

## TRANSFERABILITY CHECKLIST

1.	Are you eligible to transfer your benefits?
	a. You must have six years in the Armed Forces (active duty or SELRES), AND
	b. Agree to an additional service obligation (up to four years) in the Armed Forces
2.	What is my service obligation?
	a. Service obligation has been met in the following instances:
	(1) You have at least 20 years in the Armed Forces on 1 August 2009 , or
	(2) You have approved retirement date on or before 1 July 2010, or
	(3) You already have a service obligation to take your through four years
	b. Service obligation required:
	(1) If you have at least 19 years in the Armed Forces on 1 August 2009, you must obligate for one additional full year
	(2) If you have at least 18 years in the Armed Forces on 1 August 2009, you must obligate for two additional full years
	(3) If you have at least 17 years in the Armed Forces on 1 August 2009, you must obligate for three additional full years
	(4) If you have less than 17 years in the Armed Forces on 1 August, you must obligate for four additional years
3.	How does high year tenure affect my required service obligation?
	a. If you have ten years in the Armed Forces, and a policy or statute exists that prevents you from committing to the required service obligation, you may elect transferability but must serve the maximum allowed under the policy
<b>NOTE</b>	<b>Service obligation begins on the date you complete your request for transferability.</b>
4.	When should the request for transferability be submitted?
	a. If your service obligation has been met, you should complete your application on line at <a href="https://www.dmdc.osd.mil/TEB/">https://www.dmdc.osd.mil/TEB/</a>
	b. If you have an additional service obligation you <b>MUST</b> complete the required service obligation before applying on line for transferability
5.	What action should I take if a service obligation is required?
	a. Enlisted members shall first meet with a career counselor to discuss options
	b. Officers must complete a page 13 agreeing to the additional service obligation
	c. Officers and enlisted must complete appropriate documentation <b>AND</b> ensure obligation is visible in the appropriate manpower data source before applying on line for transferability.
<b>NOTE</b>	<b>Applications that do not have appropriate service obligation documented in the manpower systems will be disapproved and returned for resubmission. If disapproved, a new service obligation date must be calculated.</b>

6.	What happens after I apply for transferability?
	a. Applications are forwards to BUPERS or COMNAVRESFOR for processing.
	b. Approved applications will be forwarded to VA
	c. Members should check the website periodically to determine status of application.
	d. VA will verify eligibility and provide a certificate of eligibility to the family member designated to receive the benefits
	e. Family members will take the certificate of eligibility to the institution and complete appropriate documentation to receive Post 9-11 benefits. Additional information is available on <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> .
7.	Where to I go to if I have additional questions?
	a. Questions on service obligation requirements (reenlistment, page 13, short term extensions, etc.) should be discussed with your career counselor
	b. Answers to frequently asked questions are available on <a href="http://www.gibill.va.gov">www.gibill.va.gov</a> , NKO and <a href="http://www.npc.navy.mil/careerinfo/education/gibill">http://www.npc.navy.mil/careerinfo/education/gibill</a> .