

MOU 5-YEAR RENEWAL

3 Simple Steps to Renew



Thinking of Attending College? TADECIDE is here to help.





Welcome

The Under Secretary of Defense for Personnel Readiness provides overall policy guidelines for voluntary education programs in the Department of Defense. These responsibilities are accomplished through the Deputy Assistant Secretary of Defense for Military Community and Family Policy and the Chief of Continuing Education in the Educational Opportunities Directorate.

Application for DoD MOU

The revision to the Department of Defense Instruction (DoII) 1322.25, "Voluntary Education Programs," includes an appendix containing the DoI Voluntary Education Partnership Memorandum of Understanding (MOU) between DoI Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and educational institutions. DoI policy requires educational institutions that wish to participate in the DoI Tuition Assistance (TA) Program to sign an MOU conveying the commitments and agreements between the educational institution and DoI prior to an educational institution receiving funds from a service's TA program. The memorandum and a list of educational institutions that have signed can be found at https://www.dodmou.com.

To get started with the $\overline{\text{DoD}}\,\overline{\text{MOU}}\,\text{Verification}$ Application, follow these three steps:









MOU Renewal

The DoD Memorandum of Understanding is valid for typically 5-years; at which time our Educational Institution partners must renew (resign) the agreement. In 2024, of the over 2500 partnerships, 75% of them expire in a 5-month period and over 90% in an 8-month period.

To help ensure that all MOUs are renewed in a timely manner, we have changed the renewal window to 180 days ahead of time and encourage all Institutions, with valid rates, to renew their MOU sooner rather than later. This will avoid the summer surge as well as streamline the process for most. Renewing the MOU can be done in three simple steps (assuming other information is current).



1. LOGIN TO YOUR ACCOUNT

- Signing Authority logs into their account via the Institution Login option
- You may need to reset your password if the user has not accessed their account in over 30 days



2. SELECT MOU RENEWAL

- Under "Manage My Application", select MOU Renewal in the dropdown, then GO
- There is also a Renewal icon on the left column



SIGNING AUTHORITY RENEWAL

- The Signing Authority enters information
- Check the Certification box
- Click SUBMIT

AFTER YOU SUBMIT

- The DANTES team will review
- Once approved by the OSD Policy Team, you will receive a Renewal Notification

NEED HELP? HAVE QUESTIONS?

- <u>dodhra-voledconcerns-dantes@mail.mil</u>
- Phone: (850) 452-1977
- Mon Fri, 7:00 a.m. 3:30 p.m. (CST)
- MOU Institution Guide pages 100-105