

DEPARTMENT OF THE NAVY
Commander, Navy Region Northwest
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COMNAVREG NW
7050
Ser N8/0250
6 Jul 17

MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER, NAVY REGION NORTHWEST
AND
SYRACUSE UNIVERSITY
ON BEHALF OF THE INSTITUTE FOR
VETERANS AND MILITARY FAMILIES

Subj: MEMORANDUM OF UNDERSTANDING FOR THE ONWARD TO OPPORTUNITY
PROGRAM FOR SEPARATING AND RETIRING SAILORS AND FAMILY
MEMBERS

Ref: (a) DoD Instruction 4000.19 of 25 Apr 2013
(b) CNICINST 4000.1C
(c) DoD Instruction 1000.15 of 24 Oct 2008
(d) DoD Instruction 1322.29 of 24 Jan 2014
(e) NAVADMIN 222/15 Skillbridge Employment Skills
Training Program R 171359Z SEP 15
(f) COMNAVREGNWINST 11000.1

1. Purpose To establish a Memorandum of Understanding (MOU), between Commander, Navy Region Northwest (COMNAVREG NW) and Syracuse University (SU) for their Institute for Veterans and Military Families (IVMF), per references (a) through (f), in support of the Onward to Opportunity (O2O) program on all COMNAVREG NW installations.

2. Background Reference (d) established policy, assigned responsibilities, and prescribed procedures for service members (including active duty and Reserve Components) authorized to participate in job training and employment skills training, including apprenticeships and internships, also known as Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for eligible service members.

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The Schultz Family Foundation is the leading funder of a national employment partnership led by IVMF at SU which selects Fortune 500 companies to provide industry-specific training and subsequent job placement services for the military community. The O2O program is designed to advance the longstanding military values of self-purpose and focus among transitioning service members and active duty spouses in their efforts to secure meaningful employment following military service. The program provides training and certification that align to requested, in demand skill sets as defined by partner industry leaders, heightening opportunities for service members and spouses to be placed into specific job opportunities with partner employers. This program also affords employers visibility and access to the pre-separation military talent pool. By fostering an active industry role in the transition process, the program allows employers to engage with military candidates earlier and develop a deeper understanding of the skills, capabilities, and value this population can lend to their organizations.

3. Scope: CNRNW has agreed to host the O2O program in agreement with SU/IVMF. Eligible service members and spouses from the COMNAVREG NW Area of Responsibility (AOR) may be approved by their respective Commanding Officers to participate in the program.

4. Responsibilities

a. COMNAVREG NW will:

(1) Designate a Program Manager to act as a liaison for SU/IVMF staff executing the O2O program.

(2) Allow and assist with marketing the program across COMNAVREG NW, and make program referrals for interested candidates.

(3) Allow its eligible transitioning service members (those 6 months out who have completed the fundamental elements of Transition Goals, Plans, and Success) to enroll in the program if the program does not interfere with mission requirements and if the service member's command authorizes his/her participation.

(4) Admit onto the installation, SU/IVMF staff and instructors.

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(5) Allow SU/IVMF staff opportunities to brief transition staff, commanders, and retention staff to expand their awareness of the program.

(6) Allow SU/IVMF staff opportunities to directly brief transitioning service members at transition summits, transition briefings, etc., to expand their awareness of the program.

(7) Allow SU/IVMF staff opportunities to directly brief spouses at events such as Ombudsman meetings.

(8) COMNAVREG NW will work with SU/IVMF staff to provide training space for in-person training modules (optimally a 20-30 person classroom with audio-visual capability) and provide training space and technology support personnel for distance-based training modules (computer lab with high-speed internet), if available.

(9) Work with commanders of tenant commands across the COMNAVREG NW AOR to allow release of transitioning service members from duty to attend in-person training elements of O20.

b. SU will:

(1) Follow all applicable COMNAVREG NW, federal, and state rules, regulations, statutes and codes as required by reference (c).

(2) Appoint and designate a training representative to maintain continuing liaison with the COMNAVREG NW Program Manager.

(3) Ensure regular status and progress reporting to base leadership to provide accountability for outcomes, and incorporate base leadership feedback into planning and assessment processes.

(4) Respond to requests and inquiries from commanders and base leadership within one week.

(5) Provide the O20 program to selected transitioning service members and their spouses at no cost.

(6) Ensure that the design and execution of the program is done so in a manner consistent with the needs and desires of the installation, its leadership, and its service members.

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(7) Agrees to inform the Public Affairs Office (PAO) POC when any off-post media coverage is involved with other media releases. All photos and testimonials must be provided to PAO and PAO approval obtained prior to release of media. SU or any IVMF staff will not invite media to cover classroom/events without prior PAO approval.

(8) Assume overall responsibility for the execution of the training.

(9) Provide recruitment and marketing materials.

(10) Provide on-base staff to conduct outreach to service members and spouses for orientation sessions, enrollment, cohort management, and to coordinate in person and distance-based instruction.

(11) Provide instructors to conduct in-person and distance-based instruction.

(12) Provide in-person or distance-based career counselors for career goals and career assessments, career skills preparation, and connection to employer partners for potential career placement.

(13) Ensure that the program serves as an opportunity for those who have decided to transition, rather than as a competitor against the services' retention mission as required per reference (e).

5. Points of Contact

a. COMNAVREG NW:

(1) Regional Support Agreement Manager: Mussetta Enos
Phone number: (360) 396-1935
E-mail address: mussetta.enos@navy.mil

(2) Program Manager 21st Century Sailor: LCDR Joe Davis
Phone number: (360) 396-1347
E-mail address: joseph.b.davis@navy.mil

(3) Fleet & Family Support Program: Peter Harris
Phone number: (360) 315-5170
E-mail address: peter.d.harris@navy.mil

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(4) Public Affairs Office: Sean Hughes
Phone number: (360) 396-4973
E-mail address: sean.a.hughes@navy.mil

b. SU:

(1) Contractual: Stuart Taub
Phone number: (315) 443-2807
E-mail address: ospoff@syr.edu

(2) Program Management: Elisabeth Rocha
Phone number: (253) 209-7600
E-mail address: erocha@syr.edu

6. Other Provisions

a. This MOU does not address a specific use of identified installation space or lease of a facility.

b. The CNRNW liaison and SU/IVMF staff will maintain close contact and notify each other as soon as possible of any adjustments required to class schedules, etc.

c. SU is not permitted to invite private organizations or to allow club activities within the COMNAVREG NW AOR without COMNAVREG NW's permission.

d. Should SU desire to bring a contractor, supplier, or vendor (collectively, a "contractor") within the COMNAVREG NW AOR, SU must notify COMNAVREG NW in advance, in writing, to include name of contractor, number of contractor employees requiring access to the base, sponsor's point of contact with telephone number, duration of contract, and location of spaces to be accessed (include description/square footage) by contractor.

e. This MOU does not document, nor provide for, the exchange of funds or manpower between the parties nor does it make any commitment of funds or resources.

f. Nothing in this MOU shall be interpreted to constitute or require an obligation of resources or payment of funds in violation of the Anti-Deficiency Act, 31 U.S.C. § 1341, and all accompanying implementing regulations.

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g. All support provided by the parties is subject to the constraints of available resources (personnel, property, resources, or money). Any commitments made within this MOU are effective only if, and to the extent that, Congress has appropriated funds sufficient to fulfill them. If any actions contemplated in this MOU are not funded, or if Congress has prohibited the funding or performance of such actions, this MOU will be considered suspended with respect to those actions until funds are available and the prohibition, if any, is lifted.

h. The United States government is responsible to third parties under the Federal Tort Claims Act (FTCA) for personal injury or property damage caused by the negligence or wrongful act of its officers, employees or agents acting within the scope of their office or employment. The United States is self-insured as to such claims. Although no injury or damage is reasonably foreseen, in the unlikely event a problem does occur, contacting the Tort Claims Unit in Norfolk, Virginia at (757) 341-4583 or by email at TORTCLAIMSUNIT@navy.mil will provide information to any third party on the procedures for submitting a claim against the United States. In the event a tort claim is filed referencing this agreement, the filed-against party will notify the other party within 14 days.

i. Each party to this agreement shall be responsible for its own acts/omissions and those of its officers, employees and agents acting within the scope of their office or employment. No party to this agreement shall be responsible for the acts/omissions of entities or individuals including but not limited to invitees, guests, visitors or other persons not a party to this agreement.

7. Disputes: Any disputes relating to this MOU will, subject to any applicable law, Executive Order, directive, or instruction, be resolved by consultation between the parties or per reference (a).

8. Modification or Termination

a. Requests for modification or termination by any party shall be provided in writing at least 120 days prior to the proposed effective date.

b. Unilateral termination by either party shall be forwarded by written notice to the other party at least 30 days





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in advance of the proposed termination date, unless an alternate period is mutually agreed to.

c. Termination by either party shall not provide the basis for any claim by SU against the United States Government, the Department of the Navy, or COMNAVREG NW.

9. Effective Date This MOU is effective upon final signature and shall remain in force until modified or terminated by mutual consent of the parties or end of period of performance, not to exceed three (3) years from the date of last signature.

10. Signatures

			
Stuart Taub	Date	A. P. VERHOFSTADT, P.E.	Date
Director		Executive Director	
Office of Sponsored Programs		Commander, Navy Region Northwest	

