

**ARKANSAS NATIONAL GUARD**

**SOLDIER'S  
HANDBOOK TO  
EDUCATION AND  
INCENTIVES**

**Comprehensive Reference Guide**

# EDUCATION AND INCENTIVES

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## **SECTION 1 – INCENTIVES (BONUSES)**

**1-1. GENERAL:** All incentives are based on eligibility criteria and Select Reserve Incentive Program (SRIP) policy published in the Army National Guard (ARNG) Decentralized State Incentive Pilot Program (DSIPP). Soldiers must use the criteria in effect at the time of the enlistment, reenlistment or extension. The eligibility criteria and criteria for continuing eligibility for the incentive programs can be found in NGR 600-7. SRIP Policy Guidance, NGR 600-7 and all current Bonus Addendum Contracts are available in iMARC as well as the Education and Incentives SharePoint site. Review current SRIP Policy Guidance for further information.

**Due to the workload within the Incentives Section and the nature of most bonus issues, Soldiers must go through their Readiness NCO when needing to address any of their bonus issues.**

### **1-2. CURRENT BONUS/INCENTIVES AMOUNTS**

- 6 year NPS Enlistment Bonus \$2,500-\$15,000 amounts are based upon the vacancy's RPM score and paid in \$2,500 increments. (DSIPP)
- 6 year NPS Critical Skills Bonus \$5,000 (EIOM 12-004, Encl 3)
- 6 year Prior Service Enlistment Bonus \$2,500-\$15,000 amounts are based upon the vacancy's RPM score and paid in \$2,500 increments. (DSIPP)
- 3 year Affiliation Bonus \$5,000 paid in lump sum upon affiliation with ARNG and reporting to the unit assigned.
- 6 year Reenlistment/Extension Bonus \$7,500-\$10,000 amounts are based upon the date of your DESP extension in regards to your ETS date (ARNG-GSE-11-024).
- 6 year Officer Accession Bonus \$10,000 paid in lump sum upon completion of BOLC or WOBC (All States Log Number P11-0009)
- 6 year Officer Affiliation Bonus \$10,000 paid in lump sum upon affiliation with ARNG and reporting to unit of assignment or on completion of AOC or MOS training qualification (All States Log Number P11-0009).
- SLRP: Up to \$50,000 maximum for newly established contracts, with annual repayments not to exceed the maximum amount established by law (All States Log Number P11-0009).

**1-3. INELIGIBLE PARTICIPANTS FOR SRIP. (ARNG-GSE-11-023, ARNG-GSE-11-024, ARNG-GSE-12-001)**

- Military Technicians with tours greater than 179 days/Indefinite Technicians and AGR personnel
- Soldiers enlisting into the GED Plus or Patriot Academy
- Glossary Non-Prior Service
- An accession override in REQUEST
- Officer Candidate School (OCS) enlistment option (except for 09S SLRP option)
- ROTC applicant enlisting into 09R as SMP cadet
- Recruit Force Pool participant
- Individuals enlisting into the Active First program
- Soldiers enlisting into the NG under provisions of conditional release from a Selected Reserve component other than USAR
- All Branch Immaterial positions unless otherwise noted
- Soldiers who were eligible to re-enlist under DESP but did not, are not eligible for a re-enlistment bonus
- Prior Service personnel who are re-enlisting into the NG with less than 365 day break
- Soldiers coded in excess to authorized strength
- Soldiers enlisting/re-enlisting in a non-deploying TDA (except Medical Unit)

**1-4. NON PRIOR SERVICE (NPS) ENLISTMENT BONUS:** (Chapter 2, NGR 600-7 & DSIPP).

- Non-Prior Service (NPS) applicants must have an Armed Forces Qualification Test (AFQT) score of 50 percent or above. Test Score Category (TSC) I-IIIA or higher makes applicant eligible to receive a bonus, kicker or SLRP (ARNG-GSE-11-023).
- NPS/PS applicants enlisting under the 09S SLRP option must have an AFQT score of 50 percent or higher (ARNG-GSE-11-023).
- Applicant must enlist into a qualifying valid top loaded vacancy in an MTOE or Medical TDA unit only. Exceptions are NOT authorized (EIOM 11-023).
- Applicants must be and remain the primary position holder, not in an overstrength or excess status (DSIPP).
- Minimum 6 year term of service (6x2 or 8x0 enlistment) (DSIPP).
- If non-DMOSQ, become so within 24 months of enlistment (DSIPP).
- Ship on or prior to original ship date.

- Possess a high school diploma or its equivalent (DSIPP).
- **Non-Prior Service Enlistment Bonus Incentive Payments.** Soldiers must be a secondary school graduate prior to attending Advanced Individual Training (AIT) and be updated in SIDPERS and iMARC/GIMS prior to submission of payment.
- \$2,500-\$15,000 (Tier Level 1-6) - NPS incentive amounts are based upon Readiness Predictability Model (RPM) score and valued in \$2,500 increments as defined below (DSIPP)
  - RPM Score 550-819 (\$2,500)
  - 820-887 (\$5,000)
  - 888-937 (\$7,500)
  - 938-973 (\$10,000)
  - 974-991 (\$12,500)
  - 992-999 (\$15,000)
- The NPSEB is paid in three installments as defined below:
  - **Installment 1:** 50 percent payment will be processed upon successful completion of AIT and verification of qualification in both SIDPERS and iMARC/GIMS.
  - **Installment 2:** 20 percent payment will be processed on the 3-year anniversary of the enlistment date after verification of qualification in both SIDPERS and iMARC/GIMS.
  - **Installment 3:** 30 percent payment will be processed on the 5-year anniversary of the enlistment date after verification of qualification in both SIDPERS and iMARC/GIMS.

**1-5. PRIOR SERVICE ENLISTMENT BONUS:** (Chapter 7, NGR 600-7)  
**\$15,000 maximum.**

- Must be an E-7 or below (DSIPP)
- Applicant must enlist into a qualifying valid top loaded vacancy in an MTOE or Medical TDA unit only. Exceptions are NOT authorized (EIOM 11-023).
- Must be DMOSQ in the position which enlisting (DSIPP)
- Must not have more than 16 years of time in service using PEBD and including ING/IRR time (DSIPP)

- All previous period of service must have been categorized as honorable discharge (DSIPP)
- Not have received a previous Prior Service Enlistment bonus in the past (DSIPP)
- Prior ARNG Soldier must have been out for at least 12 month (DSIPP)
- Must be MOSQ and the primary holder of the contracted MOS duty position for the entirety of the contracted period (DSIPP).
- **PSEB Payments (Two Installations):**
  - **Installment 1 (DMOSQ):** 50 percent payment will be processed upon reporting to unit of assignment and verification of qualification in both SIDPERS and iMARC/GIMS.
  - **Installment 1 (Non-DMOSQ):** 50 percent payment will be processed upon completion of qualification training in their authorized Critical Skill, verification of DMOSQ status in SIDPERS, and if required, the completion of BCT.
  - **Installment 2:** 50 percent payment will be processed on the 3-year anniversary of the enlistment date after verification of qualification in both SIDPERS and iMARC/GIMS.

#### **1-6. ENLISTED AFFILIATION BONUS \$5,000 maximum.**

- Must be an E-7 or below with less than 16 years of total service.
- Must affiliate with a critical skill, unit, or pay grade for no less than 3 years.
- Must have satisfactorily completed any term of enlistment or period of obligated service.
- Be MOSQ and the primary holder of the contracted MOS duty position.
- Soldiers separating from an Active Component must have a RE code of 1, 2 or 3.
- **Enlisted Affiliation Bonus Incentive Payment:** A lump-sum payment will be processed upon affiliation into the ARNG after reporting to unit of assignment and verification of qualification in both SIDPERS and iMARC/GIMS.

**1-7. REENLISTMENT\EXTENSION BONUS:** (Chapter 3, NGR 600-7)  
**\$10,000 maximum.**

- Must be an E-7 or below with no more than 10 years time in service at contract start date (ARNG-GSE-11-024).
- Re-enlists/extends for 6 years in a MTOE or Medical TDA unit. (ARNG-GSE-11-024).
- Soldiers who were under 180 days from ETS at time of DESP extension will be paid \$7,500. Soldiers who were between 181-365 days will be paid \$10,000 (EIOM-12-001).
- Soldier must sign extension outside of 90 days of ETS, and within 365 days of ETS (ARNG-GSE-11-024).
- Must be the primary position holder in an authorized military grade and skill qualification (ARNG-GSE-11-024).
- Soldiers who are not DMOSQ due to unit transition (deployment, reorganization, inactivation, relocation) must become qualified within the required time limits (ARNG-GSE-11-024).
- Soldiers may not reenlist/extend if currently under any type of Suspension of Favorable Personnel Actions (FLAG) (ARNG-GSE-11-024).
- Soldiers that were eligible to extend for Deployment Extension Stabilization Pay (DESP) but chose not to participate are not eligible for this incentive until 12 months after their scheduled ETS or obligated service date (ARNG-GSE-11-024). Must wait one year.
- Soldiers currently receiving benefits under the MGIB kicker are eligible to reenlist/extend for the REB. Soldiers with an active SLRP contract are eligible provided they will not be receiving payments during the same reenlistment/extension period as the REB (ARNG-GSE-12-001).
- **Reenlistment/Extension Bonus Incentive Payments:** The REB is paid in three installments provided Soldiers still meet all eligibility requirements as defined below (ARNG-GSE-11-024):
  - **Installment 1:** 50 percent payment will be processed upon contract start date and verification of qualification in both SIDPERS and iMARC/GIMS.
  - **Installment 2:** 25 percent payment will be processed on the 3-year anniversary of the re-enlistment/extension start date after verification



of qualification in both SIDPERS and iMARC/GIMS.

- **Installment 3:** 25 percent payment will be processed on the 5-year anniversary of the re-enlistment/extension start date after verification of qualification in both SIDPERS and iMARC/GIMS.

### **1-8. ENLISTED CONVERSION BONUS: (EIOM 12-004, Encl 3)**

- Be an E-5 or below with unlimited time in service
- Be an E-6 with less than 10 years time in service.
- Soldiers reclassifying must be in an overstrength position and reclassifying in a position that isn't more than 90% filled.
- Acquire a 3-year obligation upon the awarding of new MOS.
- **Enlisted Conversion Bonus Payment.** \$2,000 lump sum payment is processed upon the effective date the new MOS is awarded.

### **1-9. OFFICER ACCESSION BONUSES: \$10,000 maximum.**

- Must sign the OAB and have control number entered into iMARC and approved no earlier than 90 days prior to commission/appointment and no later than commission/appointment date (All States Log Number P11-0009)
- Agree to a 6-year obligation (All States Log Number P11-0009)
- Must apply with an approved CS AOC or MOS listed on the Critical Skills list (All States Log Number P11-0009)
- Agree to serve the entire six years in an active drilling status in the ARNG and in the critical skill (All States Log Number P11-0009)
- Must be a 2LT or WO1 and never held an officer commission or an appointment as a warrant officer (All States Log Number P11-0009)
- Must complete AOC/MOS in their designated AOC or MOS within 24 months of commission/appointment (All States Log Number P11-0009)
- Not be receiving benefits or participating in the Health Professional Stipend Program, SLRP, Special Pay, ROTC Scholarship (GRFD/DNG) (All States Log Number P11-0009)
- Not eligible if had enlisted incentives and it is terminated without recoupment (All States Log Number P11-0009)

- If currently under SLRP, must sign a memorandum to clarify intent to terminate it for the bonus (All States Log Number P11-0009)
- **Officer Accession Bonus Payment.** Accession - lump-sum payment will be processed upon completion of either Basic Officer Leadership Course (BOLC) or Warrant Officer Basic Course (WOBC) (All States Log Number P11-0009).

### **1-10. OFFICER AFFILIATION BONUS**

- Must affiliate into an approved CS AOC or MOS listed on the Officer and Warrant Officer Critical Skills' list (All States Log Number P11-0009)
- Must sign the OAFB and have control number entered into iMARC and approved no earlier than 90 days prior to affiliation and no later than the affiliation date (All States Log Number P11-0009)
- Agree to a 6-year obligation in the affiliated position during the entire obligation period (All States Log Number P11-0009)
- Hold the rank of O-2 (1LT) thru O-4 (MAJ) or CW2 (W-2) thru CW3 (W-3) (All States Log Number P11-0009)
- Must be serving on active duty for more than 30 days or currently in IRR. If transferred in IRR from any Selected Reserve component, must wait 12 months (All States Log Number P11-0009)
- Must not have previously received an OAFB for service in any selected reserve components (All States Log Number P11-0009)
- Must agree to become AOC/MOS qualified within 24 months of affiliation date (All States Log Number P11-0009)
- Not be receiving benefits or participating in the Health Professional Stipend Program, SLRP, Special Pay, ROTC Scholarship (GRFD/DNG) (All States Log Number P11-0009)
- **Officer Affiliation Bonus Payment:** \$10,000 lump sum payment will be processed upon affiliation with ARNG and reporting to unit of assignment or completion of AOC or MOS training qualification (All States Log Number P11-0009)

**1-11. UNIT RESPONSIBILITIES:** The Units' RNCO is responsible for requesting bonus control numbers for any re-enlistment and/or extension bonuses that Soldiers are eligible for and identifying the anticipated contracting date through the iMARC system.

- All bonus addendums may be printed within 7 days of the anticipated contracting date and must be printed NLT the identified contracting date.
- If not printed by the identified contracting date, the addendum cannot be printed thus making the current request invalid and requiring another request to be made along with a different contract date.
- Ensure the REB start date of the contract is the same start date for both SRIP and SLRP (if applicable).
- Ensure the contracts start one day after the current ETS date. The contract signature date is not the effective start date of the contracts.
- RNCO's and PSDR clerk must ensure Soldiers maintain eligibility requirements of SRIP policy 'throughout' the contracted period of service and advise the Incentives Program Manager of any changes.
- The unit must ensure the proper documents are uploaded in iPERMS and SIDPERS is properly updated prior to payment due dates.
- The unit must inform the Incentives Manager when there are any changes in a Soldier's status that would cause the Soldier's bonus to be suspended and/or terminated.
- Notify the Soldier when anything regarding the Soldier's status will effect any future bonuses.
- Counsel all bonus participants concerning possible recoupment actions prior to allowing a Soldier to terminate their enlistment, transfer to another unit or change MOS.

#### **1-12. INCENTIVES MANAGERS RESPONSIBILITIES:**

- Approved all control numbers so iMARC can automatically produce the bonus addendum.
- Pull and print the anniversary report from iMARC twice a month for those bonuses that are within the next 30 days.
- Verify that Soldier is still eligible for bonus by reviewing each Soldier's records/information within SIDPERS looking for those things that will suspend or terminate the bonus.
  - For Soldiers who should have their anniversary bonus suspended, input detailed remarks for follow-up in IMARC then notify the unit.
  - For Soldiers who should have their anniversary bonus terminated,

gather and upload all supporting documents into IMARC and submit for termination of bonus.

- The State Incentive Manager will submit all Soldiers who are still eligible for bonus payment(s) to NGB for their review and payment. This step normally takes around 15-30 days before Soldier receives payment.

## **SECTION 2 – INCENTIVES STUDENT LOAN REPAYMENT PROGRAM (SLRP)**

### **2-1. STUDENT LOAN REPAYMENT PROGRAM ELIGIBILITY.** (Chapter 5, NGR 600-7).

- Applicant must enlist, re-enlist or extend for 6-year service obligation in a Critical Skill and remain for the entire contract obligation period (All States Log Number P11-0009)
- Applicant must have one or more qualifying and disbursed Title IV Federal loan not in default at the time of enlistment, re-enlistment or extension and must be listed on the National Student Loan Data System (All States Log Number P11-0009)
- Prior Service and current ARNG applicants must be DMOSQ at the time of enlistment, re-enlistment, or extension (All States Log Number P11-0009)
- Any unauthorized break in service will terminate the SLRP eligibility (All States Log Number P11-0009)
- Commissioned Officers and Warrant Officers are not eligible for the SLRP (All States Log Number P11-0009)
- Applicants enlisting under the 09S SLRP must have an AFQT of 50, 90 semester hours and contract for a minimum 6 years service obligation (All States Log Number P11-0009)
- 09S SLRP applicants cannot terminate their SLRP for the OAC bonus (All States Log Number P11-0009)

### **2-2. STUDENT LOAN REPAYMENT PROGRAM GENERAL.** The Student Loan Repayment Program (SLRP) provides repayment of qualified loans up to 15% of borrowed total or an annual limit of \$7500, whichever is greater for a maximum of \$50,000. The entitlement is as follows (All States Log Number P11-009) :

- The total amount that will be repaid on behalf of any member for any prior disbursed loans that qualify for the program will not exceed \$50,000 (All States Log Number P11-009)
- Anniversary payments are to be processed NLT 30 days after the anniversary date (All States Log Number P11-009)
- Soldiers must be DMOSQ to receive SLRP repayment (All States Log Number P11-009)

- Loans in default at the time of enlistment, reenlistment or extension are not eligible for repayment under this program (All States Log Number P11-009)
- Loans that fall into default at any time will not be eligible for payment. IT IS THE SOLDIER'S RESPONSIBILITY TO SEE THAT THIS DOES NOT OCCUR.
- Loans must be one year or older on Soldier's anniversary date (effective date of contract) before payment may be made (All States Log Number P11-009)
- The only loans eligible for SLRP currently are:
  - Stafford Loans (subsidized)
  - Stafford Loans (unsubsidized)
  - Federally Insured Student Loans
  - Perkins Loans
  - Auxiliary Loans for students
  - Consolidated Loan Programs

**2-3. INITIAL ELIGIBILITY PROCESS FOR SLRP.** Most information listed below concerning how to process SLRP can be found in (All States Log Number P11-009).

- State R&R Personnel will obtain and submit the following documentation for all applicants entering the Army National Guard (ARNG) through REQUEST and forward qualifying loan amounts to State Incentive Manager (IM) and MEPS GC.
  - Non-Prior Service
    - NSLDS financial aid summary.
    - NSLDS detailed loan sheet(s).
    - Master promissory note and disbursement dates (loans not listed on NSLDS). (if applicable)
  - Prior Service
    - NSLDS financial aid summary.
    - NSLDS detailed loan sheet(s)
    - Master promissory note and disbursement dates (loans not listed on NSLDS). (if applicable) DD 214(s) or NGB 22.
  - 09S
    - NSLDS financial aid summary.
    - NSLDS detailed loan sheet(s).
    - Master promissory note and disbursement dates (loans not listed on NSLDS). (if applicable) Official Transcripts.

- MEPS GC will verify approval memorandum sent from State IM and execute DD Form 4 and SLRP addendum to Non-Prior, Prior Service, and 09S applicants from the Guidance Counselor Resource Center (GCRC) Program System.
- Unit Retention Personnel will obtain the following documentation from current ARNG Soldier and forward to State IM for verification and approval memorandum of qualifying loans before requesting a bonus control number through iMARC/GIMS
  - Re-enlistment/extending
    - NSLDS financial aid summary.
    - NSLDS detailed loan sheet(s).
    - Master promissory note and disbursement dates (loans not listed on NSLDS). (if applicable)
    - Deployment, Reorganization orders (only if Non-DMOSQ).
  - Reenlists/extends Soldier using DA Form 4836 or DD Form 4, and executes SLRP addendum.
  - Forwards DA Form 4836 or DD Form 4 and SLRP addendum to State IM within 14 days for verification.
- State Incentives Manager
  - Execute approval memorandum and forward to State R&R and Unit Retention personnel after reviewing all supporting documents.
  - Approve control number IAW current policy, NGR 600-7, AR 135-7, DoDI 1205.21 and 10 USC 16301.
  - Input Loan(s) in iMARC/GIMS individually (Consolidation loans must be entered into iMARC/GIMS individually and then consolidated for repayment) and create the first Fiscal Year (FY) payment schedule within 30 days of control number approval.

#### **2-4. ESTABLISH CONTROL NUMBERS**

- Unit personnel
  - Forwards DD Form 4 or DA Form 4836, SLRP Addendum with NSLDS Summary Aid Sheet, detailed loan information sheet(s) (or master promissory note and disbursement dates, if applicable) and approval memorandum to the appropriate personnel to be iPERMed.
- State IM

- Verifies the following documents are valid and uploaded into iPERMS and SIDPERS data is updated before marking contract valid in iMARC/GIMS.
- Uploads all supporting documents:
  - Approval Memorandum, NSLDS financial aid summary and detail loan sheets or master promissory note and disbursement dates, as applicable
  - SLRP Addendum (dated same day as DD Form 4 or DA Form 4836)
  - DD Form 4 or DA Form 4836 (dated same day as SLRP addendum)
  - Official Transcript (09S only)
- Create first Fiscal Year (FY) payment schedule within 30 days of control number approval.

## **2-5. ANNUAL SLRP PAYMENT REQUIREMENTS**

- Individual Responsibilities.
  - Soldier must be familiar with the annual application (DD Form 2475) and its distribution.
  - Complete Section 2 "Service Member Data" on the DD Form 2475, sign and date
  - Complete Section 3 "Loan Data" on the DD Form 2475
  - Identify the addresses of each loan holders and provide this information to the unit RNCO.
  - If a Soldier has more than one loan company, all DD Form 2475s must be returned to the unit before any paperwork can be forwarded to the SRIP office for processing.
  - Print and provide the National Student Loan Data System (NSLDS) Aid Summary sheet of all loans to the unit RNCO.
  - Print and provide the NSLDS Detail Loan Information sheet for each loan from [www.nsls.ed.gov](http://www.nsls.ed.gov) to the unit RNCO.
- Unit Responsibilities
  - Notify the Soldier 90 days prior to their eligible anniversary date or upon receiving the DD Form 2475 from the Incentives SRIP manager.



- Ensure that the Soldier understands:
  - What types of loans are eligible
  - Payment schedule and limits
  - Individual responsibility for payment of federal and state income tax on the full amount of principle and interest.
  - Individual's responsibility to submit the required forms and documents for payment to all loan holders at the same time.
- **CAUTION: Units must insure all DD FORM 2475, from all loan holders, if applicable, are forwarded at the same time.**
- The unit must ensure Soldier maintains eligibility requirements throughout the contracted period of service and advise the Student Loan Repayment Program Manager when changes occur.
- The unit must initiate termination action on a Soldier if needed.
- Counsel all incentive participants concerning possible recoupment actions prior to allowing a Soldier to terminate their enlistment, transfer to another unit or change MOS.
- Complete Section I part B "Personnel Office Verification" of the DD Form 2475, date and sign.
- Send a copy of the DD Form 2475 to each loan holder so they may complete Section 4 "Lender Verification" and return to you for submission.
- Verify the Soldier's information in SIDPER to ensure Soldier was in good standing and remained eligible for SLRP.
- Complete a statement by the Company Commander verifying the Soldier is and has been in good standing with the unit for each year if the SM is due previous year payments.
- Print and provide a RPAM statement for the Soldier if submitting a Commander's statement.
- Forwards DD Form 4 or DA Form 4836, SLRP Addendum with NSLDS Summary Aid Sheet, detailed loan information sheet(s) (or master promissory note and disbursement dates, if applicable) and approval memorandum to the appropriate personnel to be iPERMed.
- Submit the following to the SRIP Incentives Manger as part of the Soldier's annual application:

- Completed DD Form 2475 Educational Loan Repayment Program Annual Applications for each student loan
  - SLRP Addendum
  - National Student Loan Data System (NSLDS) printouts (Aid Summary Sheet and Detail Loan Information Sheet) for each loan
  - Contract (DD Form 4 or DA Form 4836)
  - Commander's Memorandum (required if not submitted for previous FY payments)
  - RPAM Statement (required with Cdr's Memo)
  - Orders (if applicable for assigning SM to a different Para/Ln, deployment, Soldier in excess, ING or for full-time Tech/AGR employment)
- Incentives Manager Responsibilities
    - Verify initial SLRP contract is valid.
    - View the "Generate DD Form 2475" tabs and print and mail all 2475's in its bin to the Soldier and unit to begin the payment process.
    - Review each SLRP annual application packets once received by the unit to ensure all documents are present, signed, dated, and properly completed.
    - Verifies all necessary documents are valid and uploaded into iPERMS and SIDPERS data is updated before marking contract valid in iMARC/GIMS.
    - Complete the SLRP Payment Packet Checklist for each application
    - Load and submit the Soldier's SLRP annual application payment packet to NGB for approval and processing for payment.
    - Uploads all supporting documents.
    - Approval Memorandum, NSLDS financial aid summary and detail loan sheets or master promissory note and disbursement dates, as applicable.
    - SLRP Addendum (dated same day as DD Form 4 or DA Form 4836)  
DD Form 4 or DA Form 4836 (dated same day as SLRP addendum).
    - Official Transcript (09S only).
    - Create first Fiscal Year (FY) payment schedule within 30 days of control number approval.

**2-6. TERMINATIONS/RECOUPMENTS:** Entitlement for incentives & SLRP will be terminated and potentially recouped when one of the following conditions listed below occurs:

- Soldier is declared an unsatisfactory participant.
- Overpayments. Money is recouped from the Soldier, not the lender.
- Voluntarily transfer out of the CS position for which the incentive is approved.
- Soldier fails to maintain assignment in a valid, vacant position. Soldier must be the sole holder of the position.
- Discharged while under suspension of favorable personnel actions (FLAG) when the flag was not lifted prior to discharge (except APFT/Body Fat)
- Two consecutive record APFT failures or two consecutive failures to meet body fat standards within the contract term. Termination will be the date of the second failure.
- Failure to maintain medical/dental readiness during the obligation period.
- Failure to obtain MOS qualification due to denial of any required security clearance. Termination is effective on the contract start date.
- Separating from the ARNG for enlistment in Active Component and receives an incentive, or when the period of service is less than the Soldier's current ARNG contract.
- Serves at least 1 day of an enlisted incentive contract and then receives an officer accession incentive (Cannot receive SLRP and OAB at same time).
- Exceeds the maximum period for assignment to the ING. Termination is effective on the date of assignment to the ING.
- Does not become qualified in the contracted MOS position within 24 months after an involuntary transfer in another critical skill and/or critical unit; or after unit reorganizes, deactivates. Soldier must be MOS qualified in both the primary and duty MOS. Termination is effective on the date of transfer or the date of unit deactivation /reorganization.
- Soldier leaves the AGR or Military Technician program to receive an incentive then returns to the AGR/Military Technician program before serving at least 50 percent of the incentive contractual agreement in traditional status.

- Accepts a Military Technician or AGR position where membership in a reserve component is a condition of employment and have served 180 days or more in the losing SELRES from the payment date.
- Receives a ROTC scholarship. Termination is effective on the date the college class starts.
- Receives the maximum of \$50,000.00 payable under SLRP.
- Retires involuntarily.
- Separate involuntarily from the ARNG as a result of unit inactivation, relocation, reorganization, or a DOD-directed reduction in ARNG force.
- Fails to ship within the 365 days of enlistment.
- 09S SLRP participant fails to earn a commission, become DMOSQ, begin MOS training within 180 days of withdrawing from OCS, fails to qualify in an enlisted MOS after withdrawal from OCS, fails to accept a commission within 3 years of entering the 09S SLRP option, or fails to complete OBC within 36 months of completing OCS.

**2-7. DELAYS IN PROCESSING SLRP.** There are numerous factors that could delay the processing of one's SLRP:

- Missing Documentation in IPERMS. The DD form 214, DD Form 4, DD Form 1966, Bonus Addendum, and/or transfer order w/reason for move must be loaded into iPERM.
- Other more common errors include: No signature/signature dates, wrong bonus type marked, and contract dated prior/after enlistment date. These errors could result in the submission of an Exception to Policy (ETP) packet to NGB.

## SECTION 3 – MONTGOMERY GI BILL

**3-1. MONTGOMERY G.I. BILL (MGIB):** (Chapter 1606) The Reserve Component GI Bill is for members of the Selected Reserve (All Armed Forces Reserves.)

- **General Criteria:** The MGIB provides financial assistance to students pursuing further education through a variety of accredited programs; vocational/technical school, flight training, OJT and apprenticeship training, correspondence courses or traditional degree program (AS, BA, MA, Ph.D.).
- **Entitlement:** The entitlement dollar amount changes with the Federal budget. Current rates as of 1 October 2011 are:

<b>Institutional Training</b>	
<b>Training Time</b>	<b>Monthly rate</b>
Full time	\$345.00
3/4 time	\$258.00
1/2 time	\$171.00
Less than 1/2 time	\$86.25

<b>Apprenticeship and On-Job Training</b>	
<b>Training Period</b>	<b>Monthly rate</b>
First six months of training	\$258.75
Second six months of training	\$189.75
Remaining pursuit of training	\$120.75

**Correspondence and Flight** - Entitlement charged at the rate of one month for each \$345.00 paid.

**Cooperative** - \$345.00

**Correspondence Payments** - 55% of the approved charges

**Flight Payments** - 60% of the approved charges

- **Eligibility requirements:** Eligibility requirements must be met in the order listed:
  - A six-year contract in the Selected Reserves (drilling status).

- Enlisted Soldiers: Non-prior service personnel who enlist for a 6x2 or 8x0 enlistment option have met these criteria. Prior Service Soldiers who never established eligibility for the MGIB may enlist or extend for 6 years at any time. Extensions must quote Table 7-1 Rule F (e) NGR 600-200.
  - Officers: If an officer never gained eligibility as an enlisted Soldier, a six year obligation agreement to serve in the Selected Reserve (DA Form 5447-R) must be completed. Officers who gained eligibility as an enlisted Soldier and never had a break of service in the Selected Reserve maintain the same eligibility date.
  - An individual must have completed high school or the equivalent prior to entry on IADT or prior to signing a six-year enlistment/reenlistment date if applicant is prior service.
  - Completion of IADT or equivalent. IADT - includes both Basic Training and Advanced Individual Training (AIT). Split option Soldiers are **NOT** eligible for benefits until completion of AIT. This last criterion begins the ten-year window. Prior service personnel ten-year window begins on the date the qualifying six-year contract is signed. Once ten years have elapsed, the Soldier is no longer eligible for MGIB benefits. Officers who never established eligibility as an enlisted Soldier must complete Officer Basic prior to establishing eligibility.
- **Application:**
    - DD Form 2384-1
    - VA Form 22-1990 (Available thru the VA or VA Representative)
    - VA Form 22-1999 (Available thru the VA or VA Representative)
    - NGB Form 5435-1-R Kicker contract (only for those who are eligible)
  - **Soldier Responsibilities:**
    - Obtain a DD Form 2384-1 (NOBE) from unit of assignment.
    - The NOBE Form will be certified through the unit of assignment. The Soldier must take the original NOBE to the VA Office or VA Representative at the college, and complete a VA Form 22-1990. The educational institution will assist in the completion of the VA Form 22-1999.
    - After forms are completed and submitted to the VA, status of payment may be obtained by dialing the VA's new Education Benefit hotline **1-888-442-4551** or by visiting the VA's Web page [www.gibill.va.gov](http://www.gibill.va.gov)

- **Unit Responsibilities:**

- Units must ensure the Soldier's H.S. Diploma and DD Form 214 is coded in the SIDPERS database. A Soldier whose information is not in SIDPERS will not have the corresponding MGIB information updated. (**Note:** When corrected in SIDPERS, there is a 90-day delay between the SIDPERS database information and the transfer to VA's DOD screen).
- Upon certification of the NOBE, the unit must provide the NOBE and the Information Paper (Instruction Sheet) to the Soldier. The Information Paper provides guidance and instructions to the eligible Soldier and unit representatives. If the Soldier has any questions concerning the GI Bill, it is the unit responsibility to call the MGIB Manager at Camp Robinson.
- The unit will assist the Soldier in receiving the DD Form 2384-1 (NOBE).
- When a Soldier is declared an unsatisfactory participant, the unit must complete the termination letter and furnish a copy to the MGIB Manager.

- **Suspension**

- Leaving the Selected Reserve (SR). A period of absence either in the Inactive National Guard (ING) or Individual Ready Reserves (IRR) shall not exceed three years for missionary service or one year for all other circumstances. (**Note:** In order to avoid recoupment, service member must extend for an equal amount of time spent in the ING or IRR.)
- Enters Active Duty in an Active Guard and Reserve (AGR) status.
- Soldier becomes a potential unsatisfactory participant pending final determination from Unit Commander. Unsatisfactory participants are Soldiers who receive nine or more unexcused absences in a one year period or one unexcused absence during Annual Training.
- Recipient of a dedicated Army Guard Scholarship of Reserve Officer Training Corps Scholarship, under section 2107 of 10 USC.

- **Termination**

- Soldier is no longer eligible to receive benefits and cannot be reinstated by any component.

- Soldier “fails to return” before the end of a 1-year period of absence (ING or IRR). In the case of missionary service period of absence, the period is 3-years.
- Soldier returns but “fails to reenlist or extend” for a period equal to or greater than the period of absence.
- Soldier is determined as an unsatisfactory participant after the appeal process. If Soldier completed the contractual 6-year obligation, bonus or incentive will be terminated without recoupment.

### **3-2. MONTGOMERY GI BILL SELECTED RESERVE KICKER PROGRAM:**

- NPS MGIB Kicker rate of \$200 will be offered to applicants with an AFQT score 50 percent or higher (CAT I-III A) enlisting for a minimum of six years (6x2) into a vacancy with an RPM score of 550 or higher and must be in an MTOE or mobilizing TDA unit provided all other MGIB Kicker program requirements are met.
- PS MGIB Kicker rate of \$200 will be offered to an E-5 and below applicant enlisting DMOSQ for six years into an AUVS top-loaded vacancy with an RPM score of 550 or higher and must be in an MTOE or mobilizing TDA unit provided all other MGIB Kicker program requirements are met. Applicant who previously received MGIB Kicker benefits is not eligible.
- Payment of Kicker will be made by the Department of Veterans Affairs (DVA) in Muskogee, OK for Soldiers living in the Western District.
- Soldier must attach a copy of Kicker contract, NGB 5435-R, to the NOBE (DD Form 2384-1).
- Have the Soldier take both forms to the school VA Rep. The school should validate the contract and forward to DVA.
- Termination with recoupment is required for Soldiers who are declared unsatisfactory participants or may be required for non-completion of the 6-year military service obligation. The Commander should notify the Incentives Program Manager when a Soldier receives the 9th AWOL for due process and initiate collection action.

**3-3. RESERVE EDUCATION ASSISTANCE PROGRAM (REAP):** (Chapter 1607 (REAP) Can be available to certain reservists who were activated for at least 90 days after September 11, 2001.

General information on REAP is available in the “Questions & Answers,” and GI Bill Information section of [www.gibill.va.gov](http://www.gibill.va.gov).



- Until an approved policy is provided by NGB on the procedures for utilization of Chapter 1607, the following should be implemented:
  - Have the Soldier/student make a copy of their DD Form 214 covering their longest deployment.
  - Ask the VA Certifying Official at the school which form the Soldier will be using in applying for benefits with the VA.
  - VA Form 22-1990 (for those who have never applied for benefits). If using a VA Form 22-1990 – hand write in the remarks section “I wish to use Chapter 1607 see attached DD Form 214,” attach a copy of the DD form 214.
  - VA Form 22-1995 (for those who have previously applied). If using a VA Form 22-1995 there is no remarks section. Hand write on top and bottom margin in bold lettering “I WISH TO USE CHAPTER 1607,” attach a copy of the DD Form 214.
  - Currently the VA Regional Office in Muskogee, OK does **NOT** require monthly certification by the Soldier for Chapter 1607, which is required for Chapter 30 and 1606.
  - The Notification of Basic Eligibility (NOBE) is **NOT** used for Chapter 1607; this form is used for Chapter 1606 only. The notice of eligibility for Chapter 1607 can be printed from the web page: [http://www.gibill.va.gov/benefits/other\\_programs/reap.html](http://www.gibill.va.gov/benefits/other_programs/reap.html)
  - Chapter 1607 converts back to Chapter 1606 upon separation for the period of mobilization plus 4 months.
- **Entitlement:** The entitlement dollar amount changes with the Federal budget. Current rates as of 1 October 2011 are:

<b>Institutional Training</b>			
<b>Training Time</b>	<b>Consecutive service of 90 days but less than one year</b>	<b>Consecutive service of 1 year +</b>	<b>Consecutive service of 2 years +</b>
Full time	\$589.20	\$883.80	\$1,178.40
3/4 time	\$441.90	\$662.85	\$883.80
1/2 time	\$294.60	\$441.90	\$589.20
Less than 1/2 time More than 1/4 time	\$294.60**	\$441.90**	\$589.20**

1/4 time or less	\$147.30**	\$220.95**	\$294.60**
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\*\* Tuition and Fees ONLY. Payment cannot exceed the listed amount.

**3-4. MONTGOMERY GI BILL ACTIVE DUTY (CHAPTER 30):** Educational Assistance Allowance for trainees under the Montgomery GI Bill - Active Duty (Ch. 30 of title 38 U.S.C.). Additional information can be found at the following website: [http://gibill.va.gov/benefits/montgomery\\_gibill/active\\_duty.html](http://gibill.va.gov/benefits/montgomery_gibill/active_duty.html)

The following basic monthly rates are effective October 1, 2011.

- While on active duty, payment is limited to reimbursement of tuition and fees ONLY.

<b>Institutional Training</b>	
<b>Training Time</b>	<b>Monthly rate</b>
Full time	\$1,473.00
¾ time	\$1,104.75
½ time	\$736.50
less than ½ time more than ¼ time	\$736.50**
¼ time or less	\$368.25 **

**OJT Rates effective October 1, 2011**

<b>Apprenticeship and On-Job Training</b>	
<b>Training Period</b>	<b>Monthly rate</b>
First six months of training	\$1,104.75
Second six months of training	\$810.15
Remaining pursuit of training	\$515.55

**Correspondence and Flight** - Entitlement charged at the rate of one month for each \$1,473.00 paid.

**Cooperative** - \$1,473.00

\*\* Tuition and Fees ONLY. Payment cannot exceed the listed amount.

**3-5. POST 9/11 GI BILL (CHAPTER 33):** The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. Members must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

The Post-9/11 GI Bill was effective August 1, 2009. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must receive prior approval for GI Bill benefits directly from the VA. Additional information can be found at [http://www.gibill.va.gov/benefits/post\\_911\\_gibill/transfer\\_of\\_benefits.html](http://www.gibill.va.gov/benefits/post_911_gibill/transfer_of_benefits.html)

The authorized educational assistance payable under this program is a percentage of the Montgomery GI Bill-Active Duty rate based upon the number of continuous days served on active duty. This percentage (40% - 100%) is applied against the Tuition/Fees and BAH for that school.

**The Post 9-11 GI Bill will pay eligible individuals:**

- **Tuition & fees** directly to the school for all public school in-state students. For those attending private or foreign schools tuition & fees are capped at \$17,500 per academic year. (% eligible for applied)
- If attending a private institution of higher learning in AZ, MI, NH, NY, PA, SC or TX applicant may be eligible for a higher tuition reimbursement rate.
- A **monthly housing allowance (MHA)** based on the Basic Allowance for Housing (BAH) for an E-5 with dependents **at the location of the school** paid directly to the Soldier. A BAH calculator for your school's location can be found at: <http://www.defensetravel.dod.mil/site/bahCalc.cfm> (% eligible for applied)
- For those enrolled solely in distance learning the housing allowance payable is equal to ½ the national average BAH for an E-5 with dependents (\$673.50 for the 2012 academic year). For those attending foreign schools (schools without a main campus in the U.S.) the BAH rate is fixed at \$1,347.00 for the 2012 academic year. (*Active duty students & their spouses cannot receive the MHA*).
- An **annual books & supplies stipend of \$1,000** paid proportionately based on enrollment.
- A one-time **rural benefit** payment for eligible individuals.

- Benefit provides up to 36 months of education benefits. Generally, eligibility benefits are payable for 15 years following release from active duty orders.

### **Yellow Ribbon Program.**

- This program is designed to assist the Soldier who are at 100% funding rate with additional financial assistance when attending more expensive private schools or public schools as a non-resident out-of-state student. Institutions of Higher Learning (Degree Granting Institutions) may elect to participate in the Yellow Ribbon Program to make additional funds available for your education program without an additional charge to your GI Bill entitlement. Schools who participate will determine how much they will contribute to the tuition and fees which will then be matched by the VA. Additional information can be found at: [http://www.gibill.va.gov/benefits/post\\_911\\_gibill/yellow\\_ribbon\\_program.html](http://www.gibill.va.gov/benefits/post_911_gibill/yellow_ribbon_program.html)
- The Yellow Ribbon Program is not available to active duty personnel, transferee spouses of active duty personnel nor at overseas schools unless they have a main campus in the U.S. The following schools are enrolled in the Yellow Ribbon Program and offer additional funding assistance:
  - ASU-Jonesboro
  - Bryan College-Rogers
  - Central Baptist College-Conway
  - Embry-Riddle Aeronautical University-Little Rock/Jacksonville
  - Harding University-Searcy
  - ITT Technical Institute-Little Rock
  - John Brown University – Siloam Springs
  - Lyon College – Batesville
  - Remington College –Little Rock
  - Southern Arkansas University-Mangolia
  - Strayer University – Little Rock
  - University of Arkansas – Fayetteville
  - University of Arkansas (Masters)-Jacksonville
  - University of the Ozarks – Clarksville
  - University of Phoenix
  - Webster University
  - Williams Baptist College-Conway

**3-6. TRANSFERABILITY OF POST 9/11 GIBILL (CHAPTER 33):** For the first time in history, service members enrolled in the Post-9/11 GI Bill program are able to transfer unused educational benefits to their spouses or children starting August 1, 2009.

**Eligibility:** Any member of the Armed Forces (active duty or Selected Reserve,

officer or enlisted) on or after August 1, 2009, who is eligible for the Post-9/11 GI Bill, and:

- Has at least 6 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval and agrees to serve 4 additional years in the Armed Forces from the date of election.
- Has at least 10 years of service in the Armed Forces (active duty and/or Selected Reserve) on the date of approval, is precluded by either standard policy (Service or DoD) or statute from committing to 4 additional years, and agrees to serve for the maximum amount of time allowed by such policy or statute.
- Is or becomes retirement eligible during the period from August 1, 2009, through July 31, 2012, and agrees to serve an additional period of service. A Service member is considered to be retirement eligible if he or she has completed 20 years of active Federal service or 20 qualifying years as computed pursuant to section 12732 of title 10 U.S.C. This guidance will no longer be in effect on August 1, 2013 and all transfer requests will require a four year obligation from the date of TEB.
  - For individuals eligible for retirement on August 1, 2009, no additional service is required.
  - For individuals eligible for retirement after August 1, 2009, and before August 1, 2010, 1 year of additional service is required.
  - For individuals eligible for retirement on or after August 1, 2010, and before August 1, 2011, 2 years of additional service is required.
  - For individuals eligible for retirement on or after August 1, 2011, and before August 1, 2012, 3 years of additional service is required.
- Such transfer must be requested and approved while the member is still serving in the Armed Forces.

**Eligible Dependents:** An individual approved to transfer an entitlement to educational assistance under this section may transfer the individual's entitlement to:

- The individual's spouse.
- One or more of the individual's children.
- Any combination of spouse and child.
- A family member must be enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) and be eligible for benefits at the time of transfer to qualify for educational benefits.

A child's subsequent marriage will not affect his or her eligibility to receive the educational benefit; however, after an individual has designated a child as a transferee under this section, the individual retains the right to revoke or modify

the transfer at any time. A subsequent divorce will not affect the transferee's eligibility to receive educational benefits; however, after an individual has designated a spouse as a transferee under this section, the eligible individual retains the right to revoke or modify the transfer at any time.

**Nature of Transfer:** An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill benefits, or the entire 36 months if the member has used none (unless DoD/DHS limits the number of months an individual may transfer).

Family member use of transferred educational benefits is subject to the following:

- **Spouse:**
  - May start to use the benefit immediately.
  - May use the benefit while the member remains in the Armed Forces or after separation from active duty.
  - Is not eligible for the monthly stipend or books and supplies stipend while the member is serving on active duty.
  - Can use the benefit for up to 15 years after the service member's last separation from active duty.
  
- **Child:**
  - May start to use the benefit only after the individual making the transfer has completed at least 10 years of service in the Armed Forces.
  - May use the benefit while the eligible individual remains in the Armed Forces or after separation from active duty.
  - May not use the benefit until he/she has attained a secondary school diploma (or equivalency certificate), or reached 18 years of age.
  - Is entitled to the monthly stipend and books and supplies stipend even though the eligible individual is on active duty.
  - Is not subject to the 15-year delimiting date, but may not use the benefit after reaching 26 years of age.

**How to apply for transfer of educational benefits TEB:** Go to the DoD transferability application website to determine if your dependents are eligible to receive the transferred benefits. This website is ONLY available to military members. Official DoD transferability application website:

<https://www.dmdc.osd.mil/TEB>

Upon approval, family members may apply to use transferred benefits with VA by completing VA Form 22-1990e. VA Form 22-1990e should only be completed and submitted to VA by the family member after DoD has approved the request for TEB. Do not use VA Form 22-1990e to apply for TEB.

## **SECTION 4 – GUARD TUITION INCENTIVE PROGRAM**

**4-1. GUARD TUITION INCENTIVE PROGRAM (GTIP).** GTIP is state funded program, created by the Arkansas legislatures, available only to Soldiers and Airmen of the Arkansas National Guard to provide additional educational financial assistance for tuition expenses. GTIP is only available during the Fall and Spring semesters.

**4-2. ELIGIBILITY.** To be eligible, the nonprior or prior service member must meet the following criteria:

- 10 years of service or less
- Category IIIA or higher based upon scores on standard military tests (score of 50 or higher on the Armed Services Vocational Aptitude Battery or equivalent)
- Meets and continues to meet Good Soldier or Good Airman criteria as set by the Adjutant General
- Meets the current scholastic criteria of and is currently enrolled as a full-time student in good standing at an approved institution
- Must be enlisting/assigned in a military occupation specialty or Air Force skill coded designated as critical by the Adjutant General. Critical may be defined by:
  - The mobilization priority of the unit;
  - The difficulty of attracting, qualifying, and filling the specialty;
  - The ability to maintain acceptable strength levels within the specialty; and/or
  - Such other factors as the Adjutant General may deem appropriate

**4-3. APPLICATION PROCESS.** The GTIP budget is managed by the Department of Higher Education. The deadlines for submission of application for GTIP is 15 Aug for Fall Semester and 15 Dec for Spring Semester. A qualified applicant for the Arkansas National Guard Tuition Incentive Program may apply by obtaining an application form from, and signed by, his or her unit commander. It shall be the responsibility of the unit to forward complete applications, including recertifications from the approved institutions, to the Arkansas National Guard Incentive Officer for processing payment.

- AG AR Form 621-A
- Advisor signed copy of your academic degree plan
- Certification by an appropriate officer of the approved institution, verifying that the applicant has been accepted as a full-time student for the school year in which the incentive is sought.

- Applicants must obtain an additional certification from the approved institution, verifying his or her continued enrollment as a full-time student in good standing, in order to receive the second semester award.
- Such certification shall be presented to the unit commander within thirty (30) days of the beginning of the semester for which an incentive is sought.
- Payment shall be made directly to the approved institution, on behalf of and for the benefit of the qualified applicant, in a manner as may be established by regulation of the Adjutant General.

**4-4. ENTITLEMENT:** All GTIP funding will be awarded regardless of financial need. The amount of each award will be up to \$5,000 per year. This amount may be reduced or increased each year by the Arkansas Legislature's appropriations. In addition, AR State Grants cannot be reduced or adjusted as a result of a Soldier receiving GTIP. GTIP and GI Bill (Chp 30 and Chp 1607) may be utilized for the same course and may exceed 100% of the cost of tuition/fees. GTIP and FTA may be used for the same course; however, GTIP will be applied first and then FTA will be applied to the remaining up to 100% of cost of tuition/fees.

**4-5. DISBURSEMENTS.** Once the approved Soldiers/Airmen have been identified, a consolidated 'approved' list will be prepared and forward to the Arkansas Department of Higher Education. The Arkansas Department of Higher Education representative will make contact with each school to verify the student is enrolled and for the total hours that were intended. Once verified, the Arkansas Department of Higher Education will make disbursements to these schools on behalf of the student.

- The Fall payment is scheduled to be processed in August.
- The Spring and Winter payment is scheduled to be processed in January.

**4-6. RECOUPMENTS.** Recoupment is required in the following situations:

- Fraud or misrepresentation with application
- Failure on the part of the recipient to complete the semester/quarter for which the benefits was awarded.
- Failure to fulfill all obligations under which the recipient received benefits
- Failure to remain in an active drilling status due to voluntary or involuntary separation from the ARNG/ANG.



#### **4-7. UNIT RESPONSIBILITIES**

- The unit must ensure each applicant is eligible to receive GTIP based on the eligibility criteria.
- Ensure applicant fills out the current GTIP Application Form AG AR Form 621-R and top portion of GTIP Application Form AG AR Form 621-A .
- Verify accuracy on the AG AR Form 621-R.
- Complete the bottom portion of AG AR Form 621-A and sign.
- Submit the application to the AR ARNG Education Officer-Attn: GTIP NLT 15 August for the fall semester and 15 December for the spring semester.
- Notify the GTIP Office if a recipient is declared an Unsatisfactory Participant (9 or more AWOLS), transfers to another state or is discharged from the AR National Guard.

## **SECTION 5 – FEDERAL TUITION ASSISTANCE PROGRAM**

**5-1. FEDERAL TUITION ASSISTANCE PROGRAM (FTA):** This program is available only when funding exists. Additional guidelines are published yearly in an LOI, when this program is funded.

### **5-2. GENERAL ELIGIBILITY CRITERIA.**

- Soldier must be an actively drilling member of the Arkansas Army National Guard to receive Federal Tuition Assistance.
- Soldier DOES NOT have to complete basic training to be eligible for FTA benefits. Eligibility begins upon signing enlistment contract.
- Enlisted Soldiers and warrant officers' classes must end prior to their ETS/Contract date.
- Commissioned officers in TPU status incur an obligation of 4 years of service from the date of course completion. Active Duty (AGR) incur a 2 year obligation.
- Be a satisfactory participant in an Arkansas Army National Guard Unit. (Less than 9 AWOLS).
- AR ARNG civilian employees, Federal or State, are not eligible for FTA.
- Soldiers receiving an ROTC Scholarship funding under USC 2107 or USC 2107a, GRFD Scholarship and the Dedicated Guard Scholarship, CAN NOT receive FTA funds (ROTC Scholarship recipients may use FTA funds for fees that are not covered by the scholarship.)
- FTA can only cover schools which are accredited by nationally or regionally recognized accrediting agencies, as listed in the Accredited Institutions of Post Secondary Education Guide by the American Council on Education (ACE).
- Mobilized Soldiers eligible for FTA will follow Active Duty Army policy, which directs them to apply through their mobilization-serving Education Center. AR ARNG Education Center provides guidance, support and assistance to our mobilized Soldiers.
- Soldiers may use FTA to receive one credential from each of the following levels (cap limit of 150 undergraduate and 45 graduate semester hours):
  - High School Diploma or its equivalency (only through Patriot Academy)
  - Certificate or licensure

- Associate Degree (undergraduate-lower level)
  - Bachelor's Degree (undergraduate-upper level)
  - Master's Degree or First Professional Degree (Only Soldiers who have not obtained a Master's Degree are eligible to use ARNG FTA for a first professional degree)
- (Note: member cannot apply for FTA for a credential at a lower level than the one currently held. If member has BS degree, funding for an Associate Degree will not be granted. Only one degree may be pursued at a time. Example: Can't request FTA for your 'Major' and 'Minor' at the same time.)
  - Applications may be submitted as early as 60 days prior to class start date, but must be submitted via GoArmyEd (GAE) portal NLT 14 days of the class start date. No applications will be accepted within GAE if fall outside this 14 day window. The GAE website is located at [www.goarmyed.com](http://www.goarmyed.com)
  - At no time will a Soldier take an unapproved FTA application as a guarantee of payment for courses to a school. The application must be reviewed and approved by the appropriate FTA manager and/or ESO. Once approved in GAE, the Soldier may print off the approval and provide it to the school.

### **5-3. AUTHORIZATIONS AND EXPENSES COVERED.**

- FTA funding is awarded on a first come first served basis as long as federal funding is available.
- FTA funding has a maximum cap of \$4,500.00 per fiscal year per Soldier. (Fiscal year begins on 1 October and ends on 30 September)
- FTA funding has a maximum cap of \$250.00 per credit, \$167.00 per credit for quarter schools, and \$5.55 per credit for clock hour schools.
- FTA funding can cover 100% of authorized fees. Authorized fees have been determined to be lab fees, technology fees, instructional fees, online/distance learning fees and other similar fees that are charged to all students and 100% refundable.
- FTA will NOT cover books, room and board, or meals unless they are included in the institution's published tuition rate.
- FTA can be used with GTIP. When combining benefits, the combined amount of funding will **NOT** exceed 100% of tuition. GTIP will be applied first and then FTA will be applied against any remaining obligations not to exceed 100% of cost for tuition/fees/books.

- FTA can be used with the Reserve GI Bill (Chapter 1606) and Kicker or the Reserve Education Assistance Program (Chapter 1607), providing the Soldier is attending school at least half-time.
- FTA can be used with a Pell Grant but TA must be utilized first.

#### **5-4. VOCATIONAL/TECHNICAL TRAINING.**

- Soldiers who have previously obtained an associate, baccalaureate and a master's degree may request TA funding for a certificate/vocational training program as long as the program does not require standard college degree courses (i.e. English, math, etc.) or grant an academic certification (i.e., associates or baccalaureate degree).

#### **5-5. APPLICATION PROCESS.** All ARNG Soldiers who are eligible for ARNG FTA must use GoArmyEd to apply for ARNG Federal Tuition Assistance online.

- Follow these steps to **Create An Account**:
  - Go to the GoArmyEd website at [www.goarmyed.com](http://www.goarmyed.com).
  - Click on the 'New User' button towards the bottom of the page.
  - Enter the requested information and click the 'Submit' button.
  - Verify personal information, update anything that needs updating. Then click the "Save and Continue' button.
  - Create your password and lost password questions. Then click the "Save and Continue' button.
  - You will need to either watch the video, or click through the presentation. Once you have done one or the other, click the 'I certify that I have completed the GoArmyEd training' radio button. Then click the "Save and Continue' button. All Soldiers need to review one of the other to fully understand their requirements and to prevent potential delays.
  - Carefully read the Statement of Understanding, click either yes or no to agree or disagree with the Statement of Understanding. Enter your password. Then click the "Save and Continue' button.
  - Enter your school and degree information. Then click the "Save and Continue' button.
  - Enter all information on the common application. If there is a Red "X", there is something missing in that section. When there are no Red

“X’s” click the “Save and Continue’ button.

- Verify that there are five (5) green check marks. Then click the “Submit for Approval’ button.
- There are two types of schools for GAE purposes; LOI and Non-LOI. Follow These Steps To Apply For TA For An **LOI School**:
  - Go to the GoArmyEd website at [www.goarmyed.com](http://www.goarmyed.com).
  - Once logged in, click on the ‘Request TA’ button.
  - Enter the requested information, then click the ‘Next’ button.
  - Locate the class you are applying for. Click the ‘Request Class’ button.
  - Click the ‘Process Request’ button.
  - Verify your account information. Click the ‘Account Information Verified’ button.
  - Click the ‘Ok’ button.
  - If you need to add more classes, click the ‘Add Another Class’ button.
- Follow These Steps To Apply For TA For A **Non-LOI School**:
  - Go to the GoArmyEd website at [www.goarmyed.com](http://www.goarmyed.com).
  - Once logged in, click on the ‘Request TA’ button.
  - Enter the requested information, then click the ‘Next’ button.
  - Enter ALL information regarding the class to include the number of credits and the cost per credit hour. If you are receiving EAP of Post 9/11 GI Bill, check the appropriate box. Click the ‘Submit’ button.
  - Verify your account information. Click the ‘Account Information Verified’ button.
  - Click the ‘Ok’ button.
  - If you need to add more classes, click the ‘Add Another Class’ button.

## **5-6. RECOUPMENT.**

- Applicants who do not complete the course/s will have their funding recouped and future TA suspended, unless there are extenuating

circumstances due to no fault of the applicant. Causes for recoupment include, but are not limited to dropping out/withdrawing, failing a course(s), or receiving a grade of incomplete.

#### **5-7. SOLDIER'S RESPONSIBILITIES.**

- Enlisted Soldiers and warrant officers must have sufficient time remaining before their current service obligation/Expiration Term of Service to complete the course unless involuntarily separated with an honorable discharge.
- Soldiers must maintain a 2.0 GPA for undergraduate and a 3.0 GPA for graduate level courses to remain eligible for FTA funding.
- Commissioned officers must have at least 4 years (2 if AGR) of Selected Reserve service remaining from the date of completion of the course for which TA is provided. Commissioned officers who fail to complete the required 4-year obligation will be required to reimburse the amount of TA according to the following formula; Amount of TA divided by 48, multiplied by the remaining amount of obligation. For example, an officer receives \$563 in ARNG FTA but departs 24 months before completion of the four-year obligation.  $\$563/48 = 11.73 \times 24 = \$282$  to be recouped.

## **SECTION 6 – EXAMINATION/EMPLOYMENT PROGRAMS**

**6-1. STATE EDUCATION OFFICE.** Due to space and manpower restraints, the AR ARNG State Education Office has limited capabilities for conducting examinations. Tests are currently conducted on the second and third Wednesdays of every month in Building #6201. Tests begin at 0800 sharp and testers should arrive NLT 0745 for check-in.

### **6-2. ARMY PERSONNEL TESTING (APT) –Military Only**

- APTs affect Soldier's career choices by determining eligibility for specialized training, and to support the Army's personnel selection and classification process including language proficiency testing. The current available APTs conducted at the Camp Robinson State Education Office are:
  - Armed Forces Classification Test (AFCT)
  - Alternate Flight Aptitude Selection Test (AFAST)
- The AFCT takes approximately 2-3 hours while the AFAST takes approx. 4 hours. Both will normally have a 24 hour turn-around on scoring and notification.
- To apply for AFT Testing:
  - Soldier must initiate a DA Form 4187 Request for Personnel Action.
  - Unit authorized representative signs the request.
  - Soldier submits signed DA Form 4187 and forwards to the AR ARNG Test Control Officer.
  - AR ARNG Test Control Officer will verify that Soldier is eligible for testing.
  - Test Control Officer will notify Soldier of status of request to test and if approved, will be informed on next available test date/time.
  - Upon completion of testing, the TCO inputs test results into iMARC, and provides the Soldier and unit administrator of a copy of the score for record update.
  - The Unit Administrator will send a copy of the test score document to the MILPO for records maintenance and finance for pay update.

- The ESO must forward any requests for exception to policy for the 6 month wait period to National Guard Bureau

### **6-3. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION**

**SUPPORT (DANTES):** ARNG Soldiers and their spouses are eligible to utilize the free testing opportunities sponsored by DANTES thus saving money and time while receiving college credit and/or promotion points. The AR ARNG tests are administered in accordance with the DANTES Examination Program Handbook (DEPH). Consult the State Education Office about costs for specific tests as some may require an administrative fee not covered by ARNG funds. Many of these tests may need to be ordered; therefore, allow 30 days when requesting a test date. The current DANTES tests available at Camp Robinson are:

- **Assessment Test (ACT).** The ACT assesses high school students' general educational development and their ability to complete college-level work.
- **Scholastic Assessment Test (SAT).** SAT is a standardized test for college admissions. SAT can determine and their ability to complete college-level work.
- **Graduate Record Examination (GRE).** GRE is a commercially run standardized test that is an admission requirement for many graduate schools. The exam focuses on testing abstract thinking skills in the areas of mathematics, vocabulary, and analytical writing. This exam is paid up front by the Soldier who may seek reimbursement if the exam is passed.
- **PRAXIS Series (Tests for Teacher Licensing Certification).** Praxis test is one of a series of teacher certification exams written and administered by the Educational Testing Service. Various Praxis tests are usually required before, during, and after teacher training courses.

### **6-4. COUNSELING TOOLS**

- **DISCOVER PROGRAM.** DISCOVER is an online career planning program that DANTES provides to education centers through the Computer Assisted Guidance Information System (CAGIS). Soldiers must request a user name by contacting the NGB Discover Project Manager at 1-866-628-5999. After entering your provided user name, you will submit (without a password) at which time the system will ask you to generate your own password.

Once online with DISCOVER the Soldier enters his/her personal information and interacts with the program to reach decisions regarding



educational and vocational choices. DISCOVER offers three career assessments, suggests occupational families based on the client's answers, and provides occupation data, school data, job seeking skills, etc. The program helps the Service member develop educational goals while in the military and explore career paths for transition to civilian life after the military. It measures interests (what you LIKE to do), abilities (what you CAN do), and values (what you PREFER to do). Each inventory is scored and interpreted immediately which allows easy access to the next logical step in the planning process. The eDiscovery website once a username is provided is: <https://actapps.act.org/eDISCOVER/>

- **CAMPBELL INTEREST SURVEY.** The Campbell Interest and Skill Survey is a contemporary survey that measures self-interests and skills. Similar to traditional interest inventories, the interest scale reflects the individual's degree of attraction for a specified occupational area. However, the CISS goes beyond traditional inventories by adding a parallel skill scale that provides an estimate of the individual's confidence in his or her ability to perform various occupational activities. Together, the two types of scales provide more comprehensive and richer data than interest's scores alone. The CISS focuses on careers that require post-secondary education and is for use with individuals who are college bound. These surveys must be ordered through DANTEs by the AR State Education Office's Guidance Counselors.
- **CAREER ASSESSMENT INVENTORY.** The Career Assessment Inventory helps with career decisions by measuring interests requiring a minimum of postsecondary education, such as community college, technical, or business school training. Basic interest scales give more specific information about a person's interests in 25 career areas such as electronics, medical service, and other occupations. Occupational scales relate to 111 specific careers and indicate the interest areas which the individual, have in common with employees who are successfully employed in that field. It takes approximately 40 minutes to complete 370 multiple-choice items. These career assessment inventories must be ordered through DANTEs by the AR State Education Office's Guidance Counselors.
- **HOLLAND SELF-DIRECTED SEARCH.** The Holland Self-Directed Search helps individuals find the occupations that best suit their interests and skills. The easy to use format allows people to take the test, score it, and interpret it without assistance within 30 minutes. The Occupational Finder contains over 1300 occupational possibilities. In addition, the Dictionary of Occupational Titles (DOT) Codes are provided for educational development levels of associated occupations.
- **ONLINE ACADEMIC SKILLS COURSE.** Peterson's Online Academic Skills Course (OASC) for Military Success is designed for individuals in the

U.S. military who want to build their reading comprehension, vocabulary, and math skills to pass their exams, excel in their jobs, advance their careers, or continue their education. A Pre-Assessment will identify the learner's strengths and weaknesses in math and verbal skills and design a Customized Learning Path™ individualized to that student. The curriculum will improve the student's knowledge of the concepts and skills needed to excel in each area. Each lesson is supported by interactive exercises such as drag-and-drop matching, video-game-style multiple choice, or dynamic flash cards. Quizzes and practice sets help learners gauge how well they are mastering the material. This online course is located at:

<http://www.nelnetsolutions.com/dantes/default.asp>

## **6-5. EMPLOYMENT PROGRAMS:**

- **TROOPS TO TEACHERS (TTT).** The purpose of TTT is to assist eligible military personnel to transition to a new career as public school teachers in "high-need" schools. Pending availability of funds, financial assistance may be provided to eligible individuals as stipends up to \$5K to help pay for teacher certification costs or as bonuses of \$10K to teach in schools serving a high percentage of students from low-income families. Participants who accept the Stipend or Bonus must agree to teach for three years in schools that serve students from low-income families in accordance with the authorizing legislation. TTT: <http://www.proudtoserveagain.com>. A network of State TTT Offices has been established to provide participants with counseling and assistance regarding certification requirements, routes to state certification and employment leads.
- **HELMETS TO HARDHATS.** Helmets to Hardhats is a national program that connects National Guard, Reserve and transitioning active-duty military members with quality career training and employment opportunities within the construction industry. The program collects information about the best career opportunities in building and construction trades and works to provide former military personnel with that information. Candidates can access information about careers and apprenticeships via the Internet from anywhere in the world. The program is a building trades initiative administered by the Center for Military Recruitment, Assessment, and Veterans Employment. The U.S. Army administers the funding, which was made available in January 2003 to get the program off the ground.

Most experienced job seekers understand that utilizing personal networks (networking) is a much more effective way of securing a quality career than simply looking online or going through newspaper ads. Although H2H

is a Web-based program that requires online registration and provides career postings, what sets it apart from other initiatives is that H2H employs several Regional Directors and many dedicated volunteers who take an active role in connecting veterans to outstanding career and training opportunities. At the end of the day, having an informed advocate on your side who knows where you need to go, who you need to talk and can help facilitate the hiring process makes all the difference in the world to serious job seekers interested in securing a rewarding career in construction.

To participate in H2H, simply visit the program's Web site at [www.helmetstohardhats.org](http://www.helmetstohardhats.org) and click the "Get Started" button to create and activate your profile. Once your profile is activated, you can browse hundreds of career and training opportunities and forward your profile to career providers electronically from the H2H site. Also, as a registered H2H candidate, you will be contacted by your designated Helmets to Hardhats Regional Director. Regional Directors are well-informed program advocates who possess either a strong military background or building trades experience or, as in many cases, both. Your Regional Director can help you determine which craft is the best fit for you and provide you with practical and valuable information about career opportunities available in your area of interest.

- **NATIONAL GUARD EMPLOYMENT NETWORK.** The National Guard Employment Network is a website, designed by the Monster.com developer, that seeks to link the National Guard Soldier with potential employers. It pulls all available employment resources and services together in a collaborative effort to maximize resources and minimize the difficulty of getting information to those who need it.

Its mission is to **help Soldiers and their spouses find employment**, and to help locate better jobs and career opportunities for Service Members and spouses who are trying to improve their careers. The do this through:

- Job announcements and job training
  - Employment services
  - Training programs that promote resilience and self-sufficiency
- The Employment Network helps Soldiers and Families work around roadblocks to **connect with employers**. The network connects a number of resources, including the Department of Labor, Veterans Affairs (VA), Department of Education, Military Spouse Corporate Career Network (MSCCN), and many other national, regional and local services. Each state has its own specific site that is built on the main architecture for more local

job opportunities within the State. This site is located at:  
<http://www.mscn.org/NationalGuard/default.html>

- 6-6. COUNSELING & SUPPORT SERVICES.** Individualized vocational, technical, college and career guidance counseling services are available to any member of the Armed Services, Federal and State Employees and family members. Call the Guidance Counselor to set up an appointment.

## SECTION 7 – POINTS OF CONTACT

### 7.1 MAILING ADDRESS

- **EDUCATION CENTER**  
**BLDG 6401, BOX 56**  
**CAMP JOSEPH T. ROBINSON**  
**NORTH LITTLE ROCK, AR 72199-9600**
- **PRIMARY PHONE: 501-212-4520**  
**FAX NUMBER: 501-212-5449**

### 7.2 PERSONNEL

- **EDUCATION SERVICES OFFICER**  
MAJ STEPHEN G. STANGER  
501-212-4021  
Email: [stephen.stanger@us.army.mil](mailto:stephen.stanger@us.army.mil)
- **SRIP, SLRP AND INCENTIVES MANAGER**  
SFC RHONDA MCCOLLUM  
501-212-4022  
Email: [rhonda.mccollum@us.army.mil](mailto:rhonda.mccollum@us.army.mil)
- **SRIP AND INCENTIVES NCO**  
SGT J.D. MCDOWELL  
501-212-4028  
Email: [jerry.mcdowell@us.army.mil](mailto:jerry.mcdowell@us.army.mil)
- **MGIB AND MGIB KICKER**  
SSG TRICHELL HARDEN  
501-212-4011  
Email: [trichell.harden@us.army.mil](mailto:trichell.harden@us.army.mil)
- **FTA/GTIP MANAGER**  
SGT Crystal Jones  
501-212-4049  
Email: [crystal.jones13@us.army.mil](mailto:crystal.jones13@us.army.mil)
- **TEST ADMINISTRATORS**  
SSG TRICHELL HARDEN  
501-212-4011  
Email: [trichell.harden@us.army.mil](mailto:trichell.harden@us.army.mil)

SGT Crystal Jones

501-212-4049

Email: [crystal.jones13@us.army.mil](mailto:crystal.jones13@us.army.mil)

- **GUIDANCE COUNSELORS**

SSG TRICHELL HARDEN

501-212-4011

Email: [trichell.harden@us.army.mil](mailto:trichell.harden@us.army.mil)

SGT Crystal Jones

501-212-4049

Email: [crystal.jones13@us.army.mil](mailto:crystal.jones13@us.army.mil)