



# **THE ADJUTANT GENERAL WASHINGTON NATIONAL GUARD INSTRUCTION**

NGWA-Z  
DISTRIBUTION: Special

TAGI 0100.01A  
4 February 2020

## **ADMINISTRATION OF THE WASHINGTON NATIONAL GUARD CONDITIONAL SCHOLARSHIP PROGRAM**

1. References: Enclosure A
2. Purpose. Provide authorization and procedures for the management of the Washington National Guard (WANG) Conditional Scholarship Program and the WANG Conditional Scholarship Advisory Board, herein after known as the Advisory Board.
3. Cancellation. This Instruction supersedes TAGI 0100.01, 4 November 2015, "Administration of the Washington National Guard Conditional Scholarship Program."
4. Summary. The WANG Conditional Scholarship Program provides scholarships to qualified Airmen and Soldiers of the WANG. The program is established to provide higher education opportunities to qualified service members while serving as an incentive to extend their service obligation to the WANG.
5. Scope. TAGI 0100.01A applies to all Airmen and Soldiers assigned to the WANG. Eligibility to receive funds are limited to service members in good standing not to exceed the rank of Captain (O3) as outlined in the Revised Code of Washington (RCW) 28B.103 (National Guard Conditional Scholarship Program).
6. Roles and Responsibilities.
  - a. The Adjutant General (TAG).
    - (1) Responsible for the overall administration of the program in accordance with RCW 28B.103 and this instruction.
    - (2) Appoint a President and members to the Washington National Guard Scholarship Advisory Board. Both the President and board members will serve a term of two years. The board will have delegation of authority to approve and distribute conditional scholarship funds as outlined in this instruction.
    - (3) Publish annual guidance consisting of updated selection criteria for use by the advisory board and service obligations to be incurred by awardees.
    - (4) Ensure 100% execution of WANG Scholarship Program funds provided by the Washington State Legislature.

b. Advisory Board President.

(1) TAG's representative with the delegation of authority to execute the program as outlined in this instruction.

(2) Serve a two year term as the President of the Advisory Board.

(3) Establish date, time, and location of monthly Advisory Board meetings.

(4) Establish a process to ensure Advisory Board meetings are concise, well managed, and meet the intent of the Scholarship Program as outlined in this Instruction including periodic administrative review of those receiving the conditional scholarship for compliance with this Instruction.

(5) Ensure Advisory Board meeting notes are taken and properly maintained for the duration of the two year appointment as President.

(6) Notify TAG of issues precluding the implementation of this TAG Instruction. Provide recommendations and feedback to TAG for use in preparation of annual guidance.

c. Advisory Board Members.

(1) Participate in all scheduled Advisory Board meetings and select those individuals most qualified and/or deserving to receive the conditional scholarship.

(2) Provide feedback and recommendations to the President of the Advisory Board for preparing TAG's annual guidance and in order to improve the TAGI.

(3) Establish additional criteria such as GPA cut off limits, retirement point levels or other aspects that may be used as selective criteria in the event more applications are received than funding is available to support. Document this information in meeting notes to ensure transparency.

(4) Participate in periodic administrative review of scholarship recipients for compliance with this instruction.

d. WMD State Finance Office.

(1) Provide personnel to participate in all scheduled Advisory Board meetings in an administrative, non-voting role.

(2) WMD State Finance Office representative must have knowledge of the state financial procedures required to manage, track, and distribute the state funds. This individual will provide updates to the WMD Chief Financial Officer as required.

(3) WMD State Finance Office representative will ensure procedures are in place for proper management, tracking, and other related monetary procedures and

processes to account for all funds provided by the state legislature.

(4) Distribute conditional scholarship funds to applicants approved to receive funds, as required.

(5) Provide updates to TAG and Advisory Board on amount of funds distributed, funds available, and other relevant accounting information on a quarterly basis in order to provide situational awareness of the program.

(6) Maintain accountability of required documentation for the length of time required by state statute in order to ensure proper accountability of the program. Ensure adequate management controls are in place for state accountability and audit purposes.

e. Service Educational Services Office

(1) Receive, validate, and forward complete conditional scholarship applications to the Advisory Board in order to support the quarterly Advisory Board meetings.

(2) Notify applicants that were or were not selected to receive the conditional scholarship, as required.

(3) Provide customer support to service members regarding the conditional scholarship program, the application process, and the criteria required to qualify for funds. This includes assisting service members by answering questions, conducting quality assurance (QA) review, and assisting service members in completing the application.

(4) Participate in periodic administrative review of scholarship recipients for compliance with this Instruction.

f. WA ANG Military Personnel Section (A1) / WAARNG Military Personnel Office (G1)

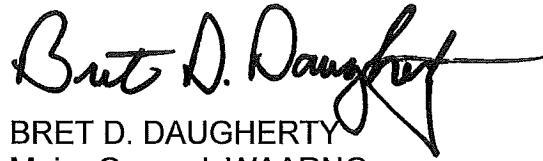
(1) Provide supporting documentation to the service member, the Advisory Board, or the Educational Service Office that the Airman or Soldier is in compliance with eligibility and program requirements outlined in Enclosure B, as required.

(2) Provide the Advisory Board with supporting documentation regarding the service member's non-retention if they are involuntarily separated from service, as required.

g. Service Components

(1) Provide annual recommendations for selection criteria to Advisory Board for development of TAG annual guidance (Enclosure C).

7. The point of contact for this document is the J1, Washington National Guard, at (253) 512-8986.

A handwritten signature in black ink, reading "Bret D. Daugherty". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

BRET D. DAUGHERTY  
Major General, WAARNG  
The Adjutant General

Enclosures:

- A     References
- B     Example Annual Criteria for Scholarship
- C     Example Service Component Input for Annual Criteria
- D     Eligibility & Program Selection Requirements
- E     Participation Criteria
- F     Application & Award Process
- G     Conditional Scholarship Service Obligation
- H     Conditional Scholarship Forgiveness or Repayment
- I     Conditional Scholarship Advisory Board Composition
- J     Conditional Scholarship Administration & Auditing
- K     Glossary

**Enclosure A**  
(References)

1. RCW 28B.103 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=28B.103&full=true>)
2. WAC 250-18-020 Residency Status For Higher Education
3. Accredited Institutions of Post-Secondary Education, Programs, Candidates
4. WA ARNG Pam 130-178 Separation Processing of Unsatisfactory Participants, Unsatisfactory Performance, Misconduct and Fraudulent Entry
5. ANGI 36-3201 Air National Guard Separations Documents
6. NGR (AR) 600-100 Commissioned Officers Federal Recognition and Related Personnel Actions
7. NGR 600-101 Warrant Officers Federal Recognition and Related Personnel Actions
8. NGR 600-200 Enlisted Personnel Management
9. AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members.
10. AR 600-8-2 Suspension of Favorable Personnel Actions (Flags)
11. AR 135-91 Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

**Enclosure B**  
(Example Annual Criteria/Guidance)



**WASHINGTON NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS  
CAMP MURRAY, TACOMA, WA 98430-5000

NGWA-Z

DD MMM YYYY

MEMORANDUM FOR President, Conditional Scholarship Board, Washington National Guard

SUBJECT: Washington Conditional Scholarship Criteria and Service Obligation Guidance for YYYY

1. Based on recommendations by the WNG Conditional Scholarship board and Service Components, I approve the following selection criteria and service obligations to be used for awarding of the Washington National Guard Conditional Scholarship for the year of \_\_\_\_\_. From \_\_\_\_\_ to \_\_\_\_\_.

a. Every eligible applicant will be scored per Table 1. Funds will be dispersed to the highest scored applicant(s) first and distributed to the next lower scored applicant(s) and so on until funds are exhausted. A service obligation will only apply if the service member accepts the scholarship funds.

TABLE 1

Points Awarded	Degree Type	Time in Service	Coursework Completed	Quarter hours completed	Deployed months	Medical Readiness
5 (five)						
3 (three)						
1 (one)						

2. The Service Obligation incurred for receipt of the Washington Conditional Scholarship for the year of \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_, is \_\_\_\_\_. To be served \_\_\_\_\_ (board recommendation)\_\_\_\_\_.

3. POC for this memorandum is the President, Conditional Scholarship Board at \_\_\_\_\_.

**Enclosure C**  
(Example Service Component Input)

**WASHINGTON NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS- ARMY ELEMENT  
CAMP MURRAY, TACOMA, WA 98430-5000

NGWA-AAG-X

DD MMM YYYY

MEMORANDUM FOR Washington Scholarship Advisory Board

SUBJECT: Service Component Recommendation for Annual Criteria and Service Obligation

1. The following criteria are recommended for use in awarding Washington National Guard Conditional Scholarship:

- a. Proposed Criteria
- b. Justification
- c. Proposed Service Obligation
- d. Justification

2. POC for this memorandum is \_\_\_\_\_.

Name  
BG, WAARNG  
Assistant Adjutant General - Army



**Enclosure D**  
(Eligibility & Program Selection Requirements)

1. Eligibility. Airmen and Soldiers must meet the following criteria in order to be eligible to receive a conditional scholarship.

a. Military Membership. Must be a new accession, enlisted member, warrant officer, or commissioned officer not exceeding the rank of captain.

b. Participation. Must be an active and participating member in good standing with the Washington National Guard as defined below:

(1) An active member is an individual who is assigned to a federally recognized unit of the Washington National Guard and is not a member of the Inactive National Guard (ING).

(2) A participating member who earned a minimum of 50 retirement points in the preceding year within the Washington National Guard. Eligibility requirements are based on the twelve months service preceding the application.

OR

A participating member with less than 50 retirement points that contracted with the Washington National Guard in the current or preceding year.

(4) Applicants must have a minimum of two years remaining on their current enlistment contract or service obligation. National Guard members having less than two years remaining on their service contract can apply but must extend their contract prior to receiving funds.

c. Initial Training Requirements.

(1) Army: Successful completion of Basic Combat Training, Advanced Individual Training (or equivalent of Initial Active Duty for Training) and awarded an Initial Military Occupational Skill.

(2) Air: Successful completion of Basic Military Training, Initial Technical School and the award of the "Three Level" Air Force Specialty Code.

(3) A participating member with less than 50 retirement points that contracted with the Washington National Guard in the current or preceding year, may request exception to training requirements with recommendation of their chain of command through the Wing or Major Subordinate Command (MSC) Commander or Service Component Recruiting/FSS Commander to the Advisory Board.

d. Scholastic Requirements.

(1) Must be an eligible student as defined in RCW 28B.103.010(1) and a Washington resident for student purposes as defined in RCW 28B.15.012 and RCW 28B.15.013 (see glossary for "Eligible Student" definition).

(2) Applicants must have and maintain a cumulative grade point average of 2.0, using the 4.0 scale - hereafter noted as 2.0/4.0, at the undergraduate level or "pass" where appropriate, to be considered for scholarship award. Each class must also be a C or better in order to maintain eligibility.

(3) Applicants must have and maintain a cumulative grade point average of 3.0, using the 4.0 scale - hereafter noted as 3.0/4.0, in an advanced degree program, or "pass" where appropriate, to be considered for scholarship award. Each class must also be a B or better in order to maintain eligibility.

(4) Applicants will provide an official transcript showing successful completion of each quarter/semester to validate cumulative grade point average described above.

(5) The Advisory Board may use grades for each class and overall grade point average as discriminators when awarding scholarships, i.e. applicants with higher grade point averages may be prioritized above applicants with lower grade point averages. Additionally, grade point average may be used as order of merit criteria when the number of applications exceeds available funds.

## 2. Non-Eligibility.

a. Airman or Soldier with any period of unsatisfactory military participation in the previous 12 months are not eligible for consideration.

b. Airman or Soldier with adverse administrative action, i.e., court-martial or non-judicial punishment, in the past 24 months are not eligible for consideration. Non-transferable flags may also disqualify an individual and are defined in AR 600-8-2. Air National Guard members must not have an administrative action initiated in accordance with AFI 36-3209.

c. Airmen or Soldiers with involuntary reduction in rank/grade for cause within the last 12 months as a result of disciplinary action are not eligible for consideration.

## 3. Reinstatement.

a. An individual disqualified from the program may be reinstated with the recommendation of their chain of command thru the Wing or Major Subordinate Command (MSC) Commander to the Advisory Board. The Advisory Board will review the request and may approve reinstatement. However, reinstatement will not commence until all non-eligibility requirements are mitigated and the Airman/Soldier is compliant.

**Enclosure E**  
**(Participation Criteria)**

1. Applicants must complete courses at an institution of higher education located in the State of Washington. This institution must be accredited by the Northwest Association of Schools and Colleges, the Northwest Commission on College and Universities and/or provide approved training under the Montgomery GI Bill. Institutions based outside of Washington that do not have a physical location within the state are not eligible. Approved courses for institutions that are not based in Washington are those that are taken in a Washington classroom / laboratory instruction format vs. online.
2. Applicants must be accepted and/or enrolled in an academic program that leads towards a baccalaureate degree, an advanced degree, an associate degree, or a certificate.
3. The priority for funding for conditional scholarships goes to undergraduate programs that produce a baccalaureate degree. The Advisory Board will accept and review requests for conditional scholarships for advanced degrees, but they are not the priority. The individual's career goals, needs of the organization, and availability of funds will be taken into consideration before approving advanced degree applications.
4. Participants must achieve/maintain a grade point average of "2.0/4.0" or better for undergraduate studies. Participants in an advanced degree program must achieve/maintain a grade point average of "3.0/4.0" or better. Pass or Satisfactory designations for grading purposes are acceptable as indicators of academic progress if they are the educational institution's normal grading procedures. Conditional scholarship funds are not authorized for courses that are audited.
5. The maximum annual scholarship is limited by the RCW. Funds will not exceed the annual cost of undergraduate tuition fees and services, plus activities fees, plus the average cost for undergraduate books and supplies at the University of Washington. This criteria applies to advanced degree programs as well.
6. The maximum conditional scholarship amount an Airman or Soldier will receive for undergraduate degree programs will not exceed the amount equal to 12 academic quarters, or equivalent, based on the University of Washington. Graduate programs are limited to nine academic quarters, or the equivalent.

**Enclosure F**  
(Application & Award Process)

1. Applicants must complete and submit the following forms and documents in order to be considered for the conditional scholarship:

a. Washington National Guard Scholarship Program Statement of Understanding and Terms of Conditions. See WMD Form 4001-20.

b. Washington National Guard Scholarship Program Application. See WMD Form 0014-19.

c. Promissory Note and Disclosure Statement. See WMD Form 4002-20.

d. Airmen will submit AF Form 526 (PCARS) as a part of the packet. Soldiers will submit NGB 23B (Army National Guard Retirement Points History Statement).

e. Documents supporting current Enlistment Contract, Air National Guard enlistment extension paperwork, or officer service commitment.

f. State of Washington Statewide Vendor Registration & Direct Deposit Authorization form.

g. Substitute Form W9. Request for Taxpayer Identification Number and Certification.

h. A memorandum signed by your unit commander denoting you are in good standing and have no adverse actions.

i. Official (certified or raised seal) proof of enrollment from the academic institution must be mailed directly from the institution to the appropriate service Education Services Office (ESO). Grade reports, letters from the college or copies of transcripts are not acceptable.

j. A participating member with less than 50 retirement points that contracted with the Washington National Guard in the current or preceding year, include exception to training requirements with recommendation of their chain of command thru the Wing or Major Subordinate Command (MSC) Commander or Service Component Recruiting/FSS Commander to the Advisory Board.

2. Applicants will submit their packet to their respective ESO. The ESO will screen applications for accuracy and completeness. Inaccurate or incomplete applications will be returned to the service member by the respective service ESO for correction. Accepted applications will be held by the ESO until the next Advisory Board meeting when the applications will be considered.

a. Air National Guard ESOs

(1) 141st Base Education & Training Manager, Fairchild AFB, Spokane, WA.  
DSN: 370-7072 Comm: (509) 247-7072.

(2) 194th Base Education & Training Manager, Camp Murray, WA 98430. DSN: 370-3325 Comm: (253) 512-3325.

b. Army National Guard ESO. Education Services Office, JFHQ-WA, ATTN G1, Camp Murray, Tacoma, WA 98430. DSN 323-8838 Comm: (253) 512-8838.

3. The Advisory Board will meet quarterly as determined by the President of the Board. At this time, the Advisory Board will review the packets using established criteria and award conditional scholarship funds.

4. The Advisory Board will notify the ESO of the board results at the conclusion of the Advisory Board meeting. The ESOs will notify all applicants of the Advisory Board's decision.

5. The Advisory Board will notify the WMD State Finance Office of who was approved to receive the conditional scholarships. The WMD State Finance Office will prepare and issue funds via electronic distribution.

**Enclosure G**  
(Conditional Scholarship Service Obligation)

1. An Airman or Soldier who receives a conditional scholarship will incur a service obligation and must agree to remain an active and participating member of the Washington National Guard.
  - a. Service obligations are incurred based upon the guidance issued annually (Enclosure B). Service members acknowledge service obligation when completing statement of understanding and terms and conditions (WMD Form 4001-20, para 2a).
2. The service obligation is served upon the date the applicant is awarded the conditional scholarship.
3. Airmen and Soldiers called to federal active duty are considered a member in good standing. They will continue to accrue credit toward their scholarship service obligation, provided the service member returns to the Washington National Guard upon their release from active duty.

**Enclosure H**  
(Conditional Scholarship Forgiveness or Repayment)

1. An Airman or Soldier who receives a conditional scholarship and meets the service obligations outlined in Enclosure E will have no further financial obligation to the Washington National Guard.
2. The conditional scholarship will revert to a loan and the service member must repay the loaned amount, plus interest, in accordance with RCW 28B.103 if any of the following conditions are not met.
  - a. Airman or Soldier fails to maintain and/or satisfy eligibility requirements outlined in Enclosure D.
  - b. Airman or Soldier fails to maintain and/or satisfy participation requirements outlined in Enclosure E.
  - c. Airman or Soldier fails to meet their service obligation(s) outlined in Enclosure B and G.
3. The service member is required to begin repayment of any outstanding loan balance within 60 days of losing eligibility. The period of repayment may not exceed four years and interest will accrue on an annual basis at a rate of 8%. The minimum monthly payment is \$50.00. The State Finance Office will provide the member a payment plan.
4. Should an Airman or Soldier meet part of their service obligation, but not the entire obligation, they are subject to repayment for the percentage of the additional scholarship service obligation not met.
  - a. Calculation of the total amount due is based on the outstanding principal balance due at the time the member no longer meets satisfactory participation or program eligibility.
  - b. The percentage of the additional scholarship service obligation (months) not fulfilled will determine the percentage of the loan due for repayment. Percentages of the additional service obligation will be calculated on a per month basis rounded to the nearest full month.
  - c. For example, an Airman or Soldier had 12 months of additional scholarship service obligation but fulfills only 6 months. The Airman or Soldier is responsible for the remaining 6 months or 50% of the outstanding loan balance.
5. The State Finance Office will attend periodic reviews with the respective Educational Service Office to ensure conditional scholarship recipients are meeting their service obligations. The State Finance Office will initiate the repayment process when a service member becomes liable for repayment. The State Finance Office will provide notification of the repayment requirement and repayment plan to the participant.

6. Interest will not accrue until such time the conditional scholarship transfers into a loan.
7. Any discrepancy on drill status attendance will be corrected at the unit level with correct documentation provided to the Education Services Office.
8. The Advisory Board will review on a case-by-case those Airmen or Soldiers who are involuntary separated from service via a board process, i.e. Quality Retention Board (QRB). Involuntary separation from service will not automatically generate forgiveness of the conditional scholarship.
9. Exceptional circumstances beyond the control of the Airman or Soldier may be appealed to the Advisory Board.



**Enclosure I**  
(Conditional Scholarship Advisory Board Composition)

1. The Washington National Guard Scholarship Advisory Board will be appointed by The Adjutant General. Its composition is as follows.

a. The board, at a minimum, will consists of five voting members, but will not exceed a total of seven voting members.

b. The President of the Advisory Board is appointed by The Adjutant General. This individual will be a commissioned officer from either the Washington Air or Army National Guard in the grade of LTC/O5 or higher. The President of the board will serve a term of two years.

c. Advisory Board members are appointed by The Adjutant General. These individuals will be, at a minimum, two officers (CPT/O3 or above), one from each service, two enlisted members (E7 or above), one from each service, and one Washington Military Department (WMD) State Finance Office employee. These individuals will serve a term of two years. If The Adjutant General wishes, he can add two additional members from either service or the WMD.

2. In the event the President or a board member cannot fulfill their two year requirement, they will provide written justification to The Adjutant General asking for relief.

**Enclosure J**  
(Conditional Scholarship Administration & Auditing)

1. This program will be administered IAW RCW Chapter 28B.103.
2. The Washington National Guard Scholarship program is subject to periodic state audit and review. The program is a part of the Military Department's annual financial risk assessment and internal control review. Reviews and/or audits are coordinated through the State Finance Office.

**Enclosure K**  
(Glossary)

**Academic Year**

Typical requirements to complete one full year of normal academic studies. Considered to be 45 Quarter Hours or 30 Semester Hours.

**Advisory Board**

See Washington National Guard Scholarship Advisory Board.

**Eligible student**

An enlisted member or an officer of the rank of captain or below in the Washington National Guard who attends an institution of higher education that is located in this state and accredited by the Northwest Association of Schools and Colleges, or beginning September 1, 2006, an institution that is located in this state that provides approved training under the Montgomery GI Bill, and who meets any additional selection criteria adopted by the office.

**Eligible Institution**

Any institution of higher education that is located in this state and accredited by the Northwest Association of Schools and Colleges, the Northwest Commission on College and Universities, and who meets any additional selection criteria adopted by the Office. As of 1 September 2006, an institution located in Washington that provides approved training under the Montgomery GI Bill must be working on a baccalaureate, associate's degree or certificate. Institutions that are based outside of Washington and do not have a physical location in the state of Washington are not eligible.

**Forgiven/to forgive/forgiveness**

Either to render service in the Washington National Guard in lieu of monetary repayment, or to be relieved of the service obligation under rules adopted by the Office.

**Office**

The office of The Adjutant General of the Washington State Military Department.

**Participant**

An eligible student who has received a Washington National Guard Scholarship under RCW 28B.103 and this regulation.

**Resident Student**

All Washington National Guardsmen meeting the criteria of RCW 28B.15.012 and RCW 28B.15.013 will be considered resident students.

**Service Obligation**

Agreeing to an enlistment contract extension for a minimum of time stipulated in annual guidance (Enclosure B) for the receipt of Washington National Guard Conditional Scholarship Program loan funds.

**State Fiscal Year**

The period of 1 July through 30 June, regardless of the year.

**Unsatisfactory Participant**

A member of the Washington National Guard who fails to attend or complete any part of or the entire period of Annual Training without proper authority; or fails to attend or complete any period of Inactive Duty for Training without appropriate command approval.

**Unsatisfactory Performance**

A member who does not develop sufficiently to participate satisfactorily in further training. A member who commits a serious act forming the basis for initiation of separation proceedings such that the member's retention would have an adverse impact on military discipline, good order and morale. A member who presents a disruptive influence in present or future duty assignments. A member whose performance of effective duty precludes potential for advancement or leadership. A member who presents the likelihood that circumstances form the basis for the initiation of separation proceedings will continue or recur.

**Washington National Guard Scholarship Advisory Board**

Established by The Adjutant General, the board shall consider applications and award scholarships, conduct oversight of the program, make changes to the program regulations and approve/disapprove any appeals regarding funding decisions. Also known as the Advisory Board.

**Washington National Guard Conditional Scholarship Program**

A scholarship program that awards eligible students money for college credits completed at an eligible institution. The scholarship amount is treated as a loan that is forgiven upon the condition that the awardee renders the appropriate additional service in the Washington National Guard.