

CLASSIFICATION: UNCLASSIFIED//
ROUTINE
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FM CNO WASHINGTON DC
TO NAVADMIN
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NAVADMIN 054/25

PASS TO OFFICE CODES:
FM CNO WASHINGTON DC//N1//
INFO CNO WASHINGTON DC//N1//
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SUBJ/MONTGOMERY GI BILL PROGRAM UPDATE//

REF/A/DOC/DOD/28DEC22//
REF/B/DOC/CNO/21SEP23//

NARR/REF A IS DEPARTMENT OF DEFENSE INSTRUCTION 1322.16, MONTGOMERY GI BILL PROGRAM.

REF B IS CNO NAVADMIN 226/23, MONTGOMERY GI BILL PROGRAM UPDATE.

RMKS/1. This NAVADMIN implements new requirements for completing and submitting the Department of Defense Basic Enrollment form (DD Form 2366, SEP 2022) for the Montgomery GI Bill Act of 1984 (MGIB). All other MGIB election requirements outlined in references (a) and (b) remain in effect.

2. In an effort to streamline the submission process for DD Form 2366, Service Members will use the online, self-service version of this form that is available in the Navy Standard Integrated Personnel System (NSIPS), effective immediately. This NAVADMIN does not apply to Sailors who have already made their MGIB election.

a. DD Form 2366 will be certified electronically within NSIPS by a designated command certifying official.

b. Commands whose Sailors are unable to complete the DD Form 2366 via NSIPS should refer to reference (a) paragraph 7.

c. DD Form 2366 will automatically transmit to the official military personnel file, in line with reference (b), and to the My Navy Career Center (MNCC) Human Resources Service Center (HRSC) for required MGIB disenrollment transactions.

d. After 270 days, the self-service option will not be available in NSIPS to the member and they should contact their command pay and personnel administrator or MNCC HRSC for further assistance.

3. For specific instructions on completing and submitting DD Form 2366, refer to training presentation at <https://www.mynavyhr.navy.mil/Career-Management/Education/GI-Bill/MGIB-Enrollment/> or contact MNCC HRSC at (833) 833-6622 or askmncc.fct@navy.mil.

4. For questions concerning MGIB policy, contact Ms. Shania Truelove at

shania.m.truelove.civ@us.navy.mil.

5. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

6. Released by Vice Admiral Richard J. Cheeseman, Jr., N1.//

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