



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE
14000 MSCOE LOOP, SUITE 316
FORT LEONARD WOOD, MISSOURI 65473-8300

ATZT-CG

22 JAN 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy 30, Voluntary Education Programs and College and University Visitation

1. REFERENCES:

- a. Executive Order (EO) 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members, 27 April 2012.
- b. Department of Defense Instruction (DoDI) 1322.25, Voluntary Education Program, 15 March 2011 with Change 3, 7 July 2014.
- c. DoDI 1344.07, Personal Commercial Solicitation on DoD Installations, 30 March 2006.
- d. Department of Defense Directive (DODD) 1322.8E, Voluntary Education Programs for Military Personnel, 3 January 2005.
- e. AR 621-5 (Army Continuing Education System [ACES]), 11 July 2006 with Rapid Action Revision Issue Date: 6 September 2009.
- f. TRADOC Policy Letter 13, TRADOC School/NCO Academy Guidance on Entering into Agreements with Civilian Colleges and Universities, 21 April 2014.

2. GENERAL. This policy memorandum establishes the procedures for the U.S. Army Maneuver Support Center of Excellence (MSCoE), Fort Leonard Wood, Missouri, regarding college and university visitation.

3. POLICY AND PROCEDURES.

- a. This policy applies to all voluntary education programs on Fort Leonard Wood to include adult and continuing education as well as postsecondary education programs. It establishes procedures off-post colleges and universities must comply with prior to, and during, visits to Fort Leonard Wood.

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b. Voluntary education is an important decision. It involves financial and academic considerations that should be informed by unbiased professional education counseling. EO 13607 directs agencies to implement and promote compliance with "Principles of Excellence" for educational institutions. EO 13607 seeks to address questionable targeting activities, while ensuring students are better equipped to make school and program choices that meet their educational goals. EO 13607 directed DoD to establish uniform rules and strengthen existing procedures for access to military installations by education institutions.

c. DoDI 1322.25 implements the Principles of Excellence criteria outlined in EO 13607 and significantly changes the requirements surrounding education institution access to DoD installations. It requires all requests for access to Fort Leonard Wood by education institutions must be submitted to the Education Services Officer (ESO) for approval. Education institutions will be screened to ensure that they—

(1) Have a signed voluntary education partnership memorandum of understanding (MOU) with Department of Defense.

(2) Are in compliance with state requirements and laws.

(3) Are state-approved for the use of veterans' education benefits.

(4) Are certified to participate in federal student aid programs.

(5) Are accredited by a national or regional accrediting body recognized by the Department of Education.

d. In compliance with DoDI 1322.25 and DoDI 1344.07, the following guidelines are established for Fort Leonard Wood:

(1) Off-post colleges that meet the criteria of DoDI 1322.25 will be allowed to participate in two on-post education fairs each year. Presently these fairs include the April and October Soldier For Life-Transition Assistance Program (SFL-TAP) Hiring/Education Fairs conducted at Nutter Field House. Changes to this schedule will be managed through the Truman Education Center by the Education Services Officer (ESO). Participation in other on-post fairs is not authorized.

(2) Off-post colleges, with at least 20 military students, will also be allowed meet with their current students by requesting office hours at the Truman Education Center. During this time these colleges will only be allowed to meet with their current students. They will not be allowed to solicit new or potential students.

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e. Voluntary education programs and colleges will not be established, promoted, or operated on the installation without a validated needs assessment and the approval of the ESO. Requests by units for education programs will have the indicated needs validated by the ESO. Programs which are duplicates or are closely related to existing programs will not be allowed. Approved programs will be goal-oriented, leading to a degree, certificate, or other credential, and be in compliance with Department of Defense and Army guidance.

f. All schools visiting Fort Leonard Wood are required to submit the attached Educational Disclosure Checklist and the Education Institution Access Request Form to the ESO not later than (NLT) 14 days before the date of the proposed visit. The disclosure checklist is required once each fiscal year or whenever the institution's information changes. The access request form is required prior to each visit.

4. SUPERSESSION: This policy supersedes memorandum, HQ MSCoE, ATZT-CG, 31 October 2014, subject: same as above, and is effective until superseded or revoked.

5. PROPONENT. The proponent of this policy is the Fort Leonard Wood Army Continuing Education Services Office, (573) 596-0172.

2 Encls

1. Educational disclosure checklist
2. Education institution access request form



KENT D. SAVRE
Major General, USA
Commanding

DISTRIBUTION:

All Schools, Brigades, Battalions,
Companies, Detachments, Tenant Units,
Directorates, and Personal Staff Offices

EDUCATIONAL DISCLOSURE / CHECKLIST

Name of Institution/School: _____ Current Accreditation: Regional National
 Accreditation Agency: _____

School Type: _____ Accreditation Information: <http://www.ope.ed.gov/accreditation/>

Address: _____

Check appropriate response(s):

Length of Term: Semester Quarter Monthly Other (specify): _____

Type of credit awarded: Semester Hours Quarter Hours Clock Hours CEU's Other: _____

Type of credit accepted: Regional National Testing (i.e. CLEP, DSST, etc.) ACE
 Recommended

Class Format (all that apply at this location): Classroom Online Blended Other: _____

Degrees Available: Associates Bachelors Masters Doctorate Certificate

Member of SOC: Yes No If yes, also in SOCAD? In GoArmyEd: Yes No

Limit residency requirement to no more than 25% of undergrad program: Yes No

Out-of-state tuition waived for military and their family members: Yes No

Out-of-state tuition waived after military and family members transition out of service: Yes How long? ____ years No
 Cost per credit hour for Undergraduate: Military: \$ _____ Civilian: \$ _____

Additional fees per course: Technology Fee: \$ _____ Other (specify): \$ _____

Waive on-campus attendance fees for military members? Yes No

Are books included with the cost of tuition? Yes No

Are you currently authorized to accept?

Military Tuition Assistance Yes No VA Benefits Yes No

MyCAA Yes No FAFSA (Pell Grant/Fed Loans) Yes No

TOTAL COST PER COURSE: \$ _____

Do you offer incentives? If so, state the student requirements:

Incentive: _____ Requirement to keep incentive: _____
 Laptop / iPad _____ Scholarship _____

Other (specify) _____

Do you require block course (automatic enrollment in to courses)? Yes No

Do you require a signed agreement that obligates students to take a certain number of courses? Yes No

Explain:

Estimated Total Cost Undergraduate Tuition and Fees 2013 – 2014 (Full time)*

1 Year* Associates Degree (2 years)* Bachelors Degree (4 years)*
 \$ \$ \$

*Based on tuition and fees as reported to the National Center for Education Statistics (NCES) by the school. Tuition and fees reflect school year 2013-14; be aware that costs for future years may increase. Visit <http://nces.ed.gov/collegenavigator/> to review additional information about this school or to compare it with other schools.

Questions about this form can be directed to: thomas.l.kelly20.civ@mail.mil Thomas L. Kelly, ESO	Form prepared by: Position: Email: Phone: _____ Date: _____
FORT LEONARD WOOD REQUIREMENT: FORM TO BE DISPLAYED AND COPIES AVAILABLE FOR STUDENTS	

Encl 1

Fort Leonard Wood Educational Institution Access Request

From Annex A of IMCOM OPOD 15-014

Educational Institution Request for Access to Army Installation/Activity

This form will be used by educational institutions to request access to Army Installations and to track/monitor access, when granted. The information provided on this form will be used to review and analyze requests for access by educational institutions. Once approved by the Installation Education Advisor, this form also serves as official notification of approval or denial of access.

Providing this information is voluntary, however failure to do so will result in denial of access to the installation or activity.

This form will be retained on file at the approving Installation for two years from the date of visit.

Section I

Installation/Activity: _____

Institution Name: _____

_____ This institution is **not** in a probationary status. _____ This institution is in a probationary status. (Choose statement)

Requested Access Date and Time: _____

Purpose of Visit: _____ Counseling _____ Education or Career Fair _____ Other (Choose selection)

Specify Purpose if "Other" is Selected _____

Names and Titles of Visiting Representatives _____

Counseling will be provided by: _____ Appointment _____ Walk-in basis _____ N/A (Choose selection)

How are students informed of your counseling visit? _____

Section II

By submitting this form, the above referenced Educational Institution agrees to:

1. Adhere to federal law, DoDI 1322.25, DoDI 1344.07, and Army policies and regulations.
2. Comply with all Installation/Activity policies and procedures including, but not limited to, background checks, vehicle inspection/registration, and physical security.
3. Conduct visit exclusively at the date, time, and location designated on this request.

If counseling visit:

4. Agree to refrain from conducting any recruiting activity during approved counseling visits.
5. Prior to departure, agree to submit to approving authority a list of all student contacts made during approved counseling visits. This list will include name, reason for visit, and which benefit she/he is using (TA/VA/Title IV) or if using self-pay option.
6. Have a minimum of 20 military-connected students (TA, GI Bill, Title IV recipients) at this installation.

Section III

The above referenced institution certifies that:

1. Institution has signed the Voluntary Education Partnership MOU with DoD.
2. Institution is in compliance with State authorization requirements consistent with regulations issued by ED, including part 600.9 of Title 34, CFR and meets requirements of the State where services will be rendered to include compliance with all State laws as they relate to distance education.

***** Failure to adhere to any of the above conditions constitutes a reportable violation of DoD policy. *****

Section IV

Institution Representative Signature _____ Printed Name _____

Title _____ Date _____

*****For Use of Authorizing Official*****

Option A: _____ Your request for installation access has been approved.

You will conduct your visit at: _____ from: _____
(Location) (Date and Time)

Option B: _____ Your request for Installation access has been denied. The reason for denial is:

Installation Representative Signature _____ Title _____ Date _____

End 2