

STATE OF NEW MEXICO  
Department of Military Affairs  
Military Personnel Division  
Santa Fe, NM 87508-4695

AGONM Joint Circular Number 621-5

Effective: 01 April 2009

**NEW MEXICO NATIONAL GUARD TUITION SCHOLARSHIP PROGRAM**

1. Summary: This circular describes National Guard policies, requirements and procedures for the New Mexico National Guard's Tuition Scholarship Program (NMNGTSP).

2. Interim Changes: Interim changes to this circular are not official unless they are authenticated by the Military Personnel Officer (MILPO) at NMAG-APA, Santa Fe, NM 87508-4695

3. Applicability: This circular applies to all personnel of the New Mexico National Guard.

4. Suggested Improvements: Users are invited to send comments and suggested improvements of DA Form 2028 (Recommended Changes to Publications on Blank Forms) directly to NMAG-APA, Santa Fe, NM 87508-4695.

5. Supplementation: Local supplementation of this regulation is prohibited, except upon approval of The Adjutant General of New Mexico. Send requests for supplementation with justification to Joint Forces Headquarters – New Mexico, ATTN: NMAG-APA, 47 Bataan Blvd., Santa Fe, NM 87508-4695.

6. References:

- a. Section 21-1-2.1, Chapter 64 NMSA, 1978.
- b. General Appropriation Act of 2009, Section 4, Subsection G.

7. Purpose. This regulation establishes policy and procedures to administer of the New Mexico National Guard's Tuition Scholarship Program (NMNGTSP).

8. Introduction. This scholarship provides eligible members of the New Mexico National Guard an opportunity to pursue and complete up to a baccalaureate degree for professional and personal development by defraying a major portion of educational tuition expenses. This scholarship will be tied directly to recruiting and retaining quality members, enhancing their professionalism, and increasing the personnel readiness of the New Mexico National Guard

\*This joint Circular supersedes Joint Circular 621-5, dated 1 July 2005

- a. The New Mexico National Guard Tuition Scholarship Program will pay up to 100% per semester towards the cost of tuition for eligible members of the New Mexico National Guard.
- b. The intent of the scholarship program is to increase the opportunity for members of the New Mexico Army and Air National Guard, to earn a post-secondary degree or vocational training.
- c. The annual NMNGTSP funding received from the New Mexico State Legislature will be appropriated beginning Fall Semester. Any funds remaining after the Fall Semester will be available for Spring, then Summer Semesters.
- d. Priority of funding will be allocated to Air National Guard applicants for each semester and contracted members of the Simultaneous Membership Program (SMP). Remaining funds will be utilized to offset Federal Tuition shortfalls for Army National Guard Soldiers. The New Mexico Army National Guard Education Officer (NMARNG ESO) will allocate funding based on approved applications that are submitted per established deadlines.

9. **Applicability.** The New Mexico National Guard Tuition Scholarship Program allows eligible members of the New Mexico National Guard to attend any New Mexico state supported post-secondary school. This scholarship applies to students pursuing their first baccalaureate degree at the undergraduate level or vocational studies in a full or part-time status. This Circular is valid from the effective date of 1 April 2009.

- a. Members must understand that NMNGTSP funds and Federal Tuition Assistance funds can be used concurrently, but **CANNOT** exceed 100% tuition costs.
- b. Members can use MGIB benefits and NMNGTSP funds simultaneously and that amount **CAN** exceed 100% of tuition costs.
- c. This scholarship may be used to cover the balance of tuition costs that may include distance learning fees not covered by other state-funded scholarships (Lottery Scholarship, Bridge to Success Scholarship), but will not be used to duplicate costs covered by other State Tuition Scholarships. All students eligible must utilize Lottery Scholarship as a first source of funds. The NMGTSP can be used for a first semester bridge until the State Lottery Scholarship is available.
- d. This scholarship is limited to tuition costs that may include distance learning fees. This scholarship will not pay registration fees, laboratory shop fees, computer lab fees, administrative fees, books, tools, and room and board. (See FTA policy). The deadlines for each semester are:

- (1) Fall Semester – 1 July
- (2) Spring Semester – 15 November
- (3) Summer Semester – 15 April

10. Eligibility.

a. Any member of the New Mexico National Guard who has completed Basic Training or is a member of the Simultaneous Membership Program (SMP), and who is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions. A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT), UCMJ actions, or have been administratively reduced in rank due to unfavorable actions within one (1) year prior to submitting AGONM Form 2171-R.

b. Army National Guard Soldiers who have enlisted but have not completed Basic Training will complete application DA Form 2171, Request for Federal Tuition Assistance.

c. The member must maintain a cumulative academic grade point average (GPA) of a 2.0 or higher on a 4.0 grading scale, per semester. Members with a semester GPA of a 1.9 and below will be placed on academic probation and are still subject for recoupment actions for any classes failed, incomplete or dropped after the schools official drop/add date. If a 2.0 GPA is not achieved after the next attempted semester, they will be subject to the same recoupment actions and suspended from further NMNGTSP benefits until a 2.0 GPA is achieved.

d. State Tuition Assistance will not be approved to pay for any repeat courses.

e. In order to be approved and receive funding, the applying member must mail or fax a copy of previous semester grades within 30 days of course completion (**No exceptions!**) to the appropriate Education Liaison:

<b>Affiliation</b>	<b>FAX</b>	<b>Address</b>
Army National Guard	(505) 474 - 1243	Education Services Office 47 Bataan Blvd Santa Fe, NM 87508

Air National Guard	(505) 853-7948	Base Education and Training Manager 150 <sup>th</sup> MSF, 150 <sup>th</sup> FW KAFB, NM 87117-5875
NMMI SMP/ECP	(575) 625-2225	National Guard Liaison NM Military Institute 101 W College Blvd Roswell, NM 88201

f. Expiration Term of Service (ETS) date must be beyond the semester enrolled in to be eligible for the NMNGTSP.

g. Members who have received a post-secondary baccalaureate degree or have accumulated 150 semester hours are not eligible for continuation in the program. The above limitations may be waived if sufficient funds are available.

h. To maintain active participation in the NMNGTSP from one semester to the next, the student/member must notify the Army National Guard Education Services Officer (ESO), immediately of any changes in status. **Members who withdraw from school, receive incomplete(s), add or drop classes that changes their total number of credit hours, and fail to inform the ESO of such changes will be subject to reimbursing the State and will NOT be eligible to receive the NMNGTSP the following semester.**

i. Army National Guard Members must be certified by the unit commander or by his/her designated representative as a satisfactory participant on the AGONM Form 2171-R. Air National Guard will be certified by the Base Education Training Manager; SMP/ECP will be certified by New Mexico Military Institute PMI Liaison . This requires that all SMPs and ECPs to maintain full time status of (12 semester hours).

j. Waivers will be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances. Any tuition waiver for ECP's or SMP's must also be approved and completed by the PMI of attending institution prior to submitting to the State Education Service Officer (ESO). The Military Personnel Officer (MILPO) is the final approving authority for waivers.

#### 11. Responsibilities.

a. The Adjutant General of New Mexico. The Adjutant General will establish the criteria for eligibility and participation in the New Mexico National Guard Tuition Scholarship Program.

b. The Education Services Officer (ESO), will:

- (1) Provide policy guidance annually to inform all units, activities, ROTC programs and participants of changes.
- (2) Serve as the Program Administrator for the tuition scholarship program appropriated by the New Mexico State Legislature.
- (3) Maintain a State Fiscal Year Tuition Program Ledger documenting all requests for tuition scholarships.
- (4) Maintain a detailed ledger of all AGONM Form 2171-R's.
- (5) Maintain program records for tuition scholarship recipients that reflect: courses of study and semester hours completed under the program.
- (6) Coordinate with state post-secondary institutions to facilitate implementation of the tuition scholarship program.
- (7) Review AGONM Form 2171-R (Request for New Mexico Tuition Scholarship Application) for accuracy and process them when complete.
- (8) Provide reports, as needed, pertaining to administration and status of the program to the MILPO.
- (9) Certify that applicants that meet the eligibility criteria, as indicated below, by signing the AGONM Form 2171-R:
  - (a) Any member of the New Mexico National Guard who has completed Basic Training and a satisfactory participant as defined in National Guard regulations, within no current suspension of favorable personnel actions.
  - (b) A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT) UCMJ actions, or have been administratively reduced in rank due to unfavorable action within one (1) year prior to submitting AGONM form 2171-R.
  - (c) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours are not eligible for continuation in the program. The above limitations may be waived if sufficient funds are available.

(d) Expiration term of service (ETS) date must be beyond the semester enrolled to be eligible for the NMNGTSP.

- (10) Only authorize tuition cost for undergraduate and vocational studies.
- (11) Send each member an approval letter (not e-mail or fax) and copy of the approved AGONM 2171-R within 30 days from the deadline date.
- (12) Certify invoices and forward them to the State Programs for payment.
- (13) Maintain tuition assistance ledger, reconcile reports after each semester with State TA budget analyst, identify and process recoupments, and assist State TA budget analyst with cash collection vouchers.
- (14) Annually, coordinate and conduct a joint staff meeting with State Programs Office, Air National Guard, and New Mexico Military Institute PMI, to update/revise AGONM Joint Circular 621-5, AGONM 2171-R, and Tuition Assistance financial ledgers.
- (15) Annually, submit updated AGONM 621-5, to the Adjutant General of New Mexico for approval and validation.

c. The Commander or Designated Representative, will:

- (1) Utilize this program as a recruiting and retention tool.
- (2) Provide the current AGONM Joint Circular and guidance to all unit members.
- (3) Certify that the applicant meets the eligibility criteria, as indicated below, by signing AGONM Form 2171-R "Unit Commanders Certification."
  - (a) Any member of the New Mexico National Guard who has completed Basic Training and a satisfactory participant as defined in National Guard regulations, within no current suspension of favorable personnel actions.
  - (b) A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT) UCMJ actions, or have been administratively reduced in rank due to unfavorable action within one (1) year prior to submitting AGONM form 2171-R.
  - (c) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours are not eligible for

continuation in the program. The above limitations may be waived if sufficient funds are available.

(d) Expiration term of service (ETS) date must be beyond the semester enrolled to be eligible for the NMNGTSP.

(e) Commander or designated representative may recommend that waivers be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances with commander's endorsement when submitting AGONM Form 2171-R. The MILPO is the final approving authority for waivers.

d. The State Programs Office, will:

- (1) Develop and administer the annual NMNG State Scholarship Budget in conjunction with the ESO.
- (2) Approve and obligate document to the educational institution, upon receipt of AGONM Form 2171-R/State TA Ledger from the ESO.
- (3) Submit obligation document (Purchase Order) to the educational institution for billing, as well as, to the ESO.
- (4) Upon receipt and certification of the Purchase Order, process payment to the billing institution.
- (5) Reconcile Purchase Order Documents with the Education Service Office no later than 15 days after end of each semester.
- (6) Process recoupment checks and redeposit into State Tuition funding account.

e. NM Air National Guard ESO and SMP/ECP PMI, will:

- (1) Certify that the applicant meets the eligibility criteria, as indicated below:
  - (a) Is a member of the New Mexico National Guard who has completed Basic Training or contracted in the Simultaneous Membership Program (SMP) and a satisfactory participant as defined in National Guard regulations, within no current suspension of favorable personnel actions.

(b) A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT/Advance Camp) UCMJ actions, or have been administratively reduced in rank due to unfavorable action within one (1) year prior to submitting AGONM form 2171-R.

(c) Applicants who have received a post-secondary baccalaureate degree or who have accumulated 150 semester hours are not eligible for continuation in the program. The above limitations may be waived if sufficient funds are available.

(d) Expiration term of service (ETS) date must be beyond the semester enrolled to be eligible for the NMNGTSP.

(e) Commander or designated representative may recommend that waivers be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances with commander's endorsement when submitting AGONM Form 2171-R. The MILPO is the final approving authority for waivers.

(2) Consolidate and review AGONM Form 2171-R for eligibility, completeness and accuracy.

(3) Provide an alpha roster by student name, SSN, completed AGONM Form(s) 2171-R, with a Transmittal Letter (TL), no later than 5 working days after tuition deadlines to the Education Service Office: 47 Bataan Blvd., Santa Fe, NM 87508. **Faxes or e-mails will not be accepted, to include mailed rosters without attached transmittal letters.** AGONM-2171-R submitted directly from the student to the Education Office will **NOT** be accepted and returned to the soldier. All members will need to **mail** tuition assistance applications through their respective Education Liaison.

**Affiliation**

Army National Guard

**Address**

Education Services Office  
47 Bataan Blvd  
Santa Fe, NM  
87508

Air National Guard

Base Education and  
Training Manager  
150<sup>th</sup> MSF, 150<sup>th</sup> FW  
KAFB, NM 87117-5875

NMMI SMP/ECP

National Guard Liaison  
NM Military Institute  
101 W College Blvd  
Roswell, NM 88201

10. Proponent. The proponent of New Mexico National Guard's Tuition Scholarship Program (NMNMTSP) is The Adjutant General of New Mexico. Questions or comments should be addressed the Education Services Office.



KENNY C. MONTOYA  
Major General, NMARNG  
The Adjutant General

Official:  
BRIAN E. BACA  
COL, GS  
Adjutant

ANNEX A

**NEW MEXICO NATIONAL GUARD MEMBER/STUDENT RESPONSIBILITIES**

1. Must meet the eligibility criteria as outlined below:

a. Any member of the New Mexico National Guard who has completed Basic Training or is a member of the Simultaneous Membership Program (SMP), and who is a satisfactory participant as defined in National Guard regulations, with no current suspension of favorable personnel actions. A participating member cannot have any unsatisfactory participation, AWOL (9 or more unexcused absences within a 12 month period or who fails to attend or complete the entire period of AT), UCMJ actions, or have been administratively reduced in rank due to unfavorable actions within one (1) year prior to submitting AGONM Form 2171-R.

b. Army National Guard Soldiers who have enlisted but have not completed Basic Training will complete application DA Form 2171, Request for Federal Tuition Assistance.

c. The member must maintain a cumulative academic grade point average (GPA) of a 2.0 or higher on a 4.0 grading scale, per semester. Members with a semester GPA of a 1.9 and below will be placed on academic probation and are still subject for recoupment actions for any classes failed, incomplete or dropped after the schools official drop/add date. If a 2.0 GPA is not achieved after the next attempted semester, they will be subject to the same recoupment actions and suspended from further NMNGTSP benefits until a 2.0 GPA is achieved.

d. State Tuition Assistance will **NOT** be approved to pay for any repeat courses.

e. In order to be approved and receive funding, the applying member must mail or fax a copy of previous semester grades within 30 days of course completion (**No exceptions!**) to the appropriate Education Service Liaison:

<b>Affiliation</b>	<b>FAX</b>	<b>Address</b>
Army National Guard	(505) 474 - 1243	Education Services Office 47 Bataan Blvd Santa Fe, NM 87508

Air National Guard                      (505) 246-7822                      Base Education and  
Training Manager  
150<sup>th</sup> MSF, 150<sup>th</sup> FW  
KAFB, NM 87117-5875

NMMI SMP/ECP                      (575) 625-2225                      National Guard Liaison  
NM Military Institute  
101 W College Blvd  
Roswell, NM 88201

f. Expiration Term of Service (ETS) date must be beyond the semester enrolled in to be eligible for the NMNGTSP.

g. Members who have received a post-secondary baccalaureate degree or have accumulated 150 semester hours are not eligible for continuation in the program. The above limitations may be waived if sufficient funds are available.

h. To maintain active participation in the NMNGTSP from one semester to the next, the student/member must notify the Army National Guard Education Services Officer (ESO), at (505) , immediately of any changes in status. **Members who withdraw from school, receive incomplete(s), add or drop classes that changes their total number of credit hours, and fail to inform the ESO of such changes will be subject to reimbursing the State and will NOT be eligible to receive the NMNGTSP the following semester.**

i. Army National Guard Members must be certified by the unit commander or by his/her designated representative as a satisfactory participant on the AGONM Form 2171-R. Air National Guard will be certified by Base Education Training Manager; SMP/ECP will be certified by New Mexico Military Institute PMI. This requires that all SMPs and ECPs to maintain full time status of (12 semester hours).

j. Waivers will be considered on a case by case basis. Applicants must provide documentation of extenuating circumstances. Any tuition waiver for ECP's or SMP's must also be approved and completed by the PMS of attending institution prior to submitting to the State Education Service Officer (ESO). The Military Personnel Officer (MILPO) is the final approving authority for waivers.

2. Must complete, sign and submit the **ORIGINAL** AGONM Form 2171-R for each Academic semester to the appropriate Education Service Liaison ESO postmarked no later than the following deadlines:

- ✓ Fall Semester – 01 July
- ✓ Spring Semester – 15 November
- ✓ Summer Semester – 15 April

3. Must submit via mail or fax proof of enrollment/registration (school class schedule), to the appropriate Education Service Liaison within **two weeks** after the last day of registration.

4. Liable for recoupment actions as prescribed in ANNEX A or in violation of AGONM Joint Circular 621-5.

5. Must understand that NMNGTSP funds and Federal Tuition Assistance funds can be used simultaneously, but cannot exceed 100% of tuition cost. The Montgomery G.I. Bill can be used simultaneously with the NMNGTSP and can exceed 100% of tuition cost.

6. Must submit AGONM form 2171-R with current and up to date tuition costs per credit hour. State funding will only be approved for exact funding requests on AGONM 2171-R applications. Students are encouraged to contact their New Mexico State Universities/Institutions for cost per credit for each applied semester.

7. Must **NOT** fax AGONM Forms 2171-R, as it will not be accepted.

8. Waivers will be considered on a case by case basis. Members will submit all supporting documentation of extenuating circumstances to the unit's Commander or representative. Unit Commander or representative must endorse request for waiver before AGONM Form 2171-R is submitted to the ESO. The MILPO is the final approving authority for waivers.

***A STUDENT WILL NEVER USE A BENEFIT HE/SHE DOESN'T KNOW ABOUT!***