



Frequently Asked Questions

Updated 10 May 2011

Changes/Additions will be annotated

When is the policy effective? The policy will be effective on 1 January 2012.

When can a school submit a request to participate / sign the MOU? Currently the application process is under construction and we anticipate completion by the end of Spring. However schools are encouraged to obtain a copy of the MOU for review and gather the required information to complete the application.

What information is required to be submitted in the application? A Verification Application Readiness Checklist is on the MOU Web page (www.dodmou.com). The checklist outlines all of the information a school should have on hand prior to requesting eligibility.

What happens if a school does not sign by 1 January 2012? The school will not be permitted to participate in the military TA program until they sign the MOU and the official signing process is completed.

How to obtain additional information, a copy of the MOU or the DoDI 1322.25 instruction?

Copies are located on the DoD Voluntary Education Web site at <http://apps.mhf.dod.mil/voled>, the MOU Web page at www.dodmou.com, and the DoD Issuances website at: <http://www.dtic.mil/whs/directives/corres/ins1.html>.

Who at the school signs the MOU?

The President/CEO/Chancellor of the Institution should sign the MOU for the institution. The institution's parent / home / main campus will be signatory of the MOU for all campuses /sites within the institution's system.

- One DoD Voluntary Education Partnership MOU with the home campus will cover any program offered by the institution, regardless of location as long as the course offerings are covered by the institution's accreditation.
- The institution will be required to provide all campuses/sites to be included in the MOU. If the institution does not include a campus(es), the excluded campus(es) will not be permitted to participate in the military TA program.

What is the term of MOU?

The document is effective for five (5) years. The effective date will be the date the authorized DoD official signs the MOU, the official signing process is completed. If an institution cannot enter into a five year term, DoD will work with the institution to establish an agreeable term, following a request with an alternative term when the institution is applying for verification of eligibility.

What is an Office of Postsecondary Education Identification (OPE ID)?

- The 8-digit number is assigned by the Department of Education to schools eligible to participate in federal student financial aid programs and receive Title IV funding.
- Where can a school find additional information on OPE ID?
On the Department of Education, Office of Postsecondary Education web page:
<http://nces.ed.gov/collegenavigator/> or <http://www.ope.ed.gov/accreditation/Search.aspx>.

If a school does not participate in Title IV funding and does not want to obtain an OPE ID, will the school be permitted to sign an MOU?

For schools that do not participate in any federally funded Title IV programs, an identifying number will be assigned by DoD. Schools will request a DoD identifying number when applying for verification of eligibility.

Is there a list of schools that have signed the MOU?

All schools with MOUs with DoD will be posted to the "Participation Institution List" on the DoD Web page <http://apps.mhf.dod.mil/voled> and the MOU Web page www.dodmou.com.

If an institution has multiple campuses with multiple OPE IDs, does each institution submit a DoD MOU for each campus?

If the parent, home, or main campus for an institution is accountable for all of the campuses, then only one DoD MOU would be required. The DoD MOU would be signed by the parent, home, or main campus signatory responsible for all of the campuses and would include a listing of each individual campus, along with the specific locations and OPE IDs.

However, if each campus operates as a separate business entity for purposes such as the handling third-party payments, then each campus will require a separate DoD MOU.

What is meant by "one single tuition rate"?

The intent of the paragraph in DoD Instruction 1322.25, Voluntary Education Programs ("One Single Tuition Rate"), 15 March 2011, is to ensure that all Service members (i.e., Soldiers, Airmen, Sailors, or Marines) attending the same institution, at the same location, enrolled in the same course, be charged the same amount of tuition assistance without regard to their Service component. Additionally, there may be different modes of delivery for these courses, therefore the "one single tuition rate" within each mode of delivery will be the same for all participating Service members without regard to their Service component.

Is there a relationship between the DoD Voluntary Education Partnership MOU and the installation MOU?

The DoD Voluntary Education Partnership MOU (which includes the Service-specific addendums on pages 31-38 of DoDI 1322.25, dated 15 Mar 2011) is separate from an "installation MOU" that an institution may have if they are currently operating on an installation or military base.

Additionally, the installation MOU contains the installation-unique requirements coordinated, documented, and retained by the installation's education advisor, with concurrence from the appropriate Service voluntary education representative, and presented to the installation commander for final approval. The installation MOU cannot conflict with the DoD Voluntary Education Partnership MOU and governing regulations."

If an institution has specific questions concerning their installation MOU, they should use the installation chain of command, starting with the installation education office, to obtain an answer. Many local questions can be answered/resolved at the local level. If not, the staff at the education office can elevate the question/concern through the proper education channels for an answer.

Added 10 May 2011

Why did DoD change their uniform TA policy regarding the computation of credit equivalency from “15 contact hours shall be considered equivalent to one semester-hour of credit...” to now read “45 contact hours shall be considered equivalent to one semester-hour credit” in Enclosure 3, section 1.b.(2)(a) of DoDI 1322.25, dated 15 March 2011?

The Department of Defense's (DoD) policy for the credit hour to semester hour conversion was changed in the new Department of Defense Instruction 1322.25, Voluntary Education Programs (DoDI 1322.25) dated 15 March 2011. It now corresponds with the Department of Education (DoED) and Military Recruiting Commands' recommended conversions.

The current DoDI 1322.25, Enclosure 3, 1.b.(2)(a) DoDI states: "In computing credit equivalency, the following conversion shall apply: 1 quarter-hour credit = 2/3 semester-hour credit; and 45 contact hours shall be considered equivalent to one semester-hour credit when neither semester- nor quarter-hours are specified for the education or training for which the Service member is enrolled."

The policy is based on the DoED, Office of Post-Secondary Education, GEN-11-06, dated 18 Mar 11, Subject: Guidance to institutions and accrediting agencies regarding a credit hour as defined in the final regulations published on October 29, 2010 (Federal Register (75FR 66832)).

There is no set DoED conversion policy for credits from non-degree granting institutions to degree granting institutions. The DoD used the guidance in the DoED letter, DoED 34 CFR 600.2 and 668.8. One semester-hour credit equals: one hour of classroom instruction and two hours of out-of-class student work (or combination of) times the average length of a course, 15 weeks, or 45 clock hours. Hence, all of the Military Services and DoD have established that one semester hour of college credit correlates to 45 clock hours. An example of a Military Service policy is in AR 601-210, Personnel Procurement, Active and Reserve Components Enlistment Program, dated 8 February 2011, Chapter 2-20, semester/quarter/clock hour conversion ratio.