

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.
 - **ONLY** Training Center Cape May, Coast Guard Academy, NOAA, and PPC Topeka have the capability to submit MGIB transactions.

NOTE: 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 located in the SPO Reserve Specific Transactions section of the PPC (P&D) web page.

Procedures See below.

Step	Action																		
1	<p>Select the MGIB Enrollments link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a window titled "Active & Reserve Pay Shortcuts" with a grid of links. The links are arranged in two columns. The "MGIB Enrollments" link in the second column is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 1350 1291 1818"> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Dependent Information</td> <td>Cost of Living Allowance</td> </tr> <tr> <td>BAH Dependnt/EmrgncyData Emplid</td> <td>MGIB Enrollments</td> </tr> <tr> <td>Sea Time Balances</td> <td>AviP</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>View Member W-2s</td> </tr> <tr> <td>Proxy - Submit Non-Charge Abs</td> <td></td> </tr> </table>	Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Dependent Information	Cost of Living Allowance	BAH Dependnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	AviP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs	
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Montgomery GI Bill-Enroll or Decline, Continued

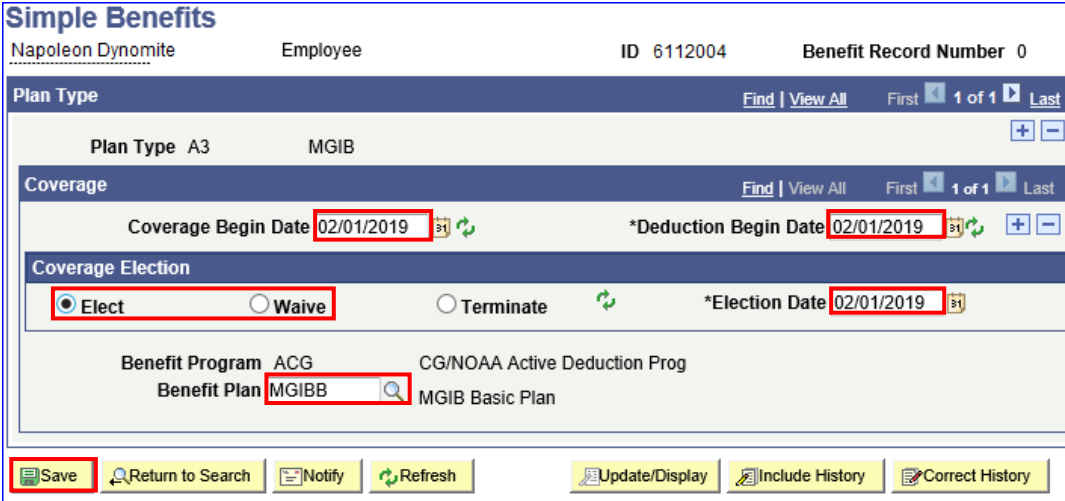
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Search.</p> <div data-bbox="316 524 1075 1086"> <p>Simple Benefit Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="6112004"/></p> <p>Benefit Record Number = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p>Organizational Relationship = <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> </div>

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Montgomery GI Bill-Enroll or Decline, Continued

Procedures,
continued

Step	Action
4	<ul style="list-style-type: none"> • Enter the Coverage Begin Date, Deduction Date, and Election Date. NOTE: For members who are not declining enrollment – All dates must be 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 Coverage Election radio button option: <ul style="list-style-type: none"> – 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 Benefit Plan lookup icon. • Click the Save button.  <p>The screenshot displays the 'Simple Benefits' page for Napoleon Dymomite, Employee ID 6112004, with a Benefit Record Number of 0. The 'Plan Type' is A3 (MGIB). Under 'Coverage', the 'Coverage Begin Date' is 02/01/2019 and the '*Deduction Begin Date' is 02/01/2019. In the 'Coverage Election' section, the 'Elect' radio button is selected, while 'Waive' and 'Terminate' are unselected. The '*Election Date' is 02/01/2019. The 'Benefit Program' is ACG (CG/NOAA Active Deduction Prog) and the 'Benefit Plan' is MGIBB (MGIB Basic Plan). At the bottom, a 'Save' button is highlighted with a red box, along with other buttons like 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.</p>