

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

NGIA-PER-ESO

27 July 2023

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 the disapproval email from Iowa College Aid is sent. ETPs received after this deadline may be returned without action. See paragraph 6 for guidelines of when an ETP may be authorized or appropriate. Soldiers will submit an ETP request memorandum through their assigned unit FTUS. Updates and determination will be communicated through the submission tracker.

4. Procedures for submission:

- a. Soldier completes ETP Memorandum and signs. Soldier provides the memorandum to their unit FTUS or Commander. Additional supporting documentation should be attached when appropriate to support the request. Memorandums will be routed through state senior leaders to the TAG. Seek assistance if you are unfamiliar with professional writing standards.
- b. Key Supporting Documents originals or copies are preferred 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).

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c. Memorandum is submitted directly to the Education Services Office. Commanders wishing to make supporting comments are encouraged to submit a separate memorandum if space is limited.

c. Memorandum will be uploaded on the [Education Services 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 suspense date of ETPs on the INGSS SharePoint page and MS Teams channel upon confirmation of notification emails being sent. 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. ETP Approved: INGSS PM will change the status in the INGSS system, notify 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. ETP Disapproved: INGSS status of "Not Eligible" will remain. ETP status will be communicated to unit FTUS. Record of ETP routing and determination will be maintained by the ESO.

5. Approved ETPs 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. These are guidelines only and subject to change at any time at the discretion of TAG:

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). This is explicitly allowed by law, but Soldier must complete the applications within 30 days. Do not request permission to be allowed 30 days and fail to apply.

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

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of the deadline and later overcoming that eligibility failure (ex. Passing an ACFT after deadline).

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) Cases with extenuating circumstances above and beyond simple lateness. Example: Soldier had a valid reservation at a military course and 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 the FAFSA and IFAA applications were made after the applicable deadline.

2) Eligibility criteria was not met at applicable deadline and Soldier overcame the criteria after the deadline. Example: Not in compliance with AR 600-9 standards on 1 December but met standards on 13 December. Application for Spring term would remain disapproved and ETP would be returned without action.

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 SPC Megan Cowman at (515) 252-4468 or megan.a.cowman.mil@army.mil

Encl

1. INGSS ETP Memo Template

BRANDON T. DONOHO

1LT, IN

Education Services Officer