

Chapter 5: Career Development

Introduction

This chapter discusses the processing of enlisted advancements, Chief Warrant Officer (CWO) appointments, recording educational accomplishments, and adding or deleting competency codes, honors and awards, and the Montgomery GI Bill (MGIB) Programs.

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Section A: Enlisted Advancements

A.1. **Introduction** This section will guide you through the procedures for advancing a member.

- A.2. **References**
- (a) [Enlistments, Evaluations and Advancements, COMDTINST M1000.2 \(series\)](#)
 - (b) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
 - (c) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)

A.3. **Headquarters Advancement Process** Following each servicewide exam, PSC will publish eligibility lists and a series of Enlisted Personnel Advancement Announcements (EPAA) for Active Duty personnel and Enlisted Reserve Advancement Announcements (ERAA) for Reservists. An EPAA or ERAA is notification of who will be advanced and on what date the advancement will become effective.

The following process is used to advance a member who is authorized to be advanced by an EPAA or ERAA message:

Step	Who Does It	What Happens
1	P&A Office	<p>Ensures member has continued to remain eligible for advancement, meets weight and body fat standards, and for advancement to E-7 and above, meets obligated service requirements IAW References (a) and (b).</p> <ul style="list-style-type: none"> • Advises the respective SPO, PPC (ADV), and PSC (EPM/RPM) to withhold advancement if member is not eligible for advancement or if advancement is withheld. • If member voluntarily elects to be removed from an advancement list or declines to obligate service for advancement to E-7 thru E-9, follows guidance in Reference (a), and completes appropriate Administrative Remarks CG-3307 (AR-07).
2	Command	<p>Completes unscheduled Enlisted Employee Review on the day before advancement or change in rating to pay grade E5 or above IAW Reference (a).</p>
3	P&A Office	<p>Completes Petty Officer Advancement Certificate (CG-216) for advancement to E-4 thru E-6. Advancement certificates for E-7 thru E-9 will be completed by PPC (ADV) IAW Reference (a).</p>

NOTE:	Advancement certificates for E-7 thru E-9 are completed by PPC (ADV) IAW Reference (a).	
	CAUTION:	A member in receipt of both an advancement authority and Class “A” School orders MUST elect whether SWE advancement or “A” School is desired, IAW Reference (a). If advancement is elected, removes member from Class “A” School list.
4	P&A Office	Instructs the member to update their ID Card, along with dependent(s) (if applicable), at the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility (https://www.dmdc.osd.mil/rsi). Files copy of the EPAA or ERAA message IAW Reference (c).

Table 5-1 EPAA or ERAA Advancement Process

**A.4.
CO/OIC
Advancement
Process**

The following process is used to advance a member who is authorized to be advanced by the member’s CO/OIC. This process is not to be used for advancements authorized by an EPAA or ERAA. This is a time sensitive event, and every effort should be made to ensure there are no delays in processing these requests.

This process can also be used to add/remove a designator and change in rating.

Step	Who Does It	What Happens
1	Member	Submits a Career Development Worksheet (CG-2030) to their P&A Office after meeting all requirements of Reference (a).
2	P&A Office	Within two business days of receipt, verifies member meets all eligibility requirements for advancement IAW References (a) and (b). Signs and dates member’s request and routes to unit for chain of command endorsements.
3	Unit	Within three business days of receipt, chain of command and CO endorses, signs and dates member’s request for advancement.
NOTE:	Every effort should be made to avoid delays in routing of worksheet.	
4	P&A Office	Within two business days of receipt, reviews form for accuracy and completeness. <ul style="list-style-type: none"> • Completes advancement certificate for member. Uses Form CG-5530 for advancement to Seaman or Fireman and CG-216 for Petty Officer Advancements.

		<ul style="list-style-type: none"> Instructs the member to update their ID Card, along with dependent(s) (if applicable), at the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility (https://www.dmdc.osd.mil/rsl). Completes advancement transaction in DA using the Advancement/Reduction user’s guide. Notifies SPO requesting approval of advancement transaction and routes CG-2030.
5	SPO	Within two business days of notification, verifies CG-2030 and DA entry for accuracy. Approves DA transaction, initials and dates CG-2030 and routes documentation back to P&A Office for filing IAW Reference (c).

Table 5-2 CO/OIC Advancement Process

A.5. Master Chief Advancement Panel (MCAP)

The Master Chief Advancement Panel (MCAP) will annually convene to examine the matters of record of those eligible for advancement to pay grade E-9 IAW Reference (a) and [ALCOAST 147/22](#). This panel replaces the E-9 Servicewide Exam and all members who have completed eligibility requirements for advancement to E-9 will be reviewed by the panel. See Reference (a) and the CG PSC-EPM-1 [Master Chief Advancement Panel \(MCAP\)](#) Portal site for the latest information.

Section B: Chief Warrant Officer (CWO) Appointments

B.1. Introduction This section will guide you through the chief warrant officer appointment process. PSC manages the CWO appointment board process.

- B.2. References**
- (a) [Officer Accessions, Evaluations and Promotions, COMDTINST M1000.3 \(series\)](#)
 - (b) [Coast Guard Medical Manual, COMDTINST M6000.1 \(series\)](#)
 - (c) [Body Composition Standards Program, COMDTINST 1020.8 \(series\)](#)
 - (d) [Military Bonus and Incentive Programs, COMDTINST 7220.2 \(series\)](#)
 - (e) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)

B.3. Procedures Annually PSC releases an [ALCGPSC](#) (Active Duty) and an [ALCGRSV](#) (Reserve) message announcing their schedule and requirements for the upcoming CWO appointment board. CWO applicants must ensure they meet eligibility requirements and follow application procedures listed in Reference (a) and the published message.

Step	Who Does It	What Happens
1	PSC	Publishes final eligibility list.
2	Member	Ensures physically qualified for appointment prior to executing Oath of Office IAW Reference (b). Notifies Command within two weeks of final eligibility list being published if declining appointment to CWO.
3	Command	If member declines appointment, completes Administrative Remarks (CG-3307) IAW Reference (a).
4	Assignment Officer	Assignment Officer offers CWO candidate assignment orders.
NOTE:	If member declines appointment due to receipt of orders, the Commanding Officer must initiate an Administrative Remarks (CG-3307) entry IAW Reference (a).	
5	PSC (OPM)	Emails CWO candidates appointment documents with instructions.
6	P&A Office	Prior to execution of Oath of Office, ensures member meets weight requirements IAW Reference (c) and reviews Selective Reenlistment Bonus (SRB) entitlement IAW Reference (d).

7	Member	<p>Executes Oath of Office on date of commissioning. Within five calendar days of appointment to CWO:</p> <ul style="list-style-type: none"> • Emails signed Oath of Office and Report of Medical Examination to PSC (OPM). • Forwards Oath of Office and Appointment Letter to the P&A Office.
8	PSC (OPM-1)	<p>Upon receipt of Oath of Office and Report of Medical Examination, completes the necessary transactions in DA to affect your appointment.</p>
9	P&A Office	<p>Within two business days of receipt, reviews documents for accuracy and completeness. Verifies appointment in DA.</p> <ul style="list-style-type: none"> • Instructs the member to update their ID Card, along with dependent(s) (if applicable), at the nearest Real-Time Automated Personnel Identification System (RAPIDS) facility (https://www.dmdc.osd.mil/rsl). • Files Appointment letter and Oath of Office IAW Reference (e).

Table 5-3 CWO Appointment Process

Section C: Education and Test Results

C.1. Introduction This section will guide you through the procedures to report completion of training courses, educational accomplishments, and test results.

- C.2. References**
- (a) [Performance Training and Education Manual \(PTM\), COMDTINST 1500.10 \(series\)](#)
 - (b) [Mandatory Use of the Training Management Tool, COMDTINST 5270.2](#)
 - (c) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (d) [PPC \(p&d\) DA User Guides](#)

C.3. Discussion Completion of Coast Guard formal training courses (Class “A” and “C” schools) and degrees are recorded in DA IAW Ref (a). Other educational accomplishments (mandated A and B courses) are recorded in Training Management Tool (TMT) IAW Reference (b).

C.4. Formal Training Courses This table shows the process to report completion of a formal training course.

Step	Who Does It	What Happens
1	Member	Upon successful completion of a formal training course (Class “A” or “C” school), submits a Career Development Worksheet (CG-2030) to the P&A Office with supporting documentation.
2	P&A Office	Within two business days of receipt, enters appropriate DA transaction using Reference (d).

Table 5-4 Reporting Formal Training Courses

C.5. Education Degrees This table shows the process to report completion of a college degree and/or General Education Diploma (GED) from an accredited institution.

Step	Who Does It	What Happens
1	Member	Upon degree completion, requests an official copy of their college/university transcript be sent to Coast Guard ETQC Registrar Services , Voluntary Education Division for entry into DA and iPERMS . Official transcripts must include the Member’s name, Major/Minor of degree obtained, Level of degree obtained (e.g. BA, MA, JD), Date of degree conferral, and be sent in a sealed envelope or transmitted securely directly

		from the degree granting institution to ETQC See ETQC Registrar Services for correct mailing or e-transcript address.
2	ETQC Registrar Services	Upon receipt, validates and enters confirmed degree completions in DA from all accredited colleges and universities. In addition, ensures degrees are uploaded into iPERMS IAW Reference (c) and forwarded for addition to the member’s Joint Services Transcript, if necessary.

Table 5-5 Reporting Education Degrees

C.6. Test Results This table shows the process to report test results (i.e. ASVAB, AFQT, SAT, ACT, etc.).

Step	Who Does It	What Happens
1	Member	Forwards copy of documentation of test results to P&A Office.
2	P&A Office	Within two business days of receipt, enters appropriate DA transaction using Reference (d).

Table 5-6 Reporting Test Results

C.7. Foreign Language Test Results This table shows the process to report foreign language test results.

Step	Who Does It	What Happens
1	Member	Completes Defense Language Proficiency Test (DLPT) and forwards copy of test results to the Command and P&A Office.
2	ESO	Upon completion of test, retrieves test results and enters them in DA.
3	P&A Office	Within two business days of receipt, ensures Command designates member in writing for interpreter or linguist position. Enters appropriate DA transaction using Reference (d) and files IAW Reference (c).
NOTE:	If pay entitlement is required, refer to Section 8-D of this publication.	

Table 5-7 Reporting Foreign Language Test Results

C.8. Record of Professional Development In addition to the methods listed above for entering training and education data in DA, you can report accomplishments using the Record of Professional Development Form ([CG-4082](#)). The form offers military personnel the opportunity to record their professional development accomplishments by requesting their P&A Office to scan and email it to PSC-PSD-MR (where it will become a part of their official record), and for

filing IAW Reference (c). The procedure is voluntary, although it is recommended, and does not affect DA data entry.

Section D: Medals, Awards, Competencies and Insignias

D.1. Introduction This section establishes the procedures to report a member's medals, awards, competencies and insignias.

All medals and awards that have been presented to a member must be reported to the P&A Office for entry in DA and uploaded into [iPERMS](#) IAW References (a) and (e).

When a member becomes qualified to permanently wear an insignia (such as that for a Company Commander or Marine Safety), the competency must be entered in DA IAW applicable policies.

Competencies are used as a means of recording a member's knowledge, skills, and personal attributes that a person exercises while performing the business of any given position and must be entered in DA IAW Reference (b).

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- D.2. References**
- (a) [Coast Guard Military Medals and Awards Manual, COMDTINST M1650.25 \(series\)](#)
 - (b) [U. S. Coast Guard Competency Management System Manual, COMDTINST M5300.2 \(series\)](#)
 - (c) [Ordnance Manual, COMDTINST M8000.2 \(series\) \(FOUO\)](#)
 - (d) [PPC \(p&d\) DA User Guides](#)
 - (e) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
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D.3. Medals and Awards Process This table shows the process to enter a member's medals and awards in DA.

Step	Who Does It	What Happens
1	Member or Awarding Authority	Member: Upon receiving a medal, award, competency or insignia, submits a completed Career Development Worksheet (CG-2030) with a copy of the award citation and certificate to the P&A Office. Awarding Authority: Immediately provides a copy of award citation, CG-1650, roster and any other documentation (i.e., LMS transcript, etc.) to their P&A Office.
2	P&A Office	Within two business days of receipt, reviews for accuracy and completeness. <ul style="list-style-type: none"> • Enters the medal or award in DA using one of the following user guides: Honors and Awards (individual entry) or Mass Award Update (multiple entries at once).

	<ul style="list-style-type: none"> Uploads copy of citation, certificate and CG-1650 or other source documentation into iPERMS IAW References (a), (b) and (e).
NOTE:	<p>If a unit does not have a P&A Office, the responsibilities listed above default to the unit’s servicing SPO.</p>

Table 5-8 Medals and Awards Process

D.4. Use this process to enter a member’s competency or insignia in DA.

Competencies and Insignias Process

Step	Who Does It	What Happens
1	Member	Upon receiving a competency or an insignia, forwards a copy of the supporting documentation (i.e., LMS transcript, etc.) to the P&A Office.
2	P&A Office	<ul style="list-style-type: none"> Within three business days of receipt, reviews for accuracy and completeness. Makes the appropriate data entry in DA using the Competencies user guide. Within two business days of DA entry, uploads a copy of the citation or other source documentation into iPERMS IAW References (a), (b) and (e).

Table 5-9 Competencies and Insignias Process

D.5. **Good Conduct Awards Process** Use this process to enter a member’s CG Good Conduct / CG Reserve Good Conduct Medals in DA.

Step	Who Does It	What Happens
1	Unit	<ul style="list-style-type: none"> Verifies eligibility for unit members who are eligible for 2nd or subsequent awards between the 15th of the current month to the 14th of the next month. Prepares Good Conduct Award Certificate for the unit CO signature. Completes DA transaction or forwards a copy of the signed award certificate or documentation to P&A Office for DA input
2	P&A Office	Within two business days of receipt, completes DA transaction if unit is unable to enter the data.

NOTE:	<p>1. DA does not provide a report or query to track eligibility for first or subsequent Good Conduct awards. Units must track this manually by creating a simple spreadsheet listing eligibility dates for all current and reporting enlisted personnel to the unit.</p> <p>2. If the unit has no P&A support, the SPO completes the Good Conduct Award certificate and forwards to the unit.</p> <p>3. Eligibility period ending dates are the last day of the member’s 36-month consecutive period IAW Ref (a). For example, if the member’s ADBD date shows 03 Mar 2017, the member may be eligible for a good conduct medal on 02 Mar 2020. For Reserves, the consecutive three-year period is computed from the member’s anniversary date IAW Ref (a).</p> <p>4. If an Active Duty member is not eligible during any year, the required 36-month consecutive period restarts from the period of ineligibility. For Reserves, it restarts the year following a year of ineligibility (i.e. if ineligibility occurs in the 2nd or 3rd year of the 36-month consecutive period, the eligibility restarts the following year).</p>
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Table 5-10 Good Conduct Awards Process

D.6. Small Arms Training Members who qualify with a rifle or pistol will receive a Marksman, Sharpshooter, or Expert award according to the qualifying score IAW Reference (c).

NOTE: **Only one award is to be entered in DA, regardless of the number of times qualified (i.e. Expert rifle would only be recorded once).**

Section E: Montgomery GI Bill – Active Duty (MGIB-AD) Program

E.1. Introduction This section provides the procedures for making lump sum payments for the Montgomery GI Bill – Active Duty (MGIB-AD) program.

E.2. References

- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) [PPC \(p&d\) DA User Guides](#)
- (c) [Post 9/11 and Montgomery GI Bill Educational Assistance Programs, COMDTINST M1780.3 \(series\)](#)
- (d) [VA Montgomery GI Bill Active Duty \(MGIB-AD\) website](#)

E.3. Discussion The MGIB-AD provides up to 36 months of education benefits. Eligible members can receive benefits for:

- College, business, technical or vocational school
- On-the-job training and apprenticeship programs
- License or certification costs
- Tuition assistance
- Correspondence courses
- National tests

Consult with your local ESO to confirm eligibility. More information can be found on the MGIB-AD fact sheets at:

https://www.benefits.va.gov/gibill/handouts_forms.asp.

E.4. Entitlement, Eligibility and Failure to Participate Satisfactorily Refer to Chapter 2 of Reference (c) for details on Basic Entitlement, MGIB-AD Kickers (Buy-Up Option), Eligibility Exclusions, Duration of Eligibility, Extension of Eligibility, Failure to Participate Satisfactorily in Required Training and Supplemental Educational Assistance for Additional Service.

E.5. MGIB Allotment Contributions This table shows the process to make additional monthly allotment contributions to MGIB.

Step	Who Does It	What Happens
1	Member	Completes and submits an Allotment Worksheet (CG-2040) to P&A Office.
2	P&A Office	Within two business days of receipt of allotment worksheet, verifies eligibility IAW Reference (a), ensures form is completed correctly, enters appropriate DA transaction to start allotment using Reference (b) and notifies SPO.
3	SPO	Within two business days of notification, approves allotment transaction.

Table 5-11 MGIB Allotment Contributions Process

**E.6. MGIB
Lump Sum
Payment**

This table shows the process to make a lump sum payment for contribution to MGIB.

Step	Who Does It	What Happens
1	Member	Completes Part 1 of DD Form 2366-1 and signs part 2. Forwards to P&A office for certification.
2	P&A Office	Within two business days of receipt, validates that member is eligible and amount to be deposited is valid (e.g. member has not already made the maximum contribution allowed) IAW Reference (a). If correct, certifies DD Form 2366-1 , part 3.
3	Member	Submits check payable to the U.S. Coast Guard with the following information: <ul style="list-style-type: none"> • Name • Social Security Number • Total amount of lump sum and period covered by lump sum payment. Mails payment and certified DD Form 2366-1 to: <p style="margin-left: 40px;">Commanding Officer (FAR) U.S. Coast Guard Pay & Personnel Center 444 SE Quincy Street Topeka, KS 66683-3591</p>
4	PPC (FAR)	Upon receipt, reviews for accuracy and completeness. Upon deposit of payment, mails letter to member confirming receipt and deposit of payment.
NOTE:	When filing for benefits through the VA, it is recommended that the member submit a certified copy of their DD-214, the certified DD 2366-1,	

	and the PPC (FAR) receipt of lump sum payment letter to support member's entitlement to the Increased Benefit Contribution Program.
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Table 5-12 MGIB Lump Sum Payment Process

Section F: Post-9/11 GI Bill Program

F.1. Introduction This section provides details for the Post-9/11 GI Bill program.

- F.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (c) [Department of Defense Instruction \(DODI\) 1341.13 dtd 31 May 2013; Subj: Post-9/11 GI Bill](#)
 - (d) [VA Post-9/11 GI Bill website](#)
 - (e) [ALCOAST 263/18](#)
 - (f) [ALCGPSC 095/17](#)
 - (g) [Coast Guard Military Human Resource Record \(CGMHRR\) System, COMDTINST 1080.10 \(series\)](#)
 - (h) [ALCGPSC 008/20](#)
 - (i) [Post 9/11 and Montgomery GI Bill Educational Assistance Programs, COMDTINST M1780.3 \(series\)](#)
 - (j) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)

F.3. Discussion The Post-9/11 GI Bill is an education benefit program for individuals who served on Active Duty after September 10, 2001. The Montgomery and Post-9/11 GI Bill benefits can only be paid toward courses when both the school and program are approved for VA benefits. Those who are eligible for either program will have the option to choose which benefit best suits their need. The Forever GI Bill was signed into law in 2017 eliminating the 15-year time limit for using Post-9/11 GI Bill benefits. For approved programs, the Post-9/11 GI Bill provides up to 36 months of education benefits.

F.4. Eligibility, Kickers and Transferability Refer to Chapter 4 of Reference (i) for details on General Eligibility, Kickers and Transferability of Unused Education Benefits to Family Members.

NOTE:

If you have eligibility for the Post-9/11 GI Bill and any other GI Bill program you must make an irrevocable election of the Post-9/11 GI Bill before you can receive any benefits. This means you cannot change back to the other program after you receive any Post-9/11 GI Bill benefits. If a Reservist fails to participate satisfactorily before completing the initial six-year obligation incurred to qualify

for education benefits such entitlements shall be suspended IAW Reference (j).

F.5. Payments and Rates

Eligible members may receive:

- Tuition and Fee Payments
- Monthly Housing Allowance
- Books and Supplies Stipend
- One-Time Rural Benefit for Certain Veterans

Reference (d) provides the current rates per academic year.

F.6. Post-9/11 Irrevocable Election Process

This table shows the process to make an irrevocable election to the Post-9/11 GI Bill:

Step	Who Does It	What Happens
1	Member	Contacts local ESO to determine eligibility.
2	ESO	Determines if member is eligible and provides guidance on how to make an irrevocable election IAW Reference (d).
3	Member	Applies for Education Benefits by completing an online application (VA Form 22-1990) IAW Reference (d) via https://www.va.gov/education/how-to-apply/ . Members may also use the GI Bill comparison tool to assist in the process via https://www.va.gov/gi-bill-comparison-tool .

Table 5-13 Post-9/11 Irrevocable Election Process

F.7. Transferability

The Post-9/11 GI Bill allows members to transfer all or some unused education benefits to their spouse or dependent children IAW Chapter 4 of Reference (i). The Coast Guard determines whether or not benefits can be transferred to the member’s family. Once the transfer of benefits is approved, the new beneficiaries may apply for them directly through the VA. The Service member must meet the following criteria:

- Has at least six years of service in the armed forces (Active Duty and/or Selected Reserve) on the date of approval and agrees to serve **four additional years** in the armed forces from the date of election.

Or;

- Has at least 10 years of service in the armed forces (Active Duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (by Service Branch or DoD) or statute from committing to four additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.

This policy is set by the Department of Defense because this benefit impacts recruiting and retention. Specific rules apply. See the transferability fact sheet found on Reference (d).

NOTE: IRR, ASL, ISL, and retired members are NOT eligible to transfer benefits. Transferring education benefits to dependents requires logging into MilConnect. See Table 5-14 for instructions.

F.8. Post-9/11 Transfer Process This table shows the process to transfer the unused portion of the Post-9/11 GI Bill:

Step	Who Does It	What Happens
1	Member	Contacts P&A office to determine eligibility.
2	P&A Office	Determines if member is eligible. Prepares Administrative Remarks CG-3307 (SEP-22) agreement for minimum obligated service. Forwards to member to sign.
3	Member	Acknowledges and signs CG-3307 (SEP-22). Forwards to supervisor for signature. Completes CIW CG-2045 to obligate minimum additional service IAW signed CG-3307 (SEP-22), if needed. Delivers completed form(s) to P&A Office upon completion.
4	P&A Office	Ensures CG-3307 (SEP-22) form is signed. Creates new contract in DA based on CIW CG-2045 , if needed. Uploads a copy into iPERMS IAW Reference (g).
5	By Direction Supervisor/SPO	Reviews and approves new contract IAW CIW CG-2045 , if needed.
6	Member	Logs into their MilConnect account, selects the Benefits tab, then selects Transfer of Education Benefits (TEB). Answers the questions and submits the request.
7	USCG TEB Service Rep	Reviews and approves request. The status will show ‘Request Approved’ and date approved.
8	Member’s Dependent(s)	Applies for Education Benefits by completing an online application (VA Form 22-1990E) IAW Reference (d) via https://www.va.gov/education/how-to-apply/ .
NOTE:	Members may also use the GI Bill comparison tool to assist in the process via https://www.va.gov/gi-bill-comparison-tool.	

<p>WARNING:</p>	<p><i>Do not apply and obtain approval to transfer education benefits unless you are willing to complete the Active Duty Service Commitment (ADSC).</i></p>
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Table 5-14 Post-9/11 Transfer Process

Section G: Montgomery GI Bill – Selected Reserve (MGIB-SR)

G.1. Introduction This section provides details for the Montgomery GI Bill – Selected Reserve (MGIB-SR) program.

- G.2. References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
 - (c) [VA Montgomery GI Bill Selected Reserve \(MGIB-SR\) website](#)
 - (d) [Post 9/11 and Montgomery GI Bill Educational Assistance Programs, COMDTINST M1780.3 \(series\)](#)
 - (e) [Reserve Duty Status and Participation, COMDTINST 1001.2 \(series\)](#)

G.3. Discussion Educational Assistance Allowance is available for trainees for up to 36 months of education and training benefits under the MGIB-SR.

G.4. Entitlement, Eligibility and Failure to Participate Satisfactorily Refer to Chapter 3 of Reference (d) for details on Basic Entitlement, MGIB-SR Kicker Eligibility, MGIB-SR Kicker Education Incentive, Period of Entitlement and Failure to Participate Satisfactorily in Required Training.

NOTE:

Members will be eligible for up to 14 years after starting their first 6-year obligation. Eligibility may be extended if called to Active Duty. For additional details, see Reference (c).

G.5. Payments and Rates Eligible members may receive up to \$407 per month in compensation (payments) for up to 36 months. See Reference (c) for the current payment rates.

G.6. MGIB-SR Process This table shows the process to record, terminate, suspend, and restore/reinstate a Reservist’s MGIB-SR eligibility status in DA.

Step	Who Does It	What Happens
1	Member	Receives the Notice of Basic Eligibility DD Form 2384-1 from unit to use the MGIB-SR upon graduation from “A” school or when becomes eligible for the program. Contacts the Reserve VA Education office at ReserveVAEducation@uscg.mil for assistance.
2	P&A Office	Determines if member is eligible and provides DD Form 2384-1 to member, if requested. Records, terminates, suspends, or restores/reinstates a Reservist’s MGIB-SR eligibility status using

		the Montgomery GI Bill Selected Reserve (MGIB-SR) user guide.
3	By Direction Supervisor/SPO	Ensures the MGIB-SR eligibility status was recorded in DA correctly.
4	Member	Applies for Education Benefits by completing an online application (VA Form 22-1990) IAW Reference (c) via https://www.va.gov/education/how-to-apply/ . Members may also use the GI Bill comparison tool to assist in the process via https://www.va.gov/gi-bill-comparison-tool . Sends completed form to the VA regional office IAW Reference (c).
WARNING:		<i>You must contact the MGIB-SR Program Manager at ReserveVAEducation@uscg.mil for approval before attempting to reinstate/restore a Reserve member's eligibility.</i>

Table 5-15 MGIB-SR Process

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