

OPERATION: SECONDARY FIRE

Indiana National Guard – NGSB Execution Checklist

Status	STEP	MISSION OBJECTIVE	EXECUTION DETAILS
☐ PHASE 1	1: Initial Eligibility	Confirm INNG Membership	Ensure you are an active, participating member of the Indiana National Guard in good standing.
☐	2: Confirm Enrollment	Call The Education Distro if have a question.	Ensure you are enrolled or accepted at an eligible Indiana-based college/university.
☐	3: Complete FASFA	This is required for the NGSB.	Go to studentaid.gov to complete the FAFSA
☐ PHASE 2 FTA	1: Initial Recon	Watch Video	Watch the ArmyIgnitED 101 video
	2: Comms Check	Send a Message	Log into ArmyIgnitED and create a message stating: "I have completed 101 training on [date]"
☐	3: COA Development	Complete a Decision Support Tool upload into ArmyIgnitED	• Kuder Journey Step 2 Kuder Tutorial.pdf • O-net • Career Path Decide
☐	4: ROE	Sign the "ARNG VBT" virtual benefits training	Find and complete this training under the "Education Programs" tab in ArmyIgnitED. Access Virtual Benefits Training
☐	5: Upload into AI	Upload your Degree Plan/Audit and Create an Education Goal:	Ensure you upload a degree plan/audit/map from your academic institution that has: ○ Your name ○ Student ID number ○ Academic institution name ○ Completed/transferred courses ○ Courses still required

			 Step 2 Educational Goal.pdf
☐	6: Execute TAR	Submit Tuition Assistance Request (TAR)	Submit your TAR for one class at a time within the submission window. Note: Submit your request between 7 and 60 days before the course start date.  Tutorial - Create Tuition Assistance R
☐	7: COC Integration	Ensure Supervisor Approval for FTA	Ensure supervisor's information is correct, and that your supervisor has CAC access and is aware of your pending TA request. Insert Supervisor Info.  Tutorial - Create Tuition Assistance R
☐ PART 3 NGSG Application	1: NGSB Beginning	Create a ScholarTrack Account	This is Indiana's system for managing state grants. Go to scholartrack.che.in.gov
☐	2: Final Approval	Submit NGSB Application	Complete and submit the NGSB application on the ScholarTrack portal.  NGSB new account guidance and step_1
☐	3: After Action	Check for Award Letter	Check your ScholarTrack account regularly. Once the grant is approved, your award letter will be available for download. Ensure your school receives the award letter.
☐ Phase 4 Post- Application	1: Maintain ARMY Standards	Maintain Good Standing	You must remain a member in good standing with the Indiana National Guard.
☐	2: Student	Maintain GPA	You must maintain a satisfactory GPA as required by FTA and your school (typically 2.0 for undergrad and 3.0 for grad).
☐	3: Don't Forget	Annual Renewal	Remember to re-apply for FAFSA, FTA, and NGSB each academic year.