

# NAIMES

National Association of Institutions for Military Education Services

*educating our people in uniform*

From the President

## **Our Mission**

NAIMES is an organization dedicated to excellence and advocacy for military-affiliated students.

## **Our Vision**

To advocate for and influence decisions that impact policy, legislation, and practices that safeguard the academic success of military-affiliated students.



Kelly Wilmeth  
NAIMES' President  
President@NAIMES.org

Colleagues and Friends,

It is my privilege to distribute this quarterly edition of the NAIMES Newsletter. Having seen many of you at various local graduation recognition ceremonies held on military installations across the United States over the past couple of months, I remain in awe of the commitment that each of you continues to make on behalf of military-affiliated students. Watching thousands of graduates with huge smiles on their faces as they cross the stage and witnessing the immense pride of the family members is both inspirational and rewarding. Reaching the graduation milestone is not easy and requires the continued support of the entire military and veteran community.

Within the pages of this newsletter, you will read the most recent updates from the Navy and Army regarding changes to their tuition assistance funding that go into effect this summer. The changes are for the positive and will help sailors and soldiers to achieve their educational goals in a more expeditious manner.

Ashford University contributed an article describing their recent creation of a Military Policies and Procedures Manual to ensure a culture of compliance. The manual helped Ashford staff and faculty prepare for the DoD Compliance Program review, and resulted in a one-stop shop at Ashford for all military-related policies and procedures. I hope that each of you will find some useful tidbits of information from Ashford that can assist your institution in preparation for the annual DoD compliance review.

In this issue's ACME Corner, we are featuring the upcoming COMETS Conference taking place in Austin, TX next month. COMETS President, Trent Orndorf, has put together a dynamic agenda that focuses on seamless and successful transition via educational pathways. COMETS will be awarding four scholarships to deserving students to assist them during their educational journey.

In closing, I hope to connect with as many folks as possible over the coming months at various events and conferences. As we enter another academic year, positive dialogue, strong collaboration, and sharing of best practices remain as important as ever for military-affiliated students on their path to graduation.

NAIMES –  
We're on the Web!  
[www.naimes.org](http://www.naimes.org)

## **A Brief History of the NAIMES' Organization**

*NAIMES was founded on March 26, 1975, in Los Angeles, California. Its first By-Laws were adopted on that date and have continued in force with only minor modifications since then.*

*Over the years, NAIMES developed a pattern of annual and semiannual meetings among its institutional representatives to discuss the relationship of the Institutions with the Department of Defense and with the individual military services. Of immediate and continuing concern was the desire of the member institutions to meet and exceed quality standards established by the military services. From its beginnings, NAIMES sought to provide a collective voice for the institutions to assist the DOD's established regulations for the department's Voluntary Education Programs. Over the years, NAIMES has grown from an original membership of 11 educational institutions to its current membership of 22.*

## **Updates from Service Branches**

### **Navy Approves More Tuition Assistance Semester Hours and Raises Funding Cap**

Story Number: NNS180521-02Release Date: 5/21/2018 12:20:00 PM

From Chief of Naval Personnel Public Affairs

WASHINGTON (NNS) -- The Navy announced changes to Tuition Assistance (TA) program May 21 in NAVADMIN 127/18, lifting the fiscal year limit of 16 semester hours (or equivalent) and allowing Sailors to use TA up to the Department of Defense's (DOD) fiscal year funding cap of \$4,500, effective June 1, 2018.

These changes are designed to expand Sailors' professional development opportunities, enhance degree completion and support Sailor 2025 initiatives to retain the best and brightest talent.

TA will continue to be paid up to the current DOD limits of \$250 per semester hour, \$166.67 per quarter hour, or \$16.67 per clock hour. Tuition exceeding these limits, in addition to fees, books, and instructional materials, will continue to be the Sailor's responsibility.

Education counselors at the Navy College Virtual Education Center (NCVEC) and overseas Navy College Offices are available to discuss Sailors' goals and to help maximize their TA benefits.

The requirement that Sailors attain a "C" or better for undergraduate courses and a "B" or better for graduate courses remains in effect. Reimbursement will be required from those not attaining these grades.

Sailors who have already reached the former fiscal year limit and have paid for courses using other benefits or their own funds are not eligible for any type of refund or retroactive payment. They may, however, have additional courses funded up to new funding cap.

Sailors are encouraged to review their education plans to take full advantage of this expanded TA authority as well as other opportunities to earn college credit, such as College Level Exam Program (CLEP) and DSST® exams offered through the Defense Activity for Non-Traditional Education Services (DANTES), which can further stretch their TA dollars.

For more information on TA read NAVADMIN 127/18 at [www.npc.navy.mil](http://www.npc.navy.mil).

The most current information on all voluntary education opportunities can be found on the Navy College Program Website at <http://www.navycollege.navy.mil>.

For more information, visit [www.navy.mil](http://www.navy.mil), [www.facebook.com/usnavy](https://www.facebook.com/usnavy), or [www.twitter.com/usnavy](https://www.twitter.com/usnavy).

For more news from Chief of Naval Personnel, visit [www.navy.mil/local/cnp/](http://www.navy.mil/local/cnp/).

## NAIMES' Members

American Public  
University System  
Brandman University  
Campbell University  
Capella University  
Central Michigan  
University  
Central Texas College  
Coastline Community  
College  
Columbia College  
Embry-Riddle  
Aeronautical  
University-Worldwide  
Grantham University  
Park University  
Pike's Peak Community  
College  
Saint Leo University  
Southwestern College  
Thomas Edison State  
University  
Troy University  
University of Alaska  
System  
University of Maryland  
University College  
University of Oklahoma  
University of Phoenix  
Wayland Baptist  
University  
Webster University

## Updates from Service Branches continued

### Changes to Army TA Policy Effective 5 August 2018

GoArmyEd@GoArmyEd.com released a PDF on June 12, 2018 from HQ ACES detailing the following changes to the Army's TA program:

On 6 June 2018, The Secretary of the Army signed Army Directive 2018-09 (Army Tuition Assistance Policy) with an effective implementation date of 5 August 2018. This directive eliminates the one-year or ten-year wait to use TA and applies to all Soldiers, regardless of component. Soldiers will be notified of these upcoming changes within the next two days via a GoArmyEd blast email.

Starting 5 August 2018, Soldiers will be eligible for two tiers of TA depending on their current level of civilian education.

Tier 1: Soldiers who have a) not attained a bachelor's degree and wish to pursue an undergraduate certificate/diploma, or associate or bachelor's degree; or b) have previously attained a bachelor's degree without the use of TA and who wish to pursue an undergraduate or graduate certificate/diploma or master's degree.

Soldiers establish tier 1 eligibility as follows:

- a. Enlisted Soldiers who have graduated Advanced Individual Training.
- b. Warrant officers who have graduated Warrant Officer Basic Course.
- c. Officers who have graduated Basic Officer Leaders Course.

Tier 2: Soldiers who previously used TA for any portion of their undergraduate degree, have attained a bachelor's degree, and wish to pursue an undergraduate or graduate certificate/diploma or master's degree.

If TA was used for any portion of the undergraduate degree, Soldiers establish tier 2 TA eligibility for pursuit of a master's degree as follows:

- a. Enlisted Soldiers who have successfully completed Advanced Leaders Course.
- b. Warrant officers who have graduated Warrant Officer Advanced Course.
- c. Officers who have graduated Captain Career Course or equivalent.

Soldiers must still meet other eligibility requirements, as described in Army Directive 2018-09, to receive TA regardless of tier level they are pursuing.

Below is the link to the official Army Directive 2018-09:

[https://armypubs.army.mil/epubs/DR\\_pubs/DR\\_a/pdf/web/ARN9506\\_AD2018-09\\_Web\\_Final.pdf](https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN9506_AD2018-09_Web_Final.pdf)

## **NAIMES' Membership by Sector**

### 2-Year Public

Central Texas College  
Coastline Community College  
Pikes Peak Community College  
Southwestern College

### 4-Year Public

Central Michigan University  
Thomas Edison State University  
Troy University  
University of Alaska System  
University of Maryland  
University College  
University of Oklahoma

### Private Non-Profit

Brandman University  
Campbell University  
Columbia College  
Embry-Riddle Aeronautical  
University  
Park University  
Saint Leo University  
Wayland Baptist University  
Webster University

### Private For-Profit

American Military University  
Capella University  
Grantham University  
University of Phoenix

## **Best Practices - Creating a Military Policies and Procedures Manual**



By Heather Albin  
Strategy Manager  
Military and Veteran Services  
Ashford University

Ashford University has created a culture of compliance with the development and implementation of its internal Military Policies and Procedures Manual. In 2016 Ashford University's Military & Veteran Student Taskforce began the process of an internal compliance review. The institution felt the review was valuable not only to prepare for the future Department of Defense (DoD) Institutional Compliance Program Review, but to help identify areas of opportunity to improve the military and student veteran experience. As part of the exercise, members of the Taskforce, made up of individuals from all University departments, were asked to demonstrate compliance with regulations specific to their team's business. For example, the University Registrar had to provide demonstrative evidence of how a military degree plan was created. Through this exercise, departments identified silos and inconsistencies that led the institution to make the decision to create a one-stop shop for all military-related policies and procedures in the form of a manual.

In 2017 the Military Policies & Procedures Manual was released via the University's intranet and internal training system. The 40-page document includes every policy the institution has created to better serve our military-affiliated students. Each policy statement includes links to associated statements of procedure. In order to ensure accuracy, the Taskforce reviews the manual on an annual basis and updates accordingly.

The manual provides Ashford University with the ability to clearly demonstrate compliance not only with the DoD's Memorandum of Understanding, but also with the Department of Veteran Affairs' (VA) Principles of Excellence and with the Department of Education's (DoE) 8 Keys to Veteran Success. The manual also sets the standard for high-level service that the institution expects all staff and faculty members to provide to its students – in particular our students who serve or have served and their family members.

Ashford University is proud to be able to support our nation's active-duty servicemembers, veterans, Reservists, members of the National Guard, spouses, and dependents to achieve their educational goals and believes that the development of the manual exemplifies our commitment to continuing to provide educational opportunities to these students.

An outline of the manual is provided on the following page as a reference.

*NAIMES is an organization comprised of institutional members dedicated to the delivery of quality postsecondary education programs to the military community. Through collaborative partnerships with DoD voluntary education leadership, sister organizations and agencies, NAIMES continuously seeks to promote quality degree programs, student support services, and principles of good practice. At its core, NAIMES is committed to the academic success of students within the military community.*

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## **Best Practices – Creating a Military Policies & Procedures Manual continued**

### Ashford University Military Policies & Procedures Manual Outline

#### 1. General Purpose Statement of Manual

This manual provides the policies and procedures to ensure that University personnel serve this population in an effective and compliant manner.

#### 2. Regulatory Compliance

Highlight all regulation that the manual refers to (e.g. DoD Memorandum of Understanding).

#### 3. Oversight of the Manual

Provide personnel with the understanding of what department, committee, or team will oversee changes to the manual and to whom suggestions could be provided.

#### 4. Departmental Policies

At Ashford University we decided to organize the main section of the manual through the student lifecycle; starting with Marketing and ending with Career & Alumni Services. This lifecycle is reflected in the outline below. We've also included two examples per section on what policy and procedure is associated with the department. Each one of the bullet points has an associated policy statement and, when applicable, a process map that can be referenced by personnel when working with students.

#### MARKETING

- Prohibition of Use of Department of Defense Seals, Logos, Insignias, and Service Medals
- Military Sponsorships

#### MILITARY & ACADEMIC OUTREACH

- Request access to a Department of Defense Installation
- Education Fairs

#### ENROLLMENT SERVICES

- Initial Communication with Prospective Students
- The Enrollment Process

#### STUDENT SERVICES

- Student Schedules
- Military Withdrawal Request

#### REGISTRAR

- Transfer Credit and Evaluations
- Degree Plans

#### FINANCIAL SERVICES

- Ashford University Military Grant
- Finance Options

## NAIMES' Governance

### President:

**Kelly Wilmeth**

Vice President, Stateside  
Military Operations

University of Maryland  
University College

### President-Elect:

**John Aldrich**

Vice President,  
Military, Veterans &  
Educational Partnerships

American Military  
University

### Immediate Past

#### President:

**Louis Martini**

Associate Vice President,  
Military and Veteran  
Education

Thomas Edison State  
University

#### Treasurer:

**Joseph H. Houghton**

Director of Military  
Programs - Global Campus  
Troy University

#### Secretary:

**Alisha Miller**

Associate Director,  
Office of Military &  
Veteran Education

Thomas Edison  
State University

## Best Practices – Creating a Military Policies & Procedures Manual continued

### STUDENT AFFAIRS

- Accommodation Process and Counseling
- Student Veteran Organization

### CAREER & ALUMNI SERVICES

- Goal Setting and Career Planning
- Job Search + Networking

### 5. Reporting

The final section of the manual includes all external reporting responsibilities associated with our military-affiliated students.

## ACME CORNER



By: Trent Orndorf  
COMETS President  
Senior National Military Relations Manager  
American Intercontinental University

The Council of Military Education in The South (COMETS) is holding its annual symposium on Camp Mabry in Austin, TX from July 19th to the 21st. COMETS serves as the Advisory Council on Military Education (ACME) for the geographic region comprising Arkansas, Louisiana, Oklahoma and Texas.

Austin, TX is widely known as the Live Music Capital of the World. The food, entertainment, and history of Austin make the city one of the best cities to visit in the world. Nearly every night one can find live music across the city in one of the most eclectic music scenes in the country. You can catch a live concert, dine in one of Austin's many unique restaurants, and visit the Texas Military Forces Museum.

Camp Mabry, the headquarters for the Texas Army/Air National Guard and the Texas State Guard, has worked closely with the board of directors to facilitate this conference. The support of the base has been exemplary. This year's conference is titled, *Transition Successfully via Education Pathways*. Presenters from across the country will be showcasing valuable information on a wide range of topics to include using MOOCs to succeed in college and how to use the New Navy College Websites and Portal. Members of the DOD and colleges and universities will be in attendance. On Saturday, COMETS is hosting a transition workshop (it is a drill weekend) and education fair for the personnel assigned to and around Camp Mabry.

American Military University (AMU) graciously provided funds for a \$750 scholarship that will be awarded at our July conference. In addition, COMETS will be offering three (3) additional scholarships in various amounts. Please visit the website and share the scholarship link below for details and for the application. Anyone military affiliated is welcome to apply.

<https://cometsmilitaryed.net/scholarship-committee/>

We look forward to seeing you at this year's conference. For more information go to the new COMETS website, <https://cometsmilitaryed.net>.