



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE, DEPARTMENT 410
FORT KNOX, KY 40122-5400

AHRC-PDE

24 September 2014

MEMORANDUM FOR RECORD

U.S. Army Installation Management Command (IMCOM), G1, ATTN: Ms. Karen Perkins, 2405 Gun Shed Road, Fort Sam Houston, TX 78234-1223
Army National Guard Education Oversight Branch, National Guard Bureau (NGB), ATTN: Mr. Ken Hardy, 111 South George Mason Drive, Arlington, VA 22204-1382
U.S. Army Reserve Command Reserve Education Center, ATTN: Mr. Terry Stegemeyer, 4710 Knox Street, Fort Bragg, NC 28310-5010

SUBJECT: Educational Institution Access to Army Installations

1. References.

- a. Department of Defense Instruction (DoDI) 1322.25, Voluntary Education Programs, Incorporating Change 3, dated 7 July 2014.
- b. Department of Defense Instruction (DoDI) 1322.19, Voluntary Education Programs Overseas Areas, dated 14 March 2103.
- c. U.S. Army Regulation 621-5, Army Continuing Education System, Rapid Action Revision dated 6 September 2009.
- d. U.S. Army Human Resources Command Memorandum, Subject: Educational Institution Access to Installations, 24 September 2013 rescinded.
- e. U.S. Army Human Resources Command Memorandum, Subject: Educational Representative Access to Installations, 10 October 2013 rescinded.

2. The following terms are defined in this memorandum:

- a. "installation" is any active duty military, Reserve or National Guard owned, leased, or operated base, reservation, post, site, camp, building, or other facility to which DoD personnel are assigned for duty. This includes but is not limited to locations at an active duty military installation, Reserve and National Guard facility (state readiness center, armory, unit, etc.), or recruiting center (leased space inside a shopping mall or office building).
- b. "educational institution representative" is an employee of the educational institution.

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c. "educational institution agent" is a lawful agent of the educational institution and is limited to persons who have written authorization to act on behalf of the educational institutions.

3. All educational institutions and their representatives / agents seeking access to or delivering education programs and services on an installation must adhere to guidelines outlined in the current DoDI 1322.25 and the institution must have signed the Department of Defense Memorandum of Understanding (DoD MOU), Change 3.

a. Enclosure 3, paragraph 3 of DoDI 1322.25 provides specific information and procedures that Education Services Officers (ESOs) or Regional Support Command (RSC) Education Services Specialists (ESSs) must follow on behalf of the installation commander to provide voluntary education programs and services from postsecondary institutions. Paragraph 3g. includes information that ESOs/RSC ESSs must provide to institutions seeking access. This information is inclusive of details that would be included in a needs assessment.

b. Enclosure 3, paragraph 4 of DoDI 1322.25 specifically addresses institutions seeking access solely to provide educational counseling or support services to existing students of that institution. Highlighted in this paragraph is the requirement that educational institutions seeking access to the installation to solely provide academic counseling or student support services must have an installation student population of at least 20 military connected students (eligible TA, Title IV, and military / family GI Bill recipients), except in OCONUS locations where DoDI 1322.19 is the governing authority.

4. Only representatives / agents of academic institutions who have met the requirements outlined in the current DoDI 1322.25 shall be afforded access to installations to provide education, guidance, training opportunities, and participate in sanctioned education and job fairs upon approval of the ESO or RSC ESS acting on behalf of the installation commander.

5. The ESO / RSC ESS serves as advisor to the installation, garrison commander or state Adjutant General and the ESS to the RSC in all matters related to voluntary education program and services. The ESO's / RSC ESS's role is to review and analyze all educational institution proposals, partnerships, MOUs or access which would involve Service Members and/or units operating on the military installations.

6. When approached by an educational institution or their representatives / agents, unit commanders will contact the ESO / RSC ESS IAW reference 1.a. who will verify the legitimacy of presentation and the institution. This ESO / ESS verification will prevent the following:

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a. Unfair, deceptive, abusive or fraudulent devices, schemes or artifices, including misleading advertising or sales literature.

b. Unfair, deceptive, or abusive marketing tactics such as unit briefings or assemblies, open recruiting efforts or distribution of marketing materials on the installation.

c. Marketing to or recruiting newly assigned military personnel to the installation, unless the Soldier has received information about voluntary education programs and educational services available at that installation, to include TA, from their military education services center.

d. Using or leveraging any third party organizations, marketing firms or companies to engage in any prohibited practices.

7. When an educational institution request is denied, IAW DoDI 1322.25, Enclosure 3, paragraph 4.e. (2) & (3), the ESO / ESS will provide a written response to the educational institution and maintain a copy of all correspondence for a minimum of two years.

8. Educational institutions desiring access to provide on-installation education programs must follow applicable Army installation policies and procedures to include signing an individual MOU with the installation in addition to having signed the DoD MOU. All installation MOUs, proposals and partnerships will be reviewed by the local / servicing Staff Judge Advocate (SJA) office to ensure compliance with DoDI 1322.25 before final approval can be granted by the Army installation commander and in compliance with Headquarters (HQ) U.S. Army Installation Management Command (IMCOM) guidance.

9. If an installation grants access to an institution and / or its representatives / agents to provide guidance to their students, the institution's employees will:

a. Only advise or counsel students at the education center or at a location approved by the ESO / RSC ESS.

b. Maintain a list of students counseled and provide a copy to the education office.

c. Comply with applicable installation policies and procedures designated by the installation and / or unit Commander on such matters as fire and safety, environment, physical security, personnel background checks, vehicle inspections and registration and any other applicable statutes or regulations.

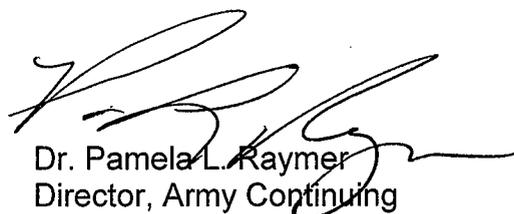
d. Only present materials on courses and programs that are eligible for TA.

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10. The ESO / RSC ESS should work closely with each of the service school's Director of Training, Director of Training Development and / or Director of Quality Assurance or other installation tenants to ensure visiting institution representatives are compliant with DoD, Army and installation policy.

11. IAW AR 621-5, the USAR and ARNG will develop unique priorities, policies and procedures conforming to this regulation and facilitating delivery of ACES programs and services within their commands.



Dr. Pamela L. Raymer
Director, Army Continuing
Education Division