



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 1560.25  
MRR

**01 SEP 2010**

MARINE CORPS ORDER 1560.25

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS LIFELONG LEARNING PROGRAM (SHORT TITLE: LL PROGRAM)

Ref: (a) MCO 5430.1  
(b) DoD Instruction 1322.9, Voluntary Education Programs for Military Personnel-Management Information System, 16 Oct 1995  
(c) DANTES Examination Program Handbook (DEPH)  
(d) MCO P1700.27B  
(e) SECNAVINST 5070.2D  
(f) Under Secretary of Defense memo, "Department of Defense Morale, Welfare, and Recreation (MWR) Library Standards," dtd 26 Sep 2006  
(g) ALMAR 029/09  
(h) "Revised DOD Morale, Welfare and Recreation (MWR) Library Standards Checklist," 26 Sep 2006  
(i) DoD Instruction 1015.10, "Programs for Military Morale, Welfare, And Recreation (MWR)," 6 Jul 2009  
(j) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," Dates Vary by Volume  
(k) DoD Directive 5500.07, "Standards of Conduct," November 29, 2007  
(l) MCO P5800.16A  
(m) SECNAVINST 1640.9C  
(n) AR 601-222, "Armed Services Military Personnel Accession Testing Programs," October 17, 2005  
(o) Under Secretary of Defense memo, Uniform Tuition Assistance Policy: Foreign Language Proficiency dtd 12 Dec 2006  
(p) OPNAVINST 1560.10C  
(q) 10 U.S.C. Chapter 1606  
(r) 38 U.S.C. Chapter 30  
(s) Public Law 106-419, Section 103  
(t) Public Law 106-419, Section 105  
(u) MCO 1130.53P

Encl: (1) Marine Corps Lifelong Learning (LL) Program Guidance

Reports Required: I. Quarterly Voluntary Education Center Activity Report (Report Control Symbol DD-1560-03) encl (1) chap. 1, par. 5  
II. Annual General Library Report (Report Control Symbol MC-1560-21) encl(1) chap. 3, par. 3(1)(1)  
III. DoD Morale, Welfare, and Recreations General Library Core Standards Report (Report Control Symbol DD-1560-05) encl (1) chap. 3, par. 3(1)(2)

1. Situation. This Order publishes policies and standards on Lifelong Learning (LL) programs. Chapters and appendices are included to provide guidance and technical assistance for the Assistant Chiefs of Staff (AC/S) or

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited release.

Directors, for Marine Corps Community Services (MCCS) in order to carry out and operate the LL program.

2. Cancellations. MCO P1560.25C, MARADMIN 100/01, MARADMIN 111/01, MARADMIN 411/01, and MARADMIN 571/05.

3. Mission

a. The mission of the LL program is to provide personal and professional learning opportunities to the Marine Corps community. The LL program positively impacts the recruitment, retention and readiness of active duty Marines and provides Commanders with a valuable tool to prevent obstacles that may detract from unit readiness. LL program opportunities shall be available to Marines regardless of duty station.

b. The LL program shall provide multiple learning opportunities in a consolidated center where facilities are available. For independent duty and deployed Marines, access to the LL program shall be made through the use of technology.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish policies and standards for the LL program, an integrated multi-service program to fulfill the Lifelong Learning needs of the Marine Corps community per the references and the enclosure.

(2) Concept of Operations. LL program sponsors at the staff and reporting unit level are responsible for effectively implementing the policies and standards outlined in this Order. LL program sponsors are responsible for assisting unit action officers. Appendix A of the enclosure lists commonly used Lifelong Learning definitions.

b. Subordinate Element Missions

(1) Component Commands/Commanders Supporting Establishment; Marine Corps Forces Pacific (MARFORPAC), Marine Corps Forces Reserves (MARFORRES), Marine Corps Combat Development Command (MCCDC), Marine Corps Recruit Command (MCRC), and Marine Corps Forces Command (MARFORCOM) shall require the availability of the LL program which encourages and assists members of the Marine Corps community in pursuing their LL program goals regardless of duty station. Positive command support at each level is essential to the operation of an effective LL program.

(2) DC M&RA shall:

(a) Be responsible for the purchase of replacement Integrated Library System (ILS) hardware & software.

(b) Assume and maintain technical responsibility for ILS policies including software.

(c) Be responsible for ILS program management, policy oversight, and annual ILS training for the installation Librarians.

(3) Major commands shall:

(a) Review, consolidate and establish by order of importance LL Program Objective Memorandum (POM) requirements concerning personnel, budget, facilities, and training initiatives.

(b) Designate and maintain a staff cognizant on all matters pertaining to the LL program, policies, and associated resources. Provide implementation guidance to assigned installations and operating forces as appropriate. Commanders MARFORCOM and MARFORPAC shall each designate an installation to act as the LL program sponsor for Deployed Education.

(c) Require installation commanders to provide adequate staff, facilities, supplies, equipment, and learning resources to support the LL program.

(d) Ensure a program for continuing professional development is provided to maintain required skills and qualifications. Professional development shall include annual training opportunities and attendance at relevant conferences.

(e) Submit reports to DC M&RA (MR) as required.

(4) Installation Commanders shall:

(a) Plan, develop, and carry out an effective, organized LL Program responsive to the needs of the Marine Corps community.

1. The installation LL program shall include, at a minimum, high school through graduate level education programs, TA, testing (including DANTES and military classification testing, e.g. Armed Services Vocational Aptitude Battery (ASVAB)/Armed Forces Classification Test (AFCT), Defense Language Aptitude Battery (DLAB), and Defense Language Proficiency Test (DLPT)), Distance Learning, United Services Military Apprenticeship Program (USMAP), Military Academic Skills Program (MASP), and a General Library Program.

a. High school completion programs shall be available at no cost for active duty members regardless of location and for dependents outside the United States.

b. Academic skills programs shall be available at no cost for active duty members regardless of location and for dependents on a space available basis.

2. Utilize annual Voluntary Education (VOLED) program assessments to determine the LL program interests of the local Marine Corps community. This program assessment is provided by DC M&RA (MR) and shall be conducted minimally every three years. Deployed program sponsor shall conduct informal LL Program interest surveys in preparation for deployments.

(b) Prepare an annual LL program plan based upon the local interests identified in the LL program assessment.

(c) Select providers to deliver LL program services per the guidance contained in the enclosure.

1. CONUS and MCB Hawaii shall select post-secondary education service providers per chapter 5 of the enclosure.

2. OCONUS installations, except MCB Hawaii, request education services from providers per:

a. Air Force Pacific contract (PACAF) for education services in Okinawa and Iwakuni; and the

b. Army European contract for education services in Europe.

(d) Coordinate the implementation of the LL program and the delivery of services to the local Marine Corps community. In addition:

1. Require Installation Deployment Support Coordinators to include the LL Program in pre-deployment planning.

2. Coordinate with the deployed program sponsor to identify deployed requirements, schedule courses, and obtain TA authorization prior to deployment.

(e) Determine the needs in planning, programming, and budgeting efforts to provide for:

1. Designate a single facility, where available, as the primary LL program center to serve as the focal point for the LL program, activities, and information.

2. Supplies, equipment, Internet access, classroom furniture, and travel for permanent personnel. Life cycle maintenance for equipment and furniture is required.

(f) Ensure Voluntary Education Centers and Libraries collect and report program usage, patron activity, and staffing data as required.

(g) Submit required reports to DC M&RA (MR).

(h) Include LL program facilities, i.e., the education center and the library, on the check-in/out sheet as a mandatory item.

(i) Allot time during "Welcome Aboard" briefs for the introduction of LL program capabilities aboard the Installation.

(j) Recognize individual LL program achievement through ceremonial presentations and graduations, appropriate correspondence, and certificates.

(k) Ensure all personnel assigned to LL program billets or otherwise involved in the conduct of the LL program adhere to the standards of conduct set forth below:

1. Active duty military personnel and civilian employees of the Marine Corps who qualify as faculty members for these education programs are prohibited from using their official positions to induce, coerce, or in any manner unlawfully influence subordinates, to provide any benefit, financial or otherwise, to themselves or others.

2. Marine Corps personnel who serve as faculty members are so acting in a private, commercial capacity.

3. The appearance of conflict-of-interest precludes the acceptance of any honorary degree by personnel who serve in a position in which they may recommend or influence the selection of civilian educational institutions to serve the military.

4. Personnel who have retired or who serve in a position in which they exert no influence on the selection of institutions to serve the military may accept an honorary degree, provided that the degree was not offered prior to retirement; and the offer was not conditional upon the performance of any service in the future. Prior to acceptance of an honorary degree, the recipient of such an offer shall first consult with DC M&RA (MR) regarding the propriety of the specific offer.

(5) Each Commanding General (CG)/Officer (CO), down to and including Battalion, Squadron and separate administrative commands, shall assign sufficient, qualified personnel to conduct the LL program per the directions and guidelines outlined in this Order.

(a) Appointments shall be made in writing as follows:

1. Officers and enlisted Marines appointed as top echelon education officers at installation, division or wing level shall possess at least a Bachelor's degree in education or a related field and be appointed on a full-time basis.

2. Officers and enlisted Marines appointed as education officers at lower than base, station, division or wing level should have successfully completed at least two years of college and, insofar as possible, be appointed on a full-time basis.

3. Appointees will provide educational guidance and counseling as follows:

a. Provide counseling at the first permanent duty station; at each new duty station, prior to separation, and at other suitable intervals during their military career.

b. Identify and counsel, individually, those enlisted Marines who do not possess a high school credential and those officers who do not possess a Baccalaureate Degree.

c. Identify and screen all eligible Military Academic Skills Program (MASP) personnel, per chapter 4 of the enclosure, and provide enrollment opportunity.

(1) Provide assistance to Marines applying for MASP.

(2) Maintain official LL program files, records and data.

4. Prepare a LL program education plan for all LL program participants.

5. Establish and maintain external liaison and partnerships with local and state civilian education and library professionals.

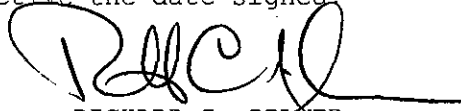
6. Publicize and promote the opportunities available through the LL program, using a variety of appropriate media.

c. Coordinating Instructions. Recommendations for changes to the Order should be submitted to the DC M&RA (MR) via the appropriate chain of command. Some portions of enclosure (1) do not apply to the Marine Corps Reserve. Specific exclusions are defined in the individual chapters.

5. Administration and Logistics. Approved for public release; distribution is unlimited.

6. Command and Signal

- a. Command. This Order is applicable to the Marine Corps Total Force.
- b. Signal. This Order is effective the date signed.



RICHARD C. ZILMER  
Deputy Commandant for  
Manpower and Reserve Affairs

DISTRIBUTION: PCN 10201990900

Copy to:           7000110 (55)  
                      7000093 (2)  
                      8145005 (2)  
                      7000144 (1)  
                      8145001 (1)

LOCATOR SHEET

Subj: MARINE CORPS LIFELONG LEARNING PROGRAM (SHORT TITLE: LL PROGRAM)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change



## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
<b>Chapter 1</b>	<b>GENERAL POLICY AND PROCEDURES.....</b>	<b>1-1</b>
1.	General.....	1-1
2.	Background.....	1-1
3.	Definitions.....	1-1
4.	Inspections and Support Visits.....	1-1
5.	Quarterly Voluntary Education Report.....	1-1
<b>Chapter 2</b>	<b>DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) EXAMINATION AND DISTANCE LEARNING PROGRAMS.....</b>	<b>2-1</b>
1.	Background.....	2-1
2.	DANTES Examination Program.....	2-1
<b>Chapter 3</b>	<b>GENERAL LIBRARY PROGRAM.....</b>	<b>3-1</b>
1.	Definition.....	3-1
2.	Purpose.....	3-1
3.	Background.....	3-1
4.	Policy.....	3-2
<b>Chapter 4</b>	<b>MILITARY ACADEMIC SKILLS PROGRAM.....</b>	<b>4-1</b>
1.	Purpose.....	4-1
2.	Background.....	4-1
3.	Policy.....	4-1
<b>Chapter 5</b>	<b>STANDARDS AND GUIDELINES FOR INSTALLATION POST-SECONDARY EDUCATION PROGRAMS.....</b>	<b>5-1</b>
1.	Background.....	5-1
2.	Policy.....	5-1
3.	Credit for Nontraditional Educational Experiences.....	5-2
4.	Service members Opportunity Colleges Marine Corps (SOCMAR).....	5-3
<b>Chapter 6</b>	<b>TUITION ASSISTANCE (TA) PROGRAM.....</b>	<b>6-1</b>
1.	Purpose.....	6-1
2.	Background.....	6-1
3.	Restrictions on the TA Program.....	6-1
4.	Eligibility.....	6-2
5.	Policy.....	6-2
6.	Funding Criteria by Program.....	6-4
7.	Fiscal Instructions.....	6-5

## TABLE OF CONTENTS

<u>IDENTIFICATION</u>	<u>TITLE</u>	<u>PAGE</u>
Chapter 7	UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP).....	7-1
1.	Purpose.....	7-1
2.	Background.....	7-1
3.	Policy.....	7-2
4.	Work Process Schedule.....	7-3
5.	Forms.....	7-3
6.	Records Disposition.....	7-3
Chapter 9	VETERANS EDUCATION BENEFITS.....	8-1
1.	Purpose.....	8-1
2.	Background.....	8-1
3.	Action.....	8-7
APPENDIX A	DEFINITIONS.....	A-1
APPENDIX B	STANDARDIZED MEMORANDUM OF UNDERSTANDING (MOU) FOR EDUCATION SERVICES.....	B-1
APPENDIX C	STANDARDIZED MEMORANDUM OF UNDERSTANDING (MOU) FOR EDUCATION SERVICES (VISITING INSTITUTIONS).....	C-1
APPENDIX D	MARINE CORPS USMAP OCCUPATIONS.....	D-1
APPENDIX E	CHECKLIST FOR MARINES BEING INVOLUNTARILY SEPARATED.....	F-1

## Chapter 1

General Policy and Procedures

1. General. This Order publishes policies and standards on LL programs. Chapters and appendices provide guidance and technical assistance for the Directors for Marine Corps Community Services (MCCS) in order to carry out and operate the LL program.

2. Background

a. This Order provides policy guidance on the delivery of the Marine Corps Lifelong Learning (LL) programs and services.

b. The LL program, Voluntary Education and Libraries, provides the opportunity to create a full service approach to education and learning resource support by providing integrated program policy.

c. DC M&RA (MR) centrally funds the Marine Corps Tuition Assistance (TA) Program, the United Services Military Apprenticeship Program (USMAP), Integrated Library System (ILS), the Marine Corps Professional Reading List, and recreational paperbacks for deployed/isolated personnel. The Defense Activity for Non-Traditional Education Support (DANTES) centrally funds the examination programs.

3. Definitions. Appendix A contains commonly used definitions.

4. Inspections and Support Visits. The LL program is included in the Commanding General's Inspection program, per reference (a).

5. Quarterly Voluntary Education Center Activity Report. All voluntary education centers will provide DC M&RA (MR) with this quarterly report no later than 15 business days following the end of each fiscal year quarter, to fulfill the Department of Defense reporting requirement per reference (b). Report Control Symbol DD-1560-03 is assigned to this reporting requirement.

## Chapter 2

Defense Activity for Non-Traditional Education Support (DANTES) Examination Program

1. Background. The primary mission of Defense Activity for Non-Traditional Education Support (DANTES), in support of education programs of the Military Services, is to provide nationally recognized examination and certification programs. DANTES provides consolidated management of contracts and programs to prevent duplication of effort among the Services. The following programs are sponsored by DANTES:

- a. High school equivalency tests
- b. Tests for college credit
- c. Undergraduate admissions tests
- d. Graduate admissions tests
- e. Certification
- f. Guidance
- g. Interest tests

2. DANTES Examination Programa. Eligibility Requirements

(1) The examinations offered through the DANTES Examination Program are available to active duty and reserve components of the Marine Corps. Many are free of charge for active duty Service members.

(2) Civilians may be eligible to take certain examinations on a non-funded basis. Restrictions vary with each examination and between CONUS and OCONUS testing centers. Refer to reference (c) for specific civilian examination eligibility and restrictions. If a military member is the spouse of an Examiner and wishes to test, the Test Control Officer (TCO) should contact the DANTES Exams Program, Code 20B, to arrange for any required testing.

(3) TCOs, Alternate Test Control Officers (ATCOs), Interim Test Control Officers (ITCOS), Test Examiners and their family members are not eligible for examinations offered through DANTES until six months following the expiration of their respective appointments.

(4) Waivers of the above policy are rare and will be handled on an individual basis. All written requests must be submitted to:

DANTES  
CODE 20B  
6490 Saufley Field Road  
Pensacola, FL 32509-5243

b. DANTES Examination Program Guidance

(1) Official testing policies and procedures are provided in the guide for DANTES sponsored Examination Programs, which is distributed

annually by DANTEs to each Marine Corps command authorized by DC M&RA (MR) to conduct DANTEs testing per reference (c).

(2) DANTEs Testing Centers

(a) A DANTEs testing center is a facility established by a military service, on a military installation, to administer the DANTEs Examination Program.

(b) DC M&RA (MR) authorizes the establishment/disestablishment of DANTEs testing centers at Marine Corps installations. All requests for establishment, disestablishments, TCO/ATCO/ITCO appointment and other related DANTEs authorization requests shall be submitted to DC M&RA (MR) for approval.

(c) Each DANTEs test center shall submit a quarterly exam inventory report through the DANTEs TCO Portal, per reference (c).

(3) Personnel Requirements

(a) New TCOs, ATCOs, ITCOs must receive written confirmation from DANTEs of their appointments before beginning associated duties.

(b) Commissioned Officers, Chief Warrant Officers, Noncommissioned Officers (grade E-6 or above), Federal employees, state civil service employees, and contractors employed and monitored by the Marine Corps may be appointed as DANTEs TCOs, ATCOs, ITCOs, and PTCOs if they meet the qualifications outlined in reference (c).

(c) Sergeants may be appointed as ATCOs with a waiver from DC M&RA (MR) and DANTEs.

(4) Security

(a) The appointed TCO has the full responsibility for the security and administration of the DANTEs Examination Program as specified in reference (c).

(b) In the event a DANTEs examination or any of its component parts is lost or otherwise placed in danger of compromise, the TCO shall:

1. Suspend all testing on the jeopardized test per reference (c) for that particular test.

2. Immediately notify DC M&RA (MR) and DANTEs of the loss or compromise by the fastest means available. The notification message should include how and when the test was lost or compromised, the form and serial number(s) of the test booklet(s), and a statement that testing had been suspended on the jeopardized test(s) and that they have been impounded.

3. The commander of the installation or Marine Corps activity shall appoint an objective officer to conduct an investigation into the circumstances and facts surrounding the compromise of a DANTEs Examination per reference (c). The TCO shall provide the name and commercial phone number of the Investigation Officer to DC M&RA (MR) and DANTEs within two days of the discovery of the loss. Within 30 days the Command shall report the findings of the investigation to DC M&RA (MR). The report shall include the reason for loss/compromise, details of the loss/compromise, conclusions

of the investigation, and recommendations for corrective action to prevent recurrence.

4. Testing may resume only when authorized by DC M&RA (MR).

(c) In the event of improper test conduct, the TCO shall follow the procedures contained in reference (c) and immediately contact the DC M&RA (MR).

## CHAPTER 3

General Library Program

1. Purpose. To issue policies and standards for conducting the General Library Program.

2. Background

a. The General Library Program provides a collection of print and non-print resources, materials, and equipment to support the educational, informational, professional, lifelong learning, and enrichment needs of the Marine Corps community. All aspects of library services, programs, and technology are designed to meet the needs of patrons as defined by reference (d).

b. The Marine Corps General Library Program Manager, Deputy of Lifelong Learning, represents General Libraries in relationships with the Department of Navy Chief Information Officer and the Librarian of the Navy, per reference (e).

c. The LL General Library Program goals are:

(1) To promote literacy, information resources, and research that supports the LL VOLED Program and the Commanding General's and Commanding Officer's initiatives.

(2) To offer QOL programs for children, teens, families, and adults, including a Youth Summer Reading Program, a Children's Story Hour, and special event/themed activities. Book clubs are recommended with appropriate patron interest, per reference (f).

(3) To support military readiness through the support of VOLED programs, Professional Military Education (PME), the Marine Enlisted Commissioning Education Program (MECEP), the Marine Corps Professional Reading List, the SNCO Academy, and research for commanders and management.

(4) To support foreign missions and deployed Marines throughout the world.

3. Policy

a. The General Library program shall be established on all Marine Corps installations to assemble, organize, preserve and make easily available unbiased collections of retrospective, current, and authoritative multimedia library materials. Collections shall be in response to the interest and requirements of the Marine Corps community at no charge.

b. The General Library will register eligible patrons as defined in appendix A. Social Security numbers shall not be used as registration numbers.

c. General Libraries shall support continuous education and professional development, strengthen citizenship and community awareness, enhance occupational skills, increase creative and spiritual development, enhance social well-being, support home schooling, and foster esprit de corps in the Marine Corps. Library collections, programs, and services shall assist in the appreciation of the fine arts, the performing arts, and literature.

d. Sixty (60) percent of the library collection shall be maintained in support of educational and professional materials with forty (40) percent in support of leisure and family interests. General Library collections will include a minimum of one complete set of the Marine Corps Professional Reading List.

e. MCCS General Libraries shall create consortium resource sharing and cooperate with academic, government, and community public libraries where proximity permits. These partnerships will include resource sharing.

f. The General Library and its partnerships shall use the machine readable cataloging record format (full MARC) and adhere to the National Information Standards Organization (NISO) Z39.50 standards for all new computer and information technology, per reference (f).

g. DC M&RA (MR) shall support DOD and Morale, Welfare and Recreation (MWR) Foreign Missions requirements for deployed and isolated Marines with leisure paperback book kits, magazines, online periodicals/newspaper services, professional reading, the Marine Corps Professional Reading List, per reference (g), and Marine Security Guard required reading.

h. Internet and email services shall be provided to all eligible patrons at no charge. Every patron is required to sign-in for each internet/email/computer session on the official computer use form approved by DC M&RA (MR). Document retrieval is required by reference (f) at no charge to the patron.

i. An Integrated Library System (ILS) shall be maintained in all General Libraries. ILS requirements include:

(1) Provision of technical support, life-cycle upkeep, and library system maintenance is required. DC M&RA (MRI) shall be responsible for purchase of replacement ILS hardware and software. DC M&RA (MRI) has technical responsibility for ILS policies including software. DC M&RA (MR) shall be responsible for ILS program management, policy oversight, and annual ILS training for the installation Librarians.

(2) Options will be provided for ILS data collection.

j. The Marine Corps General Libraries will advance the use of best practices, professional standards, and performance measures for effective services to operate the General Library Program, per reference (e). As an example, the General Libraries' interlibrary loan policies and procedures should generally follow the Interlibrary Loan Codes of the American Library Association.

k. DC M&RA (MR) will provide annual training for library programs, services, marketing, and planning.

l. All General Libraries will provide DC M&RA (MR) with required reports:

(1) An official, signed Annual General Library report is due November 15 of each calendar year. Report Control Symbol MC-1560-21 is assigned to this reporting requirement. The report is required in order to ensure that the program mission is met by measuring customer demand, usage, and satisfaction in order to act on the findings.



(2) All General Library Programs shall adhere to the DOD Morale, Welfare, and Recreation General Library Core Standards, per reference (f). An official, signed DOD Morale, Welfare, and Recreation General Library Core Standards Report is due November 15th of each calendar year. Report Control Symbol DD-1560-05 is assigned to this reporting requirement. A waiver request is required for each non-compliant core standard each reporting period. DOD Library Core Standards are the minimum standards required for the General Library Program. It is the DOD and Marine Corps goal to provide a level of service and quality of programs within our library facilities at a Premier Standard level.

(3) The DOD Library Standards shall be the official checklist for the Library Program MIVER visits. The checklist is found in reference (h).

m. All General Library programs shall have access to customer and staff services using the MCCS General Libraries website and the ILS. The following services shall be provided, per reference (f): Online Public Access (OPAC) and circulation management; acquisition services for library materials; cataloging and classification using the ILS cataloging module; Online Computer Library Center (OCLC), or equivalent, for cataloging; onsite access through the Internet to periodicals, newspapers, applicable indexes and full text databases; collections including print, audiovisual and non-print media; multimedia computer use to include CD-ROM, printing, and internet/email capability; and orientation on program services and resources available through the installation library activity. Other technical services include laser printers, fax, internet and email services.

n. Hours of operation for General Libraries designated as main libraries shall be 60 hours weekly and include evening and weekend hours, per reference (f). A needs assessment for hours that meet customer demand will be considered by DC M&RA (MR).

o. An adequate environment to include air conditioning, adequate lighting, heating and a humidity system is required for customer comfort and preservation of library materials, per reference (f).

p. Library personnel shall meet Office of Personnel Management (OPM) classification standards for GS Series 1410 and 1411 positions and use the Marine Corps Library standardized job descriptions appropriated fund (APF), non-appropriated fund (NAF), or National Security Personnel System (NSPS) for library personnel. Supervisory Librarians (APF, NAF, or NSPS) shall have a Master's degree in library science. Librarians (APF, NAF, or NSPS) shall have a master's degree in Library Science or equivalent education and experience. Authorized volunteers shall not replace recognized positions, per reference (f).

q. Libraries shall cross train employees so that customers are provided competent customer services whenever the library is open per reference (f).

r. A three year budget plan shall reflect requirements for currency and modernization of materials, information and technology systems, and training needs per reference (i). All acquisition of library materials shall take advantage of publisher/manufacturer's discounts, terms, schedules, licensing economies, and joint service opportunities for saving and efficiencies. Library programs shall establish one or more partnerships with other library and referral services to obtain economies and efficiencies of operations and to expand services such as bibliographical databases, per reference (g).

s. Each library facility shall comply with the library facility (building and room space) requirements. The core facility should include:

(1) Adequate and separate areas for reference materials; periodicals (including reading area); technical services; photo copying, typing and faxing; circulation desk; reading areas with tables and chairs (separate from periodical reading); study area; computer area for customer use; an entrance or a foyer, an external book drop; and an electronic patron counter, per reference (g).

(2) A restroom in the facility, per reference (f).

(3) A children's area to include appropriately proportioned tables and chairs per reference (f).

(4) A teen area or multipurpose room scheduled for teen programs and use according to hours determined by a customer needs assessment, per reference (f).

(5) An adult area or multipurpose room scheduled for adult programs and use according to hours determined by a customer needs assessment, per reference (f).

t. The Marine Corps General Library Program shall comply with the moratorium on library closures.

u. The General Library program shall support the Marine Corps peacetime and wartime initiatives such as cultural awareness and foreign language programs.

v. Fees shall not be charged for General Library services in order to raise revenue with the exception of costs that are associated with interlibrary loans, photocopying, and coin operated machines as approved by DC M&RA (MR).

w. When materials in circulation are lost, damaged, or destroyed by means other than natural disasters, persons responsible shall either replace the lost materials or reimburse the government for the value of the materials. Regardless of the method of payment, the money becomes that of the Department of Treasury, per reference (j).

x. Librarians shall adhere to standards of ethical conduct for employees as established by the Joint Ethics Regulation, per reference (k).

y. To protect personal information, all library patron identification and files are maintained as per reference (d).

z. General Libraries may accept material gifts and monetary donations per reference (l).

aa. A correctional facility library is a branch of the installation library. Library services shall provide opportunities for education, information, and recreation. Legal materials shall be available to prisoners confined to the brig. Library service in confinement facilities is guided by reference (m).

## Chapter 4

Military Academic Skills Program (MASP)

1. Purpose. To establish policies and standards for the MASP as a component of the LL Program.

2. Background. MASP increases the skill levels of eligible Marines in the areas of reading, mathematics, and communication/writing. Increasingly sophisticated technology makes skilled personnel essential to the readiness, management and development of the Marine Corps. The ability to demonstrate competence in the academic skills of reading, mathematics, and communications/writing is critical to the career readiness of the Marine Corps. MASP is funded by DC M&RA (MR) to ensure accessibility to all Marines, regardless of duty station, and to standardize instructional quality and content.

3. Policy

a. MASP shall be established at all installations per the following guidelines:

(1) MASP shall be conducted during normal duty hours. It provides academic skills education development related to military, professional, and personal requirements at no cost to the Service member and on a space available basis for qualifying family members.

(2) Marines identified with reading, mathematics or communication skills below the 10.2 grade level or General Technical (GT) score of 99 or below, compose the target population and shall be screened for MASP.

(a) The Test of Adult Basic Education (TABE) is administered at the education center and shall be used as a MASP screening and diagnostic tool. The TABE shall be administered to all students prior to MASP enrollment.

(b) The TABE shall be administered to all MASP students upon completion of the MASP class.

(3) Although it is desired that enlisted personnel attain a high school diploma at a minimum, MASP shall not be used for the purpose of preparing individuals to obtain high school diplomas. An exception is authorized for the Marine Corps installations in Japan whereby MASP funds can be used for preparing individuals to obtain high school diplomas. Those MASP participants who do not already possess a high school credential shall be encouraged to enroll in an off-duty high school completion program upon successfully mastering MASP requirements.

(4) Marines may be referred to MASP by:

(a) Commanding Officer (CO)

(b) Supervisor

(c) Formal School

(d) Education Officer

(e) Themselves

(5) Enrollment in MASP may be voluntary or directed and requires approval from the individual's CO. MASP participants do not incur additional obligated military service as a result of their participation in the MASP nor shall it be restricted to those Marines who indicate the intent to reenlist.

b. The MASP shall be delivered via local acquisition through post-secondary institutions or vendors contracted with the installation's education center.

c. Individuals unable to participate in MASP may be able to utilize the Online Academic Skills Course (OASC) as a MASP alternative.

(1) OASC is a basic skills program sponsored by DOD and provided to Marines and their family members through a contract with Nelnet Petersons, Inc.

(2) Individuals must receive permission from their Education Services Officer prior to utilizing OASC as a MASP alternative.

d. In adherence with reference (n), MASP providers and instructors shall not administer internally/locally developed military classification practice tests which contain actual test material. This includes coaching practices with internally/locally developed test questions, test aids, or commercial test study guides to familiarize an individual with a military classification test.

## Chapter 5

Standards and Guidelines for Installation Education Programs

1. Background. Detailed standards and guidelines were developed for implementation by the Military Services in the operation of installation programs. The purpose of the standards and guidelines is twofold: to be responsible to the educational needs of the military community and ensure that quality programs are conducted to meet those identified needs.

2. Policy. LL Program planning shall be driven by the identified educational interests and requirements of the local Marine Corps community. Post-secondary education programs shall be established by a standard MOU, as provided in appendices B and C, per the following policies:

a. Installation LL Post-Secondary Education Programs shall:

- (1) Lead to accredited degrees and/or certificates;
- (2) Have application to civilian or military careers;
- (3) Deliver courses in support of the current LL Program Plan:

(a) Institutions shall not schedule courses that duplicate the offerings of other institutions for the same student clientele.

(b) Availability of similar courses through distance learning is not considered a duplication.

b. Criteria for the Selection of Post-Secondary Institutions

(1) Appropriate State post-secondary planning, advisory, or governing agencies shall be notified of the LL Program requirements of military bases within their boundaries for use in statewide planning. These agencies shall be included in any request for educational services.

(2) Institutions shall:

(a) Be chartered or licensed by a State Government or by the Federal Government and accredited by an organization recognized by the Department of Education (DoEd).

(b) Sign a MOU, at Appendix B or C, and adhere to the following terms:

1. Maintain membership and active participation in Servicemembers Opportunity Colleges Marine Corps (SOCMAR);

2. Conduct on-base programs from among those offered on its home campus;

3. Award credits for courses given off campus at the same value as those given on-campus, and include such credits in the determination of residency;

4. Provide library and other reference and research resources that are appropriate for the level of instruction;

5. Maintain the same admission, grading, and graduation standards on base as on the home campus for the same programs;

6. Charge tuition and fees that do not exceed those charged to a non-military clientele; and

(c) Prior to beginning program delivery, the installation shall:

1. Obtain approval for the extension of service from the applicable accrediting body.

2. Notify the appropriate post-secondary planning, advisory, or governing agency in the State of the extension of educational services.

3. Obtain approval from the applicable State approving agency for the certification of veterans' educational benefits for the installation program(s).

### 3. Credit for Nontraditional and Educational Experiences

a. Many high schools, colleges, and universities have established policies with regard to awarding credit for nontraditional educational experiences. Learning which takes place outside the traditional classroom setting of a civilian educational institution is usually referred to as nontraditional education. Included in this category are correspondence courses (independent study), alternative delivery programs, examination programs, military courses and occupations, and other work or like experiences.

b. At the high school level, all State DoEd's have established policies with regard to the awarding of State credentials based on results of the General Educational Development (GED) tests and/or credit for nontraditional educational experiences in the military. A Marine who desires to earn a diploma from the high school attended prior to entry into service needs to contact the school officials to determine what credit may be awarded and what requirements must be met.

c. At the post-secondary level, many colleges and universities have established policies for granting credit for nontraditional educational experiences. Post-secondary schools may evaluate an individual's transcripts and records and/or they may use the recommendations prepared by the American Council on Education (ACE) as published in the "Guide to the Evaluation of Educational Experiences in the Armed Services," commonly referred to as the ACE Guide. DANTEs distributes the ACE Guide to Marine Corps installation education offices.

### 4. Servicemembers Opportunity Colleges Marine Corps (SOCMAR)

a. Servicemembers Opportunity Colleges (SOC) is a network of colleges and universities that recognizes the educational challenges experienced by Service members because of their mobile lifestyle. SOC schools provide flexible policies on admission, transfer of credits, residency requirements, and evaluation of previous training and experience for credit. They have pledged themselves to an organized effort to facilitate the completion of a military student's program. SOCMAR is a SOC network established for the Marine Corps.

b. Each SOCMAR institution designates a trained counselor to assist Marines and their family members in educational program planning and guide them in understanding all educational options available.

c. The SOC Catalog provides information concerning criteria that must be met by the member colleges and universities, as well as information concerning the particular programs and offerings of each SOC school. DANTEs distributes

the SOC Catalog to installation LL Program sponsors whenever new editions are published.

d. All colleges/universities who provide programs on a Marine Corps installation(s) must be members of and actively participate in SOCMAR. Failure to adhere to the SOCMAR membership requirements shall result in termination of an institution's MOU.

## Chapter 6

Tuition Assistance (TA) Program

1. Purpose. To issue policies for conducting the TA Program as a component of the LL Program.

2. Background

a. TA is intended to encourage personnel to voluntarily attend courses delivered by accredited civilian educational institutions on campus, at resident centers, on military installations or through distance learning during their off-duty time.

b. DC M&RA (MR) centrally manages TA funding for the Marine Corps with support from the Naval Education and Training for Professional Development Technology Center (NETPDTTC).

c. NETPDTTC manages the Navy College Management Information System (NCMIS), an automated TA management system, accessed through the internet and used by local LL Program sponsors to authorize TA for eligible personnel. In addition, NETPDTTC processes TA invoices, records grades and initiates TA recoupment when required. The Installation LL Program Education Officer, or his/her designee, is appointed the local TA fund approving authority.

3. Eligibility. Active duty Marine Corps personnel, active duty Marine Corps Reserve personnel (Active Reserve (AR), Extended Active Duty (EAD) and Mobilized Reserves) are eligible for Marine Corps TA. Navy personnel shall be funded according to current Navy TA policy. The Marine Corps may not process TA for Coast Guard personnel. Marines participating in special education programs including, but not limited to: Marine Enlisted Commissioning Education Program (MECEP), College Degree Program (CDP), Marine Corps Tuition Assistance Program (MCTAP), Advanced Degree Program and the SNCO Degree Completion Program are ineligible for TA. Marines awaiting the disability evaluation of a Medical Evaluation Board, Temporary Limited Duty Board, or the final determination of a Physical Evaluation Board are eligible for TA.

4. Funding Provisions and Restrictions. The authority to expend funds for the TA Program is derived from the recurring provisions of the annual DOD Appropriation Acts. The provisions and restrictions are as follows:

a. TA funds are authorized up to 100% of tuition and fees including lab, technology, and distance learning fees, not to exceed \$250 per semester hour equivalent, \$166.67 per quarter hour, \$16.67 per clock hour for undergraduate courses, \$350 per semester hour equivalent for graduate courses, and \$4,500 per individual per fiscal year. TA may be authorized for one-time application and registration fees; and credit examinations. TA is not authorized for non-refundable student service fees such as credit matriculation or graduation. Costs that exceed what is authorized by TA shall be the Marine's responsibility. DC M&RA (MR) may consider waivers for those individuals requesting to exceed the fiscal year cap of \$4500.

b. No payment shall be paid for any part of tuition or expenses for off-duty education for commissioned officers that do not agree to remain on active duty for two consecutive years after completion of such courses



c. TA shall not be authorized for any course for which a Service member is receiving reimbursement in whole or in part under any other provision of law where the payment would constitute a duplication of benefits from the Federal Treasury. The Top-Up program through the Veterans Educational Assistance Benefits is the only exception. Marines eligible for the Montgomery GI Bill (MGIB) may use their Top-Up benefit to offset tuition and fees not covered by TA. All first time Top-Up applicants must apply to the VA using VA Form 22-1990 to determine eligibility for Top-Up benefits.

d. Pell Grants may be used in conjunction with TA and are not considered a duplication of benefits from the Federal Treasury.

e. Determination of credit hours per student will be established by the local Education Services Officer (ESO) per military installation.

f. Prisoners are not eligible for TA. Service members confined in military or civilian correctional facilities, foreign or domestic, shall not be authorized TA. TA is not authorized for personnel awarded a punitive, other than honorable, or general discharge under honorable conditions, or for personnel on appellate leave or awaiting administrative separation (except for those pending medical evaluation).

g. Marines must earn a grade of D or higher or P for passing all non-graduate level coursework, and C or higher for graduate level courses. TA funds will be recouped from Marines for failed (F) courses, unresolved Incompletes (I), or courses from which the Marine voluntarily withdrew, resulting in a W grade. Recoupment for withdrawals related to duty, medical or emergency circumstances may be waived. The Marine must submit a waiver request with command endorsement to the installation ESO that includes supporting documentation such as TAD or PCS orders and a descriptive narrative. Marines shall not submit waiver requests directly to the NETPDTC in Pensacola, FL. ESOs will determine if justification for a waiver is warranted and forward for action. Government recoupment for undergraduate grades of F and graduate grades of D and below will not be waived.

##### 5. Funding Criteria By Program

a. TA funds are authorized for study towards a diploma, credentials, certificates, or degrees at an academic level higher than that currently held by the Service member. However, all Marines will be entitled to obtain one certificate at any level regardless of credentials currently held. Service members are responsible for that portion of tuition which is not funded, and for all other costs such as books, materials, transcripts, graduation, etc., regardless of the level of study. The hierarchy of academic levels is defined as high school equivalency, Vocational Technical, Associates, Baccalaureate, Masters or First Professional, and Advanced Professional or Doctoral. Lateral Degrees, those on the same level of the hierarchy, shall not be funded. TA may only be authorized for one program of study at a time. Tuition Assistance may be used for foreign language education courses during member's off-duty periods, per reference (o).

b. High School. Tuition for study leading to a valid high school credential shall be fully funded (100 percent) up to a FY maximum established annually by DC M&RA (MR).

c. Preparatory Courses. TA is not authorized for preparatory courses such as Scholastic Aptitude Test (SAT) prep, Graduate Record Examination

(GRE) prep, Armed Forces Vocational Aptitude Battery (ASVAB) prep or other courses that are test preparation in nature.

d. Developmental. Developmental courses are funded as long as the institution awards credit for these courses, even if the institution will not count the credit towards program completion.

e. Vocational-Technical (Vo-Tech). Tuition for courses leading to an applicable Vo-Tech certificate shall be funded at 100 percent of the cost of tuition, not to exceed \$16.67 per clock hour and up to FY maximum per individual established annually by DC M&RA (MR).

f. Undergraduate. Undergraduate degree coursework is funded at one hundred percent of tuition costs, not to exceed a \$250 semester hour equivalent for undergraduate study.

(1) Undergraduate level study is defined as courses leading to an Associate or Bachelor Degree.

(2) If a Bachelor's Degree is officially conferred during the FY, the student is eligible for TA funds for graduate study. TA funds already expended during the FY shall be counted towards the graduate level funding maximum.

g. Graduate. One hundred percent of tuition costs, not to exceed a \$350 semester hour equivalent for graduate study shall be funded to a FY maximum per individual established annually by DC M&RA (MR). Graduate level study refers to study leading to a Master's, First Professional, Advanced Professional or Doctoral Degree. TA will fund only one graduate or first professional degree, and one advanced professional or doctoral degree; for TA policy purposes they are considered lateral equivalents.

## 6. Policy

a. TA is authorized for off-duty studies offered by institutions whose accrediting bodies are recognized by the Department of Education (DoEd.) TA is not authorized for noncredit courses, preparatory courses or training programs.

b. TA will fund authorized courses prior to the start of each term regardless of the length of the coursework. If the institution does not specify an end date for a course, the maximum amount of time allowed to complete any course is 12 months. All coursework must be completed while the Marine is on active duty.

c. All first time students must complete a "TA Orientation" class (College 101) prior to using TA. First time TA users with a GT of 99 and below must complete the TABE with scores of 10.2 or higher to receive TA. If the test score is not satisfactory, Marines are urged to complete the MASP prior to receiving TA. MASP enrollment is strongly encouraged for all test scores below 10.2, but will not exclude a Marine from utilizing TA. ESOs may authorize TA for one course at a time for Marines who do not have access to TABE, who score below acceptable limits, or do not have access to MASP until Marines successfully complete 12 semester hours of credit.

d. Service members whose TA funded coursework results in a grade point average (GPA) below 2.0 are not eligible for TA until a GPA of 2.0 or better

is achieved through non-TA funded course work. Courses that are recouped or paid back by the Marine will not be included in the grade point average calculation.

e. An approved degree plan or SOCMAR student agreement is required for all TA users after the completion of no more than 6 TA funded semester hours or TA eligibility will be suspended. Degree plans will be maintained in the Marine's education file.

f. TA will fund foreign language courses independent of an official degree plan, but funding is limited to coursework in those languages identified by the Under Secretary of Defense (USD) as immediate investment or strategic stronghold languages. Courses considered dominant in the force, and those languages in which the Department of Defense (DOD) has sufficient strategic capability, will not be funded unless part of an official degree plan. Authority to declare dominant in the force languages rests solely with USD (Personnel & Readiness), who assess DOD-wide foreign language capacity annually and publishes the corresponding list.

g. The Tuition Assistance Application (NETPDTC 1560/3) is authorized as a TA request document. It is not authorized for use as a funding document.

h. TA shall not be approved retroactively. Requirement for prior approval supersedes all institution enrollment and payment policies. TA funds are not authorized for courses that end after the Service member's End of Active Service (EAS). Administrative errors made by the Education Centers for retroactive tuition assistance will be taken into consideration for approval only by DC M&RA (MR).

i. Individual TA participants are required to:

(1) Submit a completed NETPDTC 1560/3 to their local installation education center, via their CO. The individual's signature authorizes the educational institution to provide grades to NETPDTC TA ACCOUNTING, Code N8115, 6490 Saufley Field Road, Pensacola, FL 32509-5241 within 30 days of the completion date of the course, however, final responsibility for ensuring grades are received by NETPDTC remains with the student.

(2) Enroll only after receipt of an approved automated TA form from the fund-approving authority.

(3) Immediately notify the local fund approving authority of:

- (a) Changes in enrollment;
- (b) Decision not to enroll; and
- (c) Withdrawal.

1. Involuntary withdrawal due to changes in work schedule, deployment, temporary additional duty (TAD), etc., is basis for exception to the payback to TA, if validated in writing by the Service member's immediate commander and approved by the funding authority.

2. Voluntary withdrawal resulting in TA charges to the Marine Corps shall be recouped from the individual.

(4) Reimburse the Federal Treasury for failed courses, incomplete courses, or courses from which the Service member voluntarily withdrew.

j. Course Extensions. Extensions granted by an academic institution do not constitute an automatic TA extension. For a six month TA extension to be authorized, an "I" grade must be posted in the TA system. The end date for a TA extension period will not extend beyond six months from the original course end date or beyond the Marine's active duty service period. TA funds for courses with "I" grades not converted to passing grades are subject to recoupment from the Marine. Marines may only be granted one extension per course.

k. TA for Marine Inspector-Instructor duty shall be processed by Commanding Officer, MARFORRES. Phone contact is commercial: (504)678-4396/8213 or DSN: 678-4396/8213.

l. Officer Obligation. Commissioned Officers, including Chief Warrant Officers, must agree to remain on active duty for two continuous years after completing TA funded course(s). If a commissioned officer retires, voluntarily separates or is separated due to misconduct from active duty service, the individual shall reimburse the Marine Corps an amount proportionate to the amount of un-served duty. This agreement does not obligate the Marine Corps to retain the individual on active duty. An officer with a determined retirement date, or who is set to retire within the two year window, will not be authorized TA.

(1) Officers who are involuntarily separated from active duty, excluding those separated for misconduct, are exempt from the mandatory payback of TA. The officer must receive a qualifying involuntary separation code.

(2) Payback of TA does not obligate the Marine Corps to release a Service member from active duty if the period of obligated service has not been completed.

(3) Officer TA forms shall be forwarded to the DC M&RA (MMSB-20), 2008 Elliott Road, Quantico, VA 22134-5030 for inclusion into the officer's official military personnel file (OMPF).

m. Deployed Education. MCB Camp Pendleton, MCB Camp Lejeune, and MCAS Cherry Point have established MOUs with academic institutions to deliver undergraduate level courses aboard ships which provide educational opportunities for deployed Marines. Qualified Marines with the deployed units provide the course instruction. Class sessions are scheduled according to operational tempo.

(1) All classes must be approved and scheduled prior to the MEU deploying aboard ship. All TA for these courses must be approved prior to deployment.

(2) The CENTOM Contract established by European Command Area of Responsibility (EUCOM AOR) provides postsecondary education instructor led courses taught by a school approved through the Installation Management Command (IMCOM) and Army Continuing Education System (ACES) contract.

(3) Instructor led courses must be taught at a school approved through the IMCOM and ACES contract.

## 7. Fiscal Instructions

a. Funds to administer the TA Program are appropriated annually and shall be available to fund-approving authorities through NETPDTC, the centrally managed TA authority.

b. When funds are allocated, the DC M&RA (MR) shall provide NETPDTC with a funding ceiling which limits obligation authority.

c. Individual limits of TA are defined by the DC M&RA (MR) and not subject to waivers.

d. The authorization date of the TA determines the chargeable FY appropriation. A course beginning in one FY and ending in the next FY, will be charged to the FY in which the course commenced. All courses, regardless of length, shall be funded up front with TA.

e. TA funds will not be authorized for courses starting prior to 30 September after 15 September of each fiscal year. The Service member is responsible for obtaining the TA authorization from the installation education center and submitting it to the academic institution. The Service member shall not enroll in any course without having the funded TA document. The Service member is responsible for funding any TA enrollments prior to the receipt of a proper authorization.

f. On a monthly basis, Education Services Officers will receive a report to purge NCMIS of any outstanding or pending TA requests that have not been committed to by the Service member or academic institution. Commitment of courses requires enrollment in a course with an academic institution. Additionally, ESOs will also go through a pay checkage list provided by DC M&RA (MR) and follow up with Marines who are potentially on the list to lose their pay from lack of course completion, or missing grades.

g. Following the completion of the TA funded course(s), grades must be received by NETPDTC. If grades are not received, the following applies:

(1) A grade request letter is issued to the student at the unit address in the Marine Corps Total Force System (MCTFS) if a grade is not received within 45 days after the course completion date.

(2) A TA indebtedness resolution letter is issued to the student via their CO, if there is no response to the grade request letter within 30 days of the date of the letter.

(3) A pay checkage, DD Form 139, is initiated if there is no response to the indebtedness resolution letter within 30 days of the date of the letter. The pay checkage is initiated by NETPDTC and requires no action on the part of the Education Officer or the local disbursing office. If a student receives a withdrawal or failure, the process starts with a letter of indebtedness since a withdrawal or failure is posted as the recoupment grade.

(4) Individuals who receive an incomplete grade have six months to convert it to a letter grade before recoupment action is initiated.

## 8. Administration

a. Installation ESOs will coordinate with Public Affairs Offices, Career Retention Specialists, and local commands via the Marine Corps Community Services Director to ensure that all eligible Marines are aware of available Lifelong Learning opportunities. Personnel should ensure that information and advisement are devoid of bias and prejudice.

b. TA funding is discretionary. Approval is contingent upon the unit's anticipated mission requirements and the Commanding Officer's concurrence that the Marine can meaningfully participate. Attention to command schedule commitments that might preclude successful course completion is vital to the success of the TA program. Local Commanders will ensure that the information regarding the availability of TA is disseminated to all Marines, and will monitor the implementation of the TA program per the policies set forth in this order.

c. Commands should coordinate with installation Education Centers well in advance of scheduled deployments to assist deploying Marines who desire to pursue Lifelong Learning opportunities.

(1) Marines deployed to other Marine Corps installations are eligible for Lifelong Learning services through the Education Center at either the installation from or to which they are deployed.

(2) TA for east-coast deployments, and for Marines assigned to duty at non-Marine Corps installations or other remote locations east of the Mississippi, is processed by either Marine Corps Base (MCB) Camp Lejeune, NC or Marine Corps Air Station (MCAS) Cherry Point, NC.

(3) TA for west-coast deployments, and for Marines assigned to duty at non-Marine Corps installations or other remote locations west of the Mississippi, is processed by either MCB Camp Pendleton, CA or MCAS Miramar, CA.

(4) TA for deployments to Okinawa is processed by MCB Camp Butler.

(5) TA for Marines on Recruiting Duty is processed at two locations:

Recruiters west of the Mississippi should contact the MCRD San Diego, CA, Education Center.

Marines east of the Mississippi should contact the MCRD Parris Island, SC, Education Center.

(6) TA for Marines on I-I Duty is processed at MARFORRES.

## Chapter 7

United Services Military Apprenticeship Program (USMAP)

1. Purpose. The United Services Military Apprenticeship Program (USMAP) provides a tool to document skills acquired while on active duty in the Marine Corps which lead to civilian recognition and journeyman status in a trade or skill. In addition, it positively impacts readiness by providing an opportunity to improve personal and professional performance and encourage continuing educational advancement for Marines whose abilities and interests are in trade skills.

2. Background

a. The Marine Corps Apprenticeship Program was developed in conjunction with the Bureau of Apprenticeship and Training (BAT) and U.S. Department of Labor (DOL). In July 1977, the DOL and the USMC signed the National Apprenticeship Standards allowing the Marine Corps to implement a nationally recognized apprenticeship program in those Military Occupational Specialties (MOSs) identified as apprenticeable in Appendix D. The BAT and DOL shall provide a field representative, on request, to assist designated program sponsors in developing/updating apprenticeship programs and issue Certificates of Apprenticeship upon program completion.

b. In Aug 1999, the Marine Corps and Navy signed a memorandum of agreement to consolidate their apprenticeship programs. The consolidated apprenticeship program is the USMAP. The purpose of USMAP is to allow Marines the ability to participate in the apprenticeship program anytime and anywhere. Enrollment in USMAP is accomplished through an automated apprenticeship database using Scantron applications and status reports. Marines can track their individual progress through the Internet.

c. Subsequent to the Marine Corps' adoption of the National Apprenticeship Standards, service school commands may be designated as program registrars for apprenticeship within their recognized areas of responsibility via approval from DC M&RA (MR) and DOL.

d. USMAP was developed to stimulate retention, enhance readiness and provide professional development opportunities. This apprenticeship program offers Marines an opportunity for MOS proficiency development with a clearly defined personal goal. Upon completion of a program and at the request of the USMAP Office, the DOL awards a Certificate of Completion of Apprenticeship to the Marine, thereby officially recognizing the Marine's attainment equivalent to a journeyman status.

e. An apprenticeable MOS is one which meets the following criteria:

(1) Is learned through experience and on the job training, supplemented by related technical instruction.

(2) Involves manual, technical, or mechanical skills and knowledge requiring a minimum of 2,000 hours and maximum 12,000 hours of on-the-job work experience, with the additional recommended hours of related technical instruction.

(3) Is recognized by the BAT and, therefore, practiced industry-wide as an identifiable and distinct trade.

(4) Involves the development of skills broad enough to be applicable throughout an industry.

f. Reference (p) contains the Work Process Schedules for approved MOSS and the required hours for each skill area. This reference is maintained at all installation education centers. Additional copies shall be provided by the USMAP Office upon request.

### 3. Policy

#### a. The DC M&RA (MR) shall:

(1) Establish policy, provide information, procedures to USMAP regarding the Marine Corps, and assist occupational field sponsors with the development of Work Process Schedules.

(2) Maintain liaison with the BAT, DOL.

(3) Maintain liaison with USMAP Office.

(4) Maintain computer records on all Marines in the program.

(5) Provide quarterly reports on enrollment, completions and cancellations in the program for each Marine who has participated in the prescribed program.

b. All designated program sponsors shall submit apprenticeable occupations for BAT DOL review via DC M&RA (MR).

(1) Commanders with service schools under their cognizance shall designate the service school as program registrars if a determination is made by the DC M&RA (MR) and DOL that the skills taught are apprenticeable.

(2) LL Program sponsors act as the program registrars, with approval from DC M&RA (MR) and DOL.

c. The USMAP registrars shall provide Marines in apprenticeable MOSS with the opportunity to enroll in the USMAP. Active duty personnel are ineligible for state sponsored apprenticeship program enrollment.

d. Marine applicants in attendance at a service school may enroll and participate in the program by completing an USMAP Registration Application online.

e. Marine applicants not in attendance at a service school may enroll in the program provided the Marine is working in an apprenticeable MOS. The unit education officer shall verify accuracy of records and forward the individual's application to the USMAP Office via the installation education officer.

f. No more than one-half the hours required for the entire program shall be awarded for previous work experience.

g. Hours entered on the record shall be hands-on work experience in a skill area listed on the Work Processes Schedule and shall not be hours spent on other military duties, watches, breaks, supervisory responsibilities, in school, at meals, etc.

h. The USMAP Office shall request the USMAP Completion Certificate from the DOL upon receipt of the final Progress/Status Report.



4. Work Process Schedule. A Work Process Schedule for each apprenticeable MOS must be approved by the USMAP Office, BAT and DOL. The installation education officer shall forward Work Process Schedules to the USMAP Office for approval.

5. Records Disposition. Individual records maintained by installation education officers shall be transferred to the receiving command upon transfer of the participating Marine. The DC M&RA (MR) shall not maintain individual apprentice correspondence; therefore, it is imperative that each education officer maintains their local files for two calendar years plus one additional year upon a Marine's completion of the program. The USMAP Office shall maintain records of the completion certificates. Marines shall be advised to maintain their logs as a permanent record even after completion of the program as employers may request actual work experience records.

## Chapter 8

Veterans' Education Benefits

1. Purpose. To publish, as established by references (q) through (u) and per the requirements prescribed by the Secretary of Defense, the policies and procedures governing educational benefits administered by the Department of Veterans Affairs (DVA) available to active duty Marine Corps personnel. The Montgomery GI Bill (MGIB) for the Selected Reserve is addressed in reference (q).

2. Background. The current educational assistance programs are the MGIB, established on 1 July 1985, and Post 9/11 GI Bill, effective 1 Aug 2009. The DVA determines benefits and adjudicates eligibility for these educational assistance programs. For the purposes of this order, "Commanding Officer" is defined as that commissioned officer in a Marine's chain of command having special court-martial authority.

3. Program Policies.

a. MGIB. MGIB is a participatory educational assistance program which provides education and training opportunities for individuals who first entered active duty on or after 1 July 1985. All eligible active duty Marines are automatically enrolled in active duty MGIB. All eligible Marines must be counseled on their right to participate and offered the opportunity to decline within the first 14 days of active duty. Marines who do not decline enrollment into the MGIB will have their pay reduced by \$100 per month for the first 12 months on active duty (maximum contribution \$1,200). For eligible Marines who enroll in the MGIB, enrollments are irrevocable and pay reductions are nonrefundable, per reference (r), Section 3011, which states "any amount by which the basic pay of an individual is reduced...shall revert to the Treasury and shall not, for purposes of any Federal law, be considered to have been received by or to be within the control of such individual."

(1) Marine Corps College Fund (MCCF). All Marines who enlist under the MCCF must enroll in the MGIB and complete DD Form 2366.

(2) Per reference (s), the requirement for initial obligated period of active duty as a condition of eligibility for the Montgomery GI Bill. Marines are still required to serve their obligated period of service, but that time may be served in a later period of service.

(3) Effective 01 May 2001, reference (t) allows active duty members, whose original education program is the MGIB program, the opportunity to make an additional contribution of up to \$600. This additional contribution will increase the current monthly benefit up to \$150 per month. This contribution must be made while the member is on active duty. If the total contribution is not made, the benefit will increase \$1.00 for 36 months for each \$4.00 contributed.

(4) Active Duty Definitions. The following periods of service are not considered a part of a Marine's initial obligated period of active duty for MGIB purposes:

(a) Any period terminated because of defective enlistment and induction based on the Marine being a minor;

(b) An erroneous enlistment or induction;

(c) A defective enlistment agreement;

(d) Any period in which a Marine in the selected reserve is ordered to perform a period of active duty of less than 2 years (i.e. IADT, ADT, Mobilizations).

(e) A Reservist who augments directly to active duty or commences a period of active duty under the Active Reserve (AR) program is eligible to enroll in the MGIB provided it's the Marine's initial period of active duty.

(5) Enrollment Eligibility. Marines who first enter active duty for an initial obligation of at least 2 years active service on or after 1 July 1985 and who are not otherwise disqualified are eligible for educational assistance benefits under the MGIB.

(6) Disqualifiers. Marines who meet any one of the following disqualifiers below, are not eligible for benefits under MGIB and will not be enrolled:

(a) Marines who elect to disenroll within 14 days of entry on active duty.

(b) Marines who, after 31 December 1976, received a commission as an officer in the Armed Forces upon graduation from one of the United States' service academies or upon graduation from a Reserve Officer Training Corps (ROTC) Scholarship Program.

(c) Marines who, after 30 September 1996, received more than \$3400 a year from the ROTC Scholarship Program.

(d) Marines with active duty service prior to the current enlistment, unless accepted and previously established.

(e) Marines coming on active duty for a period of less than 2 years.

(f) Marines who entered an active component of the Armed Forces or entered active duty before 1 July 1985.

(7) Benefit Rates. The amount authorized is determined by the DVA and is dependant on the educational programs in which the Marine is enrolled. Current rates may be viewed on the DVA website: [www.gibill.va.gov](http://www.gibill.va.gov). Future MGIB increases are indexed by changes in the consumer price index (CPI) and will increase accordingly at the beginning of each fiscal year.

(8) Individuals Reentering the Armed Forces. Marines who reenter active duty after a previous period of active duty of 1 year or less who were separated for Hardship; Disability; or Reduction in Force will be credited with service before that separation as if it were continuous with their subsequent service. Marines are MGIB eligible provided they were eligible and enrolled (did not decline participation) in the MGIB during the previous period of active duty. If the full \$1,200 was not reduced during the previous period of active duty, the joining command must request through the DC M&RA (MR), a pay reduction be restarted in order that the remaining monies can be reduced from the Marine's pay. Marines will be given credit equal to the total of the two periods of active service. The following are the first 3 letters of the current separation program designator (SPD) codes which indicate separation for hardship, disability or reduction in force: GFV, GFX, HFV, JCC, JFL, JEM, JFN, JFQ, JFV, LBK, LBM, LCC, LDN.

(9) Assignment to Civilian Educational Institutions. Marines who were or are assigned full time by the Marine Corps to a civilian institution for a course of education which was or is substantially the same as course offered

to civilians will be considered to have served on continuous active duty while assigned to the civilian institution.

(10) Non-Graduates of Service Academies or ROTC Programs. MGIB participants who, during their initial period of active duty, commenced a course of education at a service academy, but failed to complete the course of education and immediately reentered active duty will be able to merge their second period of active duty with their initial period so that the combined length of the two periods will be considered as one period. Qualification under this provision is retroactive to 30 June 1985, but will not apply to payments for education or training pursued prior to 1 October 1993.

(11) Initial 2 Year Contract Rate. Marines who initially entered active duty for a period of 2 years but continued on active duty for at least 1 additional year without a break in service will receive educational benefits at the same rate as those who initially entered active duty for a period of 3 years or more. Qualification under this provision is retroactive to 30 June 1985, but will not apply to payments for education or training pursued prior to 1 September 1993.

(12) MGIB Death Benefit. If a Marine eligible to receive educational assistance under MGIB dies while on active duty or within 1 year of separation from active duty from service connected causes, the survivors will be paid whatever monies were reduced from the Marine's active duty pay minus the amount of educational assistance or benefits received. Application for refund is made by letter and must include a copy of the death certificate to: Department of Veterans Affairs, P. O. Box 66830, St. Louis, MO 63166-6830. Payment of MGIB monies will be accomplished in the following order:

- (a) Beneficiaries designated under the Marine's SGLI;
- (b) Surviving spouse;
- (c) Surviving child(ren);
- (d) Surviving parent(s) or;
- (e) If no such person survives the Marine, no payment shall be made. No payment will be made to the Marine's estate and benefits are not transferable.

(13) Flight Training. Eligible MGIB Marines pursuing a program of education consisting exclusively of flight training who meet the requirements set forth below should be eligible for educational assistance. The amount of educational assistance paid will be 60 percent of the established charges for tuition and fees (other than tuition and fees charged for or attributable to solo flying hours) which similarly circumstanced non-veterans enrolled in the same flight course are required to pay. The number of solo flying hours for which an individual may be paid may not exceed the minimum number of solo flying hours required by the Federal Aviation Administration (FAA) for the flight rating or certification which is the goal of the individual's flight training. The following requirements must be met before an individual will be paid educational assistance for flight training:

- (a) Such training is generally accepted as necessary for the attainment of a recognized vocational objective in the field of aviation;
- (b) The individual possesses a valid private pilot's license and meets the medical requirements necessary for a commercial pilot's license; and

(c) The flight school courses meet FAA standards for such courses and are approved by the FAA and the state approving agency. This applies to that flight training received after 30 September 1992.

(14) Tutorial Assistance. Eligible Marines may receive payment for individual tutoring if enrolled in a postsecondary course of study at half-time or more. To qualify, you must have a deficiency in a subject, making the tutoring necessary and the school must certify the tutor's qualifications and the hours of tutoring. The maximum benefit allowed for tutorial assistance shall not exceed \$100 per month with a total benefit of \$1,200.

(15) Courses Authorized for MGIB Payments. MGIB benefits may be used for a wide variety of training such as: an accredited independent study program leading to a standard college degree; an undergraduate or graduate degree at a college or university; courses leading to a certificate or diploma from a business, technical or vocational school; apprenticeship or job training programs offered by a company or union; correspondence courses. However, any Marine desiring to enroll in a training program or course of study should first contact the DVA prior to commencement to ensure the training program or course of study is approved by the DVA for educational assistance.

(16) Courses Not Authorized for MGIB Payment. The MGIB may not be used for: bartending and personality development courses; any course given by radio; any course taken solely by open circuit TV; self improvement courses such as reading, speaking, working, basic seamanship and English as a second language; any course which is vocational or recreational; farm cooperative courses; audited courses; courses not leading to an educational, professional or vocational objective; courses that have been taken before and successfully completed; courses taken by a Federal employee under the Government Employees' Training Act; courses paid in whole or in part by the Armed Forces while on active duty; courses taken while in receipt of benefits for the same program from the Office of Worker's Compensation Programs.

(17) Time Limitation. Chapter 30 (MGIB) benefits end 10 years from the date of last discharge or release from active duty. The 10 year period may be extended by the amount of time in which a Marine is prevented from training during the period due to: a disability; or being held by a foreign government or power. The 10 year period ends 90 days or more after becoming eligible. The extension will end 10 years from the date of discharge or release from the later period. Marines who fall under Chapter 30/34 (converted from the Old GI Bill to the MGIB) and who had a break in service between 1 January 1977 and 30 June 1985 have the break in service time period deducted from their 10 year time limit. Periods of active duty of less than 90 days can qualify for an extension if the Marine is discharged or released for one of the following:

- (a) A service connected disability;
- (b) A medical condition existing before active duty;
- (c) Hardship; or
- (d) Reduction in Force.

(18) Eligibility for Benefits. Marines are entitled to benefits as determined and adjudicated by the DVA.

- (a) To receive basic benefits a Marine must:

- 1. Have been enrolled.

2. Have had a total pay reduction of \$1,200 if more than 12 months active duty, otherwise \$100 amounts equal to number months served.

3. Have served at least 3 continuous years of an initial active duty obligation of 3 years or more.

4. Have obtained a high school diploma or equivalent before the initiation of benefits.

5. Not be receiving any other form of educational assistance administered by the DVA.

6. Have received an honorable discharge; or

7. Have been placed on the retired list, transferred to the Fleet Marine Corps Reserve, placed on the temporary disability retired list, continues on active duty; or

8. Have been released from active duty for further service in a Reserve component after service on active duty characterized as honorable.

(b) Marines meeting these criteria, and having an initial active duty obligation of 2 years, may elect to qualify for full benefits by completing the 2-year obligation plus 4 years of continuous satisfactory participation in the Selected Marine Corps Reserve. Marines in the latter category who do not make such an election will be paid at the reduced rate. If election is made to draw the reduced benefit, that election is irrevocable.

(c) Enrolled Marines desiring to use benefits while in service may do so after serving 2 years continuous active duty provided the full \$1,200 has been paid. Benefits will be paid at the lesser of the amount authorized or tuition and fees only. The amount authorized is determined by the DVA and is dependent on the educational program.

(d) Enrolled Marines separated for reduction in force, hardship, preexisting medical condition, disability, or a physical or mental condition not characterized as a disability and not a result of the Marine's own misconduct, are generally entitled to 1 month of basic educational assistance for each month of service.

(e) Enrolled Marines, separated involuntarily with a Condition Interfering with Duty (CIWD), are generally entitled to 1 month of basic educational assistance for each month of service if the Marine completes at least 20 months of continuous active duty against an initial obligation of less than 3 years or 30 months of an initial obligation of more than 3 years.

(f) Enrolled Marines, separated for reasons other than above must complete 36 continuous months to be eligible for educational assistance.

(19) Eligibility Under the MGIB 2X4 Program. Enrolled Marines who are honorably discharged may be eligible for benefits under the 2X4 program if they meet one of the following requirements and join the Selected Reserves within 12 months of discharge. These Marines should be counseled prior to discharge concerning their eligibility.

(a) Discharged for COG after completing 24 months of active service or,

(b) Discharged for reduction in force, hardship, preexisting medical condition, disability, or a physical or mental condition not

characterized as a disability and not as a result of the Marine's own misconduct, after completing 20 months of active service.

(20) Character of Service Definitions. All Marines separated or released after completion of the qualifying period of active duty must receive an Honorable discharge to be eligible for MGIB benefits. In certain cases, the honorable discharge requirement is met if the Marine Corps characterizes the Marine's service as honorable even though the Marine may not have received an honorable discharge certificate. The exceptional cases are:

- (a) Marines placed on the retired list;
- (b) Transferred to the Fleet Marine Corps Reserve;
- (c) Placed on the temporary disability retired list;
- (d) Marines who served at least 2 years of active service and who entered the Selected Marine Corps Reserve within 1 year;

(e) Uncharacterized discharge is considered by the DVA to be "honorable" if it is issued upon entry level separation for; Hardship; Service-connected disability; or a medical condition which preexisted service.

(f) A COG discharge (e.g., to reenlist to accept appointment as a commissioned officer) meets the honorable discharge requirement if it occurs at the end of a qualifying period of service (i.e., 20 months of a 24 month contract or 30 months of a 36 or more month contract).

(g) The following examples are in no way to be considered policy. Marines falling within these examples should contact the DVA for final determination of benefits:

1. A Marine with a 36 month contract who reenlists in the 32<sup>nd</sup> month then receives a general discharge 2 years later may be eligible since the initial obligated period of service was met and provided the Marine meets all other eligibility requirements.

2. A Marine with a 36 month contract who reenlists in the 29<sup>th</sup> month then receives a general discharge 2 years later would not be eligible since the initial obligated period of service was not met.

3. A Marine with a 36 month contract who reenlists in the 31<sup>st</sup> month then receives a general discharge in the 35<sup>th</sup> month may be eligible since the initial obligated period of service was met and provided the Marine meets all other eligibility requirements.

4. A Marine with a 36 month contract who reenlists in the 28<sup>th</sup> month then reenlists again 4 years later and the second reenlistment is followed 2 years later by a general discharge may be eligible based on the honorable discharge issued at the end of the first reenlistment and provided the Marine meets all other eligibility requirements.

(21) Special Enrollment Opportunity. Marines involuntarily separated (Invol-Sep) or voluntarily separated under the Voluntary Separation Incentive-Special Separation Benefit (VSI-SSB) through 30 September 1999 with an honorable discharge are eligible to enroll in the MGIB. To qualify for enrollment, these Marines must fulfill all the requirements outlined in Appendix (E) or (F) respectively to be eligible. These Marines may enroll even though they are participating in VEAP or declined enrollment in either VEAP or MGIB.

b. Post 9/11 GI Bill. The Post 9/11 GI Bill is an education benefit program for Service members who served on active duty on or after 11 September 2001. The benefits are payable for education pursued on or after 1 August 2009. On 1 August 2009, Service members who are eligible for the Montgomery GI Bill (Chapter 30), Montgomery GI Bill - Selected Reserve (Chapter 1606) or the Reserve Educational Assistance Program (Chapter 1607) may make an irrevocable election to receive benefits under the Post 9/11 GI Bill.

(1) Eligibility

(a) Service members may be eligible if they served at least 90 days of aggregate days on active duty after 10 September 2001, and are still on active duty or were:

1. Honorably discharged from active duty.
2. Released from active duty and placed on the retired list or temporary disability retired list.
3. Released from active duty and transferred to the Fleet Reserve or Fleet Marine Corps Reserve.
4. Released from active duty for further service in a reserve component of the Armed Forces.

(b) Service members may be eligible if they were honorably discharged from active duty for a service-connected disability and they served at least 30 continuous days after 10 September 2001.

(c) Qualifying active service does not include:

1. Service Academy contract period; or
2. ROTC contract period under 10 U.S.C 2107(b); or
3. Service terminated due to an erroneous or defective enlistment; or
4. Service used for loan repayment; or
5. Selected Reserve service used to establish eligibility under Chapter 30, 1606 or 1607.

(2) Benefits

(a) Based on the length of active duty service, eligible Service members will be entitled to a percentage of the following:

1. Cost of tuition and fees, not to exceed the maximum in-state undergraduate tuition at a public institution of higher learning (paid to school).
2. Monthly housing allowance equal to the basic allowance for housing payable to military E-5 with dependents, in the same zip code as the school (paid to the individual).
3. Yearly books and supplies stipend of up to \$1000 per year (paid to the individual).
4. A one time payment of \$500 paid to certain individuals relocating from highly rural areas.



5. May receive benefits for tutorial assistance or up to \$2,000 for the reimbursement of one licensing or certification test.

(b) Individuals serving an aggregate period of active duty after 10 September 2001 of at least:

1. 36 months will receive %100 of the maximum benefit payable.

2. 30 continuous days and discharged due to service-connected disability will receive %100 of the maximum benefit payable.

3. 30 months, but less than 36, will receive 90% of the maximum benefit payable.

4. 24 months, but less than 30, will receive 80% of the maximum benefit payable.

5. 18 months, but less than 24, will receive 70% of the maximum benefit payable.

6. 12 months, but less than 18, will receive 60% of the maximum benefit payable.

7. 6 months, but less than 12, will receive 50% of the maximum benefit payable.

8. 90 days, but less than 6 months, will receive 40% of the maximum benefit payable.

(c) Individuals will generally receive 36 months of benefits, however, there is a limitation of 48 months combined benefits under educational assistance programs administered by the DVA.

(d) Individuals transferring to the Post 9/11 GI Bill from the Montgomery GI Bill (Chapter 30) will be limited to the amount of remaining Chapter 30 entitlement.

(e) The housing allowance, books, and supplies stipend are not payable to individuals on active duty. The housing allowance is not payable to those pursuing education at half time or less, or to individuals enrolled in distance learning.

(f) Individuals with enlistment and reenlistment kickers will continue to receive those incentives under the new Post 9/11 GI Bill Program (Chapter 33). The additional monthly incentive will be added to the monthly housing allowance.

### (3) Use of Benefits

(a) Individuals may receive benefits for any approved program offered by a school recognized as an Institution of Higher Learning (IHL) in the United States that is authorized to grant an associate degree or higher. Visit the DVA website [www.GIBILL.va.gov/GIBILL Info/programs.htm](http://www.GIBILL.va.gov/GIBILL%20Info/programs.htm) for a list of approved schools.

(b) Individuals who transferred to the Post 9/11 GI Bill from the Montgomery GI Bill - Active Duty, Montgomery GI Bill-Selected Reserve, or the Reserve Educational Assistance Program may receive Post 9/11 GI Bill benefits for flight training, apprenticeship or on-the-job-training programs, and correspondence courses.

c. Yellow Ribbon Program. Private universities and public university graduate school programs that charge tuition above the state tuition cap may participate in the Yellow Ribbon GI Bill Program by offering scholarships or tuition forgiveness to veterans. The school must enter into an agreement with the DVA to participate and then the federal government will match dollar for dollar what the university provides, up to full cost of tuition. For more information on the Yellow Ribbon Program visit the DVA website at [www.GIBILL.va.gov](http://www.GIBILL.va.gov).

d. Delimiting Date. Individuals are eligible for benefits for 15 years from the last period of active duty of at least 90 consecutive days. If released for a service-connected disability after at least 30 days of continuous service, they will be eligible for benefits for 15 years.

e. Transferability

(1) Effective 1 August 2009, active duty Service members may be eligible to transfer up to 36 months of their Post 9/11 GI Bill benefits to a spouse or child, or combination of both, while on active duty. Service members must meet the following eligibility criteria:

(a) Serve at least 90 days of cumulative active duty after 11 September 2001.

(b) If active duty is less than two years, basic and skill training does not count towards eligibility.

(c) Eligible for full education benefit after 36 months of active duty.

(2) In order for Service member to transfer their education benefits to their spouse or child, the Service member must:

(a) Have six years of active duty and/or Selected Reserve service.

(b) Agree to serve at least four more years of active duty and/or Selected Reserve service.

(c) If the four years takes member past ten years he/she must agree to four unless Service Secretary determines lesser amount to be in the best interests of the Service.

(3) Spouses may use the transferred benefit immediately, and children may use the benefit after the Service member has completed 10 years of service.

(4) The housing allowance stipend (E-5 BAH with Dependents) is available:

(a) For the spouse or child when the Service member is not on active duty.

(b) For the child only when the Service member is on active duty.

4. Action

a. The DC M&RA (MR) is the Marine Corps Program Administrator for the MGIB. As such, the Program Administrator shall:

(1) Provide guidance and assistance to commanders at all levels.

(2) Maintain liaison with the DVA and DOD concerning VA administered educational assistance benefits programs.

(3) Maintain expeditious and permanent correction procedures with the Defense Manpower Data Center (DMDC).

(4) Plan for and initiate the transfer of Veterans Education Assistance Program (VEAP) funds to the Department of Veterans Affairs.

b. CGs of MCRDs shall ensure that:

(1) Within the first 14 days of recruit reception, active duty recruits are instructed in the provisions of the MGIB and are given the opportunity not to elect participation in the MGIB. Those recruits that decline enrollment must sign both the statement of understanding and the disenrollment statement on the DD Form 2366. Those recruits that decline to participate will be separated from other recruits to assess the reasons for declination. During this assessment, those recruits will participate or decline enrollment. Note: No corrections are allowed.

(2) All active duty recruits complete DD Form 2366, indicating their election or declination and that form be made a part of the Recruit's Service Record Book with a copy being forwarded to DC M&RA (MMSB) for inclusions in the recruits Official Military Personnel File (OMPF).

(3) Unit diary entry is made for each recruit within the first 14 days, indicating the election or declination, per reference (r).

c. CO of The Basic School (TBS) shall ensure that:

(1) Within the first 14 days of reception at TBS, new officers are instructed in the provisions of the MGIB. Those officers that decline enrollment must sign both the statement of understanding and the disenrollment statement on the DD Form 2366. Those officers that are found to be Academy/ROTC graduates or ineligible in accordance with paragraph 1.e. above must complete block 2 respectively.

(2) All officers complete DD Form 2366, indicating their election or declination and that form will be made a part of the Officer's Qualification Record with a copy being forwarded to DC M&RA (MMSB) for inclusion in the officers OMPF.

(3) Unit diary entry is made for each officer within the first 14 days, indicating the election or declination, per reference (u).

d. Installation commanders shall ensure that base or installation education officers initiate and maintain liaison with the nearest DVA office. Base or installation education officers shall:

(1) Maintain a current file of DVA circulars and information materials relating to DVA administered educational assistance benefits.

(2) Disseminate this information to subordinate and tenant commands.

(3) Refer to the nearest DVA officer those Marines desiring VA vocational or educational counseling.

(4) Ensure that Marines being involuntarily separated or separated under the VSI-SSB programs meet those requirements for discharge as set forth by this Order.

e. COs shall ensure that:

(1) For members accessing directly from the Reserves:

(a) Such members are instructed in the provisions of the MGIB within the first 14 days of accession and given the opportunity to elect or decline participation.

(b) Eligible members complete DD Form 2366 indicating their MGIB election or declination and that form made a part of their SRB/OQR with a copy being forwarded to DC M&RA (MMSB) for inclusion in the Marine's OMPF.

(c) Unit diary entry is made within the first 14 days of accession, indicating the MGIB election or declination per reference (s). Six months prior to expiration of EAS, all active duty members who are separating at the completion of their active service obligation, are provided individual counsel pertinent to their eligibility to educational benefits and, per reference (r), the procedures for and advantages of affiliating with the Selected Marine Corps Reserve. This counsel is in addition to that information provided at separation per reference (t). Use the following sample entry:

"(Date). Counseled this date concerning my educational benefits under the MGIB and the procedures for and advantages of affiliating with the SMCR after separation from active service."

(2) Separating Marines are provided a certified true copy of their DD Form 2366 of record.

(3) Separating Marines eligible for the 2X4 program must be counseled concerning the 2X4 program and sign an Administrative Remarks page entry in their SRB/OQR to indicate the counseling was conducted. Use the following sample:

"(Date). Counseled this date concerning my eligibility to participate in the 2X4 program under the active duty Montgomery GI Bill. I understand since I have completed 20/24 honorable months of active duty I must join the Selected Reserves within 12 months of discharge and at a minimum of 48 months in order to receive the current rate of monthly benefits for members who completed 36 months of service."

f. The Defense Finance and Accounting Service, DFAS KC, Code ATK, (DAPS-4) is the Marine Corps Data Systems Administrator for the VEAP and MGIB. As such, the Data Systems Administrator shall:

(1) Ensure VEAP and MGIB eligibility status is correctly reported in JUMPS/MMS.

(2) Assist the Program Administrator and commanders in researching and correction unit diary and DMDC data entries.

(3) Forward all non-routine inquiries to the DC M&RA (MR).

## Appendix A

Definitions

1. American Council on Education. The major coordinating body for all the nation's higher education institutions.
2. Integrated Library System (ILS). The ILS is a state-of-the-art library technical network that connects all of the Marine Corps libraries together so that any patron can use and review the listing of the installation and entire Marine Corps Library collection. ILS provides free Internet access for patrons.
3. Off-Duty Time. Time when the military Service member is not scheduled to perform official duties.
4. Military Academic Skills Program (MASP). MASP was created to improve the competence in the basic skills of reading, mathematics, and writing of active duty Marine enlisted personnel.
5. Navy College Management Information System (NCMIS). NCMIS is the centrally managed education information system used by the Department of the Navy education personnel to maintain automated voluntary education records and authorize tuition assistance.
6. Professional Reading List. The Professional Reading List is a list of books selected by the Commandant. Recommended readings are categorized by rank and are available in all Marine Corps general libraries.
7. Servicemembers Opportunity Colleges (SOC). A consortium of colleges and universities that cooperate to assist Service members in achieving their educational goals.
8. The Defense Activity for Non-Traditional Education Support (DANTES). An educational service organization that provides support to the VOLED Programs of the military services through its examination and independent study programs. DANTES also provides a transcript service for United States Armed Forces Institute (USAFI) courses and examinations completed before July 1974.
9. Tuition Assistance (TA). Funds provided by the military services for the payment of a specified percent of the tuition costs for eligible military personnel participating in authorized courses offered during off-duty hours.

## Appendix B

MEMORANDUM OF UNDERSTANDING (MOU)  
FOR EDUCATION SERVICES  
BETWEEN  
AN ACADEMIC INSTITUTION  
AND  
A MARINE CORPS BASE OR INSTALLATION

## PROVISIONS

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

Ref: MCO 1560.25

1. PURPOSE. This MOU is between Name of Academic Institution, hereafter referred to as the "Institution" and Name of the Marine Corps Base or Installation. The purpose of this agreement is to provide guidelines and procedures for the delivery of educational services to active duty personnel, reservists, eligible retired military personnel, and Department of Defense employees, civilians and the adult family members of the previously mentioned categories at Name of the Marine Corps Base or Installation. This MOU is not to be construed in any way as giving rise to a contractual obligation of Marine Corps funds to the Institution which would be contrary to federal law.

2. WORKING RELATIONSHIPS. In support of this MOU, it is understood that:

a. Name of the Marine Corps Base or Installation will:

(1) Provide office facilities and classrooms as available and when practical. Name of the Marine Corps Base or Installation will determine and specify available facilities and classrooms. This does not include office furniture or access to government phone/fax equipment. Climate control and electricity will be provided when available at the office building.

(2) Designate the Name of the Marine Corps Base or Installation Education Services Officer (ESO) to maintain a continuing liaison with the designated College Representative and be responsible for inspections and the acceptance of the Institution's services. The ESO will provide assistance to the Institution representative to provide military and Marine Corps culture orientation to the Institution personnel.

(3) Be responsible for disseminating any College publicity through the Education Office to available media at Name of the Marine Corps Base or Installation.

b. Institution will:

(1) Appoint and designate a College Representative to maintain a continuing liaison with the ESO of Name of the Marine Corps Base or Installation.

(2) Provide the ESO, six months in advance, with a proposed schedule of classes.

(3) Brief the ESO in advance and provide a written notice of class cancellations.

(4) Conduct all registration procedures with respect to classes taught by the Institution.

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

(5) Send all press releases for the Name of the Marine Corps Base or Installation newspaper, on-base television channel and other available media to the ESO for screening.

(6) State public institutions will provide the course work at the current, prevailing In-State rate for the term for which the student is registering. This In-State rate applies to active duty military students, and in some states dependents of active duty, and government employees attending courses on Base.

(7) With the written consent of the student, as provided on the Tuition Assistance (TA) Authorization, furnish a roster of student final grades attainment within 30 calendar days following course completion to Commanding Officer, NETPDTC (CODE N8115), 6490 Saufley Field Road, Pensacola, FL 32509-5241 for all military personnel receiving TA from the Marine Corps. Also provide a roster of TA students who dropped at no charge to the Government with the original TA Form, if not already returned. Copies of these rosters will also be provided to the ESO.

(8) Ensure that the programs provided under this MOU are fully evaluated and approved by the accrediting association at the same time that the home campus is evaluated. The Institution shall provide the ESO with copies of accreditation evaluation reports that are applicable to Name of the Marine Corps Base or Installation, or a copy of the accrediting association's refusal to evaluate. All costs of accreditation visits shall be borne by the Institution.

(9) Ensure that administrative staff of the Institution shall have an educational and experiential background commensurate with positions of comparable authority and responsibility at the Institution's home campus.

(10) Provide for the continuing professional development of its staff and provide its faculty various enrichment opportunities including regular feedback on teaching performance, periodic workshops on teaching methods, recognition of scholarly achievement, and sponsorship of attendance at relevant academic conferences.

(11) Provide adjunct faculty, academic advisors, and other support.

(12) Provide the ESO fifteen (15) days prior to the registration period of each term, a list of instructors with information pertaining to the subject(s) each instructor is scheduled to teach. The Institution is solely responsible for making teaching assignments and ensuring that substitute instructors are available to meet class requirements.

(13) Ensure that the qualifications of faculty who teach in programs under this MOU are comparable to those of its home campus facility; the same criteria for appointment and re-appointment must be applied, and by the same approval process. When locally appointed faculty teach courses under the contract, approval of each instructor, on a course-by-course basis, must be obtained from the appropriate academic department on the home campus in advance of the first teaching assignment.

(14) Provide a faculty guide and an orientation program to acquaint faculty with the military way of life and its community, and to emphasize the understanding and acceptance of Marine Corps institutional values and goals.

(15) Ensure that curricula contents, course contents and sequences are determined through formal academic processes and that they are comparable to

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

home campus courses and curricula. The curricula shall lead to degrees or certificates based on the completion of a coherent program designed to assure the mastery of specific knowledge and skills. The Institution shall also accommodate the non-traditional (i.e. absences due to duty) needs of students in the Marine Corps community to the extent that this is possible without compromising quality.

(16) Require that faculty is available to students for consultation outside of class time.

(17) Monitor student's academic progress and keep students advised on their current academic standing.

(18) Arrange for special laboratory or shop equipment necessary for certain courses or programs to be provided to each location where such courses or programs are being provided.

(19) Implement measures that ensure course expectations are thoroughly and effectively identified for students by faculty, both orally and in the course syllabi.

(20) Faculty and administration staff are responsible for ensuring adequate print and non-print media resources to support all courses that are offered and available at the Name of the Marine Corps Base or Installation library facilities, on site Institution resource area, and/or via electronic transmission. Special resources for individual courses, including copies of relevant periodicals, should be placed in the base library or made available by the Institution.

(21) Provide a full range of academic support services to students, tailored as appropriate to their non-traditional needs. These services shall include providing a listing of course offerings and details of financial aid; placement services available; student disciplinary policies; academic advisement and assistance with curriculum planning; record keeping and transcript services and provision of a current catalog that specifies admission standards; degree requirements, course descriptions; term load limitations; definition of grades and explanation of grading policies; explanation of conditions under which credit earned at other institutions may be applicable to the students; degree programs; and the Institution's policy concerning student absences and academic integrity. The Institution shall also provide the ESO all relevant information on the academic programs and ensure that this information is current.

(22) Will submit invoices to the Government no later than 30 days following course completion, but no earlier than after the ADD/DROP period. Will invoice the Government only for valid TA documents approved by the ESO.

(23) Be responsible for collection of tuition fees not payable by the Government.

(24) Insure that safety and health standards are maintained while classes are being conducted.

(25) Be responsible for offering all required classes and sufficient electives to enable an individual to complete the degree/program within three (3) years. These courses must not infringe on other on-base Name of the Marine Corps Base or Installation MOUs.



Subj: MEMORANDUM OF UNDERSTANDING (MOU)

(26) Be a participating Service members Opportunity Colleges for the Marine Corps (SOCMAR) institution (undergraduate programs only). Provide SOCMAR agreements to all eligible students as required by SOC institutional criteria.

(27) All undergraduate degrees/certificates offered on Name of the Marine Corps Base or Installation will be in the SOCMAR network.

(28) Changes to degrees/certificates offered on Name of the Marine Corps Base or Installation require modification to this MOU prior to implementation.

(29) Provide all office equipment and furniture for operations of school office.

3. ACADEMIC PROGRAM. The Institution will offer the following degree/certificate program(s):

4. ADMISSION, REGISTRATION, and EVALUATION

a. Admission to the Institution's programs will be governed by the current standards and procedures for student admissions as stated in the current Institution catalog.

b. Registration will be conducted by college staff at Name of the Marine Corps Base/Installation. A schedule will be mutually agreed upon between the ESO and the Institution.

c. Qualified family members of military personnel, government employees and their family members, and other civilians shall be permitted to participate in the programs on a space available basis.

d. All necessary forms (including the admission forms) and applications for credit based on military training or experience and DANTES testing will be processed through the Institution's staff for appropriate documentation of credit.

e. Classes will be conducted when a mutually agreed upon (between the ESO and Institution) minimum number of students have been officially enrolled into the class. This minimum number can be changed upon mutual agreement between the ESO and the Institution.

f. The Institution recognizes that Name of the Marine Corps Base/Installation cannot guarantee any specific number of students for programs or classes.

g. The Institution will use the recommendations of the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services for evaluation of training and testing and experience as appropriate to individual degree objectives.

h. Registrants receiving TA will present at registration an application that has been approved by the ESO. The Institution will require students using TA to obtain an authorized TA form prior to the start of the term.

4. SCOPE OF WORK

The Institution shall provide education services including, but not be limited to, degree programs, certificate programs, courses, student services, administrative services and library support services at Name of the Marine

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

Corps Base/Installation, for a period of five (5) years with annual reviews. Changes during this period may only be made by mutual written agreement. The government may terminate this MOU with 90 days written notice. The Institution may also do the same provided it submits an acceptable teach out plan to the ESO and does not terminate the MOU during an academic term. The Institution may make an offer to provide other programs or group of programs, at their option. The Institution will be required to submit technical proposals which set forth detailed, accurate and complete information to enable the Government to evaluate the Institution's capability to perform the agreement.

5. PLACE OF PERFORMANCE. List the Geographic Location of where the courses will be held.

6. SPECIFIC TASKS

a. Program. Draft, implement, refine, and successfully deliver complete academic programs (e.g., degree/certificate programs and courses) aboard Name of the Marine Corps Base/Installation within the parameters of this MOU.

b. The Institution has sole responsibility for the development of instructional materials, classroom presentation, course related testing, class records, recording of attendance, related instructional activities and awarding of degrees, in accordance with the terms of this MOU and the Institution's policy.

c. Programs and courses conducted under this MOU shall be selected from the current institutional catalog of programs offered on the home campus, taught by fully qualified faculty, and shall carry identical credit values and represent the same content and experiences as on the home campus. Transcripts and diplomas shall make no differentiation between credits earned on campus and credits earned through programs offered under this MOU.

d. The Institution shall offer only those courses approved by the ESO that are required for programs listed in item 2.31.

e. Accreditation. The Institution shall provide the ESO with a copy of their most recent accreditation evaluation reports. All costs of accreditation visits shall be borne by the Institution. The Institution shall provide a copy of the cognizant State Education Agency approval for the Institution to offer programs.

f. Program Requirements. The Institution shall submit to the ESO for review at least six (6) months prior to anticipated semester start, projected courses/curriculum planned by the Institution over the next year period. The ESO, in consultation with all other institutions on Name of the Marine Corps Base/Installation, will schedule an annual meeting with all institutions to develop a final schedule of courses, to reduce duplication of course offerings to the maximum extent possible. The revised list will constitute those courses which the Institution is committed to offer during the specific term. The Institution shall not deviate from the revised schedule without the approval of the ESO. The Institution shall then disseminate and publish this approved schedule. The Government does not guarantee provision of any set number of enrollments in a course.

g. During the first two (2) days of each term, each instructor shall provide a syllabus to the students and shall establish and publish a schedule of instructor office hours.

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

h. The Institution shall supply equipment needed to conduct courses in conformance with accrediting agency standards.

i. The Institution shall evaluate and award college credit for the following categories:

(1) Earned Credit: The Institution shall accept earned credit per the Institution's policy, where appropriate to the specific programs, for courses that have been taken at other accredited institutions.

(2) Awarded Credit: The Institution shall award credit per the Institution's policy, where appropriate to the specific programs, for military courses and Military Occupational Specialties (MOSSs) which appear in the Guide to the Evaluation of Educational Experience in the Armed Services for exams, such as CLEP, DSST and ECE; and accept DD Form 295 and other appropriate Army, Air Force, Navy, Marine, Coast Guard, and DOD certifications as documentation, for military credit.

j. The Institution shall provide a SOCMAR agreement. A copy of the agreement shall be provided to the student and ESO no later than after the completion of 12 semester hours in the student's degree program. All courses successfully completed at Name of the Marine Corps Base/Installation shall be considered as resident courses.

k. Courses conducted through media (e.g., audio/visual cassettes, audio cassette, or computer aided) shall be on an individual enrollment basis. These courses shall have open enrollment.

l. When the Institution provides instruction via audio/visual cassette media (video cassette), the Institution shall provide all required equipment.

m. Withdrawal of students, whether at the student's or the Institution's request, shall be in accordance with the Institution's current requirements and fees at the time of withdrawal. However, withdrawal of students due to unforeseen military commitments shall not be the basis for any special charge to the student. The ESO shall determine unforeseen military commitments.

n. To withdraw from any course or program covered by this agreement, a student will submit an "application for withdrawal" to the Institution and the ESO. The effective date of the withdrawal shall be the date the "application for withdrawal" was submitted to the Institution. If the withdrawing student used TA, and a refund is due, appropriate refund shall be made to the student and the government by the Institution in the same proportions as those which governed tuition payment upon enrollment. The refund policy applies to tuition fees only.

o. The Institution shall pay withdrawal refunds (not just provide the student a credit) when the student has filed a withdrawal as outlined in the Institution's catalog.

p. Students and the U.S. Government shall be promptly refunded any tuition fees paid to the Institution if a scheduled course does not materialize for any reason. Refunds to the Government for withdrawals shall normally be deducted from the invoice covering the classes from which the withdrawal occurred. The refund line items should make specific reference to the withdrawal occurrence. The refund line items should make specific reference to the individuals) and course number(s). Where this is not possible, the Institution must reimburse the Government by check. Checks for refunds to the United States Government arising out of termination of courses

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

or student withdrawal from a course shall be drawn in favor of the Treasurer of the United States, and must be sent by the Institution to: Commanding Officer, NETPDTC N8115/Marine Corps Group, 6490 Saufley Field Road, Pensacola, FL 32509-5241. Refunds to withdrawing students and the Government will be made within thirty (30) days of the withdrawal.

q. Determination to cancel, modify, or delay a requested class resides with the ESO and the Institution. Institutions requesting cancellation, modification, or delay require ESO approval.

r. A student who exceeds the number of authorized absences from class meetings, as specified in the Institution's catalog, or 25% of the class meetings, whichever is less, shall require the instructor's approval to continue in the course; otherwise, the student must submit an application for withdrawal, giving the reason of absence. A student who has excessive absences and does not formally withdraw and does not successfully complete required course work will automatically receive a failing grade of FN (non-attendance) or equivalent.

s. The Institution shall issue grades of incomplete in accordance with the Institution's policy.

t. A copy of the grades (including failed for non-attendance (FN), Academic Failure (FA), Withdrawal (WD), or Incomplete (IC)) for each student receiving TA or the equivalent shall be provided to NETPDTC (CODE N8115), Pensacola, FL within thirty (30) calendar days of course completion. Use of TA constitutes a waiver of Privacy Act requirements as shown by the applicant's signature.

u. The Institution shall award the certificate(s) and degree(s) authorized by the agreement to students who have successfully completed all requirements. Written notice attesting to degree completion shall be sent to students and ESO within 45 days after they successfully complete degree requirements.

v. Official transcript(s) shall be provided upon written request to the student in accordance with the Institution's policy. The student may be charged the Institution's standard transcript fee for such requests.

w. The Institution shall provide financial aid information and assistance to all students or prospective students applying for available financial aid/grants/loans, and veterans benefit programs.

x. The Institution shall offer financial aid programs and participate in PELL Grants and other federal financial aid education programs. The Institution shall be approved for federal financial aid programs and Veterans educational assistance programs for all programs on Name of the Marine Corps Base/Installation.

y. The Institution shall provide administrative services (staffing for registration, processing of claims, statistical reporting, etc.) to meet student population.

z. The Institution shall furnish to the ESO no later than ten (10) working days from start of term, a term enrollment summary showing the total enrollments for the term. The summary shall include class name and number, number of active duty military using TA, number of active duty military using veterans assistance, number of others using veterans assistance, number of active duty military paying for themselves, number of dependent students, number of civilian students, and total number of students.

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

aa. The Institution shall charge only the tuition in effect at the time of this MOU. Each student shall be responsible for paying their own registration fees, if applicable, but these charges may not exceed costs charged by the Institution on their main campus.

ab. The Institution shall not charge any student penalty fees for change of courses, permit fees, such as vehicle registration or parking fees (unless the student elects to seek enrollment in a class off the installation), research fees, health fees, etc.

ac. The Institution shall furnish a Degree Report biannually on the 1st of October and April. This report shall include a listing of students by name, rank, funding source, and degree in addition to who received degrees in the previous half year.

ad. The Institution shall provide library services to Name of the Marine Corps Base/Installation for students in the form of research and reference materials (e.g., books, pamphlets, magazines, etc.) of similar quality to the support provided students on the Institution's home campus. Services shall also include research and reference material in sufficient quantity to meet curriculum and program demands. Materials shall be, at a minimum, the required readings of the instructor(s) for a particular course or program, or the ability for the student to request a copy of such material, from the Institution's main library, without any inconvenience or charge to the student (e.g., a library computer terminal which may allow the student to order material and have it mailed to their residence).

ae. Additionally, the Institution librarian shall conduct a yearly survey for each program area to establish whether current holdings in the installation library or resources satisfy the library standards of the home campus, and standards established by the Institution's accrediting association.

af. The Institution shall arrange for provision of all necessary textbooks, laboratory related materials, and equipment required for use by the faculty and by the students for individual courses or for study use and shall make provisions for delivery of all items to appropriate locations with no additional shipping or handling charges to the students, prior to the scheduled beginning date of each course. Each student shall be offered the opportunity to purchase the necessary materials prior to the scheduled beginning date of the course.

ag. Prepare and maintain all records, reports, and files required under this MOU. The Government reserves the right of access to such files at any time during the MOU period. At the expiration of this MOU, official copies of all active duty military files/records shall be provided to the Government.

ah. The Institution shall develop/produce, not later than ninety (90) days after signing this MOU, and keep current a Standard Bulletin or Catalog outlining its program(s) on the Name of the Marine Corps Base/Installation, and shall provide it to the ESO. This standard bulletin or catalog may include program offerings to other Military Departments in the area but the courses and programs listed must be contained in home campus catalog and offered on the home campus.

ai. The Institution shall provide a Faculty Handbook and adjunct faculty manual.

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

aj. The Institution shall send a representative to "Career Day" or similar seminar held aboard installation to represent the Institution's program and answer questions.

ak. Locally generated publicity shall be routed through the ESO.

al. Exercise proper security precautions to protect Government furnished equipment, Institution furnished equipment, and personal property of Government and Institution's employees from loss, damage, and theft (e.g., lock all doors and windows at conclusion of day or class, notify Military Police of security violations, etc.).

#### 7. INSTITUTION PERSONNEL

a. The Institution shall provide sufficient work force to satisfactorily perform the services required by this MOU. This includes management/supervisory personnel to oversee and assure the efficient performance of the services designated herein.

b. Institution employed personnel shall be familiar with military TA program policy, Veterans educational benefits, and the Institution's degree requirements in a student's field of interest.

c. Institution employed instructors shall have the necessary educational credentials (at least equal to an instructor of the same subject on the Institution's main campus) to teach in that program and shall have a current resume on file in the Institution's base office.

d. Institution's employees, shall either be citizens of the United States, or shall carry a valid U.S. Immigration Alien/Registration Card. It is the Institution's responsibility to require such proof before each worker becomes an official employee of the Institution on the installation.

e. Institution's employees shall observe and comply with all installation rules and regulations applicable to this MOU (including those applicable to the operation of equipment and vehicles, and security). Copies of pertinent installation rules and regulations may be requested from the ESO prior to commencement of services.

f. The Government may require the Institution to remove from the job site any employee found to be under the influence of alcohol, drugs, or any other incapacitating agent. The removal from the job site of such person(s) shall not relieve the Institution of the requirement to provide sufficient personnel to perform adequate and timely services.

g. ALL Institution personnel working on the installation shall obtain from the installation Pass and I.D. Office the necessary Government-issued Institution identification badges and vehicle passes/stickers required.

h. The Institution shall establish a minimum dress standard to assure that all personnel are properly attired. Those personnel dealing directly with the public/customers shall present a neat, clean, and professional appearance.

i. Employment of off-duty military personnel or Government civilian employees by the Institution is permissible provided such employment does not conflict with the policies set forth in DOD Inst. 5500.7-R, Joint Ethics Regulations. However, Government personnel employed in the administration of this MOU will be excluded from such employment because of conflict of

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

interest. It is understood that these personnel are acting as private citizens.

#### 8. QUALITY CONTROL

a. The Institution shall establish a Quality Control Program to assure MOU requirements are provided for administration, program development, program delivery and student services as specified. This program shall include how the Institution intends to ensure the delivery of a quality program and shall cover all services described in this MOU.

b. Accepted academic practice and standards of the appropriate accrediting association shall be adhered to and the frequencies/requirements for the inspections shall be stated. Procedures and methods shall be comprehensive in scope and records shall be complete and easy to understand.

c. Include a customer grievance procedure which shall describe how course participants, instructors or other interested parties may identify problem areas and situations to the Institution.

d. The Institution shall develop a self-evaluation program in conjunction with the ESO for projected MIVER visits and self-evaluation study. Results of the self-evaluation will be provided to the ESO within 30 days of completion with corrective action, which will be taken and the time lines in which the actions will be completed. The self-evaluation shall include, but not be restricted to, comments regarding qualitative delivery of instruction and services and qualitative provisions for the administrative aspects of programs being offered. The self-evaluation shall be part of the Institution's Quality Control Plan. The self-evaluation shall include an executive summary, a background summary to include the Institution's goals, a description of administration, a description of faculty, staff and faculty development, faculty performance, program quality, student services, administrative services, scheduling and course offerings, interaction with the ESO, and recommendations for improvement. The self-evaluation shall assess how well learning objectives and outcomes are being met. The Institution shall publish learning objectives and expected outcomes for every course offered in support of their programs.

e. The following minimum items are substantive coverage of the Quality Control Plan: Security of Government furnished space, teacher performance and evaluation, employee orientation and in-service training program, record keeping and reporting requirements of the MOU, management and administration of the MOU, and measurement of learning outcome and customer satisfaction, including interim progress reports and formative evaluation criteria.

f. The Institution shall maintain a record of all inspections, accreditation reports, and self-evaluations conducted and corrective actions taken. Such records shall be made available to the Government upon request.

#### 9. GOVERNMENT ADMINISTRATION OF MOU

a. Day-to-Day Administration. The Government will have an on-site ESO to handle the day-to-day responsibilities of administrating, inspecting, overseeing, and evaluating the MOU performance. The ESO will be available to meet with the Institution's personnel required to assure a smooth, continuous operation of the functions, and provide Government assistance.

b. Quality Assurance. The Government quality assurance inspection procedures will consist primarily of reviewing TA forms, SOCMAR, SOCNV student agreements, and other related forms, transcripts (on active duty

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

personnel) and reports. Additionally, various aspects of the Institution's performance will be subject to spot checks and unannounced inspections or may be monitored by Government personnel to insure that military members are receiving accurate information in regards to their entitlements.

c. Instructor's curriculum, class outlines, and course syllabus, may be reviewed by the ESO upon request to the Institution. The Government may also monitor any class, group of classes, or program at their discretion. Copies of a course evaluation provided by the ESO to gain student feedback shall be distributed by the Institution, collected and returned directly to the ESO during the last week of class.

d. The Institution shall cooperate fully with Government representatives who conduct quality assurance inspections.

10. GOVERNMENT FURNISHED PROPERTY/SERVICES. The Government will:

a. As available, provide the Institution, without charge, and for use only in connection with the performance of this MOU, office and classroom space, and any other items identified herein as Government-Furnished Property. Spaces provided by the Government will also include structural repairs, heating, electricity, plumbing, and pest control. The installation also provides trash disposal, fire fighting services, and security/police services.

b. Provide assistance to the Institution in publicizing their educational programs in the installation newspaper, bulletin boards, etc. on a routine and continuing basis. The Institution shall submit such information to the ESO for review, approval, and publication.

c. Provide necessary directives in the form of TA Bulletins and Invoicing Policies to assist the Institution.

d. Provide guidance to the Institution when new directives or regulations are published, new forms or reports are required, and as needed to assist the Institution when clarification is required.

11. INSTITUTION FURNISHED PROPERTY/SERVICES. The Institution shall:

a. Provide sufficient staff (office personnel and instructors) and supplies (except those identified as Government furnished equipment) to fully perform the requirements of the MOU. The office shall be staffed on a full-time basis between the hours of 8:00 A.M. through 4:30 P.M., Monday through Friday excluding Federal and other published school holidays. (These hours may be negotiable with low enrollment programs). The office hours shall be posted in the Institution's offices and provided to the ESO annually or as changes occur. NOTE: These are minimum hours required by the Government but the Institution may also use the office spaces at night and/or weekends.

b. Provide all support equipment required, such as calculators, typewriters, computers, copy machines, fax machines, office furniture, consumable office supplies, etc., needed to provide its administrative and academic services.

c. Provide housekeeping and janitorial services (to include trash removal and removal of recyclables per base directives) on a regular and continuing basis, in the assigned office spaces and classrooms provided to the Institution by the Government.



Subj: MEMORANDUM OF UNDERSTANDING (MOU)

d. Provide the ESO with a complete listing of all office staff personnel, their title and position, and telephone number. Changes shall be provided to the ESO as they occur. The Institution shall notify the ESO which office number(s) are to be published in the installation telephone directory.

e. Be responsible for furnishing all supplies, equipment and services necessary (with the exception of Government furnished items stated herein) without additional cost to the Government.

f. Classrooms shall be left neat, clean and in a tidy manner (all trash removed), furniture rearranged as originally found, lights turned off, and doors and windows closed and locked, upon vacating premises at the conclusion of each class. Garbage is NOT to be left in the classrooms.

g. Obtain local telephone service through the installation system to support the services described herein. The Institution shall be charged for this service in accordance with the rates established for all other installation customers. Long distance service shall be obtained by the Institution through the long distance company of their choice.

h. Delinquent student accounts are the responsibility of the Institution.

i. If required, cooperate with any successor to effect an orderly and efficient transition. All services shall be maintained by the Institution at the required level of proficiency during any required phase-out period.

## 12. INSPECTION AND ACCEPTANCE

a. The Institution shall allow the government to conduct an inspection of the instruction offered, instructional and related materials, and student and personnel records at any time during normal working hours.

b. The government may engage an outside noncompetitive agency to independently evaluate all programs and the Institution's performance. The Institution shall cooperate fully in such evaluation and make any records available to the evaluator.

13. DELIVERIES OR PERFORMANCE. Performance under this MOU will be at Name of the Marine Corps Base/Installation and shall commence within ninety (90) days of this MOU being signed by the government.

14. MOU ADMINISTRATION DATA. All MOU administration functions will be accomplished by the Institution. All verbal inquiries and written correspondence relative to the administration and performance of this MOU shall be directed to the ESO.

15. CONFLICTS BETWEEN MOU AND CATALOG. To the extent of any inconsistency between the provisions of this MOU and any catalog or other document incorporated in this MOU by reference or otherwise or any of the Institution's rules and regulations, the provisions of the MOU shall govern.

## 16. CONSTRUCTIVE CHANGES/PERSONAL SERVICE (Institution office)

a. You are hereby informed that no individual, other than the ESO, possesses the authority to direct you in any way to alter your obligations or change the statement of work in this MOU. If the Government does desire to alter your obligations or to change the statement of work, changes will be issued in writing and signed by the ESO. You should take no action on any change unless and until you receive such a written request.

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

b. You are further informed that no persons, including the ESO may direct your employees in such manner as to create an employer/employee relationship. The test of the relationship is surveillance that is proper as opposed to supervision which is not.

17. INSTALLATION REGULATIONS. The Institution and its employees shall become acquainted with and obey all installation regulations as applies to the operations of the functions described herein, and as applied to personnel employed on Name of the Marine Corps Base/Installation.

18. SECURITY REQUIREMENTS

a. The Institution shall comply with all installation security requirements. Upon request, the Institution shall submit the name and address of each employee hired for work under this MOU and other forms to be filled out as may be required for security. The Institution is responsible for the conduct of its employees while aboard a federal installation. All personnel shall be informed that the Government has the authority to conduct unannounced security inspections within the confines of any federal installation.

b. Neither the Institution nor any of its employees shall disclose nor cause to disseminate any information concerning the operations of the activity that could result in or increase the likelihood of the possibility of a breach of the installation security or interrupt the continuity of its operation.

c. Disclosure of information relating to the services hereunder to any person not entitled to receive it, or failure to safeguard any sensitive information that may come to the Institution or any person under his/her control in connection with Institution or any person under its employment connected with work under this MOU, may subject the Institution, or employees to criminal liability under 18 U.S.C., Section 793 and 798.

d. All inquiries, comments, or complaints arising from any matter observed, experienced, or learned as a result of or in connection with the performance of this MOU, the resolution of which may require the dissemination of official information will be directed to the ESO.

e. Deviations from any of the provisions of this paragraph will, in addition to all other criminal and civil remedies, provided by law, subject the Institution to immediate termination.

f. The Government has the right to refuse access to a federal installation to any person at any time.

g. Installation regulations are outlined in Name and number of the Installation Directive.

19. ACCESS TO BUILDINGS

a. Key(s) shall be issued to the Institution by the Government to obtain access to buildings and facilities provided to the Institution for use in supplying the services designated in this MOU. It shall be the Institution's responsibility, under all circumstances during the term of this MOU, to open and secure the building and facilities at the end of each class.

b. Should any discrepancies occur, e.g., key loss, locks jimmed, etc., the Government shall be notified before the end of the workday concerning the problem. The Institution shall be responsible for the cost of replacing keys that are lost by any of the Institution's employees. If a lock requires

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

replacement/rekeying because of a breach of security caused by negligence of the Institution or its employees, the cost of this effort shall be borne by the Institution.

20. INVOICE PAYMENTS

a. All invoices are processed electronically through Wide Area Work Flow (WAWF).

b. Navy and Marine Corps invoices are paid electronically to institutions with accounts set up in WAWF.

c. Additional Information may be found at <https://www.navycollege.navy.mil/nta.cfm#wawf>.

d. Grade reports will be provided to NETPDTC (Code N8115) within 30 days of term ending date or completion of the course whichever is earlier.

21. IT IS MUTUALLY UNDERSTOOD THAT:

a. Any change in the structure of tuition or tuition charges will be given in writing to the ESO at least 90 days prior to the date of change.

b. The MOU is subject to mutual agreement of the college and the installation, and may be modified, at any time, if both parties so agree.

c. Both parties agree to abide to all elements of the MOU.

d. This MOU may be terminated by either party with at least 90 days written notice.

22. TERM. This MOU shall be continuous for a period of five (5) years from the date below with annual reviews or, until terminated by either party. Termination will be by written notice at least ninety days written notice prior to termination date. In case of national emergency or military necessity, this MOU may be canceled upon immediate notice.

IN WITNESS WHEREOF. The parties hereunto have executed this MOU as of the day and year first above written.

DATE APPROVED:

DATE APPROVED:

\_\_\_\_\_  
Commanding Officer  
Base Installation  
Title

\_\_\_\_\_  
Provost/President  
Visiting Academic Institution

## APPENDIX C

STANDARDIZED MEMORANDUM OF UNDERSTANDING (MOU)  
FOR EDUCATION SERVICES  
BETWEEN  
A VISITING ACADEMIC INSTITUTION  
AND  
A MARINE CORPS BASE OR INSTALLATION  
PROVISIONS

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

1. PURPOSE. This MOU is between Name of Visiting Academic Institution, hereafter referred to as "the Institution", and Name of the Marine Corps Base or Installation. The purpose of this MOU is to provide guidelines and procedures for the delivery of educational services to active duty personnel, reservists, eligible retired military personnel, and Department of Defense employees, civilians and the adult family members of the previously mentioned categories at Name of the Marine Corps Base or Installation. This MOU is not to be construed in any way as giving rise to a contractual obligation of Marine Corps funds to the Institution which would be contrary to federal law.

2. WORKING RELATIONSHIPS:

Article I. In support of this MOU, it is understood that the Institution:

a. Be chartered or licensed by the home state of the Institution and/or the federal government.

b. Provide proof of compliance with Title 38, United States Code (U.S.C.), Section 3675 regarding the approval of courses by State of Approving Agencies, and Section 3696 regarding limitations on advertising, sales, and enrollment procedures.

c. Be a member of Servicemembers Opportunity Colleges (SOC) with an established policy for acceptance of CLEP examinations. The Institution's credit-by-examination policy needs to identify minimum passing score requirements and individual CLEP exams with corresponding course requirements.

d. Provide or arrange for students enrolled in the Institution's courses to have access to their library and other reference materials and resources necessary for their level of instruction.

e. Maintain the same admission, grading, academic standards and degree requirements as those at the Institution's home campus.

f. Comply with the installation safety, health, physical security directives and requirements from the installation Education Support Officer (ESO) regarding use of the installation facilities.

3. MARINE CORPS BASE, RESPONSIBILITIES:

a. Provide support and assist in publicizing the Institution's educational programs to help secure students.

b. Provide counseling services in support of the Institution's programs. The installation's education counselors will have first contact with potential students and counsel potential students in matters regarding testing and academic/vocational goals.

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

c. Provide counseling services in support of the Institution's programs. The installation's education counselors will have first contact with potential students and counsel potential students in matters regarding testing and academic/vocational goals.

d. Provide a tuition assistance (TA) authorization form for each active duty Marine who presents the visiting academic institution with a valid NETPDTC 1560/3 TA application form. A valid NETPDTC1560/3 is one approved by the installation ESO or authorized designee prior to the first class session.

e. Make no commitment regarding the specific number of Marines to enroll in the Institution's programs, or assurances as to the continued availability of Marine Corps Tuition Assistance.

f. Establish an on-going bi-monthly or quarterly visitation schedule with the Institution to provide information to potential new students and work with any currently enrolled students.

g. Provide an area for the Institution representative during visitation to assist, counsel and schedule appointments with eligible students and prospective eligible students on a one-on-one basis.

h. Assist the Institution with visitation announcements, i.e., installation paper, email network, posting flyers in education facility (provided by the visiting academic institution). Provide reasonable use of copying equipment, provided that paper and other materials are furnished by the Institution.

i. Provide when practical, on-base telephone service to institution representatives and technical support to Institution administrators to establish communications within the office to enable phone, fax, and computer connections to institution home campus. Institution will bear the cost of phone services and monthly fees.

j. Provide necessary temporary on base passes and vehicle permits for faculty, students, and other Institution representatives.

### 3. MUTUAL AGREEMENTS AND UNDERSTANDINGS:

a. Parties agree to meet periodically on a schedule established prior to the effective date of this MOU, or when either party requests such a meeting to review the elements of this MOU.

b. Should a court of competent jurisdiction decide that any portion, term, condition, or provision of this MOU is illegal, invalid, or unenforceable, the validity of the remaining portions, terms, conditions or provisions of this MOU will not be affected.

c. For students called to active duty and/or PCS/TDY during the time of national crisis/war, the Institution will provide assistance by allowing such students to complete the unfinished courses at a later date. The Institution will refund tuition for Service members deployed early in the term; to the extent such refunds are permitted by Institution refund policy.

d. This MOU may be amended only by a written modification signed and dated by both parties.

e. Parties will review this MOU annually for the purposes of incorporating changes created by status, executive orders, or other

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

directives. The ESO will review the Institution programs to determine the programs' continued applicability to the goals of the base installation needs assessment and the overall cost effectiveness of the Institution programs to the U.S. Government and the military students. Changes to the Institution programs will be made in accordance with procedures outlined above. If the ESO determines the Institution program is no longer applicable, the Institution will be notified in writing of the changes that need to occur to meet the needs of the installation or the termination of the MOU between the installation and Institution.

f. The terms of this MOU will extend from the effective date hereof until terminated by either signature party by 30 (thirty) days advance written notice.

DATE APPROVED:

DATE APPROVED:

\_\_\_\_\_  
Commanding Officer  
Base Installation

\_\_\_\_\_  
Provost/President  
Visiting Academic Institution

## Appendix D

U.S. MARINE CORPS  
APPRENTICESHIP PROGRAM OCCUPATIONS

**Aircraft Mechanic, Plumbing & Hydraulics**

USMC MOS 6062, 6072, 6154, 6156, 6243, 6246, 6252, 6253, 6256, 6257

**Airframe Mechanic**

USMC MOS 6023, 6033, 6062, 6092, 6112, 6113, 6114, 6116, 6122, 6123, 6124, 6132, 6152, 6153, 6154, 6156, 6172, 6173, 6212, 6213, 6214, 6216, 6217, 6222, 6223, 6226, 6227, 6242, 6252, 6253, 6256, 6257, 6282, 6283, 6286, 6287

**Automobile Mechanic**

USMC MOS 2147, 3521, 3522, 3525

**Aviation Safety Equipment Technician**

USMC MOS 6048, 6074, 6282, 6283, 6286, 6287

**Aviation Support Equipment Repairer (Military Service)**

USMC MOS 6061, 6062, 6071, 6072, 6073, 6074

**Bulk Fuel Specialist (Pumper-Gauger)**

USMC MOS 1391

**Calibration Laboratory Technician (Aircraft Mfg; Electron Comp)**

USMC MOS 2871, 2874, 6492, 6493

**Camera Operator (Motion Picture; Radio-TV Broad.)**

USMC MOS 4671

**Carpenter (Construction and Combat Engineer)**

USMC MOS 1371

**Cement Mason (Construction)**

USMC MOS 1371

**Central Office Repairer**

USMC MOS 2823, 2826, 2844, 2847

**Combat Camera Multimedia Production Specialist**

USMC MOS 4612

**Computer Programmer , Professional & Kindred**

USMC MOS 0651, 0656, 0689, 4067

**Computer-Peripheral-Equipment Operator**

USMC MOS 0121, 0151, 0193, 0231, 0411, 0431, 0491, 0651, 0652, 0656, 0658, 0659, 0681, 0689, 0699, 2611, 2621, 2631, 2649, 2651, 2847, 3051, 3052, 3112, 3432, 4068, 6042, 6046, 6049, 6672, 6694, 7041, 3451

**Correction Officer (Government Service)**

USMC MOS 5831

**Counselor (Professional & Kindred)**

USMC MOS 0143, 4821, 8411, 8412

**Diesel Mechanic**

USMC MOS 1341, 1342, 2141, 2146, 2147, 3521

**Drafter, Civil** (Professional & Kindred)  
USMC MOS 1361

**Electrical Equipment Repairperson** (Magneto Repairer)  
USMC MOS 1142, 1169

**Electrician**, Construction  
USMC MOS 1141, 1169

**Electrician (Construction)**  
USMC MOS 1141, 1142, 1169

**Electrician, Aircraft (Aircraft Mfg, Air Trans)**  
USMC MOS 6322, 6323, 6324, 6331, 6332, 6333, 6336, 6337, 6391, 6432, 6433, 6434

**Electronics Mechanic**  
USMC MOS 1142, 1169, 2821, 2823, 2844, 2846, 2847, 2862, 2871, 2874, 2887, 2891, 5912, 5942, 5948, 5952, 5953, 5962, 5963, 5974, 5979, 6311, 6312, 6313, 6314, 6316, 6317, 6322, 6323, 6324, 6326, 6331, 6332, 6333, 6336, 6337, 6386, 6391, 6411, 6412, 6413, 6414, 6422, 6423, 6461, 6462, 6463, 6464, 6466, 6467, 6469, 6472, 6473, 6482, 6483, 6484, 6492, 6493, 8641

**Electronics Technician - C**, Professional & Kindred  
USMC MOS 2822, 2823, 2831, 2832, 2833, 2834, 2848, 2862, 2881, 2887, 2891, 5937, 5939

**Electronics Technician (Professional & Kindred)**  
USMC MOS 2822, 2823, 2831, 2832, 2833, 2834, 2848, 2862, 2881, 2887, 2891, 5937, 5939

**Electronics Tester**  
USMC MOS 2822, 2831, 2832, 2833, 2834, 2871, 2874, 2881, 5942, 5952, 5953, 5954, 5962, 5974, 6074, 6461, 6462, 6463, 6464, 6466, 6467, 6469, 6482, 6483, 6484, 6492, 6493, 8641

**Engineer Equipment Mechanic**  
USMC MOS 1341, 1342, 2141, 2146, 2147

**Fire Fighter** (Any Industry)  
USMC MOS 7051, 8811

**Fire Fighter, Crash, Fire & Rescue (Air Trans)**  
USMC MOS 7051

**Fuel System Maintenance Worker (Any Industry)**  
USMC MOS 1391

**Heavy Vehicle Operator** (Truck Driver)  
USMC MOS 3531, 3533

**Household Manager** (Private Residential Management)  
USMC MOS 3372

**Illustrator** (Professional & Kindred)  
USMC MOS 4611

**Internetworking Technician**  
USMC MOS 0231, 0626, 0651, 0656, 0658, 0659, 0689, 2651, 4068, 5974, 6694



**Legal Secretary**

USMC MOS 4421

**Machinist**

USMC MOS 2112, 2161

**Maintenance Mechanic (Any Industry)**

USMC MOS 1142, 1161, 1169, 2141, 2146, 2147, 2148, 3521, 3522, 3525, 3529, 6072 6073, 6493

**Maintenance Mechanic, Telephone (Any Industry)**

USMC MOS 0612, 0613, 2821, 2822, 2831, 2844, 2847, 2862, 2891

**Manager, Retail Store (Retail Trade)**

USMC MOS 4133

**Meteorologist (Professional & Kindred)**

USMC MOS 6842, 6852

**Nondestructive Tester (Professional & Kindred)**

USMC MOS 6033, 6092

**Office Manager/Administrative Services**

USMC MOS 0121, 0151, 0193, 3432, 8411, 8412, 8421

**Operating Engineer (Construction)**

USMC MOS 1345, 1349

**Optical-Instrument Assembler (Optical Goods)**

USMC MOS 2171

**Ordnance Artificer (Government Service)**

USMC MOS 0811, 2111, 2181, 2311, 2336, 6531, 6541, 6491

**Paralegal (Professional & Kindred)**

USMC MOS 4421

**Photographer, Still (Professional & Kindred)**

USMC MOS 4341, 4641

**Pipe Fitter (Construction)**

USMC MOS 1169, 1172

**Plumber**

USMC MOS 1169, 1171

**Police Officer I (Government Service)**

USMC MOS 5803, 5811

**Post-Office Clerk (Government Service)**

USMC MOS 0161

**Powerplant Mechanic (Aircraft Engine Mechanic)**

USMC MOS 6023, 6033, 6062, 6112, 6113, 6114, 6116, 6122, 6123, 6124, 6132, 6152, 6153, 6154, 6156, 6172, 6173, 6174, 6176, 6212, 6213, 6214, 6216, 6217, 6222, 6223, 6226, 6227, 6242, 6252, 6253, 6256, 6257, 6282, 6283, 6286, 6287

**Pumper-Gauger (Chemical; Petrol; Refin.; Pipe Lines)**

USMC MOS 1391

**Purchasing Agent** (Professional & Kindred)  
USMC MOS 3044

**Radio Mechanic**  
USMC MOS 2831, 2834, 2844, 2846, 2847, 2848, 2862, 2881, 5939, 5954

**Radio Station Operator** (Aircraft Mfg.)  
USMC MOS 0621, 0622, 0626, 0627, 0629

**Refrigeration Mechanic** (Any Industry)  
USMC MOS 1161, 1169

**Self-Propelled Artillery Repairer Technician** (Ordnance Artificer)  
USMC MOS 2131, 2147, 2149

**Sheet Metal Worker** (Any Industry)  
USMC MOS 6092, 6154

**Station Installer & Repairer** (Tel. & Tel.)  
USMC MOS 0612, 0613, 0614, 0618, 0619, 2822, 2844, 2847

**Surveyor Assistant**  
USMC MOS 0261, 0844, 1361

**Turret Repairer** (Ordnance Artificer)  
USMC MOS 2149

**Upholsterer, Inside**  
USMC MOS 1169, 1181, 6048

**Videographer**  
4671

**Water-Treatment-Plant Operator** (Waterworks)  
USMC MOS 1169, 1171

**Weather Observer**  
USMC MOS 0847, 6821, 6842, 6852

**Welder, Combination**  
USMC MOS 1316, 2161, 6043, 6092

## Appendix E

Checklist for Marines Involuntarily Separated

1. Marines subject to involuntary separation who meet the criteria as set forth below may enroll in the MGIB prior to separation from active duty.
2. The following categories of Marines are now eligible:
  - a. Previously declined enrollment in the MGIB.
  - b. Previously not eligible due to the following:
    - (1) Initial entry onto active duty prior to 1 July 1985.
    - (2) A disqualifying period of prior active duty.
    - (3) VEAP era Marines
    - (4) Officers who received a commission from a service academy or a full ROTC scholarship after 31 December 1976.
    - (5) Any other Marines not currently enrolled in the MGIB.
3. The following requirements **MUST** be fulfilled to establish eligibility:
  - a. Must have been on active duty on 30 September 1990 or on or after 30 November 1993.
  - b. Must separate on or after 3 February 1991.
  - c. Must receive an involuntary separation.
  - d. Must receive an HONORABLE discharge. A general discharge (under honorable conditions) does not qualify.
  - e. Must not be currently enrolled in the MGIB. (Marines that were automatically converted from the Vietnam GI Bill to the MGIB)
  - f. Must make irrevocable election before separation if in the VEAP. (Marines currently in VEAP may apply to the DVA for a refund of any monies contributed to VEAP)
  - g. Must elect special enrollment using DD Form 2366 (Montgomery GI Bill Act of 1984) prior to separation.
  - h. Must pay or have \$1,200 reduced from final settlement prior to separation.
4. The following DOD Separation Program Designator (SPD) codes indicate involuntary separation and should be used for MGIB special enrollment. Note: A Marine not receiving one of the following SPDs upon separation is not eligible for special enrollment in the MGIB.

GCR/GDG/GFC/GFT/GFV/GFX/GGH/GHF/GHJ/GHK/GPC/GPD/GRA/GRB/GRC  
 HCR/HDG/HFC/HFT/HFV/HFX/HGH/HHF/HHJ/HHK/HPC/HPD/HRA/HRB/HRC  
 JBB/JBC/JBK/JBM/JCC/JCP/JCR/JDF/JDG/JFA/JFB/JFC/JFF/JFG/JFH/JFL/JFM  
 JFN/JFQ/JFR/JFT/JFV/JFW/JFX/JGB/JGC/JGH  
 JHD/JHF/JHJ/JHK/JND/JPC/JPD/JRA/JRB/JRC  
 LBB/LBC/LBK/LBM/LCC/LCR/LDG/LFC/LFF/LFG/LFH/LFT/LFW/LFX

LGB/LGC/LGH/LGJ/LHD/LHK/LND

5. The following four new SPD's were created to reflect denial of reenlistment or additional service. These should be used in separations processing (i.e., JUMPS-MMS, DD FORM 214).

a. JBK - Involuntary...should be used in lieu of KBK (which indicates voluntary separation) when a Marine has been denied reenlistment and discharged at EOS.

b. LBK - Involuntary...should be used in lieu of MBK (which indicates voluntary separation) when a Marine has been denied reenlistment and separated at EAS or for Marines denied additional service for which they unconditionally applied.

c. JBM - Involuntary...should be used in lieu of KBM (which indicates voluntary separation) when a Marine has been denied reenlistment and subsequently returns from overseas with less than 90 days to EOS.

d. LBM - Involuntary...should be used in lieu of MBM (which indicates voluntary separation) when a Marine has been denied reenlistment and subsequently returns from overseas with less than 90 days to EAS.