1. **Situation.** The Marine Corps identified a need for a cohort of strategic thinkers and technical leaders, grounded in operational experience, with the ability to apply substantive knowledge, direct original research, and leverage relationships with industry and national security leaders to achieve innovative thinking as desired by the Marine Corps. The mission of the PHDP is to develop resident talent within the Marine Corps to meet the demands of the rapidly evolving future operating environment. This Order sets forth the framework to select, educate, employ, and retain the officers within this program.
2. Mission. To set forth policies and procedures governing the Marine Corps Doctor of Philosophy Program (PHDP) and to coordinate PHDP execution.

3. Execution
   
   a. Commander’s Intent and Concept of Operations
      
      (1) Commander’s Intent
      
      (a) The purpose of the PHDP is to provide the Marine Corps a cohort of strategic and highly technical thinkers to support senior leader decision-making and assist in developing defense and service strategies. Furthermore, uniformed officers with doctorate level education provide deployable, highly skilled support to senior leaders, as well as help generate national, defense, and service strategies in an increasingly complex world.
      
      (b) The Secretary of the Navy’s asserted, “now more than ever before, the intellectual development of our naval leaders is the most critical warfighting capability for our national security.” With that statement, and in accordance with his SECNAV Memorandum, the Marine Corps shall select highly competitive officers who meet eligibility qualifications, have demonstrated superior performance, and exhibit the academic ability to participate in a doctoral program. The Marine Corps will ensure those selected for the PHDP have been thoroughly vetted and are the most qualified for the program.

      (2) Concept of Operations. The PHDP will be organized and executed in the following three phases: Selection, Education, and Utilization.
      
      (a) Phase I-Screening and Selection. During this phase, the Marine Corps shall annually screen and select eligible officers who meet the qualifications to participate in the PHDP and are best qualified to meet the intent of this program.

      1. Phase I begins with the preparation, staffing, and release of the PHDP announcement messages via the Commandant’s Education Board (CEB) Announcement. These messages will be published in the form of a Marine administrative message (MARADMIN), containing:

         a. The board’s purpose.
         b. Eligibility criteria.
         c. Convening dates.
         d. Programs to which selections will be made.
         e. Coordinating instructions.
         f. Points of contact.

      2. PHDP Selection. The PHDP candidates will be selected in accordance with reference (b) and results will be published via MARADMIN.

      (b) Phase II-Education. Phase II begins upon release of the selection MARADMIN. Once accepted to a doctoral program, an officer then
conducts a Permanent Change of Station/Permanent Change of Assignment move, checks into, and falls under the administrative control of the nearest appropriate military installation. During this phase, Marine Corps University (MCU) may also provide administrative support and supervision to the PHDP student as required until degree conferral.

(c) Phase III-Utilization Tour. Upon graduation from their respective programs, a PHDP officer will be assigned on a case-by-case basis to best meet the needs of the Marine Corps. Due consideration will be given to their research background, skills and abilities, and career timing.

b. Required Tasks

(1) Deputy Commandant, Combat Development and Integration

(a) Annually, conduct PHDP-T talent management activities with Deputy Commandant, Information (DC,I) and Manpower Management Officer Assignments (MMOA) to capitalize on educational achievements in utilization orders of PHDP-T graduates.

(b) Annually review and assess the program’s growth, screening, and selection process as the program matures.

(c) Monitor and assess annual utilization of PHDP graduates and provide feedback through appropriate review boards as necessary.

(2) Deputy Commandant, Information

(a) Annually, conduct PHDP-T talent management activities with Deputy Commandant, Combat Development and Integration (DC, CD&I) and MMOA to capitalize on educational achievements in utilization orders of PHDP-T graduates.

(b) Annually review and assess the program’s growth, screening, and selection process as the program matures.

(c) Monitor and assess annual utilization of PHDP graduates and provide feedback through appropriate review boards as necessary.

(3) Deputy Commandant, Plans, Policies, and Operations

(a) Provide support to the PHDP-S in close coordination with MCU. Annually coordinate with MMOA for talent management guidance that capitalizes on educational achievements and utilization orders of PHDP-S graduates.

(b) Annually review and assess the program’s growth, screening, and selection process as the program matures.

(c) Monitor and assess annual utilization of PHDP graduates and provide feedback through appropriate review boards as necessary.

(4) Deputy Commandant, Manpower and Reserve Affairs

(a) Screen applicants to determine a Marine’s eligibility for the PHDP. Coordinate with President, MCU and Naval Postgraduate School (NPS) for screening criteria and application package prerequisites as they relate to academic requirements.
(b) Provide career planning guidance to respective populations that capitalizes on education achievements and utilization.

(c) Assess initiatives to integrate education into career paths.

(d) Include PHDP program in promotion board precepts to annotate PHDP tracks are considered Top Level School (TLS) complete (contingent on Intermediate Level School (ILS) and Joint Professional Military Education (JPME) I complete).

(e) Execute PHDP announcement, screening, selection, notification, and assignment tasks in accordance with reference (b), Marine Corps Graduate Education Program processes for educational tracks.

(f) Provide MCU all PHDP-S applications upon receipt, in advance of selection boards, in order to enable academically-focused letters of recommendation if desired.

(g) Provide MCU and advocates all PHDP civilian school acceptance notification letters received from selectees.

(h) Coordinate all funding, graduation timelines, and orders extensions with MCU, MMOA-3, and advocates.

(5) Education Command and Marine Corps University

(a) Provide DC, Manpower and Reserve Affairs (DC, DC, M&RA) specific academic prerequisites required for the announcement MARADMIN.

(b) Provide DC, M&RA board selection prerequisites as it relates to academic requirements.

(c) MCU will request advanced screening of PHDP-S applications in order to provide letters of recommendation to the top candidates. Letters shall be emailed to the candidates for their own submission to the board for consideration.

(d) Provide a representative to the selection board who is qualified to answer any questions the board may have prior to board commencement.

(e) Assist PHDP-S selectees as required with guidance and information on PHDP-S programs.

(f) Coordinate and execute the tuition payments and all required academic fees directly to the students’ respective educational institution.

(g) During the education phase, supervise the educational and professional development of all PHDP officers until degree conferment.

(h) Conduct an annual review of this Order for updates, consolidations, and cancellations of programs and policies contained within.

(i) Assign a senior Marine officer to mentor each PHDP-S participant and to serve as their Reporting Senior (RS).
(6) **Marine Corps Senior Service Representative, Naval Postgraduate School**

   (a) Provide MCU any PHDP-T academically-specific prerequisites required for the announcement MARADMIN.

   (b) Provide MCU PHDP-T board selection criteria as it relates to academic requirements.

   (c) May coordinate advanced screening of applicants in order to provide letters of recommendation to the top candidates. Letters shall be emailed to the candidates for their own submission to the board for consideration.

   (d) Assist PHDP-T selectees as required with guidance and information on PHDP-T programs.

   (e) Coordinate the assignment of a senior Marine officer to mentor each PHDP-T participant and to serve as their RS.

(7) **Gaining Commands (ADCON)**

   (a) Commands to which officers are administratively attached during their assignment to school will make appropriate unit diary entries concerning training and civilian education completed.

   (b) Commands will ensure that students comply with the required military appearance, body composition, and physical fitness standards.

4. **Administration and Logistics**

   a. This Order can be accessed on-line via the Marine Corps Publications Electronic Library (MCPEL).

   b. **Records Management.** Records created as a result of this Order shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

   c. **Privacy Act.** Any misuse or unauthorized disclosure of Personally Identifiable Information (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 (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.
d. **Recommendations.** Recommended changes to this Order should be submitted to the Commanding General, Education Command, Vice President of Academic Affairs (VPAA), 2076 South Street, Quantico, Virginia 22134 via the chain of command.

5. **Command and Signal**

   a. **Command.** This Order is applicable only to the Marine Corps Active Duty force.

   b. **Signal.** This Order is effective the date signed.

   [Signature]

   LEWIS A. CRAFAROTTA
   Commanding General
   Training and Education Command
   By direction

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Chapter 1

PHDP Policies

1. General. This chapter provides detailed information on policy and procedures associated with the PHDP.

2. Background. The purpose of the PHDP is to develop, under the cognizance of President, MCU; DC, PP&O; DC, CD&I; DC, I; and DC, M&RA, a cohort of strategic and technical thinkers and leaders capable of applying substantive knowledge, directing original research, and leveraging relationships with industry and elements of national security. Uniformed officers with doctorate level education provide deployable highly skilled manpower support to senior leaders, as well as help generate national, defense, and service strategies in an increasingly complex world. Senior leadership recognizes the need to develop resident talent within the Corps and manage and retain our highly educated officers.

3. Objectives of the PHDP. To implement the provisions of references (a) through (o) and provide policy and procedural guidance for the Marine Corps’ PHDP for officers.

   a. This instruction formally establishes two unique PhD program tracks, clarifies eligibility and selection, and establishes the required service obligation. This policy is new and should be reviewed in its entirety.

   b. The Marine Corps shall educate and develop skills aligned to the highest priorities as delineated by the Secretary of the Navy and the Commandant of the Marine Corps. The PHDP shall focus on the intellectual development of our leaders, as the most critical warfighting capability for our national security, while enabling the enduring tenets of “warfighting first,” “operate forward,” and “be ready” through the development of joint warfighters, technical experts, and strategic leaders.

   c. Technical PhD (PHDP-T) candidates are not limited to the Naval Postgraduate School (NPS). However, when selecting other institutions, curricula should parallel the NPS Science, Technology, Engineering, and Mathematics (STEM) curricula centered on the development of a resilient, knowledgeable and technically educated professional force.

   d. Strategic PhD (PHDP-S) candidates are not limited to civilian institutions in the National Capital Region. The principal criteria for selection of civilian institutions are the quality of the academic programs, the ability of the programs to meet Marine Corps educational skill requirements, and affordability. National Capital Region (NCR) civilian institutions, which are able to meet the intent of the PHDP-S, as well as provide cost-effective, efficient delivery of timely, relevant, quality education programs, are the preferred educational source for the PHDP-S. This preference is a result of but not limited to their proximity to decision-makers, potential follow-on tours in the NCR, and access to mentors and Marine Corps University resources.

   e. Requirements for officers with graduate education and the education of officers to meet those requirements is managed by DC, CD&I; DC, I; and DC, PP&O in concert with President, MCU.
f. Education programs shall be structured to enable completion of the degree and required specialized skills within three years. Students unable to complete the PHDP programs within three years must notify Manpower Management and Commanding General, Education Command (CG, EDCOM) immediately and request waiver and a “time on station” extension.

g. The Marine Corps shall provide no more than one opportunity to complete a funded doctorate degree, regardless of whether the degree was awarded through a resident or distributed learning program, either full-time or part-time.

4. Administrative Requirements. Available doctoral program opportunities are subject to Marine Corps requirements and funding. Programs may be added, revised, or deleted to meet the needs of the Marine Corps.

   a. A master’s degree from an institution of higher learning that is accredited by a regional accrediting agency recognized by the Department of Education with demonstrated exceptional performance is required for participation in the PHDP. Candidates wishing to apply to PHDP programs that do not require a master’s degree as part of admissions prerequisites should submit waivers with PHDP packages for CEB considerations.

   b. Each PHDP track has unique eligibility and selection requirements. Those requirements are outlined for the PHDP-S and the PHDP-T in chapter 2.

   c. The Marine Corps shall select proven performers with high career potential. Selection is based on consistently outstanding professional performance, promotion potential, and academic background, capabilities, and accomplishments.

   d. Placement into a program shall be commensurate with the academic qualifications, in coordination with the NPS admissions office, or an acceptance into an approved civilian institution.

   e. Prospective students should normally have met all admissions requirements for enrollment in the curriculum to which they have applied. NPS determines all academic admissions standards for their programs. NPS and civilian admissions offices are responsible for determining the satisfaction of academic admissions requirements.

   f. Misconduct or decline in professional or academic performance shall result in immediate review to determine if repayment of provisions or termination of the education opportunity is warranted.

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

   a. NPS. NPS will provide input to DC, M&RA to confirm applicants meet PHDP-T academic prerequisites.

   b. Civilian Institutions. An officer applying for a doctorate education at a civilian institution must satisfy the academic prerequisites as established by that institution and show evidence prior to being considered for the PHDP.
6. **Issuance of Orders**

   a. The officers selected for the PHDP will be issued orders by DC, M&RA.

   b. Those officers attending a civilian institution will be administratively assigned to the closest geographical military installation deemed appropriate and will remain attached to that installation until the completion of their program. After completion of the academic coursework, PHDP students will be expected to periodically conduct dissertation research and liaise with their assigned mentor in person.

7. **Flight Status of Naval Aviators and Naval Flight Officers**. Flying military aircraft for operational or training purposes is not permitted for the periods during 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 (DIFDEN) assignment to school and Graduate Education Program (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 using NAVMC 10274, Administrative Action Form (AA Form), to the Secretary of the Navy, via DC, M&RA (MMOA-2) and the Commandant of the Marine Corps (MPP-33).

8. **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, determines that the program will not be completed as originally scheduled, or is unable to complete the PHDP program within three years, that officer will immediately notify Manpower Management and CG, EDCOM 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. All PHDP participants will be assigned a Reporting Senior (RS), who will also serve as their mentor. All PHDP fitness reports will be in accordance with the Performance Evaluation System manual and all initiating directives and MARADMINs published in regards to observed academic reports. The President, MCU is the Reviewing Officer (RO) for all PHDP-S fitness reports.

9. **Funding**

   a. The PHDP is a fully funded program. The Marine Corps will pay all tuition and required academic fees. Dissertation research travel expenses and expenses incurred for mentor liaison will be funded on a case-by-case basis for officers participating in the PHDP. Specific funding instructions are provided in chapter 2.

   b. **Fellowships, Scholarships, or Grants**. Marines are encouraged to apply for fellowships, scholarships, or grants to offset the cost of attendance and research related travel. Refer to reference (g) for detailed guidance.
10. Utilization and Assignment Policy

a. Upon graduation from their respective programs, PHDP officers will be assigned on a case-by-case basis to best meet the needs of the Marine Corps. Due consideration will be given to research, background, skills, abilities, and career timing/MOS credibility. “Utilization tour” assignments will be communicated and coordinated among assigned advocates, MCU, NPS, and MMOA until formalized structure is institutionalized. A utilization tour may be deferred if it would interfere with a career milestone. In this case, assignment to a utilization billet shall immediately follow the career milestone assignment. Primary military occupational specialty (MOS) monitors should note deferment, which includes remove by request (RBR) for command consideration, and the requirement for a utilization assignment immediately following post-milestone assignment in the officer master file.

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

c. As the PHDP progresses into a formal program of record, desired utilization billets will be identified throughout the Marine Corps. The location of the utilization tour for a graduate of the PHDP will depend on factors such as:

1. The curriculum in which the degree is conferred.
2. The grade of the officer.
3. Commands with vacant billets during the period when the student will graduate.
4. The priority in staffing for the commands with vacancies.
5. The desires of the officer.

d. “Utilization Tour” orders will be issued by DC, M&RA after concurrence from DC, PP&O (PHDP-S) and DC, CD&I or DC, I (PHDP-T).

11. Service Obligation. Officers applying for the PHDP must agree not to tender resignation, separation, or retirement while participating in the program, see reference (m). Active duty officers participating in a funded full-time graduate program 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 period agreed upon shall be required to reimburse the cost of the education received, prorated for the obligated time served.

12. Professional Military Education (PME). Officers successfully completing the PHDP track are considered Top Level School (TLS) complete. TLS completion via PHDP does not provide Joint PME, Phase II credit. Additionally, TLS credit will only be granted to those officers who have previously completed Intermediate Level School (ILS) and JPME I.
13. **Continuing Education.** Marines enrolled in the PHDP are expected to actively seek and participate in professional opportunities that exist outside specific coursework and exam preparation to help meet the intent of the PHDP. Such opportunities entail seminars, conferences, and other academic fora which complement and expand the participant’s professional development. The approval of these opportunities are subject to fiscal review and approval of official authority. Additionally, Marines who complete the PHDP are encouraged to pursue additional academic opportunities to ensure continuing education and professional growth.
Chapter 2

PHDP TRACKS

1. General. This chapter provides detailed information regarding the screening process, to include policies and procedures for both the Strategic PHD and Technical PHD track.

2. Strategic PHD Track. On an annual basis, the best and fully qualified career designated captains, majors, and lieutenant colonels will be selected to attend resident civilian PhD education programs. Schools and disciplines should include programs related to the study of strategy, national security, military history, public policy, political science, and government.

   a. Announcement. Annually, in early summer, MMOA-3 will release a MARADMIN message announcing the solicitation for PHDP applications.

      (1) Eligibility:

      (a) Unrestricted officers: Career designated captains with two years or more time in grade as of 1 January of the fiscal year posted on the PHDP announcement MARADMIN and majors and lieutenant colonels with fewer than 20 years commissioned service by 1 August of the fiscal year posted on the PHDP announcement MARADMIN.

      (b) Officers in the Marine Corps on active duty with no fewer than two years time on station by the start of PhD coursework are eligible. Officers desiring to change their eligibility must contact their PMOS monitor to request a change to their current tour length.

      (c) Currently hold at least a Secret clearance and be eligible for a Top Secret (TS) / Sensitive Compartmented Information (SCI) clearance.

      (d) Must have an accredited master’s degree GPA of 3.5 or higher in a discipline related to one of the specified doctoral fields of study listed in paragraph 4.a. Waivers should be requested on case-by-case basis when civilian institution’s prerequisites differ from the minimum standards outlined in this Order.

      (e) Must have a current Graduate Record Examination (GRE). To be considered current, the GRE must have been taken within the previous four years and/or accepted by the civilian institution to which the applicant is applying. Competitive GRE scores are generally considered to be minimums of 153 verbal reasoning, 156 quantitative reasoning, and 4.0 analytical writing.

   (2) Ineligibility:

      (a) Officers in the above zone.

      (b) Officers with an approved separation or retirement date.

      (c) Restricted officers.

      (d) Officers currently in a Graduate Education Program (GEP) or Advance Civilian School Program (ACSP) utilization tour are not eligible to apply until they have completed at least 24-months of their assigned utilization tour.
(e) Officers in a required utilization tour incurred through education or training, other than GEP/ADP, with a date of departure after 1 September of the fiscal year posted on the PHPD announcement MARADMIN.

b. Selection

(1) MCU will review all PHDP-S applications prior to the Commandant’s Education Board (CEB) in order to provide letters of recommendation (LORs) to individual candidates. These LORs can be submitted by the candidates to the board as part of their official record.

(2) The CEB will select eligible officers and assign them as primaries or alternates. Alternates may be selected to participate when a primary is either unable to participate or was not accepted to an approved civilian institution.

(3) Selected officers shall complete and submit program applications to their desired schools by required submission deadlines. Acceptance into a school by an alternate does not guarantee participation as a primary in the PHDP-S.

(4) Selected officers shall submit letters of acceptance to the PhD program of their choice to the graduate education monitor, MMOA-3.

c. Slating. MMOA-3 will issue orders to the PHDP selectee’s requested institution after receipt of an acceptance letter. Acceptance of orders to any program obligates the officer to service per the obligation requirements specified in Chapter 1, paragraph 13 and in Appendix A.

d. Program Execution

(1) In accordance with reference (h), PHDP-S candidates should complete coursework within two academic years and a dissertation within one academic year. PHDP-S candidates are expected to complete the program within three academic years. Request for exceptions will be submitted to MMOA for request of orders extension. Furthermore, both DC, M&RA and PHDP-S candidates must immediately contact President, MCU for concurrence on granting program/orders extension.

(2) During the dissertation phase of the program, PHDP-S students will periodically conduct dissertation research and liaise with their assigned mentor in person.

e. Program Completion. PHDP-S candidates are considered program complete once all university PhD program requirements are complete to include defense, approval and submission of their dissertation. PHDP-S candidates will immediately notify MMOA-3 and the President, MCU of program completion.

f. Funding

(1) CMCSP tuition and required academic fees are paid by EDCOM directly to the student’s respective educational institution. Optional student fees are the responsibility of the student. Officers selected will contact CG, EDCOM at MCU_Fiscal@usmcu.edu to obtain a third-party billing letter.
(2) The email must contain the school’s name and physical address; the student’s name; student identification number; student EDIPI; MARADMIN number showing the student’s selection; the name, phone number, and email address for the school’s third party billing office. President, MCU will provide a third party billing letter with instructions for tuition payments to the student and the school’s third party billing office. It is the student’s responsibility to ensure the school receives the letter and the tuition is paid.

(3) In accordance with reference (c), students will receive a book stipend for each semester of coursework for up to four semesters. Students will receive a one-time book stipend at the beginning of their dissertation phase. EDCOM will pay stipends directly to the student and in parallel with tuition payments. Stipend amounts will be published in the selection MARADMIN.

(4) Reimbursement for parking fees and other discretionary fees is not authorized.

(5) Marines are encouraged to apply for scholarships and grants to offset the cost of research related travel. Refer to reference (g) for detailed guidance.

g. Fellowships, Scholarships, or Grants. Marines are encouraged to apply for scholarships and grants to offset the cost of attendance. Refer to reference (g) for detailed guidance.

3. Technical PHD Track. Annually, the best and fully qualified career designated captains, majors, and lieutenant colonels will be selected to participate in the PHDP-T. Disciplines considered for officers will include but are not limited to: Operations Research, Modeling Virtual Environments and Simulation (MOVES), Information Sciences, and Computer Science. Officers will indicate their desired course of study in the application process, but the final selection will be determined based on the needs of the Marine Corps.

a. Announcement. In early summer each year, MMOA-3 will release a MARADMIN message announcing the solicitation for PHDP applications.

(1) Eligibility:

(a) Unrestricted active duty captains, majors, and lieutenant colonels.

(b) Officers in the Marine Corps on active duty with no less than two years time on station by the start of PhD coursework are eligible. Officers desiring to change their eligibility must contact their PMOS monitor to request a change to their current tour length.

(c) Hold at least a Secret clearance and be eligible for a Top Secret (TS) / Sensitive Compartmented Information (SCI) clearance.

(d) Officers with an accredited master’s degree GPA of 3.5 or higher in a discipline related to one of the specified doctoral fields of study. Waivers should be requested on case-by-case basis when civilian institutions’ prerequisites differ from the minimum standards outlined in this Order.
(e) Officers with a current Graduate Record Examination (GRE). To be considered current, the GRE must have been taken within the previous four years. Competitive GRE scores are generally considered to be minimums of 153 verbal reasoning, 156 quantitative reasoning, and 4.0 analytical writing.

(f) Current Graduate Education Program participants are eligible to apply.

(2) Ineligibility:

(a) Officers in the above zone.

(b) Officers with an approved separation or retirement date.

(c) Restricted officers.

(d) Officers currently in a Graduate Education Program (GEP) or Advanced Degree Program (ADP) utilization tour are not eligible to apply until they have completed at least 24-months of their assigned utilization tour.

(e) Officers in a required utilization tour incurred through education or training, other than a GEP, with a date of departure after 1 September of the fiscal year posted on the PHPD announcement MARADMIN.

b. Selection

(1) NPS may review all PHDP-T applications prior to the CEB in order to provide LORs to individual candidates. These LORs can be submitted by the candidates to the board as part of their official record.

(2) PHDP-T selections will use the annual CEB to select eligible officers, primaries, and alternates, who will fleet up when a primary is unable to participate or was not accepted to an approved civilian institution.

(3) The CEB will select unrestricted officers who meet the requirements and have demonstrated exceptional academic qualities and possess potential for future service in the Marine Corps.

(4) Selected officers shall complete and submit program applications to their desired schools by required submission deadlines. Acceptance into a school by an alternate does not guarantee participation as a primary in the PHDP-T.

(5) Selected officers shall submit letters of acceptance to the PhD program of their choice to the graduate education monitor, MMOA-3.

c. Slating. MMOA-3 will issue orders to the doctoral program selectee’s request after receipt of acceptance letters and / or confirmation with NPS. Acceptance of orders to any program obligates the officer to service per the obligation requirements specified in Chapter 1, paragraph 13 and in Appendix A.
d. Program Execution. PHDP-T candidates with a GEP master’s degree will generally complete coursework and their dissertation within approximately three years, or for Marines currently in an NPS master’s degree program, approximately five years total to complete coursework.

e. Program Completion. PHDP-T candidates are considered program complete upon approval of their dissertation by their respective committee. PHDP-T candidates will immediately notify the President, MCU, advocates, and MMOA-3 of dissertation approval.

f. Funding

(1) The PHDP-T is a fully funded graduate program.

(2) In accordance with reference (c), students will receive a book stipend for each semester of coursework for up to four semesters. Students will receive a one-time book stipend at the beginning of their dissertation phase. EDCOM will pay stipends directly to the student and in parallel with tuition payments. Stipend amounts will be published in the selection MARADMIN.

(3) Reimbursement for parking fees and other discretionary fees is not authorized.

(4) The Senior Marine Corps Representative at NPS will coordinate book stipend payments with the EDCOM Financial Management Office.

(5) Marines are encouraged to apply for scholarships and grants to offset the cost of research related travel. Refer to reference (g) for detailed guidance.
Appendix A

Obligated Service Requirements

1. General. This appendix outlines the obligated service requirement for full and partially-funded graduate education in accordance with reference (n). The following paragraphs outline the requirements incurred through the Marine Corps PhD Program (PHDP).

2. Service Obligation

   a. Officers accepting orders to the PHDP shall not tender resignation or request separation while participating in the program.

   b. Officers shall remain on active duty after successfully completing a dissertation, thesis, or capstone for a period of 6 years. For example, when a Marine successfully defends their dissertation, the 6 year obligation period begins.

   c. Officers shall remain on active duty if separated from the PHDP for any reason. If, at the time of separation, the enrollment in school is less than 1 year, then for a period of 3 years; or, if the enrollment in school is longer than 1 calendar year but less than 3 calendar years, then for a period of 4 years; or, if the enrollment in school is greater than 3 calendar years, then for a period of 6 years.

   d. Obligated service incurred through graduate education 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.

3. Time on Station. See reference (f).

4. Separations and Retirement. See reference (m).
Appendix B

GUIDELINES FOR CIVILIAN EDUCATION INSTITUTIONS

1. Administrative and Supervisory Responsibility. Marine Corps personnel who attend a civilian education institutions will be administratively attached to the closest geographical military installation (e.g. MCU for a PHDP-S and NPS for all PHDP-T students). 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 MCU and Naval Postgraduate School 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 Naval Postgraduate School or other DoD schools. For this reason, students shall attend civilian institutions in residence.

   c. All programs of study must be from an institution of higher learning that is accredited by a regional accrediting agency recognized by the Department of Education.

3. Civilian Institution Selection Criteria

   a. 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.

   b. 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.

   c. MOS sponsors, occupational field managers, and subject matter experts are responsible for identifying schools for consideration. Subject matter
experts shall review approved civilian institutions during biennial PHDP reviews to ensure those institutions continue to meet selection factors.
Appendix C

DEFINITIONS

1. 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.

2. 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." Fellowships may be offered by tax-exempt corporations, foundations, funds, or educational institutions. The Marine Corps pays normal pay and allowances. In return, the fellow agrees to serve for the specified period.

3. 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.

4. 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.

5. 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.

6. 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.

7. Joint Professional Military Education (JPME). A Chairman of the Joint Chiefs of Staff (CJCS) approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

8. 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.

9. Off-duty Education. Education pursued outside of normal duty hours at a member’s own expense.

10. Pilot Program. A test or trial of a program or process limited in duration determined by the Service.
11. **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.

12. **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.

13. **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.