



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BRAGG**  
**2175 REILLY ROAD STOP A**  
**FORT BRAGG, NC 28310-5000**

REPLY TO  
ATTENTION OF:

ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN  
THE DEPARTMENT OF DEFENSE (DoD)  
AND  
FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE (FTCC)

SUBJECT: Continuing Education-Fayetteville Technical Community College

1. References.

- a. DoDI 1322.25, Voluntary Education Programs, 15 March 2011.
- b. AR 621-5, Army Continuing Education System, 11 July 2006.

2. Purpose. To recognize formally the affiliation between Fort Bragg and FTCC in providing educational services to potential or enrolled students on the installation.

3. Scope. The area of responsibility includes the US Army Garrison, Fort Bragg, North Carolina.

4. Agreement.

a. The following FTCC degree programs are offered at US Army Garrison, Fort Bragg, North Carolina.

(1) Servicemembers Opportunity College Army Degree (SOCAD)-2.

- (a) A.A.S. Accounting
- (b) \* A.A.S. Automotive Systems Technology
- (c) A.A.S. Business Administration
- (d) A.A.S. Business Administration Operations Management
- (e) A.A.S. Business Administration Marketing and Retailing
- (f) A.A.S. Criminal Justice Technology
- (g) \* A.A.S. Computer Programming

SUBJECT: Continuing Education—Fayetteville Technical Community College

- (h) \* A.A.S. Culinary Technology
- (i) A.A. Associate in Arts
- (j) A.S. Associate in Science
- (k) A.S. Associate of Science in General Education
- (2) Non-SOCAD Programs.
- (a) \* A.A.S. Radiography
- (b) \* A.A.S. Nursing
- (c) \* A.A.S. Respiratory Therapy
- (d) \* Diploma in Surgical Technology
- (e) \* Diploma in Emergency Medical Science
- (f) \*\* A.A.S. Aviation Management Technology
- (g) \*\* A.A.S. Aviation Systems Technology
- (h) \*\* A.A.S. Aviation Electronics Technology

\* Hybrid programs in which some of courses must be completed online or on campus.

\*\* Pending FAA certification, location of instruction to be determined based on availability of aircraft or hangar space.

b. Definitions.

(1) The term "Fayetteville Technical Community College," abbreviated FTCC, refers to an academic institution composed of the Fayetteville and Spring Lake North Carolina campuses, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

(2) The words "Education Services Officer," abbreviated ESO, refers to the individual assigned the managerial responsibility for the Voluntary Education Program on Fort Bragg.

SUBJECT: Continuing Education—Fayetteville Technical Community College

(3) GoArmyEd refers to the virtual gateway for Soldiers to pursue postsecondary educational goals, Army Guidance Counselors to provide educational guidance, and schools to deliver degree and course offerings and to report Soldier progress.

c. General Stipulations.

(1) While this MOU addendum is specific to FTCC operations on Fort Bragg, FTCC must also follow the DoD Voluntary Education Partnership MOU between DoD Office of the Under Secretary of Defense for Personnel and Readiness and FTCC and its accompanying addendum for Education Services between FTCC and the US Army, reference 1a.

(2) No reimbursement for manpower or supplies will be provided by the Army Education Center.

(3) All credit for courses will be the same as those offered on the main campus, and the courses will satisfy residency requirements.

(4) Fullfillment of this MOU addendum shall be accomplished without reassigning or contracting any portion of the work associated with the academic program to another agency.

d. Instruction and Services Provided by FTCC.

(1) Education Program.

(a) Deliver a complete program of instruction to include courses, enrollment, educational advisement to all students, and administrative and clerical support services for the programs cited in section 4a of this MOU addendum. The programs cited in section 4a are the only programs covered by this MOU addendum. Additional programs will not be offered nor will stated programs be deleted without an amendment of this MOU addendum signed by the FTCC President and Fort Bragg Garrison Commander.

(b) Deliver a complete program of instruction utilizing the fee structures in existence at the time this agreement is signed. A change will not be implemented in the existing fee structure for any costs associated with the programs listed in section 4a of this agreement without first announcing necessary increases with the Fort Bragg ESO. The fee structure is the responsibility of the FTCC Board of Trustees, but notice of any change in the fee structure shall be communicated not less than 90 days prior to the effective date of the change.

SUBJECT: Continuing Education—Fayetteville Technical Community College

(c) Free or minimal cost, non-credit community services courses, lectures, seminars, or workshops conducted by FTCC may be offered from time to time without amendment of this MOU addendum when approved by the Fort Bragg ESO and when the cost of services are paid by enrollees.

(d) Credit earned from courses conducted under this MOU addendum will be considered resident courses and will count toward the meeting of required academic residency requirements. All courses offered shall be conducted and recognized as resident courses. No distinction other than off-campus location will be made on the transcript.

(e) Services provided by FTCC, on-post, not clearly covered in the MOU addendum, will require approval of the Fort Bragg ESO.

(2) Class size.

(a) The minimum class size will be 12, and it is expected that an average of 18 will be obtained. On a case-by-case basis, classes with less than 12 may be taught on-post.

(b) To meet the needs of the installation, FTCC when requested to offer programs to meet the assessed needs of the population served, will offer courses at flexible times when conditions warrant it and are mutually agreed upon between FTCC and the Fort Bragg ESO.

(3) Student Eligibility Services.

(a) Admission of students into any academic program is the prerogative of FTCC. For the purpose of this MOU addendum, FTCC agrees to admission policy per the catalog and FTCC academic guidelines, for all students eligible to attend classes on the Fort Bragg installation but retains the option of recommending remedial work in mathematics and/or English where deemed advisable.

(b) An unofficial evaluation of all transferred credit will be made at the time the student meets with an FTCC Advisor if all transcripts are available. The student is eligible to request an official evaluation upon applying for admission. At the request of a student, an official transcript will be mailed after the end of one semester showing all credit hours accepted and hours earned.

(c) Registration priority of active duty military students shall be the same whether payment is through tuition

SUBJECT: Continuing Education-Fayetteville Technical Community College

assistance of other means (VA/self pay).

(d) Fort Bragg Army Continuing Education System (ACES) Division agrees to allow students, other than those on active duty, the right to enroll in courses taught on-post, provided these students satisfy local security and installation access requirements. In the event it becomes necessary to restrict access to courses held on the installation, priority for registration will be in accordance with reference 1a.

e. Administrative Services.

(1) The following administrative services will be provided by FTCC:

(a) Appoint and designate a representative to maintain a continuing liaison with the Fort Bragg ESO.

(b) Adopt the GoArmyEd processes. GoArmyEd is the ACES centralized and streamlined management system for the Army's postsecondary voluntary education programs. Existing DoD MOU or Tri-Services contracts, or other contracts that FTCC may have with military installations and ACES remain in place and should be supplemented with reference 1a.

(c) Agree to all of the terms in the ACES policies and procedures, available at [https://www.hrc.army.mil/site/education/GoArmyEd\\_School\\_Instructions.html](https://www.hrc.army.mil/site/education/GoArmyEd_School_Instructions.html), such as invoicing, grades, reports, library references, etc.

(d) Furnish student educational advisory services.

(e) Keep a complete and accurate record of all academic work completed or attempted at FTCC.

(f) Provide a record of student attainment following completion of each term, and to indicate whether course failure is due to non-attendance or academic reasons.

(g) Be responsible for publishing class schedules and providing catalogs for student use.

(h) Fully comply with all rules, regulations, and directives regarding Fort Bragg security, property accountability, property use, safety, sanitation, ingress, egress, and such other requirements or regulations as Fort Bragg deem necessary. Fort Bragg will provide FTCC or its representative with notification of such

SUBJECT: Continuing Education--Fayetteville Technical Community College

rules, regulations, and directives by mail, hand delivery, email, or by posting same on the door of the building.

(i) Meet Fort Bragg installation security requirements for Internet Technology access and use.

(j) Ensure that all students attending FTCC are advised prior to program admission on which courses must be completed on the FTCC Main Campus or online with regards to those programs which cannot be completed in their entirety on installation as identified in section 4a.

(k) Be responsible for publicity of a general nature concerning the content of the programs provided by this agreement.

(l) Release and waive all claims against the United States, its agents, officers, and employees arising out of the use of US Army facilities, equipment, supplies and services, by FTCC, its officers, agents, and employees. Agrees to defend, pay, or settle all claims arising out of the use of US Army facilities based upon the negligence, or willful misconduct of its agents, officers and employees. Hold the United States harmless from any or all claims arising out of the acts or omissions of FTCC, its agents, representatives, officers and employees.

(m) Process and certify VA benefits and certify VA benefit applications in an expeditious manner, and provide follow-up action when required. Alternative funding information will be available upon request.

(n) Select fully qualified instructors who meet the requirement specified by the regional accrediting agency. The appropriate departmental chairman or dean, on Main Campus, will ensure that all instructors teaching on Fort Bragg meet the same standards as Main Campus instructors.

(o) Ensure each course taught is evaluated by the Fort Bragg Site Director and reviewed by the appropriate departmental chairman or dean, for any necessary action. The Site Director will visit the classes and evaluate the instructor's performance on a periodic basis. Inform the Fort Bragg ESO of any major evaluation deficiencies and corrective actions.

(p) Ensure all instructors are provided guidelines for instructing military students and made aware of class absences and military training requirements. Establish an attendance policy that allows for absences that are caused by official military duty.

SUBJECT: Continuing Education—Fayetteville Technical Community College

(q) Exercise complete management control and supervision of all employees engaged in performing services covered by this MOU addendum. Under no circumstances will government employees be asked to participate in management and supervisory activities of FTCC employees, including participation in the screening process for hiring new FTCC staff members.

(r) Not have access to Soldiers' Educational Development Records in GoArmyEd unless Soldiers sign individual Privacy Act release.

(s) Provide academic advisement and administrative services of potential and enrolled students.

(t) Provide information requested by the Fort Bragg ESO to demonstrate that the quality of instruction and professional services rendered to the Soldiers are at least equal to that offered on the home campus. The Fort Bragg ESO may visit the facilities at an FTCC site, view the record keeping system, visit with the Site Director and instructors, and by prior arrangements with the Site Director, observe classes in progress. Syllabi for ongoing courses are available for review.

(2) The following administrative services will be provided by Fort Bragg:

(a) Maintain a continuing liaison with the designated FTCC representative and be responsible for inspections and the acceptance of FTCC services.

(b) Provide assistance to the FTCC representative to provide military and Army culture orientation to FTCC personnel.

(c) Provide library materials and services to support FTCC's on-post program as able. The Fort Bragg Post Library is available to all Soldiers and their Family members possessing a current identification card. Civilians may use the facility, but not check materials out of the library.

(d) Provide audio-visual equipment such as overhead projectors, CD players, or equivalent type equipment when available to supplement classroom instructor.

(e) Provide use of computer laboratories when needed and if available to conduct FTCC classes.

SUBJECT: Continuing Education--Fayetteville Technical Community College

(f) Assist FTCC in obtaining installation passes and vehicle registration for faculty and administrative personnel as required by Fort Bragg.

(g) Provide FTCC Site Director with projected classrooms for the next semester or term 90 days prior to registration.

(h) Meet periodically with the FTCC representative or when either the ESO or FTCC representative requests a meeting. These meetings will be held quarterly at minimum.

(i) Publicize and promote FTCC services using installation media outlets.

(j) Keep FTCC apprised of installation policies, guidelines, and situational conditions.

5. Effective Date and Termination.

a. This MOU addendum will become effective on approval and signature by authorized representatives of the Garrison Commander, Fort Bragg, and the President, FTCC, respectively.

b. This MOU addendum will remain in effect for five years from the date of the signatures and may be renewed or cancelled at any time by either party giving six months written notice to the other party. The MOU addendum may be updated, modified, revised, or renegotiated at any time to accommodate changing programs, conditions, and circumstances by mutual consent in writing by both parties. After termination, a new agreement will be required for renewal.

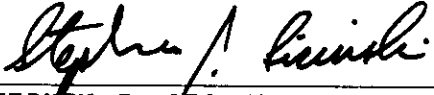
c. In case of mobilization and/or emergencies, this MOU addendum will remain in effect. It may be reviewed at that time and modified by mutual agreement as required by existing conditions.

d. Points of contact for this action are the Fort Bragg Education Services Officer, Dr. Mike Brennan, 910-396-5966 and the FTCC Director of Military Programs, Mr. Richard N. Rice 910-678-1055.

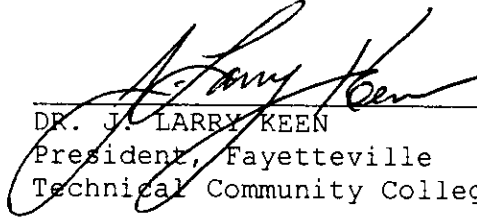


SUBJECT: Continuing Education-Fayetteville Technical Community College

e. IN WITNESS WHEREOF, the parties, hereby intending to be legally bound, have caused this MOU addendum to be executed by their duly authorized representatives.



STEPHEN J. SICINSKI  
COL, CA  
Commanding



DR. J. LARRY KEEN  
President, Fayetteville  
Technical Community College

20 MAR 12

DATE

3-27-12

DATE