



Department of Defense (DoD) Voluntary Education DoD Installation Access Tips and Resource Links

DoD Installation Access Tips:

1. DoD installation access policy for education institutions can be found in DoD Instruction 1322.25, "Voluntary Education Programs" (see Enclosure 3, sections 3 and 4). Additionally, the Military Departments may enforce Service-specific requirements.
2. All requests for DoD installation access by an educational institution are referred to the responsible education advisor (government official). The responsible education advisor must:
 - a. Provide a timely response to all properly submitted DoD installation access requests.
 - b. Fully consider each request received for appropriate and adequate access. DoD installation access is not guaranteed and requires careful consideration of the following.
 - i. Purpose of Visit. Types of permissible activities include the delivery of education/training programs or services through an installation-specific Memorandum of Understanding (only type of visit that supports regular/recurring format); the provision of academic counseling or support services; and recruitment, marketing, and advertising visits (i.e., education fairs, job training, career/transition events, or sponsorship)
 - ii. Capability to Host. Factors may include, but are not limited to, consistent treatment of educational institutions, value to the Service member and mission tempo of the servicing DoD Installation and/or education office.
 - iii. Status of DoD Voluntary Education Partnership MOU. Educational institutions having an MOU not in good standing with DoD (i.e., Probationary or Title IV Non-Compliant Status) are limited to DoD installation access that supports current students for "teach-out" activities.
 - c. Maintain copies of all correspondence and records pertaining to DoD installation access requests and decisions for a minimum of two years.
 - d. Monitor educational institutions granted access to DoD installations ensuring compliance with the provisions of DoD Instruction 1322.25 during the visit. Consider reportable activities of potential non-compliance to guide monitoring activities.
 - e. Obtain a record of students counseled (academic counseling or support services only) provided upon departure of the institutional representative.
 - f. Promptly report non-compliance activities to osd.pentagon.ousd-p-r.mbx.vol-edu-compliance@mail.mil and the applicable Service official. Identifying potential non-compliance activities may include, but is not limited to, the following considerations:
 - i. Were any potential violations observed or reported (i.e., abusive marketing tactics, handing out misleading advertising or marketing materials not in accordance with DoD Instruction 1322.25 requirements, or distributing marketing materials at unapproved events or locations)?
 - ii. Did any representative or agent of the educational institution conduct inappropriate recruitment activities (i.e., collect of individual name, phone number, email address, engage in same-day recruitment and registration,

- recruitment of newly assigned military personnel, or engage in open recruiting efforts)?
- iii. Did the representative or agent of the educational institution hand out promotional items (e.g., ink pens, cups, golf balls, towels, or t-shirts)? If yes, were any items having a monetary value of more than a “de minimis” amount handed out (i.e., laptops, tablets, or mobile devices)?
3. Educational institutions may request access to any DoD Installation for permissible activities. In order to obtain DoD installation access an educational institution must:
 - a. Submit a written request to the responsible education advisor who will analyze the request and make a determination on behalf of the installation commander.
 - b. Have a signed Voluntary Education Partnership MOU with DoD. Further, a signed Voluntary Education Partnership MOU with DoD is dependent on the educational institution being state-approved for the use of veterans' education benefits, certified to participate in federal student aid programs through the Department of Education (ED), and accredited by a national or regional accrediting body recognized by the ED.
 - c. Be in compliance with state requirements and laws.
 4. Educational institutions requesting DoD installation access solely to provide academic counseling or support services to students must have a minimum of 20 military-connected students enrolled at that installation and must adhere to certain reporting requirements following the visit.
 5. Participation in DoD installation activities, including commercial sponsorship/advertising agreements, may be permissible when vetted through the responsible education advisor.
 - a. Agreements should not conflict with the DoD Voluntary Education Partnership MOU.
 - b. Educational institutions entering into such agreements are not automatically granted DoD installation access. The educational institution must submit a request to the responsible education advisor should the educational institution desire access to the DoD installation in relation to the agreement (e.g., sponsorship).

DoD Installation Resource Links:

1. DoD Instruction 1322.25 (<http://www.dtic.mil/whs/directives/corres/pdf/132225p.pdf>)
2. DoD Voluntary Education Partnership MOU FAQs (<http://www.dodmou.com/Home/Faq>)