



# Department of Defense INSTRUCTION

NUMBER 1341.13

May 31, 2013

---

---

USD(P&R)

SUBJECT: Post-9/11 GI Bill

References: See Enclosure 1

1. PURPOSE. This Instruction, in accordance with the authority in DoD Directive 5124.02 (Reference (a)):

a. Establishes policy, assigns responsibilities, and prescribes procedures for implementing DoD authorities and responsibilities for chapter 33 of title 38, United States Code (U.S.C.) (also known and hereafter referred to as “the Post-9/11 GI Bill”) (Reference (b)).

b. Establishes policy for the use of supplemental educational assistance (hereafter referred to as “kickers”) for Service members with critical skills or specialties, or for members serving additional service in accordance with section 3316 of the Post-9/11 GI Bill.

c. Establishes policy for authorizing the transferability of education benefits (TEB) in accordance with section 3319 of the Post-9/11 GI Bill.

d. Assigns responsibility to the DoD Office of the Actuary to perform determinations in support of DoD funding responsibilities for the Post-9/11 GI Bill and in accordance with sections 183 and 2006 of title 10, U.S.C. (Reference (c)).

e. Incorporates and cancels Directive-Type Memorandum 09-003 (Reference (d)).

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security (DHS) by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereinafter referred to collectively as the “DoD Components”). Section 3 of Enclosure 3, of this Instruction also applies to the Commissioned Corps of the Public Health Service (PHS) by agreement with the Surgeon General, and to the National Oceanic and Atmospheric Administration Commissioned Officer Corps (NOAA Corps) by agreement with the Director, NOAA Corps.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy that:

a. Kickers may be authorized to assist in the recruitment, reserve affiliation, and retention of individuals into skills or specialties in which there are critical shortages or for which it is difficult to recruit or, in the case of critical units, to retain personnel.

b. TEB may be used to promote recruitment and retention.

5. RESPONSIBILITIES. See Enclosure 2.

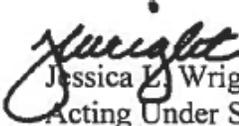
6. PROCEDURES. See Enclosure 3.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction:

a. Is effective May 31, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoD Instruction 5025.01 (Reference (e)). If not, it will expire effective May 31, 2023 and be removed from the DoD Issuances Website.

  
Jessica L. Wright  
Acting Under Secretary of Defense  
for Personnel and Readiness

Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

TABLE OF CONTENTS

ENCLOSURE 1: REFERENCES.....4

ENCLOSURE 2: RESPONSIBILITIES.....5

    DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL  
    POLICY (DASD(MPP)).....5

    UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF  
    FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO).....5

    DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY  
    (DoDHRA).....5

    SECRETARY CONCERNED.....6

ENCLOSURE 3: PROCEDURES.....8

    GENERAL ELIGIBILITY .....8

    KICKERS .....8

    TRANSFERABILITY OF UNUSED EDUCATION BENEFITS TO FAMILY  
    MEMBERS.....8

GLOSSARY .....13

    PART I: ABBREVIATIONS AND ACRONYMS .....13

    PART II: DEFINITIONS.....13

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) Title 38, United States Code
- (c) Title 10, United States Code
- (d) Directive Type Memorandum 09-003, "Post-9-11 GI Bill," June 22, 2009, as amended (hereby cancelled)
- (e) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (f) DoD Manual 7730.54-M, Volume 1, "Reserve Component Common Personnel Data System (RCCPDS): Reporting Procedures," May 25, 2011
- (g) DoD Instruction 1336.05, "Automated Extract of Active Duty Military Personnel Records," July 28, 2009
- (h) Part 21, Subpart P of Title 38, Code of Federal Regulations
- (i) Transfer of Education Benefits User Manual<sup>1</sup>

---

<sup>1</sup>May be obtained from the Internet at <https://www.dmdc.osd.mil/milconnect>

ENCLOSURE 2

RESPONSIBILITIES

1. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DASD(MPP)). The DASD(MPP), under the authority, direction, and control of the Assistant Secretary of Defense for Readiness and Force Management, shall:

a. Develop guidance and procedures for implementation and oversight of DoD authorities and responsibilities under the Post-9/11 GI Bill.

b. Coordinate administrative procedures of the Post-9/11 GI Bill with the Department of Veterans Affairs (VA), and other appropriate DoD and intergovernmental agencies, as applicable.

c. Review and approve each Military Department plan to use supplemental assistance in accordance with the provisions of section 3316 of the Post-9/11 GI Bill.

d. Establish the standard data elements needed to administer the Post-9/11 GI Bill.

2. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The USD(C)/CFO shall:

a. Provide guidance on budgeting, accounting, and funding for the educational benefits program in support of plans established in section 2 of Enclosure 3, of this Instruction, and for investing the available DoD Education Benefits Fund balance.

b. In coordination with the DASD(MPP), review and approve the Military Department budget estimates for the supplemental payments in accordance with the provisions of section 3316 of the Post-9/11 GI Bill.

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DoDHRA). The Director, DoDHRA, under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness, shall ensure the Director, Defense Manpower Data Center :

a. Replicates Post 9/11 GI Bill eligibility data using the Veterans Affairs and DoD Identity Repository with the VA as needed and specified.

b. Maintains personnel information needed by the VA to determine benefit entitlement.

c. Maintains VA payment and usage data for the Post 9/11 GI Bill program.

4. SECRETARY CONCERNED. The Secretary concerned (as defined in the Glossary) shall:

a. Provide implementing guidance within their Department to govern the administration of the Post-9/11 GI Bill consistent with this Instruction and other guidance issued by the DASD(MPP) and the USD(C)/CFO consistent with the needs of the Military Services. This guidance must include Service implementation of kickers and the transfer of unused educational benefits as established in section 3319 of the Post-9/11 GI Bill, as outlined in Enclosure 3 of this Instruction.

b. Direct that all eligible active duty Service members and members of the Reserve Components be made aware that they are automatically eligible for Post-9/11 GI Bill educational assistance upon serving the required active duty time as outlined in section 3311 of the Post-9/11 GI Bill.

c. Direct that all officers without earlier established eligibility, following commissioning through the Service academies (with the exception of the Coast Guard Academy for individuals who enter into an agreement to service before January 4, 2011) or Reserve Officer Training Corps Scholarship Programs consistent with section 2107 of Reference (c), be made aware that their eligible period of active duty for Post-9/11 GI Bill benefits does not begin until they have completed their statutory obligated active duty service. Ensure that such officers are aware that any active duty service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

d. Direct that all Service members participating in the student loan repayment program in accordance with chapter 109 of Reference (c) be made aware that their service counted pursuant to chapter 109 does not count as qualifying active duty service for Post-9/11 GI Bill eligibility. Ensure that such Service members are aware that any service after that obligated period of service may qualify as active duty service for Post-9/11 GI Bill eligibility.

e. Authorize kickers for recruitment and retention of individuals with critical skills or in programs that are hard to recruit or retain in accordance with section 3316 of the Post-9/11 GI Bill, and advise the DASD(MPP) of such approval.

f. Budget for and transfer funds to support the kickers, in accordance with Enclosure 3 of this Instruction and guidance issued by the USD(C)/CFO.

g. Direct pre-separation or release from active duty counseling on Post-9/11 GI Bill benefits to active duty members and members of the Reserve Components with qualifying active duty service and document this counseling accordingly.

h. Promulgate guidance for their Service(s) to administer the transferability of unused education entitlements to family members to support recruiting and retention in accordance with Enclosure 3 of this Instruction.

i. Direct the maintenance of records for individuals who receive kickers in accordance with section 3316 of the Post-9/11 GI Bill. Provide those records to the Defense Manpower Data Center and VA.

j. Report all qualifying active duty service time pursuant to DoD Manual 7730.54-M (Reference (f)).

k. Direct use of DoD standard data elements and codes established by Reference (f) and DoD Instruction 1336.05 (References (g)) when specified for kickers in accordance with Section 2, Enclosure 3.

ENCLOSURE 3

PROCEDURES

1. GENERAL ELIGIBILITY. Eligibility and administration of the Post-9/11 GI Bill are the responsibility of the VA. Policies and procedures for utilization of Post-9/11 GI Bill benefits are available from the VA. Those policies and procedures are codified in part 21 of title 38, Code of Federal Regulations (Reference (h)) and presented and updated at [www.gibill.va.gov](http://www.gibill.va.gov).

2. KICKERS

a. Enlistment Kickers. The use of enlistment kickers should be based on the criticality of the skill or the length of enlistment commitment and may be offered in amounts from \$150 to \$950 a month in increments of \$100. Reporting codes for enlistment kickers are listed in References (f) and (g).

b. Affiliation Kickers. The use of affiliation kickers shall be based on the criticality of the skill and/or unit and the length of Selected Reserve commitment, and may be offered in amounts from \$150 to \$950 a month in increments of \$100. If an individual is already eligible for an enlistment kicker, the amount of the affiliation kicker is limited to the amount that would take the total to \$950. For those individuals who are offered an affiliation kicker on top of an enlistment kicker, the increases above the enlistment kicker will be in \$100 increments. Reporting codes for affiliation kickers are the same as the codes for enlistment kickers listed in References (f) and (g).

c. Reenlistment Kickers. The use of reenlistment kickers should be based on the criticality of the skill and may be offered in amounts from \$100 to \$300 a month in increments of \$100, based on length of additional service. Reporting codes for reenlistment kickers are listed in References (f) and (g).

d. Payment of Kickers. Kickers are paid by VA in conjunction with the monthly stipend paid pursuant to section 3313(c) of the Post-9/11 GI Bill.

3. TRANSFERABILITY OF UNUSED EDUCATION BENEFITS TO FAMILY MEMBERS.

Subject to the provisions of this enclosure, the Secretary concerned, to promote recruitment and retention in the Uniformed Services, may permit an individual eligible for Post-9/11 GI Bill educational assistance to elect to transfer to one or more of his or her family members all or a portion of his or her entitlement to such assistance.

a. Eligible Individuals. Any Service member on or after August 1, 2009, who is entitled to the Post-9/11 GI Bill at the time of the approval of his or her request to transfer that entitlement under this section, may transfer that entitlement provided he or she meets one of these conditions:

(1) Has at least 6 years of service in the Military Services (active duty or Selected Reserve), NOAA Corps, or PHS on the date of approval and agrees to serve 4 additional years in the Military Services, NOAA Corps, or PHS from the date of election.

(2) Has at least 10 years of service in the Military Services (active duty or Selected Reserve), NOAA Corps, or PHS on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to 4 additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.

(3) Is or becomes retirement eligible during the period from August 1, 2009, through July 31, 2012, and agrees to serve the additional period, if any, specified in subparagraphs 3.a.(3)(a) through 3.a.(3)(d) of this enclosure. A Service 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 pursuant to section 12732 of Reference (c). This subparagraph will no longer be in effect on August 1, 2013, and on or after that date all members must comply with subparagraphs 3.a.(1) or 3.a.(2) of this enclosure to be eligible for transfer of unused education benefits to family members.

(a) For individuals eligible for retirement on August 1, 2009, no additional service is required.

(b) For individuals eligible for retirement after August 1, 2009, and before August 1, 2010, 1 year of additional service is required.

(c) For individuals eligible for retirement on or after August 1, 2010, and before August 1, 2011, 2 years of additional service is required.

(d) For individuals eligible for retirement on or after August 1, 2011, and before August 1, 2012, 3 years of additional service is required.

(4) The provisions of subparagraph 3.a.(3) of this enclosure will apply to Service members recalled to active duty under the provisions of section 688 of Reference (c) or members of the Individual Ready Reserve ordered to active duty under the provisions of section 12301(d) of Reference (c) only when the active duty is for a period of at least 90 days.

**b. Eligible Family Members**

(1) An individual approved to transfer an entitlement to educational assistance under this section may transfer that entitlement to his or her spouse, to one or more of his or her children, or to a combination of his or her spouse and one or more children.

(2) For purposes of this provision, the definition of spouse and child are as codified in section 101, Reference (b). Confirmation of family members will be made using the Defense Eligibility Enrollment Reporting System (DEERS).

(3) Once an individual has designated a child as a transferee, a child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, the individual retains the right to revoke or modify the transfer at any time.

(4) Once an individual has designated a spouse as a transferee, 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.

c. Months of Transfer. Months transferred must be whole months. The number of months of benefits transferred by an individual under this section may not exceed the lesser of:

- (1) The months of Post-9/11 GI Bill unused benefits available.
- (2) Thirty-six months.

d. Transferee Usage

(1) Policies and procedures for family member use of Post-9/11 GI Bill transferred educational benefits are the responsibility of the VA. Those policies and procedures are codified in part 21 of Reference (h) and presented and updated at [www.gibill.va.gov](http://www.gibill.va.gov).

(2) Commencement of use by a family member is subject to these conditions:

(a) A spouse may start to use the benefit only after the individual making the transfer has completed at least 6 years of service in the Military Services, NOAA Corps, or PHS.

(b) A child may start to use the benefit after the individual making the transfer:

1. Has completed at least 10 years of service in the Military Services, NOAA Corps, or PHS, or;
2. Is separated for one of the reasons referred to in subparagraphs 3.g.(2) or 3.g.(3) of this enclosure.

e. Designation of Transferee. An individual transferring an entitlement to educational assistance under this section shall, through notification to the Secretary concerned as specified in paragraph 3.i. of this enclosure:

(1) Designate the family member or members to whom such entitlement is being transferred.

(2) Designate the number of months of such entitlement to be transferred to each family member.

(3) Specify the period for which the transfer shall be effective for each family member. The effective period must be on or after the date of designation.

f. Time for Transfer, Revocation, and Modification

(1) Time for Transfer. An individual approved to transfer entitlement to educational assistance under this section may transfer such entitlement to the individual's family member only while serving in the Military Services (active duty or Selected Reserve.), NOAA Corps, or PHS. An individual may not add family members after retirement or separation from the Uniformed Services.

(2) Modification or Revocation

(a) An individual transferring entitlement in accordance with this section may modify or revoke at any time the transfer of any unused portion of the entitlement so transferred.

1. An individual may add new family members, modify the number of months of the transferred entitlement for existing family members, or revoke transfer of entitlement while serving in the Uniformed Services.

2. An individual may not add family members after retirement or separation from the Military Services, USCG, NOAA Corps, or PHS, but may modify the number of months of the transferred entitlement or revoke transfer of entitlement after retirement or separation for those family members who have received transferred benefits prior to separation or retirement.

(b) The modification or revocation of the transfer of entitlement shall be made by submitting notice of the action to both the Secretary concerned and the Secretary of Veterans Affairs. Additions, modifications, or revocations made while in the Military Services, USCG, NOAA Corps, or PHS will be made through the TEB Website as described in paragraph 3.h. of this enclosure. Modifications or revocations after separation from the Military Services, USCG, NOAA Corps, or PHS will be accomplished through VA.

g. Failure to Complete Service Agreement

(1) Except as provided in this section of this enclosure, if an individual transferring entitlement under this section fails to complete the service agreed to consistent with paragraph 3.a. of this enclosure in accordance with the terms of the agreement, the amount of any transferred entitlement that is used as of the date of such failure shall be treated as an overpayment of educational assistance and shall be subject to collection by VA.

(2) Subparagraph 3.g.(1) of this enclosure shall not apply to an individual who fails to complete service agreement due to:

(a) His or her death.

(b) Discharge or release from active duty or the Selected Reserve for a medical condition that pre-existed his or her service and was not service-connected.

(c) Discharge or release from active duty or the Selected Reserve for hardship as determined by the Secretary concerned.

(d) Discharge or release from active duty or the Selected Reserve for a physical or mental condition, not a disability that did not result from his or her willful misconduct, but did interfere with the performance of duty.

(3) The transferor is also considered to have completed his or her service agreement as a result of being discharged for a disability or a reduction in force or force shaping.

(4) The Secretary concerned may promulgate guidance regarding waiver of the military service obligation agreed to consistent with paragraph 3.a. of this enclosure if the individual revokes all transfers and no benefits have been used.

h. Procedures. All requests and transactions for individuals who remain in the Uniformed Services will be completed through the TEB Web application at <https://www.dmdc.osd.mil/milconnect/>. The TEB Users Manual (Reference (i)), maintained on that site, will provide instruction for enrollment; verification; and additions, changes, and revocations. Modifications or revocations after separation from the Uniformed Services will be accomplished through VA.

i. Regulations. The Secretary concerned shall promulgate guidance to administer the transferability of unused education entitlements to family members in accordance with this Instruction. Such guidance shall specify:

(1) The manner of verifying and documenting the additional service commitment, if any, consistent with paragraph 3.a. of this enclosure, to be authorized to transfer education benefits.

(2) The manner of determining eligibility to authorize the transfer of education benefits as allowed in subparagraphs 3.a.(1), 3.a.(2), or 3.a.(3) of this enclosure.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DEERS	Defense Eligibility Enrollment Reporting System
DHS	Department of Homeland Security
DODHRA	Department of Defense Human Resources Activity
NOAA Corps	National Oceanic and Atmospheric Administration Commissioned Officer Corps
PHS	Commissioned Corps of the Public Health Service
TEB	transferability of educational benefits
U.S.C.	United States Code
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
VA	Department of Veterans Affairs

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this Instruction:

active duty. For the Post-9/11 GI Bill, the term “active duty” is defined in section 3301(1) of the Post-9/11 GI Bill.

affiliation kicker. Supplemental educational assistance that may be offered by the Secretary of a Military Department to the monthly amount of educational assistance otherwise payable to an individual pursuant to paragraph (1)(B), or to paragraphs (2) through (7) (as applicable), of section 3313(c) of the Post-9/11 GI Bill, to a Service member who is separating honorably from a regular component and who agrees to serve in the Selected Reserve in a skill, specialty, or unit in which there is a critical shortage of personnel or for which it is difficult to recruit and/or retain.

enlistment kicker. Supplemental educational assistance that may be offered by a Secretary of a Military Department to the monthly amount of educational assistance otherwise payable to an individual pursuant to paragraph (1)(B), or to paragraphs (2) through (7) (as applicable), of

section 3313(c) of the Post-9/11 GI Bill, who initially enlists in a regular component in a skill or specialty in which there is a critical shortage of personnel or for which it is difficult to recruit.

family member. A spouse or child as codified in section 101 of the Post-9/11 GI Bill who is enrolled in DEERS.

kickers. Supplemental educational assistance that may be offered by a Secretary concerned to the monthly amount of educational assistance otherwise payable to an individual pursuant to paragraph (1)(B), or to paragraphs (2) through (7) (as applicable), of section 3313(c) of the Post-9/11 GI Bill.

reenlistment kicker. Supplemental educational assistance that may be offered by a Secretary concerned to the monthly amount of educational assistance otherwise payable to an individual pursuant to paragraph (1)(B), or to paragraphs (2) through (7) (as applicable), of section 3313(c) of the Post-9/11 GI Bill, to a member who, after completing 5 or more years of continuous service, signs an agreement to remain on active duty for a period of at least 2 years.

Secretary concerned. For a member of the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard when it is operating as a Service of the Department of the Navy, the term means the Secretary of the Military Department with jurisdiction over that Service member. For a member of the Coast Guard when the Coast Guard is operating as a Service of the DHS, the term means the Secretary of Homeland Security. For a member of the PHS, the term means the Surgeon General. For a member of the NOAA Corps, the term means the Director, NOAA Corps.

Service member. An individual serving on active duty or in the Selected Reserve. Does not include other members of the Ready Reserve (such as the Individual Ready Reserve, standby Reserve, or retired Service members, unless they are serving on active duty.) For purposes of section 3 of Enclosure 3 of this Instruction, includes members of the PHS and members of the NOAA Corps.