NGIA-Office Symbol 1 September 2022

MEMORANDUM FOR NGIA-PER-ESO, 7105 NW 70th Ave., Building 3586 Camp Dodge, Johnston, IA 50131-1824

SUBJECT: Request for Exception to Policy (ETP) for the Iowa National Guard Service Scholarship

1. I request an ETP and seek approval for Iowa National Guard Service Scholarship (INGSS) benefit for the Fall term of 20\_\_.

2. I am enrolled at [name of school], for ## credit hours. My area of study is for [area of study].

3. My school’s cost per credit hour for this semester is $###.

4. The reason(s) I was disapproved for INGSS benefit for my requested term are [reasons from disapproval email]. The circumstances behind my ineligibility are [narrative to explain why you were ineligible, and/or why you believe you should rightly be eligible].

5. I am making some corrective action or recommendations to avoid this ineligibility in the future. [talk about corrective actions you are responsible for, or make recommendations to unit/processes that were causative in the disapproval. If not applicable, remove this paragraph.]

6. I have enclosed any documents I believe are necessary to support my request.

7. Point of contact for this memorandum is [Soldier Info, phone, and email].

Encl As FIRST MI LAST

 RNK

 Duty Position