



ORIGINAL
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1560.1
S-3 EDU
19 JUN 2009

AIR STATION ORDER 1560.1

From: Commanding Officer
To: Distribution List

Subj: AIR STATION EDUCATION PROGRAM

Ref: (a) MCO 1560.25C
(b) MCO 1560.28B
(c) DANTES Examination Program Handbook (NOTAL)
(d) DANTES Independent Study Catalog (NOTAL)
(e) DANTES Distance Education and Training Catalog
(NOTAL)
(f) DANTES External Degree Catalog (NOTAL)
(g) MARADMIN 571/05

Encl: (1) Marine Corps Air Station (MCAS) Beaufort Education Program

1. Situation. To promulgate policies and procedures for the operation and administration of the Air Station Education Program.
2. Cancellation. ASO P1560.5A.
3. Mission. The Lifelong Learning Center (LLC) is tasked with the administration of the Marine Corps Voluntary Education Program, as described in enclosure (1).
4. Execution
 - a. Intent. The purpose of this program is to provide educational information and services as outlined in the references and other applicable directives to all personnel aboard MCAS Beaufort.

(1) Reference (a) sets forth policy, requirements, and procedures for establishing and conducting a Voluntary Education Program. This includes the operation of the Marine Corps Tuition Assistance Program and the Military Academic Skills Program (MASP) as well as use and operations of the Marine Corps Satellite Education Network (MCSEN). It also contains information on and provides procedures for the administration of educational assistance through the Veterans Administration.

(2) Reference (b) contains information on and provides procedures for the administration of educational assistance through the Veterans Administration.

(3) References (c) through (f) provide policies and procedures for participation in the testing and Independent Study Education Support (DANTES).

(4) Reference (g) provides amplification to reference (a) regarding the Marine Corps Tuition Assistance policy.

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b. Subordinate Element and Supported Commands Task. Unit Education Officers will be designated for each command and will perform duties as described.

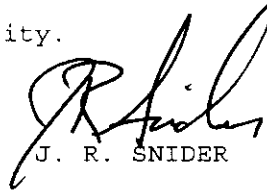
c. Coordinating Instructions. Recommendations concerning the contents of the Standard Operating Procedures (SOP) for the Air Station Education Program are invited. Submit such recommendations to this Order to the Air Station LLC.

5. Administration and Logistics. Access to an online medium will suffice for directives that can be obtained from the internet, CD-Rom, or other sources. For purposes of inspection, electronic files will suffice and need not be printed.

6. Command and Signal

a. Signal. This Order is effective on the date signed.

b. Command. Reserve applicability.



J. R. SNIDER

DISTRIBUTION: B

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CHAPTER 1

ORGANIZATION, RESPONSIBILITIES AND DUTIES

1. Purpose. To encourage and assist Marines to broaden their educational background, aid in career progressions, and to present educational opportunities to individuals which will enhance their professional and personal worth. The Commandant of the Marine Corps has placed considerable emphasis upon the Marine Corps Education Program.

2. Objective

a. To provide opportunities to personnel for advancing their personal and professional competency by means of traditional and non-traditional methods of education.

b. To provide educational guidance and counseling to assist personnel to identify, develop, and attain educational goals.

c. To provide testing services to assist service members and their dependents in attaining educational goals in accordance with the references.

3. Command Responsibility

a. The education programs support the primary mission of the Marine Corps; that of maintaining an effective force in readiness and employing that force if required. It is the responsibility of all commanders to familiarize themselves with the references and to ensure compliance.

b. The Commanding Officer, Marine Corps Air Station, Beaufort shall assign the DANTES Test Control Officer (TCO) in accordance with reference (c). The Education Services Officer should be utilized as the TCO whenever possible.

c. Unit Commanders shall ensure that all personnel assigned duties in support of the education program (i.e. Unit Education Officers) possess the necessary qualifications for the designated billet and that all appointments and/or reappointments are in writing with copies provided to the LLC.

d. Participation in the education program for persons desiring to use tuition assistance requires the approval of the individual's immediate Commanding Officer. It is the responsibility of all approving Commanders to ensure, to the maximum extent possible, that those individuals participating in the education program do not have their studies interrupted or terminated as a result of routine duties (e.g., guard, mess duty). Operational requirements should be considered prior to approving an Application for Tuition Assistance form, NETPDTC 1560/3 (Rev. 09/07).

4. Organization. The Station LLC is the office charged with the execution of the Commanding Officer's policies and programs in support of the references. The Education Services Officer is responsible to, and operates under, the staff cognizance of the Station S-3 Officer. Personnel in support of the education programs are assigned on a full time basis.

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5. Duties. There are two levels of responsibility within the education programs: supervisory (Education Services Officer) and operational (Unit Education Officer (UEO)). The Education Officer at each level is responsible for the duties defined in the references, as well as in this Order.

a. Education Services Officer. The ESO is responsible for the conduct of the education program at this command. The duties shall include, but not be limited to, the following:

(1) Manage the military tuition assistance program, to include monitoring allocating of military Tuition Assistance funds and reimbursement proceedings.

(2) Supervise all voluntary, on-base education programs, to include the MASP.

(3) Ensure that security measures are enforced in the administration, handling, and storage of assigned test materials.

(4) Maintain files, statistics, records and reports as required by higher headquarters.

(5) Conduct a publicity/public information program using available media via the Public Affairs Office, Combat Camera, Marine Corps Community Services and UEOs.

b. Unit Education Officer. The UEO is responsible for the conduct of the education program within their command. The duties shall include, but not be limited to, the following:

(1) Ensure that all personnel within their command are informed of the education programs and educational opportunities available aboard MCAS Beaufort. To facilitate this, complete the Education Contact Sheet (Appendix A) for each individual upon joining the command. The Education Contact Sheet will be maintained by the unit Education Officer and updated as appropriate.

(2) Ensure that personnel are counseled prior to participation in the Voluntary Education Program. Student work/study conflicts are, in most cases, a result of failure to receive counseling prior to enrolling in a program. Quite often, immediate supervisors have not been informed and therefore, were unable to make prior plans for the redistribution of the workload.

(3) Assign duties to the Unit Education SNCO or NCO.

(4) Attend all scheduled education meetings; electronic attendance satisfies this requirement (see chapter 7 paragraph 2 of this Order).

(5) Counsel individually all non-high school graduates and all officers without a baccalaureate degree within 30 days of assignment. Counseling sessions will be annotated on the Education Contact Sheet.

(6) Appropriately recognize the educational achievements of command members. Such achievements would include, but not be limited to, the receipt

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of a high school credential, completion of a certification course or technical license program, or upon obtaining an associate, baccalaureate, master or higher degree.

(7) Ensure that all personnel within the command are informed of the Marine Corps Enlisted-to-Officer programs, via completion of the Education contact sheet (Appendix A), and assist in completing applications for these programs.

CHAPTER 2

EDUCATION SERVICES

1. Lifelong Learning Center. Aside from acting as the coordinating agency for the program, the LLC provides numerous services. The following is a listing of services offered, which should not be construed as all-inclusive:

a. Provides a central source of reference, assistance, and guidance for individuals and unit education personnel on matters pertaining to education.

b. Assist commanders at all levels and UEOs in understanding, implementing, and supporting the education program.

c. Upon request, provide briefings on the mission, organization, and operation of the Marine Corps Voluntary Education Program. Provide information on local programs, courses and educational opportunities available, procedures for enrollment/participation, and methods of tuition payment, with assistance from the area academic institution advisors.

d. Provide educational assistance and services to active and retired members of all branches of military, their family members, and Federal Civil Service employees, as authorized by and in accordance with current directives, contracts and regulations.

e. Maintain a limited reference library of college catalogs for undergraduate, graduate, and postgraduate studies. These are available for use in the Air Station LLC.

f. Maintain a limited reference library of books, catalogs, and pamphlets that provide information on colleges, courses of study, college student expenses, and evaluation of military training for college credit.

g. Provide various testing services to assist individuals to identify their level of education achievement, obtain college credits and certifications, and to qualify persons for educational or military program opportunities.

h. Provide office and classroom facilities, support services, and assistance to authorized resident institutions operating in support of, and under the cognizance of, the Station Education Program.

i. Assist command members in updating their Sailor/Marine American Council on Education Registry Transcript (SMART), which documents their evaluation of credit for military training and experience.

2. College/University Services. The college/universities represented on MCAS Beaufort operate under a Memorandum of Understanding with the Commanding Officer. The representatives are employed by the college/university and the school they represent defines their responsibilities and duties. Regardless of the institution, the school representatives provide the following general services to students:

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a. Distribution of books and course materials, collection of tuition and other fees, scheduling of classes/instructors, services for registration, transfer, and withdrawal of students, maintenance of student records, and administrative support for their respective institution.

b. Guidance to assist the student in selecting a course of study.

c. Resolution of problems or difficulties encountered by the student with instructors, curriculum, or administration of their respective institution.

d. Transfer of credits between colleges/universities, determination of eligibility for credits based upon service schools attended and work experience, and awarding credits obtained through testing or other non-traditional methods.

e. Assistance with applications for tuition assistance or other educational benefits offered by the institution, military, or Veterans Administration (VA).

f. Support of the publicity/public information program conducted by the Air Station LLC.

3. Hours of Operation

a. Lifelong Learning Center

Location: Building 596, Room 211

Hours of operation: Monday through Friday, 0730-1630

Telephone number: (843)228-7484; DSN: 335

b. Colleges and Universities

(1) Location. Offices are located at building 596, in various rooms. Classes are held in various locations, usually within building 596.

(2) Hours of Operation. Due to the continually changing hours of college/university representatives, the Air Station LLC should be contacted for current hours of operation.

(3) Telephone Numbers

(a) Embry-Riddle Aeronautical University: 228-7585

(b) Park University: 228-7052

(c) Technical College of the Low Country: 228-7494

(d) University of South Carolina/Beaufort: 228-7497

(e) Webster University: 228-7490

(f) Wheelock College: 522-1183

(g) University of Phoenix: 228-7102

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(h) University of Oklahoma/Cameron: 228-4960 (MCRD PISC)

(4) Course offerings, class times, dates, and times of registration are announced prior to the commencement of the term.

CHAPTER 3

EDUCATIONAL COUNSELING

1. General. Counseling is one of the most important and time-consuming duties of education personnel. The counselor must establish and maintain rapport during all contacts. The personality of the counselor and ability to relate to the individual are as important as the information and knowledge the counselor has to impart.
2. Interviews. Each unit shall establish, as part of their check-in procedure, an individual or group interview with the Unit Education Officer/Noncommissioned Officer. The education programs and opportunities will be explained at the time. UEOs will ensure that the Education Contact Sheet (Appendix A) is completed to reflect this interview. All enlisted personnel without high school credentials and all officers without baccalaureate degrees will be individually counseled within 30 days of assignment. A copy of the Education Contact Sheet for these individuals will be forwarded to the LLC.
3. Education Contact Sheet. This form is essential to the operation of an active duty education program. Through access to service records, interviews, and the use of periodic reports from the MCTFS, the UEO will ensure the information on this sheet is current. The Education Contact Sheet is a required item for each individual and will be maintained on file for each member of the command in the Unit Education Office. Education Contact Sheets identifying enlisted personnel without a high school credential and officers without a baccalaureate degree should be readily identifiable (e.g., tagged or segregated).
4. Counseling Interviews
 - a. The purpose of the interview is to give the person being counseled a chance to talk about his/her goals. Counseling is a long-term project, beginning with the initial interview after an individual reports to the command and possibly continuing until he/she transfers, depending on needs and interest in the programs. Interviews should be conducted under the best possible conditions to include privacy, adequate light, ventilation, and freedom from interruptions.
 - b. Suggestions for a Productive Interview
 - (1) Let the member being counseled do most of the talking. Talking helps the individual to understand their goals and/or concerns. The interview is about the member being counseled, not the interviewer.
 - (2) Do not appear to know all the answers. If the answer is not known, say so, and tell the person you will get the answer and contact them. Follow through with a subsequent interview as soon as the answers are available.
 - (3) Exercise tact in discussing personal matters. Do not ask unnecessary personal questions.

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(4) Keep the atmosphere pleasant and informal.

(5) Convey the idea that planning ahead will save time and effort. Proper planning will help determine what courses of action could or should be taken.

(6) Never promise individuals that the school will give credit for testing or past education or experiences. Cases will be considered individually by the institution(s) to which their applications for credit are made. The institution has the final authority concerning this matter.

(7) Do not permit anyone to enroll in more courses than can be successfully completed. Persons using Tuition Assistance are normally limited to two courses per term. Exceptions to this policy must be approved on a case-by-case basis, based on prior academic achievement while in the services.

(8) Ensure that applicants understand that they may receive credit for military training. Those seeking high school credentials from a civilian high school should also have their service school certificates evaluated for credit by the school.

(9) Persons who must study by correspondence or distance education should be encouraged to pursue their studies through the colleges and universities contracted with DANES, rather than expend their GI Bill entitlements on nonparticipating courses or institutions.

(10) Individuals should be advised and understand that the Veterans Administration (VA) requires a statement of educational goals and that these goals can be changed only once. Upon attainment of the goals, entitlement may cease.

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CHAPTER 4

TRADITIONAL AND NON-TRADITIONAL EDUCATION

1. Methods of Study and Education

a. Education Alternatives. Most people are familiar with the primary method of education involving an instructor and regularly scheduled class sessions, termed "traditional education." Relatively few people are familiar with alternative methods of obtaining credit and furthering an education. These methods are termed "non-traditional education." Both methods are used in education programs at this command.

b. Non-Traditional Education. Almost every educational institution uses or recognizes non-traditional methods of study. They are credit-by-examination, correspondence courses, guided study, video teleconference/satellite classrooms, and internet classrooms, recognition of military service training or schooling, and recognition of work experiences.

c. Financial Aid. Some form of cost is involved in all educational opportunities/programs. There are some education services for military personnel, which are provided at no cost; these services will be identified in succeeding paragraphs.

2. Adult High School Program

a. Completion of High School Credits and Diploma. Beaufort County School District Center for Adult Learning administers a complete high school program available to service members. Registration is held in the fall and spring (e.g., September and January), and matriculation occurs in May each year. This program is recommended for individuals lacking one year or less for a high school diploma, or for persons who feel the need for specific instruction. Marine Corps Tuition Assistance pays for 100% of the tuition costs for these courses for Marines.

b. General Education Diploma Preparation. Beaufort County School District Center for Adult Learning also offers a course in General Education Development (GED); Developmental Studies that cover reading skills, English usage, and mathematics. The instruction is self-paced and designed as a preparatory course for the General Education Development (GED) test. No passing or failing grades are assigned. Credits are carried forward to each new term until the instructor recommends the student be tested on the GED. Marine Corps Tuition Assistance pays for 100% of the tuition costs for these courses (see Section 4007, paragraph 1 for GED testing details).

3. Military Academic Skills Program

a. The Military Academic Skills Program (MASP) is designed to enhance the English, reading and mathematics skills of service members, enabling them to better perform their duties required in their present and future billets. Acceptance of applications is based upon the individual's own need to improve, desire to attend, class capacity, and command approval.

b. Courses are scheduled by the local LLC and are announced during the fall of each year. Current dates and times of the MASP can be obtained from the Station LLC. For those assigned, the classroom is considered an appointed place of duty and attendance is mandatory.

c. Upon completion of the course, participants will be given the opportunity to be retested in the Armed Services Vocational Aptitude Battery (ASVAB). Reference (a) provides detailed information on the MASP.

4. Traditional Education. There are seven academic institutions offering various undergraduate and graduate programs on MCAS Beaufort and MCRD Parris Island. Depending on the college attended and curriculum pursued, an individual can earn credits toward a career/professional certification, associate, baccalaureate, or masters degree. All academic institutions on base are fully accredited and are members of the Service Members Opportunity Colleges Network - Marine (SOCMAR). Questions relating to college entrance, requirements, and procedures should be addressed directly to the appropriate college representative.

a. Registration. Pre-registration may be accomplished during the respective schools announced time-frame, and should be done as early as possible to ensure enrollment in desired courses.

b. Curriculum. The availability of equipment and facilities imposes restrictions on curriculum, as does the availability of instructors and student interest/participation. Persons not having defined educational objectives, not familiar with, or needing assistance in planning educational objectives should be counseled prior to selecting courses or embarking on the program of study.

c. Class Information. Class lengths, number of meetings, term lengths and terms per year vary from one school to another. Information on these points can be obtained by contacting the school representative. Books and student materials are purchased from, and/or provided by, the institution. DANTEs programs, VA benefits, or tuition assistance may be used for most programs. Application for Tuition Assistance forms, NETPDTC 1560/3 (REV. 09/07), are available at the LLC.

d. Concurrent Enrollment. Students may concurrently enroll in two academic institutions during a semester. However, it is highly recommended that no more than a total of two courses are taken per term. Students using VA educational benefits are required to notify the VA of concurrent enrollment. Notification procedures and forms are incorporated within the institutions registration process.

5. Resident Colleges/Universities

a. Embry-Riddle Aeronautical University (ERAU). ERAU offers several Associate and Baccalaureate degree programs and a Master degree program, in the Aeronautical Sciences and Management areas. ERAU offers instruction occurring at MCAS Beaufort.

b. Park University (PU). Park University offers Associate and Bachelor programs with instruction occurring at MCAS Beaufort. Offices are located at

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both MCAS Beaufort and MCRD Parris Island. The PU Beaufort Campus Center offers complete degree programs in Criminal Justice, Social Psychology, Computer Science and the Management areas of Aviation, Business, Computer Information Systems, Health Care and Human Resources. A wide variety of internet courses are also offered.

c. Technical College of the Lowcountry (TCL). TCL offers over 70 programs of study in various careers including, nursing, web design, network engineering, paralegal, civil engineering and college transfer programs. TCL offers something for recent high school graduates as well as for individuals seeking to reenter the workforce. TCL is a locally governed, publicly supported two-year college and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. TCL delivers education throughout the Lowcountry region: the main campus in historic Beaufort; the Hilton Head campus at the Hilton Head College Center; and the Hampton County campus at the H. Mungin Center. TCL also may offer classes at the Marine Corps Recruit Depot, MCAS Beaufort, and at various classroom sites in Colleton and Jasper counties.

d. University of Phoenix On-Line (UoP). UoP is available online and is regionally accredited. Class is available anywhere that you have internet access. UoP offers complete Bachelors and Masters degree programs in areas such as Business, Technology, Criminal Justice, Education, Health Care, Nursing, Management, or an Associates degree.

e. University of South Carolina at Beaufort (USCB). USCB offers an Associate in Arts, an Associate in Science, and six Bachelor of Science degrees. Courses are offered at MCRD Parris Island, MCAS Beaufort, the USCB campus in downtown Beaufort, and at the Hilton Head Campus.

f. Webster University. Webster University offers four Masters degree programs: an MBA (Master of Business Administration); Master of Arts in Management; Master of Arts in Human Resources Development; and, Master of Arts in Computer and Information Resources Management. All programs are taught in the classroom with five nine-week terms and all classes are held at Naval Hospital Beaufort, either on weeknights or Saturdays. Additionally, the MBA is available on-line.

g. Wheelock College. Wheelock College offers Masters programs. The program is a Masters of Science in Elementary Education. Teacher Certification is available through this program. The classes are offered at MCAS Beaufort, generally on the weekends starting Friday evenings.

6. Non-Traditional Education. In addition to those offered by the resident academic institutions, several methods of non-traditional education are available in the station education program. These methods of education are primarily administered under the guidelines of two organizations:

a. American Council on Education (ACE)

(1) ACE has evaluated, and continues to evaluate the course content of the Air Force, Army, Navy, Coast Guard, and Marine Corps formal military schools and correspondence courses. The resultant effort is the "ACE Guide to the Evaluation of Educational Experience in the Armed Services," which

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recommends to educational institutions the applicability of college/vocational training credit for military service, schooling or training.

(2) The majority of educational institutions recognize this form of awarding credit, but recognition of credit rests with the college to which the application is made. This form of accreditation is not limited to academic institutions. Numerous fields requiring apprenticeship will similarly grant advanced standing.

b. Defense Activity for Non-Traditional Education Support (DANTES)

(1) Established in 1974, the DANTES program provides testing services as well as approving correspondence courses through major colleges and universities.

(2) Individuals may pursue a high school or college education, to include graduate studies, by correspondence and/or independent study. Courses are also available for vocational certification programs. Correspondence courses are challenging and require a great deal of personal discipline.

7. Credit for Service Training. The procedure for obtaining credit for service training is: Students should first review their own SMART on-line at <https://smart.cnet.navy.mil> to evaluate its correctness. The LLC will aid students requesting any corrections. Students should then request a SMART be sent to their chosen academic institution via the LLC. Upon receipt of the SMART, the academic institution will evaluate it and award credit on a case-by-case basis. Factors such as chosen course requirements and residency requirements will affect the awarding of credit. The LLC will assist Marines in starting this process.

8. Credit by Examination. Credit by examination, often referred to as testing, is a method of proving one's knowledge in a specific area of study or expertise. It provides a method of accruing credit without formal participation in a class or independent study. These tests are usually free to service members and "at cost" to family members and civilian Marines. To ensure success, individuals are encouraged to study and prepare prior to test administration. Additionally, there is a substantial waiting period to retest if a student does not achieve the recommended passing score. Personnel interested in any testing should contact the LLC for test dates and availability of test materials.

a. General Education Development (GED) Test. The GED is a five-part equivalency test to determine an individual's achievement in relation to a high school education. The five parts are: writing, social studies, science, reading, and mathematics. The test is administered by the LLC. The GED practice test, used to identify areas where additional study is needed, is required before taking the GED. Each state has required minimum scoring standards. If test scores equate to or are higher than those required, an individual may receive a high school equivalency diploma or certificate. Applications for a high school certificate are available through the LLC for persons who have successfully completed the GED test but have not applied for state credential. Regardless of the scores received, the Marine Corps do not

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consider the individual a high school graduate unless a diploma or certificate of equivalency is received. Information on the scheduling of the GED test is available from the LLC.

b. College Level Examination Program (CLEP) - General Examinations.

These examinations measure college-level achievement in five basic areas of the liberal arts: English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences. Each test is timed and score requirements for college credit are based on percentile rankings and vary from school to school.

c. CLEP - Subject Examinations. These tests are comparable to end-of-course examinations and are used to grant exemption from, and credit for, specific courses. Each test contains approximately 100 objective multiple-choice questions. The credit recommendation is three to six semester hours. Score requirements for college credit are based on percentile rankings and vary from school to school.

d. DANTES Subject Standardized Tests (DSSTs). These tests are an extensive series of subject matter examinations in high school, college, and technical subjects. Essentially, the DSST's are course achievement tests, each of which is standardized on a sample of civilian students completing a comparable college course. Each test has score requirements for college credits which is based on percentile rankings and vary from school to school.

e. Excelsior College Examinations. This is a series of objectives and essay type examinations developed by Excelsior College to meet specific college degree requirements. These are also recognized for credit by many other institutions.

9. Special Tests. In addition to the examinations that may be taken for credit, the LLC also administers tests which are used for the evaluation of an individual's potential or experience. Again, due to variations in timing of the different tests, it is necessary to schedule them separately. Through DANTES, the LLC is an authorized testing center for the Education Testing Service (The Chauncey Group) and is authorized to give most of the following tests:

a. Scholastic Aptitude Test (SAT). This test measures the verbal and mathematical reasoning ability an individual has developed. The overall score is most often used for college entrance or military programs selection.

b. American College Test (ACT). This examination measures general educational development and the ability to perform various intellectual tasks typically required of college students.

c. The Praxis Series. The Praxis utilizes the Pre-Professional Skills Test to measure basic skills competency in reading, mathematics, and writing. The Subject Assessment and Specialty Area tests are utilized to measure understanding of the content and methods applicable to the specific subject areas.

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d. Certification Examinations. These are tests, or a series of tests, used by credentialing commissions and boards for certification of individuals in various technical and professional fields.

10. Military Instruction by Correspondence. The LLC maintains information and registration forms for correspondence courses available from the military branches. Most of these courses have been evaluated and recommended for credit by ACE.

11. Independent Study. Tuition assistance is authorized for any correspondence course listed in the DANTES Independent Study Catalog. These courses are recommended when the course is not available from a local institution, or the student will be deployed so as to prevent attendance of scheduled classes. Depending on the course term length, the student may receive either up-front tuition assistance or reimbursement upon completion.

12. Servicemembers Opportunity Colleges (SOC)

a. SOC is a consortium of national higher education associations with more than 1,000 institutional members and was established in 1972 by civilian and military educators. It functions in cooperation with the Department of Defense (DoD) and the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members.

b. SOC has established two-year and four-year credit transfer programs, which enable a student and academic institution to enter an agreement for graduation. These agreements, referred to as SOC agreements, are contracts between the student and the school, giving the student the opportunity to take courses for his/her degree through different SOC member schools, and transfer the credits to the contracted school for graduation. Limits apply and students should contact their academic advisor at the Station LLC.

c. All academic institutions offering two and/or four year degrees operating aboard Marine Corps installations are required to be members of SOC. Further, these institutions are required to offer SOC Agreements to any student utilizing tuition assistance by the completion of the twelfth semester hour.

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CHAPTER 5

FINANCIAL ASSISTANCE

1. General. There are numerous ways of financing an education. This chapter is devoted to those methods available to the active duty service-member. Additional information is available at the LLC.
2. Marine Corps Tuition Assistance. Detailed instructions relating to funding and recovery of tuition assistance funds is found in the references. As a general policy, no person shall be permitted to enroll in more than two courses using tuition assistance during any one term, without prior approval from the ESO or his designee. This restriction is necessary due to the funding limitations and the possibility of overwhelming the student. Requests for tuition assistance are completed and submitted to the LLC during the college registration for classes using the Application for Tuition Assistance Form (NETPDTC 1560/3 (REV. 09/07)). Tuition assistance processing must be completed before the starting date of the academic term requested. The ESO or his designee will make final approval. It is the student's responsibility to ensure completion and correctness of the Application for Tuition Assistance Form NETPDTC 1560/3 (REV. 09/07) and turning it in to the LLC for processing. It is the responsibility of the Commanding Officer, or his authorized representative, to determine the availability of the Marine to attend classes without conflict of assigned duties prior to signing the NETPDTC 1560/3 (REV. 09/07). Particular attention should be paid to the requirements regarding repayment in the event of student withdrawal from class. In most cases, the student will be required to pay any fees for withdrawn classes. Persons withdrawing due to unexpected military commitments will be required to submit a "Request For Waiver Of Tuition Assistance Funds" letter from his commanding officer and to provide copies of any orders as substantiation. Failure to do so will result in action for reimbursement by the controlling authority.
3. Veterans Administration Education. Financial assistance is available to eligible veterans and active duty service-members through the Veterans Administration. There are currently four programs under which they may be eligible for benefits:
 - a. Vietnam Era GI Bill. Service members, whose initial military contract dates from 31 January 1955 to 31 December 1976, may be eligible to receive educational benefits under the provisions of the Veterans Readjustment Act of 1969 (GI Bill). Eligible personnel may commence drawing benefits after 181 days of continuous active duty. Payments are made in accordance with current rates based on type of enrollment. GI Bill benefits must be used within ten years after release from active duty. Members who served on active duty continuously from 19 October 1984 through 30 June 1988, and have benefits remaining under the Vietnam Era GI Bill may be automatically covered under the Montgomery GI Bill as of 01 January 1990.
 - b. Veterans Educational Assistance Program (VEAP). Veterans who first entered active duty between 1 January 1977 and 30 June 1985, and contributed to an education account to establish eligibility fall under the VEAP program. Contribution must have been made by March 31, 1987. The maximum contribution for each participant was \$2700. Department of Defense (DoD) funds equal to

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twice the contribution are added to the veteran's account. Veterans have 10 years from the date of release from active duty to use VEAP benefits.

(1) During a one-year period beginning 01 November 2000 and ending 31 October 2001, service members were able to convert from the VEAP program to the GI Bill by making an irrevocable election to transfer to the Montgomery GI Bill. Currently, no one is able to convert.

(2) The VA contributed matching funds to these accounts, depending upon the time spent in the program. Benefits must be used within 10 years from the date of release from active duty.

c. Montgomery GI Bill (MGIB). Service members, who entered the service on or after 1 July 1985, may be eligible for benefits under the Veteran's Education Assistance Act of 1984 (MGIB).

(1) Individuals who entered active duty on or after 1 July 1985, including the delayed entry program, were automatically enrolled in the program, unless they chose disenrollment.

(2) Those enrolled in the program had, or will have, their monthly pay reduced by \$100 for the first twelve (12) months of service. These payments are not refundable.

(3) Upon completion of three years of continuous active duty, individuals will be eligible for a maximum of 36 months of entitlements.

(4) Personnel originally entitled to benefits under the Vietnam Era GI Bill or VEAP and converted to MGIB, may be eligible for benefits.

d. Post-9/11 GI Bill (PGIB). Service members, who have 90 or more days of service after 10 September 2001, may be eligible for benefits under the Post-9/11 Veterans Education Assistance Act of 2008.

(1) The PGIB benefits are payable to individual veterans, for courses beginning 1 August 2009, for up to 15 years after the date separated from active duty service.

(2) Service members/veterans are eligible to receive a percentage of the maximum entitlement based on their aggregate period of active duty service after 10 September 2001, ranging from 40% for at least 90 days to 100% for 36 months, with an honorable discharge.

(3) Those eligible for Post-9/11 GI Bill will have a maximum of 36 months of entitlements, inclusive of all GI Bill benefits (E.g. MGIB + PGIB).

(4) The housing allowance and the stipend for books and supplies are not payable to personnel on active duty. Housing allowance is also not paid for those training at less than half time or those in a non-resident program, such as On-line programs.

4. Scholarships, Loans and Grants. Personnel and dependents may be eligible for numerous scholarships, grants and/or loans for college from both private and public sources. Interested students should research www.mcsfex.net or

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contact the Station LLC or their educational institution's financial aid office for details.

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CHAPTER 6

REPORTS, INSPECTIONS, SURVEYS, AND RECORDS

1. Reports. The LLC is required to submit recurring reports as detailed in references (a) and (c). These reports include but may not be limited to the following:

a. Voluntary Education Report, see reference (a).

b. DANTES Quarterly Test Inventory (RCS: DANTES 1560.12 ETS) (DANTES Examination Program Handbook (DEPH) Volume I, Page I-75 through I-86), see reference (c).

c. DANTES Annual Testing Facilities Review (RCS: DANTES 1560.11 ETS) (DANTES Examination Program Handbook (DEPH) Volume I, Page I-73), see reference (c).

2. Inspections

a. Formal Inspections. The LLC will conduct formal inspections biannually. Units to be inspected will be provided at least a 72-hour advance notice of the scheduled visit. Any unit failing the inspection will be inspected again within 30 days. Unit commanders will be provided with the inspection results. Copies of results will also be provided to senior commanders through the Station Inspector.

b. Informal Inspections. Informal inspections will be conducted upon request and/or as determined needed by the Station LLC.

3. Surveys. The LLC will conduct an annual education interest survey (Needs Assessment) to determine the educational desires and needs of Station permanent personnel. The results of the surveys will be used to determine future programs and to modify existing educational programs.

4. Records. The LLC will maintain current files on all students utilizing tuition assistance. Additional records and correspondence files will be maintained as required and necessary to support the education program and the DANTES testing programs.

5. Retention. Education reports, inspections, and surveys will be retained for two (2) years. Student records will be retained for no less than one year after last action unless the student is transferred to another duty station or released from active duty.

CHAPTER 7

GENERAL INFORMATION AND REQUIREMENTS

1. Turnover Folder. Each UEO will maintain a current "Turnover Binder" outlining all aspects of the billet and its requirements. Through the Turnover Binder, each UEO/NCO will complete the following:

a. Each Education Officer/NCO will be familiar with existing Marine Corps education programs and directives relating to off-duty education.

b. Each Education Officer/NCO will be familiar with the DANTES programs.

c. Each Education Officer/NCO will forward, in writing, appropriate appointment letters and/or "By Direction" authority from the Commanding Officer or his/her authorized representative to the LLC.

2. Education Meetings. Meetings with Unit Education Officers will be held as the Station Education Officer determines the need for such exists. These may include, but are not limited to the quarterly Education Advisory Council meeting.

3. Additional Requirements. Each Unit Education Officer will be assigned, in writing, by the Commanding Officer of their respective unit. A copy of the assignment letter will be forwarded to the LLC and the current copy will be retained on file.

4. Career Education and Commissioning Programs

a. The Marine Corps provides information concerning educational and commissioning opportunities for active duty personnel. Each Unit's Education Officer and the Station LLC shall have on hand the applicable Marine Corps Orders for these programs. ESOs and UEOs shall make themselves familiar with these various programs and will provide counseling and assistance as required for applicants.

b. The following is a listing of current programs:

(1) Enlisted to Officer Commissioning Programs. MCO 1040.43A:

(2) Enlisted Commissioning Program (ECP). This program allows qualified enlisted Marine with bachelor degrees to apply for assignment to Officer Candidate School and subsequent appointment to unrestricted commissioned officer grade in the U.S. Marine Corps Reserve.

(3) Meritorious Commissioning Program (MCP). This program provides commanding officers the opportunity to identify enlisted Marines with exceptional leadership qualities and less than 4-year degrees (60 semester hours or an associate degree required), and nominate them for a commissioning program in the Reserve, unrestricted officer structure.

c. Law Education Programs. MCO P5800.16A with changes 1-3:

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(1) Funded Law Education Program (FLEP). Pursuant to 10 U.S.C., Subsection 2004, as implemented by SECNAVINST 1520.7E, commissioned officers of the Marine Corps, while continuing to draw full pay and allowances, may be ordered as students, at Government expense, to American Bar Association (ABA) accredited law schools located in the United States, for education leading to the degree of Juris Doctor or Bachelor of Law.

(2) Excess Leave Program (LAW) (ELP(L)). Pursuant to 37 U.S.C., Subsection 502(b) commissioned officers of the Marine Corps may be permitted leave without pay and allowances in excess of that authorized by 10 U.S.C., Subsection 701(b), to attend ABA accredited law schools located in the United States, for education leading to the degree of Juris Doctor or Bachelor of Law.

(3) Satisfactory completion of either FLEP or ELP(L) leads to designation as a Marine Corps Judge Advocate (MOS 4402).

d. Special Education Program (SEP) - MCO 1520.9G. The concept of the SEP is to annually select unrestricted commissioned officers in the grade of first lieutenant through lieutenant colonel through a formal selection board process. Qualified officers will be educated in skills, which will allow them to fill billets requiring a graduate education. Students normally attend the Naval Postgraduate School (NPS) at Monterey, California; the Air Force Institute of Technology (AFIT) at Dayton, Ohio; or certain Marine Corps approved civilian schools.

e. Foreign Area Officer (FAO) Program - MCO 1520.11E. The goal of the FAO Program is to identify and prepare participants for future assignments to high-level Marine Corps/joint/combined staffs in operations, planning, or intelligence billets, and for duty with the Defense Attaché' System.

f. Naval Academy Preparatory School (NAPS) - MCO 1530.11G. The Naval Academy Preparatory School (NAPS) located in Newport, Rhode Island provides nine (9) months of intensive instruction in preparation for the academic, military, and physical training curriculums at the Naval Academy.

g. College Degree Program (CDP) - MCO 1560.7J. Eligibility is limited to regular officers, Extended Duty Reservists (EDR), and officers serving with a Standard Written Agreement (SWAG) of five (5) years, or on Extended Active Duty (EAD) of three to five (3-5) years awarded by the Officer Retention Board (ORD). Applicants must be in the grade of warrant officer through lieutenant colonel and have sufficient college credits to permit them to obtain a baccalaureate degree in a maximum period of 18 months.

h. Marine Corps Enlisted Commissioning Education Program (MECEP) - MCO 1560.15L. The Marine Corps Enlisted Commissioning Education Program provides an opportunity for outstanding enlisted Marines on active duty to achieve careers as Marine Corps officers. Marines successfully completing the program receive baccalaureate degrees in the areas of science, engineering, or mathematics, and are commissioned as second lieutenants in the Marine Corps, upon successful completion of Officer Candidate School (OCS).

i. Advanced Degree Program (ADP) - MCO 1560.19E. The concept of the Advanced Degree Program is to annually select unrestricted commissioned officers in the grade of first lieutenant through lieutenant colonel through

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a formal selection board process. Qualified officers will be educated in skills, which will allow them to fill billets requiring graduate education. The attainment of a master's degree is not mandatory for this program. This program serves both the Marine Corps and the individual by providing a means by which officers, when their academic aspirations are in consonance with Marine Corps needs, can pursue graduate level education while, at the same time, fulfilling a Marine Corps requirement.

j. Staff Noncommissioned Officer Degree Completion Program (SNCODCP) - MCO 1560.21D. The goal of the Staff Noncommissioned Officer Degree Completion Program is to provide qualified staff noncommissioned officers to fill specific billets requiring baccalaureate degree/4-year level college training and maintain an inventory of staff noncommissioned officers trained in specialized areas to meet requirements within the Marine Corps.

k. Naval Reserve Officers Training Corps (NROTC). The opportunity for outstanding enlisted Marines to attend Federal service academies and NROTC units enables them to receive baccalaureate degrees and a commission in the Regular Marine Corps or the Marine Corps Reserve.

5. Dependent Eligibility. All dependents are permitted use of the services at the LLC. These include counseling and guidance regarding educational direction, reference material, and assistance with educational matters. Dependents are not eligible for Marine Corps Tuition Assistance, but are eligible for most testing through DANTES on a non-funded (examinee pays) basis.

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CHAPTER 8

REFERENCE MATERIAL

1. Reference Material

a. Each UEO and LLC is required to maintain reference material to support the education program and provide working reference to assist Marines. In addition to all Marine Corps directives pertaining to active duty personnel education and commissioning programs and opportunities, it is strongly encouraged that any other reference material deemed appropriate be maintained.

b. The LLC also maintains reference material pertaining to education including, but not limited to, catalogs, schedules and registration information for on-base institutions.

c. Other reference materials which may be available to the LLC include:

- (1) The Peterson's Guide to 2 and 4 Year Colleges.
- (2) Study guides and printed information on testing services.
- (3) Information on college placement.
- (4) Servicemembers Opportunity Colleges (SOC) Guide.
- (5) Guide to the Evaluation of Educational Experiences in the Armed Forces (ACE guide).
- (6) SOCNAV/SOCMAR Handbooks.
- (7) The National Guide to Educational Credit for Training Programs.
- (8) Financial Aid for Veterans, Military Personnel, and their Dependents.

APPENDIX A

EDUCATION CONTACT SHEET

NAME: _____ SSN/MOS: _____ RANK: _____
UNIT: _____ WORK SECTION: _____ PHONE: _____
DCTB: _____ EAS: _____ HIGH SCHOOL (CIRCLE ONE): GRAD GED NON-GRAD
COLLEGE (YRS COMPLETED): 1 2 3 4 5 6 DEGREES HELD: _____
ENROLLED IN: VIETNAM ERA GI BILL / VEAP / MONTGOMERY GI BILL / NONE
DATE OF INITIAL INTERVIEW: _____
EDUCATIONAL GOALS: _____

I have been counseled on the below listed programs and education benefits:

1. Military Academic Skills Program (MASP).
2. High School Completion Program.
3. Off-duty Education (College) Programs.
4. Marine Corps Tuition Assistance Program.
5. Veterans Administration Education Program.
6. Marine Corps Degree Completion Programs (SNCOs and Officers).
7. Marine Corps Commissioning Programs.
8. DANTES Independent Study Programs.
9. DANTES Testing Program.
10. Armed Services Vocational Aptitude Battery (ASVAB).
11. Services available at the Lifelong Learning (Education) Center.

Education Officer / NCO

Individual

Date

All subsequent interviews and results will be annotated in the spaces provided on the continuation page(s) to this form.

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APPENDIX A
EDUCATION CONTACT SHEET
CONTINUATION PAGE

INTERVIEW DATE: _____ PURPOSE: _____

RESULTS: _____

INTERVIEW DATE: _____ PURPOSE: _____

RESULTS: _____

INTERVIEW DATE: _____ PURPOSE: _____

RESULTS: _____

INTERVIEW DATE: _____ PURPOSE: _____

RESULTS: _____
