# Montgomery GI Bill-Enroll or Decline

Introduction	This guide provides the procedures for enrolling/declining a member for the Montgomery GI Bill (MGIB) in Direct Access (DA).	
Information	• All members initially entering on Active Duty for two years or more must be enrolled in Basic MGIB unless during the first two weeks of Active Duty, the member signs DD Form 2366 (MGIB Basic Enrollment) declining enrollment.	
	• Members pay \$100.00 per month for 12 months if not declining MGIB.	
	• MGIB enrollment elections are irrevocable. No suspensions, terminations or refunds are allowed.	
	• <b>ONLY</b> Training Center Cape May, Coast Guard Academy, NOAA, and PPC Topeka have the capability to submit MGIB transactions.	
	<b>NOTE</b> : This process is for original Enroll or Decline of MGIB. For reinstatement MGIB-SR for members who originally declined, suspended eligibility, or disenrollment, see the MGIB-SR user guide on the PPC (P&D) web page.	

**Procedures** See below.

Step	Action	
1	Click on the AD/RSV Payroll Workcenter tile.	
	AD/RSV Payroll Workcenter	

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#### Montgomery GI Bill-Enroll or Decline, Continued

#### Procedures,

continued

Step	Action				
2	Scroll down to the Act/RSV Pay Shortcuts section and select the MGIB				
	Enrollments option.				
	Suppl Clothing Allowance				
	TSP Adjustment Request				
	View My Requests (All Types)				
	Act/RSV Pay Shortcuts				
	AvIP				
	BAH Dep Data Verification				
	Cost of Living Allowance				
	Dependent Information				
	Direct Deposit				
	Housing Allowance				
	Maintain Tax Data USA				
	MGIB Enrollments				
	Net Pay Distribution				
	Pay Calendar Results				
	Sea Time Balances				
	SGLI + FSGLI				
	TDY Data				
	View Member W-2s				
	View Open Debts / Overpayments				

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# Montgomery GI Bill-Enroll or Decline, Continued

#### Procedures,

continued

Step		Action			
3	Enter the <b>Empl ID</b> and click <b>Search</b> . <b>Simple Benefit</b> Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value				
	▼ Search Criteria				
	Empl ID	begins with V 1234567			
	Benefit Record Number				
	Name	begins with 🗸			
	Last Name	begins with 🗸			
	Business Unit	begins with 🗸			
	Department Set ID	begins with 🗸			
	Department	begins with 🗸 🔍			
	Organizational Relationship	= •			
	Alternate Character Name	begins with 🖌			
	Include History Correct	History Case Sensitive			
	Search Clear Basic	Search 🖉 Save Search Criteria			
4	Select <b>Plan Type</b> A3-	MGIB from the lookup icon.			
-	Simple Benefits				
	Daryl Dixon Em	ployee ID 1234567 Benefit Record Number 0			
	Plan Type				
	*Plan Type 🔍 🔍	Cancel Help			
	Coverage	Q         I         I         I         I         View All			
	Coverage Begin Date	Plan Type Translate Long Name *Deduction Begin Date			
	Coverage Election	A0 Long-Term Care			
	Elect     OWaiv	A2 Wellness Credit *Election Date 05/11/2023			
	Benefit Program ACG	A3 MGB			
	Benefit Plan	A5 Career Status Bonus			
	Save Return to Search	A6 Bonus A7 Blended Retirement System Update/Display Include History Correct History			
		AA SPC-Medical Incentive Pav			

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# Montgomery GI Bill-Enroll or Decline, Continued

Procedures,

continued

Step	Action				
5	• Enter the Coverage Begin Date, Deduction Date, and Election Date.				
	<b>NOTE:</b> For members who are not declining enrollment – <b>All dates must be</b>				
	the 1st day of the month following accession unless the accession date is the				
	1st day of the month, then use the accession date.				
	• Select the required <b>Coverage Election</b> radio button option:				
	- Elect – Member hasn't declined enrollment within 14 days of accession.				
	– Waive – Member has submitted DD Form 2366 (MGIB Basic Enrollment)				
	declining enrollment.				
	– Terminate – DO NOT USE.				
	• Select MGIBB from the <b>Benefit Plan</b> lookup icon.				
	• Click the <b>Save</b> button.				
	Simple Benefits				
	Dary Dixon Employee ID 1234567 Benefit Record Number 0				
	Plan Type				
	Plan Type A3 MGIB				
	Coverage Q I Id d I of 1 v b bI I View All				
	Coverage Begin Date 05/01/2020 🗰 🦣 *Deduction Begin Date 05/01/2020 🗰 🦣 🛨 🗖				
	Elect  Waive				
	Benefit Program ACG CG/NOAA Active Deduction Prog Benefit Plan MGIBB Q MGIB Basic Plan				
	Save         Return to Search         Previous in List         Next in List         Notify         Refresh         Update/Display         Include History         Correct History				