



DEPARTMENT OF THE ARMY
WASHINGTON ARMY NATIONAL GUARD
OSM, HQ, RECRUITING AND RETENTION BATTALION
BUILDING 6224, 2ND DIVISION DRIVE
JOINT BASE LEWIS-MCCHORD, WASHINGTON 98433

NGWA-RRB-OS

4 April 2024

MEMORANDUM FOR RECORD

SUBJECT: Minuteman Scholarship Nomination – Washington Army National Guard Recruiting and Retention Battalion Processing Guidance

1. Purpose. The purpose of this memorandum is to provide guidance to applicants on how to secure a nomination memo for the fiscal year 2024 Minuteman Scholarship from The Adjutant General (TAG) of the Washington Army National Guard (WAARNG) or a Civilian Aide to the Secretary of the Army (CASA).

2. Application Process. Potential applicants will review the eligibility criteria listed on the Washington Military Department website (<https://mil.wa.gov/minutemancampaign>) and connect with a WAARNG Recruiter or the Officer Strength Management office of the WAARNG Recruiting and Retention Battalion (RRB).

a. Step One: Meet with a WAARNG recruiter or Officer Strength Manager (OSM) to confirm you meet basic requirements for the Minuteman Scholarship. Applicants can reach out to the point of contact for this memorandum, review contacts on the website or contact recruiting offices which can be found at <https://www.nationalguard.com/washington>.

b. Step Two: Submit a Minuteman Nomination Request Packet with the below listed items to the OSM team at ng.wa.waarng.mbx.rrb-osm-basic@army.mil.

- (1) One page essay requesting the Minuteman Scholarship and include reasons why you should be selected
- (2) Official University/College acceptance letter
- (3) Official Highschool Transcripts
- (4) Official College Transcripts for all schools attended
- (5) Official ACT or SAT Score Results (required for 4 year scholarship applications)

c. Step Three: OSM personnel will contact applicants to conduct an interview/advisement session.

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d. Step Four: OSM processes the nomination request packet with the approving authorities and includes the associated ROTC department personnel in the processing. Upon approval of Minuteman Nominations by the TAG or CASA, the ROTC department will process scholarship packets resulting in the issuance of official scholarship offers.

e. Step Five: Applicants accepting the scholarship will contract with the ROTC program and enlist in the WAARNG if not already a member.

3. POC for this memorandum is CPT Adam Quinn at 253-468-3712
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