



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9620

DepO 12410.6
G-8/PPA
16 MAR 2004

DEPOT ORDER 12410.6

From: Commanding General
To: Distribution List

Subj: PAYMENT FOR CIVILIAN ACADEMIC DEGREE AND PROFESSIONAL
CREDENTIALS PROGRAM

Ref: (a) Marine Corps Recruit Depot/Eastern Recruiting Region
Strategic Plan May 2004
(b) MARADMIN 194/04

Encl: (1) Application for the Academic Degree and Certification
Program
(2) Trainee Agreement/Certification - DD1556 Section E

1. Situation

a. To establish procedures for implementing a reimbursement program for academic degrees and professional credentials at Marine Corps Recruit Depot, Eastern Recruiting Region, Parris Island (MCRD/ERR, PI) as approved in reference (b). The goal of this program is to provide the opportunity for civilian employees to acquire specialized, essential knowledge and to promote effective recruitment and retention of civilian personnel at the command as stated in reference (a).

b. Reference (b) authorizes local commands to pay for academic degrees, licenses, and other professional credentials. Reimbursement of costs associated with obtaining an academic degree to assist in recruiting or retaining civilian employees is no longer restricted to an occupation in which a shortage of qualified personnel is identified. Payment of costs associated with obtaining and renewing professional credentials is authorized to support the Department of the Navy's workforce management goals and those provided for in reference (a). An activity may pay for professional credentials that are necessary or beneficial to the employee in the performance of official duties, subject to the availability of funding for this purpose.

c. All applications will be considered without regard to political preferences, 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.

2. Mission. The mission of the Civilian Academic Degree and Professional Credentials Program is to provide the opportunity for higher-level knowledge to the civilian workforce so that MCRD/ERR, PI will have employees who are trained and ready to fulfill future mission requirements.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order with its enclosures will direct the approval/disapproval and administration of payment for civilian academic degrees and professional credentials.

(b) The Civilian Training Committee (CTC), as defined in DepO 12271.1, will review applications for payment of civilian academic degrees and professional credentials and recommend to approve/disapprove the application based on criteria established by Command headquarters.

(c) The CTC will forward their recommendations to the Chief of Staff via the Assistant Chief of Staff, Plans, Programs and Assessment (AC/S, G-8) for approval.

(d) Funds for the Depot's program will be centrally managed as part of the civilian training budget.

(e) The Commanding General retains the right to terminate this program at any time based on budgetary constraints or other circumstances beyond the Command's control. If the program is terminated, participants will be reimbursed for courses/certifications/licenses in which they are currently enrolled. No other courses/certifications/licenses will be approved. If the program is reinstated, all employees who were previously approved to participate will be allowed to resume participation.

(2) Concept of Operations - Academic Degrees

(a) All individuals in the Civilian Leadership Development (CLD) Program and any academic program leading to a degree in a field that is related to the employee's job are eligible to participate in this program.

(b) Funding is permitted for any course of post-secondary education delivered through classroom, electronic, or other means provided that 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.

(c) The command will reimburse tuition expenses for applicants approved to participate in this program on a course-by-course basis. All other expenses such as mileage, lab fees, registration, parking and books are the responsibility of the applicants.

(d) Applicants will be required to pay for each course prior to attending and then submit the appropriate paperwork for reimbursement upon satisfactory completion of the course. "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.

(e) Applicants approved to participate in this program are required to travel to, attend courses and complete any course requirements during non-duty hours only.

(f) An employee who has been the subject of performance-based, disciplinary or adverse action is ineligible to participate in the program for two years after the effective date of such action. 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 CTC based on extenuating circumstances.

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

(h) Employees are not eligible for educational assistance under this program when either Veteran's

Administration (VA) or other types of benefit programs are available to them for the same purpose.

(3) Concept of Operations - Certifications/Licenses

(a) 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 to participate in the program. The professional credential, accreditation, license, certification and/or examination must be essential or highly relevant to the performance of the employee's official duties to be considered for payment.

(b) The participant will be reimbursed on a course-by-course basis for tuition, registration fees, travel, per diem and examination fees.

b. Subordinate Element Missions

(1) Department heads and commanders will ensure that civil service employees in their organizations are aware of this Order.

(2) ERR districts will implement this program in accordance with reference (b). Each district will be responsible for funding its program.

c. Coordinating Instructions. Recommendations for changes or modifications to this Order will be provided to the AC/S, Manpower and Human Resources (Adjutant) for staffing to the AC/S, G-8. The AC/S, G-8 will staff to the appropriate parties.

4. Administration and Logistics

a. The AC/S, G-8 is the sponsor of this Order.

b. Academic Degrees:

(1) Employees who want to be considered for the degree program must complete enclosure (1) and submit it to the AC/S, G-8 via the employee's supervisor and the employee's CLD mentor. The applicant's supervisor and CLD mentor must submit a narrative written endorsement addressing the value of the employee's participation in the academic degree program for the application to be considered by the CTC.

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(2) Applicants must submit all forms and required information to AC/S, G-8 at least six (6) weeks prior to the first day of class.

(3) The applicant must submit the official, complete academic program curriculum as part of the application to the AC/S, G-8 to be included as part of his or her individual development plan.

(4) The applicant is required to pay the school for each course prior to attendance. Within 30 days after successful completion of each course, the employee must submit their official grade, original receipt for tuition, an approved DD 1556 and a completed SF1164 for reimbursement. The AC/S, G-8 will provide procedures for submitting DD 1556s.

c. Certification/Licenses:

(1) Applicants or their supervisor may complete the application package, which should include a letter from the supervisor stating the necessity of the certification/license and the value added to MCRD/ERR, PI. Enclosure (1) is the application form.

(2) Prior to the application package being considered, the applicant must get an official certification/license curriculum from the school/training institute outlining the required courses needed for the certification/license and submit it to the AC/S, G-8. The AC/S, G-8 will provide procedures for submitting DD 1556s. The applicant will submit a copy of their certification/license to the AC/S, G-8 within 5 days of completion. Applicants will process payment of course and TAD expenses within 5 days of their return to duty.

(3) Certificate and license applications should be submitted to the AC/S, G-8 six weeks prior to the first training day.

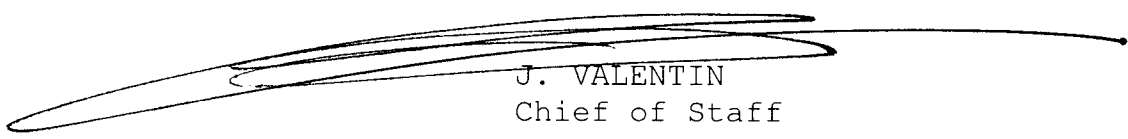
d. The AC/S, G-8 will retain records as required by reference (b).

5. Command and Signal

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

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b. Command. This Order is applicable to all permanent Depot/ERR appropriated-fund employees.



J. VALENTIN
Chief of Staff

DISTRIBUTION: A

Marine Corps Recruit Depot/Eastern Recruiting Region, Parris Island
APPLICATION FOR THE ACADEMIC DEGREE AND CERTIFICATION PROGRAM

POLICY AND PROCEDURE

POLICY

Eligibility: All permanent civil service MCRD/ERR, PI employees participating in Civilian Leadership Development (CLD) Program and any academic degree seeking program that leads to a degree in professional development in a field that is related to the individual employee's job series are eligible to request inclusion in the program. Eligibility ends with termination of employment.

Approval Conditions:

1. Employee is responsible for enrolling and acquiring approval from his/her immediate supervisor, department head, and the Training Committee for course(s) for which reimbursement is requested prior to attending class.
2. Coursework must be from accredited educational institutions. All coursework must be taken for academic credit, where either a letter grade or Pass/Fail is received.
3. Course work must be job or career-related. A career-related course has an understandable connection with the career or job the employee might reasonably expect to pursue with the Federal Government.
4. Application may be denied due to lack of funding and/or late submission of application.

Reimbursement Conditions:

1. Eligible employees may be reimbursed for the entire or partial tuition costs up to (9) credit hours per academic quarter or semester.
2. Upon successful completion of the coursework (at least grade C for undergraduate study and grade B for graduate study), the Command will reimburse tuition costs up to the maximum rate of \$1200.00 per semester.
3. Official tuition receipts and grade reports must be submitted at the conclusion of the course(s).

Release Time: It is expected that the majority of employees will be able to find coursework at times other than normal working hours. No compensatory time off is allowed employees who attend courses at times other than their normal working hours.

PROCEDURE

Step 1: Obtain an application for the Academic Degree and Certification Program via the Assistant Chief of Staff, Plans, Programs, and Assessments Office (AC/S, G-8), Bldg. 154, Room 231, MCRD Parris Island, ext. 2547. Submit completed application to the AC/S, G-8 six weeks prior to the first day of class/training. Application must contain the signature of the supervisor and department head of the department in which you work. (Keep a copy for your records.) You will be notified via email or telephone upon review and final approval or disapproval of the application.

Step 2: No later than thirty (30) days following the completion of the coursework, forward the following to the AC/S, G-8: official grade report and paid tuition receipt. Please have this information photocopied for your records before it is sent to the AC/S, G-8. Reimbursement should occur within 30 days after the submission of the above information. Do not inquire about receipt of reimbursement until the 30 days have elapsed. For additional information or questions concerning the program, contact the CLD Coordinator, ext. 2547.

Any falsification or misrepresentation of information will result in the denial of tuition reimbursement.

Encl (1)

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Marine Corps Recruit Depot, Parris Island, South Carolina
APPLICATION FOR THE ACADEMIC DEGREE AND CERTIFICATION PROGRAM

APPLICANT INFORMATION

Name: _____ Social Security Number: _____
Last First M
Department/Unit: _____ Job Grade/Series: _____
Job Title: _____ Phone Ext: _____
Email: _____

DEGREE PROGRAM INFORMATION

Are you currently enrolled in a degree program? Yes No
If yes, which degree: _____ Major Field: _____
(Assoc., Bachelors, Masters, PhD., etc)

Is official curriculum attached? Yes No Quarter
Will you graduate this term? Yes No Current Term: _____ Semester

Educational Institution: _____

	Course Title	Quarter/Semester Hours	Tuition
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____

CERTIFICATION AND LICENSE INFORMATION

Are you seeking a Certification/License? Yes No
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 12410.6 policy and procedure. I am not eligible for another reimbursement plan or scholarship source, and the information provided is correct.

Applicant Signature Date

TO BE COMPLETED BY SUPERVISOR AND DEPARTMENT HEAD

- Yes No 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 No 2. Does the coursework relate to the employee's current trade or business or add knowledge in carrying on their existing vocation?
- Yes No 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)	Date	Mentor's Signature
Immediate Supervisor's Name (please print)	Date	Immediate Supervisor's Signature
Department Head's Name (please print)	Date	Department Head's Signature

*(Mentor's Signature Not Required for Certification or License)

TO BE COMPLETED BY TRAINING COMMITTEE

The Application for tuition reimbursement: is approved is not approved. _____
Signature Date
Amount Approved: \$ _____ Amount Reimbursed: \$ _____
Signature Date

PRIVACY ACT STATEMENT

AUTHORITY: The Government Employees Training Act of 1958(USC, Title 5, 4101to 4118),EO 9397,November 1943(SSN).

PURPOSE AND USE: The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

SECTION E - TRAINEE AGREEMENT / CERTIFICATION

38. AGREEMENT TO CONTINUE IN SERVICE

This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

- a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period; except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)
- b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)
- c. 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 a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.
- d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.
- e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

f. Period of obligated service:	(1) From (Enter date (YYMMDD))	(2) To (Enter date (YYMMDD))
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39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

a. TRAINEE SIGNATURE	b. DATE SIGNED
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