

DEPARTMENT OF THE ARMY  
MILITARY PERSONNEL  
NEW YORK ARMY NATIONAL GUARD  
330 Old Niskayuna Road  
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STANDARD OPERATING PROCEDURE 1-1

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SUPPLEMENTAL TUITION ASSISTANCE PROGRAMS

TABLE OF CONTENTS

	page
I. REFERENCES ..	1
II. PURPOSE.....	1
III. STANDARDS.....	1
IV. PROCEDURES.....	4
V. APPENDIX'S	
APPENDIX B (DMNA FORM 96-1).....	7
APPENDIX 1 (TAP AWARD CERTIFICATE).....	8
APPENDIX 2 (STUDENT AID REPORT).....	9
APPENDIX 3 (ACCEPTANCE LETTER FROM SCHOOL).....	10
APPENDIX G (MEMORANDUM OF UNDERSTANDING .....	11
APPENDIX 4 (DA FORM 2171-E).....	12
APPENDIX 5 (STATEMENT OF UNDERSTANDING).....	13
APPENDIX 6 (FLOW CHART).....	14

## 1. References.

- a. DMNA Reg 621-1, 20 Mar 03: New York State Recruitment Incentive and Retention Program
- b. AR 621-5, 17 Nov 93, Subject: Army Continuing Education System
- c. AR 135-7, ARNG and USAR Incentive Programs, dated 15 April 1996
- d. Department of Defense Instruction (DoDI) 1322.17, 29 Nov 99, Subject: Montgomery GI Bill-Selected Reserve (MGIB-SR).
- e. Title 10, United States Code, Chapter 1606, Section 16135.

## 2. General

a. Purpose. The purpose of this SOP is to provide guidance to all subordinate units within the New York Army National Guard on the management, distribution and explanation of benefits of all supplemental Tuition Assistance Programs. Additional information is available at [www.dmna.state.ny.us](http://www.dmna.state.ny.us) under Army education.

b. Available supplemental tuition assistance programs are as follows:

- 1) Recruitment Incentive and Retention Program (RIRP)
- 2) ARNG Federal Tuition Assistance (FTA)
- 3) Montgomery GI Bill—Selective Reserve (MGIB-SR)

## 3. Standards.

a. In order to be considered as an applicant for the New York State Recruitment Incentive and Retention Program (RIRP), service member's must:

1) be in good standing in the State Military Forces (attend or make up all drills and annual Training);

2) be accepted, matriculated and enrolled in a New York State college in an undergraduate, degree-producing program for a minimum of 6 credit hours per semester or 4 credit hours per quarter;

3) maintain eligibility for the entire period of your application;

4) be a resident of the State of New York for a period in excess of 186 days per year and remain a resident of the state while participating in this program, excluding active federal military duty periods;

- 5) have a current physical fitness test satisfactorily completed;
- 6) have an ETS date **beyond** the semester for which benefit is being requested;
- 7) not be flagged for unfavorable personnel actions;

8) be in good academic standing according to definition of both the college/university and Higher Education Services Corporation (HESC). (If soldier does not remain in good academic standing, soldier will be responsible for repayment);

9) have completed training requirements for enlistment, commission or enters into a commissioning program within 24 months of entry into the service.

**It is strongly recommended that potential participants read and fully understand DMNA Regulation 621-1. DMNA Reg 621-1 outlines all specific information regarding this information.**

b. To be eligible to receive Federal Tuition Assistance (FTA), a servicemember is:

1) an ARNG traditional soldier in an active drilling status whom is coded as a “satisfactory participant.”

2) an ARNG traditional soldier who is federally mobilized or

3) an ARNG traditional soldier who is serving on Active Duty (i.e. ADSW, ADT, etc....) and was denied Tuition Assistance due to funding limitations through their servicing Army Education Center.

4) ARNG FTA will only be used to pay for courses offered by institutions that are accredited or that have been approved as a candidate for accreditation by the national or regional accrediting agency recognized by the U.S. Department of Education (DOE).

5) Authorized Rates. The following rates are authorized for FY 05.

(a) Up to \$250 per semester hour or \$133 per quarter hour.

(b) Up to \$500 of authorized fees not to exceed \$4500 per fiscal year.

(c) The total amount of ARNG FTA (tuition and fees) each soldier is entitled to receive during FY 05 will not exceed \$4,500.

6) Authorized Levels. Soldiers may use ARNG FTA to receive one credential from each of the following levels:

(a) Secondary School Diploma or its equivalency

(b) Certificate (undergraduate, graduate, vocational, technical, licensure)

- (c) Associate Degree
- (d) Baccalaureate Degree
- (e) Master's or First Professional Degree

c. To qualify for the Montgomery G. I. Bill – Selective Reserve (MGIB-SR) an ARNG soldier must:

- 1) Enlist for six years or reenlist to have a continuous six-year obligation
- 2) Complete Initial Active Duty for Training (IADT)
- 3) Possess a High School Diploma or its equivalency.
- 4) The VA will provide up to 36 months of education benefits under this program.
- 5) The program requires **no contribution** from the member.

4. Procedures. (**Make copies of everything and never assume that your financial aid process is complete**).

a. In order to apply for the New York State Recruitment Incentive and Retention Program (RIRP):

- 1) submit a RIRP application, (DMNA Form 96-1) with original signature. No photocopies or faxes will be accepted. (Appendix B);
- 2) provide a copy of the TAP Award Certificate and Student Aid Report (SAR). You must apply for Financial Aid each semester and may do so @ [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (Appendix 1&2);
- 3) provide an acceptance letter from your college/university. (Appendix 3);
- 4) provide a completed and signed Memorandum of Understanding each semester (Appendix G);
- 5) provide DA Form 2171-E along with Statement of Understanding (SOU). (Appendix 4&5);

**Service members will not be approved until all proper documentation has been submitted to Education Services Representative located at Latham Headquarters by the established deadline dates.**

Your application status will be sent to your AKO email account. To sign up for an AKO email account go to [www.us.army.mil](http://www.us.army.mil). See Flow chart for step by step procedures (Appendix 6)

b. To apply for ARNG Federal Tuition Assistance soldier has two options for applying:

1) Submit all forms via the regular mail system by doing the following:

a. Submit DA Form 2171-E—Request for Federal Tuition Assistance Army Continuing Education System (horizontal version). This form serves as a contract between the government and the institution and is the **only form** authorized for the administration of the ARNG FTA program. (Appendix 4)

b. Submit Statement of Understanding (SOU) (Appendix 5).  
These forms must arrive at the Education Office 2 weeks prior to course start date. If approved for funds, the DA Form 2171-E will be returned to the soldier's home of record. The form will be signed by the Education Services Officer and contain instructions on what to do with the approved DA Form 2171-E. – OR- (do not do both)

2) Submit your electronic application for FTA through the Virtual Armory website @ [www.virtualarmory.com](http://www.virtualarmory.com) . Notice: all requests for ARNG Federal Tuition Assistance (FTA are subject to funding availability. Your electronic application for FTA will not be processed until all 5 steps listed on the website have been accomplished. Additional steps/documentation may be required by some States, contact your State ESO for further information on what is required by the state of New York by emailing any questions to [education.ny.ngb.army.mil](mailto:education.ny.ngb.army.mil) or calling 518-786-4937.

c. To apply for the Montgomery G.I. Bill—Selective Reserve soldier must:

1) Request a DD Form 2384-1, Notice of Basic Eligibility (NOBE) from their State Education Office. Once received from the Education Office, submit a copy of the NOBE to their college/university.

2) If eligible for a GI Bill Kicker, submit a copy of your kicker contract to your college/university along with your NOBE.

3) For additional information on VA benefits go to [www.gibill.va.gov](http://www.gibill.va.gov).