

# **MEMORANDUM OF UNDERSTANDING**

**between the**

**INSTITUTE OF CONSUMER FINANCIAL EDUCATION**

**and the**

**DEPARTMENT OF DEFENSE**

## **I. Background**

The Institute of Consumer Financial Education (ICFE) is a consumer oriented, non-profit, tax exempt (501(c)(3)), public education organization based in San Diego, California. ICFE, founded in 1982 by the late Loren Dunton, also became known as the National Center for Financial Education (NCFE). ICFE is dedicated to helping people of all ages improve their spending, increase their savings, and use credit more wisely. ICFE helps to educate, motivate and empower Americans, through educational programs, to put more of their discretionary dollars aside in investments for their future. ICFE also helps employers everywhere make personal finance programs (home study or instruction) available to employees and their families as part of an employee assistance program and employee benefit so as to lessen the financial distractions people bring with them to the work place. ICFE accomplishes its missions through an extensive Web site, public presentations and through ICFE-certified individuals who serve as instructors and counselors in the areas of credit report reviews and personal finance.

The Department of Defense (DoD) represents over 2 million active duty and reserve Service members in three military departments -- Army, Navy and Air Force. As part of its Social Compact with Service members and their families to care for their quality of life, DoD provides personal financial management education and training to prepare them for their changing financial needs. Personal financial management is also seen as an integral part of personal readiness to accomplish the DoD mission.

## **II. Purpose and Basis for Memorandum of Understanding**

The purpose of this Memorandum of Understanding (MOU) is to establish a framework for collaboration and support in pursuit of promoting basic financial education to members of the Armed Services (Service members) and their families.

### **III. Areas of Collaboration**

ICFE provides free, Web based, financial education materials and Web based instruction and other presentations on personal finances, focusing attention on spending, savings accumulation, budgeting, the wise use of credit, teaching children about money and important consumer protection topics, such as Identity Theft (prevention and recovery) and privacy of personal financial and medical information.

DoD provides basic financial education to Service members and their families. The financial literacy program helps to ensure that enlistees can open a bank account and understand how to write checks to access their money. Enlisted Service members receive the bulk of their basic financial literacy training during the first 18 months of service. Follow-on programs that include family members are provided at military installations to fulfill local educational requirements.

### **IV. ICFE's Contribution**

#### **A. Electronic and Web Based Copies of Instructional Materials**

ICFE will provide to DoD installation personal financial management specialists free access to the following instructional materials in Web based downloads and/or electronic format upon request:

- “The Money Instruction Book.” (Consumer Edition)
- The ICFE Do-It-Yourself Credit File Correction Guide. (FACTA 2004 Edition)
- The ICFE eNewsletter. (Via email only or Web based download)
- The ICFE Counselor Support Program. Any DoD Personal Financial Management Specialist may call upon ICFE staff for advice, counsel, and financial education expertise via telephone, email, and the Internet.
- The ICFE PowerPoint Shows on “Identity Theft” and “Teaching Children The Value of Money.” (More PowerPoint Shows on other financial education topics will be released approximately every 90 days by the ICFE. All PowerPoint shows are Web based downloads.)

#### **B. Presentations**

Upon request by the installation Personal Financial Management Specialist, and approval of the installation commander, ICFE will provide presentations on personal financial topics at military installations nationwide where ICFE trained and certified individuals are available and by ICFE staff in the greater San Diego, California area.

### **C. Counseling Services**

ICFE will provide credit report reviews to military consumers by Certified Credit Report Reviewers upon request of the installation Personal Financial Management Specialist.

ICFE will provide Internet and telephone counseling in the areas of: controlling spending, reducing debts, budgeting, credit and debt counseling, credit file correction, and identity theft issues.

ICFE maintains a PFMS support program via telephone, email, and the Internet

### **V. Department of Defense Contributions**

#### **A. Awareness of Availability**

The Department of Defense will make the Military Services aware of ICFE resources to use as part of their personal financial management programs.

#### **B. Evaluation System**

DoD agrees to cooperate with ICFE to measure the effectiveness and impact of ICFE provided resources to ensure they are providing the desired results.

### **VI. Amendment**

This MOU will be reviewed annually, and may be amended as agreed to in writing by both parties.

### **VII. Limitations**

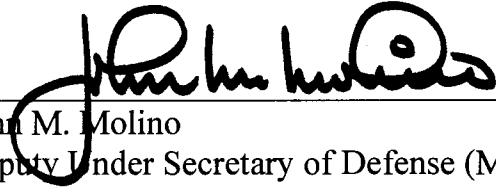
This document is a Memorandum of Understanding only. It is entered into only as a declaration of present intent. Nothing herein shall be construed as a legally binding commitment of any party or parties hereto, either individually or collectively. This MOU does not create any rights, either on the part of any party hereto or on the part of any third party.

### **VIII. Points of Contact (POC)**

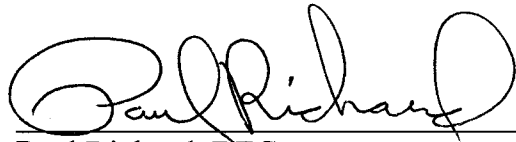
Paul Richard, RFC  
Executive Director  
Institute of Consumer Financial Education (ICFE)  
PO Box 34070  
San Diego, CA 92163-4070  
Telephone: 619-239-1401  
Email: [icfe@cox.net](mailto:icfe@cox.net)  
Website: [www.icfe.info](http://www.icfe.info)

Marcus J. Beauregard  
Office of the Deputy Under Secretary of Defense  
(Military Community and Family Policy)  
1401 Wilson Blvd, Suite 401  
Rosslyn, VA 22209  
Telephone: (703) 696-9468 (ext 166)  
Fax: (703) 696-9480  
Email: [marcus.beauregard@wso.whs.mil](mailto:marcus.beauregard@wso.whs.mil)

IX. Signatures:



\_\_\_\_\_  
John M. Molino  
Deputy Under Secretary of Defense (Military Community and Family Policy)  
Department of Defense  
Date: June 25, 2004



\_\_\_\_\_  
Paul Richard, RFC  
Executive Director  
Institute of Consumer Financial Education (ICFE)  
Date: July 02, 2004