

21 Jul 20  
Version 2

# Montgomery GI BILL®

## Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Base Education Office Personnel in understanding the Montgomery GI Bill (MGIB) Active Duty (AD) program and with Transaction Register (TR) processing as it pertains to MGIB.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: <http://www.benefits.va.gov/gibill>.



# Montgomery GI Bill

## Section A: Introduction

### Revision History

Date of Revision (s)	Revision(s)
12 July 2019	Version 1
21 July 2020	Updated AFI References & TR Processing Q & A

### 1. INTRODUCTION:

The Montgomery GI Bill Active Duty (MGIB-AD) program, also known as Chapter 30, provides education benefits to Veterans and Service members who have at least two years of active duty. Eligible Service members may receive up to 36 months of education benefits. The monthly benefit paid is based on the type of training, length of service, category of eligibility, any college fund eligibility, and additional contribution program participation. You usually have 10 years from the date of separation to use your MGIB benefits, but the time limit can be fewer or more years depending on the situation. Contact the Department of Veterans Affairs at 1-888-442-4551 or visit the website at: <https://www.benefits.va.gov/gibill/>.

### 2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

Air Force Personnel Center, Airman Support Branch (AFPC/DP3SA)


### 3. TARGET AUDIENCE:

Base Education Office Personnel Servicing Regular Air Force (RegAF) Airmen

### 4. REFERENCES/RELATED PROCESSES:

- [DoDD 1322.16](#), *Montgomery GI Bill (MGIB) Program*
- [AFI 36-2670](#), *Total Force Development*
- U.S. Department of Veterans Affairs (DVA) [GI Bill Home Page](#)

### NOTES:

1. Additional articles are available on [myPers](#). To search the myPers knowledge base, use the drop down menu to select “ANY” and type in **Montgomery** or **14549** in the **Search Box**, then click the  button.
2. Each Airman can provide feedback on articles provided in myPers. For improvement recommendations or more information, contact us by clicking the link in the **Footer**.

## Section B: General Information

### 5. GENERAL INFORMATION:

ENLISTED: All newly assessed enlisted members are briefed during Basic Military Training (BMT) and must make an election under the program via DD Form 2366, *Montgomery GI Bill Basic Enrollment*, at that time. Members who elect not to enroll may **not** enroll on a later date. Please see DD Form 2366 for additional information (**Attachment 2**).

OFFICER: Officers assessed via direct commission and some assessed via the Reserve Officer Training Corps (ROTC) program are eligible for the Montgomery GI Bill.

INELIGIBLE: Officers assessed via the Air Force Academy (or other Service Academies) and officers assessed via ROTC with a Source of Commission (SOC) code R, S, V or W are ineligible for the Montgomery GI Bill. Additionally, Air Force Reserve and Air National Guard members are ineligible for MGIB-AD and are not required to make an election under the program. Air National Guard members with questions about the Montgomery GI Bill – Selected Reserve (MGIB-SR) should contact the respective Wing Retention Office. Air Force Reserve members with questions about MGIB-SR should contact the Air Reserve Personnel Center.

OFFICER ENROLLMENT: All eligible newly assessed officers **must** visit the base Education Office at the first duty location to make an election under the program.

### 6. RESPONSIBILITIES:

AFPC/DP3SA (EDUCATION SERVICES): Business Process Owner for matters pertaining to the Montgomery GI Bill including policy. Monitors AF-Wide MGIB Transaction Register twice each year to ensure appropriate processing. Disseminates AF-Wide MGIB Transaction Register to MAJCOM Representatives when required.

MAJCOM REPRESENTATIVES: Disseminates AF-Wide MGIB Transaction Register to base Education Office personnel for action. Monitors completion of Transaction Register when required.

AFPC/DP1SSB: Updates all MGIB elections in MILPDS. Forwards all DD Form 2366s to ARMS for inclusion in members' electronic record.

319 TRS (LACKLAND & KEESLER AFB): Briefs Montgomery GI Bill program to newly assessed enlisted airmen attending Basic Military Training (BMT) and documents elections via DD Form 2366. Forwards all DD Form 2366s to the 737 TRS or 14 FSS for processing.

737 TRS (LACKLAND) & 14 FSS (KEESLER): Updates all MGIB declinations in MILPDS and forwards all DD Form 2366s to the Air Force Personnel Center (AFPC) for processing.

42 FSS (MAXWELL AFB): Briefs Montgomery GI Bill program to all Officer Training School (OTS) attendees and documents elections via DD Form 2366. Forward all DD Form 2366s to AFPC for inclusion in members electronic record. Forwarding address:

AFPC/DP1ORM  
550 C Street West  
JBSA-Randolph, TX 78150-4750

BASE EDUCATION OFFICE PERSONNEL: Monitors Transaction Register and ensures member records with a Blank or Unknown (Z) MGIB status are corrected. See **Section C** for instructions. Complete and submit DD Form 2875, *System Authorization Access Request (SAAR)*, to the MAJCOM Representative to secure access to the Benefits for Education Administrative Services Tool (BEAST). See **Attachment 8** for assistance with completing form. BEAST access is granted to assist with Transaction Register processing (see **Attachment 6** for BEAST navigation). Each base may secure access for **2** personnel at any given time.

## Section C: Step-by-Step Procedures Transaction Register Processing

### 7. PROCEDURES:

**Table 1. Step-by-Step Procedures for Montgomery GI Bill TR processing.** This table provides detailed instructions/process steps for completing the Transaction Register.

STEP	ACTION	NARRATIVE
1	Obtain the Transaction Register (TR)	Contact the unit Personnel Systems Manager (PSM) to obtain the TR. The TR will display all members with a <b>blank</b> MGIB status in MILPDS.  Report: RTR2NT
2	Obtain Report of Unknown (Z) MGIB Status	Contact the unit Personnel Systems Manager (PSM) to obtain a report of members with an <b>Unknown (Z)</b> MGIB status in MILPDS; <b>or</b> receive from Air Force Personnel Center (distributed twice annually).
3	Validate Member Eligibility (Officer Only)	Academy and ROTC graduates with SOC codes R, S, V, or W (see <b>Appointment Order</b> in PRDA) are ineligible for MGIB (see <b>Attachment 4</b> ). If ineligible, update MILPDS MGIB status (see <b>Steps 9 and 10</b> ). If eligible, go to <b>Step 4</b> .
4	Check PRDA Record (Newly Assessed Officer and Enlisted)	Check PRDA for completed <b>DD Form 2366</b> . If <b>DD Form 2366</b> on record, and member is not prior service, update MILPDS MGIB status according to member election (see <b>Steps 9 and 10</b> ). If no <b>DD Form 2366</b> on record or member is prior service, go to <b>Step 5</b> .
5	Validate Prior Service	Check BEAST for prior service pay reductions (\$1,200). If prior service is validated, update MILPDS MGIB status (see <b>Steps 9 and 10</b> ). If not prior service, go to <b>Step 6</b> .
6	Contact Member	Contact member via email and request action on MGIB enrollment (see <b>Attachment 1</b> for sample email). Send not less than 3 email requests for action (read receipt all requests). Allow at least <b>2 weeks</b> <u>but not more than</u> <b>3 weeks</b> in between each email request. Attach <b>DD Form 2366</b> to email. Go to <b>Step 7 or 8</b> as applicable.
7	No Member Response	If member does not respond to requests for action, update MILPDS to MGIB enrollment status (see <b>Steps 9 and 10</b> ).

STEP	ACTION	NARRATIVE
8	Member Response	Certify <b>DD Form 2366</b> , Section 6 (see <b>Attachment 2</b> ) and update MILPDS MGIB status in accordance with member election via <b>DD Form 2366</b> (see <b>Steps 9, 10, and 11</b> ).
9	Update MILPDS MGIB Status (see <b>Attachment 3</b> )	<b>Authorized</b> Codes: 3 – Ineligible 5 – Enrolled 6 – Declined Enrollment 9 – Ineligible Declined Previous Enrollment (prior service declined enrollment) P – Prior Service (DD Form 2366 shows prior service enrollment and BEAST shows \$1,200 pay reductions; see BEAST to validate Sister Service enrollment)
10	Add Counseling Note to AFAEMS Record	Document all actions (when complete) via a counseling note in AFAEMS.
11	Mail Completed Form to ARMS	Mail forms to: HQ AFPC/DP1ORM 550 C Street West JBSA-Randolph, TX 78150

## Attachment 1 MGIB Election Sample Emails

### **No Election:**

SUBJECT: ACTION REQUIRED - Montgomery GI Bill (MGIB) Election (Notification # of 3)

RANK NAME

In accordance with Title 38, United States Code, Chapter 30 and DoD Directive 1322.16, members who do not make an election to decline enrollment in the Montgomery GI Bill are enrolled.

Please complete and return the attached DD Form 2366, *Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment*, sections 1 and 3 if you concur with MGIB enrollment or sections 1 and 5 if you wish to decline enrollment. You may also visit the base Education Office (***include location***) to complete your election.

Your personnel record will be updated with the appropriate enrollment status and if applicable (enrollment), your pay will be reduced \$100 each month for 12 months. If you have questions regarding the MGIB, please visit the Department of Veterans Affairs (DVA) website at [https://www.benefits.va.gov/gibill/mgib\\_ad.asp](https://www.benefits.va.gov/gibill/mgib_ad.asp), contact the DVA at 1-888-442-4551 or the Total Force Service Center at 1-800-525-0102.

***Failure to respond will result in MGIB enrollment.***

Salutation (if desired)

Applicable Signature Block

### **Election 1 Year or Greater:**

SUBJECT: ACTION REQUIRED - Montgomery GI Bill (MGIB) Election (Notification # of 3)

RANK NAME

Records indicate upon entering active duty service, you made an election to establish eligibility under the MGIB program by completing DD Form 2366, *Montgomery GI Bill Basic Enrollment* (you may access your original form via PRDA). It has been determined that though you made this election, the required \$1,200 pay reduction was never initiated. Rather than update your record according to your initial election (and start payroll reductions), this is an attempt to confirm your original election. Please confirm if you would like to continue with this election (respond to this email and your record will be updated accordingly). If you no longer wish to establish eligibility under the MGIB program, please complete Sections 1 and 5 of the attached DD Form 2366 declining enrollment (please include your full SSN in block 1b).

Your personnel record will be updated with the appropriate enrollment status and if applicable (enrollment), your pay will be reduced \$100 each month for 12 months. If you have questions regarding the MGIB, please visit the Department of Veterans Affairs (DVA) website, contact the DVA at 1-888-442-4551 or the Total Force Service Center at 1-800-525-0102.

Please respond if any of the following apply to you as you are no longer eligible for MGIB:

1. You elected to convert to the Post-9/11 GI Bill (applied and received Certificate of Eligibility from the VA, copy of certificate required)
2. You were approved for the Transfer of Education Benefits (TEB) to eligible dependents

Please note:

1. Establishing MGIB eligibility is not required to secure Post-9/11 GI Bill eligibility
2. If you establish eligibility under the MGIB and use it for TA Top-Up, you **may** render yourself ineligible for the Post-9/11 GI Bill

You can visit the VA website for additional information on both program and the myPers website for information on the Transfer of Education Benefits.

[https://www.benefits.va.gov/gibill/mgib\\_ad.asp](https://www.benefits.va.gov/gibill/mgib_ad.asp)

[https://www.benefits.va.gov/gibill/post911\\_gibill.asp](https://www.benefits.va.gov/gibill/post911_gibill.asp)

[https://mypers.af.mil/app/answers/detail/a\\_id/9083/kw/9083](https://mypers.af.mil/app/answers/detail/a_id/9083/kw/9083)

***Failure to respond will result in MGIB enrollment per your original election.***

Salutation (if desired)

Applicable Signature Block



# Attachment 2

## DD Form 2366, *Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment*

### DD Form 2366-1, *Montgomery GI Bill Act of 1984 (MGIB) Increased Benefit Contribution Program*

MONTGOMERY GI BILL ACT OF 1984 (MGIB) <i>(Chapter 30, Title 38, U.S. Code)</i> BASIC ENROLLMENT			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> Chapter 30, Title 38, U.S. Code, Sections 3011, 3012, 3018A, and 3018B; and Public Law 110-252.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To document the understanding of members about their eligibility or lack of eligibility for benefits under the Montgomery GI Bill Act of 1984 (MGIB) and document a member's election to decline enrollment for benefits under the MGIB.</p> <p><b>ROUTINE USE(S):</b> To the Department of Veterans' Affairs to ascertain an individual's eligibility to claim benefits under the MGIB.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information will result in the individual being automatically enrolled in the MGIB program.</p>			
<b>1. SERVICE MEMBER DATA</b>			
a. NAME <i>(LAST, First, Middle Initial)</i>		b. DoD ID NUMBER	
MEMBER LAST FIST MI		MEMBER SSN <i>(DO NOT USE DOD ID)</i>	
<b>2. STATEMENT OF UNDERSTANDING FOR INELIGIBLE MEMBERS</b>			
I am NOT eligible for the MGIB because (a) I am a service academy graduate, or (b) I am an ROTC scholarship graduate who received more than the current minimum amount allowed for enrollment in MGIB, or (c) I am a prior service member who disenrolled during my previous term of active duty.			
a. SERVICE MEMBER SIGNATURE		b. RANK/GRADE	c. DATE SIGNED <i>(YYYYMMDD)</i>
ACADEMY, ROTC SOC CODE R, S, V, W and PRIOR SERVICE SIGN AND DATE			
<b>3. STATEMENT OF UNDERSTANDING FOR ALL ELIGIBLE MEMBERS</b>			
<p>(1) I am automatically enrolled unless I exercise the option to <b>DISENROLL</b> by signing Item 5 below.</p> <p>(2) <b>UNLESS I DISENROLL</b> from the MGIB, my basic pay will be reduced \$100 per month, or the current monthly rate, until \$1,200 has been deducted. This basic pay reduction is required for eligibility under the MGIB.</p> <p>(3) If I decide to convert my eligibility to the Post-9/11 GI Bill after attaining eligibility for that program and before the entire \$1,200 is reduced, I may elect to have the pay reduction stopped effective the month following the election. By doing so, I will lose all MGIB eligibility. This decision is irrevocable. I will be eligible for a refund of the pay reduction if I exhaust entitlement to that program. The refund will be added to the monthly stipend allowance paid in the last month of eligibility under the Post-9/11 GI Bill. If I do not exhaust entitlement under the Post-9/11 GI Bill, I will not receive a refund of the pay reduction.</p> <p>(4) If I decide to convert my eligibility to the Post-9/11 GI Bill after attaining eligibility for that program and after the entire \$1,200 is reduced whose pay was reduced under the provisions of sections 3011(b) or 3012(c) of Reference (b), will receive a refund of that pay reduction subject to the following:                      (a) a full refund for an individual who used no months of benefit under the MGIB.                      (b) a refund reduced by a proportion calculated by the number of months of MGIB benefits remaining at the time of election divided by 36.                      (c) The refund will be added to the monthly stipend allowance paid in the last month of eligibility under the Post-9/11 GI Bill. If I do not exhaust entitlement under the Post-9/11 GI Bill, I will not receive a refund of the pay reduction.</p> <p>(5) I must complete 36 months of active duty service (24 months if my enlistment is for less than 36 months) before I am entitled to the current rate of monthly benefits. The MGIB provides benefits for a period of 36 months.</p> <p>(6) I understand I am eligible for an increased monthly benefit by contributing an additional amount, not to exceed \$600 while on active duty. Once I separate, I cannot contribute. This benefit may only be used with this program. If I convert to Post-9/11, I WILL NOT receive a refund of the \$600.</p> <p>(7) I must receive an <b>HONORABLE</b> discharge for service establishing entitlement to the MGIB. This <b>DOES NOT</b> include "under honorable conditions".</p> <p>(8) I must complete the requirements of a secondary school diploma or equivalency certification, or successfully complete the equivalent of 12 semester hours in a program of education leading to a standard college degree before applying for benefits with the Department of Veterans' Affairs.</p> <p>(9) I have 10 years from date of last discharge from active duty to use MGIB benefits.</p> <p>(10) If I die while on active duty, or within one year after discharge or release from active duty if service related, my designated beneficiary(ies) will receive the unused balance of the money reduced from my basic pay for the MGIB. This death benefit will be paid by the Department of Veterans' Affairs (DVA).</p> <p>(11) I cannot receive any combination of DVA educational benefits in excess of 48 months.</p> <p>(12) I must complete at least 24 months of a 3 year active duty service obligation and if my obligation is 2 years I may join and serve honorably in the Selected Reserve for a minimum of 48 months to qualify for the current active duty benefit rate. A (one) period of service <b>CANNOT</b> qualify me for both active and reserve MGIB benefits.</p>			
a. SERVICE MEMBER SIGNATURE		b. RANK/GRADE	c. DATE SIGNED <i>(YYYYMMDD)</i>
MEMBER ACCEPTING ENROLLMENT - SIGN AND DATE			
<b>4. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS</b>			
<b>5. STATEMENT OF DISENROLLMENT</b>			
I DO NOT desire to participate in MGIB. I understand the benefits of the MGIB program and that I WILL NOT be able to enroll at a later date.			
a. DATE SIGNED <i>(YYYYMMDD)</i>	b. RANK/GRADE	c. SERVICE MEMBER SIGNATURE	
		MEMBER DECLINING ENROLLMENT - SIGN AND DATE	
<b>6. CERTIFYING OFFICIAL</b>			
a. TYPED OR PRINTED NAME <i>(LAST, First, Middle Initial)</i>	b. RANK/GRADE	c. SIGNATURE	d. DATE SIGNED <i>(YYYYMMDD)</i>
EDUCATION OFFICE PERSONNEL CERTIFICATION			

DD FORM 2366, APR 2013

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

**MONTGOMERY GI BILL ACT OF 1984 (MGIB)**  
*(Chapter 30, Title 38, U.S. Code)*  
**INCREASED BENEFIT CONTRIBUTION PROGRAM**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Chapter 30, Title 38, U.S. Code, Sections 3011, 3012, 3018A, and 3018B; and EO 9397.

**PRINCIPAL PURPOSE(S):** To establish participation in the Montgomery GI Bill Increased Benefit Contribution Program.

**ROUTINE USE(S):** To the Department of Veterans' Affairs to verify an individual's participation in the MGIB Increased Contribution Program.

**DISCLOSURE:** Voluntary; however, failure to provide information will result in the individual not being enrolled in the Increased Contribution Program.

**1. SERVICE MEMBER DATA**

<p><b>a. NAME</b> <i>(LAST, First, Middle Initial)</i></p> <p align="center">MEMBER LAST FIST MI</p>	<p><b>b. SOCIAL SECURITY NUMBER (SSN)</b></p> <p align="center">MEMBER SSN</p>
--	--

**2. STATEMENT OF UNDERSTANDING FOR INCREASED BENEFIT OPTION**

- (1) I am eligible to contribute an additional amount to increase my MGIB benefits. Increased contributions cannot exceed \$600. For each \$4 I contribute, I will receive an additional \$1 per month in increased benefit for full-time training. For example, if I contribute the entire \$600, my monthly MGIB benefit will be increased by \$150. If I contribute \$300, the monthly increased benefit is \$75, etc. (Divide the amount contributed by 4 to obtain the increase to the full-time monthly benefit.)
- (2) I understand that MGIB increased benefit option contributions are non-refundable.
- (3) I must contribute the desired amount while serving on active duty. Once I separate, I cannot contribute to this program.
- (4) I must maintain copies of this document and all documents reflecting the amount of my additional contribution. The Department of Veterans' Affairs will require proof of additional contributions when claiming benefits.

I am participating in this option to increase my monthly MGIB benefit by contributing any additional amount up to \$600, in increments of \$20. Increased MONTHLY payment is equal to \$1 for each \$4 contributed. All contributions must be made while on active duty and are **NON-REFUNDABLE**. Once I have separated, I cannot contribute to this program.

<p><b>a. SERVICE MEMBER SIGNATURE</b></p> <p align="center">MEMBER – SIGN AND DATE</p>	<p><b>b. RANK/GRADE</b></p>	<p><b>c. DATE SIGNED</b> <i>(YYYYMMDD)</i></p>
--	-----------------------------	--

**3. CERTIFYING OFFICIAL**

I have verified this member originally enrolled in the MGIB program upon initial entry into active duty and is eligible to participate in the increased benefit option. Member has been advised that all contributions must be made while on active duty and may be stopped or suspended at any time, but are not refundable.

<p><b>a. TYPED OR PRINTED NAME</b> <i>(LAST, First, Middle Initial)</i></p> <p align="center">EDUCATION OFFICE PERSONNEL CERTIFICATION</p>	<p><b>b. RANK/GRADE</b></p>	<p><b>c. SIGNATURE</b></p>	<p><b>d. DATE SIGNED</b> <i>(YYYYMMDD)</i></p>
--	-----------------------------	----------------------------	--

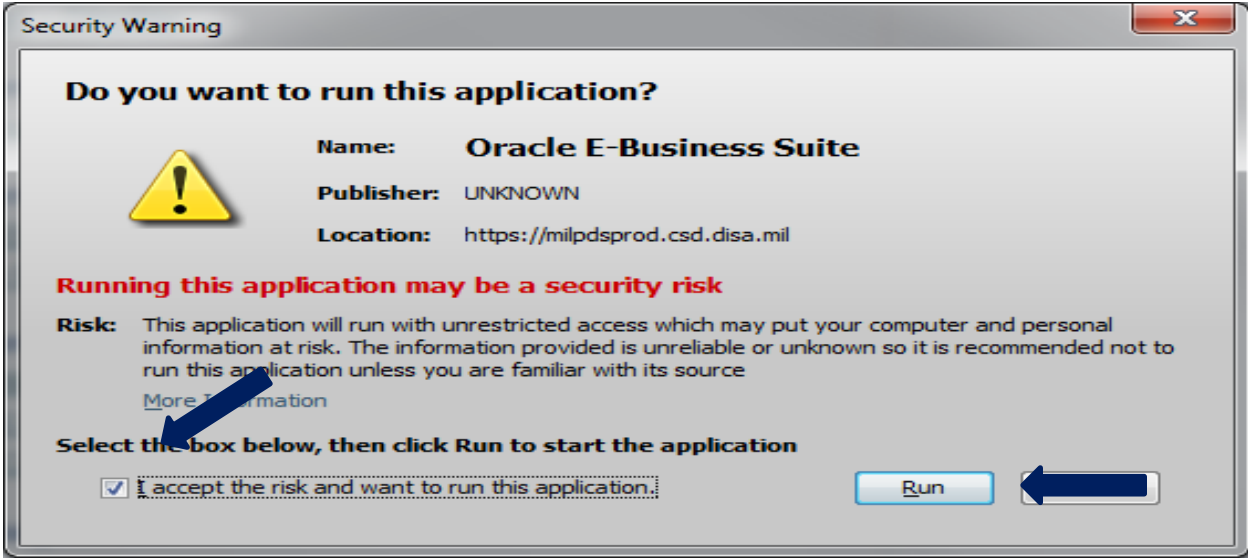
DD FORM 2366-1, JUN 2002

Reset

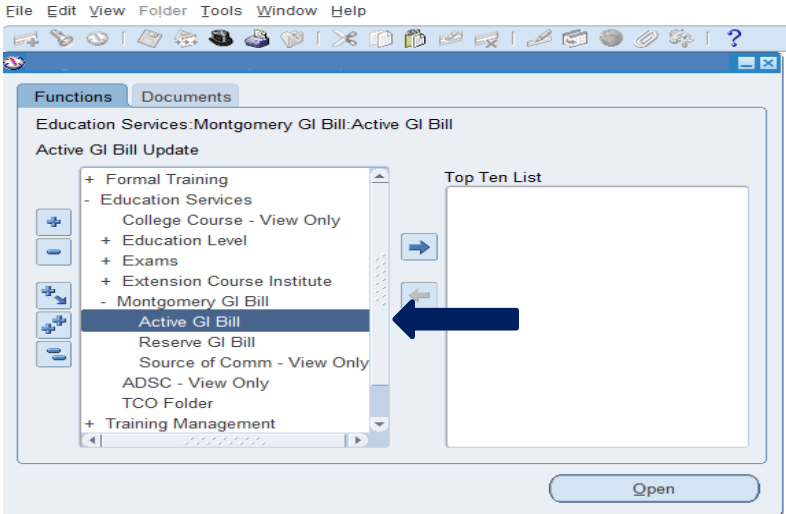
Adobe Professional 7.0

See **Attachment 7, Question 7**, for instructions on completing enrollment in the MGIB Increased Benefit Contribution Program.

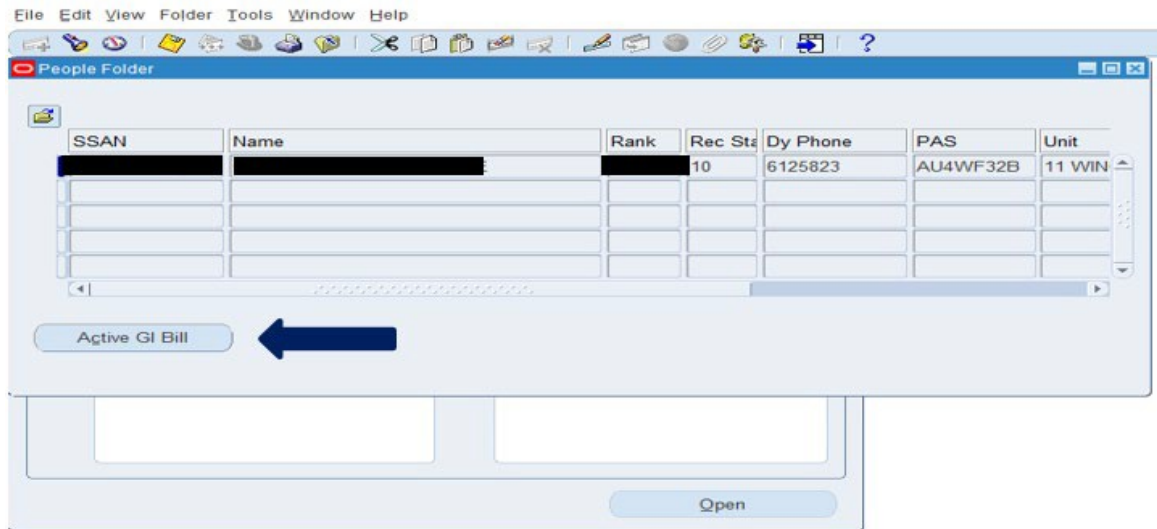
# Attachment 3 Military Personnel Data System (MILPDS) Updates



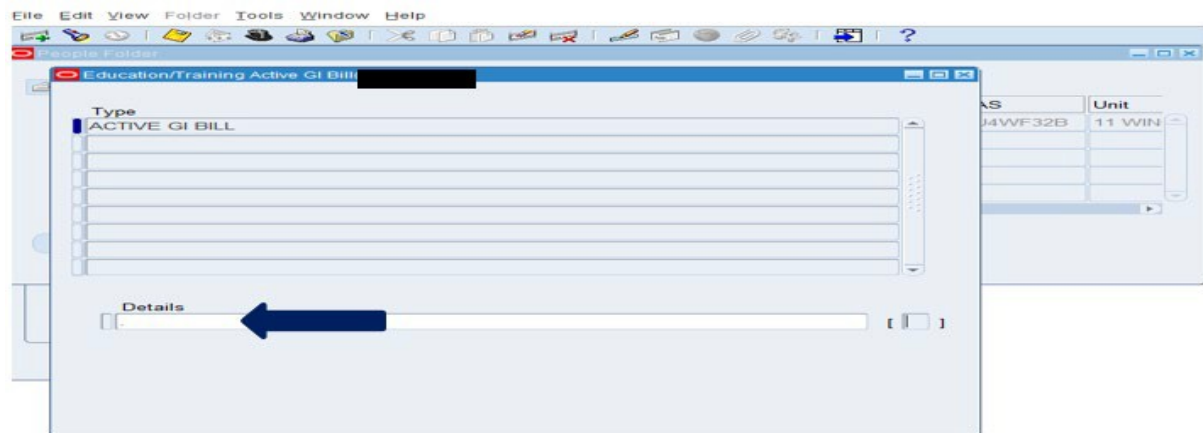
Double Click: Education Services, Montgomery GI Bill, Active GI Bill:



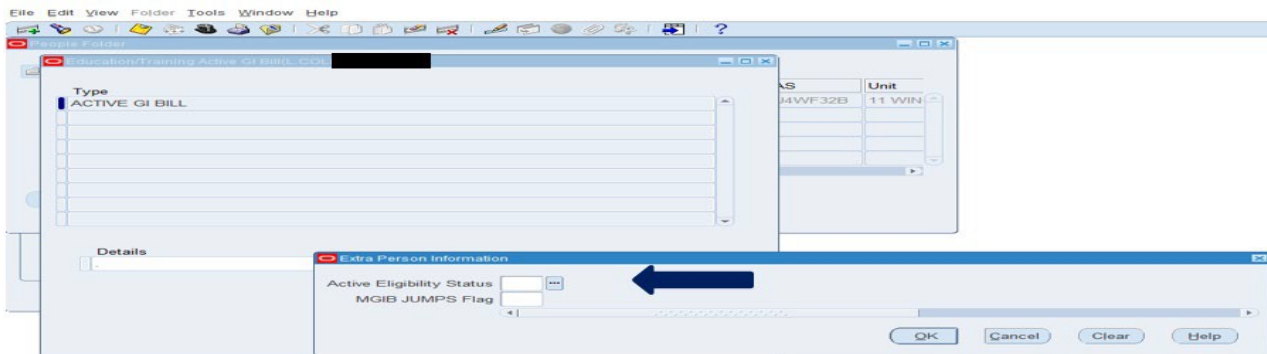
**Place Cursor in SSAN Block, Hit F11, Enter SSAN (with dashes), Hit Ctrl F11, Click Active GI Bill:**



**Place Cursor in Details Box:**

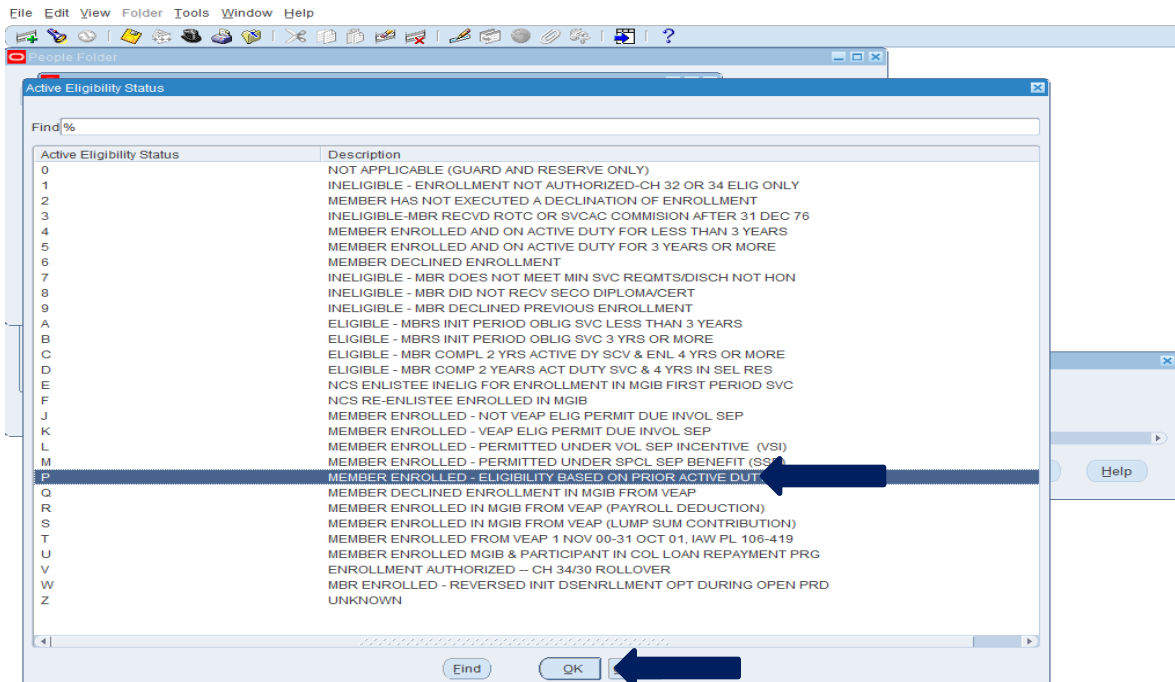


**Click Drop Down Menu (...) or Enter Applicable Status Code:**





## Click Appropriate Code (1 of 5), Click OK:



### Authorized Codes:

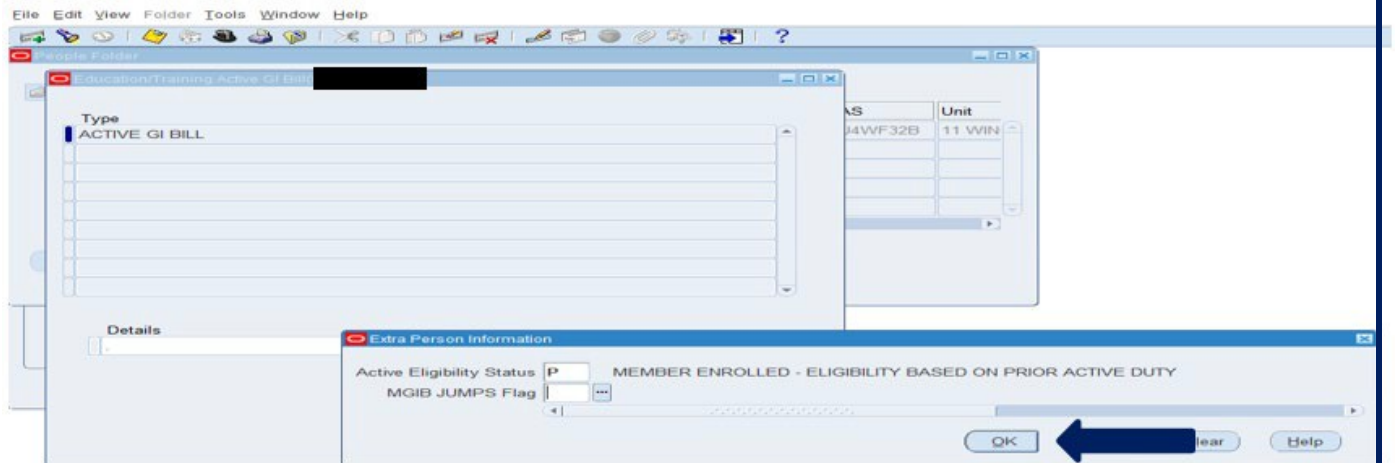
- 3 – Ineligible
- 5 – Enrolled
- 6 – Declined Enrollment
- 9 – Ineligible Declined Previous Enrollment
- P – Prior Service

**NOTE:** If member does not fall within one of the 5 authorized codes, please contact AFPC at: [AFPC.DP2SST.EducationBenefits@us.af.mil](mailto:AFPC.DP2SST.EducationBenefits@us.af.mil)

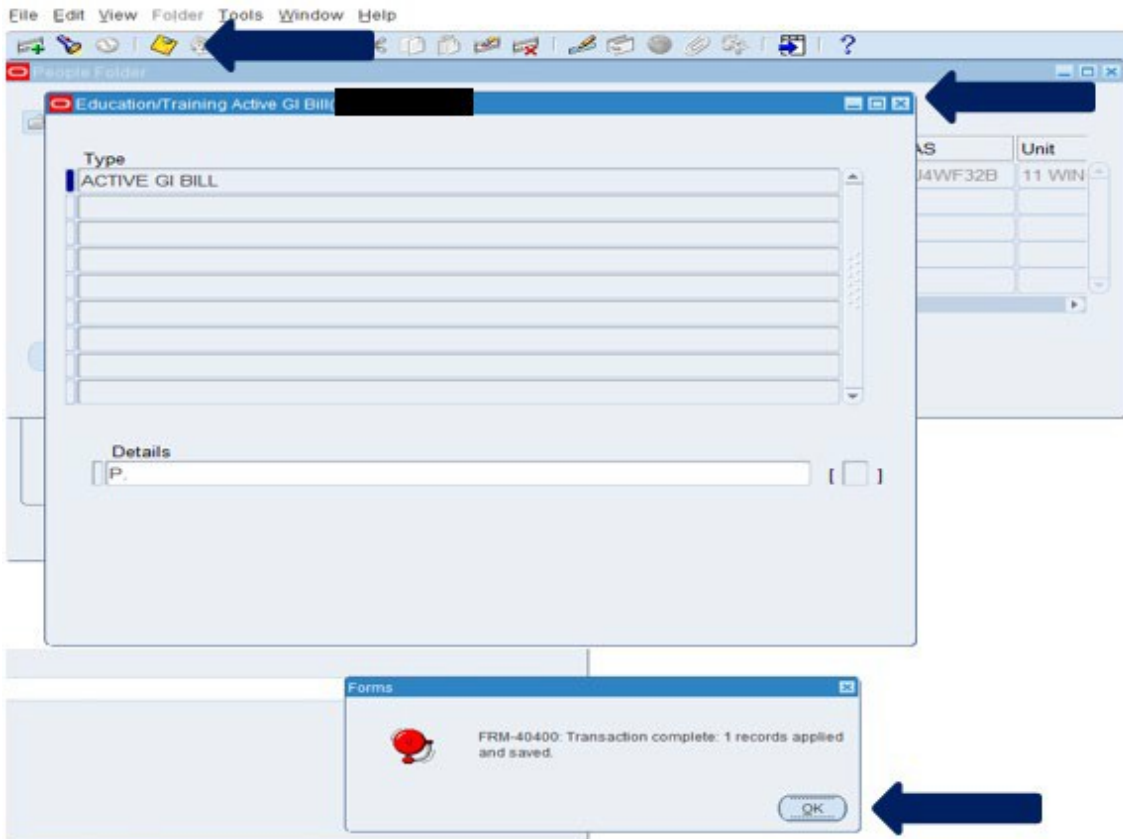
**MGIB JUMPS Flag:** Auto populates; please do not attempt to update

**DO NOT USE:** 1, 2 or Z MGIB Status Codes (members placed in an unauthorized status will be returned to a Blank status)

Click OK:



Save Changes:



## Attachment 4 Source of Commission (SOC) Codes

A*	United States Military Academy
B*	United States Naval Academy
C	ROTC - Distinguished Graduate (DG) MGIB Eligible 4 year program
D	OCS DMG - Officer Candidate School Distinguished Military Graduate
E	ACDG - Aviation Cadet Distinguished Graduate
F*	United States Air Force Academy
G	OTS - Officer Training School
H	Thom AC - Thomasson Act
I	Eng Stu - Engineering Student Officer Program
J	ROTC - MGIB Eligible 4 year program
K	CIT MTC - Citizen Military Training Corps
L	OCS - Officer Candidate School
M	Aviation Cadet
N	HPSP GD - Health Professions Scholarship Program Graduate
O	DP Mil - Direct Appointment-Military
P	DP Civ - Direct Appointment-Civilian
Q	OTS DMG - OTS Distinguished Military Graduate
R*	ROTC - Distinguished Graduate (DG) MGIB Ineligible 4 year program
S*	ROTC - MGIB Ineligible 4 year program
T	ROTC - Distinguished Graduate (DG) MGIB Eligible 2 year program
U	ROTC - MGIB Eligible 2 year program
V*	ROTC - Distinguished Graduate (DG) MGIB Ineligible 2 year program
W*	ROTC - MGIB Ineligible 2 year program
X	MED ANG
Y	Warrant Officers
Z	Unknown
1	Academy of Military Science Air National Guard
2	DGAMS - Distinguished Graduate ANG Academy of Military Science
3	ANGRTC2 - ANG ROTC 2-year Special Student Program (No subsistence or Scholarship)
4	ANGRTC4 -ANG ROTC 4-year Special Student Program (No subsistence or Scholarship)
5*	AFACDDG -Air Force Academy Distinguished Graduate
6*	OTHACDG - Other Service Academy Distinguished Graduate

**\*Ineligible for the Montgomery GI Bill**

## Attachment 5

### Request to Refund or Stop MGIB Pay Reductions

#### 1. MEMBERS ELIGIBLE FOR A **REFUND**:

- a. Prior Service (already established eligibility with prior period of service AND paid \$1,200.00)
- b. Ineligible (officers ineligible due to Source of Commission (SOC) code R, S, V or W and Academy graduates)
- c. Declined election via DD Form 2366, *Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment* [**not applicable** to members attempting to change original election to enroll]

#### 2. MEMBERS ELIGIBLE TO **STOP PAY REDUCTIONS (REFUND NOT AUTHORIZED)**:

- a. Members who convert to Post-9/11 GI Bill (complete and submit VA Form 22-1990) prior to entire \$1,200.00 pay reduction

These instructions apply to members whose pay reflects reductions of \$100 each month for MGIB contributions (or entire \$1,200.00 for members who declined or are ineligible). If the member already paid into the MGIB, is ineligible due to SOC code, declined via DD Form 2366, or converted to Post-9/11 GI Bill prior to entire \$1,200.00 pay reduction, please provide member the below instructions to request stop/refund of reductions.

#### 3. MEMBER MUST:

- a. Access: [myPers Home](#)
- b. Click: “Contact Us” (bottom left of page under “Still Need Help?”)
- c. Click: “Email the myPers - Total Force Service Center”
- d. Complete drop down for “Component” (Active Duty AF) and “Category” (Benefits and Entitlements)
- e. In “Subject” block type: **MGIB Refund** or **Stop MGIB Pay Reductions** (if refund is not authorized)
- f. In the “Question” block state one of the following (as applicable):
  - I am prior service and have already paid into the MGIB. Please stop pay reductions and refund money.
  - I am ineligible for the MGIB due to SOC code “insert applicable code”. Please stop pay reductions and refund money.
  - I declined MGIB election via DD Form 2366. Please stop pay reductions and refund money.
  - I have converted to the Post-9/11 GI Bill. Attached is my Certificate of Eligibility. Please stop reductions. **NOTE**: this is only required if entire \$1,200.00 has **not** been reduced from pay. A refund is not authorized.
- g. Attach applicable source document utilizing the “Browse” button (original DD Form 2366, Appointment Order, new DD Form 2366 (new accessions only) or Certificate of Eligibility).
- h. Click: “Continue”
- i. Click: “Finish Submitting Question”



# Attachment 6

## Benefits for Education Administrative Services Tool (BEAST) Navigation

DMDC  
BEAST

Serving Those Who Serve Our Country

### Standard Mandatory DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests - not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

### Acknowledgement Of Responsibilities Of Receiving And Maintaining Privacy Act Data

DATA YOU ARE ABOUT TO ACCESS COULD POTENTIALLY BE PROTECTED BY THE PRIVACY ACT OF 1974. You must:

- Have completed the necessary training with regards to Security Awareness and safe-guarding Personally Identifiable Information.
- Ensure that data is not posted, stored or available in any way for uncontrolled access on any media.
- Ensure that data is protected at all times as required by the Privacy Act of 1974 (5 USC 552a(1)(3)) as amended and other applicable DOD regulatory and statutory authority; data will not be shared with offshore contractors; data from the application, or any information derived from the application, shall not be published, disclosed, released, revealed, shown, sold, rented, leased or loaned to anyone outside of the performance of official duties without prior DMDC approval.
- Delete or destroy data from downloaded reports upon completion of the requirement for their use on individual projects.
- Ensure data will not be used for marketing purposes.
- Ensure distribution of data from a DMDC application is restricted to those with a need-to-know. In no case shall data be shared with persons or entities that do not provide documented proof of a need-to-know.
- Be aware that criminal penalties under section 1106(a) of the Social Security Act (5 USC 1306(a)), including possible imprisonment, may apply with respect to any disclosure of information in the application(s) that is inconsistent with the terms of application access. The user further acknowledges that criminal penalties under the Privacy Act (5 USC 552a(1)(3)) may apply if it is determined that the user has knowingly and willfully obtained access to the application(s) under false pretenses.

[Contact DMDC](#) || [Accessibility Section 508](#) || [USA.gov](#) || [No Fear Act Notice](#)

OK

DMDC  
BEAST

Serving Those Who Serve Our Country

### Registered User Logon

<b>AUTHORITY</b>	5 USC 301
<b>PURPOSE/ROUTINE USE</b>	Information you provide is used to verify your identity and usage of this website.
<b>DISCLOSURE</b>	Voluntary. However, if you fail to provide the requested information, DMDC will not be able to verify your identity. If your identity is not verified, you will be unable to gain access to the website.

Prevent illegal access of Privacy Act data by closing your browser before leaving your computer.

The material/information contained herein falls within the purview of the Privacy Act of 1974 and will be safeguarded in accordance with the applicable system of records notice and DLAR 540021.

Select Logon Method

- Smartcard (CAC, PIV)

Continue

Logon Help

For assistance on report problems, please call toll free: 800-538-9522  
Commercial: 703-578-5000 DSN: 312-878-2856.

## Enter Member SSN (no dashes):

### Benefits for Education Administrative Services Tool

Home Person Education Benefits Summary Transfer Education Benefits More

Education Summary VA Summary

SSN: \* EDI:

Search

Sponsor: [Redacted]  
 SSN: [Redacted]  
 DOB: [Redacted]

Person Education Level

- + Personnel Data
- + Guard Reserve Active Service
- + MGIB CH30 (Basic & Kicker)
- + National Call to Service (NCS)

Post 9/11 Transfer Requests  
 Post 9/11 Incentive Exclusion Days  
 Post 9/11 Training Days  
 Post 9/11 ROTC Scholarship or Academy Days

## MGIB CH30 Election Display:

Education Summary VA Summary

SSN: \* EDI:

Search

Sponsor: [Redacted] Air Force Active Duty  
 [Redacted] 19960110 - 20160131

Person Education Level	61
+ Personnel Data	Past
+ Guard Reserve Active Service	N/A
+ MGIB CH30 (Basic & Kicker)	Accepted
+ National Call to Service (NCS)	N/A
Post 9/11 Transfer Requests	Request Approved
Post 9/11 Incentive Exclusion Days	0
Post 9/11 Training Days	N/A
Post 9/11 ROTC Scholarship or Academy Days	N/A

## MGIB CH30 Detail View:

MGIB CH30 (Basic & Kicker) Detail View

Enrollment Action Code	Enrollment Action Date	Enrollment Basis Code	Kicker Incentive Rate Code	Obligated Years	Basic Pay Reduction Status Code	Basic Pay Reduction Dollar Amount	Original Veterans Educational Benefits Entitlement Code	Additional Contribution Status Code	Additional Contribution Date	Additional Contribution Amount
A	19960110	C	BQ	3	C	\$1,200	3	None	None	\$0

<< Return   Update

## Prior Service Air Force:

Education Summary      VA Summary

SSN:  EDI:

     Search

	Air Force Active Duty 20161024 - Present	Air Force Reserve 20120826 - 20161023	Air Force Active Duty 20080826 - 20120825
Person Education Level	51		
+ Personnel Data	Current	Past	Past
+ Guard Reserve Active Service	N/A	N/A	N/A
+ MGIB CH30 (Basic & Kicker)	Accepted	N/A	Accepted
+ MGIB CH1606 (Basic & Kicker)	Add	ZZ	Add
+ National Call to Service (NCS)	N/A	N/A	N/A
Post 9/11 Transfer Requests	N/A	N/A	N/A
Post 9/11 Incentive Exclusion Days	0	N/A	0
Post 9/11 Training Days	N/A	N/A	46
Post 9/11 ROTC Scholarship or Academy Days	N/A		

## Prior Service - Sister Service:

Education Summary		VA Summary				
SSN: <input type="radio"/> EDI: <input type="radio"/>						
<input type="text" value="*****"/>	<input type="button" value="Search"/>					
	Air Force Reserve 20060503 - Present	Army National Guard 20051212 - 20060401	Air Force Reserve 20040614 - 20051211	Army National Guard 20031027 - 20040613	Air Force Reserve 20000126 - 20031026	Army Active Duty 19990204 - 19990
Person Education Level	61					
+ Personnel Data	Current	Past	Past	Past	Past	Past
+ Guard Reserve Active Service	A21	N/A	N/A	N/A	A25	N/A
+ MGIB CH30 (Basic & Kicker)	Accepted	N/A	N/A	N/A	N/A	Accepted
+ MGIB CH1606 (Basic & Kicker)	AA	AA	ZZ	AC	DB	N/A
+ National Call to Service (NCS)	N/A	N/A	N/A	N/A	N/A	N/A
Post 9/11 Transfer Requests	Request Approved	N/A		N/A		N/A
Post 9/11 Incentive Exclusion Days	N/A	N/A	N/A	N/A	N/A	N/A
Post 9/11 Training Days	N/A	N/A	N/A	N/A	19	N/A
Post 9/11 ROTC Scholarship or Academy Days	N/A					

## Attachment 7 Frequently Asked Questions (FAQs)

### MEMBER:

**Q1.** If I elected to enroll in the Montgomery GI Bill, can I change my mind and disenroll?

**A1.** No. An election to enroll in the Montgomery GI Bill is irrevocable.

**Q2.** If I cannot disenroll, how can I stop the \$100 monthly pay reductions?

**A2.** Members who wish to discontinue pay reductions prior to the full \$1,200 pay reduction may apply for and convert to the Post-9/11 GI Bill (if and when eligible) via the Department of Veterans Affairs (DVA) online application here: [apply](#). The DVA will forward a Certificate of Eligibility (COE) and once received members may submit a request via [myPers](#) to stop pay reductions. See **Attachment 5** for instructions.

**Q3.** Can I use MGIB Top-Up and later convert to and use the Post-9/11 GI Bill?

**A3.** Yes; however, members MUST visit the Education Office for counseling on Public Law 111- 377, *Post-9/11 Veterans Educational Assistance Improvement Act of 210, Section 111*, which bars members who entered service on or after 1 August 2011 from crediting more than one educational assistance program to the same period of service. Utilizing MGIB Top-Up may render some members ineligible for the Post-9/11 GI Bill and its transfer option.

**Q4.** Is the MGIB transferrable like the Post-9/11 GI Bill?

**A4.** No.

### EDUCATION OFFICE PERSONNEL:

**Q1.** How do we process a DD Form 2366 if member signed in Section 3a and 5c (enrollment and declination)?

**A1.** Process as a declination.

**Q2.** How do we process an MGIB election if member completed two DD Form 2366s and one accepts enrollment but the other declines enrollment?

**A2.** Process the DD Form 2366 with the earliest date. An election to enroll cannot be changed; however, the member may convert to the Post-9/11 GI Bill (if and when eligible) and stop pay reductions (if full \$1,200 has not been reduced from pay). No portion of pay reductions are refundable under this circumstance. Similarly, an election to decline enrollment is irrevocable.

**Q3.** An officer commissioned via ROTC has an incorrect Source of Commission (SOC) code in MILPDS, how do we get it corrected so we can update the appropriate MGIB status code (3)?

**A3.** The member can submit a request via [myPers](#) or base Education Office personnel may submit a request to AFPC/DP1 Accessions Confirmation [AFPC.DP1.Accessions@us.af.mil](mailto:AFPC.DP1.Accessions@us.af.mil) to correct the code. Attach a copy of the appointment order (found in PRDA) to the request.

**Q4.** An officer commissioned via ROTC and states the SOC code on the appointment order is incorrect, how do we correct the order?

**A4.** The member must contact the applicable ROTC Detachment and request an amendment to the order.

**Q5.** Member states MGIB payments are complete and there is no record in BEAST, how does member show proof of payment and how do we update BEAST?

**A5.** The member must provide Leave and Earnings Statements or a pay record (contact the finance office) showing the full \$1,200 reduced from pay. Once received, forward to AFPC for update ([AFPC.DP2SST.EducationBenefits@us.af.mil](mailto:AFPC.DP2SST.EducationBenefits@us.af.mil)).

**Q6.** Member converted to the Post-9/11 GI Bill, how do we validate Post-9/11 GI Bill enrollment?

**A6.** The member must provide a Certificate of Eligibility (COE) from the Department of Veterans Affairs indicating enrollment in the Post-9/11 GI Bill. You cannot validate Post-9/11 GI Bill enrollment in BEAST. If the member cannot provide a COE, pay reductions for the MGIB will not/cannot stop.

**Q7.** How do we enroll members in the MGIB Increased Contribution Program?

**A7.** Validate MGIB eligibility and enrollment. Complete DD Form 2366-1, *Montgomery GI Bill Act of 1984 (MGIB) Increased Benefit Contribution Program* (see **Attachment 2**). Once complete, the member takes a copy to the finance office for assistance with starting payroll reductions. Mail the completed original to the members ARMS record (see **Section C, Step 11**).

**Q8.** If a member is eligible for both Chapter 1606 (MGIB-SR) and Chapter 30 (MGIB-AD), do they have to relinquish both to elect enrollment in the Post-9/11 GI Bill? If not, can they still utilize the benefit not relinquished?

**A8.** No, they only have to relinquish one. Yes, they can return to the program not relinquished.

**Q9.** Does the VA pay 100% of all Tuition and Fees at private schools for members on Active Duty?

**A9.** No. The VA will pay 100% for all Tuition and Fees for public schools only (provided the member is eligible at the 100% rate). Active Duty members are also subject to the annual cap for private schools.

**Q10.** If we have the DD Form 2366 showing a member accepted MGIB and confirm they did not pay, do we enter Code 5 or first confirm with each member?

**A10.** Process the election made via DD Form 2366. Exception – if member made election 1 year or more ago, validate original election by contacting member; see **Attachment 1** for sample email.

**Q11.** If a member has an approved Transfer of Education Benefits (TEB), do we update the MILPDS MGIB status to P?

**A11.** Yes, update a P until the system change includes codes applicable to the Post-9/11 GI Bill.

**Q12.** What is the process for getting the \$1,200 back in the event a member paid a second time after returning to Service?

**A12.** Member can request a refund via myPers (see **Attachment 5**).

**Q13.** How many BEAST accounts can one base have and is access or training given to VA reps?

**A13.** Each base may request access for 2 personnel. Training VA reps is the responsibility of the VA. Additionally, the VA has access to most data stored in BEAST, but not all reps have access to BEAST.

**Q14.** How do we request BEAST access?

**A14.** Submit the request to your MAJCOM Representative.

**Q15.** Where do we direct members with questions about their GI Bill eligibility?

**A15.** Direct members to the Department of Veterans Affairs at 1-888-442-4551 (1-888-GIBILL-1) or via the website at: [GI Bill](#).

### **TRANSACTION REGISTER PROCESSING:**

**Q1.** IAW **Section C** of this Guide, I updated MILPDS to enroll member in the MGIB program due to **no response**. Do I need to follow up and get a completed DD Form 2366?

**A1.** No. It is up to the member to contact you regarding the enrollment. If the member contacts you and wishes to proceed with the enrollment, you may have them complete the form.

**Q2.** IAW **Section C** of this Guide, I updated MILPDS to enroll member in the MGIB program due to **no response**. The member now wants to decline enrollment and stop/refund pay reductions. Is that okay?

**A2.** The member may decline enrollment. Please process IAW **Section C, Steps 8, 9, 10** and **11**. A refund is **not** authorized if member failed to respond to 3 email requests (with read receipt) for action; however, the MILPDS update **will** stop pay reductions.

**Q3.** How do I process members with prior Guard and/or Reserve service?

**A3.** Process by following below steps:

1. Validate prior Guard/Reserve service via BEAST
2. Ensure member has not maxed out VA education benefits:
  - a. Example 1: utilized 36 months under Chapter 33 or a combination of Chapters 1606 and 33.
  - b. Example 2: utilized 48 months; 36 months under Chapter 1606 plus 12 under Chapter 33.
3. If member has maxed out VA education benefits, update MILPDS MGIB Active Status to **P**.
4. If member has not maxed out VA education benefits, a Chapter 30 election must be made via DD Form 2366.
5. Contact member IAW this guide, **Section C, Steps 6-11**.



# Attachment 8

## Benefits for Education Administrative Services Tool (BEAST) Access

Complete ALL Highlighted Areas:

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)				
<b>PRIVACY ACT STATEMENT</b>				
<b>AUTHORITY:</b> Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.				
<b>TYPE OF REQUEST</b> <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID <b>DOD ID ##</b>				<b>DATE (YYYYMMDD)</b>
<b>SYSTEM NAME (Platform or Applications)</b> Benefits for Education Administrative Services Tool (BEAST)			<b>LOCATION (Physical Location of System)</b> 400 Gigling Rd Seaside CA 93950	
<b>PART I (To be completed by Requestor)</b>				
1. <b>NAME (Last, First, Middle Initial)</b>		2. <b>ORGANIZATION</b>		
3. <b>OFFICE SYMBOL/DEPARTMENT</b>		4. <b>PHONE (DSN or Commercial)</b>		
5. <b>OFFICIAL E-MAIL ADDRESS</b>		6. <b>JOB TITLE AND GRADE/RANK</b>		
7. <b>OFFICIAL MAILING ADDRESS</b>		8. <b>CITIZENSHIP</b>		9. <b>DESIGNATION OF PERSON</b>
		<input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER		<input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.)				
<input checked="" type="checkbox"/> have completed Annual Information Awareness Training. <b>DATE (YYYYMMDD)</b>				
11. <b>USER SIGNATURE</b>			12. <b>DATE (YYYYMMDD)</b>	
<b>PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (if individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</b>				
13. <b>JUSTIFICATION FOR ACCESS</b>				
Access to BEAST Environment Site ID: 400016 Organization Code: 12 Air Force Active Duty JUSTIFICATION: Transaction Register Processing				
14. <b>TYPE OF ACCESS REQUIRED:</b>				
<input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED				
15. <b>USER REQUIRES ACCESS TO:</b>				
<input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER				
16. <b>VERIFICATION OF NEED TO KNOW</b>				
I certify that this user requires access as requested. <input checked="" type="checkbox"/>		16a. <b>ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)</b>		
17. <b>SUPERVISOR'S NAME (Print Name)</b>		18. <b>SUPERVISOR'S SIGNATURE</b>		19. <b>DATE (YYYYMMDD)</b>
20. <b>SUPERVISOR'S ORGANIZATION/DEPARTMENT</b>		20a. <b>SUPERVISOR'S E-MAIL ADDRESS</b>		20b. <b>PHONE NUMBER</b>
21. <b>SIGNATURE OF INFORMATION OWNER/OPR</b>		21a. <b>PHONE NUMBER</b>		21b. <b>DATE (YYYYMMDD)</b>
22. <b>SIGNATURE OF IAO OR APPOINTEE</b>		23. <b>ORGANIZATION/DEPARTMENT</b>		24. <b>PHONE NUMBER</b>
				25. <b>DATE (YYYYMMDD)</b>
DD FORM 2875, AUG 2009    PREVIOUS EDITION IS OBSOLETE.    Adobe Designer 9.0L				



26. NAME (Last, First, Middle Initial)

27. OPTIONAL INFORMATION (Additional information)

**PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION**

28. TYPE OF INVESTIGATION

28a. DATE OF INVESTIGATION (YYYYMMDD)

28b. CLEARANCE LEVEL

28c. IT LEVEL DESIGNATION

LEVEL I

LEVEL II

LEVEL III

29. VERIFIED BY (Print name)

30. SECURITY MANAGER  
TELEPHONE NUMBER

31. SECURITY MANAGER SIGNATURE

32. DATE (YYYYMMDD)

**PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION**

TITLE:	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)	DATE (YYYYMMDD)

DD FORM 2875 (BACK), AUG 2009