

Educational Institution Access Request Form

(For access to an ARNG Installation/Facility)

Updated: 31 March 2021

This form will be used by educational institutions (EIs) to request access to ARNG installations/facilities and to track/monitor access, if access is granted. Once approved, this form serves as official notification of approval or denial of access.

This form will be retained on file at the approving installation/facility for two years from the date of visit.

For questions pertaining to the use of this form contact the ARNG Education Services Branch (ARNG-HRH-C), National Guard Bureau

Section I

State/facility: _____

Institution Name: _____

_____ This institution **is not** in a probationary status. _____ This institution **is** in a probationary status. (Select one)

Requested Access Date and Time: _____

Purpose of Visit: _____ Counseling _____ Education or Career Fair _____ Other (Select one)

If "Other" specify purpose: _____

If approved for Counseling, indicate method: _____ Appointment _____ Walk-in _____ Other

If approved for Counseling, how will students be informed of the date and time?

Names and Titles of EI Representatives: _____

Section II

By submitting this form, the above referenced Educational Institution agrees to:

1. Adhere to federal law, DoDI 1322.25, DoDI 1344.07, and Army policies and regulations.
2. Comply with all Installation/Facility policies and procedures including, but not limited to, background checks, vehicle inspection/registration, and physical security.
3. Conduct visit exclusively at the date, time, and location designated on this request.

If access is to conduct counseling:

4. Agree to refrain from conducting any recruiting activity during approved counseling visits.
5. Prior to departure, agree to submit to approving authority a list of all student contacts made during approved counseling visits. This list will include name, reason for visit, and which benefit she/he is using (TA/VA/Title IV) or if using self-pay option.
6. Have a minimum of 20 military-connected students (TA, GI Bill, Title IV recipients) at this installation/facility.

Section III

The above referenced institution certifies that:

1. Institution has signed the Voluntary Education Partnership MOU with DoD.
2. Institution is in compliance with State authorization requirements consistent with regulations issued by ED, including part 600.9 of Title 34, CFR and meets requirements of the State where services will be rendered to include compliance with all State laws as they relate to distance education.

***** Failure to adhere to any of the above conditions constitutes a reportable violation of DoD policy. *****

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Section IV

Institution Representative Signature _____ Printed Name _____

Title _____ Date _____

*****For Use by Authorizing Official*****

Option A: _____ The request for installation access has been approved.

You will conduct your visit at: _____ from: _____

(Location)

(Date and Time)

Option B: _____ The request for installation access has been denied. The reason for denial is:

ARNG Education Staff Signature _____ Title _____ Date _____