

California Army National Guard Exception To Policy (ETP) Checklist

Version 1.00

Routine Use(s) - For use in the preparation and submission of an exception to policy request for bonus or student loan repayment through the California Army National Guard to National Guard Bureau.

Instructions- Gather all the documentation listed below to complete this checklist. Please note that many of the items are mandatory in order for NGB to accept and consider your ETP; however if you were notified of an issue requiring an ETP by the Incentives Task Force you may use the ITF Audit Packet that was compiled by the ITF to meet the requirements for parts I and II of this checklist. Submit completed packets with this checklist to the Incentive Task Force, ATTN: ETP Manager. The preferred method of submission is through email sent to ngcaetp@ng.army.mil; however ETP's can also be submitted via mail to the following address:

Incentives Task Force, CAARNG
ATTN: ETP Manager
9800 Goethe Road, Box 65
Sacramento, CA 95826

I. Required Contract Documents

- ___ 1. Selected Reserve Incentive Program Bonus or Student Loan Repayment Addendum **(Required)**
- ___ 2. Soldier's Form DD4/1, DD4/2(s), DA 4836, or Oath of Office (depending on the type of incentive) **(Required)**
- ___ 3. Soldier's Form DD 1966 (Non Prior Service and Prior Service enlistment incentives only)

II. Required Personnel Documents

- ___ 1. DD 214's (Used to verify completion of IADT, to verify deployment, or to verify prior service)
- ___ 2. DA 1059's for MOS producing schools (Used to verify completion of required MOS training)
- ___ 3. MOS, Transfer, Attachment, or Appointment Orders (Orders verify appointment dates as officers, dates of transfer, or effective dates an MOS was awarded, which all effect eligibility for incentives)

III. Required Statements

___1. Soldier's Statement demonstrating extenuating circumstances and detailing the specific situation which caused the Soldier to be ineligible. **(Required)**

___2. Statements from Unit Commander/ Representative (Optional, but recommended)

___3. Statements from other involved parties (ex. RRNCO, Career Counselor, witnessing official) (Optional)

___4. State ETP Manager's Recommendation Memorandum **(Provided by CA ARNG)**

IV. Other Miscellaneous Documents

___1. National Student Loan Data System Loan Summary and Detailed Loan History Statements (Loan Repayment ETP's only)

___2. Other Statements, Emails or documentation Soldier feels necessary to include (optional)

ETP Classification-

Exception to Policy requesting continued eligibility for incentive (Check Here) ___

(Soldiers check this type of ETP if they are requesting eligibility for an anniversary payment or have **NOT** had their incentive terminated for any reason.)

- Example- Soldiers that transferred out of a critical skill into a non critical skill, or Soldiers that signed the wrong type of bonus addendum

Exception to Policy requesting relief from recoupment ONLY (Check Here) ___

(Soldiers check this type of ETP if they have had their incentive terminated for any reason and are requesting an exception specific to the relief from recoupment action only.)

- Example- Soldiers that exceeded time in the ING and then had their incentive terminated as a result; or Soldiers that were declared unsatisfactory participants and had their incentive terminated as a result.

