



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 12410.6A
G-1/CVM

2 8 AUG 2018

DEPOT ORDER 12410.6A

From: Commanding General
To: Distribution List

Subj: PAYMENT FOR CIVILIAN ACADEMIC DEGREE AND PROFESSIONAL
CREDENTIALS PROGRAM

Ref: (a) SECNAV INSTRUCTION 12410.25A
(b) MARADMIN 433/10
(c) MARADMIN 203/115

Encl: (1) Application for the ADP
(2) MCRD PI Academic Degree Program (ADP) Handbook
(3) MCRD PI Academic Degree Program Participant Acknowledgement
(4) MCRD PI Academic Degree Program Service Agreement Form

1. Situation. To establish guidelines for implementing a reimbursement program for academic degrees and professional credentials at Marine Corps Recruit Depot Parris Island (MCRD PI). The goal of this program is to provide training opportunities and financial assistance for employees seeking an academic degree, professional license or certification to ensure the civilian workforce possesses the skills needed to meet current and projected leadership requirements. This order with its enclosures will direct the approval/disapproval and administration of payment for civilian academic degrees and professional credentials.

2. Cancellation. DepO 12410.6.

3. Mission. The mission of the Civilian Academic Degree and Professional Credentials Program is to provide the opportunity for higher-level education and training to the civilian workforce in order to ensure MCRD PI will have employees who are academically prepared and technically proficient to fulfill future mission requirements.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Department heads, MCRD PI Commanders, and Eastern Recruiting Region Commanders will ensure Appropriated Fund (APF) civil service employees in their organizations are aware of this order. Each command will forward applications for this program to the MCRD PI G-1, Command Training Manager (CTM) for processing in accordance with the procedures described below.

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

2 8 AUG 2018

(b) All APF civil service employees assigned to MCRD PI are eligible to participate in the ADP Program unless occupying a position that is "Excepted" from competitive service or on a Temporary/Term appointment.

(c) Funding is authorized for any course of post-secondary education delivered through classroom, electronic, or other means, by a nationally accredited institution. The Department of Education (DOE) publishes a listing of accredited institutions under section 1001(c) of title 20 O.S.C. This listing, found on the DOE website www.ed.gov will be the reference used to confirm institutional accreditation.

(2) Concept of Operations

(a) Employees are not eligible for educational assistance under this program when either Veteran's Administration (VA) or other types of federally funded benefit programs are available to them for the same purpose.

(b) Current employees who wish to obtain or renew professional credentials such as professional accreditation, professional licenses and certifications (including those required by state regulations) and examinations to obtain such credentials are eligible only if the professional credentials, accreditation, license, certification and/or examination are essential or highly relevant to the performance of the employee's official duties. Employees are not eligible for educational assistance under this program when the professional accreditation, professional licenses/certifications and examinations to obtain such credentials are required per the assigned position description as a condition of employment and eligible for payment with unit funds or via the Community of Interest (COI).

(c) All applications will be considered without regard to political preference, race, color, religion, national origin, sex, marital status, age, or handicapping condition. Reimbursement is not authorized for any employee attending an institution or obtaining a certification/license from an organization that discriminates on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicapping condition.

b. Task

(1) Responsibilities

(a) Funds for the program will be centrally managed and distributed by Manpower and Reserve Affairs (M&RA), MPC-30. Funds will be locally managed by G-1, Civilian Manpower and Programs, CTM. M&RA, MPC-30 retains the right to terminate this program at any time based on budgetary constraints or other circumstances beyond the Command's control.

(b) The command may reimburse expenses for tuition, books, technology/lab fees and relevant supplies and equipment for applicants approved to participate in this program. All other expenses such as mileage, registration, and parking are the applicant's responsibility. In some circumstances an applicant pursuing a certification or license can be reimbursed for registration fees, travel, per diem and examination fees on a case by case basis depending on funding availability and course requirements.

2 8 AUG 2018

(c) Applicants applying for an academic degree program must complete enclosure (1) and submit to the CTM with the employee's supervisor and employee's mentor signatures. The application must include an official description of the academic program curriculum requirements. Information should be included as part of the Individual Development Plan (IDP).

(d) Applicants applying for a certification/license must complete enclosure (1) and submit to the CTM with a letter from the employee's supervisor stating the necessity of the certification/license and the value added to MCRD PI. Application must also include an official description of the certification/license curriculum from the school/training institute outlining the required courses needed to obtain the certification/license.

(e) The CTM will review applications for the Academic Degree and Professional Credentials Program and provide the recommendation for approval/disapproval to the G-1, Civilian Manpower and Programs Officer based on criteria established by the references.

(f) Applicants must submit all forms and required documentation to the CTM no less than six (6) weeks prior to the first day of class/training.

(g) All approved applicants are required to pay the education/training institute for each course prior to attendance. Within 14 days of satisfactory completion of each course, the employee must submit their official grade, and original receipt for all reimbursable expenses, an approved DD SF182, and a completed SF1164 for reimbursement to the CTM. If required, the CTM will provide procedures for submitting DD 1556s. "Satisfactory" is defined as receiving a final grade of at least a "C" (or numeric equivalent) for undergraduate study and at least a "B" (or numeric equivalent) for graduate study.

(2) Provisions

(a) Applicants approved to participate in this program that are required to travel in order to attend and complete course requirements may only do so during non-duty hours.

(b) An employee who has been the subject of performance-based, disciplinary or adverse action is ineligible to participate in the program for two (2) years after the effective date. If an approved participant is the subject of such action, enrollment in the program will be terminated immediately. Such participants may request an exception to this provision to the CTM based on extenuating circumstances.

(c) An employee accepted into this program must complete a continued service agreement for a period of at least three (3) times the length of the duration of the academic program.

5. Administration and Logistics

a. The AC/S, G-1 is the sponsor of this order.

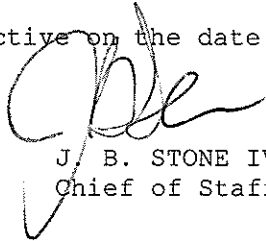
b. Recommendations for changes or modifications to this order should be forwarded to the AC/S, Manpower and Human Resources (Adjutant) for staffing.

c. The CTM will retain record as required by reference (b).

28 AUG 2018

6. Command and Signal

- a. Command. This order is applicable to MCRD PI APF employees.
- b. Signal. This order is effective on the date signed.



J. B. STONE IV
Chief of Staff

DISTRIBUTION: A

28 AUG 2016

Marine Corps Recruit Depot, Parris Island, South Carolina APPLICATION FOR ADP			
Applicant Information			
Name: _____	Social Security No. _____	XXX-XX-XXXX	
Unit/Dept _____	Command: _____		
Series/Grade: _____	Phone No: _____		
Title: _____	E-mail: _____		
Degree Program Information			
Are you currently enrolled in a degree program? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, which degree: _____ <small>(Associates, Bachelors, Masters, PhD., etc)</small>		Major Field: Biochemistry	
Is official curriculum attached? Yes <input type="checkbox"/> No <input type="checkbox"/>		Current Term: _____	
Will you graduate this term? Yes <input type="checkbox"/> No <input type="checkbox"/>		Quarter <input type="checkbox"/> Semester <input type="checkbox"/>	
Educational Institution: _____		University Of South Carolina Beaufort	
List the courses you will be taking this fiscal year:			
Course Title _____	Qtr/Semester Hrs _____	Dates _____	Cost \$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Certification and License Information			
Are you seeking a Certification/License? Yes <input type="checkbox"/> No <input type="checkbox"/> Enter the course information in Course List above.			
If so, which Certification/License? _____			
How many hours of training are required? _____		What is the cost? \$ _____	
Educational Institution: _____			
Additional Information			
Explain how this coursework (or degree program) applies to your current job and/or career goal with the Federal Government:			
I certify that I have read and understand DepO 12410.6B and the CLD Academic Degree. I am neither eligible nor have applied for another reimbursement plan or scholarship source and the information provided is correct.			
_____ Applicant Signature			_____ Date
TO BE COMPLETED BY SUPERVISOR & MENTOR			
Yes <input type="checkbox"/> No <input type="checkbox"/> 1. Does the coursework maintain and/or improve the skills required in the employee's current position or meet your requirements as an employer?			
Yes <input type="checkbox"/> No <input type="checkbox"/> 2. Does the coursework relate to the employee's current trade or business or add knowledge in carrying on their existing vocation?			
Yes <input type="checkbox"/> No <input type="checkbox"/> 3. Does the applicant's existing education background satisfy the minimum educational requirements of their current job position?			
Approval: I support the above named employee's application for tuition reimbursement.			
* Mentor's Name (Please Print) _____		*Mentor Signature _____	Date _____
Immediate Supervisor's Name (Please Print) _____		Immediate Supervisor's Signature _____	Date _____
*(Mentor's Signature Not Required for Certification or License)			
TO BE COMPLETED BY Training Committee/CLDA			
The Application for tuition reimbursement: <input type="checkbox"/> is approved <input type="checkbox"/> is not approved.			
Amount Approved: \$ _____		Amount Reimbursed: \$ _____	
		CMPO Signature _____	Date _____
		CLDA Signature _____	Date _____

12 8 AUG 2018

MCRD/ERR Parris Island
Academic Degree Program (ADP)
Handbook



G-1 Manpower Division
Civilian Manpower Branch
Marine Corps Recruit Depot Parris Island/Eastern Recruit Region
(MCRD PI/ERR)

28 AUG 2016

Academic Degree Program Overview

The mission of the Academic Degree Program (ADP) is to provide opportunity for civilian employees to acquire specialized, essential knowledge and to promote effective recruitment and retention of civilian personnel. The ADP provides tuition reimbursement for Appropriated Fund civilian employees seeking an academic degree, professional license, or certification. Payment of costs associated with obtaining and renewing professional credentials is authorized to support the Department of the Navy's work force management goals and those provided in MARADMIN 433/10. The guidelines in this handbook comply with the requirements of MARADMIN 433/10 and established HQMC and MCRD PI/ERR fiscal procedures.

Participant Eligibility Requirements

All Appropriated Fund civilian employees aboard MCRD PI/ERR are eligible to participate in the program except:

- Non-appropriated fund employees and contract employees.

ADP participants must take a leadership skills assessment, select a mentor, work with the mentor and supervisor to develop an Individual Development Plan (IDP) based on the skills assessment, complete all activities on the IDP, and update the assessment and IDP as needed.

Academic Degree, Certification and License Program Requirements

The academic courses funded through the ADP must be part of a degree-seeking program that supports organizational objectives and leads to improvements in organizational or individual performance.

The professional license or certification training and/or examination funded through the ADP must support one or more of the following criteria:

- Enhance productivity.
- Improve performance.
- Maximize recruitment opportunities, especially for occupations with a labor shortage and other labor market conditions.
- Increase retention, especially for "high turnover" career fields.
- Broaden and develop the skill base for a quality workforce to accomplish the Marine Corps' mission and ensure readiness.
- Support civilian leadership development initiatives and career path improvements to meet future requirements.
- All training funded through the ADP must be conducted by an institution that is accredited by a nationally recognized body to provide a curriculum of post-secondary education.

Additionally, the institution must not discriminate on the basis of political affiliation, race, color, religion, national origin, sex, marital status, and sexual orientation, status as a parent, age, or handicapping condition

28 AUG 2018

The Difference Between Certification and Certificate Programs

The following information is an excerpt from the OPM Certification Program Fact Sheet. It describes the difference between certification and certificate programs. **Certificate programs are not funded through the ADP.**

- A certification program involves a process in which individuals attain and demonstrate the level of knowledge and skill required to perform in the profession, occupation, or role (for example, Certified Public Accountant (CPA)). Individuals are assessed against pre-determined standards for knowledge/skills/competencies and granted a time-limited credential. To renew the credential, they must be re-assessed.
- A certificate program is a training program established or purchased to provide structured training courses to employees to meet an identified performance and developmental need. Individuals receive certificates after the course of study has been completed, without any requirement for previous work experience or exhibited skill level. There is no requirement for an end-of-program assessment for obtaining a certificate.

ADP Applicant Responsibilities

- **ADP participants must follow all procedures for requesting tuition reimbursement, registering for classes, canceling or substituting classes, verifying successful completion, and all other program requirements. Failure to do so may result in non-reimbursement, as well as possible termination from the program.**
- **Immediately contact the ADP Administrator if a course approved for reimbursement is cancelled.**
- All applicants must agree to and sign a continued service agreement that equals three times the length of time spent in ADP-funded training. The continued service will begin after the completion of the last class in the program or when the participant withdraws.
- Applicants are required to travel to, attend and complete any course requirements during non-duty hours only.
- Participants are required to complete each course with the required grade. Failure to do so may result in non-reimbursement.
- It is the responsibility of the participant to purchase textbooks and resource materials for classes/training.
- All participants approved for textbook reimbursement will be required to sign an Intent Not to Resale statement.

2 8 AUG 2018

Reimbursement of Payments

- **ADP tuition reimbursement is subject to availability of funds and is not guaranteed for every course required to complete a degree, license, or certification program.**
- Reimbursement of costs associated with obtaining an academic degree to assist in recruiting or retaining civilian employees is no longer restricted to occupations with a shortage of qualified personnel. Per MARADMIN 433/10, an activity may pay for academic degrees and professional credentials that are necessary or beneficial to the employee in the performance of official duties when funds are available for this purpose.
- Reimbursement of textbooks and class material expenses is authorized when funds are available and will be approved on a course-by-course, case by case basis.
 - If payment for course textbooks is requested prior to course participation, payment may be authorized and will be approved on a course-by-course, case by case basis. Textbooks and class material costs will only be reimbursed when funds are available.
- ADP cannot be used in conjunction with any other tuition assistance or tuition reimbursement program funded by another federal source without a requirement to pay back funds received (i.e. Montgomery GI Bill, Pell Grants). ADP participants may not use these sources for tuition assistance while enrolled in courses funded through ADP. Engaging in this activity constitutes fraud and is punishable by law. Participants may not apply for the ADP when receiving funds from other sources such as: Veteran's Administration (VA), Acquisition Workforce Tuition Assistance Program (AWTAP), or any other *federally* funded benefit program for education.
- Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means if it is administered or conducted by an institution that is accredited by a nationally recognized accrediting body to provide a curriculum of post-secondary education. The Department of Education (DOE) publishes a listing of accredited bodies under section 1001 (c) of title 20 U.S.C. This listing, found on the DOE website www.ed.gov, will be the reference used to confirm institutional accreditation.
- Participants may be reimbursed for the entire or partial tuition cost of up to two classes per academic quarter or semester. Request for reimbursement of more than two classes will be considered on a course-by-course, case-by-case basis.
- Reimbursement is not authorized for any employee attending an institution or obtaining a certification/license from an organization that discriminates on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicap condition.

28 AUG 2018

ADP Process and Procedures

For more information or to apply for the ADP, please contact the MCRD/ERR Parris Island ADP Administrator.

Step 1: Application: To enroll, complete the following and submit to the ADP Administrator:

- ADP Application
- Copy of the Degree Audit that outlines the courses required to obtain the desired degree. (This can be obtained from the college Academic Advisor)
- Signed ADP Participant Acknowledgement
 - When a participant signs the acknowledgement, he/she verifies reading the MCRD/ERR Parris Island ADP Handbook (Enclosure 2), confirms an understanding of the procedures, and agrees to abide by all applicable rules and regulations.
- Signed ADP Continued Service Agreement

Step 2: Training Requests (SF-182)

- Once the application is approved, complete and submit training requests to the ADP Administrator. For help and instructions contact the ADP Administrator. Keep in mind the following:
 - A separate SF-182 must be submitted for each course at least 6 weeks prior to the start date of the course.
 - FUNDING IS CONTINGENT ON PARTICIPANTS MEETING ALL REQUIREMENTS AND NOT GAURANTEED.
 - Ensure the required documentation for tuition and other costs are submitted with a completed SF-182 to avoid unnecessary delays in processing the request. This includes the course description and documentation from the school detailing tuition cost, as well as the cost of any other approved materials.
- Once the SF-182 has been approved, the participant may register for the course.

Step 3: Submitting the SF-1164 for reimbursement

- Provide a copy of school transcripts or official grade report no later than 2 weeks after the conclusion of the approved course.
 - To qualify for reimbursement, the following grade requirements apply: At least a grade of "C" for undergraduate study, a grade of "B" for graduate study, or "Pass" for Pass/Fail courses. There are no waivers or exceptions.
 - If a participant fails to finish the course or do not receive a satisfactory grade, reimbursement will not be made.

28 AUG 2018

- Submit a SF-1164 (reimbursement document). Receipts for class and or supplies and a Final Grade report must be submitted with the SF-1164.
 - Reimbursement for tuition will not be paid until the grade, tuition, receipt, and all other authorized expense receipts have been provided.

Course Cancellations and Substitutions

- Cancellations and substitutions should be restricted to the following circumstances:
 - The educational institute cancels the class
 - The participant did not meet the prerequisites and was not informed prior to the class started.
- If a participant drops out of a course after the drop-add date, they are responsible for any payment due for that course.
- When cancelling a course prior to the drop-add date; contact the ADP Administrator immediately to cancel the SF-182.
- To substitute another course prior to the start date of the course, contact the ADP Administrator immediately to cancel the SF-182, and submit a new SF-182 for approval. No substitutions will be made for course(s) that are already in progress.

***NOTE: Cancelling a pre-approved course without an immediate replacement SF-182 does not preserve ADP funding for later use.**

28 AUG 2018

**MCRD PI ACADEMIC DEGREE PROGRAM (ADP)
PARTICIPANT ACKNOWLEDGEMENT**

I, _____, certify that I have read the MCRD PI ADP Handbook, and I understand and agree to the procedures and conditions it contains.

By initialing each of the following, I understand that:

_____ I must complete an ADP Application in its entirety and have supervisor's approval in order to be eligible for the ADP Program.

_____ I must submit my SF182 for approval in a timely manner, at least 6 weeks prior to the start of the course(s) I intend to take.

_____ I will provide a copy of an official transcript to my ADP Administrator **within** 14 days of the completion of each course. I understand that the Government will not reimburse me for the course until I provide the transcript.

_____ I am responsible for purchasing all course materials and books required for my class.

_____ If I do not receive a final grade of at least a "C" (or numeric equivalent) for undergraduate study OR at least a "B" (or numeric equivalent) for graduate study, I am responsible for any and all expenses associated with that course.

_____ I will not be reimbursed for any fees and expenses not specifically approved on the SF-182.

_____ I will not be reimbursed for the course if I do not follow the prescribed procedures for canceling an approved course or substituting another course for an approved course. I also understand that I may be suspended from the program if I cancel or drop a course after the cutoff date.

Participant's Signature

Date

Print Name

28 AUG 2018

MCRD PI Academic Degree Program (ADP) Service Agreement

Full Name:

PART ONE: to be completed by applicant before acceptance into the ADP:

1. I AGREE that upon completion of the government sponsored academic degree training described in this authorization; I will serve in the Department of Defense (DoD) three (3) times the length of the training period paid for by the government. The length of training hours shall be computed as follows: 1 credit hour = 15 class hours. The obligated period of service will begin upon completion of the degree, license, or certification program or upon my voluntary withdrawal from the ADP. I understand that if I transfer to another DoD organization, this agreement will remain in effect until I have completed my obligated service.
2. If I voluntarily leave the DoD and the federal service before completing the period of service agreed to in item 1 above, I AGREE to reimburse the DoD for fees, such as tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. The amount to be reimbursed will be reduced on a pro rata basis for the percentage of completion of the obligated service.
3. I FURTHER AGREE that if I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the government before completing the period of service agreed to in item 1 above, I will give my ADP Administrator written notice of at least ten (10) working days during which time a determination will be made concerning reimbursement or transfer of the remaining service obligation to the gaining agency. If I fail to give this advance notice, I AGREE to reimburse the DoD under the same terms as item 2 above.
4. I understand that any amount of money which may be due to the agency as a result of my failure to meet the terms of this agreement may be withheld from funds owed by the government, or may be recovered by other methods as are approved by law.
5. I understand that this agreement does not in any way commit the government to continue my employment.
6. I understand that my ADP Administrator will determine the dates of my obligated service when I complete or withdraw from my approved ADP course of study, complete the worksheet on page 2 of this agreement, and fill in the period of obligated service on the respective SF-182. I will sign that form and it will become part of my official personnel record.

Participant's Signature Date

8 AUG 2013

MCRD PI Academic Degree Program (ADP) Continued Service Agreement

WORKSHEET: The government paid for _____ credit hours equating to training hours in the amount of _____ (1 credit hour = 15 class hours), at a total cost of \$_____ under the MCRD/ERR Parris Island ADP Program. The last course ended on _____.

The period of obligated service, per the terms described in this agreement, is calculated as follows.

Training hours x 3 = hours, divided by 8 hours = days.

Start and end dates of obligated service in the Department of Defense: _____ to _____.

INSTRUCTIONS FOR ADP ADMINISTRATOR: Review the above calculations with the participant. Print pages 4-5 of the SF-182 form, write in the above dates of obligated service, get the participant's signature and date, provide a copy to the participant, scan and send to the appropriate HR office for filing in the employee's official personnel file, and file the original in the participant folder.