



Department of Defense **INSTRUCTION**

NUMBER 1322.30

March 14, 2014

Incorporating Change 1. Effective May 13, 2020

USD(P&R)

SUBJECT: Reserve Educational Assistance Program (REAP)

References: See Enclosure 1

1. **PURPOSE.** In accordance with the authority in DoD Directive 5124.02 (Reference (a)), this instruction establishes policy, assigns responsibilities, and establishes procedures and objectives for the REAP in accordance with chapter 1607 of Title 10, United States Code (U.S.C.) (Reference (b)).

2. **APPLICABILITY.** This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD.

3. **POLICY.** It is DoD policy in accordance with chapter 1607 of Reference (b) that the DoD will provide REAP voluntary educational opportunities to recognize and reward Reserve Component (RC) service in support of contingency operations.

4. **RESPONSIBILITIES.** See Enclosure 2.

5. **PROCEDURES.** See Enclosure 3.

6. **INFORMATION COLLECTION REQUIREMENTS**
 - a. The Reserve Components Common Personnel Data System (RCCPDS) – Master File, referred to in paragraph 8b(2) of Enclosure 3 of this instruction, has been assigned report control

symbol DD-RA(M)1147 which is prescribed by Volume 1 of DoD Manual 7730.54 (Reference (c)).

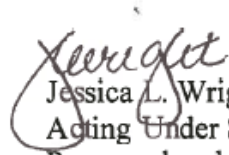
b. The RCCPDS – Transaction File, referred to in paragraph 8b(2) of Enclosure 3 of this instruction, has been assigned report control symbol DD-RA(D)1148, which is prescribed by Reference (c).

c. The RCCPDS – RC Active Service Transaction File, referred to in paragraph 8c of Enclosure 3 of this instruction, has been assigned report control symbol DD-RA(D)2170, which is prescribed by Reference (c).

7. **RELEASABILITY**. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

8. **SUMMARY OF CHANGE 1**. The change to this issuance updates references and organizational titles and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.

9. **EFFECTIVE DATE**. This instruction is effective March 14, 2014.


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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
- (b) Title 10, United States Code
- (c) DoD Manual 7730.54, Volume 1, “Reserve Components Common Personnel Data System (RCCPDS): Reporting Procedures,” May 25, 2011, as amended
- (d) Title 38, United States Code
- (e) DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMRs),” current edition
- (f) Title 32, United States Code
- (g) DoD Instruction 1322.17, “Montgomery GI Bill-Selected Reserve (MGIB-SR),” January 15, 2015
- (h) DoD Instruction 1336.08, “Military Human Resource Records Life Cycle Management,” November 13, 2009
- (i) DoD Instruction 1336.01, “Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series),” August 20, 2009, as amended
- (j) Office of the Chairman of the Joint Chiefs of Staff, “DoD Dictionary of Military and Associated Terms,” current edition

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) establishes DoD policy, procedures, and provides information and compliance guidance for the administration of REAP.

2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

a. Provides guidance and procedures for the administration of REAP in accordance with chapter 1607 of Reference (b).

b. Coordinates REAP administrative procedures with the Department of Veterans Affairs (VA), as applicable.

3. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES AGENCY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA, oversees:

a. The Director, Defense Manpower Data Center, who:

(1) Maintains a composite database record of Service-provided data regarding REAP eligibility along with VA REAP payment data.

(2) Replicates REAP eligibility data via the Veterans Affairs/DoD Identity Repository (VADIR) to the VA.

b. The Chief Actuary, DoD Actuary Office, who performs determinations in support of DoD funding responsibilities for the REAP benefit and in accordance with sections 183 and 2006 of Reference (b).

4. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The USD(C)/CFO:

a. Provides guidance on budgeting and funding for the educational benefits program in support of plans established in section 1 of enclosure 3 of this instruction.

b. In coordination with the ASD(M&RA), reviews and approves the budget estimates of the Secretaries concerned and Commandant of the U.S. Coast Guard (USCG) for supplemental assistance payments in accordance with the provisions of section 16162 of Reference (b).

5. DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS). Under the authority, direction, and control of the USD(C)/CFO, the Director, DFAS:

a. Provides guidance on accounting for the educational benefits program and for investing the available DoD Educational Benefits Fund balance.

b. Provides guidance for the collection process for the contributions relating to an increased amount of educational assistance in accordance with section 16162(f) of Reference (b) (hereinafter referred to as the REAP buy-up program).

6. SECRETARIES OF THE MILITARY DEPARTMENTS AND COMMANDANT OF THE USCG. The Secretaries of the Military Departments and the Commandant of the USCG:

a. Publish guidance to implement this instruction.

b. Establish procedures to identify and notify Service members who have achieved entitlement for REAP in accordance with Enclosure 3 of this instruction.

c. Require that Service members whose entitlement for educational assistance programs which are codified in chapters 30 and 33 of Title 38, U.S.C. (Reference (d)) and chapter 1607 of Reference (b) make irrevocable elections in accordance with Enclosure 3 of this instruction.

d. Budget for and transfer funds to support the REAP in accordance with Enclosure 3 of this instruction, and guidance issued by the USD(C)/CFO in DoD 7000.14-R (Reference (e)).

7. COMMANDANT OF THE USCG. In addition to the responsibilities in section 6 of this enclosure, the Commandant of the USCG provides guidance for the collection process for the contributions relating to an increased amount of educational assistance in accordance with the REAP buy-up program.

ENCLOSURE 3

PROCEDURES

1. ELIGIBILITY

a. An RC Service member is entitled to educational assistance in accordance with this instruction if the Service member meets one of the following conditions beginning on or after September 11, 2001.

(1) Performed active duty in support of a contingency operation for 90 consecutive days or more. However, those otherwise eligible that are released from duty before completing 90 consecutive days of active service because of an injury, illness, or disease incurred or aggravated in the line of duty are also eligible.

(2) For a member of the Army National Guard of the United States (ARNGUS) or Air National Guard of the United States (ANGUS), performed service under section 502(f) of Title 32, U.S.C. (Reference (f)) for 90 consecutive days or more when authorized by the President or Secretary of Defense for the purpose of responding to a national emergency declared by the President and supported by federal funds.

(3) For a Service member serving in the Active Guard and Reserve program as defined in section 101(d)(6)(A) of Reference (b), meets one of the following conditions:

(a) Performed 90 consecutive days or more of active duty with a unit; the active duty or deployment order reflects that the Service member was part of a unit activation supporting a contingency operation; and was listed by name on an order of unit personnel mobilized or deployed to support a contingency operation; or

(b) For a member of the ARNGUS or ANGUS, performed full-time National Guard duty for 90 consecutive days or more when authorized by the President or the Secretary of Defense for the purpose of responding to a national emergency declared by the President and supported by federal funds; and was listed by name on an order of unit personnel mobilized or deployed to support a contingency operation.

b. A Service member is entitled to educational assistance if he or she was ordered to active service as described in paragraph 1a of this enclosure and released from duty before completing 90 consecutive days because of an injury, illness, or disease determined to be incurred or aggravated in the line of duty.

c. The period of service that establishes entitlement for REAP educational assistance in paragraphs 1(a)(1) and 1(a)(2) of this enclosure will concurrently satisfy an equal period of the 6-year Selected Reserve obligation for eligibility for educational benefits for the Montgomery GI Bill-Selected Reserve (MGIB-SR) in accordance with DoD Instruction (DoDI) 1322.17 (Reference (g)), if applicable.

2. ENTITLEMENT

a. Entitlement Duration. A Service member remains entitled to REAP while serving:

(1) In the Selected Reserve, if the Service member was called or ordered to active service while serving in the Selected Reserve; or

(2) In the Ready Reserve if the Service member was called or ordered to active service while a member of the Ready Reserve but was not a part of the Selected Reserve.

b. Effect of Separation and Transfer to the Individual Ready Reserve (IRR). When an entitled member of the Selected Reserve transfers to the IRR, REAP payments will be suspended. Payments may begin again upon re-affiliation with the Selected Reserve.

c. Effect of Separation or Discharge from the Selected Reserve. A member of the Selected Reserve who is entitled to REAP and is separated, transferred, or discharged from the Ready Reserve remains entitled for the REAP benefit during the 10-year period, in accordance with section 16164(a) of Reference (b), beginning on the date the Service member was separated from the Selected Reserve if the Service member:

(1) Completed a period of active service as described in paragraph 1a of this enclosure.

(2) Successfully completed a service contract under which a characterization of service was provided; e.g., enlistment, reenlistment.

(3) Was separated under a characterization of service of:

(a) Other than dishonorable, if separated between October 28, 2004, and January 27, 2008; or

(b) Honorable or general under honorable conditions, if separated on or after January 28, 2008, and had not used any of the entitlement for REAP educational assistance as of October 14, 2008.

d. Disabled Member. A Service Member will be entitled to educational assistance for an entitlement period of 10 years beginning on the date in which the individual became eligible in accordance with section 16164(b) of Reference (b) if the individual was separated from the Ready Reserve because of a disability, not the result of the Service member's willful misconduct, and the disability was incurred on or after the date of eligibility for educational assistance.

e. Caregivers. In the case of an individual eligible for educational assistance who is prevented from pursuing the individual's chosen program before the expiration of the 10-year period for the use of entitlement by reason of acting as the primary provider of personal care

services for a veteran or member of the Armed Forces under section 1720G(a) of Reference (d), the 10-year period of eligibility will:

(1) Not run during the period of time the individual was prevented from pursuing a program of education.

(2) Restart on the first day after the date of the recovery of the veteran or member from the disability on which it is reasonably feasible for the person to initiate or resume pursuit of an educational program, or the date on which the individual ceases to be the primary provider of personal care services for the veteran or member, whichever is earlier.

3. TERMINATION OF ENTITLEMENT AND BENEFIT PAYMENTS

a. Educational assistance must not be provided, or if being provided must be terminated:

(1) If a Service member is receiving financial assistance in accordance with section 2107 of Reference (b) as a member of the Senior Reserve Officers' Training Corps program. Termination is not applicable to members of the Army Reserve Officers' Training Corps receiving educational assistance in accordance with section 2107a of Reference (b) and recipients will receive REAP benefits, if otherwise eligible; or

(2) For a Service member serving in the IRR who earned eligibility in accordance with 16164(a)(1)(B) of Reference (b), upon separation from the IRR; or

(3) When a Service member is at the end of the 10-year period described in paragraphs 2c and 2d of this enclosure; or

(4) If a Service member exceeds the 36 months of REAP educational assistance, or 48 months of educational assistance when REAP combined with another education program that may be provided in accordance with section 3695 of Reference (d) (or the equivalent in part-time educational assistance).

b. Except in cases of error, which will be adjudicated by the Secretary of the Military Department concerned or the Commandant of the USCG, termination of assistance is final. Eligibility may be regained as a result of additional or separate periods of qualifying service, but may not be regained for periods of service for which entitlement was terminated.

4. BENEFIT LEVELS. REAP benefit levels are based on a percentage of the rate prescribed by chapter 30 of Reference (d). See the Table for the percentage of educational assistance provided.

Table. REAP Benefit Levels

MEMBER CATEGORY	REAP BENEFIT
RC Service member who performed active service for 90 consecutive days but less than 1 continuous year	40%
Person separated before completing 90 consecutive days because of an injury, illness, or disease incurred or aggravated in the line of duty	40%
RC Service member who performed active service for 1 continuous year but less than 2 continuous years	60%
RC Service member who performed active service for either: <ul style="list-style-type: none"> • 2 continuous years or more; or • An aggregate of 3 years or more¹ 	80%
¹ All qualifying service, including that prior to January 28, 2008, can be aggregated. Payment, if applicable, based upon an aggregate of 3 years or more of active service, cannot commence prior to January 28, 2008.	

5. ACCELERATED PAYMENTS

a. In accordance with regulations prescribed by the Secretary of Veterans Affairs an entitled Service member may choose educational assistance be paid on an accelerated basis when the eligible member is;

(1) Enrolled in an approved program of education not exceeding 2 years in duration and not leading to an associate, bachelors, masters, or other degree.

(2) Charged tuition and fees for the program of education that, when divided by the number of months (and fractions thereof) in the enrollment period, exceeds 200 percent of the monthly rate of educational assistance allowance otherwise payable to the member.

b. Accelerated payment is only available for initial enrollments in approved programs of education beginning after October 1, 2008, and is subject to the availability of funds.

6. REAP BUY-UP

a. Amounts. A person who is eligible for REAP educational assistance may contribute dollar amounts for purposes of receiving an increased amount of educational assistance. The total amount of contributions may not exceed 600 dollars and will be made in multiples of 20 dollars. Contributions will be made to the Secretary of the Military Department concerned or the Commandant of the USCG and deposited in the U.S. Treasury as miscellaneous receipts.

(1) Full-Time. For a person pursuing a full-time program of education, each 20 dollar contribution by the person will increase the monthly amount of educational assistance by 5 dollars.

(2) Less Than Full-Time. For an individual enrolled in an approved program of education pursued on less than a full-time basis, the monthly increase in educational assistance amounts will be reduced based on the amount contributed as determined in accordance with regulations prescribed by the Secretary of Veteran Affairs.

b. Frequency. An eligible Service member may make contributions at any time while a member of an RC but not more than one contribution per month.

7. ADDITIONAL BENEFITS

a. The MGIB-SR Kicker, the increased rate of educational assistance described in section 16131(i) of Reference (b) may be paid as REAP assistance using the procedures outlined in paragraph 6.3 of Reference (g).

b. REAP educational assistance may be used for licensing or certification tests. Such amount will be the lesser of the actual fee charged for the test or 2,000 dollars, but must not exceed the available remaining educational assistance entitlement.

8. NOTIFICATION, VALIDATION, AND DOCUMENTATION OF REAP ENTITLEMENT

a. Notification

(1) Each Service member will be notified of entitlement prior to release from the active service described in section 1 of this enclosure. A written record of notification will be maintained for each Service member in their standard military human resource record in accordance with DoDI 1336.08 (Reference (h)). Notification is required for:

(a) The RC Service member who served or serves a minimum of 90 consecutive days under the authorities identified in paragraph 1a(1), 1a(2), and 1a(3) of this enclosure; or

(b) The RC Service member released from active service before completing 90 consecutive days because of an injury, illness, or disease incurred or aggravated in the line of duty and who is eligible in accordance with paragraph 1b of this enclosure.

(2) The DD Form 2940, "Statement of Entitlement to Educational Assistance for Reserve Components Supporting Contingency Operations and Certain National Emergency Response Operations," will be used as the notification of REAP eligibility for the Service member.

(3) The RC Service member whose release is due to injury, illness, or disease will be notified not later than the date of release from active service.

b. Validation. A Service member whose eligibility for the programs of educational assistance established by chapter 30 of Reference (d) and chapter 1607 of Reference (b) is based, in whole or in part, on the same period of active service, will make an irrevocable election in writing as to the program to which such service is to be credited. The Service member will use DD Form 2941, "Statement of Irrevocable Election of Educational Assistance Benefits Based on Qualifying for Educational Assistance."

(1) This election will be validated by the Service before it is submitted to VA.

(2) If a Service member makes an election for educational benefits in accordance with chapter 30 of Reference (d), the Military Service will document this selection in accordance with Enclosures 4 and 5 of Reference (c) and verify that the 1,200 dollar contribution has been made prior to validation of the Service member's election and submission to VA using the VADIR. Upon validation, the Military Service will record the Service member's election with the DD Form 2941.

c. Documentation. Each RC will maintain and provide accurate and updated information in accordance with the procedures in Enclosure 8 of Reference (c) to reflect the most current data as this impacts an entitlement.

9. TRUST FUND AND INTERAGENCY AGREEMENTS. The amounts of payments for educational assistance in accordance with chapter 1607 of Reference (b) and this instruction will be derived from the DoD Education Benefits Fund in accordance with section 2006 of Reference (b). Educational assistance will be provided through the VA in accordance with agreements to be entered into by the Secretary of Defense and by the Secretary of Homeland Security with the Secretary of Veterans Affairs.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ANGUS	Air National Guard of the United States
ARNGUS	Army National Guard of the United States
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
DFAS	Defense Finance and Accounting Service
DoDHRA	Department of Defense Human Resource Activity
DoDI	DoD instruction
MGIB-SR	Montgomery GI Bill-Selected Reserve
IRR	Individual Ready Reserve
RC	Reserve Component
REAP	Reserve Educational Assistance Program
RCCPDS	Reserve Component Common Personnel Data System
USCG	United States Coast Guard
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
VA	Department of Veterans Affairs
VADIR	Veterans Affairs/DoD Identity Repository

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this instruction.

characterization of service. Defined in DoDI 1336.01 (Reference (j)).

contingency operation. Defined in section 101(a)(13) of Reference (b).

IRR. Defined in the DoD Dictionary of Military and Associated Terms (Reference (j)).

Selected Reserve. Defined in Reference (j).