page check the "Post 9/11 GI Bill Chapter 33" box above dependents information
  - g) Under the "Transferability of Education Benefits Acknowledgements" read each sentence carefully and check all the boxes.

- Error message will appear in red at the top of the screen if a box is missed.
- h) Select "Submit Request". Wait for the "Submit Confirmation" screen, then select "Return to Editing"
- i) Ensure the "Status" in the upper left corner indicates "Submitted" and eligible dependents are designated with months transferred, and then print a copy of the screen. If not, re-accomplish.

#### **Step 4 – Dependent applying for use of Post 9/11 GI Bill benefits:**

1. Go to the VA website at: <http://www.va.gov>.
2. Click "Veterans On-line Application" in the right hand column.
3. Select the appropriate icon.
4. Read the information pages and Click "Continue".
5. Create User ID & Password, if you haven't already.
6. Select "Education Benefits-Application for Family Member to use Transferred Benefits (FM 22-1990E)".
7. Complete the form and submit online.
  - Have copies of DD 214s or orders on hand. Military service information is required.
8. DO NOT mail a copy to the Department of Veterans Affairs (VA). Your electronic application is already being processed.
9. Scan and attach a copy of supporting documentation (DD 214 or Orders) to application.
10. Print confirmation page and a hard copy of the application for your records.
11. Once the VA has made the eligibility determination, they will send a Certification of Eligibility (COE) letter to the dependent through the mail.
12. Read the COE carefully, as it has the following information:
  - a) Eligibility. If no eligibility, the reason why.
  - b) Percentage tier (40% - 100%).
  - c) Number of months transferred to dependent.
  - d) Instructions on where to take the COE at the school.
13. Contact the VA Certifying Official at the school and complete the Enrollment Certification form (VA 22-1999).
  - The Certifying Official will forward the form to the VA. The VA determines payment on the Enrollment Certification form.
14. Payments will be deposited directly into the account listed on the VA 22-1990E.