



Department of Defense

# INSTRUCTION

**NUMBER** 1322.9  
October 16, 1995

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ASD(FMP)

**SUBJECT:** Voluntary Education Programs for Military Personnel-Management Information System

References: (a) DoD Instruction 1322.9, "subject as above," July 15, 1971 (hereby canceled)  
(b) DoD Directive 1322.8, "Voluntary Education Programs for Military Personnel," July 23, 1987

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to implement policy, under reference (b), and to update responsibilities and procedures for collecting information about the voluntary education programs for military personnel.

1.2. Continues to authorize collection of data on the voluntary education programs for military personnel operated under reference (b).

1.3. Designates the Secretary of the Navy as "the DoD Executive Agent for the Defense Activity for Non-Traditional Education Support (DANTES)."

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Defense Agencies (hereafter referred to collectively as "the DoD Components").

### 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 1.

### 4. POLICY

It is DoD policy to collect and review data on military voluntary education programs to help monitor the extent of benefits provided and their cost-effectiveness.

### 5. RESPONSIBILITIES

5.1. The Assistant Secretary of Defense for Force Management Policy, under the Under Secretary of Defense for Personnel and Readiness, shall monitor compliance with this Instruction.

5.2. The Secretaries of the Military Departments shall ensure that reports are timely submitted to the DAN TES using DD Form 1719, "DoD Voluntary Education Program Report" (enclosure 2).

5.3. The Secretary of the Navy, as the Executive Agent for the DAN TES, shall ensure that the DAN TES collects and collates data from the Military Services and provides a report of the consolidated data to the Assistant Secretary of Defense for Force Management Policy and the Secretaries of the Military Departments.

### 6. PROCEDURES

Procedures for reporting data and instructions for completing DD Form 1719 are at enclosure 3.

### 7. INFORMATION REQUIREMENTS

The annual reporting requirement in paragraph 5.2., above, has been assigned Report Control Symbol DD-P&R(A)1101.

8. EFFECTIVE DATE

This Instruction is effective immediately.



F. Pang  
Assistant Secretary of Defense  
Force Management Policy

Enclosures - 3

E1. Definitions

E2. DD Form 1719, Sep 95

E3. Procedures for Reporting Data and Instructions for Completion of DD Form 1719

E1. ENCLOSURE 1

DEFINITIONS

E1.1.1. Academic. Having to do with general or liberal, rather than technical or vocational, education.

E1.1.2. Course Completion. The status of an enrollee who has successfully completed the course objectives at or above the minimum acceptable standards. Courses of fewer than 20 class hours of instruction shall not be listed or reported.

E1.1.3. Education Center. A military installation facility, including office space, classrooms, laboratories, and other features, which is staffed with professionally qualified personnel and used to conduct voluntary education programs.

E1.1.4. Education Services Officers. The supervisor in charge of the operation of an Education Center or a Navy Campus Office.

E1.1.5. Enrollment. The registration of an eligible student who has completed all required administration procedures for matriculation in a single course.

E1.1.6. Functional Skills or Basic Skills. Academic competencies, such as English, reading, writing, speaking, and mathematics, that are essential to successful job performance and new learning.

E1.1.7. Headquarters (HQs) Personnel. Personnel employed at a Service HQs or a major command HQs.

E1.1.8. High School Completion Program. A program that provides Service members the opportunity to earn a high school diploma.

E1.1.9. Navy Campus Area Coordinators. The supervisor in charge of a defined area that includes one or more Navy Campus Offices.

E1.1.10. Non-credit Course. Courses that do not carry credit awards and cannot be used toward degree completion. Refers to courses offered to upgrade a skill such as language or other military job-related skills, or non-credit vocational and technical courses.

E1.1.11. Program for Afloat College Education (PACE) Program. An education program conducted by the Navy on board deployed ships, submarines, and selected shore sites. Conducted under contract with an educational institution. Courses bear credit at the post-secondary level.

E2. ENCLOSURE 2

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DOD VOLUNTARY EDUCATION PROGRAM REPORT <i>(Read Instructions in DoDI 1322.9 before completing form.)</i>					REPORT CONTROL SYMBOL DD P&R(A)1101	
<b>SECTION I - GENERAL INFORMATION</b>						
<b>1. MILITARY DEPARTMENT</b> Army Navy Marine Corps Air Force		<b>2. REPORT FOR FISCAL YEAR</b> 1994	<b>3. REPORTING OFFICIAL</b> John Doe		<b>4. REPORTING DATE (YYMMDD)</b> 950201	
<b>5. TELEPHONE NUMBERS</b>		<b>6. MILITARY STRENGTH (NOTE: Warrant Officers should be included with officer counts in all reporting blocks)</b>				
a. DSN 922-1085	b. COMMERCIAL (Include area code) (703) 000-4384	a. OFFICERS 245,229	b. ENLISTED 1,349,052	c. TOTAL 1,594,281		
<b>SECTION II - ANNUAL REPORT</b>						
<b>7. DEPARTMENT EDUCATION LEVELS</b>						
	NON-HIGH SCHOOL GRADUATES (1)	HIGH SCHOOL GRADUATES OR EQUIVALENT (2)	DEGREES (3)			
			AS AND/OR AA (a)	BS AND/OR BA (b)	MS AND/OR MA (c)	DOCTORATE (d)
a. OFFICERS	7	5,672	6,041	126,538	69,689	9,625
b. ENLISTED	12,312	1,217,381	76,018	39,076	3,354	208
<b>8. HIGH SCHOOL COMPLETION PROGRAM</b>						
HIGH SCHOOL	NUMBER (1)	TA COST (2)	CONTRACT COST (3)	COMMENTS (4)		
a. ENROLLMENTS	754	\$85,622	SAMPLE			
b. COMPLETIONS	635					
<b>9. UNDERGRADUATE PROGRAMS</b>						
UNDERGRADUATE COURSES	OFFICERS (1)	ENLISTED (2)	TA COST (3)	COMMENTS (4)		
a. ENROLLMENTS	16,635	603,956	\$96.5M			
b. COMPLETIONS	5,498	305,457				
<b>10. NAVY PACE PROGRAM</b>						
COURSES	NUMBER (1)	CONTRACT COST (2)	COMMENTS (3)			
a. ENROLLMENTS	21,087	\$5.7M				
b. COMPLETIONS	18,767					
<b>11. GRADUATE PROGRAMS</b>						
GRADUATE COURSES	OFFICERS (1)	ENLISTED (2)	TA COST (3)	COMMENTS (4)		
a. ENROLLMENTS	73,454	18,066	\$32.6M			
b. COMPLETIONS	53,216	12,407				
<b>12. NONCREDIT COURSES</b>						
	LANGUAGE (1)	MOS OR MILITARY SPECIALTY (2)	TA COST (3)	CONTRACT COST (4)	COMMENTS (5)	
a. ENROLLMENTS	1,794	2,070	\$0.61M	\$0.19M		
b. COMPLETIONS	1,427	1,659				
<b>13. FUNCTIONAL, BASIC, OR ACADEMIC SKILLS</b>						
a. PROGRAM TITLE(S) Leader Enhancement, FAST, ESL, Basic Skills, NCDES Math, Read to Lead			b. ENROLLMENTS	103,848	\$0.06M	\$7.9M
			c. COMPLETIONS	30,557		

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PREVIOUS EDITION IS OBSOLETE.

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14. DEGREES COMPLETED THIS FISCAL YEAR					
	HIGH SCHOOL DIPLOMA/AGED (1)	AS AND/OR AA (2)	BS AND/OR BA (3)	MS AND/OR MA (4)	DOCTORATE (5)
a. OFFICERS	0	270	467	3,840	25
b. ENLISTED	477	17,432	4,919	884	2
c. TOTALS	477	17,702	5,386	4,724	27
15. NUMBER OF PERSONNEL PARTICIPATING IN POSTSECONDARY PROGRAMS THIS FY		16. SOCAD AND SOCNAB PROGRAMS			
474,584	a. NUMBER OF NEW AGREEMENTS THIS FY	SOCAD (1)	BDFS (2)	SOCNAB-2 (3)	SOCNAB-4 (4)
	b. NUMBER OF DEGREES COMPLETED THIS FY	24,581	5,609	4,102	2,763
	c. TOTAL NUMBER OF AGREEMENTS TO DATE	184,627	31,811	24,247	9,415
17. COSTS IN APPROPRIATED FUNDS		TOTAL ACTUAL NUMBER (1)	TOTAL ACTUAL COST (2)	TOTAL ACTUAL NUMBER (1)	TOTAL ACTUAL COST (2)
a. EDUCATION SERVICES OFFICERS	269	\$17.4M	b. CIVILIAN EDUCATIONAL TECHNICIANS	253	\$6.4M
b. NAVY CAMPUS AREA MANAGERS	11	\$ 0.5M	h. MILITARY EDUCATIONAL SPECIALISTS AND/OR TECHNICIANS	178	\$2.4M
c. NAVY CAMPUS EDUCATIONAL SPECIALISTS	81	\$ 4.4M		WORKYEARS (1)	COSTS (2)
d. COUNSELORS	503	\$23.8M	i. CONTRACT SERVICES		
e. HQS PERSONNEL	100.25	\$ 4.2M	(a) EDUCATION CENTER	66.9	\$1.7M
f. ADMIN PERSONNEL	247	\$ 6.3M	(b) LEARNING CENTER		\$4.7M
j. SUPPLIES AND/OR EQUIPMENT					\$4.1M
k. REMARKS CONCERNING FUNDS					
<b>SAMPLE</b>					
18. COMMUNITY COLLEGE OF THE AIR FORCE (To be completed by the Air Force)					
a. NEW ENROLLMENTS THIS FY	b. DEGREES AWARDED THIS FY	c. TOTAL ENROLLMENTS	d. TOTAL DEGREES AWARDED	e. BUDGET FOR THIS FY	
30,000	11,574	478,488	136,984	\$5.5M	
19. DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (To be completed by DANTES)					
a. FULLY FUNDED TESTING PROGRAM (Active Duty Personnel)	ARMY (a)	NAVY (b)	MARINES (c)	AIR FORCE (d)	DOD TOTALS (e)
(1) CLEP GENERAL	8,377	8,859	2,207	15,406	34,849
(2) CLEP SUBJECT	9,108	6,309	950	12,376	28,743
(3) DSST'S	14,744	6,021	847	17,882	39,494
(4) ACT/PROFICIENCY EXAM PROGRAM	1,139	685	14	659	2,497
(5) SAT	2,201	5,625	1,438	1,342	10,606
(6) ACT	1,628	1,925	286	787	4,626
(7) GRE	3,806	1,995	231	3,407	9,439
(8) GMAT	709	791	171	982	2,734
(9) NTE	943	894	108	804	2,749
(10) GED	1,246	3,538	505	40	5,329
(11) GUIDANCE TEST	70,212	9,266	2,599	8,236	90,313

E3. ENCLOSURE 3

PROCEDURES FOR REPORTING DATA  
AND  
INSTRUCTIONS FOR COMPLETION OF DD FORM 1719

E3.1. PERIODS COVERED AND DUE DATES

The Services shall collect the data by Fiscal Year (FY) and cover the entire FY. The Services shall submit their reports on DD Form 1719 to the Defense Activity for Non-Traditional Education Support (DANTES), Code 22, Pensacola, FL 32509-7400, no later than February 15, of the following FY.

E3.2. GENERAL INSTRUCTION

The report shall include the following items:

- E3.2.1. Number of course enrollments.
- E3.2.2. Number of course completions.
- E3.2.3. Costs for tuition assistance (TA) and contracts.
- E3.2.4. Number of participating Service members.

E3.2.5. Use DD Form 1719 and complete all blocks that apply. TA costs must include costs for both on-base and off-base courses for which TA was paid. Only data for programs supported by Voluntary Education Program Funds shall be reported. Remarks should be referenced to the applicable block number.

E3.3. INSTRUCTIONS FOR COMPLETING INDIVIDUAL BLOCKS ON DD FORM 1719

E3.3.1. Section I - General Information:

E3.3.1.1. Blocks 1 through 5., Self-Explanatory.

E3.3.1.2. Block 6., Military Strength. Completed by the Defense Manpower Data Center.

E3.3.2. Section II - Annual Report:

E3.3.2.1. Block 7., Department Education Levels. Report the current education levels, in numbers, of all personnel in your Military Department. Numbers reported here shall equal the MILITARY STRENGTH numbers reported in block 6.

E3.3.2.2. Block 8., High School Completion Program. Report course and/or program enrollments leading to a high school diploma. The number of course and/or program enrollments and completions should be reported when instruction is funded by TA or contract services. Report costs under the applicable heading; i.e., TA, "contract," or both.

E3.3.2.3. Block 9., Undergraduate Programs. Report the number of course enrollments, completions, and cost at the undergraduate level.

E3.3.2.4. Block 10., Navy PACE Program. Report course enrollments, completions, and program costs.

E3.3.2.5. Block 11., Graduate Programs. Report course enrollments, completions, and cost at the graduate level.

E3.3.2.6. Block 12., Non-credit Courses. Report course enrollments that do not lead to the award of college credits. If your Service does not offer a program, enter "N/A."

E3.3.2.6.1. Language. Report language course, enrollments, and completions that are not credit-bearing courses. Language courses taken for credit are reported in blocks 8. through 10. (paragraph E3.3.2., above).

E3.3.2.6.2. Military Specialty or Vocational Courses. Report the number of course enrollments and completions of vocational courses or courses that enhance military job performance.

E3.3.2.6.3. TA Cost. Report cost for TA.

E3.3.2.6.4. Contract Cost. Report cost for contracted non-credit courses.

E3.3.2.7. Block 13., Functional, Basic, or Academic Skills. Enter program titles. Report course or program enrollments, completions, and costs.

E3.3.2.8. Block 14., Degrees Completed This FY. This block does not duplicate block 7. Report here the number of diplomas and degrees completed during THIS reporting period(). Associate of science and/or associate of arts, bachelor of science and/or bachelor of arts, and master of science and/or master of arts degrees should be reported as one number in each category; i.e., "associates," "bachelors," and "masters," respectively. If the number of officers and enlisted cannot be reported discretely, complete only the space for totals.



E3.3.2.9. Block 15., Number of Personnel Participating in Post-secondary Programs This FY. Report the number of personnel participating in the DoD postsecondary voluntary education programs this year. Count the Service member only one time during the FY regardless of the number of times he or she may have enrolled in post-secondary courses. Include those personnel who took non-credit courses that were supported by TA.

E3.3.2.10. Block 16., Service members Opportunity Colleges Army Degrees, Service members Opportunity Colleges Navy Degrees, and Bachelors Degrees for Soldier Programs. Used by the Army and the Navy only. No costs are reported in these blocks.

E3.3.2.11. Block 17., Costs in Appropriated Funds. Report the total actual number of personnel and total actual cost for each item. Contract services may be reported in work-years. Do not report instructional costs in this block. "Contract instruction" and "TA cost" were reported in blocks 8 through 13. (see paragraphs E3.3.2.2. through 3.2.7., above).

E3.3.2.11.1. Sub-block 17.a., Education Services Officers. The Army, the Navy, the Air Force and the Marine Corps use this space to report all personnel and related costs in this category.

E3.3.2.11.2. Sub-block 17.b., Navy Campus Area Managers. The Navy uses this space to report all personnel and related costs in this category. Dual-hatted personnel should be included in this category only.

E3.3.2.11.3. Sub-block 17.c., Navy Campus Educational Specialists. The Navy uses this space to report all personnel and related costs in this category.

E3.3.2.11.4. Sub-block 17.d., Counselors. The Army, the Air Force, and the Marine Corps use this space to report all personnel and related costs in this category.

E3.3.2.11.5. Sub-block 17.e., HQs Personnel. All Services use this space to report all personnel and related costs in this category. This block should include all personnel at the major commands and the Service HQs.

E3.3.2.11.6. Sub-block 17.f., Administrative Personnel. All Services use this space to report all administrative personnel working at the Education Center or the Navy Campus Field Office level.

E3.3.2.11.7. Sub-block 17.g., Civilian Educational Technicians. All Services use this space to report education technicians working at the Education Center or the Navy Campus level.

E3.3.2.11.8. Sub-block 17.h., Military Educational Specialists and/or Technicians. The Army, the Air Force, and the Marine Corps use this space to report military personnel working at the Education Center level.

E3.3.2.11.9. Sub-block 17.i., Contract Services. All Services use this space to report contract services on work-years delineated by the Education Center and the Learning Center. A work-year is defined as "1,850 hours of contracted services."

E3.3.2.12. Block 18., Community College of the Air Force. Reported by the Department of the Air Force.

E3.3.2.13. Block 19., DANTES Sub-blocks 19.a. through 19.f. on DANTES Programs shall be completed by DANTES.