

## **Reserve MGIB Status and Additional Amount (Kicker)**

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# Montgomery GI Bill - Selected Reserve Educational Assistance Program Eligibility Status

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## Introduction:

This transaction is used to record a reserve member's Montgomery GI Bill (MGIB) eligibility status.

## Reference:

[Montgomery GI Bill - Selected Reserve Educational Assistance Program, COMDTINST 1001.30 \(series\).](#)

## Limitations:

- All requests for and tracking of eligibility for MGIB-SR are done offline, including the ineligibility due to 10-year expiration.
- All entries are separate from their parent processes. HR professionals must know when to modify a reservist's eligibility.
- MGIB-SR Kicker program is not yet automated.

## Procedure

Start Internet Explorer, sign into PeopleSoft (note, see the Signing In topic in the Using PeopleSoft section if you need help getting started) and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):  <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Administer Base Benefits</a> > <a href="#">Use</a> > <b>MGIB-SR Eligibility</b>
2	Enter the member's Employee ID (EmplID) number or Social Security # in the appropriate field of the Find an Existing Value page and click the Search button. 

Reserve MGIB Status and Additional Amount (Kicker)

Step	Action
3	<p>The MGIB-SR Eligibility page will display.</p> <ul style="list-style-type: none"> <li> <b>Example 1:</b> If the member's MGIB-SR eligibility status has not already been entered, the page will open with a new row. The Effective Date field will be pre-filled with the current date, the Eligibility Date field and Eligibility Code field will be blank. </li> </ul>  <p>Home &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Administer Base Benefits</a> &gt; <a href="#">Use</a> &gt; MGIB-SR Eligibility</p> <p>MGIB-SR Eligibility Cg Ee Rsv Kicker</p> <p>EmplID: 1234567 Jones, John, R. Empl Rcd#: 0 Eligibility Date: <input type="text"/></p> <p>MGIB SR View All First 1 of 1 Last</p> <p>Effective Date: <input type="text" value="03/02/2004"/> Eligibility Code: <input type="text"/> # Months Obligation Remaining: <input type="text" value="0"/></p> <ul style="list-style-type: none"> <li> <b>Example 2:</b> The page will display the most recent entry if the member's status has been entered or updated in the system. </li> </ul>  <p>Home &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Administer Base Benefits</a> &gt; <a href="#">Use</a> &gt; MGIB-SR Eligibility</p> <p>MGIB-SR Eligibility Cg Ee Rsv Kicker</p> <p>EmplID: 7654321 Smith, James, M. Empl Rcd#: 0 Eligibility Date: <input type="text" value="03/01/2003"/></p> <p>MGIB SR View All First 1 of 1 Last</p> <p>Effective Date: <input type="text" value="03/01/2004"/> Eligibility Code: <input type="text" value="CD"/> # Months Obligation Remaining: <input type="text" value="60"/></p>

Step	Action								
4	<p>Complete the data fields as described below:</p> <table border="1"> <thead> <tr> <th data-bbox="337 296 586 329">If</th> <th data-bbox="586 296 1369 329">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 329 586 1014"> <p>Entering a new eligibility (the page looks like Example 1 above).</p> </td> <td data-bbox="586 329 1369 1014"> <p>1. Enter the MGIB-SR Eligibility Date in the Eligibility date field.  <b>Eligibility Date:</b> <input type="text" value="03/01/2003"/> </p> <ul style="list-style-type: none"> <li>For officers and warrant officers this will be the date the Statement of Understanding is signed.</li> <li>From item 1.c of the Notice of Basic Eligibility, form DD-2384-1. For RX, RQ, RJ and RN programs this will be the date the obligation to serve for a total of 6 years in the SELRES is incurred (e.g. Date of enlistment, reenlistment or extension of enlistment).</li> <li>From item 1.c of the Notice of Basic Eligibility, form DD-2384-1. For RK, RP or RY programs this will be the date IADT is complete. RK's normally complete their IADT during two summers.</li> </ul> <p>2. The effective date will default to the current date. Replace it with the date the eligibility is effective.  <b>Effective Date:</b> <input type="text" value="03/01/2004"/> </p> <p>3. Click the Lookup icon () to lookup and select the appropriate Eligibility Code. See Page 7 for codes.</p> </td> </tr> <tr> <td data-bbox="337 1014 586 1455"> <p>Terminating or suspending eligibility</p> </td> <td data-bbox="586 1014 1369 1455"> <p>1. Click the insert new row icon ()                  2. The effective date will default to the current date. Replace it with the date this termination or suspension is effective.  <b>Effective Date:</b> <input type="text" value="03/01/2004"/> </p> <p>3. Click the Lookup icon () to lookup and select the appropriate Eligibility Code. See Page 7 for codes                  4. 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## Reserve MGIB Status and Additional Amount (Kicker)

Step	Action
5	Click the  button.
6	<p>The transaction is complete. The member's eligibility status will be sent to the VA via the Defense Manpower Data Center (DMDC). The member can view his or her status by accessing the Personal or Member Information Pages:</p> <p><a href="#">Home</a> &gt; <a href="#">Self-Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">View</a> &gt; <b>Personal Information</b> or <a href="#">Home</a> &gt; <a href="#">Self-Service</a> &gt; <a href="#">Employee</a> &gt; <a href="#">View</a> &gt; <b>Member Info</b></p> <p>Other users, with appropriate access levels (CGGWIS, CGHRS, etc), can view the member's eligibility using the <a href="#">View Member Information</a> page.</p>

# Montgomery GI Bill - Selected Reserve Educational Assistance Program -Additional Amount (Kicker)

## Introduction:

This transaction is used to record a reserve member's entitlement to Montgomery GI Bill (MGIB) SELRES additional amount (Kicker).

## Reference:

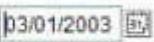
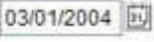
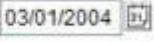
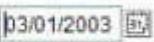
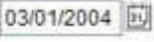
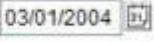
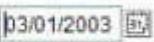
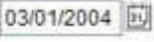
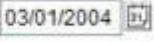
This program has not been implemented. Do not complete this transaction until guidance becomes available.

## Procedure

Start Internet Explorer, sign into PeopleSoft (note, see the [Signing In topic](#) in the Using PeopleSoft section if you need help getting started) and follow these steps to complete this procedure.

Step	Action
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):  <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Administer Base Benefits</a> > <a href="#">Use</a> > <b>MGIB-SR Eligibility</b>
2	Enter the member's Employee ID (EmplID) number or Social Security # in the appropriate field of the Find an Existing Value page and click the Search button. <div data-bbox="634 1136 873 1623" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>MGIB-SR Eligibility</b></p> <p style="text-align: center;"><b>Find an Existing Valu</b></p> <p>EmplID: <input type="text" value="1234567"/></p> <p>Empl Rcd Nbr: <input type="text" value="0"/></p> <p>Employee Classification: <input type="text" value="Selected"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Company: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Social Security #: <input type="text" value="1234567"/></p> <p>Job Family: <input type="text"/></p> <p>Job Code: <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct Histr</p> <p style="text-align: center;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Sear"/> </p> </div>

Reserve MGB Status and Additional Amount (Kicker)

Step	Action						
3	<p>The MGB-SR Eligibility page will display. Click the <b>MGB-SR Kicker</b> tab.</p> 						
4	<p>Complete the data fields as described below:</p> <table border="1" data-bbox="337 741 1370 1520"> <thead> <tr> <th data-bbox="337 741 586 779">If</th> <th data-bbox="586 741 1370 779">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 779 586 1251">Entering a new eligibility</td> <td data-bbox="586 779 1370 1251"> <ol style="list-style-type: none"> <li>The Eligibility Date field will carry over from the MGB-SR Eligibility tab. Do not change.  </li> <li>The effective date will default to the current date. Replace it with the date this transaction is effective.  </li> <li>Click the Lookup icon () to lookup and select the appropriate Eligibility Code. Normally this will match the code entered in the MGB-SR Eligibility Tab. See Page 7 for codes.</li> <li>Click the Kicker Incentive Basis Code drop-down menu and select the appropriate basis.</li> <li>Click the MGB-SR Rate Code and select the monthly amount of the kicker.</li> </ol> </td> </tr> <tr> <td data-bbox="337 1251 586 1520">Terminating or suspending eligibility</td> <td data-bbox="586 1251 1370 1520"> <ol style="list-style-type: none"> <li>Click the insert new row icon ()</li> <li>The effective date will default to the current date. Replace it with the date this termination or suspension is effective.  </li> <li>Click the Lookup icon () to lookup and select the appropriate Eligibility Code. Normally this will match the code entered in the MGB-SR Eligibility Tab. See Page 7 for codes..</li> </ol> </td> </tr> </tbody> </table>	If	Then	Entering a new eligibility	<ol style="list-style-type: none"> <li>The Eligibility Date field will carry over from the MGB-SR Eligibility tab. Do not change.  </li> <li>The effective date will default to the current date. Replace it with the date this transaction is effective.  </li> <li>Click the Lookup icon () to lookup and select the appropriate Eligibility Code. Normally this will match the code entered in the MGB-SR Eligibility Tab. See Page 7 for codes.</li> <li>Click the Kicker Incentive Basis Code drop-down menu and select the appropriate basis.</li> <li>Click the MGB-SR Rate Code and select the monthly amount of the kicker.</li> </ol>	Terminating or suspending eligibility	<ol style="list-style-type: none"> <li>Click the insert new row icon ()</li> <li>The effective date will default to the current date. Replace it with the date this termination or suspension is effective.  </li> <li>Click the Lookup icon () to lookup and select the appropriate Eligibility Code. Normally this will match the code entered in the MGB-SR Eligibility Tab. See Page 7 for codes..</li> </ol>
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	<p>Reinstating/Restoring eligibility.</p>	<ol style="list-style-type: none"> <li>1. Click the insert new row icon ().</li> <li>2. The effective date will default to the current date. Replace it with the date this action is effective.  <div style="margin-left: 20px;">Effective Date: <input type="text" value="03/01/2004"/> </div> </li> <li>3. Click the Lookup icon () to lookup and select the appropriate Eligibility Code. Normally this will match the code entered in the MGIB-SR Eligibility Tab. See Page 7 for codes.</li> <li>4. Click the Kicker Incentive Basis Code drop-down menu and select the appropriate basis.</li> <li>5. Click the MGIB-SR Rate Code and select the amount of the kicker.</li> </ol>
<p>5</p>	<p>Click the  button.</p>	

## Eligibility Codes Used With MGIB-SR and Kicker

### Lookup Eligibility Code

Eligibility Code:

Description:

[Basic Lookup](#)

### Search Results

View All First  1-22 of 22  Last

Eligibility Code	Description
AA	Ineligible: Has not executed a 6 yr obligation after 30-JUNE-85
AB	Ineligible: Has not completed IADT
AC	Ineligible: No High School diploma or equivalent
AD	Eligibility Terminated: Correction of erroneous report of eligibility
BA	Eligible: Meets all eligibility criteria
BB	Eligible: Member serving subsequent qualifying period of eligibility
BC	Eligibility Conditional Retained: Non-qualify position/unit involuntary removal from qualify positn
BD	Eligibility Retained: Serving position/unit completion of obliq for initial benefit eligibility
BE	Eligible: Member separated because of disability
BF	Eligible: Member separated because of inactivation or reduction
CA	Ineligible: Member has completed course of instruction required for BA or equivalent
CB	Eligibility Suspended: Granted period of authorized non-availability-all other-not to exceed 3 yrs
CC	Eligibility Suspended: Granted period of authorized non-availability-missionary-up to 3 yrs
CD	Eligibility Suspended: Being processed for unsatisfactory participation
CE	Eligibility Suspended: Voluntarily depart from a qualifying position
CF	Ineligible: Member on long-term orders
CG	Eligibility Terminated: In receipt of ROTC scholarship
DA	Eligibility Terminated: Member failed to reaffiliate within the required time limit
DB	Eligibility Terminated: Member discharged without being granted a period of nonavailability
DC	Eligibility Terminated: Member Deceased
DD	Eligibility Terminated: Member determined to be an unsatisfactory participant
DE	Eligibility Terminated: Has failed to participate satisfactory prior to completing required service

## Glossary

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### A

**Accomplishment:** A tangible achievement. An accomplishment is a degree, license, language, test score, honor or award, or membership of an employee/applicant.

**Accrual Process Date:** Used on the Vacation Request (leave) page. Date vacation entitlement (leave balance) was credited.

**Activity Guide:** The Activity Guide simplifies navigation by grouping separate tasks into one area.

**Airport Terminal:** The Airport Terminal provides commands with the ability to view pending arrivals and departures of personnel and to view member job related information. PCS orders will appear on the Airport Terminal until the PMIS transactions for the transfer have processed through the system.

**Application Portal:** A Web site that helps you navigate to other web-based applications and content. This is usually your entry point when you launch your browser. You may customize it to include PeopleSoft application links, external links, and intranet links.

**Attendance:** The status of an employee's training or training request (e.g., completed, incomplete, course wait, or session wait).

### B

**Breadcrumbs:** A small horizontal menu of links that is always present across the top of your page. The links show what pages, components, or menu navigation links you used to get to the current page.

**Bundle:** A function used to group selected information and email it in one single email.

### C

**CGHRMS:** Coast Guard Human Resources Management System

**Command User:** A permission list/user role, which allows unit administrators access to the Airport Terminal, Unit Roster, Unit Personnel Allowance List (PAL), review and approved orders, reserve drills, career intentions worksheets and Employee Review (enlisted evaluations).

**Competencies:** Competencies is a PeopleSoft term used to describe a person's skills, training, achievements and awards. In the Coast Guard, we use the Competencies module to record the following information about our personnel: Competencies (formerly known as Qualification Codes) Education and Degree Information Languages Honors and Awards Test Results from Armed Services Vocational Aptitude Battery (ASVAB) tests and retests. School completions, including Class "A" and "C" schools that are entered through the Training Administration System (TAS). Licenses & Certifications Memberships

**Competency:** A skill, ability, behavior (other), or knowledge directly related to an employee's current position. Replaced Qual Code or Experience Indicator.

**Component:** A group of related pages that pertain to a specific task. You access components from the menu. Components contain folder tabs with each tab containing a related page.

Reserve MGIB Status and Additional Amount (Kicker)

**Course Session:** The instance of a course at a facility on a date. Each session has a sequence number. Replaced Scheduled Course Convene

## D

**Department:** A unit or subordinate element of a unit. Used in place of the terms Unit or subunit.

**Department ID/DeptID:** A number used to identify a department. Replaced ATU/OPFAC.

**Department Type:** Refers to Unit Type (e.g., MSO, Air Station, etc.).

**Dependent /Beneficiary:** List of Employee's Dependents.

**Dependent Life:** Servicemember's Group Life Insurance for Dependents.

## E

**e-Interview:** Process used to endorse the e-Resume

**e-Resume:** The e-Resume, Job Basket and e-Interview functions are new terms used to describe the functionality that replaced the Electronic Assignment Data Card (e-ADC), Shopping List and the e-ADC endorsement process. The applications are accessed via the Coast Guard intranet (CGWEB), and consist of multiple web pages, which users complete, or review.

**Employee Class/Empl Class:** Indicates the employee's affiliation with the Coast Guard. Replaced Member Type codes.

**Employee ID/Emplid:** A system-generated unique identifier for an employee (7-digit number). The Emplid replaces the social security number as the primary method of accessing member records. This ID is not Privacy Act or FOIA sensitive.

**Employee Review:** An employee performance evaluation. Replaces Enlisted Performance Evaluation Review (EPER) or Officer Evaluation Report (OER)

**Employee Status/Empl Status:** Indicates the employee's status in relation to the empl class (i.e., Regular(class), Active(status)). Replaces Member Type Three, Duty Dstatus Code.

## F

**Facility:** The location at which the session is conducted - typically a CG Training Center or DOD site.

## G

**Grid:** A method of presenting data in rows and columns. This is similar to a spreadsheet.

**GWIS:** Global Workforce Information Solution. Provides capability to view personnel data for members under your area of responsibility. Provides the conduit for review of data and an awareness of the quality level.

## I

**Incumbent:** The person currently holding a specific position.

## J

**Job Basket:** The Job Basket serves as a holding area to store your job selections for inclusion on your e-Resume. The Job Basket is accessible from the View Job Postings page. Jobs stay in your job basket until you remove them

**Job Family:** A named grouping of jobcodes. BM, HS, and TC are examples of Job Families. (Ratings)

**Jobcode:** A numeric code that represents an enlisted person's pay grade or an officer's rank. (Rate, Grade or Rank)

## L

**Language Proficiency:** Description of a member's ability to speak, read, or write in a foreign language. See the user aid for full description of the codes used and their meaning. Replaced Language code.

## M

**Maintain Gross:** A special tax withholding status utilized by members who desire not to have federal tax withheld from their pay. Note: If indicated, wages will continue to be reported to the IRS. Additionally, status must be renewed annually by 1 February.

**Menus:** A three-column navigation list that contains menu headings and links you can click to move between the pages of your system.

## N

**National ID:** Social Security Number (SSN). A sequence of numbers which identifies one specific individual.

**Navigation Header:** The header area in PeopleSoft Internet Architecture that remains static as you navigate through your pages. The navigation header contains links back to your homepage and a Signoff button. If you are running the portal, the navigation header also has a Categories, Favorites, and Search feature.

**Non Employee, Applicant:** A person who will attend Coast Guard sponsored training or is in the process of becoming a Coast Guard employee. An applicant will have an employee ID that begins with an 'A'.

## O

**Operator ID/OprID:** The code an employee uses to access CGHRMS. This can be the same as your employee ID or your name or a combination of the two.

## P

**Page:** The individual display and data-entry screens for each part of your PeopleSoft application. Pages appear in the browser window. In PeopleSoft 7.5, this was called a panel.

**Position:** Billet (military) and position (civilian).

**Position number:** Identifies a position. Replaced Billet Control Number (BCN).

## R

Reserve MGIB Status and Additional Amount (Kicker)

**Run Control:** A run control is a database record that provides values for these settings. Instead of entering the same values each time you run a report, you create (and save) a run control with those settings. The next time you run the report, you select the run control, and the system fills in the settings.

**Run Control IDs:** Each run control you create receives a unique run control ID. When you select a report from a menu, a search dialog box appears, asking for a run control ID. If you're in Add mode, enter a new ID for the run control you're about to define. If you're in Update/Display mode, enter an existing run control ID or press Enter and select from the list of available run control IDs.

## S

**Scrollbar:** Scrollbars are provided when grids contain more information than what will fit on the screen. Click the scrollbar arrows to view hidden rows and columns.

**Source:** Indicates whether a position is active duty, reserve, or civilian.

**Sub-Department:** Division or branch within a unit

## T

**TAS:** TAS -- The Training Administration System . This application is used by training schedulers at Training Quota Management Center and Coast Guard Personnel Command, to maintain course sessions, enroll students, complete course sessions, create Travel Order Numbers, and start the orders issuing process. Schedulers can verify member level enrollment data, view course sessions that are currently set up, enter unit funded training for a member, and enroll/wait list members for Class "A" or "C" schools. Training Centers access the application to complete courses sessions.

**TONO:** An acronym for travel order number.

**Training Program:** The set of courses for a position. Commonly referred to as "Pipeline Training". Replaced T Billet.

## U

**Unit Roster:** The Unit Roster, accessed via the Airport Terminal, provides a listing of all personnel and positions at a department.

**User ID:** See Operator ID

## W

**Worklist:** A list of items that requires your attention.

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