



**DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS
TENNESSEE NATIONAL GUARD
HOUSTON BARRACKS, P.O. BOX 41502
NASHVILLE, TENNESSEE 37204-1502**

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4

MEMORANDUM FOR Distribution

SUBJECT: Applying for Education Benefits

1. The purpose of this memorandum is to establish rules and helpful hints for applying for education benefits. The Education Services Office can assist in these steps. Points of Contact are as follows:

MAJ Jonathan Ashley, ESO	615-313-0625
CPT Ronnie Matthews, Asst ESO	615-313-0550
SSG Nancy Crosson	615-313-0631
SSG Harvey Wilcox, GI Bill Mgr	615-313-0604
SGT Alicia Hollis SRIP Mgr	615-313-3123
SRIP/Incentives	615-313-0795
SRIP/Incentives	615-313-0577
SPC Britany Vittetoe, FTA Mgr	615-313-0618
SPC Alvin Pike, Asst FTA	615-313-0628
Mrs. Lorie Boyd, TCO	615-313-0592

Education Services email address: tneeducation@ng.army.mil
2. If you are eligible for the Montgomery GI Bill (MGIB) to include Chapter 1606, Chapter 1607, Chapter 30, Chapter 33 or the MGIB Kicker you may apply as follows:
 - a. Go to <https://minuteman.ngb.army.mil/benefits/>
 - b. Login using your AKO user name and password.
 - c. Click on MY MGIB Home Page on the right hand side of screen.
 - d. From there you can print your **NOBE** (Notice of Eligibility) for Ch 1606 benefits or your Letter of Eligibility (LOE) for Ch 1607 (REAP) benefits – for soldiers who have been deployed.
 - e. Take your NOBE or LOE, your DD Form 214 to the VA Rep at the school you plan to attend. They will have you fill out VA Form 22-1990. Benefits will be paid through direct deposit 6-8 weeks after VA confirms your eligibility.
 - f. **Remember you must certify your enrollment each month for Chapter 1606 benefits on www.gibill.va.gov or 1-877-823-2378.**
3. Everyone in the TN Army National Guard that is in good standing with the unit is eligible for 100% Federal Tuition Assistance (FTA) up to \$4,500 per Fiscal Year. Per AR 621-5 the Education Office must receive all requests for FTA before the start date of the class. Effective 01 Oct 04 soldiers will apply for FTA using the following method:
 - a. Go to <https://minuteman.ngb.army.mil/benefits/>
 - b. Login using your AKO username and password Click apply for Tuition Assistance.
 - c. Read and agree to Statement of Understanding and Questionnaire.
 - d. Ensure contact info is correct. You must select a school from the school list. If your school is not on the list you must contact the Education Services Office.
 - e. Add class information to include total tuition for semester/quarter/hour.
 - f. Once completed, if you receive 3 green checks when reviewing your information you can submit request.
 - g. If there are any red X's when reviewing, you will not be allowed to submit until those X's are corrected.
 - h. Print the application for your records, **close page and click the SUBMIT button.**

- i. The TA comes to the Education office and will be processed and will be sent to the school Business/Bursar Office.
4. For additional information for service members and their families, www.virtualarmory.com can also be used as an alternate website when applying for education benefits. For questions referencing Education Benefits please contact any one of the Education Services Personnel listed above or email tneeducation@ng.army.mil.

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