

Montgomery GI Bill-Basic

Introduction This guide provides the procedures for enrolling a member in MGIB.

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.

Member pays \$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.

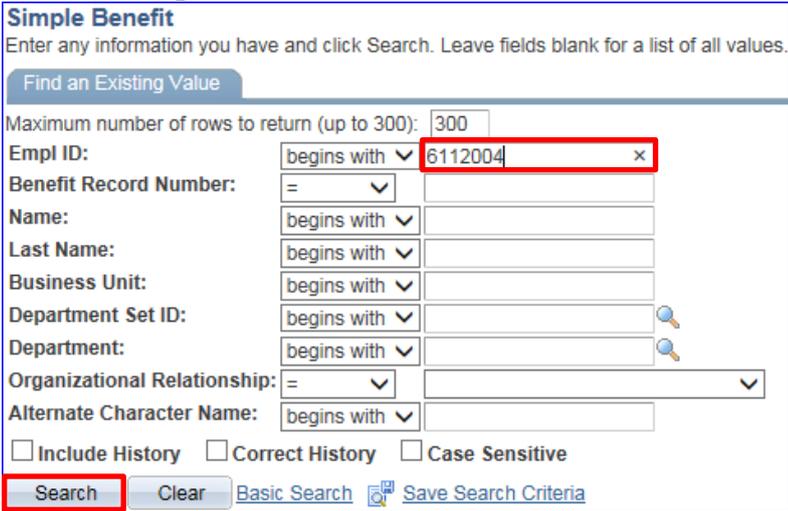
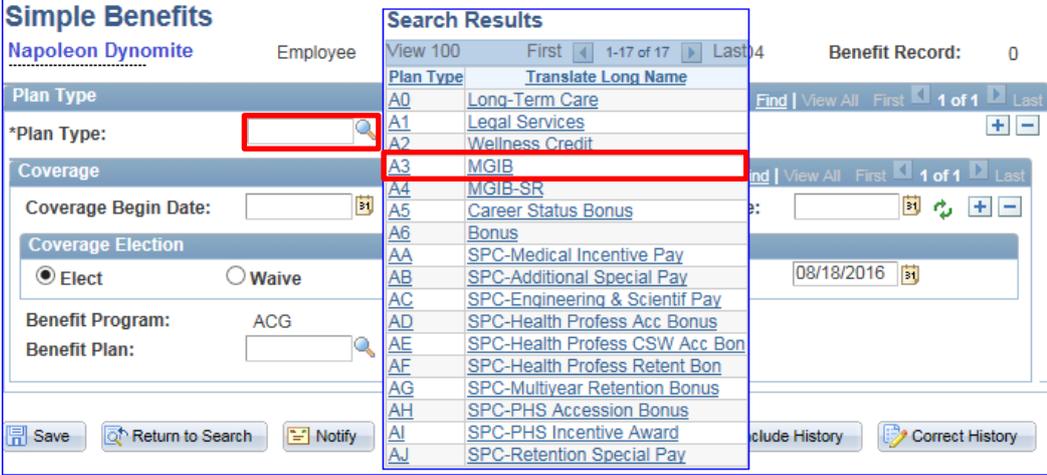
Procedure See below.

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 list of links. The link "MGIB Enrollments" is highlighted with a red rectangular box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Dependent Information, ACIP, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Cost of Living Allowance, BAH Depndnt/EmrqnncyData Emplid, Sea Time Balances, Net Distribution, and View Member W-2s.</p>

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Procedure,
continued

Step	Action																																				
2	<p>Enter the Empl ID and click Search.</p>  <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>Maximum number of rows to return (up to 300): 300</p> <p>Empl ID: begins with <input type="text" value="6112004"/></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>																																				
3	<p>Select Plan Type A3-MGIB from the lookup icon.</p>  <p>Simple Benefits Napoleon Dynamite Employee</p> <p>Plan Type: <input type="text" value="A3"/> </p> <p>Coverage Begin Date: <input type="text" value=""/></p> <p>Coverage Election: <input checked="" type="radio"/> Elect <input type="radio"/> Waive</p> <p>Benefit Program: ACG</p> <p>Benefit Plan: <input type="text" value=""/></p> <p>Search Results View 100 First 1-17 of 17 Last</p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>Translate Long Name</th> </tr> </thead> <tbody> <tr><td>A0</td><td>Long-Term Care</td></tr> <tr><td>A1</td><td>Legal Services</td></tr> <tr><td>A2</td><td>Wellness Credit</td></tr> <tr><td>A3</td><td>MGIB</td></tr> <tr><td>A4</td><td>MGIB-SR</td></tr> <tr><td>A5</td><td>Career Status Bonus</td></tr> <tr><td>A6</td><td>Bonus</td></tr> <tr><td>AA</td><td>SPC-Medical Incentive Pay</td></tr> <tr><td>AB</td><td>SPC-Additional Special Pay</td></tr> <tr><td>AC</td><td>SPC-Engineering & Scientific Pay</td></tr> <tr><td>AD</td><td>SPC-Health Profess Acc Bonus</td></tr> <tr><td>AE</td><td>SPC-Health Profess C-SW Acc Bon</td></tr> <tr><td>AF</td><td>SPC-Health Profess Retent Bon</td></tr> <tr><td>AG</td><td>SPC-Multivear Retention Bonus</td></tr> <tr><td>AH</td><td>SPC-PHS Accession Bonus</td></tr> <tr><td>AI</td><td>SPC-PHS Incentive Award</td></tr> <tr><td>AJ</td><td>SPC-Retention Special Pay</td></tr> </tbody> </table> <p>Benefit Record: 0</p> <p>Save Return to Search Notify</p> <p>Include History Correct History</p>	Plan Type	Translate Long Name	A0	Long-Term Care	A1	Legal Services	A2	Wellness Credit	A3	MGIB	A4	MGIB-SR	A5	Career Status Bonus	A6	Bonus	AA	SPC-Medical Incentive Pay	AB	SPC-Additional Special Pay	AC	SPC-Engineering & Scientific Pay	AD	SPC-Health Profess Acc Bonus	AE	SPC-Health Profess C-SW Acc Bon	AF	SPC-Health Profess Retent Bon	AG	SPC-Multivear Retention Bonus	AH	SPC-PHS Accession Bonus	AI	SPC-PHS Incentive Award	AJ	SPC-Retention Special Pay
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Procedure,
continued

Step	Action
4	<p>1. Enter 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.</p> <p>2. Select the required Coverage Election radio button option:</p> <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 <p>3. Select Benefit Program MGIBB from the Lookup Icon.</p> <p>4. Click the Save button.</p> 