

**SUBJECT: eArmyU Enrollment Process.**

A. AR 621-5, PARAGRAPH 5-7, 17 NOV 93, ARMY CONTINUING EDUCATION SYSTEM

B. AR 601-280, 31 MAR 99, ARMY RETENTION PROGRAM

1. This message rescinds Policy Message 04-14.
2. This message announces eArmyU enrollment Procedures.
3. **BACKGROUND:** In direct support of readiness and retention the Army Continuing Education System (ACES) will increase access and choice for enlisted Soldiers Army-wide. Effective 01 Oct 04, ACES will offer enrollment in eArmyU with a laptop as an incentive only for regular active Army enlisted Soldiers who reenlist for duty in combat forces/operational Units as indicated by Army leadership. Servicing Career Counselor will verify retention eligibility for the eArmyU reenlistment incentive.
4. FY 04 participations agreements are still in circulation. FY 04 PAs were issued to soldiers through 30 Sep 04. Soldiers have 90 days from the issue date to obtain the required signatures for participation in the FY04 eArmyU program and meet the 3 year service remaining requirement.
5. FY 05 eArmyU laptop-enrollment targets Soldiers who are in the regular active Army, eligible to reenlist and in the reenlistment window, are in the ranks of CPL/SPC, SGT, and SSG, have less than 10 years active federal service, and reenlist to complete assignment requirements to remain with or go to one of the combat forces/operational unit as indicated in paragraph 6.
6. Only soldiers with an FY 05 participation agreement are required to reenlist for combat forces/operational units for eligibility into eArmyU. For the purpose of eArmyU, the following assignments are now considered combat forces/operational: This list is subject to change.

Divisions:

- 1st Armored Division (Wiesbaden, Germany)
- 1st Infantry Division (Wurzburg, Germany)
- 1st Cavalry Division (Fort Hood, TX)
- 2nd Infantry Division (Camp Red Cloud, Korea)
- 3rd Infantry Division (Fort Stewart, GA)**
- 4th Infantry Division (Fort Hood, TX)
- 10th Mountain Division (Fort Drum, NY)
- 25th Infantry Division (Schofield Barracks, HI)
- 82d Airborne Division (Fort Bragg, NC)
- 101st Air Assault Division (Fort Campbell, KY)

Army Cavalry Regiments:

2nd Armored Cavalry Regiment (Fort Polk, LA)\*

\*will become Stryker Brigade Combat Team 4 (Fort Lewis, WA) in Apr 05

3rd Armored Cavalry Regiment (Fort Carson, CO)

Stryker Brigade Combat Teams:

SBCT 1 (3rd Brigade, 2nd Infantry Division - Fort Lewis, WA)

SBCT 2 (1st Brigade, 25th Infantry Division - Fort Lewis, WA)

SBCT 3 (172d Infantry Brigade - Fort Wainwright, AK)

SBCT 5 (2nd Brigade, 25th Infantry Division - Fort Shafter, HI)\*\*

\*\*planned for 4th quarter Fiscal Year 2005

Separate Brigades:

173 Airborne Infantry Brigade (Vicenza, Italy)

1st Brigade, 1st Infantry Division (Fort Riley, KS)

3rd Brigade, 1st Armored Division (Fort Riley, KS)

and Army Special Operations Command

7. Effective 1 October 2004, all FY 05 technology package (Laptop) enrollees must have approval for enrollment from both the Commander and the ACES Counselor. Soldiers must successfully complete 12 semester hours within three years and have three years time in service remaining at the time of enrolling in the program.

8. Career Counselors are program facilitators and are not the approval authority. Chain-of-command and Soldiers should contact their local Army Education Center for program information, counseling requirements and enrollment information.

9. ACES Counselors will use reference A and ACES eArmyU Implementation Plan for specific program information and enrollment procedures. ACES Counselors determine a Soldier's readiness for distance learning and approve or deny program enrollment based on educational counseling and evaluation of the Soldier.

10. Processing Procedures:

a. Career Counselors will verify the Soldier is eligible to reenlist and meets the criteria in paragraphs 4 and 5 above. If Soldier meets criteria, make a reservation in RETAIN indicating; for the needs of the Army, if currently on orders; for stabilization in, or movement to one of the units listed in paragraph 5. Once a reservation is completed in RETAIN, the Soldier should be referred to an ACES Counselor for further processing.

b. Soldier meets with ACES Counselor who determines the Soldier's eligibility for enrollment (other than service remaining requirement). The counselor and Soldier will complete and sign the eArmyU Participation Agreement (PA) and annually, the Army Tuition Assistance Statement of Understanding (SOU). The ACES Counselor will then refer the Soldier to the Unit

Commander to seek program enrollment approval and signature on the eArmyU PA and the Army Tuition Assistance (SOU) participation agreement.

c. Commanders will indicate approval for Soldier to participate in the program on the PA and annually on the Soldier's statement of understanding (SOU), and ensure Soldier meets the three year service remaining requirements. Ensure the Soldier is eligible to meet the 3-year SRR prior to approving and signing the participation agreement. Commanders and ACES Counselors must jointly approve enrollment in eArmyU. If approved to participate by both the ACES Counselor and the unit commander refer the Soldier to their Career Counselor to fulfill reenlistment requirement.

d. Career Counselor prepares reenlistment or extension paperwork (for Bonus Extension and Retraining, BEAR) for eligible Soldiers that qualify for the program and meet eligibility criteria for reenlistment in accordance with AR 601-280; obtains the Commanders approval and signature on reenlistment/extension documentation; conducts reenlistment ceremony; fills out block nine of the eArmyU PA; and provides a copy of DD Form 4, Reenlistment Contract, or DA Form 1695, to the Soldier.

e. Soldier will return completed eArmyU PA and reenlistment documentation to the Army ACES Counselor within 90 days from the date the counselor signed the PA. The ACES Counselor will enroll the Soldier in eArmyU and annotate the enrollment in the eArmyU portal within 48 hours.

11. Chain-of-command support at all levels is critical to the success of this program. Only the most motivated, aggressive and dedicated Soldiers will succeed if assured of support from their leadership. Distance Learning (DL) requires self-discipline and time-management skills different from traditional classroom instruction. DL courses may require leadership to consider modifying a Soldier's duty schedule to ensure academic success. Contact ACES of any roadblocks, such as training or missions that may deter course completion.

12. The eArmyU web site address is: [www.eArmyU.com](http://www.eArmyU.com).

13. POC for this message is SGM Carpenter 221-6807. Direct questions regarding the eArmyU program to the local installation Army Education Center. For questions regarding selected units call SGM Clark, TAG, HRC, 221-3103.

**END Policy Message 05-03**

**SGM Vales**