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MARINE CORPS ORDER 1524.1

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS GRADUATE EDUCATION PROGRAM (MCGEP)

Ref: (a) MCBul 5420
(b) 5 U.S.C. 522a
(c) SECNAVINST 5211.5E
(d) SECNAV Notice 5210
(e) SECNAV M-5210.1 CH-1
(f) MCO 5210.11F
(g) 5 U.S.C. 552a
(h) SECNAVINST 5211.5E
(i) MCO 1553.4B
(j) SECNAVINST 7220.88
(k) Marine Corps Total Force System Personnel Reporting Instructions User Manual (Short title: MCTFSPRIUM)
(l) MCO 1900.16 CH-1
(m) MARADMIN 409/11 FY12 Commandant's Professional Intermediate-Level Education Board
(n) MARADMIN 488/11 FY12 Commandant's Career-Level Education Board
(o) MCO 1300.8
(p) SECNAVINST 1520.7G
(q) DoDI 1322.06, 'Fellowships, Legislative Fellowships, Internships, Scholarships, Training-With-Industry (TWI), and Grants Provided to DoD or DoD Personnel for Education and Training,' October 12, 2016
(r) Joint Travel Regulations
(s) DoDI 1322.10, 'Policy on Graduate Education for Military Officers,' April 29, 2009
(t) MCO 5311.1E
(u) NAVMC 1200.1D Military Occupational Specialty (MOS) Manual

1. Situation. To set forth policies and procedures governing the Marine Corps Graduate Education Program (MCGEP) and to synchronize all Marine Corps officer graduate programs under a single reference for promulgation. This Order was substantially revised and should be reviewed in its entirety. This Order is in accordance with references (a) through (u).

2. Cancellation. MCO 1520.9G CH-1, MCO 1560.19E CH-1, and MCO 1500.41A CH-2.

3. Mission. The Marine Corps has identified and validated billets that require officers who possess postgraduate-level education, experience, and training. This Order provides policy for the announcement, selection, slating, and management of Marine Corps officers to postgraduate programs.

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Postgraduate is a term referring to courses of study undertaken after obtaining an initial undergraduate degree (i.e. baccalaureate).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The Marine Corps shall select eligible officers who meet the qualifications to participate in postgraduate programs on an annual basis. Headquarters Marine Corps will screen all resident schools, fellowships, scholarships, graduate education, training with industry (TWI), and select special assignments under this program.

(b) Postgraduate Selection Boards

1. Top Level School (TLS) Board.
2. Commandant's Professional Intermediate-Level Education Board (CPIB).
3. Commandant's Career-Level Education Board (CCLEB).
4. Funded Law Education Program (FLEP) and Excess Leave Program (ELP) Board.

(2) Concept of Operations. All boards under this Order will contain, at least, an announcement message prior to each screening board and a subsequent selection results message.

(a) Announcement messages for each board will be published in the form of a Marine administrative message (MARADMIN), containing:

1. The board's purpose.
2. Eligibility criteria.
3. Convening dates.
4. Programs to which selections will be made.
5. Coordinating instructions.
6. Points of contact.

(b) Upon board adjournment, a results message will be published in the form of a MARADMIN, containing a short board summary, the list of selected officers, and coordinating instructions for those officers selected.

(c) The slating process for selected officers is board dependent and varies by program. For some special programs, such as the Olmsted Scholar Program, selection by the Commandant's Education Board is a prerequisite to a second external-agency screening and selection process.

(d) All boards under this program are considered non-statutory and an annual directive found in reference (a) determines board membership.

b. Subordinate Element Missions

(1) HQMC (MMOA-1 & MMOA-2) shall: On an annual basis, screen respective populations for graduate education eligibility. Considerations for eligibility must include a determination if a Marine has the career timing to support postgraduate education programs that can last up to two years with a follow-on utilization tour lasting three years.

(2) HQMC (MMOA-3) shall:

(a) Develop policies, manage, and administer the MCGEP, to include publishing announcement and results MARADMINs, administering boards, staffing billets with Marines who hold the appropriate graduate education credentials.

(b) Coordinate Service school PME, fellowships, and TWI allocations and quotas with Marine Corps University (MCU) Registrar.

(c) Publish additional information updates and instructions on the applicable headquarters web portal as required and social media as appropriate.

(d) Provide career planning guidance to respective populations that capitalizes on education achievements and utilization.

(e) Assess initiatives to integrate education into career paths and provide career planning guidance that capitalizes on education achievements and utilizations while appropriately retaining highly educated officers.

(f) Conduct manpower supply chain management assessment to inform the annual quota planning process. Assessments shall focus on sustainment of capabilities aligned to the Marine Corps highest priorities and effective use of educational opportunities.

(g) Monitor annual advanced education quota plan execution and continually evaluate the success of management and utilization of graduate educated personnel.

(h) Conduct graduate education selection boards for and administrative screening of applicants for education programs, fellowships, scholarships as required.

(i) Assign qualified Marines to approved curricula as directed by the annual Commandant's Education Board.

(j) Establish and direct assignment procedures to comply with utilization policies.

(k) Establish procedures to document and enforce education service obligations.

(l) In the case of members not completing degree requirements upon detachment from an education institution, but for whom the institution authorizes a completion plan, inform the commanding officer of a member's gaining command the plan of action to complete the degree via appropriate correspondence.

(m) Liaise with the Occupational Field Managers on subsequent utilization tours for Marines completing graduate education programs.

(n) Request calculation of a Marine's academic profile code (APC) via the Naval Postgraduate School's Admissions office.

(o) Coordinate with Primary Military Occupational Specialty (PMOS) monitors on opportunities for Marines to conduct additional utilization tours as appropriate.

(p) Conduct a triennial review of this Order for updates, consolidations, and cancellations of programs and policies contained within.

c. Coordinating Instructions. Recommended changes to this Order should be submitted to Headquarters Marine Corps (MMA-3) via the chain of command.

5. Administration and Logistics

a. Summary of Revisions. This Order contains a substantial number of changes to the previous Special Education Program and Advanced Degree Program. The major modifications to the policy are as follows:

(1) Chapter 1. Changes the name of the Special Education and Advance Degree Programs. Both programs have been consolidated under a single title, the Graduate Education Program (GEP).

(2) Chapter 3. Eliminates the previous application processes for intermediate-level and career level schools and programs. Implements a single screening board for all career-level postgraduate schools and programs.

(3) Chapter 5. Set forth the policies and procedures under which members of the Marine Corps may accept fellowships, scholarships, or grants from eligible donors.

(4) Chapter 6. Advanced Civilian School Program (ACSP) replaces the Advanced Degree Program (ADP) to establish procedures for partially funded education programs that are voluntary in nature.

b. All current fiscal year board information can be found at:
https://www.manpower.usmc.mil/webcenter/portal/MMA3_BUI.

c. This Order can be accessed on-line via the Marine Corps Publications Electronic Library (MCPEL) at:
<https://www.marines.mil/News/Publications/MCPEL/Custompubstatus/3000>.

d. The generation, collection, or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (b) and (c). Any unauthorized review, use, disclosure, or distribution is prohibited.

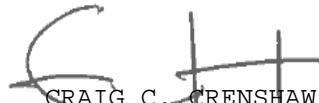
e. Records Management. Records created as a result of this Order/Bulletin shall be managed according to National Archives and Records Administration (NARA) approved dispositions per references (d) and (e) to ensure proper maintenance, use, accessibility and preservation, regardless of

format or medium. Refer to reference (f) for Marine Corps records management policy and procedures.

f. Privacy Act. Any misuse or unauthorized disclosure of PII may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (reference (g)) and implemented per reference (h).

6. Command and Signal

- a. Command. This Order is not applicable to the Marine Corps Reserve.
- b. Signal. This Order is effective the date signed.


CRAIG C. CRENSHAW
By direction

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Chapter 1

Graduate Education

1. General. This chapter provides detailed information on the Marine Corps graduate education portfolio.

2. Background

a. Education is important to enabling a resilient, knowledgeable, and adaptable force ready to meet the demands of dynamic, fast-paced, multi-mission environments now and in the future. Education is crucial in developing adaptable leaders who have the ability to think their way through uncertainty; fuel development and innovation; fully exploit advanced technologies; thoroughly understand each potential battle space; and conduct operations as part of a coherently joint or combined force.

b. Education is a strategic investment in the development of warfighters and support capabilities. Graduate education enables development of a broad portfolio of knowledge necessary for Marine Corps leaders to problem-solve, plan, lead, respond, adapt, and innovate in increasingly complex and unpredictable warfighting environments; deal with dramatically broadened access to information; understand regional and cultural perspectives; and exercise sound analytical and business practices to operate, plan for, and resource tomorrow's forces.

c. There is no substitute for educated Marines. Marines who have advanced through the ranks and obtained a higher-level education in support of the Marine Corps provide a capability the Corps cannot otherwise obtain.

3. Policy

a. The Marine Corps shall make fiscally-disciplined investments in education that develop skills and knowledge aligned to the highest priorities as delineated by the Commandant of the Marine Corps (CMC). Investments shall focus on enabling the enduring tenets of "warfighting first," "operate forward," and "be ready" through the development of joint warfighters, technical experts, and strategic leaders.

b. Integration of education into leader development and career management strategies is essential to meeting strategic and technological challenges ahead. Degree and non-degree opportunities will be provided in a variety of formats including resident programs, distance-learning programs that enable study anytime and anywhere, fellowships, and programs that blend traditional classroom attendance and distributed learning. Educational opportunities will include full-time, part-time, and off-duty study to best accommodate a variety of professional demands and personal interests.

c. The Naval Postgraduate School (NPS) is the primary source of graduate education for the Navy and Marine Corps. Its naval-focused curricula are central to the development of a resilient, knowledgeable, and adaptable professional force. Each program is specifically designed to match educational skill requirements with the knowledge, skills, and abilities required by the major area sponsor.

d. Marine Corps University is the Marine Corps primary source for graduate-level Marine Corps Professional Military Education (PME) and Joint

Professional Military Education (JPME I & II). Its focused curricula are central to the development of Marine Air Ground Task Force leaders with character and integrity who are operationally and strategically minded; critical thinkers who are proficient in joint matters; and skilled naval and joint warfighters prepared to meet the operational level of war and strategic challenges of today and tomorrow.

e. Other Department of Defense (DoD) schools may be used to fill valid requirements for education and training not provided by the Department of the Navy.

f. Civilian institutions and other military education institutions that are able to meet the major area sponsor curricular requirements, and that provide cost-effective, efficient delivery of timely, relevant, quality education programs, may be used as a source of graduate education when the primary source is unavailable or inappropriate.

g. Fulfilling requirements for officers with graduate education and the education of officers to meet those requirements is managed by HQMC (MMOA-3).

h. Education programs culminating in a degree shall be structured to enable completion of the degree and required specialized skills in the most efficient manner possible.

i. The Marine Corps shall provide no more than one opportunity to complete a funded Master's degree, regardless of whether the degree was awarded through a resident or distributed learning program (e.g. Distance Education) that is full-time or part-time. Exceptions may be made when additional education is required for career progression, a master's degree is awarded through Service or joint college completion, or the Service member is selected for a doctoral study program to meet Marine Corps requirements.

j. Education is designed to provide the essential graduate-level skills necessary for an officer to satisfactorily function in a graduate education billet. Officers selected for participation in the graduate education law program to obtain a Legum Magister (LL. M.) must agree to complete all degree requirements within one 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 LL. M. degree in the areas of law identified in the officer's orders as directed by HQMC (MMOA-3) and Judge Advocate Division (JAD) is required.

4. General Guidelines

a. Graduate Education Programs

(1) Definitions relevant to graduate education policy and programs are provided in Appendix D.

(2) The Marine Corps provides opportunities in graduate-level degree and non-degree programs. Appendix C lists various graduate-level education programs. Available opportunities are subject to Marine Corps requirements and funding as reflected in annual advanced education quota plans. Programs may be added, revised, or deleted to meet the needs of the Marine Corps.

(3) Marine Corps graduate education programs include degree and non-degree programs taught above the baccalaureate level. A baccalaureate degree

from an institution of higher learning accredited by a regional accrediting agency recognized by the Department of Education is required for participation in graduate education degree and non-degree programs.

(4) The Marine Corps and other Services conduct PME programs with embedded JPME to prepare leaders for the challenges of operational and or strategic level leadership. PME is taught at the graduate-level and may result in a graduate degree. Any such degree is considered a second order effect of the PME program. See reference (i) for additional information on Marine Corps PME.

(5) Periodic review (no less than bi-annually) of curricula and learning outcomes is fundamental to developing a military force of adaptive, proficient, innovative leaders and experts with the knowledge and skills relevant to the strategic and technological challenges of today and tomorrow.

b. Eligibility and Selection

(1) Unrestricted commissioned officers in the Marine Corps on in the active component are eligible to participate in graduate education programs. Officers must be selected for and accept career designation by the Officer Retention Board (ORB) before executing orders to a graduate education program. HQMC (MMAA) may grant exceptions to this policy for Marines awarded scholarships to attend graduate school immediately after commissioning.

(2) Reserve Officers who have applied for Return to Active Duty must be career designated and have served at least 24-months on active duty before accepting orders to a graduate education program.

(3) Selection for and assignment to a graduate education program is contingent upon selection for promotion to the next grade when eligible.

(4) Grade eligibility for the program is limited to first lieutenant through colonel.

(5) Selection to graduate education programs will be conducted on an annual basis by the Commandant's Education Boards, the Top Level School Board, and other boards and panels as deemed necessary by HQMC (MMAA).

(6) Officers who have previously participated in the GEP, Special Education Program (SEP), Advanced Degree Program (ADP), Voluntary Graduate Education Program (VGEP), Immediate Graduate Education Program (IGEP), Scholarship Programs, the International Affairs Officer Program (IAOP) or other fully and partially funded Master's degree programs are not eligible for a second Master's degree program unless the service member meets the requirements outlined in Chapter 1, paragraph 3.i of this Order.

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

(8) Officers who are currently attending or who have attended a resident PME School are not eligible for the program until they satisfy the service obligation incurred from that PME school. See Appendix A for Service school obligations.

(9) Although officers will normally complete the minimum established length for their assigned duty station prior to being assigned to school, HQMC (MMAA) will have the authority to recommend a waiver of normal tour length. HQMC (MMAA) can also recommend a deferral of school commencement for one year to allow for an intervening overseas, unaccompanied tour, PMOS credibility, or operational commitments that require the presence of the applying officer.

c. The Marine Corps shall select proven performers with high career potential for funded educational opportunities. Selection should be based upon consistent outstanding professional performance; promotion potential; and academic background, capabilities, and accomplishments.

d. When practical, placement shall be commensurate with the academic qualifications, needs of the Marine Corps, and in coordination with the NPS admissions office.

e. Prospective students should normally have met all admissions requirements for enrollment in the curriculum for which selected. NPS determines all academic admissions standards for NPS programs, and pre-requisites for NPS curricula, which are initially evaluated by APC for each curriculum. NPS admissions office is responsible for determining the satisfaction of academic admissions requirements.

f. Selectees and students must maintain the high level of professional performance, bearing, and potential that resulted in their selection for education opportunities to remain eligible. Misconduct, decline in performance, or the failure to be selected for promotion to the next grade shall result in immediate review to determine if termination of the education opportunity is warranted.

5. 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 research analysis, computer science, and information technology.

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

a. NPS, Monterey, California. All applicants must possess a baccalaureate degree and must have the APC prescribed for the requested curricula. Appendix B explains how to calculate an APC. 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 NPS is found in Appendix C. The application criteria for NPS is further described, promulgated, and updated via the NPS Admissions Office Website.

b. Air Force Institute of Technology (AFIT), Wright-Patterson Air Force Base, 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 five 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 Graduate Record Examination (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 GRE and must have done so within five 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 graduate education at a civilian institution must satisfy the academic prerequisites as established by that institution and show evidence of acceptance into the specific curriculum prior to being assigned to the program.

7. Refresher Course. Officers selected for GEP technical curricula at NPS may be assigned approximately 12-weeks prior to actual curriculum start dates for math/technical refresher courses.

8. Issuance of Orders. The Officers selected for a GEP will be issued orders by HQMC (MMAA). Those officers attending a civilian institution will be assigned to the closest Marine Corps activity for administrative purposes. Marines assigned to these activities will establish Marine Reported On (RO)/Reporting Senior (RS) relationship for fitness reports and accountability purposes.

9. Flight Status of Naval Aviators. Flying military aircraft for operational or training purposes is not permitted during the periods of school attendance. Aviation incentive pay will continue for those officers who have satisfied their operational flight time gate requirements. Aviation incentive pay will be discontinued for the period of Duty Involving Flying Denied assignment to school and GEP billets for those officers who have not satisfied their gate requirements. All officers who have not satisfied their operational flight time gate requirements are eligible to apply for a waiver. Waiver requests may be submitted in accordance with reference (j), via HQMC (MMAA-2).

10. Records and Reports

a. At any time, 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 HQMC (MMAA-3) by official correspondence and will include the reasons for the problem and proposals for correcting the situation.

b. 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.

c. Marines desiring to participate in ancillary programs associated with their degree programs and enhance skills for follow-on utilizations are required to submit an endorsed Administrative Action (AA) Form to HQMC (MMOA-3) for prior approval.

d. 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 fitness reports, in accordance with reference (k).

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

(3) FLEP/ELP: The Branch Head or Deputy Branch Head, JAD, JPI will serve as the RS for FLEP, ELP, and Judge Advocate GEP participants at civilian institutions, not including The Judge Advocate General Law Center and School (TJAGLCS).

11. Funding

a. The Marine Corps will pay tuition and required academic fees for officers participating in funded GEP dependent upon the program for which the officer is selected.

b. HQMC (MMOA-3) in coordination with Commanding General (CG), Education Command (EDCOM), will publish detailed funding limits for funded GEP within the CCLEB and CPIB MARADMINs on an annual basis.

c. Officers selected to attend civilian schools under funded GEP will contact the CG, EDCOM at MCU_Fiscal@USMCU.EDU to obtain a third party billing letter. The email must contain the school name and address; the student's name; student identification number; student Electronic Data Interchange Personal Identifier (EDIPI); MARADMIN number showing student's selection; and the name, phone number, and email address for the point of contact at the school's third party billing office. CG, EDCOM will provide a third party billing letter with instructions for tuition payments to the student and the third party billing office. It is the student's responsibility to ensure the school receives the letter and the tuition is paid. Each school will have the option of submitting an invoice in the Wide Area Workflow E-Business Suite, emailing the tuition invoice to MCU_FISCAL@USMCU.EDU, or providing it to the student who must submit the tuition invoice to MCU_FISCAL@USMCU.EDU.

d. A textbook stipend is available for the purchase of required textbooks. An annual MARADMIN will publish the textbook stipend rate for the fiscal year for each program. Each student attending a civilian institution will receive the annual textbook stipend amount after the first semester tuition invoice is received for each academic year the student is enrolled. Officers selected to attend AFIT may submit a request for a textbook stipend upon checking in to AFIT. The request must contain the student's name, EDIPI, MARADMIN number showing the student's selection and a phone number.

Payments will be deposited electronically to the same bank account that pay and allowances are deposited.

e. During August of each year, the Marine Corps representative at NPS will create a miscellaneous payment in the Wide Area Workflow E-Business Suite for each student who has reported for the GEP. The payment will be created for the annual textbook stipend amount and approved by CG, EDCOM. The Marine Corps Representative at NPS will also provide to CG, EDCOM a list of the officers reporting to NPS as part of the GEP. The list will include name, grade, EDIPI, and miscellaneous payment contract number.

f. Fees for one bar review course, one multi-state bar review course, and mandatory bar examination fees will be paid by the Marine Corps for all FLEP and ELP law students.

g. The cost of nonessential books, materials, and other fees are not reimbursable.

(1) Parking permits fees, or other parking fees are not reimbursable.

(2) Student Health Insurance is not reimbursable.

12. Utilization and Assignment Policy

a. With the exception of PME programs, all efforts will be made for officers to be assigned immediately to a utilization billet requiring the education, following education program completion. Such an assignment may be deferred if it would interfere with pursuit of career milestones. In this case, assignment to a utilization billet shall immediately follow the career milestone assignment. PMOS monitors should note deferment and the requirement for a utilization assignment immediately following post-milestone assignment in the officer's master file. In the case of education directed at a future anticipated requirement, officers should be assigned to subspecialty billets expected to best leverage that education and awarded utilization credit accordingly.

b. Officers should expect to serve in as many education-related utilization billets as requirements and career development permit. Monitors and Occupational Field Managers should engage officers on planning for development of proven expertise in assignments of increasing breadth and depth that require their education.

c. Following completion of PME, officers shall be assigned per community and individual need. Officers should be preferentially assigned to operational and joint billets, but may be assigned to other available billets as required.

d. 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 GEP billet as soon as practicable after completion of a GEP, but no later than the second tour. A GEP payback tour

is defined as 36-months. As a general rule, officers can expect assignment to a GEP billet immediately upon graduation.

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

e. The GEP billets are located throughout the Marine Corps, but most are concentrated in the National Capital Region. The location of the utilization tour for a graduate of a GEP 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.
- (5) The desires of the officer.

f. Orders directing an officer to a GEP tour will be issued by HQMC (MMOA-3).

g. Marine Corps officers assigned as staff or faculty at NPS may enroll, on a space available basis and when no additional funding is required, in courses at NPS without incurring a service obligation.

13. Service Obligation. Officers assigned to full-time, fully or partially funded graduate education programs must agree not to tender resignation or request separation or retirement while participating in the program, see reference (1). Officers participating in funded full-time, part-time, or off-duty education programs, to include distance education, shall agree to remain on active duty for the period stipulated in Appendix A of this Order. A member who voluntarily or through misconduct fails to complete the active duty agreed upon shall be required to reimburse the cost of the education received, prorated for the obligated time served.

Chapter 2

Top-Level School Board

1. General. This chapter provides detailed information on the top-level postgraduate screening process, to include definitions, policies, and procedures.
2. Background. Top-Level School (TLS) is the premier PME opportunity provided to lieutenant colonels and colonels.
3. Policy. To publish the policies and procedures governing the TLS Board, to include the eligibility process, board selection and slating, and requirements for participation and completion of these programs.
4. General Guidelines

a. Purpose. To select the best and fully qualified lieutenant colonel selects through colonel selects to resident education programs and special duty assignments available within the Marine Corps, to include:

- (1) DoD Schools.
- (2) Foreign Senior Service Colleges and Fellowships.
- (3) Senior CMC Fellows.

b. Process. The staffing of above assignments is a two-phase process.

(1) Announcement. HQMC (MMOA-3) releases a message via MARADMIN announcing the upcoming TLS Board approximately thirty days prior to the convening of the actual board. Historically, the board has convened the first week in December. Officers must meet both time-on-station (TOS) and grade eligibility requirements. If an eligible officer desires to decline consideration, the officer must send the request to the appropriate point of contact listed in the subject MARADMIN.

(a) Time-on-station requirements

1. Unrestricted commissioned officers in the Marine Corps in the active component with at least 24-months TOS by the date prescribed in the announcement message released by this Headquarters. For officers selected to attend or who are attending a GEP, the time on station requirement applies to their utilization tour.

2. The only TOS requirement for colonel selects are joint and acquisition assignment restrictions. These officers should contact their PMOS monitor with questions regarding eligibility.

(b) Grade Requirements

1. All lieutenant colonels and lieutenant colonel selects meeting the TOS requirements listed above are eligible for the selection board.

2. Officers selected to colonel by next fiscal year's colonel promotion board who have not yet attended resident TLS.

(c) Appeals for Removal By Request (RBR). Officers wishing removal from consideration for selection to attend resident TLS are encouraged to take the following actions. Officers will be removed from consideration without prejudice and the correspondence to the board will not be placed in the officer's military personnel file:

1. When made available, indicate on the online questionnaire the desire to not be considered.

2. Send an email requesting RBR to their PMOS monitor.

3. Once the board is in session, request in writing to the board president for removal from consideration for TLS and the reason.

(d) Officers not eligible:

1. Lieutenant colonels passed for promotion to colonel on the current calendar year selection board.

2. Lieutenant colonels currently attending or having previously attended resident TLS.

3. Majors in zone for lieutenant colonel on the next fiscal year lieutenant colonel selection board.

4. Restricted officers.

5. Officers attending or selected to attend School of Advanced Warfighting (SAW), School of Advanced Military Studies (SAM), School of Advanced Air and Space Studies (SAASS), or Maritime Advanced Warfighting School (MAWS).

6. Officers with approved retirements or resignations.

(2) Selection and Slating. An annual non-statutory board will select top performing officers for TLS opportunities. TLS selects primary and alternates from the group of eligible officers.

(a) The primary selectees of the board are notified via MARADMIN no later than ninety days following the board. Included in the message will be the slate for which school or fellowship the primary selectees will attend.

(b) The list for alternate selectees will be posted on the MMOA website following the release of the selection message. Instructions on how to access the alternate selection list will be included in the MARADMIN.

5. Program Information. HQMC (MMOA) will implement this program according to current policies and procedures.

Chapter 3

Commandant's Education Boards

1. General. This chapter provides detailed information on the officer screening process for career and intermediate-level education boards, to include definitions, policies, and procedures.

2. Background. On 24 August 2011, Headquarters Marine Corps announced the convening of the first Commandant's Education Boards (CEB), see references (m) and (n). These boards consist of a non-statutory selection process to identify the best and fully qualified officers each year for PME, GEP, and select special assignments. This Order provides the policy for executing these boards.

3. Policy. To publish the policies and procedures governing the CEB, to include board selection, assignment of officers to programs requiring advanced degrees, and requirements for participation and completion of these programs.

4. General Guidelines

a. The purpose of the CEB is to select the best and fully qualified Marine officers to staff resident education programs and special duty assignments available within the Marine Corps. The CEB consists of a career-level and intermediate level education boards.

(1) Commandant's Career-Level Education Board (CCLEB). CCLEB selects the best and fully qualified first lieutenants and captains to staff resident education programs and special duty assignments available within the Marine Corps, to include:

- (a) Resident GEP.
- (b) International Affairs Programs.
- (c) Resident PME.
- (d) Olmsted Scholar Program.

(2) Commandant's Intermediate-Level Education Board (CPIB). CPIB selects the best and fully qualified captains (selected for promotion to major) and majors to staff resident education programs and special duty assignments available within the Marine Corps, to include:

- (a) Resident GEP.
- (b) International Affairs Programs.
- (c) Resident PME and Foreign PME.
- (d) Fellowships.
- (e) Olmsted Scholar Program.
- (f) Training with Industry (TWI).

b. Process. The staffing of above assignments is a three-phase process.

(1) Announcement. In early summer each year, MMOA-3 will release separate MARADMINs announcing the upcoming CEB. Concurrently, an eligibility roster will be available on the MMOA-3 website announcing the officers to be screened on the boards. To be eligible for the board, officers must meet both TOS and grade requirements.

(a) Time-on-station Requirements

1. Unrestricted commissioned officers in the Marine Corps in the active component with slated estimated dates of departure within the fiscal year, and who will complete TOS requirements under reference (o) within the fiscal year are eligible.

2. Officers desiring to change their eligibility must contact their PMOS monitor to request a change to their current tour length.

(b) Grade Requirements for CCLEB. All first lieutenants and captains meeting the requirements listed above will be considered by the selection board. Eligible captains who are in zone for promotion to major will be considered for CPIB. Captains in the above zone for promotion to major are not eligible for consideration by either the CCLEB or CPIB.

(c) Grade Requirements for CPIB. All majors, captains who have been selected for promotion to major, and captains in zone for promotion to major will be considered by the CPIB. Selection of an in-zone captain by the CPIB is conditional upon the officer also being selected for promotion to the next rank. Officers in the above zone for promotion to major, and officers selected for promotion to lieutenant colonel are ineligible for CPIB selection. Lieutenant colonels, or officers in zone or selected for promotion to lieutenant colonel, may opt in to be considered for the Congressional Fellowship Program only.

(d) Marines eligible for a CEB will be provided a questionnaire to solicit their preferences. Questionnaires and transcripts enable monitors to make suitable and appropriate future assignments. Officers who fail to complete the questionnaire or submit transcripts will still screen and may be slated/assigned to a program at the board and/or monitor's discretion.

(e) Officers wishing removal from screening must submit a command endorsed (to the first O6/colonel) AA Form to their PMOS monitor no later than 30 days before the convening of the board.

(f) Officers who have attended Advanced-Intermediate Level School (A-ILS) (e.g. SAW, SAASS, SAMS, MAWS) are not eligible to screen for resident PME opportunities. Officers who are A-ILS complete and meet all other screening requirements, may screen for TWI or fellowship opportunities.

(2) Selection. An annual non-statutory board will select an appropriate amount of the eligible officers to include primaries and sufficient number of alternates that mitigate historic attrition rates due to resignations, deferrals, and retirements.

(a) The board will select unrestricted officers who have demonstrated leadership, skill, and resourcefulness in challenging

assignments as indicators of exceptional potential for future service in the Marine Corps.

(b) The board shall make selections based only on performance and potential as indicated from the officer's Official Military Personnel File (OMPF) and any supplemental information submitted by the officer to the board. All correspondence to the board must originate from or be endorsed by the eligible officer.

(c) The selection board is not responsible for slating officers to specific programs. See paragraph (3) below.

(3) Slating. The purpose of the slating process is to recommend the specific assignment of selected officers to the Director, Manpower Management Division.

(a) The slating process will assign selectees to specific programs based on Marine Corps requirements, qualifications, career timing, and personal preferences. The results of this panel will be released no later than 90-days following the completion of the board.

(b) Acceptance of orders to any program obligates the officer to service per the obligation requirements specified for that program. See Appendix A for corresponding service obligations.

5. Program Information. Refer to Appendix A, Appendix B, Appendix C, and Appendix D.

Chapter 4

Funded Law Education Program and Excess Leave Program Board

1. General. This chapter provides detailed information on the screening of officers to the FLEP and ELP, to include definitions, policies, and procedures. Officers assessed through FLEP and ELP bring valuable experience and diversity to the Judge Advocate community. Manpower Plans, Programs, and Budgets (MPP) establishes the quota for both FLEP and ELP programs on a yearly basis. Officers assessed through FLEP and ELP bring valuable experience and diversity to the Judge Advocate community.

2. Background. In meeting the needs of the Marine Corps for career Judge Advocates, the Law Education Program (LEP) is used to attract career-oriented commissioned officers, distributed among year groups, to serve as Judge Advocates by providing an opportunity to obtain non-funded and fully funded legal education.

3. Policy. To publish the policies and procedures governing the LEP for the FLEP/ELP Boards, to include the boards' selection, assignment of officers to programs, which provide opportunities for officers to earn a law degree and subsequent lateral transfer for service as a Judge Advocate.

4. General Guidelines

a. To select the best and fully qualified first lieutenants and captains to complete a law degree program and subsequent transfer to PMOS 4402-Judge Advocate.

b. The staffing of above assignments is a three-phase process.

(1) Announcement. HQMC (MMOA-3) will release a message via MARADMIN announcing the upcoming FLEP and ELP Boards.

(2) General Provisions

(a) The eligible population for these programs are unrestricted commissioned officers in the Marine Corps in the active component. Officers not yet career designated must be selected for and accept career designation prior to matriculation. Officers to be screened on the first ORB of the fiscal year in which the FLEP/ELP Board takes place may submit packages, but must agree in writing to accept career designation when offered. If screened but not selected for career designation, selection to the program will be disapproved.

(b) Officers are ineligible to apply if they have already accepted selection to another voluntary program or have been issued orders to a resident PME school.

(c) For details, qualifications, and service obligations for FLEP and ELP, see reference (p).

(d) FLEP qualifications. (Note: These are statutory qualifications and cannot be waived)

1. Must be a citizen of the United States.

2. Must be in the grade of captain or below.

3. Have a minimum of 2-years but not more than 6-years total active duty (commissioned and enlisted service combined) when law education begins.

(e) ELP Qualifications. An applicant must have a minimum of 2-years of commissioned service.

(f) Program participants must complete their Juris Doctor degree within 36-months.

(3) Application Procedures. Eligible Marine officers who wish to apply for LEP must submit an AA form to HQMC (MMOA-3), with a copy to Plans and Innovation Branch of JAD (JPI), prior to the date published in the annual MARADMIN of the fiscal year in which the applicant desires to begin law school. Application packages must include the following:

(a) Names of all colleges attended and date baccalaureate (or any other degree) was received. State class standing, if known, and cumulative grade point average. Enclose copies of all college transcripts.

(b) Armed Forces Active Duty Base Date (AFADBD). AFADBD is the date computed to represent the date when all service on active duty in any of the U.S. Forces, or in a Regular or Reserve component, would have commenced if it were continuous to the present.

(c) Statement of legal education completed and any legal training/experience gained in civilian and/or military life.

(d) A prioritized list of ABA-accredited law schools in the United States to which the applicant has applied. Applicants are encouraged to apply to more than one school. Applicants must apply to at least one law school in which in-state tuition fees can be obtained and one school near the officer's current duty station. Acceptance letters shall be submitted as received prior to the convening of the FLEP/ELP selection board. Law schools attended must be accredited by the American Bar Association.

(e) The date the Law School Admission Test (LSAT) was taken and enclose a copy of the score report. Applicants must take the LSAT at their own expense. All LSAT scores must be submitted and received prior to convening of the selection board. The LSAT is administered by the Law School Admission Council, www.lsac.org. Applicants for both FLEP and ELP must score a minimum of 150 on the LSAT. When an applicant has taken multiple LSAT tests, the highest score will be considered.

(f) A statement of 500 words or less indicating the steps the applicant has taken to learn about a career as a Marine Corps Judge Advocate and the reasons for seeking such a career.

(g) Applicants shall be interviewed by a senior (O-5 or O-6) Marine Corps Judge Advocate. Applicants shall refer to this interview and identify their interviewer in their application. A letter of recommendation from the interviewer containing a current work mailing address, e-mail address, and phone number for the interviewer is required. Letters of recommendation will be forwarded to HQMC (MMOA-3).

(4) Selection. An annual non-statutory board will select primaries and alternates congruent with a selection number published by HQMC (MPP). The selectees of the board will be notified via MARADMIN no later than 45-days following the board.

(a) The board will select unrestricted officers who have demonstrated exceptional potential for future service in the Marine Corps, as well as leadership, skill, and resourcefulness in challenging assignments.

(b) The board shall select based only on performance and potential as indicated from the officer's OMPF and any supplemental information submitted by the officer to the board. All correspondence to the Board must originate from, or be endorsed by, the eligible officer.

(c) Selected officers shall complete required exams and submit program applications as directed by the selection message following the board.

(d) JAD (JPI) approves the law school for selected officers. The following criteria pertain:

1. The rigor and recognized reputation of the school are a fundamental consideration and may outweigh all other elements.

2. Cost of tuition and fees, including the possibility for reduced tuition based on in-state tuition rates.

3. Change of duty station entitlements and proximity of the school to the officer's current duty station.

4. Opportunities for full-time, year-round academic study.

5. The availability of military supervision, administrative support, and summer Marine Corps legal training in the area of the desired school.

5. Program Information. Reference (p) provides additional information on the FLEP/ELP.

Chapter 5

Scholarships & Internships

1. General. This chapter sets forth the policies and procedures under which members of the Marine Corps may accept fellowships, scholarships, or grants from eligible donors.

2. Background. This chapter implements a DoD program, which allows selected members of the Armed Forces to accept fellowships, scholarships, and grants from eligible donors when the education or training to be received or the research to be performed by the recipient qualifies the recipient to fulfill present or future Marine Corps requirements, or constitutes a contribution to a project of value to the United States.

3. Policy

a. Eligible donors of fellowships, scholarships, or grants include tax-exempt corporations, educational institutions, foundations, or funds organized and operated primarily for scientific, literary, or educational purposes.

b. Ineligible donors include business groups operating for profit and political organizations.

c. Eligible recipients will be allowed to accept fellowships, scholarships, or grants offered by eligible donors only if:

(1) The education or training is designed to qualify the recipient to fill a Marine Corps validated billet requiring graduate education.

(2) The research grant would allow the recipient to contribute to a project of value to the United States.

(3) The recipient has been authorized by HQMC (MMOA) to compete for and/or accept such an award.

(4) Recipients must agree not to tender a resignation or request separation or retirement while participating in the program, see reference (1). Recipients must agree to remain on active duty after completion of training, or upon separation of the program for any other reason, for a period three times the length of the period of the education or training. The crediting of service against any pre-existing service obligations will be suspended during the time assigned to the program.

d. Participation in this program will normally be at an accredited educational institution within the United States; however, exceptions will be made for recipients of the Olmsted, Rhodes, or similar scholarships, which require study in a foreign country.

e. The minimum period necessary to meet degree requirements will be authorized, not to exceed 24-months. Each participating officer must carry the full-time workload for a graduate student as established by the college or university. For scholars studying at colleges or universities within the United States, a full-time workload will include summer sessions when available.

f. Participants will receive regular pay and allowances as well as reimbursement for a permanent change of station move. The eligible donor or the individual participant will pay all costs incident to participation in the specified program to include tuition, textbooks, and any other fees listed in the institution's catalog. The benefits that may be accepted under a scholarship, fellowship, or grant are limited to an amount not to exceed the cost of sending the member to the same school at government expense. When these benefits are for travel expenses, quarters, subsistence allowances, or other expenses, an appropriate reduction shall be made from any payment that is made for the same purpose to the member by the Marine Corps incident to the acceptance of the award, in accordance with reference (q) and (r).

4. Applications and Nominations

a. Burke Equivalent Scholars. Marine Corps option midshipmen will be selected for the Marine Corps Burke equivalent Scholarship Program by the U.S. Naval Academy as outlined in applicable U.S. Naval Academy directives. Graduate-level education for Marine Corps officers so selected will be at the Master's degree level only and will be subject to the following requirements.

(1) Selection for graduate study will not be automatic, but will be contingent upon continued outstanding professional performance as a member of the Marine Corps.

(2) Scholarships, fellowships and grants administered through the Commandant's Education Boards will be published on a yearly basis via MARADMINs and are subject to the qualifications, eligibility, and policies governing these boards.

b. Other Fellowships, Scholarships, or Grants. Other awards, to include Fulbright, Rhodes, and Guggenheim Scholarships may be accepted by members of the Marine Corps subject to the approval of HQMC (MMOA). Approval to accept such an award will be based on career record, promotion potential, scholastic qualifications, needs of the service for the requested field of study, eligibility of the donor, availability of the applicant for reassignment, and availability of graduate education quotas. Requests for approval to accept such awards should be forwarded to HQMC (MMOA) in the format of Appendix F.

5. Program Information. MMOA will implement this program according to current policies and procedures.

Chapter 6

Advanced Civilian School Program

1. General. This chapter sets forth the policies and procedures under which members of the Marine Corps may attend non-Service funded civilian schools in pursuit of additional educational opportunities.

2. Background. The Advanced Civilian School Program (ACSP) provides Marine Corps officers the opportunity to earn an advanced degree while maintaining career progression. Participants are highly encouraged to pursue areas of study and research topics of interest to the Marine Corps. Opportunities and quotas to participate in ACSP are published on an annual basis within the CEB announcement MARADMIN.

3. Policy

a. The CEB selects officers to participate in ACSP lasting no longer than 12 months. This program qualifies as partially-funded education per references (q) and (s).

b. Participating officers will receive their regular pay and allowances, but tuition and matriculation fees, cost of textbooks and materials, and all similar fees and expenses will be borne by the officer.

c. The area of study and research is at the discretion of the officer and no utilization tour is required.

d. PME Requirement. This program is not a Service equivalent for PME and does not meet the JPME requirements. Officers participating in ACSP are encouraged to complete distance education PME if available within the geographical area of the school.

e. Officers accepting orders to ACSP incur a three-month active duty service obligation for every month of participation in the program. For instance, a 12-month program would incur a 36-month service obligation. The effective completion date for the program will be the participant's date of departure from school. This service obligation will run concurrently to pre-existing service obligations.

f. MPP determines the number of quotas available on a yearly basis and is a function of the needs of the Marine Corps.

4. Eligibility

a. Unrestricted commissioned officers in the Marine Corps in the active component are eligible for the program. Reserve officers must apply for, be offered, and accept career status with a commission in the active component by the ORB prior to participating in the ACSP. Reserve officers who are applying to the ORB that will convene after the CEB but before matriculation to the ACSP may submit packages in accordance with this Order.

b. Selection for and assignment to the ACSP is contingent upon selection for promotion to the next grade when eligible.

c. Grade eligibility for the program is limited to first lieutenant through major. Exceptions to this policy may be granted by HQMC (MMOA) on a case-by-case basis.

d. Officers who have previously participated in the GEP, SEP, ADP, VGEP, IGEP, Scholarship Programs, the IAOP, or other full time post-baccalaureate Marine Corps funded programs are not eligible.

e. Officers who have previously participated in an enlisted-to-officer commissioning, FLEP, or ELP Law, 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 resident Professional Military Education (PME) school are not eligible for the program until they satisfy the service obligation incurred from that PME school.

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 unless it can be demonstrated to be of a particular benefit to the Marine Corps.

h. Although officers will normally complete the minimum established length for their assigned duty station prior to being assigned to school, HQMC (MMOA) will have the authority to recommend a waiver of normal tour length. HQMC (MMOA) can also recommend a deferral of school commencement for one year to allow for an intervening overseas, unaccompanied tour or because of operational commitments that require the presence of the applying officer.

5. 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. 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.

6. Utilization and Assignment Policy

a. Upon graduation, Marines will submit transcripts to the officer assignments branch HQMC (MMOA-3) to confirm attainment of graduate education.

b. Officer Assignments Branch (MMOA-3) will determine through the appropriate MOS specialists if degrees earned through ACSP may confer an additional MOS (AMOS) or free MOS (FMOS).

c. While an immediate utilization tour is not mandatory upon completion of ACSP, Marines awarded an AMOS or FMOS for participation in ACSP may be utilized at a future time based on the needs of the Marine Corps and if career progression supports.

7. Applications. Applications and instructions for applying to the ACSP will be published on an annual basis in conjunction with the CEB MARADMINs.

8. Actions. MMOA will implement this program according to current policies and procedures.

Chapter 7

Management of Academic Programs

1. General

a. Periodic curriculum reviews are essential to ensuring a fiscally-disciplined approach to developing the military force with the right knowledge and skills to meet current and future requirements.

b. In accordance with reference (t), the Occupational Field Manager will examine their respective curriculum(s) every 36 months in coordination with NPS and the AFIT and program stakeholders. Major area sponsors will:

(1) Evaluate educational skill requirements in cooperation with NPS and AFIT to ensure they meet the core skill requirements and will result in graduates with the desired knowledge and skill set.

(2) Through NPS and AFIT, ensure that course content responds directly to the requirements set out in the educational skill requirements.

(3) Review requirements and their priorities.

(4) Propose curriculum changes as necessary.

(5) Evaluate flexible education alternatives including certificates, distributed learning, shortened residence periods and programs that combine resident and distributed learning study.

c. The Service War Colleges are institutions of higher education. All Service Colleges are accredited to deliver JPME by the Chairman Joint Chiefs of Staff (CJCS) through the Process for Accreditation of Joint Education.

2. Policy. Education programs provide opportunities in disciplines and areas of interest that fulfill present and to satisfy desired future capabilities. Occupational Field Managers and subject matter experts will ensure continuing relevancy of existing curricula and recommend revision or elimination of those no longer relevant. Requests to establish new programs shall comply with reference (t) and include:

a. Completion of a gap analysis which demonstrates a significant need for skills obtained through graduate education.

b. Identification of educational skill requirements to be fulfilled by the program.

c. Confirmation that a program of education of comparable cost, quality, and focus is not available at another institution, either military or civilian.

d. Identification of compensation or provision of new resources to support development, delivery, maintenance, support, and human resource costs.

Appendix A

Obligated Service Requirements

1. General. This chapter outlines the obligated service requirement for full and partially-funded graduate education. The following paragraphs outline the requirements incurred through the MCGEP.

2. Service Schools

<u>School Length</u>	<u>Service Obligation</u>
20 Weeks or more	2 years
Less than 20 weeks	1 year

3. Education Programs

a. Officers accepting orders to a GEP shall:

(1) Not tender resignation or request separation while participating in the program.

(2) Remain on active duty after completion of education, or separation from the GEP for any other reason, for a period of 3 years; or, if the school is longer than 1 calendar year, a period of 4 years.

(3) Obligated service incurred through graduate education and training can simultaneously overlap with previous obligations. The service obligation that has the farthest date into the future will take precedence over a concurrent obligation with an earlier date.

b. Marines that are under their initial service contract may be offered orders to a program that would incur an additional service obligation beyond the expiration of their initial service contract.

4. Time on Station. See reference (o).

5. Separations and Retirement. See reference (l).

Appendix B

Academic Profile Code

1. The Academic Profile Code (APC) is a NPS rubric for determining one's potential ability to complete a graduate degree program. An APC consists of three digits derived respectively from the Quality Point Rating (QPR)/Grade Point Average (GPA) grade, math code, and science courses. 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 or SAT/UNSAT) instruction. Non-traditional credits awarded for College Level Examination Program (CLEP), GRE, or similar work will not be considered in arriving at the APC Code. NPS is the ultimate determiner of APCs and reserves the right to adjust APC calculations according to their internal policies and procedures.

2. QPR/GPA Code (first APC digit)

Code#	Grade	QPR/GPA Range
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).

3. Math Code (second 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.

4. Science Code (third APC digit)

Code# Science (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.

Appendix C

Graduate Education Program Curricula

1. Contingency Contracting Office (3006)

University and Curriculum Code: Naval Postgraduate School - 815.

Academic Profile Code: 345.

Objective: Contracting Officers evaluate contract requirements, specifications, bids, proposals, and subsequent contractor performance. When appointed in accordance with the Federal Acquisition Regulation, contracting officers have authority to enter into, administer, or terminate contracts and make related determinations and findings. Contracting Officers may bind the Government only to the extent of the authority delegated to them.

Description: The Acquisition and Contract Management curriculum is an interdisciplinary program, which integrates management theory, accounting, economics, finance, behavioral science, management theory, operations/systems analysis, and specific courses in acquisition and contracting.

2. Master of International Law (4405)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Law degree (LL.M.) in National Security or International Law from an American Bar Association accredited program at a civilian institution or a specialty program in International and Operational Law from the graduate course at The Judge Advocate General's Legal Center and School, U.S. Army.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>

Description: Judge Advocates with a Master of Law degree in International Law serve in challenging billets requiring an understanding of complex international and operational law issues. Officers may serve as Staff Judge Advocates or Deputy Staff Judge Advocates for service or joint commands.

3. Master of Environmental Law (4406)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Law degree (LL.M.) in Environmental or Land Use Law; from an American Bar Association accredited program.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>

Description: Judge Advocates with a Master of Laws degree in Environmental or Land Use Law may serve as deputy counsel in an area counsel office.

4. Master of Labor Law (4407)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Laws degree (LL.M.) in Labor or Civilian Personnel Law; from an American Bar Association accredited program.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>

Description: Judge Advocates with a Master of Laws degree in Labor Law may serve as deputy counsel in an area counsel office.

5. Master of Procurement Law (4408)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Laws degree (LL.M.) in Procurement Law from an American Bar Association accredited program.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>

Description: Judge Advocates with a Master of Laws degree in Procurement Law may serve at Marine Corps Systems Command or in an area counsel office.

6. Master of Criminal Law (4409)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Laws degree (LL.M.) in Criminal Law from an American Bar Association accredited program at a civilian institution, or a specialty program in Criminal Law from the graduate course at The Judge Advocate General's Legal Center and School, U.S. Army.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>.

Description: Judge Advocates with a Master of Laws degree in Criminal Law serve in challenging billets requiring an expertise in military and criminal law issues. As majors, they may serve as Senior Trial Counsel, Senior Defense Counsel, Regional Victims' Legal Counsel, or Complex Trial Counsel. Lieutenant colonels with this specialty may be assigned as Regional Trial Counsel or Regional Defense Counsel.

7. Master of Law (4410)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Laws degree (LL.M.) from either the general studies program; or the specialty program in Administrative and Civil Law of the graduate course at The Judge Advocate General's Legal Center and School, U.S. Army.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>

Description: A Master of Law (General) provides specialized skill in a variety of civilian and military law areas.

8. Master of Cyber, Intelligence, and Information Law (4417)

University and Curriculum Code: N/A.

Academic Profile Code: N/A.

Prerequisites:

a. Must hold a Master of Law degree (LL.M.) in Cyber Law or closely related course of study from an American Bar Association (ABA) accredited program at a civilian institution, or a specialty program in Cyber/Operational Law from the graduate course at The Judge Advocate General's Legal Center and School, U.S. Army.

b. Must be in the rank of major or lieutenant colonel. Judge Advocates who obtain the necessary LL.M. as a captain will not receive the additional MOS until promoted to the rank of major.

Objective: See the TJAGLCS website at <https://tjaglcspublic.army.mil/school>

Description: Judge Advocates with a Master of Law degree in Cyber, Intelligence, and Information Law serve in challenging billets requiring an understanding of complex cybersecurity law and cyber operational law issues. Officers may serve as Staff Judge Advocates or Deputy Staff Judge Advocates for service or joint commands.

9. Communication Strategist (4505)

University and Curriculum Code: San Diego State University (SDSU).

Academic Profile Code: N/A.

Objective: Communications Strategist (CommStrat) officers serve in billets that require formal research, strategic planning, media analysis, and application of theories of mass communication. These assignments require a knowledge and understanding of strategic military public affairs, public relations, organizational, mass and intercultural communication.

Description: Through training and experience, CommStrat officers arrive at SDSU with extensive expertise in the technical aspects of public relations, including news writing, media relations, and message distribution. In the Mass Communication and Media Studies Master's program, CommStrat officers learn strategic analytic skills that permit them to plan public affairs programs with measurable outcomes, implement those programs, and measure their effectiveness. Further, CommStrat officers learn skills that help them play the critical role of strategic counselors to their commanders.

10. Regional Affairs Officer (RAO) Programs (8220-8228)

University: Naval Postgraduate School.

Academic Profile Code: N/A.

Objective: Regional Affairs Officers (RAO)s are officers who have completed extensive graduate-level study of international relations, with an emphasis in regional studies appropriate to a designated region, and/or have extensive in-country pol-mil experience in a designated region.

Description: Uses the knowledge of military forces, culture, history, sociology, economics, politics, and geography of selected areas of the world to perform duties as directed. Performs in operational and strategic level Marine Corps, Joint, or Combined staffs in operations, planning, security cooperation, or intelligence billets; or within the Defense Attaché Service (DAS).

Country Assignments:

- a. 8220 - Basic RAO
- b. 8221 - Latin America

- c. 8222 - Eurasia
- d. 8223 - Northeast Asia
- e. 8224 - Middle East
- f. 8225 - Africa
- g. 8226 - South Asia
- h. 8227 - Europe
- i. 8228 - Southeast Asia

11. Foreign Area Officer (FAO) Programs (8240-8248)

University: Naval Postgraduate School.

Academic Profile Code: N/A.

Objective: Foreign Area Officers are officers who have completed graduate-level study of international relations, with an emphasis in regional studies appropriate to a designated region, are proficient in a foreign language and who have extensive in-country experience in a designated region.

Description: Performs in operational and strategic level Marine Corps, Joint, or Combined staffs in operations, planning, security cooperation, or intelligence billets; or within the Defense Attaché Service (DAS).

Country Assignments:

- a. 8240 - Basic FAO
- b. 8241 - Latin America
- c. 8242 - Eurasia
- d. 8243 - Northeast Asia
- e. 8244 - Middle East
- f. 8245 - Africa
- g. 8246 - South Asia
- h. 8247 - Europe
- i. 8248 - Southeast Asia

12. Training and Education Officer (8802)

University: Student's choice.

Academic Profile Code: N/A.

Objective: Training and Education Officers serve as Systems Approach to Training and Education (SATE)/Instructional Systems Development (ISD) specialists in billets.

Description: The proposed Education curriculum must include coursework in Adult Learning Theory, Curriculum Development/Design, Instructional Development/Design, and Technology Based Instruction.

13. Leadership Development Specialist (8803)

University: George Washington University.

Academic Profile Code: N/A.

Objective: To prepare graduates for leadership roles in military education and training. This curriculum will be taught at George Washington University (GWU) for a period of one year. Officer from this curriculum will be assigned as Company Officers for two years at the United States Naval Academy (USNA) immediately following graduation from GWU.

Description: Successful completion of GWU's Master's in Education administration degree will prepare graduates for professional advancement as a leader in education with strong technical, conceptual, political and leadership skills, including:

a. Mastery of theoretical and practical aspects of leadership, planning and change processes

b. Demonstration of knowledge of critical issues in supervision, instruction evaluation and policy

c. Ability to promote excellence, equity and efficiency in education

d. Develop and maintain educational administration through applied research and practice in methodological, historical, social, economic and political contexts

14. Aeronautical Engineer (8820)

University: AFIT.

Academic Profile Code: N/A.

Objective: To prepare graduates for leadership roles in military education and training. This curriculum will be taught at AFIT for a period of up to two years.

Description: The Graduate Aeronautical Engineering (GAE) program is a fully-accredited program at AFIT leading to a Master of Science degree in Aeronautical Engineering. The GAE program is designed for students from all branches of the U.S. military services as well as students from allied foreign military services, civilians and part-time students. Most students (Air Force and Marine Corps quota as well as Air Force Test Pilot School (AFTPS)) enter as a class in September (Fall Quarter). The Master of Science degree program in Aeronautical Engineering is accredited by the Engineering Accreditation Commission of ABET. This program is only available to MOS 75XX.

15. Electronics Engineer (8824)

University and Curriculum Code: Naval Postgraduate School - 590.

Academic Profile Code: 323.

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.

16. Modeling and Simulation Officer (8825)

University and Curriculum Code: Naval Postgraduate School - 399.

Academic Profile Code: 325.

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.

17. Ordnance Systems Engineer (8826)

University and Curriculum Code: Naval Postgraduate School - 533.

Academic Profile Code: 323.

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.

18. Environmental Engineering Management Officer (8831)

University: AFIT.

Academic Profile Code: N/A.

Objective: Environmental Engineering Management officers manage environmental programs at the organizational and conceptual levels. They develop and apply a variety of skills and techniques to address engineering, science, management, and policy-level issues to ensure optimum management of their programs.

Description: The Environmental Engineering and Science Program is designed to provide DoD career professionals with relevant graduate education in the principles of environmental engineering and science. The educational objective of the environmental engineering and science program is that within a few years of program completion, graduates, who would be serving as DoD officers and career professionals, will demonstrate that they can apply the principles of environmental engineering and science (encompassing air, water, and soil media) to successfully accomplish their duties across the spectrum of DoD environmental consulting and management duties.

19. Technical Information Operations Officer (8834)

University and Curriculum Code: Naval Postgraduate School - 595.

Academic Profile Code: 324.

Objective: Technical Information Operations (IO) Officers plan and advise commanders in the conduct and development of strategy, policy and doctrine on full-spectrum IO.

Description: Technical Information Operations (IO) officers plan and advise commanders in the conduct and development of strategy, policy and doctrine on full-spectrum IO. These officers develop information operations requirement solutions as part of the requirements or acquisitions process. Officers will also plan, coordinate, execute and assess information operations (IO) on MEU and MEF-size Marine Air Ground Task Force (MAGTF).

20. Manpower Management Officer (8840)

University and Curriculum Code: Naval Postgraduate School - 847.

Academic Profile Code: 345.

Objective: Manpower Management officers conduct and participate in Manpower related studies to ensure that sound management techniques are used at all levels of manpower management.

Description: Assists the commander in developing management policy and implementing management techniques throughout the command; studies, surveys, and analyzes objectives, policies, procedures, organization, and administrative actions within the command to assess the effect of management policy.

21. Financial Management Specialist (8844)

University and Curriculum Code: Naval Postgraduate School - 837.

Academic Profile Code: 345.

Objective: Designed to prepare military officers for effectively managing financial resources to achieve the goals and objectives of the defense

forces. Graduates are prepared for assignment to positions in budgeting, accounting, business and financial management, cost management, cost analysis, internal control and auditing, and financial analysis.

Description: Financial Management Specialist Billets are within the Washington, DC area. Typical duties of such a Washington, DC assignment include budget analyst, cost analyst, or section head for a resource management office.

22. Data Systems Specialist (8846)

University and Curriculum Code: Naval Postgraduate School - 368.

Academic Profile Code: 323.

Objective: The Computer Science curriculum is designed to provide officers with the technical knowledge and skills necessary to specify, evaluate, and manage computer system design; to provide technical guidance in applications ranging from data processing to tactical embedded systems; to educate the officer in the analysis and design methodologies appropriate for hardware, software, and firmware; and provide practical experience in applying modern computer equipment and research techniques to solve military problems.

Description: Data Systems Specialists manage the operation of a data systems activity that encompasses systems for recording, collecting, controlling, verifying, interpreting, and presenting data used in planning and directing automated Marine Corps data systems. Develop methodology and concepts for optimum utilization of automatic data processing equipment (ADPE). Develop ADPE requirements in coordination with users by assisting in the preparation of formal data automation requirements. Monitor the design and development of software/hardware (including modification to existing programs and ADP systems) to ensure compatibility with operational requirements. Monitor systems development programs to ensure that advances in computer sciences technology and ADPE capabilities and limitations are identified and employed.

23. Management, Data Systems Officer (8848)

University and Curriculum Code: Naval Postgraduate School - 370.

Academic Profile Code: 325.

Objective: Management, Data Systems officers, manage system development activities, including assessment of feasibility, detailed system design, testing, conversion, implementation, and post-implementation review.

Description: This curriculum provides officers with knowledge of information systems technology to include computer and telecommunications systems, software engineering, networked and distributed applications, database management systems, and decision support systems in the military services.

24. Operations Analyst (8850)

University and Curriculum Code: Naval Postgraduate School - 360.

Academic Profile Code: 325.

Objective: Operations analysts participate in studies and analyses of military operations, weapon systems, or organizations utilizing a variety of methodologies and automated tools in support of research and development activities, major headquarters staffs in the supporting establishment and operating forces, and the Joint Staff/Commands.

Description: OR is the science of helping people and organizations make better decisions. More formally, it is the development and application of mathematical models, statistical analyses, simulations, analytical reasoning, and common sense to the understanding and improvement of real-world operations. Improvement can be measured by the minimization of cost, maximization of efficiency, or optimization of other relevant measures of effectiveness.

25. Defense Systems Analyst (8852)

University and Curriculum Code: Naval Postgraduate School - 817.

Academic Profile Code: 345.

Objective: The Defense Systems analyst participates in studies and analyses of force structures, weapon system mixes, and cost effectiveness comparisons that support resource allocation decisions in programming and analysis sections located at top management levels and research and development activities.

Description: This curriculum provides officers with the fundamental interdisciplinary techniques of quantitative problem-solving methods, behavioral and management science, economic analysis, and financial management. The curriculum educates students to evaluate others' research and analysis and to develop in them sound management and leadership skills. This curriculum is an interdisciplinary program that integrates mathematics, accounting, economics, behavioral science, management theory, operations/systems analysis, and a subspecialty into an understanding of the process by which the defense mission is accomplished.

26. Command, Control, Communications, Computers and Intelligence (C4I)
Officer (8858)

University and Curriculum Code: Naval Postgraduate School - 365.

Academic Profile Code: 334.

Objective: Command, Control, Communications, Computers, and Intelligence (C4I) Systems Officers coordinate the design, development, testing, evaluation, and operation of C4I systems.

Description: The Joint C4I curriculum is designed to meet broad educational objectives endorsed by the Joint Chiefs of Staff. The overall objective is to provide officers and DoD civilian equivalents, through graduate education, with a comprehensive operational and technical understanding of the field of C4I systems as applied to joint and combined military operations at the national and unified command levels.

27. Material Management Officer (8862)

University and Curriculum Code: Naval Postgraduate School - 827.

Academic Profile Code: 345.

Objective: Material Management officers analyze, review, and seek to improve information procedures, techniques, and systems as they relate to Marine Corps logistic functions. Provide a comprehensive background in scientific, managerial, and administrative methods, procedures, and techniques applicable to logistic systems used in the Marine Corps.

Description: The Logistics Management curricula are interdisciplinary, integrating mathematics, accounting, economics, management theory, operations analysis, and the specialty concentration into an understanding of the process by which the defense mission is accomplished. The curricula are designed to provide the officer with fundamental interdisciplinary techniques of quantitative problem-solving methods, operations management, behavioral and management science, economic analysis, and financial management.

28. Space Operations Officer (8866)

University and Curriculum Code: Naval Postgraduate School - 366.

Academic Profile Code: 324.

Objective: Space Operations Officers are tasked with representing the Marine Corps interest in National Security Space matters, to include participating in the development of space plans, policy, doctrine, and requirements. Space Operations Officers will be expected to make recommendations to decisions makers regarding the employment of space systems in support of operational plans, the acquisition of space systems, and the development of space architectures to support Marine Corps needs.

Description: The Space Systems Operations curriculum is designed to provide officers with knowledge of military opportunities and applications in space. Students are provided instruction about the operation, tasking and employment of space surveillance, communications, navigation and atmospheric, oceanographic, and environmental sensing systems as well as payload design and integration—specifically for the exploitation of Space and Information products.

29. Special Operations Strategic Planner (8870)

University and Curriculum Code: Naval Postgraduate School - 699.

Academic Profile Code: 265.

Objective: The Special Operations Analyst participates in studies and analyses of strategy/policy and complexities within, dynamics of inter/intra state conflict, historical and comparative perspectives of special operations, Weapons of Mass Destruction proliferation and counter-proliferation, special operations doctrine, concepts, and institutions, crisis management and the contingent use of military power, terrorism, social revolution, and unconventional warfare.

Description: The Special Operations/Irregular Warfare curriculum is designed to provide a focused course of study of the conflict spectrum below general conventional war. Graduates of this curriculum will possess a thorough knowledge of the broad range of factors involved in the planning and conduct of these forms of conflict and a detailed understanding of the role of

special operations and related forces in U.S. foreign and defense policy. The curriculum examines the sources and dynamics of inter-state and intra-state conflict; the challenge these forms of conflict have posed and are likely to increasingly pose for U.S. security planning; the doctrinal and institutional evolution of the U.S. special operations community; the recent history of political violence and "small wars"; the history of irregular warfare; and contemporary perspectives on low-intensity conflict resolution. The curriculum provides the graduate with a strong background in the areas of strategic analysis, decision making, organization theory, the technological revolution in military affairs, and advanced analytical methods.

30. Historian (8878)

University: Student's choice.

Academic Profile Code: N/A.

Objective: Marine Corps Historians function as coordinators of historical activities and participate in a military historical writing program of military historical institutions.

Description: This program provides officers with graduate education necessary to direct, supervise, conduct, or participate in military historical writing programs or in historical instruction programs. Curriculum should include courses in American as well as world history.

31. Additional information on Additional and Free Military Occupational Specialties are found in reference (u).

Appendix D

Graduate-Level Education Programs

1. Certificate Program. A non-degree program consisting of a concentration of graduate-level courses in a specific area that results in award of academic credit and a certificate of completion.
2. Congressional Fellowship Program. The Congressional Fellowship Program offers Marine officers the opportunity to understand the operations and functions of the Legislative branch of the U.S. Government and the legislative process, which is vital to the Marine Corps. Typical responsibilities of fellows include: drafting legislation, planning Congressional committee hearings, serving as liaisons to constituents, business, trade associations and public interest groups, briefing members of congress for floor debates, strategic planning and analysis of public policy issues, planning international conferences and dialogues.
3. Degree Program. A course of study for which a college or university confers an award to signify satisfactory completion of that course of study.
4. Fellowship Program. An assignment in which selected Marine Corps military personnel work away from the DoD for a specified time, not to exceed 12-months, to gain education or experience of value to the Marine Corps and the gaining organization.
5. Fully Funded. While pursuing a graduate degree, the military officer receives full pay and allowances, with the majority of the tuition and other schooling costs being assumed or paid by the U.S. Government or by another organization. The officer attends school instead of performing usual military duties.
6. Graduate Education. Studies beyond the bachelor's or first professional degree that are devoted to the utilization and advancement of knowledge.
7. Immediate Graduate Education. Newly-commissioned officers from the USNA and the Naval Reserve Officers Training Corps are assigned to Marine Corps and non-Marine Corps funded, full-time education programs without first serving a tour in a permanent fleet billet. Immediate graduate education programs include civilian-funded scholarship program, Voluntary Graduate Education Program, Rhodes and Burke Scholarship Programs.
8. Foreign PME. Officers are assigned to Marine Corps-funded, full-time JPME at intermediate and senior level international colleges. Programs differ in length and foreign language requirements, but all result in award of JPME phase I credit. Marine Corps University provides an annual requirements list for international military college quotas to HQMC (MMOA-3) to achieve prioritized engagement efforts.
9. Joint and Combined Warfighting School. Officers are assigned to Marine Corps-funded, full-time JPME phase II at this senior level joint service school within the Joint Forces Staff College. This is a non-degree program.
10. Leadership Education and Development Program. Selected Marine officers earn a Master's of Professional Studies in Leadership Education and Development from the GWU and then mentor and develop midshipmen as a company

officer at USNA. This program combines 12 months of full-time education with a 3-year assignment as a company officer.

11. Military Officer. Military personnel in either the warrant or the commissioned officer grades.

12. National Intelligence University. Intelligence professionals are assigned to Marine Corps-funded, full-time degree programs at this institution to meet current and future challenges to national security.

13. National War College and Dwight D. Eisenhower School for National Security and Resource Strategy (The Eisenhower School) and College of International Security Affairs. Officers are assigned to Marine Corps-funded, full-time JPME phase II programs at these senior level joint service colleges within the National Defense University to meet officer professional development requirements. Students may earn a master's degree at each college. The Eisenhower School was formerly named the International College of the Armed Forces.

14. NPS and AFIT. Officers to Marine Corps-funded, full-time degree programs at these institutions to meet Marine Corps requirements for master's and doctoral degrees.

15. NPS Certificate and Non-degree Programs. Selected officers participate in Marine Corps-funded certificate and non-degree programs. These programs may be offered via distributed learning, while in residence at NPS in another degree program.

16. Partially Funded. While pursuing a graduate degree, the military officer receives full pay and allowances with the majority of tuition and other schooling costs paid by the officer from personal funds and/or benefits to which the military officer was entitled. The officer attends school instead of performing usual military duties.

17. Service Colleges. Officers are assigned to Marine Corps-funded, full-time PME and JPME at the College of Naval Command and Staff or the College of Naval Warfare, Air Force War College, Marine Corps Command and Staff College, or Command and General Staff College. These schools provide intermediate level service college accredited by the CJCS to award JPME phase I credit. Students may earn a master's degree at each college.

18. Olmsted Scholar Program. Marine Corps officers are assigned to Marine Corps and scholarship-funded, full-time graduate education at a foreign university to meet Marine Corps requirements. Selection to this program also includes the requisite language training conducted at Defense Language Institute.

19. Scholarship Program. Officers are assigned to Marine Corps and scholarship-funded, full-time master's degree programs to meet Marine Corps requirements.

20. Service and Joint Advanced Warfighting Schools. Officers are assigned to Marine Corps-funded, full-time programs at service and joint schools to meet officer professional development requirements. Programs differ in length and education outcomes.

21. Service College Distributed Learning Programs. Officers and enlisted members may complete funded service PME and JPME phase I via distributed learning modes including seminar, Web-enabled, or correspondence to meet professional development requirements. This is considered off-duty education although commanders may provide time during duty hours for program completion.

22. TWI. Officers are assigned to Marine Corps-funded, full-time non-degree opportunities at civilian businesses to meet Marine Corps requirements for skills and experience in best business processes and practices.

23. Unfunded Education. While pursuing a graduate degree, the majority of tuition and other schooling costs are paid by the officer from personal funds and/or benefits to which the officer was entitled. The officer attends school during off-duty time.

Appendix E

Civilian Education Institutions

1. Administrative and Supervisory Responsibility. Marine Corps personnel who attend a civilian education institutions will be administratively attached to the closest Marine Corps activity. Those Marine Corps activities are responsible for supervision, administration, control and monitoring of all Marine Corps personnel enrolled in full-time master's, post-master's and doctoral level education funded by the Government at civilian and DoD education institutions.

2. Academic Requirements

a. Civilian institutions generally follow the same guidelines as programs at NPS to include biennial curriculum reviews.

b. Participation at civilian institutions maximizes the benefits of military engagement within the educational environment for courses of study not available at NPS or other DoD schools. For this reason, students shall attend civilian institutions in residence.

3. Civilian Institution Selection Criteria

a. The NPS offers unique service and DoD relevant programs to enhance the combat effectiveness of Marine Corps officers. NPS is the primary source of graduate education where its program offerings meet Marine Corps subspecialty requirements.

b. The principal criteria for selection of civilian institutions are the quality of academic programs, the ability of the programs to meet Marine Corps educational skill requirements, and the cost. Although cost should always carry weight in selecting specific university programs, academic quality and sponsor requirements are fundamental considerations and may predominate to meet the needs of the Marine Corps.

c. The following factors should be considered. Failure of a school to meet all factors will not automatically disqualify a school from consideration.

(1) Ability to provide full-time, year-round programs having a full academic load to optimize the member's full-time assignment as a student.

(2) Provision of resident status for military students for tuition and fees purposes.

(3) Availability of supervision and administrative support for Marine Corps students.

(4) Availability of a curriculum that satisfies Marine Corps educational skill requirements at minimum cost in the most efficient manner possible.

d. MOS sponsors, Occupational Field Managers, and subject matter experts are responsible for identifying schools for consideration in conjunction with NPS. Subject matter experts shall review approved civilian institutions during biennial curriculum reviews to ensure those institutions continue to

meet selection factors and include a list of approved schools in the educational skill requirement section of the curriculum review package.

Appendix F
Sample Scholarship Request

Please review Privacy Act Statement on Page 3

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 09-11) (EF)
Previous editions will be used
FOUO - Privacy sensitive when filled in.

1. ACTION NO.	2. SSIC/FILE NO. 1000
3. DATE 2018-03-29	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) MIDN Last, First, MI, EDIPI/PMOS		5. ORGANIZATION AND STATION (Complete address) United States Naval Academy 107 Maryland Ave. Annapolis, MD 21402	
6. VIA (As required) Senior Marine Corps Representative United States Naval Academy		8. NATURE OF ACTION/SUBJECT PERMISSION TO ACCEPT SCHOLARSHIP FOR IMMEDIATE GRADUATE EDUCATION PROGRAM (IGEP)	
7. TO: COMMANDANT OF THE MARINE CORPS (MMA-3) HEADQUARTER, UNITED STATES MARINE CORPS 3280 Russell Road Quantico, VA 22134		9. COPY TO (As required) MARINE BARRACKS WASHINGTON 8TH & I STREETS S.E. WASH DC 20390	
10. REFERENCE OR AUTHORITY (if applicable) MCO 1520.XX		11. ENCLOSURES (if any) (1) SENIOR MARINE REPRESENTATIVE ENDORSEMENT (2) CERTIFIED COPY OF SCHOLARSHIP AWARD LETTER (3) CERTIFIED COPY OF SCHOOL ACCEPTANCE LETTER (4) NAVAL ACADEMY CERTIFIED ACADEMIC TRANSCRIPT	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. In accordance with the reference, I hereby request permission to accept the [NAME OF SCHOLARSHIP] for study at [NAME OF UNIVERSITY] for a period of [NUMBER OF MONTHS].

2. The following information is submitted to support this request:

a. Degree to be pursued: [NAME OF DEGREE]

b. Amount of Scholarship: The scholarship will cover [i.e. TUITION, FEES, ROOM AND BOARD, TRAVEL TO AND FROM - NAME OF COUNTRY/CITY/STATE, IN-COUNTRY STUDY TOURS, REQUIRED COURSE BOOKS AND SUPPLIES, A LAPTOP AND SMARTPHONE, HEALTH INSURANCE, AND A RESEARCH STIPEND OF \$X,XXX.XX TO BE PAID IN TWO INSTALLMENTS OF - COUNTRY/STATE CURRENCY].

c. Inclusive dates of attendance: DD MMM YYYY - DD MMM YYYY

d. Date Current Tour Began: DD MMM YYYY

SIGNATURE
FI. MI. LASTNAME

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

FOR OFFICIAL USE ONLY

NAVMC 10274 (REV. 09-11) (EF), Page 3
FOUO - Privacy sensitive when filled in.

PRIVACY ACT STATEMENT

This information is **FOR OFFICIAL USE ONLY** and may not be disclosed without the consent of the record subject, except under routine use.

AUTHORITY: 10 U.S.C. 1071-1087 and E.O. 11016.

PRINCIPLE: Members of the U.S. Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve.

PURPOSE: To provide a record for the use in the administration of programs. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00013 which can be downloaded at <http://dpcl.o.defense.gov/privacy/SORNs/component/usmc/MMN00013.html>.

ROUTINE USES: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3).

DISCLOSURE: VOLUNTARY. However, failure to furnish personally identifiable information may negate the action requested.

Appendix G

Definitions

1. Academic Profile Code (APC). Three digit code which summarizes a member's academic background in terms of an individual's cumulative grade point average, exposure to and performance in calculus-related mathematics courses, and exposure to and performance in selected science and engineering areas.
2. Blended Learning Program. Combines face-to-face classroom learning with learning delivered via multimedia. Also referred to as "hybrid" learning programs.
3. Certificate Program. Typically four fully accredited graduate-level courses providing core knowledge in a discipline or focus area of importance to the Marine Corps.
4. Distributed Learning. Delivery of education to students who are not physically present in a traditional educational setting such as a classroom for at least half of the number of credit hours each semester, quarter, or program. Learning occurs independent of location.
5. E-learning. Learning designed to be conducted remotely via electronic means.
6. Fellowship. An assignment in which selected Marine Corps personnel work away from the DoD for a specified time, not to exceed 12 months, to gain education or experience of value to the Marine Corps and the sponsoring organization. The person serving in the fellowship shall be known as the "fellow." Tax-exempt corporations, foundations, funds, or educational institutions may offer fellowships. The Marine Corps pays normal pay and allowances. In return, the fellow agrees to serve for the period specified in Appendix A.
7. Full Course Load. A minimum of 12 semester hours during regular terms and 6 semester hours during summer sessions or as defined as full-time by the institution.
8. Full-time Education. The member is assigned to duty under instruction for primary duty as a student in a degree or non-degree program. Members are pursuing a full academic load year-round. The member receives full pay and allowances.
9. Fully Funded Education. While participating in degree and non-degree programs, the member receives full pay and allowances, with the majority of the tuition and other schooling costs assumed or paid by the U.S. Government or by another organization. The member is assigned to duty under instruction for primary duty as a student and attends school instead of performing usual military duties.
10. Funded Education. While participating in a degree or non-degree education program, the member receives full pay and allowances with some amount of tuition and or other schooling costs assumed or paid by the U.S. Government or another organization. Education may be in a full-time, part-time or off-duty status. This is limited to education that meets a validated or anticipated Marine Corps requirements.

11. Immediate Graduate Education Program (IGEP). Any program in which newly-commissioned officers participate in education programs without first attending The Basic School (TBS) or serving a tour in a permanent fleet billet.
12. Joint Professional Military Education (JPME). A CJCS-approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.
13. Major Area Sponsor. A Marine Corps General Officer responsible for the requirements and resources of a broad range of curricula grouped into a particular category, including defining core skill requirements, educational skill requirement, billets, and quotas.
14. MOS Specialist. Subject Matter Experts (SME) for a specific MOS or a group of similar MOSs. See reference (t) for responsibilities and roles.
15. Off-duty Education. Education pursued outside of normal duty hours at a member's own expense.
16. Partially-funded Education. While participating in degree and non-degree programs, the member receives full pay and allowances, with the majority of the tuition and other schooling costs paid by the member from personal funds and or benefits to which the member was entitled. The member is assigned to duty under instruction for primary duty as a student and attends school instead of performing usual military duties.
17. Part-time Education. While participating in a degree or non-degree program, the member participates in classes for some minimum amount of time during the work day instead of performing military duties to which assigned full-time. The member may also participate in classes during off-duty hours. The member receives full pay and allowances.
18. Pilot Program. A test or trial of a program or process limited in duration determined by the Service.
19. Professional Military Education (PME). Conveys the broad body of knowledge and develops the habits of mind essential to the military professional's expertise in the art and science of war.
20. Scholarship. Education funding assistance awarded to a Marine Corps student by a tax-exempt corporation, foundation, fund, or educational institution organized and operated primarily for scientific, literary or educational purposes. The Marine Corps pays normal pay and allowances. In return, the member agrees to serve for the period specified in Appendix A.
21. Service Obligation. A period of service to which the member agrees in exchange for education benefits. Obligation periods vary depending upon statutory requirements, DoD Instructions, and Marine Corps policies.
22. Training with Industry. A non-degree program designed to provide training and or skills in best business procedures and practices not available through existing military or advanced civilian schooling programs for identifiable Marine Corps requirements. The Marine Corps pays normal pay and allowances. In return, the member agrees to serve for the period specified in Appendix A.

23. Unfunded Education. While participating in degree and non-degree programs, the member pays the majority of tuition and other education costs from personal funds and or benefits to which the member was entitled. The member participates in the education program during off-duty hours.

24. Validated Education Requirement. Certification that optimal performance depends upon graduate-level education in a particular area of study.

Appendix H

Glossary of Terms and Abbreviations

Acronym	Name
AA	Administrative Action
ACSP	Advanced Civilian School Program
ADP	Advanced Degree Program
ADP	Advanced Degree Program
ADPE	Automatic Data Processing Equipment
AFADBD	Armed Forces Active Duty Base Date
AFIT	Air Force Institute of Technology
AFTPS	Air Force Test Pilot School
AMOS	Additional MOS
APC	Academic Profile Code
C4I	Command, Control, Communications, Computers and Intelligence
CCLEB	Commandant's Career-Level Education Board
CEB	Commandant's Education Boards
CG	Commanding General
CJCS	Chairman Joint Chiefs of Staff
CLEP	College Level Examination Program
CMC	Commandant of the Marine Corps
CommStrat	Communications Strategist
CPIB	Commandant's Professional Intermediate Education Board
DAS	Defense Attaché Service
DoD	Department of Defense
EDCOM	Education Command
EDIPI	Electronic Data Interchange Personal Identifier
ELP	Excess Leave Program
FAO	Foreign Area Officer
FLEP	Funded Law Education Program
FMOS	Free MOS
GAE	Graduate Aeronautical Engineering
GEP	Graduate Education Program
GMAT	Graduate Management Admissions Test
GPA	Grade Point Average
GRE	Graduate Record Examination
GWU	George Washington University
HQMC	Headquarters Marine Corps
IAOP	International Affairs Officer Program
IGEP	Immediate Graduate Education Program
IO	Information Operations
ISD	Instructional Systems Development
JAD	Judge Advocate Division
JPI	Judge Advocate Division, Plans and Innovation Branch
JPME	Joint Professional Military Education
LEP	Law Education Program
LLM	Legum Magister

Acronym	Name
LSAT	Law School Admission Test
MAGTF	Marine Air Ground Task Force
MARADMIN	Marine Administrative Message
MAWS	Maritime Advanced Warfighting School
MCGEP	Marine Corps Graduate Education Program
MCPEL	Marine Corps Publications Electronic Library
MCU	Marine Corps University
MMOA	Manpower Management Officer Assignments
MPP	Manpower Plans, Programs, and Budgets
NARA	National Archives and Records Administration
NPS	Naval Postgraduate School
OMPF	Official Military Personnel File
ORB	Officer Retention Board
PII	Personally Identifiable Information
PME	Professional Military Education
QPR	Quality Point Rating
RAO	Regional Affairs Officers
RBR	Removal By Request
RO	Reported On
RS	Reporting Senior
SAASS	School of Advanced Air and Space Studies
SAM	School of Advanced Military Studies
SATE	Systems Approach to Training and Education
SAW	School of Advanced Warfighting
SEP	Special Education Program
TJAGLCS	The Judge Advocate General Law Center and School
TOS	Time-on-Station
TWI	Training with Industry
USNA	United States Naval Academy
VGEP	Voluntary Graduate Education Program