

DOD MOU INSTITUTION SPECIFIC COMPLIANCE TASKINGS

1. Designate a point of contact or office for academic and financial advising, including access to disability counseling to assist Service members with completion of studies and with job search activities. (*para. 3g*) This designated POC will:
 - a. Provide information about available, appropriate academic counseling, financial aid counseling, and student support services.
 - b. Have a basic understanding of military tuition assistance (TA) programs, ED Title IV funding, VA educational benefits, and familiarity with available school services to assist Service members.
 - c. Does not need to be exclusively dedicated to providing these services and may refer Service members to other office providing the requested services.
2. Evaluate and apply as appropriate to the service member's program transfer educational credits and recommended college credits for professional military education, training courses and occupational experiences (i.e., Joint Service or CCAF transcripts) (*para. 3n*) – within 60 days of degree selection and transcript receipt. (*para. 4c2*)
3. Conduct academic screening and competency testing; make course placement based on student readiness. (*para. 3n7*)
4. Provide to the military student's TA issuing education office course enrollment, course withdrawal, course cancellation, course completion or failure, grade, verification of degree completion, and billing information. (*para. 4b*)
5. Montgomery or Post-9/11 G.I. bill benefits will only be used for tuition not covered by TA. TA benefits are to be applied to student accounts prior to any Pell Grant funds. (*para. 4e*)
6. Provide reports via electronic delivery (i.e., service portals) on all DOD TA recipients to include, but not limited to, TA transactions, final course grades, degrees awarded, certificates earned, evaluated educational plans, courses offered, and military graduation. (*para. 4j1*)

AIR FORCE ADDENDUM TO DOD MOU INSTITUTION SPECIFIC COMPLIANCE TASKINGS (para. 2b)

1. Appoint and designate a representative to maintain a continuing liaison. (*2b1*)
2. Register and use the AI portal to input basic information including degree offerings, tuition rates, invoice submission, course grades submission, degree completions, and to pull pre-established educational institution reports while conducting business with the USAF. (*2b5*)
3. Submit one consolidated invoice per term via the AI portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made during the term, not earlier than after the final add/drop/census date, and not later than 30 calendar days after the end of the term. (*2b6*)

4. Submit course grades via the AI Portal for each class in which active duty military airmen are enrolled using Mil TA. Submission will be made not later than 30 calendar days after the end of the term. *(2b7)*
5. Adopt the AI Portal procedures for all payment processing. *(2b8)*
6. Provide a list of program graduates via the AI Portal not later than 30 calendar days after the end of the term in which graduation requirements are completed. *(2b9)*

**ARMY ADDENDUM TO DOD MOU INSTITUTION SPECIFIC COMPLIANCE TASKINGS
(para. 2b)**

1. Appoint and designate a representative to maintain a continuing liaison. *(2b1)*
2. Adopt the GoArmyEd processes. *(2b2)*