



DEPARTMENT OF THE NAVY

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SECNAVINST 1560.4A
ASN(M&RA)
01 Dec 2005

SECNAV INSTRUCTION 1560.4A

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY VOLUNTARY EDUCATION (VOLED)
PROGRAM

Ref: (a) DOD Directive 1322.8E of January 3, 2005
(b) DOD Instruction 1322.25 of February 5, 1997
(c) Sections 2005 and 2007 of Title 10, United States Code
(d) DOD Directive 5101.1 of September 3, 2002
(e) Memorandum of Understanding concerning the Defense Activity for Non-Traditional Education Support of 19 Jul 82 (NOTAL)

Encl: (1) Definitions

1. Purpose. To establish Department of the Navy (DON) VOLED policy and assign responsibility for Navy and Marine Corps VOLED programs in accordance with references (a) through (e). This Instruction has been administratively revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1560.4. This is an interim change; after the issuance of a revised reference (b), this instruction may be updated, if necessary. If no change is deemed necessary after issuance of reference (b), this instruction will no longer be considered interim.

3. Scope. VOLED enables active duty Sailors and Marines to further their education by completing a high school diploma or its equivalent (GED), upgrading basic academic skills, and achieving a technical certificate or college degree.

4. Definitions. Special terms used in this instruction are defined in enclosure (1).

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5. Applicability. This instruction applies to the active duty component of the Navy and Marine Corps. On a space available, self-funded basis, active duty members of other United States

armed services who are co-located with Navy or Marine Corps commands, members of the Navy and Marine Corps inactive Reserve, adult family members, retired members and their adult family members, and civilian employees of the Department of Defense (DOD) may take advantage of educational opportunities provided under the VOLED program.

6. Policy. By helping Sailors and Marines continue their education, the DON will enhance the career potential and personal growth of members, support recruitment, retention and readiness of quality personnel, strengthen job performance, and promote a culture of continuous learning. In support of these purposes:

a. Navy and Marine Corps shall support Sailors and Marines in their voluntary pursuit of advanced education goals by ensuring members have access to educational services, tuition assistance and programs of their choice, regardless of mission or duty assignment. Wherever appropriate, distance-learning technologies may be used to support this policy.

b. In accordance with references (a) and (b), Navy and Marine Corps shall only support educational institutions that are accredited by an agency recognized by the Department of Education (DOE) and that follow the minimum criteria outlined in reference (b). In academic skills, the requirement is for contract managers, instructors, and facilitators to have degrees from accredited institutions recognized by DOE.

c. Navy and Marine Corps shall ensure that guidance, educational counseling and testing services are provided by qualified personnel and that staffing at education offices is adequate to support the number of active duty personnel served.

d. Navy and Marine Corps shall ensure members are given an opportunity to upgrade their academic skills regardless of mission or duty assignment. In accordance with reference (c), adult family members are eligible to participate in academic skills programs on a space available basis.

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e. Sailors and Marines shall be encouraged to obtain a Servicemembers Opportunity Colleges Navy (SOCNAV) or Servicemembers Opportunity Colleges Marine Corps (SOCMAR)

student agreement in order to achieve a college degree.

f. Navy and Marine Corps shall provide on-base programs in response to local needs assessments or unique service requirements.

g. The Navy and Marine Corps shall participate in the Military Installation Voluntary Education Review (MIVER) Program.

7. Responsibilities

a. The Secretary of the Navy shall serve as Executive Agent for the Defense Activity for Non-Traditional Education Support (DANTES), in accordance with references (a) and (d).

b. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)) shall be the responsible Secretariat office for:

(1) Developing DON policy for VOLED programs;

(2) Monitoring compliance with DON and DOD guidance on VOLED programs.

c. The Chief of Naval Operations and the Commandant of the Marine Corps shall:

(1) Ensure that sufficient fiscal, facilities and staffing support is provided to carry out requirements of this instruction, including, but not limited to, a worldwide network of education centers, trained staff to provide educational counseling, adequate facilities, and funding for tuition assistance and academic skills programs.

(2) Perform delegated duties as specified in reference (e) concerning DANTES.

(3) Ensure that VOLED policy and procedural guidance is issued consistent with references (a) and (b).

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(4) Maintain equity of educational access for deployed Sailors and Marines and those at remote sites, to include both

traditional (classroom) and distance learning instruction.

(5) Ensure installation commanding officers, ship commanding officers, unit commanders, and DON leadership are well informed about VOLED opportunities.

(6) Ensure that the operations of accredited institutions providing degree programs on military installations are facilitated, wherever possible.

(7) Ensure that MIVER reports are reviewed and appropriate offices take action in response to MIVER findings/recommendations.

(8) Request studies periodically to document the impact of VOLED programs on personnel and commands.

(9) Identify a qualified representative to serve on the Interservice Voluntary Education Working Group, per reference (b).

(10) Maintain liaison with Federal, State, and national organizations in support of military VOLED.

William A. Navas, Jr.
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(Manpower and Reserve Affairs)

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DEFINITIONS

For purposes of this instruction, the following definitions apply:

Academic Skills. Programs of study that help Sailors and Marines master basic academic skills below the college level, to include reading comprehension, English, and mathematics through Algebra.

Distance Education: The delivery of education through electronically mediated means, including satellite, video teleconferencing, stand-alone computer-based, the Internet, and any other means in which an instructor is not physically present. This definition includes correspondence and independent study courses.

Education Office/Center: The voluntary education (VOLED) office on a Navy or Marine Corps installation that is staffed with professionally qualified personnel to conduct VOLED programs, including office space, classrooms, laboratories and other features.

Education Staff: The civilian and contract personnel who staff the Navy and Marine Corps education offices. Members will include a senior Education Specialist who manages the program on site, Counselors who provide educational guidance, and Education Technicians who assist in a variety of supporting roles.

Military Installation Voluntary Education Review (MIVER): A third party review conducted by a team of professionals who assess the quality of the education program and services offered by the academic institutions/education centers, the sufficiency of support by the installation, and the sufficiency of support by the chain of command for VOLED programs at that location.

Off-Duty Time: Time not scheduled to perform official duties. Service members participating in VOLED programs are expected to use off-duty time or off-watch time to complete degree programs. Sailors and Marines may participate in academic skills programs during duty hours. Commanding Officers may also permit use of

normal duty hours for pursuit of VOLED when it is deemed to be Navy or Marine Corps relevant.

Servicemembers Opportunity Colleges (SOC): A consortium of accredited colleges that offer degree programs in a variety of fields. The member colleges incorporate college credit for military training and experience into their degree plans, automatically accept transfer credit from other SOC colleges, and require minimum residency to complete a degree. Separate consortiums under the SOC umbrella, known as Servicemembers Opportunity Colleges, Navy (SOCNAV) and Servicemembers Opportunity Colleges, Marine Corps (SOCMAR) will address the specific needs of the Navy and Marine Corps.

Tuition Assistance: Funds provided by the Navy and Marine Corps to pay part of the cost of tuition/fees for courses taken during off-duty time.

VOLED: Worldwide continuing education programs in which Sailors and Marines elect to participate during their off-duty time. The primary purpose is to earn a college degree. VOLED programs also encompass academic skills education, which may be pursued either during on or off-duty time.