



DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
3330 CENTURY DIVISION AVENUE
FORT JACKSON SC 29207-5101

AMIM-FJH-E (621-1c)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison 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, Change 4), 02 April 2020.
 - c. DoDI 1344.07 (Personal Commercial Solicitation on DoD Installations).
 - d. Army Regulation (AR) 621-5 (Army Continuing Education System).
 - e. U.S. Army Installation Management Command (IMCOM) Operation Order 15-014 (Access to Army Installations by Educational Institutions), 07 November 2014.
2. **Purpose.** To establish policies and procedures for post-secondary institutions visiting Fort Jackson.
3. **Policy.**
 - a. Voluntary Post-Secondary Education Programs (VOLED) apply 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 Fort Jackson. It implements DoDI 1322.25 and establishes procedures that the institutions must comply with prior to and during any activity on Fort Jackson.
 - b. In accordance with references 1b and 1e, the Fort Jackson Education Services Officer (ESO) is designated as the sole responsible education advisor for all VOLED programs, 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.

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(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 (OHR) and Educational Institution (EI) representatives based on the respective home campus.

(2) All other institutions requesting access to Fort Jackson for any reason must have an approved Institution Installation Access Request Form signed by the ESO or designated representative. Installation access requests are submitted to the ESO in an email request to usarmy.jackson.93-sig-bde.mbx.dhr-jacksonedcenter@army.mil at least five business days in advance of the event. Blanket requests are not authorized. Upon approval, individual EI representatives will always carry a copy of the approving document while on the installation and a copy will be prominently displayed at the event.

c. VOLED programs on Fort Jackson 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's guidance.

d. Any Fort Jackson 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 10 duty days in advance of the event. Upon receiving approval, the unit/activity will ensure strict compliance with this policy.

e. All Fort Jackson 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, Post Exchange, any other Army Air Force Exchange Services, or United States Army Family and Morale Welfare and Recreation-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 Fort Jackson 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 Fort Jackson, the U.S. Army, the Education Center, nor any other United States Government agency.
5. The point of contact for this memorandum is Mrs. Veronica Fields-Cox, Fort Jackson Education Services Officer, DHR at (803) 751-7209 or veronica.l.fields-cox.civ@army.mil.

DAVID G. GAUGUSH
COL, SF
Commanding

DISTRIBUTION:

COMMANDER, 165th IN BOE
COMMANDER, 193rd IN BOE
COMMANDER, 171st IN BOE
COMMANDER, Soldier Support Institute
COMMANDER, Chaplain Center and School
COMMANDER, Student Detachment
COMMANDER, Leader Training Brigade (IMT)
DIRECTOR, DPW
DIRECTOR, DES
DIRECTOR, CPAC
DIRECTOR, DPTMS
DIRECTOR, FMWR
Safety
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