


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.

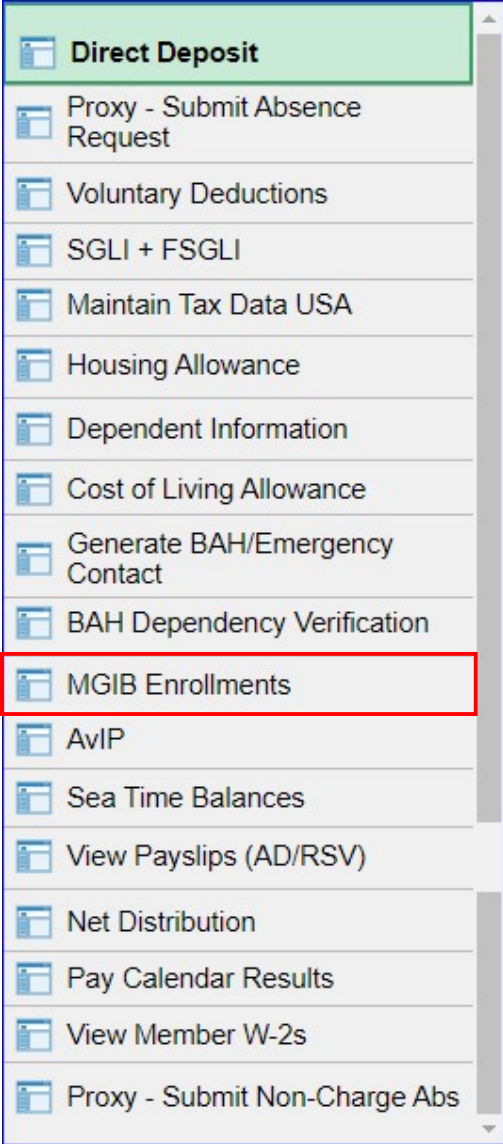
Procedures See below.

Step	Action
1	Click on the Active/Reserve Pay Tile.  The image shows a square tile with a blue border. At the top, the text "Active/Reserve Pay" is written in bold black font. Below the text is a graphic consisting of a blue globe with white continents, partially obscured by a green rectangular shape that resembles a stack of money or a payment terminal.

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Montgomery GI Bill-Enroll or Decline, Continued

Procedures,
continued

Step	Action
2	<p>Select the MGIB Enrollments option.</p>  <p>The screenshot shows a vertical menu with the following items: Direct Deposit (highlighted in green), Proxy - Submit Absence Request, Voluntary Deductions, SGLI + FSGLI, Maintain Tax Data USA, Housing Allowance, Dependent Information, Cost of Living Allowance, Generate BAH/Emergency Contact, BAH Dependency Verification, MGIB Enrollments (highlighted in red), AvIP, Sea Time Balances, View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p>

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Montgomery GI Bill-Enroll or Decline, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>Enter the Empl ID and click Search.</p> <div data-bbox="363 457 1094 1140"> <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="1234567"/></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 <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="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. <div data-bbox="360 816 1343 1241" style="border: 1px solid black; padding: 5px;"> <p>Simple Benefits Daryl Dixon Employee ID 1234567 Benefit Record Number 0</p> <p>Plan Type A3 MGIB</p> <p>Coverage Begin Date 05/01/2020 *Deduction Begin Date 05/01/2020</p> <p>Coverage Election <input type="radio"/> Elect <input checked="" type="radio"/> Waive <input type="radio"/> Terminate *Election Date 05/01/2020</p> <p>Benefit Program ACG CG/NOAA Active Deduction Prog Benefit Plan MGIBB MGIB Basic Plan</p> <p>Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History</p> </div>