



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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Educ

26 AUG 1999

STATION ORDER P1560.1

From: Commanding General
To: Distribution List

Subj: MARINE CORPS AIR STATION (MCAS) MIRAMAR VOLUNTARY EDUCATION
PROGRAM (SHORT TITLE: VOLED)

Ref: (a) MCO 1560.25B

Encl: (1) LOCATOR SHEET

1. Purpose. To establish policies and procedures pertaining to VOLED Programs.

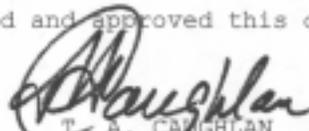
2. Background. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) provides overall policy guidance for the VOLED Programs of the military services and issues directives for implementation by the individual services.

a. This Order provides policy, requirements, and procedures for establishing and conducting the VOLED Program at each command. For information on Veteran's Educational Assistance Benefits see the reference.

3. Recommendations. Recommendations for changes to this Manual are invited and should be submitted to the Commanding General Marine Corps Air Station Miramar, Station Education Officer via the appropriate chain of command.

4. Reserve Applicability. This Manual is not applicable to the Marine Corps Reserve.

5. Certification. Reviewed and approved this date.


T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: MCAS A

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Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

ENCLOSURE (1)

- b. Support and reinforce the quality of life, recruitment, retention and promotion of quality personnel.
- c. Provide basic skills education that allows personnel to upgrade their reading, computation, and communication abilities in support of military occupations.
- d. Have application to civilian or military careers.
- e. Ensure that course offerings of each institution are per the base education plan. Institutions that offer programs will not schedule courses that duplicate the offerings of other institutions for the same student clientele. Availability of similar courses through correspondence is not considered a duplication.
- f. Provide courses and time schedules for the station education officers final approval and publications of a consolidated catalog of base programs.
- g. Provide classroom, office space, and library facilities to support the program.

4. Criteria for Selection of Post-secondary Institutions. Each civilian educational institution selected to conduct academic programs on MCAS Miramar must be chartered or licensed by a State Government or by the Federal Government and accredited by an organization that has been evaluated and recognized by the Council for Higher Education Accreditation (CHEA), or its successor, and DoEd. Additional criteria require that each institution must:

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- a. Be a member of SOCMAR and actively participate in SOCMAR, by issuing student agreements per the SOCMAR handbooks;
- b. Involve the parent campus in approving programs: in faculty selection, assignment, and orientation: and in teaching, monitoring, and evaluating the programs. Adjunct or part-time faculty will possess qualifications equivalent to full-time, permanent faculty members;
- c. Conduct on base programs from among those offered on its home campus (programs offered on base shall carry identical credit values to those offered on the home campus, represent the same content and experiences, and use the same procedures for evaluating student performance);

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MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 1

POLICY AND GENERAL INFORMATION

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MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 1

POLICY AND GENERAL INFORMATION

1000. POLICY

1. The purpose of the VOLED Program is to improve the competency of active duty Marines, to assist their career progression, and strengthen the personnel base of the Marine Corps.

2. VOLED SUPPORTS

a. The primary mission of maintaining an effective force in readiness and employing that force if required.

b. The minimum goals of a baccalaureate degree for all officers and a high school credential for all enlisted Marines.

3. VOLED will rely on programs, courses, and services provided by institutions accredited by an organization recognized by the Department of Education (DoEd) and public high schools.

4. At MCAS Miramar, a comprehensive educational program will be established to encompass a broad range of educational experiences based on the needs of command personnel. Included as needed will be: basic skills education; high school completion; post-secondary vocational and technical certificate programs; and associate, baccalaureate, and advanced degree programs.

5. Marines without high school equivalency will be counseled by the station education officer to attain a high school credential within 12 months of arrival at MCAS Miramar. All high school graduates will have the opportunity to pursue their individual post-secondary educational goals.

6. Marines who have not achieved high school completion will be assisted by both their commanding officer and the station education officer in obtaining high school credentials from a civilian high school or a state department of education.

1001. COMMAND RESPONSIBILITY

1. A VOLED program will be established by the Commanding General, MCAS Miramar to encourage and assist servicemembers in raising their levels of educational achievement. Positive command support at each level is essential to the operation of an effective educational program. This support will be reflected by:

- a. Adequate station education center staffing at the level of (1:2,000 staff to active duty Marines) with the education levels as outlined in ref (a) to provide effective program needs assessment, procurement, and management.
 - b. Adequate funds to operate an effective program, to include funds for supplies, equipment, classroom furniture, and training/travel for permanent personnel.
 - c. Physical facilities and equipment adequate to support the program, to include office space, equipment for staff, and classroom space for programs.
 - d. An effective counseling program.
 - e. Maintenance of data to determine program quality and effectiveness.
 - f. Ensuring the station education center is included on the check-in/out sheet as mandatory.
2. The station education officer will ensure that post-secondary education programs are selected and conducted per the "Standards and Guidelines for Station Education Programs" contained in this chapter.
 3. A program for the continuing professional development of the station education center staff and funds to support the program will be provided.
 4. Each Commanding Officer, down to and including squadron and separate administrative commands will:
 - a. Ensure that sufficient, qualified personnel are assigned to conduct the VOLED per the directions and guidelines outlined in this directive. Appointments will be made, in writing, as follows:
 - (1) Personnel appointed as education officers at station, and wing level will possess at least a master's degree in education or a related field and be appointed on a full-time basis.
 - (2) Enlisted Marines assigned to the education offices at station level will possess at least a baccalaureate degree and be assigned for a three year tour of duty.
 - (3) Officers appointed as education officers at lower than station, or wing level should possess at least a baccalaureate degree, and, insofar as possible, be assigned on a full-time basis.

(4) Enlisted Marines assigned as education noncommissioned officers at lower than station, or wing level should have successfully completed at least two years of college and, insofar as possible, be assigned on a full-time basis.

(5) The primary and alternate Defense Activity for Non-Traditional Educational Support (DANTES) Test Control Officers (TCO) should have at least a baccalaureate degree. The functions of DANTES TCO and Alternate (TCO) are contained in Chapter 3.

b. Proper facilities will be available to conduct DANTES testing and maintain DANTES test security.

c. The educational opportunities offered through VOLED at MCAS Miramar will be of the best possible quality and responsive to the needs of the command, and servicemembers.

d. Individual educational achievement will be recognized through ceremonial presentations and/or appropriate correspondence.

1002. EDUCATION FUNCTIONS

1. At MCAS Miramar the station education officer will be the sole liaison officer with officials of civilian educational institutions.

2. The MCAS Miramar station education office will:

a. Plan, supervise, and administer the local programs per this Order. These functions entail determining the educational levels of command personnel and conducting educational needs assessments to determine the specific programs of study in which members of the command are interested.

b. Prepare directives based on local planning;

c. Prepare official correspondence relative to VOLED;

d. Maintain official files, records, and data;

e. Maintain liaison with CMC (MR) for policy/procedures guidance.

f. Maintain internal liaison with staff personnel such as the training, personnel, planning, fiscal and disbursing officers, regarding the following functions:

(1) Planning for local programs;

(2) Handling of transcripts, course and test reports;

(3) Recording entries in service records; and

(4) Process TA per guidelines established by CMC (MR) and the Naval Education and Training Professional Development and Technology Center (NETPDTC).

g. Establish and maintain external liaison with local and state civilian educators.

h. Advise the Commander on all matters pertaining to adult education.

i. Serve as a special staff member to the commander and plan, develop, and implement an effective, organized education program which is responsive to the needs of command personnel.

j. Publicize and promote the opportunities available through the education programs, using a variety of appropriate media.

k. Identify and counsel, individually, enlisted Marines who do not possess high school credentials and officers who do not possess a baccalaureate degree.

l. Counsel and assist Marines in preparing an off-duty education plan. Maintain electronic education advisement records in the NETPDTC tuition assistance system for all Marines who participate in VOLED programs.

m. Procure required educational materials for all subordinate echelons of command.

n. Prepare education reports as directed by CMC (MR).

1003. EDUCATIONAL COUNSELING

1. VOLED will include educational guidance and counseling. Counseling will begin at MCAS Miramar with the individual's mandatory check in at station education.

2. All Marines will be provided educational counseling by qualified personnel upon check in at MCAS Miramar, and as requested during their assignment at MCAS Miramar.

3. All personnel participating in VOLED will establish and maintain an electronic education record. For information which cannot be maintained electronically, paper files are required.

1004. CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCES

1. 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).
2. ACE publishes the credit recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Commonly referred to as the ACE Guide, this publication contains a listing of formal courses offered by the Department of Defense (DoD) and each of the armed services, with recommendations for equivalent academic credit in various categories of post-secondary education. The credit recommendations provide a reference for civilian education officials to consider in granting credit for formal military learning experiences. The ACE stresses that the recommendations are advisory in nature; each institution is free to accept, modify, or reject recommendations per institutional policies.
3. Each Marine desiring to apply to a civilian school for credit for nontraditional educational experiences should be counseled to consult first with appropriate officials of the school where credit is being sought to learn of the school's policies and to provide the officials with preliminary information concerning educational experiences. The officials of the school to which application will be made will specify whether official documents or transcripts should be provided to the school and whether DD Form 295, Application for the Evaluation of Educational Experiences During Military Service, should be submitted to the school. The form contains instructions for completion and submission. DD Form 295 is available through the Navy Supply System, COG-1. If a record of formal schools completed is required and is not available at the applicant's duty station, a request may be submitted to CMC (MMRB-10).
4. The MCAS Miramar education center will provide classes and services to assist servicemembers stationed at MCAS Miramar to complete their DD Form 295.

1005. SERVICEMEMBERS OPPORTUNITY COLLEGES MARINE CORPS (SOCMAR)

1. SOC is a network of colleges and universities which have recognized and responded to the educational needs and problems encountered by servicemembers because of their mobile lifestyle. By subscribing to established criteria, the schools have made a commitment to cooperate with other civilian educational institutions to 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.

2. All colleges/universities with Education Service Agreement's (ESA) providing programs on MCAS Miramar must be members of and actively participate in SOCMAR. Failure to adhere to the SOCMAR membership requirements will result in termination of the institution's agreement to provide services on MCAS Miramar.

1006. STANDARDS OF CONDUCT

1. Personnel assigned to education billets and other personnel involved in the conduct of education programs offered to military personnel by civilian educational institutions will adhere to the policies set forth below:

a. Solicitations of subordinates by superiors who are teaching courses in education programs serving the military, including both on-base and off-base programs. Active duty military personnel and civilian employees of the Marine Corps who qualify as faculty members for these education programs shall, therefore, be advised of the applicable provisions of SecNavInst 5370.2G. This instruction prohibits Naval personnel 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. It also prohibits sales to DoD personnel who are junior in rank or grade. Although current directives encourage Marine Corps personnel to participate in VOLED, personnel who serve as faculty members are so acting in a private commercial capacity and should conduct themselves in conformance with SecNavInst 5370.2G.

b. The Secretary of Defense has issued a policy statement addressing the propriety of personnel in education billets accepting the offer of an honorary degree from a post-secondary institution that serves, has served, or may wish to serve military clientele. While acknowledging that such personnel may have made contributions to education that warrant recognition by the bestowing of an honorary degree, 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.

c. 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 is granted for widely recognized contributions to education; the degree was not offered prior to retirement; the offer is not conditional upon the performance of any service in the future.

d. Prior to acceptance of an honorary degree, the recipient of such an offer will first consult with the CMC (MR) regarding the propriety of the specific offer.

1007. STANDARDS FOR BASE EDUCATION PROGRAMS

1. Background. The following standards and guidelines will be used to ensure that quality programs are conducted to meet identified needs on Marine Corps installations.

2. Needs Assessment

a. MCAS Miramar will conduct an educational needs assessment every two years to assist in educational program planning.

b. A station education plan will be developed from the results of the education needs assessment and revised as necessary.

c. Appropriate State post-secondary planning, advisory, or governing agencies shall be advised of the results of the needs assessments, for use in statewide planning. These agencies will be asked to comment on the needs assessment and station education plan with specific reference to the capability of institutions within the State to provide educational services required.

3. Characteristics of MCAS Miramar Education Programs. The education programs conducted on MCAS Miramar will:

a. Lead to accredited degrees and/or certificates.

- b. Support and reinforce the quality of life, recruitment, retention and promotion of quality personnel.
- c. Provide basic skills education that allows personnel to upgrade their reading, computation, and communication abilities in support of military occupations.
- d. Have application to civilian or military careers.
- e. Ensure that course offerings of each institution are per the base education plan. Institutions that offer programs will not schedule courses that duplicate the offerings of other institutions for the same student clientele. Availability of similar courses through correspondence is not considered a duplication.
- f. Provide courses and time schedules for the station education officers final approval and publications of a consolidated catalog of base programs.
- g. Provide classroom, office space, and library facilities to support the program.

4. Criteria for Selection of Post-secondary Institutions. Each civilian educational institution selected to conduct academic programs on MCAS Miramar must be chartered or licensed by a State Government or by the Federal Government and accredited by an organization that has been evaluated and recognized by the Council for Higher Education Accreditation (CHEA), or its successor, and DoEd. Additional criteria require that each institution must:

1008. MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

- a. Be a member of SOCMAR and actively participate in SOCMAR, by issuing student agreements per the SOCMAR handbooks;
- b. Involve the parent campus in approving programs: in faculty selection, assignment, and orientation; and in teaching, monitoring, and evaluating the programs. Adjunct or part-time faculty will possess qualifications equivalent to full-time, permanent faculty members;
- c. Conduct on base programs from among those offered on its home campus (programs offered on base shall carry identical credit values to those offered on the home campus, represent the same content and experiences, and use the same procedures for evaluating student performance);

d. Accept credits for courses given off campus at the same value as those given on campus and include such credits in the determination of residency;

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

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

g. Ensure regular and frequent contact between campus based faculty and administrators and off campus representatives;

h. Use appropriate techniques to evaluate program effectiveness, such as externally formed examinations, student course critiques, faculty visitations to classes, and faculty review of final examinations, and;

i. Charge tuition and fees that are equal to or less than those charged to a nonmilitary clientele, except when the need for a variance can be documented. Ensure that a reasonable contribution to on base educational support is provided; that is, a proportion of income from TA shall be used to provide library support, and equipment, which will become the property of the U.S. Government. High enrollment courses must be used to underwrite the expense of offering small enrollment courses germane to the curricula.

5. Obtaining Services. To obtain educational services, MCAS Miramar will circulate a request for educational services.

a. When an institution is contacted to ascertain its interest in conducting a program on MCAS Miramar, adequate information will be provided to the institution to prepare a proposal for educational services. Information provided will include the following:

(1) The level and subject or discipline desired;

(2) An abstract of the command's needs assessment to support the potential student base for the program;

(3) Facilities, equipment, and supporting services that can be provided by the installation;

(4) A listing of the criteria contained in paragraph 4 and;

(5) Characteristics desired in the program to include the following:

(a) Format such as evening classes, independent study, or short seminar. If the format is to be nontraditional, the special needs of the target population should be explained;

(b) Extent of transfer of applicable credit from other programs or institutions;

(c) Recognition of credit based on military training or experience;

(d) Minimum and typical length of time needed for completion of the program on a part-time basis;

(e) The desirable requirements for completion of graduate programs, such as theses, comprehensive examinations, and structured course requirements;

(f) Administrative and student services to be provided by the institution;

(g) Class size range, and;

(h) Flexibility in scheduling to meet the operational requirements of the installation;

(i) SOCMAR requirements.

b. In submitting proposals to the installations, the institution will agree to:

(1) Show evidence that the applicable accrediting body is aware of and has approved the proposed extension of service before the program begins;

(2) Be evaluated by the appropriate accrediting body during the first year of operation on the installation and at appropriate times thereafter;

(3) For in-state institutions, obtain evidence that the State Approving Agency (SAA) has approved the program for veterans educational benefits at the installation. Institutions will also obtain evidence that the appropriate post-secondary planning, advisory, or governing agency in the state has been notified of the extension of educational services, and;

(4) For out-of state institutions, obtain evidence that the SAA of the state of California has approved the program for veteran's benefits at the installation. Institutions will also obtain evidence that the appropriate post-secondary planning, advisory, or governing agency in the state where the installation is located has been notified of the extension of educational services.

c. Proposals submitted by educational institutions will be reviewed by appropriate installation personnel including the Education Office to determine which institutions shall be invited to conduct programs on base.

d. Procedures whereby military installation officials evaluate proposals for educational services will be stated in the request for such services and shall be related directly to the criteria listed in paragraph 4 above. The price will not be the sole criterion for choosing among proposals. Technical judgments will be based on the academic merits, the range of the proposed programs, and the ability to satisfy installation needs.

e. An education agreement, signed by the station Commanding General and the academic institution president or a designee, will establish the guidelines for program delivery. MCAS Miramar will use the standard education agreement provided by the CMC (MR).

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 2

TUITION ASSISTANCE (TA) PROGRAM

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MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 2

TUITION ASSISTANCE (TA) PROGRAM

2000. PURPOSE. To issue policies and procedures for conducting the TA Program as a component of the VOLED.

2001. BACKGROUND. TA is designed to encourage personnel to attend off-duty courses. Under the provisions of the Tuition Assistance Program, active duty Marines and personnel of other military services attached to Marine Corps units may be authorized funds to enroll in classes delivered by accredited civilian educational institutions on campus, at resident centers, or on military installations.

2002. RESTRICTIONS ON THE TA PROGRAM

1. The authority to expend funds for the TA Program is derived from the recurring provisions of the annual DoD Appropriation Acts. The restrictions and provisions are as follows:

a. Appropriated funds may be used for the payment of no more than 75 percent of the charges of educational institutions for tuition or related instructional charges for off-duty education of military personnel.

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

c. TA may 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. (There is a similar limitation on educational assistance received from the Veterans Administration.)

d. Prisoners are not eligible for TA. Servicemembers confined in military or civilian correctional facilities will not be authorized TA.

e. TA will not be authorized to military personnel who are convicted of any crime which prevents officials or students at an institution of higher learning from engaging in their duties or pursuing their studies. A general provision of the DoD Appropriation Act for FY76 is quoted as follows:

"Section 737. No part of the funds appropriated under this Act shall be used to provide a loan, guarantee of a loan or a grant to any applicant who has been convicted by any court of general jurisdiction of any crime which involves the use of force, trespass or the seizure of property under control of an institution of higher education to prevent officials or students at such an institution from engaging in their duties or pursuing their studies."

f. Pell Grants may be used in conjunction with TA including their use to pay that portion of tuition costs not covered by TA. However, TA shall not be paid in any amount which constitutes a duplication of payment from other sources.

g. The calculation on TA payments shall be made after application of any payments from other sources including discounts, grants, or scholarships.

h. Individuals using TA may not apply for Veteran's Education Benefits for TA funded courses.

i. TA must be requested prior to the starting date of the term for which it is desired.

2003. DEFINITIONS

1. Accredited Institution. A civilian institution of higher learning whose accrediting body has been evaluated by the CHEA and are recognized by Council for Higher Education Accreditation (CHEA) and the Department of Education (DOEd).

2. Course. A resident course of instruction offered by an accredited educational institution for academic credit in terms of semester hours or quarter hours. Marine Corps Satellite Education Network (MCSEN) courses are included in this definition. A correspondence course (Independent study) is not included in this definition.

3. Fund-Approving Authority. A command which is authorized by the CMC (MR), to obligate funds for the off-duty TA Program.

2004. ELIGIBILITY. Personnel of the regular Marine Corps, personnel of the Marine Corps Reserve on extended active duty, and personnel of the other military services on active duty and operationally or administratively attached to the Marine Corps. Navy personnel will be funded according to Navy TA policy.

2005. POLICY

1. TA funds are available for study towards a diploma, credential, certificate, or degree at an academic level higher than that currently held by the service member. Servicemembers are responsible for that portion of tuition which is not funded and for all other costs such as: books, materials, lab fees, registration fees, transcripts, graduation, etc., regardless of level of study. The hierarchy of academic levels is defined as follows: high school equivalency, vocational technical certificate, associate, baccalaureate, master and first professional, and doctorate. Lateral degrees (those on the same level of the hierarchy) will not be funded.

2. TA is authorized for off-duty studies offered by institutions whose accrediting bodies have been evaluated and recognized by the CHEA and the DOEd. Listings of approved accrediting groups and accredited institutions are available in the higher education directory, *Accredited Institutions of Postsecondary Education*, distributed by Defense Activity for Non-Traditional Education Support (DANTES). TA is not authorized for noncredit courses, continuing education units or training programs.

3. Servicemembers with a valid high school credential including the GED, or who have already completed 12 semester hours of college are eligible for vocational-technical (Vo-Tech), associate, or bachelor degree are ineligible for funding for a Vo-Tech certificate. See the funding criteria section for specific eligibility requirements.

4. Servicemembers in poor academic standing (grade point average (GPA) below 2.0) are not eligible for TA until a GPA of 2.0 or better is achieved.

2006. FUNDING CRITERIA BY PROGRAM

1. High School. Tuition for study leading to a valid high school credential will be fully funded (100 percent) up to a FY maximum established annually by ALMAR.

2. Vo-Tech. Tuition for study leading to an applicable Vo-Tech certificate will be funded at seventy-five percent of the cost of tuition up to a FY maximum established annually by ALMAR.

a. Vo-Tech study will be funded only if it leads to a certificate or degree. A Vo-Tech certificate is considered a lower academic level than an associate, bachelor, or graduate degree.

b. A combination of Vo-Tech and undergraduate level study will not exceed the FY undergraduate cap.

3. Developmental courses. Servicemembers who have been screened and identified, by institutional counselors, as requiring developmental courses as a prerequisite to enrollment in college courses may use TA funds for such courses. Education officers must receive official written confirmation from the college/university substantiating the requirement for developmental courses. Funding for these courses will count towards the individual's FY undergraduate cap. The courses must carry academic credit and the individual must receive a grade.

4. Preparatory Courses. TA will not be used for preparatory courses such as Scholastic Aptitude Test prep, Graduate Record Examination prep, Armed Forces Classification Testing prep or other test preparation classes.

5. Undergraduate Level Study. 75 percent of tuition costs for undergraduate study will be funded to a FY maximum established annually by ALMAR.

a. If a Bachelor's Degree is officially conferred during the FY, the student is still eligible for TA funds for graduate study. TA funds already expended during the FY will be counted towards the graduate level funding cap.

b. Undergraduate level study is defined as study leading to an associate or bachelor degree.

6. Graduate Level Study. 75 percent of tuition costs for graduate study will be funded up to a FY maximum established annually by ALMAR.

a. Prerequisites for graduate study will be funded if required by the college/university.

(1) The servicemembers must provide the education officer with an official letter from the institution, on its letterhead stationary, listing required prerequisites. The education officer will determine if funding is warranted and will retain the letter on file.

(2) TA expenditures for prerequisites will be counted against the FY limits for graduate study listed above.

b. Graduate level study refers to study leading to a Master's, first Professional or Doctorate Degree.

7. Independent Study/Distance Learning Courses. 75 percent of tuition costs will be funded for courses if they are an approved part of a degree program. The FY maximum is determined by the degree

program level. Complete enrollment procedures are contained in Chapter 3 of this Order.

a. Courses must be completed within one year, or prior to the servicemembers End Active Service (EAS) or the institution's time limit, whichever is less of.

b. Courses must be delivered by institutions in the current DANTEs Independent Study, External Degree, or Distance Education and Training Council catalogs or by a regionally accredited college or university.

c. Courses longer than 18 weeks in length will be reimbursed to the individual by DANTEs following successful completion of the course. Courses 18 weeks or less in length will be funded up front with TA.

d. Location code "3" in the automated TA system must be used to differentiate these courses from resident courses when authorizing TA.

2007. PROCEDURES

1. Individuals who desire to enroll in courses under the TA Program will:

a. Consult the station education officer to determine educational opportunities locally available. The education officer will refer each individual to the educational counselor at the appropriate school.

b. Apply for admission to the educational institution (if required) and request a statement of admission if it is a first enrollment in the school or if subsequent re-admission is required by the school. Students will provide the education officer with a degree plan or SOCMAR student agreement prior to receiving TA, for their fourth course. Students enrolling in SOCMAR schools will request a SOCMAR student agreement from the school.

c. Submit a NAVMC 10883 (Request for Tuition Assistance) to attend classes under the TA Program via the unit commander, or authorized representative, to the designated fund-approving authority (station education officer or designee) prior to the convening date of the published institution VA term start date. Individuals requesting TA even if they are a commanding officer may not sign block 11 of their own request. NAVMC 10883 is only as a TA request document and will not be used as a funding document. The letter of admission, if required, will be attached to the request.

d. Execute a written agreement which authorizes NETPDTC to receive grade reports from the educational institution or agrees that the individual will provide grade reports to Commanding Officer, Naval Education and Training Professional Development and Technology Center (NETPDTC), Code N8115, Marine Corps Group, 6490 Saufley Field Road, Pensacola, FL 32509-5241 within three days of receipt of grades from the institution. The responsibility for ensuring grades are received by NETPDTC remains with the student.

e. Proceed to enroll only after receipt of an approved automated TA form from the fund-approving authority. Copy number one of the approved request will be delivered to the school at the time of registration by the student, but not later than the first scheduled class date.

f. In the event a decision is made not to enroll in the approved courses, immediately return the approved request to the fund authority (station education officer) .

g. In the event of withdrawal from any course(s), immediately notify the fund-approving authority (station education officer), in writing, stating the reasons for withdrawal. Involuntary withdrawal due to work schedule deployment, temporarily assigned duty (TAD), etc., are basis for exception to the payback of TA if validated in writing by the servicemember's commanding officer and approved by the fund authorizing authority (station education officer).

2. Each individual requesting tuition assistance will be counseled on the specific responsibilities imposed by the agreement as well as the individual responsibilities incurred under provisions of this directive. The individual will sign an acknowledgment of TA regulations prior to receiving TA.

3. Basic TA Form. The automated TA form will be used and replaces NAVMC 10883 (REV. 5-90) as the fund authorization document. The NAVMC 10883 will be used to obtain signature approval until replaced, but will not be used for fund authorization/obligation.

a. The form must be approved by the TA approving authority (station education officer) or a designated representative, prior to the starting date of each course. TA will not be approved retroactively. The station education officer may approve late submissions which are received prior to the institution's last add date, if the servicemembers commanding officer verifies in writing that the servicemember was deployed (not just on leave) prior to the term start date. Requirement for prior approval supersedes all institution enrollment and payment policies.

b. For officers, a copy of the TA form will be forwarded to the CMC (MMSB) for inclusion into the officer's official military personnel file. The address is CMC (MMSB-20), HQMC, 2008 Elliot Road, Quantico, VA 22134-5030.

4. Limitations. An individual servicemember must have no more than two outstanding grades at any given time. An outstanding grade is defined as an approved form with a grade outstanding more than 30 days after the completion date of the course. Before receiving additional TA, grade(s) must be submitted, to Commanding Officer, NETPDTTC, Code N8115, 6490 Saufley Field Road, Pensacola, FL 32509-5241 to validate successful course completion.

a. A servicemember must successfully complete the course or face recoupment of TA. Successful completion is defined as course completion with a grade of "D" or higher or "P" for passing. TA funds will be recouped from the individual for failed courses, incomplete courses, or courses from which the servicemembers voluntarily withdrew.

b. Recoupment may be waived for a servicemember who withdraws for duty related reasons. The servicemember must submit proof to the station education officer such as TAD orders, Permanent Change of Station orders, and a letter endorsed by his/her commanding officer. The education officer, in coordination with CMC (MR) will determine if a duty waiver is warranted. Recoupment will not be waived for grade(s) of "F".

c. Recoupment procedures for failures, withdrawals and incomplete courses.

(1) Grade Request Letter is issued to the student at the unit address in the MCTFS if a grade is not received by 60 days after the course completion date.

(2) A TA indebtedness resolution letter is issued to the student via his/her commanding officer if there is no response within 30 days to the Grade Request Letter.

(3) A DD139 pay checkage is initiated if there is no response within 30 days to the indebtedness resolution letter. The pay checkage is initiated by NETPDTTC and requires no action on the part of the station education officer or the local disbursing office. If a student receives a "W" or an "F", the process starts with a letter of indebtedness since a withdrawal or failure is posted as the grade.

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

5. Changes and cancellations. TA form changes or cancellations will be processed per the instructions listed at the bottom of each automated TA Form. Changes which alter the monetary amounts must be approved by the station education officer or his/her designated representative. Failure to notify NETPDTC of changes and cancellations will result in nonpayment of TA or recoupment of TA from the individual.

6. Officer obligation. Commissioned officers will be counseled on their oath/promise to two years of continued active duty and the reimbursement requirement for unserved obligated time before TA is authorized. The counseling entry reads as follows: "I agree, per the provisions of 10 U.S.C. par 10005, to remain on active duty for two years after completing the above (subject) course(s). If I voluntarily separate or am separated due to misconduct from active duty military service, I agree to reimburse the Marine Corps an amount proportionate to the amount of unserved duty. This agreement does not obligate the military service to retain me on active duty."

a. Officers released from active duty involuntarily are exempt from the mandatory payback of TA. The officer must receive an involuntary separation code as defined by CMC (MR).

b. Payback of TA does not obligate the Marine Corps to release a servicemember from active duty if the period of obligated service has not been completed.

c. Procedures for recoupment due to unserved obligation.

(1) HQMC separations branch reviews the records of all separating officers and notifies the separating officer's command when the two year obligation is not met and TA recoupment is required.

(2) The separating officer must contact the station education officer who will prepare an Officer Repayment Report from the automated TA system.

(3) The station education officer will instruct the separating officer to send a certified check or money order, payable to the Treasurer of the United States, to: Commanding Officer, NETPDTC, Code N8115, 6490 Saufley Field Road, Pensacola, FL 32509-5241. A letter containing social security number, separation date, and report described in 6(c)2 will accompany the payment.

(4) Upon receipt of payment by NETPDTC, the officer's record may then be cleared for out-processing.

2008. ACTION

1. The station education officer will coordinate with public affairs, career planners, and the local commands to ensure all eligible servicemembers are aware of the educational opportunities available while on active duty.

2. All commanders will:

a. Ensure that information regarding availability of TA funds is disseminated to all servicemembers;

b. Ensure the implementation of the TA program; and

c. Provide specific emphasis and maximum assistance to support deployed/isolated Marines by ensuring dissemination of the following information:

(1) Deployed/detached Marines are eligible for TA, testing, and approved correspondence study directly from the educational institutions through the education office at the base from which they deployed. Information regarding materials, services, and programs shall be provided prior to deployment with appropriate lead time to enable the deployed Marines to take advantage of those opportunities.

(2) TA for Unit Deployment Program deployments to Okinawa is provided by MCB, Camp Butler. However, if a deployed Marine is located on a MCB, the local installation education center will provide TA upon request.

(3) Although funding is consolidated under one fund-controlling authority, it is the responsibility of each unit commander to determine whether a Marine will be available for classes and to sign and forward the TA request to the fund-approving authority.

(4) Each action by the individual's commanding officer must be coordinated with the fund-controlling authority to ensure that funds will be available to support requests.

3. The station education officer will:

a. Review each request to ensure that the provisions of this Order, or modifying ALMARs, and the current Marine Corps Directives concerning the Privacy Act have been complied with prior to approving the request.

b. Enter the information provided on the NAVMC 10883 into the centrally managed TA system.

- c. Generate and sign an automated TA form.
- d. Students who voluntarily withdraw from courses after the institution's no penalty add/drop date must repay the amount funded by the Marine Corps. This amount should be forwarded to Commanding Officer, NETPDTC (Code N8115), 6490 Saufley Field Road, Pensacola, FL 32509-5241.
- e. Inform institutions on MCAS Miramar that grades must be provided to NETPDTC by the academic institution within 30 days after the course completion.
- f. Instruct each Marine to provide the squadron/administrative office with a copy of grade reports so they may be entered into the service record book or officer qualification record.

2009. FISCAL INSTRUCTIONS

1. Funds to administer the TA Program are appropriated annually and will be available for fund-approving authorities through NETPDTC, the centrally managed TA authority.
2. A fund-approving authority obligates funds for the current FY as necessary to fulfill requests from applicants within the individual limits defined by the CMC (MR) until the established funding ceiling is reached.
3. The authorization date of the TA determines the chargeable fiscal year appropriation. A course beginning in one fiscal year and ending in the next fiscal year will be charged to the fiscal year in which the course commenced.

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 3

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT
(DANTES)

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MARINE CORPS VOLUNTARY EDUCATION PROGRAM

CHAPTER 3

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT
(DANTES)

3000. GENERAL. DANTES supports the VOLED functions of the Office of the Secretary of Defense and the Military Services.

3001. MISSION. The primary mission of DANTES, in support of VOLED programs of the military services, is to provide nationally recognized examination and certification programs and to facilitate the availability of independent study courses, distance learning programs, and external degree programs from civilian educational institutions. DANTES contracts with civilian testing agencies to provide various examination programs. The DANTES Examination Program Handbook (DEPH) is automatically distributed to each Marine Corps command authorized by the CMC (MR) to conduct DANTES testing. To facilitate the mission, DANTES issues the three catalogs listed below. The DANTES Independent Study, External Degree, and Distance Education and Training Council catalogs are distributed by DANTES to Marine Corps installations.

3002. DEPARTMENT OF DEFENSE FORMS (DD FORMS). Sample copies of DD Forms used in conjunction with DANTES programs and referred to in this Order are contained in the above identified catalogs. The Navy stock number printed on the form or specified in the text will be used to requisition supplies from the Navy Supply System (COG-I). DD Forms available from DANTES are identified in the above listed catalogs.

3003. TRANSCRIPTS OF UNITED STATES AIR FORCE INSTITUTE (USAFI)

1. DANTES is responsible for maintaining the USAFI student record files for entries made prior to 1 July 1974.

2. Transcripts of USAFI courses and tests completed prior to 1 July 1974 will be issued, upon request and without charge to Test Control Officers (TCOs) for counseling purposes. Military examines must send the "USAFI Transcript Request Form for Tests Taken Before July 1974" with a \$10 fee per transcript to:

Educational Testing Service
P.O. Box 6605
Princeton, NJ 08541-6605

3. The official copy of the transcript is forwarded to the address provided such as an educational institution, employer, or state department of education.

4. Transcripts of USAFI courses and tests will include all examinations and courses completed through USAFI before 1 July 1974. Requests for partial transcripts will not be honored.
5. In response to inquiries from veterans, the education officer should advise them of the correct address for obtaining USAFI transcripts. Veterans may use the "USAFI Transcript Request Form for Tests Taken Before July 1974" or may prepare a letter including the following: Name, social security number and any previous military service numbers, branch of service, date of birth, date and place where tests were taken, and the address to which the transcript is to be sent.
6. Per the provisions of the Privacy Act of 1974, all requests for transcripts must be signed by the examinee.

3004. DANTES EXAMINATION PROGRAM. The examinations available through DANTES are described in DEPH, together with the policies and procedures by which the military services may conduct testing. All commands authorized to conduct DANTES testing by the CMC (MR) will comply with the procedures contained in the current edition of DEPH and with amplifying or modifying instructions contained in this Order.

3005. ELIGIBILITY REQUIREMENTS

1. The examinations offered through the DANTES examination program are available on a funded basis to active duty and reserve components of the Marine Corps.
2. Civilians may be eligible to take some examinations on an unfunded basis. Restrictions vary with each examination and between CONUS and overseas testing centers. Refer to the DEPH for specific civilian examination eligibility and restrictions.
3. DANTES TCO's, Alternate Test Control Officers (ATCO's), Interim Test Control Officers (ITCO's), and Test Examiners will not be eligible for examinations offered through DANTES until six months following the expiration of their appointments.

3006. DANTES TESTING CENTERS

1. A DANTES testing center is a facility established by a military service, on a military installation, to administer the DANTES examination program as part of the VOLED program.
2. MCAS Miramar is a designated DANTES stocking test center.

3. The MCAS Miramar DANTES test center will be inspected once during each calendar year according to the policy in the DEPH.
4. The person in charge of a DANTES test center will be a duly appointed TCO according to the guidelines in the DANTES Examination Program Handbook. All testing must take place under the direct supervision of the TCO, ATCO, ITCO or an appointed Test Examiner.
5. The operation of an authorized DANTES test center will be in strict compliance with the policies and procedures in the DEPH.

3007. DANTES TCO

1. Appointments of DANTES TCOs, ATCOs, and ITCOs, are approved by the CMC (MR) and confirmed by DANTES per procedures in the DEPH. New TCOs, ATCOs, ITCOs must receive written confirmation from DANTES before beginning associated duties.
2. The DANTES TCO and ATCO will have a minimum of a baccalaureate degree.
3. The DANTES TCO and ATCO must be qualified commissioned officers, warrant officers, staff noncommissioned officers in the grade of staff sergeant or above, or federal civil service employees.
4. Civilian personnel will have the responsibilities of DANTES TCO clearly specified in their official position descriptions.

3008. RESPONSIBILITIES OF THE TCO

1. The appointed TCO has the full responsibility for the security and administration of the DANTES examination program as specified in the DEPH. The ATCO may perform all duties of the TCO; however, the TCO is ultimately responsible. In fulfilling those responsibilities, the TCO will ensure the following:
 - a. A qualified examiner, with a minimum of a baccalaureate degree will be appointed to assist the TCO.
 - b. Proctors are designated by the TCO and NEVER have access to DANTES examinations. They are used at a ratio of 1:15 examinees to monitor test administration as defined in the DEPH.
 - c. Testing personnel are familiar with and follow the policies and procedures in the DEPH.
 - d. Applicants for testing are screened for eligibility for testing or retesting.

e. The DANTES Test Inventory Report, DANTES form 1560/12, is submitted to DANTES, Code 122, 6490 Saufley Field Road, Pensacola, FL 32509-5243 no later than 15 working days after the end of each fiscal quarter. A copy of this inventory is submitted to the CMC (MR).

2. The appointed ATCO will assume all of the responsibilities of the TCO in the temporary absence, (not to exceed 30 days) or unavailability of the TCO.

3009. SECURITY OF DANTES EXAMINATION MATERIALS

1. All DANTES test materials are controlled items and are to be handled in such a manner as to prevent loss, theft, or compromise. Under no circumstances are DANTES examinations to be destroyed at the test center.

2. Requirements for handling, storing, transporting and accounting for examinations are contained in the DEPH. Only DANTES authorized personnel may handle examinations.

3. The security container must be used only for DANTES testing materials. Only the TCO, ATCO, ITCO and examiner will have access to the security container. Procedures regarding the security container are contained in the DEPH.

4. The DANTES TCO will not lend or transfer tests to other commands or TCOs.

5. Tests will only be used as authorized by the appropriate DANTES contractor as specified in the DEPH.

3010. ADMINISTRATION OF DANTES EXAMINATIONS

1. The DANTES TCO or the appointed examiner will be physically present at all times when testing is being conducted.

2. Tests will be administered only to individuals whose eligibility for testing on a particular examination has been clearly established. Whenever possible, require two forms of identification.

3. All testing will be conducted in strict compliance with the instructions for the particular examination as contained in the DEPH.

4. Tests may be administered only at the authorized DANTES test center where the tests are received and stored.

5. The forwarding of test booklets and/or completed answer sheets to the appropriate contractor or examination agency will be in strict compliance with the DEPH. Each package will be double wrapped and sent by certified or registered mail and return receipt requested.

3011. LOSS OR COMPROMISE OF DANTE'S EXAMINATIONS

1. In the event a DANTE'S examination or any of its component parts is lost or otherwise placed in danger of compromise, the TCO will:

a. Suspend all testing on the jeopardized test in accordance with the procedures contained in the DEPH for that particular test.

b. Impound all tests, test batteries, and completed answer sheets of the lost or jeopardized test, whether from the testing center stock or original issue, and place them in a security container separate from the other tests.

c. Immediately report the loss or compromise by the fastest means available to the CMC (MR), with an information copy to DANTE'S. The notification message should include how and when the test was lost or compromised, the form and serial numbers of the test booklets, and a statement that testing has been suspended on the jeopardized tests and they have been impounded. The TCO will provide the name and commercial phone number of the investigating officer to DANTE'S within two days of the discovery of the loss.

2. The Commanding Officer of the base will appoint an objective officer to conduct the investigation. Within 30 days the command will report the findings of the investigation to the CMC (MR). The report will include the reason for loss/compromise, details of the loss/compromise, conclusions of the investigation, and recommendations for corrective action to prevent recurrence.

3. Testing may be resumed only when authorized by CMC (MR).

4. In the event of improper test conduct, the TCO will follow the procedures contained in the DEPH and immediately contact the CMC (MR).

3012. DANTE'S TEST REPORTS AND TRANSCRIPTS

1. The DANTE'S test contractors will issue the initial test reports without charge following the scoring of a test or battery for which the contractor is responsible. Score reporting procedures for each exam are contained in the DEPH. Additional score reports and transcripts will be available in accordance with the fees specified in the DEP

2. Some reports may be issued to TCOs, ATCOs, and ITCOs without charge for counseling purposes only. The examinee's written release is required.

3013. DANTES INDEPENDENT STUDY PROGRAM

1. DANTES publishes the External Degree, Independent Study and Distance Education and Training Council catalogs to provide information concerning independent study courses available to servicemembers from civilian educational institutions. The independent study courses listed therein include correspondence courses and credit by examination courses. Independent study is designed to assist military personnel who are stationed at isolated sites, do shift work, are transferred before completion of their programs to locations where required courses are not offered, or have advanced to a level in their programs at which needed courses are not locally available.

2. Many colleges and universities have limits as to the amount of independent study which is acceptable toward a degree. All prospective independent study students should therefore consult with the representative of the educational institution where they wish to receive credit prior to enrolling in an independent study course.

3. Marine Corps TA is available for courses discussed in Chapter 2 that are an acceptable part of a degree program at a higher level than the one currently held by the servicemember. The course must be completed within the time limit specified by the institution or one year, whichever is less.

4. Marines applying for independent study courses may apply for Veteran's Administration (VA) in-service benefits if eligible. DANTES Independent Study Catalog provides detailed information regarding VA payments for courses available through the DANTES Independent Study Program.

3014. PAYMENT AND REGISTRATION PROCEDURES FOR DANTES INDEPENDENT STUDY PROGRAM

1. General

a. Funds are available for study toward a diploma, credential, certificate, or degree at an academic level higher than that currently held by the servicemember. Servicemembers are responsible for that portion of tuition which is not funded and for all other costs such as: books, materials, lab fees, registration

fees, transcripts, graduation, etc., regardless of level of study. The hierarchy of academic levels is defined as follows: high school equivalency, Vo-Tech certificate, associate, baccalaureate, master and first professional, and doctorate. Lateral degrees, those on the same level of the hierarchy, will not be funded.

b. Funding is authorized for off-duty studies offered by institutions listed in the DANTES Independent Study, External Degree, and DETC catalogs. If the institution is listed in a DANTES catalog(s), the individual course(s) does not have to be listed to authorize funding. Funding is also authorized for distance learning (independent study) courses from any regionally accredited college or university even if the institution is not listed in the DANTES catalog(s).

c. Funding for distance learning (independent study) courses is subject to and cumulative toward the FY individual caps established for TA.

d. Commissioned officers who receive funding for distance learning (independent study) courses are subject to the officer obligation of two years of service as defined in Chapter 2 of this order.

2. Funding Criteria

a. Courses designated by the institution as less than or equal to 18 weeks in length will be funded with TA up front. The servicemember must obtain TA authorization prior to enrolling in the course(s) per procedures defined in Chapter 2 and are subject to all limitations established in Chapter 2. Failure to complete the course within the defined time limit will result in recoupment of TA from the servicemember.

b. Courses designated by the institution as longer than 18 weeks in length or with no set time limit must be completed within one year or the institution's time limit whichever is less. Servicemembers will be reimbursed for these courses by DANTES following successful completion of the course. Courses longer than 18 weeks will not be authorized TA up front.

c. The immediate educational goal of the servicemember will determine the FY monetary cap on funding.

d. Courses must be completed prior to the servicemember's EAS.

3. Funding and Enrollment Procedures

a. TA Funded Courses

(1) The servicemember will request funding per the guidance in Chapter 2 of this reference prior to enrollment in the course(s).

(2) The Base/Station education officer or their designee will use location code "3" in the automated TA system when authorizing TA for distance education (independent study) courses.

b. Reimbursable Courses

(1) Servicemembers must complete the DANTES Distance Learning Enrollment form 1562/31. For regionally accredited schools not listed in the DANTES catalog(s), servicemembers will also complete the DANTES Special Enrollment Procedures form 1562/40.

(2) Forms must be completed and authorized by the base/station education officer prior to enrollment in the course(s) to be eligible for reimbursement.

(3) The servicemember will submit the required forms along with payment to the academic institution upon enrollment in the course(s). Reimbursement will be provided to the individual by DANTES upon successful completion of the course(s) and receipt by DANTES of an official grade from the institution.

(4) Requirement for prior authorization supersedes all institution enrollment and payment policies.

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 4

APPRENTICESHIP PROGRAM

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MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 4

APPRENTICESHIP PROGRAM

4000. BACKGROUND

1. The Marine Corps Apprenticeship Program was developed by the Marine Corps in conjunction with guidance provided by the Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor (DOL). In July 1977, the DOL and the USMC signed National Apprenticeship Standards allowing the Marine Corps to implement a nationally recognized apprenticeship program in those Military Occupational Specialties (MOSs) identified as apprenticeable (Appendix C). Subsequent to the establishment of these standards, service school commands were designated program sponsors for developing apprenticeship programs within their cognizant areas of responsibility.

2. The program was developed to stimulate retention and professional development while complementing other retention and recruiting efforts. The apprenticeship program offers Marines an opportunity for MOS proficiency development with a clearly defined personal goal. The program is for Marines from the ranks E-1/E-5. The only exception is when a Marine has prior enrollment status in the apprenticeship program before the Marine becomes a SNCO. Through the requirement of related formal instruction, participating Marines are encouraged to enroll in related correspondence courses, thereby further enhancing their professional and personal development. As Marines pursue their goals, they become more competent in their MOS and develop increased awareness of how their professional progression is in consonance with the overall mission of the Marine Corps. Upon completion of a program and at the request of the CMC (MR), the DOL will award a Certificate of Completion of Apprenticeship to the Marine, thereby officially recognizing the Marine's attainment of journeyman status.

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

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

b. 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.

c. Is recognized by the BAT and therefore practiced industry-wide as an identifiable and distinct trade.

d. Involves the development of skills broad enough to be applicable throughout an industry.

4. The Marine Corps Apprenticeship Program has been developed in a large number of MOSs (Appendix C). A companion booklet entitled "The Work Process Schedules" lists the MOSs and the number of hours required for each skill area.

4001. OBJECTIVES

1. The objectives of the Marine Corps Apprenticeship Program are:

a. To document skills acquired while on active duty in the Marine Corps which lead to journeyman status;

b. To provide a recruiting/retention incentive;

c. To improve personal and professional performance;

d. To provide continuing educational advancement for Marines whose abilities and interests are in trade skills; and

e. To enhance the opportunities for Marines to obtain civilian recognition based upon skills acquired while serving in the Marine Corps.

4002. ACTION

1. The BAT, DOL will:

a. Provide a field representative, on request, to assist designated program sponsors in developing/updating apprenticeship programs; and

b. Issue Certificates of Apprenticeship completion.

2. The CMC (MR) will:

a. Establish policy, provide information, procedures, and assist occupational field sponsors with the development of Work Process Schedules,

b. Maintain liaison with the BAT, DOL,

c. Approve program registration requests;

d. Maintain computer records on all Marines in the program

e. Forward to the BAT a transmittal form for each Marine who has completed the prescribed program.

3. Marine applicants not in attendance at a service school may enroll and participate in the program providing the Marine is working in the actual apprenticeable MOS. (Complete a NAVMC 11013 and take it to the station education officer).

4. The station education officer will verify accuracy of Marines' records.

5. The station education officer will manage the apprenticeship program at MCAS Miramar.

4003. AVAILABILITY OF FORMS. The Apprenticeship Registration Application (NAVMC 11013), Apprentice Progress/Status Report (NAVMC 11014), and the Apprentice Work Experience Hourly Report (NAVMC 11015) will be obtained through the Marine Corps supply system by the station education officer.

4004. RECORDS DISPOSITION. Individual records maintained by station education offices will be transferred to the receiving command upon transfer of the participating Marine. Individual records will be maintained by each education office per the Marine Corps Records Management system (retention period two calendar years plus one on temporary files). The CMC (MR) will register applicants in the DOL computer system (Apprenticeship Information Management Systems (AIMS)) and update each record upon receipt of status reports. Once a record is updated in the AIMS, the correspondence will be destroyed. The CMC (MR) will not maintain individual apprentice correspondence; therefore, it is imperative that each education officer maintain their local files for two calendar years plus one upon a Marine's completion of the program. The CMC (MR) will maintain copies of the completion certificates. Advise Marines to place their log in a three-ring binder for protection. This log should be kept as a permanent record even after completion of the program, by the Marine, as employers often want to see actual work experience records.

4005. REGISTRATION PROCESS

1. Interested applicants will:

a. Obtain a Work Process Schedule from the station education office. This schedule contains detailed information concerning the apprenticeable programs;

b. Complete the Apprentice Registration Application Form (NAVMC 11013) and submit the original registration application to the station education officer. This is the only administrative requirement for enrollment in the program;

c. Submit the application to the station education officer for evaluation and awarding of credit hours based on prior work experience;

d. The station education officer will forward applications to CMC (MR) for approval;

2. The station education office will:

a. Evaluate the documented previous experience level of the Marine and forward the application to HQMC for processing.

b. Evaluate previous experience and training for Marines. After evaluation, appropriate credit hours for prior experience/vocational training related to the apprenticeship program will be awarded. The awarding of credit hours for previous experience is limited to a maximum of one-half the hours required for the entire program. If a determination is made that credit should be awarded for previous experience, Block 16 of the Apprentice Registration Application form will be completed,

c. Upon satisfaction of all requirements for the Apprenticeship Training Program, submit the final Progress/Status Report (NAVMC 11014) to HQMC to request the Certificate of Completion.

3. The Marine's station education officer will ensure that all entries in the Apprentice Work Experience Hourly Records are correct and will verify on a semiannual basis. After verification, the Apprentice Progress/Status Report and the Work Experience Hourly Record will be forwarded to the CMC (MR) to be entered in the Marine's official apprenticeship record.

4. This program relies heavily on the integrity of the Marine, his supervisor, and the station education officer; therefore, a Marine's apprenticeship progress is not taken lightly. The average work week is considered to be 40 hours. Any week showing more than 40 hours worked will require justification by a letter from the Marine's Commanding Officer. The hours entered on the record must be HANDS-ON work experience in a skill area listed on the Work Processes Schedule. NOTE: Hours spent on other military duties, e.g.: watches, breaks, as a supervisor, in school, at meals etc., do not count as work experience. Eight hours is considered to be a regular workday.

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 5

MILITARY ACADEMIC SKILL PROGRAM (MASP)

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MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 5

MILITARY ACADEMIC SKILL PROGRAM (MASP)

5000. BACKGROUND. Increasingly sophisticated technology makes skilled personnel essential to the readiness, efficient management, and professionalism of the Marine Corps. The ability to demonstrate competence in the academic skills of reading, mathematics and communications/writing is essential to the career potential of each enlisted Marine as well as to the readiness of the Marine Corps.

5001. POLICY

1. The purpose of the MASP is to improve the competence of active duty Marine enlisted personnel and to improve their promotion potential which, in turn, tends to strengthen the enlisted personnel base of the Marine Corps. To this end, the following program parameters apply:

a. The MASP is a fully funded program, conducted during normal duty hours, that provides academic skills education development related to military, professional and personal requirements.

b. Personnel deficient in any of the academic skills of reading, mathematics, and/or communications/writing may participate in MASP. Those Marines who are identified as having reading, mathematics or communications skills below the 10.2 grade level or have a GT score of 99 or below compose the target population to be screened for MASP.

c. Although it is desired that enlisted personnel attain a high school credential as a minimum, MASP is not authorized for the purpose of preparing individuals to obtain high school diplomas. Those MASP participants who do not already possess a high school credential will be encouraged to enroll in an off-duty high school completion program upon successfully mastering MASP training requirements.

d. Screening criteria for the selection of MASP participants include motivation, level of academic skills required for satisfactory performance in a specific MOS, military classification test scores, and, if desired, scores from appropriate commercial aptitude and achievement tests. Enrollment in MASP training may be voluntary or directed, as needed. There is no period of obligated military service attached to MASP participation nor will MASP participants be restricted to those Marines who indicate an intent to reenlist.

e. Marines may be referred to MASP as follows:

(1) Command Referral

(2) Formal School Referral

(3) Supervisor Referral

(4) Self Referral

Final approval for participation in MASP for military personnel resides with their Commanding Officer.

5002. PROGRAM IMPLEMENTATION

1. The Commanding General MCAS Miramar will have the station education officer assess the local needs and establish and support a MASP programs to fulfill the needs of personnel at MCAS Miramar.

a. The Commanding General, MCAS Miramar in coordination with the station education officer, shall ensure the following in support of MASP.

(1) Eligible military personnel for academic skills education will be scheduled for MASP over the MCSEN.

(a) The station education officer will identify during check-in Marines on the installation with GT scores of 99 or less to be screened for the MASP program. To insure all Marines are identified the personnel officers of MCAS station and 3RD MAW will provide the station education officer a roster by unit of individuals with GT scores of 99 or below on 15 March and September each year.

(b) The station education officer and unit commanders will identify potential MASP candidates.

(c) Using the Test of Adult Basic Education (TABE), the station education officer will establish a MASP screening and diagnostic testing program. The TABE will be administered to all Marines with GT scores of 99 or below. Marines who score at or below 10.2 grade level will be scheduled for the next available MASP class. The TABE test will be administered again to all students after completion of the MASP class, as will the AFCT.

(2) Provide facilities and adequate personnel resources to support MASP education.

b. Tenant commanders shall ensure the following in support of the station academic skills education programs:

(1) Coordination with the station education officer to ensure that the station educational needs assessment includes the academic skills requirements of their command.

(2) Establishment of procedures in the work place to identify Marines deficient in one or more of the academic skills of reading, mathematics and communications/writing.

(3) Coordination with the station education officer to facilitate the enrollment and tracking of Marines in the MASP.

5003. ACTION. In an effort to improve the academics skills of Marines and ensure maximum operational effectiveness, each commander will support the station MASP program.

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 6

MARINE CORPS SATELLITE EDUCATION NETWORK (MCSEN)

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MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

CHAPTER 6

MARINE CORPS SATELLITE EDUCATION NETWORK (MCSEN)

6000. BACKGROUND

1. MCSEN is a network of two-way interactive audio/video teleconferencing systems that transforms Marine Corps Education Centers into one worldwide college campus. MCSEN allows students to interact "real time" from distant classrooms utilizing copper lines or fiber optic lines, color monitors, microphones and graphic presentations.

2. MCSEN was developed for the following reasons:

- a. To make higher education more accessible to Marines;
- b. To allow command education officers the opportunity to access and expand distance education programs and opportunities;
- c. To enable Marines to matriculate in a VOLED program and complete degree requirements regardless of changes in duty station; and
- d. To expand command education officer professional training and development opportunities.

6001. GENERAL

1. MCSEN is currently operating over ISDN telephone lines and has satellite capabilities; however the latter will be utilized only as needed/required.

2. Agencies outside VOLED may be authorized to utilize MCSEN services on an agency funded and space available basis; however, the CMC (MR) has priority regarding MCSEN scheduling requests. Procedures for outside agencies to request MCSEN are defined in paragraph 6004 of this chapter.

3. The MCSEN contractor that supports MCSEN is responsible for providing maintenance and technical support for the MCSEN. Marine Corps installations using MCSEN will coordinate directly with the MCSEN Technical and Program Coordinator or the MCSEN Program Manager. The contractor will only be contacted directly with prior authorization from the MCSEN Technical and Program Coordinator or the MCSEN Program Manager.

4. Currently 16 MCSEN sites can connect simultaneously. The MCSEN is equipped with a Multiple Control Unit (MCU) which can be expanded to support additional sites. This MCU is located at the contractor's site and is electronically accessed via the Marine Corps Combat Development Command (MCCDC).

6002. MCSSEN PROGRAM MANAGER AND MCSSEN TECHNICAL AND PROGRAM COORDINATOR

1. The MCSEN Program Manager is located at MCCDC, Quantico, VA and reports directly to the CMC (MR). The MCSEN Program Manager oversees all aspects of MCSEN and is the Marine Corps liaison between the MCSEN contractor and the CMC (MR). The position also serves as Contract Officer representative for the MCSEN service contract and the MCSEN college/university contract. Due to the non-traditional delivery hours of off-duty education programs and technical nature of video-teleconferencing, the MCSEN Program Manager maintains non-traditional work hours.

2. The MCSEN Technical and Program Coordinator assists and reports directly to the MCSEN Program Manager. The MCSEN Technical and Program Coordinator is responsible for all MCSEN scheduling, program evaluation and daily operational activities. Additionally, the MCSEN Technical and Program Coordinator is the initial contact and the Marine Corps liaison for all MCSEN technical issues with the contractor.

6003. STATION EDUCATION OFFICER RESPONSIBILITIES

1. The station education officers shall:

a. Acquire working knowledge of MCSEN and how it operates within VOLED;

b. Provide information/orientation briefings to commands as appropriate;

c. Provide an appropriate MCSEN classroom and readily available access to this classroom for academic institutions delivering over MCSEN;

d. Act as, or appoint an individual to serve as the MCSEN Point of Contact (POC) for technical, service and/or troubleshooting issues;

e. Establish prudent security measures for MCSEN;

- f. Act as the local POC and liaison for the MCSEN Program Manager and the MCSEN Technical and Program Coordinator regarding scheduling, evaluations and quality control for MCSEN;
- g. Not enter into MCSEN local education agreements that conflict or violate Marine Corps legal responsibilities to academic institutions selected to deliver MCSEN centrally managed programs;
- h. Use the CMC (MR) standardized education agreement when entering into local MCSEN education agreements with academic institutions;
- i. Submit all local MCSEN education agreements to the MCSEN Program Manager for review and approval prior to implementation;
- j. Refer outside agency personnel requesting access to MCSEN to the MCSEN Technical and Program Coordinator;
- k. Provide the same program support for centrally managed MCSEN programs as existing local programs.

6004. PROCEDURES

1. Agencies requesting MCSEN access will contact the MCSEN Technical and Program Coordinator via e-mail, fax or telephone (followed-up with a written request). The request must contain the following information:
 - a. Command, address, telephone, fax number/e-mail of activity requesting MCSEN access;
 - b. POC name, address, telephone, fax number/e-mail requesting MCSEN;
 - c. MCSEN location from where transmission will originate and connecting sites;
 - d. Date, time of day (eastern standard time), and length of time requested, (e.g. MCSEN is needed at 1300 for one hour);
 - e. Approximate number of people conferencing at each site;
 - f. Billing information to include the following:
 - (1) POC name, address and phone number; and
 - (2) Accounting classification, line of appropriation data to include standard document number that will be used to pay for

MCSSEN line usage. Outside agencies using MCSSEN will only be billed for the actual cost of the telephone call.

(3) There is no cost to installation Education Centers for the use of MCSSEN for VOLED. MCSSEN VOLED is funded by the CMC (MR).

(4) Cost for use by outside agencies is limited to line usage.

2. The station education office may use MCSSEN as appropriate to support VOLED. Requests to use MCSSEN must be centrally scheduled and approved through the MCSSEN Technical and Program Coordinator at MCCDC, Quantico, VA.

3. Any colleges or universities desiring to deliver centrally managed programs via MCSSEN should send requests to the MCSSEN Program Manager who in turn will present these requests to the CMC (MR). All selections must conform to VOLED requirements contained in this directive and MCSSEN standards.

4. TA is authorized for MCSSEN courses and is subject to the restrictions set forth in Chapter 2 of this Order. Courses delivered by MCSSEN are also VA approved. Students will process VA paperwork through the regional office of their state via the academic institution.

5. Colleges and universities using MCSSEN are responsible for instructor training, scheduling instructors to operate MCSSEN and payment of transmission charges resulting from institution courses being delivered over MCSSEN.

6005. MARINE CORPS INSTALLATIONS ON-LINE

1. In addition to MCAS Miramar the following Marine Corps installations have access to MCSSEN:

- a. Marine Corps Combat Development Command, Quantico, VA.
- b. Marine Corps University, Quantico, VA.
- c. Headquarters Battalion, Henderson Hall, Headquarters U.S. Marine Corps, Arlington, VA.
- d. Marine Corps Air Station, Cherry Point, NC.
- e. Marine Corps Air Station, Beaufort, SC.
- f. Marine Corps Base, Camp Lejeune, NC.

- g. Marine Corps Recruit Depot/ERR, Parris Island, SC.
 - h. Marine Corps Logistics Base, Albany, GA.
 - i. Marine Corps Logistics Base, Barstow, CA.
 - j. Marine Corps Base, Camp Pendleton, CA.
 - k. Marine Corps Recruit Depot/WRR, San Diego, CA.
 - l. Marine Corps Air Ground Combat Center, 29 Palms, CA.
 - m. Marine Corps Base, Kaneohe Bay, HI.
 - n. Marine Corps Air Station, Miramar, CA.
 - o. Marine Corps Air Station, Yuma, AZ.
 - p. Marine Corps Base, Camp Butler, Okinawa, Japan.
 - q. Marine Corps Air Station, Iwakuni, Japan.
2. MCSEN will expand to other sites as appropriate. For information regarding additional MCSEN sites for education centers or outside agencies, contact the MCSEN Program Manager.

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

APPENDIX A

DEFINITIONS

Off-Duty Time. Time when the military service member is not scheduled to perform official duties.

Marine Corps Voluntary Education Programs (Short Title VOLED). Programs in which military personnel elect to participate. Participation is limited to off-duty time, unless otherwise directed by legislation or by military service policy.

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.

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.

The Service members Opportunity Colleges (SOC). A consortium of colleges and universities that cooperate to assist service members in achieving their educational goals.

Marine Corps Satellite Education Network (MCSEN). The MCSEN is a network of Video Teleconferencing Centers that transforms Marine Corps Education Centers into one worldwide college campus. MCSEN allows students to interact "real time" from distant classrooms utilizing fiber optics, color monitors, microphones and graphic presentations.

Basic Skills Education Program (BSEP). BSEP was created to improve the competence in the fundamental communication and computational skills of active duty Marine enlisted personnel. Personnel deficient in any of the basic skills of reading, mathematics, and writing may participate in BSEP.

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

APPENDIX B

ACRONYMS

ACE	American Council on Education
AFCT	Armed Forces Classification Test
BAT	Bureau of Apprenticeship and Training
BSEP	Basic Skills Education Program
CCAF	Community College of the Air Force
CCME	Council of College and Military Educators
CLEP	College Level Examination Program
CLO	Community Liaison Officer
CHEA	Council for Higher Education Accreditation
DANTES	Defense Activity for Non-Traditional Education Support
DETC	Distance Education and Training Council
DMDC	Defense Manpower Data Center
DOL	Department of Labor
DSST	DANTES Subject Standardized Test
EATP	Educational Assistance Test Programs
GED	General Education Degree/Diploma
GRE	Graduate Record Examination
MACE	Marine Corps Academic Credit Exam
MCSEN	Marine Corps Satellite Education Network
MCTFS	Marine Corps Total Force System
MGIB	Montgomery GI Bill
MIPR	Military Interdepartmental Purchase Request
MIVER	Military Installation Voluntary Education Review
NETPDTC	Naval Education and Training Professional Development and Technology Center
OSD	Office of the Secretary of Defense
PACE	Program for Afloat College Education

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

APPENDIX B

PCM	Program Objective Memorandum (Fiscal Budget)
RFP	Request for Proposal
SAA	State Approving Agency
SAT	Scholastic Achievement Test
SMART	Sailor/Marine ACE Registry Transcript
SOCMAR	Service members Opportunity College Marine Corps
TA	Tuition Assistance
TCO	Test Control Officer
VEAP	Veterans' Educational Assistance Program
VOLED	Voluntary Education

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

APPENDIX C

TRADES AUTHORIZED FOR APPRENTICESHIP IN THE U.S. MARINE CORPS

<u>MOS</u>	<u>OCCUPATION</u>
1141	Electrician
1142	Electrician Maintenance (Electrical Equip Repair Specialist)
1161	Refrigeration Mechanic
1171	Plumber/Piperfitter (Hygiene Equip Opr)
1316	Welder, Combination (Metal Worker)
1341	Engineer Equipment Mechanic
1371	Combat Engineer (Carpentary)
1391	Bulk Fuel Specialist (Pumper-Gauger)
2131, 46, 2311, 36	Ordnance Artificer Self propelled Artillery Repairer
2831, 32, 34, 41, 81	Radio Mechanic
3044	Purchasing and Contracting Specialist
3381	Cook
3521, 22, 23, 24, 25	Automobile Mechanic
3531	Truck Driver, Heavy
4421	Legal Services Specialist
4611	Graphic Designer (Graphics Specialist)
4615	Lithographic (Offset Press Operator)
4641	Photographer, Still
4653	Audiovideo Repairer Combat Info Equip Tech

MCAS MIRAMAR VOLUNTARY EDUCATION PROGRAM

<u>MOS</u>	<u>OCCUPATION</u>
4671	Photographer, Motion Picture
5928	Surface Air Defense System Chief
59XX	Electronics Mechanic
60XX, 61XX	Airframe & Power Plant Mechanic
65XX	Aircraft-Armament Mechanic Aviation Ordnanceman
6821	Weather Observer