

PENNSYLVANIA NATIONAL GUARD

SOLDIER'S HANDBOOK TO EDUCATION BENEFITS

Comprehensive Reference Guide

EDUCATION AND INCENTIVES

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To access forms please contact your readiness NCO or visit:

<https://ngpapko2.ng.ds.army.mil/sites/G1/MPM/ED/default.aspx>

Then click on:

- LIBRARIES (select the program desired)

** PLEASE NOTE: CURRENT SRIP POLICY GUIDANCE, BONUS ADDENDUM CONTRACTS AND FORMS ARE ALSO AVAILABLE IN SHAREPOINT.

SECTION 1 – GI BILL

1-1. MONTGOMERY GI BILL SELECTED RESERVE (MGIB-SR) KICKER PROGRAM:

- The MGIB-SR Kicker incentive is offered to an applicant who enlists, reenlists, or extends in the ARNG into a critical skill and meets the eligibility criteria.
- There are 4 categories and a total of 11 ARNG MGIB-SR Kicker incentive programs as shown below:
 - Non-Prior Service.
 - Prior Service and SELRES Transfers.
 - Reenlistment/Extension (current ARNG member).
 - Officer Commissioning Programs:
 - Supplemental (Bump-Up).
 - Officer Candidate School.
 - Warrant Officer Candidate (WOC).
 - Reserve Officers Training Corps.
 - Direct Commission (DC).
 - Standard Officer Kicker (SOK).
 - Officer without Degree (OWD).
- The MGIB-SR Kicker amounts are valid for the entire term of the contract, regardless of future increases or decreases by the ARNG, unless the Officer/Soldier violates the terms of the MGIB-SR Kicker contract. See table below for payment rates:

MGIB-SR Kicker Categories and Payment Rates				
Soldier Category	Full-Time	3/4 Time	1/2 Time	Less than 1/2 Time
NPS, PS, Current ARNG Soldier, and OWD	\$200	\$150	\$100	\$50
Commissioning Kicker (OCS, WOCS, ROTC, and DC)	\$350	\$262	\$175	\$88

- Payment of Kicker will be made by the Department of Veterans Affairs (DVA) in Buffalo, NY.
- Soldier must attach a copy of Kicker contract, NGB 5435-R, to the NOBE (DD Form 2384-1).
- Have the Soldier take both forms to the school VA Rep. The school should validate the contract and forward to DVA.
- Termination with recoupment is required for Soldiers who are declared unsatisfactory participants or may be required for non-completion of the 6-year military service obligation. The Commander should notify the Incentives Program Manager when a soldier receives the 9th AWOL for due process and initiate collection action.

1-2. Montgomery GI Bill-Selected Reserve (MGIB – SR, or chapter 1606 of title 10, U.S. Code) is an educational assistance program enacted by Congress to attract high quality men

and women into the reserve branch of the Armed Forces. This program is for members of the Selected Reserve of the Army, Navy, Air Force, Marine Corps, and Coast Guard, and the Army and Air National Guard.

- **General Criteria:** The MGIB provides financial assistance to students pursuing further education through a variety of accredited programs; vocational/technical school, flight training, OJT and apprenticeship training, correspondence courses or traditional degree program (AS, BA, MA, Ph.D.).
- **Entitlement:** The entitlement dollar amount changes with the Federal budget. Current rates as of 1 August 2014 are:

Institutional Training	
Training Time	Monthly rate
Full time	\$367.00
3/4 time	\$274.00
1/2 time	\$182.00
Less than 1/2 time	\$91.75

Apprenticeship and On-the-Job Training	
Training Period	Monthly rate
First six months of training	\$275.25
Second six months of training	\$201.85
Remaining pursuit of training	\$128.45

Correspondence and Flight - Entitlement charged at the rate of one month for each \$367.00 paid.

Cooperative - \$367.00

Correspondence Payments - 55% of the approved charges

Flight Payments - 60% of the approved charges

- **Eligibility requirements:** Eligibility requirements must be met in the order listed:
 - Incur a six-year Selected Reserve Obligation (drilling status).
 - Enlisted soldiers: Non-prior service personnel who enlist for a 6x2 or 8x0 enlistment option have met these criteria. Prior Service Soldiers who never established eligibility for the MGIB may enlist or extend for 6 years at any time. Extensions must quote Table 7-1 Rule F (e) NGR 600-200.
 - Officers: If an officer never gained eligibility as an enlisted soldier, a six year obligation agreement to serve in the Selected Reserve (DA Form 5447-R) must be completed. Officers who gained eligibility as an enlisted soldier and never had a break of service in the Selected Reserve maintain the same eligibility date.
 - An individual must have completed high school or the equivalent prior to entry on IADT or prior to signing a six-year enlistment/reenlistment date if applicant is prior service.

- Completion of IADT or equivalent. IADT - includes both Basic Training and Advanced Individual Training (AIT). Split option soldiers are **NOT** eligible for benefits until completion of AIT. This last criterion begins the ten-year window. Prior service personnel ten-year window begins on the date the qualifying six-year contract is signed. Once ten years have elapsed, the soldier is no longer eligible for MGIB benefits. Officers who never established eligibility as an enlisted Soldier must complete Officer Basic prior to establishing eligibility.
- **Application:**
 - DD Form 2384-1 (NOBE)
 - VA Form 22-1990 (Available thru the VA or VA Representative)
 - VA Form 22-1999 (Available thru the VA or VA Representative)
 - NGB Form 5435-1-R Kicker contract (only for those who are eligible)
- **Soldier Responsibilities:**
 - Obtain a DD Form 2384-1 (NOBE) from unit of assignment.
 - The NOBE Form will be certified through the unit of assignment. The soldier must take the original NOBE to the VA Office or VA Representative at the college, and complete a VA Form 22-1990. The educational institution will assist in the completion of the VA Form 22-1999.
 - After forms are completed and submitted to the VA, Status of payment may be obtained by dialing the VA's new Education Benefit hotline **1-888-442-4551** or by visiting the VA's Web page www.gibill.va.gov.
- **Unit Responsibilities:**
 - Units must ensure the Soldier's H.S. Diploma and DD Form 214 is coded in the SIDPERS database. A Soldier whose information is not in SIDPERS will not have the corresponding MGIB information updated. (**Note:** When corrected in SIDPERS, there is a 90-day delay between the SIDPERS database information and the transfer to VA's DOD screen.)
 - Upon certification of the NOBE, the unit must provide the NOBE and the Information Paper (Instruction Sheet) to the Soldier. The Information Paper provides guidance and instructions to the eligible Soldier and unit representatives. If the Soldier has any questions concerning the GI Bill, it is the unit responsibility to call the MGIB Manager at Fort Indiantown Gap Education Center.

- The unit will assist the Soldier in receiving the DD Form 2384-1 (NOBE).
- When a Soldier is declared an unsatisfactory participant, the unit must complete the termination letter and furnish a copy to the MGIB Manager.

- **Suspension**

- Leaving the Selected Reserve (SR). A period of absence either in the Inactive National Guard (ING) or Individual Ready Reserves (IRR) shall not exceed three years for missionary service or one year for all other circumstances. (**Note:** In order to avoid recoupment, service member must extend for an equal amount of time spent in the ING or IRR.)
- Enters Active Duty in an Active Guard and Reserve (AGR) status.
- Soldier becomes a potential unsatisfactory participant pending final determination from Unit Commander. Unsatisfactory participants are Soldiers who receive nine or more unexcused absences in a one year period or one unexcused absence during Annual Training.
- Recipient of a dedicated Army Guard Scholarship of Reserve Officer Training Corps Scholarship, under section 2107 of 10 USC.

- **Termination**

- Soldier is no longer eligible to receive benefits and cannot be reinstated by any component.
- Soldier “fails to return” before the end of a 1-year period of absence (ING or IRR). In the case of missionary service period of absence, the period is 3-years.
- Soldier returns but “fails to reenlist or extend” for a period equal to or greater than the period of absence.
- Soldier is determined as an unsatisfactory participant after the appeal process. If soldier completed the contractual 6-year obligation, bonus or incentive will be terminated without recoupment.

1-3. RESERVE EDUCATION ASSISTANCE PROGRAM (REAP): (Chapter 1607 (REAP) You may be eligible for REAP benefits if you meet the following requirements:

- Served on active duty on or after September 11, 2001, in support of a contingency operation for 90 consecutive days or more; or
- Performed full-time National Guard duty under section 502 (f) of title 32 for 90 consecutive days or more when authorized by the President or Secretary of Defense for

the purpose of responding to a national emergency declared by the President and supported by Federal funds; or

- A member called or ordered to active service while serving in the Selected Reserve remains entitled to benefits under REAP only by continuing to serve in the Selected Reserve. A member called or ordered to active service from the Individual Ready Reserve (IRR) remains entitled to benefits under REAP by continuing to serve in the Ready Reserve (either Selected Reserve or IRR).

General information on REAP is available in the “Questions & Answers,” and GI Bill Information section of www.gibill.va.gov.

- If you have decided on the program you want, follow these steps:
 - Determine if the program is approved for VA benefits — Go to WWW.GIBILL.VA.GOV, click on Education Benefits and then scroll down to Search for Approved Education Programs. Enter the name of the school to determine if the program is approved. You may also check with the school’s Financial Aid Office or training facility employment office, or contact VA. If the facility hasn’t requested approval before, ask the school or training facility official to contact VA to request approval.
 - Complete the application (VA Form 22-1990) and submit it to the appropriate VA regional processing office.
 - Ask the school or training official to certify your enrollment to VA. If the program has been approved for VA benefits, check in with the school or training facility official who certifies enrollments for VA benefits. At a school, this certifying official may be in one of the following offices: Financial Aid, Veterans Affairs, Registrar, Admissions, Counseling, or others. For on-the-job training or an apprenticeship, the official may be in the Training, Finance, Personnel, or other office. VA will review your application and let you know whether we need anything else.

Entitlement: The entitlement dollar amount changes with the Federal budget. Current rates as of 1 October 2014 are:

Institutional Training			
Training Time	Consecutive service of 90 days but less than one year	Consecutive service of 1 year +	Consecutive service of 2 years +
Full time	\$686.80	\$1,030.20	\$1,373.60
3/4 time	\$515.10	\$772.65	\$1,030.20
1/2 time	\$343.40	\$515.10	\$686.80
Less than 1/2 time More than 1/4 time	\$343.40**	\$515.10**	\$686.80**
1/4 time or less	\$171.70**	\$257.55**	\$343.40**

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

Correspondence training is reimbursed at:

Correspondence Training	
40% level	22% of the approved cost of course
60% level	33% of the approved cost of course
80% level	44% of the approved cost of course

Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate.

Flight training is reimbursed at:

Flight Training	
40% level	24% of the approved cost of course
60% level	36% of the approved cost of course
80% level	48% of the approved cost of course

Entitlement is charged based on the rate of one month for a benefit amount equal to the full-time institutional rate.

Apprenticeship and On-the-Job Training			
Training Period	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
First six months of training	\$515.10	\$772.65	\$1,030.20
Second six months of training	\$377.74	\$566.61	\$755.48
Remaining pursuit of training	\$240.38	\$360.57	\$480.76

(Rates are proportionally reduced if less than 120 hours is worked.)

Cooperative Training			
Training Time	Service of 90 days but less than one year	Service of 1 year +	Service of 2 years +
Monthly Rates	\$688.80	\$1,030.20	\$1,373.60

1-4. MONTGOMERY GI BILL ACTIVE DUTY (CHAPTER 30): Educational Assistance Allowance for trainees under the Montgomery GI Bill - Active Duty (Ch. 30 of title 38 U.S.C.). The following basic monthly rates are effective October 1, 2014.

- For trainees on active duty, payment is limited to reimbursement of tuition and fees for the training taken.

The following rates apply to those completing an enlistment of three years or more.

Institutional Training	
Training Time	Monthly rate
Full time	\$1,717.00
$\frac{3}{4}$ time	\$1,287.75
$\frac{1}{2}$ time	\$858.50
less than $\frac{1}{2}$ time more than $\frac{1}{4}$ time	\$858.50 **
$\frac{1}{4}$ time or less	\$429.25 **

OJT Rates effective October 1, 2014

Apprenticeship and On-the-Job Training	
Training Period	Monthly rate
First six months of training	\$1,287.75
Second six months of training	\$944.35
Remainder of training	\$600.95

Correspondence and Flight - Entitlement charged at the rate of one month for each \$1,717.00 paid.

Cooperative - \$1,717.00

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

The following rates apply to those completing an enlistment of less than three years.

Institutional Training	
Training Time	Monthly rate
Full time	\$1,395.00
$\frac{3}{4}$ time	\$1,046.25
$\frac{1}{2}$ time	\$697.50
less than $\frac{1}{2}$ time more than $\frac{1}{4}$ time	\$697.50 **
$\frac{1}{4}$ time or less	\$348.75 **

OJT Rates effective October 1, 2014

The following rates apply to those completing an enlistment of less than three years.

Apprenticeship and On-the-Job Training	
Training Period	Monthly rate
First six months of training	\$1,046.25
Second six months of training	\$767.25
Remainder of training	\$488.25

Correspondence and Flight - Entitlement charged at the rate of one month for each \$1,395.00 paid.

Cooperative - \$1,395.00

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

Basic Institutional Rates for persons with remaining entitlement under Chapter 34 of Title 38, U.S.C. Chapter 30 Category II rates effective October 1, 2014.

Institutional Training				
Training period	Monthly Rate			
	No Dependents	One Dependent	Two Dependents	Each additional dependent
Full time	\$1,905.00	\$1,941.00	\$1,972.00	\$16.00
¾ time	\$1,429.25	\$1,455.75	\$1,479.25	\$12.00
½ time	\$952.50	\$970.50	\$986.00	\$8.50
less than ½ time more than ¼ time	\$952.50 **			
¼ time or less	\$476.25**			

OJT Rates effective October 1, 2014

Apprenticeship and On-the-Job Training				
Training period	Monthly Rate			
	No Dependents	One Dependent	Two Dependents	Each additional dependent
First six months of training	\$1,390.75	\$1,402.88	\$1,413.75	\$5.25
Second six months of training	\$1,000.73	\$1,010.08	\$1,017.78	\$3.85
Third six months of training	\$624.75	\$630.88	\$635.60	\$2.45
Remainder of program	\$612.85	\$618.63	\$623.88	\$2.45

Cooperative Training				
Training period	Monthly Rate			
	No Dependents	One Dependent	Two Dependents	Each additional dependent
Oct. 1, 2014 - Sept. 30, 2015	\$1,905.00	\$1,941.00	\$1,972.00	\$16.00

Correspondence - 55% of the approved charges

Flight - 60% of the approved charges

** Tuition and Fees ONLY. Payment cannot exceed the listed amount.

1-5. POST 9/11 GI BILL (CHAPTER 33): The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Members must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

The Post-9/11 GI Bill was effective August 1, 2009.

- The following assistance is approved under the Post-9/11 GI Bill:
 - [Correspondence training](#)
 - [Entrepreneurship training](#)
 - [Flight training](#)
 - [Independent and distance learning](#)

- [Institutions of higher learning undergraduate and graduate degrees](#)
- [Licensing and certification reimbursement](#)
- [Vocational/technical training, non-college degree programs](#)
- [National testing reimbursement](#)
- [On-the-job training](#)
- [Tuition Assistance top-up](#)
- [Tutorial assistance](#)
- [Vocational/technical training](#)

All training programs must receive prior approval for GI Bill benefits directly from the VA.

The Post 9-11 GI Bill will pay eligible individuals:

The Post-9/11 GI Bill program is comprised of multiple payments. All payments and maximum amounts listed on this page are applicable to individuals eligible for the full benefit (100% eligibility tier). If you are not eligible for the full benefit, the payment and maximum amounts listed will be prorated based on your [eligibility percentage](#). Under the Post-9/11 GI Bill you may receive a:

- [Tuition & fee payment sent directly to the school](#)
- [Monthly housing allowance sent to you](#)
- [Books and supplies stipend sent to you](#)
- [One-time rural benefit for certain veterans](#)

Tuition & Fee Payments

Institutions of Higher Learning

Maximum Tuition & Fee Reimbursement per Academic Year	
Type of School	Maximum Reimbursement
Public School	All Tuition & Fee Payments for an in-State Student
Private or Foreign School	Up to \$20,235.02 per academic year National Maximum

If you are attending a public IHL as a non-resident student or a private IHL that is more expensive than the annual cap you may be eligible for extra payment under the Yellow Ribbon program.

You may also be eligible to receive:

- [a monthly housing allowance sent to you](#)
- [a books and supplies stipend sent to you](#)
- [a one-time rural benefit for certain veterans](#)

Non-college Degree Granting Institutions

Actual net costs for in-state tuition & fees not to exceed \$20,235.02 during the academic year.

You may also be eligible to receive:

- [a monthly housing allowance sent to you](#)
- [a books and supplies stipend sent to you](#)
- [a one-time rural benefit for certain veterans](#)

Apprenticeship/OJT Rates

Apprenticeship and On-the-Job Training	
Training Period	Monthly rate
First six months of training	100% of your applicable MHA
Second six months of training	80% of your applicable MHA
Third six months of training	60% of your applicable MHA
Fourth six months of training	40% of your applicable MHA
Remaining pursuit of training	20% of your applicable MHA

- You may also be eligible to receive:
 - [a books and supplies stipend sent to you](#)
- **Vocational Flight Schools**
 - The actual net costs not to exceed \$11,562.86 per academic year.
 - The cap applies to all classes and/or enrollments that begin during that academic year, regardless of the academic year in which the classes or enrollments are completed.
- **Correspondence Schools**
 - The actual net costs not to exceed \$9,828.43 per academic year.
- **National Testing Programs/Licensing & Certification Tests**
 - You can be reimbursed up to \$2,000 per test. Your entitlement will be charged one month for every \$1,688.18 paid to you rounded to the nearest non-zero whole month; this means even low-cost tests are charged one month of entitlement per test.

Monthly Housing Allowance

- Your Monthly Housing Allowance (MHA) is generally the same as the military Basic Allowance for Housing (BAH) for an E-5 with dependents. Your MHA is based on the ZIP code for your school. MHA rate increases based on BAH increases are effective August 1 (the beginning date of the academic year). [For more information about MHA increases or decreases click here.](#)

There are some exceptions to MHA (see table below)

The housing allowance is paid at a percentage based on your training time.

MHA Rate Exceptions	
Type of School	MHA Rate
Foreign School	\$1,509.00
Schools in US Territories	E-5 with dependents OHA Rate for school location
Exclusively Online Training (No Classroom Instruction)	\$754.50
Attending classes at ½ time or less	NOT PAYABLE
Active Duty Trainee (or transferee spouse of servicemember)	NOT PAYABLE

- Books/Supplies Stipend
 - A yearly books and supplies stipend of up to \$1000.00 paid proportionately based on enrollment.
- Rural benefit
 - A one time payment of \$500 may be payable to certain individuals relocating from highly rural areas if they reside in a county with 6 persons or less per square mile (as determined by the most recent decennial census) and **either**:
 - physically relocate at least 500 miles to attend an educational institution or
 - travel by air to physically attend an educational institution if no other land-based transportation exists

1-6. TRANSFERABILITY OF POST 9/11 GIBILL (CHAPTER 33): The transferability option under the Post-9/11 GI Bill allows Service members to transfer all or some unused benefits to their spouse or dependent children. The Department of Defense (DoD) determines whether or not you can transfer benefits to your family. Once the DoD approves benefits for transfer, the new beneficiaries apply for them at VA.

Eligibility: Any member of the Armed Forces (active duty or Selected Reserve, officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and:

- Has at least six years of service in the armed forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve four additional years in the armed forces from the date of election.
- Has at least 10 years of service in the armed forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (by Service Branch or DoD) or statute from committing to four additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.

- Is or becomes retirement-eligible and agrees to serve an additional four years of service on or after Aug. 1, 2012. 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 title 10 U.S.C.).
- Transfer requests are submitted and approved while the member is in the armed forces.

Eligible Dependents: An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- The individual's spouse.
- One or more of the individual's children.
- Any combination of spouse and child.
- A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer to qualify for educational benefits.

Other Factors to Consider

- A child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify the transfer at any time.
- A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

Nature of Transfer: An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless DoD/DHS limits the number of months an individual may transfer).

Family member use of transferred educational benefits is subject to the following:

- **Spouses**
 - May start to use the benefit immediately
 - May use the benefit while the member remains in the Armed Forces or after separation from active duty
 - Are not eligible for the monthly housing allowance while the member is serving on active duty
 - Can use the benefit for up to 15 years after the service members last separation from active duty

- **Children**

- May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the armed forces
- May use the benefit while the eligible individual remains in the armed forces or after separation from active duty
- May not use the benefit until he or she has attained a secondary school diploma (or equivalency certificate), or he or she has reached age 18
- Is entitled to the monthly housing allowance stipend even though the eligible individual is on active duty
- Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age

Transfer Process.

- While in the armed forces, transferors use the Transfer of Education Benefits (TEB) website to designate, modify, and revoke a Transfer of Entitlement (TOE) request. After leaving the armed forces, transferors may provide a future effective date for use of TOE, modify the number of months transferred, or revoke entitlement transferred by submitting a written request to VA. Submit a TEB request now for your Service component approval (non-VA Link). (NOTE: When the milConnect Home page displays, select Education then Transfer of Education Benefits [TEB] from the menu bar.)
- Upon approval, family members may apply to use transferred benefits with VA by printing, completing, and mailing the VA Form 22-1990e to your nearest VA regional office of applying online. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB.

SECTION 2 – EDUCATION

2-1. EDUCATION ASSISTANCE PROGRAM (EAP): EAP is state funded program; it provides educational assistance for eligible members of the Pennsylvania National Guard. EAP funding is awarded regardless of financial need. In addition, reductions or adjustments of PA State Grants cannot be as a result of a Service member receiving EAP. The amount of each award will be based on enrollment status, (full-time or part-time) and on the tuition charged, capped at the State System of Higher Education Schools (SSHE) rate, which is \$3,410.00 per semester for the 2014-15 academic year.

- Full-time Grants – 100% of the tuition charged or \$3,410.00 whichever is less per semester. (Full-time students must take 12 or more credits per semester)
- Part-time Grants for members who do not possess a bachelor's degree – 100% of the tuition or \$2,273.00 whichever is less per semester. (Part-time students must be taking 3 to 11 credits per semester)

- Part-time Grants for members possessing a bachelor's degree – One half of the tuition or \$1,136.00, whichever is less per semester. (Part-time students must be taking 3 to 11 credits per semester)
- EAP awards cap at the tuition rate or the SSHE tuition rate, whichever amount is less. However, the EAP award amount can apply to tuition costs, fees, books and room and board, up to the Allowable Cost of Attendance.
- Funding is limited to 10 full-time semesters or 120 part-time credits.

Eligibility requirements:

- Members must have a six-year service agreement with the PA National Guard and sign a Statement of Understanding (EAP Form-1) prior to submitting an application. 6-year contract/extension & EAP Form-1 must have the same date.
- Be a graduate of Basic Training, Advanced Individual Training or the equivalent (i.e. Military Science II, Military Science III or Leadership Development Assessment Course) prior to submitting an application.
- Be an active satisfactory participant in a PA National Guard Unit. (Less than 9 AWOLS in any 1–year period)
- Be a member in good standing. A member whose status is subject to a flag is not a member in good standing, making that member not eligible for EAP.
- Be a resident of Pennsylvania.
- Be an eligible member of PA National Guard prior to the 1st day of class.
- Be enrolled in a degree or certificate program at a school located in Pennsylvania and approved by the Pennsylvania Higher Education Assistance Agency (PHEAA). PHEAA's criterion is: Schools that have approval for Title IV Student loans are approved for EAP. There are approximately 400 schools.
- A member is not eligible for EAP benefits if receiving an Active Duty ROTC Scholarship. However, if member is receiving a Guaranteed Reserve Forces Duty Scholarship or a Dedicated National Guard Scholarship through the ROTC program, member is still eligible for EAP funding.
- The 14 State System of Higher Education schools that are 100% funded for full-time students taking 12 credits are the following Universities of Pennsylvania:
 - **Bloomsburg - California - Cheyney - Clarion - East Stroudsburg - Edinboro - Indiana - Kutztown - Lock Haven - Mansfield - Millersville Shippensburg - Slippery Rock - West Chester**

- EAP can provide full-time funding for students up to the first bachelor's degree. EAP can only provide funding for education beyond that level on a part-time basis, even if the member is enrolled as a full-time student.
- Mobilized members may be eligible for extended EAP benefits for deployment time.
- Eligible EAP members who receive a discharge for a disability incurred in the line of duty may be eligible for EAP benefits after their discharge.

Recoupmnt: The recoupmnt of all money received from EAP, plus 7% interest and fees, will occur for any of the following reasons:

- Failure to complete the entire six-year contract that established eligibility for EAP.
- Member is declared an unsatisfactory participant per AR 135-91/AFI 36-3209. i.e. member has 9 or more AWOL's in any 1-year period and/or a flag but not limited to those examples.
- Members who are discharged, separated, or transferred from the Pennsylvania National Guard for any reason to include but not limited to: Enlistment or Appointment on Active Duty, Transfer to another reserve component or Transfer to another state, Retirement, Pregnancy, Childbirth, Expiration Term of Service or Misconduct.
- Members who accept an ROTC Scholarship (except Guaranteed Reserve Forces Duty Scholarship or Dedicated National Guard Scholarship).

Application Process: To apply for EAP, an application must be completed and forwarded to the FTIG Education Center no later than 30 June each year. Applications will be accepted after 30 June ONLY on a case by case basis and if funding permits.

- Soldier's 1st EAP application must include a signed original PHEAA promissory note.
- Soldiers must complete a new EAP Form-2 every year.
- The Fall Semester starts the school year, ending with the Summer Semester.
- A Change of Enrollment Form (EAP-3) must be submitted to the Education Office for any of the following:
 - if the number of credits originally reported on the EAP-2 changes status from part time to full time or if it changes status from full time to part time
 - the member changes school
 - the tuition cost needs to be changed
 - member wants to add or cancel a semester/term
 - the member has a new address
 - member is deploying

Member is responsible for notification to the school of enrollment changes or class cancellation before Drop/Add deadline.

Applications will be accepted after 30 June ONLY when funding permits and on a case by case basis.

Deadlines for timely payment to the schools:

- The deadline for Fall, Winter, Spring and Summer is 30 June, combined or any combination of, for the academic year. Applications will be accepted after 30 June only when funding permits.
- If funding is available, applications received after 1 July but no later than 15 January, will be processed for future semesters only. Example, if a member submits an application in October requesting funding for Fall, Spring and/or Summer; the Spring and Summers may be processed, but the Fall semester will not be funded because the application was not received prior to the 1st day of class for the Fall session.
- If EAP funding is limited, applications will be processed on a 1st come, 1st served basis until funding is exhausted.
- At no time will applications be accepted after 15 January. Also, this program does not allow payment for previous years.

Disbursements:

- The Fall payment is scheduled to be processed in August.
- The Spring and Winter payment is scheduled to be processed in January.
- The Summer payment is scheduled to be processed during April through July, depending on fund availability.
- Applications received by 15 January will make the adjustment disbursement (Reconciliation Roster) if funding is available.

Unit responsibilities:

- Unit will hold applications until applicant completes Basic Training and submit a DD Form 220/214 along with the EAP Form-2 (application), the EAP Form-1 (Statement of Understanding) and an **original** Promissory Note.
- The unit must ensure each applicant does not have a flag and that the member meets

EAP eligibility requirements.

- Make sure that the member fills out the current EAP Form 2. Changes to these forms occur every year and will be available no later than 10 April of each year.
- Submit the application to the EAP office NLT 30 June each year.
- One application yearly covers the Fall, Winter, Spring and/or Summer semesters/terms.
- Verify accuracy and ensure completion of all blocks on the EAP Form 2.
- Make sure item #7 has the number of credits or clock hours – a check mark or X is not acceptable.
- First-time participants must also submit a PHEAA Promissory note. EAP Form 2 and Promissory note must have original signatures. EAP will not accept Scanned or Faxed copies.
- Submit an Officer Service Agreement with a first-time application for an officer along with an EAP-1, EAP-2, and an **original** Promissory note.
- **EAP APPLICATIONS, ORIGINAL PROMISSORY NOTES AND SUPPORTING DOCUMENTS SHOULD COME DIRECTLY TO EAP IN ONE OF THE FOLLOWING WAYS: DA FORM 200, A BUCK SHOT ENVELOPE, U.S. POSTAL SERVICE OR HAND CARRIED.**
- The Promissory Note and any other supporting documents should be submitted with the EAP Form 2 (Application). Please do not forward them separately.
- Unit must complete and sign Section II “Unit Commander’s Certification” of the EAP application before submitting to the Education Office.
- A Change of Enrollment Form is only used to adjust the original application (i.e. add or reduce credits, change schools, adjust tuition costs, change of address.)
- Notify the EAP Office if an EAP participant has a flag, is declared an Unsatisfactory Participant (9 or more AWOLS in any 1–year period), transfers to another state or is discharged from the PA National Guard.

ENLISTED members need:	OFFICERS need:
6-YR ENLISTMENT/EXTENSION	OFFICER SERVICE AGREEMENT
EAP-1, DATED SAME AS ENLIST/EXT	EAP-1, DATED SAME AS OFFICER SRV
EAP-2 (APPLICATION)	EAP-2 (APPLICATION)
ORIGINAL PROMISSORY NOTE	ORIGINAL PROMISSORY NOTE

Individual responsibility:

- Be an active satisfactory participant in a PA National Guard Unit. (Less than 9 AWOLS in any 1–year period)
- Be a member in good standing. A member whose status is subject to a flag is not a member in good standing, making that member not eligible for EAP.
- Be a resident of Pennsylvania prior to submitting an application.
- Complete an EAP application annually; notify the Education Office if any changes to the original application occur by completing the Change of Enrollment Form (EAP-3). Possible changes could be: attending a different school, change in tuition costs, adding/dropping classes, a change of address or mobilization.

Reference Pennsylvania Military Regulation 621-5, updated 1 May 2013, for expanded EAP guidelines and information.

2-2. FEDERAL TUITION ASSISTANCE PROGRAM (FTA): This program is available only when funding exists. Additional guidelines are published yearly in an LOI, when this program is funded.

General Eligibility Criteria:

- Soldier must be an actively drilling member of the Pennsylvania Army National Guard to receive Federal Tuition Assistance (FTA).
- Soldier will be eligible for FTA upon successfully completing one year of service following graduation from Advanced Individual Training (AIT) or Basic Officer Leader Course (BOLC).
- Courses funded by FTA must be completed and have a grade posted in GoArmyEd prior to ETS.
- Selected Reserve Commissioned and Warrant officers incur a Reserve Duty Service Obligation (RDSO) of 4 years of service from the date of course completion. Active Guard Reserve (AGR) Commissioned and Warrant Officers incur a 2 year Active Duty Service Obligation (ADSO) from date of course completion.
- Soldiers must be a satisfactory participant in a Pennsylvania Army National Guard Unit (Less than 9 AWOLS).
- Soldiers must be a member in good standing. To be eligible for FTA, a Soldier must meet Army Physical Fitness Test (APFT) and Height/Weight standards and not have a DA Adverse Action Flag.

- PAARNG civilian employees, Federal or State, are not eligible for FTA.
- Soldiers receiving an ROTC Scholarship funding under USC 2107 or USC 2107a, GRFD Scholarship and the Dedicated Guard Scholarship, **CANNOT** receive FTA funds.
- FTA can only cover schools which are accredited by nationally or regionally recognized accrediting agencies, as listed in the Accredited Institutions of Post Secondary Education Guide by the American Council on Education (ACE). Additionally, the school must be a satisfactory participant in GoArmyEd.
- Soldiers may use FTA to receive one credential from each of the following levels (cap limit of 130 undergraduate and 39 graduate semester hours):
 - High School Diploma or its equivalency (only through Patriot Academy)
 - Certificate or licensure
 - Associate Degree (undergraduate-lower level)
 - Bachelor's Degree (undergraduate-upper level)
 - Master's Degree

(Note: Member cannot apply for FTA for a credential at a lower level than the one currently held. If member has BS degree, funding for an Associate Degree will not be granted)

- Soldiers can use FTA for a second, higher-level degree (Post Bachelors) once they have 10 years of service, IF any portion of the undergraduate degree was funded with FTA. There is NO 10 year requirement if FTA did NOT fund any portion of undergraduate work.
- Applications must be submitted AND be approved prior to the start date of the course. No applications will be approved for FTA funding after the original start date of the course.
- At no time will a Soldier take an unapproved FTA application as a guarantee of payment for courses to a school. The application must be approved by the ESO or the FTA manager and then the application can be submitted to the school.

Authorizations and Expenses Covered:

- FTA funding is awarded on a first come first served basis as long as federal funding is available.
- FTA funding has a maximum cap of 16 semester hours (SH) per fiscal year per soldier. (Fiscal year begins on 1 October and ends on 30 September)
- FTA funding has a maximum cap of \$250.00 per semester hour, \$167.00 per quarter hour, and \$5.55 per clock hour.

- FTA will NOT cover fees, books, room and board, or meals.
- FTA can be used with State funded programs (EAP), Student Loan Repayment (SLRP), Active Duty GI Bill (Chapter 30) MGIB Kicker, and Post 9/11 GI Bill (Chapter 33) but must be applied first.
- FTA can be used with the Reserve GI Bill (Chapter 1606) and Kicker or the Reserve Education Assistance Program (Chapter 1607), providing the soldier is attending school at half-time or more.
- FTA can be used with a Pell Grant but FTA must be utilized first.

Vocational/Technical Training:

- Soldiers who have previously obtained an associate and a baccalaureate may request TA funding for a certificate/vocational training program as long as the program does not require standard college degree courses (i.e. English, math, etc.) or grant an academic certification (i.e., associates or baccalaureate degree).
 - Soldiers who do not have a bachelor's degree will have all certificate or diploma credits applied towards the 130 semester hours of undergraduate credit limit.
 - Soldiers who have a bachelor's degree will have all certificate or diploma credits applied towards the 39 semester hours of graduate credit limit, regardless of credit level (i.e., undergraduate certificate/diploma courses will still count towards the graduate credit limit).
 - Soldiers with a master's degree will be ineligible for a post-secondary certificate or diploma. However, to assist transitioning Enlisted Soldiers (defined as being within one year of ETS/retirement) in updating job skills, a Soldier who has obtained a master's degree or reached the current graduate level semester hour limit more than five years ago will be able to use FTA for one certificate/diploma program (up to 21 semester hours), if they have not previously obtained a certificate/diploma. This is effective 1 August 2014. *This exception does not apply to Officers since they incur a 2 year Active Duty Service Obligation (ADSO) or 4 year Reserve Duty Service Obligation (RDSO) when using FTA.
 - Chaplains seeking a specialized Chaplain certificate are also exempt from the FTA policy of using FTA (up to 18 semester hours) beyond a master's degree but must meet the following criteria to use FTA:
 - Must be an Army Chaplain with a master's level degree or higher.
 - Coursework/certificate program must be in; Marriage and Family Therapy, Counseling, Pastoral Counseling, or Clinical Pastoral Education (CPE).

- Chaplains will provide a documented plan/curriculum listing the required courses/curriculum leading to the specialized certificate/certification/licensure. This document(s) will be uploaded to the Soldiers eFile in GoArmyEd.
- Non-Chaplain Soldiers are not eligible for this exception to policy beyond the master's degree level.
- All Active Duty Commissioned and Warrant Officers incur an Active Duty Service Obligation (ADSO) of two years, or an officer in the Army Reserve and National Guard (including mobilized officers) incur a Reserve Duty Service Obligation (RDSO) of four years after completion of the last course for which TA is provided.

Application Process:

All ARNG soldiers who are eligible for ARNG FTA must use GoArmyEd to apply for ARNG Federal Tuition Assistance online.

Follow these steps to **Create An Account:**

- Go to the GoArmyEd website at www.goarmyed.com.
- Click on the "New User" button towards the bottom of the page.
- Enter the requested information and click the "Submit" button.
- Verify personal information, update anything that needs updating. Then click the "Save and Continue" button.
- Create your password and lost password questions. Then click the "Save and Continue" button.
- You will need to either watch the video, or click through the presentation. Once you have done one or the other, click the "I certify that I have completed the GoArmyEd training" radio button. Then click the "Save and Continue" button.
- Carefully read the Statement of Understanding (SOU), click either yes or no to agree or disagree with the Statement of Understanding. Enter your password. Then click the "Save and Continue" button. (Soldiers are no longer required to send the SOU to their Commanders).
- Enter your school and degree information. Then click the "Save and Continue" button.

- Enter all information on the common application. If there is a Red “X”, there is something missing in that section. When there are no Red “X’s” click the “Save and Continue” button.
- Verify that there are five (5) green check marks. Then click the “Submit for Approval” button.

Follow These Steps To Apply For FTA For An **LOI School**:

- Go to the GoArmyEd website at www.goarmyed.com.
- Once logged in, click on the “Request TA” button.
- Enter the requested information, and then click the “Next” button.
- Locate the class you are applying for. Click the “Request Class” button.
- Click the “Process Request” button.
- Verify your account information. Click the “Account Information Verified” button.
- Click the “Ok” button.
- If you need to add more classes, click the “Add Another Class” button.

Follow These Steps To Apply For FTA For A **Non-LOI School**:

- Go to the GoArmyEd website at www.goarmyed.com.
- Once logged in, click on the “My Education Record” smart link.
- Click on the “eFile” tab
- Upload all required cost/course verification. This includes:
 - Itemized Bill- Itemized receipt showing tuition and fees charges as separate line items. This can be from the online Student Account or document provided by the Bursar’s office.
 - Detailed Class Schedule- Concise schedule showing all course enrollments with the number of credit hours AND course start/end dates. This can be from the online Student Account or document provided by the Bursar’s office.
 - Personalized Degree Plan- A documented degree plan/SOCAD (SA) includes four items: 1) Soldier’s name, 2) lists all of the requirements for degree completion, 3)

evaluation of transcripts, to include military training and college credits previously earned, and 4) endorsement by the school (hand-written or digital signature of a school official OR degree plan generated directly from the school's online automated degree audit system). Note: Planning worksheets and online student degree planners only become documented degree plans when they include the above four requirements. This can be obtained from the Advisor or school's degree audit system.

- Once required documents have been uploaded, click on the "Request TA" button.
- Enter the requested information, then click the "Next" button.
- Enter ALL information regarding the class to include the number of credits and the cost per credit hour. If you are receiving EAP or Post 9/11 GI Bill, check the appropriate box. Click the "Submit" button.
- Verify your account information. Click the "Account Information Verified" button.
- Click the "Ok" button.
- If you need to add more classes, click the "Add Another Class" button.

After completing 6 semester hours of coursework funded by FTA, Soldiers must complete the course planner requirement.

Follow these steps to complete the course planner:

- From GoArmyEd Homepage, select the "Course Planner" Smart Link.
- Review the Quarterly Tuition Assistance Statement of Understanding and enter your Password. Select the "Submit" button to proceed to the Course Planner.
- If a Student Agreement/Documented Degree Plan has not been approved by an Army Education Counselor, then you will be prompted to upload it to your Course Planner.
- After you have uploaded your Student Agreement/Documented Degree Plan, enter in the number of units (semester, quarter, or clock hours) you have remaining to graduate and then select the "Unit Type" in the drop down field.
- To begin adding courses to your Course Planner select the "Select School" button.
- The Look Up School page appears. Your home school will pre-populate in the "School Name" field. Select "Look Up" and then select your school from the listings that appear.
- Depending if your school uploads courses, you will be directed to either search the database for your classes or manually type in the course information for each class.

*For schools that do NOT enter course information into GoArmyEd, you will need to use the select school button to add additional rows to enter your courses as needed.

- Select the “Submit” button to submit your Course Planner for approval. *You will be required to enter at least 50% of your remaining courses and all fields must be completed before the system will allow you to submit your Course Planner for approval.
- After receiving approval for your Course Planner, log back into GoArmyEd, and from your homepage, click on the “Course Planner” smart link to request FTA.
- Hit the “enroll” button next to the class and follow the applicable steps above for completing your FTA request.

Recoupment:

- Soldiers who do not complete the course/s will have their funding recouped and future FTA suspended, unless there are extenuating circumstances and documentation by Chain of Command substantiating case. Causes for recoupment include, but are not limited to course withdrawals, course failures, or receiving a grade of incomplete with no grade after 120 calendar days posted to GoArmyEd.
 - Effective 1 October 2014, a successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses, and a “Pass” for “Pass/Fail” grades. GoArmyEd will initiate recoupment for any course funded by FTA with a grade of “D” and “F” at the undergraduate level and grades of “C”, “D”, and “F” at the graduate level.
 - Effective 29 March 2014, courses initiated for FTA recoupment due to a withdrawal for personal reasons or non-successful grade IAW DODI 1322.25 and AR 621-5 will not count toward the current undergraduate/graduate semester hour limit. This includes all previous and future courses registered for enrollment and processed for recoupment in GoArmyEd.
 - Withdrawals for military reasons (WM) will remain exempt from the current undergraduate/graduate semester limit.

Soldiers’ responsibilities:

- Soldiers must have sufficient time remaining before their current service obligation/Expiration Term of Service to complete the course unless involuntarily separated with an honorable discharge.
- Soldiers must maintain a 2.0 GPA for undergraduate and a 3.0 GPA for graduate level courses to remain eligible for FTA funding. Grades of “D” and “F” are recouped at the undergraduate level and grades of “C”, “D”, and “F” are recouped at the graduate level.

- Commissioned officers must have at least 4 years (2 if AGR) of Selected Reserve service remaining from the date of completion of the course for which FTA is provided. Commissioned officers who fail to complete the required 4-year Reserve Service Obligation (RDSO) will be required to reimburse the amount of FTA according to the following formula; Amount of FTA owed divided by number of months of RDSO (48), multiplied by the remaining number of months of unserved portion of RDSO. For example, an officer receives \$563 in ARNG FTA but departs 24 months before completion of the four-year obligation. $\$563/48 = 11.73 \times 24 = \282 to be recouped.

2-3. TESTING PROGRAMS:

The PA National Guard Education Center has open testing every Wednesday @ 0900 and 1300 for the following tests. Bring your ID, no appointment necessary.

- **SAT's and ACT's**
 - ESO Has Practice Booklets.
 - ESO Does not have to abide by National Test Dates.
 - NCAA does not accept SAT scores at DANTES Test Centers.
- **ARMY PERSONNEL TESTING**
 - **AFCT:** The ASVAB was originally designed to predict future academic and occupational success in military occupations. Since its introduction in 1968, the ASVAB has been the subject of extensive research. Numerous validation studies indicate the ASVAB assesses academic ability and predicts success in a wide variety of occupations. When a Service Member wants to retest on the ASVAB, they take the AFCT, which is the active component of the ASVAB. To learn more about the AFCT/ ASVAB and how it can help you, visit ASVAB Career Exploration Program.
 - Eligibility: To be eligible, a Soldier cannot have taken the AFCT exam within the last 6 months or have taken the AFCT more than 3 times during their military career (excluding the initial ASVAB for entry into the Army). Once a service member has taken the AFCT twice, it will be necessary to request an exception to policy (ETP) and meet additional criteria before the exam will be administered again. Once a Service Member takes the AFCT, the score is final, even if it is lower than previous scores.
 - Study guides for the AFCT are available at www.petersons.com/army
 - **SIFT**
 - The SIFT is a measure of multiple aptitudes. It assesses mathematical skills and aptitude, the ability to extract meaning from written passages, familiarity with mechanical concepts and simple machines, the ability to perform mental rotations to determine the orientation of aircraft in 3-dimensional space, and the

ability to quickly recognize patterns within objects and groups of images. The SIFT also measures an examinee's knowledge of aviation terminology, familiarity with aircraft components and function, knowledge of basic aerodynamic principles, and a grasp of basic flight rules and regulations. Performance on this part of the battery can be improved by study, and examinees with aviation experience will typically do well.

- All components of the SIFT have proven to be excellent predictors of training performance. That is, individuals who enter the flight program with high levels of cognitive aptitude and have background knowledge of aviation concepts are more likely to both achieve higher grades in aviation training and successfully complete the training program. By including multiple subtests that measure different constructs shown to predict success in aviation training, we can account for the more variance in training outcomes and help ensure that aviation programs make more efficient and accurate selection decisions.
- Total time required to take the SIFT may vary from individual to individual. All together, checking in at the exam site, exam setup, an optional exam break, and completing the SIFT may take up to 3 hours, though many individuals can often complete the exam in approximately 2 hours.
- The time limits and number of questions for the SIFT subtests are as follows:
 - Simple Drawings (SD) – 2 minutes, 100 questions
 - Hidden Figures (HF) – 5 minutes, 50 questions
 - Army Aviation Information Test (AAIT) – 30 minutes, 40 questions
 - Spatial Apperception Test (SAT) – 10 minutes, 25 questions
 - Reading Comprehension Test (RCT)– 30 minutes, 20 questions
 - Math Skills Test (MST) – 40 minutes, test length varies
 - Mechanical Comprehension Test (MCT) – 15 minutes, test length varies
- The current minimum qualifying score to apply for the Army's Aviation Program is 40 (possible scores range from 20 to 80, with a mean of 50 and standard deviation of 10). As the SIFT is validated, the minimum score may change to correspond with the Aviation Branch / U.S. Army Recruiting Commands' accessions requirements. Contact your local education center for current information.
- If you attain a passing, or minimum qualifying, score you are no longer authorized to retake the SIFT. Additionally, if you fail to attain a minimum qualifying score on your first attempt, you may retake the SIFT no earlier than the 181st day following the previous attempt. If you fail to attain a minimum qualifying score on your second attempt, you are no longer authorized to retake the SIFT and are not qualified for the Army's Aviation Program.
- There are NO study guides available for the SIFT.

- **The following tests are specialty tests and each has its own rules.**
 - **GED:** GED Vouchers are available to all service members to take the GED test at a National Test Site. Contact the Guidance Counselor for a voucher PRIOR to GED testing.
 - **GMAT & GRE:** Not Authorized at DAN TES Test Center. Reimbursement Authorized for Eligible Personnel contact the Guidance Counselor for forms and information.
 - **PRAXIS:** Effective 1 October 2014m Praxis Series exams are DAN TES funded by after the fact reimbursement. Contact the Guidance Counselor for forms and information.
 - **CLEP:** Service Members can take CLEP tests at National Test Centers via Computer Based Testing. For a list of testing sites, available tests and study guides visit www.collegeboard.com
 - **DSST:** DAN TES - Over one hundred fifty college level exams that equate to college credit(s). Service Members can take DSST tests at National Test Centers via Computer Based Testing. For a list of testing sites, available tests and study guides visit www.getcollegetcredit.com
 - **Excelsior Testing:** DAN TES test sites no longer offer Excelsior Testing. Costs for Excelsior Testing are covered by FTA.
- **CERTIFICATION TESTING**
 - The Education Center is a Pearson Vue test site; Pearson Vue testing is scheduled through the Guidance Counselor on an individual basis.
 - DAN TES has approximately 60 agreements with nationally recognized certification associations. Certification examinations document a person's level of competency and achievement in a particular area. Military personnel may already have the experience and knowledge required to gain certification in their occupational specialty.
 - DAN TES tests centers can do some certification testing - one month notice is needed to order certification tests. Reimbursement is available for certification testing at a National Test Site, contact the Guidance Counselor for forms and directions.

2-4. COUNSELING TOOLS (Available by calling the Education Center)

• KUDER JOURNEY

- The Kuder Journey is a career and transition system specifically designed for the U.S. military. Soldiers can learn from Kuder about their interests, skills and work values to build a personal career plan, explore occupational information, and plan for their future success.
 - This program contains various self-assessments, resume building, school and program searches, and other modules to form a very complete career and personal development system. Once activated, Kuder is good for life!
 - Kuder Journey is free and registration is easy! Soldiers should go to www.dantes.kuder.com to register.
- **CAMPBELL INTEREST SURVEY:** The Campbell Interest and Skill Survey is a contemporary survey that measures self-interests and skills. Similar to traditional interest inventories, the interest scale reflects the individual's degree of attraction for a specified occupational area. However, the CISS goes beyond traditional inventories by adding a parallel skill scale that provides an estimate of the individual's confidence in his or her ability to perform various occupational activities. Together, the two types of scales provide more comprehensive and richer data than interest's scores alone. The CISS focuses on careers that require post-secondary education and is for use with individuals who are college bound.

2-5. Additional Programs:

• TROOPS TO TEACHERS (TTT)

- The purpose of TTT is to assist eligible military personnel to transition to a new career as public school teachers in "high-need" schools. Pending availability of funds, financial assistance may be provided to eligible individuals as stipends to help pay for teacher certification costs or as bonuses to teach in schools serving a high percentage of students from low-income families. Participants who accept the Stipend or Bonus must agree to teach for three years in schools that serve students from low-income families in accordance with the authorizing legislation.
- TTT Home Page: <http://www.proudtoserveagain.com>
- A network of State TTT Offices has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification and employment leads.
 - Ms. Vanessa D. Barron, Regional Director
 - Ms. Elizabeth Murray, Program Assistant North Atlantic Region Troops to Teachers

- West Chester University Foundation P.O. Box 541
- West Chester, PA 19381
- Phone: 610-692-7455
- E-mail: vbarron@troopstoteachers.net or emurray@troopstoteachers.net
- Home Page: www.wcufoundation.org/tttnar

- **HELMETS TO HARDHATS**

- The program collects information about the best career opportunities in building and construction trades and works to provide former military personnel with that information. Candidates can access information about careers and apprenticeships via the Internet from anywhere in the world. The program is a building trades initiative administered by the Center for Military Recruitment, Assessment, and Veterans Employment. The U.S. Army administers the funding, which was made available in January 2003 to get the program off the ground.
- Phone: 866.741.6210
e-mail: info@helmetstohardhats.org
web: www.helmetstohardhats.org

- **BOOTS TO BUSINESS**

- Boots to Business builds on the Small Business Administration's (SBA) role as a national leader in entrepreneurship training. Leveraging our ongoing collaboration with Syracuse University's Institute for Veterans and Military Families (IVMF), SBA delivers Boots to Business with the support of its field offices and Resource Partners, such as the Small Business Development Centers (SBDCs), Women's Business Centers (WBCs), SCORE, and Veterans Business Outreach Centers (VBOCs). SBA's expert Resource Partner network already provides entrepreneurship training to more than 100,000 veterans every year, many of whom are service members transitioning out of the military.
- Questions about the application process, dates and deadlines:
 - Katie Frontino
Admissions Coordinator
(315) 443-8791
kfrontin@syr.edu
- Questions about the mission of the Boots to Business program or for further program information:
 - Michael E Schoeneck
Program Manager
(315) 443-4783
meschoen@syr.edu

- **TUTOR.COM:** Get homework and studying help from a professional tutor any time you need it. FREE for students in Army, Navy, Air Force, Marines, National Guard and Reserve families. Expert tutors are online 24/7 and available to help in more than 16 subjects, including test prep, proofreading, Math, Science, English and Social Studies.
- **TEST PREP**
 - Petersons provides many study guides, all of which are available to military members for download at www.petersons.com/army.
 - Credit for examination such as CLEP and DSST.
 - Military Test Prep such as the ASVAB, AFCT, Officer Candidate and SIFT.
 - College entrance tests, such as SAT, ACT and the GED academic skills course.
 - Career and Certification tests, such as the NCLEX and Praxis.

2-6. Education Credit for Military Training:

- In 2013, JST the Joint Services Transcript replaced the Coast Guard Institute Transcript, the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). JST is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations.
- The JST provides a description of military schooling and work history in civilian language. It serves as a counseling tool for academic and career counselors in advising service members and veterans. It serves as an aid in preparing resumes and explaining Army, Coast Guard, Marine Corps, National Guard and Navy work experience to civilian employers. It also saves time and money by awarding academic credits, which means less tuition to pay and less time spent in the classroom.
- The eligibility for the JST is as follows: all enlisted, officers and warrant officers, both active and veterans from all Army components.
- If you currently have a CAC card and were prior enlisted, you do not need to register for a JST account (JST should already have your personnel record). If you do not have access to a Common Access Card (CAC) or a CAC reader you will need to register for a JST account. To print your transcripts, log onto the JST website, click on the link at the top that says "Transcripts". From there, you can view your transcript by using the "Transcript" link. This page also has links that allow you to view your transcript. The transcript contains sections for Military

Course Completions, Military Experience and College Level Test Scores. You can print or save the transcript for your records.

- To send your transcript to a school, log on to the JST website you will click the "Transcript" link at the top of the page and then on the "Transcripts menu" you will click the "Official Transcript Request. On the next page, search for the school and select the institution from the list. Select the correct institution. On the next page, acknowledge the consent statement and click "Yes". In the event your school is not listed, please have your school representative contact jst@doded.mil and request their school be added. There is no limit on the number of institutional requests but you are limited to one transcript request per institution per day. Transcripts will only be sent to academic institutions electronically.
- The data on your JST transcript can go back as far as 1976, but data older than 1994 may be missing or incomplete. We can include training on your transcript that was taken prior to 1976. The older the data, the greater the chance something could be missing.
- DANTES data (CLEPs, DSSTs, etc.) goes back to 1975; if taken before 1975 or taken at other than a military test center, the data will never be displayed. If the test was fairly recent, it may not yet appear.
- If you are missing data on your JST transcript: All course information is sent to JST by the Army Training Requirements and Resources System (ATRRS) on a monthly basis. Each individual school is responsible for annotating the ATRRS system when a Soldier graduates from a course. Prior to contacting Army JST support staff, please ensure your training records are correct in ATRRS. If you are missing a course you completed more than two months ago, please send a copy of all documented training certificates (DA-1059) and justification to Army JST Support staff. <mailto:usarmy.knox.hrc.mbx.tagd-jst@mail.mil>
- Want to transfer your Military credit from the JST transcript into actual college credit at an institution of higher learning, contact the Guidance Counselor.

2-7. COUNSELING & SUPPORT SERVICES

- Individualized vocational, technical, college and career guidance counseling services are available to any member of the Armed Services, Federal and State Employees and family members. Call the Guidance Counselor to set up an appointment.

SECTION 3 – POINTS OF CONTACT

MAILING ADDRESS:

EDUCATION CENTER
BLDG 9-54 FT INDIANTOWN GAP
ANNVILLE, PA 17003-5002
EMAIL: NG PA PAARNG Mailbox JFHQ G1 EducationCenter
PHONE: 866.920.7902
FAX NUMBER: 717.861.9200

EDUCATION SERVICES OFFICER

MAJ R. BROCK SCHULTHEIS
717.861.9329
Email: richard.b.schultheis.mil@mail.mil

DEPUTY EDUCATION SERVICES OFFICER

CW2 JEREMY WAHL
717.861.9164
Email: jeremy.m.wahl.mil@mail.mil

GUIDANCE COUNSELOR & TEST ADMINISTRATOR

JANET HOOPER
717.861.2434
Email: janet.l.hooper.civ@mail.mil

FTA Education Services Specialist

REBECCA SOBER
717.861.6248
Email: rebecca.l.sober2.civ@mail.mil

FTA MANAGER

1SG DONALD BARTCH
717.861.9238
Email: donald.w.bartch2.mil@mail.mil

STATE INCENTIVES MANAGER

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717.861.8213
Email: gary.l.rosendo.mil@mail.mil

SLRP ASSISTANTS

SSG CHRIS KEISER
SGT NICOLE MARSHALL
717.861.6696 or 717.861.2717
Email: chris.d.keiser.mil@mail.mil or nicole.a.marshall10.mil@mail.mil

BONUS ASSISTANTS

SGT STEPHEN COWPERTHWAIT

SGT REBECCA WIGFIELD

717.861.6529 or 717.861.8536

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EAP MANAGER

PAT TROUTMAN

717.861.8894

Email: patricia.m.troutman.nfg@mail.mil

EAP ASSISTANT

MRS. LISA MOYER

MR. JIM LOREMAN

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Email: lisa.a.moyer6.nfg@mail.mil or james.l.loreman.nfg@mail.mil