



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON  
2400 JACKSON BOULEVARD  
FORT JACKSON SC 29207-5015

IMFJ-ZA

21 October 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Policy Memorandum #16 – Fort Jackson's Voluntary Post-Secondary Education Programs

1. REFERENCES:

- a. Presidential Executive Order (EO) 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and other Family Members, 27 April 2012.
- b. Department of Defense Instruction (DoDI) 1322.25, Voluntary Education Program, Incorporating Change 3, 7 July 2014.
- c. Department of Defense Instruction (DoDI) 1344.07, Personal Commercial Solicitation on DoD Installations, 30 March 2006.
- d. Army Regulation (AR) 621-5, Army Continuing Education System, Rapid Action Revision, 6 September 2009.
- e. United States Army Installation Management Command (IMCOM) OPORD 15-014, Access to Army Installations by Educational Institutions, 10 June 2015.
- f. United States Army Training and Doctrine Command (TRADOC) Policy Letter 13, TRADOC School/NCO Academy Guidance on Entering into Agreements with Civilian Colleges and Universities, 21 April 2014.

2. PURPOSE: To establish policies and procedures for post-secondary institutions visiting Fort Jackson (FJ).

3. POLICY:

- a. Voluntary Post-Secondary Education Programs (VOLED) applies to all continuing adult education schools, vocational/technical institutions, colleges or universities and their agents or affiliates (hereafter referred to as "institutions") seeking access to FJ. It implements DoDI 1322.25 and establishes procedures that the institutions must comply with prior to and during any activity on FJ.
- b. In accordance with references 1b and 1e, the FJ's Education Services Officer (ESO) is designated as the sole responsible education advisor for all VOLED programs,

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services, and activities on the installation. VOLED programs will not be established, promoted, nor operated on the installation without the advance approval of the ESO.

(1) VOLED programs that have "permanent" office space and provide on-post academic services and classes at the Education Center will be covered by an appropriate Memorandum of Understanding (MOU) signed by Director, Human Resources (DHR) and Educational Institution (EI) representatives based on the respective home campus.

(2) All other institutions requesting access to FJ for any reason must have an approved Institution Installation Access Request form signed by the ESO or designated representative. Installation access requests are submitted through GoArmyEd (GoArmyEd.com) to the ESO at least five business days in advance of the event. Blanket requests are not authorized. Upon approval, individual EI representatives will carry a copy of the approving document at all times while on the installation and a copy will be prominently displayed at the event.

c. VOLED programs on FJ will be supported by a current, valid needs assessment conducted by the ESO. Requests by units for certain programs will also have the indicated needs validated by the ESO. Programs that are duplicates or are closely related to existing programs may not be allowed. Approved programs will be goal-oriented, leading to a degree, certificate, or other credential, and be in compliance with Department of Defense and Army guidance.

d. Any FJ unit/activity (military and non-military) desiring an institution to attend a function, participate in a briefing, conduct information sessions, or enter into an educational partnership agreement must request approval from the ESO. This request for approval must be submitted at least ten duty days in advance of the event. Upon receiving approval, the unit/activity will ensure strict compliance with this policy.

e. All FJ locations are off-limits to EI representatives without the express written approval of the ESO, including but not limited to the following:

(1) Property within the control of the commissary, PX, or any other AAFES or MWR-owned or leased space.

(2) Barracks and temporary lodging facilities.

(3) On-post family housing areas, except for institutions invited in writing to meet with an individual Soldier or Family member in their assigned quarters.

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4. Institutions advertising on the installation or in any FJ publications must meet the criteria specified in references 1b and 1d. Advertising either on-post or off-post will not infer an endorsement expressed or implied by FJ, the US Army, the Education Center, nor any other United States Government agency.
5. The proponent for this policy is the FJ ESO at (803) 751-7209.



JOHN W. HANKINS

COL, AG  
Commanding

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