

ANNEX I to School Plan

CONCURRENT ADMISSIONS PROGRAM (CONAP)

1. CONAP is a joint program of the Army Recruiting Command, Service Member's Opportunity College (SOC) and participating colleges. This program was implemented by USAREC in SY 1989-90. As of today, approximately 1,500 colleges and universities are participating in CONAP.
2. The goals are to increase college enrollment of Army veterans and to increase enlistments of college capable men and women who are delaying colleges for financial or other reasons. The college agrees to accept the individual as a future student for entry into the college at the end of active duty or at the end of AIT for USAR soldiers.
3. Updated lists of colleges participating nation-wide will be provided to each recruiting station as they are available. Colleges participating in CONAP in the Sacramento Recruiting Battalion area are:

American River College	Sacramento CA
Armstrong University	Oakland CA
California Maritime Academy	Vallejo CA
CSU Sacramento	Sacramento CA
CSU Stanislaus	Turlock CA
Cogswell Poly Tech	Sunnyvale CA
Consumnes River	Sacramento CA
Consumnes River	Placerville CA
Consumnes River	Folsom CA
De Anza College	Cupertino CA
Diablo Valley	Pleasant Hill CA
Foothill College	Los Altos CA
Gavlian College	Gilroy CA
Golden Gate University	San Francisco CA
Heald College	Hayward CA
Holy Names College	Oakland CA
ITT Tech	Hayward CA
ITT Tech	Sacramento CA
ITT Tech	Stockton CA
National University	Sacramento CA
Patten College	Oakland CA
San Joaquin College	Stockton CA
Solano Community College	Suisan City CA
University of Phoenix	Pleasanton CA
University of Phoenix	Sacramento CA
Career College of Northern Nevada	Reno NV
Truckee Meadows CC	Reno NV
University of Nevada	Reno NV

ANNEX I to School Plan

4. Each recruiting station will maintain the following material for use in training recruiters and in conducting sales presentation to interested prospects:
 - a. CONAP Recruiter Publicity Item (RPI).
 - b. List of participating colleges nation-wide.
 - c. CONAP referral and intent to enroll admissions agreement.
5. Each CLT will ensure new recruiters receive initial training on CONAP from the Station Commander.
6. Efforts will continue to be made by the CLT and the Bn ESS to involve more colleges in the CONAP program.
7. CONAP can assist soldiers in many ways:
 - a. The active duty soldier, upon being accepted, can make plans to return to college to complete their education. The soldier can also take college courses while on active duty and know that most, if not all, of the work will be accepted (the soldier may need to have the college approve the college course in advance). The soldier will also receive credit for formal military training from the college.
 - b. The USAR soldier can begin college immediately upon completion of AIT and work towards the college degree while still an active member of the Reserves. All courses will be done on campus and should result in no loss of credit for the service member.
 - c. CONAP can assist our recruiting efforts in the following ways:
 - (1) Creates credibility between the Army, the applicant, and the community.
 - (2) Creates a feeling on the part of the applicant that the Army is interested in meeting personal educational needs.
 - (3) Creates a relationship between the Army and colleges with a goal of enrolling veterans in the college.
 - (4) Reduces DEP loss and the subsequent replacement of those soldiers who did not ship.
 - (5) Creates another way for the recruiter to attain a Gold Badge or the Recruiter Ring (5 bonus points are awarded upon an applicant being accepted by a college)
 - (6) Provides an opportunity for positive publicity in the form of news releases on willing participants.

ANNEX I to School Plan

8. To ensure our soldiers become successful CONAP applicants, the following procedures will be used:

a. Each CLT that has a CONAP college in their area will obtain “Intent to Enroll” forms from the Battalion ESS for distribution to the recruiting stations.

b. Where possible the completed CONAP Referral Form will be hand-carried by the applicant to the local CONAP school. While at the college, the CONAP applicant may be able to complete all admissions paperwork as well as receive information on the academic programs the college offers.

c. Recruiters must continue to follow-up with the applicant to ensure that the applicant has received a college application and that it has been returned to the college. Recruiters must also follow-up to ensure that A&PA receives a copy of the CONAP Intent to Enroll form after college admission. A&PA will prepare applicants CONAP certificate from the Commander. A&PA will then forward a copy of the CONAP form to the Awards Clerk for the recruiter to receive bonus points.

d. All new DEP/DTP members will be briefed on CONAP at the 72-hour follow-up orientation. New soldiers must be encouraged to join the program and the follow-up must be provided.

9. For the CONAP program to continue to grow, the following tasks must be accomplished:

a. Company Commander

(1) Must visit each CONAP college in their area once a quarter.

(2) Must sell CONAP to educators at funded COI events.

(3) Ensure that all eligible DEPs receive their CONAP certificates.

(4) Must present CONAP certificates at funded DEP events to all DEPs who have been accepted by a CONAP school.

b. Station Commander

(1) Must train recruiters on the program

(2) Visit local college CONAP POC and discuss how to assist soldiers in the admissions process.

c. Recruiters

(1) Inform each applicant about the CONAP program

ANNEX I to School Plan

(2) Annotate CONAP status on the 200-C card.

(3) Forward the completed CONAP referral form to the Bn ESS.

(4) Follow-up with the soldier to determine if a college application has been received and assist the soldier in completing the college "Intent to Enroll" form if needed.

(5) Follow-up with the soldier to insure that the college "Intent to Enroll" form and high school transcripts are sent to the college.

10. Responsibilities:

a. Battalion Commander. Overall responsibility for recruiter training, implementing the CONAP program and success of the CONAP program in accordance with USAREC Reg 621-2.

b. Company Commander

(1) Ensure recruiting station commanders and recruiters are trained and have necessary materials to promote the program.

(2) Visit local colleges and universities to solicit their participation in CONAP.

(3) Visit CONAP schools as a minimum annually.

(4) Maintain ongoing liaison with CONAP coordinators at colleges within the recruiting area.

c. Recruiters

(1) Promote and present CONAP to students and faculty at their assigned schools.

(2) Present and discuss the program with all applicants and parents where possible.

(3) Recommend at least one local participating college to the applicant.

(4) Complete the CONAP "Intent to Enroll" form for applicants who choose to participate.

(5) Distribute copies of the "Intent to Enroll" form to the Sacramento Bn ESS, the college, and the applicant.

(6) Introduce the applicant to the college CONAP coordinator when in the local area.

(7) Track the application required by the college and assist until it is completed.

ANNEX I to School Plan

d. Bn ESS

- (1) Serve as the program manager for CONAP.
- (2) Coordinate proper training for recruiters and commanders.
- (3) Secure and maintain forms and fact sheets.
- (4) Promote CONAP to educators at schools, conferences, and other appropriate forums.
- (5) Coordinate the flow of referrals and other materials between recruiters, colleges, SOC, and the Sacramento Battalion.
- (6) Provide the Bn awards clerk with names of recruiters who applications gain admission to the college under the provision of CONAP.
- (7) Maintain a file of all referrals and admissions.