

23 Apr 25
Version 6

Montgomery GI BILL®

Personnel Services Delivery (PSD) Guide

The purpose of this PSD guide is to assist Regular Air Force and Space Force Base Education Office Personnel with 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
14 July 2022	Periodic Review & myFSS Migration
27 October 2022	Updated DD Form 2366 and DD Form 2366-1 & BEAST URL
20 July 2023	Incorporate process changes in accordance with (IAW) 38 USC Chapter 30
23 April 2025	Updated myFSS Navigation and Added new reference (DoD Supplement)

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. The MGIB program sunsets effective 30 September 2030. Members entering the MGIB program prior to sunset will retain eligibility. Contact the Department of Veterans Affairs at 1-888-442-4551 or visit the website at: <https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/>.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

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


3. TARGET AUDIENCE:

Base Education Office Personnel Servicing Regular Air Force (RegAF) airmen and United States Space Force (USSF) guardians.

4. REFERENCES/RELATED PROCESSES:

- [DoDI 1322.16](#), *Montgomery GI Bill (MGIB) Program*
- [DoDI1341.13 36-3038](#), *Post-9/11 GI Bill*
- U.S. Department of Veterans Affairs (DVA) [GI Bill Home Page](#)

NOTES:

1. Additional articles are available on [myFSS](#). See the “Search Knowledge Articles” box  at the top of the myFSS landing page.
2. Members may provide feedback on articles provided in [myFSS](#). For improvement recommendations or more information, contact us by clicking the link in the **Footer**.

Section B: General Information

5. GENERAL INFORMATION:

ENLISTED: Effective 5 January 2023, all newly assessed enlisted members are briefed during Basic Military Training (BMT) but must wait until the 90 days following 180 days in service to make an election under the program via DD Form 2366, *Montgomery GI Bill Basic Enrollment*. Members who elect disenrollment during the 90-day election window may **NOT** enroll on a later date. Please see DD Form 2366 for additional information regarding the program (**Attachment 5**).

OFFICER: Officers assessed via direct commission, and some assessed via the Reserve Officer Training Corps (ROTC) program are eligible for the Montgomery GI Bill and must make an election under the program via DD Form 2366, *Montgomery GI Bill Basic Enrollment*, during the 90 days following 180 days in service.

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.

ENLISTED/OFFICER ENROLLMENT: All eligible newly assessed enlisted and officers **must** visit the Air Force Virtual Education Center (AFVEC) <https://afvec.us.af.mil/> to complete and submit the electronic DD Form 2366 (make a MGIB election) during the 90-day enrollment window. IAW 38 USC Chapter 30, failure to make an election during the election window will result in enrollment. **A MGIB election outside the 90-day election window is deemed invalid and will not be processed (limited exceptions apply).**

6. RESPONSIBILITIES:

AFPC/DPPSA (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 twice annually and when required. Monitors MGIB elections via Air Force Automated Education Management System (AFAEMS).

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

AFPC/DPMSST: Process all enlisted MGIB elections via AFAEMS and update all enlisted MGIB declinations in MILPDS. **When required**, forward completed DD Form 2366 to ARMS for inclusion in the electronic personnel record.

319 TRS (LACKLAND AFB): Briefs Montgomery GI Bill program to new enlisted airmen and guardians attending Basic Military Training (BMT).

42 FSS (MAXWELL AFB): Briefs Montgomery GI Bill program to all Officer Training School (OTS) attendees.

BASE EDUCATION OFFICE PERSONNEL: Process officer MGIB elections in AFAEMS. Update officer MGIB status codes in MILPDS for declinations, ineligibles and prior service (limited updates required for enrollments due to auto-enrollment).

Monitors base TR to ensure member records with a Blank or Unknown (Z) MGIB status are corrected. See **Section C** for instructions.

Secures access to the Benefits for Education Administrative Services Tool (BEAST), the Personnel Records Display Application (PRDA), the Military Personnel Data System (MILPDS), and AFAEMS to assist with TR processing.

Complete and submit DD Form 2875, *System Authorization Access Request (SAAR)*, **to the MAJCOM Representative** to secure access to BEAST. See **Attachment 2** for assistance with completing the form. BEAST access is granted to assist with Transaction Register and Montgomery GI Bill election processing **ONLY** (see **Section G** for BEAST navigation). **NOTE:** Each base may secure access for **2** personnel at **any given time**. A new DD Form 2875 is required when personnel change duty locations.

BEAST: <https://beastapp.dmdc.mil/beast/>

When required, mail completed DD Form 2366 to ARMS for inclusion in the electronic personnel record.

ARMS Forwarding Address:

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

or

Completed DD Form 2366 may be emailed to AFPC/DPMSST Education Services GI Bill AFPC.DPMSST.EdSvsGIB@us.af.mil for inclusion in the electronic personnel record. Forms must meet the following criteria, or they will be returned without action for mailing:

1. Must have last and first name and SSN visible.
2. Must be a .pdf format document.
3. Must not be a smart form (e.g. no digital security, not fill in the blank etc.,)
4. Must not be a picture image converted into pdf. (e.g., photo/picture copy of a certification document).
5. Must not exceed over 5MB in file size.
6. Must not be a replacement for an existing document already in the record.
7. Must be readable/legible/clean image.

- 8. Must be one document per member (not one document with multiple names).
- 9. Must be a completed form ready to upload into the member's ARMS-LC record.

Acceptable:

CUI when filled

MONTGOMERY GI BILL ACT OF 1984 (MGIB) <i>(Chapter 30, Title 38, U.S. Code)</i> BASIC ENROLLMENT			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Chapter 30, Title 38, U.S. Code, Sections 3011, 3012, 3018A, and 3018B, Public Law 110-252, and Public Law 116-315. PRINCIPAL PURPOSE(S): 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. ROUTINE USE(S): To the Department of Veterans' Affairs (DVA) to ascertain an individual's eligibility to claim benefits under the MGIB. DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the individual being automatically enrolled in the MGIB program.</p>			
1. SERVICE MEMBER DATA			
a. NAME (Last, First, Middle Initial) Doe, Jane Y		b. SSN (Navy/Air Force/Space Force) / DoD ID (Army/Marine Corps/NOAA/PHS) 123-45-6789	
2. STATEMENT OF UNDERSTANDING FOR INELIGIBLE MEMBERS			
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 enrolled or disenrolled during my previous term of active duty.			
a. SERVICE MEMBER SIGNATURE		b. RANK/GRADE	c. DATE SIGNED (YYYYMMDD)
3. STATEMENT OF UNDERSTANDING FOR ALL ELIGIBLE MEMBERS			
6. CERTIFYING OFFICIAL			
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) Byrd, Dawn S		b. RANK/GRADE GS-13	c. SIGNATURE BYRD.DAWN.S <small>Digitally signed by Date: 2025.01.22 11:34:30 -06'00'</small>
			d. DATE SIGNED (YYYYMMDD) 20250122

Unacceptable:

CUI when filled

MONTGOMERY GI BILL ACT OF 1984 (MGIB) <i>(Chapter 30, Title 38, U.S. Code)</i> BASIC ENROLLMENT			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Chapter 30, Title 38, U.S. Code, Sections 3011, 3012, 3018A, and 3018B, Public Law 110-252, and Public Law 116-315. PRINCIPAL PURPOSE(S): 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. ROUTINE USE(S): To the Department of Veterans' Affairs (DVA) to ascertain an individual's eligibility to claim benefits under the MGIB. DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the individual being automatically enrolled in the MGIB program.</p>			
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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 enrolled or disenrolled during my previous term of active duty.			
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a. TYPED OR PRINTED NAME (Last, First, Middle Initial) Byrd, Dawn S		b. RANK/GRADE GS-13	c. SIGNATURE BYRD.DAWN.S <small>Digitally signed by Date: 2025.01.22 11:34:30 -06'00'</small>
			d. DATE SIGNED (YYYYMMDD) 20250122

Section C: Step-by-Step Procedures MGIB Elections and Transaction Register Processing

PROCEDURES:


Table 1. Step-by-Step Procedures for MGIB Elections the via Air Force Automated Education Management System (AFAEMS) and TR Processing*. This table provides instructions/process steps for completing MGIB elections and Transaction Register actions (where applicable). **Please see Attachment 3 for LEGACY Transaction Register processing instructions**. LEGACY = member entered service **PRIOR TO 5 January 2023**.


***PLEASE SEE FREQUENTLY ASKED QUESTIONS (Attachment 1) FOR ADDITIONAL TR PROCESSING ASSISTANCE.**

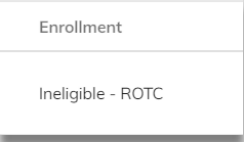
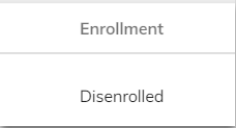
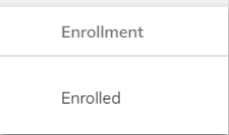
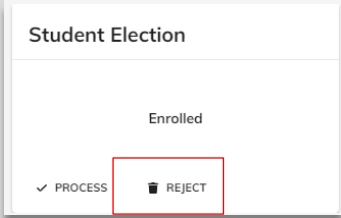
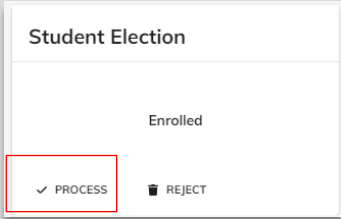
TABLE 1

NOTE: Personnel Records Display Application (PRDA), Military Personnel Data System (MILPDS), Air Force Automated Education Management System (AFAEMS) and Benefits for Education Administrative Services Tool (BEAST) access is **required** to process MGIB elections.

MGIB Elections via AFAEMS (**applicable** to members entering active duty for the first time on/after 5 January 2023 **ONLY** (see **Attachment 3** for members entering service prior to 5 January 2023)):

STEP	ACTION	NARRATIVE
	<p style="text-align: center;">NOTE</p> <div style="text-align: right; margin-top: 100px;">→</div>	<p>All members eligible for MGIB entering service on or after 5 January 2023 ARE AUTO ENROLLED in the MGIB program. Enrollment will populate a 5 in MILPDS and BEAST will reflect accepted.</p> 

1	Visit the AFAEMS Dashboard	<p>Locate and enter pending “MGIB Elections” on the AFAEMS dashboard by clicking the “number” of outstanding actions.</p>  <p>Base education office personnel should only see officer elections for processing. DO NOT process enlisted elections unless member entered service prior to 5 January 2023. AFPC technicians will process enlisted elections.</p>
2	Click Student Name	<p>Enter students record and validate the TAFMSD is on or after 5 January 2023 AND member is in the 90-day election window (NOTE: AFVEC should not allow an election outside the 90-day election window).</p> <p>If members TAFMSD is prior to 5 January 2023, please see Attachment 3 for processing instructions.</p>
3	Validate Member Eligibility (Officer Only)	<p>Academy graduates and ROTC graduates with SOC codes R, S, V, or W (see ROTC <i>Appointment Order</i> in PRDA) are ineligible for MGIB (see Section E).</p> <p>If ineligible, update MILPDS MGIB status (see Step 11 and Section D). If the MILPDS SOC is incorrect, see Attachment 1, Education Office, E3, for correction process. Update MILPDS after SOC is corrected.</p> <p>If eligible, go to Step 4.</p>
4	Validate Prior Service Enrollment or Declination	<p>Check PRDA for completed DD Form 2366. If DD Form 2366 is on record for a PRIOR period of service on active duty (see BEAST) or no DD Form 2366 is on record, go to Step 5.</p>
5	Validate Prior Service Enrollment or Declination, Cont.	<p>Check BEAST for prior service enrollment and \$1,200 pay deductions (see Section G). If prior service is validated, update MILPDS MGIB status (see Step 11, Step 12, and Section D).</p> <p>NOTE: if member has made an election via AFVEC, you must reject the election and note reason for rejection in remarks to member.</p> <p>If BEAST reflects prior service declination, you must validate declination via DD Form 2366 prior to updating MILPDS (see PRDA or request a copy from member).</p> <p>If not prior service, go to Step 6 (elects “ineligible”), Step 7 (elects “disenrolled”), or Step 8 (elects “enrolled”).</p> <p>See Attachment 1, E5, for assistance with members reflecting less than \$1,200 in BEAST and E22 for assistance with Guard/Reserve members entering Active Duty.</p>

<p>6</p>	<p>Member Election is “Ineligible”</p> 	<p>Verify ineligibility (if you have not done so already...see Step 3). If member is eligible, go to Step 9. If member is ineligible, go to Step 10.</p>
<p>7</p>	<p>Member Election is “Disenrolled” (Declined)</p> 	<p>Verify eligibility (if you have not done so already...see Step 3). If member is eligible, go to Step 10. If member is ineligible, go to Step 9.</p>
<p>8</p>	<p>Member Election is “Enrolled”</p> 	<p>Verify eligibility (if you have not done so already...see Step 3). If member is eligible, go to Step 10. If member is ineligible, go to Step 9.</p>
<p>9</p>	<p>Reject Election (see Section I)</p>	<p>Reject DD Form 2366 via AFAEMS and note reason for rejection in remarks to member.</p> 
<p>10</p>	<p>Certify Election (see Section I)</p>	<p>Certify DD Form 2366 via AFAEMS (document will upload to ARMS/PRDA via AFAEMS/ARMS interface)</p>  <p>If member is <i>prior service, declined</i> (disenrolled) or is <i>ineligible</i>, UPDATE the MILPDS MGIB status and validate PRDA upload (see Steps 11-13).</p>

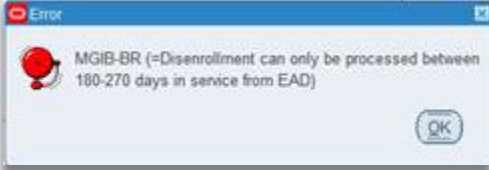
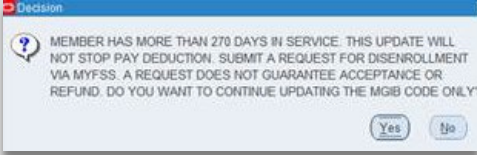

<p>11</p>	<p>Update MILPDS MGIB Status* (see Section D)</p> <p>*See (FAQ E17) if you receive an error AND member completed election via AFVEC.</p> <p>NOTE: if you proceed with updating the declination AFTER the election window, the member may be required to submit a myFSS request to stop/refund pay deductions, if eligible (see Section F)</p>	<p>Authorized Codes:</p> <p>(3) Ineligible (5) <i>Enrolled</i> (SHOULD NOT BE REQUIRED members are auto enrolled) (6) Declined Enrollment</p> <p>Prior Service: (9) Declined Previous Enrollment (DD Form 2366 in PRDA showing prior service declination) (P) Prior Service</p> <p>An update to MILPDS prior to the election window will result in the following error message:</p>  <p>An update to MILPDS after the election window will result in the following error message:</p> 
<p>12</p>	<p>Add Counseling Note to AFAEMS Record</p>	<p>Document each action taken, when required, via a counseling note in AFAEMS.</p> <p>All regularly processed elections do not require a counseling note. Enter a counseling note when the election is problematic or required additional research/action outside regular election processing (i.e., Prior Service or SOC code update and subsequent MILPDS MGIB status update is required)</p>
<p>13</p>	<p>Verify PRDA Upload</p>	<p>Access members PRDA account and verify completed/certified DD Form 2366 successfully uploaded to ARMS (upload is NOT immediate...may take overnight run).</p> <p>NOTE: Members may access/download a copy via their PRDA account</p>

TABLE 2

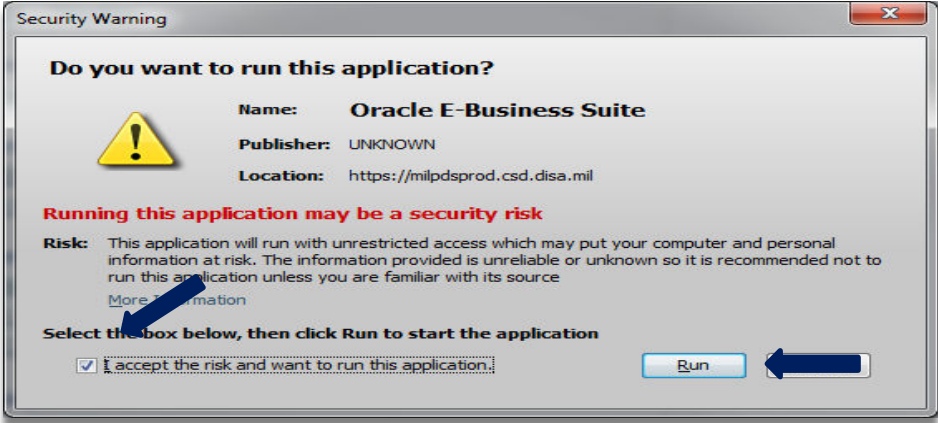
NOTE: Personnel Records Display Application (PRDA), Military Personnel Data System (MILPDS), Air Force Automated Education Management System (AFAEMS) and Benefits for Education Administrative Services Tool (BEAST) access is **required** for Transaction Register Processing.

Transaction Register Processing (applies to members entering active duty for the first time on/after 5 January 2023 ONLY, and if required):

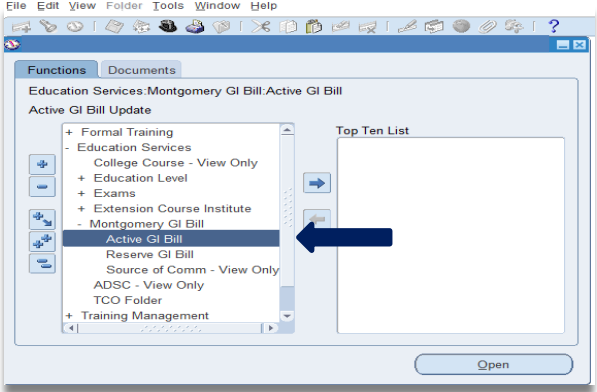
STEP	ACTION	NARRATIVE
	<p>NOTE</p> <p style="text-align: center;">→</p>	<p>All members eligible for MGIB entering service on or after 5 January 2023 are auto enrolled in the MGIB program. Enrollment will populate a 5 in MILPDS and BEAST will reflect accepted.</p>  <p>Members are required to accept enrollment or disenroll during the election window. If member disenrolls, the 5 in MILPDS will be updated to a 6. If member accepts enrollment, the 5 will remain.</p>
1	Obtain the Transaction Register (TR)	<p>Contact the unit Personnel Systems Manager (PSM) to obtain the TR. The TR will display all members with a blank MGIB status in MILPDS.</p> <p>Report: RTR2NT</p>
2	Obtain Report of Unknown (Z) MGIB Status	<p>Contact the unit Personnel Systems Manager (PSM) to obtain a report of members with an Unknown (Z) MGIB status in MILPDS; or receive from Air Force Personnel Center MAJCOM Representative (distributed twice annually).</p>
3	Validate Member Eligibility (Officer Only)	<p>Academy graduates and ROTC graduates with SOC codes R, S, V, or W (see Appointment Order in PRDA) are ineligible for MGIB (see Section E). If ineligible, update MILPDS MGIB status (see Steps 7 and 8). If the MILPDS SOC is incorrect, see Attachment 1, Question E3, for correction process.</p> <p>If eligible, go to Step 4.</p>

4	Check PRDA Record (Newly Assessed Officer and Enlisted)	Check PRDA for completed DD Form 2366 . If DD Form 2366 <i>is</i> on record, go to Step 5 . If not prior service, go to Step 6 .
5	Validate Prior Service Enrollment or Declination	<p>Check BEAST for prior service enrollment and pay deductions (\$1,200). If prior service is validated, update MILPDS MGIB status (see Steps 7 and Section D). If BEAST reflects prior service declination, you must validate declination via DD Form 2366 prior to updating MILPDS (request member copy if required).</p> <p>See Attachment 1, E5, for assistance with members reflecting less than \$1,200 in BEAST and E22 for assistance with Guard/Reserve members entering Active Duty.</p>
6	Contact Member and Update MILPDS	<p>Contact member via email and request action on MGIB enrollment via AFVEC during the 90-day election window beginning 180 after entering service (see Attachment 4, Sample 1 email). ONLY ONE EMAIL IS REQUIRED.</p> <p>Update MILPDS MGIB Status to “5” (see Step 7 and Section D) NOTE: payroll deductions will NOT start.</p>
7	MILPDS MGIB Status (see Section D)	<p>Authorized Codes:</p> <p>(3) Ineligible (5) Enrolled</p> <p>Prior service:</p> <p>(9) Ineligible Declined Previous Enrollment (DD Form 2366 in PRDA or member copy showing prior service declination) (P) Prior Service</p>
8	Add Counseling Note to AFAEMS Record	Document <u>EACH</u> action taken via a counseling note in AFAEMS.
9	Follow Section C, Table 1	Once member enters the 90-day election window, see Table 1 of Section C .

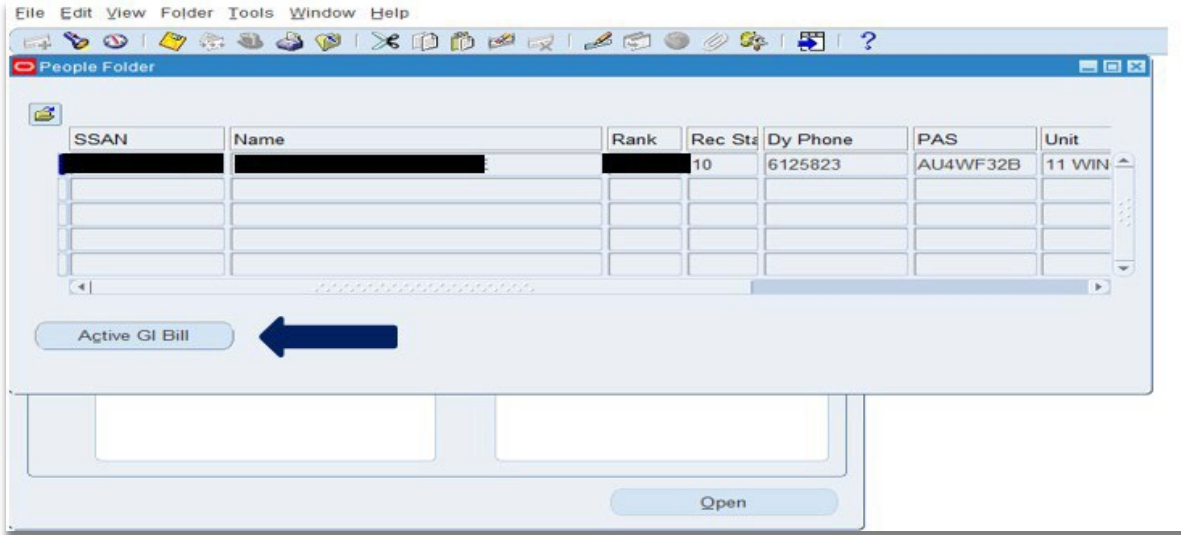
Section D: Military Personnel Data System (MILPDS) Updates



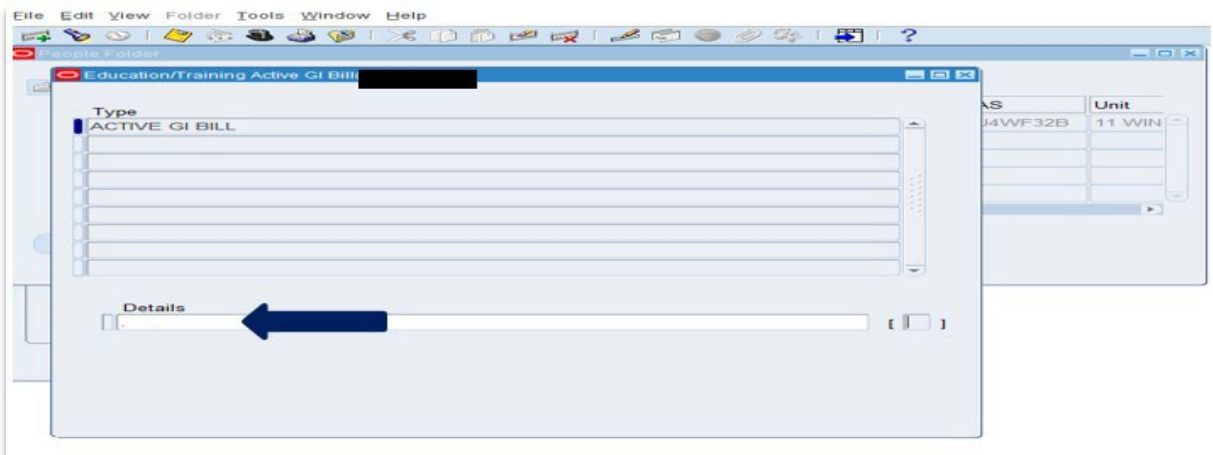
Double Click: Education Services, Montgomery GI Bill, Active GI Bill



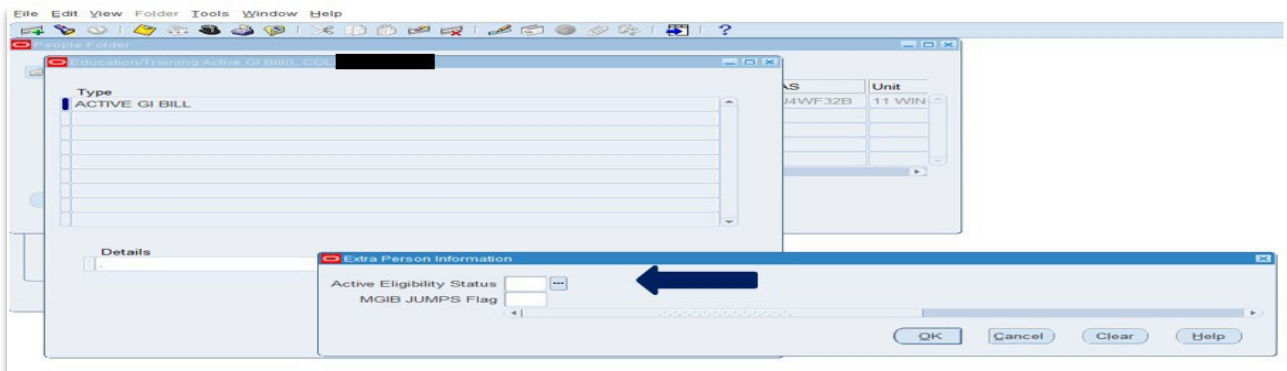
Place Cursor in SSAN Block, Hit F11, Enter SSAN (with dashes), Hit Ctrl F11, Click Active GI Bill:



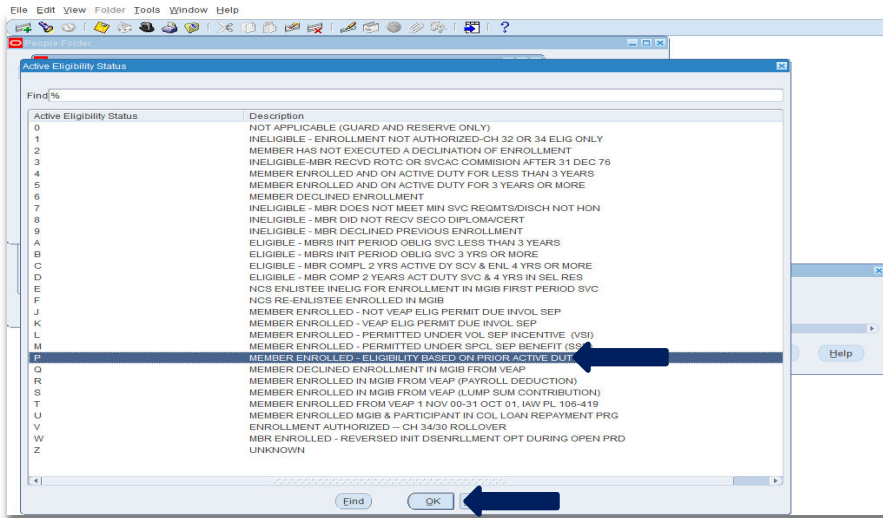
Place Cursor in Details Box:



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



Click Authorized Code (1 of 5), Click OK:



Authorized Codes:

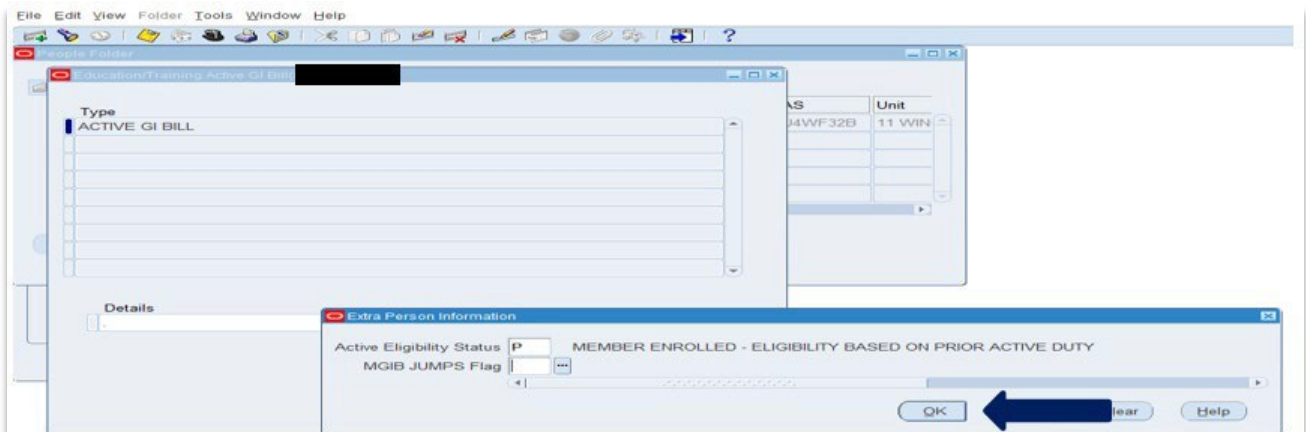
- (3) Ineligible
- (5) Enrolled (members fitting new law are auto enrolled, no update required unless status is blank)
- (6) Declined Enrollment
- (9) Ineligible Declined Previous Enrollment
- (P) Prior Service/TEB Approval

NOTE: If member does not fall within one of the 5 authorized status codes, please contact AFPC at: AFPC/DPMSST Education Services GI Bill AFPC.DPMSST.EdSvsGIB@us.af.mil

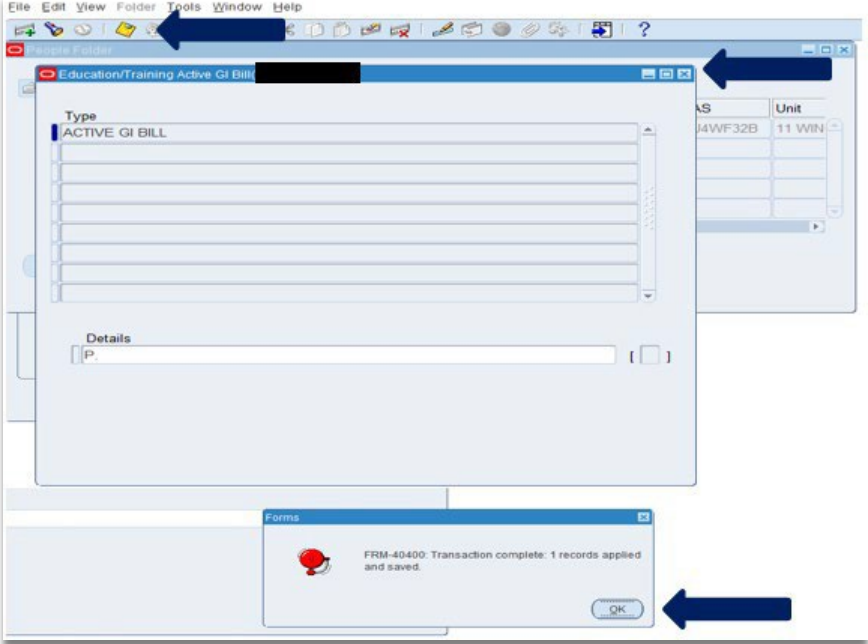
MGIB JUMPS Flag: Auto populates; please **do not** attempt to update

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:



Section E: 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

Section F: Request to Stop/Refund MGIB Pay Deductions via myFSS

MEMBERS ELIGIBLE FOR REFUND:

- Prior Service (already established eligibility with prior period of service AND paid \$1,200.00)
- Ineligible [officers ineligible due to ROTC Source of Commission (SOC) code R, S, V or W and Academy graduates]
- 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)

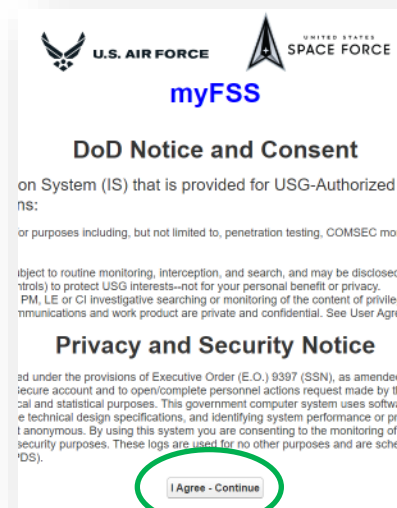
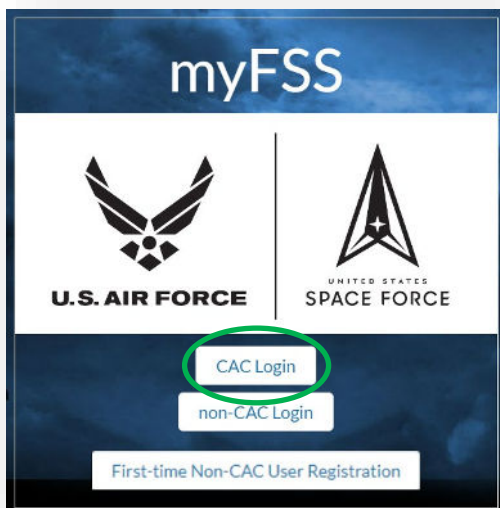
MEMBERS ELIGIBLE TO STOP PAY DEDUCTIONS (REFUND NOT AUTHORIZED):

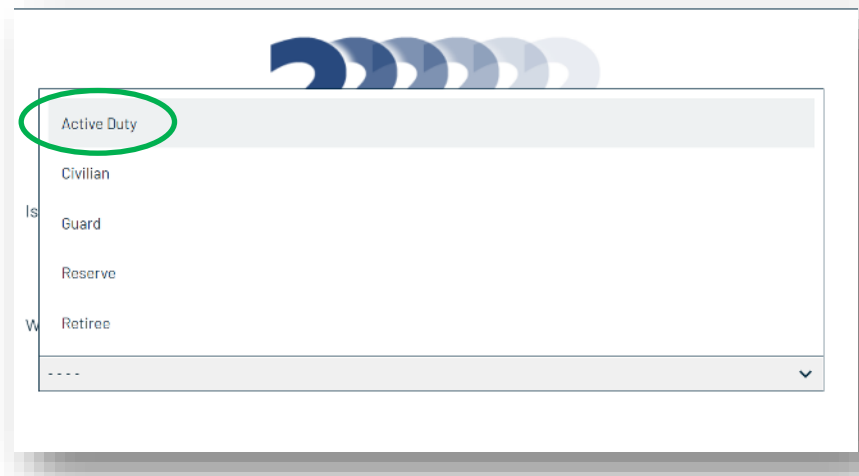
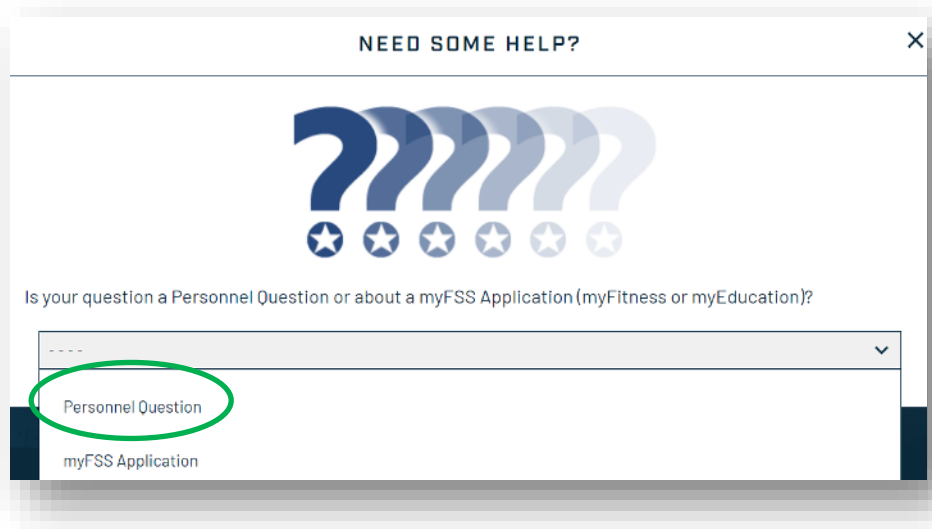
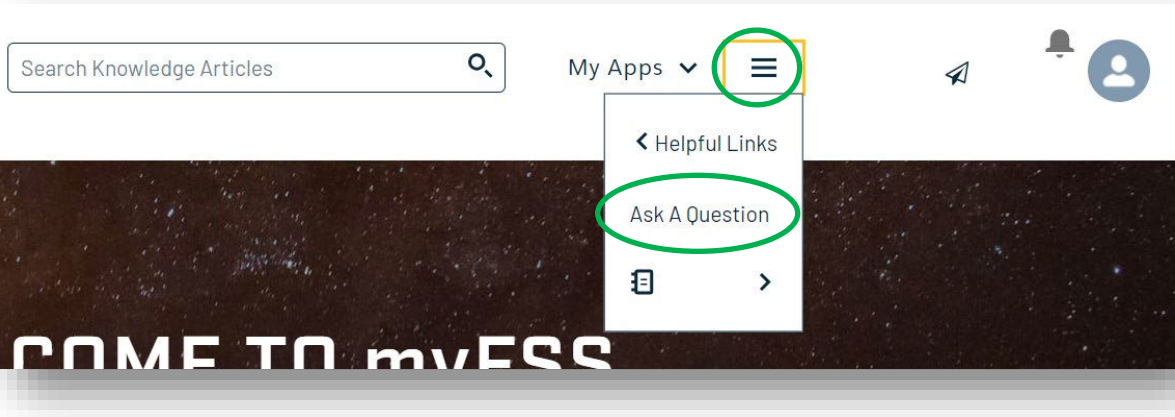
- Members who convert to Post-9/11 GI Bill prior to entire \$1,200.00 pay deduction; Certification of Eligibility (COE) required (complete and submit VA Form 22-1990 or apply online: <https://www.va.gov/education/how-to-apply/>)

The following instructions apply to members whose pay reflects deductions 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 deduction, please provide member the below instructions to request stop/refund (if eligible) of pay deductions (see **Attachment 1, M7**, for additional information on Post-9/11 GI Bill conversion refunds).

myFSS:

- Access <https://myfss.us.af.mil/USAFCommunity/s/>





NEED SOME HELP?

★★★★★

Is your question a Personnel Question or about a myFSS Application (myFitness or myEducation)?

Personnel Question

What component does your question pertain to:

Active Duty

What program does your question pertain to:

Benefits and Entitlements

Please provide the subject of your question:

Copy/Paste one of these subject lines (or type in your own): **Refund MGIB Pay Deductions** or **Stop/Refund MGIB Pay Deductions**

Copy/Paste one of these descriptions (or type in your own):

- I am prior service and already paid into the MGIB (or declined enrollment). Please stop pay deductions and refund money for current enrollment.
- I am ineligible for the MGIB due to **“insert applicable reason”**. Please stop pay deductions and refund money.
- I declined MGIB election via DD Form 2366. Please stop pay deductions and refund money.
- I have converted to the Post-9/11 GI Bill. Attached is my Certificate of Eligibility. Please stop MGIB pay deductions. **NOTE: This is only required if entire \$1,200 cost for MGIB-AD has *not* been reduced from pay. A refund is not authorized of pay deductions taken *prior to* the date of the COE.**

Please provide the subject of your question:

Stop Montgomery GI Bill - Chapter 30 Pay Reductions

Please describe the problem you are experiencing in detail and include attachments of screenshots on the next screen (if applicable). **DO NOT** input any *Personal Identifiable Information (PII)/ Personal Health Information (PHI)*

I am prior service and have already paid into the MGIB. Please stop pay reductions and refund money.

ADD ATTACHMENT(S) Submit Question

NEED SOME HELP?

Attachment(s) Upload

Upload Files Or drop files

Title	File Type	Size
Viewing 0.0 of 0		

← Previous **FINAL CONFIRMATION** →

Attach minimum required source document(s).

Minimum Required Source Document:

Prior Service – Most recent Leave and Earnings Statement (LES) showing MGIB payroll deduction (prior service DD Form 2366 is desirable if accessible)

Ineligible Officer – Most recent LES showing MGIB payroll deduction **AND** Appointment Order

Declination - Most recent LES showing MGIB payroll deduction **AND** DD Form 2366 completed **within the election window** (new accessions only)

Post-9/11 GI Bill Conversion - Most recent LES showing MGIB payroll deduction **AND** Certificate of Eligibility (issued by the Department of Veterans Affairs)

NOTE: Requests not including the **minimum required source document(s)** will be returned without action with a request to resubmit when the source document(s) can be obtained. Please check your Personnel Records Display Application (PRDA) account for the DD Form 2366 or Appointment Order and myPay for the LES.

NEED SOME HELP? ✕

Please ensure all fields have been filled out and the information entered is correct.

You may navigate back to **1** either section to update **2** before submitting. **3**

← Back to Question

📎 Return to Attachment(s)

➤ SUBMIT QUESTION

1. Click: “Back to Question” to review submission.
2. Click: “Return to Attachment(s)” to add and/or review attachment(s) list.
3. Click: “Submit Question” if ready to send. A green box will pop up to let you know your question was submitted and a technician will reach out to you shortly!

Next time you log into myFSS (or refresh the homepage), your question will populate in “My Cases” (subject edited below for training purposes):

CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
4/4/2024	Test	New	Updated	4/4/2024 10:02 pm	03530463	Details

Section G: Benefits for Education Administrative Services Tool (BEAST) Navigation

Complete and submit DD Form 2875, *System Access Authorization Request*, to your AFPC MAJCOM Representative for access to BEAST (See **Attachment 2**).

BEAST: <https://beastapp.dmdc.mil/beast/>

DMDC Serving Those Who Serve Our Country
BEAST

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 Serving Those Who Serve Our Country
BEAST

Registered User Logon

AUTHORITY	5 USC 301
PURPOSE/ROUTINE USE	Information you provide is used to verify your identity and usage of this website.
DISCLOSURE	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 support 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
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:

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

Prior Service Air Force:

	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		

NOTE: Effective 5 January 2023, **all** newly accessed members eligible for MGIB are **AUTO ENROLLED** in MGIB. BEAST will reflect “Accepted” (MILPDS 5) unless and until the member declines enrollment (during the election window) via DD Form 2366 (AFVEC) and MILPDS is updated.

Prior Service - Sister Service:

Education Summary		VA Summary					
SSN: * EDI: ○							
<input type="text" value="*****"/>		<input type="button" value="Search"/>					
[Redacted]		Air Force Reserve 20060503 - Present	Army National Guard 20051212 - 20090401	Air Force Reserve 20040614 - 20051211	Army National Guard 20031027 - 20040613	Air Force Reserve 20000128 - 20031118	Army Active Duty 19990204 - 19990204
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						

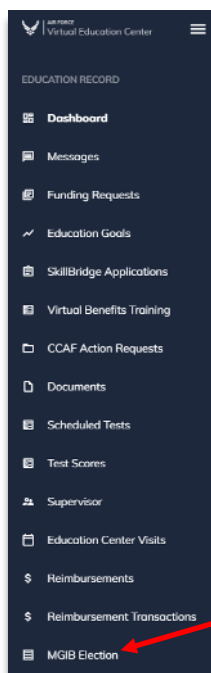
Section H: Air Force Virtual Education Center (AFVEC) MGIB Election

MGIB Election Video:

YouTube <https://youtu.be/088rL6fUIDo>

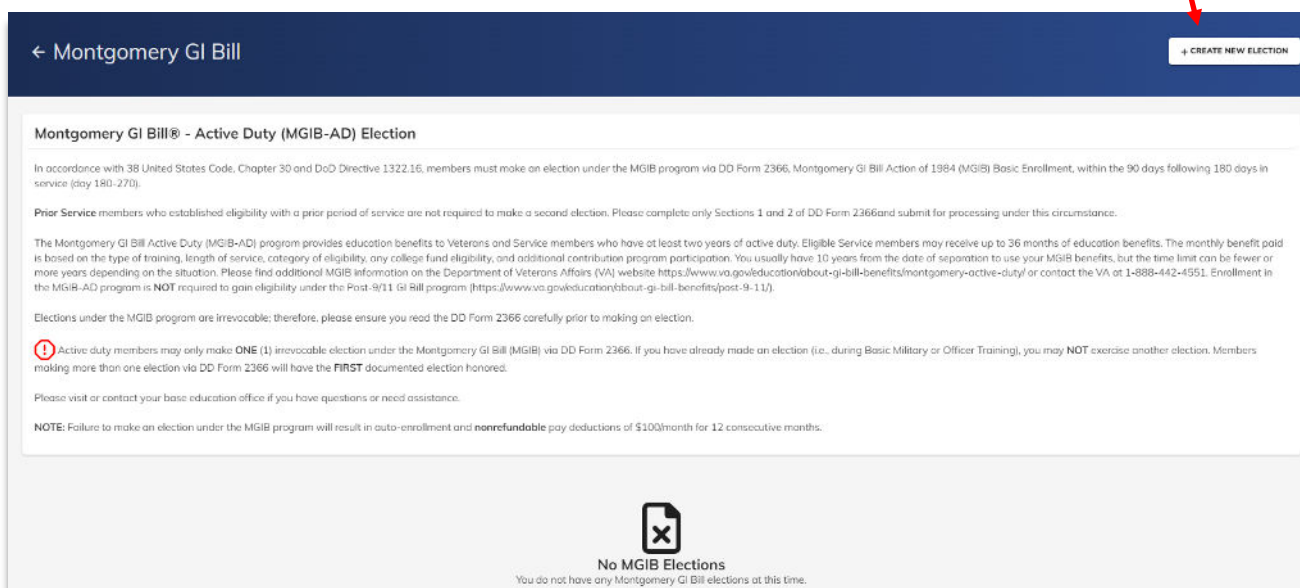
Facebook <https://www.facebook.com/AirForcePersonnelCenter/videos/1333279724178129/>

DVIDS Link <https://www.dvidshub.net/video/870311/mgib-election-overview>



From AFVEC's left-side menu, select
MGIB Election

Select "Create New Election":



Select your election, click next:

← Create Montgomery GI Bill Election

1 Enrollment

What action do you want to take for your Montgomery GI Bill decision?

I am NOT eligible for the MGIB.

I am eligible and wish to participate in the MGIB.

I am eligible and DO NOT wish to participate in the MGIB.

NEXT

NOTE: Officers commissioned via the Air Force Academy (or other Service Academies) and officers commissioned via ROTC with a Source of Commission (SOC) code R, S, V or W are ineligible for the Montgomery GI Bill.

If you have questions regarding your eligibility, please contact your base education office personnel.

Acknowledge ineligible reason, declination, or all terms and conditions (*samples displayed*), sign/submit:

Student Acknowledgment(s)

I am an ROTC scholarship graduate who received more than the current minimum amount allowed for enrollment in MGIB.

or

Student Acknowledgment(s)

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.

or

Enrollment

Acknowledgment

(1) I am automatically enrolled unless I exercise the option to DISENROLL by signing Item 5 below.

(2) UNLESS I DISENROLL from the MGIB, my basic pay will be reduced \$100 per month, or the current monthly rate, until \$1,200 has been deducted. This

(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 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

(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 for 36 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 to the Post-9/11 GI Bill, I will not receive a refund of the pay reduction.

(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 my pay.

(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 from active duty, my contribution will be refunded to me.

(7) I must receive an HONORABLE discharge for service establishing entitlement to the MGIB. This DOES NOT include "under honorable conditions".

(8) I must complete the requirements of a secondary school diploma or equivalency certification, or successfully complete the equivalent of 12 semester hours of college credit.

(9) I have 10 years from date of last discharge from active duty to use MGIB benefits.

(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 MGIB benefits.

(11) I cannot receive any combination of DVA educational benefits in excess of 48 months.

(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.

SIGN

This action is irreversible, please be certain before signing. Once signed, the election form is sent for processing.

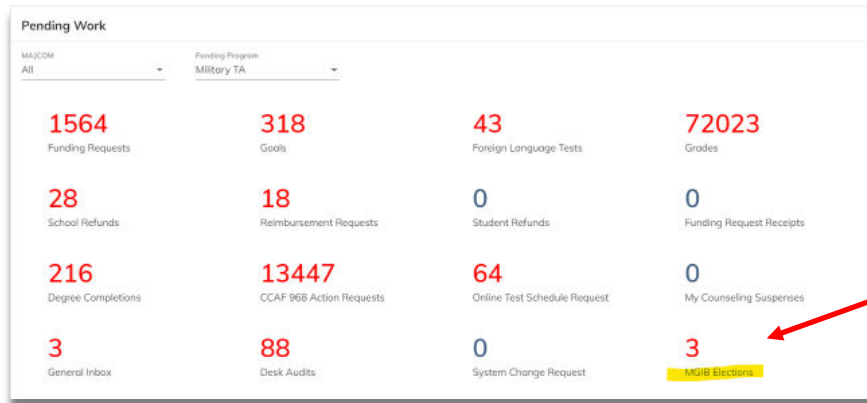
Confirm Montgomery GI Bill Decision

Are you sure you want to sign and submit your Montgomery GI Bill Decision? **This action is irreversible.**

YES NO

Section I: Air Force Automated Education Management System (AFAEMS) MGIB Election Processing

Select Pending Work for MGIB Elections:



AFAEMS “Officer MGIB Certifying Official” permission required

Select “view election” (click student name to view record):

Student	Rank	Enrollment	Date Submitted	
OFFICERSTUDENT, DRE	O-5	Ineligible - Academy Graduate	08/29/2022	
	O-6	Disenrolled	08/30/2022	
	O-3	Enrolled	08/31/2022	

Process or Reject election (sample displayed):

Student Details

Name: _____ Base: BOLLING

Work Email: _____ Contact Number: _____

Student Election

Enrolled REJECTED

PROCESS REJECT

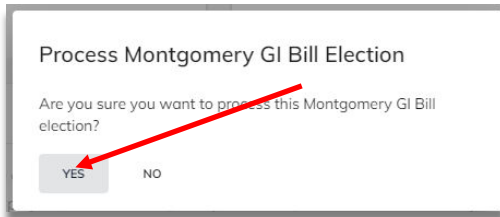
Election Status

PENDING

Student Acknowledgment(s)

- (1) I am automatically enrolled unless I exercise the option to DISENROLL by signing Item 5 below.
- (2) UNLESS I DISENROLL 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.
- (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.
- (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.
- (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.
- (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.
- (7) I must receive an HONORABLE discharge for service establishing entitlement to the MGIB. This DOES NOT include "under honorable conditions".

Confirm (Process):



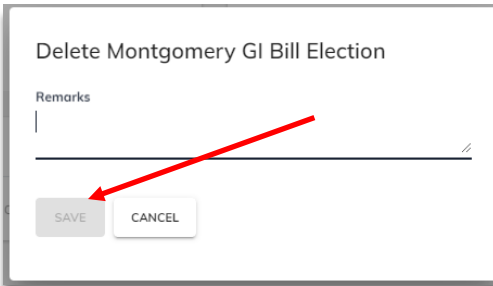
Process Montgomery GI Bill Election

Are you sure you want to process this Montgomery GI Bill election?

YES NO

or

Indicate Reason for Reject* and Save:



Delete Montgomery GI Bill Election

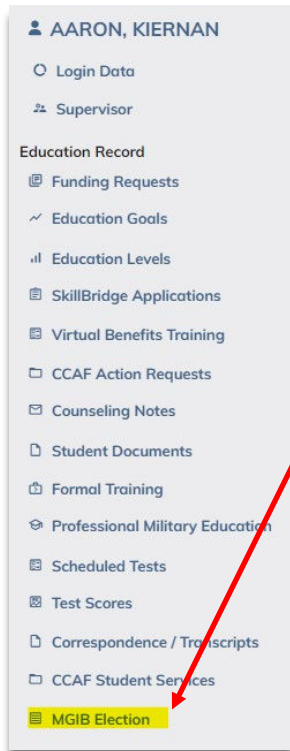
Remarks

SAVE CANCEL

***NOTE:** you **MUST** input reason for rejection prior to saving the record (i.e., “According to your record, you are eligible for MGIB. Please accept or decline enrollment”)

Rejecting the election sends the member a notice, with your remarks, so they can resubmit the election (if required).

Access member’s MGIB election (view and/or print) within the AFAEMS record:



AARON, KIERNAN

- Login Data
- Supervisor
- Education Record
 - Funding Requests
 - Education Goals
 - Education Levels
 - SkillBridge Applications
 - Virtual Benefits Training
 - CCAF Action Requests
 - Counseling Notes
 - Student Documents
 - Formal Training
 - Professional Military Education
 - Scheduled Tests
 - Test Scores
 - Correspondence / Transcripts
 - CCAF Student Services
 - MGIB Election**

NOTE: Once processed, you **MUST verify** the certified form successfully uploaded to the electronic personnel record (PRDA). Unsuccessful uploads will automatically attempt reupload.

Forms completed/certified outside of AFVEC/AFAEMS (manual or digitally signed) must be printed and forwarded to ARMS for inclusion in the electronic personnel record.

Mail forms to (or see **Section B** for email instructions):
HQ AFPC/DP1ORM
550 C Street West
JBSA-Randolph, TX 78150

Id	Enrollment	Election Status	Created Date
Montgomery GI Bill Election	Ineligible - ROTC	Processed	05/23/2023

1 total

Print Election

View MGIB notifications sent (and read receipt) by accessing “Student Messages” within the student record:

Conversations Sent

Message	Date
ACTION REQUIRED! Montgomery GI Bill® (MGIB) Program Election	07/16/2023
Montgomery GI Bill® (MGIB) Program Election	06/16/2023
Montgomery GI Bill® (MGIB) Program Election	05/17/2023
Montgomery GI Bill® (MGIB) Program Election	04/17/2023

4 total

ACTION REQUIRED! Montgomery GI Bill® (MGIB) Program Election
Category: MGIB

From: Administrator, System
To: [Redacted]
Created: 07/16/2023

**NOTE: If you have already made your MGIB election, please disregard this message.

Visit the Air Force Virtual Education Center (AFVEC) and complete DD Form 2366, Montgomery GI Bill Act of 1984 (MGIB) Basic Enrollment, documenting your MGIB program election.

In accordance with Title 38, United States Code, Chapter 30 and DoD Instruction 1322.16, members who do not make an election to decline enrollment in the MGIB program are enrolled. Additionally, members entering active duty for the first time must make this election via DD Form 2366 within the 90 days following 180 days in service (day 180-270). Records reflect you are in your MGIB election window.

Please visit myFSS and the Department of Veterans Affairs (VA) website or contact your local education office for additional information on the MGIB program.

myFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?id=ka0t0000000Lo3FAAC>
VA Website: <https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty>
AFVEC: <https://afvec.us.af.mil>

NOTE: Failure to make an election under the MGIB program will result in auto-enrollment and nonrefundable pay deductions of \$100/month for 12 consecutive months.

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.

Student Read: 07/18/2023
CONVERSATION READ LOG

- Supervisor
- Education Record
 - Funding Requests
 - Education Goals
 - Education Levels
 - SkillBridge Applications
 - Virtual Benefits Training
 - CCAF Action Requests
 - Counseling Appointments
 - Counseling Notes
 - Student Documents
 - Formal Training
 - Professional Military Education
 - Scheduled Tests
 - Test Scores
 - MGIB Election
 - ETP Requests
 - Career Path DECIDE
- Communication
 - Education Center Visits
 - Send Survey Email
 - Student Messages
- Accounting

Attachment 1 Frequently Asked Questions (FAQs)

MEMBER:

M1. If I elected to enroll in the Montgomery GI Bill, can I change my mind and disenroll?

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

M2. If I cannot disenroll, how can I stop the \$100 monthly pay deductions?

A. Members who wish to discontinue pay deductions prior to the full \$1,200 pay deduction may apply for and convert to the Post-9/11 GI Bill (if/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 [myFSS](#) to stop pay deductions. See **Section F** for instructions.

M3. Can I use MGIB Top-Up and later convert to and use the Post-9/11 GI Bill?

A. 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.

M4. Is the MGIB transferrable like the Post-9/11 GI Bill?

A. No.

M5. Where can I find information on the impact of the Rudisill Supreme Court decision?

A. See the Department of Veterans Affairs website here: <https://benefits.va.gov/GIBILL/rudisill.asp> and <https://benefits.va.gov/GIBILL/rudisill-decision-tree.asp>. You may also see MGIB Frequently Asked Questions on myFSS here: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHWUCA4> (or search myFSS Knowledge Article 2272).

Direct additional questions to the VA at: <https://ask.va.gov/>.

M6. Where can I submit other MGIB related question.

A. If the answer to your question is not found in this guide, submit an inquiry via myFSS. See **Section F** for myFSS instructions.

M7. Can I receive a refund of MGIB payroll deductions if I convert to the Post-9/11 GI Bill?

A. Members converting to the Post-9/11 GI Bill **before** the full \$1,200 MGIB contribution is reduced from pay, may receive a refund of payroll deductions taken **AFTER** the date of the Post-9/11 GI Bill Certification of Eligibility (COE) received from the Department of Veterans Affairs (VA). The COE must be submitted with the myFSS request to stop payroll deductions. Apply for a COE via the VA website here: <https://www.va.gov/education/how-to-apply/>.

NOTE: *To administer the appropriate refund amount, DFAS may issue a full refund of payroll deductions and then process a debt collection of MGIB payroll deductions taken prior to the date of the COE. Both actions should appear on the same Leave and Earnings Statement (LES).*

EDUCATION OFFICE PERSONNEL:

E1. How do we process a DD Form 2366 if member signed in Section 3a and 5c (enrollment and declination)?

A. Process as a declination.

E2. How do we process an MGIB election if member completed two DD Form 2366s, and one accepts enrollment but the other declines enrollment?

A. 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 (when eligible) and stop pay deductions (if full \$1,200 has not been reduced from pay). Only pay deductions taken after the date of the Post-9/11 GI Bill Certificate of Eligibility are refundable under this circumstance. Similarly, an election to decline enrollment is irrevocable (some exceptions apply).

E3. 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)?

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

E4. An officer commissioned via ROTC and states the SOC code on the appointment order is incorrect, how do we correct the order?

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

E5. Member states MGIB payments are complete and there is no record in BEAST (or BEAST reflects partial contributions), how does member show proof of payment and how do we update BEAST?

A. The member must provide Leave and Earnings Statements or a pay record (contact the finance office) showing the full \$1,200 deducted from pay. Once received, forward to: AFPC/DPMSST Education Services GI Bill on the global or AFPC.DPMSST.EdSvsGIB@us.af.mil.

NOTE: members may request DFAS pay records/LEs by visiting the DFAS website here: <https://www.dfas.mil/customerservice/lesrequest/>

E6. Member converted to the Post-9/11 GI Bill; how do we validate Post-9/11 GI Bill enrollment?

A. 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 deductions for the MGIB will not/cannot stop.

E7. How do we enroll members in the MGIB Increased Contribution Program?

A. Validate MGIB eligibility and enrollment. Complete and certify DD Form 2366-1, *Montgomery GI Bill Act of 1984 (MGIB) Increased Benefit Contribution Program* (see **Attachment 5**). Once complete, the member takes a copy of the certified form to the finance office for assistance with starting payroll deductions. **Mail** the completed original to the member's ARMS record or see **Section B** for email instructions.

Mail forms to:
HQ AFPC/DP1ORM
550 C Street West
JBSA-Randolph, TX 78150

E8. 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?

A. No, they must relinquish only one. Yes, they can return to the program not relinquished (must meet eligibility requirements for that program).

NOTE: The Rudisill Supreme Court decision allows members with separate qualifying periods of service to utilize the MGIB-AD and the Post-9/11 GI Bill. Members are not authorized more than 48 total months of benefits or more than 36 months under one GI Bill program.

E9. Does the VA pay 100% of all Tuition and Fees at private schools for members on Active Duty?

A. 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.

E10. If we have the DD Form 2366 showing a member accepted MGIB and confirm they did not pay, do we enter MGIB Status 5 or first confirm with each member?

A. 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 4** for sample emails (only applies to members **NOT** subject to the new MGIB election law, **Legacy** enrollments).

E11. If a member has an approved Transfer of Education Benefits (TEB), do we update the MILPDS MGIB status to P?

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

E12. What is the process for getting the \$1,200 back in the event a member paid a second time after returning to Service?

A. Member can request a refund via [myFSS](#) (see **Section F**)

E13. How many BEAST accounts can one base have and is access or training given to VA reps?

A. 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.

E14. How do we request BEAST access?

A. Submit completed DD Form 2875 to your MAJCOM Representative (See **Attachment 2**).

E15. Where do we direct members with questions about their GI Bill eligibility?

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

E16. Are officers participating in the Health Professions Scholarship Program (HPSP) eligible for the Montgomery GI Bill active-duty program?

A. Yes, unless they were commission via an Air Force (or Sister Service) Academy or via ROTC with a SOC Code of R, S, V or W.

E17. Member completed DD Form 2366 via AFVEC; however, when attempting to updated MILPDS, I received an error message stating the member is outside the election window.

A. MILPDS calculates 180 days in service from the date entered active duty (**EAD**). AFAEMS calculates the 180 days from the **TAFMSD**...which is likely why form completion was possible. You must wait until the election window opens in MILPDS to make the update. This will **NOT** trigger payroll deduction as the member will still be in the enrollment window when the MILPDS window opens. Please direct any question to: AFPC.DPMSST.EdSvsGIB@us.af.mil.

E18. Member declined MGIB within the election window; however, payroll deductions started?

A. Member elections processed at the end of the election window that correspond with the DFAS Pay cutoff date, may still see a start of payroll deductions. Members may request a stop/refund of payroll deductions. See **Section F** for myFSS instructions.

E19. I am Education Office personnel with other GI Bill related questions; how can I get assistance?

A. If the answer to your question is not found in this guide, submit an inquiry to AFPC here: AFPC/DPMSST Education Services GI Bill (on the global) **or** AFPC.DPMSST.EdSvsGIB@us.af.mil.

E20. IAW Attachment 3 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?

A. 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.

E21. IAW Attachment 3 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 deductions. Is that okay?

A. The member may decline enrollment. Please process IAW **Attachment 3, Steps 8-11**. A refund is **not** authorized if member failed to respond to 3 email requests (with read receipt) for action; however, DFAS should stop the pay deductions.

E22. How do I process members with prior Guard and/or Reserve service?

A. 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, **Attachment 3, Steps 6-11**.

NOTE: forward requests for assistance with Air National Guard (ANG) members to:
NGB.A1.A1YR.Retention.Operations.Org@us.af.mil

Attachment 2

Benefits for Education Administrative Services Tool (BEAST) Access

Complete blocks indicated below (ensure system name and location are correct)

UPDATED FORM - MAY 2022 VERSION

UNCLASSIFIED

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)		OMB No. 0704-0630 OMB approval expires: 20260631
The public reporting burden for this collection of information, 0704-0630, is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at 1601-0184-0184-ddod-information-collection@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Executive Order 10450; and Public Law 99-474, the Computer Fraud and Abuse Act PRINCIPAL PURPOSE(S): 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 ROUTINE USE(S): None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.</p>		
TYPE OF REQUEST <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER IS		DATE (YYYYMMDD) 20220714
SYSTEM NAME (Platform or Applications) Benefits for Education Administrative Services Tool (BEAST)		LOCATION (Physical Location of System) 400 Gigling Rd Seaside CA 93950
PART I (To be completed by Requester)		
1. NAME (Last, First, Middle Initial)	2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT	4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS	6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS	8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER	9. DESIGNATION OF PERSON <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"/> I have completed the Annual Cyber Awareness Training.		DATE (YYYYMMDD) 20220714
11. USER SIGNATURE	12. DATE (YYYYMMDD) 20220714	
PART II ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR <i>(If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)</i>		
13. JUSTIFICATION FOR ACCESS Access to BEAST Environment Site ID: 400016 Organization Code: 12 Air Force Active Duty JUSTIFICATION: Transaction Register Processing		Please use this layout for block 13 (Justification). Space Force bases please change... Site ID: 475776 Organization Code: 18 USSF Active Duty
14. TYPE OF ACCESS REQUESTED <input checked="" type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED		
15. USER REQUIRES ACCESS TO: <input checked="" type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER		
16. VERIFICATION OF NEED TO KNOW <input checked="" type="checkbox"/> I certify that this user requires access as requested.		
16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 21 if needed.)		
17. SUPERVISOR'S NAME (Print Name)	17a. SUPERVISOR'S EMAIL ADDRESS	17b. PHONE NUMBER
17c. SUPERVISOR'S ORGANIZATION/DEPARTMENT	17d. SUPERVISOR SIGNATURE	17e. DATE (YYYYMMDD)
18. INFORMATION OWNER/OPR PHONE NUMBER	18a. INFORMATION OWNER/OPR SIGNATURE	18b. DATE (YYYYMMDD)
19. ISSO ORGANIZATION/DEPARTMENT	19b. ISSO OR APPOINTEE SIGNATURE	19c. DATE (YYYYMMDD)
19a. PHONE NUMBER		

UNCLASSIFIED

DD FORM 2875, MAY 2022 Page 1 of 3
PREVIOUS EDITION IS OBSOLETE.

Requestor completes blocks 1-12 (date block 12 prior to digitally signing block 11)

Supervisor completes blocks 13-17e (date block 17e prior to digitally signing block 17d); block 16a only required if requestor is a contractor

20. NAME (Last, First, Middle Initial)			
21. OPTIONAL INFORMATION			
PART III - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION			
22. TYPE OF INVESTIGATION	22a. INVESTIGATION DATE (YYYYMMDD)	22b. CONTINUOUS EVALUATION (CE) DEFERRED INVESTIGATION	
22c. CONTINUOUS EVALUATION (CE) ENROLLMENT DATE (YYYYMMDD)	22d. ACCESS LEVEL		
23. VERIFIED BY (Printed Name)	24. PHONE NUMBER	25. SECURITY MANAGER SIGNATURE	26. VERIFICATION DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE:	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	FILES		
	DATASETS		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)		DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVALIDATED BY (Print name and sign)		DATE (YYYYMMDD)

Security Manager completes blocks 22-24, dates (block 26), and digitally signs (block 25)

Forward completed DD Form 2875 to your **AFPC MAJCOM Representative** for processing

BEAST: <https://beastapp.dmdc.mil/beast/>

Attachment 3

Step-by-Step Procedures LEGACY Transaction Register Processing

PROCEDURES:

Step-by-Step Procedures for Montgomery GI Bill TR processing*. This table provides instructions/process steps for completing LEGACY Transaction Register actions. Please see **Section C** for current Transaction Register processing instructions.

***Please see Frequently Asked Questions (Attachment 1) for additional TR processing assistance.**

NOTE: Personnel Records Display Application (PRDA), Military Personnel Data System (MILPDS), Air Force Automated Education Management System (AFAEMS) and Benefits for Education Administrative Services Tool (BEAST) access is **required** for Transaction Register Processing.

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 blank 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 Unknown (Z) MGIB status in MILPDS; or receive from Air Force Personnel Center (distributed twice annually).
3	Validate Member Eligibility (Officer Only)	Academy graduates and ROTC graduates with SOC codes R, S, V, or W (see Appointment Order in PRDA) are ineligible for MGIB (see Section E). If ineligible, update MILPDS MGIB status (see Steps 9 and 10). If the MILPDS SOC is incorrect, see Attachment 1 , Education Office, E3 , for correction process. If eligible, go to Step 4 .
4	Check PRDA Record (Newly Assessed Officer and Enlisted)	Check PRDA for completed DD Form 2366 . If DD Form 2366 is on record and member is NOT prior service, update MILPDS MGIB status according to member election (see Steps 9 and 10). If prior service or no DD Form 2366 is on record, go to Step 5 .
5	Validate Prior Service Enrollment or Declination	Check BEAST for prior service enrollment and pay deductions (\$1,200). If prior service is validated, update MILPDS MGIB status (see Steps 9 and 10). If BEAST reflects prior service declination, you must validate declination via DD Form 2366

		<p>prior to updating MILPDS. If not prior service, go to Step 6.</p> <p>See Attachment 1, E5, for assistance with members reflecting less than \$1,200 in BEAST and E22 for assistance with Guard/Reserve members entering Active Duty.</p>
6	Contact Member	<p>Contact member via email and request action on MGIB enrollment (see Attachment 4 for sample emails). Send no less than 3 email requests for action (read receipt all requests). Allow at least 2 weeks <u>but not more than 3 weeks</u> in between each email request. Attach DD Form 2366 to email (or refer to AFVEC if TAFMSD is between 5 January 2022 and 4 January 2023). Go to Step 7 or 8 as applicable.</p>
7	No Member Response	<p>If member does not respond to all 3 requests for action, update MILPDS to MGIB enrollment status (see Steps 9 and 10).</p>
8	Member Response	<p>Certify DD Form 2366, Section 6 (see Attachment 5), update MILPDS MGIB status in accordance with member election via DD Form 2366 (see Steps 9, 10, and 11) and provide member a copy of certified DD Form 2366 (unless completed via AFVEC/AFAEMS; see Section I for AFAMES instructions).</p>
9	Update MILPDS MGIB Status (see Section D)	<p>Authorized Codes:</p> <ul style="list-style-type: none"> (3) Ineligible (5) Enrolled (6) Declined Enrollment <p>Prior service:</p> <ul style="list-style-type: none"> (9) Ineligible Declined Previous Enrollment (DD Form 2366 in PRDA showing prior service enrollment declination) (P) Prior Service <p>Note: member's MGIB status should be updated as prior service if member has a/an:</p> <ul style="list-style-type: none"> DD Form 2366 in PRDA showing prior service enrollment AND BEAST shows \$1,200 pay deductions (see BEAST to validate Sister Service enrollment) or Approved TEB application
10	Add Counseling Note to AFAEMS Record	<p>Document EACH action taken (when completed) via a counseling note in AFAEMS.</p> <p>NOTE: placing a certified copy of DD Form 2366 in AFAEMS does not remove the requirement to send to members electronic personnel record (send to ARMS). See Step 11.</p>

11	Mail Complete Form to ARMS	Mail forms to (or see Section B for email instructions): HQ AFPC/DP1ORM 550 C Street West JBSA-Randolph, TX 78150 NOTE: not required if completed via AFVEC/AFAEMS (verify upload via PRDA).
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Attachment 4 MGIB Election Sample Emails

SAMPLE 1

Blank on Transaction Register (entered active duty **for the first time** on/after **5 January 2023**):

SUBJECT: Montgomery GI Bill® (MGIB) Program Election

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 MGIB program are enrolled. Additionally, members entering active duty for the first time on or after 5 January 2023 must make this election via DD Form 2366, *Montgomery GI Bill Action of 1984 (MGIB) Basic Enrollment*, within the 90 days following 180 days in service.

Please visit **myFSS** and the **Department of Veterans Affairs (VA)** website or contact your local education office for additional information on the MGIB program.

When you have reached 180 days in service, visit the **Air Force Virtual Education Center (AFVEC)** and complete DD Form 2366 documenting your MGIB program election.

myFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHWYCA4>

VA Website: <https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty>

AFVEC: <https://afvec.us.af.mil>

NOTE: Failure to make an election under the MGIB program will result in auto enrollment and **nonrefundable** pay deductions of \$100/month for 12 consecutive months.

Salutation (if desired)

Applicable Signature Block

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>.

SAMPLE 2

No Election (LEGACY):

SUBJECT: ACTION REQUIRED - Montgomery GI Bill® (MGIB) Program 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, 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

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>.

SAMPLE 3

Election 1 Year or Greater (LEGACY):

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

RANK NAME

Records indicate upon entering active duty, 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 deductions), 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:

7. You elected to convert to the Post-9/11 GI Bill (applied and received Certificate of Eligibility from the VA, copy of certificate required)
8. 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

Visit the VA website for additional information on both programs and the [myFSS](#) website for information on the Transfer of Education Benefits.

https://www.benefits.va.gov/gibill/mgib_ad.asp

https://www.benefits.va.gov/gibill/post911_gibill.asp

<https://https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHWWCA4>

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

Salutation (if desired)

Applicable Signature Block

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>.

Attachment 5

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*

CUI when filled

MONTGOMERY GI BILL ACT OF 1984 (MGIB) <small>(Chapter 30, Title 38, U.S. Code)</small> BASIC ENROLLMENT			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Chapter 30, Title 38, U.S. Code, Sections 3011, 3012, 3018A, and 3018B, Public Law 110-252, and Public Law 118-315. PRINCIPAL PURPOSE(S): 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. FOUR LINE USE(S): To the Department of Veterans Affairs (DVA) to ascertain an individual's eligibility to claim benefits under the MGIB. DISCLOSURE: Voluntary; however, failure to provide the requested information will result in the individual being automatically enrolled in the MGIB program.</p>			
1. SERVICE MEMBER DATA			
a. NAME (Last, First, Middle Initial) <div style="text-align: center; color: red;">MEMBER LAST FIRST</div>		b. SSN (Navy/Air Force/Space Force) / DoD ID (Army/Marine Corps/NOAA/PHS) <div style="text-align: center; color: red;">MEMBER SSN (DO NOT USE DOD ID)</div>	
2. STATEMENT OF UNDERSTANDING FOR INELIGIBLE MEMBERS			
<p>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 enrolled or disenrolled during my previous term of active duty.</p>			
a. SERVICE MEMBER SIGNATURE <div style="text-align: center; color: red;">ACADEMY, ROTC SOC CODE R, S, V, W and PRIOR SERVICE - DATE AND DIGITALLY SIGN</div>		b. RANK/GRADE <div style="text-align: center; color: red;">DATE AND DIGITALLY SIGN</div>	c. DATE SIGNED (YYYYMMDD)
3. STATEMENT OF UNDERSTANDING FOR ALL ELIGIBLE MEMBERS			
<p>(1) I am automatically eligible and will be enrolled unless I exercise the option to DISENROLL by signing Item 5 below. (2) UNLESS I DISENROLL 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. (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. (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 under the provisions of sections 3011(b) or 3012(c) of Reference (b), I will receive a refund of that pay reduction subject to the following: (a) a full refund if no months of benefit are used 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. (5) If I decide not to use my MGIB, OR I become ineligible, I understand I will NOT be eligible to receive a refund of the \$1,200 pay reduction. (6) 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. (7) I understand I am eligible for an increased monthly benefit by contributing an additional amount, not to exceed \$800 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 \$800. (8) I must receive an HONORABLE discharge for service establishing entitlement to the MGIB. This DOES NOT include "under honorable conditions". (9) I have 10 years from date of last discharge from active duty to use MGIB benefits (10) 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 DVA. (11) 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 DVA. (12) I cannot receive any combination of DVA educational benefits in excess of 48 months. (13) 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 CANNOT qualify me for both active and reserve MGIB benefits.</p>			
a. SERVICE MEMBER SIGNATURE <div style="text-align: center; color: red;">MEMBER ACCEPTING ENROLLMENT - DATE AND DIGITALLY SIGN</div>		b. RANK/GRADE <div style="text-align: center; color: red;">DATE AND DIGITALLY SIGN</div>	c. DATE SIGNED (YYYYMMDD)
4. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS			
5. STATEMENT OF DISENROLLMENT			
<p>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.</p>			
a. DATE SIGNED (YYYYMMDD)	b. RANK/GRADE <div style="text-align: center; color: red;">MEMBER DECLINING ENROLLMENT - DATE AND DIGITALLY SIGN</div>	c. SERVICE MEMBER SIGNATURE	
6. CERTIFYING OFFICIAL			
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) <div style="text-align: center; color: red;">EDUCATION OFFICE PERSONNEL CERTIFICATION - DATE AND DIGITALLY SIGN</div>	b. RANK/GRADE	c. SIGNATURE	d. DATE SIGNED (YYYYMMDD)

DD FORM 2366, SEP 2022

PREVIOUS EDITION IS OBSOLETE.

CUI when filled

Controlled by: OUGD(P&R)
 CUI Category: PRVCY
 LDC: FEDCOM
 POC: oad.pentagon.osud-p-r.mbx.forms@mail.mil

CUI (when filled in)

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			
a. NAME (Last, First, Middle Initial) MEMBER LAST FIRST MI		b. SSN (Navy/Air Force/Space Force) / DoD ID (Army/Marine Corps/NOAA/PHS) MEMBER SSN (DO NOT USE DOD ID)	
2. STATEMENT OF UNDERSTANDING FOR INCREASED BENEFIT OPTION			
<p>(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.)</p> <p>(2) I understand that MGIB increased benefit option contributions are non-refundable.</p> <p>(3) I must contribute the desired amount <u>while serving on active duty</u>. Once I separate, I CANNOT contribute to this program.</p> <p>(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.</p>			
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.			
a. SERVICE MEMBER SIGNATURE MEMBER - DATE AND DIGITALLY SIGN		b. RANK/GRADE	c. DATE SIGNED (YYYYMMDD)
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.			
a. TYPED OR PRINTED NAME (Last, First, Middle Initial) EDUCATION OFFICE PERSONNEL CERTIFICATION – DATE AND DIGITALLY SIGN		b. RANK/GRADE	c. SIGNATURE
d. DATE SIGNED (YYYYMMDD)			
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		Controlled by: OUSD(P&R) CUI Category: PRVCY L0D: FEDCON POC: osd.pentagon.osd-p-r.mbx.forms@mail.mil	
		<input type="button" value="Reset"/>	

See **Attachment 1**, Question **E7**, for instructions on completing enrollment in the MGIB Increased Benefit Contribution Program.

Mail certified form to (or see **Section B** for email instructions):

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