

CHAPTER 2**MINNESOTA STATE TUITION REIMBURSEMENT PROGRAM**

2-1. **GENERAL.** The State of Minnesota sponsors the State Tuition Reimbursement Grant Program. The State Legislature appropriates the funding for the program 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.

2-2. **ELIGIBILITY.** The State Tuition Reimbursement program is available to the following individuals, in addition to those covered under Chapter 3:

a. Current members of the Minnesota National Guard who:

(1) Are serving satisfactorily as defined by the Adjutant General in paragraph 1-7; and

(2) Have successfully completed Basic Training (BT), Basic Military Training (BMT) or ROTC Leadership Training Course; and

(3) Are between the ranks of E-1 through O-5 (to include Warrant Officers). Officers promoted to the grade of O6 during the school term are eligible to use the State Tuition Reimbursement Program until the end of that term.

b. Former members of the Minnesota National Guard who:

(1) Have satisfactorily completed their service contracts in the Minnesota National Guard or the portions of it involving selective reserve status, for which any part of that service was spent serving honorably in federal active service (Title 10 orders) or federally funded state active duty since September 11, 2001. In these cases, the person's eligibility is extended for a period of two years (2), plus an amount of time equal to the duration of that person's active service. Eligibility effective date is 4 June 2005.

(2) Have served honorably in the Minnesota National Guard and have been separated or discharged due to a service-connected injury, disease, or disability. In these cases, the person's eligibility is extended for eight (8) years beyond the date of separation. Eligibility effective date is 4 June 2005.

2-3. **RATE OF REIMBURSEMENT.** The Minnesota National Guard will reimburse up to 100% of the tuition charged for eligible coursework (undergraduate and graduate) at accredited post-secondary institutions, not to exceed 100% of the University of Minnesota Twin Cities campus rate for school year 2009-2010.

2-4. COURSE REQUIREMENTS.

a. Reimbursement is authorized for:

(1) Courses taken at an accredited post secondary educational institution or certification program approved for veteran's benefits.

(2) Courses eligible for placement on a transcript from the post secondary educational institution.

(3) Undergraduate courses completed with a grade of "C" or higher.

(4) Graduate courses completed with a grade of "B" or higher.

(5) Courses a student is currently attending at the time of enlistment into the MNNG.

(6) Courses which end prior to the service members End of Term of Service (ETS) date; unless the service member qualifies under paragraph 2-2 b.

b. Reimbursement is not authorized for:

(1) Courses that were not completed.

(2) Courses that earn Continuing Education Units (CEUs).

(3) Activity fees, computer user fees, registration fees, books, room and board expenses, and other school-related fees.

c. If a student receives a tuition waiver (no tuition paid or the fee statement indicates no tuition charges), reimbursement is not authorized. For example, high school students who attempt post-secondary coursework, where the courses are paid for by the high school, school district, or state, are not eligible to receive reimbursement for this coursework.

2-5. **MAXIMUM LIFETIME BENEFIT.** The maximum lifetime benefit under the State Tuition Reimbursement Program is funding for 208 quarter/144 semester credits.

2-6. **ADMINISTRATION.**

a. *Tuition reimbursement is paid upon successful completion of coursework.*

b. A member must request tuition reimbursement no later than 90 days from the last official day of the term.

c. The student's final fee statement dated after course completion and provided by the institution is the source document for determining the amount of reimbursement. If the fee statement does not clearly show the amount of tuition charged, the soldier must obtain a letter from the institution that states the amount of tuition charged and a point of contact at the institution. The final fee statement must include all other benefits paid directly to the institution, or are pending payment, on the student's behalf (i.e. FTA/ACES TA, GI BILL, ROTC scholarship).

2-7. **ADDITIONAL SOURCES OF FUNDING.**

a. Members of the Minnesota National Guard may use the State Tuition Reimbursement Program in conjunction with federally funded programs. Members receiving Federal Benefits which pay tuition benefits directly to the institution are eligible to receive funds under the State Tuition Reimbursement program; however, the combination of Federal Benefits and State Tuition Reimbursement cannot exceed 100% of the tuition cost or the State Tuition Reimbursement maximum credit hour benefit, whichever is less.

b. Tuition reimbursement grants received under this subdivision may not be considered by the Minnesota Higher Education Services Office or by any other state board, commission, or entity in determining a person's eligibility for a scholarship or grant-in-aid.

2-8. **APPLICATION PROCEDURES.**

a. Service Member's Responsibilities.

(1) Read and sign the Memorandum of Understanding (MOU) (Annex A-1) annually. This memorandum specifically outlines the member's responsibility for obtaining reimbursement under the State Tuition Reimbursement Program.

(a) Review the MN National Guard Circular 621-5-1-A (Annex A-1) annually and sign a new MOU.

(b) Submit the signed MOU to his/her unit. Do not forward directly to the Education Service Office. Units will maintain the MOU, and will verify in the State Tuition Reimbursement Database that the service member has signed the current MOU with each payment request. MOU must be available for inspection upon request by the Education Service Officer.

(c) Complete an Annual Obligation Request (Annex A-2). Service members must submit the completed Annual Obligation Request form to the unit within 45 days of their course start date. Units must enter the obligation into the automated system. Failure to obligate within 45 days of their course start date will result in non-payment. Service members who enlist into the MN National Guard during a school term must submit the Annual Obligation Request prior to requesting payment. The annual obligation is an estimate of tuition cost for each term during the school year. The actual amount of reimbursement is dependent on the cost of tuition and the number of credits completed. The current school year is Summer Session II 2009 through Summer Session I 2010.

(2) The service member must submit a tuition reimbursement Payment Request (Annex A-3). Service member must submit the following forms and supporting documents to the unit in sufficient time for the reimbursement request to be entered into the payment request system no later than 90 days from the last official day of the term. See paragraph 2-9 for information on incomplete coursework or late requests for reimbursement. Soldiers and Airmen enrolled in accelerated programs, where several terms are completed during the course of a normal semester should submit their requests in groups that correspond with a normal semester.

(a) Payment Request, MN-NG Form 621-5-2-A (See Annex A-3).

(b) Grade Report. Reports downloaded from the Internet are acceptable.

(c) Final fee statement that clearly shows the amount of tuition charged and must be dated after course completion and provided by the institution. If the fee statement does not clearly show the amount of tuition charged, the student must obtain a letter from the institution that states the amount of tuition charged and a point of contact at the institution. The final fee statement must include all other federal benefits which pay tuition costs directly to the institution, or pending payment, on the student's behalf (i.e. FTA/ACES TA, GI BILL, ROTC scholarship).

(d) State payments are now made via direct deposit using Minnesota Direct Deposit Authorization for EFT.

b. Unit Responsibilities.

(1) Execute Memorandum of Understanding. Ensure service member reads and signs the MOU annually. Provide the member with a copy and maintain a copy in the member's education file. NOTE: The MOU should not be forwarded to the ESO, but must be furnished upon request by the Education Services Officer.

(2) Ensure all Soldiers and Airmen request for tuition reimbursement annually. Soldiers and Airmen who have not obligated within 45 days of their course start date will not be reimbursed for their tuition. Enter annual obligations into the web-based tuition reimbursement program for each member participating in the program to the ESO. Do not send paper copies of the obligation to the ESO.

(3) Enter payment requests into the system immediately upon receipt from the soldier. All requests for reimbursement must be submitted no later than 90 days from the last day of the school term. Prior to submitting, the unit must complete the following:

(a) Perform a quality review to ensure that the information is complete and that the member has submitted a final fee statement clearly showing the amount of tuition charged, the payment request form containing the amount of Federal Benefits which pay tuition costs directly to institution, and the grade report.

(b) Verify that the service member has completed Basic Training/ROTC Leadership Training Course. If the service member has not completed basic training/ROTC Leadership Training Course, click on "no" in the web-based tuition reimbursement program and fill in an estimated completion date. Upon completion of basic training/ROTC Leadership Training Course, the unit must change the status to "yes". This will bring the soldier's request into the state incentives manager's active payment screen.

(c) Verify that the service member is in good standing IAW paragraph 1-7. If the service member is not in good standing, return request to the service member without action.

(d) Attach payment request form, final fee statement and grade report into the system.

(4) Communicate with the ESO to facilitate the administration of the tuition reimbursement program.

c. ESO Responsibilities.

(1) The ESO allocates funds according to the Annual Obligation Requests received.

(2) Process payment requests.

(a) Verify all information is correct; this may include contacting the member's school.

(b) Calculate the actual amount of reimbursement.

(3) Suspend payment for service members who have not completed basic training/ROTC Leadership Training Course until notification that the training is complete. Process for payment upon notification of completion.

(4) Deny payment on Requests for Reimbursement that arrived at the ESO in excess of 90 days after the last official day of the school term.

(5) Deny payment on requests that do not contain final fee statements, incomplete payment request forms, or incomplete grade reports.

2-9. INCOMPLETE COURSEWORK AND LATE REQUESTS.

a. Incomplete Coursework.

(1) If the student has an incomplete course, the unit should still request payment for other completed classes for that term. Once the student has finished the incomplete class(es), unit should request payment for those courses (specify which classes submitting for). Students must submit reimbursement requests for completed courses no later than 90 days from the last official day of the term; the ESO will reimburse for these courses provided annual obligation was submitted and funds are available.

(a) In the comments block, annotate the classes that are incomplete and the expected completion date.

(b) Student must submit request for reimbursement, along with fee statement and grades to the unit.

(c) Retain a copy of this Request for Payment form and paperwork to submit upon completion of incomplete coursework.

(2). Upon completion of the coursework, complete a new MN-NG Form 621-5-2-A (Annex A-3), Payment Request, requesting reimbursement for only the courses that were originally incomplete but are now complete. Provide this request along with a grade report showing satisfactory completion and a copy of the original request to the unit.

b. Late Requests for Tuition Reimbursement.

(1). If a student misses the 90-day suspense, the obligation will be terminated. No reimbursement request will be approved for that term. (For extenuating circumstances, the service member must submit an exception to policy in accordance with paragraph 1-9.)

2-10. **TERMINATION.** The submission of a falsified grade report, transcript or final fee statement, or an attempt to receive funds to which a member is not due will result in the termination from the State Tuition Reimbursement Program for a minimum of one year from the date of detection.

2-11. **TUITION REIMBURSEMENT OPTION FOR SPOUSES.**

a. Service members who meet the following criteria may opt to have their Spouse use a portion of the remaining balance of their State Tuition Reimbursement Grant.

(1) Are serving satisfactorily as defined by the Adjutant General in paragraph 1-7; and

(2) Have served at least 8 years of [active-drilling, non-ING] service in the Minnesota National Guard

(3) Are between the ranks of E-1 through O-5 (to include Warrant Officers). Spouses of Officers promoted to the grade of O6 during the school term are eligible to use the State Tuition and Textbook Reimbursement Program until the end of that term.

b. Annual Cap. Spouses may use up to 12 semester/17 quarter credits annually, not to exceed the sponsoring Service member's lifetime benefit of 144 semester/208 quarter credits.

c. Payment Procedures will remain the same as for the Service member, and all payments will be direct deposited into the sponsoring Service member's bank account.

(1)

**MINNESOTA STATE TUITION REIMBURSEMENT PROGRAM
MEMORANDUM OF UNDERSTANDING FALL 09-SUMMER 10**

A-1. ACKNOWLEDGEMENT STATEMENT.

I, _____ (Full Name, Rank), certify that I have read this memorandum prior to signing and fully understand the policies and procedures of the Minnesota State Tuition Reimbursement (STR) Program as described in Minnesota National Guard Circular 621-5-1 and this MOU.

A-2. INTRODUCTION.

a. The State of Minnesota sponsors the Tuition Reimbursement Program. The state legislature appropriates funds for this program biennially. If in the future, the state does not fund the Tuition Reimbursement Program, I understand that neither the State of Minnesota nor the Minnesota National Guard is obligated to continue the benefit.

b. I also understand that if I do not meet all the criteria outlined in Minnesota National Guard Circular 621-5-1, dated 1 Jul 09, I may jeopardize my entitlement to receive reimbursement.

c. I understand that the STR Program will reimburse up to 100% of tuition, not to exceed 100% of the University of Minnesota Twin Cities campus, undergraduate tuition rate. That rate is currently \$326.92 per credit, with a maximum of \$4250.00 per term for school year 2009-2010. (final rates undetermined at time of publication).

d. I understand that NGB policy states that soldier's can use Federal Tuition Assistance (FTA)/ACES TA and STR in conjunction with each other provided that the total combined amount of benefits paid does not exceed 100% of actual tuition/fees costs.

e. I UNDERSTAND THAT IF I RECEIVE FEDERAL BENEFITS WHICH PAY TUITION BENEFITS DIRECTLY TO THE INSTITUTION, THE COMBINATION OF FEDERAL BENEFITS AND STR CANNOT EXCEED 100% OF THE TUITION COST OR THE STR MAXIMUM CREDIT HOUR BENEFIT, WHICHEVER IS LESS. (To include, but not limited to, FTA, CH 33 GI Bill, ROTC Scholarship, etc.)

f. I understand that reimbursement is not authorized for activity fees, computer user fees, registration fees, books, room and board expenses, and other school-related fees.

A-3. CRITERIA FOR PARTICIPATION.

a. I understand that in order to be eligible for payment of tuition reimbursement, I must meet the following membership criteria:

(1) I must be a member of the Minnesota National Guard; grades from E-1 through O-5 (to include Warrant Officers.) If I am a lieutenant colonel, promoted to colonel during a school term I will not be eligible to participate in the program for future school terms.

(2) I must successfully complete Basic Training (BT), Basic Military Training (BMT), or ROTC Leadership Course.

(3) I must maintain active membership in the Minnesota National Guard throughout the entire term for which reimbursement is tendered. If I become a member during a school term, I will be eligible for payment of that term upon completion of basic training, provided all other criteria are met.

b. I understand that to receive payment under this program that I must follow the rules regarding satisfactory participation:

(1) I can have no periods of unauthorized absence (i.e. AWOL) within the last 12 months while participating in the program.

(2) I can have no more than four (4) periods of Excused Absence during the last 12 months.

(3) I am currently deployable as per criteria required for my current duty position, or if not, I am making diligent progress toward becoming deployable.

(4) I am not under suspension of favorable actions (Army) or adverse administrative actions (Air) IAW applicable regulation and policy.

c. I understand the following additional requirements:

(1) I, or my spouse, must attend a post secondary educational institution approved for VA benefits.

(2) I will be reimbursed only for courses 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.

(3) The maximum lifetime benefit that I may receive under this program is equivalent to 208 quarter/144 semester credits.

(3) To use the Tuition Reimbursement option for Spouses, I must have served at least 8 years of [active-drilling, non-ING] service in the Minnesota National Guard

(4) Courses which end after my End of Term of Service (ETS) date are not eligible for payment, unless I qualify under the Extended Eligibility rules.

d. I understand that I, or my spouse, must complete coursework in accordance with the following guidelines:

(1) Undergraduate Study. I, or my spouse, must achieve a grade of "C" or better, "Pass" or "Satisfactory." I understand that the National Guard will not reimburse me for any course from which I, or my spouse, "withdraw" or receive a grade of "C-" or lower.

(1) Graduate Work. I, or my spouse, must achieve a grade of "B" or better. I understand that the National Guard will not reimburse me for any course from which I, or my spouse, "withdraw" or receive a grade of "B-" or lower.

e. I understand that I will be eligible for reimbursement for the course upon completion, and if the grade requirements outlined above are met.

A-4. REIMBURSEMENT PROCEDURES.

a. Memorandum of Understanding. Annually, I will carefully read, sign and submit a MOU to my unit.

b. Annual Obligation Request.

(1) I must complete the MN-NG Form 621-5-1-A, (Annual Obligation Request) and submit it to my unit prior within 45 days of the course start date. If I enlisted during a current school term, I will submit the Annual Obligation Request immediately and understand that the ESO will reimburse me for the current school term upon completion of basic training. I understand that failure to obligate within 45 days of the course start date will result in non-payment.

(2) I understand that the annual obligation is an estimate of tuition cost for each term during the school year. The actual amount of reimbursement is dependent on the school, credits and terms attended. The school year is Summer Session II 2009 through Summer Session I 2010.

c. Request for Reimbursement Payment:

(1) I understand that I must submit the following forms and supporting documents to my unit in sufficient time for them to arrive at the ESO within 90 days after the last official day of the term. Soldiers and Airmen enrolled in accelerated programs, where several terms are completed during the course of a normal semester should submit their requests in groups that correspond with a normal semester. One submission each for Fall, Winter, Spring, Summer and Summer 2 terms.

(a) Payment Request, MN-NG Form 621-5-2-A.

(b) Grade Report. Grades from the internet are acceptable.

(c) Final fee statement dated after course completion and provided by the institution that clearly shows the amount of tuition charged. If the fee statement does not clearly show the amount of tuition charged, I will obtain a letter from the institution that states the amount of tuition charged and lists a point of contact at the institution. The final fee statement must include all other benefits paid directly to the institution, or pending payment, on the service member's behalf (i.e. FTA/ACES TA, GI BILL, ROTC scholarship).

(d) Direct deposit form – State payments are now made via direct deposit using Minnesota Direct Deposit Authorization for EFT.

(2) I understand that my signature on the MN-NG Form 621-5-2-A will verify that all information is true and correct. My signature also authorizes the ESO to contact the school to verify course grades.

(3) I understand that I must submit my request for tuition reimbursement within 90 days after the last official day of the course.

(a) I understand that if I fail to meet this suspense, I am not eligible for reimbursement.

A-5 INCOMPLETE COURSEWORK AND LATE REQUESTS.

a. Incomplete Coursework.

(1) I understand that if I have an incomplete, that I should still request payment for other completed classes for that term. Once I have finished the incomplete class (es), I should request payment for those courses (specifying which classes submitting for). I must submit reimbursement requests for completed courses no later than 90 days from the last official day of the term; the ESO will reimburse for these courses provided annual obligation was submitted and funds are available.

(a) In the comments block, annotate the classes that are incomplete and the expected completion date.

(b) I must submit request for reimbursement, along with fee statement and grades to the unit.

(c) Retain a copy of this Request for Payment form and paperwork to submit upon completion of incomplete coursework.

(2) I understand that upon completion of the coursework, complete a new MN-NG Form 621-5-2-A, requesting reimbursement for only the courses that were originally incomplete but are now complete.

Provide this request along with a grade report showing satisfactory completion and a copy of the original request to the unit.

b. Late Requests for Tuition Reimbursement.

(1) If a student misses the 90-day suspense, the obligation will be terminated. No reimbursement request will be approved for that term. (For extenuating circumstances, the service member must submit an exception to policy in accordance with paragraph 1-9.)

A-5 **TERMINATION.** I understand that the submission of a falsified grade report, transcript or fee statement, or an attempt to receive funds to which a member is not due will result in the termination from the State Tuition Reimbursement Program for a minimum of one year from the date of detection

A-6. **OTHER MEMBER'S RESPONSIBILITIES**

a. I understand that it is my responsibility to ensure that my application for the Minnesota State Tuition Reimbursement Program is submitted within the guidelines indicated herein and in accordance with MN NG Cir 621-5-1. Late requests for reimbursement will not be considered for payment.

b. I further understand that any attempt to submit falsified documents will result in my termination from the State Tuition Reimbursement Program for a MINIMUM of one year from the date of detection.

c. I fully understand the directives outlined herein and in MN-NG CIR 621-5-1 and my responsibilities for participation in the Minnesota state tuition reimbursement program.

Signature of Service Member

Date

Signature of Unit Rep.

Date

**MINNESOTA NATIONAL GUARD
STATE TUITION REIMBURSEMENT PROGRAM
ANNUAL OBLIGATION REQUEST**

-----DATA REQUIRED BY THE PRIVACY ACT OF 1974-----

AUTHORITY: Minnesota Statute 192.501 Financial Incentives for National Guard Members

PRINCIPLE PURPOSE: To explain obligation and participation requirements for State Reimbursement Program and to ensure that your agreement to these conditions is a matter of record.

ROUTINE USES: To confirm requirements of obligation and participation requirements for the State Reimbursement Program, occasionally as a basis for suspension, termination and recoupment if requirements are not met.

DISCLOSURE: Disclosure of your SSN is voluntary; however, if not provided, you will not be eligible for the State Reenlistment Bonus Program.

Name: _____ SSN: _____ Rank: _____
(Last, First, MI)

Spouse Option? (Y/N) _____ Spouse Name (if using Spouse option): _____

Current Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Pay Grade: _____ Enlistment Date: _____ Assigned Unit: _____

Birth Date: _____ Sex: Male _____ Female _____ Race: _____

Unit Phone Number: _____ Unit Email Address: _____

Course Type: Vo/Tech _____ Undergraduate _____ Graduate _____ Dist Learning _____ Independent Study _____

School Year: _____ School Attending: _____

Anticipated Service Member Credits by Term: Fall _____ Winter _____ Spring _____ Summer1 _____ Summer2 _____

Anticipates Spouse Credits by Term: Fall _____ Winter _____ Spring _____ Summer1 _____ Summer2 _____

Have you completed basic training, basic military training, or ROTC Leadership Course? Yes No
If no, what is the estimated completion date of training? _____

Have you previously submitted a Minnesota Direct Deposit Authorization for EFT? Yes No
If no, then submit a MN Direct Deposit form with this request.

Remarks: _____

I understand that this Annual Obligation Request is only an estimate and that the actual amount of tuition reimbursement will be based on the actual cost of tuition. I understand that I must complete all coursework at least a "C" grade of better for undergraduate and "B" or better for post-baccalaureate/graduate- level coursework

I further understand that it is my responsibility to ensure that my requests for reimbursement are forwarded to the Education Services Office within 90 days of the last day of the term.

SIGNATURE

DATE

**MINNESOTA NATIONAL GUARD
STATE TUITION REIMBURSEMENT PROGRAM
PAYMENT REQUEST**

-----DATA REQUIRED BY THE PRIVACY ACT OF 1974-----

AUTHORITY: Minnesota Statute 192.501 Financial Incentives for National Guard Members

PRINCIPLE PURPOSE: To explain obligation and participation requirements for State Reimbursement Program and to ensure that your agreement to these conditions is a matter of record.

ROUTINE USES: To confirm requirements of obligation and participation requirements for the State Reimbursement Program, occasionally as a basis for suspension, termination and recoupment if requirements are not met.

INSTRUCTIONS: Complete this form, attach grade report and final fee statement dated after course completion and provided by the institution and submit to your unit. The form must arrive at the ESO within 90 days after the last official day of the term. Payment requests submitted after 90 days will be returned to the unit without action.

Name: _____ SSN: _____

Spouse Option? (Y/N _____ Spouse Name (if using Spouse option) _____

Current Mailing Address: _____ City: _____ State: _____

Zip Code: _____ Email Address: _____ Telephone: _____

Unit: _____

School Year _____ School Attended _____

Course Type: Undergraduate Study _____ Graduate Study _____ Dist Learning _____ Independent Study _____

TERM: Fall _____ Winter _____ Spring _____ Summer _____ Summer2 _____

Total Number of Credits Attempted: _____ Credits Eligible for Reimbursement: _____ Tuition Charged \$ _____

Note: Fee statement or letter from the school must reflect the actual amount of tuition charged.

Have you completed basic training, basic military training, or ROTC Leadership Course? Yes No
If no, what is the estimated completion date of training? _____

My Minnesota Direct Deposit Authorization for EFT form is currently on file or attached. _____ (initial)

Did you receive GI Bill Benefits which directly paid tuition costs to the institution? Yes No
If YES, what was the amount \$ _____

Did you receive Federal Tuition Assistance or ACES Tuition Assistance? Yes No
If YES, what was the amount \$ _____

Did you receive an ROTC Scholarship which directly paid tuition costs to the institution Yes No
If YES, what was the amount \$_____

FAILURE TO REPORT THE ABOVE AWARDED AMOUNTS WILL RESULT IN TERMINATION FROM THE STATE TUITION REIMBURSEMENT PROGRAM, AND RECOUPMENT OF FUNDS.

I verify that the address and information on this form is correct. The documentation I have submitted, herewith, is true and correct. I understand that failure to report Federal Benefits which directly pay tuition costs to the institution will result in termination from the State Tuition Reimbursement program for a period of one year, and recoupment of funds.

Signature

Date

.....
Unit Administrator's Use Only:

I have verified that the service member meets the following requirements for participation in the program:

___ The service member has completed basic training, basic military training, or ROTC Leadership Training.

___ The service member has no more than four excused absences within the last 12 months.

___ The service member has no unexcused absences within the last 12 months.

___ The service member is currently deployable as per criteria required for his/her current duty position, or if not, is making diligent progress toward becoming deployable.

___ The service member is not under suspension of favorable actions IAW applicable regulation and policy.

Printed name of Unit Administrator

Unit Phone #

Date