

IOWA ARMY NATIONAL GUARD
EDUCATION SERVICES AND INCENTIVE OFFICE
7105 NORTHWEST 70TH AVENUE, BUILDING 3586
JOHNSTON, IOWA 50131-1824

NGIA-PER-ESO

11 August 2022

MEMORANDUM FOR All Iowa ARNG Units

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

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. Edith Nourse Rogers STEM Designated Degree Program List (1 Jan 2020).
- d. Current Year NGIA-TAG INGSS Policy.

2. Purpose: This memorandum provides procedures for requesting an ETP when disapproved for the Iowa National Guard Service Scholarship (INGSS)

3. Soldiers who are disapproved for the INGSS may submit an ETP Memorandum which must be received by NGIA-PER-ESO **NLT 45 days** after disapproval email from Iowa College Aid. ETPs received after this deadline will be reviewed in the next term, or on a case-by-case basis as time in the fiscal year allows. See paragraph 6 for guidance on when an ETP is needed or appropriate. Consult with your leadership or FTUS if you are inexperienced in memo writing and ways to support your request with relevant supporting documents.

4. Procedures for submission:

- a. Soldier completes ETP Memorandum and signs. Soldier provides the memorandum to their unit for submission. Additional supporting documentation should be attached when appropriate to support the request. Key Supporting Documents should be favored over a system of record export or screen shot (Example: enclose the relevant DA Form 5500 instead of a DTMS ITR export, or both rather than just the ITR).
- b. Memorandum is routed directly to the Education Services Office. Commanders wishing to make supporting comments are encouraged to submit a separate memorandum if deemed necessary.
- c. Memorandum with completed THRU chain is uploaded on the [Education Services](#)

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[and Incentives > INGSS](#) > ETP Tracker on SharePoint. Issues with submission on SharePoint can be directed to the INGSS program manager (PM).

d. The INGSS PM will post the due date of ETPs on the INGSS SharePoint page upon confirmation of notification emails going out in order to eliminate confusion as to the due date for ETP upload. The INGSS PM will ensure compliance of the submitted ETP, update ETP statuses via SharePoint, and prepare the packet for review by the Education Services Officer and routing through senior leadership to TAG. INGSS PM will coordinate with IA ANG personnel and consolidate their ETPs with ARNG packets prior to routing.

e. If approved ETP, the INGSS PM will change the status in the INGSS system, notifying Iowa College Aid of the change, and the SM directly. In addition, the ETP status in the INGSS SharePoint ETP tracker will be updated for the unit's situational awareness.

f. If disapproved ETP, the INGSS status remains. The INGSS PM will create a DA 4856 counseling for the unit full-time staff to present to the SM. Any leader knowledgeable of the INGSS program and the ETP will conduct the counseling and submit completed counseling via the same SharePoint item in order to close the ETP case in the tracker.

5. 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.

6. The following circumstances are not all inclusive but are provided as a guide for when an ETP may be appropriate. Contact the INGSS Manager if there is a question on suitability:

a. No ETP Required (Contact the INGSS PM to have Soldier applications reevaluated.):

1) IADT and Title 10 Mobilizations (not ADOS) when applications are made within 30 days of separation from active duty (verified with DD214).

2) Administrative errors that have been corrected. Examples include an incorrect or missing APFT/ACFT/Height Weight Tape measurement later added with a test date prior to application deadline, a flag that was not removed in a timely manner but has effective date of removal prior to application deadline, FAFSA application address was to another state and not immediately reviewable, wrong academic year mistakenly entered on FAFSA or IFAA, etc. This does not allow for having failed eligibility criteria as of the deadline and later overcoming that eligibility failure (ex. Passing an ACFT after deadline).

3) ETS or pending separation prior to end of semester, but extends enlistment or

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vacates separation action after INGSS deadline and ETS now exceeds end of current semester.

b. ETP required.

1) Has met 120 hour cap limitation and needs STEM exception for up to 130 hours and did not submit predetermination before application deadline. Submit proof of enrollment from the college, which must include Soldier name, area of study, and be a current document for effected semester/term. Area of study must be included in reference c.

2) Eligibility criteria was not met at application deadline and Soldier overcame the criteria before the ETP deadline.

3) Cases with extenuating circumstances above and beyond simple lateness. Example: Soldier had a valid reservation at a military course so did not apply for INGSS benefits. Course was cancelled, and Soldier now has an opportunity to attend college, but FAFSA and IFAA applications were made late. In this case, make applications immediately and submit the ETP promptly.

c. ETP not authorized.

1) Either or both applications were made after the applicable deadline.

2) Eligibility criteria was not met at application deadline and Soldier overcame the criteria after the ETP deadline.

3) Any requirement of eligibility in Iowa Code (reference a.) cannot be waived with an ETP.

7. This policy remains in effect until rescinded or superseded.

8. Point of contact is the Iowa National Guard Service Scholarship Program Manager Mrs. Stephanie Higgins at (515) 252-4251 or stephanie.n.higgins.mil@mail.mil

Encl

1. INGSS ETP Memo Template

BRANDON T. DONOHO

1LT, IN

Education Services Officer