



New York Naval Militia



RECRUITMENT INCENTIVE & RETENTION PROGRAM (RIRP) CHECKLIST FOR TUITION ASSISTANCE

Applying for the RIRP is YOUR responsibility. You are to complete and submit all proper paperwork to apply for the RIRP directly to NYNM HQ BEFORE 1600 on the day of the deadline each semester; this paperwork WILL NOT get submitted or approved if sent anywhere other than the RIRP email (ng.ny.nyarnng.mbx.nynavalmilitia-rirp@mail.mil), mailed to HQ attn.: Education Officer, or faxed to HQ. Submitting applications to any other source (including your NYNM POC) has caused several issues in the past and will no longer be accepted.

NEW YORK NAVAL MILITIA MEMBERSHIP

- Starting November 1st, 2018, HQ will no longer be accepting applications for RIRP from service members that have not been a member of the Naval Militia for AT LEAST one month prior to the deadline to apply.
- MUST be a current member of the New York Naval Militia (NYNM) in good standing OR have previously been a member of the New York Naval Militia AND have been deployed. If you are not a member, please contact NYNM HQ via phone (518-786-4583) to find out how to apply or visit our website at <http://dmna.ny.gov/nynm/>

NYNM RIRP ACKNOWLEDGMENT

- This must be read, signed, dated, and returned with your other RIRP application documents.

DMNA FORM 96-1

- For each semester you would like to receive tuition assistance from the Naval Militia, a BRAND NEW DMNA Form 96-1 will be completely filled out and submitted to the Education Officer at NYNM HQ. This form must be **complete** prior to being submitted, to include MOU (first 3 pages - must be **read** and **initialed** by you prior to being submitted to the Naval Militia Headquarters) and signature on page 5 question 4a.
- Question 4a needs to be signed by someone in your unit (other than yourself) that can verify that you are a current drilling reservist, in good standing (no AWOL's, etc.), and will continue to be drilling for the duration of the time you are receiving RIRP benefits. This person is typically an LNO, NCO or CO. You cannot copy the signature from last semester and paste it onto the application for this semester, **you have to have it re-signed each semester.** This signature is a required part of your RIRP application process. It is to verify that you are still a drilling reservist in good standing and will continue to be a drilling reservist in good standing for the duration of the time you will be receiving these benefits, therefore it has to be re-signed each semester. **THEY MUST PROVIDE RANK & CONTACT INFORMATION.**
- **Starting for the Fall 2019 semester, a signature alone will no longer suffice on DMNA Form 96-1. Going forward, the signature from the person in your unit MUST be electronically signed with a CAC card or it will not be accepted.**

PROOF OF ACCEPTANCE AND ENROLLMENT IN COLLEGE/UNIVERSITY

- If this IS your first semester with current college/university, obtain & submit Letter of Acceptance (LOA) from college/university attending **as well as** copy of class schedule/student transcript stating number of credits you will be taking for that semester.
- If this is NOT your first semester at this college/university, send a copy of your class schedule/student transcript outlining number of credits taking for that semester to verify your full or part time attendance.

SAR FROM FAFSA

- Complete the Free Application for Federal Aid (FAFSA) (Pell Grant). Obtain Student Aid Report (SAR) as proof of PELL approval or denial. The SAR is usually ~4-8 pages long and NYNM HQ requires you to submit the entire document. Proof of final PELL determination (regardless of approved or denied) IS REQUIRED before the complete package can be approved. Print your SAR by signing into the FAFSA website (<http://www.FAFSA.ed.gov>). Select View or Print your Student Aid Report (SAR) from the “My FAFSA” page.

TAP (IF TAKING 12 CREDITS OR MORE)

- Complete the application for Tuition Assistance Program (TAP) from NYS Higher Education Services Corporation (HESC) if you are attending full-time. Obtain ORIGINAL TAP Award Certificate as final proof of TAP approval or denial. Proof of final TAP determination (regardless of approved or denied) IS REQUIRED before the complete package can be approved. (<http://www.hesc.com>) You can provide a copy of the email you received from HESC and a screenshot of your award for the TAP requirement (**both pages must be submitted together**) or you can contact HESC Call Center at 1-888-697-4372 for an award letter.

APTS (IF TAKING 6-11 CREDITS)

- Complete the Aid for Part Time Study (APTS) which can be found on your college or university’s website & send copy of **the completed application** along with RIRP package *prior to submitting it to your school.* APTS APPLICATION is required before the complete package can be approved (we ONLY require the completed application, NOT the determination).

SPRING SEMESTER (1ST DEADLINE) - The completed DMNA Form 96-1 MUST be received by the Naval Militia Education Officer NOT LATER THAN 1600 December 13 in order to be accepted into the application period.

FALL SEMESTER (1ST DEADLINE) - The completed DMNA Form 96-1 MUST be received by the Naval Militia Education Officer NOT LATER THAN 1600 August 13 in order to be accepted into the application period.

Late applications will not be accepted under any circumstances. Beginning the day after the first deadline, you will have a 60 day grace period to collect all final requirements and submit them to NYNM HQ for approval. This grace period is meant to allow for processing times at HESC and FAFSA; all additional remaining requirements should be submitted ASAP to allow HQ time to review them and make sure everything is correct. **Please note: your college/university will not receive notification about RIRP from NYNM until we have received all requirements & approved your application, therefore it is crucial you submit all documents as early as possible.**

To submit your RIRP package:

- **If submitting electronically**, send all documents in either PDF (preferred) or JPEG format as other formats (including documents sent via google drive or similar sites) are blocked by the National Guard Bureau (NGB) prior to reaching my inbox. Email applications to: ng.ny.nyarnng.mbx.nynavalmilitia-rirp@mail.mil.
- **If you can’t submit your application electronically**, you can fax your complete package to (518) 786-4427, or mail it to: Division of Military & Naval Affairs, ATTN: New York Naval Militia Education Officer, 330 Old Niskayuna Road, Latham, NY 12110-3514.