

Dear EHO Category.

Eligible Commissioned Corps officers can transfer Post-9/11 GI Bill education benefits to eligible family members to include your spouse and children. The program is administered through the VA. We will be replacing this memo with either guidance from the milConnect web site or the VA website. However, the following VA link is most informative and easiest to access. This information is found at:

http://gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html .

There are a number of important details officers need to be aware of when deciding whether and how to transfer benefits. Officers with less than 20 years of active service on August 1, 2009 will incur a service obligation. Benefits must be transferred to a child before age 23 and that child must be enrolled as a full-time student and verified by DEERS. Officers are encouraged to go to the VA Web site at www.va.gov and review all information pertaining to the Montgomery GI Bill and the Post-9/11 GI Bill in order to make an informed decision. Questions can be answered by contacting the GI Benefits line at (240) 453-6130 or by email at occohelpdesk@hhs.gov.

There are two sets of instructions below – one is for officers with access to a Common Access Card (CAC) card reader at their worksite and the other is for officers without access to a CAC card reader. All officers have a Common Access Card (CAC) which is also their uniformed service ID <http://www.cac.mil/> and, in addition to the uniformed service ID, some agencies issue agency-specific CAC card IDs that are used for accessing work sites and logging onto agency workstations. For example, to access a computer in some OpDiv/StaffDivs, employees insert their ID into a slot on their computer —this is a CAC card reader. The reader uses the ID to identify the employee and, along with a password, enables access to a computer workstation. Some officers have access to a CAC card reader and some don't. Please use the following instructions depending upon your situation. For both situations, a Transferability Commitment Form (attached) will need to be completed and returned to DDCPR via mail. (Division of Commissioned Corps Personnel Readiness, ATTN: TEB, 1101 Wootton Parkway, PL, Ste. 100, Rockville, MD 20852)

Officers without a CAC Card Reader

For officers without access to a CAC card readers, the Defense Manpower Data Center (DMDC) has implemented the Remote Proofing process which enables USPHS officers to obtain a Premium DS Logon. A "How-to Guide" has been developed to create a user name and password.

- 1) Go to My Access Center to create a DS Logon Account, which is available at <https://www.dmdc.osd.mil/identitymanagement/registration.do?execution=e1s1>
- 2) After completing the DS Logon (Remote Proofing) log into milConnect to transfer the benefit. This is available at https://www.dmdc.osd.mil/milconnect/faces/index.jspx?_afLoop=1027021784460322&_afWindowMode=0&_adf.ctrl-state=u8rzrzm2_4 .
- 3) Complete the attached Transferability Commitment Form and return to DCCPR via mail. (Division of Commissioned Corps Personnel Readiness, 1101 Wootton Parkway, PL, Ste. 100, Rockville, MD 20852)
- 4) DCCPR will review for any administrative actions and approve/disapprove the request accordingly. You will be notified via email.

Officers with CAC Card Readers

Officers with access to a CAC card reader should use the link and instructions below. This process requires a laptop or computer with a CAC card reader:

https://www.dmdc.osd.mil/milconnect/faces/index.jspx?_afWindowMode=0&_afLoop=547151698000&_adf.ctrl-state=tjucsui3q_13

1. Insert your PHS Common Access Card (CAC) into card reader
 - a. Be sure you use your USPHS Uniformed Services CAC
 - b. Do *not* use your Agency-HHS Smart Card
 - c. You can use a laptop with a built-in card-reader on the side
 - d. You can use a desktop with a plug-in card-reader
 - e. Access is allowed through the Agency network
 - f. Access is allowed through the internet from outside providers (at home)
2. Click Sign In on the left-hand upper menu
3. Click Ok
4. Click CAC from the upper tabs
5. Click Login
6. Select your name from the list of user certificates
 - a. There may be more than one certificate listed. Simply click the one listed at the top.
7. Input your Pin
 - a. Your Pin is 6 to 8 digits (numeric), associated with your Uniformed Services CAC
8. Select Education from the list of top tabs.
9. Click on Transfer of Education Benefits (TEB)
10. Click the box to select the Post 9/11 GI Bill
 - a. It is found right above the list of your dependents
 - b. This indicates exactly what benefit you would like to transfer
11. Click and select all boxes of the Transferability of Education Benefits Acknowledgements
 - a. These are found right below the list of your dependents
12. Edit the number of months to be transferred to each dependent (total maximum of 36 months)
 - a. Place at least one (1) month in each dependent you wish to transfer the benefit to
 - b. Add all months, across all dependents, to equal 36 months
 - c. You can leave a zero (0) for a dependent if you do not wish to transfer any benefit.
 - i. A spouse, for example, can be left empty, with a zero (0)
13. Click Submit Request
14. Wait for your Status to display, *Submitted*
15. Sign Out
 - a. Tab on the top of the page
16. Complete the attached Transferability Commitment Form and return to DCCPR via mail.
(Division of Commissioned Corps Personnel Readiness, ATTN: TEB, 1101 Wootton Parkway, PL, Ste. 100, Rockville, MD 20852)
17. DCCPR will review for any administrative actions and approve/disapprove the request accordingly. You will be notified via email.