



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

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MEMORANDUM THRU Deputy Chief of Staff G-1, Headquarters Department of the Army, 111 Army Pentagon Washington DC 20310-0111

FOR

Commander, Human Resources Command, 1600 Spearhead Division Ave, Fort Knox, KY 40122

Commander, Installation Management Command, 2405 Gun Shed Road, Fort Sam Houston, TX 78234

SUBJECT: Army Tuition Assistance (TA) Program Guidelines Applicable to Installation Voluntary Education Programs

1. References:

a. Department of Defense Instruction 1322.25, Voluntary Education Programs, Incorporating Change 2, effective 23 May 2014.

b. Army Regulation 621-5, Army Continuing Education System, 11 July 2006.

2. In accordance with reference a., Army TA may be issued only to eligible Soldiers who are either participating in a high school completion program or are enrolled in approved courses from accredited undergraduate or graduate education programs or educational 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.

3. TA funding will be paid only to educational institutions that have signed and adhere to the requirements of the DoD Voluntary Education Memorandum of Understanding (MOU), as stipulated in reference a.

4. Additionally, a current and valid (signed) Army specific installation MOU between the Army installation command representative and each educational institution must be in place before that education institution can offer (or continue to offer) any education programs on that installation and become or remain eligible to receive TA payments for any approved courses.

a. Within 90 days of the date of this memo, all existing Army installation MOUs with education institutions must receive a comprehensive legal review by the servicing

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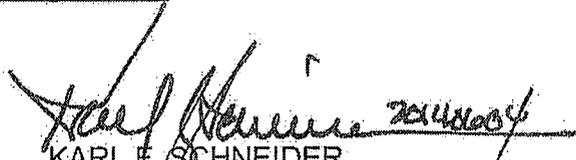
installation Army Staff Judge Advocate (SJA) office to ensure that the wording of the MOU is in full compliance with reference a. If a current installation MOU is found to be noncompliant with reference a., a new installation MOU that is fully compliant with reference a. must be signed within 60 days after the date on which the existing installation MOU was found to be noncompliant.

b. Due to ongoing changes in Voluntary Education programs and services, all installation MOUs should be reviewed annually by the servicing Army SJA office to ensure compliance with current legal and/or policy requirements.

c. As part of the comprehensive legal reviews any potential gifts or benefits provided to Soldiers by education institutions or commercial entities must be reviewed by the servicing SJA Office to ensure compliance with the Joint Ethics Regulation (JER). The JER places limits on the ability of Soldiers to accept gifts. Gifts are broadly defined and include any gratuity, favor, discount, or other item having monetary value. They include services as well as gifts of training. Examples of potentially prohibited gifts include, but are not limited to: free or reduced education costs, access to free or reduced exams and free or discounted training materials or supplies.

5. To ensure full compliance with of DoDI 1322.25, all new programs, pilots or initiatives in support of Voluntary Education will be vetted by Army Human Resources Command prior to execution by IMCOM.

6. My point of contact for this matter is Mr. John R. Rizkallah, Jr. He can be reached at (703) 614-8415 or email: john.r.rizkallah.civ@mail.mil.


KARL F. SCHNEIDER
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