

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 on the PPC (P&D) web page.

Procedures See below.

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

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Montgomery GI Bill-Enroll or Decline, Continued

Procedures,
continued

Step	Action
2	<p data-bbox="316 495 1246 562">Scroll down to the Act/RSV Pay Shortcuts section and select the MGIB Enrollments option.</p> 

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Montgomery GI Bill-Enroll or Decline, Continued

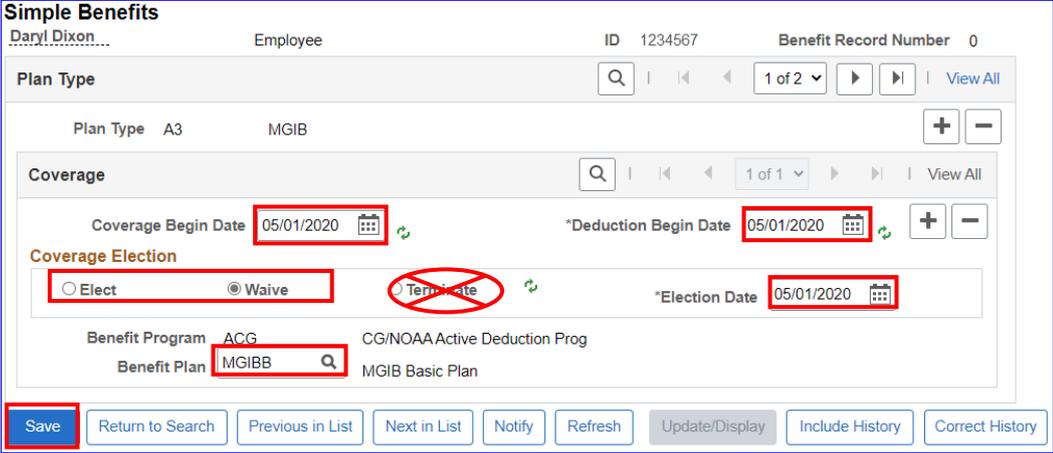
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Search.</p> <div data-bbox="316 488 1102 1216"> <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 ▼ 1234567</p> <p>Benefit Record Number = ▼</p> <p>Name begins with ▼</p> <p>Last Name begins with ▼</p> <p>Business Unit begins with ▼</p> <p>Department Set ID begins with ▼</p> <p>Department begins with ▼</p> <p>Organizational Relationship = ▼</p> <p>Alternate Character Name begins with ▼</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
5	<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 shows the 'Simple Benefits' interface for employee Daryl Dixon. Key fields include: <ul style="list-style-type: none"> Plan Type: A3 MGIB Coverage Begin Date: 05/01/2020 *Deduction Begin Date: 05/01/2020 Coverage Election: <input type="radio"/> Elect, <input checked="" type="radio"/> Waive, <input type="radio"/> Terminate (crossed out) *Election Date: 05/01/2020 Benefit Program: ACG CG/NOAA Active Deduction Prog Benefit Plan: MGIBB MGIB Basic Plan The 'Save' button at the bottom left is highlighted with a red box.</p>