

**The Adjutant General
State of Minnesota
1 July 1997**

**Minnesota National Guard
Circular 621-5-1**

EXPIRES 30 JUNE 1998

MINNESOTA STATE INCENTIVES PROGRAM

For the Adjutant General:

THOMAS D. COCHRAN
COL, GS
Mil Pers Mgt Off

Summary: This circular supersedes previous Minnesota Army National Guard Circular 621-5-1, dated 1 July 1996, with all changes. It provides information and describes procedures for administering the Minnesota State Incentives program.

Applicability: This circular is applicable to all Minnesota Army & Air National Guard Units/Organizations.

Proponent and Exception Authority: The proponent of this circular is the Military Personnel Management Office. The proponent has the authority to approve exceptions to this circular that are consistent with controlling law and regulations.

Interim Changes. Interim changes to this circular are not official unless they are authenticated by the Mil Pers Mgt Off. It will become obsolete on the expiration date shown above, unless sooner superseded or rescinded.

Distribution: "A"

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CHAPTER 1

GENERAL

1-1. The Minnesota Legislature enacted legislation which provides for an enlistment and reenlistment bonus for enlisted members of the Minnesota National Guard. This circular describes criteria and procedures for administering the Minnesota State Incentives Program and is effective on 1 July 1997 and will remain in force thru 30 June 1998 unless sooner rescinded or modified.

1-2. PURPOSE: The purpose of the Minnesota State Incentives Program is to **IMPROVE AND MAINTAIN READINESS AND END STRENGTH** of the Minnesota National Guard through the use of Minnesota State Incentives.

1-3. APPLICABILITY. This circular is applicable to all Minnesota Army & Air National Guard units/organizations.

1-4. OBJECTIVE. The objective of this circular is to furnish all units and organizations guidance and information to effectively conduct the Minnesota State Incentives Program.

1-5. RESPONSIBILITIES.

- a. Units are responsible for complying with the provisions of this circular.
- b. The Adjutant General is the approval authority for this program.

1-6. FUNDING. The funding available for the Minnesota Enlistment and Reenlistment Bonus Program is limited by the appropriations from the State Legislature. The program will continue providing funds are available.

1-7. TAX LIABILITY. All moneys received under the Minnesota State Incentives Program are taxable. It is the member's responsibility to report this income on his/her personal income tax forms.

1-8. RECOUPMENT.

a. Funds paid under State Incentives Programs may be recouped from those individuals who fail to serve satisfactorily in the Minnesota National Guard, as defined by the Adjutant General. (See Minnesota Statute section 192.501, subdivision 2 (a).)

b. If a member fails to complete a term of enlistment during which a state incentive was paid a prorated amount of the incentive will be recouped. The **amount of recoupment** will be calculated by taking:

(1) The total amount paid divided by the number of full years the member enlisted/extended which gives you the **average payment** per year.

CHAPTER 2

ENLISTMENT BONUS

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2-1. An enlistment bonus of \$500.00 will be paid to all eligible Non-Prior Service (NPS) and Prior Service (PS) personnel enlisting in the Minnesota National Guard between 1 July 1997 and 30 June 1998, provided adequate funds exist.

2-2. CRITERIA: To be eligible for benefits under this program, members must meet the following criteria:

- a. Date of enlistment shall be effective on or after 1 July 1997.
- b. Enlist in an MTOE or TDA position in a unit with an assigned strength less than required or less than the RC overstrength policy of 125 percent or 110 percent of required strength. (Note: Units with an authorized strength larger than the required strength may recruit to that authorized strength level.)
- c. Not be eligible for or have received a Federal Selected Reserve Incentive, i.e., Federal Enlistment Bonus, Affiliation Bonus, CASP Bonus or Student Loan Repayment Program.
- d. Term of Enlistment will be for six years for NPS.
- e. Term of Enlistment will be for **three years for PS in the Army National Guard and six years for Air National Guard**. The individual should be MOS/AFSC qualified for the position in which he/she is enlisting (if not MOS/AFSC qualified, individual has two years in which to become qualified).
- f. Individual must not have more than exactly 10 years of service at enlistment based on his/her PEBD.
- g. If the soldier accepts the bonus and later wants to use Tuition Reimbursement, the \$500.00 will be held back from Tuition Reimbursement payment.

2-3. ADMINISTRATION.

- a. A bonus control number will be obtained from the Military Personnel Management Office for each individual enlisting for the enlistment bonus. Control numbers can be obtained by calling (612) 282-4590 or (612) 282-4591. Information required will be name, SSN, paragraph and line number, unit of assignment, and if the soldier is Prior Service or Non-Prior Service.

CHAPTER 3

REENLISTMENT/EXTENSION BONUS

3-1. A reenlistment/extension bonus of \$1000.00 will be paid to all eligible personnel extending their enlistment in the Minnesota National Guard between 1 July 1997 and 30 June 1998, provided adequate funds exist..

3-2. CRITERIA. To be eligible for benefits under this program, members must meet the following criteria:

- a. Individual's ETS must be between 1 July 1997 and 30 June 1998.
- b. Date of extension shall be effective on or after 1 July 1997.
- c. Extension will be for a minimum of three years for Army National Guard and six years for Air National Guard.
- d. Individual must not have more than exactly 10 years of service at current ETS *based on individuals PEBD*.
- e. Individual must not be eligible for, or have ever received, a federal reenlistment/extension bonus through the National Guard.
- f. Extensions can not be completed earlier than 90 days prior to ETS.

3-3. ADMINISTRATION.

- a. A bonus control number will be obtained from the Military Personnel Management Office for each individual extending for the reenlistment/extension bonus. Control numbers can be obtained by calling (612) 282-4590 or (612) 282-4591. Information required will be name and SSN.
- b. Individual will sign four copies of the Bonus Agreement for the Extension Bonus. Original and one copy will be filed in MPRJ with the DA Form 4836, one copy to the individual and one copy forwarded with the DA Form 4836 to AGO-MN, ATTN: MNAG-PER-ES. Bonus control number will be entered on the Bonus Agreement, which will be certified by individual administering oath of extension. (Attached as Annex B.)
- c. Payment will be a lump sum payment of \$1000.00 and will be paid after the Bonus Agreement is received at AGO-MN, and the information can be verified. Individual should list the address to where he/she wants the check mailed on the Bonus Agreement.

CHAPTER 4

MINNESOTA STATE TUITION AND TEXTBOOK REIMBURSEMENT GRANT PROGRAM

4-1. GENERAL:

- a. The State of Minnesota sponsors the Minnesota State Tuition and Textbook Reimbursement Grant Program. The funding for the Program is appropriated biennially. If in the future, the legislature does not fund the program, neither the State of Minnesota nor the Minnesota National Guard is obligated to continue such a program.
- b. Members of the Minnesota National Guard may use the Minnesota State Tuition and Textbook Reimbursement Grant Program in conjunction with the Montgomery GI Bill or with the Federal Tuition Assistance Program.
- c. Tuition and textbook reimbursement grants shall not be considered by the Minnesota Higher Education Coordinating Board or by any other state board, commission, or entity in determining a person's eligibility for a state scholarship or grant-in-aid under Minnesota Statute section 136A.09 through 136A.132.
- d. Tuition and textbook reimbursement grants received under Minnesota Statutes 1992, section 192.501, may be used to determine "need" for federally funded scholarships, loans or grants.

4-2. PURPOSE: The purpose of the Minnesota State Tuition and Textbook Reimbursement Grant Program is to:

- a. Encourage the recruitment of qualified prior and non-prior service members for the Minnesota National Guard.
- b. Encourage members that are currently in the Inactive National Guard or Individual Ready Reserve to reaffiliate with the Minnesota National Guard.
- c. Encourage current Minnesota National Guard members to extend their enlistment.
- d. Encourage the recruitment of women and minorities into the Minnesota National Guard.
- e. Improve the quality of Minnesota National Guard members through higher education.
- f. Reward eligible Minnesota National Guard members for their willingness to serve the needs of the State of Minnesota at the order of the Governor.

c. A member using the Minnesota State Tuition and Textbook Reimbursement Grant Program is no longer eligible to participate once he/she has received funds under this program equivalent to 208 quarter/144 semester credits.

d. A member who enlisted after 1 July 1997 and received the \$500.00 State Enlistment Bonus will have the first \$500.00 of reimbursement withheld from Tuition Reimbursement payments.

4-5. TUITION REIMBURSEMENT GUIDELINES FOR UNDERGRADUATE COURSEWORK:

a. The Minnesota State Tuition and Textbook Reimbursement Grant Program reimburses a portion of a member's educational costs. The amount of reimbursement will be determined by the Adjutant General, pursuant to the following criteria.

b. For undergraduate coursework reimbursement is authorized as follows:

(1) Members are reimbursed only for those courses for which they receive a grade of "C", Pass, Satisfactory, or higher.

(2) Members ARE NOT reimbursed for those courses for which they "withdraw" or receive a grade of "C-" or lower.

(3) Members are reimbursed for those courses for which they receive an "Incomplete", if a grade of at least "C" or higher is later earned. A copy of the original ESO Form 621-5-2, current grade report or transcript and a short statement requesting reimbursement for the "Incomplete" should be forwarded to the Education Services Office. The request to pay the "Incomplete" can be included with the current term's reimbursement request.

c. For coursework beginning on or after 1 July 1997, reimbursement is made at the following rates:

(1) At any Minnesota public educational institution, reimbursement is at the following rates:

(a) University of Minnesota, upper and lower division, all campuses, is at \$50.00 per quarter credit or \$75.00 per semester credit, up to the lowest number of credits in the plateau used by the member. Additional credits above the plateau, if any, is reimbursed on a per-credit basis. Also, U of M students only are reimbursed an additional \$30.00 per term, due to the U of M tuition base rate of \$60.00 per term.

(6) For those soldiers who receive tuition waivers, where they in effect do not pay any tuition or their fee statement indicates that no tuition was charged, no reimbursement will be authorized.

4-6. GUIDELINES FOR GRADUATE COURSEWORK:

a. Effective 1 January 1996, post-baccalaureate coursework, i.e., Master's, Ph.D, Professional degrees, is covered under the Minnesota State Tuition and Textbook Reimbursement Grant Program, for eligible soldiers. Reimbursement of post-baccalaureate coursework will be available from 1 January 1996 through 30 June 1998. A determination will be made at the end of this time period whether the program will continue to provide reimbursement for post-baccalaureate coursework.

b. Those enrolled in post-baccalaureate coursework are subject to the same rules for members taking undergraduate coursework and will be reimbursed at the same rate, as stated previously in this regulation, with the exception that only grades of "B" or better (or equivalent) must be obtained.

c. Only Minnesota Guardmembers, from the ranks of E-1 through O-3 (to include Warrant Officers) are eligible to receive reimbursement for post-baccalaureate coursework. Field grade officers (O-4 and above) are not eligible to use the Minnesota State Tuition and Textbook Reimbursement Grant Program for post-baccalaureate coursework.

d. A soldier who is promoted to rank of O4 during the school term will continue to be eligible to use the Minnesota State Tuition and Textbook Reimbursement Grant Program for post-baccalaureate coursework until the end of that term.

4-7. APPLICATION PROCEDURES:

a. Carefully READ, SIGN and submit the "Memorandum of Understanding", comprised of ESO Form 621-5-1, pages one through four. This memorandum specifically outlines the member's responsibility for obtaining reimbursement under the Minnesota State Tuition and Textbook Reimbursement Grant Program. (Attached as Annex C.)

b. Annually complete ESO Form 621-5-1, page five, the "Annual Obligation Request." The "Annual Obligation Request" will set aside funds for the school year. The annual obligation is an estimation of tuition costs, credits and terms and reflects education plans for the current school year, including summer sessions. Note changes from the annual obligation reflecting the actual tuition costs, credits and terms attended on ESO Form 621-5-2, "Payment Request", when submitted.

4-9. TUITION REIMBURSEMENT - SURVIVOR BENEFIT:

- a. Effective 1 January 1993, if a member of the Minnesota National Guard is killed while performing military duty, his or her surviving spouse and/or surviving dependents under age 24 (to include biological children of the deceased born within 10 months after the member's death), become eligible for a State of Minnesota funded post-secondary tuition reimbursement benefit.
- b. This benefit covers deaths that occur during actions taken in the course and scope of the Guardmember's assigned duties, while on state active service or federally funded state active service as defined in Minnesota Statutes section 190.05. The benefit also covers deaths during direct travel to or from the assigned duty. Deaths from natural causes or suicide are not included.
- c. Surviving spouses remain eligible for the benefit until attainment of a baccalaureate degree or remarriage.
- d. Surviving dependents remain eligible for the benefit until attainment of a baccalaureate degree or until they reach the age of 24.
- e. The Office of the Adjutant General will issue a Letter of Eligibility that outlines the tuition reimbursement benefit. The letter will be forwarded to the surviving spouse; if no spouse, the oldest adult dependent; or the guardian of minor children. The letter will indicate by name, date of birth and social security account number, those dependents eligible for tuition reimbursement.
- f. The Minnesota Army National Guard Military Personnel Management Office will manage this benefit program and maintain files on all Letters of Eligibility issued.

4-10. TUITION REIMBURSEMENT SURVIVORS BENEFIT GUIDELINES:

- a. The Minnesota State Tuition Reimbursement Program reimburses tuition costs only. Activity fees, computer user fees, registration fees, segregated fees, books, room and board expenses, and other school-related fees are not reimbursable under this program.
- b. Reimbursement is authorized as follows:
 - (1) Students are reimbursed only for those courses in which they receive a grade of "C", Pass, Satisfactory, or higher.
 - (2) Students are not reimbursed for those courses from which they withdraw or receive a grade of "C-" or lower.

4-11. TUITION REIMBURSEMENT - SURVIVOR BENEFIT APPLICATION AND PAYMENT PROCEDURES:

a. Students eligible for this benefit will complete an ESO Form 621-5-1S, "Annual Obligation Request - Survivor Benefit", at the beginning of each school year, to obligate reimbursement funds for that entire school year. The "Annual Obligation Request" estimates tuition costs, credits and terms to be attended for the school year, to include summer sessions. Changes from the estimated plan will be reflected when the student submits the actual request for reimbursement. Forward the form to the Education Services Office at the Office of the Adjutant General. A copy of the Letter of Eligibility must accompany the obligation request.

b. To receive reimbursement the student must complete an ESO Form 621-5-2S, "Payment Request - Survivor Benefit". That form, along with the statement of tuition charged and an ORIGINAL grade report or transcript must be forwarded to the Education Services Office at the Office of the Adjutant General within sixty days of the official last day of the term.

c. Requests for reimbursement forwarded in excess of the 60 days will be retained and processed for payment in August of the next state fiscal year.

d. Upon approval, reimbursement checks will be sent directly to the address provided by the student.

4-12. TUITION REIMBURSEMENT SURVIVORS BENEFIT TERMINATION: Any student who submits a falsified grade report, transcript or fee statement that does not accurately reflect final course grades, or attempts to receive funds to which he or she is not due, will be terminated from this program for a minimum of one year.

4-13. MEDICAL TUITION REIMBURSEMENT:

a. **PURPOSE:** To encourage physicians to accept a Medical Corps commission in the Minnesota Army National Guard upon completion of medical school.

b. **REIMBURSEMENT:** This program pays tuition reimbursement for medical students, not to exceed 50% of the tuition costs at the University of Minnesota, Medical School, Twin Cities campus. Reimbursement will not be paid without an original transcript/grade slip.

c. **ELIGIBILITY:** Only soldiers appointed as medical students (AOC 00E67) are eligible for this program. No more than ten participants are allowed in this program at one time.

CHAPTER 5

COMMERCIAL FLIGHT TRAINING PROGRAMS

5-1. MINNESOTA STATE FLIGHT TRAINING REIMBURSEMENT PROGRAM: The Minnesota State Tuition and Textbook Reimbursement Grant Program was expanded to include benefits for members of the Minnesota National Guard pursuing vocational flight training programs effective 1 October 1990. This expansion program will be referred to as the Minnesota State Flight Training Reimbursement Program.

a. Members must meet the following criteria to receive reimbursement.

(1) Possess a private pilot license prior to enrollment in a vocational flight training program.

(2) Attend an approved, Code of Federal Regulation (CFR), Title 14, Part 141, aviation flight school.

(3) Possess a current second class civilian medical certificate prior to enrollment.

(4) Meet the "standards of progress" as established by the school.

(5) Use aircraft specified in the VA flight school approval.

b. The criteria and deadlines for application and reimbursement are the same as established for the Minnesota State Tuition and Textbook Reimbursement Grant Program outlined in chapter 4 of this publication.

c. Effective with all flight training programs beginning on or after 1 July 1996, the following steps must be completed prior to receiving reimbursement:

(1) Read and sign a "Memorandum of Understanding" (ESO Form 621-5-1, pages one through four).

(2) To receive reimbursement, submit a signed "Memorandum of Understanding" (ESO Form 621-5-1, pages one through four), a completed ESO Form 621-5-F (Request for State Tuition Reimbursement Program Payment for Flight Training), and completed Monthly Certification(s) (VA Form 22-6553) to MNAG-PER-ES. (Attached as Annex C and E.)

(3) The Minnesota State Flight Training Reimbursement Program will pay forty percent (40%) of the established charges for ground school, solo flight, dual flight and pre- and post-flight time. The entitlement under the Minnesota State Flight Training Reimbursement Program is a maximum entitlement of \$2000.

CHAPTER 6

Leadership Excellence and Dedicated Service (LEADS) Scholarship

6-1. A \$1,000.00 LEADS Scholarship will be paid to selected high school seniors who complete the application process and become a Minnesota National Guard member. Guard members can get this scholarship in addition to the Minnesota Enlistment Bonus or the Federal Enlistment Bonus.

6-2. Eligibility for the \$1,000.00 LEADS Scholarship payment.

- a. High school senior.
- b. Join the Minnesota National Guard.
- c. Be selected by the LEADS Scholarship selection committee
- d. Complete basic training.

6-3. APPLICATION PROCESS:

- a. All students must complete the following: (See Annex F)
 1. Data sheet to include school certified GPA and class rank.
 2. Letter of recommendation from school teacher.
 3. Essay.
- b. Application packets must be completed and sent to the Education Services Office no later than 1 March each year, with the interviews conducted by 1 April. Award recipients will be notified by 1 May of each year. Students must become members of the Minnesota National Guard in order to receive their monetary award.
- c. Commander or designated representative will conduct a personal interview with qualified applicants not already in the National Guard, preferably at applicants school. See Annex G for the LEADS interview format and sample interview questions.
- d. For applicants already in the National Guard the Commanders will write a letter of recommendation addressing the same criteria as the interview (Annex G-1, 3a-f) and assessing a point value from zero to 50 (Annex G-2).

c. Unit Commander:

1. Recommendation letter for applicants in unit.
2. Interview applicants who may be future unit members.
3. Promote scholarship in unit schools and local media.
4. Plan/Attend award banquets to present awards.

d. Recruiting NCOIC's:

1. Promote scholarship in unit schools and local media.
2. Attend award banquets to present awards.

6-6. RECOUPMENT:

a. See 1-8 of this Circular.

b. There will be no recoupment related to academic performance after soldier has incurred initial educational costs.

**MINNESOTA ARMY & AIR NATIONAL GUARD
STATE ENLISTMENT BONUS PROGRAM
BONUS AGREEMENT**

SECTION I - APPLICABILITY

This contractual Bonus Agreement will be completed by all persons enlisting in the Minnesota National Guard who are receiving a cash bonus under the Minnesota State Enlistment Program.

SECTION II - INSTRUCTIONS

The service representative must read and explain the Enlistment Bonus Requirements outlined on this form. Following the reading, explanation and affixing the proper signatures, a copy of this form will be stapled to each copy of the DD Form 4 series for all National Guard personnel.

SECTION III - ACKNOWLEDGMENT

In connection with my enlistment in the Minnesota Army National Guard for a cash enlistment bonus, I hereby acknowledge I meet the following eligibility criteria:

1. I am enlisting with an effective date on or after 1 July 1997.
2. I am not eligible for a *Federal* Selective Reserve Incentive, i.e., Federal Enlistment Bonus, Affiliation Bonus, CASP Bonus or Student Loan Repayment Program.
3. If I am a non-prior service enlistee, my term of enlistment will be for a minimum of six years.
4. If I am a prior service enlistee, my term of enlistment will be for a minimum of three years in the ARNG or six years in the ANG.
5. I will not have more than exactly **10** years of service at enlistment based on PEBD.

SECTION IV - ENTITLEMENT

6. I will receive an enlistment bonus payment of \$500.00.
7. I will be responsible for declaring moneys received from the Minnesota State Enlistment Bonus Program as ordinary income with regards to income tax liability.

SECTION V - RECOUPMENT

8. If my entitlement to the enlistment cash bonus is terminated for a reason listed on the next page, I will be subject to recoupment action.

ANNEX A-1

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SECTION VII - CERTIFICATION BY SERVICE REPRESENTATIVE

I certify that I have witnessed the reading and signing of the above agreement and the signature appearing above is that of the applicant. I have verified the applicant meets the eligibility requirements and is eligible to a cash enlistment bonus. No other promises were made to the applicant as a condition of the enlistment cash bonus. I have provided the applicant with a copy of this form.

DATE SIGNED

SERVICE REPRESENTATIVES
SIGNATURE

SOCIAL SECURITY NUMBER

TYPED NAME AND RANK

BONUS CONTROL NUMBER: _____

CHECK MAILING ADDRESS

**MINNESOTA ARMY & AIR NATIONAL GUARD
STATE REENLISTMENT BONUS PROGRAM
BONUS AGREEMENT**

SECTION I - APPLICABILITY

This contractual Bonus Agreement will be completed by all persons who are immediately reenlisting/extending for entitlement to a cash bonus under the Minnesota State Reenlistment Program.

SECTION II - INSTRUCTIONS

The extending official must read and explain the reenlistment/extension cash bonus requirements outlined on this form. Following the reading, explanation, and affixing of proper signatures, a copy of this form will be stapled to each copy of the DA Form 4836.

SECTION III - ACKNOWLEDGMENT

With my affiliation to the Minnesota National Guard, under the Minnesota Reenlistment Bonus Program:

1. I am extending my current enlistment, effective on or after 1 July 1997 for a minimum period of three (3) years in the ARNG or six (6) years in the ANG.
2. I will remain a satisfactory participant during the term of my extension.
3. I understand that if I elect to extend my current enlistment, effective on or after 1 July 1997 for less than three years, that I will be ineligible for entitlements under the Minnesota State Reenlistment Bonus Program.
4. I will not have more than exactly ten years of service at my current ETS based on my PEED.
if going 10th yr only Julie still paying
5. I am not eligible nor have I ever received a Federal Reenlistment/Extension bonus through the Minnesota National Guard.

SECTION IV - ENTITLEMENT

6. I will receive a reenlistment bonus payment of \$1000.00.
7. I will be responsible for declaring moneys received from the Minnesota State Reenlistment Bonus Program as ordinary income with regards to income tax liability.

ANNEX B-1

MN-NG Cir 621-5-1 (10Oct 97)

SECTION VII - CERTIFICATION BY EXTENDING OFFICIAL

I certify that I have witnessed the reading and signing of the above agreement and the signature appearing above is that of the applicant. I have verified the applicant meets the eligibility requirements and is currently eligible for an extension cash bonus. No other promises were made to the applicant as a condition to the reenlistment/extension cash bonus. I have provided the applicant with a copy.

DATE SIGNED

SIGNATURE OF EXTENDING OFFICIAL

SSN

TYPED NAME AND RANK

BONUS CONTROL # _____

CHECK MAILING ADDRESS

MINNESOTA STATE TUITION AND TEXTBOOK REIMBURSEMENT GRANT PROGRAM

MEMORANDUM OF UNDERSTANDING

I, the undersigned, acknowledge that I have read this memorandum prior to signing it and fully understand the policies and procedures of the Minnesota State Tuition Reimbursement Program as described herein.

1. INTRODUCTION.

a. The Minnesota State Tuition Reimbursement Program is sponsored by the State of Minnesota. The funding for this program is appropriated biennially. If in the future, the Tuition Reimbursement Program is not funded by the state, I understand that neither the State of Minnesota nor the Minnesota National Guard is obligated to continue the benefit.

b. To receive reimbursement under the auspices of this program, I must meet the criteria indicated below.

2. CRITERIA.

a. I am/was a member of the Minnesota National Guard throughout the entire term for which I am requesting reimbursement. If I enlist during a term, I am eligible for benefits provided I meet the required criteria.

b. I successfully complete Basic Training or Basic Military Training prior to receiving program benefits. If I attend college after my enlistment and prior to Basic Training or Basic Military Training, I may receive tuition reimbursement for those courses or terms, upon successful completion of that training.

c. I have **NO** periods of unauthorized absence (i.e. AWOL) during the period of 1 July through 30 June each year while participating in the program.

d. I have no more than four periods of Excused Absence during the period of 1 July through 30 June each year. I may request a waiver for exceeding the excused absence limitation. Waivers will be reviewed on a case-by-case basis. I must initiate a letter to be verified and endorsed through the chain of command and forwarded to the Department of Military Affairs, Veterans Service Building, Education Services Office, St Paul, MN 55155-2098. The Education Services office will not approve waivers for Unauthorized Absence or Unsatisfactory Performance.

e. I am attending a post secondary educational institution approved for veterans benefits.

f. I am taking course(s) of study that are eligible for placement on a transcript from the educational institution. Courses that earn Continuing Education Units (CEUs) are **NOT** eligible for the Minnesota State Tuition Reimbursement Program.

g. I am not receiving a ROTC Reserve Component Scholarship.

h. I meet the criteria above or I will be terminated from the program as of the term in which I do not meet the criteria and through the remainder of the state fiscal year. Each fiscal year begins on 1 July and ends on 30 June.

i. I may no longer participate in this program once I have received funds equivalent to 208 quarter/144 semester credits, beginning with coursework starting 1 July 1996 and later.

j. After 1 July 1997, if I received a \$500.00 State Enlistment Bonus, then the first \$500.00 of Tuition Reimbursement payments is deducted.

ANNEX C-1

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(d) Reimbursement for coursework which otherwise meets the set guidelines for reimbursement, but is completed in clock hours, will be reimbursed at the rate of 50% of tuition only, without additional fees, rather than the clock hour rate of \$1.35.

(2) At any private institution, reimbursement is at the same per-credit rate as the University of Minnesota, for credits completed by the above guidelines. This rate is \$50.00 per quarter credit or \$75.00 per semester credit. Reimbursement for coursework which otherwise meets the set guidelines for reimbursement, but is completed in clock hours, will be reimbursed at the rate of \$1.35 per clock hour.

(3) At any out-of-state public institution, reimbursement is at the same rate as Minnesota public technical institutes or colleges. The rates follow:

(a) For four-year universities, the rate will be at \$50.00 per quarter credit or \$75.00 per semester credit.

(b) For state universities, the rate will be at \$34.00 per quarter credit or \$51.00 per semester credit.

(c) For community and technical colleges, the rate will be at \$28.00 per quarter credit or \$37.50 per semester credit.

(d) Reimbursement for coursework which otherwise meets the set guidelines for reimbursement, but is completed in clock hours, will be reimbursed at the rate of \$1.35 per clock hour.

(4) For educational institutions that use a "credit plateau", the lowest number of credits in that plateau are used to determine reimbursement, for credits completed by the above guidelines. For example, the University of North Dakota has a "twelve credits and above" credit plateau. Students pay a per-credit rate for tuition up to twelve credits; they may register for more, but are still only charged for twelve. If a student completes 18 credits in a term using the above guidelines, then that student is only reimbursed for 12 credits, not 18, because of the credit plateau.

(5) The reimbursement for members attending schools which charge a "flat" tuition rate for an unlimited number of credits will either be for eighteen credits or the actual number of credits completed by the above guidelines, whichever is less, per term.

(6) For those soldiers who receive tuition waivers, where they in effect do not pay any tuition or their fee statement indicates that no tuition was charged, no reimbursement will be authorized.

4. APPLICATION PROCEDURE. I will follow the steps below to apply for the Minnesota State Tuition Reimbursement Program:

a. Carefully read, sign and submit the "Memorandum of Understanding", which is comprised of ESO Form 621-5-1, pages one through four. Forward the completed form along with an Annual Obligation form to the Education Services Office any time, up until the first request for reimbursement. This "Memorandum of Understanding" will remain in effect for the duration of my use of this program. I will keep current with, and abide by, any future changes to the program.

b. Complete the "Annual Obligation Request", ESO Form 621-5-1, page five and submit it along with the "Memorandum of Understanding". The "Annual Obligation Request" will set aside funds for the school year. This request represents an estimation of tuition costs, credits and terms for the current school year (1 July through 30 June). The request reflects my educational plans for the current school year, including summer sessions. I will note changes from the annual obligation on ESO Form 621-5-2, "Payment Request", when submitted. An "Annual Obligation Request" must be submitted at the beginning of each new school year.

MINNESOTA ARMY AND AIR NATIONAL GUARD TUITION AND TEXTBOOK REIMBURSEMENT GRANT ANNUAL OBLIGATION REQUEST

"I have read and signed ESO Form 621-5-1, pages one through four, "Memorandum of Understanding" and understand that I am responsible for all information contained therein."

Initials

NAME (LAST, FIRST, M.I.) _____ SSN _____ RANK _____

UNIT OF ASSIGNMENT/LOCATION: _____

NAME OF SCHOOL: _____

Will you use the Federal Army/Air Force Continuing Education Tuition Assistance Program? YES NO

SCHOOL YEAR: _____ Completed Basic Training/Basic Military Training YES NO

ANTICIPATED TERMS ATTENDING: (if not attending a term, indicate by "NA" in appropriate block)

QUARTERS	ESTIMATED START DATE	ESTIMATED END DATE	EST # OF CREDITS	EST COST OF TUITION	Funds Obligated ESO Use Only
FALL QTR					
WINTER QTR					
SPRING QTR					
SSI					
SSII					
SEMESTERS	ESTIMATED START DATE	ESTIMATED END DATE	EST # OF CREDITS	EST COST OF TUITION	Funds Obligated ESO Use Only
FALL SEM					
J TERM					
SPRING SEM					
SSI					
SSII					

"I understand that this Annual Obligation Request is only an estimate and that the actual amount of tuition reimbursement will be based on the number of credits I complete with at least a "C" grade or better for undergraduate work or a "B" grade or better for post-baccalaureate work, and in accordance with the MN National Guard Circular 621-5-1 (1 July 1997)."

"I further understand that it is my responsibility to ensure that my requests for reimbursement are forwarded to the Education Services Officer within 60 days of the last day of the term, or I will not receive my reimbursement until August of the next State Fiscal Year."

SIGNATURE OF STUDENT

DATE

FUNDS OBLIGATED FOR TERMS INDICATED: _____ (ESO USE ONLY)

Are you a Graduate Student? Yes No

ESO Form 621-5-1-R-E (1 July 1997)

(PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND WILL NOT BE USED)

Annex C-5

MINNESOTA ARMY AND AIR NATIONAL GUARD TUITION
AND TEXTBOOK REIMBURSEMENT GRANT
PAYMENT REQUEST

INSTRUCTIONS: Complete this form and attach original grades and a fee statement for term indicated below. Submit to your unit clerk or unit administrator. This application for reimbursement must be in the Education Services Office within 60 days of the end of the term. Submit even if you have an Incomplete which will not be changed to a permanent grade by the end of the 60 days.

NAME (LAST, FIRST, M.I.) _____ SSN _____ RANK _____

ADDRESS: _____
STREET CITY STATE ZIP

UNIT OF ASSIGNMENT/LOCATION: _____

NAME OF SCHOOL: _____

STUDENT STATUS: () VOCATIONAL () FRESHMAN () SOPH () JR () SR
() GRADUATE

TERM: _____ Fall Qtr _____ Winter Qtr _____ Spring Qtr _____ SSI _____ SSII
_____ Fall Sem _____ J Term _____ Spring Sem _____ SSI _____ SSII
_____ Correspondence Course/Independent Study

NUMBER OF CREDITS COMPLETED: _____ QUARTER _____ SEMESTER _____ HOURS

TOTAL TUITION CHARGED \$ _____

AMOUNT OF REIMBURSEMENT \$ _____

I verify that as of this day the address indicated above is correct. The reimbursement check should be mailed to this address. Any change of address will result in delayed payments. The information and documentation I have submitted, herewith, is true and correct.

SIGNATURE OF APPLICANT _____ DATE _____

APPLICANT'S PHONE NUMBER _____

ESO USE ONLY:

Payment Suspended: _____

Payment Processed: _____

Payment Authorized: _____

I certify that all required documents are attached and that the above indicated person is a satisfactory participant during the entire term indicated.

CDR or UA Signature

Unit Phone Number

ESO Form 621-5-2-R-E (1 July 1997)

(PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND WILL NOT BE USED)

Annex D

MINNESOTA ARMY AND AIR NATIONAL GUARD
COMMERCIAL **FLIGHT TRAINING** REIMBURSEMENT PROGRAM
PAYMENT REQUEST

INSTRUCTIONS: Complete this form. Attach VA Form 22-6553 and Monthly Certification of Flight Training for dates indicated below. Submit to your unit administrator in a timely manner, as this application must be in the Education Services Office within 60 days after the course end date.

NAME (LAST, FIRST, M.I.) _____ SSN _____ RANK _____

ADDRESS: _____
STREET CITY STATE ZIP

UNIT OF ASSIGNMENT/LOCATION: _____

NAME OF FLIGHT SCHOOL: _____

TYPE OF FLIGHT PROGRAM: _____

COURSE DATE(S): START _____ END _____ TOTAL CHARGES: _____

(Not including taxes)

TOTAL COST TO STATE (Total Charges x 40%): _____

I verify that as of this day, the address indicated above is correct. The reimbursement check should be mailed to this address. Any change of address will result in delayed payment. The information and documentation I have submitted, herewith, is true and correct.

SIGNATURE OF APPLICANT DATE

ESO USE ONLY:

Payment Suspended: _____

Payment Authorized: _____

APPLICANT'S DAYTIME PHONE NUMBER

TOTAL PAID TO DATE: _____

I certify that the above listed individual has completed Basic Training, Basic Military Training and that all required documents are attached.

CDR or UA Signature

Unit Phone Number

ESO Form 621-5-F (1 July 1997)

(PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE AND WILL NOT BE USED)

Annex E

LEADS SCHOLARSHIP APPLICATION PROCEDURE

1. On a blank sheet of paper please type the following information:

- a. Full name
- b. Address
- c. Telephone number and best time you can be reached
- d. Current cumulative grade point average on a 4.0 scale
- e. Current class rank

Attach a copy of your transcript with a school counselor verification to this application.

2. On separate sheets, typed, double spaced, with your name at the top of each page, in two pages or less please answer the following essay questions:

a. Describe your long and short term goals and how you see the National Guard helping you meet them.

b. Describe your leadership and community service experiences and how your leadership has influenced your school and community.

3. Attach a letter of recommendation from a school teacher, coach, or administrator, commenting on your maturity, leadership potential, and service to the school and community.

4. Upon submission of your completed application you will be contacted for a personal interview with a Minnesota National Guard Community Service Officer.

5. Submit completed applications to:

LEADS

ATTN:

MNAG-PER-ES

Veterans Service Building
20 West 12th Street
St. Paul, MN 55155-2098

ANNEX F

LEADS INTERVIEW INFORMATION

1. The information in this annex will be provided to all interview panel members. The purpose of the personal interview is to further assess the potential of the applicant to become a future leader in the Minnesota Army National Guard. The interview will be conducted at the applicants school, home, or a convenient location, by a Minnesota Army National Guard Officer, preferably a unit commander.
2. All military members will wear the Class A uniform while conducting interviews.
3. Upon completion of the interview the interviewer will rate the applicant on a scale of 1-10 with one being the lowest and 10 the being highest on the following criteria:
 - a. Appearance. Does the applicant appear fit for military service and look the part of a future leader?
 - b. Communication ability. Did the applicant clearly and directly answer the questions and communicate his or her thoughts?
 - c. Maturity. Does the applicant appear ready to assume leadership roles?
 - d. Leadership potential. In your opinion does this person have what it takes to become a good NCO or Officer in the future?
 - e. Overall assessment. Would you want this person to be in you Unit? Would they be an asset to the National Guard?
 - f. Add any additional comments that are important.
4. Ensure that the applicant realizes that they must complete the ASVAB, physical, and enlist to receive the monetary portion of this scholarship.
5. The interview is intended to last 15 to 20 minutes. A list of suggested questions and a score sheet are on the following page.

ANNEX G-1

LEADS SELECTION COMMITTEE INFORMATION

1. The purpose of this committee is to select applicants who will most likely become future leaders in the Minnesota Army National Guard. To aid in this selection there has been a point system established (see below). This system is a tool to aid in the decision process, it is not an objective evaluation form.

SCORE SHEET FOR _____.

Interview	____/50
Essay #1	____/15
Essay #2	____/15
Recommendation	____/10
Application	____/10

Total b _____/100

Rank ____/____

Comments:

2. In addition to the interview, award points for the letter of recommendation, essays, and application information such as GPA, extra curricular activities, etc. Applications may be scored by board members, prior to the committee convening.

3. The Military Personnel Officer, or in his absence the Educational Services Officer, will head the selection committee. The committee will consist of up to five additional personnel as designated by the MILPO, ideally including a field grade and company grade officer, NCO, enlisted soldier, and a civilian.

4. At a time designated by the MILPO the selection committee will meet to review, and grade applications, and select scholarship winners. The President of the Board will announce the number of scholarships to be awarded. The committee members will then present the number of applications they reviewed and the number of applicants that they feel deserve the scholarship. If the number of deserving applicants exceeds the number of scholarships available, the President will open the applications for discussion and a vote will be taken as to whom will be selected as scholarship recipients. The results of the committee will be approved by the MILPO prior to any decision being released.

ANNEX H