



Department of Defense INSTRUCTION

NUMBER 1322.25

March 15, 2011

USD(P&R)

SUBJECT: Voluntary Education Programs

References: See Enclosure 1

1. PURPOSE. This Instruction:

a. Reissues DoD Instruction (DoDI) 1322.25 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (b)) to implement the policy established in DoDD 1322.08E (Reference (c)) and assign responsibilities and prescribe procedures for the operation of voluntary education programs in the DoD.

b. Establishes new policy stating the eligibility criteria for tuition assistance (TA) and the requirement for a memorandum of understanding (MOU) from all educational institutions providing educational programs through the DoD TA Program.

c. Establishes the Interservice Voluntary Education Board.

2. APPLICABILITY. This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereafter referred to collectively as the "DoD Components").

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoD policy, consistent with Reference (c), that:

a. Members of the Military Services serving on active duty and members of the Selected Reserve (SELRES) shall be afforded the opportunity to complete their high school education through a state-funded or Service component sponsored program; earn an equivalency diploma, improve their academic skills or level of literacy, enroll in vocational and technical schools, receive college credit for military training and experience in accordance with the American

Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services (Reference (d)), take tests to earn college credit, and enroll in postsecondary education programs that lead to undergraduate and graduate degrees.

b. Subject to the availability of funds, Service members' costs to participate in the DoD Voluntary Education Program as authorized by section 2007 of title 10, United States Code (U.S.C) (Reference (e)), shall be reduced through financial support, including TA that is administered uniformly across the Military Services.

c. Information and counseling about voluntary education programs shall be readily available and easy to access so that Service members are encouraged to make maximum use of the educational opportunities available.

d. Institutions accredited by a national or regional accrediting agency recognized by the U.S. Department of Education shall be encouraged to provide degree programs on military installations and the Military Services shall facilitate their operations on the installations.

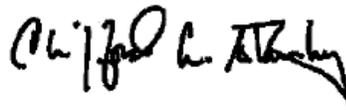
e. To the extent that space is otherwise available, eligible adult family members of Service members, DoD civilian employees and their eligible adult family members, and military retirees may enroll in postsecondary education programs offered on a military installation at no cost to the individual Service TA programs.

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. See Enclosure 3.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective upon its publication to the DoD Issuances Website.



Clifford L. Stanley
Under Secretary of Defense for
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1322.25, "Voluntary Education Programs," February 5, 1997 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Directive 1322.08E, "Voluntary Education Programs for Military Personnel," January 3, 2005
- (d) American Council on Education (ACE), "The Guide to the Evaluation of Educational Experiences in the Armed Services,"¹
- (e) Title 10, United States Code
- (f) DoD Instruction 5105.18, "DoD Intergovernmental and Intragovernmental Committee Management Program," July 10, 2009
- (g) Defense Activity for Non-Traditional Education Support, "DANTES Examination Program Handbook (DEPH)", April 1, 2010²
- (h) DoD Directive 5101.1, "DoD Executive Agent," September 3, 2002
- (i) Deputy Secretary of Defense Roadmap, "Defense Language Transformation Roadmap," January 2005³
- (j) Section 712 of title 14, United States Code
- (k) Section 303a(e) of title 37, United States Code
- (l) DoD Instruction 1322.9, "Voluntary Education Programs for Military Personnel-Management Information System," October 16, 1995
- (m) Memorandum of Understanding between the Department of Defense and the Department of Education, "Transfer of Funds to Administer the Troops-to-Teachers Program," February 4, 2004⁴

¹ Available at <http://www.militaryguides.acenet.edu/>

² Copies are available online at http://www.dantes.doded.mil/dantes_web/library/docs/deph/part1/part1.pdf.

³ Copies are available online at <http://www.defenselink.mil/news/Mar20050330roadmap.pdf>.

⁴ For copies of this MOU or information on the Troops-to-Teachers Program, e-mail: ttt@navy.mil or call 1-800-231-6242.

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

- a. Monitor implementation of and ensure compliance with this Instruction and Reference (c).
- b. Establish rates of TA to ensure uniformity across the Military Services as required by Reference (c) and this Instruction.
- c. Establish, under the provisions of DoDI 5105.18 (Reference (f)), the Interservice Voluntary Education Board, which will be composed of full-time or permanent part-time Federal employees.
- d. Maintain a program to assess the effectiveness of the voluntary education programs.
- e. Issue written guidance annually for the funding and operation of the Defense Activity for Non-Traditional Education Support (DANTES).

2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY (DASD(MCFP)). The DASD(MCFP), under the authority, direction, and control of the USD(P&R), shall:

- a. Monitor compliance with this Instruction, Reference (c), and related issuances by personnel under his or her authority, direction, and control.
- b. Oversee the DoD Voluntary Education Program.
- c. Provide ongoing and routine clarifying guidance for the DoD Voluntary Education Program.
- d. Provide representatives to professional education and cross-agency panels addressing issues impacting the DoD Voluntary Education Program, its regulatory scope, clientele, and partners.
- e. Designate the Voluntary Education Chief within the Office of the DASD(MCFP) as the Chair of the Interservice Voluntary Education Board and oversee implementation of Board and DANTES procedures as detailed in Enclosure 3.

3. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). The ASD(RA), under the authority, direction, and control of the USD(P&R), shall:

- a. Monitor compliance with this Instruction, Reference (c), and related issuances by personnel under his or her authority, direction, and control.
- b. Appoint a representative to serve on the Interservice Voluntary Education Board.
- c. Arrange the assignment of, on a rotating basis, a field-grade officer, to serve as the Reserve Component (RC) Advisor to the Voluntary Education Chief within the Office of the DASD(MCFP).

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

- a. Monitor compliance with this Instruction, Reference (c), and related issuances by personnel under their respective authority, direction, and control.
- b. Establish, maintain, coordinate, and operate voluntary education programs that encompass a broad range of educational experiences including, but not limited to, academic skills development, high school completion programs, vocational programs, technical programs, and programs leading to the award of undergraduate and graduate degrees.
- c. Require that sufficient funding is available to provide Service members with TA support consistent with the requirements in Enclosure 3 of this Instruction.
- d. Require that educational counseling is available to Service members so they will have sufficient information and guidance to plan an appropriate program of study.
- e. Require that voluntary education programs participate in the established DoD third-party review process (i.e., Military Voluntary Education Review (MVER)).
 - (1) The third-party review assesses the quality, delivery, and coordination of the voluntary education programs provided to military personnel on the installation, in the community, and via distance learning (DL). It assists in improving the quality of the delivery of these programs through recommendations to institutions, installations, and the Military Services.
 - (2) Waivers to the third-party review must be submitted to and approved by the Voluntary Education Chief within the Office of the DASD(MCFP).
- f. Provide one representative to serve on the Interservice Voluntary Education Board responsible for their Services' voluntary education policy from each of the following Military Services: Army, Navy, Air Force, and Marine Corps. Each Service representative's membership will be on a permanent basis and changed only when their voluntary education policy position is changed.

g. Assign, on a rotating basis, a senior enlisted Service member in pay grade E-9 to serve as the DANTES enlisted advisor.

h. Require that military test control officers and test centers comply with the guidance and procedures published in the DANTES Examination Program Handbook (Reference (g)).

i. Require that personnel who provide counseling, advice, and program management related to voluntary education programs have access to the DoD Voluntary Education homepage and other websites so they can provide current and accurate information to Service members.

j. Provide opportunities for Service members to access the Internet, where available, to enroll in and complete postsecondary courses that are part of their approved educational plan leading to an educational goal.

5. SECRETARY OF THE NAVY. The Secretary of the Navy, as the DoD Executive Agent (EA) for DANTES pursuant to Reference (c) and DoDD 5101.1 (Reference (h)), and in addition to the responsibilities in section 4 of this enclosure, shall:

a. Transmit annual guidance issued by the USD(P&R) to DANTES.

b. Require that the Director, DANTES, provide updates on DANTES plans, operations, and activities to the USD(P&R).

c. Through its civilian personnel system, advertise the position of Director, DANTES, when the position is vacated and appoint the Director, DANTES, in accordance with the procedures outlined in Enclosure 3 of this Instruction.

ENCLOSURE 3

PROCEDURES

1. TA FOR SERVICE MEMBERS PARTICIPATING IN EDUCATION PROGRAMS

a. TA shall be available for Service members participating in high school completion and approved courses from accredited undergraduate or graduate education programs or institutions. Approved courses are those that are part of an identified course of study leading to a postsecondary certificate or degree and non-degree oriented language courses integral to the Defense Language Transformation Roadmap (Reference (i)).

(1) Use of TA for non-degree oriented language courses is limited to those published by the USD(P&R) on the DoD Strategic Language List.

(2) Dominant-in-the-force languages and languages deemed by the DoD as already having sufficient strategic capacity authorized will not be funded under section 2007 of Reference (e), except for assignments outside the continental United States.

b. TA shall be applied as follows:

(1) For 100 percent of the cost of approved high school completion programs for Service members who have not been awarded a high school or equivalency diploma and who are enrolled in such programs.

(2) In support of the voluntary education and training of active duty Service members during their off-duty periods, each Military Service shall pay all or a portion, as specified in subparagraphs 1.b.(2)(a) through 1.b.(2)(f) of this enclosure, of the charges of an educational institution for education and training during the member's off-duty periods.

(a) When an institution's charges are \$250.00 or less per semester-hour of credit or its equivalent, the responsible Service shall pay the entire amount charged by the institution. In computing credit equivalency, the following conversions shall apply: 1 quarter-hour credit = 2/3 semester-hour credit; and 45 contact hours shall be considered equivalent to one semester-hour credit when neither semester- nor quarter-hours are specified for the education or training for which the Service member is enrolled.

(b) When an institution's charges exceed \$250.00 per semester-hour of credit, or its equivalent, the responsible Service shall pay \$250.00 per semester-hour of credit. A Service shall pay no more than \$250.00 per semester-unit for tuition and fees combined.

(c) Each Service member participating in off-duty, voluntary education shall be allowed up to \$4500.00, in aggregate, for each fiscal year.

(d) Covered charges include those that are submitted to the Service by the educational institution for tuition, instructional fees, laboratory fees, computer fees, and other fees directly related to the specific course enrollment of that member in that educational institution, are charged to all students, and are 100 percent refundable.

(e) TA funds are not to be used for the purchase of books. Additionally, institutional education revenue generated from military TA funds cannot be used to support textbook grants or scholarships.

(f) To be eligible to receive TA, a Service member must meet the minimum requirement of successfully completing basic training. RC members are exempt from the requirement to first attend basic training before being authorized to receive TA. Additional respective Service requirements must be met to include training qualification, unit assignment, and time in service criteria.

(3) The TA rate, credit cap, and annual per capita ceiling, shall be reviewed periodically in consideration of inflation and other effects, and shall be applicable uniformly whether instruction is delivered traditionally in-the-classroom or through distance education. Rates of TA other than as identified in subparagraphs 1.b.(2)(a) through 1.b.(2)(f) of this enclosure are not authorized.

c. TA is available to a commissioned officer on active duty, other than an officer serving in the Ready Reserves (addressed in subparagraphs 1.d.(1) and 1.e.(1) of this Enclosure), only if the officer agrees to remain on active duty for a period of at least 2 years after the completion of the education or training for which TA was paid pursuant to section 2007 of Reference (e).

d. The Secretary of the Military Department concerned may only make TA available to a member of the SELRES, pursuant to section 2007 of Reference (e), under the following conditions:

(1) In the case of a commissioned officer, the officer must agree to remain a member of the SELRES for at least 4 years after completion of the education or training for which TA is paid.

(2) In the case of an enlisted member, the Secretary concerned may require the member of the SELRES to enter into an agreement to remain a member of the SELRES for up to 4 years after completion of the education or training for which TA is paid.

e. The Secretary of the Military Department concerned may only make TA available to a member of the Individual Ready Reserve (IRR) who has a military occupational specialty designated by the Secretary concerned, pursuant to section 2007 of Reference (e), and only under the following conditions:

(1) In the case of a commissioned officer, the officer must agree to remain a member of the SELRES or IRR for at least 4 years after completion of the education or training for which TA was paid.

(2) In the case of an enlisted member, the Secretary concerned may require the member of the IRR to enter into an agreement to remain a member of the IRR for up to 4 years after completion of the education or training for which TA is paid.

f. Members performing Active Guard and Reserve (AGR) duty pursuant to section 12310 of Reference (e) or active duty pursuant to section 712 of title 14, U.S.C. (Reference (j)) are eligible for TA in accordance with paragraph 1.d. of this Enclosure.

g. The Secretary of the Military Department concerned may make TA available to National Guard members in accordance with paragraph 1.d. of this enclosure, except for National Guard members assigned to the Inactive National Guard.

h. Reimbursement and repayment requirements:

(1) If a commissioned officer or member of the Ready Reserve does not fulfill a specified Service obligation as required by section 2007 of Reference (e), they are subject to the repayment provisions of section 303a(e) of title 37, U.S.C. (Reference (k)).

(2) For other conditions pursuant to section 2005 of Reference (e), the Secretary concerned may require a Service member to enter into a written agreement when providing advanced education assistance. If the Service member does not fulfill any terms or conditions as prescribed by the Secretary concerned, the Service member will be subject to the repayment provisions of Reference (k).

(3) Pursuant to Reference (k), the Secretary concerned may establish procedures for determining the amount of the repayment required from the Service member and the circumstances under which an exception to the required repayment may be granted.

(4) Reimbursement will be required from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of "D" or higher for undergraduate courses, a "C" or higher for graduate courses, and a "Pass" for "Pass/Fail" grades. The Secretary of the Military Department will establish recoupment processes for unsuccessful completion of courses.

i. Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher in graduate studies, on a 4.0 grading scale.

j. TA shall not be authorized for any course for which a Service member receives reimbursement in whole or in part from any other Federal source when the payment would constitute a duplication of benefits. Academic institutions have the responsibility to notify the Service if there is any duplication of benefits, determine the amount of credit that should be returned, and credit the amount back to the Service. The use of funds related to veterans' benefits to supplement TA received by active duty and RC personnel is authorized in accordance with applicable U.S. Department of Veterans Affairs guidelines.

k. Pell Grants may be used in conjunction with TA assistance, including their use to pay that portion of tuition costs not covered by TA.

l. TA shall be provided for courses provided by institutions awarding degrees based on demonstrated competency, if:

- (1) Competency rates are equated to semester or quarter units of credit.
- (2) The institution publishes traditional grade correlations with “Pass/Fail” grades.
- (3) The institution provides a breakdown by course equivalent for Service members.

m. Enrollment in a professional practicum integral to these types of programs is also authorized. However, normal DoD TA caps and ceilings apply; the cost of expanded levels of enrollment over and above these enrollment levels and normal caps and ceilings must be borne by the student.

n. When used for postsecondary training or education, TA shall be provided only for courses offered by postsecondary institutions accredited by a national or regional accrediting body recognized by the U.S. Department of Education.

o. To receive TA, the institution’s home campus must be a signatory of a DoD Voluntary Education Partnership MOU (see the Appendix to this enclosure), and the MOU must be posted on the DoD Website. One DoD Voluntary Education Partnership MOU with the institution’s home campus will cover any program offered by the institution, regardless of location.

p. To the extent that any provision of the standard language of the DoD Voluntary Education Partnership MOU template in the appendix to this enclosure results from DoD policy that conflicts with a state law or regulation, the DASD(MC&FP) may authorize amending the standard language of the DoD Voluntary Education Partnership MOU template on a case-by-case basis to the extent permissible by Federal law or regulation.

2. GUIDELINES FOR ESTABLISHING, MAINTAINING, AND OPERATING VOLUNTARY EDUCATION PROGRAMS

a. Education programs established consistent with this Instruction by each Military Service shall:

(1) Provide for the academic, technical, intellectual, personal, and professional development of Service members, thereby contributing to the readiness of the Military Services and the quality of life of Service members and their families.

(2) Increase Service members’ opportunities for advancement and leadership by reinforcing their academic skills and occupational competencies with new skills and knowledge.

(3) Lead to a credential, such as a high school diploma, certificate, or college degree, signifying satisfactory completion of the educational program.

(4) Include an academic skills program, which allows personnel to upgrade their reading, writing, computation, and communication abilities in support of academic skills and military occupations and careers. Academic skills programs may include English as a second language and basic science.

(5) Include programs and college offerings that support findings from periodic needs assessments conducted by the appropriate installation official (normally the Education Services Officer (ESO)) for programs provided on the installation. The installation needs assessment process is used to determine such items as staffing requirements, course offerings, size of facilities, funding, or other standards for delivery of educational programs. Duplication of course offerings on an installation should be avoided. However, the availability of similar courses through correspondence or electronic delivery shall not be considered duplication.

(6) Be described in a publication or online source that includes on-installation educational programs, programs available at nearby installations, and colleges and universities near the installation.

b. Each Military Service, in cooperation with community educational service providers, shall provide support essential to operating effective education programs. This support includes:

(1) Adequate funds for program implementation, administration, and TA.

(2) Adequately trained staff to determine program needs, counsel students, provide testing services, and procure educational programs and services.

(3) Adequate and appropriate classroom, laboratory, and office facilities and equipment, including computers.

(4) Access to telecommunications networks, computers, and libraries at times convenient to active duty personnel.

c. In operating its programs, each Military Service shall:

(1) Provide to newly assigned personnel, as part of their orientation to each new installation, or unit of assignment for RC personnel, information about voluntary education programs available at that installation, unit, or State for RC personnel.

(2) Maintain participants' educational records showing education accomplishments and educational goals.

(3) Provide for the continuing professional development of their education services staff, including the participation of field staff in professional, as well as Service-sponsored, conferences, symposiums, and workshops.

(4) Provide educational services, including TA counseling, academic advice, and testing to their personnel and to personnel of other Services (including the U.S. Coast Guard when operating as a service in the Navy) who are assigned for duty at installations of the host Service.

(5) Continually assess the state of its voluntary education programs and periodically conduct a formal needs assessment by the appropriate installation official (normally the ESO) to ensure that the best possible programs are available to their members at each installation or in their State or area command for RC personnel. It is essential that a formal needs assessment be conducted if there is a significant change in the demographic profile of the installation population.

d. Eligible adult family members of Service members, DoD civilian employees and their eligible adult family members, and military retirees may participate in installation postsecondary education programs on a space-available basis at no cost to the individual Service TA programs.

e. At locations where an educational program that is offered on an installation is not otherwise conveniently available outside the installation, civilians who are not directly employed by the Department of Defense or other Federal agencies, and who are not eligible adult family members of DoD personnel, may be allowed to participate in installation educational programs. While such participation contributes to positive community relations, participation must be on a student-funded, space-available basis at no cost to the individual Service TA programs, after the registration of Service members, DoD civilian employees, eligible adult family members, and military retirees. Additionally, a review of these potential participants by the relevant installation ethics counselor may be required as part of the installation commander's access requirements if the educational institution has been approved to operate on the base. Participation may also be subject to the terms of status-of-forces or other regulating agreements.

f. Education centers and Navy College offices shall maintain liaison with appropriate State planning and approving agencies and coordinating councils to ensure that planning agencies for continuing, adult, or postsecondary education are aware of the educational needs of military personnel located within their jurisdiction.

g. In supporting a high school completion program, each Military Service shall:

(1) Ensure that all Service members with less than a high school education have the opportunity to attain a high school diploma or its equivalent.

(2) Ensure that neither a Military Service nor DANTES issues a certificate or similar document to Service members based on performance on high school equivalency tests. Military Services shall recognize attainment of high school completion or equivalency only after a State- or territory-approved agency has awarded the appropriate credential.

(3) Pay 100 percent of the cost of high school equivalency instruction or proficiency testing and credentialing for Service members.

(4) Ensure that Service sponsored high school diploma programs are delivered by institutions that are accredited by a regional accrediting body or recognized by a State's secondary school authority.

3. PROCEDURES FOR OBTAINING VOLUNTARY EDUCATION PROGRAMS AND SERVICES ON MILITARY INSTALLATIONS

a. Educational institutions interested in providing education and training opportunities on a military installation will provide their proposals to the installation education advisor, who will review and analyze these proposals on behalf of the installation commander.

b. To obtain viable educational programs on a military installation, the installation education advisor shall communicate the installation's educational needs to a wide variety of potential providers.

c. A military installation seeking to obtain educational programs shall provide to interested providers:

(1) The level of instruction desired and specific degree programs being sought.

(2) A demographic profile of the installation population and probable volume of participation in the program.

(3) Facilities (availability of space), equipment, supporting services that the installation will provide without charge, and level of security that can be expected.

(4) A copy of this Instruction.

(5) Special requirements such as:

(a) Format (e.g., distance, evening, or weekend classes), independent study, short seminar, or other mode of delivery of instruction.

(b) Unique scheduling problems related to the operational mission of the installation.

(c) Any installation restrictions, limitations, or special considerations relevant to using an alternate delivery system (DL, etc.).

(d) Available computer hardware and supporting equipment.

(e) Electrical, satellite, and network capabilities at the site.

d. A Military Service considering an alternate delivery provider shall ascertain:

(1) If students will need special training or orientation for special courses or programs or for alternate delivery methods (DL, etc.) and, if so, how students will receive such orientation.

(2) What electronic equipment and technical support are necessary at local sites.

(3) If it will be necessary to have on-site facilitators.

e. In evaluating proposals, potential providers must meet, at a minimum, the following criteria:

(1) Programs satisfy objectives defined by the most recent needs assessment.

(2) Programs, courses, and completion requirements are the same as those at the provider's main administrative and academic campus.

(3) The institution granting undergraduate academic credit must adhere to the Servicemembers Opportunity Colleges (SOC) Consortium Principles and Criteria (available at <http://www.soc.aascu.org/socconsortium/PublicationsSOC.html>) regarding the transferability of credit and the awarding of credit for military training and experience.

(4) The provider is prepared to offer academic counseling and flexibility in accommodating special military schedules.

(5) Institutions agree to sign the DoD Voluntary Education Partnership MOU.

f. In evaluating proposals, potential alternative delivery providers must meet, at a minimum, the following additional criteria:

(1) Documentation shows that courses offered using the alternative delivery mode have been used successfully for at least 2 years.

(2) The program and delivery method address the needs of the population to be served.

(3) Support systems exist to back up the delivery method.

(4) Institutions agree to sign the DoD Voluntary Education Partnership MOU.

g. In establishing education programs on military installations, appropriate U.S. Government officials shall seek favorable tuition rates, student services, and instructional support from providers.

4. MINIMUM CRITERIA FOR SELECTING INSTITUTIONS TO DELIVER HIGHER EDUCATION PROGRAMS AND SERVICES ON MILITARY INSTALLATIONS. To be selected, institutions must:

- a. Be chartered or licensed by a State government or the Federal Government, and have State approval for the use of veterans' educational benefits for the courses to be offered.
- b. Be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.
- c. Conduct programs only from among those offered or authorized by the main administrative and academic office in accordance with standard procedures for authorization of degree programs by the institution.
- d. Ensure main administrative and academic office approval in faculty selection, assignment, and orientation; and participation in monitoring and evaluation of programs. Adjunct or part-time faculty shall possess comparable qualifications as full-time permanent faculty members.
- e. Conduct on-installation courses that carry identical credit values, represent the same content and experience, and use the same student evaluation procedures as courses offered through the main administrative and academic campus.
- f. Maintain the same admission and graduation standards that exist for the same programs at the main administrative and academic office, and include credits from courses taken off-campus in establishing academic residency to meet degree requirements.
- g. Provide library and other reference and research resources, in either print or electronic format, that are appropriate and necessary to support course offerings.
- h. Establish procedures to maintain regular communication between central institutional academic leadership and administrators and off-campus representatives and faculty. (Any institution's proposal must specify these procedures.)
- i. Provide students with regular and accessible counseling services either electronically or in-person.
- j. Charge tuition and fees that are not more than those charged to nonmilitary students.
- k. Have established policies for awarding credit for military training by examinations, experiential learning, and courses completed using modes of delivery other than instructor-delivered, on-site classroom instruction.

5. INTERSERVICE VOLUNTARY EDUCATION BOARD. Under the authority, direction, and control of the Voluntary Education Chief within the Office of the DASD(MCFP), the Interservice Voluntary Education Board is composed of full-time or permanent part-time

employees of DoD or military members, and consists of one representative responsible for policy from the Office of the ASD(RA), and one representative responsible for policy each from the Army, Navy, Air Force, and Marine Corps. The Director, DANTES, shall serve as an ex-officio member. Meeting quarterly, the Board shall:

- a. Provide a forum for the exchange of information and discussion of issues related to voluntary education programs.
- b. Develop recommendations for changes in policies and procedures.
- c. Develop recommendations for DANTES activities and operations that support voluntary education programs.
- d. Review and prioritize DANTES activities that support DoD voluntary education programs to include budget execution and recommend execution year adjustments.
- e. Develop recommended policy and program guidance for DANTES for the Five-Year Defense Plan.

6. DANTES

a. Guidance and recommendations for DANTES shall be developed with the advice of the Interservice Voluntary Education Board.

b. The selection and rating of the Director, DANTES, shall be as follows:

(1) The DASD(MCFP) will convene and chair the search committee responsible for replacing the Director, DANTES, when the position is vacated. At the request of the USD(P&R), the Secretaries of the Military Departments will provide a senior manager to sit on the search committee. The committee will recommend the best qualified candidate to the Secretary of the Navy, as the DoD EA for DANTES, for possible appointment as the Director, DANTES.

(2) The DoD EA for DANTES will designate the rater of the Director, DANTES. The Director, State Liaison and Educational Opportunity within the Office of the USD(P&R), MCFP, will provide input to the DoD EA designated rater concerning the performance of the Director, DANTES.

c. DANTES shall:

(1) Develop, update, maintain, and generate a registry of, and required reports pertaining to, MOUs of institutions approved to receive military TA for traditional and DL programs and courses.

(2) Support the Service voluntary education programs by executing the program outlined in this Instruction and the annual USD(P&R) guidance.

(3) Provide execution information to the Interservice Voluntary Education Board quarterly and provide information required to assist with the program objective memorandum development as requested by the Board.

(4) Support DoD off-duty, voluntary education programs and conduct special projects and developmental activities in support of education-related DoD functions.

(5) Assist the Military Services in providing high-quality and valuable educational opportunities for Service members, their eligible adult family members, and DoD personnel, and assist personnel in achieving professional and personal educational objectives. This role includes the consolidated management of programs that prevent duplication of effort among the Services. Through its activities, DANTEs supports DoD recruitment, retention, and transition efforts.

(6) Assume responsibilities and functions that include:

(a) Managing and facilitating the delivery of a wide variety of examinations including the General Equivalency Diploma test, college admissions, credit-by-examination programs, and an extensive number of certification examinations.

(b) Upon request, issuing transcripts for the United States Armed Forces Institute and the examination and certification programs.

(c) Managing the contract through which former DoD Dependents Schools students can obtain copies of archived transcripts.

(d) Managing the contract and functions related to the evaluation of educational experiences in the Military Services that are covered by the contract.

(e) Providing or developing and distributing educational materials, reference books, counseling publications, educational software, and key educational resource information to DoD, the Military Services, and the installations.

(f) Managing the SOC program contract and related functions.

(g) Managing the DoD contract that provides for periodic third-party reviews of DoD voluntary education programs (i.e., MVER).

(h) Managing the voluntary education programs for the Voluntary Education Management Information System, which includes gathering, collating, and verifying participation and cost data from the Services. Providing requisite consolidated reports to the USD(P&R), pursuant to DoDI 1322.9 (Reference (l)).

(i) Establishing, maintaining, and updating systems and processes to administer, track, process updates to, and generate reports from the centrally managed DoD Voluntary

Education Partnership MOUs between DoD and institutions offering coursework to military personnel and their eligible adult family members (see the Appendix to this enclosure).

(j) Managing the DoD independent study catalog and its support systems, as required.

(k) Negotiating, administering, and coordinating contracts for DoD Worldwide Education Symposiums in support of and in conjunction with the Interservice Voluntary Education Board.

(l) Establishing, refining, updating, and maintaining a DoD voluntary education presence on the Internet. Maintaining necessary infrastructure to ensure that information on the Internet is always current and available to leadership, agency personnel, the public, and others.

(m) Administering the Troops-to-Teachers (TTT) Program in accordance with the TTT MOU negotiated by DoD with the Department of Education (Reference (m)).

(n) Monitoring new technological developments; providing reports, cost analyses, and recommendations on educational innovations; and conducting special projects requested by DoD and the Services, approved by the Interservice Voluntary Education Board, and as reflected and approved in DAN TES annual policy guidance.

(o) Conducting staff development training on DAN TES policies, procedures, and practices related to voluntary education testing programs, and providing additional training as requested by OSD and the Services.

(p) Serving as the Defense Media Activity's point of contact for information on DAN TES programs for military personnel.

(q) Providing support, as requested, to DoD and Service Quality of Life and Transition support programs.

(r) Providing other support in mission areas as directed by the USD(P&R) and DASD(MCFP).

(7) Maintain liaison with education services officials of the Military Services, and appropriate Federal and State agencies and educational associations, in matters related to the DAN TES mission and assigned functions.

(8) Serve on panels and working groups designated by the DASD(MCFP).

(9) Serve as the Executive Secretary at the Interservice Voluntary Education Board meeting convened annually to review DAN TES programs and to develop recommendations for inclusion in annual guidance for DAN TES. In this role, the Director, DAN TES, shall coordinate the meeting, prepare the agenda, review and analyze DAN TES programs and initiatives outlined in the prior year's operational plan, and provide minutes after the meeting.

(10) Maintain the repository for the DoD Voluntary Education Partnership MOUs between the USD(P&R) and partner institutions, to include Service-specific addendums. DANTES shall:

(a) Administer the system that stores the repository of the MOUs per guidance from the USD(P&R).

(b) Create and maintain a database for all signed documents.

(c) Publish an Internet-based list of all institutions that have signed partnership agreements.

(11) Provide data analyses and generate reports required by the Department of Defense and the Interservice Voluntary Education Board as needed.

Appendix

Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution and Service-Specific Addendums

APPENDIX TO ENCLOSURE 3

TEMPLATE OF DOD MOU BETWEEN DOD OFFICE OF THE USD(P&R) AND
EDUCATIONAL INSTITUTION AND SERVICE-SPECIFIC ADDENDUMS

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational
Institution

DoD VOLUNTARY EDUCATION PARTNERSHIP
MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
DoD OFFICE OF THE UNDER SECRETARY OF DEFENSE FOR
PERSONNEL AND READINESS (USD(P&R))
AND
[NAME OF EDUCATIONAL INSTITUTION]

1. PREAMBLE

a. Providing access to quality postsecondary education opportunities is a strategic investment that enhances the U.S. Service member's ability to support mission accomplishment and successfully return to civilian life. A forward-leaning, lifelong learning environment is fundamental to the maintenance of a mentally powerful and adaptive leadership-ready force. Today's fast-paced and highly mobile environment, where frequent deployments and mobilizations are required to support the Nation's policies and objectives, requires the DoD to sponsor postsecondary educational programs using a variety of learning modalities that include instructor-led courses offered both on- and off-installation as well as distance learning (DL) options. All are designed to support the professional and personal development and progress of Service members and the DoD civilian workforce.

b. Making these postsecondary programs available to the military community as a whole further provides Service members, their eligible adult family members, DoD civilian employees, and military retirees ways to advance their personal education and career aspirations and prepares them for future vocational pursuits, both inside and outside of the Department of Defense. This helps strengthen the Nation by producing a well-educated citizenry and ensures the availability of a significant quality-of-life asset that enhances recruitment and retention efforts in an all-volunteer force.

2. PURPOSE

a. This MOU articulates the commitment and agreement educational institutions provide to the Department of Defense by accepting funds via each Service's tuition assistance (TA) program in exchange for education services.

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

b. This MOU is not an obligation of funds, guarantee of program enrollments by DoD personnel, their eligible adult family members, DoD civilian employees, and retirees in an educational institution's academic programs, or a guarantee for installation access.

c. This MOU covers courses delivered by educational institutions through all modalities. These include, but are not limited to, classroom instruction, distance education (e.g., Web-based, CD-ROM, or multimedia) and correspondence courses.

d. This MOU includes high school programs, academic skills programs, and adult education programs for military personnel and their eligible adult family members.

e. This MOU articulates regulatory and governing directives and instructions:

(1) Eligibility of DoD recipients is governed by federal law, DoD Instruction (DoDI) 1322.25, DoD Directive 1322.08E, and the cognizant Military Service's policies, regulations, and fiscal constraints.

(2) Outside of the United States, education programs shall be operated in accordance with guidance from DoDI 1322.25; DoDI 1322.19; section 1212 of Public Law 99-145, as amended by section 518 of Public Law 101-189; and under the terms of the Tri-Services contract currently in effect.

f. This MOU is subject at all times to Federal law and the rules, guidelines, and regulations of the Department of Defense. Any conflicts between this MOU and such Federal law, rules, guidelines, and regulations will be resolved in favor of the Federal law, rules, guidelines, or regulations.

3. EDUCATIONAL INSTITUTION (INCLUDING CERTIFICATE AND DEGREE GRANTING EDUCATIONAL INSTITUTIONS) REQUIREMENTS FOR TA. Educational institutions must:

a. Sign and adhere to the requirements of this MOU, including Service-specific addendums as appropriate, prior to being eligible to receive TA payments.

(1) Those educational institutions that have a current MOU with the Department of Defense will sign this MOU at the expiration of their current MOU, or at the request of the Department of Defense or the specific Military Service holding a separate current MOU.

(2) Educational institutions must comply with this MOU and the requirements in Service-specific addendums that do not conflict with governing Federal law and rules, guidelines, and regulations, which include, but are not limited to, Title 10 of the United States Code; DoD Directive 1322.08E, "Voluntary Education Programs for Military Personnel"; DoD Instruction 1322.25, "Voluntary Education Programs"; DoDI 1322.9, "Voluntary Education

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

Programs for Military Personnel-Management Information System”; DoDI 1322.19, “Voluntary Education Programs in Overseas Areas”; and all installation requirements imposed by the installation commander if the educational institution has been approved to operate on a particular base. Educational institutions failing to comply with the requirements set forth in this MOU may receive a letter of warning, be denied the opportunity to establish new programs, have their MOU terminated, be removed from the installation, and may have the approval of the issuance of TA withdrawn by the Service concerned.

b. Be accredited by a national or regional accrediting agency recognized by the U.S. Department of Education.

c. Comply with the regulatory guidance provided by the Department of Defense and the Services.

d. Adhere to the Servicemembers Opportunity Colleges (SOC) Consortium Principles, Criteria, and Military Student Bill of Rights (located at <http://www.soc.aascu.org/soconsortium/PublicationsSOC.html>). SOC principles are based on the principles set forth in the Joint Statement on the Transfer and Award of Credit (available at <http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/CLLL/Joint.htm>), which were developed by members of the American Association of Collegiate Registrars and Admissions Officers, the American Council on Education (ACE), and the Council for Higher Education Accreditation.

e. Recognize, accept, and award credit where appropriate, from the Army/ACE Registry Transcript System, the Sailor/Marine ACE Registry Transcript System, the Community College of the Air Force (CCAF), and the Coast Guard Institute transcript as the official sources of military training and experience documentation with corresponding college credit recommendations, when processing the individual’s documented educational plan.

f. Participate in the Military Voluntary Education Review (MVER) process when requested. This requirement applies not only to institutions providing courses on military installations, but also to those institutions providing postsecondary instruction not located on the military installation or via DL.

4. TA PROGRAM REQUIREMENTS FOR EDUCATIONAL INSTITUTIONS

a. One Single Tuition Rate. Educational institutions will have one single tuition rate for all Service members enrolled in the same course, regardless of Service component, within a specific Office of Postsecondary Education identification number (OPE ID). The OPE ID is assigned by the Department of Education to institutions approved to participate in Federal student financial aid programs. This single tuition rate includes active duty Service members, members of the Reserve Components (RCs), and the National Guard.

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

b. Course Enrollment Information. The educational institutions will provide course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion, and billing information to the TA issuing Service's education office, as outlined in the Service's regulations and instructions.

c. Educational Plan

(1) Institutions will provide an evaluated educational plan to the Service member and his or her Service:

(a) Within 60 days after the individual has been accepted for admission; or

(b) After all required transcripts have been provided; or

(c) After the individual has completed 6 semester hours with the institution; whichever comes first

(2) Institutions will submit a new evaluated educational plan when a Services' education advisor approves a change in the Service member's educational goal.

(3) When an educational plan is issued, institutions will not add, delete, or change course requirements after the student accepts the educational plan and begins the course of study. Education plans will be valid for no fewer than five years.

d. Approved and Valid Courses

(1) Approved Courses. If an eligible Service member decides to use TA, educational institutions will enroll him or her only after the TA is approved by the individual's Service. Service members will be solely responsible for all tuition costs without this prior approval. This requirement does not prohibit an educational institution from pre-registering a Service member in a course in order to secure a slot in the course.

(2) Valid Courses. Courses shall be considered valid if they are:

(a) Part of an individual's evaluated educational plan; or

(b) Prerequisites for courses within the individual's evaluated educational plan; or

(c) Required for acceptance into a higher-level degree program, unless otherwise specified by Service regulations.

e. Use of Financial Aid With TA

(1) "Top-Up" eligible active duty DoD personnel may use this Montgomery or Post-9/11

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

G.I. Bill benefit in conjunction with TA funds from their Service to cover those course costs to the Service member that exceed the amount of TA paid by his or her Service. Reserve Component members who have paid for Chapter 30 G.I. Bill benefits may use those benefits concurrently with TA. Reserve Component members who have earned entitlement for the Post-9/11 G.I. Bill may combine VA benefits and TA as long as the combined benefits do not total more than 100% of the actual costs of tuition and fees.

(2) DoD personnel are entitled to consideration for all forms of financial aid that educational institutions make available to students at their home campus. Educational institution financial aid officers shall provide information and application processes for scholarships, fellowships, grants, loans, etc., to DoD TA recipients.

(3) DoD TA recipients, who also qualify for Pell Grants through the Department of Education's Free Application for Federal Student Aid Program, shall have their TA benefits applied to their educational institution's account prior to the dispersal of their Pell Grant funds.

f. Administration of Tuition and Fees

(1) The Services will provide TA in accordance with DoD- and Service-appropriate regulations. Any additional fees will be paid by the Service member to the institution at the time of registration in accordance with the institution's policy.

(2) TA will be limited to tuition and reimbursable fees that are specifically required as a condition of enrollment in a particular course or term of enrollment of the member in that educational institution, are charged to all students, and are 100% refundable.

(3) Tuition charged to a Service member will in no case exceed the rate charged to nonmilitary students, unless agreed upon in writing by both the institution and the Service.

(4) The tuition and fee structure for the degree programs the institution proposes to offer on the installation must be provided annually. Any changes in the tuition and fee structure will be provided to and justified to all the Services, as soon as possible, but not fewer than 90 days prior to implementation. If the MOU is with a single educational institution, at a single location, with only one Service, the justification will be provided to that Service, which will then provide that information to the other Services.

(5) Refunds of Government-funded TA will be paid in accordance with the institution's published refund policy and will go to the Service, not to the Service member.

(6) The institution will refund to the Service the total amount of tuition and fees paid for a course that is cancelled by the institution.

(7) TA invoicing information is located in the Service-specific addendums attached to this MOU.

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

g. Course Cancellations. Institutions are responsible for notifying Service members of class cancellations for both classroom and DL courses.

h. Materials and Electronic Accessibility

(1) Institutions will ensure that course materials are readily available, either electronically or in print medium, and provide information about where the student may obtain class materials at the time of enrollment or registration.

(2) Institution representatives will counsel students to refrain from purchasing course materials prior to confirmation of sufficient enrollments for conduct of the class. Students will be encouraged to verify course acceptance by CCAF (Air Force only) or other program(s), with the installation education advisor before enrolling or requesting TA.

(3) Institutions will provide students with electronic access to their main administrative and academic center's library materials, professional services, relevant periodicals, books, and other academic reference and research resources in print or online format that are appropriate or necessary to support the courses offered. Additionally, institutions will ensure adequate print and non-print media resources to support all courses being offered, are available at base or installation library facilities, on-site Institution resource areas, or via electronic transmission.

i. Graduation Achievement Recognition

(1) The educational institution shall issue, at no cost to the Government, documentation as proof of completion, such as a diploma or certificate, to each student who completes the respective program requirements and meets all financial obligations.

(2) In accordance with Service requirements, the institution shall provide the Service concerned with a list of those TA recipients who have completed a certificate, diploma, or degree program. The list will include the degree level, major, and program requirements completion date.

(3) The institution shall make no distinction on any credential to reflect that the course(s) or program(s) were not conducted at its main administrative and academic center.

(4) The institution shall provide students with the opportunity to participate in a graduation ceremony.

j. Reporting Requirements and Performance Metrics

(1) The institution shall provide electronic reports on all DoD TA recipients for programs and courses offered to personnel at each installation as required by the cognizant Service. This includes, but is not limited to, TA transactions, final course grades to include

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

incompletes and withdrawals, degrees awarded, certificates earned, documented educational plans, courses offered, class rosters, and military graduation.

(2) The cognizant Service may evaluate the institution's overall effectiveness in administering its academic program, courses, and customer satisfaction to the Department of Defense. A written report of the findings will be provided to the institution. The institution shall have 90 calendar days to review the report, investigate if required, and provide a written response to the findings.

(3) The Services may request reports from an institution at any time, but not later than 2 years after termination of the MOU with such institution. Responses to all requests for reports shall be provided within 14 calendar days.

5. REQUIREMENTS AND RESPONSIBILITIES FOR THE DELIVERY OF ON-INSTALLATION VOLUNTARY EDUCATION PROGRAMS AND SERVICES

a. Educational institutions shall:

(1) Agree to have a separate installation MOU if they have a Service agreement to provide on-installation courses or degree programs. The installation MOU contains the installation-unique requirements that will be coordinated, documented, and retained by the installation's education advisor, with concurrence from the appropriate Service voluntary education representative, and presented to the installation commander for final approval.

(2) Comply with the installation-unique requirements in the installation MOU that do not conflict with the DoD Voluntary Education Partnership MOU and governing regulations.

(3) Agree to coordinate degree programs offered on the installation with the installation's education advisor, who will receive approval from the installation commander, prior to the opening of classes for registration.

(4) Admit candidates to the institution's on-installation programs at their discretion; however, priority for registration in installation classes will be given in the following order:

- (a) Service members.
- (b) Federally funded DoD civilian employees.
- (c) Eligible adult family members of Service members and DoD civilian employees.
- (d) Military retirees.
- (e) Non-DoD personnel.

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

(5) Provide the installation's education advisor, as appropriate, a tentative annual schedule of course offerings to ensure that the educational needs of the military population on the installation are met and to ensure no course or scheduling conflicts with other on-installation programs.

(6) Provide instructors for their installation courses who meet the criteria established by the institution to qualify for employment as a faculty member on the main administrative and academic center.

(7) Inform the installation education advisor about cancellations for classroom-based classes on military installations per the guidelines set forth in the separate installation MOU.

b. The Services' designated installation representative (usually the installation education advisor) shall be responsible for determining the local voluntary education program needs for the serviced military population and for selecting the off-duty educational programs to be provided on the installation, in accordance with the Services' policies. The Service, in conjunction with the educational institution, shall provide support services essential to operating effective educational programs. All services provided will be commensurate with the availability of resources (personnel, funds, and equipment). This support includes:

(1) Classroom and office space, as available. The Service will determine the adequacy of provided space.

(2) Repairs as required to maintain office and classroom space in "good condition" as determined by the Service, and utility services for the offices and classrooms of the institution located on the installation (e.g., electricity, water, and heat).

(3) Standard office and classroom furnishings within available resources. No specialized equipment will be provided.

(4) Janitorial services in accordance with installation facility management policies and contracts.

c. The Service reserves the right to disapprove installation access to any employee of the institution employed to carry out any part of this MOU.

d. Operation of a privately owned vehicle by institution employees on the installation will be governed by the installation's policies.

e. The installation education advisor will check with his or her Service's responsible office for voluntary education prior to allowing an educational institution to enter into an MOU with the installation.

Figure 1. Template of DoD MOU Between DoD Office of the USD(P&R) and Educational Institution, Continued

6. REVIEW, MODIFICATIONS, SIGNATURES, EFFECTIVE DATE, EXPIRATION DATE, AND CANCELLATION PROVISION

a. Review. The signatories (or their successors) shall review this MOU periodically in coordination with the Services, but no less than every 5 years, to consider items such as current accreditation status, updated program offerings, and program delivery services.

b. Modifications. Modifications to this MOU will be in writing and, except for those required due to a change in Federal law, shall be subject to approval by both of the signatories below, or their successors.

c. Signatures. The authorized signatory for the Department of Defense will be designated by the USD(P&R). The authorized signatory for the institution will be determined by the institution.

d. Effective Date. This MOU is effective on the date of the later signature.

e. Expiration Date. This MOU will expire 5 years from the effective date, unless terminated or updated prior to that date in writing by the Department of Defense or the Institution.

f. Cancellation Provision. This MOU may be cancelled by either DoD or the Institution 30 days after receipt of the written notice from the cancelling party.

FOR THE DEPARTMENT OF DEFENSE:

FOR THE INSTITUTION:

DESIGNATED SIGNATORY

PRESIDENT or Designee

DATE

DATE

Figure 2. MOU Addendum for Education Services Between Educational Institution and the U.S. Air Force

ADDENDUM FOR EDUCATION SERVICES
BETWEEN
[NAME OF EDUCATIONAL INSTITUTION]
AND
THE U.S. AIR FORCE (USAF)

1. PURPOSE. This addendum is between [Name of Educational Institution], hereafter referred to as the “Institution,” and the USAF. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the USAF to provide funds to the Institution that would be contrary to Federal law.

2. RESPONSIBILITIES

a. USAF Education and Training Section (ETS) Chief. The USAF ETS Chief shall:

(1) Maintain a continuing liaison with the designated Institution representative and be responsible for inspections and the acceptance of the Institution’s services. The ETS Chief will assist the Institution representative to provide military and USAF culture orientation to the Institution personnel.

(2) Review requests from Institutions with no on-installation MOU for permission of installation access and space within the ETS to counsel current students, provide information briefings and materials, attend education fairs, and provide other informational services approved by the installation commander. Approval depends on the installation commander. Approval of any school eligible for Military TA will be extended equally to all such schools; same time allotment, space, and frequency.

(3) Assist the Institution or refer them to the information technology contractor for training in the use of Academic Institution Portal (AI Portal) regarding input of Institution information, degree offerings, tuition rates, grades, invoices, degree completions, and search tools pre-built into the USAF online Voluntary Education System.

b. Institutions

(1) The Institutions will:

Figure 2. MOU Addendum for Education Services Between Educational Institution and the U.S. Air Force, Continued

- (a) Appoint and designate an Institution representative to maintain a continuing liaison with the USAF ETS Chief.
 - (b) Provide a basic educational plan to each airman and the ETS as soon as he or she decides to register with the Institution and while awaiting final evaluation of transfer credits.
 - (c) Assume responsibility for the administration and proctoring of all course examinations not normally administered and proctored within the traditional, in-the-classroom setting.
 - (d) Counsel interested airmen on Institution policies including, but not limited to, course withdrawal dates and penalties, course cancellation procedures, course grade publication, fees (covered by military tuition assistance (Mil TA) and not covered by Mil TA), billing practices, and policy regarding incompleteness of a course. Face-to-face counseling is not required.
 - (e) Register and use the AI Portal to input Institution basic information, degree offerings, tuition rates, invoice submission, course grades submission, degree completions, and to pull pre-established educational institution reports while conducting business with the USAF.
 - (f) Submit one consolidated invoice per term via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made during the term, no earlier than after the final add/drop/census date, and no later than 30 calendar days after the end of the term.
 - (g) Submit course grades via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made no later than 30 calendar days after the end of the term.
 - (h) Accept the Government Purchase Card for payment of Mil TA when the Institution accepts credit cards for any part of Institution business.
 - (i) Provide a list of program graduates via the AI Portal consisting of student name, program title, program type (such as bachelor's degree), and date of graduation no later than 30 calendar days after the end of the term in which graduation requirements are completed. If the AI Portal is not available, provide directly to the base Education and Training Section.
- (2) Institutions with no on-installation MOU are authorized to request permission for installation access and space within the ETS to counsel current students, provide information briefings and materials, attend education fairs, and other informational services. Approval depends on the installation commander. If approval is granted, then all other permissions will be authorized equally for any school eligible for Military TA; the same time allotment, space, and frequency.

Figure 2. MOU Addendum for Education Services Between Educational Institution and the U.S. Air Force, Continued

(3) All Institutions with an on-installation MOU or invitation for an on-installation activity, such as an educational fair, are authorized to counsel or provide information on any of their programs.

3. ADDITIONAL GUIDELINES

a. In addition to DoD policy outlined in the DoD MOU, the authorization of Mil TA is further governed by Air Force Instruction 36-2306, as well as applicable policy and guidance.

b. Installation access of non-DoD and non-installation personnel is at the discretion of the installation commander. Access once provided can be revoked at any time due to military necessity or due to conduct that violates installation rules or policies.

c. The Institution will agree to release and waive all claims against the United States, its agents, officers, and employees arising out of the use of USAF facilities, equipment, supplies, and services by the Institution, its officers, representatives, agents, employees, and non-DoD affiliated students. The Institution further agrees to defend, pay, or settle all claims arising out of the use of USAF facilities based upon the negligence, gross negligence, or willful misconduct of its agents, representatives, officers, employees, and non-DoD affiliated students. The Institution will hold the U.S. Government harmless from any claims arising out of the acts or omissions of the Institution, its agents, representatives, officers, employees, and non-DoD affiliated students.

d. No off-base school will be given permanent space or scheduled for regularly recurring time on-base for student counseling.

Figure 3. MOU Addendum for Education Services Between Educational Institution and the U.S. Army

<p style="text-align:center"><u>ADDENDUM FOR EDUCATION SERVICES</u> <u>BETWEEN</u> <u>[NAME OF EDUCATIONAL INSTITUTION]</u> <u>AND</u> <u>THE U.S. ARMY</u></p> <p>1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the “Institution,” and the U.S. Army. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the U.S. Army to provide funds to the Institution that would be contrary to Federal law.</p> <p>2. <u>RESPONSIBILITIES</u></p> <p>a. <u>Army Education Services Officer (ESO)</u>. In support of this addendum, the Army ESO shall maintain a continuing liaison with a designated Institution representative and be responsible for inspections and the acceptance of the Institution’s services. The ESO will provide assistance to the Institution representative to provide military and Army culture orientation to the Institution personnel.</p> <p>b. <u>Institution</u>. The Institution will:</p> <p>(1) Appoint and designate an Institution representative to maintain a continuing liaison with the Army ESO.</p> <p>(2) Adopt the GoArmyEd processes. GoArmyEd is the Army Continuing Education System (ACES) centralized and streamlined management system for the Army’s postsecondary voluntary education programs. Existing MOUs or Memorandums of Agreement, Tri-Services contracts, or other contracts that Institutions may have with military installations and ACES remain in place and should be supplemented with DoD Instruction 1322.25.</p> <p>(3) Agree to all of the terms in the ACES policies and procedures, available at https://www.hrc.army.mil/site/education/GoArmyEd_School_Instructions.html, such as invoicing, grades, reports, library references, etc.</p>

Figure 4. MOU Addendum for Education Services Between Educational Institution and the U.S. Marine Corps

<p style="text-align:center"><u>ADDENDUM FOR EDUCATION SERVICES</u> <u>BETWEEN</u> <u>[NAME OF EDUCATIONAL INSTITUTION]</u> <u>AND</u> <u>THE U.S. MARINE CORPS</u></p> <p>1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the “Institution,” and the U.S. Marine Corps. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the U.S. Marine Corps to provide funds to the Institution that would be contrary to Federal law.</p> <p>2. <u>RESPONSIBILITIES</u></p> <p>a. <u>Marine Corps Education Services Officer (ESO)</u>. In support of this addendum, the Marine Corps ESO shall maintain a continuing liaison with a designated Institution representative and be responsible for inspections and the acceptance of the Institution’s services. The ESO will provide assistance to the Institution representative to provide military and Marine Corps culture orientation to the Institution personnel.</p> <p>b. <u>Institution</u>. The Institution will:</p> <p>(1) Appoint and designate an Institution representative to maintain a continuing liaison with the Marine Corps ESO.</p> <p>(2) Provide open enrollment during a designated time period in courses conducted through media (e.g., portable media devices or computer-aided). Those courses shall be on an individual enrollment basis.</p> <p>(3) Provide all required equipment when the Institution provides instruction via media.</p> <p>(4) Provide library services to the Marine Corps base/installation for students in the form of research and reference materials (e.g., books, pamphlets, magazines) of similar quality to the and reference material in sufficient quantity to meet curriculum and program demands. Materials shall be, at a minimum, the required readings of the instructor(s) for a particular course</p>
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Figure 4. MOU Addendum for Education Services Between Educational Institution and the U.S. Marine Corps, Continued

support provided students on the Institution's home campus. Services shall also include research or program, or the ability for the student to request a copy of such material, from the institution's main library, without any inconvenience or charge to the student (e.g., a library computer terminal that may allow students to order material and have it mailed to their residence).

(5) Route publicity generated for an installation community through the base ESO.

(6) Permit employment of off-duty military personnel or Government civilian employees by the institution, provided such employment does not conflict with the policies set forth in DoD Regulation 5500.7-R. However, Government personnel employed in any way in the administration of this addendum will be excluded from such employment because of conflict of interest.

3. BILLING PROCEDURES AND FORMAL GRADES

a. Invoices from institutions must be forwarded within 30 days of course completion to:

Naval Education and Training Professional Development and Technology Center
(Code N8115)
Pensacola, FL 32509-5241

b. All invoices must have the student name (if more than one name, alphabetically by last name), Social Security number, course number and description, Government cost for each course, and total amount of invoice.

c. All invoices must have an invoice number and date.

d. If the Institution has any problems with the billing of an invoice, the Institution must notify the Naval Education and Training Professional Development and Technology Center (NETPDTC).

e. Grade reports will be provided to NETPDTC within 30 days of term ending date or completion of the course, whichever is earlier.

Figure 5. MOU Addendum for Education Services Between Educational Institution and the U.S. Navy

<p style="text-align:center"><u>ADDENDUM FOR EDUCATION SERVICES</u> <u>BETWEEN</u> <u>[NAME OF EDUCATIONAL INSTITUTION]</u> <u>AND</u> <u>THE U.S. NAVY</u></p> <p>1. <u>PURPOSE</u>. This addendum is between [Name of Educational Institution], hereafter referred to as the “Institution,” and the U.S. Navy. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to Service members, DoD civilian employees, eligible adult family members, military retirees, and non-DoD personnel not covered in the DoD Voluntary Education Partnership Memorandum of Understanding between the DoD Office of the Under Secretary of Defense for Personnel and Readiness and the Institution. This addendum is not to be construed in any way as giving rise to a contractual obligation of the Department of the Navy to provide funds to the academic Institution that would be contrary to Federal law.</p> <p>2. <u>RESPONSIBILITIES</u></p> <p>a. <u>Commanding Officer Responsible for Execution of the Voluntary Education Program</u>. The commanding officer responsible for execution of the voluntary education program shall:</p> <p>(1) Determine the local voluntary education program needs for the Navy population to be served and recommend to the installation commander the educational programs to be offered on the base.</p> <p>(2) Administer this agreement and provide program management support.</p> <p>(3) Manage the Navy College Program Distance Learning Partnership (NCPDLP) agreements.</p> <p>b. <u>Navy College Office (NCO)</u>. In support of this addendum, the NCO will maintain a continuing liaison with the designated Institution representative and be responsible for inspections and the acceptance of the Institution’s services. The NCO will provide assistance to the Institution representative to provide military and Navy culture orientation to the Institution personnel.</p> <p>c. <u>Institution</u>. The Institution will:</p> <p>(1) If a distance learning partner institution:</p> <p>(a) Comply with NCPDLP agreements.</p>

Figure 5. MOU Addendum for Education Services Between Educational Institution and the U.S. Navy, Continued

(b) Provide a link to the academic institution through the Navy College Program Website, only if designated as an NCPDLP school.

(c) Display the academic Institution's advertising materials (i.e., pamphlets, posters, and brochures) at all NCOs, only if designated as an NCPDLP school.

(2) Appoint and designate an Institution representative to maintain a continuing liaison with the NCO staff.

(3) Comply with wide area work flow processes for invoicing of tuition assistance.

(4) Ensure library resource arrangements are in accordance with the standards of the Institution's accrediting association and the State regulatory agency having jurisdiction over the academic Institution.

(5) Strive to respond to e-mail messages from students within 1 workday (i.e., Monday through Friday). Ensure toll-free telephonic access to academic counseling. Such telephonic access shall be available both in the continental United States and overseas.

(6) Comply with host command procedures before starting instructor-based courses on any Navy installation. The NCO shall negotiate a separate agreement with the academic Institution in concert with the host command procedures.

(7) Mail an official transcript indicating degree completion, at no cost to the sailor or the Government, to:

Center for Personal and Professional Development
ATTN: Virtual Education Center
1905 Regulus Ave., Suite 234
Virginia Beach, VA 23461-2009

d. Other Responsibilities. Except as otherwise provided in the agreement, any dispute concerning an interpretation of, or a question of fact arising under, this agreement that is not disposed of by mutual consent shall be decided by the commanding officer of the Center for Personnel and Professional Development. This decision shall be in writing and constitute the final administrative determination.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ACE	American Council on Education
ACES	Army Continuing Education System
AGR	Active Guard and Reserve
AI	academic institution
AARTS	Army/ACE Registry Transcript System
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CCAF	Community College of the Air Force
CD-ROM	compact disc read-only memory
DANTES	Defense Activity for Non-Traditional Education Support
DASD(MCFP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DL	distance learning
DoDD	DoD Directive
DoDI	DoD Instruction
EA	Executive Agent
ESO	Education Services Officer
ETS	Education and Training Section
GPA	grade point average
IRR	Individual Ready Reserve
Mil TA	military tuition assistance
MOU	memorandum of understanding
MVER	Military Voluntary Education Review
NCPDLP	Navy College Program Distance Learning Partnership
OPE ID	Office of Postsecondary Education identification number
RC	Reserve Component
SELRES	Selected Reserve
SMARTS	Sailor/Marine ACE Registry Transcript System
SOC	Servicemembers Opportunity Colleges
TA	tuition assistance
TTT	Troops-to-Teachers

USAF United States Air Force
U.S.C. United States Code
USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

academic. Having to do with general or liberal arts education, rather than technical or vocational.

academic skills. Competencies in English, reading, writing, speaking, mathematics, and computer skills that are essential to successful job performance and new learning. Also referred to as functional or basic skills.

ACE. The major coordinating body for all of the Nation's higher education institutions. Seeks to provide leadership and a unifying voice on key higher education issues and publishes the Guide to the Evaluation of Educational Experiences in the Armed Services.

AGR. National Guard or Reserve members of the SELRES who are ordered to active duty or full-time National Guard duty for a period of 180 consecutive days or more for the purpose of organizing, administering, recruiting, instructing, or training the RC units or duties prescribed in section 12310 of Reference (e). All AGR members must be assigned against an authorized mobilization position in the unit they support. (Includes Navy full-time support, Marine Corps Active Reserve, and Coast Guard Reserve Personnel Administrators).

annual TA ceiling. The maximum dollar amount authorized for each Service member for TA per fiscal year. Each Service member participating in off-duty voluntary education programs shall be entitled to the full amount authorized each fiscal year in accordance with DoD policy.

Army/ACE Registry Transcript System. An automated official document generated by the Army/ACE Registry Transcript System which can be sent directly from the Army/ACE Registry Transcript System Center to the educational institution to articulate a soldier's military experience and training and the ACE-recommended college credit for this training and experience.

documented educational plan. An official academic document provided by the educational institution that articulates all courses and general education requirements required for degree completion. The documented educational plan identifies all courses required for graduation in the individual's intended academic discipline and level of postsecondary study, and an evaluation of all successfully completed prior coursework, and evaluated credit for military training and experience, and other credit sources applied to the institutional degree requirements. For participating SOC Degree Network System institutions, SOC Army Degrees, SOC Navy Degrees, SOC Marine Corps Degrees, or SOC Coast Guard Degrees Student Agreement serves as this documented educational plan.

education advisor. A professionally qualified subject matter expert or program manager in the education field at the installation education center. The following position titles may also be used for an education advisor: Education Services Specialist, ESO, Voluntary Education Director, Navy College Office Director, and Education and Training Section Chief.

education center. A military installation facility, including office space, classrooms, laboratories, and other features, that is staffed with professionally qualified personnel and to conduct voluntary education programs. For Navy, this is termed the “Navy College Office.”

educational plan. A planning document provided by the educational institution that outlines general degree requirements for graduation. Typically an educational plan presents the general education and major-related course requirements, degree competencies (e.g., foreign language, computer literacy), and elective course options that students may choose for a specified program of study. This document is required from the institution upon the successful completion of 6 semester hours by the Service member at the institution.

eligible adult family member. The adult family member, over the age of 18, of an active duty, Reserve, National Guardsman, or DoD civilian with a valid DoD identification card.

IRR. A manpower pool consisting principally of individuals who have had training, have previously served in the Active Component or in the SELRES, and have some period of their military service obligation or other contractual obligation remaining. Some individuals volunteer to remain in the IRR beyond their military service or contractual obligation and participate in programs providing a variety of professional assignments and opportunities for earning retirement points and military benefits.

MVER. A third-party evaluation of voluntary education programs covered by the DoD Voluntary Education Partnership MOU.

needs assessment. A process used to determine the staffing requirements, course offerings, size of facilities, funding, or other standards for delivery of educational programs.

off-duty. Time when the Service member is not scheduled to perform official duties.

Ready Reserve. Composed of military members of the Reserve and National Guard, organized in units or as individuals, or both, and liable for involuntary order to active duty in time of war or national emergency pursuant to sections 12310 and 12301 of Reference (e) and section 712 of Reference (j) in the case of members of the Coast Guard Reserve. The Ready Reserve consists of the SELRES, the IRR, and the Inactive National Guard.

Sailor/Marine ACE Registry Transcript System. An automated official document generated by the Sailor/Marine ACE Registry Transcript System, which can be sent directly from the Sailor/Marine ACE Registry Transcript System Operations Center to the educational institution to articulate a Sailor’s or Marine’s military experience and training and the ACE recommended college credit for this training and experience.

SELRES. Those units and individuals within the Ready Reserve designated by their respective Service as essential to wartime missions and who must therefore maintain a higher priority over all other Reserves. The SELRES includes Reserve unit members (including members in the training pipeline and drilling Reservists in units), individual mobilization augmentees, and AGR members.

semester-hour TA cap. The maximum dollar amount authorized for TA per semester-hour credit. A Service shall pay no more than the established DoD cap.

SOC. A consortium of over 1800 colleges and universities, created in 1972 that seeks to enhance the educational opportunities to Service members who may have difficulty in completing college programs due to frequent military moves.

TA. Funds provided by the Military Services or U.S. Coast Guard to pay a percentage of the charges of an educational institution for the tuition of an active duty, Reserve, or National Guard member of the Military Services, or Coast Guard member, enrolled in approved courses of study during off-duty time.

Top-Up. An option, under chapter 30 of the Montgomery G.I. Bill and Post-9/11 G.I. Bill, that enables active duty Service members to receive from the Department of Veterans Affairs those tuition and fee costs that exceed the amount of TA provided to the Service member by his or her Service.

TTT Program. A Department of Education program administered by the Department of Defense to help recruit quality teachers for schools that serve low-income families throughout America. TTT helps relieve teacher shortages, especially in math, science, special education, and other high-needs subject areas, and assists military personnel in making successful transitions to second careers in teaching.

voluntary education programs. Continuing, adult, or postsecondary education programs of study that Service members elect to participate in during their off-duty time, and that are available to other members of the military community.