

## Navy Installation Access for Academic Institutions

Access to Department of Defense (DOD) installations by academic institutions (AI) is a privilege governed by Presidential Executive Order 13607, Principles of Excellence as implemented in DOD Instruction (DODI) 1322.25 Change 3. This installation access policy adheres to DODI requirements, defines AI roles and responsibilities, standardizes base access request and approval procedures, and formalizes AI monitoring requirements.

As the Navy College Program transitions to a virtual counseling service delivery model, the newly established Navy College Regional Advisors (RA) will announce installation visits to enable visiting schools to schedule counseling sessions with their students.

The following policies are effective 1 May 2016.

1. In accordance with the policy guidance noted below, all AIs requesting access to ANY Navy installation/base **WILL** request access in writing to Navy Voluntary Education (VOLED) via the Navy base access landing page within the AI portal at <https://aiportal.acc.af.mil/>.

NCPACE AIs, performing NCPACE contract related services, may only access an installation in the performance of activities pursuant to the NCPACE contract.

An NCPACE contracted AI, providing services not related to the NCPACE contract, is required to follow base access policies and procedures herein.

2. All base access requests will be submitted no later than 14 calendar days before the date the AI desires to be on the base. Failure to do so may impact approval of the request. A detailed Standard Operating Procedure and User Guide will be provided to schools and their VOLED staff.

3. Installation Access Purposes and Applicable Policies.

A. **On-Base Schools.** An on base school is defined as a Department of Defense Memorandum of Understanding (DoD MOU) school with an installation MOU permitting the school to deliver educational programs on the installation.

On base schools are subject to random, unannounced DODI compliance monitoring by Navy VOLED representatives or other qualified individual per the DODI. For on base schools, installation access requests are not required in order to provide the following services, (including the administrative work related to the service):

- teaching educational courses of instruction on the installation as outlined in the respective MOU with the installation

- providing education advisement services to the school's students currently enrolled in the courses offered on the installation

- providing education advisement services to prospective students, **ONLY** after a student receives education counseling by a Navy VOLED education counselor at the Navy College Office (NCO) or Virtual Education Center (VEC). (If in doubt, the AI should refer student to a NCO or the VEC)

- conducting "Open House" events hosted by the installation at the respective base's education center that feature **ONLY** the on base schools on that installation. This is not the same as an education fair.

B. **Visiting Schools.** A visiting School is defined as a DoD MOU school that has a DoD installation student population of at least 20 military connected students on the respective installation to be visited, but does not have an installation MOU.

Per the DODI, Education Services Specialists, working in conjunction with the installation Commanding Officer (CO), are to be consistent in treatment of AIs. As such, it is a violation of the DODI for any visiting school to retain a permanent presence (office or otherwise) on the installation, or to be permitted "regular and recurring" visits which give the impression of a permanent presence or the ability to bypass access protocols. Therefore, the following policy applies to visiting schools:

Visiting school may be permitted installation access ONLY to counsel their current students, but must obtain individual installation access approval for EACH requested visit date.

- Following the visit, the school must upload a roster of the students contacted and provide a numeric count of those contacted to close out the request.

- Visiting schools approved for installation access are authorized to conduct unscheduled (e.g. walk-in) counseling of currently enrolled students in addition to scheduled counseling with currently enrolled students. Both scheduled and unscheduled sessions must be documented on the final roster uploaded to the portal.

- Visiting schools approved for installation access to counsel their currently enrolled students are prohibited from:

i. Advising individuals not currently enrolled with their AI, OR

ii. Engaging in any activity related to solicitation or recruitment of individuals to their AI, OR

iii. Conducting any AI related function at any time or location on the installation or installation supported facilities (e.g. retail stores, recreation facilities, Fleet and Family Support Centers (FFSC)) other than indicated on the approved base access request

- Visiting school activity will be monitored for DODI compliance by a Navy VOLED representative or other qualified individual per the DODI. As such, base access requests may only be approved based on the availability of a qualified individual.

C. **Ancillary Education Activities.** This applies to all DoD MOU AIs (on base, visiting, or other). Many activities related to voluntary education do not meet the above guidelines and are generally categorized as recruitment, personal and commercial solicitation, or sponsorship. Each unique activity/function requires a SEPARATE installation access authorization. The activities must also be monitored for DODI compliance by a Navy VOLED representative, or other qualified individual per the DODI, and will only be approved based on the availability of that individual.

The following activities (or any analog thereof) are not permissible under the installation access granted to on base or visiting schools in paragraphs A and B above and require the school to submit an individual installation access request in order to participate in:

- Education fairs

- Job/hiring fairs - regardless of the host organization

- Morale Welfare and Recreation (MWR) events

- MWR sponsorship
- Sponsorship of or participation in events held on DoD installations hosted by charitable non-Federal entities (e.g. scholarship foundations, service member support organizations)
- Recruitment activities at installation supported facilities (e.g. retail stores, recreation facilities, FFSC) - On installation conferences, regardless of the host command
- Non-installation conferences/symposiums/meetings supported by the Navy where Sailors are in a duty status (Requests adjudicated by responsible RA).
- Visits to any installation tenant commands
- Meetings with any Regional Commander Naval Installation Command (CNIC) Admiral and/or their staff or with any Commanding Officer and/or their staff
- Visits with a member of the Navy VOLED Staff or Navy College Office, or a location that offers office space to on base MOU schools.

D. **DOD Affiliated AI Representatives.** Retired, reserve, and dependent military personnel representing an AI must follow the above requirements and procedures. Circumventing these requirements and procedures (e.g. by gaining access to an installation with the retired, reserve, or dependent DoD ID card to perform any activity on behalf of the AI without following access procedures herein) violates the DODI.

4. AIs who do not comply with these policy requirements will be reported to DOD via the OSD Compliance Inbox, and may have future access requests impacted by their actions.

5. These requirements and procedures govern the conduct of AIs pertinent to the DODI. They do not supersede local installation security requirements. AIs shall abide by any local installation security protocols and shall not utilize DoD retired, reserve or dependent DoD ID card to bypass the installation's requirements. AIs unsure of local installation requirements must contact their responsible RA for guidance.

6. "Other qualified individual" is defined as a service representative who meets the Office of Personnel Management (OPM) General Schedule Qualification Standards for Education Services Series, 1740 found at: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1700/education-services-series-1740/>.