

## Temporary ARNG MGIB Kicker Processing Instructions

1. Current MGIB Kicker processes/business rules in GIMS are not able to process a \$350 NPS and PS Kicker through the normal "Validation" process.
2. Due to this current system limitation, the following instructions for processing a \$350 NPS or PS Kicker are instituted:
  - a. After a \$350 NPS or PS Kicker is issued by MEPS, the State will receive notification in the "Awaiting Addendum/Documents Upload" work-bin in GIMS that a Kicker has been issued.
  - b. The State GI Bill Manager will:
    - (1) Verify the applicant/Soldier meets Kicker eligibility criteria and all required Kicker contracting documentation is in their iPERMS.
    - (2) Verify the contract document authorizes a \$350 rate (if not, submit an ETP due to an incorrect contract). Note: MEPS issued NPS and PS Kicker Addendums in the Guidance Counselor Resource Center (GCRC) system have been modified to reflect the correct \$350 rate for this new Kicker incentive.
    - (3) From panel 3, Soldier Summary, select "Admin Correction Request" (ACR) button. On the pop-up, select the "Kicker" radio button and select the Control Number associated with the Kicker in the Control Number drop down.
    - (4) For the remainder of the ACR, follow the current GI Bill Manager's SOP (dated 1 Oct 16) ACR recommendation procedures that begin on page 46. Ensure accurate and complete data is entered into all ACR data fields.
    - (5) In the Rate Code data field from the ACR panel, select "**USAR \$350 Kicker** (Date: 19990101-99990101) (Amount: 350.00-RC)" from the drop down menu.
    - (6) After all ACR data field information is entered, select the "Submit ACR" button.
  - c. Upon submission of the ACR, the ACR is sent to the PEC/NGB Review work-bin for review and processing by the GI Bill Support Team (GIBST).
3. These instructions are effective upon submission of the FY17 SRIP policy and remain in effect until superseded.