



Department of Defense

INSTRUCTION

NUMBER 1322.19

March 14, 2013

USD(P&R)

SUBJECT: Voluntary Education Programs in Overseas Areas

References: See Enclosure 1.

1. PURPOSE. This instruction:

a. Reissues DoD Instruction (DoDI) 1322.19 (Reference (a)) in accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (b)) and pursuant to DoDD 1322.08E (Reference (c)) to establish policy, assign responsibilities, and prescribe uniform procedures consistent with DoDI 1322.25 (Reference (d)) for the delivery of voluntary education programs and services provided to Service members serving in overseas areas, whether assigned to an enduring or permanent location or deployed to a contingency location.

b. Provides guidance to prevent unnecessary duplication of postsecondary programs.

c. Establishes, in accordance with DoDI 5105.18 (Reference (e)), both the DoD Joint Service Voluntary Education Contingency Operation (JSVECO) and the DoD Joint Service Outside the Continental United States (OCONUS) Voluntary Education Board, referred to in this instruction as the "Overseas Voluntary Education Board."

2. APPLICABILITY. This instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

3. POLICY. It is DoD policy that:

a. As directed in Reference (c), voluntary education programs provide educational opportunities for Service members regardless of duty location. For OCONUS locations, the provision of voluntary education programs and services are stipulated in References (c) and (d).

b. DoD must avoid the unnecessary duplication of education programs and services within a Combatant Command's area of responsibility (AOR) by exercising the authority in section 113 of Title 10, United States Code (Reference (f)) to grant exceptions, when required.

c. Tuition assistance (TA) will be paid by the Military Services in contingency and enduring areas (excluding Hawaii and Alaska) only for programs and courses that are:

(1) Based on needs assessment analysis.

(2) Provided by postsecondary institutions participating in the DoD Voluntary Education Program (referred to in this instruction as "voluntary education program") as education providers.

d. Conducting any type of activity on an installation or base will be limited to only those academic institutions participating as a provider under the voluntary education program in the Combatant Command's AOR.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.


6. INFORMATION COLLECTION REQUIREMENTS. The Department of Defense Voluntary Education Report, referred to in section 6 in Enclosure 3 of this instruction, has been assigned report control symbol DD-P&R(A)2500 in accordance with the procedures in Directive-type Memorandum 12-004 (Reference (g)) and DoD 8910.01-M (Reference (h)).

7. RELEASABILITY. **Unlimited**. This instruction is approved for public release and is available on the Internet from the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This instruction:

a. Is effective March 14, 2013.

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DoDI 5025.01 (Reference (i)). If not, it will expire effective March 14, 2023 and be removed from the DoD Issuances Website.


Jessica L. Wright
Acting Under Secretary of Defense for
Personnel and Readiness

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ENCLOSURE 1

REFERENCES

- (a) DoD Instruction 1322.19, "Voluntary Education Programs in Overseas Areas," May 9, 1988 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Directive 1322.08E, "Voluntary Education Programs for Military Personnel," January 3, 2005
- (d) DoD Instruction 1322.25, "Voluntary Education Programs," March 15, 2011, as amended
- (e) DoD Instruction 5105.18, "DoD Intergovernmental and Intragovernmental Committee Management Program," July 10, 2009, as amended
- (f) Section 113 of Title 10, United States Code
- (g) Directive-type Memorandum 12-004, "DoD Internal Information Collections," April 24, 2012, as amended
- (h) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (i) DoD Instruction 5025.01, "DoD Directives Program," September 26, 2012
- (j) DoD Instruction 1344.07, "Personal Commercial Solicitation on DoD Installations," March 30, 2006
- (k) "Servicemembers Opportunity Colleges Consortium Principles and Criteria," 2011-2013¹
- (l) "Military Student Bill of Rights," 2011-2013¹
- (m) Joint Publication 1-02, "Department of Defense Dictionary of Military and Associated Terms," current edition

¹Located at: <http://www.soc.aascu.org/socconsortium/PublicationsSOC.html>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

(USD(P&R)). The USD(P&R) maintains policy oversight for voluntary education programs in overseas areas.

2. ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS (ASD(RA)). Under the authority, direction, and control of the USD(P&R), the ASD(RA):

a. Monitors compliance by personnel under his or her authority, direction, and control with this instruction and related issuances.

b. Appoints a representative to serve on the Overseas Voluntary Education Board.

3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY (DASD(MC&FP)). Under the authority, direction, and control of the Assistant Secretary Of Defense For Readiness And Force Management (R&FM), the DASD(MC&FP):

a. Monitors compliance by personnel under his or her authority, direction, and control with this instruction.

b. Designates the Voluntary Education Chief within the Office of the DASD(MC&FP) as the Chair of the Overseas Voluntary Education Board.

c. Coordinates adjudication of issues pertaining to the voluntary education program for which the Combatant Commands or their designated agent is responsible.

d. Manages the DoD JSVECO in accordance with requirements stated under Enclosure 4.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments:

a. Issue departmental guidance to implement this instruction.

b. Establish, fund, staff, maintain, and operate voluntary education programs in overseas theaters of operation that are in compliance with this instruction and related issuances.

c. Provide a representative to serve on the Overseas Voluntary Education Board.

d. Hire, train, and maintain deployable military or civilian manpower necessary to manage DoD joint Service voluntary education contingency education centers and provide such manpower when requested by the DoD JSVECO.

e. Prohibit payment of military TA to any institution of higher learning or other provider within the AOR for off base courses that are not part of the voluntary education program if the traditional mode of instruction (classroom, face-to-face) has been contracted for.

f. Continue to pay military TA, at levels of payment authorized by DoD policy, to personnel who were participating in an ongoing degree program and will continue via distance learning.

g. Prohibit the use of military TA for the purchase of books or support materials for courses offered under the terms of the voluntary education program in accordance with DoD policy in accordance with Reference (d).

5. COMMANDERS OF THE COMBATANT COMMANDS WITH CONTINGENCY LOCATIONS. Commanders of the Combatant Commands with contingency locations:

a. Coordinate voluntary education programs with DoD JSVECO as described in Enclosure 3 of this instruction.

b. Develop implementing guidelines ensuring adherence to this instruction and other governing policy on the part of all Services operating within their AORs.

c. Retain ultimate decision making authority on whether to establish joint education centers in their contingency AORs.

d. Review all requests from in-theater commanders to establish education services. As part of the review, ensure funding and infrastructure (including logistical support) to support and sustain the operations are adequate in accordance with DoDI 1344.07 (Reference (j)). Funding for downrange voluntary education programs will come from overseas contingency operations.

e. Request authorized site establishment of all voluntary education programs in their contingency AOR through the DoD JSVECO.

f. Appoint a representative to panels convened on behalf of the Combatant Command to define the requirements for the voluntary education program and provide subject matter expertise support within their AOR on other panels as requested.

g. Require traditional classroom education programs and services at contingency locations be provided only by those colleges, universities, and providers of postsecondary programs as approved by the Department of Defense.

6. COMMANDER, UNITED STATES PACIFIC COMMAND (CDRUSPACOM) AND COMMANDER, UNITED STATES EUROPEAN COMMAND (CDRUSEUCOM). The CDRUSPACOM and CDRUSEUCOM, as commanders of enduring locations:

a. Limit the delivery of education at enduring locations to only those colleges, universities, or providers of postsecondary programs and support services specified under the terms of the voluntary education program in accordance with References (c) and (d).

b. Prohibit marketing on installations throughout the theater of coursework or programs provided by non-DoD voluntary education program providers.

c. Designate a Service within the appropriate command as the lead Service to:

(1) Serve as the contracting officers' representative and liaison with the contracting officer.

(2) Procure postsecondary education programs for eligible personnel within the AOR of the Combatant Command.

(3) Require that there is no duplication of offerings of postsecondary voluntary education services and programs in accordance with Reference (c).

(4) Require that all institutions have a signed memorandum of understanding in accordance with Reference (d) and abide by the procedures for obtaining voluntary education programs and services on military installations.

(5) Maintain a staff within the AOR to manage, administer, and provide quality oversight for all elements of the voluntary education program on behalf of their respective Combatant Command.

(6) Conduct periodic needs assessment within the AOR to determine whether or not the academic programs being provided meet the needs of Service members, DoD civilian employees, and eligible family members.

(7) Coordinate multi-Service use of postsecondary programs, to realize administrative and budgetary economies of scale, efficiencies, and optimum use of support personnel and facilities, equipment, and travel in support of the voluntary education program.

(8) Approve travel orders or authority in support of the education sites addressed in the voluntary education program.

(9) Provide a voluntary education program quality assurance review process that ensures delivery of academically sound postsecondary programs within the AOR, taking remedial action to report and correct any discrepancies.

(10) Require that payment for services rendered in support of the voluntary education program is timely and made on schedule. Coordinate with all DoD organizations, including Defense Finance and Accounting Services as necessary.

(11) Appoint a qualified contracting officer representative (COR) as lead agent to assist with oversight and support of the voluntary education program.

(12) Participate in the annual Overseas Voluntary Education Board meeting.

d. As needed, request support from other Services to provide assistance to the designated Lead Service COR with the procurement process and management of the voluntary education program.

ENCLOSURE 3

PROCEDURES

1. OVERSEAS VOLUNTARY EDUCATION BOARD. The Overseas Voluntary Education Board is established by Reference (d) and will be under the authority, direction, and control of the Voluntary Education Chief within the Office of the DASD(MC&FP) and the Interservice Voluntary Education Board.

a. The Overseas Voluntary Education Board will:

(1) Meet regularly and report on issues and concerns to the Interservice Voluntary Education Board.

(2) Be comprised of one representative from the ASD(RA), and one representative each from the Army, Navy, Air Force, and Marine Corps, and the lead agents from the overseas Combatant Commands with enduring operations.

(3) Include representatives from Combatant Commands with contingency operations and education service requirements during times of actual contingencies.

(4) Provide a forum for the exchange of information and discussion of issues related to voluntary education programs in an overseas AOR.

(5) Develop recommendations for the DASD(MC&FP) involving changes in voluntary education program policies, procedures, and program guidance for implementation and publication in appropriate DoD issuances.

b. The Voluntary Education Chief will serve as the Chair of the Overseas Voluntary Education Board.

c. The Director or Program Manager of the DoD JSVECO and the Director of Defense Activity for Non-Traditional Education Support (DANTES) will serve as ex officio members.

2. DOD JOINT SERVICE OCONUS VOLUNTARY EDUCATION PROGRAM

a. All postsecondary programs provided by the program will operate uniformly in accordance with DoD TA policy and procedures in Reference (d).

b. A needs assessment will be completed every 3 to 5 years to allow for dynamic changes in delivery methods and emerging mission requirements that affect program and delivery capabilities.

c. The programs and courses provided will be in accordance with the needs of deploying Service members as indicated via the needs assessment analysis.

d. There will be no additions to voluntary education programs and course offerings outside of those identified in the needs assessment without prior submission and approval through the lead agent or COR designated by each Combatant Command.

e. Distance education programs offered under the voluntary education program will correspond to traditional classroom offerings.

f. Additional degree voluntary education programs and courses identified by the needs assessment, once submitted through the lead agent or COR may be approved as an add-on to an existing program and course listing or as a new stand-alone addition.

g. In the event that a course or program under the voluntary education program abruptly ends, Service members currently enrolled will be offered an opportunity to complete the program or course whether online or at another institution.

h. Service members who have applied for enrollment in courses and programs under the voluntary education program will have priority seating.

3. CRITERIA FOR DETERMINING POSTSECONDARY PROVIDERS

a. The following criteria will be used to determine the number of providers of voluntary education services.

(1) The demographic distribution of the potential student population.

(2) Whether there is classroom and administrative space to meet education program needs.

(3) DoD educational staff needed to manage education programs at the installation level.

(4) The Combatant Commander's ability to provide reasonable logistical support to installations and persons employed in providing education programs if there are multiple providers in accordance with Reference (j). Logistical support includes supplies, services, facilities, transportation, privileges, and other benefits provided to non-governmental entities or individuals.

b. Where necessary, enrollments generated at large installations will be used to balance the enrollments at small or remote locations to provide economies of scale and to ensure availability of the widest range of education services possible at reasonable tuition rates.

4. SERVICE MEMBERS

a. Service members will have access to postsecondary voluntary education courses and programs while serving overseas, as determined by Combatant Commanders.

b. To receive TA, Service members newly arriving in the overseas duty location who have not previously taken a postsecondary course:

(1) Can enroll in their first postsecondary course or program on site or via distance learning.

(2) Must have an approved education plan.

(3) Must enroll in courses offered by institutions under the voluntary education program provided the courses are accepted for credit by the institution holding the education plan.

c. Service members may continue pursuit of postsecondary programs by distance learning programs initiated prior to departure to overseas duty and continue to receive TA, but will be encouraged to enroll in courses provided by institutions in the program when the courses are transferable into already approved education plans.

d. Overseas Service members who initiate postsecondary programs after the Service members' arrival in the overseas duty location may not receive military TA for courses offered by non-approved program institutions overseas. This limitation will apply to the first postsecondary course requested and successfully completed by the Service member.

5. ENROLLMENTS

a. Service members serving in overseas locations wishing to enroll in education programs provided via the voluntary education program will have first priority. To the extent that space is otherwise available, DoD civilians, eligible adult family members, U.S. Government (USG) sponsored citizens, non-USG sponsored citizens, local nationals, and third country nationals may enroll in classes that are offered at no cost to the individual Service TA program.

b. Participation in education programs provided under the voluntary education program may be denied by the installation commander, host country government, status-of-forces agreement, or other international agreements.

c. Space-available enrollment in any one term does not become a basis for establishing a right to enroll in subsequent terms.

d. Enrollment priority for students participating in education programs provided on the overseas installations is determined as follows:

(1) Active duty, Reserve, and National Guard Service members.

(2) DoD civilians.

(3) Eligible adult family members.

(4) U.S. DoD contractors and USG sponsored citizens.

- (5) Eligible non-USG sponsored citizens.
- (6) Local nationals.
- (7) Third country nationals.

6. REPORTING REQUIREMENTS. Each lead agent will submit the DoD OCONUS Voluntary Education Program Report to the DASD(MC&FP) within 20 work days following the end of each term. The report will include:

- a. A break-out by type of degree, program, student name, rank, and military affiliation (Service or civilian) as listed in paragraph 5d of this section.
- b. A break-out by location, Service, and level of education.
- c. A break-out of the total number of enrollments, listed by installation or base; Service; and level of education.
- d. A break-out of the source of tuition, (e.g., military Service TA, GI Bill, student self pay, Military Spouse Career Advancement Account).
- e. A break-out of the total number of hours purchased and the cost associated with the provision of voluntary education programs and services.

ENCLOSURE 4

DoD JSVECO

The DoD JSVECO oversees voluntary education programs and education centers in contingency overseas areas. The Director, DANTES, will provide support for the administration of voluntary education programs and services as stated below and as specified in Reference (d). Lead agents for the administration of voluntary education programs and services located at enduring overseas locations are managed separately (see section 6 of Enclosure 2 for details). The DoD JSVECO:

a. Maintains a staff to manage, administers, and provides quality oversight for the voluntary education program on behalf of the contingency AORs for the Combatant Commands.

(1) Avoids duplication of offerings of postsecondary voluntary education and services.

(2) Requires all institutions in the voluntary education program at contingency overseas locations are accredited by an accrediting body recognized by the U.S. Department of Education, and that they adhere to standards that are comparable to the Servicemembers Opportunity Colleges Consortium Principles and Criteria and the Military Student Bill of Rights (References (k) and (l)).

(3) Coordinates multi-Service use of civilian postsecondary programs to realize budgetary efficiencies and optimum use of facilities, equipment, and faculty travel.

b. In coordination with the Services, establishes and maintains a register of qualified and deployable personnel to manage education centers in contingency areas. Personnel could include, but are not limited to, administrative staff; test examiners; education services officers, specialists, or advisors; and reservists. If there are no qualified and deployable candidates on the register, the DoD JSVECO coordinates with each of the Services to provide the necessary personnel to staff a specific education center in a contingency area.

c. Upon receipt of a validated Combatant Commander approved request, establishes joint Service education centers in contingency locations, after conducting a feasibility assessment of the request to determine items such as adequacy of available facilities, automation, and base operational support. Such an assessment may require a site visit by the DoD JSVECO.

d. Coordinates the execution of a memorandum of agreement (MOA) signed by a designee of the DoD JSVECO and the Combatant Commander (or designated representative of the Combatant Command). The MOA will clearly stipulate the responsibilities and expectations of both parties prior to the establishment of education services of the voluntary education program to be provided in the contingency area.

e. Requires that periodic needs assessment, as directed by the JSVECO, are conducted within the AOR to determine the sufficiency of the academic programs provided to the Service members and DoD civilian employees under the voluntary education program.

- f. Facilitates the approval process for travel orders or documents that give authority to travel to individuals who support the contingency education sites.
- g. Coordinates and manages funding streams with appropriate budget and resource management authorities and representatives to ensure that proper funding is available on a timely basis for educational services provided by program institution participants.
- h. Apprises the Military Services of issues related to the voluntary education program, including any associated with contract administration oversight.
- i. Monitors and oversees the quality of the voluntary education programs provided by postsecondary institution within their respective AORs are academically sound and that remedial action is taken to correct any discrepancies.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AOR	area of responsibility
ASD(RA)	Assistant Secretary of Defense for Reserve Affairs
CDRUSEUCOM	Commander, U.S. European Command
CDRUSPACOM	Commander, U.S. Pacific Command
COR	contracting officer representative
DANTES	Defense Activity for Non-Traditional Education Support
DASD(MC&FP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DoDD	DoD Directive
DoDI	DoD Instruction
JSVECO	Joint Service Voluntary Education Contingency Operation
MOA	memorandum of agreement
OCONUS	outside the continental United States
TA	tuition assistance
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USG	U.S. Government

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

AOR. Defined in Joint Publication 1-02 (Reference (m)).

contingency areas, sites, or locations. Temporary OCONUS deployment sites.

deployable. Status of qualified personnel prepared to strategically relocate to contingency locations.

distance learning programs. Degree programs with courses delivered by non-classroom learning methods such as paper-based independent study courses, computer or internet based instruction, online or satellite courses, electronic based instruction, or some hybrid form of two or more non-classroom delivery methods.

downrange. Deployed areas overseas that are within a war zone.

education center. A military installation facility including office space, classrooms, laboratories, test facilities, and other features that are staffed with professionally qualified personnel for the purpose of conducting voluntary education programs. Referred to as “The Navy College Office” by the Navy and “The Education and Training Section” by the Air Force.

eligible adult family member. The adult family member over the age of 18 of an active duty, Reserve, or National Guardsman or DoD civilian with a valid DoD identification card.

enduring locations. Permanent OCONUS locations.

education services officer, specialist, or advisor. A professionally qualified subject matter expert or program manager in the education field at the installation education center. The titles “Navy College Office Director” and “Education and Training Section Chief” may also be used.

in-theater. The geographical area for which a commander of a geographic combatant command has been assigned responsibility.

lead agent. An individual Service, Combatant Command, or Joint Staff directorate assigned to develop, coordinate, review, and maintain day-to-day procedures and operational tasks.

marketing. Promoting, distributing, or advertising education degree program information in an attempt to recruit new students.

needs assessment. A process used to determine the staffing requirements, course offerings, size of facilities, funding, or other standards for delivery of educational programs.

non-USG sponsored citizens. U.S. citizens not affiliated with the DoD. Individuals may be with other USG departments, American companies, etc.

OCONUS. Outside the continental United States; does NOT include Hawaii or Alaska.

off base courses. Traditional face-to-face, distance learning, or hybrid courses provided by any school not part of the DoD Joint Services contracts.

overseas areas. Areas OCONUS, including contingency locations that are temporary, overseas deployment sites, and enduring or permanent overseas locations.

overseas contingency operations. Temporary functionalities set up at non-enduring overseas deployment sites.

postsecondary education programs. Continuing adult or postsecondary educational programs-of-study available through accredited educational institutions to include coursework and programs that contribute or lead to high school completion or equivalency diploma, skills development, professional licensure and certification, as well as academic coursework that leads to a duly-accredited degree.

TA. Funds provided by the Military Services to pay a percentage of the charges of an education institution for the tuition of an active duty member of the Military Services enrolled in courses of study during his or her off-duty time.

USG sponsored citizens. U.S. citizens hired as appropriated or non-appropriated federal DoD employees.

voluntary education programs. Continuing adult or postsecondary education programs-of-study and services (e.g., testing and counseling) in which Service members elect to participate during their off-duty hours that are available to other members of the military community.