Mississippi National Guard Regulation 600-1

Personnel – General

STATE EDUCATION ASSISTANCE PROGRAM (SEAP)

MSNG JOINT FORCES HEADQUARTERS JACKSON, MS 39202 01 October 2023

# **UNCLASSIFIED**

# **SUMMARY of CHANGE**

#### MSNGR 600-1 State Education Assistance Program

This revision, dated 01 October 2023:

- o Updates for funding allocations and payment guidelines.
- o Updates for duties and responsibilities.
- o Updates for application process, timelines, and appropriations.

#### Military Personnel

#### STATE EDUCATIONAL ASSISTANCE PROGRAM (SEAP)

Effective 01 October 2023

**History.** This publication supersedes Mississippi Army National Guard (MSARNG) National Guard Regulation (NGR) 600-1 and MSARNG NGR 35-4, dated 01 October 2021.

**Summary.** This regulation provides guidance and procedures to implement the Mississippi National Guard (MSNG) State Educational Assistance Program (SEAP). Program components include purpose, policy, responsibilities, criteria, administration, and terms. This regulation also contains appendixes that include current Fiscal Year (FY) SEAP allotments, an example of the SEAP applications (AGO Form 5A-1-1 / AGO Form 5A-1-2), a copy of an Exception to Policy (ETP) Memorandum, SEAP Advisory Board Memorandum, and the current FY SEAP flyer.

**Applicability.** This regulation applies to all members of the MSNG.

**Supplementation.** Supplementation of this regulation is prohibited without approval from this headquarters.

**Suggested Improvements.** The proponent of this publication is the Director of Military Personnel. Users are invited to send comments and suggested improvements to the Adjutant General's Office, State of Mississippi, Post Office Box 5027, ATTN: NGMS-PEF-E, Jackson, Mississippi, 39296-5027.

#### **Guidelines for Implementation of SEAP**

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# CHAPTER 1 Introduction

#### 1-1. Purpose

This regulation establishes policy, procedure, and eligibility requirements for awarding State educational assistance to SMs of the MSNG. This program is administered and managed under the authority and guidance of TAG of the State of Mississippi, for the purpose of aiding in the recruitment and retention of SMs of the MSNG. Program intention is to pay tuition at a Mississippi institution to the fullest extent as allowed by appropriated funds.

#### 1-2. References

See glossary.

#### 1-3. Explanation of abbreviations and terms

See glossary.

#### 1-4. Entitlements

SEAP is a general scholarship for MSNG SMs attending accredited institutions of higher learning within the State of Mississippi for Undergraduate Studies and Career and Technical training. This program is up to an Undergraduate degree. All funds are subject to availability of the appropriations from the State Legislature. See Appendix A for current FY SEAP allotment. Late applications will only be considered on a limited case-by-case basis with a written Exception to Policy (ETP) (Appendix D) request by the SM's Company Commander. Once a SM has reached the ten (10) year mark from their SEAP start date, SEAP can no longer be utilized.

# **Chapter 2 Duties and Responsibilities**

#### 2-1. TAG

TAG is vested with the authority to implement rules to effectuate the purposes of this program. TAG hereby provides the following guidance, further detailing oversight provisions, which may be changed at any time at TAG's discretion.

- a. TAG has ultimate authority to approve or deny complete application packets for SEAP.
- b. TAG may delegate this authority to the SEAP Advisory Board, under his or her direction and guidance.
- c. TAG is the authority to appoint members to the SEAP Advisory Board and ensure they meet the intent of and carry out the duties provided in these guidelines.
- d. TAG delegates oversight of day-to-day operations of SEAP to the MSNG Education Services Officer (ESO).
- e. TAG may waive any part of these guidelines, to the extent allowed by law, when it is in the best interest of the State of Mississippi.

#### 2-2. ESO

Responsible for maintaining the records and oversight of day-to-day operations of SEAP, at the direction and under the authority of TAG.

- a. Provide guidance and assistance to MSNG SMs in completing applications and assist Commanders, at all levels, to clarify eligibility criteria for the purposes of SEAP.
- b. Ensure applications are received and processed in a timely manner.
- c. Ensure proper disposition of recommendations are rendered in accordance with SEAP policy.
- d. Provide notification of approved applications to institutions concerned.
- e. Provide notification of disapproved/incomplete applications to the applicant.
- f. Plan, coordinate, and brief SEAP Advisory Board meetings to provide up-to-date information and ensure a shared understanding on SEAP.
- g. Refer any exceptions to this regulation or other related matters to the SEAP Advisory Board, as established in paragraph 2-5.

#### 2-3. Director of State Resources, Budgeting, and Fiscal Branch

Responsible for administering receipt and disbursement of funds and maintain fiscal records of the SEAP.

#### 2-4. Commanders

Responsible for, or their authorized designee(s), reviewing their MSNG SMs' application packets, providing either a recommendation or a non-recommendation for each applicant, based upon the eligibility criteria outlined in the SEAP policy.

- a. Ensure all their SMs are informed of SEAP and the policy outlined herein.
- Monitor SMs continuing eligibility and allow adequate time to counsel those members not meeting standards so that they may take necessary corrective action.
- c. Notify ESO, in writing, of any change in a recipient's status affecting SEAP.
- d. Provide the ESO proper documentation if delegating signature authority to any full-time Unit staff member for the purposes of SEAP.
- e. Ensure accuracy and completeness of application packets to include all required items, as outlined in this policy.
- f. Report any disciplinary actions or additional information, to the ESO, that may be relevant to a SM's application for and/or receipt of tuition through SEAP.
- g. Ensure MSNG SMs are aware of the appeals process that is outlined in SEAP policy.

#### 2-5. SEAP Advisory Board

The SEAP Advisory Board consists of members appointed by TAG, or his or her authorized designee, to whom TAG grants the authority to review, approve and/or deny complete applications for SEAP, with directives and guidance of TAG. The Board will meet as outlined in this policy; at the request of TAG, operating upon the recommendation of the ESO; and/or when otherwise directed by TAG, or his or her authorized designee.

- a. The Board consists of twelve (12) voting and seven (7) non-voting members. Voting and non-voting members may include, but are not limited to, the referenced positions outlined in the SEAP Advisory Board memorandum (see Appendix C). TAG may change Board appointments at his or discretion when it is in the best interest of SEAP, and when such change is not in violation of State law (Miss. Code Ann. T. 33, Ch. 7, Art. 9, Refs & Annos).
- b. The Board meets biannually, or as required by TAG. Those designated with voting privileges will conduct business in accordance with guidelines outlined in this policy.

- c. A quorum is needed to vote on any SEAP related issues. A quorum constitutes four (4) Army and three (3) Air voting members.
- d. The Board has the authority to review SEAP policy and recommend changes to TAG for consideration. Recommended changes will be reviewed for legal soundness by the Office of Legal Assistance prior to submitting them to TAG for consideration.
- e. All Board decisions will be documented for the record and stored on the Education's share point site.

#### 2-6. Mississippi Education Institutions

Mississippi Institutions are required to be an accredited institution of higher learning and are governed and controlled by the laws of the State of Mississippi, including the opinions of the Mississippi Attorney General.

- a. Verify MSNG SMs are enrolled in a full or part-time status.
- b. Invoice the MSNG Education Office for all approved SEAP applicants.
- c. Apply approved SEAP funds directly to the individual student accounts as a general fund scholarship.
- d. Identify points of contact (POCs) to the MSNG Education Office for SEAP and payment transactions.

#### 2-7. MSNG SMs

The MSNG SM will be responsible for reviewing this policy to gain a detailed understanding of SEAP. The MSNG SM is required to meet the eligibility criteria and must follow directions in this policy when completing applications.

- a. Ensure eligibility criteria is met, as outlined in this policy, prior to submitting applications.
- b. Prepare and submit applications, as outlined in this policy, prior to deadlines.
- c. Obtain Commander's recommendation or non-recommendation on appropriate memorandum prior to submission of applications to the ESO.
- d. Submit a release to their educational institution that explicitly allows lawful release of student records or other information requested by the MSNG during the application process.
- e. Maintain satisfactory academic progress and receive a minimum Grade Point Average (GPA) of 2.0, for the academic period which SEAP is being utilized.
- f. Respond to inquiries from the MSNG Education Office for any information required

to process application(s).

# Chapter 3 Eligibility Criteria

#### 3-1. Criteria

- a. Eligibility:
  - (1) Completed Basic Training or joined the Reserve Officers' Training Corps (ROTC) Simultaneous Membership Program (SMP).
  - (2) Legal registered voter in the State of Mississippi.
  - (3) Actively serving in good standing (not flagged) and serving through the end of the semester. SMs must complete SEAP funded courses prior to Expiration Term of Service (ETS) / Mandatory Removal Date (MRD).
  - (4) Maintain a 2.0 GPA or satisfactorily complete a vocational course that does not produce a GPA, for the previous semester.
  - (5) Enrolled in undergraduate or career and technical studies in an accredited institution of higher learning within the State of Mississippi.
  - (6) SEAP can be used in conjunction with any GI Bill Benefit. However, SMs utilizing their Chapter 33 (Post 9-11 GI Bill) benefit are only authorized half of their status rate (i.e., full-time or part-time student) at a university or junior / community college and half of the total cost of a vocational / credentialing program. A SM receives a maximum lifetime amount of thirty-six (36) months in any one (1) GI Bill benefit (If converting from Chapter 1606 to Chapter 33 SM is eligible for full 48-month cap). The intent of the MSNG Education Services Office is for a SM to maximize their Chapter 33 benefit. At any percent tier less than 100%, the SM could be better served to save their Chapter 33 benefit for a higher-level degree or transfer to spouse and/or eligible dependents.
  - (7) Once a SM has reached the ten (10) year mark from their SEAP start date, SEAP can no longer be utilized.
  - (8) Participation in the Student Loan Repayment Program (SLRP) pursuant to 10 U.S.C. Section 2171, which authorizes college loan repayments for certain members of the Selected Reserve, shall not be considered non-reimbursable aid which would reduce the amount of SEAP benefits.

# Chapter 4 Application Process

#### 4-1. Application

It is recommended that eligible MSNG SMs submit their application immediately upon enrollment at a Mississippi accredited institution of higher learning. SMs must submit their SEAP application form via the MSNG SEAP website (<a href="www.msngseap.education">www.msngseap.education</a>). SMs requesting SEAP for the first time must register for an account. Once account is approved, SMs can then login and submit their application. If SEAP website is offline, SMs can submit an AGO Form 5A-1-1 (University / Community College application) or AGO Form 5A-1-2 (Vocational / Credentialing Program application) to the to the Education Services Office via email at <a href="maj.ms.msarng.mbx.education-office@army.mil">mg.ms.msarng.mbx.education-office@army.mil</a>. Deadlines for SEAP applications as follows:

a. Fall semester: 01 SEP.

b. Spring semester: 01 FEB.

c. Summer semester: two (2) weeks after the semester start date.

**d.** All funds are subject to availability of the appropriations from the State Legislature. Late applications will only be considered on a limited case-by-case basis with a written Exception to Policy (ETP) request by the SM's Company Commander. The total amount of SEAP available to SMs will not exceed the current FY SEAP allotment (see Appendix A).

#### Chapter 5

#### **Appropriation, Suspension, and Termination Process**

#### 5-1. Appropriation Process

SEAP benefits paid in the maximum amount authorized by law and this regulation. However, where SEAP appropriations are insufficient to pay maximum benefits to all qualified applicants, TAG may make proportional benefit reductions in such manner as he deems fair and equitable.

#### 5-2. Suspension Process

Suspension of benefit initiated for the following instances:

- a. Fraud or misrepresentation of the application or its attachments.
- b. Failure on the part of the recipient to complete the semester/quarter for which the benefit was awarded.
- c. Recoupment is required from the school if the benefit has been paid through an administrative or billing error.
- d. Suspension of benefit for the first semester under a 2.0 will be one (1) semester. SM must reapply for benefit and provide grades from previous semester to resume the benefit.

#### 5-3. Termination

Termination of benefit initiated for the following instances:

- a. If the recipient's service in the MSNG is terminated, or becomes unsatisfactory, the recipient becomes ineligible for further benefits.
- b. If the recipient is dismissed from any school for academic or disciplinary reasons, the recipient becomes ineligible for any future benefits.

## BY ORDER OF THE GOVERNOR:

JANSON D BOYLES

MG, MSNG

The Adjutant General

OFFICIAL:

DAVID MARTIAN
COL, GS, MSARNG
Deputy Chief of Staff, Personnel

**DISTRIBUTION ALL** 

#### Glossary

The terms that follow shall have the following meanings, as set forth in rule of implementation of the SEAP policy.

- a. <u>State Education Assistance Program (SEAP):</u> General scholarship program for MSNG SMs attending accredited institutions of higher learning within the State of Mississippi for Undergraduate Studies and Career and Technical training only. This program is up to an Undergraduate degree.
- b. <u>Mississippi National Guard (MSNG)</u>: is the federally recognized units of the Mississippi Army and Air National Guard.
- c. <u>Service Member (SM):</u> is an active member of a MSNG unit meeting the minimum requirements for satisfactory membership, as defined in the Department of the Army and Air Force, the National Guard Bureau, and the Mississippi Military Department regulations.
- d. <u>Federal Fiscal Year (FY):</u> a twelve (12) month period beginning on 01 October of each calendar year and ending on 30 September of the following calendar year.
- e. <u>State Fiscal Year:</u> a twelve (12) month period beginning on 01 July of each calendar year and ending on 30 June of the following calendar year.
- f. <u>Universities:</u> State of Mississippi accredited educational institution designed for instruction, examination, or both, of students in many branches of advanced learning, conferring degrees in various faculties, and often embodying colleges and similar institutions.
- g. <u>Junior / Community Colleges:</u> State of Mississippi accredited educational institution that provides two (2) years of academic instruction beyond secondary school, as well as technical and vocational training to prepare graduates for careers.
- h. <u>Vocational Program:</u> MS instructional program or course that focuses on the skills required for a particular job function or trade. In vocational training, education prepares students for specific careers, disregarding traditional, unrelated academic subjects. Sometimes called Vocational Education and Training or Career and Technical Education, vocational training provides hands-on, job-specific instruction, and can lead to certification, a diploma, or even an associate degree.
- i. <u>Credentialing Program:</u> MS program that provides individuals with the qualifications to earn a specific title. They offer a structured approach for people who want to learn about certain topics, gain new skills, or meet the requirements to pursue their professional goals.

- j. <u>Tuition:</u> is the actual cost of tuition, including any fees and books, not to exceed the current FY allotment.
- k. <u>Reserve Officers' Training Corps (ROTC):</u> Army and Air Force leadership development program that also provides an opportunity to secure full or part-time employment after college as a commissioned 2<sup>nd</sup> Lieutenant.
- I. <u>Exception to Policy (ETP) request:</u> Memorandum explaining a SM's past due SEAP application submission.
- m. <u>Recipient:</u> is any member who has received or is receiving tuition assistance under this benefit.
- n. <u>Retention of Benefit:</u> is defined as being physically, mentally, and otherwise qualified for retention in the MSNG.
- Users of this publication are invited to send comments and suggested improvements to NGMS-PEF-E via email at <a href="mailto:ng.ms.msarng.mbx.education-office@army.mil">ng.ms.msarng.mbx.education-office@army.mil</a>.

#### Appendix A

#### **FY24 SEAP Allotments**

SMs eligible for SEAP receive the following tuition benefits for the FY24 Spring through Fall semesters:

- a. <u>Universities</u>. Eligible SMs receive funds based off the highest Mississippi public university tuition rate. The amount of SEAP available to SMs will not exceed the highest Mississippi public university tuition rate per State fiscal year. Students attending at the part-time rate (less than 12 hours) will receive half of the full-time allotment.
- b. <u>Junior / Community Colleges.</u> Eligible SMs receive funds based off the highest Mississippi community college tuition rate. The amount of SEAP available to SMs will not exceed the highest Mississippi community college tuition rate per State fiscal year. Students attending at the part-time rate (less than 12 hours) will receive half of the full-time allotment.
- c. <u>Summer Semester(s):</u> SMs may receive SEAP funding for Summer semester if they have not utilized their full SEAP allotment for the current State FY. These SMs will receive priority. SMs planning to attend Summer semester that have used their full SEAP allotment for the current State FY may still apply for Summer courses, however, these SMs will be treated on a first come first served bases as funds allow.
- d. <u>Vocational / Credentialing Programs.</u> SMs may use SEAP towards a vocational / credentialing program at a MS based school or company so long as the total cost for the program does not exceed the total cost a traditional student at a 4-year Mississippi university would incur for a State FY.
  - (1) If school exceeds the amount of a traditional university student, for a State FY, justification memorandum required.

## Appendix B

## AGO Form 5A-1-1 (University / Community College application)

# MS NATIONAL GUARD STATE EDUCATION ASSISTANCE PROGRAM (SEAP) College

Please enter student ID  Rank: Air Guard Army Guard ROTC Cadet  SECTION I.   Personal Data  1. Full Name: 2. SSN: 3. Rank Please enter full name 0 Please enter Rank  4. Sex: 5. Date of Enlistment: 6. Date of Birth Please enter sex  mm/dd/yyyy  7. Unit of Assignment 8. ETS/MRD 9. County in which you registered mm/dd/yyyy  10. Home Address 11. Telephone Number (123-456-6987) 12. Student Classification (Check Society of Street) 15. Student Classification (Check Society of Street) 16. Date of Enlistment: 17. Telephone Number (123-456-6987) 18. Student Classification (Check Society of Street) 19. Student Classifi	
Air Guard Army Guard ROTC cadet  SECTION I.   Personal Data  1. Full Name: 2. SSN: 3. Rank Please enter full name 0 Please enter Rank 4. Sex: 5. Date of Enlistment: 6. Date of Birth Please enter sex mm/dd/yyyy 7. Unit of Assignment 8. ETS/MRD 9. County in which you registered by mm/dd/yyyy Please Select 10. Home Address 11. Telephone Number (123-456-6987) 12. Student Classification (Check Select Se	
SECTION I.   Personal Data  I. Full Name:  Please enter full name  0  Please enter Rank  6. Date of Birth  Please enter sex  mm/dd/yyyy  7. Unit of Assignment  Please Select  mm/dd/yyyy  10. Home Address  11. Telephone Number (123-456-6987)  Please enter Full Address  12. Student Classification (Check Sociolary of S	
SECTION I.   Personal Data  I. Full Name:  Please enter full name  2. SSN:  3. Rank  Please enter Rank  4. Sex:  5. Date of Enlistment:  6. Date of Birth  mm/dd/yyyy  7. Unit of Assignment  Please Select  mm/dd/yyyy  9. County in which you registered by mm/dd/yyyy  Please Select  10. Home Address  11. Telephone Number (123-456-6987)  12. Student Classification (Check of Jr.)  Please enter Full Address  0	
SECTION I.   Personal Data  I. Full Name:  Please enter full name  2. SSN:  3. Rank  Please enter Rank  4. Sex:  5. Date of Enlistment:  6. Date of Birth  mm/dd/yyyy  7. Unit of Assignment  8. ETS/MRD  9. County in which you registered for mm/dd/yyyy  Please Select  10. Home Address  11. Telephone Number (123-456-6987)  12. Student Classification (Check Society of Society	
1. Full Name:   2. SSN:   3. Rank	
1. Full Name:   2. SSN:   3. Rank	
4. Sex:  5. Date of Enlistment: 6. Date of Birth  mm/dd/yyyy  mm/dd/yyyy  7. Unit of Assignment  8. ETS/MRD  9. County in which you registered  mm/dd/yyyy  Please Select  mm/dd/yyyy  10. Home Address  11. Telephone Number (123-456-6987)  12. Student Classification (Check  o So  o Jr	
Please enter sex  mm/dd/yyyy  7. Unit of Assignment  8. ETS/MRD  9. County in which you register  mm/dd/yyyy  Please Select  mm/dd/yyyy  10. Home Address  11. Telephone Number (123-456-6987)  12. Student Classification (Check  of Fr  of So  of Jr	
7. Unit of Assignment  8. ETS/MRD  9. County in which you registers  Please Select  mm/dd/yyyy  Please Select  11. Telephone Number (123-456-6987)  12. Student Classification (Check Sools of Jr	
Please Select  mm/dd/yyyy  Please Select  10. Home Address  11. Telephone Number (123-456-6987)  12. Student Classification (Check Please enter Full Address  0  pr  so Jr	₽
10. Home Address  11. Telephone Number (123-456-6987)  12. Student Classification (Check Sools of Sool	ed to vote
Please enter Full Address  0	~
Please enter Full Address   So  Jr	k One)
O Jr	
13. Hours Enrolled for semester applying for SEAP 14. School Name 15. School Type	
Please enter semester hours  Please Select  JR COL/TECH. COLLEGE SR. COL	
Ve Well was bearing Fig.	
16. Will you be using FTA  17. Will you be using GI Bill?  18. Enter Semester Start Date  ○ Yes  ○ Spring	
○ Yes         ○ Spring           ○ No         ○ Summer	

O Fall

## **SECTION 2. | CRITERIA DATA**

MARK YES OR NO AS APPLICABLE TO THE BELOW STATEMENTS
1. I have previuosly received SEAP benefits (if YES, GPA will be verified):
○ Yes
○ No
2. I have completed basic military training, am a cadet, an officer candidate, a warrant officer, or a commission officer in the Mississippi National Guard
○ Yes
O No
3. I am a resident of the State of Mississippi and, if eighteen (18) years og age or over, a qualified elector (MS registered voter). (THE EDUCATION OFFICE WILL VERIFY WITH
THE STATE VOTER STATUS FOR FIRST TIME USE OF SEAP)
○ Yes
O No
4. I am an active drilling member WITH NO FLAGS with the Mississippi National Guard at the time of application and will remain so during the entire semester/term for
which benefits are received. (THE EDU OFFICE WILL VERIFY STANDING)
○ Yes
○ No
5. I am enrolled or planning to enroll in UNDERGRADUATE STUDIES at a regionally accredited Mississippi School with a CURRENT SEMESTER GPA of (Eligibility: Current
Semester GPA must be 2.0 or greater)
○ Yes
O No
6. It is my responsibility to submit this completed electronic application with all required documentation each semester or term. NO LATER THAN 1 September for the Fall
Semester and 1 February for the Spring Semester.
○ Yes
O No
7. I understand that using Chapter 33 (Post 9/11) GI Bill at any percentage tier, makes me eligible for only half of the full-time allotment of SEAP funds.
O Yes
O No
8. I understand by using SEAP funds that my ETS is after the last day of the semester/term for which I am using SEAP funds.
O Yes
○ Yes ○ No
O NO
SECTION III. FOR CORRESPONDENCE PURPOSES ONLY  I HAVE READ-UNDERSTOOD-AND AGREE TO ALL OF THE ABOVE CONDITIONS, and I understand by signing this form I have all required attachments and/or my semester GPA that SEAP paid for is a 2.0 or better. I understand that fraud and misrepresentation will disqualify me from SEAP benefits and make me liable to repay the benefits. For correspondence purposes, call the education office at 801-313-6300 or email ng.ms.ms.arng.mbx.education-office@army.mil AGO Form 5 June 2022 (Previous Editions are Obsolete - Local Reproduction Authorized) MSARNGR 800-1 MSARNGR 35-4  Select Date:
mm/dd/yyyy
Sign Name:

APPENDIX I, 13 SEPTEMBER 2022 PRIVACY ACT STATEMENT I. AUTHORITY: 10 USC 275, Order 9397, and MARNGR 800-I/MARNGR 35-4. 2. PRINCIPAL PURPOSE: The purpose for requiring individual's SSN which is also the military service number, is to positively identify the individual applying for benefits. 3. ROUTINE USES: Routine uses of the SSN are for rosters used for various accountability reasons and fiscal accounting purposes for those individuals to receive 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 the SSN, it is possible to credit the wrong individual for benefits.

SUBMIT

## Appendix C

mm/dd/yyyy

## AGO Form 5A-1-2 (Vocational / Credentialing Program application)

# MS NATIONAL GUARD STATE EDUCATION ASSISTANCE PROGRAM (SEAP) Technical

My email address is	My student ID number is			
Please enter email	Please enter Student ID			
Rank:				
○ Air Guard				
O Army Guard				
O ROTC Codet				
SECTION I.   Persona	l Data			
1. Full Name:	2. SSN:		3. Rank	
Please enter full name	0		Please enter Rank	
4. Sex:	5. Date of Enlistment:		6. Date of Birth	
Please enter sex	mm/dd/yyyy	₽	mm/dd/yyyy	₽
7. Unit of Assignment	8. ETS/MRD		9. County in which you registered to vote	
Please Select 💙	mm/dd/yyyy	₽	Please Select	~
10. Home Address	11. Telephone Number (123-456-6987)		12. Student Classification (Check One)	
Please enter Full Address	0		O Fr	
			○ so	
			○ Jr ○ sr	
13. Hours Enrolled for semester applying for SEAP	14. School Attending		15. Will you be using GI Bill	
		~	○ Yes	
Please enter semester hours	Please Select	~	○ No	

P

mm/dd/yyyy

# **SECTION 2. | CRITERIA DATA**

MARK YES OR NO AS APPLICABLE TO THE BELOW STATEMENTS
1. I have previuosly received SEAP benefits (if YES, GPA will be verified):
○ Yes
O No
2. I have completed basic military training, am a cadet, an officer candidate, a warrant officer, or a commission officer in the Mississippi National Guard
○ Yes
○ No
3. I am a resident of the State of Mississippi and, if eighteen (18) years og age or over, a qualified elector (MS registered voter). (THE EDUCATION OFFICE WILL VERIFY WITH
THE STATE VOTER STATUS FOR FIRST TIME USE OF SEAP)
○ Yes
○ No
4. I am an active drilling member WITH NO FLAGS with the Mississippi National Guard at the time of application and will remain so during the entire semester/term for
which benefits are received. (THE EDU OFFICE WILL VERIFY STANDING)
○ Yes
○ No
5. I am enrolled or planning to enroll in A CAREER OR TECHNICAL PROGRAM at a Mississippi School with which I am in good standing
○ Yes
○ No
6. It is my responsibility to submit this completed electronic application with all required documentation each semester or term. NO LATER THAN 1 September for the Fai
Semester and I February for the Spring Semester.
○ Yes
O No
7. I understand by using SEAP funds that my ETS from the MS National Guard is after the last day that SEAP funds are used.
○ Yes
○ No
SECTION III. FOR CORRESPONDENCE PURPOSES ONLY
THAVE READ-UNDERSTOOD-AND AGREE TO ALL OF THE ABOVE CONDITIONS, and I understand by signing this form I have all required attachments and/or my
semester GPA that SEAP paid for is a 2.0 or better. I understand that fraud and misrepresentation will disqualify me from SEAP benefits and make me liable to repay the benefits. For correspondence purposes, call the education office at 801-313-6300 or email ng.ms.msarng.mbx.education-office@army.mil AGO Form 5
Tune 2022 (Previous Editions are Obsolete - Local Reproduction Authorized) MSARNGR 600-1 MSARNGR 35-4
Select Date:
Senect Drate.
mm/dd/yyyy
Sign Name:
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Clear

APPENDIX I, 13 SEPTEMBER 2022 PRIVACY ACT STATEMENT I. AUTHORITY: 10 USC 275, Order 9397, and MARNGR 600-1/MARNGR 35-4. 2. PRINCIPAL PURPOSE: The purpose for requiring individual's SSN which is also the military service number, is to positively identify the individual applying for benefits. 3. ROUTINE USES: Routine uses of the SSN are for rosters used for various accountability reasons and fiscal accounting purposes for those individuals to receive 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 the SSN, it is possible to credit the wrong individual for benefits.

SUBMIT

#### Appendix D

#### **Exception to Policy (ETP) Memorandum**



#### DEPARTMENT OF THE ARMY

JOINT FORCES HEADQUARTERS, MISSISSIPPI NATIONAL GUARD THE ADJUTANT GENERAL'S OFFICE POST OFFICE BOX 5027 JACKSON, MS 39296-5027

NGMS-PEF-E 17 May 2023

#### MEMORANDUM FOR RECORD

SUBJECT: PFC John Smith's Exception to Policy (ETP) for late State Education Assistance Program (SEAP) application submission

- 1. Reference: Mississippi National Guard Regulation (MSNGR) 600-1, SEAP, dated 17 May 2023.
- 2. I am requesting SEAP for the following semester: Fall 2023.
- 3. Reason for late submission.
- 6. The point of contact is PFC Smith via email at john.a.smith.mil@army.mil.

JOE A. SNUFFY CPT, MSNG Commanding

#### Appendix E

## **SEAP Advisory Board Memorandum**



#### DEPARTMENTS OF THE ARMY AND AIR FORCE JOINT FORCE HEADQUARTERS, MISSISSIPPLNATIONAL GUARD THE ADJUTANT GENERAL'S OFFICE POST OFFICE BOX 5027 JACKSON, MS 39296-5027

NGMS-PEF-E

13 September 2022

#### MEMORANDUM FOR DISTRIBUTION

SUBJECT: Appointment of Mississippi National Guard State Educational Assistance Program (MSNG-SEAP) Board.

1. The following board is appointed, subject to the call of the Chairman:

State Educational Assistance Program Board

- 2. Authority: MSARNG 600-1/MANGR 35-4.
- Purpose: To perform the duties of monitoring budgetary aspects of the program, render decisions/recommendations on all matters other than normal administration of the program, and monitor and recommend additional priorities, restrictions, limitations, or changes in the procedures as required.

#### 4. Members:

Chief of Joint Staff	Co-Chairman
Director, Military Personnel	Co-Chairman
Commander, 155th ABCT	Member
Commander, 66th Troop Command	Member
Commander, HQ, 184th ESC	Member
Commander, R&R, ARNG	Member
Commander, CSJFTC	Member
Commander, CMTC	Member
State Command Sergeant Major	Member
Senior Enlisted Leader (MSARNG)	Member
Commander, 186th Air Refueling Wing	Member
Commander, 172 <sup>nd</sup> Airlift Wing	Member
Commander; CRTC	Member
Senior Enlisted Leader (MSANG)	Member
Director, State Resources, Fiscal Division	Non-Voting Member
Education Services Officer	Non-Voting Member
Recruiting and Retention Manager, ANG	Non-Voting Member
Retention Office Manager, 186th ARW	Non-Voting Member
Retention Office Manager, 172nd Airlift Wing	Non-Voting Member
Director of Military Outreach	Non-Voting Member
Executive Director, NGAMS	Non-Voting Member

SUBJECT: Appointment of Mississippi National Guard State Educational Assistance Program (MSNG-SEAP) Board.

Coordinator, SEAP

Recorder

- 5. Period: Until released or relieved from appointment or assignment.
- 6. Special Instructions:
  - a. Monitor budgetary aspects of the program.
  - b. Render decisions/recommendations on all matters other than normal administration of the program
  - Monitor and recommend additional priorities, restrictions, limitations, or changes in procedures as required.
- 7. This memorandum supersedes JFH-MS-J1 memorandum, dated 17 October 2021, subject: Appointment of MSNG-SEAP Board.

FOR THE ADJUTANT GENERAL:

Brigadier General, MSNG Director, Joint Staff

DISTRIBUTION: EA Individual JFH-MS-CS

#### Appendix F

#### **FY24 SEAP Flyer**



# MISSISSIPPI NATIONAL GUARD State Education Assistance Program (SEAP)

- Pays up to \$9,500 per State FY (01 July-30 June) for full-time students taking 12+ hours per semester.
- \$4,750 per semester for full-time students at Mississippi Colleges/Universities.
- \$2,000 per semester for full-time students at Mississippi Community Colleges.
- Up to \$9,500 toward the cost of MS Vocational/ Credentialing Programs per state FY.
- May be combined with GI Bill\* benefits and Federal Tuition Assistance (FTA).
- Funds are used as a general scholarship and are subject to the availability of the appropriations from the State Legislature.
- Service Members enrolled part-time (Less than 12 credit hours per semester) will receive half of the full-time allotment.
- \* Service members utilizing Post 9/11 GI Bill are only authorized half of the full-time allotment.

#### HOW DO MSNG SOLDIERS/AIRMEN QUALIFY?

- Basic Training Graduate or joined the Reserve Officer Training Corps (ROTC) Simultaneous Membership Program (SMP).
- > Registered voter in the State of Mississippi
- Actively serving in good standing (not flagged) and serving through the end of the semester
- Pursuing first undergraduate degree or vocational program at an approved MS institution.\*
- \* Soldiers MUST maintain a 2.0 GPA to maintain eligibility

#### APPLY AS SOON AS POSSIBLE!

Initial Application Dates: 01 September & 01 February Summer Classes: 2 weeks before class start date





YOU CAN ALSO APPLY BY GOING TO THE SEAP WEBSITE

https://www.msngseap.education

#### QUESTIONS? Education Office:

Education Office: 601-313-6300

https://www.ng.ms.gov/gs/gl/edu/tuitionassistance ng.ms.msarng.mbx.education-office@army.mil

