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MARINE CORPS ORDER 1520.9G

From: Commandant of the Marine Corps
To: Distribution List

Subj: SPECIAL EDUCATION PROGRAM (SEP)

Ref: (a) MCO 1300.8R W/CH 1-8
(b) MCBul 5320
(c) Joint Federal Travel Regulations
(d) MCO P1070.12K W/CH 1
(e) MCO P1080.40C

Encl: (1) Special Education Program Curricula
(2) Curricula Objective and Description
(3) Academic Profile Code
(4) Sample Academic Certification
(5) Sample Claim for Thesis Typing Fee
(6) Sample Application (NPS/AFIT)
(7) Sample Application (Civilian School)
(8) Privacy Act Statement

1. Purpose. To set forth the policies and procedures governing the Special Education Program (SEP), and to provide background information and guidance for the submission of applications.

2. Cancellation. MCO 1520.9F.

3. Summary of Revision. This Order was revised due to changes in current program eligibility requirements, curricula availability and basic administrative information. Explanations of significant changes are as follows:

a. Paragraph 6a reflects changes in the augmentation process as it pertains to eligibility for the SEP since the last revision of this Order.

b. Paragraph 8b and enclosure (1) reflects changes to primary military occupational specialties (PMOS).

c. Paragraph 12b reflects increase in the textbook stipend.

d. Enclosures (1) and (2) have been updated with current available curricula and changes in school locations.

e. Paragraphs 8a, 8d, 12c, 12d, 13b, 14c, 20a, 20c, and enclosures (5) through (8) reflect changes in basic administrative details (i.e., telephone numbers, points of contact, office codes, and official mailing addresses).

4. Background. The Marine Corps has identified and validated several hundred billets, which are required to be staffed by officers who possess postgraduate level education.

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The graduate education programs, Advanced Degree Program (ADP) and SEP were established as a means of providing the Marine Corps with a sufficient number of qualified officers to fill these billets. Over 90% of the annual quotas allocated for postgraduate education are assigned to the SEP. The SEP students attend the Naval Postgraduate School (NPS) at Monterey, California, the Air Force Institute of Technology (AFIT) at Dayton, Ohio, or accredited civilian schools. The remaining postgraduate education quotas are assigned through the ADP.

5. Concepts. The concept of the SEP is to annually select, through a formal selection board process, qualified officers to be educated in skills that will allow them to fill billets requiring graduate education. The education is designed to provide the essential graduate level skills necessary for an officer to satisfactorily function in a SEP billet. With the exception of SEP (LAW) officers, attainment of a master's degree is not a requirement of the program. Officers selected for participation in the SEP (LAW) must agree to complete all degree requirements within 1 calendar year. Failure to complete all degree requirements within the specified time will result in separation from the program and may be treated as an academic failure. Attainment of a Legum Magister (LL.M) degree in the specific area of law identified in the officer's orders is essential to the law expertise desired by the Judge Advocate Division (JA).

6. Eligibility

a. Unrestricted commissioned officers in the Marine Corps on active duty are eligible for the program. Reserve officers must apply for, be offered, and accept career status, a Regular Commission by the Officer Retention Board (ORB) prior to participating in the SEP. Reserve officers who are applying to the ORB that will convene after the SEP selection board but before matriculation to the SEP may submit packages in accordance with this Order.

b. Selection for and assignment to the SEP is contingent upon selection for promotion when eligible.

c. Grade eligibility for the program is limited to first lieutenant through major. Grade requirements for specific disciplines are listed in enclosure (1).

d. Officers who have previously participated in the SEP, ADP, Voluntary Graduate Education Program, Olmsted Scholarship Program, the International Affairs Officer Program (IAOP, formerly the Foreign Area Officer/Regional Area Officer Program), or other full time post baccalaureate Marine Corps-funded programs are not eligible.

e. Officers who have previously participated in the College Degree Program (CDP), Naval Enlisted Scientific Education Program (NESEP), Marine Corps Enlisted Commissioning Education Program (MECEP), Funded Law Education Program (FLEP), or the Excess Leave Program (ELP (L)) are eligible after they have completed the obligation of service incurred as a result of participation in the subject programs.

f. Officers who are currently attending, or who have attended a Professional Military Education (PME) school are not eligible for the program until they satisfy the service obligation incurred from that PME.

g. Officers who have acquired a graduate level education at their own expense may apply if otherwise eligible, provided the discipline sought does not parallel the degree already achieved. For example, an officer who already

possesses a Master of Business Administration degree will not be considered for the Financial Management curriculum.

h. Although officers will normally complete the minimum established length for their assigned duty station as discussed in reference (a), prior to being assigned to school, the SEP selection board will have the authority to recommend a waiver of normal tour length. The board can also recommend a deferral of school commencement for 1 year to allow for an intervening overseas unaccompanied tour or because of operational commitments which require the presence of the applying officer.

7. Obligation. Officers applying for the SEP must agree not to tender resignation or request separation or retirement while participating in the program. Officers must further agree to remain on active duty after completion of training, or upon separation from the SEP for any other reason, for a period of 3 years; or, if the enrollment in school is longer than 1 calendar year, for a period of 4 years. This obligated service is in addition to any preexisting obligation and must be served consecutively. The crediting of service against any preexisting service obligation will be suspended during the time assigned to the SEP.

8. Career Consideration

a. Officers contemplating applying for the SEP are strongly encouraged to discuss possible career impact(s) with career counselors the CMC (MMOA-4) at DSN: 278-9281 or commercial (703) 784-9281 and their PMOS monitor. Due to the SEP training and the three year utilization tour, the timing of participation must be carefully planned to avoid excessive time away from a primary MOS. Specific examples of career considerations are as follows:

(1) Aviators should have reached their first flight gate before applying for the SEP. School attendance and utilization tour time can often add up to 5 years out of the cockpit.

(2) Combat arms or combat service support officers should consider delaying application for the SEP until the completion of a current or impending FMF assignment, at which time a tour outside of a PMOS would be normal.

b. When possible, it is suggested that SEP applicants align their PMOS with the discipline requested. This alignment is desirable to alleviate shortages in certain MOS's and will permit SEP-trained officers to parallel or stay in their career pattern. Specific alignments that are encouraged are:

(1) The 1302 primary MOS with 9631 additional MOS.

(2) The 0602 primary MOS with 9624, 9646, 9648, or 9658 additional MOS's.

(3) The 3404 primary MOS with 9644, 9652, or 9656 additional MOS's.

(4) The 75XX primary MOS's with 9620, 9624, 9626, 9634, 9644, 9650, or 9666 additional MOS's.

(5) The 0402/3002 primary MOS's with 9656 or 9662 additional MOS's.

c. The current list of Occupational Field Sponsors for all special education billets is listed in reference (b). They can provide information on the type of assignments one can expect.

d. Specific questions regarding SEP package submission should be addressed to the CMC (MMOA-5), DSN 278-9284 or commercial (703) 784-9284.

9. Available Curricula

a. Enclosure (1) lists the graduate curricula that are included as part of the SEP. Because of changing Marine Corps requirements and the fluctuation in numbers of trained officers, all curricula listed therein are not necessarily open for application on a continuing basis. A Marine Corps bulletin in the 1560 series annually solicits applications and lists those curricula sought for the upcoming board.

b. Enclosure (2) provides additional information concerning the purpose and description of each curriculum. More details or specific information can be obtained by reference to the catalogs published by the cognizant school.

10. Curricula Type

a. Non-technical. These curricula are designed to provide officers with an education in management and administrative science which will improve their capabilities for organizing, planning, directing, coordinating, and controlling activities in which the resources of personnel, money and material are combined to accomplish an overall objective.

b. Technical. These curricula are designed to provide officers with the knowledge required for skillful, technical direction of activities in the areas of engineering electronics, communications, weapons systems, operations analysis, computer science, and mathematics.

11. Academic Prerequisites. The academic prerequisites for officers applying for the various SEP curricula are as follows:

a. Naval Postgraduate School (NPS), Monterey, California. All applicants must possess a baccalaureate degree and must have the Academic Profile Code (APC) prescribed for the requested curricula. Enclosure (3) explains how to derive an APC. However, the NPS will determine the official APC for each applicant, and this official APC will be used as the basis in determining academic eligibility. The acceptable APC for each individual curriculum offered at the Naval Postgraduate School is found in enclosure (2).

b. Air Force Institute of Technology (AFIT), Dayton, Ohio.

(1) Non-technical Curricula. Applicants must possess a baccalaureate degree, preferably in engineering, business administration, or management. Individuals with degrees in other areas of study may submit applications for consideration. Applicants are required to take the Graduate Management Admissions Test (GMAT) and must have done so within 5 years from the date of application. Normally, an undergraduate grade point average of at least 2.5, on a 4.0 scale, is required. This requirement may be waived if unusually high scores are attained on the GMAT or GRE.

(2) Technical Curricula. Applicants must possess a baccalaureate degree in any field of engineering or the physical sciences. Applicants are required to take the Graduate Record Examination (GRE) and must have done so within 5 years from the date of application. Normally, an undergraduate grade point average of at least 3.0, on a 4.0 scale, is required.

c. Civilian Institutions. An officer applying for the SEP at a civilian institution must satisfy the academic prerequisites as established by that institution and show evidence, in the format of enclosure (4), of acceptance into the specific curriculum prior to being considered for the program.

Normally applications for curricula at civilian schools will not be favorably considered if the discipline is available at NPS or AFIT. Additionally, an applicant's proposed course of study must receive prior approval by the respective SEP Occupational Field (OCCFLD) Sponsor before submitting an application.

12. Funding

a. The Marine Corps will pay all tuition and required academic fees for officers participating in the SEP, and will reimburse all travel, dependent transportation, and allowances authorized by reference (c) incident to a permanent change of station. Officers selected to attend civilian schools will provide the Commanding General, Training and Education Command (TECOM C 464FM) with the name and address of a point of contact at the school they will be attending to enable this Headquarters to make arrangements to have all tuition bills forwarded for payment.

b. A reimbursable allowance of up to \$100 per academic quarter is available for the purchase of required textbooks. Individuals are also entitled to a maximum of \$200 for the costs incurred in typing of a required thesis.

c. During August of each year, the Marine Corps Representative, NPS will contact CG TECOM (C 464FM) to provide a list of the officers reporting to NPS as part of the SEP program. The list will include Name, Grade, SSN, and local NPS mailing address. CG TECOM (C 464FM) will then process payments for textbook expenses.

d. A \$200 thesis typing fee is authorized for officers participating in SEP. Claims for reimbursement of the thesis typing fee will be submitted to the CG TECOM (C 464FM) as outlined in enclosure (5). Officers requesting reimbursement will include applicable invoices. Claim submission must be within 30 days of the date of purchase.

e. The cost of nonessential books, materials, and fees is not reimbursable.

13. Applications

a. Applications will be solicited annually by a Marine Corps bulletin in the 1560 series approximately 5 months prior to the convening of a selection board. Application deadline dates will be included in the bulletin. This solicitation bulletin will normally be published in May.

b. Eligible officers will submit letter-type applications, using enclosures (6) and (7) as examples, with endorsements, via the chain of command, to the CMC (MMOA-5) and must include the following items:

(1) Officers applying to NPS and/or AFIT must submit two official transcripts from all undergraduate and graduate institution (if applicable) attended, that lists each course taken. These should be forwarded by the college/university, directly to:

Commandant of the Marine Corps
MMOA-5
Attn: SEP Board
3280 Russell Road
Quantico, VA 22134-5103

Officers applying to civilian institutions need only submit one set of official transcripts. Transcripts are considered official when they bear the embossed seal of the college/university or are printed on the colored non-reproducible paper with the registrar's signature. Applicants who do not

provide official transcripts cannot be screened by NPS/AFIT to gain positive evaluation approval to be considered by the selection board.

(2) Officers must submit at least one but as many discipline choices as may be desired in order of preference. Curricula assignment is based on needs of the Marine Corps. It is recommended that officers only list curricula they are interested in pursuing. Officers should closely evaluate the curricula and corresponding APCs when selecting disciplines. Only those officers accepted by NPS/AFIT or civilian institutions will be considered by the board.

(3) Official photograph in accordance with reference (d).

(4) Career status (i.e., USMC, USMCR).

(5) Statement of existing service obligation (e.g., USNA, Flight School, MECEP).

(6) GRE or GMAT scores, if test has been taken, and date of test.

(7) Privacy Act Statement. This statement is shown in enclosure (8) and may be locally reproduced for use in the application.

(8) Commercial and DSN telephone number and email address.

(9) Statement of agreement to obligated service as indicated in paragraph 7.

(10) Officers who were designated as Burke Scholars while attending the U.S. Naval Academy should note this and indicate the year in which selected.

(11) Applicants requesting assignment to civilian institutions must also include:

(a) Academic certification of acceptance from each civilian institution to which the applicant is requesting assignment in the format of enclosure (4).

(b) Course descriptions of each academic course to be completed. This description is essential for determining the suitability of the course work for Marine Corps requirements. Reproduced pages of the school catalog, with courses highlighted, are sufficient to meet this requirement.

14. Selection

a. Selection is based on an officer's career potential, past performance of duty, previous academic record, and availability for assignment. The needs of the Marine Corps, specifically the number of expected SEP billet vacancies for each discipline during the planned graduation year will dictate the quotas available for selection for each curriculum.

b. A SEP selection board will be convened annually in October to select officers to attend school during that fiscal year. In cases where Marine Corps assignment policies dictate, officers may be deferred for 1 year.

c. The CMC (MMOA-5) will set school start dates for each selectee and will announce both selection and school convening dates in a Marine Corps bulletin.

d. Officers serving an overseas tour whose rotation tour date is not compatible with a school start date may be selected for school contingent upon voluntarily extending overseas in order to align tour rotation with school commencement. Short tours will not be considered. Officers serving in CONUS assignments will remain on station until their school start dates.

15. Revalidation. Those officers who are selected and deferred, in accordance with paragraph 6h, are subject to revalidation by the following SEP selection board. This revalidation will include a review of all fitness reports subsequent to selection by the original board. Names of revalidated officers will appear in the Marine Corps bulletin announcing the annual SEP selection board results.

16. Refresher Course. Officers selected for SEP technical curricula at NPS may be assigned approximately 6 weeks to 3 months prior to actual curriculum start dates for math/technical refresher courses.

17. Utilization/Assignment Policy

a. Marine Corps assignment policy regarding officers who have participated in funded graduate education is directed by the Secretary of Defense. It is stressed that funded graduate education programs exist to train officers to fill specific billets. Therefore, officers who have received funded graduate education will serve:

(1) One tour in a validated SEP billet as soon as practicable after completion of SEP School, but no later than the second tour. A SEP payback tour is defined as 36 months. As a general rule, officers can expect assignment to a SEP billet immediately upon graduation.

(2) As many subsequent tours in a validated SEP billet as Marine Corps requirements and proper career development will permit. The SEP utilization tours will be separated by a minimum of 3 years whenever possible.

b. The location of the utilization tour for a graduate of the SEP will depend on factors such as: 1) the curriculum in which the degree is conferred; 2) the grade of the officer; 3) the commands which have billet vacancies during the period the student will graduate; 4) the priority in staffing for the commands with vacancies; and 5) the desires of the officer. The SEP billets are located throughout the Marine Corps but most are concentrated in the Quantico/Washington, DC area.

c. Orders directing an officer to a SEP tour will be issued by this Headquarters and will include a specific T/O and line number.

18. Issuance of Orders. The Officers selected for the SEP will be issued orders by this Headquarters. Those officers attending a civilian institution will be assigned to the NROTC unit, if one is located at the school, or the nearest Marine Corps command for administrative purposes.

19. Flight Status of Naval Aviators and Naval Flight Officers. Flying military aircraft for operational or training purposes is not permitted for the periods of school attendance. Aviation incentive pay will continue for those officers who have satisfied their operational flight time gate requirements. Naval aviators/naval flight officers are required to ensure operational flight time gate requirements are satisfied or complete prior to applying for the SEP. Aviation incentive pay will be discontinued for the period of Duty Involving Flying Denied (DIFDEN) assignment to school and SEP billet for those officers who have not satisfied their gate requirements. All officers that have not satisfied their operational flight time gate requirements are eligible to apply for a waiver. Waiver requests may be

submitted using [NAVMC 10274](#), Administrative Action Form (AA Form), to the Secretary of the Navy, via the CMC (MMOA-2) and the CMC (MPP-33).

20. Records and Reports

a. At anytime, if an officer fails to meet course requirements, obtains a grade point average below the acceptable minimum established by the school, or determines that the program will not be completed as originally scheduled, that officer will immediately notify the CMC (MMOA-5) by official correspondence and will include the reasons for the problem and proposals for correcting the situation. Assignment to school will not be extended for the purpose of making up failed courses, improving low grades, or taking additional course work unrelated to the specific degree program enrolled.

b. Commands to which officers are attached during their assignment to school will:

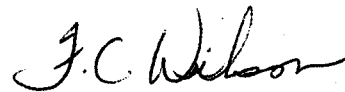
(1) Make appropriate entries concerning training completed and civilian education in the officer's qualification record and Marine Corps Total Force System (MCTFS) in accordance with references (d) and (e).

(2) Ensure that students comply with the required military appearance, body composition, and physical fitness standards.

c. Upon completion of each semester/quarter, officers assigned to AFIT or a civilian school will forward a copy of their semester/quarter transcripts to:

Commandant of the Marine Corps
MMOA-5
3280 Russell Road
Quantico, VA 22134-5103

21. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



F. C. WILSON
By direction

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SPECIAL EDUCATION PROGRAM CURRICULA

<u>CURRICULUM</u>	<u>SEP MOS</u>	<u>MOS TITLE</u>	<u>SCHOOL</u>	<u>MAX LENGTH</u>	<u>GRADE</u>	<u>TYPE COURSE</u>	<u>NOTE(S)</u>
Leadership Development	9603	Leadership Development Specialist	USNA	12 Mos	Capt-Lt-Maj	Non-Tech	13
Aeronautical Engineering	9620	Aeronautical Engineer	AFIT	24 Mos	1stLt-Maj	Technical	1,2,15
Electronic Systems Engineering	9624	Electronics Engineer	NPS	24 Mos	1stLt-Maj	Technical	2,10
Modeling Virtual Env. & Simulation	9625	Modeling & Simulation Officer	NPS	24 Mos	1stLt-Maj	Technical	11
Combat Systems Science	9626	Ordnance Sys Engineer	NPS	24 Mos	1stLt-Maj	Technical	2,9
Environmental Management	9631	Environmental Manager	AFIT	24 Mos	1stLt-Maj	Technical	4,15
Information Warfare	9634	Information Warfare Officer	NPS	24 Mos	1stLt-Maj	Technical	14
Manpower Systems Analysis	9640	Manpower Management Officer	NPS	21 Mos	1stLt-Maj	Non-tech	9
Financial Management	9644	Financial Specialist	NPS	21 Mos	1stLt-Maj	Non-tech	5,9
Computer Science	9646	Data Systems Specialist	NPS	24 Mos	1stLt-Maj	Technical	11
Information Systems Technology	9648	Data Systems Management Officer	NPS	24 Mos	1stLt-Maj	Non-tech	11
Operations Analysis	9650	Operations Analyst	NPS	21 Mos	1stLt-Maj	Technical	2,11
Defense Systems Analysis	9652	Defense Systems Analyst	NPS	18 Mos	1stLt-Maj	Non-tech	9
Contract Management	9656	Contracting Officer	NPS	27 Mos	1stLt-Maj	Non-tech	9
Systems Acquisition Management	9657	Systems Acquisition Manager	NPS	18-21 Mos	1stLt-Maj	Non-tech	9
Joint Command, Control, Computers and Intelligence (C4I) Systems	9658	Joint C4I Officer	NPS	21 Mos	1stLt-Maj	Technical	14

Enclosure (1)

SPECIAL EDUCATION PROGRAM CURRICULA

<u>CURRICULUM</u>	<u>SEP MOS</u>	<u>MOS TITLE</u>	<u>SCHOOL</u>	<u>MAX LENGTH</u>	<u>GRADE</u>	<u>TYPE COURSE</u>	<u>NOTE(S)</u>
Material Logistics Management	9662	Material Management Officer	NPS	18 Mos	1stLt-Maj	Non-tech	9
Space Systems Operations	9666	Space Ops Officer	NPS	24 Mos	1stLt-Maj	Technical	14
Mass Communications	9674	Public Affairs Management Officer	CIV	18 Mos	1stLt-Maj	Non-tech	3
International Law Specialist	9683	Master of International Law	CIV	12 Mos	Capt-Maj	Non-tech	3,6
Environmental Law Specialist	9684	Master of Environmental/Land Use Law	CIV	12 Mos	Capt-Maj	Non-tech	3,6
Labor Law Specialist	9685	Master of Labor Law	CIV	12 Mos	Capt-Maj	Non-tech	3,6
Procurement Law Specialist	9686	Master of Procurement Law	CIV	12 Mos	Capt-Maj	Non-tech	3,6
Criminal Law Specialist	9687	Master of Criminal Law	CIV	12 Mos	Capt-Maj	Non-tech	3,6
Master of Law	9688	Master of Law (General)	CIV	12 Mos	Capt-Maj	Non-tech	3,6

Note 1 - Open to aviation officers (MOS 75XX) only.

Note 2 - Prior physics preparation required.

Note 3 - School to be attended is not specified. Applicant's preference of school will be considered.

Note 4 - Unrestricted officers with primary MOS of 1302 and undergraduate degree in engineering are preferred. However, eligible officers with other primary MOSs may apply. GMAT/GRE required.

Note 5 - Unrestricted officers with primary MOS of 3404 are preferred. However, other primary MOSs may apply.

Note 6 - Open to judge advocates (MOS 4402) only.

Note 7 - Math, physics, or engineering background is required.

Note 8 - Convening date May

Enclosure (1)

SPECIAL EDUCATION PROGRAM CURRICULA

Note 9 - Convening date January or July

Note 10 - Convening date Any Quarter

Note 11 - Convening date March or September

Note 12 - Convening date July

Note 13 - Convening date June

Note 14 - Convening date September

Note 15 - Convening date August

Enclosure (1)

CURRICULA OBJECTIVE AND DESCRIPTION

TITLE: Master of Science in Leadership Development

NPS CURRICULUM NUMBER: USNA

OBJECTIVE: To prepare graduates for leadership roles in military education and training. This curriculum will be taught at the United States Naval Academy. Officers graduating from this curriculum will be assigned as Company Officers for two years at the USNA upon graduation. The service obligation is three years (see pg 4, paragraph 7 of this order).

DESCRIPTION: The course of instruction will develop skill in leadership, management, computer applications, and educational psychology. Further, a unique set of specialized course and educational experiences will be offered to supplement and expand on the foundation provided by the core courses.

ACADEMIC PROFILE: 365

TITLE: Aeronautical Engineering (9620 MOS)

AFIT

OBJECTIVE: To provide advanced education in Aeronautical and Astronautical Engineering to deal with all aspects of the life cycle of flight vehicles, weapons systems, and associated equipment.

DESCRIPTION: Upper division undergraduate and graduate courses are offered in aerodynamics, structures, guidance and control, flight mechanics, propulsion and design, with applications to rotary-wing and fixed wing aircraft, missiles and spacecraft.

ACADEMIC PROFILE CODE: 323

TITLE: Electronic Systems Engineering (9624 MOS)

NPS CURRICULUM NUMBER: 590

OBJECTIVE: To educate officers in current electronics technology and its application to modern naval warfare.

DESCRIPTION: This curriculum includes the basic foundations of mathematics, computer technology, physics, and electrical engineering as well as the more technical aspects of advanced electronics, signal processing, stochastic processes, and advanced systems.

ACADEMIC PROFILE CODE: 323

TITLE: Modeling, Virtual Environments & Simulation (9625 MOS)

NPS CURRICULUM NUMBER: 399

OBJECTIVE: To educate officers in current modeling and simulation technology and its application to modern naval warfare.

DESCRIPTION: This curriculum includes courses in object-oriented programming, artificial intelligence, software methodology, computer communications and networks, computer graphics, virtual worlds and simulation systems, physically based modeling, probability, statistics, stochastic modeling, data analysis, and human performance evaluation.

ACADEMIC PROFILE CODE: 325

TITLE: Combat Systems Science and Technology (9626 MOS)

NPS CURRICULUM NUMBER: 533

OBJECTIVE: This program is designed to meet the needs of the military services for an officer having a broad-based advanced technical education applicable to combat systems design, development, test and evaluation, acquisition, operation, and support.

DESCRIPTION: This curriculum includes courses on electromagnetic radiation, signal processing, servo and computer control systems, explosives and warheads, fluid dynamics of weapons, engineering materials, combat simulation, quantum detection devices, detection and engagement elements, combat systems integration, and computers for advanced combat systems. Additionally, the officer will take a sequence of five or more courses in one of the following concentration areas: electromagnetic sensor systems, nuclear and directed energy weapons and effects, underwater acoustic systems or an engineering area related to combat systems. The officer will also conduct thesis research on a specific technical problem.

ACADEMIC PROFILE CODE: 323

TITLE: Environmental Management (9631 MOS)

AFIT

OBJECTIVE: The graduate Environmental Management program provides students with the opportunity to develop and apply a variety of quantitative and qualitative concepts, skills, and techniques to integrate science and policy issues into a decision-making framework for enhanced management of the facilities and environment.

DESCRIPTION: The core courses provide a wide variety of quantitative and qualitative information concerned with the many facets of engineering and environmental management: fiscal, technical, behavioral, logistical, contractual, and legal. Environmental Engineering places a heavy emphasis on environmental science and management, while addressing the continuing impact of base operations on the environment (air, water, and land).

Enclosure (2)

ACADEMIC PROFILE CODE: N/A

TITLE: Information Warfare (9634 MOS)

NPS CURRICULUM NUMBER: 595

OBJECTIVE: To provide officers thorough knowledge in the technical and operational aspects of the role of information warfare as a vital, integral part of modern warfare.

DESCRIPTION: This curriculum explores s study the methods and elements which contribute to successful Information Operations/Information Warfare including: Psychological operations and deception, Operational security, information assurance, and infrastructure protection, Electronic attack/protect/support, Physical attack/destruction in support of IO, Military-civilian relationship, Human cognition and decision making

ACADEMIC PROFILE CODE: 325

TITLE: Manpower Systems Analysis (9640 MOS)

NPS CURRICULUM NUMBER: 847

OBJECTIVE: To develop and analyze policies to ensure that the USMC is recruiting, training, utilizing, and retaining personnel in the most efficient and effective ways possible.

DESCRIPTION: This curriculum includes manpower policy development, compensation systems, productivity analysis, manpower requirements determination processes, career mix, and enlistment incentives.

ACADEMIC PROFILE CODE: 345

TITLE: Financial Management (9644 MOS)

NPS CURRICULUM: 837

OBJECTIVE: To provide officers with an academic background in the various aspects of financing, funding, accounting, auditing, budgeting, and various other finance-related activities.

DESCRIPTION: This curriculum covers financial reporting standards, cost standards, cost analysis, budgeting, internal control, financial auditing, management planning and control systems, quantitative techniques used in planning and control, and the Planning Program and Budgeting System used within DoD.

ACADEMIC PROFILE CODE: 345

TITLE: Computer Science (9646 MOS)

NPS CURRICULUM NUMBER: 368

OBJECTIVE: To provide an officer with the technical knowledge and skills necessary to specify, evaluate, and manage computer system design; to provide technical guidance in applications from data processing to tactical guidance in applications from data processing to tactical embedded systems; and to provide analysis and design methodologies appropriate for hardware, software, and firmware.

DESCRIPTION: This curriculum is an interdisciplinary technical program integrating mathematics, statistics, computer science, and electrical engineering, information systems, and operations research.

ACADEMIC PROFILE CODE: 325

TITLE: Information Systems Technology (9648 MOS)

NPS CURRICULUM NUMBER: 370

OBJECTIVE: To provide officers with the knowledge of information systems technology to include computer and telecommunications systems.

DESCRIPTION: This curriculum will encompass use of current computer technology, software engineering, networking and distribution systems in the military services. Students will also gain necessary knowledge for the management decisions needed in the development and utilization of complex and evolving computer-based systems.

ACADEMIC PROFILE CODE: 324

TITLE: Operations Analysis (9650 MOS)

NPS CURRICULUM NUMBER: 360

OBJECTIVE: To provide education in the application of the quantitative analyses to operational, tactical, and managerial problems.

DESCRIPTION: This curriculum includes mathematics, probability, statistics, economics, human factors, physical science, and optimization. It also supplies the theoretical background for analyzing planning, budgeting, and procurement of systems and forces. The applications of operations research and analysis are necessary in areas from program management to manpower planning.

ACADEMIC PROFILE CODE: 324

TITLE: Defense Systems Analysis (9652 MOS)

NPS CURRICULUM NUMBER: 817

OBJECTIVE: To provide officers with fundamental interdisciplinary techniques of quantitative problem-solving methods, behavioral and management science, economic analysis and financial management.

DESCRIPTION: This curriculum incorporates interdisciplinary programs which integrate mathematics, accounting, economics, behavioral science, financial management, management theory, and operations/systems analysis into an understanding of how the defense mission is accomplished.

ACADEMIC PROFILE CODE: 345.

TITLE: Contract Management (9656 MOS)

NPS CURRICULUM NUMBER: 815

OBJECTIVE: To provide officers with graduate education in the fundamentals of procurement and contracting at systems commands, field officers, and contract administration offices.

DESCRIPTION: This curriculum focuses on contracting principles, contract law, contract administration, pricing and negotiations, contracting for major systems, and contracting policy.

ACADEMIC PROFILE CODE: 345

TITLE: Systems Acquisition Management (9657 MOS)

NPS CURRICULUM NUMBER: 816

OBJECTIVE: To provide officers with graduate education in the fundamental concepts, methodology, and analytical techniques required for the life cycle management of planning and acquisition of defense systems and weapons.

DESCRIPTION: This curriculum is designed to fulfill the Navy and Marine Corps need for acquisition/program managers in major systems, commands and field activities. Course emphasis is on finance and budgeting, research and development, test and evaluation, integrated logistics, support, and quality assurance/control.

ACADEMIC PROFILE CODE: 345

TITLE: Command, Control, and Communications, Computer, and Intelligence (C4I) Systems. (9658 MOS)

NPS CURRICULUM NUMBER: 365

OBJECTIVE: To develop an understanding of the role C4I systems play in the use of military power and the ability to interpret the impact of C4I on operating philosophy. To provide background knowledge in basic technology, human capabilities, joint military operations, and the way these factors are exploited in current C4I systems.

DESCRIPTION: Courses are offered in C4I systems, computer architecture and operating systems, communication systems engineering, analytical planning

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methodology, data base systems and information management, and communications systems analysis.

ACADEMIC PROFILE CODE: 324

TITLE: Material Logistics Management (9662 MOS)

NPS CURRICULUM NUMBER: 827

OBJECTIVE: To provide integrated logistic support of weapons system and various aspects of logistics and material management.

DESCRIPTION: This curriculum includes studies in mathematics, accounting, economics, behavioral science, management theory and operations analysis, and delves into production management, inventory management, integrated logistic support, procurement policies, contract administration, and systems acquisition and project management.

ACADEMIC PROFILE CODE: 345

TITLE: Space Systems Operations (9666 MOS)

NPS CURRICULUM NUMBER: 366

OBJECTIVE: To provide officers with an appreciation of military opportunities and applications in space, comprehensive, practical as well as theoretical knowledge of the operation, tasking and employment of space surveillance, communications, navigation and atmospheric/oceanographic/- environmental sensing systems and a knowledge of payload design and integration.

DESCRIPTION: This curriculum is designed to equip officers with the theoretical and practical skills required to design and integrate military space payloads with other spacecraft subsystems. Prepares for designing, developing, and managing the acquisition of space communications, navigation, surveillance, electronic warfare, and environmental sensing systems.

ACADEMIC PROFILE CODE: 323

TITLE: Mass Communications (9674 MOS)

CIVILIAN

OBJECTIVE: The communications program provides students with the necessary skills to become public affairs management officers.

DESCRIPTION: The advanced degree work must concentrate on the theory and practice of contemporary mass communication. The majority of courses should be in mass communication management and public relations. A minimum of 2 to 3 courses in print and broadcast journalism is also recommended.

ACADEMIC PROFILE CODE: N/A

Enclosure (2)

SEP (LAW) CURRICULA

OBJECTIVE: To provide an advanced legal education in the fields of international law, environmental/land use law, labor law, procurement law, criminal law, or general law.

DESCRIPTION: These curricula, limited to officers with an MOS of 4402, are designed by the student, in conjunction with the Judge Advocate Division, to meet the needs of the Marine Corps. Class selection is based upon the courses offered by the school attended. Officers selected to participate in the ADP (LAW) must agree to complete all Masters of Law (LL.M.) degree requirements within 1 calendar year from the beginning of the academic program. Failure to complete all degree requirements in the specified time may be treated as academic failure. Contingent upon the needs of the Marine Corps, officers may obtain LL.M. degrees in International Law (9683 MOS), Environmental/Land Use Law (9684 MOS), Labor Law (9685 MOS), Procurement Law (9686 MOS), Criminal Law (9687 MOS), or General Law (9688 MOS). The LL.M. degree must be attained in the specific area of law for which the officer was selected.

CIVILIAN

TITLES: Master of International Law (9683 MOS)

Master of Environmental/Land Use Law (9684 MOS)

Master of Labor Law (9685 MOS)

Master of Procurement Law (9686 MOS)

Master of Criminal Law (9687 MOS)

Master of Law (General) (9688 MOS)

ACADEMIC PROFILE CODE

The Academic Profile Code (APC) consists of three digits derived respectively from the QPR/GPA grade, Math code, and Technical average of all college courses in the interval 2.60-3.19; completion of two or more calculus courses with a C+ average and completion of the upper-division courses in a pertinent engineering or physical science major with a C+ average. To qualify for a first digit (QPR/GPA) Code of 0, 1, 2 or 3 the QPR/GPA must reflect a minimum of 100 semester hours (150 quarter hours) of graded (other than PASS/FAIL CREDIT/NO CREDIT, SAT/UNSAT) instruction. "Non-traditional" credits awarded for CLEP, GRE, or similar work will not be considered in arriving at the APC Code.

QPR/GPA CODE
(1st APC Digit)

Code#	Grade	QPR/GPA Rg
0	A-/A	3.60-4.00
1	B+	3.20-3.59
2	B-/B	2.60-3.19
3	C+	2.20-2.59
4	C	1.90-2.19
5	Below C	0.00-1.89

(Repeated courses and failures are included in the QPR/GPA calculations).

MATH CODE
(2d APC Digit)

Code# Calculus-Related Math Courses

- 0 Significant post-calculus math with a B average (Math major or strong math minor).
- 1 Two or more calculus courses with a B+ average.
- 2 Two or more calculus courses with a C+ average.
- 3 At least one calculus course with a C grade or better.
- 4 Two or more pre-calculus courses with a B Average or better.
- 5 At least one pre-calculus course with a C grade or better.
- 6 No college-level pre-calculus course required.

TECHNICAL CODE
(3d APC Digit)

Code# Physics (Calculus-Based)

- 0 Significant upper division technical courses with a B+ or better average.
- 1 Significant upper division technical courses with average between C+ and B.
- 2 Complete sequence completed with a B+ average.
- 3 Complete sequence completed with average between C+ and B.
- 4 At least one course with C grade.
- 5 No college-level, calculus-based physics required.

SAMPLE ACADEMIC CERTIFICATION

INSTITUTIONAL LETTERHEAD

(DATE)

To: Commandant of the Marine Corps
MMOA-5
3280 Russell Road
Quantico, VA 22134-5103

NAME OF PROSPECTIVE STUDENT _____

I certify that the above named Marine Corps officer can complete this institution's requirements for a master's degree through full-time school attendance from (starting date) to (completion date). This period is the minimum time required by the officer to complete (# of hours) semester hours/quarter hours of graduate work. Completion of degree requirements is contingent on normal progress and satisfactory completion of work.

The officer should report to the school for registration and processing by (date).

Upon completion of the schedule of courses listed below the officer will be granted a (M.A., M.B.A., M.S., etc.) degree with a major in (SEP curriculum). The courses required for graduation are:

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>SEM/QTR HOURS</u>
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Signature and title of official

NOTE: Please affix school seal over signature

SAMPLE CLAIM FOR THESIS TYPING FEE

From: Name, Grade, SSN, PMOS, Component
To: Commanding General, Training and Education Command (C 464FM)
3300 Russell Road
Quantico, VA 22134-5001

Subj: REQUEST FOR THESIS TYPING FEE

Ref: (a) MCO 1520.9G

Encl: (1) Invoice/Receipt

1. In accordance with the reference, it is requested that I receive/be reimbursed for my thesis typing fee.

a. Cost of thesis typing fee.

b. Address to which thesis typing fee should be forwarded.

2. The enclosure is provided as documentation of costs incurred.

SIGNATURE

SAMPLE APPLICATION (NPS/AFIT)

From: Grade, Name, SSN, MOS, Component
To: Commandant of the Marine Corps (MMOA-5)
Via: Chain of Command

Subj: ASSIGNMENT TO THE SPECIAL EDUCATION PROGRAM; REQUEST FOR

Ref: (a) MCO 1520.9G

Encl: (1) Transcripts of all undergraduate/graduate credits
(2) Official photograph
(3) Privacy Act Statement

1. In accordance with the reference, it is requested that I be assigned to the Special Education Program. The disciplines requested, in order of preference, are (e.g., Computer Science, Information Technology Management, Space Systems Operations, and Operations Analysis).

2. The following information is provided:

- a. Career status (i.e., USMC, USMCR)
- b. Existing service obligation (i.e., USNA, Flight School).
- c. GRE or GMAT scores, if test has been taken.
- d. DSN telephone number (commercial if DSN is unavailable)
- e. Statement of agreement to obligated service as indicated in paragraph 7 of the basic order.
- f. Statement of agreement to extend overseas in accordance with paragraph 14d (if applicable) of the basic order.
- g. Selected as Burke Scholar at the U.S. Naval Academy (class of 19__) (if applicable).

SIGNATURE

Enclosure (6)

SAMPLE APPLICATION (CIVILIAN SCHOOL)

From: Grade, Name, SSN, MOS, Component
To: Commandant of the Marine Corps (MMOA-5)
Via: Chain of Command

Subj: ASSIGNMENT TO SPECIAL EDUCATION PROGRAM; REQUEST FOR

Ref: (a) MCO 1520.9G

Encl: (1) College/university academic certification
(2) Course descriptions of each academic course to be completed
(3) Transcripts of all undergraduate/graduate credits
(4) Official photograph
(5) Privacy Act Statement

1. In accordance with the reference, it is requested that I be assigned to duty at (name and location of graduate school) from (starting date of school term) to (date of completion of graduate work) for the purpose of completing the requirements for a (Master of Arts/Science) degree with a major in (SEP curriculum). I certify that the above period represents the minimum time required for completion of such graduate work through full-time school attendance. Enclosure (1) is a certification by the school that all work required for the advanced degree can be completed during the specified period. Enclosure (2) contains descriptions of each academic course I plan to complete.

2. The following information is provided:

- a. Career status (i.e., USMC, USMCR)
- b. Existing service obligation (i.e., USNA, Flight School)
- c. GRE or GMAT scores, if test has been taken.
- d. DSN telephone number (commercial if DSN is unavailable).
- e. Statement of agreement to obligated service indicated in paragraph 7 of the basic Order.
- f. Statement of agreement to extend overseas in accordance with paragraph 14d of the basic Order (if applicable).
- g. Selected as Burke Scholar at the U.S. Naval Academy (class of 19__) (if applicable).

SIGNATURE

Enclosure (7)

PRIVACY ACT STATEMENT

THE PRIVACY ACT OF 1974

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 U.S.C. 552A)

PART A - IDENTIFICATION OR REQUIREMENT

1. REQUIRING DOCUMENT: MCO 1520.9G
2. HQMC SPONSOR CODE: MMOA-5
3. DESCRIPTIVE TITLE OF REQUIREMENT: Special Education Program

PART B- INFORMATION TO BE FURNISHED TO INDIVIDUAL

1. AUTHORITY: 10 U.S.C. 125, Functions, Powers and Duties
2. PRINCIPAL PURPOSE: The Special Education Program (SEP) is a means of providing the Marine Corps with a sufficient number of qualified officers to fill billets which require postgraduate education skills. This letter has the purpose of providing information to serve as the basis for consideration for selection for the SEP.
3. ROUTINE USE: The information furnished is used solely for the purpose of providing the SEP selection board with sufficient information upon which to base selection for the SEP.
4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary. However, if information is not supplied, the selection board may not have sufficient information upon which to make an adequate evaluation of the applicant's acceptability for the SEP.

SIGNATURE AND DATE