

HQMC
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E R R A T U M

To

MCO P1560.25C dtd 22 Dec 99

1. Please remove the current cover page and replace it with the enclosed page.

The Short Title should read: (SHORT TITLE: LLL PROGRAM) vice
(SHORT TITLE: LLF PROGRAM).

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO P1560.25C
MR
22 Dec 99

MARINE CORPS ORDER P1560.25C

From: Commandant of the Marine Corps
To: Distribution List

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

Ref: (a) MCO 1560.28B
(b) NAVETRA 38021 (S/N 0502=LP=190-1100)
(c) NAVFAC P-80
(d) MCO P1700.27A
(e) DANTES Examination Program Handbook (DEPH)
(f) Marine Corps Apprenticeship Manual
(g) MCO P1700.28

Encl: (1) LOCATOR SHEET

Reports Required: I. Lifelong Learning Education Programs
Report (NAVMC 11424), Appendix F
II. Adopt-a-School Participation Report
(NAVMC 11425), Appendix C

1. Purpose. To establish policies and standards for the Lifelong Learning (LLL) Program, an integrated multiservice program to fulfill the Lifelong Learning needs of the Marine Corps Community in accordance with the references.

2. Cancellation. MCO 1560.25B.

3. Background

a. This Manual provides policy, requirements, and procedures for establishing and conducting the LLL Program at each command.

b. This Manual has been substantively revised and must be reviewed in its entirety. For information on Veteran's Educational Assistance Benefits refer to reference (a).

4. Recommendations. Recommendations for changes to this Manual should be submitted to the CMC(MR) via the appropriate chain of command.

**DISTRIBUTION STATEMENT A: Approved for Public Release;
Distribution is Unlimited**

MCO P1560.25C
22 Dec 99

5. Reserve Applicability. Some portions of this Manual are not applicable to the Marine Corps Reserve. Specific limitations are defined in the individual chapters.

6. Certification. Reviewed and approved this date.

{li Klimp7.gif:Signature}



J. W. KLIMP
Deputy Chief of Staff
Manpower and Reserve Affairs

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Location: _____
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ENCLOSURE (1)

MARINE CORPS LIFELONG LEARNING PROGRAM

RECORD OF CHANGES

Log completed change action as indicated:

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

MARINE CORPS LIFELONG LEARNING PROGRAM

CONTENTS

CHAPTER

	INTRODUCTION
1	MISSION AND POLICY
2	STANDARDS AND GUIDELINES FOR INSTALLATION POST-SECONDARY EDUCATION PROGRAMS
3	TUITION ASSISTANCE (TA) PROGRAM
4	DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DANTES) EXAMINATION AND DISTANCE LEARNING PROGRAMS
5	APPRENTICESHIP PROGRAM
6	MILITARY ACADEMIC SKILLS PROGRAM (MASP)
7	MARINE CORPS SATELLITE EDUCATION NETWORK (MCSEN)
8	SCHOOL-AGE FAMILY MEMBER EDUCATION PROGRAMS
9	GENERAL LIBRARY PROGRAM
10	ADOPT-A-SCHOOL PROGRAM
11	AFLOAT EDUCATION PROGRAM

APPENDIX

A	DEFINITIONS
B	ACRONYMS
C	ADOPT-A-SCHOOL PARTICIPATION REPORT
D	STANDARDIZED MEMORANDUM OF UNDERSTANDING (MOU) FOR EDUCATION SERVICES
E	U.S. MARINE CORPS APPRENTICESHIP PROGRAM OCCUPATIONS
F	LLL PROGRAMS REPORT

MARINE CORPS LIFELONG LEARNING PROGRAM

INTRODUCTION

0001. PURPOSE. This Manual publishes policies and standards on LLL Programs. Chapters and appendices are included to provide guidance and technical assistance for the use of Assistant Chiefs of Staff (AC/S) for Marine Corps Community Services (MCCS) in the implementation and operation of the LLL Program.

0002. STATUS. Utilization of the contents of this Manual in accomplishing LLL Program mission and functions is required.

0003. SCOPE. This Manual contains policy and standards for effective implementation and utilization of LLL Program for program sponsors at the staff and reporting unit level. LLL program sponsors are responsible for assisting unit action officers. Appendices A and B are definitions and commonly used acronyms.

0004. RESPONSIBILITY. The currency, accuracy, and modification of this Manual are the responsibility of the CMC(MR). HQMC staff agencies and field commanders are responsible for timely entry of changes and physical maintenance of their copies of this Manual.

0005. ALLOWANCES

1. Forward requests for changes in the requirements for this Manual to the CMC(AREB), per MCO P5600.31, Marine Corps Publications and Printing Regulations.

2. Obtain replacement copies of the basic Manual or pertinent change(s) by requisitioning from the Marine Corps publications stock point, per MCO P5600.31.

0006. ORGANIZATION

1. This Manual is organized into chapters identified by an Arabic numeral as listed in the overall contents.

2. Paragraph numbering is based on four digits. The first digit indicates the chapter; the next digit, the section, the final two digits the general major paragraph number; and the combinations which follow the decimal point, the subparagraph number; e.g.,

3103.3a(2) refers to Chapter 3, Section 1, general major paragraph number 03, subparagraph 3a(2).

3. Pages are numbered in separate series by chapter number, with the chapter number preceding each page number; e.g., the fourth page of Chapter 2 is shown as 2-4.

0007. CHANGES. Printed changes are posted by following the instructions in this Manual. File changes in the basic Manual in consecutive order and complete the Record of Changes page.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 1

MISSION AND POLICY

	<u>PARAGRAPH</u>	<u>PAGE</u>
BACKGROUND	1000	1-3
MISSION	1001	1-3
COMMAND RESPONSIBILITY.	1002	1-4
MEASURES OF EFFECTIVENESS.	1003	1-9
INSPECTIONS AND SUPPORT VISITS.	1004	1-10

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 1

MISSION AND POLICY

1000. BACKGROUND

1. This Manual provides integrated policy guidance to facilitate implementation and delivery of the Marine Corps Lifelong Learning (LLL) Program, formerly the Voluntary Education Program and the General Library Program, as modified by the merge of Human Resources and Morale, Welfare and Recreation (MWR).

2. The Voluntary Education (VOLED) Program historically focused solely on off-duty academic programs delivered in installation education centers by colleges in a traditional classroom setting. The VOLED Programs has not frequently been collocated with libraries, learning resource centers or training facilities, making it necessary for a Marine to visit several locations to address all of his or her learning requirements. The General Library Program has focused on recreational materials over education and research. The establishment of the LLL Program provides the opportunity to create a full service approach to education and learning resource support by providing an integrated program policy.

3. CMC(MRV) centrally funds the Marine Corps Tuition Assistance (TA) Program, the Marine Corps Satellite Education Network (MCSEN), the Military Academic Skills Program (MASP), the Apprenticeship Program, the Integrated Library System (ILS), the Commandant's Reading List (CRL), and recreational paperbacks for deployed/isolated personnel. The Defense Activity for Non-traditional Education Support (DANTES) centrally funds the examination programs contained in reference (a).

4. CMC(MRV) is the Marine Corps liaison for school-age children and family member education issues, including the Adopt-A-School Program.

1001. MISSION

1. The mission of the LLL Program is to provide personal and professional learning opportunities to the Marine Corps Community. The LLL Program positively impacts the recruitment, retention and readiness of active duty Marines and provides Commanders with a valuable tool to prevent problems which detract from unit readiness. LLL Program opportunities shall be

available to Marines regardless of duty station.

2. The LLL Program shall provide multiple learning opportunities, in a consolidated center where facilities are available. For independent duty and deployed Marines, access to LLL Program access shall be facilitated through the use of technology.

3. By delivering multiple learning opportunities under a synchronized program, limited resources and partnerships can be maximized. Quality of life (QoL) is impacted positively as Marines face reduced logistical barriers to reaching their educational goals.

4. At each major installation, a comprehensive LLL Program shall be established to encompass a broad range of learning opportunities based on the needs of the local Marine Corps Community.

1002. COMMAND RESPONSIBILITY

1. Component Commands/Commanders Supporting Establishment (COMMARFORBASESLANT, COMMARFORBASESPAC, COMMARFORRES, MCCDC, MCRC, COMMARFORLOGBASES) shall require the availability of the LLL Program which encourages and assists members of the Marine Corps Community in pursuing their LLL goals regardless of duty station. Positive command support at each level is essential to the operation of an effective LLL Program. Major Commands shall:

a. Review, prioritize, and consolidate Program Objective Memorandum (POM) requirements concerning personnel, budget, facilities, and training initiatives for the LLL Program.

b. Designate and maintain a staff cognizant on all matters pertaining to the LLL Program, policies, and associated resources. Provide implementation guidance to assigned installations and operating forces as appropriate. Commanders MARFORLANT and MARFORPAC shall each designate an installation to act as the LLL program sponsor for the AFLOAT Program contained in Chapter 11.

c. Require installation commanders to provide adequate staff, facilities, supplies, equipment, and learning resources to support the LLL Program.

d. Ensure a program for the continuing professional development of the LLL Program staff is provided to maintain required skills and qualifications. Professional development

shall include annual training opportunities and attendance at relevant conferences.

e. Submit reports to CMC(MRV) as required.

2. Installation commanders shall:

a. Plan, develop, and implement an effective, organized LLL Program responsive to the needs of the Marine Corps Community.

(1) The installation LLL Program shall include, at a minimum, high school through graduate level education programs, Tuition Assistance, Testing (including DAN TES and military classification testing), Distance Learning, Apprenticeship, MASP, MCSEN Degree Programs, and a General Library Program.

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

(b) Academic skills programs shall be available at no cost for active duty members regardless of location and for dependents outside the United States.

(2) Conduct biennial LLL Program interest surveys to determine the LLL Program interests of the local Marine Corps Community. AFLOAT program sponsor shall conduct informal LLL Program interest surveys in preparation for deployments.

(3) Prepare an annual LLL Program plan based upon the local interests identified in LLL Program interest survey.

(4) Select providers to deliver LLL Program services per the guidance contained in this Manual.

(a) CONUS and MCB Hawaii shall select post-secondary education service providers per Chapter 2 of this Manual.

(b) OCONUS installations, except MCB Hawaii, request education services from providers per:

1 Air Force Pacific Contract (PACAF) for Education Services on Okinawa and Iwakuni; and the

2 Army European Contract for Education Services in Europe

b. Coordinate the implementation of the LLL Program and the delivery of services to the local Marine Corps Community. In addition:

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

(a) Coordinate with the AFLOAT Program sponsor to identify AFLOAT requirements, schedule courses, and obtain TA authorization prior to deployment.

(b) Coordinate with the LLL Program sponsor, Camp Butler for shore-based education program requirements on Okinawa.

(2) Designate a School Liaison Officer to facilitate communication and cooperation between the military community and the local schools on school age family member education issues.

c. Including LLL Program needs in planning, programming, and budgeting efforts to provide for:

(1) Staffing

(a) Educational counseling: Ratio of one professional education staff member for every 2,000 active duty Marines. Civilian personnel designated as the Installation Education Officer shall be equivalent to a series GS-1740-xx with a Master's Degree in education or counseling.

(b) Library staffing shall be in accordance with the matrix contained in reference (b).

(2) Physical facilities including office space, libraries, learning resource centers, and classroom space for programs will be provided in accordance with reference (c). Designate a single facility, where available, as the primary LLL Program Center to serve as the focal point for the LLL Program, activities, and information. LLL Program facilities shall be included in MILCON planning.

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

d. Establish a Lifelong Learning Program Advisory Committee to the Marine Corps Community Service Council as established in reference (d).

e. Submit required reports to the Major Command for consolidation and submission to CMC(MRV).

f. Include LLL Program facilities, i.e., the education center and the library, on the check-in/out sheet as a mandatory item.

g. Allot time during "Welcome Aboard" briefs for the introduction of LLL Program capabilities aboard the Installation.

h. Recognize individual LLL Program achievement through ceremonial presentations and graduations, appropriate correspondence, certificates, and medals such as the Military Outstanding Volunteer Service Medal (MOVSM) and the Congressional Award.

i. Ensure personnel assigned to LLL Program billets and other personnel involved in the conduct of the LLL Program shall adhere to the standards of conduct set forth below:

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

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

(3) The appearance of conflict-of-interest precludes the acceptance of any honorary degree by personnel who serve in a position in which they may recommend or influence the selection of civilian educational institutions to serve the military. 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; and the offer was not conditional upon the performance of any service in the future. Prior to acceptance of an honorary degree, the recipient of such an offer shall first consult with CMC(MRV) regarding the propriety of the specific offer.

3. Each Commanding General/Officer, down to and including battalion, squadron and separate administrative commands, shall assign sufficient, qualified personnel to conduct the LLL Program per the directions and guidelines outlined in this Manual.

a. Appointments shall be made in writing as follows:

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

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

b. Provide educational guidance and counseling

(1) Counseling shall be provided upon completion of initial training, at each new duty station, prior to separation, and at other suitable intervals during their military career.

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

(3) Identify and screen all eligible MASP personnel, per Chapter 6, and provide enrollment opportunity.

(4) Provide assistance to Marines applying for MASP.

c. Maintain official LLL Program files, records, and data

(1) An electronic education record in the Navy Campus Management Information System (NCMIS) shall be established and maintained for all active duty personnel participating in the LLL Education Program. For information which cannot be maintained electronically, paper files are required and shall transfer with the Marine to each new duty station.

(2) Prepare a LLL Program education plan for all LLL Education Program participants.

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

e. Publicize and promote the opportunities available through the LLL Program, using a variety of appropriate media.

1003. MEASURES OF EFFECTIVENESS (MOEs). MOEs provide a tool to evaluate the level at which the LLL Program supports Marines and

their families in attaining their lifelong learning goals. The following MOEs shall be reviewed annually by installation LLL Program sponsors and the results submitted to CMC(MRV) via the chain of command:

1. Reduce the number of disciplinary problems which detract from unit readiness by increasing participation in the LLL Program.

a. Strategy. Encourage and facilitate participation in the LLL Program.

b. Performance Measure. Increase in the number of LLL Program participants and the decrease in the number of reported disciplinary incidents.

c. Data Source. LLL Program participant information provided in NCMIS and disciplinary incidents reported in installation blotters.

2. Improve the job performance of Marine Corps personnel by increasing their basic academic skills.

a. Strategy. Identify and enroll 100 percent of the personnel eligible for MASP.

b. Performance Measure. Compare the number of MASP eligible personnel to the number who enroll in the Program.

c. Data Source. Eligible MASP personnel with GT scores of 99 or below, as reported in the Marine Corps Total Force System (MCTFS).

3. Increase the level of Military Occupational Specialty (MOS) skills through the attainment of journeyman status.

a. Strategy. Identify 100 percent of those personnel eligible to participate in the Apprenticeship Program and provide enrollment opportunity.

b. Performance Measures. Percentage increase in number of eligible personnel who attain journeyman status.

c. Data Source. MCTFS provides the MOS codes.

4. High School Completion. Increase the number of Marines eligible to reenlist by ensuring all Marines possess high school equivalency by the end of their first enlistment.

a. Strategy. Identify eligible first term Marines and encourage their enrollment in a high school completion program.

b. Performance Measure. Reduction in the number of individuals without high school equivalency at the end of their first enlistment.

c. Data Source. Non-high school graduates are identified in the individual's civilian education record in MCTFS.

1004. INSPECTIONS AND SUPPORT VISITS

1. The LLL Program will be included in the Commanding General's Inspection Program per reference (d).

2. Military Installation Voluntary Education Review (MIVER) is a third party review of LLL conducted every 3-5 years, at the request of CMC(MRV), to assess the quality of learning resources, support, and academic program delivery by educational institutions.

a. Within 60 days following receipt of the final MIVER report, the installation shall submit a plan of action and milestones (POA&M), based on the MIVER report recommendations, to CMC(MRV).

b. CMC(MRV) shall report installation MIVER POA&M's to ASN (M&RA).

3. CMC(MRV) and Naval Education and Training Professional Development and Technology Center (NETPDTC) will conduct periodic assistance visits to Marine Corps Libraries.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 2

STANDARDS AND GUIDELINES FOR INSTALLATION
POST-SECONDARY EDUCATION PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
BACKGROUND.	2000	2-3
POLICY.	2001	2-3
CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCES.	2002	2-5
SERVICEMEMBERS OPPORTUNITY COLLEGES MARINE CORPS (SOCMAR).	2003	2-5

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 2

STANDARDS AND GUIDELINES FOR INSTALLATION
POST-SECONDARY EDUCATION PROGRAMS

2000. BACKGROUND. As a result of a study of selected installation education programs of the military services, detailed standards and guidelines were developed for implementation by the military services in the operation of installation programs. The purpose of the standards and guidelines is twofold: (1) To be responsible to the educational needs of the military community; and (2) To ensure that quality programs are conducted to meet those identified needs.

2001. POLICY. LLL program planning shall be driven by the identified educational interests and requirements of the local Marine Corps Community. The policy for establishing the MCSEN Education Program is contained in Chapter 7 of this Manual. Post-Secondary Education Programs shall be established by a Standard Memorandum of Understanding (MOU), as provided in Appendix D, in accordance with the following policies:

1. Installation LLL Post-Secondary Education Programs shall:

- a. Lead to accredited degrees and/or certificates;
- b. Have application to civilian or military careers; and
- c. Deliver courses in support of the current LLL Program Plan:

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

(2) availability of similar courses through distance learning is not considered a duplication.

2. Criteria for the Selection of Post-Secondary Institutions

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

b. Institutions shall:

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

(2) Sign a standard MOU, Appendix D, agreeing to:

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

(b) Conduct on-base programs from among those offered on its home campus;

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

(d) Provide library and other reference and research resources that are appropriate for the level of instruction;

(e) Maintain the same admission, grading, and graduation standards on-base as on the home campus for the same programs;

(f) Charge tuition and fees that do not exceed those charged to a nonmilitary clientele; and

(g) Provide 3% of gross tuition revenues from the receipt of tuition assistance (TA) for installation learning resource support.

(3) Prior to beginning program delivery, the Institution shall:

(a) Obtain approval for the extension of service from the applicable accrediting body.

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

(c) Obtain approval from the applicable State Approving Agency (SAA) for the certification of veterans educational benefits for the installation program(s).

2002. CREDIT FOR NONTRADITIONAL EDUCATIONAL EXPERIENCES

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

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

3. 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) and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services," commonly referred to as the ACE Guide. DANTES distributes the ACE Guide to Marine Corps installation education offices.

2003. SERVICEMEMBERS OPPORTUNITY COLLEGES MARINE CORPS (SOCMAR)

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

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

3. The SOC Catalog provides information concerning criteria which must be met by the member colleges and universities, as

well as information concerning the particular programs and offerings of each SOC school. DANTES distributes the SOC Catalog to installation LLL Program sponsors whenever new editions are published.

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

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 3

TUITION ASSISTANCE (TA) PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE.	3000	3-3
BACKGROUND	3001	3-3
RESTRICTIONS ON THE TA PROGRAM	3002	3-3
ELIGIBILITY.	3003	3-4
POLICY	3004	3-4
FUNDING CRITERIA BY PROGRAM.	3005	3-6
FISCAL INSTRUCTIONS.	3006	3-8

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 3

TUITION ASSISTANCE (TA) PROGRAM

3000. PURPOSE. To issue policies for conducting the TA Program as a component of the LLL Program.

3001. BACKGROUND

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

2. CMC(MRV) centrally manages TA funding for the Marine Corps with support from the Naval Education and Training Professional Development and Technology Center (NETPDTC).

3. NETPDTC manages the Navy Campus Management Information System (NCMIS). NCMIS is an automated TA management system, accessed through the Internet, used by local LLL Program sponsors to authorize TA for eligible personnel. In addition, NETPDTC processes TA invoices, records grades and initiates TA recoupment when required. The Installation LLL Program Education Officer, or his/her designee, is appointed the local TA Fund Approving Authority.

3002. 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 shall 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 shall 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 shall not be authorized for any course for which a servicemember 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.

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

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

f. The calculation on TA payments shall be made after the application of any discounts, grants, or scholarships which are awarded solely upon the basis of military status.

g. Individuals using TA may not apply for veteran's education benefits for TA funded courses.

3003. ELIGIBILITY. Active duty Marine Corps personnel, active duty Marine Corps Reserve personnel (Active Reserve (AR) and Extended Active Duty (EAD)), and personnel of the other military Services on active duty who are operationally or administratively attached to the Marine Corps, are eligible for Marine Corps TA. Navy personnel shall be funded according to current Navy TA policy. Participants in special education programs including, but not limited to: MECEP, BOOST, College Degree Program, and the SNCO Degree Completion Program, are ineligible for TA.

3004. POLICY

1. TA funds are authorized for study towards a diploma, credentials, certificates, or degrees 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 the level of study. The hierarchy of academic levels is defined as high school equivalency, Vocational Technical Certificate, Associates, Baccalaureate, Masters, First Professional, and Doctorate. Lateral Degrees, those on the same level of the hierarchy, shall not be funded.

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

3. 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 through non-TA funded course work.

4. An approved degree plan or SOCMAR student agreement is required for all TA users after the completion of no more than 12 semester hours.
5. The [NAVMC 10883](#) is authorized as a TA request document. It is not authorized for use as a funding document. Officer TA forms shall be forwarded to the CMC(MMSB-20), 2008 Elliot Road, Quantico, VA 22134-5030 for inclusion into the officer's official military personnel file (OMPF).
6. TA shall not be approved retroactively. Requirement for prior approval supersedes all institution enrollment and payment policies.
7. Individual TA participants are required to:
 - a. Submit a completed [NAVMC 10883](#) to the fund-approving authority, via his or her Commanding Officer. The individual's signature authorizes the educational institution to provide grades to NETPDTC, Code N8115, Marine Corps Group, 6490 Saufley Field Road, Pensacola, FL 32509-5241 within 45 days of the completion date of the course. The responsibility for ensuring grades are received by NETPDTC remains with the student.
 - b. Proceed to enroll only after receipt of an approved automated TA form from the fund-approving authority.
 - c. Immediately notify the local fund approving authority of:
 - (1) Changes in enrollment;
 - (2) Decision not to enroll; and
 - (3) Withdrawal.
 - (a) Involuntary withdrawal due to changes in work schedule, deployment, temporary additional duty (TAD), etc., are basis for exception to the payback of TA, if validated in writing by the servicemember's immediate commander and approved by the fund authorizing authority.
 - (b) Voluntary withdrawal resulting in TA charges to the Marine Corps shall be recouped from the individual.
 - d. Successfully complete the course with a grade of "D" or higher or "P" for passing for undergraduate study. Graduate courses must be completed with a grade of "C" or higher.
 - e. Reimburse the Federal Treasury for failed courses,

incomplete courses, or courses from which the servicemember voluntarily withdrew.

8. Officer obligation. Commissioned officers, including commissioned warrant officers, must agree to remain on active duty for two years after completing TA funded course(s). If a commissioned officer retires, voluntarily separates or is separated due to misconduct from active duty service, the individual shall reimburse the Marine Corps an amount proportionate to the amount of unserved duty. This agreement does not obligate the Marine Corps to retain the individual on active duty.

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

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. Policy for recoupment due to unserved obligation

(1) CMC(MMSR) 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 Installation Education Officer who shall prepare an Officer Repayment Report from the automated TA system.

(3) The Education Officer shall instruct the separating officer to send a certified check or money order, payable to the Treasurer of the United States, to NETPDTC.

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

3005. FUNDING CRITERIA BY PROGRAM

1. High School. Tuition for study leading to a valid high school credential shall be fully funded (100 percent) up to a FY maximum established annually by CMC(MRV) and published via MARADMIN.

2. Vocational-Technical (Vo-Tech). Tuition for courses leading to an applicable Vo-Tech certificate shall be funded at 75

percent of the cost of tuition, up to a FY maximum per individual established annually by CMC(MRV) and published via MARADMIN.

a. Vo-Tech study shall 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 shall not exceed the FY undergraduate maximum.

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 shall count towards the individual's FY undergraduate maximum. The courses must carry academic credit and the individual must receive a grade.

4. Preparatory Courses. TA is not authorized for preparatory courses such as Scholastic Aptitude Test (SAT) Prep, Graduate Record Examination (GRE) Prep, Armed Forces Classification Testing (AFCT) Prep or other test preparation courses.

5. Undergraduate Level Study. 75 percent of tuition costs for undergraduate study shall be funded to a FY maximum per individual established annually by CMC(MRV) and published via MARADMIN.

a. Undergraduate level study is defined as courses leading to an Associate or Bachelor Degree.

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

6. Graduate Level Study. 75 percent of tuition costs for graduate study shall be funded up to a FY maximum per individual established annually by CMC(MRV) and published via MARADMIN.

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

b. Prerequisites for graduate study shall be funded if required by the college/university.

(1) The servicemember must provide the Education Officer with an official letter from the Institution listing required prerequisites. The Education Officer shall determine if funding is warranted and shall retain the letter on file.

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

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

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

b. Courses must be delivered by institutions in the current DANTES Independent Study, External Degree, or Nationally Accredited Distance Learning Programs catalogs or by a regionally accredited college or university.

c. Courses longer than 18 weeks in length shall be reimbursed to the individual by DANTES following the successful completion of the course, per the enrollment procedures contained in Chapter 4 of this Manual.

d. Courses 18 weeks or less in length, shall be funded up front with TA, in accordance with the procedures in this Chapter.

3006. FISCAL INSTRUCTIONS

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

2. When funds are allocated, the CMC(MRV) shall provide NETPDTC with a funding ceiling which limits obligation authority.

3. 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(MRV) until the established funding ceiling is reached.

4. The authorization date of the TA determines the chargeable FY appropriation. A course beginning in one FY and ending in the next FY, will be charged to the FY in which the course commenced.

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

a. A grade request letter is issued to the student, at the unit address in the MCTFS if a grade is not received within 45 days after the course completion date.

b. A TA indebtedness resolution letter is issued to the student via his/her Commanding Officer (CO) if there is no response to the grade request letter within 30 days of the date of the letter.

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

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

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 4

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT
(DANTES) EXAMINATION AND DISTANCE LEARNING PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
BACKGROUND	4000	4-3
DANTES EXAMINATION PROGRAM	4001	4-3
DANTES DISTANCE LEARNING PROGRAM	4002	4-6

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 4

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT
(DANTES) EXAMINATION AND DISTANCE LEARNING PROGRAMS

4000. BACKGROUND. The primary mission of DANTES, in support of Education 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. In addition, DANTES provides consolidated management of certain contracts and programs to prevent duplication of effort among the Services. The following Examination Programs are sponsored by DANTES:

- (1) General Education Development (GED)
- (2) American College Testing (ACT) Assessment
- (3) Scholastic Assessment Tests (SAT)
- (4) DANTES Subject Standardized Tests (DSSTs)
- (5) College Level Examination Program (CLEP)
- (6) American College Testing PEP (ACT PEP)
- (7) Graduate Record Examinations (GRE)
- (8) Graduate Management Admissions Test (GMAT)
- (9) Praxis Series (including National Teachers Examination (NTE))
- (10) Law School Admissions Test (LSAT)

4001. DANTES EXAMINATION PROGRAM

1. Eligibility Requirements

a. The examinations offered through the DANTES Examination Program are available to active duty and reserve components of the Marine Corps. Many are free of charge for active duty servicemembers.

b. 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 reference (e) for specific civilian examination eligibility and restrictions.

c. DANTES Test Control Officers (TCOs), Alternate Test Control Officers (ATCOs), and Interim Test Control Officers

(ITCOs), and Test Examiners are not eligible for examinations offered through DANTES, until six months following the expiration of their appointments.

2. DANTES Examination Program Guidance

a. Reference (e) is the official testing policies and procedures guide for DANTES sponsored Examination Programs and is distributed annually by DANTES to each Marine Corps command authorized by the CMC(MRV) to conduct DANTES testing.

b. 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.

(2) CMC(MRV) authorizes the establishment/disestablishment of DANTES testing centers at Marine Corps activities. All requests for establishment, disestablishment, TCO/ATCO/ITCO appointments, and other related DANTES authorization requests shall be submitted to CMC(MRV) for approval.

(3) Each DANTES test center shall complete and submit a DANTES Facilities Review to CMC(MRV) according to the policy in reference (e), not later than 31 January of each year.

(4) A DANTES Test Inventory Report, DANTES form 1560/12, provided in reference (e), shall be submitted to CMC(MRV), 3280 Russell Road, Quantico VA, 22134-5103 and DANTES, Code 122, 6490 Saufley Field Road, Pensacola, FL 32509-5243 not later than 15 working days after the end of each fiscal quarter.

c. Personnel Requirements

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

(2) All DANTES TCOs shall have a minimum of a Baccalaureate Degree.

(3) DANTES TCOs must be qualified commissioned officers, warrant officers, staff noncommissioned officers, or Federal Civil Service employees (Non-Appropriated Funded (NAF) or Appropriated Funded (APF)).

(4) Sergeants may be appointed as ATCOs with a waiver from CMC(MRV) and DANTES.

(5) Contractors shall not be appointed TCOs, ATCOs, or ITCOs.

d. Security

(1) The appointed TCO has the full responsibility for the security and administration of the DANTES Examination Program as specified in reference (e).

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

(a) Suspend all testing on the jeopardized test in accordance with the procedures contained in reference (e) for that particular test.

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

(c) The Commander of the Installation or Marine Corps Activity shall appoint an objective officer to conduct an investigation into the circumstances and facts surrounding the compromise of a DANTES Examination in accordance with reference (e). The TCO shall provide the name and commercial phone number of the Investigating Officer to CMC(MRV) and DANTES within two days of the discovery of the loss. Within 30 days the Command shall report the findings of the investigation to CMC(MRV). The report shall include the reason for loss/compromise, details of the loss/compromise, conclusions of the investigation, and recommendations for corrective action to prevent recurrence.

(d) Testing may resume only when authorized by CMC(MRV).

(3) In the event of improper test conduct, the TCO shall follow the procedures contained in reference (e) and immediately contact the CMC(MRV).

4002.

1. DANTES publishes the External Degree, Independent Study and Nationally Accredited Distance Learning Program Catalogs to provide information concerning distance education courses available to servicemembers from civilian educational institutions. The distance learning courses listed therein include independent study, technology delivered, and credit by examination courses designed to assist military personnel in completing Degree requirements regardless of duty station.

2. Eligibility. All members of the United States Armed Forces are eligible to pursue distance learning through DANTES.

3. Funding

a. Courses which are 18 weeks or less in length shall be funded up front with TA in accordance with Chapter 3 of this Manual.

b. Courses which exceed 18 weeks in length, or are self-paced, shall be funded on a reimbursable basis through DANTES. Courses must be completed within one (1) year or the Institution's time limit, whichever is less. The following procedures apply:

(1) Servicemembers must complete the DANTES Distance Learning Enrollment Form 1562/31 provided in reference (e). For regionally accredited schools not listed in the DANTES catalog(s), servicemembers shall additionally complete the DANTES Special Enrollment Procedures Form 1562/40.

(2) Forms must be completed and authorized by the Installation Education Officer prior to enrollment in the course(s) to be eligible for reimbursement.

(3) The servicemember shall submit the required forms along with the payment to the academic institution, upon enrollment in the course(s). Reimbursement shall be provided to the individual by DANTES upon the successful completion of the

course(s) and upon the receipt by DANTES of an official grade from the Institution.

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

c. Eligible Marines enrolling in distance learning courses may apply for Veteran's Administration (VA) In-Service Benefits.

DANTES Independent Study Catalog provides detailed information regarding VA payments for courses available through the DANTES Independent Study Program.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 5

APPRENTICESHIP PROGRAM

	<u>PARAGRAPH</u>	
PURPOSE.	5000	5-3
BACKGROUND.	5001	5-3
POLICY.	5002	5-4
WORK PROCESS SCHEDULE	5003	5-6
AVAILABILITY OF FORMS	5004	5-6
RECORDS DISPOSITION	5005	5-6

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 5

APPRENTICESHIP PROGRAM

5000. PURPOSE. The Marine Corps Apprenticeship Program provides a tool to document skills acquired while on active duty in the Marine Corps which lead to civilian recognition and journeyman status in a trade or skill. In addition, it positively impacts readiness by providing an opportunity to improve personal and professional performance and encourage continuing educational advancement for Marines whose abilities and interests are in trade skills.

5001. BACKGROUND

1. The Marine Corps Apprenticeship Program was developed in conjunction with 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 E). The BAT and DOL shall provide a field representative, on request, to assist designated program sponsors in developing/updating apprenticeship programs and issues Certificates of Apprenticeship upon program completion.

2. In August 1999, the Marine Corps and Navy signed a memorandum of agreement to consolidate their apprenticeship programs. The consolidated apprenticeship program is the United Services Military Apprenticeship Program (USMAP). The purpose of USMAP is to allow Marines accessibility to participate in the apprenticeship program anytime and anywhere. Enrollment in USMAP is accomplished through an automated apprenticeship database using scantron applications and status reports. Marines can track their individual progress through the Internet. In addition, Marines will have an increased number of occupational trades eligible for apprenticeship program participation.

3. Subsequent to the Marine Corps adoption of the National Apprenticeship Standards, service school commands may be designated as program registrars for apprenticeship within their cognizant areas of responsibility via approval from CMC(MRV) and DOL.

4. The Program was developed to stimulate retention, enhance readiness and provide professional development opportunities.

The apprenticeship program offers Marines an opportunity for MOS proficiency development with a clearly defined personal goal. Upon completion of a program and at the request of the USMAP Office, the DOL shall award a Certificate of Completion of Apprenticeship to the Marine, thereby officially recognizing the Marine's attainment equivalent to a journeyman status.

5. 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.

6. The list of apprenticeable MOSs in the Marine Corps are located at Appendix E.

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

5002. POLICY

1. The CMC(MRV) shall:

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

b. Maintain liaison with the BAT, DOL.

c. Maintain liaison with USMAP Office.

d. Maintain computer records on all Marines in the program.

e. Provide quarterly reports on enrollment, completions and

cancellations in the program for each Marine who has participated in the prescribed program.

2. All designated program sponsors shall submit apprenticeable occupations for BAT DOL review via CMC(MRV).

a. Commanders with service schools under their cognizance shall designate the service school as program registrars if a determination is made by the CMC(MRV) and DOL that the skills taught are apprenticeable.

b. Lifelong Learning Program sponsors act as the program registrars. Marine Corps service schools or MOS sponsors may be designated program registrars, with approval from CMC(MRV) and DOL.

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

4. Marine applicants in attendance at a service school may enroll and participate in the program by completing a Apprenticeship Registration Application and forwarding the application to the USMAP Office, Chief of Naval Education and Training (CNET), USMAP ETE 531, 250 Dallas Street, Pensacola, FL 32508-5220.

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

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

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

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

5003. WORK PROCESS SCHEDULE. A Work Process Schedule for each

apprenticeable MOS must be approved by the USMAP Office, BAT and DOL. Installation education officer shall forward Work Process Schedules to the USMAP Office for approval.

5004. FORMS. The Apprenticeship Registration Application (CNET 1560/1), Apprentice Progress/Status Report and the Apprentice Work Experience Hourly Report (CNET 1560/2) are required for participation in the Apprenticeship Program.

5005. RECORDS DISPOSITION. Individual records maintained by installation education officers shall be transferred to the receiving command upon transfer of the participating Marine. The CMC(MRV) shall 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 USMAP Office shall maintain records of the completion certificates. Marines shall be advised to maintain their logs as a permanent record even after completion of the program as employers may request actual work experience records.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 6

MILITARY ACADEMIC SKILLS PROGRAM (MASP)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	6000	6-3
BACKGROUND.	6001	6-3
POLICY.	6002	6-3

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 6

MILITARY ACADEMIC SKILLS PROGRAM (MASP)

6000. PURPOSE. To establish policies and standards for the MASP as a component of the LLL Program.

6001. BACKGROUND. MASP increases the skill levels of eligible Marines in the areas of reading, mathematics, and communication/writing. Increasingly sophisticated technology makes skilled personnel essential to the readiness, efficient management, and professionalism of the Marine Corps. The ability to demonstrate competence in the academic skills of reading, mathematics, and communications/writing is critical to the career potential of each enlisted Marine as well as to the readiness of the Marine Corps. MASP is centrally managed and funded by CMC(MRV) to ensure accessibility to all Marines, regardless of duty station, and to standardize instructional quality and content.

6002. 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, strengthens the enlisted personnel base of the Marine Corps. To this end, MASP shall be established at all installations per the following guidelines:

a. The MASP is a four week program, conducted during normal duty hours, that provides academic skills education development related to military, professional, and personal requirements at no cost to the servicemember.

b. 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 and shall be screened for MASP.

(1) The Test of Adult Basic Education (TABE), made available upon request to CMC(MRV), shall be used as a MASP screening and diagnostic tool. The TABE, series 7 survey, shall be administered to all students prior to MASP enrollment.

(2) The TABE series 8 survey shall be administered to all MASP students upon completion of the MASP class

c. Although it is desired that enlisted personnel attain a high school diploma as a minimum, MASP shall not be used for the

purpose of preparing individuals to obtain high school diplomas. Those MASP participants who do not already possess a high school credential shall be encouraged to enroll in an off-duty high school completion program upon successfully mastering MASP requirements.

d. Marines may be referred to MASP by:

- (1) Commanding Officer
- (2) Supervisor
- (3) Formal School
- (4) Education Officer
- (5) Themselves

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

f. The number of students enrolled in MCSEN MASP shall be provided to CMC(MRV) two weeks prior to the start of class.

2. The MASP shall be delivered via:

a. Traditional classroom format from the centrally managed MASP contracts or;

b. MCSEN, where the traditional classroom format is not available or;

c. Local installation contract where 6002.2a and 6002.2b are not available.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 7

MARINE CORPS SATELLITE EDUCATION NETWORK (MCSSEN)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	7000	7-3
BACKGROUND.	7001	7-3
POLICY.	7002	7-3
MARINE CORPS MCSSEN SITES ON-LINE.	7003	7-4

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 7

MARINE CORPS SATELLITE EDUCATION NETWORK (MCSSEN)

7000. PURPOSE. The purpose of the Marine Corps Satellite Education Network (MCSSEN) is to increase the accessibility of the LLL Program to Marine Corps installations and to provide an alternative delivery format for the LLL Program.

7001. BACKGROUND

1. MCSSEN is a network of two-way audio/video, interactive teleconferencing systems that transforms Marine Corps LLL Education Centers into one worldwide college campus. MCSSEN allows students to interact "real time" from distant classrooms. MCSSEN is a commercial dial-up system operating via T1 circuits and ISDN lines.

2. MCSSEN was developed to:

a. Make higher education more accessible to the Marine Corps Community.

b. Allow installation education officers the opportunity to access and expand Distance Education Programs and opportunities.

c. Enable Marines to matriculate in a LLL Education Program and increase the ability to complete degree requirements regardless of changes in duty station.

d. Expand the Installation Education Officer's professional training and development opportunities.

7002. POLICY

1. The LLL Program shall provide educational programs via MCSSEN on all installations equipped with MCSSEN.

2. All local MCSSEN Program proposals shall be submitted to CMC(MRV) for review and approval prior to solicitation.

3. The CMC(MRV) Standardized MOU, shall be used when entering into local MCSSEN education agreements with academic institutions.

4. All requests for MCSSEN access shall be submitted to CMC(MRV)

for approval and scheduling. Agencies outside the LLL Program shall be authorized by CMC(MRV) to utilize MCSEN services on a space available basis only, subject to availability of funds.

5. The MCSEN telecommunications contractor is responsible for providing maintenance and technical support for the network. Marine Corps installations using MCSEN shall coordinate with CMC(MRV). The contractor shall not be contacted directly without prior authorization from CMC(MRV).

6. TA for MCSEN courses is subject to the restrictions set forth in Chapter 2 of this Manual. Students who desire to use veteran's education benefits shall apply through the regional Veteran's Administration office for their State via the Academic Institution.

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

7003. MARINE CORPS MCSEN SITES ON-LINE

1. The following Marine Corps locations have access to MCSEN:

- a. Marine Corps Combat Development Command (MCCDC), Quantico, VA.
- b. Marine Corps University, MCCDC, 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, Twentynine Palms, CA.
- m. Marine Corps Base, Kaneohe Bay, HI.
- n. Marine Corps Air Station, Yuma, AZ.
- o. Marine Corps Base, Camp Butler, Okinawa, Japan.
- p. Marine Corps Air Station, Iwakuni, Japan.
- q. Marine Corps Air Station, Miramar, CA.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 8
SCHOOL-AGE FAMILY MEMBER EDUCATION PROGRAMS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8000	8-3
BACKGROUND.	8001	8-3
POLICY	8002	8-4

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 8

SCHOOL-AGE FAMILY MEMBER EDUCATION PROGRAMS

8000. PURPOSE. To provide information on School-Age Family Member Education Programs as a component of the LLL Program. Communication, between the military community and the educational agencies serving it, is a major key to preventing personal and family readiness problems that detract from unit performance and readiness.

8001. BACKGROUND

1. The Department of Defense Education Activity (DoDEA), local education agencies, and Department of Education (DoEd) provide policy and funding guidance for School-Age Family Member Education Programs. CMC(MRV) is the Marine Corps liaison to DoEd and DoDEA for school-age family member education issues.

2. CMC(MRV) participates in forums to discuss trends and issues in school-age family member education.

a. The Advisory Council on Dependents Education (ACDE) identifies and advises Department of Defense Dependent Schools (DoDDS) on public education success and trends. This is co-chaired by the DoD and DoEd

b. The Dependents Education Council (DEC) provides an executive leadership forum for the discussion of DoDDS and the DoD Domestic Dependent Elementary and Secondary Schools (DDESS) policies, facilities issues, logistics, and administrative support. CMC(MRV), MARFORLANT, and MARFORPAC or their Flag level designees are members of the DEC.

c. The DoDEA Open Cabinet Meetings are bimonthly meetings offering the opportunity for the Service, Union, and National Military Family Member Association (NMFA) representatives to submit agenda items to DoDEA. CMC(MRV) regularly attends and submits agenda items.

d. The Federal Interagency Committee on Education (FICE), chaired by the DoEd, facilitates coordination on educational issues among Federal departments and agencies. This group normally meets on a bimonthly basis.

3. CMC(MRV) is the Marine Corps point of contact for issues which effect Impact Aid and the DoD Supplement to Impact Aid, such as privatization of housing.

4. CMC(MRV) provides the Marine Corps input on budget, MILCON, and legislative initiatives which effect the education of school-age family members.

8002. POLICY

1. School-age family member issues which cannot be resolved at a lower level or which require broad coordination among commands shall be submitted to CMC(MRV).

2. Information about local school-age family member educational options shall be available to personnel in Welcome Aboard packages, inbriefs, command web pages and/or other communication avenues available to the command, in conjunction with Relocation and Transition Programs.

3. Servicemember parents/guardians shall be permitted to participate in school forums, not limited to, but including, parent/teacher conferences, school student recognition programs and school board meetings subject to mission requirements. Parent/teacher conferences may be designated as a place of duty.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 9

GENERAL LIBRARY PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	9000	9-3
BACKGROUND.	9001	9-3
POLICY	9002	9-3

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 9

GENERAL LIBRARY PROGRAM

9000. PURPOSE. To issue policies and standards for conducting the General Library Program, a component of the LLL Program.

9001. BACKGROUND

1. The Secretary of the Navy establishes policies and responsibilities for the administration and support of the Naval General Library Program. CMC(MRV) establishes and issues policies to conduct successful Marine Corps General Libraries in coordination with the Chief of Naval Education and Training (CNET).

2. This Program is established to provide a collection of print and non-print materials and equipment to support the educational, informational, communicational, professional and recreational interests and the needs of the Marine Corps Community through a vast network of library resources. All aspects of the library service are designed to facilitate the use of resources and to help individuals to most easily meet their lifelong learning goals regardless of duty station.

9002. POLICY

1. The General Library Program shall be established on all Marine Corps installations to assemble, organize, preserve and make easily available unbiased collections of retrospective, current, and authoritative multimedia library materials in response to the interests and requirements of the Marine Corps Community, at no charge. Partnerships may be formed with community public libraries where proximity permits.

2. Reference (f) provides the Marine Corps procedural guidelines for the operation of the General Library Program.

3. General libraries shall support continuous education and professional development; strengthen citizenship and community awareness; enhance occupational skills; increase creative and spiritual development; assist in the appreciation of art and literature; enhance social well-being; and foster esprit de corps in the Marine Corps.

4. Leisure paperbacks and Commandant's Reading List (CRL) books shall be provided to deployed and isolated Marines by CMC(MRV).
5. "The Leatherneck" and the "Marine Corps Gazette" shall be provided for VA Hospitals, Air Military Terminals, and Military Hospitals by CMC(MRV).
6. Fifty-five percent of the library collection shall be maintained in support of educational and professional materials and 45 percent in support of recreational interests, including at least one complete set of the CRL.
7. An Integrated Library System (ILS) shall be maintained in all General Libraries.
 - a. Internet/e-mail services shall be provided to patrons at no charge per guidance in reference (g).
 - b. ILS shall be used by LLL Program sponsors to provide an interlibrary loan program, required by reference (f), at no charge to the servicemember.
 - c. CMC(MRI) will provide technical support and life-cycle maintenance for the ILS.
 - d. CMC(MRB-1) will maintain a Civilian Development Plan and Training Catalogue for library personnel.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 10
ADOPT-A-SCHOOL PROGRAM

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	10000	10-3
BACKGROUND.	10001	10-3

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 10

ADOPT-A-SCHOOL PROGRAM

10000. PURPOSE. To encourage participation by Marine Corps units, active and reserve, in the Adopt-a-School Program. The Adopt-a-School Program encourages volunteerism and focuses on the needs of our Nation's youth by contributing to their education, citizenship and enrichment, and supporting the communities in which they live.

10001. BACKGROUND

1. The Marine Corps Adopt-a-School Program exists as an informal grassroots effort which supports community outreach groups, individuals, and the education and development of our Nation's youth. By establishing this community connection, the Adopt-a-School Program has a positive impact on local youth and helps to prevent problems which detract from personal, family and unit readiness.

2. CMC(MRV), as the coordinator for the Marine Corps' Adopt-a-School Program, provides annual program guidance, disseminates no-cost information resources, and coordinates with Office of the Secretary of Defense (Reserve Affairs), Assistant Secretary of the Navy (Personnel Programs), and the DoEd as required.

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 11

AFLOAT EDUCATION PROGRAM (AFLOAT)

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	11000	11-3
BACKGROUND.	11001	11-3
POLICY.	11002	11-3

MARINE CORPS LIFELONG LEARNING PROGRAM

CHAPTER 11

AFLOAT EDUCATION PROGRAM (AFLOAT)

11000. Purpose. To establish policy, standards, and responsibilities for the Marine Corps Education Program for afloat personnel.

11001. Background

1. The AFLOAT was established to provide opportunities not available to embarked Marines through the Navy Program for Afloat College Education (PACE). While Marines permanently assigned to ships for duty are fully eligible for PACE instructor and technology delivered courses, embarked Marines are only eligible to participate in PACE instructor delivered courses on a space available basis. PACE schedules do not adjust according to the Marine unit(s) operational tempo.

2. MCB Camp Pendleton and MCAS Cherry Point have established MOUs with academic institutions to deliver undergraduate level courses aboard ship which provide educational opportunities for afloat Marines. Qualified Marines within the afloat units provide the course instruction. Class sessions are scheduled according to operational tempo.

11002. POLICY

1. The AFLOAT Program shall be selected and conducted in support of all impacted installations and operating forces in accordance with Chapter 2 of this Manual.

a. The AFLOAT designee will maintain standard MOUs for AFLOAT.

b. The AFLOAT designee will establish and maintain a Standard Operating Procedure (SOP) for AFLOAT and disseminate it to all impacted installations and operating forces.

2. TA is authorized for AFLOAT in accordance with Chapter 3 of this Manual.

MARINE CORPS LIFELONG LEARNING PROGRAM

APPENDIX A

DEFINITIONS

1. Off-Duty Time. Time when the military service member is not scheduled to perform official duties.
2. 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.
3. 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.
4. Servicemembers Opportunity Colleges (SOC). A consortium of colleges and universities that cooperate to assist service members in achieving their educational goals.
5. 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.
6. Military Academic Skills Program (MASP). MASP was created to improve the competence in the basic skills of reading, mathematics, and writing of active duty Marine enlisted personnel.
7. Integrated Library System (ILS). The ILS is a state-of-the-art library technical network that connects all of the Marine Corps libraries together so that any patron can use and review the listing of the installation and entire Marine Corps Library collection. ILS provides free Internet access for patrons.
8. Commandant's Reading List (CRL). The CRL is a required professional reading list selected by the Commandant. Recommended readings are categorized by rank and are available in all Marine Corps general libraries.

MARINE CORPS LIFELONG LEARNING PROGRAM

9. Navy Campus Management Information System (NCMIS). NCMIS is the centrally managed education information system used by Department of the Navy education personnel to maintain automated voluntary education records and authorize tuition assistance.

MARINE CORPS LIFELONG LEARNING PROGRAM

APPENDIX B

ACRONYMS

ACE	American Council on Education
AFCT	Armed Forces Classification Test
BAT	Bureau of Apprenticeship and Training
CLEP	College Level Examination Program
CHEA	Council for Higher Education Accreditation
CRL	Commandant's Reading List
DANTES	..	Defense Activity for Non-Traditional Education Support
DOL	Department of Labor
DSST	DANTES Subject Standardized Test
GED	General Education Degree/Diploma
GRE	Graduate Record Examination
ILS	Integrated Library System
LLL	Lifelong Learning
MASP	Military Academic Skills Program
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
POM	Program Objective Memorandum (Fiscal Budget)
RFP	Request for Proposal
SAA	State Approving Agency
SAT	Scholastic Achievement Test
SOCMAR	..	Service Members Opportunity College Marine Corps
TA	Tuition Assistance
TCO	Test Control Officer

MARINE CORPS LIFELONG LEARNING PROGRAM

VEAP Veterans' Educational Assistance Program

VOLED... Voluntary Education

MARINE CORPS LIFELONG LEARNING PROGRAM

APPENDIX C

ADOPT-A-SCHOOL PARTICIPATION REPORT

- a. Name, phone number and e-mail address of the major command point of contact for reporting.
- b. Name of each school (including the state in which it is located) with which units are working.
- c. Unit supporting the school.
- d. Brief description of the program(s) the unit is providing.
- e. Number of individual Marines, other Service members and DoD civilians participating in the program.
- f. Number of individual children being reached.

MARINE CORPS LIFELONG LEARNING PROGRAM

APPENDIX D

STANDARDIZED MEMORANDUM OF UNDERSTANDING (MOU)
FOR EDUCATION SERVICES

BETWEEN

An Academic Institution

AND

A Marine Corps Base or Installation

PROVISIONS

This agreement is between Name of Academic Institution, hereafter referred to as the "Institution" and Name of the Marine Corps Base or Installation. The purpose of this agreement is to provide guidelines and procedures for delivering degrees at Name of the Marine Corps Base or Installation.

WORKING RELATIONSHIPS

In support of this agreement, it is understood that:

1. Name of the Marine Corps Base or Installation:

1.1. Provide office facilities and classrooms as available and, when practical. This does not include office furniture or access to government phone/fax equipment. Climate control and electricity will be provided when available at the office building.

1.2. Designate the Center Education Officer (CEO) to maintain a continuing liaison with the designated College Representative and be responsible for inspections and the acceptance of the Institutions services.

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

2. Name of the Academic Institution will:

2.1. Appoint and designate a College Representative to maintain a continuing liaison with the CEO of Name of the Marine Corps Base or Installation.

MARINE CORPS LIFELONG LEARNING PROGRAM

2.2. Provide the CEO, six months in advance, with a proposed schedule of classes.

2.3. Brief the CEO in advance and provide a written notice of class cancellations.

2.4. Conduct all registration procedures with respect to classes taught by the College.

2.5. Send all press releases for the Base/Installation newspaper, on-base television channel and other available media to the CEO for screening.

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

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

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

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

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

MARINE CORPS LIFELONG LEARNING PROGRAM

conferences.

2.11. Provide adjunct faculty, academic advisors, and other support.

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

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

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

2.15. Ensure that curricula contents, course contents and sequences are determined through formal academic processes and that they are comparable to home campus courses and curricula. The curricula shall lead to degrees or other awards based on the completion of a coherent program designed to assure the mastery of specific knowledge and skills. The Institution shall also accommodate the non-traditional needs of students in the military community to the extent that this is possible without compromising quality.

2.16. Require that faculty are available to students for consultation outside of class time.

2.17. Monitor student's academic progress and keep students advised on their current academic standing.

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

2.19. Implement measures to ensure that course expectations

MARINE CORPS LIFELONG LEARNING PROGRAM

are thoroughly and effectively identified for students by faculty, both orally and in the course syllabi.

2.20. Be responsible, through its faculty and administration, for making sure that adequate print and non-print media resources to support all courses being offered are available at Name of the Marine Corps Base or Installation library facilities, on site institution resource area and or via electronic transmission. Special resources for individual courses, including copies of relevant periodicals, should be placed in the base library or made available by the Institution.

2.21. Provide at least three (3) percent of their gross tuition income from Name of the Marine Corps Base or Installation students funded by TA for support of the Lifelong Learning Program at Name of the Marine Corps Base or Installation. The three (3) percent contribution will be based on enrollments during the Federal fiscal year (1 Oct through 30 Sep of the given year). The Institution shall assign a campus representative to coordinate the three (3) percent contribution to Name of the Marine Corps Base or Installation. The Institution contribution amount will be reported to the Education Services Officer or the designated representative in terms of a financial statement or an official letter not later than sixty (60) days after the end of the federal fiscal year. The funds will be used to support the Name of the Marine Corps Base or Installation library and/or learning resources including reference materials; equipment maintenance; command education center administrative services; student counseling; and the learning environment. The CEO will direct the institution on how the money will be expended. At no time will the CEO receive any of these funds for disbursement.

2.22. The CEO will establish a planning committee which will prioritize and allocate the total contributions for all institutions. On-base college directors will serve on the committee, as well as base librarian, test examiner, and the Education Services Officer. The planning committee will normally meet within 60 days after contribution financial statements or official letters for all institutions have been received by the CEO or designated representative.

2.23. Provide a full range of academic support services to students, tailored as appropriate to their non-traditional needs. These services shall include providing a listing of course offerings and details of financial aid; placement services available; student disciplinary policies; academic advisement and assistance with curriculum planning; record keeping and transcript services and provision of a current catalog that

MARINE CORPS LIFELONG LEARNING PROGRAM

specifies admission standards; degree requirements, course descriptions; term load limitations; definition of grades and explanation of grading policies; explanation of conditions under which credit earned at other institutions may be applicable to the students; degree programs; and the institution's policy concerning student absences and academic integrity. The institution shall also provide the CEO all relevant information on the academic programs and ensure that this information is current.

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

2.25. Be responsible for collection of tuition fees not payable by the Government.

2.26. Insure that safety and health standards are maintained while classes are being conducted.

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

2.28. Will be a participating SOCMAR institution (undergraduate programs only). Will provide SOCMAR agreements to all eligible students as required by SOC institutional criteria.

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

2.30. Changes to degrees/certificates offered on Name of the Marine Corps Base or Installation require modification to this agreement prior to implementation.

2.31. Provide all office equipment and furniture for operations of school office.

ACADEMIC PROGRAMS

Name of the Academic Institution will offer the following degree/certificate program(s):

MARINE CORPS LIFELONG LEARNING PROGRAM

3. Admission, Registration, and Evaluation

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

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

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

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

3.5. Classes will be conducted when twelve (12) or more students have been officially enrolled into the class. This minimum number can be changed upon mutual agreement between the CEO and the Name of the Academic Institution.

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

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

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

4. SCOPE OF WORK

The Institution shall provide education services including, but not be limited to, degree programs, certificate programs, courses, student services, administrative services and library support services at Name of the Marine Corps Base/Installation, for a period of six (6) years with biennial reviews. Changes

MARINE CORPS LIFELONG LEARNING PROGRAM

during this period may only be made by mutual written agreement. The government may terminate this agreement with 90 days written notice. The Institution may also do the same provided it submits an acceptable teachout plan to the CEO and does not terminate the agreement during an academic term.

4.1. The Institution may make an offer to provide other programs or group of programs, at their option. The Institution will be required to submit technical proposals which set forth detailed, accurate and complete information to enable the Government to evaluate the institutions capability to perform the agreement.

5. PLACE OF PERFORMANCE

5.1. List the Geographic Location of where the courses will be held

6. SPECIFIC TASKS

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

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

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

6.4. Institution shall offer only those courses approved by the CEO that are required for programs listed in item 2.31.

6.5. Accreditation. The institution shall provide the CEO with a copy of their most recent accreditation evaluation reports. All costs of accreditation visits shall be borne by the institution.

MARINE CORPS LIFELONG LEARNING PROGRAM

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

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

6.8. The institution shall supply equipment needed to conduct courses in conformance with accrediting agency standards.

6.9. The institution shall evaluate and award college credit for the following categories:

a. Earned Credit: The institution shall accept earned credit per institution policy, where appropriate to the specific programs, for courses that have been taken at other accredited institutions.

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

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

6.11. Courses conducted through media (e.g., audio/visual cassettes, audio cassette, or computer aided) shall be conducted

MARINE CORPS LIFELONG LEARNING PROGRAM

on an individual enrollment basis. These courses shall have open enrollment; however, each individual enrollment shall not exceed eighteen (18) weeks.

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

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

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

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

6.16. Students and the U.S. Government shall be promptly refunded any tuition fees paid the institution if a scheduled course does not materialize for any reason. Refunds to the Government for withdrawals shall normally be deducted from the invoice covering the classes from which the withdrawal occurred. The refund line items should make specific reference to the individuals) and course number(s). Where this is not possible, the institution must reimburse the Government by check. Checks for refunds to the United States Government arising out of termination of courses or student withdrawal from a course shall be drawn in favor of the Treasurer of the United States, and must be sent by the institution to: Commanding Officer, NETPDTC N8115/Marine Corps Group, 6490 Saufley Field Road, Pensacola, FL 32509-5241. Refunds to withdrawing students and the Government will be made within thirty (30) days of the withdrawal.

6.17. Determination to cancel, modify, or delay a requested class resides with the CEO and the institution. Institutions

MARINE CORPS LIFELONG LEARNING PROGRAM

requesting cancellation, modification, or delay require CEO approval.

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

6.19. The institution shall issue grades of incomplete in accordance with institutional policy.

6.20. A copy of the grades (including failed for non-attendance (FN), Academic Failure (FA), Withdrawal (WD), or Incomplete (IC)) for each student receiving TA or the equivalent shall be provided to NETPDTC (CODE N8115), Pensacola, FL within thirty (30) calendar days of course completion. Use of TA constitutes a waiver of Privacy Act requirements as shown by the applicant's signature.

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

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

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

6.24. The institution shall offer financial aid programs and participate in PELL Grants and other federal financial aid education programs. The institution shall be approved for federal financial aid programs and veteran's educational assistance programs for all programs on Name of the Marine Corps Base/Installation.

MARINE CORPS LIFELONG LEARNING PROGRAM

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

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

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

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

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

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

6.31. Additionally, the institution librarian shall conduct a yearly survey in each program area to establish whether current

MARINE CORPS LIFELONG LEARNING PROGRAM

holdings in the installation library or resources satisfy the library standards of the home campus, and standards established by the institution's accrediting association.

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

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

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

6.35. The institution shall provide a Faculty Handbook and adjunct faculty manual.

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

6.37. Locally generated publicity shall be routed through the CEO.

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

7. INSTITUTION PERSONNEL

MARINE CORPS LIFELONG LEARNING PROGRAM

7.1. The institution shall provide sufficient work force to satisfactorily perform the services required by this agreement. This includes management/supervisory personnel to oversee and assure the full, complete, and competent performance of the services designated herein.

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

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

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

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

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

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

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

7.9. Employment of off-duty military personnel or Government

MARINE CORPS LIFELONG LEARNING PROGRAM

civilian employees by the institution is permissible provided such employment does not conflict with the policies set forth in "DoD Inst. 5500.7-R, 'Joint Ethics Regulations'." However, Government personnel employed in any way in the administration of subject agreement will be excluded from such employment because of conflict of interest. It is understood that these personnel are acting as private citizens.

8. QUALITY CONTROL

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

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

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

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

MARINE CORPS LIFELONG LEARNING PROGRAM

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

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

9. GOVERNMENT ADMINISTRATION OF AGREEMENT

9.1. Day-to-Day Administration. The Government will have an on-site CEO to handle the day-to-day responsibilities of administering, inspecting, overseeing, and evaluating the agreement performance. The CEO will be available to meet with the institution's personnel in order to assure a smooth, continuous operation of the functions, and provide Government assistance when/where required.

9.2. Quality Assurance. The Government quality assurance inspection procedures will consist primarily of review of TA forms, SOCMAR, SOCNAV student agreements, and other related forms, transcripts (on active duty personnel) and reports. Additionally, various aspects of institution performance will be subject to spot checks and unannounced inspections or may be monitored by Government personnel to insure that military members are receiving accurate information in regards to their entitlements.

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

9.4. The institution shall cooperate fully with Government representatives who conduct quality assurance inspections.

10. GOVERNMENT FURNISHED PROPERTY/SERVICES

MARINE CORPS LIFELONG LEARNING PROGRAM

The Government will:

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

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

10.3. Provide necessary directives in the form of TA Bulletins and Invoicing Policies to assist the institution.

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

11. INSTITUTION FURNISHED PROPERTY/SERVICES

The Institution shall:

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

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

11.3. Provide housekeeping and janitorial services (to include trash removal and removal of recyclables per base

MARINE CORPS LIFELONG LEARNING PROGRAM

directives) on a regular and continuing basis, in the assigned office spaces and classrooms provided to the institution by the Government.

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

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

11.6. Classrooms shall be left neat, clean and in a tidy manner (all trash removed), furniture rearranged as originally found, lights turned off, and doors and windows closed and locked, upon vacating premises at the conclusion of each class.

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

11.8. Delinquent student accounts are the responsibility of the institution.

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

12. INSPECTION AND ACCEPTANCE

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

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

MARINE CORPS LIFELONG LEARNING PROGRAM

13. INSPECTION OF SERVICES

13.1. Definitions. "Services", as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

13.2. The institution shall provide and maintain an inspection system acceptable to the Government covering the services under this agreement. Complete records of all inspection work performed by the institution shall be maintained and made available to the Government during agreement performance and for as long afterwards as the agreement requires.

13.3. The Government has the right to inspect and test all services called for by the institution, to the extent practicable at all times and places during the term of the agreement. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

13.4. If the institution fails to promptly perform the services again or to take the necessary action to ensure future performances in conformity with agreement requirements, the Government may: (1) by agreement or otherwise, perform the services and charge to the institution any cost incurred by the Government that is directly related to the performance of such service, or (2) terminate the agreement.

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

15. AGREEMENT ADMINISTRATION DATA

15.1. All agreement administration functions will be accomplished by the institution. All verbal inquiries and written correspondence relative to the administration and performance of this agreement shall be directed to the CEO.

15.2. The institution will submit invoices original plus 4 copies with original individual TA forms, and direct all inquiries regarding payment to:

Commanding Officer
NETPDTC (Code N8115)
6490 Saufley Field Rd.
Pensacola, FL 32509

MARINE CORPS LIFELONG LEARNING PROGRAM

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

17. CONSTRUCTIVE CHANGES/PERSONAL SERVICE (Institution office)

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

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

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

19. SECURITY REQUIREMENTS

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

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

MARINE CORPS LIFELONG LEARNING PROGRAM

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

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

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

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

19.7. Installation Regulations are outlined in Name and number of the Installation Directive.

20. ACCESS TO BUILDINGS

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

20.2. Should any discrepancies occur, e.g., key loss, locks jimmied, etc., the Government shall be notified before the end of the work day concerning the problem. The institution shall be responsible for the cost of replacing keys that are lost by any institution employees. If a lock requires replacement/rekeying because of a breach of security caused by negligence of the institution's or its employees, the cost of this effort shall be borne by the institution.

21. INVOICE PAYMENTS

21.1. Invoices from institutions must be forwarded to:
NETPDTC (Code N8115) Pensacola, FL. 32509-5241 within (30) days

MARINE CORPS LIFELONG LEARNING PROGRAM

of course completion.

21.2. All invoices must have the student name (if more than one name, alphabetically by last name), social security number, course number and description, government cost for each course, and total amount of invoice.

21.3. All invoices must have an invoice number and date.

21.4. If the institution has any problems with the billing of an invoice, the institution must notify NETPDTC (Code N8115) Pensacola, FL 32509-5241.

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

22. IT IS MUTUALLY UNDERSTOOD THAT:

22.1. That any change in the structure of tuition or tuition charges will be given in writing to the CEO at least 90 days prior to the date of change.

22.2. The Educational Services Agreement is subject to mutual agreement of the College and the installation, and may be modified at any time if both parties so agree.

22.3. Both parties agree to abide to all elements of the Education Services Agreement.

22.4. This ESA may be terminated by either party giving three (3) months written notice.

23. TERM. This Education Services Agreement (ESA) shall be continuous for a period of six (6) years from the date below with biennial reviews or, until terminated by either party. Termination will be by written notice at least three (3) months prior to termination date. In case of national emergency or military necessity, this agreement may be canceled upon immediate notice.

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

THE UNITED STATES OF AMERICA

BY: _____
Commanding General/Officer

MARINE CORPS LIFELONG LEARNING PROGRAM

Activity: Name of the Marine Corps Base/Installation

Date:

Location:

NAME OF THE ACADEMIC INSTITUTION

BY: _____
President or designee

Date:

Title:

MARINE CORPS LIFELONG LEARNING PROGRAM

APPENDIX E

U.S. MARINE CORPS
APPRENTICESHIP PROGRAM OCCUPATIONS

<u>Occupation</u>	<u>MOS</u>
Airframe & Power Plant Mechanic	6012,13,15,16,22,25,26,27,32, 35,52,53,55,56,57,82,85,87,94, 6112,13,14,22,23,24,32,35,52, 53,54
Aircraft-Armament Mechanic Aviation Ordnanceman	6521,31,41
Audiovideo Repairer Combat Info Equip Tech	4653
Automobile Mechanic	3522,23
Combat Engineer (Carpenter)	1371
Cook	3372
Electrician	
Electrician Maintenance (Formerly Electrical Repairer)	1141
Electronics Mechanic	1142
Engineer Equipment Mechanic (Construction Equipment Mechanic)	5942,47,48,62,63,64,74,78,79
Graphic Designer	4611
Legal Secretary	4421
Lithographic (Offset Press Operator)	1521
Ordnance Artificer	2131,46, 2311,36, 5928
Photographer, Motion Picture	4671
Photographer, Still	4641

MARINE CORPS LIFELONG LEARNING PROGRAM

<u>Occupation</u>	<u>MOS</u>
Plumber/Pipefitter	1171
Bulk Fuel Specialist (Pumper-Gauger)	1391
Purchasing Agent	3044
Radio Mechanic	2831, 32, 34, 41, 81
Refrigeration Mechanic	1161
Truck Driver, Heavy	3531
Weather Observer	6821
Welder, Combination	1316

MARINE CORPS LIFELONG LEARNING PROGRAM

APPENDIX F
 LLL Education Programs Report

Subject	1 Oct-30 May__	1 Apr-30 Sep__	Total FY__
1. ACADEMIC SKILLS (MASP)			
a. MASP Eligible Personnel			
b. MASP Participants-Traditional			
c. MASP Participants-MCSEN			
d. MASP Enrollments-Traditional			
e. MASP Enrollments-MCSEN			
f. MASP Completions-Traditional			
g. MASP Completions-MCSEN			
2. TESTING			
a. USMC Classification			
b. Proctored			
3. VA BENEFITS			
a. Officer Participants Enrolled			
b. No. of Officer Enrollments			
c. Enlisted Participants Enrolled			
d. No. of Enlisted Enrollments			
4. CIVILIAN PARTICIPATION			
a. High School Participants			
b. High School Enrollments			
c. Undergraduate Participants			
d. Undergraduate Enrollments			
e. Graduate Participants			
f. Graduate Enrollments			
5. DEGREE COMPLETIONS			

MARINE CORPS LIFELONG LEARNING PROGRAM

Subject	1 Oct-30 Mar__	1 Apr-30 Sep__	Total FY__
ENLISTED			
a. High School			
b. Associate			
c. Bachelor			
d. Master			
e. First Professional			
f. Doctorate			
OFFICER			
a. High School			
b. Associate			
c. Bachelor			
d. Master			
e. First Professional			
f. Doctorate			
CIVILIAN			
a. High School			
b. Associate			
c. Bachelor			
d. Master			
e. Doctorate			
6. STAFFING			
MILITARY			
a. Permanent Personnel			
b. Fleet Assistance Personnel			
c. Other (please explain)			
CIVILIAN			
a. Permanent Personnel			
b. Contractors			
7. APPRENTICESHIP			
a. Individuals in Eligible MOSS			
b. Individuals Enrolled			
c. Program Completions			

MARINE CORPS LIFELONG LEARNING PROGRAM

ITEM DESCRIPTIONS FOR THE LLL EDUCATION PROGRAMS REPORT

1. Academic Skills

a. The number of Marines at your Installation with GT scores of 99 or below.

b. The number of individuals enrolled in traditional, instructor delivered MASP classes.

c. The number of individuals enrolled in MCSEN delivered MASP classes.

d. The number of course enrollments in traditional, instructor delivered MASP classes.

e. The number of course enrollments in MCSEN delivered MASP classes.

f. The number of course completions in traditional, instructor delivered MASP classes.

g. The number of course completions in MCSEN delivered MASP classes.

2. Testing

a. The number of Marine Corps classification tests administered at the education center.

b. The number of proctored exams administered in the education center (do not include DAN TES Exams, as those numbers are reported by DAN TES).

3. VA Benefits

a. The number of officer participants using VA benefits for college/university programs on-base.

b. The number of course enrollments for officer participants using VA benefits for college/university programs on-base.

c. The number of enlisted participants using VA benefits for college/university programs on-base.

d. The number of course enrollments for participants using VA benefits for college/university programs on-base.

MARINE CORPS LIFELONG LEARNING PROGRAM

4. Civilian Participation

a. The number of civilians enrolled in high school programs on base.

b. The number of civilian course enrollments in high school programs on base.

c. The number of civilians enrolled in undergraduate programs on base.

d. The number of civilian course enrollments in school programs on base.

e. The number of civilians enrolled in graduate programs on base.

f. The number of civilian course enrollments in graduate programs on base.

5. Degree Completions

a. For military, the number of installation personnel completing degrees during the FY.

b. For civilians, the number of civilian personnel completing degrees on the installation during the FY.

6. Staffing

a. Military

(1) Number of current personnel assigned to the Education Center on a permanent basis (i.e., permanent billet on T/O).

(2) Number of FAP Marines currently assigned to the Education Center for duty.

(3) Other personnel assigned to the Education Center (members of other Services, supplemental billets, collateral duty billets, etc.).

b. Civilian

(1) Number of current personnel assigned to the Education Center on a permanent basis (i.e., permanent billet on T/O).

(2) Number of contract personnel currently assigned to

MARINE CORPS LIFELONG LEARNING PROGRAM

the Education Center.

7. Apprenticeship

- a. Number of installation personnel in apprenticeable MOSs.
- b. Number of installation personnel currently enrolled in the Apprenticeship Program.
- c. Number of Program completions this FY.

NOTE: This report is due to CMC(MRV) no later than 30 days after the close of the period (31 October for the year end report, 1 May for the mid-year report). All reports should reflect the FY statistics to date; therefore, your 31 October report will be cumulative for the entire FY. The report shall be sent via the chain of command to:

Headquarters, U.S. Marine Corps
Manpower and Reserve Affairs Department (MRV)
3280 Russell Road
Quantico, VA 22134-5280