



Department of Defense  
**INSTRUCTION**

ASD(RA) 2  
305-7429

November 21, 1991  
NUMBER 1322.17

**AD-A269 589**



ASD(RA)

**SUBJECT:** "Montgomery GI Bill" for the Selected Reserve

- References:**
- (a) DoD Instruction 1322.17, "Selected Reserve Educational Assistance Program," December 20, 1985 (hereby canceled)
  - (b) DoD Directive 1322.16, "Veteran's Educational Assistance Act of 1984 (GI Bill)," March 25, 1985
  - (c) Chapter 106 of title 10, United States Code
  - (d) through (h), see enclosure 1

**A. REISSUANCE AND PURPOSE**

This Instruction reissues reference (a) to update policy responsibilities, and procedures to incorporate:

- 1. Changes from amendments to reference (c).
- 2. Management improvements.

**B. APPLICABILITY**

This Instruction applies to the Office of the Secretary of Defense, the Military Departments (including their National Guard and Reserve components), the Coast Guard (by agreement with the Secretary of Transportation when it is not operating as a Service in the Department of the Navy), and the Department of Veterans Affairs (by agreement with the Secretary of Veterans Affairs). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

**C. DEFINITIONS**

Terms used in this Instruction are:

- 1. Defined in enclosure 2 of reference (b).
- 2. Additional and unique to the "Montgomery GI Bill" for the Selected Reserve, Chapter 106 of 10 U.S.C. established as the Selected Reserve Educational Assistance program (reference (c)) and are defined in enclosure 2.

**D. POLICY**

It is DoD policy that the Selected Reserve Educational Assistance Program shall be used to encourage and sustain membership

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**93-21184**

in the National Guard and Reserve components.

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Reserve Affairs) shall:

a. Develop and promulgate DoD policy for the implementation of the "Montgomery GI Bill" for the Selected Reserve authorized by Chapter 106 of 10 U.S.C. (reference (c)).

b. Coordinate administrative procedures with the Secretary of Veterans Affairs, as appropriate.

c. Establish reporting requirements for the Secretaries of the Military Departments and ensure that all reports and data are submitted, as directed.

d. Ensure that the plans by the Secretaries of the Military Departments are adequate for certifying eligibility for educational assistance.

e. Prepare and coordinate the annual report to the Congress required by Section 2137 of reference (c).

2. The Director of the Defense Manpower Data Center shall:

a. Operate and maintain a data base that has the records of all Reservists eligible, ineligible, and formerly eligible for program benefits and all Reserve personnel information needed by the Department of Veterans Affairs to determine benefit eligibility status.

b. Provide the information necessary to determine eligibility status of Reservists to the Department of Veterans Affairs (VA).

c. Provide annually, statistical data to the Office of the Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) to include, at a minimum, the following:

(1) Number of members of the Selected Reserve entitled to educational assistance for the previous fiscal year (FY).

(2) Amount of funds disbursed from the DoD Education Benefits Fund by the Secretary of Veterans Affairs in payment of benefits.

(3) Program utilization data for the program for each Reserve component, as reported to the Director of the DMDC by the Secretary of Veterans Affairs.

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B. REPORT TITLE AND/OR NUMBER DoDI-1322.17, 11/21/91 Instruction		
C. MONITOR REPORT NUMBER		
D. PREPARED UNDER CONTRACT NUMBER		
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d. Provide to the Secretary of Veterans Affairs at least weekly an update to the "Montgomery GI Bill" for the Selected Reserve data base consisting of gains, losses and other status changes that have occurred during the previous week. Further, a quarterly reconciliation file is provided to ensure compatibility between the DMDC and VA data bases.

e. Provide to the Secretary of Veterans Affairs, at least monthly, a list of all members who have been determined to have failed to participate satisfactorily in required training during the preceding month.

f. Provide to the Secretary of each Military Department, at least quarterly, a listing of all members who have been determined to have failed to participate satisfactorily in required training in one component while being shown as eligible in another.

g. Maintain the date of the Selected Reserve member's original 6-year agreement. If a 6-year agreement is dated prior to October 1, 1990, and a subsequent agreement, dated October 1, 1990, or later has also been entered into, then both dates shall be maintained in the "Montgomery GI Bill" data base.

3. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall:

a. Publish regulations for the program, in accordance with the policy and procedures in sections D., above, and F., below, and with guidance pertaining to the "Montgomery GI Bill" for the Selected Reserve contained in DoD Directive 1322.16 and DoD Instruction 7730.54 (references (b) and (e)).

b. Monitor use of Department of Defense (DD) Forms 2384 and 2384-1, Notice of Basic Eligibility (NOBE), and periodically review the issuance of these forms to ensure compliance with procedures for safeguarding.

c. Provide reports, in accordance with DoD Directive 1322.16 and DoD Instruction 7730.54 (references (b) and (e)) respectively and subparagraphs E.3.i., and E.3.j., below.

d. Ensure that members of the Selected Reserve who become entitled to Selected Reserve educational assistance, are advised of their entitlement to benefits within 30 working days of attaining entitlement.

e. Ensure that members of the Selected Reserve are issued a DD Form 2384, DD Form 2384-1, or an interim eligibility letter as described in enclosure 4, if appropriate, and reported through data base updates to the Director of the Defense Manpower

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Data Center (DMDC) when they become eligible to receive educational assistance, in accordance with DoD Instruction 7730.54 (reference (e)).

f. Conduct publicity campaigns to ensure wide dissemination of information on the availability of the "Montgomery GI Bill" for the Selected Reserve, Chapter 106 of 10 U.S.C. (reference (c)).

g. Budget for and transfer funds to support the entitlement program in accordance with section F.13., below, and guidance issued by the Comptroller of the Department of Defense (C, DoD).

h. Ensure that all administrative personnel whose duties involve counseling on program requirements and benefits, issuing and certifying DD Forms 2384 and 2384-1, administrative record-keeping associated with the program (including input of eligibility information on the "Montgomery GI Bill" for the Selected Reserve into Service personnel systems), are adequately trained in required procedures.

i. Maintain data on Selected Reserve members who:

(1) Are entitled to educational assistance.

(2) Are eligible to receive educational assistance.

(3) Have been determined to have failed to participate satisfactorily in required training.

j. Verify information on all members who have been determined to have failed to participate satisfactorily in required training in accordance with subparagraphs E.2.e. and E.2.f., above.

(1) In the case of those members determined to have failed to participate satisfactorily in required training, report to DMDC simultaneously with such determination, whether the requirement to refund to the United States an amount determined under Section 2135 of reference (c) has been waived or reduced and, if reduced, the percent of such reduction.

(2) If a refund to the United States due by a member has been waived or reduced and the amount waived or reduced is less than 600 dollars, no further action is required. However, where such amount exceeds 600 dollars, a form 1099-G shall be prepared in accordance with Chapter 33 of DoD 7220.9-M (reference (h)). Any overpayment of educational assistance by the VA will not be included in this computation.

k. Coordinate to resolve differences on individuals who are shown as failing to participate satisfactorily in required training by one Service or Reserve component while eligible for benefits in another and, where it is determined that the individual did fail to participate satisfactorily, immediately notify DMDC that the individual is no longer eligible for educational assistance.

#### F. PROCEDURES

1. Entitlement. Members of the Selected Reserve who meet the following criteria are entitled to educational assistance:

a. On or after July 1, 1985, enlisted, reenlisted or extended an enlistment in a Reserve component for service in the Selected Reserve for a period of not less than 6 years or, in the case of officers, agreed to serve in the Selected Reserve for 6 years beyond any existing Selected Reserve service obligation.

b. Completed the requirements for award of a high school diploma or equivalency certificate before completing initial active duty training (IADT) or, in the case of an individual reenlisting or extending an enlistment, completed this educational requirement before such reenlistment or extension. Under regulations prescribed by the Secretaries of the Military Departments, enlistees without prior service shall furnish evidence (such as a diploma or certificate of completion) of satisfying that requirement within 60 days of the date they complete the IADT.

2. Eligibility for Educational Assistance. Entitlement for educational assistance does not automatically qualify an individual to be provided educational assistance. An individual who is entitled to educational assistance may not be provided educational assistance until the individual has completed the initial period of active duty for training required of the member as defined in enclosure 2. Individuals enlisted in advanced pay grade (APG) or civilian acquired skills (CAS) programs, are considered to have completed IADT for the purposes of eligibility for educational assistance when they have completed the basic military training prescribed by the Secretary of the Military Department concerned for their enlistment program.

#### 3. Benefit

a. Educational assistance may be provided for the pursuit of any program of education that is an approved program of education for purposes of Chapter 30 of 38 U.S.C. (reference (f)) other than a program of education in a course of instruction beyond the baccalaureate degree level. To be eligible for educational assistance under the vocational and/or technical

programs, enlistment, reenlistment, extension, or agreement to serve must be on, or after, October 1, 1990.

b. Educational assistance is authorized for eligible individuals for pursuit of an approved program of undergraduate education or vocational training at the rate of 170 dollars each month for participating in a full-time program of education, 128 dollars each month for participating in a three-quarter-time program of education, 85 dollars each month for participating in a half-time program of education, and 43 dollars for each month of less than half-time participation. No payment may be made to a person for less than half-time pursuit of a program of entitlement, if tuition assistance is otherwise available to the person for such pursuit from the Secretary of the Military Department concerned.

c. Educational assistance for apprenticeships, on-the-job training (OJT), correspondence courses, cooperative programs, or flight training are as determined by the Secretary of Veterans Affairs, in accordance with Chapter 106 of 10 U.S.C. (reference (c)), and as shown at enclosure 6. Members shall be charged with one month of educational assistance for each 140 dollars paid to the member until October 1, 1991, at which time 1 month of educational assistance shall be charged for each 170 dollars paid to the member.

4. Bar to Duplication of Educational Assistance. A member of the Selected Reserve, who is eligible for benefits under this program cannot use the same period of service to establish eligibility under the program established in Chapter 30 of 38 U.S.C. (reference (f)). The member must elect which program to which the Reserve service applies. This election is irrevocable. A member may be eligible under both Chapter 106 of reference (c) and Chapter 30 of reference (f), if the eligibility is based on separate periods of service. The member cannot receive concurrent benefits, but must elect the program under which the member shall receive educational assistance, in accordance with regulations prescribed by the Secretary of Veterans Affairs. As determined by the Secretary of Veterans Affairs, the aggregate period for which any person may receive assistance under two or more provisions of law administered by VA is 48 months (or the part-time equivalent thereof).

5. Enrollment. A member of the Selected Reserve who has satisfied the criteria in subsection F.1., above, and has been issued a DD Form 2384 or 2384-1, "Notice of Basic Eligibility (NOBE)" is enrolled in the "Montgomery GI Bill" for the Selected Reserve and may apply for educational assistance benefits to the VA.

6. DD Forms 2384 and 2384-1. The DD Form 2384 or, after December 31, 1991, DD Form 2384-1, shall be issued to each member of the Selected Reserve at the time that a member entitled to educational assistance becomes eligible for the receipt of educational assistance. The original DD Form 2384 or 2384-1 shall become a permanent part of the servicemember's official military record. Instructions for completing DD Form 2384-1 are in enclosure 3. Only one DD Form 2384 or 2384-1 shall be issued to each entitled member. A corrected copy may be issued to correct an erroneous date of basic eligibility. A corrected DD Form 2384 or 2384-1 shall be clearly marked "CORRECTED COPY." Sample DD Forms 2384 and 2384-1 are at enclosure 3. DD Form 2384, Oct 85, may be used through June 30, 1992 in those instances where DD Form 2384-1 have not reached using units through the DoD forms distribution system.

7. Statement of Understanding

a. Under regulations prescribed by the Secretary of the Military Department concerned, the Services shall provide a statement of understanding for members who become entitled to educational assistance.

b. The statement of understanding may become part of the enlistment or reenlistment contract or the agreement to serve in the Selected Reserve and shall be part of the member's official record of service. Statements of understanding shall not constitute evidence of eligibility for receipt of Selected Reserve educational assistance benefits.

8. The Department of Veterans Affairs (VA). Procedures established by the Secretary of Veterans Affairs under which members of the Selected Reserve may apply for benefits under this program, are in enclosure 5. Individual members enrolled in a program must apply to the Secretary of Veterans Affairs for educational assistance.

9. Expiration of Benefit Period

a. Except as in paragraph F.9.b., below, a member's entitlement and eligibility to receive educational assistance shall expire:

(1) At the end of a 10-year period extending from the date of basic eligibility specified on the member's DD Form 2384; or

(2) On the date the member is transferred from the Selected Reserve or discharged (unless discharged due to a disability, subsection F.9.b., below, which was incurred after the date of eligibility), whichever occurs first.

b. Under the following circumstances, entitlement may be continued in accordance with Section 1431(d) of 38 U.S.C. (reference (f)) (as applied to the Selected Reserve, by Section 2133(b)(3) of Chapter 106 of 10 U.S.C. (reference (c))).

(1) Members who are prevented from pursuing a program using the assistance authorized by subsection F.3., above, because of a physical or mental disability incurred in or aggravated by service in the Selected Reserve, if the disability is not the result of the member's own willful misconduct. The member must apply to the Secretary of Veterans Affairs for an extension of the 10-year period within 1 year after the last day of the 10-year period or the last day of the disability, whichever is later, to preserve eligibility.

(2) Members who are already enrolled in an educational institution when the period of entitlement expires. If the member is enrolled in an institution operated regularly on a quarter or semester basis and the period of entitlement expires during a quarter or semester, the benefit period shall be extended to the end of that quarter or semester. If the member is enrolled in an institution not operated regularly on a quarter or semester basis and the period of entitlement expires after a major portion of the course is completed, the benefit period shall be extended to the end of the course, or for 12 weeks, whichever is less.

(3) Members separated from the Selected Reserve because of a disability, which was not the result of the individual's own willful misconduct, shall retain eligibility through the original 10-year delimiting date.

10. Limitation on Use of Entitlement. Eligibility for educational assistance under reference (c) ceases, if any of the following circumstances pertain to an enrolled member of the Selected Reserve:

a. A member is determined to have failed to participate satisfactorily in required training.

b. A member receives financial assistance under Section 2107 of reference (c), Reserve Officers' Training Corps (ROTC) scholarship.

c. A member of the Selected Reserve with a date of basic eligibility of November 29, 1989, or later, enters on active duty or full-time National Guard duty as part of a Reserve component Active/Guard Reserve (AGR) or Training and Administrative Reserve (TAR) program.

11. Failure to Participate Satisfactorily in Required Training. Members of the Selected Reserve, who receive educational assistance under Chapter 106 of 10 U.S.C. (reference (c)) and whose assistance is terminated because they fail to participate satisfactorily in required training may be:

a. Ordered to active duty involuntarily for up to 2 years or the period of obligated Selected Reserve service remaining under the member's Selected Reserve service agreement, whichever is less; or,

b. Required to refund to the United States an amount determined in accordance with the formula in Section 2135 of reference (c) and outlined below. Any such refund made by a member shall not affect the period of obligation of such member to serve in the Selected Reserve. The amount of the refund shall be equal to the product of:

(1) The number of months of obligated Selected Reserve service the person has remaining under the Selected Reserve service agreement entered into which resulted in the person's entitlement for educational assistance in accordance with subsection F.1., above, and Section 2131(a) of reference (c), divided by the original number of months of such period of obligated service, and

(2) The total amount of educational assistance provided to the member under this chapter, as increased by interest at the rate equal to the highest rate being paid by the United States on the day on which the refund is determined to be due for securities having maturities of 90 days or less, such interest to accrue from the day on which the member is first notified of the amount due to the United States as a refund.

c. Granted a waiver of the requirement to serve on active duty, a waiver of the refund, or have the amount of refund reduced once the amount due the government is determined. The Service Secretary has the authority to waive all or part of the refund if the Secretary determines that the failure to participate satisfactorily in required training was due to reasons beyond the control of the member, per Section 2135 (a)(2) of reference (c).

12. Restoration of Eligibility. Except as in subsection F.9., above, eligibility for assistance is terminated when a member separates from the Selected Reserve. Members who separate from the Selected Reserve for valid reasons, in accordance with applicable military regulations, following a period of satisfactory service, may regain eligibility for educational assistance, if:

a. Reaffiliation with the Selected Reserve occurs within 1 year, or within 3 years, in cases involving a religious missionary obligation, or in cases of members who have served on active duty in the AGR or TAR programs or with specific approval of the Secretary concerned; and

b. Members are otherwise eligible for educational assistance and have not received the maximum assistance available. When reaffiliation occurs, the member's eligibility for benefits shall be adjusted by the amount previously awarded, in accordance with VA regulations. The period of Selected Reserve service required of a member in such cases shall be not less than the difference between the previous period of satisfactory Selected Reserve service performed and 6 years. The Reserve component shall report the original eligibility date listed on the DD Form 2384 or 2384-1 from the member's official military records. Only one voluntary release from the Selected Reserve may be permitted during the 10-year benefit period for recovering eligibility to educational assistance benefits authorized in F.12.a., above.

13. Funding. The Secretaries of the Military Departments and the Commandant of the Coast Guard shall program and budget sufficient resources for the execution of this program. Funding authorized to support the program on an accrual basis shall be transferred monthly by the Secretaries of the Military Departments to the DoD Education Benefits Fund, in accordance with Section 2006 of 10 U.S.C. (reference (c)) and subsection E.2. of DoD Directive 1322.16 (reference (b)). The Commandant of the Coast Guard shall ensure direct reimbursement to the Secretary of Veterans Affairs for program benefits disbursed to Coast Guard Reserve members.

a. The DoD Education Benefits Fund shall be used to accumulate funds for transfer to the Secretary of Veterans Affairs. The Director, Defense Finance and Accounting Service, shall be responsible for accounting and reporting for the Fund. The Director, Defense Finance and Accounting Service (Washington Center), shall also be responsible for investment of the cash balances of the Fund not immediately needed to cover transfers to the Secretary of Veterans Affairs for payment of benefits.

b. The monthly amounts to be transferred shall be calculated using the per capita amounts, which shall be provided to the Military Departments by the C,DoD, based on the per capita cost established by the DoD Education Benefits Board of Actuaries. The amount to be transferred to the Fund is determined by taking the per capita cost multiplied by the number of National Guard and Reserve members who sign 6-year contracts for service in the Selected Reserve during the previous month. A per capita cost payment is required when an individual not currently

or formerly entitled to educational assistance, under Chapter 106 of 10 U.S.C (reference (c)), either:

(1) Enlists, reenlists, or extends an enlistment for service in the Selected Reserve for a period of not less than 6 years; or,

(2) Is appointed as, or is serving as, a Reserve officer and agrees to serve in the Selected Reserve for a period of not less than 6 years in addition to any period of obligated service in the Selected Reserve.

c. Transfers of funds for a given month shall be accomplished on, or before, the last day of that month. If the transfers are accomplished on an estimated basis, they should be adjusted in the subsequent month when actual figures become available. Transfers are to be made on an expenditure basis; i.e., funds shall be disbursed from the personnel appropriations and collected into the DoD Education Benefits Fund. Those disbursement and collection transactions shall be accomplished by use of Standard Form 1081, "Voucher and Schedule of Withdrawals and Credits," and forwarded to:

Department of Defense  
Defense Finance and Accounting Service  
Washington Center  
Investment Funds  
Room 501, Building CM3  
1931 Jefferson-Davis Highway  
Washington, DC 20376-5001

d. Funds shall be transferred by the Chief, Investment Funds to the Secretary of Veterans Affairs, monthly or biweekly, to coincide with the VA payment cycle. That transfer shall be in accordance with procedures outlined in DoD 7220.9-M, Chapter 47, section 16 (reference (h)).

#### G. INFORMATION REQUIREMENTS

1. The Military Departments shall provide an eligibility and/or termination file, at least monthly, to the Director of the DMDC, in accordance with the procedures established in DoD Instruction 7730.54 (reference (e)).

2. The Secretary of Veterans Affairs shall provide biweekly information to the Director of the DMDC, as provided for in the MOU (reference (g)).

3. The report to Congress shall be forwarded not later than December 15 of each year for the previous fiscal year.

**H. EFFECTIVE DATE AND IMPLEMENTATION**

This Instruction is effective immediately. The Secretary of each Military Department shall forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days.



Stephen M. Duncan  
Assistant Secretary of Defense  
(Reserve Affairs)

**Enclosures - 7**

1. References
2. Definitions
3. DD Forms 2384 and 2384-1, "Notice of Basic Eligibility (NOBE)"
4. Interim Eligibility Letter
5. Individual Application Procedures
6. Vocational and/or Technical Benefits and Payment Schedule
7. Department of Veterans Affairs Regional Office Address List

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REFERENCES, continued

- (d) Public Law 101-25, "Persian Gulf Conflict Supplemental Authorization and Personnel Benefits Act of 1991," March 21, 1991
- (e) DoD Instruction 7730.54, "Reserve Components Common Personnel Data System (RCCPDS)," March 15, 1991
- (f) Chapter 30 of title 38, United States Code
- (g) Memorandum of Understanding between the Department of Defense and the Department of Veterans Affairs, July 27, 1987
- (h) DoD 7220.9-M, "DoD Accounting Manual," October 1987, authorized by DoD Instruction 7220.9, October 22, 1981

## DEFINITIONS

A glossary of basic terms for the "Montgomery GI Bill," Chapter 106 of 10 U.S.C. (reference (c)) is in DoD Directive 1322.16 (reference (b)) and is incorporated by reference in section C. of this Instruction. Additional terms, applicable to the "Montgomery GI Bill" for the Selected Reserve, are defined, below:

1. Annual Training (AT). The required active duty for training or field training performed each year to satisfy the annual training requirements of the Reserve components that are established in law and regulation. Annual training is normally performed during one consecutive period, but may be performed in increments of 1 or more days.
2. Basic Eligibility. For receiving benefits, under Chapter 106 of reference (c), basic eligibility for award of educational assistance benefits is contingent on meeting the initial criteria established in reference (c), and in this Instruction, and continued satisfactory participation in the Selected Reserve.
3. Inactive Duty Training (IDT). Authorized training performed by a member of a Reserve component not on active duty, or active duty for training, and consisting of regularly scheduled unit training periods, annual training programs, or equivalent training, and performed by them in connection with the prescribed activities of the Reserve component of which they are a member.
4. Individual Mobilization Augmentee (IMA). A Selected Reservist who receives training and is preassigned to an active component organization or a Selective Service System or Federal Emergency Management Agency billet that must be filled on, or shortly after, mobilization. The IDT requirement for IMAs is decided by DoD Component policy and can vary from 0 to 48 drills a year. A minimum of 12 days AT is required of all IMAs.
5. Initial Active Duty for Training (IADT). Basic military training and technical skill training required for all enlisted accessions without prior military service.
6. Failure to Participate Satisfactorily in Required Training. For determining the applicability in F.11. of this Instruction, the following constitutes failure to participate satisfactorily:
  - a. The accumulation of a maximum of 9 unexcused absences from scheduled IDT assemblies within any 12-month period; or,
  - b. The unexcused absence from AT or other required ADT in the Selected Reserve; or,
  - c. Transfer from the Selected Reserve, or discharge, for

misconduct, to include misconduct for purely military offenses.

7. Vocational-Technical Training. Consists of approved programs of instruction in the following:

- a. OJT and apprenticeship training.
- b. Correspondence Courses.
- c. Independent Study.
- d. Cooperative Study.
- e. Flight Training.
- f. Other vocational and/or technical training at a non-college degree facility.

8. Nonprior Service Accessions. Individuals without prior military service, who have not completed initial active duty for training or its equivalent, who are appointed or enlisted directly into an Armed Force of the United States.

9. Prior Service Accessions. Individuals who have previously served in an Armed Force of the United States.

DD Forms 2384 and 2384-1, "NOTICE OF BASIC ELIGIBILITY" (NOBE)

A. PURPOSE

The DD Form 2384 or, for issuances after December 31, 1991, DD Form 2384-1 may be used to satisfy the written notice requirement established in Section 2132 of Chapter 106 of 10 U.S.C. (reference (c)). The DD Form 2384 and 2384-1 must be safeguarded and is issued only when a member of the Selected Reserve entitled to the educational assistance benefits described in section F. of this Instruction becomes eligible for that assistance.

B. PREPARATION

DD Forms 2384 and 2384-1 are important records of Military Service, which must be prepared accurately and completely. Any unavoidable corrections and changes made during preparation shall be neat, legible, and initialed by the authenticating official. The recipient shall be informed that making any unauthorized change or alteration of the DD Form 2384 or 2384-1 shall render it void.

1. DD Form 2384-1 may be electronically generated by the Military Departments. The instructions for preparation of the form contained herein are applicable regardless of how the form is generated.

2. Instructions for completion are, as follows:

a. Name. Name of the Service member who has met the eligibility criteria established in Section 2132 of reference (c) who is being notified of eligibility for educational assistance under the "Montgomery GI Bill" for the Selected Reserve.

b. Social Security Number (SSN). The SSN of the eligible member.

c. Date of Basic Eligibility. The date on which the member identified has met the eligibility criteria established in Section 2132 of reference (c) for receipt of educational assistance.

d. Reserve Component. Identify the component to which the individual belongs. Use the abbreviations indicated to identify each component: Army National Guard (ARNG), Army Reserve (USAR), Air National Guard (ANG), Air Force Reserve (USAFR), Naval Reserve (USNR), Marine Corps Reserve (USMCR), and Coast Guard Reserve (USCGR).

e. Unit Identification Code (UIC). The UIC of the unit to which the member is assigned.

f. Unit Telephone. Telephone number of the unit to which the member is assigned.

g. Home Mailing Address. The home mailing address or home of record of the eligible member.

h. Unit of Assignment. The designation of the military unit to which the member identified is assigned.

i. Address of Unit of Assignment. The official mailing address of the military unit to which the member identified is assigned.

j. Typed Name of Servicemember, Grade, Signature, and Date Signed. The eligible member's name entry should be identical to the name as entered in the first block at the top of the form. The eligible member must sign the form. Enter the date the member signed the DD Form 2384 or 2384-1. That date may not predate the "Date of Basic Eligibility" entered at the top of the form.

k. Typed Name of Commanding Officer, or Designee, Grade, Signature, and Date Signed. Military regulations shall specify who may sign as the commanding officer or designee. The commanding officer or designee identified must sign and date the DD Form 2384 or 2384-1. That date may not predate the "Date of Basic Eligibility" entered at the top of DD Form 2384 or 2384-1.

3. The original signed copy of the DD Form 2384 or 2384-1 shall be placed in the individual's personnel records as a permanent record. Additional signed copies may be locally reproduced, as required.

#### C. MODIFICATION OF FORMS

The modification of the content or format of the DD Form 2384-1 is not authorized. Requests to add or delete information shall be coordinated with the other Heads of Military Services in writing, before submission to the ASD(RA).

#### D. RESPONSIBILITIES

The DD Forms 2384 and 2384-1 are sources of information used by Governmental Agencies to validate veteran eligibility for educational assistance. As such, the forms are vulnerable for fraudulent use. Since DD Forms 2384 and 2384-1 are sensitive, the forms must be safeguarded at all times. All forms shall be transmitted, stored, and destroyed in a manner which will pre-

vent unauthorized use. The Heads of the Military Services shall issue instructions consistent with the following:

1. All forms shall be secured at all times.
2. All obsolete forms shall be destroyed.
3. All forms to be discarded, including those which are blank or partially completed, and reproduced copies of the DD Form 2384 or 2384-1, shall be destroyed. No forms shall be discarded intact.
4. Appropriate safeguards must be included in each personnel system to prohibit unauthorized or fraudulent use of the DD Form 2384 or 2384-1, to include electronically generated forms.
5. The commander or commanding officer of each unit or activity authorized to issue the DD Form 2384 or 2384-1 shall appoint a commissioned officer, warrant officer, enlisted member (pay grade E7, or above), or DoD civilian (GS-7, or above) who will requisition, control, and issue blank DD Forms 2384 and 2384-1. The individual so appointed shall ensure that only one Notice of Basic Eligibility, whether a DD Form 2384 or a DD Form 2384-1, is issued to any individual.

E. Sample copies of DD Forms 2384 and 2384-1 follow in the attachments to this enclosure.

Attachments - 2

1. DD Form 2384, "Notice of Basic Eligibility (NOBE)"
2. DD Form 2384-1, "Notice of Basic Eligibility (NOBE)"

SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM (GI BILL) NOTICE OF BASIC ELIGIBILITY (Chapter 106, Title 10, U.S.C.)			
<u>Privacy Act Statement</u>			
<b>AUTHORITY:</b> 10 U.S. Code, Sections 2131, 2132, 2133, 2134, and 2135.	<b>PRINCIPAL PURPOSE:</b> To establish eligibility to participate in the Selected Reserve Educational Assistance Program (GI Bill).		
<b>ROUTINE USE:</b> Information will be used as a source document indicating entitlement of each eligible member of the Selected Reserve to GI Bill Educational Assistance benefits.	<b>DISCLOSURE:</b> Disclosure of your social security number and other personal information is voluntary. However, this form cannot be processed if requested information is not provided.		
<b>1. SERVICEMEMBER</b>			
<b>a. NAME (Last, First, Middle Initial)</b>	<b>b. UNIT OF ASSIGNMENT</b>	<b>(2) GUARD / RESERVE COMPONENT</b>	
<b>c. SOCIAL SECURITY NUMBER</b>	<b>(1) MAILING ADDRESS</b>	<b>(3) UIC</b>	
<b>2. NOTICE OF BASIC ELIGIBILITY</b>			
I meet the eligibility criteria for the Selected Reserve Educational Assistance program authorized in Public Law 98-525 as follows:			
<p>a. During the period July 1, 1985 through June 30, 1988, I have agreed to serve six years in the Selected Reserve, if I am an officer, I agree to serve in the Selected Reserve for six years in addition to any other period of obligated Selected Reserve service I am required to perform.</p> <p>b. I have completed 180 days service in the Selected Reserve</p> <p>c. I am a high school graduate or have obtained an equivalency certificate of high school completion.</p> <p>d. I have completed Initial Active Duty for Training (IADT), if required</p> <p>e. I have neither completed the necessary courses of instruction required for a bachelor's degree nor do I have the equivalent evidence of completion of study.</p> <p>f. I am not receiving financial assistance under Section 2107 of title 10 U.S.C. (ROTC Scholarship).</p>			
<b>3. SATISFACTORY PARTICIPATION</b>			
My basic eligibility to educational assistance benefits depends upon serving satisfactorily as prescribed by military regulations the complete 6-year term in the Selected Reserve. Failure to participate satisfactorily in required reserve training means I will not be eligible for any benefits from the date of the unsatisfactory participation. I must notify the VA of my unsatisfactory participation. If I am an unsatisfactory participant I may be:			
<b>10. AUTHENTICATION: I certify that, to the best of my knowledge, the above information is true and correct.</b>			
<b>a. SERVICEMEMBER</b>			
<b>(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)</b>	<b>(2) PAY GRADE</b>	<b>(3) SIGNATURE</b>	<b>(4) DATE SIGNED</b>
<b>b. COMMANDING OFFICER OR DESIGNEE</b>			
<b>(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)</b>	<b>(2) PAY GRADE</b>	<b>(3) SIGNATURE</b>	<b>(4) DATE SIGNED</b>

**NOTICE OF BASIC ELIGIBILITY (NOBE)**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C., Sections 2131, 2132, 2133, 2134, and 2135; E.O. 9397.  
**PRINCIPAL PURPOSE(S):** Information will be used to establish entitlement by eligible members of the Selected Reserve to GI Bill Educational Assistance benefits.  
**ROUTINE USE(S):** To the Department of Veterans Affairs, to substantiate eligibility for educational assistance under the Montgomery GI Bill.  
**DISCLOSURE:** Voluntary; however, failure to provide personal information may preclude processing of Notice of Basic Eligibility.  
**COMPUTER MATCHING:** Information provided on the Notice of Basic Eligibility is subject to a computer matching agreement between the Department of Defense and the Department of Veterans Affairs. Computer matching is employed to verify an individual's eligibility for and continued compliance with Federal benefit programs, and in some instances is used to effect adjustments or recovery of improper payments made to or delinquent debts owed by a beneficiary or former beneficiary.

\* If you were eligible for the Montgomery GI Bill for the Selected Reserve prior to December 31, 1991, use DD Form 2384, OCT 85. All others use DD Form 2384-1, NOV 91.

<b>1. SERVICEMEMBER DATA</b>		
a. NAME (Last, First, Middle Initial)	b. SSN	c. DATE OF BASIC ELIGIBILITY* (YYMMDD)
d. RESERVE COMPONENT	e. UNIT IDENTIFICATION CODE (UIC)	f. UNIT TELEPHONE NO. (Include Area Code)
g. HOME MAILING ADDRESS (HOR) (Street, City, State, and Zip Code)	h. UNIT OF ASSIGNMENT	
	i. UNIT ADDRESS	

**2. BASIC ELIGIBILITY CRITERIA**  
 I meet the eligibility criteria for the Selected Reserve Educational Assistance program authorized in Chapter 106 of title 10, U.S. Code, as follows:

- a. On or after October 1, 1990, I have agreed to serve six years in the Selected Reserve. If I am an officer, I agree to serve in the Selected Reserve for six years in addition to any other period of obligated Selected Reserve service I am required to perform.
- b. I have (or have completed the requirements for) a high school diploma or an equivalency certificate.
- c. I have completed Initial Active Duty for Training (IADT), if required.
- d. I am not receiving financial assistance under Section 2107 of title 10 U.S.C. (ROTC Scholarship).

**3. SATISFACTORY PARTICIPATION**  
 My basic eligibility to educational assistance benefits depends upon serving satisfactorily the complete 6-year term in the Selected Reserve as prescribed by military regulations. Failure to participate satisfactorily in required Reserve training means I will not be eligible for any benefits from the date of the unsatisfactory participation. If I fail to participate satisfactorily as a member of the Selected Reserve, I understand I will permanently lose all entitlements under this program and may be:

- a. Ordered to involuntary active duty for a period of up to two years or the period of my obligated service remaining, whichever is less, or
- b. Required to refund to the United States part of the money received from the Department of Veterans Affairs (VA) plus accrued interest for educational assistance under this program. Any refund I may be required to make does not affect my obligation to complete my service agreement in the Selected Reserve.

**4. MONTHLY ENTITLEMENTS**  
 I am entitled to a maximum of 36 months of educational assistance based upon full-time pursuit (or the equivalent based upon less than full-time pursuit). Benefits to which I am entitled under this program will be paid by the VA. It is my personal responsibility to apply to the VA in order to receive benefits. I understand I may receive no more than 48 months of benefits under two or more VA programs.

**5. AUTHORIZED NON-PARTICIPATION**  
 If I am not able to continue to serve in the Selected Reserve for a valid reason approved by my Reserve component, following a period of satisfactory Reserve participation, I may be authorized up to one year of nonavailability, or up to three years in cases of a religious missionary obligation or with approval of the Service Secretary. I understand that I must reobligate for any approved period of nonavailability upon reaffiliation with a Reserve component. Failure to affiliate with the Selected Reserve at the end of this period will result in permanent ineligibility to benefits. Only one approved release is permitted during the 10 year benefit period.

**6. EXPIRATION**  
 My entitlement to unused educational assistance benefits will normally expire on the earlier of the following two dates:

- a. The 10th anniversary of eligibility to benefits if I remain a member in good standing during that period.
- b. On the date of separation from the Selected Reserve (except for those members separated from the Selected Reserve for a disability due to no fault of their own in which case benefits are retained for the entire ten year period).

**7. UNDERSTANDING**  
 I have read and understand each of the statements above and acknowledge that they are intended to constitute official notice and certification of my eligibility for Selected Reserve educational assistance benefits. I understand that this entitlement does not take precedence over forced attrition due to total force management decisions.  
 I certify that, to the best of my knowledge, the above information is true and correct.

<b>a. SERVICEMEMBER</b>			
(1) Typed Name (Last, First, Middle Initial)	(2) Grade	(3) Signature	(4) Date Signed
<b>b. COMMANDING OFFICER OR DESIGNEE</b>			
(1) Typed Name (Last, First, Middle Initial)	(2) Grade	(3) Signature	(4) Date Signed

INTERIM ELIGIBILITY LETTER

A letter in the format indicated below, shall be used to verify eligibility of individuals who were issued a DD Form 2384 before October 1, 1990 and who have reenlisted or extended for 6 years to be eligible for the vocational and/or technical program benefits available in the expanded program, as of October 1, 1990. That letter should be furnished to the VA regional office handling the member's application when applying for benefits or on request by that office.

Department of Veterans Affairs  
Attn: Director, Educational Service  
(Address of regional office serving the school and/or member involved)(Enclosure 7)

In accordance with provisions required by the Secretary of Veterans Affairs and the Secretary of Defense, eligibility for the expanded benefits of the "Montgomery GI Bill" for the Selected Reserve (effective October 1, 1990) is verified for the individual, below:

I certify that (member's full name and social security number), agreed to serve a 6-year period in the Selected Reserve from (date of new agreement). A copy of (member's name) enlistment, reenlistment and/or extension contract or officer service agreement is attached to validate certification.

(Member's full name) established basic eligibility to the "Montgomery GI Bill" for the Selected Reserve on (eligibility start date)."

Unit Commander  
(or designated representative)

INDIVIDUAL APPLICATION PROCEDURES

HOW TO APPLY FOR EDUCATIONAL ASSISTANCE UNDER THE  
"MONTGOMERY GI BILL" FOR THE SELECTED RESERVE  
CHAPTER 106 OF 10 U.S.C. (REFERENCE (C)):

A. STEP 1. SELECT A SCHOOL AND PROGRAM

1. Call or write the nearest VA regional office to obtain information about approved programs. Addresses of the VA regional offices are listed in enclosure 7 of this Instruction. Telephone numbers can be obtained by consulting your local telephone directory under "U.S. Government, Department of Veterans Affairs."

2. Select a college, university, or other institution.

3. Select a program that is approved for the enrollment of veterans and eligible persons.

B. STEP 2. OBTAIN AND COMPLETE AN APPLICATION FOR EDUCATION BENEFITS (VA FORM 22-1990) "APPLICATION FOR EDUCATION BENEFITS"

1. Request the "Montgomery GI Bill," Chapter 106 of reference (c) Information Pamphlet from the VA regional office.

2. Obtain an application from the financial assistance or admissions office at the school of your choice.

3. Complete the Application. Ensure that you have checked block D. in section 11. applying for Chapter 106 (reference (c)) benefits. Consult the counselor at the school, if assistance is needed.

C. STEP 3. SUBMIT VA FORM 22-1990 "APPLICATION FOR EDUCATION BENEFITS"

1. To receive an eligibility determination before enrollment in school, you must submit VA Form 22-1990 and your DD Form 2384 or DD Form 2384-1 directly to the VA regional office serving the area where the school is located. Submission should be as far in advance as possible. On enrolling in school, advise the financial assistance or admissions office that you are applying for benefits under Chapter 106 (reference (c)). The school must submit a VA Form 22-1999, "Enrollment Certification," to the Secretary of Veterans Affairs.

2. If you have already enrolled, provide a copy of the DD Form 2384 or DD Form 2384-1, along with the completed application to your school's certifying official, and request that VA Form 22-1999, be submitted for you.

VOCATIONAL AND/OR TECHNICAL BENEFITS AND PAYMENT SCHEDULE

An enlistment, reenlistment, extension of enlistment for service in the Selected Reserve or, in the case of an officer, agreement to serve in the Selected Reserve for 6-years beginning on or after October 1, 1990, must be signed by the member to qualify for vocational and/or technical educational assistance.

Each 140 dollars paid is considered 1 month of educational assistance benefits until October 1, 1991, after which time each 170 dollars paid is considered 1 month of educational assistance.

The VA schedule of payment for various types of vocational and/or technical training is as follows:

A. OJT AND APPRENTICESHIP TRAINING

1. First 6 months: (75 percent of full-time entitlement).
2. Next 6 months: (55 percent).
3. Duration of the program: (35 percent).

B. CORRESPONDENCE COURSES

Paid at 55 percent of the established charge required of nonveterans and payable on a quarterly pro rata basis for lessons completed by the member.

C. INDEPENDENT STUDY

The educational assistance benefit is paid at the less-than-half-time rate per month for courses offered through accredited institutions without any regularly scheduled classroom sessions.

D. COOPERATIVE PROGRAMS

The monthly rate of benefit for a cooperative program, (full-time programs of education, which may or may not lead to a degree), is 80 percent of the monthly allowance. The programs typically consist of alternating phases of school instruction and training in business and/or industrial settings.

E. OTHER VOCATIONAL AND/OR TECHNICAL COURSES

Paid at the same rate as students pursuing programs offered by institutions of higher learning.

**F. REMEDIAL AND/OR DEFICIENCY AND/OR REFRESHER COURSES**

1. The individual has demonstrated deficiency in the past.
2. The individual must retake courses taken before, due to changes in highly technical fields.
3. Payable at the institution of higher learning resident rate.
4. The institution of higher learning shall make determination of need for course(s).

**G. FLIGHT TRAINING**

1. Flight training is available for a 4-year period beginning October 1, 1990, and ending September 30, 1994.
2. Rate of payment is 60 percent of the established charges for a course, excluding charges for solo flying hours.
3. The member must be pursuing a vocational objective in the field of aviation.
4. The member must possess a private pilot license and meet the medical requirements for a commercial license before beginning flight training.

**H. FOR CODE REQUIREMENTS REFER TO DOD INSTRUCTION 7730.54 (REFERENCE (E)).**

VA REGIONAL OFFICE ADDRESS LIST

ALABAMA

VA Regional Office  
474 South Court St.  
Montgomery, AL 36104

ALASKA

VA Regional Office  
235 East 8th Ave.  
Anchorage, AK 99501

ARIZONA

VA Regional Office  
3225 North Central Ave.  
Phoenix, AZ 85012

ARKANSAS

VA Regional Office  
Building 65, Fort Roots  
North Little Rock, AR 72114

CALIFORNIA

VA Regional Office  
Federal Building  
11000 Wilshire Blvd.  
Los Angeles, CA 90024

VA Regional Office  
2022 Camino Del Rio North  
San Diego, CA 92108

VA Regional Office  
211 Main St.  
San Francisco, CA 94105

COLORADO

VA Regional Office  
44 Union Blvd.  
Denver, CO 80225

CONNECTICUT

VA Regional Office  
450 Main St.  
Hartford, CT 06103

DELAWARE

VA Medical and Regional  
Office Center  
1601 Kirkwood Hwy.  
Wilmington, DE 19805

DISTRICT OF COLUMBIA

VA Regional Office  
941 North Capitol St., N.E.  
Washington, DC 20421

FLORIDA

VA Regional Office  
144 First Ave. South  
St. Petersburg, FL 33701

GEORGIA

VA Regional Office  
730 Peachtree St., N.E.  
Atlanta, GA 30365

HAWAII

VA Regional Office  
PJKK Federal Building  
300 Ala Moana Blvd.  
P.O. Box 50188  
Honolulu, HI 96813

IDAHO

VA Regional Office  
Federal Building and U.S.  
Courthouse  
550 West Fort St., Box 4  
Boise, ID 83724

ILLINOIS

VA Regional Office  
536 South Clark St.  
P.O. Box 8136  
Chicago, IL 60680

INDIANA

VA Regional Office  
575 North Pennsylvania St.  
Indianapolis, IN 46204

IOWA

VA Regional Office  
210 Walnut St.  
Des Moines, IA 50309

KANSAS

VA Regional Office  
Boulevard Office Park  
901 George Washington Blvd.  
Wichita, KS 67211

KENTUCKY

VA Regional Office  
600 Martin Luther King, Jr.  
Place  
Louisville, KY 40202

LOUISIANA

VA Regional Office  
701 Loyola Ave.  
New Orleans, LA 70113

MAINE

VA Medical and Regional Office  
Center  
Route 17 East  
Togus, ME 04330

MARYLAND

VA Regional Office  
31 Hopkins Plaza  
Baltimore, MD 21201

MASSACHUSETTS

VA Regional Office  
John Fitzgerald Kennedy  
Federal Building and  
Government Center  
Boston, MA 02203

MICHIGAN

VA Regional Office  
Patrick V. McNamara Federal  
Building  
477 Michigan Ave.  
Detroit, MI 48226

MINNESOTA

VA Regional Office and  
Insurance Center  
Bishop Henry Whipple Federal  
Building  
Fort Snelling  
St. Paul, MN 55111

MISSISSIPPI

VA Regional Office  
100 West Capitol St.  
Jackson, MS 39269

MISSOURI

VA Regional Office  
Federal Building  
1520 Market St.  
St. Louis, MO 63103

MONTANA

VA Medical & Regional Office  
Center  
William St. Hwy. 12 West  
Fort Harrison, MT 59636

NEBRASKA

VA Regional Office  
5631 South 48th St.  
Lincoln, NE 68516

NEVADA

VA Regional Office  
1201 Terminal Way  
Reno, NV 89520

NEW HAMPSHIRE

VA Regional Office  
Norris Cotton Federal Building  
275 Chestnut St.  
Manchester, NH 03101

NEW JERSEY

VA Regional Office  
20 Washington Place  
Newark, NJ 07102

NEW MEXICO

VA Regional Office  
Dennis Chavez Federal Building  
U.S. Courthouse  
500 Gold Avenue, S.W.  
Albuquerque, NM 87102

NEW YORK

VA Regional Office  
Federal Building  
111 West Huron St.  
Buffalo, NY 14202

VA Regional Office  
252 Seventh Ave.  
at 24th St.  
New York, NY 10001

NORTH CAROLINA

VA Regional Office  
Federal Building  
251 North Main St.  
Winston-Salem, NC 27155

NORTH DAKOTA

VA Medical and Regional  
Office Center  
655 First Ave. North  
Fargo, ND 58102

OHIO

VA Regional Office  
Anthony J. Celebrezze Federal  
Building  
1240 East Ninth St.  
Cleveland, OH 44199

OKLAHOMA

VA Regional Office  
Federal Building  
125 South Main St.  
Muskogee, OK 74401

OREGON

VA Regional Office  
1220 Southwest 3rd Ave.  
Portland, OR 97204

PENNSYLVANIA

VA Regional Office & Insurance  
Center  
5000 Wissahickon Ave.  
P.O. Box 8079  
Philadelphia, PA 19101

VA Regional Office  
P.O. Box 11500  
1000 Liberty Ave.  
Pittsburgh, PA 15222

PHILIPPINES

VA Regional Office  
1131 Roxas Blvd.  
Manila, Philippines

PUERTO RICO

VA Regional Office  
Federal Building and U.S.  
Courthouse  
Carlos E. Chardon Ave.  
Hato Rey  
San Juan, PR 00936

RHODE ISLAND

VA Regional Office  
380 Westminster Mall  
Providence, RI 02903

SOUTH CAROLINA

VA Regional Office  
1801 Assembly St.  
Columbia, SC 29201

SOUTH DAKOTA

VA Medical and Regional  
Office Center  
2501 West 22d St.  
P.O. Box 5046  
Sioux Falls, SD 57117

TENNESSEE

VA Regional Office  
110 Ninth Ave., South  
Nashville, TN 37203

TEXAS

VA Regional Office  
2515 Murworth Drive  
Houston, TX 77054

VA Regional Office  
1400 North Valley Mills Drive  
Waco, TX 76799

UTAH

VA Regional Office  
Federal Building  
125 South State St.  
Salt Lake City, UT 84147

VERMONT

VA Medical and Regional  
Office Center  
White River Junction,  
VT 05009

VIRGINIA

VA Regional Office  
210 Franklin Road, S.W.  
Roanoke, VA 24011

WASHINGTON

VA Regional Office  
Federal Building  
915 Second Ave.  
Seattle, WA 98174

WEST VIRGINIA

VA Regional Office  
640 4th Ave.  
Huntington, WV 25704

WISCONSIN

VA Regional Office  
5000 West National Ave.  
Building 6  
Milwaukee, WI 53295

WYOMING

VA Medical & Regional Office  
Center  
2360 East Pershing Blvd.  
Cheyenne, WY 82001