

# STATE TUITION ASSISTANCE ANNOUNCEMENT

(New Mexico National Guard Tuition Scholarship Program)

**For the Air & Army National Guard**

Deadlines	
Summer:	1 MAY
Fall:	15 JUL
Spring:	1 DEC

## ADDITIONAL INFORMATION

1. The application is now in a format that allows for digital data entry and CAC signature. This digital application emailed is the ONLY authorized method of applying for State Tuition Assistance (STA). Manual pen & ink entry/delivery is no longer authorized.
2. Please! Even if you do not know your exact classes due to delayed registration for lower classman, deployment or attending basic training, etc., please, complete your application with your anticipated classes and email us later if your classes change.
3. As always, please enter data into each and every block required. Your application will be returned with-out action (not processed nor accepted) if not filled out in its entirety.
4. There is a new development in college flat rate policies that will allow for a student to receive a cheaper tuition rate for 15 credits rather than 14 credits. Be aware the service members is not authorized to pocket any money provided from the NGNMTSP. If you manipulate your course load and receive a monetary credit as a result, the money will need to be repaid or it will be recouped.
5. See Chapter 3 in the AGONMJC 621-5 immediately following the STA for GI Bill usage in conjunction with STA.
6. The full AGOPNMJC 621-5 NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM (a.k.a. State tuition Assistance) can be found after page 2 (SOU) of this application.

7. \*\*\*Attach your class schedule and cost verification to the same email when submitting this application\*\*\*

## page 1 of 2

**THIS DIGITAL APPLICATION IS THE ONLY AUTHORIZED APPLICATION FOR STATE TUITION ASSISTANCE**

FALL SEMESTER- 15 JULY / SPRING SEMESTER- 1 DECEMBER / SUMMER SEMESTER 1 MAY

This form ratified by the ESO/Auth Rep and Fiscal Approving authority creates a binding obligatory document between the NMARG and the Institution of higher learning (IHL). IHL's should send invoice to: **DEPARTMENT OF MILITARY AFFAIRS, NMARG-Education, Santa Fe, NM 87508.**

# STATEMENT OF UNDERSTANDING (SOU)

Page 2 of 2

(Initial)

- \_\_\_\_\_ I have read, understand, and agree to the rules established in the AGONM Joint Circular 621-5, effective 01 October 2017.
- \_\_\_\_\_ I have completed the AGONMJC Form 2171-R. Other digital or handwritten versions are no longer authorized.
- \_\_\_\_\_ I have submitted the AGONMJC Form 2171-R to the Unit Commander for verification of completeness, accuracy and his signature. I will submit waiver documentation and application found in the AGONMJC 621-5 if applicable.
- \_\_\_\_\_ I will submit ORIGINAL AGONMJC 2171-R to the Education Services Liaison per established semester deadline.
- \_\_\_\_\_ AGONMJC 2171-R Applications will be emailed to the appropriate Education Service Liaison utilizing the Submit button at the bottom of this form or by emailing to the emails listed below. Form must be received by the semester deadline. Service Member will receive an email verification of receipt from appropriate Education Service Liaison.

Army National Guard:	Air National Guard	NMMI ECP/SMP:
Department of Military Affairs NMARNG-Education Office 10 Bataan Blvd Office #346 Santa Fe, NM 87508 Email: <a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a>	Base Education and Training Manager 2251 Air Guard Rd Albuquerque, NM 87116 Fax 505.853.7948 (emails subject to change w/o notice) <a href="mailto:150FSS.BETM.TRAINING@US.AF.MIL">150FSS.BETM.TRAINING@US.AF.MIL</a>	Department of Military Affairs NMARNG-Education Office 10 Bataan Blvd Office #346 Santa Fe, NM 87508 Email: <a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a>

Table 1-2

\_\_\_\_\_ Upon completion of registration, SM must submit their proof of school registration (class schedule) to the appropriate Education Service Liaison within one (1) week after last day of registration. Failure may result in an inaccurate payment of your benefits from the NMNGTSP program. As such the NMNGTSP will not be held responsible for inaccurate payments caused by non submittal of class schedule.

\_\_\_\_\_ Service Member must agree to the following conditions:

- I am aware that I may receive up to \$8,000 per FY (Air) & \$4,000 per FY (Army). Army will utilize Federal TA through [www.GoArmyEd.com](http://www.GoArmyEd.com) to receive the additional \$4,000 Per FY. State TA will cover Fees but not Books, housing or any other costs.
- I understand that State Tuition Assistance is not a guaranteed benefit and is only available based on availability of funds.
- I understand that the State Tuition Assistance Scholarship Program can be used only for coursework related to an Associate or Bachelors Degree. State Tuition Assistance may only be applied to New Mexico State IHLs.
- d. I understand and agree to reimburse or be liable for "recoupment" action for tuition paid if I am not in compliance with AGONMJC 621-5, Appendix B (SOU).** Recoupment payments will be made in full and addressed to "DEPARTMENT OF MILITARY AFFAIRS." Recoupment payments will be sent to the Army National Guard Office address listed above.
- I understand that if I decide not to use State Tuition Assistance, I must immediately notify the State Education Office in writing. Failure to do so may place me in suspension status for one semester.
- f. I understand that if grades or completion notification from my school is not submitted to the Education Office within 30 days of the originally scheduled course completion date, my account will be locked and State Tuition Assistance privileges will be suspended until all grade notifications are received and updated.**
- I hereby consent to the release of financial information pertaining to my student account and the release of grades, course completion status, and all financial data concerning this application at the IHL indicated on my request for State Tuition Assistance, to the New Mexico Education Services Office processing tuition payments on my behalf.
- I understand that courses must be started and completed prior to my separation from service; otherwise "recoupment" action may be initiated and/or funding will be denied.
- I understand that I must maintain a 2.0 GPA in order to continue receiving State Tuition Assistance, if not, will be placed on academic probation and subject to recoupment actions.

I HAVE READ THE PROVISIONS OF THE AGONMJC 621-5, AND UNDERSTAND THE AWARDED OF THE TUITION SCHOLARSHIP IS BASED ON ELIGIBILITY CRITERIA ESTABLISHED THEREIN, AND MUST MAINTAIN ELIGIBILITY AS A MEMBER OF THE NEW MEXICO NATIONAL GUARD (ARMY/AIR). I UNDERSTAND SCHOLARSHIP FUNDS ARE FOR TUITION ONLY AND SUBJECT TO AVAILABILITY OF FUNDS AS APPROVED BY THE NEW MEXICO LEGISLATURE. BY SIGNING I ACCEPT THE CONDITIONS AS STATED ON THIS FORM.

PRINTED NAME OF APPLICANT      TELEPHONE NUMBER      E-MAIL ADDRESS      DATE

SIGNATURE OF APPLICANT \_\_\_\_\_

[click here](#)

**AIR SUBMIT**

or send to

[150FSS.BETM.TRAINING@US.AF.MIL](mailto:150FSS.BETM.TRAINING@US.AF.MIL)

[click here](#)

**ARMY SUBMIT**

or send to

[ng.nm.nmarng.list.education@mail.mil](mailto:ng.nm.nmarng.list.education@mail.mil)

**AGONMJC 621-5**

**Education**

**New Mexico  
National Guard  
Tuition  
Scholarship  
Program**

Department of Military Affairs  
Military Personnel Division  
Santa Fe, NM 8708-4695  
01 October 2017

**UNCLASSIFIED**

## **NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM**

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**Summary:** This circular describes National Guard policies, requirements and procedures for the New Mexico National Guard's Tuition Scholarship Program (NMNGTSP).

**Interim Changes:** Interim changes to this circular are not official unless they are authenticated by the Military Personnel Officer (MILPO) at NGNM-DPA, Santa Fe, NM 87508-4695

**Applicability:** This circular applies to all personnel of the New Mexico National Guard.

**Suggested Improvements:** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications on Blank Forms) directly to NGNM-DPA-ES, Santa Fe, NM 87508-4695.

**Supplementation:** Local supplementation of this regulation is prohibited, except upon approval of The Adjutant General of New Mexico. Send requests for supplementation with justification to Joint Forces Headquarters – New Mexico, ATTN: NGNM-DPA-ES, 10 Bataan Blvd.- Education Office, Santa Fe, NM 87508-4695.

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## **Chapter 1**

### **Introduction**

#### **1-1. Purpose**

This Army Guard of New Mexico Joint Circular 621-5 (AGONMJC) establishes policy and procedures to administer the New Mexico National Guard's Tuition Scholarship Program (NMNGTSP) also referred to as State Tuition Assistance (STA).

#### **1-2. References**

- a. Chapter 20 NMSA, Section 20-4-13, 1987, 1987
- b. General Appropriation Act of 2010, Section 4, Subsection G.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms in this joint circular are explained in the glossary and are hyperlinked within this document for your convenience.

## **Chapter 2**

### **General information**

#### **2-1. General information**

a. This scholarship provides eligible members of the New Mexico National Guard an opportunity to pursue and complete up to a baccalaureate degree for professional and personal development by defraying a major portion of educational tuition expenses. This scholarship will be tied directly to recruiting and retaining quality members, enhancing their professionalism, and increasing the personnel readiness of the New Mexico National Guard (NMNG).

b. The NMNGTSP will pay up to 100% per semester towards the cost of tuition and fees for eligible members of the NMNG for courses at a Baccalaureate level or below. Coursework above a Baccalaureate level is not authorized.

c. The intent of the scholarship program is to increase the opportunity for members of the New Mexico Army and Air National Guard, to earn their first post-secondary degree.

d. Institutions of Higher Learning (IHLs) eligible to receive funding from the NMNGTSP must be NM State associated IHLs (not privately owned) located in:

(1) "The Database of Accredited Postsecondary Institutions and Programs" maintained by the U.S. Department of Education and can be found at <http://ope.ed.gov/accreditation/search.aspx>.

(2) The database maintained by the New Mexico Department of Higher Education; which can be found at <http://www.hed.state.nm.us/> .

f. The annual NMNGTSP funding received from the NM State Legislature will be appropriated for the Fall Semester. Any funds remaining after the Fall Semester will be available for the Spring Semester. Any funds remaining after the Spring Semester will be made available for the Summer Semester. Up to 100% tuition assistance for each semester will be administered, which is contingent upon the availability of funds and the allotted amount available per service member each year. The State fiscal year is from July 1 to June 30 each year.

g. Priority of funding will be allocated in the event that a projected or current lack of funding exists within the NMNGTSP. Priorities in order are:

(1) Enlisted SMs with fewer than 60 Semester Credit Hours (SCHs) with no scholarship and/or GI BILL benefits or contracted members of the Simultaneous Membership Program (SMP).

(2) Enlisted SMs under 150 SCHs with no scholarship or GI BILL Benefits.

(3) Officers under 150 SCHs with no scholarship or GI BILL Benefits.

(4) Enlisted SM's with additional scholarships and/or GI BILL Benefits.

(5) Officers with additional scholarships and/or GI BILL Benefits.

(6) Any other SM that is not listed herein but is eligible according to the AGONMJC 621-5, effective 17 December 2012.

(7) Exception to Policy (ETP).

h. Failure to disclose any and all scholarships and/or GI BILL benefits to be utilized for determining priority of funding may disqualify your application and/or place you in non-payment probation status for one semester.

## **Chapter 3**

### **Applicability**

**3-1. Applicability-**The NMNGTSP allows eligible members of the New Mexico National Guard to attend any New Mexico State supported post-secondary IHL. This scholarship applies to students pursuing their first baccalaureate degree at the undergraduate level in a full or part-time status. This Circular is valid for the period 01 October 2017 until amended by the The Adjutant General or an interim G1 memorandum.



a. Members should understand that NMNGTSP funds can be used concurrently with most of the GI Bills, and Scholarships (not State funded). The utilization of combined benefits/entitlements actually paying for tuition **CANNOT** exceed 100% of the tuition costs and there **CANNOT** be a duplication of funding for the same tuition cost requested. The SM **CANNOT** personally receive money from the NMNGTSP by utilizing a combination of benefits. However, if the benefit such as a scholarship or GI Bill is not specifically designated for tuition, the SM may receive NMNGTSP funding IAW the priorities of funding in Paragraph 8.d. of this circular, if applicable and their additional benefit. All NMNGTSP funding is paid directly to the IHL. The SM can personally receive, from the IHL, money from a scholarship not specifically designated for tuition such as the portion of the Post 9/11 GI BILL (Chapter 33) for the book stipend and Basic Allowance for Housing (BAH) paid directly from the Veterans Affairs (VA) to the students direct deposit account. However, the portion of the Post 9/11 GI BILL designated for tuition, which is paid directly to the school by the Post 9/11 GI BILL, is determined to be ineligible for receipt of benefits under the NMNGTSP as it is considered a duplication of benefits. The unpaid portion of tuition costs not paid by the Post 9/11 GI BILL **is** eligible for receipt of tuition benefits under the NMNGTSP depending upon availability of funding In Accordance With (IAW) the priorities of funding in Paragraph 8.d. of this AGONMJC 621-5 if applicable.

b. This scholarship may be used to cover the balance of tuition costs that may include fees (only) not covered by other State-funded scholarships (Lottery Scholarship, Bridge to Success Scholarship), but will not be used to duplicate costs covered by other State Tuition Scholarships or other federal programs. All students eligible must utilize Lottery Scholarship or the Post 9/11 GI Bill (Ch 33) as a first source of funds. Active Guard Reserve employees are exempt from this rule due to the restrictions created by the top-up rule. The NMNGTSP can be used for a first semester bridge until the State Lottery Scholarship is available.

c. The Lottery Scholarship is no longer covering 100% of a student's tuition. The NMNGTSP may be utilized to cover the balance difference not covered by the Lottery Scholarship.

d. This scholarship is limited to tuition costs and fees not including books or housing. Many IHLs bundle fees in with the tuition costs. **The deadlines to have the original 2171-R application & supporting documents in the education office located at the JFHQ in Santa Fe for each semester are:**

- (1) Fall Semester – 15 July
- (2) Spring Semester – 1 December
- (3) Summer Semester – 1 May

### 3-2. Eligibility

a. Any member of the New Mexico National Guard who has completed Basic Training or is a member of the Simultaneous Membership Program (SMP) and who is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions for both the Air & Army National Guard is eligible. A participating member cannot have any unsatisfactory participation, Absent With-Out Leave (AWOL) (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of Annual Training [AT]), Uniform Code of Military Justice (UCMJ) actions, have been administratively reduced in rank due to unfavorable actions within one (1) year prior to submitting AGONMJC Form 2171-R.

b. The Service Member must have passed the most recent APFT & Height/Weight prior to the submission of the 2171-R & the start date of the course. Ineligibility or being placed on hold for FTA due to APFT failure also makes you ineligible for STA/NMNGTSP unless official documentation appropriate to the branch of service is provided by the unit/education liaison.

c. Army National Guard Soldiers & Airmen who have enlisted and completed Basic Training (BT) but have not yet completed Advanced Individual Training (AIT) or who have not yet completed eligibility requirements for FTA may apply for tuition assistance through the NMNGTSP.

d. The member must maintain a cumulative academic Grade Point Average (GPA) of a 2.0 or higher on a 4.0 grading scale according to unofficial or official transcripts from the SM's current IHL where the Degree Plan is registered. Members with a semester GPA of a 1.9 and below will be placed on academic probation and are still subject for recoupment actions for any classes failed, incomplete, or dropped after the schools official add/drop date. If a 2.0 GPA is not achieved after the next attempted semester, they will be subject to suspension from further NMNGTSP benefits until a 2.0 GPA is achieved. ETP's will not be authorized for the "two consecutive semesters below a 2.0 GPA" rule. The SM will be responsible for self-funding courses until the GPA is raised.

e. State Tuition Assistance (STA) will not be approved to pay for any repeat courses until recoupment is initiated.

f. Suspension of FTA benefits for poor performance also suspends you from STA benefits.

g. In order to be approved and receive funding, the applying member must mail, hand deliver, or email, a copy of previous semester grades within 30 days of course completion (No exceptions!) to the appropriate Education Liaison Officer:

Army National Guard:	Air National Guard	NMMI ECP/SMP:
<b>Department of Military Affairs</b> <b>NMARNG-Education Office</b> <b>10 Bataan Blvd.</b> <b>Santa Fe, NM 87508</b> <b>Email:</b> <a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a>	<b>Base Education and Training</b> <b>Manager</b> <b>2251 Air Guard Rd</b> <b>Albuquerque, NM 87116</b> <b>Fax 505.853.7948</b> <b>Email:</b> <a href="mailto:150FSS.BETM.TRAINING@US.AF.MIL">150FSS.BETM.TRAINING@US.AF.MIL</a>	<b>Department of Military Affairs</b> <b>NMARNG-Education Office</b> <b>10 Bataan Blvd.</b> <b>Santa Fe, NM 87508</b> <b>Email:</b> <a href="mailto:ng.nm.nmarng.list.education@mail.mil">ng.nm.nmarng.list.education@mail.mil</a>

Table 3-1

h. The member must submit to the Education Service Liaison a Degree Plan (DP); which includes all coursework needed to attain said degree/Technical Certificate. A current DP must always be on file in order to validate coursework applied for with the AGONMJC Form 2171-R. Courses not on the current DP will be denied. Degree Plan can be changed at any time.

i. Expiration Term of Service (ETS) date must be beyond the semester enrolled in to be eligible for the NMNGTSP.

j. Members who have received a post-secondary baccalaureate degree or have accumulated 150 SCH program are not eligible for continuation in the program.

k. To maintain active participation in the NMNGTSP from one semester to the next, the student/member must notify the Education Services Officer (ESO) immediately of any changes in status. Members who withdraw from school, receive incomplete(s), add or drop classes that changes their total number of credit hours and fail to inform the ESO of such changes may be subject to reimburse the State and will NOT be eligible to receive the NMNGTSP the following semester. *Funding will not be approved if the applying member fails to submit transcript from previous semester.*

l. Members must be certified by the unit commander or designated representative (for the Air Guard only) as a satisfactory participant by digitally signing the AGONMJC Form 2171-R.

m. Members that are SMPs must be certified by their Professor of Military Science (PMS) at the attending Reserve Officer Training Corps (ROTC) institution as a satisfactory participant on the AGONMJC Form 2171-R. This requires all SMPs maintain full time status of (12 semester hours). Any ROTC member may be subject to reimburse the State and will NOT be eligible to receive the NMNGTSP the following Semester if he/she fails to meet the standard. In the extended absence of a PMS, the Cadet's drilling Unit Commander (UC) will be the approving authority.

n. NMMI's military liaison is the certifying authority for NMMI cadets.

o. RSP Soldiers who have completed Basic Training (BT) and have not yet been assigned to a unit will have the Education Services Officer certify this block.

p. ETPs will be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances. Any tuition ETP for SMPs must also be approved by the PMS of the attending institution prior to submitting to the State ESO. In the absence of a PMS, the SM's drilling UC will be the approving authority. The Military Personnel Officer (MILPO) is the final approving authority for ETPs. The ESO will have the authority to deny ETPs for repeat offenses of the same nature.

## **Chapter 4**

### **Responsibilities**

**4-1. Adjutant General of New Mexico** The Adjutant General will establish the criteria for eligibility and participation in the NMNGTSP.

#### **4-2. Education Services Officer (ESO)**

a. Provide policy guidance annually to inform all units, activities, ROTC programs and participants of changes.

b. Serve as the Program Administrator for the Tuition Scholarship Program appropriated by the New Mexico State Legislature.

c. Maintain a State Fiscal Year Tuition Program Ledger documenting all requests for tuition scholarships.

d. Maintain a detailed ledger of all AGONMJC Form 2171-Rs.

e. Maintain program records for tuition scholarship recipients that reflect: courses of study and semester hours completed under the program.

f. Coordinate with state post-secondary IHLs to facilitate implementation of the tuition scholarship program.

g. Review AGONMJC Form 2171-R (Request for New Mexico Tuition Scholarship Application) for accuracy and process them when complete.

h. Provide reports, as needed, pertaining to administration and status of the program to the MILPO.

i. Certify that applicants that meet the eligibility criteria, as indicated below, by signing the AGONMJC Form 2171-R:

(1) Any member of the NMNG who has completed Basic Training and a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.

(2) A participating member cannot have any unsatisfactory, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT), UCMJ actions, or have been administratively reduced and ranked due to unfavorable action within one (1) year prior to submitting AGONMJC form 2171-R. ESO will ensure SM's most recent APFT prior to the application and class start date is passing.

(3) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours of participation in the scholarship program are not eligible for continuation in the program. The above limitations may be waived by means of a properly submitted and approved ETP if sufficient funds are available.

(4) ETS date must be beyond the semester enrolled to be eligible for the NMNGTSP.

j. Send to the email listed on the application, each applying SM an approval or denial letter for the semester the tuition is applied for.

k. Authorize tuition cost for undergraduate studies only.

l. Maintain tuition assistance ledger, reconcile reports after each semester with the STA budget analyst, identify and process recoupment's, and assist State Tuition Assistance's (TA) budget analyst with cash collection vouchers.

m. Annually, coordinate and conduct a joint staff meeting with State Programs Office, Air National Guard, and New Mexico Military Institute PMS, to update/revise AGONMJC 621-5, AGONMJC 2171-R, and TA financial ledgers.

n. Certify invoices and forward them to the State Programs for payment.

o. Annually, submit updated AGONMJC 621-5, to the Adjutant General of New Mexico for approval and validation.

#### **4-3. Unit Commander**

a. Certify that the applicant meets the eligibility criteria, as indicated below, by signing, dating and entering the phone number most likely to reach the commander during the day into blocks 11A and 11B of the AGONMJC Form 2171-R .

b. Unit Commanders will ensure:

(1) Any member of the New Mexico National Guard who has completed Basic Training and is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.

(2) A participating member must not have any unsatisfactory participation actions, AWOLs, UCMJ actions, or have been administratively reduced in rank due to unfavorable actions within one (1) year prior to submitting AGONMJC Form 2171-R. The unit commander will ensure SM's most recent APFT prior to the application and class start date is passing.

(3) Applicants who have received a post-secondary baccalaureate degree or have accumulated 150 semester hours are not eligible for continuation in the program.

(4) ETS date must be beyond the semester enrolled in to be eligible for the NMNGTSP.

(5) Commander or designated representative (for the Air Guard only) may recommend that an ETP be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances with commander's endorsement when submitting AGONMJC Form 2171-R. See chapter five below. The MILPO is the final approving authority for ETPs.

c. Air National Guard SMs may have unit commander's signatures obtained by the representative designated IAW the memorandum of authority provided by the flight or wing commander.

#### **4-4. State Programs Office**

a. Develop and administer the annual NMNG State Scholarship Budget in conjunction with the ESO.

b. Approve and forward funding documents to the educational institution, upon receipt of STA Ledger from ESO.

c. Upon receipt of invoice from institution, forward copy of invoice to ESO for review and certification.

d. Audit one in every 10 records per semester.

#### **4-5. NM Air National Guard ESO**

Certify that the applicant meets the eligibility criteria, as indicated below:

(1) Is a member of the NMNG who has completed Basic Training or contracted in the Simultaneous Membership Program (SMP) and a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.

(2) A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT/Advance Camp) UCMJ actions, or have been administratively reduced in rank due to unfavorable action within one (1) year prior to submitting AGONMJC form 2171-R.

(3) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours are not eligible for continuation in the program.

(4) ETS date must be beyond the semester enrolled to be eligible for the NMNGTSP.

(5) Commander or designated representative may recommend that an ETP be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances with commander's endorsement when submitting AGONMJC Form 2171-R. The MILPO is the final approving authority for ETPs.

(6) Provide an alpha roster by student name, Last four of Social Security Number (SSN), and IHL via email to: [nq.nm.nmarng.list.education@mail.mil](mailto:nq.nm.nmarng.list.education@mail.mil) no later than two working days after tuition deadlines IAW the template roster provided by the ESO.

#### **4-6. Responsibilities of the NMNG Member/Student**

a. Must meet the eligibility criteria as outlined below:

(1) Must have completed Basic Training and is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions.

(2) Cannot have any unsatisfactory participation, AWOL, UCMJ actions, or have been administratively reduced in rank within one (1) year prior to submitting AGONMJC Form 2171-R.

(3) Cannot have received a post-secondary baccalaureate degree or have accumulated 150 semester hours.

(4) The Service Member's ETS date must be beyond the semester enrolled in to be eligible for the NMNGTSP.

b. Is required to submit a valid completion document; (i.e. official and/or unofficial transcript of all coursework taken) within 30 days of course completion directly to the NMNG Education office via email: [nq.nm.nmarng.list.education@mail.mil](mailto:nq.nm.nmarng.list.education@mail.mil). Subject line of email should state: STA Grades: Airman's name

c. Will notify the ESO regarding any classes dropped before the schools drop/add date.

d. Will reimburse the state for any classes failed, incomplete, dropped (W) or otherwise receive any grade that does not grant credit towards your degree after the schools official drop/add date by payment in full or calculated payment structure. A Service Member receiving a "D" letter grade for any course will supply the education office with documentation from your IHL displaying you will receive credit towards your degree for that course. If you do not supply the documentation or if your class does not apply towards the degree because of the poor performance, you will be subject to recoupment for that class.

(1) Reimbursement payments to be calculated accordingly:

(a) Payment structure not to exceed 48 months

(b) Payment structure not to exceed SM current ETS

(c) Payments due (X) are to be calculated as the balance due (Y) divided by the number of months left to ETS (Z) or  $Y \div Z = X$ .

(d) Upon reenlistment, SM can place an inquiry/request to the NMNG Education Office group email to have reimbursement payment schedule adjusted for a longer period of time not to exceed 48 months from the date of initial start date of recoupment. Reenlistment documentation must be included in email.

(2) Reimbursement payment schedule is established in order to keep from placing SM into undue financial hardship.

(3) Reimbursement payments:

(a) Made by Cashier's check **only** (no personal checks accepted)

(b) Addressed to "**Department of Military Affairs.**"

(c) Payments are to be mailed or hand delivered to:

Department of Military Affairs  
New Mexico Army National Guard  
10 Bataan Blvd.- Education Office  
Santa Fe, NM 87508-4695

e. Must submit a copy of previous semester grades by means of unofficial transcript of all classes taken with the AGONMJC form 2171-R in order to be considered for NMNGTSP, each semester.



f. AGONMJC 2171-R submitted directly from the Airman to the Education Office will NOT be accepted and returned to the Airman unless approved by the Air Guard liaison. All members will need to submit tuition assistance applications through their respective Education Liaison.

g. Must complete, sign and submit by email the fillable pdf AGONMJC Form 2171-R dated 01 October 2017 (all others are obsolete and will be returned without action) for each Academic semester to the appropriate education liaison no later than the following deadlines:

(1) Fall Semester – 15 July

(2) Spring Semester – 1 December

(3) Summer Semester – 1 May

h. Must submit via email proof of enrollment/registration (school class schedule) to the appropriate education liaison within two weeks after the last day of registration if unusual circumstances prevented the class schedule from being submitted with the application.

i. Be responsible for paying ANYTHING not covered by the scholarship.

j. Must notify the ESO immediately of any changes in enrollment status. Members, who withdraw from school, receive incomplete(s) grades, add or drop classes that change their total number of credit hours, and fail to inform the ESO of such changes will not be eligible to receive the NMNGTSP the following Semester. Some of or all of the STA applied for on the current semester's application may also be placed into "non-pay" status. Failure to report any changes you have made since submitting your application places extreme burdens on the accountability system and may create inconsistencies in the reconciliation process between the IHL and the NMNG; which could result in some or all of your STA not being funded.

k. Must understand that NMNGTSP funds and Federal Tuition Assistance funds can be used simultaneously, but cannot exceed 100% of tuition cost. The Montgomery G.I. Bill can be used simultaneously with the NMNGTSP and can exceed 100% of tuition cost IAW paragraph 3-1. a. thru c. of this AGONMJC .

l. Email the digital application, class schedule, cost estimate and any other supporting documentation you feel necessary to the education office group email for your branch. The digital application date 01 October 2017 is the only application which will be accepted. All previous versions of the application, to include previous digital versions, will be returned without action and will require the new application to be completed. If the Soldier misses the deadline due to this issue, he/she must execute an ETP in order to apply for funding.

(1) Air: [150FSS.BETM.TRAINING@US.AF.MIL](mailto:150FSS.BETM.TRAINING@US.AF.MIL)

(2) Army: [ng.nm.nmarnq.list.education@mail.mil](mailto:ng.nm.nmarnq.list.education@mail.mil)

m. May be required to reimburse the state if the SM withdraws from courses without reasonable cause and without notifying the ESO of any change.

n. Changes in IHL flat rate structure have resulted in tuition costs being less at a higher semester hour course load than that of a lower hour course load.

(1) If the Service Member signs up for a course load that puts him/her into a discounted flat rate status and then drops a course later, the SM will be responsible for the additional charges because the education office cannot grant more money than is requested on the application.

(2) If the SM signs up for a course load that does not meet the flat rate discount, the result will be a course load that will be more expensive than a typical number of courses meeting the discounted flat rate. If a SM adds a course later, which reduces the tuition costs due to meeting the flat rate course load, the SM does NOT get to pocket that money. The difference MUST be returned to the NMNGTSP for re-appropriation. Failure to comply will result in suspension of your tuition funding for the following semester and until the funding is repaid.

## **Chapter 5**

### **Exception to Policy**

#### **5-1. Exception to Policy waivers**

a. ETPs will be considered on a case by case basis. Members will submit all supporting documentation of extenuating circumstances to the Unit Commander. The Unit Commander must endorse the request for an ETP (Appendix E) before AGONMJC Form 2171-R is submitted to the ESO.

b. All ETPs must be submitted within 30 days from the start date of the course for which the ETP is being applied. ETPs submitted after the 30 day deadline are not authorized and will be returned to the SM without action.

c. The fiscal year for the State of New Mexico is July 1-June 30.

(1) Any ETPs which are submitted for tuition that has been billed during the current fiscal year must be submitted by June 1. No ETPs for the current fiscal year will be accepted between June 1 - June 30 attributable to the need for administrative processing requirements. This rule takes precedence over the 30 day ETP submittal deadline listed in 5-1.b. above.

(2) ETPs cannot cross fiscal years. Fiscal responsibility prevents us from paying for tuition billed during last fiscal year with current fiscal year's money.

d. Documents needed from SM for ETP packet (to be prepared by the SM and provided to the Unit Commander (Education Services Liaison for the Air Guard only).

(1) AGONMJC 2171-R NMNGTSP Service Member Application.

(2) Statement of Understanding (SOU), which is page two of the AGONMJC 2171-R.

(3) Memo from Service Member asking for ETP and describing extenuating circumstances (Appendix A).

(4) Documentation validating extenuating circumstances.

(5) Documentation validating cost of tuition and student schedule

e. The Service member will provide the ETP packet to the Commander (*Education Services Liaison then to the Commander for the Air Guard only*).

f. The Commander will then prepare and sign the "Commanders Memorandum-Application for Exception to Policy memorandum" (Appendix B) and forward the packet with original documents to the appropriate education liaison. This packet must be emailed as it contains digital signatures and must be delivered to the end user digitally in order for the applications to be considered original. The ETP must arrive in the education office by the prescribed deadline or it will be returned without action.

g. Administrative process chain for submittal of ETP

(1) ETPs with administrative errors and/or ETPs not submitted through the proper chain will automatically be returned without processing.

(2) The administrative process chain for submitting an ETP is:

(a) SM-Completes ETP packet

(b) (***Air Guard only***) *The Education Services Liaison-processes Airmen's request*

(c) Commander-Prepare & sign Application for ETP

(d) NMNG ESO-Prepares recommendation for MILPO

(e) MILPO-Adjudicates ETP

- (f) Education Office sends a results memo back to the unit.
- h. ETPs for courses above a bachelor's degree are **not** authorized.
- i. The MILPO is the final approving authority for ETPs.

## **Chapter 6**

### **Publications**

#### **6-1. Records & filing**

Digital copy of AGONMJC 621-5 serves as official copy. The ESO is to keep a ratified copy AGONMJC 621-5 on file for inspection in the Education Office.

#### **6-2. Proponent**

The proponent of NMNGTSP is the Adjutant General of New Mexico. Questions or comments should be addressed to the Education Services Office at [ng.nm.nmarng.list.education@mail.mil](mailto:ng.nm.nmarng.list.education@mail.mil) or (505) 474-1245.

NAVA.KENNETH.A.1155  
845267

Digitally signed by NAVA.KENNETH.A.1155845267  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA, cn=NAVA.KENNETH.A.1155845267  
Date: 2017.11.01 14:44:12 -06'00'

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**KENNETH A. NAVA**  
**Major General, NMNG**  
**The Adjutant General**

**Official:**  
**STEVEN C. GARCIA**  
**COL, GS**  
**Chief of Staff**

**DISTRIBUTION:** All Units and Activities of the New Mexico National Guard

**New Mexico Army National Guard**

Joint Forces Headquarters  
47 Bataan Blvd  
Santa Fe, NM 87508-4695

NGNM-BSB-CAA

19 September 2017

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.

JOHN DOE  
SGT, NMNG  
[Title/Position]

5 Encls

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

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](mailto: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](mailto:George.w.challenge@ang.af.mil).

GEORGE W. CHALLENGE,  
Lt Col, NMARNG  
Commander, 116<sup>th</sup> Intelligence

NGNM-DPA-ES

19 September 2017

MEMORANDUM FOR DEPUTY CHIEF OF STAFF FOR PERSONNEL, ATTN:  
Military Personnel Officer, 10 Bataan Blvd., Santa Fe, NM 87508-4695

SUBJECT: **Letter of Recommendation**

1. This LOR is to provide a recommendation in regards to the ETP submitted by [*Rank First and Last name*].
2. This ETP Waiver is submitted in the amount of [\$00.00] to attend [*Degree level*] coursework at [*IHL name*] for the [*Spring 2012*] Semester.
3. The official recommendation of the Education Office is to [**DENY / APPROVE**] the ETP.
4. This recommendation is based upon [*enter the reason for recommendation*]
5. Sufficient funding [*does / not*] exist to satisfy ETP request.
6. POC for the above request is the undersigned at 505.474.1245 or [*Email of ESO*].

3 Encls

1. AGONMJC Form 2171-R
2. ETP request Memo
3. ETP Waiver Decision Memo

---

[*CURRENT ESO*

*RANK, Branch*]

Education Services Officer



Department of Military Affairs  
NEW MEXICO NATIONAL GUARD  
JFHQ-G1  
10 BATAAN BLVD  
SANTA FE, NM 87508-4695

NGNM-DPA

19 September 2017

MEMORANDUM FOR RECORD

SUBJECT: **Exception to Policy Waiver Decision**

1. References. AGONM Joint Circular Number 621-5 New Mexico National Guard Tuition Scholarship Program (NGNMTSP), effective 17 December 2012.
2. Purpose. This memo is to provide a decision of approval or denial for the Exception to Policy (ETP) waiver submitted by [*Rank First Last*] on [*date of Service Members ETP request memo*].
3. The request for an ETP for NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM (NMNGTSP) funding is hereby [**APPROVED** / **DENIED**].
4. POC for this action is the undersigned at 505.474.1245 or email: [*Email of current ESO*].

[*CURRENT MILPO*  
*RANK, GS*]  
Military Personnel Officer





**Department of Military Affairs**  
NEW MEXICO NATIONAL GUARD  
JFHQ-EDUCATION SERVICES  
10 BATAAN BLVD  
SANTA FE, NM 87508-4695

NGNM-DPA-ES

19 September 2017

MEMORANDUM THRU [*Commander*]

FOR [*Rank First, Last Address*]

SUBJECT: **Exception to Policy (ETP) Waiver Decision Notification**

1. The purpose of this memorandum is to inform you of the decision that was made in reference to your application for an ETP for tuition.
2. Your ETP application has been [*APPROVED – DENIED*].
3. POC for this action is the undersigned at 505.474.1245 or at [*Current ESO email*].

Encl  
ETP Packet

[*CURRENT ESO*  
*RANK, Branch*]  
Education Services Officer

## **Additional Resources:**

### **NMNG Education Office on Facebook**

<https://www.nationalguard.com/tools>

### **National Guard Education**

<https://www.nationalguard.com/tools>

### **VA GI Bill Websites:**

<https://www.benefits.va.gov/gibill/>

#### **VA GI Bill Flyers:**

[Chapter 1606](#) - Montgomery GI Bill-Selected Reserve

[Chapter 30](#) - Montgomery GI Bill

[Chapter 33](#) – Post 9/11 GI Bill (if using ch 33 you must see the changes in the forever GI bill below)

[Forever GI Bill](#) – Harry W. Colmery Veterans Educational Assistance Act.

[CH 33 TEB](#) – Transfer Eligibility of Benefits

[All GI Bill related handouts](#) | [GI Bill comparison Tool /Payment Rates](#)

### **Joint Services Transcripts**

<https://jst.doded.mil/>

### **ARMY COOL (Credentialing Opportunities On-Line)**

<https://www.cool.army.mil/>

### **GoArmyEd (Federal Tuition Assistance)**

<https://www.goarmyed.com/>

### **Dantes**

<http://www.dantes.doded.mil/>

### **FASFA (Free Application for Federal Student Aid)**

<https://fafsa.ed.gov/>

### **CLEP (College Level Exam Program)**

<https://clep.collegeboard.org/>

### **Milconnect (Transfer Education Benefits-Post 9/11 GI Bill)**

<https://www.dmdc.osd.mil/milconnect/>

**Petersons DoD MWR Libraries (ASVAB study guide) Also accessible through your AKO account > Self Service > My Library > Peterson's Dod Life Long Learning Resources**

<http://www.nelnetsolutions.com/dod/default.aspx?refURL=http://www.us.army.mil>

**ASVAB Tutor**

<http://asvabtutor.com/>

**eBenefits**

<https://www.ebenefits.va.gov/ebenefits/homepage/>

**Troops-to-Teachers**

<http://www.dodea.edu/Offices/HR/employment/troopsToTeachers.cfm>

**Scholarships for Military Children-Fisher House Foundation**

<http://militaryscholar.org/sfmc/>

**EANGUS Scholarships**

<https://eangus.org/we-care-for-america/scholarship-information/>

**Spouse Education & career Opportunities (SECO) – Military One Source**

<https://myseco.militaryonesource.mil/portal/>

**Glossary****Abbreviations****AGONMJC**

Army Guard of New Mexico Joint Circular

**AT**

Annual Training

**AWOL**

Absent With-Out Leave

**BAH**

Basic Allowance for Housing

**CH**

Clock Hour

**DP**

Degree Plan

**ESO**

Education Services Officer

**ETP**

Exception to Policy

**ETS**

Expiration Term of Service

**FTA**

Federal Tuition Assistance

**GI BILL**

Government Issue Bill

**GPA**

Grade Point Average

**IAW**

In Accordance With

**IHL**

Institution of Higher Learning-Otherwise known as a college or university

**MGIB**

Montgomery GI Bill

**MILPO**

Military Personnel Officer

**MRD**

Mandatory Removal Date

**NM**

New Mexico

**NMMI**

New Mexico Military Institute

**NMNG**

New Mexico National Guard

**NMNGTSP**

New Mexico National Guard Tuition Scholarship Program

**NMSA**

New Mexico Statutes Annotated

**PMC**

Professor of Military Science

**QH**

Quarter Hour

**RNCO**

Readiness Non-Commissioned Officer

**ROTC**

Reserve Officer Training Corps

**SCHs**

Semester Credit Hour

**SH**

Semester Hour (same as SCH)

**SM**

Service Member

**SMP**

Simultaneous Membership Program

**SSN**

Social Security Number

**STA**

State Tuition Assistance

**TA**

Tuition Assistance

**TL**

Transmittal Letter

**UC**

Unit Commander

**UCMJ**

Uniform Code of Military Justice

**US**

United States

**VA**

Veterans Affairs