

**Arkansas National Guard
NGAR 621-202**

**Director of Personnel Management:
Education and Incentives**

**NGAR
Publishing:
Guard Tuition
Incentive
Program
(GTIP)**

**Arkansas
Joint Force Headquarters
Camp Joseph T. Robinson
13 May 2014**

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SUMMARY of CHANGE

NGAR 621-202
Guard Tuition Incentive Program

This rapid action revision, dated 1 March 2013-

- o Revises Guard Tuition Incentive Program entitlements (para 1-3).
- o Changes Guard Tuition Incentive Program eligibility requirements (para 3-1).
- o Adds Guard Tuition Incentive Program adverse action policy (para 3-3).
- o Adds Guard Tuition Incentive Program application procedures and requirements (para 4-1).
- o Adds Guard Tuition Incentive Program application window dates Table 4-3.
- o Revises Guard Tuition Incentive Program AG AR Form 621-A and 621-R (figure 1 -2).
- o Changes Guard Tuition Incentive Program payout statement (para 4-3a).
- o Revises Guard Tuition Incentive Program duplicate sources of funding (para 4-5).
- o Adds management control procedures statement (para 4-6).
- o Revises recoupment of funds procedures and policy (para 5-3).
- o Adds grievance policy, requirements, and procedures (para 6-1).
- o Adds grievance processing Table 6-2 (para 6-2).
- o Adds grievance notification paragraph and written letter notification procedures (para 6-3).
- o Adds written notification letter examples (figure 3a-3d).
- o Adds glossary of abbreviations and terms.
- o Adds index.
- o Adds reference list (app A).
- o Revises Guard Tuition Incentive Program Department of Higher Education state approved institution of higher learning (app B).
- o Updates administrative procedures and policies (throughout).
- o Changes ARARNG 621-202/AGANGR 621-202 to NGAR 621-202 (throughout).

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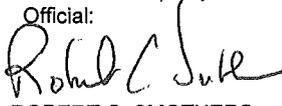
Joint Force Headquarters
13 May 2014

NGAR 621-202

Director of Personnel Management: Education and Incentives
NGAR Publishing: Guard Tuition Incentive Program (GTIP)

By Order of the Director,
Joint Staff:
CARY SCHILLCUT
Colonel, GS, AR ARNG
Chief, Joint Staff

Official:



ROBERT C. SMOTHERS
Colonel, GS, AR ARNG
G1

eligibility criteria, administration, and terms.

Applicability. This regulation applies to all members of the Arkansas National Guard.

Proponent and exception authority. The proponent for this regulation is the Deputy Chief of Staff, Personnel (DCSPER). DCSPER has the authority to approve expectations to this regulation that are consistent with controlling law and policies applicable hereto. DCSPER may delegate this approval authority, in writing, to a division or branch chief within the proponent agency who holds the grade of lieutenant colonel, major, captain, or chief warrant officer. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the

activity's senior legal advisor. All waiver request will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on NGAR Form 2028 (Recommended Changes to Publications and Blank Forms) directly to: Deputy Chief of Staff, Personnel, ATTN: NGAR-PE-ED 6401 Camp Joseph T. Robinson, North Little Rock, AR 72199-9600

Distribution. This publication is available in electronic media only and is intended for all Arkansas JFHQ and subordinate command activities.

History. This publication is a revision to AR ARNGR 621-202/ARANGR 621-202 dated 1 October 2012.

Summary. This regulation provides guidance and procedures to implement the Guard Tuition Incentive Program (GTIP). Program components include purpose, entitlement, policy, responsibilities, service commitment,

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Part One Departmental Publishing

Part one of this regulation addresses general information, proponent and activity responsibilities, and eligibility requirements. Part Two, starting at Chapter 4, addresses administrative procedures, adverse actions, and grievance processes.

Chapter 1 General

1-1. Purpose

This regulation establishes policy and eligibility requirements while describing the processes and procedures necessary to carry out State of Arkansas General Assembly Bill 2109, Act 1012 dated March 13, 2013, The Arkansas National Guard Tuition Incentive Program (GTIP). This regulation pertains to all Soldiers and Airmen of the Arkansas National Guard and supersedes all other GTIP regulations.

1-2. References

Required and related publications and statutes prescribed and referenced forms are listed in Appendix A.

1-3. Entitlement

GTIP entitles eligible members of the Arkansas National Guard who are attending accredited Arkansas state institutions of higher learning as outlined in Appendix B to the benefit outlined herein. The benefit may be applied to tuition, mandatory fees, books and supplies, with a cap per recipient of up to \$5000.00 per state fiscal year (1 July -30 June). The maximum benefit payable for fall and spring semesters is up to \$2500.00 each. Payments are made directly to the approved institution. Award is limited to 130 college hours.

a. If the service member meets any of the following the he or she is not eligible for GTIP.

(1) The service member has a bachelor's degree. The service member is not eligible if he or she has a degree but chooses to return to school for another/different/new bachelors degree. GTIP is for one (1) undergraduate studies/degree only.

(2) If the service member is on USC Title 10 status.

(3) If the service member is flagged or has adverse action pending against him or her. (See Chapter 5).

(4) Has over 130 college credit hours.

(5) Soldier or Airmen grade point average (GPA) is below 2.0 on a 4.0 grade scale.

(6) The student is classified as part time, less than 12 college hours, at school of enrollment.

(7) Is pending or in process of interstate transfer.

(8) Does not have sufficient time remaining before mandatory service obligation or expiration of term of service.

(9) If application is received before or after open window application dates per semester.

(10) If he or she is enrolled in summer classes.

(11) If he or she is enrolled in a higher institution of learning not at an approved Arkansas School. (See Appendix B).

(12) GTIP is not eligible for certificate producing credit or licensing.

b. GTIP is a state funded program and is subject to state appropriated funds by the Arkansas General Assembly. Funds are subject to change annually.

c. GTIP is an Adjutant General's program delegated to the Director Chief of Staff Personnel Education for program administration.

d. GTIP funding caps and payouts are dependent on state funds and the Adjutant General strategic objectives and needs of the Arkansas National Guard.

1-4. Policy

GTIP is authorized as a benefit for eligible service members in an effort to improve the quality and readiness of the Arkansas National Guard and to enhance recruiting and retention.

Chapter 2 Responsibilities

2-1. The Adjutant General (TAG)

- a.* Establish policies and administer and implement GTIP.
- b.* Be the final authority in determining eligible applicants.

2-2. Deputy Chief of Staff for Personnel (DCSPER)

- a.* Sign and mail all approved and non-approved GTIP letters for notification.
- b.* Approve or disapprove GTIP regulation changes based on changes in state statute or policy.
- c.* Recommend to the TAG approval or disapproval of Soldier or Airmen GTIP grievances.
- d.* Act as the TAG principle staff officer for all GTIP concerns and issues.
- e.* Coordinate with all other MSCs and activities concerning GTIP procedures, policies, and changes affecting GTIP eligibility for Soldiers and Airmen of the Arkansas National Guard.

2-3. Office of the Director of Staff- Air (HA, AR ANG/DS-Air)

- a.* Provide recommendations and guidance for establishing policy and for administering GTIP for the Arkansas Air National Guard.
- b.* Delegate GTIP program administration to authorized personnel.
- c.* Provide an approved GTIP Airman Application list and forward all GTIP applications to NGAR-PE-ED, Camp Robinson.

2-4. Assistant Coordinator of Student Financial Aid, Arkansas Department of Higher Education

- a.* Administer receipt and disbursement of funds and maintain fiscal records of GTIP.
- b.* Verify student enrollment for GTIP applicants.
- c.* Coordinate with schools to implement recoupment procedures.

2-5. Deputy Chief of Staff for Personnel Education Services Officer (DCSPER-PE-ED)

- a.* Monitor the priority of recipients for funds dispersal.
- b.* Provide approved applicant spreadsheet(s) to the Assistant Coordinator of Student Financial Aid, Arkansas Department of Higher Education Financial Aid Office.
- c.* Provide notification to the applicant concerning the disposition of the application.
- d.* Maintain records and administer the day-to-day operation of GTIP.
- e.* Verify the course completion status, by receipt of a grade report or transcript, of all recipients who apply for and receive GTIP.
- f.* Suspend funds for recipients who do not comply with GTIP regulation NGAR 621-202 (chapter 3, section 3-1), unless there are extenuating circumstance due to no fault of the Service Member.
- g.* Coordinate with ADHE the recoup or termination of funds for recipients who do not comply with the GTIP regulation NGAR 621-202 (chapter 5), unless there are extenuating circumstance due to no fault of the Service Member.

2-6. Arkansas National Guard Unit Commanders

- a.* Keep members of their command informed of the GTIP program.
- b.* Validate the eligibility of each individual applying for the program IAW Chapter 3.
- c.* Notify the NGAR-PE-ED office of any changes to know recipients good standings with the Arkansas National Guard that would affect eligibility for GTIP funds.

2-7. Service Member Recipients

- a.* Meet GTIP eligibility criteria outlined in Chapter 3.
- b.* Submit an institution-approved degree plan after completing nine semester hours, to the Education Services Office along with the GTIP application. The Education Services Office will take GTIP applications in accordance with Chapter 3, paragraph 3-3.
- c.* Maintain eligibility criteria established by the institution and otherwise successfully complete the semester/quarter for which GTIP tuition assistance is received.
- d.* Notify the Education Services Office immediately if a class is dropped. GTIP funds will not be disbursed

without verification of enrollment. Recoupment procedures will be implemented (Chapter 5) if the Service member withdraws from school.

e. Make available, or provide, a unofficial copy of his or hers student grade report or transcript upon completion of course (s) for which GTIP was obligated.

f. Notify the unit command and the Education Services Office of any change in status that would affect eligibility for GTIP.

Chapter 3

Eligibility Criteria

3-1. Eligibility Criteria

The following is the GTIP criteria established by state statute and approved by the Adjutant General of Arkansas.

a. Eligible Service Member means both non-prior persons and prior service persons who are otherwise qualified to enlist in the Arkansas National Guard and who are enlisting in a critical military occupation specialty or Air Force specialty code.

b. Qualified applicant means an eligible Service Member who as meet the following:

(1) Has meet requirements for enlistment.

(2) Has a sufficient score to be rated a category IIIA or higher based upon scores on the standard military

test.

c. Score higher than a 50 (AFQT) on the Armed Services Vocational Aptitude Battery (AVSAB) Exam or equivalent.

d. Officers and enlisted Soldiers or Airmen who have fifteen (15) years total time-in-service or less.

e. Meets and continues to meet good Soldier or good Airman criteria as set by service component polices and regulation and the Adjutant General.

f. Meets the current and scholastics criteria of the enrolled institution.

g. Is enrolled full-time (12 semester hours) and in good standing at an approved institution. Soldiers and Airman can receive GTIP for online or distance learning courses if they meet the requirement for enrollment at a State approved institution.

h. Non-prior service applicants must enlist into the Arkansas National Guard for a minimum of six (6) years.

i. Prior service applicants must reenlist/extend for minimum of three (3) years and within their 90 day ETS window.

j. ROTC who are on a GRDF or DARNGS, and SMPs are eligible for GTIP if enrolled in advanced ROTC and under contract. They must sign a DA Form 5547-R Officer Service Agreement committing service in the Arkansas National Guard from the last course for which GTIP funding was provided (NGAR-ARG-COS ARARNG SMP policy 2012-02). Cadets will have been deemed reenlisted when enrolled in advanced ROTC. If a Soldier qualified under his provision drops from the ROTC program or otherwise fails to complete the program, he or she will lose eligibility for GTIP until such time as he or she executes a regular re-enlistment or qualifies under other provision of GTIP.

k. State OCS candidate will be deemed to have reenlisted and will be eligible for GTIP when they enroll into the OCS program. If a Soldier qualified under his provision drops from the OCS program or otherwise fails to complete the program, he or she will lose eligibility for GTIP until such time as he or she executes a regular re-enlistment or qualifies under other provision of GTIP.

3-2. Service Commitment

a. Enlisted recipients must have sufficient time remaining before their Mandatory Service Obligation (MSO) or Expiration Term of Service (ETS) date to complete the course unless involuntarily separated with an honorable discharge.

b. Commissioned officers and warrant officers must have a least two years of Selected Reserve service remaining from the date of completion of the course for which GTIP is awarded.

3-3. Adverse Action

a. Soldiers on adverse action , pending action, or are flagged per AR 600-8-2 are not eligible for GTIP until the flag is removed or adverse action is corrected verified through SIDPERS/IPPS-A.

b. Airmen undergoing adverse action (demotion or discharge) are not eligible for GTIP until removed from adverse action and verified by the FSS, Commander, BETM, or ROM.

- c. Soldiers who fail height and weight standards per AR 600-9 are not eligible for GTIP until Soldier meets standards and are removed from suspension of favorable action (flagged).
- d. Airman who fail the Air Force Fitness Assessment IAW AFI 36-2905 or become overdue, for a reason not approved by the Unit Commander, are not eligible for GTIP until the airman passes the assessment with a score greater than or equal to 75 or has Unit commander approval for being overdue.

Part Two Departmental Publishing Administrative Procedures.

**Chapter 4
Administrative**

4-1. Application Procedures

- a. All applications will be accepted according to paragraph 4-2(b), Table 4-3. Applicants will fill out AG AR Form 621-R and AG AR Form 621-A and submit to NGAR-PE-ED for acceptance and approval or denial. See Figure 1 and 2.
- b. Section II for AG AR Form 621-R is personal data filled in by the Soldier or Airman.
- c. Section III for AG AR Form 621-R is criteria data marked by the Soldier or Airman acknowledging he or she understands GTIP policy and regulation requirements.
- d. Once AG AR Form 621-R is complete a unit representative shall verify the form is completely filled out and all sections and questions are answered (see Figure 1).
- e. AG AR Form 621-A will be submitted simultaneously with AG AR Form 621-R to DCSPER-PE-ED when both forms are completed.
- f. The Soldier or Airman is responsible for properly filling in data in Section I of AG AR Form 621-A. The Soldier or Airman will sign and apply the current date when completed/submitted.
- g. AG AR 621-A Section II shall be filled out by an authorized unit representative (TNCO, RNCO, Retention NCO, Supervisor or Commander).
- h. In Section II if a “no” is checked or answered in questions (1), (2), (3), (4), or (5) the Soldier or Airman is not eligible for GTIP.
- i. An authorized unit representative (TNCO, RNCO, Retention NCO, Supervisor or Commander) shall sign, date and print name at the bottom of AG AR Form 621-A. If the application is received without the required signatures the application will be denied.
- j. Applicants must review Appendix B for GTIP approved institution of higher education in Arkansas.
- k. Once all forms are completed and verified for accuracy, all applications will be sent to DCSPER-PE-ED per Table 4-3.
- l. DCSPER-PE-ED shall conduct internal control measure per each application for correctness and acceptability. After all applications have been approved, the master GTIP approved list shall be sent to the Assistant Coordinator of Student Financial Aid, Arkansas Department of Higher Education for GTIP award distribution to each approved applicant’s school.
- m. Each applicant will receive either an approved or denied GTIP notification letter by mail from DCSPER-PE-ED within 30 days from the start of the semester. This is the only method that the applicant will be notified if he or she was awarded or denied GTIP for the requested semester. See Figure 3a-3d.

4-2. Application Expectance Dates

- a. Applications (AG AR Form 621-R dtd 1 July 2013) for GTIP shall be completed by the Service Member and unit representative in accordance with the instructions listed in Chapter 4, paragraph 4-1 or Figure 1.
- b. Applications will be accepted during the following time periods in accordance with Table 4-3.

Table 4-3 GTIP application window dates

Fall Semester	Spring Semester
1 July through 15 August	1 November through 15 December

- c. Submit all applications through the unit strength maintenance NCO, unit RNCO or BETM or the ROM for approval and submission to DCSPER-PE-ED on Camp Joseph T. Robinson, North Little Rock, Arkansas 72199-9600.
- d. Early and late GTIP applications will not be accepted. GTIP applications will be accepted by scanned email, regular mail, hand carried and dropped off, or by fax to DCSPER-PE-ED.

NGAR Form 621-A		Appendix 3, 1 July 2013
CHECKLIST FOR THE ARKANSAS NATIONAL GUARD TUITION INCENTIVE PROGRAM (GTIP)		
ATTENTION: This checklist acts as a cover sheet for the AR ARNGR 621-202 Arkansas National Guard Tuition Incentive Program application dated 1 July 2013.		
Section 1 Service Member (SM)		
Name (Last, First, MI)		
1. Have you completed nine or more credit hours?	Yes or No	
if yes, have you submitted your degree plan to the Education Services Office?	Yes or No	
2. Dates for requested semester.	Start:	
	End:	
3. Do you have your most recent transcript attached if you have previously received GTIP?	Yes or No	
<div style="display: flex; justify-content: space-between;"> _____ _____ </div>		
(Signature of Service Member)		(Date Submitted)
Section 2 Unit		
1. Does the SM have 15 years or less in the Arkansas National Guard? (If yes, the SM is eligible for GTIP.)	Yes or No	
2. Does the SM have a score of 50 or higher on the Armed Forces Qualification Test? (DO Form 1986 pg. 1, MEPCOM 650, or MEPCOM 714) (If no, the SM is not eligible for GTIP.)	Yes or No	Score:
3. Is the SM in good standing/satisfactory participant in the Arkansas National Guard? (If no, the SM is not eligible for GTIP.)	Yes or No	
4. Is the SM enrolled full time (12 hrs.) at an Arkansas Department of Higher Education approved institution? (If no, the SM is not eligible for GTIP.)	Yes or No	
5. Is the SM NPS or PS?	NPS or PS	
If NPS, did the SM enlist for at least six years? (DD Form 1986 pg 3, 32a)	Yes or No	
If PS, did the SM reenlist/extend for at least 3 years? (DA Form 4836)	Yes or No	
6. Is the SM a Warrant or Commissioned Officer?	Yes or No	
If yes, does the SM have a DA Form 5447-R with at least a two-year commitment?	Yes or No	
7. Is the SM in the Simultaneous Membership Program (SMP)?	Yes or No	
If yes, is the SM in Advanced ROTC (junior/senior year), and has SM contracted GFRD/DARNGS?	Yes or No	
8. Is the SM in OCS?	Yes or No	
9. Is the SM an AGR, Mil Tech, or M-Day (traditional drilling) soldier?	Select...	
<div style="display: flex; justify-content: space-between;"> _____ _____ </div>		
(Signature of Authorized Unit Official)		(Date Submitted)
(Print name of Authorized Unit Official)		

NGAR FORM 621-A

Figure 1. NGAR Form 621-A Checklist for GTIP

NGAR 621-202		Appendix 2, 1 July 2013	
Application for the Arkansas National Guard Tuition Incentive Program (GTIP)			
Section I Privacy Act Statement			
1. AUTHORITY: 10 USC 275, Order 9397, NGAR 621-202, and State Statute Act 2109. 2. PRINCIPAL PURPOSE: The purpose for requiring the individual SSAN which is also the service number is to positively identify the individual applying for the benefits. 3. ROUTINE USES: Routine uses of the SSAN are for rosters used for various accountability reasons and fiscal accounting purposes for those individuals to receive the benefits. 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUALS NOT PROVIDING INFORMATION: Mandatory disclosure is necessary for the individual who has received benefits to be credited properly. Without SSAN, it is possible to credit the wrong individual for benefits.			
Section II PERSONAL DATA			
1. NAME (LAST, FIRST, MI)		2. SSN Pay Grade/OCS/ROTC	
4. SEX	15. ETC/MSD/MRD	5. Date of Birth	7. Unit of Assignment 3. Date of Enlistment
9. Home Address (Street Address, City, State, ZIP)		10. Email Address Army or Air Guard?	
11. MOS/AFSC		12. Telephone Number	
		13. Student Classification (MUST HAVE) FR ___ SO ___ JR ___ SR ___	
14. Number of Hours Enrolled		15. School Attending	
		16. No. of Times Received GTIP	
		17. Semester Start	
Section III CRITERIA DATA (Initial Appropriate Block)			YES
			NO
1. I am a member of the Arkansas National Guard and understand that I must remain so during my enlistment obligation under which benefits are received.			
2. I have completed a baccalaureate degree. (If yes, the GI is not eligible for GTIP.)			
3. I meet requirements for enlistment or reenlistment into the Arkansas National Guard.			
4. I understand GTIP funds are authorized for Undergraduate Degrees only.			
5. I understand that this application must be received by the Education Services Center between 01 July and 15 August for the Fall semester and 01 November and 15 December for the Spring semester.			
6. I certify that the required attachment(s) is/are included in this application, and I understand that fraud or misrepresentation will disqualify me from GTIP benefits and make me liable to repay benefits (i.e. transcripts/grades & degree plan).			
7. I understand that my ability to benefit from this program depends on availability of funds.			
8. I understand I will receive a letter from the Education Office indicating if I was approved or denied GTIP.			
9. I understand late applications (email, post date, fax date) will not be accepted.			
10. Have you ever been mobilized?			
11. Is this your only source of tuition assistance?			
12. I have previously received GTIP benefits.			
Return this form to: Military Department of Arkansas, ATTN: DCSPER-ED, Camp Robinson, North Little Rock, AR 72199-9600 E-mail: nq.ar.army.list.education-office@mail.mil Fax: 501-212-5449 Must be accompanied by NGAR Form 621A, signed by Unit Commander or Authorized Representative			
(Signature of Applicant)		(Date Submitted)	

NGAR FORM 621-R

Figure 2. AG AR Form 621-R GTIP Application

4-3. GTIP Payouts

a. GTIP is a state program funded annually by the Arkansas General Assembly. The annual cap of up to \$5000.00 or \$2500.00 per semester and a 130 semester hour lifetime cap applies to all recipients.

b. GTIP shall be paid at the maximum amount authorized by law and by this regulation. However, where GTIP appropriation are insufficient to pay maximum benefits to all qualified applicants, the Adjutant General may make proportional benefit reductions in such a manner as he or she deems fair and equitable based on the readiness needs of the Arkansas National Guard.

4-4. GTIP Priority Payment Point Scale

a. First priority of payment for GTIP funds will be to Service Members who are ineligible for the Federal Tuition Assistance Program. Second priority will be based on the point system outlined in Table 4-4. Third priority will default to date application is received at DCSPER-PE-ED.

b. GTIP priority payment point scale may change annually dependent on the Adjutant Generals strategic objectives and readiness needs of the Arkansas National Guard.

Table 4-4 GTIP Priority Payment Point Scale

Previously awarded GTIP	8
Company Grade Commissioned Officer (O1-O3)	8
ROTC Cadet, SMP or Officer Candidate	8
Previously mobilized	5
Fourth semester denied	4
Third semester denied	3
Second semester denied	5
Senior	4
Junior	3
Sophomore	2
Freshman	5
Application received during open window period	2

4-5. Duplicate Sources of Funding

a. Soldiers or Airmen may use other funding sources (Pell Grants, Montgomery GI Bill, Federal Tuition Assistance and Student Loans), in addition to GTIP to pursue his or her college education.

b. GTIP and the GI Bill may be used simultaneously for the same course and may exceed 100% of the cost of tuition, fees, and books.

c. The following duplicate sources of funding for tuition or classes may exceed 100% of the cost of tuition, and fees and will be applied in order of the following:

- (1) Federal Tuition Assistance
- (2) Pell Grant (if awarded)
- (3) GTIP
- (4) Student Loans (if necessary or required)

d. When all sources of funding have been applied to the Soldiers or Airmen account and the total funds exceed 100%, the Soldier or Airmen will receive a check from the school for the difference between his or her tuition bill and the remaining funding sources. The Soldier or Airmen may use the check for books, materials, class supplies, or whatever means deemed necessary for college.

4-6. Management Control Procedures

IAW with AR 11-2 and ARARNG MICP Handbook and DCSPER-PE-ED internal management control documents and processes, the Education Services Office maintain files and documents related to all actions concerning GTIP approvals, denials, letters of notification, and changes in state statutes, policies, and regulations.

Chapter 5

Adverse Action

5-1. Suspension of benefits

a. GTIP funds provided to recipients who receive less than a 2.0 GPA on a 4.0 grading scale, or who fails to submit grades within 30 days after course completion, are suspended unless there are extenuating circumstance due to no fault of the recipient. The recipient will remain suspended until the Soldier or Airmen GPA is above a 2.0 verified through a certified grade report or transcript submitted by the Soldier or Airman to DCSPER-PE-ED.

b. If the unit commander does not flag the Soldier for failure listed in paragraph 3-3 (a) and the Soldier is identified on the DPRO discrepancy report that Soldier's GTIP eligibility will be suspended until the report is corrected. ROM/BETM will notify DCSPER-PE-ED of Airmen on adverse action.

c. If a ROTC Cadet, SMP, or State OCS Candidate, or an Air Officer Candidate drops from his or her officer producing program or otherwise fails to complete the program, he or she will lose eligibility for GTIP until such time as he or she executes a regular re-enlistment or qualifies under other provisions of GTIP.

d. If an officer or enlisted person changes status from USC Title 32 or active-drilling status to USC Title 10 his or her GTIP eligibility is suspended. If a Soldier or Airmen is an a USC Title 10 status and is currently drilling with an Arkansas unit does not meet the intent of state statute House Bill 2109 Act 1012 and therefore, he or she is not eligible for GTIP.

5-2. Termination of benefits

a. If a recipient is dismissed from any school for academic or disciplinary reasons, he or she will be ineligible for any future benefits and subject to recoupment as outlined in Section 5-3.

b. If the recipient's service in the Arkansas National Guard is terminated or becomes unsatisfactory, he or she will be ineligible for further benefits and subject to recoupment as outlined in Section 5-3.

5-3. Recoupment of funds

a. Recoupment of GTIP funds from the Soldier or Airmen is required if he or she meets the following:

(1) Fraud or misrepresentation on the application.

(2) Failure on the part of the recipient to complete the semester or quarter for which the benefit was awarded except for medical reasons or other good cause.

(3) Failure to fulfill all obligations under which the recipient received benefits except for medical reasons or other good cause.

(4) Failure to remain in an active drilling status due to voluntary or involuntary separation from the ARARNG/ANG or is declared an unsatisfactory participant by his or her unit.

(5) Failure to remain enrolled as a fulltime student for the semester or quarter for which the benefit was awarded except for medical reasons or other good cause.

b. Recoupment will not be required in any case where a determination is made by the Adjutant General or his or her designee that there was good cause for a recipient's failure to complete the semester or quarter which the benefits were received.

c. Recoupment is required from the school if the benefit has been paid through an administrative or billing error.

d. Procedures. The Assistant Coordinator of Student Financial Aid with the Arkansas Department of Higher Education will notify the recipients' school to return GTIP payment to the Arkansas Department of Higher Education only. GTIP returns are at 100% for students who drop prior to the drop or add date. GTIP returns are prorated after the drop or add date according to the institution's refund policy. All institution returned 100% of GTIP funds received for Service Members who are deployed.

Chapter 6 Grievances

6-1. Procedures

In the event a Soldier or Airmen is denied GTIP benefits or has benefits terminated or is ordered to repayment benefits pursuant to the provision listed in para 3-3 or para 5-3(a) such member may appeal any such action to the Education Incentives Branch Chief, in writing, within 30 days from the date of notification for GTIP benefit denial.

a. The Soldier or Airmen will receive a written notification on reason/s for GTIP benefit denial based on Section 3-3 or Section 5-3(a) or other reasons as stated in the written notification.

b. The following documents shall be submitted to the Education and Incentives Branch Chief when appealing the notification for GTIP benefit denial:

(1) Written statement stating reason for GTIP benefit be restored or recoupment waived.

(2) Unit commander's statement of support for GTIP benefit to be restored to the service member or recoupment waived.

(3) Proof or documentation to support claim.

c. Once received and reviewed by the Education Office, the Education and Incentive Branch Chief will make a recommendation for approval or denial and route to DCSPER- G1 for action and submission to the Adjutant General.

d. Once determination is made by the Adjutant General on any such appeal the decision is final.

6-2. Processing

The appeal process notification Table 6-2 is subject do to DCSPER G1 and the Adjutant General review and the time to response to the Soldier's or Airmen's appeal. Expect 60 days for appeal process and final decision notification to be received by the Soldier or Airmen and the unit.

Table 6-2 GTIP Grievance Processing Timeline

What/Step	Time/Received
Education Office written notification to Soldier or Airmen on GTIP benefit denial	10 days
Soldier or Airmen written request for GTIP benefit approval or recoupment wavier to include commanders statement and supporting documents returned to the Education Office	Within 30 days of notification
Education and Incentives Branch Chief review and recommendation to DCSPER G1	5 days
DCSPER G1 review and recommendation to the Adjutant General	5 days
The Adjutant General review and final decision	When completed
Written notification on appeals decision to Soldier or Airmen with copy to unit upon final decision made by the TAG	10 days

6-3. Notification

a. Soldiers and Airmen will be notified by written letter concerning their approval or disapproval of GTIP benefits. There are three types of written notification the service member may receive (see Figure 3- GTIP notification letter types for further information).

- (1) Approval notification
- (2) Disapproved notification
- (3) Suspension, Termination, or Recoupment of GTIP Benefits notification

b. If a Soldier or Airmen receives a disapproved GTIP notification letter it is not subject to the grievance process. A disapproved letter means the Soldier or Airmen either is not listed high enough on the order merit list, the program no longer has funds for that semester to provide GTIP benefits, the application has administrative errors, or the applicant does not meet GTIP eligibility requirements as listed in 3-1 eligibility requirements. The only letter of notification that can be appealed is 6-3(a)(3).

TAG LETTER HEAD

NGAR-PER-ED

01 May 2013

MEMORANDUM FOR

SUBJECT: Approved GTIP Application

1. Congratulations, you have been approved to receive the Arkansas National Guard Tuition Incentive Program (GTIP) benefit for this semester. The Arkansas Department of Higher Education will notify your school that GTIP funds are transferred to the school in your name. The award amount of the benefit is \$2,500.00 as long as you are enrolled in school full-time.
2. If the Arkansas Department of Higher Education has not yet contacted your school, you may use this memorandum to show that you have been approved for this benefit. If the GTIP payment results in a credit balance on your account, then the school will refund the money to you.
3. It is your responsibility to provide this office with a GTIP application each semester to establish and maintain eligibility for the benefit. Applications for the fall semester are accepted from 01 July through 15 August and 01 November through 15 December for the spring semester. GTIP funds provided to recipients who receive less than a 2.0 Grade Point Average (GPA) on a 4.0 scale, fail to complete the course, or fail to submit grades within 30 days after course completion, will be suspended. The funds will remain suspended until you provide a grade report with a record of at least a 2.0 GPA.
4. POC is the Education Services Office at (501) 212-4011 or (501) 212-4049.

FOR THE ADJUTANT GENERAL:

ROBERT C. SMOTHERS
COL, GS, AR ARNG
Deputy Chief of Staff, Personnel

Figure 3a. GTIP Approval Written Notification Letter

NGAR 621-202 • 13 May 2014

UNCLASSIFIED

TAG LETTER HEAD

NGAR-PER-ED

01 May 2013

MEMORANDUM FOR

SUBJECT: Guard Tuition Incentive Program (GTIP)

1. It is with great regret that the Arkansas National Guard Education Services Office has to inform you that you will not receive funds from the Guard Tuition Incentive Program (GTIP) for this semester.
2. We encourage you to apply again in the future. Applications for the fall semester are accepted from 01 July through 15 August and 01 November through 15 December for the spring semester.
3. POC is the Education Services Office at (501) 212-4011 or (501) 212-4049.

FOR THE ADJUTANT GENERAL:

ROBERT C. SMOTHERS
COL, GS, AR ARNG
Deputy Chief of Staff, Personnel

Figure 3b. GTIP Denial Written Notification Letter

NGAR 621-202 • 13 May 2014

UNCLASSIFIED

TAG LETTER HEAD

NGAR-PER-ED

01 May 2013

MEMORANDUM FOR |

SUBJECT: Guard Tuition Incentive Program (GTIP)

1. It is with great regret that the Arkansas National Guard Education Services Office has to inform you that you will not receive funds from the Guard Tuition Incentive Program (GTIP) for this semester. Due to the fact, that you are currently flagged for the Army Weight Control Program (AWCP).

2. Once, your flag is removed then you are encouraged to apply again. Applications for the fall semester are accepted from 01 July through 15 August and 01 November through 15 December for the spring semester.

3. POC is the Education Services Office at (501) 212-4011 or (501) 212-4049.

FOR THE ADJUTANT GENERAL:

ROBERT C. SMOTHERS
COL, GS, AR ARNG
Deputy Chief of Staff, Personnel

Figure 3c. GTIP Adverse Action Written Notification Letter
Only written letter notification that can be appealed. See Chapter 6.

NGAR 621-202 • 13 May 2014

UNCLASSIFIED

Glossary
Section 1 Abbreviations

ADH
Arkansas Department of Higher Education

AFI
Air Force Instruction

AFQT
Armed Forces Qualification Test

AG AR
Adjutant General of Arkansas

ANG
Arkansas Air National Guard

AR
Army Regulation

ARARNG
Arkansas Army National Guard

ARARNGR
Arkansas Army National Guard Regulation

ASVAB
Armed Services Vocational Aptitude Battery

BETM
Base Education Training Manager

COS
Chief of Staff

DARNGS
Dedicated Army National Guard Scholarship

DCSPER
Deputy Chief of Staff Personnel

DPRO
Director's Personnel Readiness Overview

DTD
Dated

ETS
Expired Term of Service

G1
Director of Personnel, General Staff

GPA
Grade Point Average

GRFD
Guaranteed Reserve Forces Duty Scholarship

GTIP
Guard Tuition Incentive Program

IAW
In accordance with

IPPS-A
Integrated Personnel and Pay System-Army

JFHQ
Joint Forces Headquarters

MICP
Management Internal Control Procedures

MSC
Major Subordinate Command

MSO
Mandatory Service Obligation

NGAR-PE-ED
National Guard Arkansas Personnel Education

NGAR
Nation Guard Arkansas

NCO
Non-Commissioned Officer

OCS
Officer Candidate School

ROM
Retention Officer Manager

RNCO
Readiness Non-Commissioned Officer

ROTC
Reserve Officer Training Corp

SIDPERS
Standard Installation Personnel System

SMP
Simultaneous Membership Program

TAG
The Adjutant General

TNCO
Training Non-Commissioned Officer

USC
United States Code

Section II Terms

Arkansas General Assembly

The Legislative Branch of the State of Arkansas government responsible with the sole authority to enact state laws and approve and allocate state treasure for all other programs of the Arkansas government. This includes state law governing GTIP.

ARNG regulation

A directive that sets forth missions, responsibilities, and polices, delegate's authority, sets objectives, and establishes procedures to ensure uniform compliance with those policies.

AG AR Form

A form used by two or more departments or services in the Arkansas National Guard. AG AR Forms are approved by the Director of Information Management and the Adjutant General.

Armed Services Vocational Aptitude Battery Exam

The ASVAB is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military. It is administered annually to more than one million military applicants, high school, and post-secondary students.

Expired Term of Service

A Service member expiration term of service or ETS is their official separation from the service of assignment. If a service member ETS they have fulfill their service contract obligation and are no longer required to participate in military training, deployments or attendance. ETS Service members receive an honorable discharge upon leaving the service; The scheduled date on which an individual's statutory or contractual (whichever is later) term of military service will end.

Dedicated Army National Guard Scholarship

The DANG Scholarship is a 2 or 4 year scholarships available for anyone who desires to become an officer in the Army Reserve (AR) and Army National Guard (ARNG). Students apply for this scholarship during the spring semester of their sophomore year. Scholarship does not require a Cadet to be an SMP.

Director's Personnel Readiness Overview

A military personnel management system that integrates life cycle functions into a reportable form to include access to metrics that are updated daily and available for both current and historical dates. Available metrics are strength management, attrition, retention, accession, and military readiness.

Discharge

Complete severance from all military status gained by the enlistment or induction concerned.

Form

An officially prescribed document with a fixed arrangement of prepared and captioned spaces designed for entering and extracting prescribed information.

Format

A suggested logical sequence of presenting information or stating a request; the layout of a publication or form.

Guaranteed Reserve Forces Duty Scholarship

The GRFD Scholarships is a 2-year scholarships available for anyone who desires to become an officer in the Army Reserve (AR) and Army National Guard (ARNG). Applicants must be members of the AR or ARNG and participate in the Simultaneous Membership Program (SMP) as a cadet. Students apply for this scholarship during the spring semester of their sophomore year.

Integrated Personnel and Pay System-Army

The US Army web-based human resource record system. IPPS-A standardizes, streamlines, and integrates Soldier personnel and pay processes and data across the Army, Army Reserve, and the Army National Guard.

Joint Forces Headquarters

Department of senior staff personnel responsible for decision making, guidance, policy, administrative actions, logistics, military support to civilian authorities and a host of other managerial requirements and responsibilities for both Army and Air Force proponents of the Arkansas National Guard.

Mandatory Service Obligation

An original or first voluntary term of military service in the military consummated by subscription to the oath of enlistment. Where eligible per applicable laws and regulations, persons authorized an enlistment are personnel without prior service or personnel with prior service in any of the other U.S. Armed Forces except the Air National Guard (ANG).

Management Internal Control Procedures

Internal controls established to provide reasonable assurance that obligations and cost are in compliance with applicable laws; all assets are safeguarded against waste, fraud, loss, unauthorized use, or misappropriated; revenue and expenditures are properly recorded and accounted for; and programs are efficiently and effectively carried out according to the applicable law and management policy.

Montgomery GI Bill

A federal program for service members and veterans the opportunity to resume their education or technical training after discharge from service.

Non Prior Service

Non Prior Service members are those individuals that are new to the military and have no service in other military services such as the Army, Navy, Air force, Marines or Coast Guard.

Officer Candidate School

OCS provides training to become a commissioned officer in the US Army. Candidates are drawn from enlisted members who have college credit hours or a college degree. OCS can be completed by two methods. First method is a traditional 16 month training program and the second method is an accelerated 8 week training program both culminating in a graduation and commission as an officer in the US Army or Air Force.

Pending

In process of placing into action.

Policy

A written communication that initiates or governs actions, conduct, or procedures, giving a definite course or method of action or determines present and future decisions. Policy implements, interprets, or prescribes public law and executive orders and explains the execution of actions, or directives, from a higher level; it delegates authority and assigns responsibility; and dictates an action to be carried out, a procedure to be followed, a form to be used, or a report to be submitted.

Prior Service Members

Prior Service members are those individuals that have served in other military service such as the Army, Navy, and Air force, Marines or Coast Guard; This term is used to identify a soldier who, at the time he or she is accessed to the U.S. Army Reserve by enlistment, appointment, or by operation of law, has previously served one or more days of creditable service in a regular or reserve component, or without a component, as a member of an armed force of the United States.

Publishing

Creating, preparing, coordinating, approving, processing, printing, and distributing or disseminating publications for the ARNG.

Recipients

Soldier or Airmen who receive GTIP benefits for college per semester.

Reserve Officer Training Corp

ROTC is a college-based program for training commissioned officers of the United States Armed Forces. ROTC officers serve in all branches of the U.S. armed forces. ROTC students attend college like other students, but also receive basic military training and officer training for their chosen branch of service through the ROTC unit at or nearby the college. The students participate in regular drills during the school year, and extended training activities during the summer.

Simultaneous Membership Program (ROTC)

The Army National Guard and U.S. Army Reserve Officers' Training Corps (ROTC) offer the SMP to qualified full time college students who are members of the Army National Guard or willing to join. SMP is a two-year program whereby cadets serve in the Army National Guard and attend ROTC classes "simultaneously". Cadets receive a commission as a 2nd lieutenant in the United States Army after completion of a bachelor's degree or graduate degree and the ROTC advanced course. Newly commissioned officers then serve in the Army National Guard or on active duty. This is not a scholarship program.

Standard Installation Personnel System

A database of record for Army National Guard Soldiers. It provides information retrieval capabilities for Commissioned Officers, Warrant Officers, and Enlisted Personnel. It is designed to support the functional areas of strength accounting and personnel management. SIDPERS has the capability of interfacing (sharing data between systems) with other systems such as those within the Military Pay Branch and as well as the Retirement Points Accounting Management (RPAM) System. In addition, SIDPERS generates outputs for external interfaces and data transfers.

Supersede

To replace a publication, part of a publication, a form, a report, with a new or revised version. Noun form: supersession

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Appendix A References

Section I Civilian Required References

Arkansas General Assembly HB 2019 Act 1013 Dated March 13, 2013
The Arkansas National Guard Tuition Incentive Program

Arkansas Department of Higher Education
2 year- 4 year Public, Private and Independent Colleges and Universities

Section II Military Related References

AR 11-2
Management Control

AR 135-7
Incentive Program

AR 135-178
Enlisted Administrative Separations

AR 145-1
Reserve Officer Training Corp

AR 600-8
Military Personnel Management

AR 600-8-2
Suspension of Favorable Personnel Actions (FLAG)

AR 600-8-24
Officer Transfers and Discharges

AR 600-8-29
Officer Promotions

AR 600-85
The Army Substance Abuse Program

AR 600-8-101
Personnel Processing (In- Out- Soldier Readiness, Mobilization, and Deployment Processing)

AR 600-9
The Army Body Composition Program and Weight Control Program

AR 601-210
Active and Reserve Component Enlistment Program

AFI 36-704
Discipline and Adverse Action

AFI 10-248
Air Force Fitness Program

AFI 44-121
Air Force Drug and Alcohol Abuse Program

ANGI 36-2504
Federal Recognition of Promotion in the Air National Guard and as a Reserve of the Air Force below the grade of General Officer

DA Pam 600-8
Management and Administrative Procedures

NGR 600-200
Enlisted Personnel Management

NGR 635-102
Officer and Warrant Officer Selective Retention

ANGI 36-2002
Enlistment and Reenlistment in the Air National Guard and as a Reserve of the Air Force

FM 21-20
Army Physical Fitness Test (AFPT)

Appendix B

Arkansas Department of Higher Education State Approved GTIP Institutions of Higher Education

Public	AKA	Private	AKA
Arkansas Northeastern College-Blytheville	ANC	Arkansas Baptist College	ABC
Arkansas State University	ASU	Baptist School of Nursing	BSN
ASU-Beebe	ASUB	Central Baptist College	CBC
ASU-Heber Springs	ASUHS	Crowley's Ridge College	CRC
ASU-Newport	ASUN	Crowley's ridge Technical Institute	CRTI
ASU- Mountain Home	ASUMH	Harding University	HU
ASU- Searcy	ASUS	Hendrix College	HC
ASU- Technical Center-Marked Tree	ASUTC	John Brown University	JBU
Arkansas Tech University	ATU	Lyon College	LC
Arkansas Tech University Ozark Campus	ATUO	Ouachita Baptist University	OBU
Black River Technical College	BRTC	Philander Smith College	PSC
Cossatot Community College of the U of A	CCCUA	University of the Ozarks	UOZ
East Arkansas Community College	EACC	William Baptist College	WBC
Henderson State University	HSU		
Mid-South Community College	MSCC		
National Park Community College	NPCC		
North Arkansas College	NAC		
Northwest Arkansas Community College	NWACC		
Phillips Community College of the UA- Stuttgart	NTI		
PCC of the UA-Dewitt	PCCUA		
PCC of the US-Helena	PCCUAD		
Rich Mountain Community College	RMCC		
Ouachita Technical College-Malvern	OTC		
Ozark College	OZC		
Pulaski Technical College	PTU		
South Arkansas Community College	SACC		
Southeast Arkansas Community College	SEARK		
Southern Arkansas Tech College-Camden	SAUT		
Southern Arkansas University-Magnolia	SAU		
University of Arkansas-Fayetteville	UAF		
UA Community College-Batesville	UACCB		
UA Community College- Hope	UACCH		
UA Community College- Morrilton	UACCM		
UA Fort Smith	UAFS		
UA Little Rock	UALR		
UA Medical Science	UAMS		
UA Monticello	UAM		
UA Pine Bluff	UAPB		
University of Central Arkansas	UCA		