



IOWA NATIONAL GUARD
Camp Dodge Joint Maneuver Training Center

7105 NW 70th Avenue
Johnston, Iowa 50131-1824

S: 1 January (fall) 1 May (spring)

NGIA-PER-ESO

22 May 2020

MEMORANDUM FOR Record

SUBJECT: Policy and Procedures for Exception to Policy (ETP) of the Iowa National Guard Service Scholarship requirements

1. References:

- a. Iowa National Guard Service Scholarship, [Iowa Code 261.86](#) (24 Nov 2019).
- b. Iowa National Guard Service Scholarship, [Iowa Administrative Code, College Student Aid Commission Chapter 283.20.1](#) (23 Jan 2019).
- c. [Iowa Student Financial Aid Guide](#), Chapter 9 (9 May 2019).
- d. [Edith Nourse Rogers STEM Designated Degree Program List](#) (1 Jan 20).
- e. [TAG Memo, INGSS AY20-21](#)

2. Purpose: This memorandum summarizes policy and procedures for requesting an ETP of the Iowa National Guard Service Scholarship (INGSS) requirements.

3. Service Members (SM) who are ineligible for the INGSS may complete an ETP Memorandum by 1 January for fall funds or by 1 May for spring funds.

a. SM's fill-in the blanks, sign, and forward their INGSS ETP Memorandum Template to their Readiness NCO.

b. Readiness NCO's will format the memo per AR 25-50, provide the listed screenshots/documents, and assemble in the order as listed in the INGSS ETP Packet Checklist. Readiness NCO's will then send the ETP packet to their Retention NCO.

c. Retention NCO's will refer to the ETP checklist and ensure the ETP packet is in compliance. Retention NCO's will start routing the ETP packet through the SM's unit commander, battalion commander, and brigade commander for their line and concurrence.

NGIA-PER-ESO

SUBJECT: Policy and Procedures for Exception to Policy (ETP) of the Iowa National Guard Service Scholarship requirements.

d. Retention NCO's will submit the ETP packet to the Education & Incentives Branch via the ETP Tracker in the INGSS SharePoint, by the suspense dates above for the requested term.

e. The Education & Incentives Branch INGSS program manager will ensure compliance of the submitted ETP packets, update ETP statuses via SharePoint, add additional supporting documents, and prepare the packet for routing to the Adjutant General.

f. The Adjutant General will either approve or disapprove the ETP. Approvals will be based on circumstances and available funding. Some determinations may be immediate while others may be at the end of the academic semester or academic year.

g. Approved ETPs may or may not be awarded at the same rate of which was available to applicants who met all requirements by the application deadline.

h. If approved ETP, the INGSS program manager will change the status in the INGSS system, thus notifying the SM via an email from Iowa College Aid. In addition, the ETP status in the INGSS SharePoint ETP tracker will be updated for the unit's situational awareness.

i. If disapproved ETP, the INGSS status remains. The INGSS program manager will create a DA 4856 counseling for the unit full-time staff to present to the SM, in which either the Commander, FTUS, or Retention NCO will counsel and submit via SharePoint in order to close the ETP case in the tracker.

4. Point of contact is LTC Philip Turner, Education & Incentives Branch Chief at (515) 252-4468 or philip.a.turner10.mil@mail.mil or the Iowa National Guard Service Scholarship Program Manager Mrs. Stephanie Higgins at (515) 252-4251 or stephanie.n.higgins.mil@mail.mil

Encls

1. INGSS ETP Memo Template
2. INGSS ETP Checklist

PHILIP A. TURNER

LTC, IN, IAARNG

Chief, Education & Incentives Branch