



HEADQUARTERS, MICHIGAN AIR NATIONAL GUARD
MICHIGAN NATIONAL GUARD JOINT FORCES HEADQUARTERS
3411 N MARTIN LUTHER KING JR BLVD
LANSING, MICHIGAN 48906-2934

12 January 2016

MEMORANDUM FOR: Michigan Air National Guard Members Applying for State Tuition Assistance

FROM: MI ANG/CC

SUBJECT: Application Instruction when Applying for Michigan State Tuition Assistance

1. In applying for the Michigan State Tuition Assistance program it is the responsibility of the member in substantiating the qualifications required to receive payments. These qualifications can be found in Michigan Public Act 259 of 2014, and in the online application website. Both of these can be found at http://www.michigan.gov/dmva/0,4569,7-126-2360_68898---,00.html and information can be found if a member is looking for specifics on the program, or frequently asked questions. Incomplete applications or reimbursement requests will delay payments.

2. The application process is online at the above mentioned web site, and there are a series of questions and content that needs to be uploaded to assist verifying officials in determining member's qualifications. Items needed to be completed or uploaded online include:

- a. A certified degree plan from your learning institution that includes classes needed for your degree plan.
- b. Read and complete the Statement of Understanding (one time only)
- c. The memorandum (attachment 1) for the Michigan Department of Military and Veterans Affairs (DMVA) completed with requested information, initialed, and signed by the member's Unit Commander.
- d. Electronic completion of the W-9 form (instructions for completion on web site)
- e. Course schedule from the school.
- f. Tuition estimate.

3. Requesting reimbursement is also completed at the application web site mentioned above. There are additional items the will be uploaded for reimbursement include:

- a. An itemized tuition bill from the learning institution that includes all money paid or received.
- b. A final grade report showing achieved Grade Point Average (GPA) as outlined by the program requirements.

4. The point of contact for this matter is SMSgt David M. Whynot, MI-JFHQ/RRS, commercial (517)481-8280 or email david.m.whynot.mil@mail.mil

LEONARD W. ISABELLE JR., Brig Gen, MI ANG
Commander, Michigan Air National Guard

Attachment:

Memorandum for MI DMVA State Operations for Statement of Good Standing



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LANSING, MICHIGAN 48906-2934

Current date - _____

MEMORANDUM FOR MI DMVA State Operations

FROM: _____ (*wing/office symbol*)

SUBJECT: Statement of Good Standing: (*Rank/Name*): _____

1. This memorandum is to certify that _____ (*Rank Name*) is a current member of the Michigan Air National Guard. The following information has been verified:

a. Member is serving in a *Traditional/Technician/AGR* status. (*Please circle selection. AGRs must attach AF Form 1227, Authority for Tuition Assistance – Education Services Program*)

b. Civilian Education level achieved: (*List all degrees, graduation dates and majors completed. Additional sheets can be added*)

c. Member is currently serving or has served in a minimum 6 year contract with the MIANG or other service component. (*Please input Pay Date and ETS*)

a. Pay Date: _____ ETS: _____

d. Member has not had more than 4 unexcused periods in the last 12 months.

a. Supervisor Signature: _____

e. Member meets standards of AFI 36-2905 - has a current and passing official Air Force fitness score. (*Member's Air Force Fitness Management System II – Member Individual Fitness Report needs to accompany this letter.*)

a. Unit Fitness Monitor Signature: _____

f. Member is not delinquent on their Government Travel Card.

a. Unit GTC Representative Signature: _____

g. Member does not currently have a referral OPR/EPR or other adverse personnel action.

a. Supervisor Signature: _____

2. For additional details contact the investigating official, _____
(*Rank First Last, phone or email address*)

(*Commander Signature Block Stamp*)
(*or Unit Designee*)