

## **APPENDIX D**

### **AOC and Chapter Enlisted Tuition Grants**

1. **PURPOSE:** To establish the criteria, reporting, and limitations of the AOC Enlisted Tuition Grant program, hereafter referred to as ETG.
2. **APPLICABILITY:** This procedure applies to establishing the criteria, reporting, and limitations of the ETG and describes the responsibilities of the AOC Educational Foundation, hereafter referred to as Foundation to support the chapters.
3. **OBJECTIVE:** The Enlisted Tuition Grant (ETG) program is established to provide financial grants to career enlisted service personnel who are attempting to improve their skill level to qualify for a higher position within the field of electronic warfare and information superiority. This program is intended to complement the Department of Defense Tuition Assistance program that typically covers 75% of qualified course costs. The ETG program is particularly suited to chapters that have large military presence in their respective area; however, chapters without a local military can participate in the ETG program by providing funds to other chapters who do and receive credit for new funds rebates. Chapters providing funds to other chapters should include the donation in their annual financial report similar to reporting funds donated to a school or a student. The ETG program is complementary to the chapter's foundation's scholarship program and is available to all U.S. chapters.
4. **PROCEDURES:** The ETG program is designed to be planned and operated by the Chapter Foundations with the foundation providing guidance and financial incentive to participating chapters. An individual chapter may establish an ETG program. In order to qualify for foundation grants, the program must be consistent with the requirements of the U.S. Internal Revenue Service nonprofit, charitable status of the AOC Educational Foundation.

The procedures to organize and administer an ETG program in the chapter are set forth in the following paragraphs:

#### A. Establishing & Maintaining a Chapter ETG Program:

1. The chapter establishes its program to meet the goals of the chapter and needs of the chapter's area. The chapter must pattern its programs and procedures in compliance with the "Validation Criteria" below.
2. The chapter shall:
  - a) Establish communication with the base education officer at the military installation(s) in the chapter's area. The chapter shall provide eligibility requirements and a list of courses approved for AOC grants to eligible enlisted persons in applicable MOS/AFSC/NEC numbers.
  - b) Arrange an impartial selection panel not composed of chapter members to consider and select eligible applicants by priority ranking. It is recommended that the chapter ETG chairperson be an ex-officio member of this panel.
  - c) Establish the method of reimbursement to the selected candidate(s) including consideration of candidate scholastic performance.

- d) Review the ranking of the candidates selected by the panel and by approval of the chapter's Board of Directors, issue payment to the selected candidates in accordance with the chapter's procedures.
3. The chapter shall submit a formal request for approval of its Enlisted Tuition Grant program to the foundation headquarters. The request shall include a full description of its program, a listing of the military facilities participating, a certification that its program is in compliance and a copy of the program's application forms, guides and other material as appropriate.
4. The chapter may activate the program and initiate funding prior to Foundation Board of Governors approval, but funds will not be disbursed by the foundation treasury until the chapter has been notified by the headquarters foundation that the program has been approved.
5. The chapter shall establish a financial record for all transactions as well as maintain a historical record to measure the performance of the program in the future. As a minimum, the records shall be retained on fund raising, applicants, awards, and award recipients (including addresses) for at least five years.
6. By 1 February of each year, the chapter shall provide a report to the AOC Educational Foundation headquarters containing a summary of funds received and disbursed during the preceding 12-month period including the name of each recipient, address, nationality, name of the recipient's school and amount of the award. The report will identify the source and amount of all funds received including any rebate from the foundation headquarters (see "Rebate"). In addition, the report shall contain a forecast of the total awards to be made by the chapter in the following year. The chapter shall maintain records for the annual report submittal. These records shall be available for inspection at any time by representatives from the foundation headquarters office. Receipt of annual headquarters educational foundation funds is contingent upon submittal by the chapter of this annual report to headquarters.
7. The chapter shall notify the foundation headquarters as soon as possible after selection of each recipient, providing name, address, and a brief write-up for publication in the Journal of Electromagnetic Dominance (JED). The AOC will provide a free, one-year subscription of the JED to each recipient upon initial ETG award.
8. Fund raising activities to support the chapter's ETG program shall be conducted in accordance with the local and national laws and procedures. It is the sole responsibility of the chapter to assure that these activities are in compliance. The AOC Educational Foundation accepts no responsibility.
9. Chapters with an established scholarship program in a location that does not have an active duty enlisted population may provide funds to a chapter with an ETG program for distribution.