



Office of Commissioned Corps Operations
Division of Commissioned Corps Officer Support
1101 Wootton Parkway, Plaza Level, Suite 100
Rockville, MD 20852

TO: Active Duty Officers of the Commissioned Corps of the U.S. Public Health Service
Enrolled in the Montgomery GI Bill

FROM: Division of Commissioned Corps Officer Support

SUBJECT: Additional Educational Benefits Under the Montgomery GI Bill (MGIB)

If you are participating in the Montgomery GI Bill, you are eligible to purchase additional MGIB educational benefits. You can increase the amount of your monthly full-time benefit by \$1 for every \$4 that you contribute, up to a maximum contribution amount of \$600. If you contribute the \$600 maximum, you will increase your full-time **monthly** benefit by \$150 per month (\$600 divided by 4 = \$150). If you have not used any of your 36 months of benefits, and make the maximum contribution before using your benefits, you will have increased your total educational benefit entitlement by \$5,400 (\$150 x 36 = 5,400). If you have already used some of your 36 months, your total maximum benefit will be reduced by the number of months of benefits used. **You may elect to start or stop withholdings at any time while on active duty.**

To purchase the additional MGIB benefits you must complete, and submit form **PHS-7039, "Application for Allotment of Pay (for Additional Montgomery G.I. Bill Benefits,"** (available for download at http://dcp.psc.gov/PDF_docs/phs-7039.pdf and **DD Form 2366, "Montgomery GI Bill Act of 1984 (MGIB),"** available for download at www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

You must also do one of the following:

- a. Make a lump sum deposit of \$600 (checks must be made out to D.H.H.S).
- b. Request a monthly deduction from your pay. You may request a minimum monthly pay reduction of \$24, or a larger amount that **is a multiple of 4**; i.e., 25 months @ \$24; 15 months @ \$40; 13 months @ \$48; 10 months @ \$60; or 6 months @ \$100.
- c. Make a lump sum deposit of less than \$600 and request a monthly deduction from your pay for the balance. The monthly deduction must meet the requirements in b. above.

Note: You can only receive the maximum additional monthly benefit after the maximum \$600 has been contributed. In addition, if you plan to receive benefits while still on active duty, be advised that your benefits ARE LIMITED TO THE ACTUAL COST OF YOUR TUITION AND FEES.

If you are not planning on using your benefits in the near future, you may prefer to initiate monthly withholdings. If you are currently receiving benefits, or plan to apply for benefits soon, you may wish to make the lump sum deposit. The increase in your monthly benefit should take effect within 60 days of your contribution being processed.

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The increase in your monthly benefit is **not** retroactive and will only apply to benefits you receive after your additional contributions. If you are currently receiving benefits, and elect a monthly withholding of \$100, in the month following the first withholding your benefit will be increased by \$25, etc.

The completed forms, and check (if appropriate), should be submitted to the following address:

Division of Commissioned Officer Support, OCCO
Attn: VEA
Plaza Level, Suite 100
1101 Wotton Parkway
Rockville, MD 20852

If you have any questions regarding the information in this memorandum, you should call the Division of Commissioned Corps Officer Support at (240) 453-6034.

Norman Chichester