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DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 Public Health Service

Chapter CC29--Officer's Relations, Services, and Benefits  
 Subchapter 29.6--Veterans Benefits  
 Personnel INSTRUCTION 2--Veterans Administration Educational Benefits

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Section A. Purpose and Scope

1. This INSTRUCTION provides information on educational benefits provided by the Veterans Administration (VA) to individuals on active duty with any of the uniformed services and to individuals who have been released from active duty. The three VA-administered educational programs for which PHS Commissioned Corps officers generally qualify are:

- a. The Old GI Bill, for officers who initially entered on active duty with a uniformed service before January 1, 1977;
- b. The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), for officers who initially entered on active duty with a uniformed service from January 1, 1977, through June 30, 1985; and
- c. The New GI Bill, for officers who initially enter on active duty with a uniformed service on or after July 1, 1985, but before July 1, 1988.

#### Section B. Authority

1. Under 42 United States Code (U.S.C.) 213(d), active service as a PHS commissioned officer is considered active military service in the Armed Forces of the United States for the purposes of all laws administered by VA. Therefore, PHS commissioned officers are eligible to participate in programs administered by VA under its applicable laws, unless specifically excluded from participation.
2. A definition of PHS active duty creditable for VA benefit purposes is contained in 38 U.S.C. 101(21).
3. Educational benefits under the Old GI Bill are authorized by 38 U.S.C. 1651 et seq.
4. VEAP was authorized by Public Law (P.L.) 94-502 enacted October 15, 1976, as amended by P.L. 96-466 (38 U.S.C. 1601 et seq).
  - a. A memorandum of understanding between the uniformed services and VA, "Interagency Administration of the Post-Vietnam Era Veterans' Educational Assistance Program," establishes procedures for administration of VEAP.
  - b. A ruling by the VA Office of General Counsel establishes the initial period of obligated service for PHS officers as two years, unless the officer is obligated for a longer period of active duty.
  - c. VEAP was extended beyond the original termination date of December 31, 1981, when the President recommended continuation of the program and the Congress did not object, in accordance with the procedure set forth in Section 408 of P.L. 94-502.
  - d. An agreement between the Department of Defense (DoD) and PHS in which DoD assumes financial responsibility for paying the matching funds authorized as part of VEAP was signed on January 1, 1982.
5. The New GI Bill was created by Public Law 98-525, "The Department of Defense Authorization Act of 1985," enacted October 19, 1984 (38 U.S.C. 1401-1436), as amended by Public Law 99-145, "The Department of Defense

Authorization Act of 1986," enacted November 8, 1985. This program is comprised of five types of benefits as follows:

- a. Section 1411 establishes a basic educational benefit for which all active-duty personnel who are initially called to active duty on or after July 1, 1985, but before July 1, 1988, for periods of not less than 24 consecutive months, are eligible. PHS has implemented this provision.
- b. Sections 1415(c) and 1421(a) establish two supplemental benefits that may be paid in addition to the basic benefit at the discretion of the Secretary. PHS has decided not to implement these supplemental benefit provisions at this time.
- c. Sections 1412 and 1421(b) establish an educational benefit program for members of a "selected reserve" component. Since PHS does not currently use a reserve component of this type, PHS has decided not to implement this benefit program at this time.
- d. Section 1411(a)(1)(B) provides that an officer with remaining entitlement to benefits under the Old GI Bill as of December 31, 1989, and who serves on active duty for at least three years after June 30, 1985, will become eligible for benefits under the New GI Bill on January 1, 1990. PHS will implement this provision in accordance with applicable law in 1990.

Section C. VA Educational Benefits For Officers Who Initially Entered On Active Duty Before January 1, 1977 - Old GI Bill Benefits

1. Officers who entered on active duty with a uniformed service, other than for training purposes, prior to January 1, 1977, and who served on active duty for 180 consecutive days, are generally eligible for noncontributory educational benefits under the Old GI Bill. However, the final determination of eligibility under the Old GI Bill will be made by VA.
2. Officers qualified under the Old GI Bill, who do not serve at least three years of continuous active duty after June 30, 1985, must use their benefits not later than December 31, 1989, or within the first 10 years following their last release from active duty, whichever is earlier.
3. Officers qualified under the Old GI Bill, who serve three years of continuous active duty after June 30, 1985, and who have not yet used all of their Old GI Bill benefits by December 31, 1989, will become eligible for benefits under the New GI Bill on January 1, 1990.
  - a. These officers will receive the benefits prescribed for the New GI Bill without making any monetary contributions, plus one-half of their previous Old GI Bill entitlement. Upon attaining this entitlement, these officers must use this benefit within 10 years of their last release from active duty.

4. Information on benefits available to eligible officers under the Old GI Bill can be obtained by contacting the local VA representative.

Section D. VA Educational Benefits For Officers Who Initially  
Entered on Active Duty From January 1, 1977,  
Through June 30, 1985 - VEAP Benefits

1. PHS commissioned officers who initially entered on active duty from January 1, 1977, through June 30, 1985, are not eligible for any benefits under the Old or New GI Bills. These officers had the opportunity to voluntarily participate in the Post-Vietnam Era Veterans' Educational Assistance Program, better known as VEAP, provided they enrolled and began participation no later than June 30, 1985. Therefore, no new enrollments to VEAP may be made at this time.
2. Under VEAP, an officer's monetary contributions are matched on a two-for-one basis. An officer can contribute \$100 for each month served on active duty, up to \$2,700, and receive \$5,400 in matching funds, making a total of \$8,100 available for education and training. The educational benefits can be used for any approved educational program.
3. Eligibility for VEAP Benefits.
  - a. The following PHS officers are eligible to receive matching educational funds under VEAP if they enrolled in the program no later than June 30, 1985, have contributed money to the VEAP fund, were called to active duty for purposes other than training, and initially entered on active duty from January 1, 1977, through June 30, 1985:
    - (1) Officers who first entered on active duty before October 17, 1981, and who have completed 180 days of continuous active duty;
    - (2) Officers who first entered on active duty on or after October 17, 1981, and
      - (a) Who have been on active duty for 24 consecutive months, or
      - (b) Who have completed the full period for which they were originally called or ordered to active duty, whichever is less; and
    - (3) Officers who were terminated or released from active duty, regardless of the length of service, because of a service-connected disability as determined by VA.
  - b. Officers who are discharged under other than honorable conditions may be denied any or all benefits from VA.

4. Participation. Participation in VEAP was voluntary. Any eligible officer who did not begin participation by June 30, 1985, is barred from the program. No new enrollments may be accepted after that date. Participation alone does not ensure that benefits will be received. If an officer contributes money, but fails to meet any of the applicable length-of-service requirements explained in Section D.3.a., above, VA will deny educational benefits under VEAP to the officer. The officer may then have his/her contributions refunded, without interest, upon application.
- a. Eligible officers were offered an opportunity to enroll in VEAP at the time they were called to active duty. Form PHS-6162, "Contributory Educational Assistance Program - Statement of Understanding and/or Allotment Request," (see Exhibit A) and instructions were included in the call-to-active duty packet sent to each newly appointed officer.
  - b. Form PHS-6162 authorizes the withholding of a monthly deduction from the participating officer's salary. An officer may have any multiple of \$5, from \$25 to \$100, deducted each month. An officer's total contributions cannot exceed \$100 for each month of active service, up to a maximum of \$2,700.
  - c. An officer must contribute to VEAP for at least 12 consecutive months, and may not contribute more than the maximum stated above. After 12 months of participation, an officer may request that the deductions for VEAP be stopped by submitting a memorandum to the Benefits Representative in the Commissioned Personnel Operations Division (CPOD), Office of Personnel Management, Office of Management, at the address shown in Section D.7.a.(1), below. In cases of extreme financial hardship, an officer may be permitted to suspend participation before 12 months have passed.
  - d. If an officer decided not to participate in VEAP, he/she was still required to complete Form PHS-6162, when initially called to active duty, declining participation.
  - e. While no new enrollments can be made after June 30, 1985, an enrolled officer either can continue to make monthly contributions or may make a second lump-sum contribution as long as he/she was enrolled by June 30, 1985.
    - (1) An officer who participated in VEAP prior to June 30, 1985, who disenrolled, and who received a refund of his/her contributions is considered to have participated in the program and remains eligible to reenroll after June 30, 1985, if he/she so wishes.
  - f. No contributions may be made to VEAP after an officer terminates or is released from active duty.
5. Using VEAP Benefits. Benefits under VEAP may be used while on active duty, or following release from active duty as follows:

- a. An officer who has contributed to VEAP may begin using the benefits while on active duty after completing his/her first period of obligated service, or 24 continuous months of active duty, whichever is greater.
    - (1) If an officer is participating in training which is being paid for by PHS, the officer may not collect VEAP benefits for that training. Title 38 U.S.C. 1641 prohibits such payment of VA educational benefits.
  - b. An officer who has contributed to VEAP may use the benefits after release from active duty provided the length-of-service requirement has been met and the discharge was not under conditions other than honorable.
    - (1) If an officer contributes to VEAP but leaves active duty prior to fulfilling the length-of-service requirement, he/she is not entitled to matching funds for educational benefits from VA. This officer will have VEAP contributions refunded without interest by applying to VA.
  - c. An officer who has contributed to VEAP and has been released from active duty due to a service-connected disability, or is found to have a compensable disability by VA, is eligible to use VEAP benefits even if he/she has not met the length-of-service requirement.
  - d. A VEAP participant has 10 years after the date of his/her last release from active duty to use any educational benefits to which he/she is entitled under VEAP.
  - e. VEAP benefits may be used for any approved educational program, provided the restriction stated in Section D.5.a.(1), above, does not apply. To find out if a particular educational program is approved, consult a local VA office.
6. Payment of Benefits. An officer in full-time training shall be entitled to a maximum of 36 monthly benefit payments, or the equivalent thereof in part-time training benefits. Payment will be made only for periods of time during which the participant is actually enrolled in, and satisfactorily pursuing, an approved program of education.
- a. A participant may receive the in-service benefits while on active duty and at the same time continue the monthly payroll deductions up to the maximum amount of \$2,700.
  - b. The monthly dollar amount of payment under VEAP for full-time training is determined using the following computations:

- (1) Add all contributions made to the fund by the eligible participant;
  - (2) Multiply the sum obtained in (1) above by 3 to account for the matching funds; and
  - (3) Divide the amount obtained in (2), above, by 36, or the number of months the officer participated, whichever is less. This amount will be the monthly benefit, and it will be paid for the number of months the participant served on active duty, up to 36 months. The amount of monthly benefits will be prorated by VA for less than full-time training.
- c. The Internal Revenue Service does not currently tax educational benefits paid to a participant by VA. However, the monthly contributions deducted from the officer's salary are taxable.
7. Procedure for Applying for VEAP Benefits. Since VEAP is administered by VA, all applications for VEAP funds are processed by VA and must be filed in compliance with VA instructions.
- a. In-Service Benefits: When an active-duty officer wants to use VEAP benefits while on active duty, and he/she has met the eligibility requirements to use VEAP benefits while on active duty, he/she should obtain Form VA 22-8821, "Application for Educational Assistance (For Post-Vietnam Era Veterans - Under Chapter 32, Title 38, U.S.C.)," (see Exhibit B) from a local VA office or the educational institution the officer plans to attend.
- (1) The completed form should be sent to the following address for certification of parts II and III:  
  
Officer Services Branch  
Commissioned Personnel Operations Division  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857
  - (2) Following certification, the form will be returned to the officer, who will proceed in accordance with instructions from the local VA office.
- b. Post-Service Benefits: An officer applying for VEAP benefits after termination or release from active duty should obtain Form VA 22-8821 (see Section D.7.a., above), complete Part I, and return the form with a copy of the PHS "Statement of Service" to the local VA office. The "Statement of Service" is issued to each officer at the time of release from active duty, and is used by VA to establish an officer's entitlement to VA benefits.

Suspension of Participation. A person who "suspends" participation is one who stops contributing to the fund temporarily. An officer may suspend participation at the end of any 12 consecutive months of monthly payroll deductions. There is no refund of contributions in this case.

- a. To have monthly deductions stopped, an officer must send a memorandum to the Officer Services Branch, CPOD, at the address shown in Section D.7.a.(1), above, requesting that no further contributions be deducted from his/her salary after a specific month and year.
- b. An officer who suspends participation in the program can:
  - (1) Resume contributions to the program at a later time while on active duty without any penalty; or
  - (2) If he/she otherwise meets the eligibility requirements, receive VEAP benefits.
- c. Suspension of contributions is automatic at the time of release from active duty.
- d. In the case of hardship or for other good reasons, an officer may be allowed to suspend participation before the completion of 12 consecutive months of participation. These determinations will be made on an individual basis by the Director, CPOD.

9. Disenrollment. A person who "disenrolls" is one who terminates participation and forfeits any entitlement to benefits except for authorized refunds of contributions previously made (see Section D.10., below).

- a. An officer on active duty may disenroll from the program at the end of any period of 12 consecutive months of participation by obtaining Form VA 4-5281, "Application for Refund of Educational Contributions," (see Exhibit C) from the local VA office and submitting it to the Officer Services Branch, CPOD, at the address shown in Section D.7.a.(1), above. The Officer Services Branch completes a portion of the form and returns it to the officer. The officer then submits it to the nearest VA office, which completes action on the request.
- b. An officer who participated in VEAP and subsequently disenrolled prior to July 1, 1985, may reenroll in VEAP after that date if the officer wishes to do so.
- c. After termination or discharge an officer may disenroll at any time, regardless of whether he/she has used any accrued benefits prior to disenrollment. All requests for disenrollment following release from active duty should be submitted to the local VA office. The request for disenrollment should be made on Form VA 4-5281, available at all VA offices.



- d. In the case of hardship or for other good reasons, an officer may be allowed to disenroll before the completion of 12 consecutive months of participation if the disenrollment is approved by the Director, CPOD. The procedures explained in Section D.9.a, above, should be followed to effect disenrollment and a refund of the officer's contributions.

10. Refunds of Contributions Made By Officers.

- a. The money contributed to the VEAP fund by monthly deduction from an officer's salary, or by lump-sum payment, may be refunded if the officer:
  - (1) Fails to acquire eligibility for VA benefits by fulfilling the length-of-service requirement;
  - (2) Disenrolls from the program;
  - (3) Fails to use all of the benefit within the 10-year period following his/her last release from active duty; or
  - (4) Dies without using all of the benefit. Any unused contributions will be refunded to one of the following in the order shown:
    - (a) The beneficiary designated on the participant's Servicemens' Group Life Insurance (SGLI) policy;
    - (b) The surviving spouse of the participant;
    - (c) The surviving children of the participant in equal shares;
    - (d) The surviving parent(s) of the participant in equal shares; or
    - (e) The participant's estate if the persons named above do not exist.
- b. A participant is automatically disenrolled and contributions are refunded if the participant is released from active service under dishonorable conditions.
- c. A refund will include only that money contributed by the officer which was not used for educational benefits. No interest will be paid on refunded money.
- d. If a VEAP participant has not used any, or only part, of the VEAP benefit by the end of the 10-year period following his/her last release from active duty, the participant will be disenrolled automatically. At the end of the 10-year period the participant will

be notified by VA of any remaining contributions. This amount will be refunded if VA receives an application from the participant for disenrollment within one year from the date of notification. If no application for disenrollment is received within the one-year period, it will be presumed that the individual's whereabouts are unknown and the contributions will be transferred as directed by 31 U.S.C. 725s.

Section E. VA Educational Benefits For Officers Who Initially  
Entered On Active Duty On Or After July 1, 1985,  
- New GI Bill Benefits

1. Eligibility. PHS commissioned officers who initially entered on extended active duty in a uniformed service July 1, 1985, or later, are eligible to participate in the educational benefit program known as the New GI Bill. They are not eligible for benefits under the Old GI Bill, nor under VEAP.
  - a. Individuals appointed to limited tours of active duty of less than two years are not eligible to participate in the New GI Bill until the limited tour restriction is lifted and they are called to extended active duty. At that time they will receive information about the New GI Bill and enrollment material.
  - b. Short tours of active duty (less than 180 consecutive days) for training, served prior to July 1, 1985, are not considered as full-time, extended active duty for purposes of VA benefits, in accordance with 38 U.S.C. 101(21). Therefore, any officer who enters on extended active duty with PHS after July 1, 1985, and who had such a prior short tour of active duty for training, will be considered as initially entering on active duty during the latter appointment. This would make the officer eligible to participate in the New GI Bill. The most common situation in which this policy will apply will be in the case of individuals who served in the Commissioned Officer Student Training and Extern Program (COSTEP).
2. Enrollment. All eligible officers are enrolled automatically in the New GI Bill unless they decline enrollment in writing upon call to active duty. An eligible officer who declines enrollment loses all entitlement to educational benefits from VA. Declination of enrollment is irrevocable and there is no option for enrollment at a later date under current law.
  - a. Each officer will be provided with a written notice explaining the New GI Bill at the time the officer is offered an appointment as a PHS commissioned officer.
  - b. All officers must complete the Form PHS-6273, "New GI Bill Election Form and Statement of Understanding" (see Exhibit D) and submit it to the following address regardless of whether or not they wish to participate in the program:

Transaction Section, Officer Services Branch  
Commissioned Personnel Operations Division  
Room 4-35, Parklawn Building  
5600 Fishers Lane  
Rockville, MD 20857

- c. Personnel orders appointing the officer to the corps and calling him/her to active duty will not be issued until this form has been received at the address designated above.
  - d. If personnel orders appointing the officer to the corps and calling him/her to active duty are issued erroneously prior to receipt of this form, by law the officer will be enrolled automatically and deductions will be made from the officer's pay.
3. Deductions. An officer who elects to participate in the New GI Bill program will have \$100 deducted from his/her pay for the first 12 consecutive months he/she is on active duty.
- a. The number of months for which the deduction is made and the amount of the deduction may not vary. It may not be suspended or stopped unless the officer leaves active duty.
  - b. THE AMOUNT DEDUCTED IS NOT REFUNDABLE UNDER ANY CIRCUMSTANCES.
    - (1) If an officer fails to complete any applicable active duty service obligation, he/she will be ineligible to receive this benefit and no refund is payable.
    - (2) If an officer is discharged under other than honorable conditions, he/she is ineligible to use these benefits and no refund is payable.
    - (3) If an officer fails to use the benefits within the 10-year period following separation from active duty, no refund is payable.
    - (4) In any event, regardless of whether it is a matter of the officer's own actions or circumstances beyond his/her control, an officer will not receive a refund of money deducted from his/her pay toward this benefit program.
  - c. The deduction from pay is taxable. However, the Internal Revenue Service does not currently tax educational benefits paid by VA.
4. Amount of Benefit. The amount of the benefit is determined by the period of active duty the officer agrees to serve at the time the officer is called to active duty.

- a. An officer who agrees to serve a minimum of 24 consecutive months of active duty when enrolling in this program will receive a maximum monthly benefit from VA of \$250 for full-time participation in an approved educational program.
  - (1) When the personnel order calling an individual to active duty establishes an ending date for that individual's tour of active duty (referred to as a limited tour of duty), the individual cannot elect a service obligation, for purposes of participation in the New GI Bill, that would extend beyond the ending date specified on the personnel order.
- b. An officer who agrees to serve a minimum of 36 consecutive months of active duty when enrolling in this program will receive a maximum monthly benefit from VA of \$300 for full-time participation in an approved educational program.
- c. If an officer is enrolled in less than full-time schooling, the monthly benefit payable will be paid at a proportionately reduced rate.
- d. If the officer uses these benefits while on active duty, or while pursuing a program of education on less than a half-time basis, the amount of the benefit will be the lesser of:
  - (1) the amount of the educational assistance allowance otherwise payable; or
  - (2) the established charges for tuition and fees that the educational institution involved requires similarly circumstanced nonveterans enrolled in the same program to pay.

5. Duration of Benefit.

- a. The benefit will be paid for a maximum of 36 months for participation in full-time training, or the equivalent thereof for part-time training, if the officer completes the active duty service obligation to which he/she initially agreed.
- b. An officer separated for service-connected disability or hardship prior to completing the active duty service obligation will receive one month of educational assistance benefits for each month of active duty served.
- c. An officer separated for the convenience of the government after serving 20 months of a 24-month active duty obligation, or 30 months of a 36-month active duty obligation, will be eligible for a maximum of 36 months of monthly benefits as described in E.5.a. above.

- (1) A separation for the convenience of the Government is limited to separation under the probationary authority as set forth in the Commissioned Corps Personnel Manual (CCPM), Subchapter CC23.7, INSTRUCTION 1; or separation as the result of a reduction-in-strength as set forth in CCPM, Subchapter CC23.7, INSTRUCTION 3.
  - d. An officer has 10 years from his/her last date of release from active duty in which to use the benefits.
6. Claiming the Benefit. Since the first benefits payable under the New GI Bill will not be paid until July 1, 1987, at the earliest, full procedures and administrative details, such as form names and numbers, are not fully developed at this time. As additional details become available they will be incorporated into this INSTRUCTION. However, the following is the basic procedure that will be used.
- a. When a participating officer has contributed the mandatory \$1,200 and has completed the active duty service obligation incurred by participation in the New GI Bill, PHS will send a notice to VA to establish the officer's initial eligibility for monthly benefits at the appropriate level.
    - (1) A period of PHS-supported, full-time extramural training (training in non-PHS facilities) is not creditable toward the active service obligation required to attain eligibility to use these benefits.
    - (2) A period of absence without authorized leave (AWOL) is not creditable toward the active service obligation required to receive these benefits.
  - b. An officer will receive New GI Bill benefits monthly, at the rate determined by the service obligation, when the officer is enrolled in an approved educational program. There is no authority to make payment of these benefits in a lump-sum.
  - c. An officer may use the educational benefits while on active duty after he/she has completed a minimum of 24 consecutive months of active duty.
  - d. When an officer leaves active duty, a PHS "Statement of Service" will be sent to VA to establish the officer's eligibility to use the New GI Bill benefits as a veteran.
  - e. Before benefits are payable, the officer must complete all forms required by VA to obtain the benefit.
  - f. The academic institution in which the officer is enrolled must certify the officer's enrollment to VA before VA will make payment of these educational benefits.

Section F. Responsibility

1. Every officer, upon call to active duty, is responsible for reading the materials provided by CPOD which explain the VA educational programs.
2. An officer called to active duty for two or more years, on or after July 1, 1985, is responsible for reading, completing, and submitting Form PHS-6273 to the address shown on the form, even if the officer elects not to participate.
3. Records created as a result of an officer's participation in a VA educational benefit program are subject to the provisions of the Privacy Act of 1974. These records will become part of record systems 09-37-0002, "PHS Commissioned Corps General Personnel Records, HHS/OASH/OM," and 09-90-0017, "Pay, Leave, and Attendance Records, HHS/OS/ASPER." Commissioned Corps Personnel Manual (CCPM), Subchapter CC26.1, INSTRUCTION 7, "Rights, Responsibilities, and Personnel Records of PHS Commissioned Officers Under the Privacy Act," sets forth the procedures to be followed in the maintenance of these records, and contains the notices describing the record systems cited above.
4. In connection with VEAP, the Officer Services Branch, CPOD, is responsible for:
  - a. Ensuring that accurate and complete information about VA educational programs is distributed to all newly appointed commissioned officers;
  - b. Creating and maintaining effective administrative procedures for the VEAP program;
  - c. Completing Parts II and III of Form VA 22-8821 for active-duty officers requesting use of VEAP benefits while on active duty, and returning the form to the officer;
  - d. Processing Form VA 4-5281 for active-duty PHS commissioned officers disenrolling from VEAP and requesting a refund of contributions, and forwarding the form to the officer for final action;
  - e. Providing information and counseling to officers about suspension, disenrollment, and obtaining refunds;
  - f. Complying with VA procedures established for the administration of VEAP;
  - g. Referring all matters concerning VA educational programs to the appropriate VA offices when the matters are beyond the authority and jurisdiction of PHS.

5. In connection with the New GI Bill educational benefit program, the Officer Services Branch, CPOD will:
  - a. Provide detailed written information about this program to all individuals offered appointment as PHS commissioned officers;
  - b. Ensure that all individuals accepting appointment as a PHS commissioned officer have access to Form PHS-6273, prior to the individual's appointment date;
  - c. Not issue the personnel order appointing the individual to the commissioned corps until the Form PHS-6273 has been received;
  - d. File the officer's election concerning participation in the officer's official personnel file;
  - e. Provide telephone and personal counseling when requested about the New GI Bill;
  - f. Include a statement on the appointment personnel order showing that the officer is or is not participating in this program;
  - g. Provide notice to VA when an officer:
    - (1) has participated and reached initial eligibility to use benefits;
    - (2) leaves active duty voluntarily, for the convenience of the Government, or for a service-connected disability;
  - h. Comply with VA procedures established for the administration of the New GI Bill;
  - i. Refer all matters concerning VA educational programs to the appropriate VA offices when the matters are beyond the authority and jurisdiction of PHS.

EXHIBIT A

Form PHS-6162, "Contributory Educational Assistance Program - Statement of Understanding and/or Allotment Request"

CONTRIBUTORY EDUCATIONAL ASSISTANCE PROGRAM STATEMENT OF UNDERSTANDING AND/OR ALLOTMENT REQUEST

YOU MUST SUBMIT THIS FORM, EVEN IF YOU DON'T ELECT TO PARTICIPATE

Please Read Privacy Act Statement On Back Before Completing This Form

- 1. Upon my initial entry on active duty, I was informed that:
A. if I was initially called to active duty after December 31, 1976, but prior to October 17, 1981, I am eligible for educational benefits from the Veterans Administration (VA), under the program described later in this document, after serving 180 continuous days of active duty, other than for training, or
B. if I was initially called to active duty on or after October 17, 1981, I will become eligible to receive educational benefits from the VA, under the program described later in this document, after serving the lesser of:
1) 24 continuous months of active duty; or
2) the full period for which I was called to active duty, provided it is greater than 180 days.
C. The VA-sponsored educational program for which I may become eligible is known as the Post-Vietnam Era Veterans' Educational Assistance (VEA) Act of 1977. Under the program I can voluntarily establish an educational matching fund by making monthly contributions from my pay. The VA will provide additional monies to the amount that I contribute, thus creating a fund from which I can receive up to 36 months of educational benefit payments. The number of months of payments I can receive and the amount of these payments is tied to the number of months and the amount of contributions that I make. These payments will be available to me after I have completed my first obligated period of active duty, or 24 months, whichever is greater.
D. I may obtain additional information on the specific provisions of VEA by contacting the local VA office or by reading the Commissioned Corps Personnel Manual Subchapter CC29.9, INSTRUCTION 7. Some of the basic provisions of VEA are as follows:
1) VEA establishes a voluntary educational assistance program to which I can contribute between \$25 and \$100 (in multiples of 5) each month from my pay, to a maximum of \$2,700, to be used as an educational fund.
2) The Federal Government will provide matching funds of \$2 for each \$1 that I contribute.
3) I can enroll in the program and begin making contributions at any time while on active duty, but will not be eligible to receive payment of matching funds until I have completed the length of service requirement as stated in paragraphs 1.A., B., and/or C. above.
4) Once enrolled in the program I must participate for at least 12 consecutive months, unless I am discharged or released from active duty, or allowed to suspend participation or disenroll due to personal hardship.
5) I will be automatically disenrolled from the program if I am discharged or released from active duty under dishonorable conditions if I do not use the benefits within 10 years after my last discharge from active duty, or if I fail to meet the length of service requirement. If I am disenrolled I must apply for a refund of the monies contributed by me to VEA, and will not receive any matching funds, nor any interest on the monies I contributed.
6) Provisions will be made for the refund of monies that I have contributed to the fund to my beneficiary or beneficiaries in the event of my death while participating in the program.
2. I understand that if I served on active duty prior to January 1, 1977, I do not qualify to participate in VEA because of my eligibility for educational benefits under the GI bill, 38 U.S.C. 1651 et seq.
3. I may participate in VEA by making a lump-sum contribution. This is normally done several months before I leave active duty. A lump-sum contribution may be in addition to, or in lieu of, monthly contributions. I may contribute up to a total of \$2700 (i.e., \$100 for 2 months of active duty), but may contribute as little as \$300 (\$25 for 12 months of active duty). The lump-sum may be withheld from my paycheck if I wish, or I may make a lump-sum contribution by sending a cashier check or money order payable to the DEPARTMENT OF HEALTH AND HUMAN SERVICES. I understand that the length-of-service requirements stated in 1. B. above are applicable if I use this method of participation.
4. It is my decision to:

- A. voluntarily participate in VEA by contributing from my pay a sum of not less than \$25, but not more than \$100, or any multiple of \$5 between those two amounts, each month for a minimum of 12 consecutive months. I understand that I can change the amount of my contribution at any time provided it is within the dollar range stated above. I may not contribute more than a total of \$2,700, or \$100 for each month I served on active duty, whichever is less.
Enter the amount you wish to contribute each month: \$
Enter the month and year in which you wish deductions to begin: (this may not be earlier than the month in which you submit this form) \$
B. Make a lump-sum contribution in the amount of \$ I understand I may make several lump-sum contributions up to a total of \$100 for each month I served on active duty.
1) Please withhold \$ from my next paycheck.
2) Enclosed is a cashier check or money order for \$ made payable to DEPARTMENT OF HEALTH AND HUMAN SERVICES.
C. not participate in VEA at this time. I understand I can enroll in the program at any time during my service on active duty.

RETURN THIS FORM TO: VEA Benefits Representative, Commissioned Personnel Operations Division, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857

Applicant's Name PHS Serial Number
Daytime Phone Number Social Security Number
Applicant's Signature Date

PHS-6162 Rev. 10/81



EXHIBIT B

Form VA 22-8821, "Application for Educational Assistance"

FORM APPROVED  
OMB NO 2908-0263

		1. VA FILE NO. (If known)	PAGE NO. <b>00</b>		
<b>APPLICATION FOR EDUCATIONAL ASSISTANCE</b> Under VEAP (Chapter 32, Title 38, U.S.C.)		2. VA OFFICE WHERE RECORDS ARE LOCATED (If known)			
IMPORTANT: PART I - APPLICANT: Before completing this form, read the attached information and instructions sheet. Type or print answers in ink. If additional space is required, attach separate sheets and key answers to item numbers. If you are on active duty, Part II must be completed by your Education Services Officer and Part III by your Commanding Officer.					
3. NAME OF APPLICANT (First, middle, last)		4. SOCIAL SECURITY NO.		5. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
6. MAILING ADDRESS (Number and street or road name, City or P.O., State and ZIP Code)		7. DATE OF BIRTH (Month, day, year)	8. TELEPHONE NO. (Include Area Code)		
9. VETERANS ADMINISTRATION BENEFITS PREVIOUSLY APPLIED FOR <input type="checkbox"/> A. SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE (If checked, complete 9F and 9G below)					
<input type="checkbox"/> B. DISABILITY COMPENSATION OR PENSION					
<input type="checkbox"/> C. VOCATIONAL REHABILITATION					
<input type="checkbox"/> D. NONE					
<input type="checkbox"/> E. OTHER (Specify)					
COMPLETE ONLY IF BOX "A" IS CHECKED		F. NAME OF PARENT		G. PARENT'S FILE NUMBER	
<b>XII. SERVICE INFORMATION</b>					
NOTE: Attach copy 4 (or any other available copy) of your DD Form 214 for each completed period of active military service. Complete items 10A through 10E for any period for which you cannot attach a DD Form 214. In all instances, you must complete items 10F through 10I.					
DATE ENTERED ACTIVE DUTY A.	DATE SEPARATED FROM ACTIVE DUTY B.	TYPE OF SEPARATION OR DISCHARGE C.	BRANCH OF SERVICE D.	GRADE OR RANK E.	
				F. IF YOUR SERVICE BEGAN AFTER DECEMBER 31, 1976, DID YOU ENLIST BEFORE JANUARY 1, 1977, UNDER A DELAYED ENTRY PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PRESENT MILITARY STATUS	G. ARE YOU NOW ON ACTIVE DUTY? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," complete items 10F and 10G)		H. HAVE YOU COMPLETED YOUR FIRST OBLIGATED PERIOD OF SERVICE? <input type="checkbox"/> YES <input type="checkbox"/> NO	I. SERVICE BRANCH	
<b>XIII. CONTRIBUTIONS</b>					
A. HAVE YOU CONTRIBUTED TO VEAP BY ALLOTMENTS FROM YOUR MILITARY PAY AND/OR BY LUMP-SUM CONTRIBUTION? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," complete items 11B and 11C)		B. DATE OF FIRST CONTRIBUTION BY ALLOTMENT OR LUMP-SUM CONTRIBUTION (Month, year)	C. DATE OF LAST CONTRIBUTION BY ALLOTMENT (Month, year)	D. HAVE YOU PARTICIPATED IN NON-CONTRIBUTORY VEAP (Section 90)? <input type="checkbox"/> YES <input type="checkbox"/> NO	
12. MILITARY EDUCATION AND TRAINING	SERVICE ACADEMIES	A. NAME OF ACADEMY <input type="checkbox"/> USMA - WEST POINT <input type="checkbox"/> USMA - ANNAPOLIS <input type="checkbox"/> USCGA - NEW LONDON <input type="checkbox"/> USFAA - COLORADO SPRINGS		B. DATES ATTENDED FROM TO	C. DEGREE RECEIVED
	OTHER SERVICE SCHOOLS	D. NAME AND ADDRESS OF SCHOOLS		E. DESCRIPTION OF SUBJECTS COVERED	F. DATES ATTENDED FROM TO
	CIVILIAN SCHOOL ASSIGNED AS PART OF MILITARY DUTY	H. NAME AND ADDRESS OF SCHOOL		I. DATES ATTENDED FROM TO	J. DEGREE RECEIVED
<b>XIV. CIVILIAN EDUCATION (Do not repeat education or training shown in Item 12)</b>					
A. GIVE HIGHEST GRADE COMPLETED		B. IF YOU DID NOT GRADUATE, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY DIPLOMA? <input type="checkbox"/> YES <input type="checkbox"/> NO			
C. NAME OF COLLEGE OR OTHER SCHOOL CITY, STATE AND ZIP CODE		DATES ATTENDED FROM TO	CREDIT HOURS SEMESTER QUARTER	DEGREE OR CERTIFICATE RECEIVED	
D. NAME OF APPRENTICESHIP OR OTHER ON-THE-JOB TRAINING COURSE		E. DATES OF TRAINING FROM TO		F. PLACE OF TRAINING	
G. HAVE YOU EVER HELD A LICENSE TO PRACTICE A PROFESSION OR JOURNEYMAN RATING TO WORK AT A TRADE? (Examples: electrician, radio operator, teacher, lawyer, CPA, machinist, FAA Certificate, etc.) <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," complete items 13H and 13I)		H. NAME OF LICENSE OR JOURNEYMAN RATING		I. STATE IN WHICH HELD	

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OCT 1982

EXHIBIT B continued

<b>14. NON-MILITARY DUTY (Do not complete items 14C and 14D if on active duty)</b>			
<b>A. PRINCIPAL OCCUPATION BEFORE ENTERING MILITARY SERVICE</b>	<b>B. NO. OF MONTHS EMPLOYED IN THAT OCCUPATION</b>	<b>C. PRINCIPAL OCCUPATION AFTER LEAVING MILITARY SERVICE</b>	<b>D. NUMBER OF MONTHS EMPLOYED IN THAT OCCUPATION</b>
<b>15. IF YOU WANT PROFESSIONAL COUNSELING TO HELP YOU PLAN YOUR EDUCATIONAL OR VOCATIONAL PROGRAM WRITE "YES" IN THE BOX PROVIDED AND A COUNSELING APPOINTMENT WILL BE ARRANGED. YOU WILL BE NOTIFIED OF THE TIME AND PLACE.</b> <div style="float:right; border: 1px solid black; width: 50px; height: 20px; margin-top: 5px;"></div>			
<b>16. PROGRAM OF EDUCATION AND ENROLLMENT INFORMATION</b>			
<b>A. DO YOU EXPECT TO RECEIVE NON-VA EDUCATIONAL BENEFITS FROM THE ARMED FORCES OR THE PUBLIC HEALTH SERVICE DURING THIS PERIOD OF EDUCATION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO // "Yes," furnish full details in Item 17, "Remarks"		<b>B. IF YOU ARE NOT ON ACTIVE DUTY AND ARE AN EMPLOYEE OF THE U.S. GOVERNMENT, DO YOU EXPECT TO RECEIVE EDUCATIONAL BENEFITS UNDER THE GOVERNMENT EMPLOYEES' TRAINING ACT DURING THIS PERIOD OF EDUCATION?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO // "Yes," furnish full details in Item 17, "Remarks"	
<b>C. WHAT IS THE FINAL EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL YOU PLAN TO REACH THROUGH THE PROGRAM FOR WHICH YOU ARE APPLYING? (Highest degree or occupation)</b>		<b>D. DESCRIBE THE COURSE YOU WILL BE TAKING (List each diploma and degree or vocational course)</b>	
<b>E. EDUCATION OR TRAINING WILL BE BY:</b> <input type="checkbox"/> SCHOOL ATTENDANCE <input type="checkbox"/> CORRESPONDENCE		<b>F. DATE YOUR PROGRAM WILL BEGIN (Month, day, year)</b>	
<b>G. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT</b>			
<b>17. REMARKS</b>			
I HEREBY CERTIFY that all statements made herein are true and complete to the best of my knowledge and belief, and I herewith apply for a program of education under VEAP (Chapter 32, Title 38, United States Code).			
<b>18A. DATE SIGNED</b>		<b>18B. SIGNATURE OF APPLICANT (Do not print)</b>  SIGN HERE  IN INK	
<b>PENALTY -</b> Willfully false statements as to a material fact in a claim for education is a punishable offense and may result in the forfeiture of these or other benefits and in criminal penalties.			
<b>NOTE: PARTS II AND III MUST BE COMPLETED IF YOU ARE ON ACTIVE DUTY</b>			
<b>PART II - ARMED FORCES EDUCATION SERVICES OFFICER'S CERTIFICATION</b>			
I certify that this individual has consulted with me regarding his or her educational program.			
<b>19A. DATE SIGNED</b>		<b>19B. SIGNATURE AND TITLE OF EDUCATION SERVICES OFFICER (Branch of service)</b>	
<b>PART III - COMMANDING OFFICER'S CERTIFICATION OF SERVICE</b>			
I CERTIFY THAT the records of this individual, who is under my command, are correct, and I verify the accuracy and completeness of the service and type of discharge or separation shown in Items 10A through 10I and the entries in Items 12A through 12I.			
AND, that of the active duty shown above, the following period(s) reflect:			
a. Fulltime assignment by a service department to a civilian school (e.g. Operation Bootstrap) for a course of education substantially the same as established courses for civilians.			
b. Time served under the provisions of Title 10 U.S.C., Section 511(d) (Reserve or National Guard active duty for training).			
c. Non-creditable time. (Time lost because of industrial or agricultural furlough, under arrest without acquittal, AWOL, desertion, undergoing sentence of court-martial, etc.)			
<b>FROM (Month, day, year)</b>	<b>TO (Month, day, year)</b>	<b>SPECIFY WHETHER SCHOOLING, RESERVE, OR TIME LOST (if none, write "NONE")</b>	
<b>20A. DATE</b>	<b>20B. SIGNATURE OF COMMANDING OFFICER OR DESIGNEE</b>	<b>20C. UNIT</b>	

EXHIBIT B continued**APPLICATION FOR EDUCATIONAL ASSISTANCE  
Under VEAP (Chapter 32, Title 38, U.S.C.)****INFORMATION AND INSTRUCTIONS****GENERAL INFORMATION****1. GENERAL:**

a. VEAP is the Post-Vietnam Era Veterans' Educational Assistance Program under chapter 32, Title 38, U.S.C. It is a voluntary program available to persons who enter service after December 31, 1976, and who participate by contributing to the VEAP fund while on active duty. (In some instances, the service department makes the VEAP contributions for persons selected to participate in the Noncontributory VEAP educational assistance test program, explained in paragraph 3 below.)

b. To apply for educational assistance, read this Information and Instruction sheet and then complete the application fully and accurately. Show "N/A" (not applicable) where appropriate.

**2. ELIGIBILITY:**

a. **Not on Active Duty** - As a veteran, you may be eligible to receive benefits if you meet the following conditions:

- (1) You entered active military service after December 31, 1976.
- (2) You contributed money to VEAP while on active duty.
- (3) You served for a continuous period of 181 days or more. (If you had less than 181 days of service, you may be eligible if you were discharged from active duty because of a service-connected disability.)
- (4) If you were an enlistee who enlisted for the first time after September 7, 1980, or, if you were an officer or enlistee who entered on active duty after October 16, 1981, you must have completed either 24 continuous months of active duty or the full period for which you were called or ordered to active duty, whichever is less. This requirement does not apply if you:
  - (a) were discharged or released from active duty under an early-out discharge (10 U.S.C. 1171), hardship discharge (10 U.S.C. 1173), or for disability incurred in or aggravated in line of duty; or
  - (b) have a compensable service-connected disability; or
  - (c) entered on active duty after October 16, 1981, and had previously completed a continuous period of active duty of at least 24 months or had been discharged or released from that period of service under an early-out discharge (10 U.S.C. 1171).
- (5) You were discharged or released from service under conditions other than dishonorable.

b. **On Active Duty** - As a serviceperson, you may be eligible to receive benefits if you meet the following conditions:

- (1) You entered active military service after December 31, 1976.
- (2) You have contributed money to VEAP, and you have at least 3 months' of contributions available. (For an elementary or high school program, you must have at least 1 month's contribution available.)
- (3) You have served for a continuous period of 181 days or more.
- (4) You have completed your first obligated period of active duty or 6 years, whichever is less. (1 or an elementary or high school program, you must be in the last 6 months of your first enlistment or later.)

*NOTE: You are not eligible for benefits under this program if you are eligible or have ever been eligible under the G.I. Bill for the Vietnam Era (chapter 34, Title 38, United States Code). Eligibility to G.I. Bill benefits may exist if you served a period of active duty beginning before January 1, 1977, or if you contracted with the Armed Forces and were enlisted in or assigned to a reserve component before January 1, 1977, under a delayed entry program (such as the Delayed Enlistment Program) and began active service before January 2, 1978.*

3. **ELIGIBILITY FOR NONCONTRIBUTORY VEAP:** Noncontributory VEAP is an educational assistance test program under Section 903, Public Law 96-342.

a. The provisions of this paragraph apply only if you were selected by your service department to participate in Noncontributory VEAP.

b. You may be eligible to receive benefits if you meet the requirements listed in paragraph 2a or b, ELIGIBILITY, with the following exceptions:

- (1) You enlisted or reenlisted for service on active duty in the Army, Navy, Air Force, or Marine Corps, after 11/30/80 and before 10/1/81 (or contracted under a delayed enlistment agreement after 11/30/80 and before 10/1/81, and entered on active duty before 10/1/82),
  - (2) You were selected by your service department to participate in Noncontributory VEAP.
  - (3) Department of Defense made your VEAP contributions for you, and
  - (4) You meet additional eligibility requirements established by your service department.
- c. You may be eligible to transfer your educational entitlement to your spouse or child if you meet the following requirements:
- (1) You reenlisted in the Army after 6/30/81 and before 10/1/81,
  - (2) You possess a critical military specialty as designated by the Secretary of Defense, and
  - (3) You were selected by your service department for this portion of the program.

*NOTE: The Noncontributory VEAP entitlement transfer provision applies only to a very few people. For more information about transferring your entitlement, contact the nearest VA regional office, or, if you are on active duty, contact your Education Services Officer.*

4. **ENTITLEMENT:** Your total entitlement to benefits will equal the sum of the following: (1) your total contributions, (2) matching funds equal to twice your contributions, and (3) contributions ("Kicks": if any, by the Department of Defense.

5. **ENDING DATE OF ENTITLEMENT:** No benefits may be paid under VEAP for a program of education or training more than 10 years after your last discharge or release from active duty.

**6. PAYMENT OF BENEFITS:**

a. You will be entitled to a maximum number of monthly benefit payments for full-time training equal to the number of months you contributed. However, you may not be paid more than 36 benefit payments should you have contributed more than 36 months. If you made a lump-sum contribution to VEAP, it is broken down and credited to your account as monthly contributions. The method of computing the monthly benefit will be essentially the same for individuals on active duty and those not on active duty.

b. **Institutional training** - The total entitlement will be divided by the number of months you contributed to the program or by 36, whichever is less. The amount of benefits will vary among individuals depending on the amount and number of contributions. If you are in service and change the amount of your contributions, your benefits may vary monthly if you are contributing and receiving benefits at the same time. Checks will normally be issued at the first of each month for training during the preceding month.

- (1) You will generally be paid through a break period between terms if the next term begins in the same or following month, unless you request otherwise before receiving payment for the break.
- (2) Students enrolled in a course not leading to a standard college degree will have their payments reduced for any excessive absences (i.e., absences in excess of 30, based on attendance of 5 days per week over a 12-month period).

c. **Correspondence training** - You may be paid the entire established charge for lessons that you complete. However, payment of benefits may not exceed the total entitlement. Benefits will be paid quarterly after the school certifies to the VA the number of lessons you have completed during the quarter.

**PROVISIONS AFFECTING BENEFITS**

7. **COURSES AND PROGRAMS YOU MAY PURSUE:** You may pursue courses which have been approved by the State approving agency at elementary schools, high schools, vocational or technical schools, correspondence schools, business colleges, colleges, and universities.

VA FORM 22 3821  
C. 1-1982

INSTRUCTIONS CONTINUED ON REVERSE

**EXHIBIT B** continued

**8. ELEMENTARY AND SECONDARY COURSES:** If you are a current or former enlisted person, you may receive benefits for elementary, high school or high school equivalency courses. (Officers and former officers may not receive benefits for these types of courses.) You may receive benefits to cover the cost of tuition and fees for the course without charge to your total entitlement. Or, you may elect to receive the monthly rate of benefits based upon the sum of all contributions for you with appropriate charge to your entitlement.

If you wish to make this election, provide the VA with the following statement signed by you: "I elect to receive payment for my elementary/secondary program at the monthly rate with appropriate charge to my entitlement instead of tuition and fees." You may write the statement in Item 17, Remarks, of the application, or you may attach a separate statement to your enrollment certification.

**9. CORRESPONDENCE COURSES:** If you are considering enrolling in a correspondence course or combination correspondence-residence course, be sure the field is suitable to your abilities and interests before you sign a contract with the school. Information on correspondence courses is available at the nearest U.S. Veterans Assistance Center or VA regional office. You may wish to further consider your decision before signing a contract which may require you to pay for all or the majority of the course even though you complete only a portion of it.

**NOTE:** The law provides that a contract for enrollment in a correspondence course must be affirmed by the student more than 10 days following the date the contract was signed. For example, if the contract is dated on the 1st of a month, the affirmation must be dated on or after the 12th. No payments of educational assistance allowance will be authorized by the VA for any lessons serviced by the school prior to the date of affirmation of the contract. If you decide not to enroll in a correspondence course after signing a contract but before signing the affirmation, you are entitled to receive a full refund from the school of any payment made for the course.

**10. RESTRICTIONS:**

- a. You may receive benefits only for courses approved for veterans by the State approving agency.
- b. You may receive benefits only for courses leading to an educational, professional, or vocational objective for which you are not already qualified.
- c. You may not receive benefits for courses which you have previously taken and successfully completed.
- d. The law prohibits the approval of a program for a recreational or an avocational purpose such as dancing.
- e. Courses in bartending or personality development are prohibited by law.
- f. The law prohibits a school from cashing your checks under a power of attorney from you.
- g. The law prohibits payment for auditing a course or payment for any course for which the grade assigned is not used in computing requirements for graduation.
- h. The law prohibits payments if you fail to maintain satisfactory progress or conduct.
- i. The law prohibits payment for any course or training paid for under the Government Employees' Training Act during any period you are receiving a full salary as an employee of the United States government. If you are on active duty, no benefits are payable for a course or training paid for by the Armed Forces or by the Department of Health and Human Services.
- j. The law prohibits the approval of your enrollment in a proprietary school of which you are an owner, officer or certifying official.
- k. Benefit payments may be subject to reduction or termination if you are incarcerated in a Federal, State or local correctional facility and your tuition and fees are being paid in whole or in part by a Federal, State or local program.
- l. If you have entitlement under VEAP and one or more other VA laws (such as Chapter 31, Vocational Rehabilitation, and/or Chapter 35, Survivors' and Dependents' Educational Assistance Program), the maximum combined entitlement you may receive is generally 48 months.

**11. CHANGE OF PROGRAM** You are permitted one optional change of program, provided your progress and conduct in your previous training were satisfactory. A second change of program may be approved by the VA if the program is found to be suitable to your aptitudes, interests

and abilities. Additional changes of program, beyond the second change, will be considered only if you present acceptable evidence to establish the additional change is required because of circumstances beyond your control.

**12. CHANGES IN YOUR ENROLLMENT:** You must inform your school of any changes in your enrollment and report these changes to the VA. If you reduce your course load or withdraw from all courses, benefits will ordinarily be reduced or discontinued from the beginning of the term unless mitigating circumstances are shown. You will be held responsible for any overpayments resulting from changes in your enrollment.

**13. CHANGE OF ADDRESS:** It is most important that you promptly inform the VA of any change in your address. Be sure to include your ZIP Code.

**ADDITIONAL VA EDUCATIONAL BENEFITS**

**14. ELIGIBILITY FOR VOCATIONAL REHABILITATION:** If you have a compensable service-connected disability, you may be eligible for the VA vocational rehabilitation program under chapter 31, Title 38 U.S.C. This program generally provides more favorable benefits and a broader range of education, medical, employment and other services than are furnished under VEAP. Use VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation, to apply.

**15. COUNSELING:** The VA provides educational, vocational, and other counseling services by professionally qualified counselors to help you select either:

- a. An educational or training objective, and an appropriate school or other facility at which to pursue your education or training, or
- b. An employment objective for which you are currently qualified.

You may request a counseling appointment by completing Item 15. There is no charge for counseling services furnished by the VA, but any necessary travel will be at your expense.

**NOTE:** Counseling is not available in foreign countries except the Republic of the Philippines.

**HOW TO APPLY FOR BENEFITS**

**16. ENROLLMENT CERTIFICATION:** If you have selected a school or training establishment, have them certify your enrollment on a VA Form 22-1999, Enrollment Certification. The school should then send both the application and the enrollment certification to the nearest VA regional office for processing.

**17. ADVANCE PAYMENT:** You may receive an advance payment for the initial month or partial month of your training plus the following month if:

- a. You enroll in a school course on at least a half-time basis;
- b. Your school agrees to receive and process the advance pay;
- c. You request advance pay in writing on the enrollment certification;
- d. Your enrollment certification is received in the VA at least 30 days in advance of registration.

Advance payment checks are mailed to the school for delivery to you upon registration but no earlier than 30 days before classes begin. To request an advance payment, contact the school you will attend to see if they will process the advance payment. Your request for an advance payment must be entered on VA Form 22-1999, Enrollment Certification, or on a separate sheet of paper attached to the enrollment certification. The school will then send your application and enrollment certification to the nearest VA regional office for processing.

**18. VERIFICATION OF PRIOR SERVICE:** If you are on active duty and you had a prior period of service, furnish copy 4 of your DD Form 214 for each period of your active military service which ended prior to your current period of active service. If you are not on active duty, furnish copy 4 of your DD Form 214 for each period of your active military service. If you do not have copy 4, submit any other available copy of your DD Form 214. Failure to furnish DD Form 214 as requested may delay processing of your application while the VA verifies your prior service.

**19. FURTHER ASSISTANCE:** If you need assistance to complete this application or if you require further information on other VA benefits, contact the nearest VA regional office.

**RETAIN THIS INFORMATION AND INSTRUCTIONS SHEET FOR FUTURE REFERENCE.**


**PRIVACY ACT INFORMATION**

No benefits can be authorized unless a completed application form has been received (38 U.S.C. 1671). The information requested on this form is necessary to determine your eligibility to the benefits for which you are applying. The responses you submit may be disclosed outside the VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58 VA 21/22/28. Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

EXHIBIT C

Form VA 4-5281, "Application for Refund of Educational Contributions"

Form Approved  
OMB No. 2980-0261

 Veterans Administration			
<b>APPLICATION FOR REFUND OF EDUCATIONAL CONTRIBUTIONS</b> (VAEP, Chapter 32, Title 38, U.S.C.)			
<b>PRIVACY ACT INFORMATION:</b> The information requested on this form is solicited under 38 U.S.C. 1623 (PL 94-502). This information is necessary to properly identify and refund the amount currently being held in the Post-Vietnam Era Veterans Education Account. Disclosure of information requested is voluntary. However, failure to provide this information may delay your refund payment. The information may be disclosed outside the VA as permitted by law, or as stated in the "Notice of Systems of VA Records" which have been published in the Federal Register in accordance with the Privacy Act of 1974.			
<b>IMPORTANT INSTRUCTIONS:</b> Prior to completing this form, you should understand that you may be eligible to receive educational benefits. By completing this form, you will forfeit any entitlement you may have earned. If you have any questions concerning your eligibility, contact your nearest VA regional office before submitting this form. If you wish a refund, complete Parts I & II after carefully reading these instructions. Failure to complete this form properly may result in delay of your refund. Applicants on active duty should have Part III, Section A, completed by the Finance Officer at his/her current installation. Applicants not on active duty should forward this form to the closest VA regional office with a copy of DD Form 214, Notice of Discharge.			
<b>PART I - IDENTIFICATION DATA</b>			
1. NAME OF APPLICANT	2. SOCIAL SEC. NO.	3. BRANCH OF SERVICE	4. VA FILE NO. (If known)
5. MAILING ADDRESS OF APPLICANT		6. ADDRESS OF COMMAND (If on active duty)	
ZIP CODE ►			
<b>PART II - NOTICE OF DISENROLLMENT AND APPLICATION FOR REFUND</b>			
7. I request that I be disenrolled from the POST-VIETNAM ERA VETERANS EDUCATIONAL ASSISTANCE PROGRAM. I further request that all funds that I have contributed to this program be refunded to me. I realize that by this disenrollment I am forfeiting my entitlement to receive educational benefits under this program. If I am on active duty, I may again enroll in this program by establishing a payroll deduction and/or making a lump sum contribution(s) not to exceed a total of \$ 2700, thereby reestablishing entitlement to educational benefits.			
8. REASON FOR DISENROLLMENT A <input type="checkbox"/> PERSONAL HARDSHIP    B <input type="checkbox"/> EDUCATION COMPLETED    C <input type="checkbox"/> VOCATION OBTAINED    D <input type="checkbox"/> OTHER (Specify)			
FOR APPLICANTS ON ACTIVE DUTY ►	NOTE: The following signature block is to be completed only by applicants on active duty. Signature of Service Approving Official is required only upon disenrollment prior to completion of at least 12 monthly contributions to this program.		
	9. SIGNATURE OF APPLICANT	10. DATE	11. SIGNATURE AND TITLE OF SERVICE APPROVING OFFICIAL
FOR APPLICANTS NOT ON ACTIVE DUTY ►	NOTE: The following signature block is to be completed only by applicants not on active duty, and must either be notarized by a Notary Public or certified by a VA official upon the applicant's personal appearance and presentation of valid identification at any VA regional office.		
	13A. SIGNATURE OF APPLICANT	13B. DATE	14A. SIGNATURE AND TITLE OF VA CERTIFYING OFFICIAL
	Sworn to and subscribed before me this _____ day of _____, 19____ [SEAL] _____ Notary Public My commission expires _____		
<b>PART III - CERTIFICATION</b>			
SECTION A - ON ACTIVE DUTY ►	I certify that I have reviewed this document and attachment and that payment or refund is proper.		
	15. LAST ALLOTMENT (Month, year)	16. SIGNATURE OF INSTALLATION FINANCE OFFICER	17. DATE
SECTION B - NOT ON ACTIVE DUTY ►	18. DATE OF DISCHARGE (Per DD Form 214)	19. SIGNATURE OF VA REGIONAL OFFICE FINANCE OFFICER	20. DATE
	21. ADDRESS OF INSTALLATION OR VA REGIONAL OFFICE		

VA FORM 4-5281  
OCT 1982

EXISTING STOCKS OF VA FORM 4-5281, MAY 1979, WILL BE USED



EXHIBIT E

## Summary Comparison Chart Of VA Educational Programs

## EDUCATIONAL BENEFITS FROM THE VETERANS ADMINISTRATION (VA)

	<u>GI BILL BENEFITS</u>	<u>POST-VIETNAM ERA EDUCATIONAL ASSISTANCE PROGRAM (VEAP)</u>	<u>NEW GI BILL BENEFIT PROGRAM</u>
ELIGIBILITY:	Officers first called to active duty before January 1, 1977	Officers first called to active duty on or after January 1, 1977 but before July 1, 1985	Officers called to active duty 7/1/85 or later.
ENROLLMENT:	Automatic after serving 180 consecutive days of active duty	Must enroll before 6/30/85 by submitting form PHS-6162 electing participation and starting contributions	Automatic upon call to active duty unless declined on Form PHS-6273 prior to date of call to active duty. If declined, officer may not enroll at a later date. Decision is irrevocable.
MEMBER CONTRIBUTION:	None	Between \$25 and \$100 per month up to a maximum of \$100 for each month served on active duty, for a total of no more than \$2700	Mandatory \$100 per month for the first 12 months on active duty for a total of \$1200
AMOUNT OF BENEFIT:	Based upon the member's dependency status and whether training is full time or less. Maximum for single member is \$376 per month; for member with dependents maximum is \$510 per month, plus \$32 for each dependent in excess of two.	3 times the monthly amount contributed by the officer, paid monthly, up to a maximum of \$8100 total	\$250 per month if the officer agrees to 24 consecutive months of active duty; or \$300 per month if the officer agrees to 36 consecutive months of active duty.
DURATION OF BENEFIT:	One and one-half months for each month of active duty, up to a maximum of 45 months of benefits	Benefit paid for number of months officer made contributions, up to a maximum of 36 months of benefits	36 months
TIME LIMIT ON USING BENEFIT:	Must be used by December 31, 1989. On January 1, 1990, any individual with unused entitlement, who served 3 years on active duty on or after July 1, 1985, becomes eligible for benefits under the new educational program plus one half of the entitlement from the GI Bill without any contributions on the officer's part.	Must be used within 10 years of last release from active duty	Must be used within 10 years of last release from active duty
FAILURE TO USE BENEFIT:	Entitlement irrevocably gone if not used by 12/31/89, unless officer serves 3 years after 7/1/85.	Officer's contribution will be refunded if benefit is not used and officer applies for refund.	Officer's contribution will not be refunded even if officer does not use benefit.

This comparison chart simplifies and summarizes certain aspects of educational benefits administered by the Veterans Administration (VA) under the authority of Title 38, United States Code. It is not an authoritative reference and is meant for informational purposes only.

R/R5