

**APPENDIX D:
(example)**

**CO A 717th BSB
601 S. Norris
Clovis, NM 88101**

NGNM-BSB-CAA

18 October 2014

MEMORANDUM FOR Education Services Officer, 10 Bataan Blvd., Santa Fe,
NM 87508

SUBJECT: Soldier Memo-Request for Exception to Policy to the New Mexico
National Guard Tuition Scholarship Program

1. This request for an Exception to Policy to AGONMJC 621-5 is to request funding for my spring semester classes at UNM for \$2,345.00.
2. *[Insert details. Why do you want this? What events caused the need for the ETP? Provide all supporting facts and documentation substantiating your request. If supplying additional documents to the enclosures listed below (i.e. medical or other documentation) add it to the enclosure list below and change the 4 to whatever is applicable.]*
3. I have included the attached documents noted below to support my request.
4. POC for this request is SGT John Doe at 215 my street, Clovis, NM 88101. I can be reached at 505.234.5678 or at john.doe@somewhere.com.

4 Encls
1. AGONMJC Form 2171-R
2. Statement of Understanding
3. Student Schedule
4. Cost Verification

JOHN DOE
SGT, NMNG