



# 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; your application WILL NOT get approved if submitted anywhere other than the RIRP email ([ng.ny.nyarnng.mbx.nynavalmilitia-rirp@mail.mil](mailto:ng.ny.nyarnng.mbx.nynavalmilitia-rirp@mail.mil)), mailed to HQ attention: Education Officer, or faxed to HQ. Submitting applications to any other source (including your NYNM POC) will result in the application not being processed.

### SPRING SEMESTER (1<sup>ST</sup> DEADLINE)

The completed DMNA Form 96-1 MUST be received by the Naval Militia Education Officer NO LATER THAN 1600 December 13 in order to be accepted into the application period.

### FALL SEMESTER (1<sup>ST</sup> DEADLINE)

The completed DMNA Form 96-1 MUST be received by the Naval Militia Education Officer NO LATER THAN 1600 August 13 in order to be accepted into the application period.

#### NEW YORK NAVAL MILITIA MEMBERSHIP

- 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 current member, please contact call (518-786-4583) to find out how to apply or visit our website at <http://dmna.ny.gov/nynm/>.
- MUST be a member of the Naval Militia for a **minimum of one month** prior to the deadline to apply.

#### 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 **new DMNA Form 96-1** will be completed and submitted to the Education Officer at NYNM HQ prior to the application deadline.
- The application must include a completed **Memorandum of Understanding** (first 3 pages). Each line item must be acknowledged and your **signature is required** at the bottom.
- **Section 1 and 2** (page 4) needs to be completed in full providing accurate information as it pertains to your personal data and school information.
- **Section 3** (page 5) needs to be signed by the member, certifying the above information to be true and in accordance with the provided DMNA Regulation. This signature can be a digital signature, ink, or via CAC.
- **Section 4** (page 5) **needs to be CAC 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. Along with their CAC signature, that individual **MUST provide Rank and Contact information**.
- **Be advised**, you cannot copy the signature from last semester and paste it onto the application for this semester. Each **Commander's Authorized Representative's signature will be verified by the NYNM HQ before approval issuance**.

## 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) for your Pell Grant (<http://www.FAFSA.ed.gov>). 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 is required** (regardless of approved or denied) before the complete package can be approved.

## 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 (<http://www.hesc.com>). Obtain TAP Award Certificate as final proof of TAP approval or denial. **Proof of final TAP determination is required** (regardless of approved or denied) before the complete package can be approved.
- You can provide a copy of the Original Award Certificate **OR** contact HESC Call Center at 1-888-697-4372 for an award letter **OR** provide a copy of the submission email you received **AND** a screenshot of your award for the TAP requirement (**both pages must be submitted together**).

## APTS (IF TAKING 6-11 CREDITS)

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

### 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 the inbox. Email applications to: [ng.ny.nyarnng.mbx.nynavalmilitia-rirp@mail.mil](mailto: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.

### **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 only**; 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.**