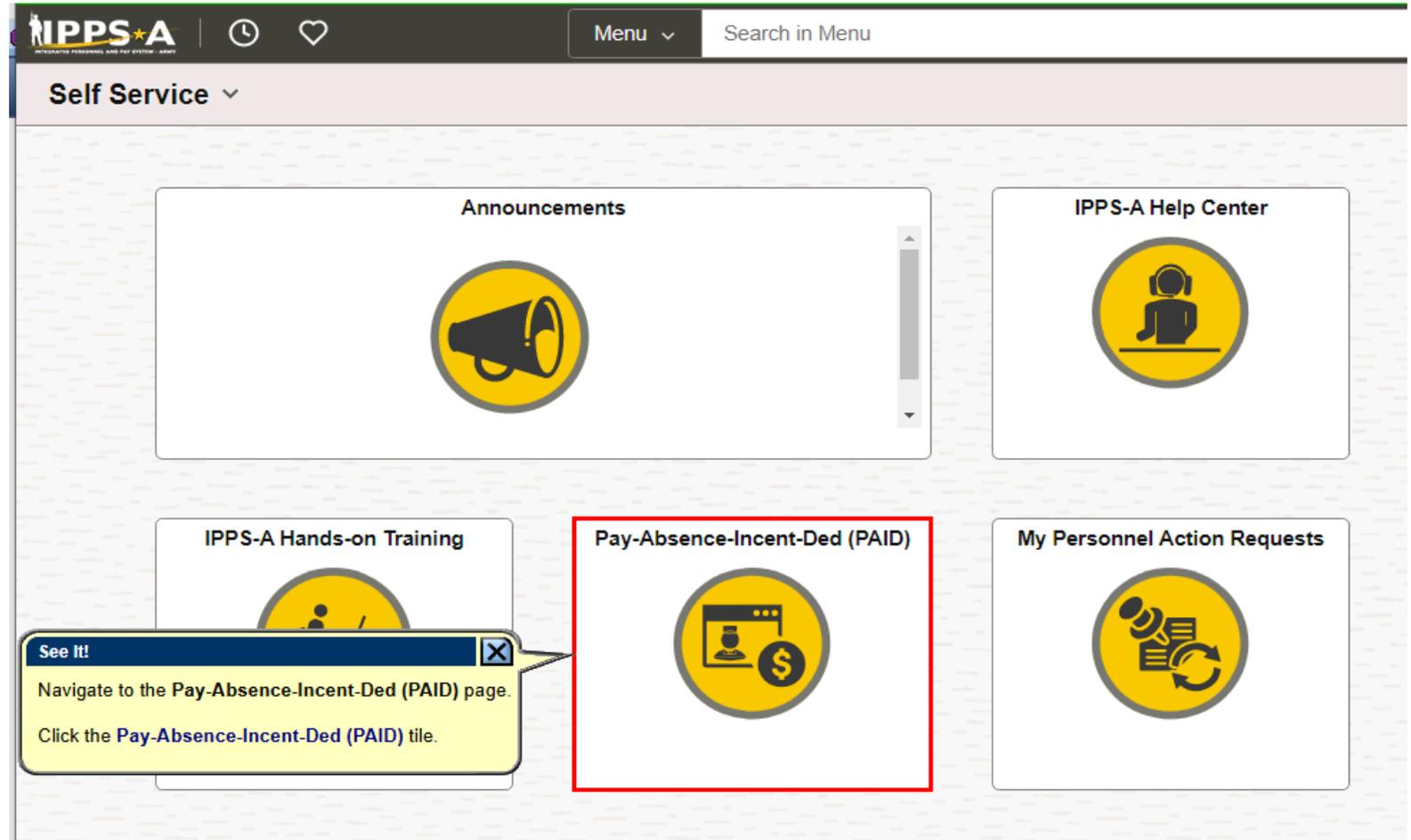


Opt-in/Opt-out Process (1 of 10)

- Log in to IPPS-A under Self Service
- Select the PAID tile



Opt-in/Opt-out Process (2 of 10)

- For 'Entry Type' select 'BENEFITS'

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Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" -- Absences, Benefits, Field Duty, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID PV1 JON DANAIES

Entry Type

Entry ID

Status

ABSENCES

BENEFITS

FIELD DUTY

HOUSING

INCENTIVE PAYS

SPECIAL PAYS

See It! [X]

The Entry Type is BENEFITS.

Click the BENEFITS list item.

Opt-in/Opt-out Process (3 of 10)

- Leave 'Status' field blank.
- Click 'Add'

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Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service: "Employee ID" is auto-populated / HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" – Absences, Benefits, Field Duty, Incentive Pays, or Special Pays

To add a new entry, click "Add". To find an existing entry, click "Search" (To limit search to a specific status, select that option as well.)

NOTE: If the "Entry ID" is known, that value can be used to search for that specific entry.

To clear all previous information entered, click "Clear".

Employee ID PV1 JON DANAIES

Entry Type

Entry ID

Status

See It!

i INFORMATION

Leave the **Status** field blank when starting an MGIB Election benefits request.

Opt-in/Opt-out Process (4 of 10)

- Search BENEFITS CATEGORY options
- The Begin Date should be the start date of your AGR orders. If it is different, it may have been adjusted due to previous active service, such as service in the Active Component or on Title 10 or Title 32 ADOS
- If you are unable to continue, see the section titled, “If I cannot make my own election.”

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Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 0000005832 PV1 JON DANAIES Submit

BENEFITS

Status Initial

BENEFITS CATEGORY 🔍

*BEGIN DATE

END DATE

Instructions

See It! ✕

Search the BENEFITS CATEGORY options.

Click the BENEFITS CATEGORY look up tool.

category" drop down to either **Opt-in** or **Opt-Out** in MGIB Ad -Law 30 bill.

Approval Map

Approval Map

Save for Later Return To Search

Opt-in/Opt-out Process (5 of 10)

- Select 'MGIB'

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Cancel **Lookup** [Show Operators](#)

Search for: BENEFITS CATEGORY

▼ **Search Criteria**

Category 1 (begins with)

Search Clear

▼ **Search Results**

Category 1 ↓	
MGIB	1 row

See It!

The BENEFITS CATEGORY is for an MGIB benefits request.
Click the **MGIB** list item.

Opt-in/Opt-out Process (6 of 10)

Instructions

MGIB Election:

- "OPT-IN:" Select **OPT-IN** in "MGIB Election" if you would like to **ENROLL** in the Montgomery GI Bill Act of 1984 (MGIB).
 - "OPT-OUT:" Select **OPT-OUT** in "MGIB Election" if you would like to **DISENROLL** in the Montgomery GI Bill Act of 1984 (MGIB).
 - "Check List for Enrolling or Disenrolling in MGIB:"
 1. **Complete DD2366 form** and make sure you sign the form where it reads **SERVICE MEMBER SIGNATURE** .
 2. Make sure you **review the form with Personnel Office and get the signature** .
 3. **Attach the Signed form** below under "Attachments" Section .
 4. **Click on Submit** to send the form to Personal Office for further processing.
 5. **Once Approved by Personnel Office** you will receive an email notification with confirmation.
-

Opt-in/Opt-out Process (7 of 10)

BENEFITS CATEGORY

*BEGIN DATE

END DATE

- MGIB Election:**
- "OPT-IN:" Select **OPT-IN** in "I
 - "OPT-OUT:" Select **OPT-OUT**
 - "Check List for Enrolling or"
 1. **Complete DD2366 form** at
 2. Make sure you **review the**
 3. **Attach the Signed form** be
 4. **Click on Submit** to send th
 5. **Once Approved by Person**

- Search '*MGIB Election'

Additional Information

*M G I B Election

See It! ✕

View the M G I B Election options.

Click the **MGIB Election** look up tool.

Comments



Attachments

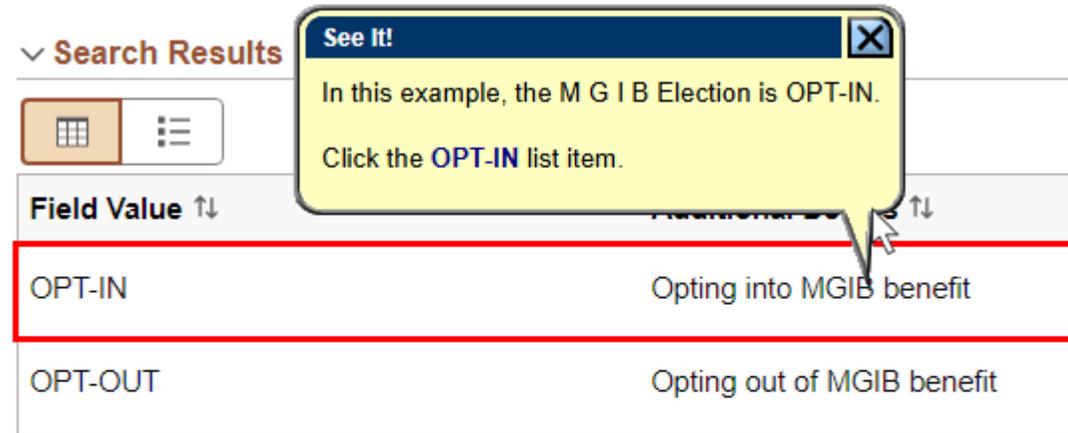
1 row

Attach	View	Attached File ↑↓	*Description ↑↓
<input type="button" value="Attach"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>

Approval Map

Opt-in/Opt-out Process (8 of 10)

- Select 'OPT-IN' if you want to ENROLL in the MGIB-AD program.
- Select 'OPT-OUT' if:
 - You are ineligible
 - You ever declined MGIB-AD
 - You have previously accepted MGIB-AD
 - Note: Opting out here will not change your previous election, and if you are still eligible for MGIB-AD, you will remain eligible.



The screenshot shows a search results interface. At the top, there is a 'Search Results' header with a dropdown arrow. Below the header are two icons: a grid icon and a list icon. The main content is a table with two columns: 'Field Value' and 'Value'. The table has two rows: 'OPT-IN' and 'OPT-OUT'. The 'OPT-IN' row is highlighted with a red border. A yellow callout box with a blue header 'See It!' and a close button is positioned over the 'OPT-IN' row. The callout box contains the text: 'In this example, the M G I B Election is OPT-IN. Click the OPT-IN list item.'

Field Value	Value
OPT-IN	Opting into MGIB benefit
OPT-OUT	Opting out of MGIB benefit

Opt-in/Opt-out Process (9 of 10)

- Click 'Attach' and upload a copy of your signed DD Form 2366.
- IPPS-A will send the document to your iPERMS file.

4. Click on **Submit** to send the form.
5. Once Approved by Personnel Of

Additional Information

*M G I B Election

Comments



Attachments

Attach	View	Attached File ↑↓	*Description ↑↓		
<input type="button" value="Attach"/>	<input type="button" value="View"/>		<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Approval Map

Opt-in/Opt-out Process (10 of 10)

- Click 'Submit' to send to your S1 Pool.

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Pay-Absence-Incent-Ded (PAID)

BENEFITS

Employee ID 000005832 PV1 JON DANAIES Submit

BENEFITS

Status Saved

BENEFITS CATEGORY 🔍

*BEGIN DATE

END DATE

Additional Information

*M G I B Election 🔍

Comments

Attachments

Attach	View	Attached File ↑↓	*Description ↑↓		
<input type="button" value="Attach"/>	<input type="button" value="View"/>	DD_Form_2366.pdf	DD_Form_2366.pdf	<input type="button" value="+"/> <input type="button" value="-"/>	1 row

See It! INFORMATION

For Departments with an Upper Echelon Group attached, an option displays to route the request to the group for approval. Otherwise, the request routes to the Department's S1 Pool for approval.

Instructions

MGIB Election:

- "OPT-IN:" Select **OPT-IN** in "MGIB Election" if you would like to **ENROLL** in the Montgomery GI Bill Act of 1984 (MGIB).
- "OPT-OUT:" Select **OPT-OUT** in "MGIB Election" if you would like to **DISENROLL** in the Montgomery GI Bill Act of 1984 (MGIB).

where it reads **SERVICE MEMBER SIGNATURE** .
get the signature .
her processing.
mail notification with confirmation.

Key Take-Aways

- ALL new AGRs MUST Opt-in or Opt-out of MGIB-AD using IPPS-A, even if you previously accepted, previously declined, or are ineligible
- The window for decision is between 180 and 270 days of beginning AGR duty
- Failure to record a decision in IPPS-A will cause DFAS to begin deductions of \$100 per month for 12 months
- If you are unable to record your decision in IPPS-A due to having a BASD that is earlier than your start date, an HR PRO can do a Simple Benefits transaction to record the decision (see back up slides)
- If deductions begin erroneously, a WebDMO transaction will stop the deductions and issue a refund (see back up slides)

How Do I Apply?

- When you're ready to begin training:
 - Apply for benefits on the VA website at [VA.gov/education](https://www.va.gov/education)
 - Obtain your Certificate of Eligibility (CoE) and take it to the DVA representative/ School Certifying Official (SCO) at your school (or your place of employment if you are in a job-training program)
 - Verify your attendance monthly via text message or by calling 1-888-GIBILL-1 (1-888-442-4551)

Points of Contact

- For More Information:
 - Contact your State Education Office
 - ng.ca.caarng.mbx.cived@army.mil
 - 866-338-2863
 - <https://calguardcived.godaddysites.com/>

