**New Mexico Army National Guard**

Joint Force 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 NMSU for $3,561.00.
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 5 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

AGONMJC 621-5 • 01 October 2017