



UNITED STATES MARINE CORPS

MARINE CORPS BASE

QUANTICO, VIRGINIA 22134-5001

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1. Purpose. To establish policy and promulgate information concerning the Voluntary Education Program at MCB, Quantico per the references.
2. Cancellation. MCBO P1560.1.
3. Background. This Manual was developed to facilitate the effective management and administration of the Base Voluntary Education Program, thereby enhancing the opportunities for professional and personal development of MCB personnel.
4. Summary of Revision. This Manual contains a substantial number of changes and should be reviewed in its entirety.
5. Recommendations. Recommendations concerning the contents of the Voluntary Education Program are invited and will be submitted to the CG MCB (B 012) via the appropriate chain of command.
6. Certification. Reviewed and approved this date.

R. P. ROOK  
Chief of Staff

DISTRIBUTION: P58

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MCBO P1560.1A

28 JUN 1999

LOCATOR SHEET

Subj: VOLUNTARY EDUCATION PROGRAM

Location: \_\_\_\_\_  
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ENCLOSURE (1)



VOLUNTARY EDUCATION PROGRAM

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VOLUNTARY EDUCATION PROGRAM

CHAPTER 1

GENERAL PROGRAM PARAMETERS

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# VOLUNTARY EDUCATION PROGRAM

## CHAPTER 1

### GENERAL PROGRAM PARAMETERS

1000. PURPOSE. The purpose of the Voluntary Education Program is to provide an opportunity for Marines to develop their full personal and professional potential through instructional programs, courses, and services provided by appropriately accredited educational institutions. The program provides a variety of educational services for Marines and their dependents at or near their place of duty.

1001. VOLUNTARY EDUCATION. Education programs are available in which Marines may participate during their off-duty time. An exception is the Basic Skills Education Program/Military Academic Skills Program (BSEP/MASP) which is conducted during duty hours and which has a student body of Marines who have been assigned to the program. In addition to BSEP/MASP, voluntary education includes courses at the secondary and postsecondary levels; achievement, guidance, and admissions tests; and evaluation of military training for civilian credit. Postsecondary education includes programs leading to vocational certificates and to associate, **baccalaureate**, and graduate degrees.

#### 1002. OBJECTIVES

1. To support the primary mission of the Marine Corps by maintaining an effective force in readiness.
2. To provide a comprehensive educational program encompassing a broad range of educational opportunities, based on the needs of the servicemembers stationed at MCB. Included will be basic and remedial education; high school completion; vocational and technical certificate programs; and associate, baccalaureate, and graduate degree programs.
3. To prepare personnel for positions of greater responsibility in the Marine Corps and for productive postservice careers.
4. To provide an opportunity for all Marines lacking a basic educational credential to attain a high school diploma or its equivalent, and to assist all noncollege graduate Marine Corps officers in attaining a baccalaureate degree.
5. To enhance the quality of life for Marines and their family members by providing opportunities for self-development.

1003. BASE EDUCATION OFFICER

1. The Base Education Officer, under the cognizance of the Director, Manpower Division, is responsible for the administration of the MCB Voluntary Education Program.
2. The Base Education Officer is the designated liaison between this Base and the civilian education community and is responsible for developing contacts and working relationships on behalf of the Base with vocational institutions, adult high schools, colleges and universities, and state and local educational agencies,
3. The Base Education Officer is the designated fund controlling authority for the Base Voluntary Education Program and is authorized to expend funds for the Tuition **Assistance** (TA) Program and the MASP.
4. The Base Education Officer is the contract manager for the MASP contract.
5. The Base Education Officer is the designated Test Control Officer for the Defense Activity for Non-Traditional Education Support (DANTES) examination programs.

1004. RESPONSIBILITIES OF THE BASE EDUCATION OFFICER

1. Plans and supervises all aspects of the Base Voluntary Education Program. Duties may include, but not be limited to, overseeing enrollments in MASP; coordinating participation in veterans' educational benefits programs (Vietnam Era G. I. Bill, Veterans Educational Assistance Program (VEAP), and Montgomery G. I. Bill); authorization of Marine Corps TA on behalf of servicemembers; and assisting in recoupment of TA from servicemembers when they fail to successfully complete authorized courses for reasons other than illness or duty assignments.
2. Oversees the training of all organizational education officers and periodically inspects them to ensure their compliance with the requirements of the Marine Corps Voluntary Education Program.
3. Maintains Memorandum of Understanding with on-base civilian educational institutions to ensure maximum educational support for MCB personnel. Each memorandum will specify logistical support to be provided by the Base and the programs to be offered by the institution. Included will be arrangements for reference and textbook support to be provided by the institution to the MCB, Quantico Family Library. A copy of each memorandum will be forwarded to CMC (MHE).

4. Processes **as** the fund controlling authority, NAVMC Form 10883 (EF), Request for Tuition Assistance (See figure 1-1), authorizing expenditures for TA, and shall ensure that all TA requests **are** entered into the Marine Corps Tuition Information Management System managed by the Naval Education and Training Professional Development and Technology Center (NETPDEC) in Pensacola, Florida. The Base Education Officer will maintain liaison with NETPDEC regarding TA processing, and for collection of TA due to withdrawals, failure to complete course requirements, or unsatisfactory course grades.
5. Coordinates with the Base Career Planning Officer to ensure maximum professional development opportunity for Base personnel.
6. Coordinates with the Head, Personal Services, Marine Corps Community Services to ensure that education information is made available to spouses and dependents.
7. **Serves** as the point of contact for all questions dealing with voluntary education.

#### 1005. RESPONSIBILITIES OF ORGANIZATIONAL COMMANDERS

1. Each organizational commander will ensure the development of battalion/squadron orders and directives delineating organizational procedures and responsibilities for participation in the Marine Corps Voluntary Education Program.
2. Organizational commanders will appoint, in writing, education officers and education noncommissioned officers to represent the Base Education Officer within the respective organization. Commanders will be responsible for ensuring that those selected for these billets fulfill the requirements set forth below.
3. Per the emphasis placed upon voluntary education by the CMC, organizational commanders will provide as much emphasis on and cooperation with voluntary education programs as would not conflict with unit readiness. Examples are: ensuring subordinate commanders' awareness of the programs, cooperating with requests for the use of facilities, and encouraging Marines who desire to continue their education.

#### 1006. ORGANIZATIONAL EDUCATION OFFICERS

1. Officers appointed as education officers will possess at least a baccalaureate degree. The education officer appointment may be a collateral duty assignment.
2. Enlisted Marines assigned **as** education NCO's will have successfully completed at least 2 years of college and should be appointees on a full-time basis. Graduates of the Staff Noncommissioned Officers Degree Completion Program should be considered for

assignment as education NCO's. Waivers may be authorized for the education requirement when fully qualified personnel are not available for assignment to the positions.

**1007. RESPONSIBILITIES OF ORGANIZATIONAL EDUCATION OFFICERS**

1. Counsel Marines on a recurring basis regarding voluntary education benefits, programs, and responsibilities. Counseling may be conducted in groups or individually. Counseling sessions regarding VEAP would be recorded on the servicemember's DD Form 2057, Contributory Educational Assistance Program Statement of Understanding. (The DD Form 2057 is now obsolete, but copies stay in the service records that have already been used for the above program).
2. Provide preliminary eligibility screening and counseling for Marines interested in participating in the Voluntary Education Program prior to referring them to the Base Education Officer.
3. Maintain records on the educational status and achievements of their servicemembers. The records will include check-in sheets signed by the respective servicemember validating that they have been counseled on the MCB Voluntary Education Program, Veterans Administration (VA) educational benefits, and local educational opportunities.
4. Ensure the recognition of the educational achievements of organizational personnel by ceremonial presentations and correspondence. Educational recognition shall be documented for education program inspections.
5. Coordinates with administrative personnel to ensure transcripts and certificates of course or test completion are received, recorded in service records, and returned to the individual Marine.
6. Ensure that all service record entries concerning educational development are properly documented and recorded.
7. Ensure the proper preparation of NAVMC Form 10883 (EF) per the current TA regulations (See figure 1-1.). In addition to the servicemember's name, the enlisted EAS or officer MOS will be included in Block 1.
8. Maintain a copy of each participating servicemember's TA authorization form on file and maintain a current roster of all personnel within the organization enrolled in voluntary education courses, including personnel using VA education benefits.
9. Publicize and promote the opportunities available through the MCB Voluntary Education Program.
10. Encourage all enlisted personnel who do not possess a high school credential to take advantage of the high school completion program at MCB.

11. Maintain data on the educational levels of personnel within their respective organization and track the individual progress of their personnel toward meeting their educational goals.
12. Maintain copies of current Marine Corps directives in the 1500 series pertaining to voluntary and full-time education programs.
13. Responsible for counseling personnel on TA policies, incurred debts, and reimbursement procedures. Educational debts must be repaid within 45 days from the date of billing, or the monies will be withheld from the member's pay.
14. Prepare and maintain turnover files, complete with appropriate references, local procedures, copies of reports, and current program information.
15. Attend the meetings scheduled by the Base Education Officer.

1008. REWIRE EDUCATIONAL MATERIALS

1. Each organizational commander will stock current NAVMC Form 10883 (EF) and VA applications for education benefits (VA Form 22-1990 and VA Form-5281).
2. Each organizational commander will maintain at least one up-to-date bulletin board or display with current information on the MCB Voluntary Education Program, on-base class schedules, pamphlets, and brochures on local education programs, and other appropriate information to facilitate access to education programs by servicemembers and their dependents.
3. Organizational commanders will ensure that the following references are available for use in counseling servicemembers on their educational development.
  - a. Guide to the Evaluation of Educational Experiences in the Armed Services (current edition) published by the American Council on Education.
  - b. Need A Lift?, College Financial Aid Handbook, published by the American Legion (current edition) ,
  - c. Servicemembers Opportunity Colleges Guide (current edition).
  - d. DANTES External Degree Catalog (current edition).
  - e. DANTES Independent Study Catalog (current edition).
  - f. DANTES Distance Education Council Catalog (current edition) .

VOLUNTARY EDUCATION PROGRAM

APPLICATION FOR TUITION ASSISTANCE

NAVMC 10883 (REV. 6-97) (EF) (Previous editions will not be used.)

SN: 0109-LF-069-0000

Instructions: Complete and submit form to Navy Campus or Marine Corps Education Center prior to beginning of course. Please print.

NAME (Last, First, MI.)			SSN:
BRANCH OF SERVICE			PAYGRADE
RATE/RANK/DESIGNATOR			DATE OF BIRTH (YY/MM/DD)
SEX	END ACTIVE OBLIGATED SERVICE (YY/MM/DD)	ACTIVE DUN SERVICE DATE (YY/MM/DD)	WORK PHONE NUMBER

GI BILL ENROLLED IN: 1. Vietnam Era  2. VEAP  3. MGIB  4. EATP  5. NONE

COURSE LOCATION

1. ON - BASE  2. OFF - BASE  3. DISTANCE LEARNING  (I.E., INDEPENDENT STUDY, VIDEO, TV, COMPUTER)

UIC: (NAVY)  RUC/MCC: MARINE CORPS

IMMEDIATE EDUCATION GOAL

1. HS DIPLOMA  2. VOCATIONAL - TECHNICAL  3. ASSOCIATE  4. BACHELORS   
 5. MASTERS  6. DOCTORATE  7. PROFESSIONAL (I.E., MD, JD, DDS)

YEARS OF EDUCATION: \_\_\_\_\_ WILL YOU GRADUATE AFTER THIS TERM? YES  NO

SCHOOL: \_\_\_\_\_ TERM START DATE: YY/MM/DD \_\_\_\_\_

DO YOU HAVE A SOCNAV/SOCMAR AGREEMENT? YES  NO  TERM COMPLETION DATE: YY/MM/DD \_\_\_\_\_

**COURSE INFORMATION**  
 Course Level: H = High School D = Developmental/Prep V = Vocational Technical L = Lower (Freshman/Sophomore)  
 U = Upper (Junior/Senior) G = Graduate  
 Type of Credits/Hours: S = Semester Q = Quarter C = Clock K = Carnegie (High School)

COURSE DEPT/NUMBER	COURSE TITLE	COURSE LEVEL	NUMBER OF CREDITS/	TYPE OF CREDITS/	COST PER CREDIT/	TOTAL COURSE

I request TA with the understanding that I will pay all costs over and above amount authorized. BY MY SIGNATURE I CERTIFY I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL PROVISIONS ON BACK OF THIS FORM. (If authorized to mail/fax form to education center, sign front and back.)

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMAND (Print) \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ COM \_\_\_\_\_

APPLICANT'S COMMANDING OFFICER OR AUTHORIZED REPRESENTATIVE WITH BY DIRECTION AUTHORITY: The applicant's present or anticipated military duties will permit him/her to attend and complete the course(s). Navy enlisted: Process Special Request Chit (NAVPERS 1336/3). Signature below not required. Navy officers: Obtain signature below. Special Request Chit not required.

DATE: \_\_\_\_\_ TYED OR PRINTED NAME OF COMMANDING OFFICER \_\_\_\_\_ SIGNATURE OF COMMANDING OFFICER \_\_\_\_\_

Figure 1-1.--NAVMC 10883 (EF), Request for Tuition Assistance.

VOLUNTARY EDUCATION PROGRAM

NAVMC 10883 (REV, 6-97) (EF) BACK

PRIVACY ACT STATEMENT

Under authority of 5 USC 301, personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Education Center. It will not be divulged without your written consent to anyone other than Navy/Marine Corps/school personnel involved with TA. You are not required to provide this information: however, failure to do so will result in not being considered for TA.

AGREEMENT

A. I understand acceptance of TA obligates me to the following:

- 1. To submit this application to my servicing Navy Campus or Marine Corps Education Center prior to beginning of course. For Navy members, TA will not be authorized after the school's late registration deadline.
2. To personally deliver or mail my TA Authorization Form to the school during registration. If I register for courses prior to receiving a TA Authorization Form, I am liable for the full amount of tuition.
3. To notify the Naval Education and Training Professional Development and Technology Center (NETPDTC) in writing if I do not enroll in any or all course(s) on this form or if I withdraw before the school's 'drop/add' date.
4. To notify NETPDTC and the education center in writing if I enroll in a different course than the one on this form. I can change a course title on the TA Authorization Form only if there is no tuition increase. The new course must apply toward my educational goal.
5. To reimburse, via money order or cashier's check payable to U.S. Treasury and mailed to NETPDTC, the tuition paid on my behalf if:
a. voluntarily withdraw from a course after the 'drop/add' date.
b. receive a failing grade.
c. fail to clear an incomplete (I) grade within 6 months of course completion date.
6. To provide NETPDTC, in the case of an involuntary course withdrawal, a letter from my commanding officer confirming withdrawal was due to hospitalization, PCS, TAD, documented emergency leave or change in military duties or assignment. Reimbursement may be waived if I officially withdrew based on one of those circumstances.
7. To authorize the school I attend to forward a grade report to NETPDTC. If my school fails to do so, I will be notified by NETPDTC. It then becomes my responsibility to forward my grade to NETPDTC. Ultimate responsibility to provide grades to NETPDTC rests with the service member.

B. I understand I am not entitled to use TA if receiving other federal financial aid for the same course(s) which results in a duplication of benefits from the U.S. Treasury. I will not apply for/receive TA educational assistance for course(s) on this form.

C. I understand I am not entitled to use TA if my grade point average for TA-funded courses falls below a 'C' for undergraduate or a 'B' for graduate courses.

D. I understand I am not entitled to use TA if receiving other federal financial aid for the same course(s) which results in a duplication of benefits

COMMISSIONED OFFICERS

I agree, in accordance with 10 USC 10005, to remain on active duty for two (2) years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty.

COMMANDING OFFICER

NOTE: All correspondence to NETPDTC should include:

NETPDTC N8115
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5241

- a. Your full name
b. Your social security number
c. Name of school and course(s)
d. Term dates involved
e. TA document number

APPLICANT'S SIGNATURE
(Only necessary if mailing or faxing to)

VOLUNTARY EDUCATION PROGRAM

CHAPTER 2

EDUCATIONAL COUNSELING

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FIGURE

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# VOLUNTARY EDUCATION PROGRAM

## CHAPTER 2

### EDUCATIONAL COUNSELING

2000. PURPOSE. The purpose of educational counseling is to help servicemembers, their dependents, and civilians employed aboard MCB identify and achieve their educational goals and to assist them in overcoming obstacles to the attainment of these goals. The purpose of this section is to provide information to improve the counseling efforts of education officers and education NCO's.

2001. COUNSELING INTERVIEWS. The purpose of the counseling interview is to help the counselor identify and focus on the counselee's education and career goals, and to explore means of achieving these goals. Alternative strategies for overcoming obstacles to achieving career education goals should be developed during counseling sessions. Interviewing may be a long term project, beginning when individuals first seek information concerning **voluntary** education programs. Counselors should be informative **about educational** alternatives, but not directive; counselees should be assisted in making educational decisions for themselves.

#### 2002. SUGGESTIONS FOR A PRODUCTIVE COUNSELING SESSION

1. Counseling sessions should be conducted under conditions **most** conducive to effective communications. This means a physically comfortable setting affording privacy and freedom from interruptions.
2. The role of the counselor is that **of a facilitator and information** giver. The counselor's value judgments or personal opinions should not enter into the counseling sessions.
3. Counselors should exercise tact and judgment in discussing personal matters. Personal questions directed to the **counselee** should be limited to those which **are** pertinent to the development or implementation of educational and career plans.
4. When the requested information is unknown, counselors should either refer counselees to the Base Education Office for assistance or indicate they will research the questions and provide the **information at a later date.**
5. The atmosphere of the counseling sessions should be **pleasant and** informal.
6. Counselors should encourage counselees to plan ahead. Proper planning will help determine what courses or tests must be taken, whether or not course credit is transferable, and whether credit will be granted for service experience.

7. Counselors should ensure that counsees thoroughly understand the following:

a. Their program eligibility for Veterans Administration (VA) education benefits. If there is a doubt as to which VA program an individual is eligible for, DD Form 2057 (This form is now obsolete), in the servicemember's personnel record, specifies Veterans Educational Assistance Program and Educational Assistance Test Program eligibility. Any questions regarding a servicemember's program eligibility should be referred to the Base Education Officer. Those servicemembers eligible under the Vietnam-Era G. I. Bill should be reminded that these benefits terminated in December 1989. However, if these individuals remained on uninterrupted active duty through 1 July 1988, their entitlement was converted to the Montgomery G. I. Bill (MGIB), and they will have 10 years from their date of release from active service to use any remaining benefits. (See chapter 7 for complete information.) Individuals who entered active duty for the first time after 30 June 1985, and are eligible for benefits under the MGIB, will have DD Form 2366(EF), Montgomery G. I. Bill Act of 1984 (MGIB), in their personnel record indicating program participation.

b. There is no guarantee that military experience or training will be recognized for credit by civilian colleges and universities. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, provides credit recommendations. It is the responsibility of each educational institution to determine the appropriateness of military learning to their particular program of study. It should be noted, however, that over eighty percent of colleges and universities do award credit for military learning. Servicemembers should be reminded to take service school transcripts and personnel record entries on formal military education to educational institution counselors when discussing a program of study in a civilian college or school in order to consider their military education and to predict how many, if any, of the training experiences may be used for credit toward a civilian education, degree, or certificate.

(1) When submitting an application for admission to a certificate or degree program, servicemembers should complete a DD Form 295(EG), Application for the Evaluation of Learning Experiences during Military Service. (See figure 2-1.) The DD Form 295(EG) must be prepared at the servicemember's unit, signed by the applicant, and certified by an officer with access to the applicant's service records.

(2) The original DD Form 295(EG) should then be submitted to the Base Education Officer or designated representative for review, and will be forwarded directly to the selected school, college, or university. A copy of the completed DD Form 295(EG) will be retained on file at the Base Education Office.

c. It is the policy of the CMC that all enlisted personnel should have at least a high school credential and all officers should

have a baccalaureate degree. Personnel lacking the desired credential should be encouraged to pursue the attainment of their diplomas/degrees using the high school completion and college degree programs available through the MCB Voluntary Education Program.

VOLUNTARY EDUCATION PROGRAM

APPLICATION FOR THE EVALUATION OF  
LEARNING EXPERIENCES DURING MILITARY SERVICE

\_\_\_\_\_  
(Date)

TO: (Name and address of educational institution,  
agency, or employer)

EVALUATION REQUEST FOR:

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(Social Security Number)

ATTENTION:

Dear Official:

The applicant named above has requested that the attached summary of educational achievements, accomplished while in the Armed Forces of the United States, be forwarded to you for review and evaluation.

The American Council on Education publishes the *Guide to the Evaluation of Educational Experiences in the Armed Services* which includes postsecondary credit evaluations of military learning experiences. The 1953 edition of the *Guide* contains recommendations for formal courses offered by the Armed Services during the period 1941 to 1954. The current edition contains credit recommendations for (1) military training courses offered after 1954; (2) Army military occupational specialties (MOS's) for enlisted personnel and warrant officers; (3) ratings held by Navy and Coast Guard enlisted personnel; and (4) occupational designators held by Navy and Coast Guard warrant officers and Navy limited duty officers. In addition to recommendations for semester hour credits, some Army enlisted MOS's and Navy ratings also have recommendations for advanced standing in apprentice training programs.

The American Council on Education maintains an advisory service to provide credit recommendations for courses and tests, MOS's, ratings, and other occupations evaluated after the publication date of the current *Guide*. Credit recommendations are provided to officials of schools, state departments of education or other educational institutions, employers, apprenticeship training directors, labor union and trade association officials, military education officers and applicants. *Credit recommendations are not provided to officials at the applicant's request.* Authorized persons may write directly to the Military Evaluations Program Office, American Council on Education, One Dupont Circle, N.W., Washington, D.C. 20036-1 193.

The evaluation of this applicant's learning experiences, as well as any guidance which you may provide, should be sent directly to the applicant at the address shown in block 6 on page 3. Your interest is genuinely appreciated.

Sincerely,

\_\_\_\_\_  
(Education Officer)

DD Form 295, NOV 86 (EG)

Previous editions are obsolete.

Page 1 of 4 Pages

Designed using Perform Pro, WMS/DIGR, Dec 84

Figure 2-1.--DD Form 295(EF), Application for the Evaluation  
of Learning Experiences During Military Service.

VOLUNTARY EDUCATION PROGRAM

Privacy Act Statement

- AUTHORITY: 5 USC 301 and EO 9397, November 1943 (SSN).
- PRINCIPAL PURPOSE: To permit authorized agencies to evaluate military experience for academic placement and/or employment.
- ROUTINE USES: Used at the request of the individual for the evaluation of military training.
- DISCLOSURE: Voluntary; however, failure to provide requested information impedes the evaluation process by educational institutions or potential employers.

INSTRUCTIONS TO APPLICANT

DD Form 295 is for your convenience in applying for evaluation of your educational experiences during military service. Give as much detailed information as possible. Include additional information on separate sheets, if necessary.

You are encouraged to write a preliminary letter to the school or agency concerned, explaining your interest in its evaluation of your records for the continuance of your education. Training, correspondence study, or special experiences not described on this form, which you believe would be of interest to those reviewing your case, should be included in this letter.

The applicant should:

- a. Complete items 1 through 15.
- b. If you have attended college or completed any college correspondence courses, ask the college to send a transcript to the Registrar of the evaluating agency that this form is addressed to. **DO NOT LIST ANY COLLEGE OR UNIVERSITY COURSES ON THIS FORM.**
- c. If you have completed any college-level standardized examinations for credit, such as USAFI or ANTES Subject Standardized Tests, or CLEP, ask the appropriate agency to send a score report to the Registrar of the evaluating agency that this form is addressed to. **DO NOT LIST ANY EXAMINATIONS ON THIS FORM.**
- d. After completion, submit this DD Form 295 to the Certifying Officer.

INSTRUCTIONS TO CERTIFYING OFFICER  
*(Custodian of Personnel Records)*

DD Form 295 is intended to provide factual information that schools and other evaluating agencies require for evaluation of the applicant's educational achievement. **CERTIFYING OFFICERS WILL NOT MAKE RECOMMENDATIONS REGARDING CREDIT TO BE AWARDED.**

The certifying officer should:

- a. Complete items 16 through 18.
- b. Insure that the information provided in Section II is documented in the applicant's Service Record. Names of schools or courses should not be abbreviated.
- c. Send this DD Form 295 to the Education Officer.

INSTRUCTIONS TO EDUCATION OFFICER

The education officer should:

- a. Complete item 19.
- b. Counsel the service member.
- c. Complete page 1. The name and address of the evaluating agency should be the same as that listed at the top of page 3 of this form.

**PAGE 1 IS IN ADDITION TO, AND NOT A SUBSTITUTE FOR, THE LETTER TO BE WRITTEN TO THE EVALUATING AGENCY BY THE APPLICANT.**

- d. Mail DD form 295 directly to the designated evaluating agency.

Figure 2-1.--DD Form 295(EG), Application for the Evaluation Learning Experiences During Military Service-- Continued.

**VOLUNTARY EDUCATION PROGRAM**

APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE			
TO (Name and address of educational institution, agency, or employer)			
<b>SECTION I - TO BE COMPLETED BY APPLICANT</b>			
1. NAME (Last, first, Middle Initial)	2. GRADE/RANK OR RAYING	3. SOCIAL SECURITY NO.	4. PREVIOUS SERVICE NUMBER(S)
5. PRESENT BRANCH OF SERVICE (Includes National Guard and Reserve components) <input type="checkbox"/> a. ARMY <input type="checkbox"/> b. NAVY <input type="checkbox"/> c. AIR FORCE <input type="checkbox"/> d. MARINE CORPS <input type="checkbox"/> e. COAST GUARD			
6. APPLICANT'S MAILING ADDRESS FOR REPLY FROM EDUCATIONAL INSTITUTION			
7. DATE OF BIRTH	8. PERMANENT HOME ADDRESS		
<b>CIVILIAN EDUCATION</b>			
9. HIGHEST GRADE OF SCHOOL COMPLETED (X one) <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12			
10. HIGHEST YEAR OF COLLEGE COMPLETED (X one) <input type="checkbox"/> a. NONE <input type="checkbox"/> b. FRESHMAN <input type="checkbox"/> c. SOPHOMORE <input type="checkbox"/> d. JUNIOR <input type="checkbox"/> e. SENIOR			
11. COLLEGE DEGREE EARNED (X if applicable) <input type="checkbox"/> a. ASSOCIATE <input type="checkbox"/> b. BACHELOR			
12. EDUCATIONAL INSTITUTION LAST ATTENDED			
a. NAME		b. MAILING ADDRESS	
13. USAFI COURSES COMPLETED IN SERVICE (Prior to 1974) (The applicant should request a transcript for all courses to be forwarded directly to the evaluating agency.)			
e. CATALOG NUMBER AND TITLE OF COURSE (If no courses were taken, print NONE)	f. METHOD OF STUDY (Correspondence, self-teaching, locally conducted classes, etc.)	c. LOCATION WHERE COMPLETED	d. DATE COURSE COMPLETED
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
14. MILITARY CORRESPONDENCE COURSES COMPLETED (The applicant should attach a copy of the COURSE completion letter or certificate.)			
a. COURSE NAME (If no courses were taken, print NONE)	b. COURSE SPONSOR (AIPD, MCI, ECI, CGI)	c. DATE COURSE COMPLETED	
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
(9)			
15. APPLICANT CERTIFICATION: I have read the Privacy Act Statement on Page 2.			
a. SIGNATURE			b. DATE SIGNED

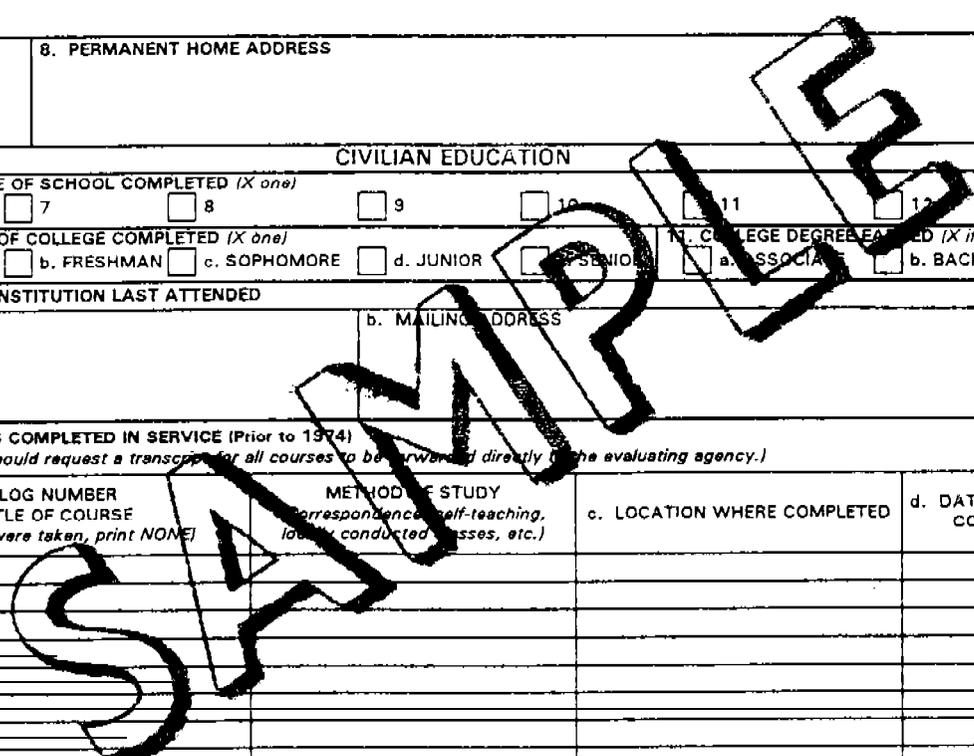


Figure 2-1. --DD Form 295(EF), Application for the Evaluation of Learning Experiences During Military Service-- Continued.

**SECTION II - TO BE COMPLETED BY CERTIFYING OFFICER**

*(Read Instructions on Page 2 before completing this page)*

16. FORMAL SERVICE SCHOOLS ATTENDED (If longer than on week) (If none, print NONE)

a. COURSE TITLE	b. MILITARY COURSE NUMBER	c. NAME OF SCHOOL, CITY, STATE	d. DATE ENTERED	e. LENGTH (In weeks)	f. DATE COMPLETED	g. FINAL MARK AND/OR CLASS STANDING?
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
(8)						
(9)						
(10)						

19. GUIDE COURSE OR OCCUPATION IDENTIFICATION NO. (To be filled out in Education Center)

17. MILITARY OCCUPATIONAL HISTORY

a. MILITARY SPEC. CODE (MOS, AFSC, Rate, etc.) <sup>3</sup>	b. MILITARY OCCUPATIONAL TITLE (Do Not Abbreviate)	c. DATES HELD From (MM/YY) To (MM/YY)	d. MOS/SQT SCORE (For Army Enlisted Personnel) <sup>4</sup>
(1)			
(2)			
(3)			

NOTES: <sup>1</sup> Print SP if course length was self paced. <sup>2</sup> If information is available, give grade received. If class standing is shown, give number in class, e.g., 10 in 241. <sup>3</sup> List most recent skill levels or grade. <sup>4</sup> MOS/SQT Evaluation Score and Date of evaluation.

**THIS APPLICATION MUST BE SIGNED BY AN OFFICER OR A DULY AUTHORIZED NON-COMMISSIONED OFFICER.**  
I certify that the information contained herein has been compared with official records, and that this information is correct.

18. CERTIFYING OFFICER

a. NAME (Print or Type)	b. GRADE/RANK	c. MILITARY ADDRESS (Include ZIP Code)
d. SIGNATURE	e. DATE SIGNED	

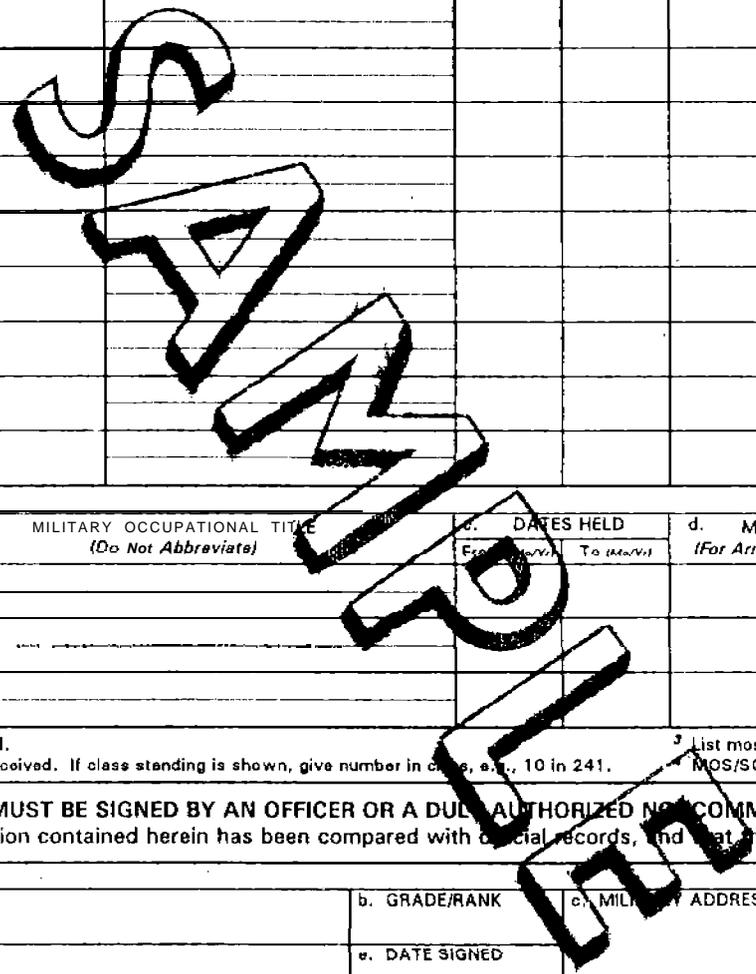


Figure 2-1.--DD Form 295(EF), Application for the Evaluation of Learning Experiences During Military Service-- Continued.

VOLUNTARY EDUCATION PROGRAM

CHAPTER 3

ON-BASE EDUCATIONAL INSTITUTIONS

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VOLUNTARY EDUCATION PROGRAM

CHAPTER 3

ON-BASE EDUCATIONAL INSTITUTIONS

3000. PURPOSE. Military personnel, as citizens in uniform, should share the same opportunities for education that are provided all eligible citizens. To this end, an on-base education program is established to provide opportunities for military personnel to achieve their educational, vocational, and career goals.

3001. POLICIES

1. Educational programs of the military service shall:

a. Rely on programs, courses, and services provided by appropriately accredited institutions, including high schools, post-secondary vocational and technical schools, colleges, and universities.

b. Make use of programs from civilian institutions that respond to the needs of military personnel.

c. Include educational guidance and counseling.

d. Include a broad range of educational experiences including basic skills; high school completion; occupational programs; and associate, baccalaureate, and advanced degree programs.

2. Base education programs shall:

a. Lead to recognized degrees and certificates.

b. Support and reinforce the training specialty or mission of the Base.

c. Have application to military and civilian careers.

d. Be nonduplicative. The course offerings of each institution shall not duplicate the offerings of other institutions for the same student clientele.

3. Institution requirements include:

a. Involving the parent campus in approving on-base programs; faculty selection, assignment, and **orientation**; and monitoring and evaluating on-base programs.

b. Being chartered or licensed by a state government or by the Federal Government.

c. Maintaining appropriate accreditation.

d. Conducting on-base programs from among those offered and authorized on the home campus. Programs on-base shall carry identical credit values, represent the same content and experience, and use the same procedures for evaluating student performance as on the home campus.

e. Accepting credits for courses given off-campus at the same value as those given on-campus, and including such credits in the determination of residency.

f. Providing library and other reference/research resources that are appropriate for the level of instruction in support of on-base courses.

g. Maintaining the **same** admissions and graduation standards on-base as on the home campus for the same programs.

h. Evaluating program effectiveness on a regular basis through such techniques **as** externally normed examinations and student course critiques. Attaining and maintaining approval of the program by the applicable State Approving Agency (SAA) for veteran's educational benefits. Maintenance of SAA approval is adequate evidence of compliance with requirements of Title 38, U. S. Code, Sections 1795 and 1796.

i. Charging tuition and fees that correspond to those charged to nonmilitary clientele except where a documented variance is known to exist.

j. Ensuring that reasonable contribution to on-base educational support is provided; i.e., a percentage of income is used to provide library support, administrative and counseling services, and equipment. High enrollment courses must be used to underwrite the expense of offering small, elective, and laboratory courses germane to the curriculum.

k. Recognizing credit based on military training or experience as recommended by the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services when appropriate to the curriculum.

l. Maintaining flexibility in scheduling to meet the operational needs of the installation.

m. Showing evidence that the applicable accrediting body is aware of and has approved the on-base program.

n. Arranging for visitation and evaluation by the appropriate accreditation body.

o. Notifying the SAA in the institution's home state of the off-campus program established on-base.

4. Base Education Office staff requirements include:
  - a. Providing an effective education needs analysis which forms the basis for establishing on-base programs.
  - b. Providing facilities in support of on-base programs.
  - c. Establishing an effective counseling program to assist personnel in selecting and enrolling in the appropriate educational programs.
  - d. Maintaining data to determine program quality and effectiveness.
  - e. Establishing Memorandum of Agreement with on-base educational institutions to formalize mutual support requirements.
  - f. Publishing a consolidated catalog of programs, course, and schedules for the Base education programs.
  - g. Maintaining data on course enrollments, installation demographics, and education expenditures in compliance with instruction from higher authority. This includes the timely submission of required reports providing this data to higher authority.

VOLUNTARY EDUCATION PROGRAM

CHAPTER 4

MILITARY ACADEMIC SKILLS PROGRAM (MASP)

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VOLUNTARY EDUCATION PROGRAM

CHAPTER 4

MILITARY ACADEMIC SKILLS PROGRAM (MASP)

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# VOLUNTARY EDUCATION PROGRAM

## CHAPTER 4

### MILITARY ACADEMIC SKILLS PROGRAM (MASP)

**4000. PURPOSE.** The sole purpose of MASP is to improve the competence of active duty Marine Corps enlisted personnel in the performance of their assigned tasks and to improve their promotion potential. MASP is not authorized to prepare personnel to attain a high school credential.

#### **4001. POLICIES**

1. The MASP is a fully funded program, conducted during normal duty hours, that provides remedial education which is directly related to **military** requirements.

2. Potential MASP participants may not be denied access to MASP on the basis of their intentions with regard to reenlistment.

3. MASP may not be used for the purpose of preparing personnel to attain their high school credential. Upon successfully completing MASP, those Marines who do not already possess a high school credential will be encouraged either to enroll in the off-duty high school completion program at the Richard M. Milburn High School for Adults or to schedule themselves for the General Education Development test.

4. Enrollment in MASP may be either voluntary or directed. Participation in MASP does not obligate the Marine to any additional period of service.

5. Screening criteria for the selection of MASP participants include the following:

a. Level of basic skills required for satisfactory performance within a specific MOS.

b. Motivation of the prospective MASP student.

c. Test scores on military classification tests and achievement tests. Marines with less than a 95 General Technical Composite score on the Armed Forces Classification Test are potential MASP participants.

4002. ELIGIBILITY. Personnel who are not performing up to their potential in their MOS due to a deficiency in any of the basic skills of reading, mathematics, English, or English as a second language may participate in MASP. Those Marines who are identified as reading below the ninth grade level compose the MASP target population.

4003. PROCEDURES

1. The responsibility for establishing and implementing a MASP in compliance with direction from higher authority is delegated to the Base Education Officer, who shall ensure the following in support of the **MASP**:

a. Prior to initiating a MASP, a detailed justification will be submitted to the CMC (MHE). The justification will include anticipated enrollment, starting dates of MASP classes, and the total fiscal requirements.

b. Proper facilities and adequate resources are dedicated to the conduct of MASP.

c. The basic skills education opportunities are of the best possible quality and are responsive to the needs of MCB personnel.

d. The institution providing the MASP training meets the selection criteria established in MCO 1550.23.

e. **MASP** training effectiveness is periodically monitored and evaluated.

2. Organizational commanders will ensure the following in support of **MASP**:

a. The identification of Marines in their units who demonstrate deficiency in the performance of their assigned duties due to a lack of skill in reading, English, English as a second language, or mathematics.

b. After coordinating with the Base Education Officer, the assignment of Marines to attend specific **MASP** courses.

c. Provide emphasis on the importance of MASP to motivate **MASP** selectees to strive for maximum self-improvement through conscientious efforts to master MASP subjects.

d. The advisement of MASP selectees on the requirements of MASP and, if appropriate, encouragement to pursue the attainment of a high school credential upon successful completion of MASP.

e. Provide feedback on **MASP** effectiveness to the Base Education Officer by responding to evaluation questionnaires concerning the impact of the **MASP** instruction in improving the individual's performance of assigned duties.

3. Participation in **MASP** shall be viewed in the same light as any professional training assignment. To this end, **MASP** participants are responsible for the following:

- a. Regular and prompt attendance at scheduled **MASP** classes.
- b. Completion of all assigned **MASP** classwork.
- c. Positive attitude and conscientious effort to develop their basic skills to their greatest potential.
- d. Completion of regular assigned responsibilities.

#### 4004. REPORTS AND RECORDS

1. The Base Education Officer shall report **MASP** completion and provide individual progress evaluations on **MASP** participants to organizational commanders at the conclusion of each **MASP** cycle.

2. The Base Education Officer will prepare the **MASP** Summary Report and submit it to the CMC (**MHE**) as required.

VOLUNTARY EDUCATION PROGRAM

CHAPTER 5

TUITION ASSISTANCE

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FIGURE

5-1	(SAMPLE OF A COMPUTER PRINTOUT) TUITION ASSISTANCE AUTHORIZATION VOLUNTARY EDUCATION PROGRAM . . . . .	5-8
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VOLUNTARY EDUCATION PROGRAM

CHAPTER 5

TUITION ASSISTANCE

5000. PURPOSE

1. The Tuition Assistance (TA) Program is designed to encourage servicemembers to use their off-duty time toward personal and professional development. A specific percentage of tuition costs is provided to those qualified to attend courses offered by regionally accredited schools, colleges, and universities.

2. Under the provisions of the program, active duty Marines and other military personnel attached to the Marine Corps may enroll in classes leading to a recognized degree, certificate, or diploma offered by appropriate accredited civilian institutions. They may attend classes on campus, at resident centers, on military installations, by correspondence, or through independent study if they meet the qualifications delineated in paragraph 5003.2.

5001. DEFINITIONS

1. Accredited Institutions

a. An educational institution which has been granted full accreditation status by one of the six regional accreditation associations **recognized** by the Commission on Recognition of Post-secondary Accreditation (CORPA). These accreditation associations are:

- (1) The New England Association of Colleges and Schools.
- (2) The Middle States Association of Schools and Colleges.
- (3) The Southern States Association of Colleges and Schools.
- (4) The North Central Association of Schools and Colleges.
- (5) The North Western Association of Schools and Colleges.
- (6) The Western Association of Colleges and Schools.

b. Accredited Nondesree Granting Institution. An educational institution which has been granted accreditation status by one or more of a select group of professional or technical accreditation associations recognized by CORPA. A listing of these accreditation associations is available per the Accredited Institutions of Post-secondary Education Programs Candidates from the American Council on Education.

2. Fund Controlling Authority. An individual who is authorized by the CMC (MHE) to obligate and expend funds for the TA Program. At MCB, the duly authorized fund controlling authority is the Base Education Officer.
3. Resident Course. A traditional classroom course that is offered by a regionally accredited institution and is offered for academic credit applicable to a recognized educational diploma, certificate, or degree program. Neither correspondence courses nor independent study programs are included in this definition.
4. Academic Credit. Academic units expressed in Carnegie units for high school level courses, and quarter or semester hours for post-secondary courses. Credits must be applicable to a recognized diploma, certificate, or degree program.
5. Independent Study. A prescribed course of study with provisions for interaction between the student and the faculty of the college or university. Interaction may be by mail, telephone, personal visits, electronic media, or occasional classroom attendance,

#### 5002. ELIGIBILITY

1. Personnel of the regular Marine Corps, Marine Corps Reserve on extended active duty, and other military services on active duty who are attached to MCB are eligible to receive TA.
2. TA may not be authorized to military personnel who have been convicted by any Court of General Jurisdiction of any crime that involves the use of force, trespassing, or the seizure of property that is under the control of any institution of higher education and that prevents officials or students at such an institution from engaging in their duties or pursuing their studies. TA is not recommended for military personnel confined to the Base Brig.
3. Officers must agree to remain on active duty for a period of 2 years commencing at the conclusion of a funded course in order to be eligible to receive TA. The officer's signature on the NAVMC Form 10883(EF), Request for Tuition Assistance (See figure 1-1.) constitutes acknowledgment and acceptance of this obligation. To be eligible to receive TA, enlisted personnel must have sufficient time remaining on their service contract to complete the funded course.
4. Servicemembers in poor academic standing (Grade Point Average (GPA) below 2.0) are not eligible for TA until a GPA of 2.0 is achieved.
5. Only personnel whose duties enable them to participate in and complete courses in which they enroll are eligible to receive TA.

5003. POLICIES

1. Only courses applicable to an individual's program of studies, leading to a high school credential or to an associate, baccalaureate, or graduate degree, including elective course work, will be authorized for TA. Credit courses applicable to vocational or technical certificate programs offered by regionally accredited higher education institutions may also be approved.
2. For most servicemembers, TA may be authorized only for off-duty, classroom courses offered by appropriately accredited educational institutions. Independent study and correspondence courses are authorized for TA only for Marines assigned to isolated duty stations, deployed outside the continental United States, assigned to duty at positions with such irregular working hours as to make participation in traditional off-duty education programs impossible, or Marines desiring to take courses not offered in the area.
3. Tuition for high school completion courses is 100 percent funded. The maximum amount payable for each post-secondary level course is 75 percent of the tuition cost. All authorized correspondence courses are funded at the rate of 75 percent.
4. Applicants will bear all other costs, including:
  - a. The remaining tuition costs.
  - b. Admission, registration, matriculation, laboratory, and graduation fees.
  - c. Service charges for deferred payments.
  - d. Costs of materials, including books and supplies.
  - e. Fees for institutional examinations to qualify for advanced courses or advanced standing.
  - f. Costs for courses where no academic credit is given.
5. TA must be approved by the designated TA fund controlling authority or a designated representative prior to the beginning of a course.
6. Individuals who enroll in any courses prior to receipt of a TA authorization are responsible for monetary obligations incurred.
7. Students with below average academic records will be limited to one course per school term until such time as their academic averages are raised to a "C" level.

8. TA funds **may** not be authorized for any course which is being reimbursed, in whole or in part, under any other provisions of federal law.

9. Students who voluntarily withdraw from classes after the drop/add period published by the institution, or who fail a course due to poor class attendance or failure to submit assignments shall reimburse the Marine Corps for the amount of TA they received. Failure to reimburse the Marine Corps within 45 days after notification of reimbursement requirements will result in a pay checkage.

10. TA funding guidelines for each fiscal year will be promulgated through a Marine Corps Bulletin in the 1560 series and issued as an **ALMAR**.

#### 5004. PROCEDURES

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

a. Consult an education counselor at the Base Education Office to determine the educational opportunities available.

b. Submit TA requests to attend traditional classes under the TA Program to their commanding officer or the commander's representative for signature. Requests to enroll in correspondence courses are submitted **as** described in paragraph 2 below.

c. Sign a written agreement, available at the Base Education Office, which authorizes the Base Education Officer to obtain grade reports from the educational institutions for inclusion in service record books or officer qualification records and to ensure compliance with the requirements of the Marine Corps TA Program.

d. Enroll only after receipt of an approved NAVMC Form 10883 (EF), Tuition Assistance Authorization Voluntary Education Program (See figure 5-1, which is a sample of a computer printout of NAVMC Form 10883 (EF)) from the Base Education Officer. The original approved authorizations will be delivered to the schools by individuals when registering.

2. Marine Corps TA policy has been supplemented to allow for the funding of correspondence courses listed in the Defense Activity for Non-Traditional Education Support (DANTES) Independent Study Catalog, the DANTES External Degree Catalog, or the DANTES Distance and Training Council Catalog under the specified circumstances listed below:

a. Isolated duty assignment.

b. Deployment outside the continental United States.

c. Working hours so irregular as to preclude participation in traditional classroom courses, if a waiver is requested.

d. Unavailability of the course through area institutions, if a waiver is requested.

3. TA funding for approved correspondence courses is payable at the rate of 75 percent. Eligible Marines may request TA funded in advance for courses not exceeding 18 weeks in duration, eligible Marines may request TA funded through reimbursement upon successful course completion. The DANTES 1562/31, DANTES Distance Learning Enrollment Form for Servicemembers should be used.

4. Each individual requesting TA will be counseled on the responsibilities imposed by the agreement included in figure 5-1, as well as the individual responsibilities incurred under the provisions of this Manual.



VOLUNTARY EDUCATION PROGRAM

CHAPTER 6

DEFENSE ACTIVITY FOR NON-TRADITIONAL  
EDUCATION SUPPORT (DANTES)

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# VOLUNTARY EDUCATION PROGRAM

## CHAPTER 6

### DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

6000. PURPOSE. The Defense Activity for Non-Traditional Education Support (DANTES) is an education agency providing support services to the voluntary education programs of the military services. The Secretary of Defense established DANTES after the disestablishment of the U.S. Armed Forces Institute (USAFI).

6001. MISSION. The primary mission of DANTES, in support of the voluntary education programs of the military services, has two basic elements:

1. To provide nationally recognized examination and certification programs.
2. To facilitate the availability of independent study courses and programs from civilian institutions for servicemembers.

6002. EXAMINATION PROGRAMS AND PROCEDURES. The DANTES Examination Program encompasses the following areas: a high school equivalency test; undergraduate admissions tests; tests for college course credit; graduate admissions tests; certification tests; and guidance and interest surveys and tests.

1. Eligibility and Funding. Tests offered through DANTES are available to active duty and reserve servicemembers on a fully- or partially-funded basis. Civilians, including retired military, veterans, and military dependents are eligible for specific tests on a space available basis at DANTES test centers. Tests available to civilians are not funded, with the exception of designated tests for DOD acquisition employees. All test fees are payable at the time of test administration.

2. Tests and Testing Schedules. Not all nationally recognized examination and certification programs are available at DANTES test centers. The following programs are available through the Base Education Office. Schedules of test administration dates and times are published monthly by the Base Education Officer.

a. General Education Development (GED) Test. The GED test for the high school equivalency certificate is available to all active duty military and reserve component servicemembers on a fully funded basis. The test consists of five parts measuring high school level knowledge in writing skills, social studies, science, mathematics, literature and the arts. Achievement of an averaged score of 45 for all tests, with no single test score lower than 40, is required for a high school equivalency certificate from the Commonwealth of Virginia.

b. American College Testing (ACT) Program. The ACT **is used as a** tool in college admissions screening, **and** is open to all active duty and reserve component servicemembers. Only one test per year is funded unless ACT test scores **are** required for application to a Marine Corps or Navy commissioning education program. Civilians applying for military education programs or to service academies, or military dependents unable to **meet test** dates at national test centers, are also eligible to be tested, but not funded. The ACT measures general educational knowledge and ability in English, mathematics, reading, and science. Additional sections provide an optional interest inventory and student profile which assist colleges in assessing applicants for admission.

c. Scholastic Aptitude Test (SAT). The SAT is **used as a tool in** college admissions screening, **and** is open to active duty and reserve component servicemembers only. Only one test per year is funded unless SAT scores are required for application to a Marine Corps or Navy commissioning education program. The SAT program includes the SAT I, which measures verbal and math reasoning skills; the optional Student Descriptive Questionnaire, Student Search Service, and Student Answer Service; and the SAT II subject tests. All portions of the SAT program except the SAT II subject tests are available through DANTES test centers.

d. College Level Examination Program (CLEP). CLEP tests are designed to measure knowledge at the post-secondary level, and may be used to qualify for college credit based upon acceptance policies **at** individual colleges and universities. CLEP tests are available to all active duty and reserve component servicemembers on an unlimited and fully-funded basis. Civilians may also be eligible to take CLEP tests at DANTES test centers, but tests for civilians **are** not funded with the exception of designated tests for DoD acquisition employees.

(1) The CLEP General Examination consists **of a series of six** tests that measure achievement in basic academic **areas to include** English composition, social sciences and history, natural sciences, humanities, **mathematics, and** English composition with essay.

(2) The CLEP Subject Examinations also measure achievement, but in more specific areas of knowledge. There are approximately 30 subject examinations currently funded by DANTES. A complete, up-to-date list is available at the Base Education Office.

e. DANTES Subject Standardized Tests (DSST). DSST's are used to measure knowledge at the post-secondary **level and in technical** subjects, and may be used to qualify for college credit based upon acceptance policies at individual technical schools, colleges, and universities. DSST's are available to all active duty and reserve component servicemembers on an unlimited and fully-funded basis. Civilians may also be eligible to take DSST's at DANTES test centers, but tests for civilians are not funded with the exception of designated tests for DoD acquisition employees. A list of all current DSST's is available at the Base Education Office.

American College Testing Proficiency Examination Program (ACT PEP):. The ACT PEP tests are used to measure knowledge at the college level, and may be used to qualify for college credit based upon acceptance policies at individual colleges and universities. These tests are available to active duty and reserve component personnel, funded and unlimited. Dependents of active duty military and retired military are also eligible to test, but unfunded. Over 35 ACT PEP examinations are offered in subjects related **to arts and sciences**, business, education, and nursing. A complete list is available at the Base Education Office.

g. Graduate Record Examination (GRE) Program. The GRE General and Subject Examinations are used for graduate level admissions screening; guidance and placement; college credit; and selection of fellowship recipients. These tests are available to active duty and reserve component personnel only, and are limited to one General and one Subject test funded by DANTEs per servicemember.

(1) The GRE General Examination measures skills acquired through college coursework and through life experience in verbal reasoning, quantitative abilities, analytical and logical reasoning, and analysis of explanations.

(2) The GRE Subject Examinations measure knowledge acquired through college coursework or through extensive practical experience in specific subject areas. Approximately 15 tests are available through DANTEs test centers. A complete list of GRE subject examinations offered at MCB is available at the Base Education Office.

h. Graduate Management Admissions Test (GMAT). The GMAT is used by colleges and universities as a screening tool for admissions into management programs at the master's level. It is open to active duty and reserve component personnel, but funding is limited to one test per person. The GMAT is composed of seven sections and measures developed verbal, quantitative, and analytical writing abilities.

i. The Praxis Series

(1) The Praxis Series tests provide measures of academic achievement and proficiency for individuals entering or completing college or provisional/alternative teacher preparation programs. Effective 1 July 1996, the Commonwealth of Virginia will require the Praxis I Pre-Professional Skills Test (PPST) for teacher certification, and the National Teacher Examination (NTE) Programs Core Battery tests will no longer be required or accepted. For certification requirements in states outside Virginia, please contact the Base Education Office.

(2) The testing section at the Base Education Office offers Praxis I and II Series tests. Active duty and reserve component personnel are funded by DANTEs to receive only one NTE Programs Core

Battery test and one specialty area test in the Praxis II Series. The Praxis Series tests include the following examinations:

(a) The Praxis I assesses academic skills and includes the PPST of reading, mathematics, and writing.

(b) The Praxis II is comprised of the subject assessment examinations and includes: the NTE Core Battery tests (general knowledge, communications skills, professional knowledge), and Specialty Area tests. The Specialty Area tests are the Multiple Subjects Assessment for Teachers tests, and the Principles of Learning and Teaching (PLT) test.

j. Certification Examinations. Certification examinations measure acquired job-related skills and professional knowledge in various career fields. Most examination programs are developed under the authority of professional and industrial associations, and may be recommended or required for employment. Active duty and reserve component personnel are eligible to test, but examinations are funded on a limited basis. Civilians, to include retired military, veterans, military dependents, and federal employees, may also be eligible to test, but restrictions may apply. Specific eligibility and funding information is available through the testing section at the Base Education Office.

k. Guidance and Interest Survey Tests. The Base Education Office testing section offers various tests designed to evaluate development and career orientation, and to determine educational needs. Active duty and reserve component servicemembers are eligible, and most examinations are funded by DANTES. Tests and programs include:

- (1) Strong Interest Inventory.
- (2) Career Planning Program, Level 2.
- (3) Holland's Self-Directed Search.
- (4) Career Assessment Inventory.
- (5) Kuder Occupational Interest Survey.
- (6) Campbell Interest and Skill Survey.
- (7) Academic Skills Assessment Tests.
- (8) The Myers-Briggs Type Indicator.

(9) DISCOVER \* A self-paced computer program designed to cross-reference interests, job experience, and education with career and education goals.

6003. TEST REPORTS AND TRANSCRIPTS1. DANTES Program

a. Test score reports (unofficial transcripts) are received at the Base Education Office testing section for military examinees only, and only for the following testing programs: GED, ACT, SAT I (by examinee designation), ACT PEP, CLEP, and DSST. A records copy will be held in active files for a period of 2 years. All other score reports, for both military and civilian examinees, are sent to home addresses and/or to an addressee designated on test registration forms or answer sheets.

b. Official transcripts and additional score reports are obtained from individual testing services using transcript request forms or a letter of request submitted with appropriate fees. Transcript request letters and information on transcript fees are available through the Base Education Office.

2. United States Armed Forces Institute Course and Test Transcripts

a. Transcripts for all USAF1 courses taken prior to 1 July 1974 are available using the USAF1 Transcript Request Form or personal letter submitted with appropriate fees. Transcript request forms and information on transcript fees are available through the Base Education Office.

b. Test score reports and official score transcripts for GED tests, CLEP tests, and DSST's taken through USAF1 prior to 1 July 1974 are available from the Educational Testing Service, Contract Representative for DANTES, P. O. Box 6605, Princeton, NJ 08541-6605. Transcript request forms and information on transcript fees are available through the Base Education Office.

6004. INDEPENDENT STUDY PROGRAM

1. Definition. The Independent Study Program offered through DANTES includes coursework and external degree programs delivered through correspondence, directed independent study, television, video, satellite, computer conferencing, and electronic mail.

2. Purpose. The independent study program is designed to assist those personnel who are stationed at isolated sites, do shift work, or are transferred before the completion date of their programs to locations where necessary courses are not offered. It also assists those who have advanced to a level in their programs at which further progress is not possible at their current duty station.

### 3. Availability and Funding

a. The DANTES External Degree Catalog lists high school, associate, baccalaureate, and graduate degree programs available through independent study. Program descriptions, transfer policies, **and** admission/enrollment requirements are listed by degree and by institution. Students must register for individual courses leading to degree completion, and maintain contact with independent study academic advisors as needed.

b. The DANTES Independent Study Catalog contains extensive lists of courses available through colleges and universities participating in the DANTES Independent Study Program. Courses applicable to high school and degree completion are **fundable** under the Marine Corps Tuition Assistance (TA) Program at the same rates as resident courses. All TA funding policies described in chapter 5 of this Manual apply.

c. Programs of study offered through the DANTES Distance Education and Training Council Catalog are accredited programs available through institutions which have signed a Memorandum of Understanding with DANTES. These programs, which cover a variety of technical, vocational, and specialty fields, are **fundable** under the Marine Corps TA Funding Program per funding policies described in chapter 5 of this Manual.

### 4. Payment for Independent Study Programs

a. Marines enrolling in independent study courses may choose to pay for the cost of the courses themselves, apply for Veterans Administration in-service educational benefits (See chapter 7), or apply for funding under the Marine Corps TA Program (See chapter 5).

b. DANTES Form 1562/31, is available from the Base Education Office.

c. Military personnel of other services on active duty with the Marine Corps should be advised to contact their service headquarters concerning policies of payment for independent study courses.

VOLUNTARY EDUCATION PROGRAM

CHAPTER 7

VETERANS ADMINISTRATION

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VOLUNTARY EDUCATION PROGRAM

CHAPTER 7

VETERANS ADMINISTRATION

7000. PURPOSE. The Administrator of the Veterans Administration (VA) is authorized to provide monetary assistance to eligible active duty military personnel pursuing educational goals. Provisions for assistance programs are published under separate chapters, Title 38, U.S. Code.

7001. VIETNAM-ERA G. I. BILL (CHAPTER 34)

1. Under the provisions of the Vietnam-Era G. I. Bill, eligible military personnel may pursue an approved program of study. The program must lead to an educational, vocational, or professional objective for which the eligible servicemember is not already qualified. A selected program must be approved by the Administrator of the VA. A correspondence course may be included as part of a program if it meets the criteria established by the Administrator of the VA.

2. Eligibility for the Vietnam-Era G. I. Bill required a prescribed period of active duty which did not end in a dishonorable discharge or release from active duty. Eligibility was limited to the following three categories of personnel:

a. Those personnel who began serving on active duty after 31 January 1955 but prior to 1 January 1977.

b. Those personnel who enlisted in the Delayed Entry Program prior to 1 January 1977 and commenced their period of active duty during Calendar Year 1977.

c. Those personnel who contracted with the Armed Forces before 1 January 1977, enlisted in or were assigned to a reserve component before 1 January 1977, began active duty during 1977 and completed at least 181 days of continuous active duty service.

3. No benefits can be paid for education under this program after 31 December 1989. However, if the servicemember had benefits remaining and served on active duty for any number of days during the period 19 October 1984 to 30 June 1985, and continued on active duty through 30 June 1988, their entitlement was automatically converted to a payment program under the MGIB through the Veterans Readjustment Benefits Act.

4. In order to formally establish eligibility and to determine the amount of a servicemember's entitlement, a VA Form 22-1900, Application for Education Benefits must be submitted to the VA. The VA Form 22-1990 is used, if the servicemember is not currently enrolled in a program of study, to prompt a letter of eligibility from the VA.

5. Applications for payment of education benefits for active duty military personnel enrolled in programs of study must be made using VA Form 22-1990, obtainable from the Base Education Office. Under current law, each applicant must consult the installation education officer concerning a proposed program of study. Certification of this interview must be made in Part II, Block 22 of the application by the Base Education Officer. Other signatures are not authorized. Part II, Block 23 of the application must be completed by the servicemember's commanding officer, verifying the applicant's military service. Applications for correspondence study also require affirmation of enrollment agreement.

6. Applicants are required to state their final educational, professional, or vocational goals. These goals should be stated at the highest level which the applicant desires to achieve. The statement of the goals is important because the law provides that the goal can be changed only once, unless the individual receives counseling from a representative of the Administrator of the VA. Failure to follow guidelines for counseling and application procedures may result in forfeiture of benefit entitlements.

7. Payment of Benefits

a. Payment of benefits to servicemembers no longer on active duty varies according to eligibility, type of program, and current rates. Servicemembers preparing for separation or retirement and planning to apply for payment of benefits should seek counseling through the Base Education Office or from the VA.

b. Active duty students receive payment for resident courses based on established rates for in-service personnel. (Note that active duty are not entitled to allowance for dependents.) For courses leading to academic degrees, tuition costs are paid in full as long as entitlement remains. All other expenses are the responsibility of the student.

c. For correspondence courses, the total allowance paid is 55 percent of the cost of the course. This 55 percent allowance is paid quarterly in arrears, based on the number of lessons completed during the quarter. The Administrator of the VA pays only for lessons completed.

8. The rate at which educational assistance is used is determined by the type of enrollment. Individuals pursuing a full-time program of study will use 1 month of assistance for each month of school. Individuals enrolled half-time will use entitlement half as quickly as full-time students. For correspondence programs, total entitlement will be reduced at the rate of 1 month for each sum paid equal to the current VA monthly benefit.

9. Organizational commanders will:

a. Ensure that all eligible personnel are aware of the availability of VA educational assistance and the current requirements for enrollment and payment of entitlement.

b. Counsel and advise each prospective applicant on the importance of careful selection of a program in view of restrictions under the law concerning changes in program.

c. Counsel and advise prospective correspondence course students of the requirements for correspondence course enrollment and the method of payment used by the Administrator of the VA. Ensure that each student understands the financial obligations incurred under contracts for correspondence courses or programs.

d. Counsel servicemembers who established eligibility under the Vietnam-Era G. I. Bill, and who have met further requirements for continued eligibility, that their entitlement was automatically converted to administration under the MGIB by the Veterans Readjustment Benefits Act on 1 January 1990. Benefits under this program will be as follows:

(1) Up to 36 months of educational benefits which may be used in-service or anytime up to 10 years after retirement or separation.

(2) Approximately \$400 per month plus half of the monthly benefits under the MGIB program for full-time study at an approved institution.

e. Refer to the Base Education Office those individuals who request additional counseling or information.

#### 7002. VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP) (CHAPTER 32)

1. The VEAP was a voluntary contributory program of matching funds for educational assistance for military personnel who entered active service following the period of eligibility for the Montgomery G. I. Bill.

2. Personnel initially entering active service after 31 December 1976 had the right to enroll in the VEAP at any time during their service on active duty prior to 1 July 1985. Enrollments were authorized using DD Form 2057, Contributory Educational Assistance Program Statement of Understanding (OBSOLETE) (See Figure 7-1). No new enrollments are authorized after that date; however, re-enrollments may occur at any time per applicable regulations outlined in references (f) and (g). Personnel seeking to re-enroll in the program must authorize a monthly deduction from their pay. Deductions will be no less than \$25 and no more than \$100, and must be in increments of \$5. Each contribution will entitle the servicemember to matching funds from the DoD at the rate of \$2 for

every \$1 contributed by the servicemember. Maximum contribution to this program is \$2700, and maximum entitlement is \$8100.

3. Personnel participating in the VEAP are required to contribute for 12 consecutive months before suspending participation or disenrolling, unless the action taken was based on personal hardship.

a. A suspended participant is one who stopped contributing to the fund. A suspended participant is eligible to re-start their contribution at a later date.

b. A disenrolled participant is one who terminated contributions and who withdrew his/her personal contribution. A disenrolled participant is eligible to re-enroll at a later date.

4. VEAP participants who voluntarily separate from active duty after 4 December 1991 under the Special Separation Benefit (SSB) or Voluntary Separation Incentive Program (VSIB), or who are involuntarily separated under certain provisions, may be eligible to convert to the MGTB. Servicemembers must receive an honorable discharge and have contributed \$1200 to VEAP prior to separation.

5. Organizational commanders will:

a. Counsel servicemembers eligible to participate in VEAP on current program requirements and benefits.

b. Assist suspended/disenrolled participants in resuming contributions if the servicemember requests re-activation.

c. Refer inquiries regarding VEAP eligibility or conversion to the Base Education Officer or to the VA as necessary.

7003. MONTGOMERY G. I. BILL (MGIB) (CHAPTER 30)

1. Marines entering active service in the Marine Corps on or after 1 July 1985 are eligible to participate in the program of benefits available through the Veterans Educational Assistance Act of 1984, better known as the MGIB. Election to participate in this program is made during the first 2 weeks of active duty service. Once a decision is made, the individual may not alter it.

2. Service academy and ROTC/NROTC scholarship recipients are not eligible for benefits under the MGIB.

3. Personnel eligible under the provisions of the MGIB must indicate their decision to accept or refuse participation in the program on DD Form 2366(EG), Montgomery G. I. Bill Act of 1984 (See figure 7-2). DD Form 2366(EG) will be maintained on the document side of the individual's service record.

4. Under the MGIB, the servicemember contributes \$100 per month for the first 12 months of active service. In return, the student receives 36 months of payments at current rates. Rates vary according to increases, and payment schedules vary according to duty status and selection of program, but full entitlement will exceed \$14,400.

5. Participants are eligible to begin using their benefits after completing 2 years of active service, provided they have either a high school diploma or a GED equivalency prior to the end of their first enlistment and have served honorably on active duty. Individuals receiving less than an honorable discharge or failing to earn a high school credential prior to the end of their first enlistment forfeit all contributions made to the program and will not be eligible to receive benefit payments.

6. Organizational commanders will:

a. Counsel servicemembers participating in the MGIB regarding program requirements and benefits.

b. Assist servicemembers seeking payment of in-service benefits in obtaining appropriate forms and counseling.

VOLUNTARY EDUCATION PROGRAM

CONTRIBUTORY EDUCATIONAL ASSISTANCE PROGRAM  
STATEMENT OF UNDERSTANDING

DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** Title 38, U.S. Code, Sections 1621, 1622, and 1623.  
**PRINCIPAL PURPOSE:** To establish eligibility to participate in the Educational Benefits Program of the Post-Vietnam Era Veteran's Educational Assistance Act of 1977 (VEA).  
**ROUTINE USES:** Information will be used as a source document indicating participation status of each service member VEA. Information is routinely forwarded thru Military Personnel and Finance and Accounting channels, and to the Veterans Administration for the purpose of counseling concerning the program, and acquisition of educational benefits.  
**DISCLOSURE:** Disclosure of your social security number and other personal information is voluntary. However, enrollment cannot be processed if requested information is not provided.

PART I - TO BE COMPLETED PRIOR TO ENTRY ON ACTIVE DUTY

1. Prior to my entry on active duty, I was informed that:

a. My entry in the Armed Services of the United States on this date makes me eligible to participate in the educational benefits program of the Post-Vietnam Era Veterans' Educational Assistance Act of 1977 (VEA). Under that program, I can voluntarily establish an educational matching fund by making monthly contributions from my military pay. The Veterans' Administration (VA) will provide additional monies to the amount that I contribute, thus creating a fund from which I can receive up to 36 months of educational benefit payments. The number of months of payments I can receive and the amount of these payments is tied to the number of months and the amount of contributions that I made. These payments are generally only be available to me after I have completed my first obligated period of active duty.

b. I will be further briefed on the specific provisions of the VEA during my processing at the Reception Station or at initial duty station. I can decide whether or not I wish to enroll in the program at that time. Some of the provisions of the VEA, however, are as follows:

(1) The VEA establishes a voluntary educational assistance program under which I can contribute between \$50 and \$75 a month from my military pay (to a maximum of \$270) to an educational fund. The VA will provide matching funds of \$2 for each \$1 that I contribute.

(2) I can enroll in the program at any time during my service on active duty.

(3) Once enrolled in the program I must participate for at least 12 consecutive months, unless I am discharged or released from active duty or allowed to suspend participation or disenroll due to personal hardship (as determined under regulations issued by the VA and Secretary of Defense).

(4) I will be automatically disenrolled from the program if I am discharged or released from active duty under dishonorable conditions or if I do not use the benefits within 10 years after my discharge or release from active duty.

(5) If before completing 12 continuous months of participation, I disenroll from the program for any reason other than for reasons of personal hardship, only the amount of money that I have contributed to the fund will be returned to me. The refund will normally be paid only after my discharge or release from active duty, although a refund may be made earlier in certain instances of hardship or other good reason.

(6) Provisions will be made at the time of my enrollment to provide for the refund of monies that I have contributed to the fund to my beneficiary or beneficiaries in the event of my death while participating in the program.

2. I have also been informed that I am not eligible for the noncontributing educational benefits provided by the GI Bill that terminated on 31 December 1976. Regardless of what else I may have seen or read in any source or have been told by any person, I understand that no one who enters on active duty or the Delayed Entry Program after 31 December 1976 is eligible for the noncontributing educational funds that were available to service members who enlisted before that date.

NAME AND GRADE OF WITNESSING OFFICIAL	NAME OF APPLICANT	SOCIAL SECURITY NUMBER
SIGNATURE OF WITNESSING OFFICIAL	SIGNATURE OF APPLICANT	DATE

DD FORM 2057 S/N 0102-LF-002-0570  
1 DEC 76

Figure 7-1. --DD Form 2057, Contributory Educational Assistance Program Statement of Understanding (OBSOLETE),

**VOLUNTARY EDUCATION PROGRAM**

**MONTGOMERY GI BILL ACT OF 1984 (MGIB)**  
*(Chapter 30, Title 38, U.S. Code)*

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Chapter 30, Title 38, US Code, Sections 3011, 3012, 3018A, and 3018B; and EO 3337.

**PRINCIPAL PURPOSE:** To establish eligibility to participate in the Montgomery GI Bill Act of 1984.

**ROUTINE USES:** Information will be used as a resource document indicating participation status of each servicemember in the Montgomery GI Bill benefits program. Determination of participation status or eligibility will involve computer matching between the Department of Defense and the Department of Veterans Affairs using information from this document.

**DISCLOSURE:** Voluntary; however, failure to provide the Social Security Number and other personal information may delay processing of this form and may result in the respondent being automatically enrolled in the MGIB.

**1. SERVICE MEMBER (Print)**

a. NAME (LAST, First, Middle Initial)	b. SOCIAL SECURITY NUMBER (SSN)
---------------------------------------	---------------------------------

**2. STATEMENT OF UNDERSTANDING**

**i. ACADEMY/ROTC SCHOLARSHIP GRADUATES**  
I am NOT eligible for the MGIB because I am a **Service Academy graduate/Reserve Officers Training Corps (ROTC) scholarship graduate.**

(1) SERVICE MEMBER SIGNATURE	(2) RANK/GRADE	(3) DATE SIGNED (YYMMDD)
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**ii. PRIOR SERVICE MEMBER**  
I am NOT eligible for the MGIB based upon this enlistment because this is not my initial entry on active duty.

(1) SERVICE MEMBER SIGNATURE	(2) RANK/GRADE	(3) DATE SIGNED (YYMMDD)
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**iii. ALL OTHER SERVICE MEMBERS**

(1) I am eligible for the MGIB based on my initial entry on active duty after June 30, 1984.

(2) I understand that I am automatically enrolled unless I exercise the option to disenroll by signing Item 4 below by the date designated by my Services.

(3) I understand that UNLESS I DISENROLL from the MGIB, my basic pay will be reduced \$100 per month or the current monthly rate for EACH of the first 12 full months of active duty and this basic pay reduction CANNOT be REFUNDED, SUSPENDED OR STOPPED.

(4) I must complete 36 months of active duty service before I am entitled to the current rate of monthly benefits for a period of 36 months.

(5) If my obligation is less than 36 months, I understand that I must complete 24 months of active duty to receive the current rate of monthly benefits for a period of 36 months.

(6) I must complete 24 months of active duty service and must join and serve honorably in the Selected Reserve for 4 minimum of 48 months in order to receive the current rate of monthly benefits for members who completed 36 months of service.

(7) If a non-high school graduate, I must complete all high school diploma (or equivalency) requirements before completing my initial enlistment; or if on active duty August 2, 1990, prior to October 28, 1994.

(8) I must use the MGIB within 10 years of release/discharge from active duty or completion of Selected Reserve obligation if qualifying under paragraph (6).

(9) I must receive an HONORABLE discharge for service establishing entitlement to the MGIB.

(10) I may use benefits in-service after 24 months of active duty. Benefits are limited to the cost of tuition and fees or the amount of assistance authorized, whichever is less.

(11) If I die while on active duty, or within one year after discharge or release from active duty if service related, my designated beneficiary(k) will receive the unused balance of the money reduced from my basic pay for the MGIB. This death benefit will be paid by the Department of Veterans Affairs @VA).

(12) I cannot receive any combination of DVA benefits in excess of 48 months and if I have received 12 months or more of benefits under any other VA program, my MGIB benefits will be appropriately adjusted.

(13) My qualifying period of active duty service will not entitle me to both active duty MGIB and Selected Reserve MGIB benefits.

(a) SERVICE MEMBER SIGNATURE	(b) RANK/GRADE	(c) DATE SIGNED (YYMMDD)
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**3. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS**

**4. STATEMENT OF DISENROLLMENT**

I DO NOT desire to participate in the MGIB. I understand that I WILL NOT be able to enroll at a later date.

i. DATE SIGNED (YYMMDD)	b. RANK/GRADE	c. SERVICE MEMBER SIGNATURE
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**5. WITNESSING OFFICIAL**

i. TYPED OR PAINTED NAME (LAST, First, Middle Initial)	b. RANK/GRADE	c. SIGNATURE	d. DATE SIGNED (YYMMDD)
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**Figure 7-2. --DD Form 2366 (EG), Montgomery G. I. Bill Act of 1984 (MGIB).**

**VOLUNTARY EDUCATION PROGRAM**

**MONTGOMERY GI BILL ACT OF 1984 (MGiB)**

**DD FORM 2366 GENERAL INSTRUCTIONS**

**PURPOSE:** The DD Form 2366 provides an official record of each Service Member's decision regarding participation in the Montgomery GI Bill (MGiB) program. It is also used to ensure that the member understands his/her Montgomery GI educational entitlements. College fund benefits must be listed on the official contract.

**RESPONSIBILITIES AND PROCEDURES**

**In-Processing.** By law, the DD Form 2366 (Montgomery GI Bill Act of 1984 (MGiB)) must be completed and signed by new recruits within 14 days after entering the Service. The completed DD Form 2366 is the official record of the member's decision and becomes a part of his/her permanent personnel record. Each Service Member is to be informed of his/her eligibility for either the Montgomery GI Bill benefits of eligibility for Loan Repayment and the Army College Fund (ACF), Navy College Fund (NCF) benefits or the Marine Corps College Fund (MCCF). Each member is provided a one-time opportunity to waive his/her Montgomery GI Bill entitlement. Exceptions are Involuntary Separates under PL 101-510 and Section 561, and Voluntary Separates in accordance with PL 102-484, Section 4404.

**Separation Processing.** Military personnel counselors will review DD Form 2366 with each member reenlisting or separating from active duty to ensure that he/she understands the status of his/her eligibility and specific benefits. Each member will be provided a copy of his/her DD Form 2366 upon separation.

**Validation of Entitlement.** In coordination with the Department of Defense, the Department of Veterans Affairs independently validates a member's entitlement when the member enrolls in an educational institution.

**ITEM 1. SERVICE MEMBER**

a. **Name.** Print LAST, First, Middle Initial (and maiden name, if any), Jr., Sr., III, etc.

**Examples:** (a) SMITH, John R. Jr., (b) JOHNSON, Mary L. (BROWN)

b. **Social Security Number (SSN).** Enter the 9 digits in the appropriate block.

**ITEM 2. STATEMENT OF UNDERSTANDING**

a. **Academy/ROTC Scholarship Graduates.** To be completed for Service academy and ROTC scholarship graduate who is eligible for Montgomery GI Bill benefits.

(1) **Service Member Signature.** Obtain signature of Academy and RMC graduate.

(2) **Rank/Grade.** Enter Rank first and Grade last. Example: PVT/E-1

(3) **Date Signed.** Enter date as follows: YYMMDD. Example: 930615

b. **Prior Service Member.** To be completed by former Service Member.

(1) **Service Member Signature.** Obtain signature of Service Member.

(2) **Rank/Grade.** Enter Rank first and Grade last. Example: PVT/E-1

(3) **Date Signed.** Enter date as follows: YYMMDD. Example: 930615

c. **All Other Service Members.** Counselor will explain all items of this block to Service member. Service member will ensure that he/she understands all 13 items.

(a) **Service Member Signature.** Obtain signature of Service Member.

(b) **Rank/Grade.** Enter Rank first and Grade last. Example: PVT/E-1

(c) **Date Signed.** Enter date as follows: YYMMDD. Example: 930615

**ITEM 3. SERVICE UNIQUE EDUCATION ASSISTANCE OPTIONS.** If applicable, enter the specific Army College Fund, Navy College Fund, Marine Corps College Fund (MCCF), or Loan Repayment Enlistment Option: include pertinent term of service, reserve obligation, and military skill information; reference other relevant enlistment contract appendices. Ensure that Service member understands prerequisite requirements and benefits. This block should include the appropriate enlistment contract form number. Service member must be made aware that the DD Form 2366 is not an enlistment contract.

**ITEM 4. STATEMENT OF DISENROLLMENT.** Service counselor will ensure the Service member fully understands the Statement of Disenrollment.

a. **Date Signed.** Enter date as follows: YYMMDD. Example: 930615

b. **Rank/Grade.** Enter Rank first and Grade last. Example: PVT/E-1

c. **Service Member Signature.** Obtain signature of Service member only if he/she elects to forego his/her benefits. Service counselor will ensure that the member fully understands the consequences of his/her decision.

**ITEM 5. WITNESSING OFFICIAL.** Self-explanatory.

a. **Typed or Printed Name.** Print LAST, First, Middle Initial (and maiden name, if any), Jr., Sr., III, etc.

**Examples:** (a) SMITH, John R. Jr.; (b) JOHNSON, Mary L. (BROWN)

b. **Rank/Grade.** Enter Rank first and Grade last. Example: SFC/E-7 or GS 7

c. **Signature.** Obtain signature of witnessing official.

d. **Date Signed.** Enter date as follows: YYMMDD. Example: 930615

VOLUNTARY EDUCATION PROGRAM

CHAPTER 8

APPRENTICESHIP PROGRAM

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VOLUNTARY EDUCATION PROGRAM

CHAPTER 8

APPRENTICESHIP PROGRAM

8000. PURPOSE. The Apprenticeship Program was developed to stimulate retention and professional development while providing opportunities for Marines to obtain civilian recognition for skills acquired while serving in the Marine Corps. The Apprenticeship Program offers Marines an opportunity to document MOS proficiency development in selected MOS's, and to attain a Department of Labor Certificate of Completion of Apprenticeship or federal certificate.

8001. BACKGROUND. The Marine Corps Apprenticeship Program was developed under the guidance of the Bureau of Apprenticeship and Training, U. S. Department of Labor. In July 1977, officials from the Department of Labor and the Marine Corps signed the National Apprenticeship Standards, allowing the Marine Corps to implement a nationally-recognized apprenticeship program in those MOS's identified as suitable for and worthy of federal certification.

8002. APPRENTICESHIP PROGRAM SKILLS. Listed below are the Apprenticeship Program skill areas and their corresponding MOS's.

1. Aircraft, Airframe, Aircraft Power Mechanic - MOS's 60XX to 61XX.
2. Aviation Ordnanceman (Aircraft Armament Mechanic) - MOS's 6521, 6531, and 6541.
3. Aviation Structural Mechanic (Mechanic, Field & Service) - MOS's 6092, 6093, 6095-98, 6142-44.
4. Audiovideo Repairer - MOS 4653.
5. Automobile Mechanic - MOS's 3522-25.
6. Bulk Fuel Specialist (Pumper Gauger) - MOS 1391.
7. Carpenter (Combat Engineer) - MOS 1371.
8. Central Office Repairer - MOS 28XX or 59XX.
9. Cook - MOS's 3372, 3381.
10. Electrician - MOS 1141.
11. Electrician Maintenance - MOS 1142.
- 5974, Electrician's Mechanic - MOS's 5942-45, 5947, 5948, 5962, 5964,

13. Engineer Equipment Mechanic (Construction Equipment Engineer) - MOS 1341.
14. Graphics Designer - MOS 4611.
15. Legal Secretary - MOS 4421.
16. Lithographer (Offset Press Operator) - MOS 1521.
17. Photographer, Motion Picture - MOS's 4671 and 4672.
18. Photographer, Still - MOS 4641.
19. Plumber/Pipefitter - MOS 1171.
20. Purchasing Agent - MOS 3044.
21. Radio Mechanic - MOS's 59XX.
22. Refrigeration Mechanic (Refrigeration/Air Conditioning Repairer/Service) - MOS 1161.
23. Self-Propelled Artillery Repairer Technician (Ordnance Artificer) - MOS 2143.
24. Surveyor Assistant - MOS 1421.
25. Heavy Vehicle Operator (Truck Driver) - MOS 3531.
26. Turret Repairer (Ordnance Artificer) - MOS 2145.
27. Weather Observer - MOS 6821.
28. Welder, Combination - MOS 1316.

8003. APPRENTICESHIP PROGRAM REGISTRATION

1. Marine applicants in attendance at a service school will:
  - a. Obtain a Work Experience Log from the commanding officer or the designated representative. The log contains detailed information concerning the Apprenticeship Program for the specific military occupational specialty involved.
  - b. Complete the NAVMC Form 11013, Apprentice Registration Application (1500) (See figure 8-1). Instructions for completing the application are contained on the reverse side of the form.
  - c. Submit the application to the commanding officer or the designated representative for approval and transmittal to CMC (MHE).

d. Obtain a NAVMC Form 11014, Apprentice Progress/Status Report (See figure 8-2) and 6 months supply (6 copies) of the NAVMC Form 11015, Apprentice Work Experience Hourly Record (See figure 8-3) from the Base Education Officer.

e. Ensure timely and accurate entries on NAVMC Form 11015 over the reporting period.

f. Report to the **Base** Education Officer at the conclusion of the reporting period, 6 months after registration, and twice each year thereafter for submission of the NAVMC 11014.

g. Upon completion of the terms of apprenticeship training, request a Certificate of Apprenticeship Completion using the NAVMC Form 11014.

2. Marine applicants not in attendance at a service school will:

a. Obtain a Work Experience Log from the Base Education Officer. The log contains **detailed information** concerning the Apprenticeship Program and registration procedures for the specific MOS involved.

b. Follow the steps outlined in paragraphs 8003.1.b. through 8003.1.g. above.

3. Servicemembers having previous related civilian employment or vocational training are responsible for requesting employment background information or records of training to be forwarded to the program sponsor for evaluation.

4. Individuals requesting guidance or counseling in matters related to the Apprenticeship Program should be referred to the Base Education Officer or the designated representative.

VOLUNTARY EDUCATION PROGRAM

APPRENTICE REGISTRATION APPLICATION (1500)

NAVMC 11013 (7-90)  
 SN: 0000-00 006-1990 U/I:SH

- NOTICE -  
 Before filling in this form, read the Privacy Act Statement below, and instructions on reverse.

1. Print or type.
2. Prepare in triplicate.
3. Forward original and one copy to OMC (Code MNEP).
4. Apprentice retains one copy in Work Experience Log.

PRIVACY ACT NOTIFICATION

Under the authority of Title 5, U.S. Code, Section 301, the information regarding your former and present active military service, educational background and present personal data is requested in order to review and evaluate your qualifications for the Department of Labor apprenticeship program for active duty Marine Corps personnel. Your Social Security Number is used for purposes of individual identification. This information will be retained by the Commandant of the Marine Corps (Code MNEP) and by the Bureau of Apprenticeship and Training, U.S. Department of Labor, and will not be divulged without your written authorization to anyone other than Headquarters Marine Corps and Department of Labor personnel involved with administration of this program. You are not required to provide this information; however, failure to do so may result in your not being registered for an apprenticeable trade.

APPLICANT INFORMATION			
1. NAME (Last, first, middle)	2. SSN	3. DATE OF BIRTH (Day, Month, Year)	4. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
5. RACE/ETHNIC GROUP <input type="checkbox"/> CAUCASIAN/ <input type="checkbox"/> NEGRO/ <input type="checkbox"/> AMERICAN <input type="checkbox"/> SPANISH <input type="checkbox"/> ORIENTAL <input type="checkbox"/> INFORMATION NOT ELSEWHERE <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK <input type="checkbox"/> INDIAN <input type="checkbox"/> AMERICAN <input type="checkbox"/> NOT AVAILABLE <input type="checkbox"/> CLASSIFIED			
6. NAME AND LOCATION OF HIGH SCHOOL FROM WHICH GRADUATED OR, STATE AND DATE OF GED EQUIVALENCY			
7. Did you serve on active duty on or after 5 August 1949 and before 8 May 1975? <input type="checkbox"/> YES <input type="checkbox"/> NO		8. HOME OF RECORD (State):	
9. APPRENTICEABLE TRADE FOR REGISTRATION (Give complete title)	10. DUTY CODE FOR APPRENTICEABLE TRADE	11. APPRENTICE PROGRAM	
I agree to report to the education officer with 5 to 8 months after date of this application and twice a year thereafter. I understand that my registration is voluntary and that registration does not guarantee work or duty assignments appropriate to an apprenticeship. I have read and understand the Privacy Act Statement.			
12. Signature of applicant		13. Date	
TO BE FILLED IN BY APPLICANT'S COMMANDING OFFICER OR EDUCATION OFFICER			
14. FROM: Commandant of the Marine Corps (Code MNEP), Headquarters, U.S. Marine Corps, Washington, D.C. 20380			

15. Total hours required for term of apprenticeship \_\_\_\_\_ hours

16. Hours credit given for previous work experience (-) \_\_\_\_\_ hours

17. Total hours remaining for term of apprenticeship \_\_\_\_\_ hours

18. COMMENTS (if any)

19. SIGNATURE OF REGISTRAR The applicant has been counseled as to the conditions and requirements of the apprenticeship.  Signature _____	20. TITLE	21. DATE
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Figure 8-1.--NAVMC 11013, Apprentice Registration Application (1500).

VOLUNTARY EDUCATION PROGRAM

INSTRUCTIONS FOR APPRENTICE REGISTRATION APPLICATION

Item No.

1. Self-explanatory.
2. Enter Social Security Number. Example: 123-45-6789.
3. Enter date of birth: Day, Month, Year.
4. Self-explanatory.
5. Self-explanatory.
6. Self-explanatory.
7. A check "X" in the YES *blak* signifies that the registrant is regarded as a Viet Nam veteran by the Department of Labor.
8. Enter name of state which the registrant calls home.
9. Enter long title of apprenticeable trade. Example: Camera Repairer. Entries are limited to those apprenticeships authorized by the Commandant of the Marine Corps.
10. Enter 9-digit DO: code which matches the apprenticeable trade entered in item 9. The Work Processes Schedule indicates their code.
11. No entry required.
12. Self-explanatory.
13. Self-explanatory.
14. Enter name and address of command to which application.
15. Enter total term of the apprenticeship (required hours for completion). Example: 6000. The Work Processes Schedule indicates the total term of the apprenticeship.
16. Enter hours of creditable work experience completed prior to registration, if any. A registrant may be credited with 1000 hours of previous work experience for each full year that his/her service record validates assignment to the rank of a Corporal in the apprenticeable trade. Applicable MOS's, are listed in the Work Processes Schedule for each authorized apprenticeable trade. Credit for previous work experience completed prior to registration cannot exceed more than 50% of the term of the apprenticeship. Therefore no more than 3000 hours of previous work experience can be credited to a 6000-hour apprenticeship. Portions or fractions of years of work experience will not be credited.
17. Enter the difference between Item 15 and Item 16. This difference is the number of  &  xwrierrc hours which must be completed by the apprentice.
18. Enter any comments regarding previous work  xwrimct, future assignment or next duty, or further explanation of any above item. Entry not mandatory.
19. Signature of commanding officer, education officer, or his authorized representative.
20. Title of registrar who signed Item 19.
21. Enter date that Item 19 was signed. This will be the effective beginning date of the apprenticeship.

Figure 8-1. --NAVMC 11013, Apprentice Registration Application (1500) --Continued.

VOLUNTARY EDUCATION PROGRAM

APPRENTICE PROGRESS/STATUS REPORT (1500)

NAVMC 11014 (Rev.7-90)  
 SN:0000-00-006-6821 U/I:SH  
 REPORT SYMBOL M-1550-01

\* NOTICE \*  
 Before filling in this form, read the Privacy Act Statement, below and instructions on reverse.

1. Print or type.
2. Prepare in triplicate.
3. Forward original and one copy to DRC (Code MNEP) with attached copy of last Hourly Record of Work Experience.
4. Apprentice retains one copy in Work Experience Log.

PRIVACY ACT NOTIFICATION

Under the authority of Title 5, U.S. Code, Section 301, the information regarding your former and present military service, educational background and present personal data is requested for purposes of individual identification. This information will be retained by the Commandant of the Marine Corps (Code MNEP) and by the Bureau of Apprenticeship and Training, U.S. Department of Labor and will not be divulged without your written authorization to anyone other than Headquarters Marine Corps and Department of Labor personnel involved with the administration of the apprenticeship program. You are not required to provide this information; however, failure to do so may result in cancellation of your registration in an apprenticesable trade.

To be filled in by Apprentice or official, in accordance with instructions on reverse side.

1. NAME OF APPRENTICE (Last, first, middle)		GRADE	2. SSN	3. SEX
4. RACE/ETHNIC GROUP				
CAUCASIAN/ <input type="checkbox"/> WHITE	NEGRO/ <input type="checkbox"/> BLACK	AMERICAN <input type="checkbox"/> INDIAN	SPANISH <input type="checkbox"/> AMERICAN	ORIENTAL <input type="checkbox"/> INFORMATION <input type="checkbox"/> UNAVAILABLE
5. Did you serve on active duty on or after 5 August 1964 and before 8 May 1975?				6. STATE
<input type="checkbox"/> YES <input type="checkbox"/> NO				NONE ON RECORD
7. Apprenticable Trade in Which Registered		8. Hours Since Last Report	9. Hours Registration Experience (cannot exceed 50% of total hours required)	
10. Total Hours Completed		11. Hours Remaining		
12. FROM (Activity submitting report)				
13. TO: Commandant of the Marine Corps (Code MNEP)				
ACT REQUESTED				
(check one)				
13. <input type="checkbox"/> Semi-Annual Progress Report (date)				
14. Please suspend registration for the apprentice named above for the reason(s) checked below:				
a. <input type="checkbox"/> Orders to light duty		c. <input type="checkbox"/> Hospitalization		
b. <input type="checkbox"/> Nature of current assignment prohibits work in apprenticesable trade for one year or less		d. <input type="checkbox"/> Operational commitments prevent reporting for progress interview		
15. <input type="checkbox"/> P.L. - Lift the suspension of registration for the apprentice named above. Efftwiv: _____ (Date)				
16. <input type="checkbox"/> Please cancel the registration of the apprentice named above for the reason(s) checked below:				
a. <input type="checkbox"/> Commanding Officer's prerogative		d. <input type="checkbox"/> Death		
b. <input type="checkbox"/> Discharge or release to inactive M.Y.		e. <input type="checkbox"/> Failure to report for twice-a-year apprentice progress interview		
c. <input type="checkbox"/> Termination of work experience for one year or more		f. <input type="checkbox"/> K-1 request of apprentice		
17. <input type="checkbox"/> The apprentice named above has completed all required hours of work experience in all areas of the apprenticesable trade. A "Certificate of Apprenticeship Completion" is requested.				
18. SIGNATURE OF APPRENTICE			19. DATE	
20. SIGNATURE AND TITLE OF OFFICIAL			21. DATE	

Figure 8-2.--NAVMC 11014, Apprentice Progress/Status Report.

VOLUNTARY EDUCATION PROGRAM

INSTRUCTIONS FOR APPRENTICE PROGRESS/STATUS REPORT

Item No.

1. *klf- \*xpluntoy.*
  2. Enter Social Security Number. Example 123-45-6789.
  3. Self-explanatory.
  4. Self-explanatory. Must  agree with Item 5 of apprentice registration.
  5. Entry must agree with Item 7 of apprentice registration.
  6. Enter name of state which the apprentice calls home.
  7. Enter long title of apprenticesable trade. Example: Camera Repairer.
- ITEMS 8, 9, 10 and 11 NOT REWIRED IF SUSPENSION (Item 14) OR CANCELLATION (Item 16) IS REQUESTED.
8. Enter total term of apprenticeship as indicated in Work Process Schedule. Must agree with Item 15 of "Apprentice Registration Application."
  9. Enter number of verified hours of work experience completed prior to registration. Must agree with Item 16 of "Apprentice Registration Application."
  10. Enter cumulative number of hours of work experience completed as a registered apprentice. Attach reproduced copy of every "Work Experience Hourly Record" which show hours completed since last report.
  11. Add Item 9 and Item 10 and subtract total from Item 8. Enter result in Item 11.
  12. Name and address of activity from which report is submitted.
  13. Check if this is a semi-annual update.
  14. Check if this is a request for suspension. Suspension retains the apprentice in a temporary inactive status for no more than one year. Request for suspension requires signature of apprentice in Item 18. A request for a suspension may be mailed directly to the Commandant of the Marine Corps (Code MNEP) by apprentice. No suspension will be carried longer than one year.
  15. Check here if reason for suspension longer applies. A request for lifting suspension requires signature of apprentice in Item 18 and signature of Commanding Officer or Education Officer in Item 20.
  16. Check here if this is a request for cancellation. Cancellation removes the apprentice from the apprenticeship program. A request for cancellation requires signature of Commanding Officer or Education Officer in Item 20.
  17. Check if apprentice has completed  all required work experience, both grand total hours in each skill area. A check in this block MUST be supported by final entries in Items 8, 9, 10 and 11, plus a reproduced copy of the "Work Experience Hourly Record" completed since the last apprentice progress interview or report. Hours of verified work  prime completed before registration (Item 9), if any, will be distributed equally among the skill area of the trade. A check in this block requires signatures in Item 18 and Item 20.
  18. Signature of apprentice required for Items 8, 9, 13, 11, 13, 14, 15, 16f and 17.
  19. Date in which signature of apprentice is  fixed in Item 18.
  20. Signature of Commanding Officer or Education Officer  & mittiw report required for Items 8, 9, 10, 11, 13, 14, 15, 16a and 16f.
  21. Date in which signature in Item 20 is affixed.

Figure 8-2. --NAVMC 11014, Apprentice Progress/Status Report--Continued.

VOLUNTARY EDUCATION PROGRAM

APPRENTICE WORK EXPERIENCE HOURLY RECORD (1500)

NAVMC 11015 (3-77)

SN: 0000-00-008-8940 U/I, BH

APPRENTICE NAME (Last, first, middle)

1. Print legibly.
2. Enter completed hours daily or weekly.
3. Have Supervisor verify hours at the end of each week.
4. Keep this record in your Work Experience Log.

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
SUN																												
MON																												
TUES																												
WED																												
THURS																												
FRI																												
SAT																												
TOTAL HOURS																												
WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
SUN																												
MON																												
TUES																												
WED																												
THURS																												
FRI																												
SAT																												
TOTAL HOURS																												
WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
SUN																												
MON																												
TUES																												
WED																												
THURS																												
FRI																												
SAT																												
TOTAL HOURS																												

Figure 8-3.--NAVMC 11015, Apprentice Work Experience Hourly Record.

VOLUNTARY EDUCATION PROGRAM

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
SUN																												
MON																												
TUES																												
WED																												
THURS																												
FRI																												
SAT																												
TOTAL HOURS																												

WEEK OF	DATE FROM	DATE TO	SIGNATURE & TITLE OF SUPERVISOR																									
DAY	LETTERS IDENTIFIED IN WORK PROCESSES SCHEDULE																										TOTAL HOURS	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
SUN																												
MON																												
TUES																												
WED																												
THURS																												
FRI																												
SAT																												
TOTAL HOURS																												

SAMPLE

SIGNATURE & TITLE

DATE

Figure 8-3.--NAVMC 11015, Apprentice Work Experience Hourly Record--Continued.