



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1560.19E Ch 1
MMA-5

DEC 1 2012

MARINE CORPS ORDER 1560.19E Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADVANCE DEGREE PROGRAM (ADP)

Ref: (a) MCO P1300.8R
(b) MCBul 5320
(c) Joint Federal Travel Regulations
(d) MCO P1070.12K
(e) Marine Corps Total Force System Personnel Reporting Instructions
Users Manual (Short title: MCTFSPRIUM)

Encl: (1) Advance Degree Program Curricula
(2) Curricula Objective and Description
(3) Sample Application
(4) Sample Academic Certification
(5) Privacy Act Statement

1. Purpose. To set forth the policies and procedures governing the Advanced Degree Program (ADP) and to provide background information and guidance for the submission of applications.

2. Cancellation. MCO 1560.19D.

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

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

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

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

d. Paragraphs 8a, 8d, 9b, 12c, 13b, 14b, 20a, 20c, and enclosures (3) through (4) reflect changes in basic administrative details (i.e., telephone numbers, points of contact, office codes, official mailing addresses, and dates).

4. Background. The Marine Corps has identified and validated several hundred billets that are required to be staffed by officers who possess postgraduate level education. The graduate education programs, ADP and Special Education Program (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.

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

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 ADP augments the SEP by providing an additional source of graduate trained officers from civilian institutions on a partially funded basis.

5. Concepts. The concept of the ADP is to annually select (through formal selection board process) qualified officers to be educated in skills that allow them to fill billets that require graduate education. The education is designed to provide essential graduate level skills necessary for an officer to satisfactorily function in a SEP billet. This program serves both the Marine Corps and the individual by providing a means for officers, when their academic aspirations are in consonance with Marine Corps needs, to pursue graduate level education that fulfills Marine Corps requirements.

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 ADP. Reserve officers who are applying to the ORB that will convene after the ADP selection board but before matriculation to the ADP may submit packages in accordance with this Order.

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

c. Grade eligibility for the program is limited to first lieutenant through major.

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 ADP 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 one year to allow for an intervening

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overseas, unaccompanied tour or because of operational commitments that require the presence of the applying officer.

7. Obligation. Officers applying for the ADP 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 ADP 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 ADP.

8. Career Consideration

a. Officers contemplating applying for the ADP 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 ADP training and the three year utilization tour, the timing of participation must be carefully planned to avoid excessive time away from a PMOS. Specific examples of career considerations are as follows:

(1) Aviators should have reached their first flight gate before applying for the ADP. 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 ADP 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 ADP applicants align their PMOS with the discipline requested. This alignment is desirable to alleviate shortages in certain MOS's and will permit ADP-trained officers to parallel or stay in their career pattern. Specific alignments that are encouraged are:

(1) The 1302 PMOS with 9631 additional MOS.

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

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

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

(5) The 0402/3002 PMOS's with 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 ADP 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 ADP. 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. The military curricula titles listed in enclosure (1) do not always equate to the curriculum or degree titles which civilian institutions offer. For this reason enclosure (2) provides additional information concerning the purpose and description of each curriculum. More details or specific information can be obtained by referring to the catalogs published by the school. Officers with specific curriculum questions are strongly encouraged to contact the Graduate Education Officer, the CMC (MMOA-5) prior to applying.

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. Educational Institutions. The individual applicant is responsible for acceptance to whichever college or university he/she wishes to attend. Although the quality of the selected program and institutional reputation have a degree of influence in the selection process, the general academic requirement of the ADP is that the institution be accredited and the course work be oriented to fulfill billet requirements.

12. Academic Prerequisites

a. Applicants must possess a baccalaureate degree.

b. Applicants must submit academic certification from a college or university that indicates that the officer has been accepted as a fully qualified graduate student.

c. The minimum period necessary to meet degree requirements will be authorized. Normally, 24 months will be the maximum time authorized to complete graduate studies. No cases with studies beyond the master's degree level will be authorized. Each participating officer must carry the minimum semester/quarter hours established by the institution (normally 12 semester hours). If attending a summer session, the student must enroll for the normal full-time workload for a graduate student as established by the college or university.

13. Applications

a. Applications for the ADP normally will be solicited annually by a Marine Corps Bulletin in the 1560 series approximately 6 months prior to the convening of a selection board. Application deadline dates will be included in this bulletin. This solicitation will normally be published in December.

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b. Eligible officers will submit letter-type applications using enclosure (3) as an example, with endorsements, via the chain of command to the CMC (MMOA-5) and must include the following:

(1) One official transcript from all undergraduate and graduate institutions (if applicable) attended, which lists each course taken. Transcripts may be forwarded directly to the CMC (MMOA-5) from the college/university or to better ensure their timely arrival, included with the application package. Transcripts maintained in the officer's Official Military Personnel File (OMPF) at this Headquarters are not acceptable. 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.

(2) Academic certification of acceptance from each civilian institution to which the applicant is requesting assignment, using enclosure (4) as an example.

(3) Course descriptions of each academic course to be completed. These descriptions are essential for determination of the suitability of the course work for fulfilling Marine Corps requirements. Reproduced copies from the school catalogue are sufficient.

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

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

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

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

(8) Privacy Act Statement. This statement is shown in enclosure (5) and may be locally reproduced for use in the application.

(9) DSN telephone number (commercial, if DSN is unavailable). Email address.

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

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. An ADP selection board will be convened annually in April to select officers to attend school during that fiscal year. In cases where Marine Corps assignment policies dictate, officers may be deferred for one year.

c. The CMC (MMOA-5) will set school start dates for each selectee based on the academic certification letter 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 ADP 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 ADP selection board results.

16. Funding. Participating officers will receive their regular pay and allowances. Tuition and matriculation fees, cost of textbooks and materials, and all similar fees and expenses will be borne by the officer concerned. Officers assigned to the ADP may utilize GI bill benefits but are not eligible for the tuition assistance program. An officer assigned to school under this program for a period of 20 weeks or more will be issued permanent change of station orders to the school concerned and will be entitled to the usual reimbursement for travel, transportation for dependents and other allowances authorized by reference (c), incident to a permanent change of station. Applicants requesting assignment to the ADP for less than 20 weeks will be considered only if no permanent change of station orders are involved, e.g., a reassignment within the local area to which an officer is currently assigned. The ADP is considered by DoD directives to be a partially funded graduate education program (since officers receive full pay and allowances while on the program).

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 ADP education, 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 ADP 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. Officers selected for the ADP will be issued orders by this Headquarters. The ADP officers will be assigned to the NROTC unit, if one is located at the school, or the nearest Marine Corps command for administrative purposes.

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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 the 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 the 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.

C. V. Mugno
C. V. MUGNO

Assistant Deputy Commandant for
Manpower and Reserve Affairs (MM)
Acting

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7000093/8145005 (2)
7000099, 144/8145001 (1)



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1560.19E Ch 1
MMAA-5
DEC 1 2012

MARINE CORPS ORDER 1560.19E Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADVANCE DEGREE PROGRAM (ADP)

Encl: (1) New page insert to MCO 1560.19E Ch 1

1. Situation. To transmit a new page insert to the basic order.
2. Mission. To update information contained within the order.
3. Execution. Remove the cover page and replace with the corresponding page in the enclosure.
4. Summary of Change. This is an administrative change to update references.
5. Filing Instructions. File this Change immediately behind the promulgation page.


A. SALINAS
By direction

DISTRIBUTION: PCN 10201980001

ADVANCED DEGREE PROGRAM CURRICULA

<u>Curriculum</u>	<u>Max Length</u>	<u>Grade</u>	<u>Type Course</u>	<u>Notes</u>
Advanced Science/ Applied Math	24 mos	1stLt-Capt	Tech	
Aeronautical Engr	24 mos	1stLt-Maj	Tech	1
Computer Science	24 mos	1stLt-Maj	Tech	
Education	12 mos	1stLt-Maj	Nontech	2
Electronic Sys Engr (EE)	27 mos	1stLt-Maj	Nontech	
Environmental Engr Mgmt	18 mos	1stLt-Maj	Tech	
Financial Mgmt	18 mos	1stLt-Maj	Nontech	
History	18 mos	1stLt-Capt	Nontech	2
Information Technology Mgmt	24 mos	1stLt-Maj	Tech	
Law	12 mos	1stLt-Maj	Nontech	3
Material Logistics Support Mgmt	18 mos	1stLt-Maj	Nontech	2
Operations Analysis/ Research	24 mos	1stLt-Maj	Tech	
Space Systems Operations	24 mos	1stLt-Maj	Tech	

NOTES:

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

2 - If sufficient numbers of trained officers are regularly acquired through off-duty education or education obtained prior to entry into the Marine Corps, applications for this curriculum will not be solicited.

3 - Open to Judge Advocates (MOS 4402) only.

CURRICULA OBJECTIVE AND DESCRIPTION

TITLE: Advanced Science (Applied Math)

OBJECTIVE: To prepare officers to deal with the problem of fundamental and applied research in the field of applied mathematics and statistics.

DESCRIPTION: Active research areas within the department include statistics, stochastic processes, mathematical programming, human factors, war gaming, simulation, combat models, and logistic systems. (9670 MOS)

TITLE: Aeronautical Engineering

OBJECTIVE: To provide advanced education in Aeronautical and Astronautical Engineering to deal with all aspects of the life cycle of flight vehicles, weapon 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. (9620 MOS)

TITLE: Computer Science

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 embedded systems; analysis and design methodologies appropriate for hardware, software and firmware.

DESCRIPTION: This curriculum is an interdisciplinary technical program integrating mathematics, statistics, computer science, electrical engineering, information systems and operations research. (9646 MOS)

TITLE: Education

OBJECTIVE: To provide officers with the graduate education necessary to plan, coordinate, conduct, and supervise educational programs as well as provide counseling assistance to those personnel inquiring about educational opportunities.

DESCRIPTION: This curriculum is individually tailored by the student to meet Marine Corps requirements. The student in conjunction with the discipline sponsor, CG Training Command, (GTB), selects from courses offered at the proposed school. (9602 MOS)

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TITLE: Electronic Systems Engineering

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. (9624 MOS)

TITLE: Environmental Engineering Management

OBJECTIVE: The Graduate Industrial and Environmental Engineering 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). Industrial Engineering provides a solid academic foundation on which to base facilities management decisions. (9631 MOS)

TITLE: Financial Management

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. (9644 MOS)

TITLE: History

OBJECTIVE: To provide officers with graduate education necessary to direct, supervise, conduct, or participate in military historical writing programs or in historical instruction programs.

DESCRIPTION: This curriculum should include courses in American as well as world history. A thesis is required. (9678 MOS)

Enclosure (2)

Jun 25 2003

TITLE: Information Technology Management

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. (9648 MOS)

TITLE: Law

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.

TITLE: Material Logistics Support Management

OBJECTIVE: To provide integrated logistic support of weapons systems 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. (9662 MOS)

TITLE: Operations Analysis

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. 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. (9650 MOS)

Enclosure (2)

MCO 1560.19E
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TITLE: Space Systems Operations

OBJECTIVE: To provide officers, through graduate education, with a comprehensive scientific, and technical knowledge of military and Navy space systems.

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. (9666 MOS)

Enclosure (2)

SAMPLE APPLICATION

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

Subj: ASSIGNMENT TO ADVANCED DEGREE PROGRAM; REQUEST FOR

Ref: (a) MCO 1560.19E

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 degree work) for the purpose of completing the requirements for a (Master of Arts/Sciences) degree with a major in (ADP curriculum). I certify that the above period represents the 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) and email address.
- 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).

Enclosure (3)

SAMPLE ACADEMIC CERTIFICATION

INSTITUTIONAL LETTERHEAD

(DATE) _____

To: Commandant of the Marine Corps
MMAA-5
3280 Russell Road
Quantico, Virginia 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

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 1560.19E
2. HQMC SPONSOR CODE: MMOA-5
3. DESCRIPTIVE TITLE OF REQUIREMENT: Advanced Degree Program

PART B- INFORMATION TO BE FURNISHED TO INDIVIDUAL

1. AUTHORITY: 10 U.S.C. 125, Functions, Powers and Duties
2. PRINCIPAL PURPOSE: The Advanced Degree Program (ADP) 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 ADP.
3. ROUTINE USE: The information furnished is used solely for the purpose of providing the ADP selection board with sufficient information upon which to base selection for the ADP.
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 ADP.

SIGNATURE AND DATE