

PPC SPO Manual, Part VII

Chapter 7 -- Montgomery GI Bill - Selected Reserve MGIB-SR (CH-1606) Eligibility Status

Overview

Introduction This transaction is used to record a reserve member's Montgomery GI Bill-SR (MGIB-SR) (Chapter-1606) eligibility status.

Reference (a) [Montgomery GI Bill - Selected Reserve Educational Assistance Program, COMDTINST 1001.30 \(series\)](#). (To be updated)
(b) [Reserve Policy Manual \(RPM\) COMDTINST M1001.28\(series\)](#)

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Guiding Principles

Rules

- 1) Reservists become eligible when they meet the following requirements:
 - Obligate 6 yrs SELRES
 - Complete high school diploma or GED
 - Complete all IADT (Basic Training, plus “A” school if required (stated on contract), REBI (if no “A” school required) or ROCI.
- 2) Benefits are suspended/terminated when reservist transfers from SELRES or does not meet satisfactory SELRES participation (as per RPM).
 - Transfer to IRR – suspension of eligibility
 - Upon 9th unexcused absence in fiscal year– suspension of eligibility
 - Discharge – termination of benefits
- 3) Suspended benefits may be restored if mbr returns to SELRES status from IRR or “Good Standing” while in SELRES **within the allowable timeframe.** (1 year unless for missionary reason)
It is the responsibility of the member to provide the SPO with supervisory approval once they return to meeting SELRES “Good Standing” requirements.

(Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility).

Limitations

- All entries are separate from their parent processes. HR professionals must know when to modify eligibility.
 - MGIB-SR Kicker Tab is not currently used.
 - # of Months Obligation Remaining is not currently used.
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Procedure

Introduction This section provides the procedure for entering MGIB-SR eligibility.

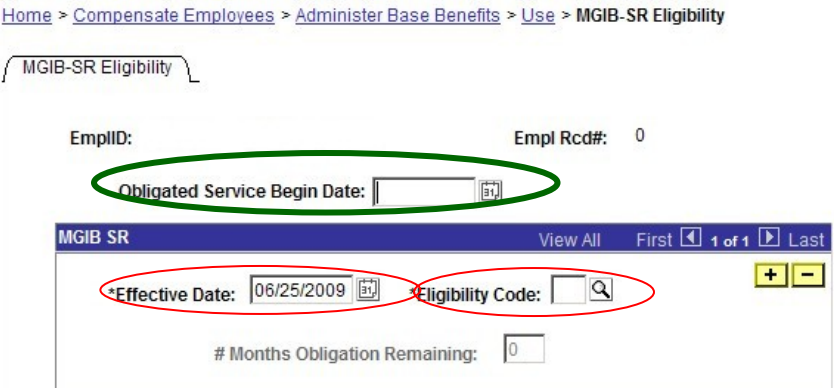
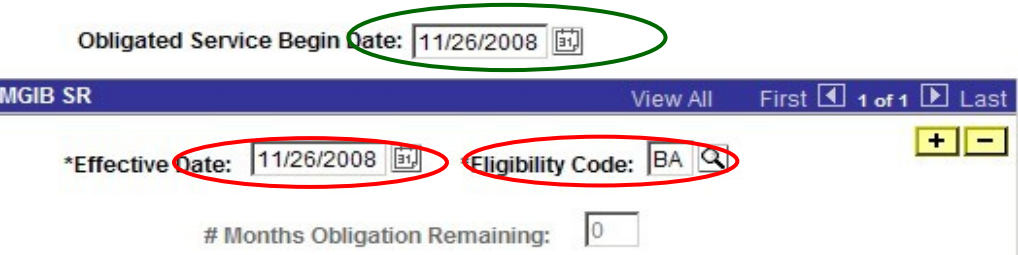
Accessing the MGIB-SR page Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action
1	<p>Select menu items in the following order (note, see the Basic Navigation topic for help on using menus):</p> <p>Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR Eligibility</p>
2	<p>Enter the member's Employee ID (EmplID) number in the appropriate field of the Find an Existing Value page and click the Search button.</p> <p style="color: red;">When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p> <div style="border: 1px solid black; padding: 5px;"> <p>MGIB-SR Eligibility</p> <hr/> <p>Find an Existing Value</p> <p>EmplID: <input type="text" value="1234567"/></p> <p>Empl Rcd Nbr: <input type="text" value="0"/></p> <p>Employee Classification: <input type="text" value="Selected Reserve"/></p> <p>Last Name: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Company: <input type="text"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>Social Security #: <input type="text" value="123456789"/></p> <p>Job Family: <input type="text"/> <input type="button" value="Q"/></p> <p>Job Code: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p> </div>
3	The MGIB-SR Eligibility page will display.

Continued on next page

Procedure, Continued

Accessing the MGIB-SR page (continued)

Step	Action
3a	<p>Example 1: If the member's MGIB-SR eligibility status has not already been entered, the page will open with a new row. The Effective Date field will be pre-filled with the current date. The Eligibility Code field and Obligated Service Begin Date will be blank.</p> <p>Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR Eligibility</p> 
3b	<p>Example 2: The page will display the most recent entry if the member's status has been entered or updated in the system.</p> 



Continued on next page

Procedure, Continued

Accessing the MGIB-SR page (continued)

Step	Action
4	Complete the data fields. The following blocks and tables provide procedures for: <ol style="list-style-type: none"> 2. Entering a new eligibility (the page looks like Example 1 above). 3. Changing an Eligibility (the page looks like Example 2 above). <ol style="list-style-type: none"> a. Suspension of Eligibility b. Termination of Eligibility c. Reinstating/Restoring eligibility. (Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility).

Entering a new eligibility Follow these steps to enter a new MGIB eligibility.

Step	Action
1	Enter the MGIB-SR Obligated Service Begin Date . Obligated Service Begin Date: <input type="text"/>  <ul style="list-style-type: none"> • For enlisted members, this is the date the member signed a contract (enlistment, reenlistment or extension) obligating 6 years in Selected Reserves (SELRES). If ANNEX U was not completed by recruiter as part of enlistment contract, complete Statement of Understanding (SOU), CG-5482. • For officers, this is the date officer signs the SOU, CG-5482 obligating 6 years in the SELRES. • Once entered, this should not be changed unless incorrect.
2	Enter the Effective Date Effective Date: <input type="text" value="03/01/2004"/>  The Effective Date will default to the current date and needs to be replaced. <ul style="list-style-type: none"> • Effective Date – date of “A” school graduation, or REBI graduation (if not “A” school or was not required), or ROCI graduation.

Continued on next page

Procedure, Continued


Entering a new eligibility (continued)

Step	Action																																														
3	<p>Enter the Eligibility Code.</p> <p>*Eligibility Code: <input type="text" value="BA"/> <input type="button" value="🔍"/></p> <p>Use the lookup button - <input type="button" value="🔍"/> to search for codes – if member has met all requirements and is in good standing, <u>BA</u> will most likely be the appropriate code.</p> <p>Lookup Eligibility Code</p> <p>Eligibility Code: <input type="text"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First <input type="button" value="⏪"/> 1-22 of 22 <input type="button" value="⏩"/> Last</p> <table border="1"> <thead> <tr> <th>Eligibility Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AA</td><td>Ineligible: Has not executed a 6 yr obligation after 30-JUNE-85</td></tr> <tr><td>AB</td><td>Ineligible: Has not completed IADT</td></tr> <tr><td>AC</td><td>Ineligible: No High School diploma or equivalent</td></tr> <tr><td>AD</td><td>Eligibility Terminated: Correction of erroneous report of eligibility</td></tr> <tr><td>BA</td><td>Eligible: Meets all eligibility criteria</td></tr> <tr><td>BB</td><td>Eligible: Member serving subsequent qualifying period of eligibility</td></tr> <tr><td>BC</td><td>Eligibility Condition Retained: Non-qualify position/unit involuntary removal from qualify position</td></tr> <tr><td>BD</td><td>Eligibility Retained: Serving position/unit completion of oblig for initial benefit eligibility</td></tr> <tr><td>BE</td><td>Eligible: Member separated because of disability</td></tr> <tr><td>BF</td><td>Eligible: Member separated because of inactivation or reduction</td></tr> <tr><td>CA</td><td>Ineligible: Member has completed course of instruction required for BA or equivalent</td></tr> <tr><td>CB</td><td>Eligibility Suspended: Granted period of authorized non-availability-all other-not to exceed 3 yrs</td></tr> <tr><td>CC</td><td>Eligibility Suspended: Granted period of authorized non-availability-missionary-up to 3 yrs</td></tr> <tr><td>CD</td><td>Eligibility Suspended: Being processed for unsatisfactory participation</td></tr> <tr><td>CE</td><td>Eligibility Suspended: Voluntarily depart from a qualifying position</td></tr> <tr><td>CF</td><td>Ineligible: Member on long-term orders</td></tr> <tr><td>CG</td><td>Eligibility Terminated: In receipt of ROTC scholarship</td></tr> <tr><td>DA</td><td>Eligibility Terminated: Member failed to reaffiliate within the required time limit</td></tr> <tr><td>DB</td><td>Eligibility Terminated: Member discharged without being granted a period of nonavailability</td></tr> <tr><td>DC</td><td>Eligibility Terminated: Member Deceased</td></tr> <tr><td>DD</td><td>Eligibility Terminated: Member determined to be an unsatisfactory participant</td></tr> <tr><td>DE</td><td>Eligibility Terminated: Has failed to participate satisfactory prior to completing required service</td></tr> </tbody> </table>	Eligibility Code	Description	AA	Ineligible: Has not executed a 6 yr obligation after 30-JUNE-85	AB	Ineligible: Has not completed IADT	AC	Ineligible: No High School diploma or equivalent	AD	Eligibility Terminated: Correction of erroneous report of eligibility	BA	Eligible: Meets all eligibility criteria	BB	Eligible: Member serving subsequent qualifying period of eligibility	BC	Eligibility Condition Retained: Non-qualify position/unit involuntary removal from qualify position	BD	Eligibility Retained: Serving position/unit completion of oblig for initial benefit eligibility	BE	Eligible: Member separated because of disability	BF	Eligible: Member separated because of inactivation or reduction	CA	Ineligible: Member has completed course of instruction required for BA or equivalent	CB	Eligibility Suspended: Granted period of authorized non-availability-all other-not to exceed 3 yrs	CC	Eligibility Suspended: Granted period of authorized non-availability-missionary-up to 3 yrs	CD	Eligibility Suspended: Being processed for unsatisfactory participation	CE	Eligibility Suspended: Voluntarily depart from a qualifying position	CF	Ineligible: Member on long-term orders	CG	Eligibility Terminated: In receipt of ROTC scholarship	DA	Eligibility Terminated: Member failed to reaffiliate within the required time limit	DB	Eligibility Terminated: Member discharged without being granted a period of nonavailability	DC	Eligibility Terminated: Member Deceased	DD	Eligibility Terminated: Member determined to be an unsatisfactory participant	DE	Eligibility Terminated: Has failed to participate satisfactory prior to completing required service
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Procedure, Continued

Entering a new eligibility (continued)

Step	Action
4	Click the  button.
5	<p>The transaction is complete. The member's eligibility status will be sent to the VA via the Defense Manpower Data Center (DMDC). The member can view his or her status by accessing the Personal or Member Information Pages:</p> <p>Home > Self-Service > Employee > View > Personal Information or Home > Self-Service > Employee > View > Member Info</p> <p>Other users, with appropriate access levels (CGGWIS, CGHRS, etc), can view the member's eligibility using the CG Member Information page. Click the “Reserve Info” link on the Background tab.</p> <p>Reserve Member Information</p> <p>Name: _____ Empl Rcd Nbr: _____</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="background-color: #d3d3d3; margin: 0; padding: 2px;">Reserve Information</p> <p style="margin: 5px 0 0 20px;">Reserve Training/Pay Code: _____ Drilling Pay Status _____</p> <p style="margin: 5px 0 0 20px;">Training Rating: _____</p> <p style="margin: 5px 0 0 20px;">RMGIB Eligibility: Eligible: Meets all eligibility criteria</p> </div>

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Procedure, Continued

Changing an eligibility




Follow these steps to change a member's eligibility status.

Step	Action
1	Ensure that Obligated Service Begin Date is entered. Enter correct date if blank.
2	Click the insert new row icon (+).
3	<p>The Effective Date will default to the current date. Replace it with the date this action is effective.</p> <p>Suspension of Eligibility:</p> <ul style="list-style-type: none"> • Date of 9th unexcused drill. • Date of transfer to IRR – PSC responsibility • Date reservist begins EAD <p>Termination of Eligibility:</p> <ul style="list-style-type: none"> • Date reservist is discharged from SELRES • Date reservist failed to return to SELRES within allowable time limit – PSC responsibility <p>Reinstating/Restoring eligibility: (Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility)</p> <ul style="list-style-type: none"> • Date reservist returns to SELRES from IRR (if within allowable time limit) • Date reservist returns to SELRES from EAD or AD component (if within allowable time limit) • Date reservist returns to SELRES participation in Good Standing as per RPM – supervisor approval needed.

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Procedure, Continued

Changing an eligibility (continued)

Step	Action																
4	<p>Enter the Eligibility Code. Use the lookup button -  to search for codes.</p> <p>Suspension of Eligibility:</p> <ul style="list-style-type: none"> Use the appropriate code in the “C” family. <p>Lookup Eligibility Code</p> <p>Eligibility Code: <input type="text" value="C"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First  1-7 of 7  Last</p> <table border="1"> <thead> <tr> <th style="text-align: left;">Eligibility Code</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>CA</td> <td>Ineligible: Member has completed course of instruction required for BA or equivalent</td> </tr> <tr> <td>CB</td> <td>Eligibility Suspended: Granted period of authorized non-availability-all other-not to exceed 3 yrs</td> </tr> <tr> <td>CC</td> <td>Eligibility Suspended: Granted period of authorized non-availability-missionary-up to 3 yrs</td> </tr> <tr> <td>CD</td> <td>Eligibility Suspended: Being processed for unsatisfactory participation</td> </tr> <tr> <td>CE</td> <td>Eligibility Suspended: Voluntarily depart from a qualifying position</td> </tr> <tr> <td>CF</td> <td>Ineligible: Member on long-term orders</td> </tr> <tr> <td>CG</td> <td>Eligibility Terminated: In receipt of ROTC scholarship</td> </tr> </tbody> </table> <p>Note: The “CA” code is not used.</p>	Eligibility Code	Description	CA	Ineligible: Member has completed course of instruction required for BA or equivalent	CB	Eligibility Suspended: Granted period of authorized non-availability-all other-not to exceed 3 yrs	CC	Eligibility Suspended: Granted period of authorized non-availability-missionary-up to 3 yrs	CD	Eligibility Suspended: Being processed for unsatisfactory participation	CE	Eligibility Suspended: Voluntarily depart from a qualifying position	CF	Ineligible: Member on long-term orders	CG	Eligibility Terminated: In receipt of ROTC scholarship
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Procedure, Continued


Changing an eligibility (continued)

Step	Action																										
4	<p>Termination of Eligibility:</p> <ul style="list-style-type: none"> Use the appropriate code in the “D” family. Home > Compensate Employees > Administer Base Benefits > Use > MGIB-SR Eligibility <p>Lookup Eligibility Code</p> <p>Eligibility Code: <input type="text" value="D"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-5 of 5 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Eligibility Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DA</td> <td>Eligibility Terminated: Member failed to reaffiliate within the required time limit</td> </tr> <tr> <td>DB</td> <td>Eligibility Terminated: Member discharged without being granted a period of nonavailability</td> </tr> <tr> <td>DC</td> <td>Eligibility Terminated: Member Deceased</td> </tr> <tr> <td>DD</td> <td>Eligibility Terminated: Member determined to be an unsatisfactory participant</td> </tr> <tr> <td>DE</td> <td>Eligibility Terminated: Has failed to participate satisfactory prior to completing required service</td> </tr> </tbody> </table> <p>Reinstating/Restoring eligibility: (Note: You must contact the MGIB-SR Program Manager at reserveVAeducation@uscg.mil for approval before Reinstating/Restoring eligibility)</p> <ul style="list-style-type: none"> Use the appropriate code in the “B” family. <p>Lookup Eligibility Code</p> <p>Eligibility Code: <input type="text" value="B"/></p> <p>Description: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup</p> <p>Search Results</p> <p>View All First <input type="button" value="◀"/> 1-6 of 6 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Eligibility Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>BA</td> <td>Eligible: Meets all eligibility criteria</td> </tr> <tr> <td>BB</td> <td>Eligible: Member serving subsequent qualifying period of eligibility</td> </tr> <tr> <td>BC</td> <td>Eligibility Conditnl Retained: Non-qualify position/unit involuntary removal from qualify positn</td> </tr> <tr> <td>BD</td> <td>Eligibility Retained: Serving position/unit completion of obliq for initial benefit eligibility</td> </tr> <tr> <td>BE</td> <td>Eligible: Member separated because of disability</td> </tr> <tr> <td>BF</td> <td>Eligible: Member separated because of inactivation or reduction</td> </tr> </tbody> </table>	Eligibility Code	Description	DA	Eligibility Terminated: Member failed to reaffiliate within the required time limit	DB	Eligibility Terminated: Member discharged without being granted a period of nonavailability	DC	Eligibility Terminated: Member Deceased	DD	Eligibility Terminated: Member determined to be an unsatisfactory participant	DE	Eligibility Terminated: Has failed to participate satisfactory prior to completing required service	Eligibility Code	Description	BA	Eligible: Meets all eligibility criteria	BB	Eligible: Member serving subsequent qualifying period of eligibility	BC	Eligibility Conditnl Retained: Non-qualify position/unit involuntary removal from qualify positn	BD	Eligibility Retained: Serving position/unit completion of obliq for initial benefit eligibility	BE	Eligible: Member separated because of disability	BF	Eligible: Member separated because of inactivation or reduction
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Procedure, Continued

Changing an eligibility (continued)

Step	Action
5	Click the  button.
6	<p>The transaction is complete. The member's eligibility status will be sent to the VA via the Defense Manpower Data Center (DMDC). The member can view his or her status by accessing the Personal or Member Information Pages:</p> <p>Home > Self-Service > Employee > View > Personal Information or Home > Self-Service > Employee > View > Member Info</p> <p>Other users, with appropriate access levels (CGGWIS, CGHRS, etc), can view the member's eligibility using the CG Member Information page. Click the “Reserve Info” link on the Background tab.</p> <p>Reserve Member Information</p> <p>Name: _____ Empl Rcd Nbr: _____</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Reserve Information</p> <p>Reserve Training/Pay Code: _____ Drilling Pay Status: _____</p> <p>Training Rating: _____</p> <p>RMGIB Eligibility: Eligible: Meets all eligibility criteria</p> </div>

Notice of Basic Eligibility

Introduction This section provides the procedure for issuance of a Notice of Basic Eligibility (NOBE).

Procedure Instruct the member to notify the MGIB-SR Program Manager that all requirements have been met and a NOBE is requested.

- The member must send the request to reserveVAeducation@uscg.mil, copying member's supervisor, with NOBE – Reservist name/EMPLID in the Subject Line.
 - The member must include the following in the body of the email:
 - Member's home address.
 - Unit name, address, phone number, OPFAC.
 - The completed NOBE will be sent to the reservist's supervisor for completion.
 - It is the member's responsibility to ensure the SPO has a completed copy for their PDR.
 - SPO should send a copy to PSC (adm-3) when received from member.
-