

Transfer of Education Benefits
Web Application
for Service Members
v. 2.00
User Manual

Abstract This guide describes how to use the TEB Web Application for Service Members, which allows Service Members to apply for transferability of their education benefits to their family members.

Document Date 11 December 2009

Document Version 2.0

Document History

Document Version	Date	Description
1.0	24 June 2009	First release. App. ver. 1.00.026.
1.1	29 June 2009	Minor edits. App. ver. 1.00.031.
2.0	11 December 2009	Reflects changes made up through app. ver. 2.00.000.

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1.0 Overview of the Transfer of Education Benefits Web Application

The Transfer of Education Benefits (TEB) Web Application allows Service Members to submit requests to transfer their education benefits to their family members. An email is sent once a day to the Service Representatives at each site informing them that requests are ready for approval or rejection.

A companion application, the Transfer of Education Benefits for Service Representatives (TEB-SR) Web Application, allows Service Representatives to verify—and either approve or reject—the Service Members' requests. Approved requests are sent via database replication to the Department of Veterans Affairs for claims processing and administration of benefits. This document describes the features of the TEB Web Application.

Note: The TEB Web Application is web-based, allowing authorized users to access and update information using Microsoft's Internet Explorer web browser.

1.1 Safeguarding Confidential Information

Only users authorized by the Defense Manpower Data Center (DMDC) may access the TEB Web Application. Furthermore, only authorized users may view information or be informed in any way of information available in the TEB Web Application. Every authorized user must safeguard the confidentiality of such information at all times to comply with the Privacy Act of 1974. Before leaving your PC unattended, be sure to log off the application. You can also lock your workstation for added security. See your system administrator for instructions.

1.2 Privacy Act Notice

Due to Privacy Act considerations, protected information such as names, Social Security Numbers (SSNs), and birth dates have been fabricated for the examples in this document.

2.0 Summary of Application Functions by Role

The functions and roles of Service Members and Service Representatives in the TEB Web Application and TEB Web Application are as follows:

A **Service Member** can use the TEB Web Application to perform the following functions:

- Initiate, edit, or revoke then submit requests to transfer education benefits to one or more family members
- Modify the number of months transferred on an approved request
- Check the status of a submitted transfer request

A **Service Representative** can use the TEB-SR Web Application to perform the following functions (which are described in the *Transfer of Education Benefits Web Application for Service Representatives User Manual*):

Act as an application reviewer:

- Approve or reject a Service Member's request to transfer education benefits

Act as a surrogate for a Service Member:

- Initiate, edit, or revoke then submit a request to transfer education benefits on behalf of a Service Member
- Check the status of a submitted transfer request on behalf of a Service Member

Note: A Service Representative's application access level determines what functions he or she can perform in the TEB Web Application. Some Service Representatives may not be able to approve or reject transfer requests, or act as a surrogate for a Service Member, or both.

3.0 Qualifying for Transferability of Education Benefits

Before you can submit a request to transfer your education benefits, the following conditions must be met:

- You must be currently serving in the Armed Forces or in the Selected Reserve.
- You must have one or more eligible family members reported in the Defense Enrollment Eligibility Reporting System (DEERS).
- Your most recent period of service must be at least six years. If your period of service appears to be less than six years, the TEB Web Application displays an eligibility warning but does not prevent you from submitting a request to transfer benefits.

When a transfer request is initially submitted, the Post-9/11 GI Bill program must be chosen. You may be eligible for multiple education benefit program, but currently the Post-9/11 GI Bill program is the only education benefit program that the TEB Web Application and the TEB Web Application support. By initiating a transfer request under the Post-9/11 GI Bill, you are making an irrevocable decision to convert over to that education benefit program.

Note: If you have questions about the eligibility of your family members or about the information displayed in the TEB Web Application, please contact your command career counselor, educational officer, or retention officer. See Appendix: Requesting Assistance on page 19 for additional information.

4.0 TEB Web Application Basics

4.1 Logging On

To use the TEB Web Application, you need an Internet browser that supports JavaScript, such as Microsoft Internet Explorer (version 6.0 or higher).

To log on to the application:

1. Type the following address in your Web browser and press <Enter>:

<https://www.dmdc.osd.mil/TEB/>

The Self-Service Consent to Monitor [CtM] Banner page displays.

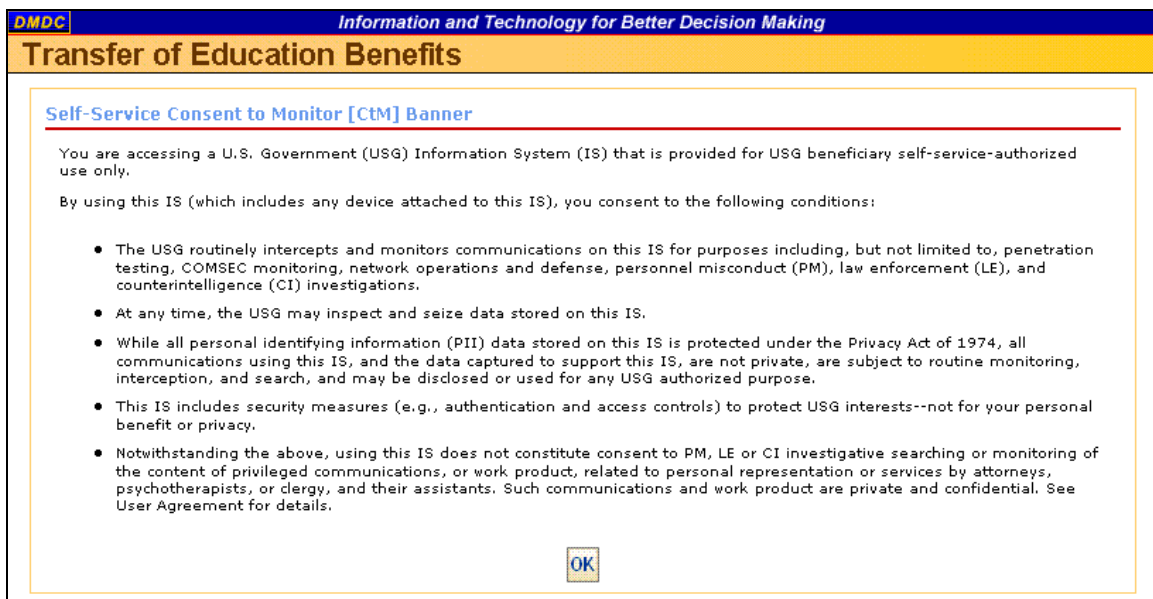
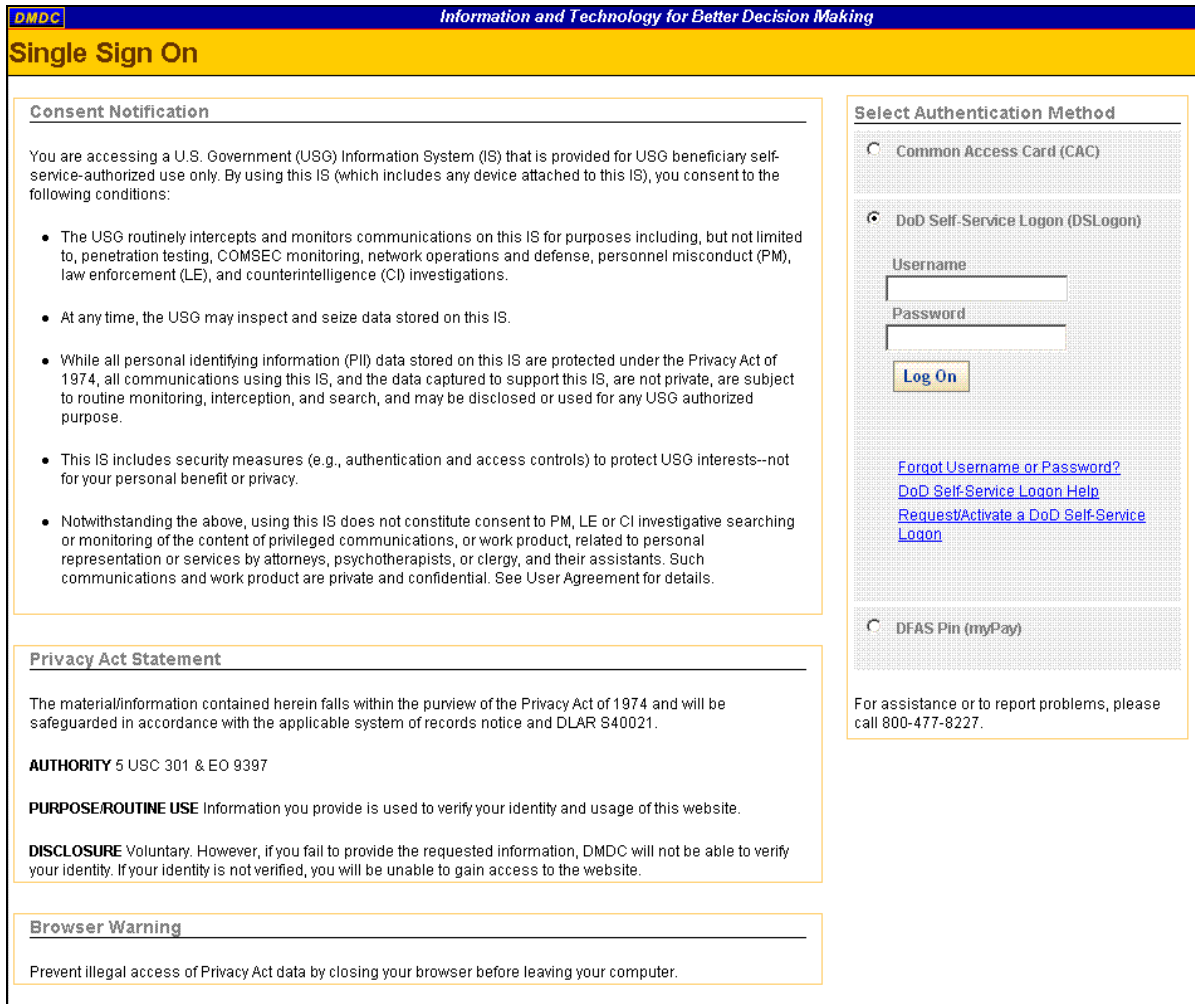


Figure 2 1: Self-Service Consent to Monitor [CtM] Banner page

2. Read the Self-Service Consent to Monitor [CtM] Banner, then click **OK**. The Single Sign On page displays.



DMDC Information and Technology for Better Decision Making

Single Sign On

Consent Notification

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG beneficiary self-service-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- While all personal identifying information (PII) data stored on this IS are protected under the Privacy Act of 1974, all communications using this IS, and the data captured to support this IS, are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Privacy Act Statement

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR S40021.

AUTHORITY 5 USC 301 & EO 9397

PURPOSE/ROUTINE USE Information you provide is used to verify your identity and usage of this website.

DISCLOSURE Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Browser Warning

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

Select Authentication Method

Common Access Card (CAC)

DoD Self-Service Logon (DSLogon)

Username

Password

Log On

[Forgot Username or Password?](#)
[DoD Self-Service Logon Help](#)
[Request/Activate a DoD Self-Service Logon](#)

DFAS Pin (myPay)

For assistance or to report problems, please call 800-477-8227.

Figure 2 1: Single Sign On Page

3. On the Single Sign On page, select a log on method:
 - **Log on using your Common Access Card:**
 - a. Insert your Common Access Card into the workstation's card reader.
 - b. In the Select Authentication Method section of the Single Sign On page, select the Common Access Card (CAC) option by clicking the adjacent option button. (It is selected by default.)
 - c. Click **Log On**.
 - d. Follow your web browser's instructions to select and verify your certificate. If prompted, enter your Personal Identification Number (PIN) for your Common Access Card.

- **Log on using your DoD Self-Service Logon (formerly Family Account):**
 - a. In the Select Authentication Method section of the Single Sign On page, select the DoD Self-Service Logon option by clicking the adjacent option button.
 - b. Type your DoD Self-Service Logon Username and Password in their respective fields.
 - c. Click **Log On**. (If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click **Log On** again.)

Note: For help with your DoD Self-Service Logon or to create a DoD Self-Service Logon, click the appropriate links on the Single Sign On page.

- **Log on using your Defense Financial and Accounting Services (DFAS) PIN:**
 - a. In the Select Authentication Method section of the Single Sign On page, select the DFAS PIN option by clicking the adjacent option button.
 - b. Type your DFAS ID and PIN in their respective fields.
 - c. Click **Log On**. (If the information you entered does not match the records stored in the authentication database, a message describes the error. Re-type your information, and click **Log On** again.)

When the authentication and authorization process is successful, the Home page displays, allowing you to access the application's functions (see 4.2, "Accessing Application Functions" on page 7).

4.2 Accessing Application Functions

From the Home page of the TEB Web Application, you can access the application's functions.

1. Initiate, edit, or revoke a request to transfer education benefits (see 5.0, "Working with Transfer Requests" on page 9).
2. Submit a request to transfer education benefits (see 5.4, "Submitting a Transfer Request" on page 17).
3. **Help** – Click to access the TEB Web Application help topics. The help topics contain all of the information in this manual (see 7.2, "Accessing Online Help" on page 18).
4. **Log Off** – Click to log off of the TEB Web Application (see 7.1, "Logging Off" on page 18).

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Transfer of Education Benefits (TEB)

Enterprise Solutions

Menu Bar Log Off | Help
3. | 4.

Name: Michael C Kohler
Rank: LT
Status:
Status Date:

If you have questions about your eligibility for the Post-9/11 GI Bill or to determine your remaining months of entitlement, contact The Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) to speak with a Veterans Benefits Counselor or visit their website at <http://www.gibill.va.gov/>.

Do not call the Department of Veterans Affairs with questions about your eligibility for Transferability of Education Benefits (TEB). General policies for TEB are available at http://www.defenselink.mil/home/features/2009/04/09_gibill/.

For specific questions on your eligibility for TEB, please call your Service career counselor or personnel center. After your request is approved, your family member should apply to the Department of Veterans Affairs electronically <http://vabenefits.vba.va.gov/vonapp/main.asp> by completing a VA Form 22-1990E. A paper form is available at <http://www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf>

Educational Benefit Program:

Post-9/11 GI Bill Chapter 33 1.

4 items found, displaying all items. 1

Relationship	Last Name	First Name	Middle Name	DOB	Trans Begin Date	Trans End Date	Revoke Date	Trans Months	Edit
Spouse	Kohler	Alice	M	1977-09-23				0	Edit
Child	Kohler	Marisa	C	2003-02-10				0	Edit
Child	Kohler	Ryan	C	2005-03-27				0	Edit
Child	Kohler	Connel	J	2007-08-11				0	Edit

** If there are any questions regarding your family members, please contact your service personnel center.*

Transferability of Education Benefits Acknowledgements

a) I am eligible for the Post-9/11 GI Bill, the program I am applying to transfer.

b) I understand I may transfer up to 36 months (or my remaining months of eligibility, whichever is less) of my education benefits to spouse and/or children, and can modify or revoke my election at any time.

c) I understand that my spouse may use the benefit immediately and children (ages 18-26) after I have served 10 years.

d) I understand and agree to remain in the Armed Forces for the period required. I understand that failure to complete that service may lead to an overpayment by the Department of Veterans Affairs for any payments made. (Service documentation will remain on file with the Service).

e) I understand that I am responsible for any overpayments due to not completing my additional obligated term of service agreement.

f) **I understand that in order to request this transfer, if I'm eligible for the MGIB (Chapter 30, 38 USC), or the MGIB-SR (Chapter 1606, 10 USC) or REAP (Chapter 1607, 10 USC), I am converting from that program to the Post-9/11 GI Bill. This conversion is irrevocable.**

g) I may not receive more than a total of 48 months of benefits under two or more programs.

h) If electing Chapter 33 in lieu of Chapter 30, my months of entitlement under Chapter 33 will be limited to the number of months of entitlement remaining under Chapter 30 on the effective date of my election. However, if I completely exhaust my entitlement remaining under Chapter 30 before the effective date of my Chapter 33 election, I may receive up to 12 additional months of benefits under Chapter 33.

i) My conversion to the Post-9/11 GI Bill is **irrevocable** and may not be changed. However, I retain the right to change or modify months of entitlement at any time until they are exhausted.

2.

Submit Request Cancel

Figure 4-1: Home Page

The top section of the page shows your Name and Rank, and, if you have already submitted a transfer request, the Status (Submitted, Request Approved, Request Rejected, or Pending Review) and Status Date of that transfer request. If the application has been rejected by a Service Representative, the reason for the reject appears to the right of the Status.

The Educational Benefit Program section in the middle of the page shows the benefit program that you can transfer to your family members. (Currently, the “Post-9/11 GI Bill Chapter 33” program is the only benefit available to transfer.)

This section also includes a table that displays your eligible family members. The columns in the table are:

- **Relationship** – The relationship of the family member to you. For a family member to be eligible for transferability, they must be reported in DEERS, be a current spouse, child, foster child, step child, or pre-adoptive child, and still be eligible for benefits as defined by law.
- **Last Name, First Name, Middle Name** – The full name of the family member.
- **DOB** – The date of birth of the family member.
Note: The Transfer Begin Date, Transfer End Date, and Transfer Months fields contain information only if a transfer request has previously been submitted for the family.
- **Trans(fer) Begin Date** – The date specified as the date to begin the transfer of benefits. The family member can start to use benefits as of this date.
- **Trans(fer) End Date** – The date that the family member’s education benefit terminates. This date is optional.
- **Revoke Date** – The date that the transfer of the family member’s education benefit was revoked. The Revoke Date contains information only if the transfer request has been approved, then subsequently revoked.
- **Trans(fer) Months** – The number of months of benefit you have transfer to the selected family member. You are authorized to transfer up to a total of 36 months of entitlement to his or her family members.

Note: If you have questions about the eligibility of your family members or about the information displayed in the TEB Web Application, please contact your command career counselor, educational officer, or retention officer. See Appendix: Requesting Assistance on page 19 for additional information.

The Transferability of Education Benefits Acknowledgements section at the bottom of the Home page shows the acknowledgements for transferability. Before submitting your request to transfer education benefits, you will be required to agree to the acknowledgements by selecting the checkbox next to each acknowledgement.

5.0 Working with Transfer Requests

The TEB Web Application provides Service Members the means to do the following:

1. Initiate a request to transfer benefits to one or more of your family members (see 5.1, “Initiating a Transfer Request” below).
2. Edit a previously submitted transfer request (see 5.2, “Editing a Transfer Request” on page 13).
3. Revoke an approved transfer request (see 5.3, “Revoking a Transfer Request” on page 15).
4. Submit an initial, edited, or revoked transfer request (see 5.4, “Submitting a Transfer Request” on page 17).

5.1 Initiating a Transfer Request

You can initiate a request to transfer educational benefits to one or more of your eligible family members. You cannot transfer educational benefits to your family members after you separate from the service.

To initiate a transfer request:

1. From the Educational Program Benefit section of the Home page (see Figure 4-1), locate the name of the appropriate family member in the family member table, then click **Edit** at the right-hand end of the row. The Family Member Transfer page displays.

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Transfer of Education Benefits (TEB)

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Family Member Transfer
Name: Michael C Kohler

Family Member: Alice M Kohler
Relationship: Spouse
Date of Birth: 1977-09-23

Transfer Begin Date

Transfer End Date

Transfer Months

Revoke Transferability

Figure 5-1: Family Member Transfer Page

2. On the Family Member Transfer page, provide information in the following fields as needed:

- **Transfer Begin Date** – This date defaults to the current date, but can be changed to a later date, but NOT an earlier date. The Transfer Begin Date is the date you wish to begin the transfer of benefits to your family member. The family member can start to use the benefit as of this date. This date is required.

To specify the date, click in the field to enable the calendar to select a date (see 5.1.1, “Using the Calendar” on page 12) and view the tooltip (see 5.1.2, “Using Tool Tips” on page 12). Or, type the desired date in the format YYYY-MM-DD.

- **Transfer End Date (Optional)** – The date you wish to terminate the selected family member’s benefit. A date should ONLY be specified if you wish to terminate the family member’s benefit on a specific date. If you leave this date blank, the date will be determined by law (for spouses – 15 years from Service Member’s separation date, for children – age 26). This date is optional.

To specify this date, click in the field to enable the calendar to select a date (see 5.1.1, “Using the Calendar” on page 12) and view the tooltip. Or, type the desired date in the format YYYY-MM-DD.

- **Transfer Months** – Specify the number of months of your educational benefit you wish to transfer to the selected family member. The total of months transferred cannot exceed 36 for all family members. Click **Cancel** to discard any changes you have made and return to the Home page.

- Click **Save**. The Home page re-displays showing the new transfer request in the family member table in the Educational Benefit Program section.

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Transfer of Education Benefits (TEB)

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Name: Michael C Kohler
Rank: LT
Status:
Status Date:

If you have questions about your eligibility for the Post-9/11 GI Bill or to determine your remaining months of entitlement, contact The Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) to speak with a Veterans Benefits Counselor or visit their website at <http://www.gibill.va.gov/>.

Do not call the Department of Veterans Affairs with questions about your eligibility for Transferability of Education Benefits (TEB). General policies for TEB are available at http://www.defenselink.mil/home/features/2009/0409_gibill/.

For specific questions on your eligibility for TEB, please call you Service career counselor or personnel center. After your request is approved, your family member should apply to the Department of Veterans Affairs electronically <http://vabenefits.vba.va.gov/vonapp/main.asp> by completing a VA Form 22-1990E. A paper form is available at <http://www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf>

Educational Benefit Program:

Post-9/11 GI Bill Chapter 33

3 items found, displaying all items. 1

Relationship	Last Name	First Name	Middle Name	DOB	Trans Begin Date	Trans End Date	Revoke Date	Trans Months	Edit
Spouse	Kohler	Alice	M	1977-09-23	2010-01-01			18	Edit
Child	Kohler	Marisa	C	2003-02-10				0	Edit
Child	Kohler	Ryan	C	2005-03-27				0	Edit

If you wish to initiate the transfer of educational benefits to another family member, click **Edit** at the right-hand end of the family member's row, and return to step 2.

When finished, please be sure to submit your transfer request (see 5.4, "Submitting a Transfer Request" on page 17).

5.1.1 Using the Calendar

On the Family Member Transfer page (see Figure 5-1), you can provide dates for the Transfer Begin and Transfer End Dates using the calendar.

To use the calendar:

1. Click in a date field. The calendar is activated.



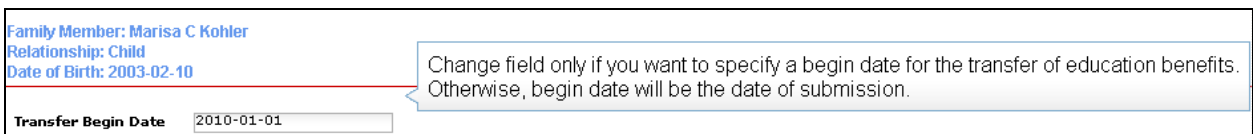
Note: If there is a date in the corresponding field, that date is active in the calendar.

2. Navigate to the appropriate date using the controls provided:
 - Click the years at the bottom of the calendar to navigate forward and back one year at a time. To view a future year, click the year at the far right.
 - Use the arrows at the top of the calendar to navigate forward and back one month at a time.
3. When you have navigated to the appropriate month and year, click a date on the calendar to select the date. The calendar closes and the selected date displays in the corresponding field.

5.1.2 Using Tool Tips

On the Family Member Transfer page (see Figure 5-1), tool tips are provided for the Transfer Begin and Transfer End Dates.

- ▶ To view a tool tip, position the mouse pointer over the date field. An explanation of the date field displays to the right of the field displays.



5.2 Editing a Transfer Request

You can edit a transfer request if it has a status of Request Approved, Request Rejected, or Submitted, but NOT Pending Review. Pending Review requests can, however, be viewed.

Approved request that are modified do not go back to the Service Representative for additional verification.

Note: If you have questions about the eligibility of your family members or about the information displayed in the TEB Web Application, please contact your command career counselor, educational officer, or retention officer. See Appendix: Requesting Assistance on page 19 for additional information.

To edit your transfer request:

1. From the Educational Program Benefit section of the Home page (see Figure 4-1), locate the name of the appropriate family member in the family member table, and click **Edit** at the right-hand end of the row. The Family Member Transfer page displays.

DMDC Information and Technology for Better Decision Making

Transfer of Education Benefits (TEB)
Enterprise Solutions

[Log Off](#) [Help](#)

Family Member Transfer
Name: Michael C Kohler

Family Member: Alice M Kohler
Relationship: Spouse
Date of Birth: 1977-09-23

Transfer Begin Date: 2010-01-01
Transfer End Date:
Transfer Months: 18
Revoke Transferability:

Save Cancel

Figure 2 1: Family Member Transfer Page

2. On the Family Member Transfer page, edit the transfer request information as needed:

Note: For information on revoking a transfer request, see 5.3, “Revoking a Transfer Request” on page 15.

- **Transfer Begin Date** – This date defaults to the original Transfer Begin Date. It can be changed to a later date, but NOT an earlier date. This is the date you wish to begin the transfer of benefits to the selected family member. The family member can start to use the benefit as of this date. This date is required.

To specify the date, click in the field to enable the calendar to select a date (see 5.1.1, “Using the Calendar” on page 12) and to view the tooltip (see 5.1.2, “Using Tool Tips” on page 12). Or, type the desired date in the format YYYY-MM-DD.

- **Transfer End Date (Optional)** – This is the date you wish to terminate the selected family member’s benefit. A date should ONLY be specified if you wish to terminate the family member’s benefit on a specific date. If left blank, this date is determined by law (for spouses – 15 years from Service Member’s separation date, for children – age 26). This date is optional.

To specify this date, click in the field to enable the calendar to select a date (see 5.1.1, “Using the Calendar” on page 12) and to view the tooltip (see 5.1.2, “Using Tool Tips” on page 12). Or, type the desired date in the format YYYY-MM-DD.

- **Transfer Months** – Change the number of months of your educational benefit you wish to transfer to the family member. You are authorized to transfer up to a total of 36 months of entitlement to your family members.

Note: Click **Cancel** to discard any changes you have made and return to the Home page.

3. Click **Save**. You return to the Home page, where the edited details appear in the family member table in the Educational Benefit Program section.

If you wish to edit a transfer request for another family member, click **Edit** at the right-hand end of the family member’s row, and return to step 2.

When finished, please be sure to submit your transfer request (see 5.4, “Submitting a Transfer Request” on page 17).

5.3 Revoking a Transfer Request

You can revoke a transfer request that has a status of Request Approved, but NOT Request Rejected, Submitted, or Pending Review.

To revoke an approved transfer request:

1. From the Educational Program Benefit section of the Home page (see Figure 4-1), locate the name of the appropriate family member in the family member table, and click **Edit** at the right-hand end of the row. The Family Member Transfer page displays.

DMDC Information and Technology for Better Decision Making

Transfer of Education Benefits (TEB)

Enterprise Solutions

[Log Off](#) [Help](#)

Family Member Transfer
Name: Michael C Kohler

Family Member: Alice M Kohler
Relationship: Spouse
Date of Birth: 1977-09-23

Transfer Begin Date: 2011-01-01
Transfer End Date:
Transfer Months: 0
Revoke Transferability:

Figure 2 1: Family Member Transfer Page

2. On the Family Member Transfer page, select the **Revoke Transferability** checkbox. The Transfer Months are automatically set to zero.

Note: Click **Cancel** to discard any changes you have made and return to the Home page.

3. Click **Save**. The Home page redisplay and the revocation details appear in the family member table in the Educational Benefit Program section.

Name: Michael C Kohler
Rank: LT
Status: Request Approved
Status Date: 2009-11-30

If you have questions about your eligibility for the Post-9/11 GI Bill or to determine your remaining months of entitlement, contact The Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) to speak with a Veterans Benefits Counselor or visit their website at <http://www.gibill.va.gov/>.

Do not call the Department of Veterans Affairs with questions about your eligibility for Transferability of Education Benefits (TEB). General policies for TEB are available at http://www.defenselink.mil/home/features/2009/0409_gibill/.

For specific questions on your eligibility for TEB, please call you Service career counselor or personnel center. After your request is approved, your family member should apply to the Department of Veterans Affairs electronically <http://vabenefits.vba.va.gov/vonapp/main.asp> by completing a VA Form 22-1990E. A paper form is available at <http://www.vba.va.gov/pubs/forms/VBA-22-1990e-ARE.pdf>

Educational Benefit Program:

Post-9/11 GI Bill Chapter 33

4 items found, displaying all items. 1

Relationship	Last Name	First Name	Middle Name	DOB	Trans Begin Date	Trans End Date	Revoke Date	Trans Months	Edit
Spouse	Kohler	Alice	M	1977-09-23	2011-01-01		2010-01-01	0	Edit
Child	Kohler	Marisa	C	2003-02-10				0	Edit
Child	Kohler	Ryan	C	2005-03-27				0	Edit
Child	Kohler	Connel	J	2007-08-11				0	Edit

** If there are any questions regarding your family members, please contact your service personnel center.*

If you wish to transfer education benefits to another family member, click **Edit** at the right-hand end of the family member's row, and return to step 2.

When finished, please be sure submit your request (see 5.4, "Submitting a Transfer Request" on page 17).

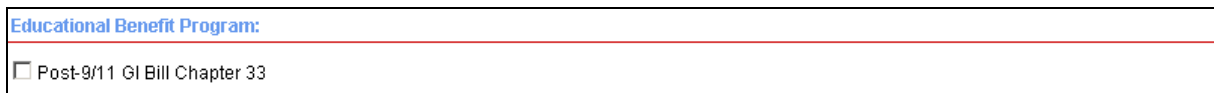
5.4 Submitting a Transfer Request

After you have initiated, edited, or revoked a request to transfer benefits to one or more of your family members (5.1, “Initiating a Transfer Request” on page 9, 5.2, “Editing a Transfer Request” on page 13, or 5.2, “Editing a Transfer Request” on page 13), you must submit it.

Note: If you are resubmitting a request with a status of Submitted or Request Approved, you do not need to reselect the “Post-9/11 GI Bill Chapter 33” checkbox or the Transferability of Education Benefits acknowledgements checkboxes.

To submit a transfer request:

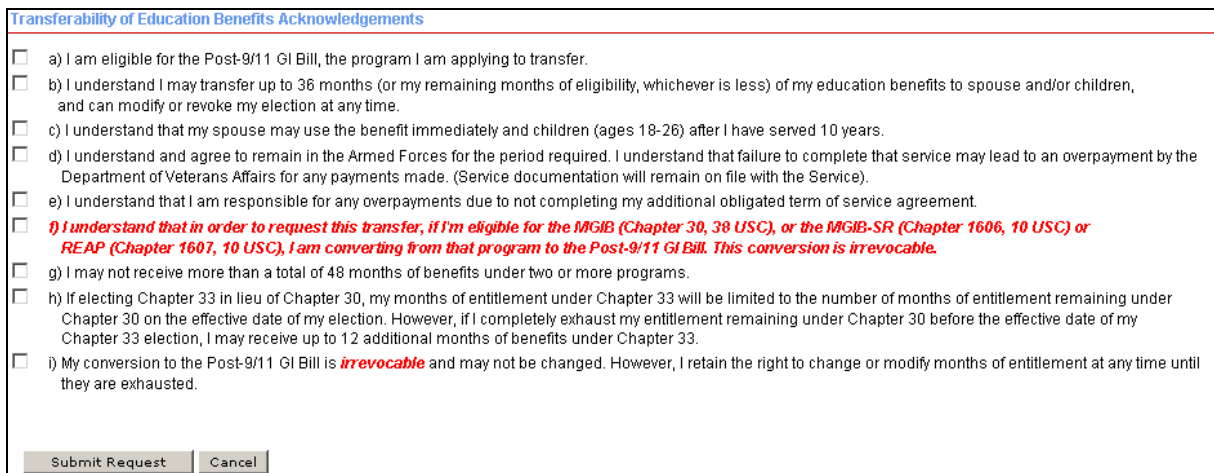
1. In the Educational Program Benefit section of the Home page (see Figure 4-1), select the “Post-9/11 GI Bill Chapter 33” checkbox in the Education Benefit Program section.



Educational Benefit Program:

Post-9/11 GI Bill Chapter 33

2. In the acknowledgement dialog box that opens, read the statement indicating that transferring education benefits requires you to convert your education benefits to the Post-9/11 GI Bill Chapter 33 program, and click **OK**.
3. In the Transferability of Education Benefits Agreement section, read the Transferability of Education Benefits acknowledgements, and select the checkbox next to each acknowledgement to indicate that you understand and agree to them.



Transferability of Education Benefits Acknowledgements

a) I am eligible for the Post-9/11 GI Bill, the program I am applying to transfer.

b) I understand I may transfer up to 36 months (or my remaining months of eligibility, whichever is less) of my education benefits to spouse and/or children, and can modify or revoke my election at any time.

c) I understand that my spouse may use the benefit immediately and children (ages 18-26) after I have served 10 years.

d) I understand and agree to remain in the Armed Forces for the period required. I understand that failure to complete that service may lead to an overpayment by the Department of Veterans Affairs for any payments made. (Service documentation will remain on file with the Service).

e) I understand that I am responsible for any overpayments due to not completing my additional obligated term of service agreement.

f) I understand that in order to request this transfer, if I'm eligible for the MGIB (Chapter 30, 38 USC), or the MGIB-SR (Chapter 1606, 10 USC) or REAP (Chapter 1607, 10 USC), I am converting from that program to the Post-9/11 GI Bill. This conversion is irrevocable.

g) I may not receive more than a total of 48 months of benefits under two or more programs.

h) If electing Chapter 33 in lieu of Chapter 30, my months of entitlement under Chapter 33 will be limited to the number of months of entitlement remaining under Chapter 30 on the effective date of my election. However, if I completely exhaust my entitlement remaining under Chapter 30 before the effective date of my Chapter 33 election, I may receive up to 12 additional months of benefits under Chapter 33.

i) My conversion to the Post-9/11 GI Bill is **irrevocable** and may not be changed. However, I retain the right to change or modify months of entitlement at any time until they are exhausted.

Submit Request Cancel

Figure 5-2: Family Member Transfer Request Page – Benefit Acknowledgements

Note: Click **Cancel** to log off the TEB Web Application.

4. Click **Submit Request**. A confirmation page displays.
5. From the confirmation page, click **Return to Editing** to return to the Home page.

6.0 Checking the Status of a Transfer Request

You can use the TEB Web Application to check on the status of your submitted transfer request.

- ▶ Simply log on to the TEB Web Application. The status of your transfer request displays in the top section of the Home page (see Figure 4-1).

Note: If the status of your request is Pending Review, please contact your Service Representative (see Appendix: Requesting Assistance on page 19 for additional information).

7.0 Additional Application Functions

7.1 Logging Off


When you have finished using the application, be sure to log off.

- ▶ Click **Log Off** in the menu bar. A confirmation message displays. For maximum security, close your browser.

7.2 Accessing Online Help

You can access the online help from the TEB Web Application. The online help topics contain the same information that is in this user manual.

To access the online help topics:

1. Click **Help** in the menu bar. A pop-up window opens displaying the help topics
2. Click the desired topic in the Contents pane on the left side of the window.
3. To close the help window, click  in the browser window's top bar.

Note: You are automatically logged off the application after a period of inactivity.

Appendix: Requesting Assistance

For general or specific questions about the Post-9/11 GI Bill, contact the Department of Veterans Affairs at 1-888-GI-BILL-1 (1-888-442-4551) to speak with a Veterans Benefits Counselor or visit their website at <http://www.gibill.va.gov/>.

For general polices concerning the transfer of education benefits, go the following web site: http://www.defenselink.mil/home/features/2009/0409_gibill/.

For service specific questions on transferring education benefits, contact your Service Representative:

Army Active Duty: g1post911gibill@conus.army.mil

Army National Guard: gibill@pec.ngb.army.mil

Army Reserve: mgib.support@conus.army.mil

Navy Active Duty: Navy Personnel Command CUSTOMER SERVICE CENTER
1-866-U-ASK-NPC (1-866-827-5672)/DSN 882-5672

Navy Reserve: (757) 322-2432 (DSN: 262-2432), Fax: (757) 444-7598

Marine Corps Active and Reserve: catherine.gailey.ctr@usmc.mil

Air Force Active Duty: 800-525-0102 or 210-565-5000 or DSN 665-5000

Air National Guard: kam.spottiswood@ang.af.mil

DSN 327-0794 or Comm: 703-607-0794

Air Force Reserve: julia.williamson@afrc.af.mil

Coast Guard Active Duty: frank.a.marcheski@uscg.mil

Coast Guard Reserve: reserveVAeducation@uscg.mil