**NEW MEXICO NATIONAL GUARD**

UNIT NAME

Unit's Address

City, State Zip

NGNM-BSB-CAA 19 September 2017

MEMORANDUM THRU Education Services Officer, 10 Bataan Blvd., Santa Fe, NM 87508-4695

FOR Military Personnel Officer, 10 Bataan Blvd., Santa Fe, NM 87508-4695

SUBJECT: **Commanders Memo**-Application for Exception to Policy (ETP)

1. This request for an Exception to Policy to AGONMJC 621-5 is to allow **John Doe** (2345) utilize the New Mexico National Guard Tuition Scholarship Program (Insert reason for ETP).
2. In accordance with paragraph 4-6, **NEW MEXICO NATIONAL GUARD MEMBER/STUDENT RESPONSIBILITES**, AGONMJC 621-5, the Airman/Soldier is eligible to apply for an Exception to Policy for this purpose. I have consulted with the ESO at 505.474.1245 and/or ng.nm.nmarng.list.education@mail.mil and to the best of my knowledge additional funding exists according to paragraph 4-3.a.(3)
3. POC for the above request is CPT George W. Challenge at 2251 Air Guard Rd Albuquerque, NM 87116. I can be reached at 505.846.1234 or at George.w.challenge@ang.af.mil.

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GEORGE W. CHALLENGE,

Lt Col, NMARNG

Commander, 116th Intelligence

AGONMJC 621-5 • 01 October 2017