

SUBJECT: eArmyU Enrollment

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, 05-03 and 05-09 and announces changes to the eArmyU program effective 1 Feb 05.

2. **BACKGROUND:** In direct support of readiness and retention the Army Continuing Education System (ACES) will increase the eArmyU with lap top option as an incentive for enlisted Soldiers Army-wide.

3. Effective 1 February 2005, reenlistment eligible active (RA) soldiers in the reenlistment window, in the ranks of CPL/SPC, SGT, and SSG, who have less than 10 years active federal service and reenlist may be eligible for the eArmyU laptop option.

4. 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.

5. **Career Counselor 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.

6. 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.

7. Processing Procedures:

a. Career Counselors will verify the Soldier is eligible to reenlist. 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.

8. 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.

9. The eArmyU web site address is: www.eArmyU.com.

10. POC for this message is SGM Carpenter 221-6807. Direct questions regarding the eArmyU program to the local installation Army Education Center.

END Policy Message 05-13

SGM Vales