

ACADEMIC DEGREE PROGRAM (ADP) HANDBOOK

**MARINE CORPS BASE QUANTICO
CIVILIAN CAREER LEADERSHIP DEVELOPMENT (CCLD) PROGRAM**



**G-1 Manpower Division
Civilian Manpower Branch
Marine Corps Base, Quantico
703-784-3101**

<http://www.quantico.marines.mil/OfficesStaff/G1Manpower/CivilianManpowerManagement.aspx>

ADP HANDBOOK

Eligibility

- All permanent civil service appropriate fund (APF) employees participating in the Civilian Career and Leadership Development (CCLD) program.
- Non-appropriated fund (NAF), active duty personnel, local nationals, contractors, and Senior Executive Service (SES) **are not** eligible to participate.
- Employees **are not** eligible for educational assistance under this program when such programs as Veteran's Administration, Acquisition Workforce Tuition Assistance Program, or other types of federally funded programs are available to them for the same purpose.
- An employee who has been the subject of performance-based, disciplinary or adverse action **is not** eligible to participate in the program for two years after the effective date of such action. If an approved participant is the subject of such action, enrollment in the program will be terminated immediately. Such participants may request an exception to this provision to MPC-30 via their chain of command on extenuating circumstances.

Approval Requirements

- All coursework must be a part of the required degree curriculum and be for academic credit, where either a letter grade or Pass/Fail is received and.
- The program produces measurable improvement in either individual or organizational performance.
- Must have completed everything on the ADP checklist.
- ADP package must be approved by the CCLD Administrator prior to attending the course.
- Applicants are required to travel, attend and complete any course requirements during non-duty hours only, unless approved by their Commanding Officer.

Institution

- **Will Not** discriminate on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicap condition.
- ADP money **will not** be granted to an institution if either the parent institution or any sub-element of the institution has a policy or practice that prevents the Reserve Officer Training Corps (ROTC) units or student ROTC participation, or prevents military recruiting on campus, or access to student directory information.
- Must be accredited by a nationally recognized accrediting body to provide a curriculum of Post-Secondary education.

Reimbursement Requirements

- Official tuition receipts, book receipts and grade reports must be submitted at the conclusion of the course.
- Upon successful completion of the coursework (at least grade “C” for undergraduate study and grade “B” for graduate study or Pass for Pass/Fail courses), no waivers.
- The Command can reimburse costs up to the maximum rate of \$3,600.00 per fiscal year, per student.
- An employee accepted into this program must complete a continued service agreement for a period of at least three times the length of the duration of the academic program (for every hour of training you will give back three hours to the federal government).