



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO P1560.11D

MCCS

08 FEB 2008

BASE ORDER P1560.11D

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

Ref: (a) MCO 1560.25C
(b) MCO 1560.28B
(c) DOD DIR 1322.8

Encl: (1) LOCATOR SHEET

1. Situation. To establish policy and promulgate information concerning the Voluntary Education Program in the Camp Lejeune area.

2. Cancellation. BO P1560.11C.

3. Mission

a. This Order is concerned with the routine administration of the Voluntary Education Program in the Camp Lejeune area. It supplements references (a) through (c).

b. Summary of Revision. This Order has been revised in its entirety and should be thoroughly reviewed.

4. Execution. It is the policy of the Commandant of the Marine Corps (CMC) that the opportunity to pursue further education be provided to all personnel throughout their military career. Voluntary education programs help members improve their mission performance, prepare members for greater responsibility, and enhance their professional as well as their personal potential.

5. Administration and Logistics. Not applicable.

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

0 8 FEB 2008

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base, Camp Lejeune.

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


W. A. MEIER
By direction

DISTRIBUTION: A

LOCATOR SHEET

Subj: CAMP LEJEUNE AREA VOLUNTARY EDUCATION PROGRAM

Location: _____
(Indicate location(s) of copy(ies) of this Manual.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

TABLE OF CONTENTS

INDENTIFICATION	TITLE	PAGE
Chapter 1	INTRODUCTION.....	1-1
1.	Purpose.....	1-1
2.	Education Services Objectives.....	1-1
3.	Policy.....	1-1
4.	Personnel Appointments.....	1-2
5.	Recognition of Achievement.....	1-3
Chapter 2	ORGANIZATIONS, DUTIES AND RESPONSIBILITIES..	2-1
1.	Organization.....	2-1
2.	Duties and Responsibilities.....	2-2
Chapter 3	BACKGROUND AND DEFINITIONS.....	3-1
1.	Background.....	3-1
2.	Definitions.....	3-1
Chapter 4	EDUCATION SERVICES AND RESIDENT PROGRAMS....	4-1
1.	Educational Services.....	4-1
2.	Resident Programs.....	4-2
Chapter 5	TUITION ASSISTANCE.....	5-1
1.	Background.....	5-1
2.	Restrictions and Policy.....	5-1
3.	Procedures.....	5-4
Figure 5-1	Tuition Assistance Application.....	5-6
Chapter 6	DEFENSE ACTIVITY NON-TRADITIONAL EDUCATION SUPPORT.....	6-1
1.	Background.....	6-1
2.	Transcripts.....	6-1
3.	Examination Programs.....	6-2
4.	Examination Availability.....	6-2
5.	Examination Reports and Transcripts.....	6-3
6.	Independent Study Program.....	6-4
Chapter 7	VETERANS ADMINISTRATION EDUCATION ASSISTANCE.....	7-1
1.	Background.....	7-1
2.	Montgomery G.I. Bill - Active Duty.....	7-1
3.	Veterans Education Assistant Program.....	7-3
Chapter 8	CAMP LEJEUNE TESTING PROGRAMS AND CENTER....	8-1
1.	Background.....	8-1
2.	Policy.....	8-1

Chapter 1

Introduction

1. Purpose. The purpose of the Voluntary Education Program is to improve the competence of active duty Marines, to assist with their career progression, and generally to strengthen the personnel base of the Marine Corps. The program brings educational programs and services to Marines and Sailors at or near their places of duty.

2. Education Service Objectives

a. The Voluntary Education Program:

(1) Supports the primary mission of maintaining an effective force-in-readiness and employing that force if required.

(2) Facilitates the minimum goals of a baccalaureate degree for all officers and a high school credential for all enlisted Marines.

(3) Provides comprehensive educational opportunities including tuition assistance, education counseling and testing for active duty service members.

(4) Allows family members of active duty personnel and DoD employees to participate in educational programs on a student-funded, space-available basis.

3. Policy

a. The Voluntary Education Program will rely primarily on programs, courses, and services provided by nationally and regionally accredited educational institutions, including high schools, post secondary vocational and technical schools, colleges, and universities.

b. A comprehensive educational program will be established to encompass a broad range of educational experiences based on the needs of the individual Marine and Sailor. Included will be basic remedial education; high school completion programs; vocational and technical certificate programs; and associate, baccalaureate, and advanced degree programs.

0 8 FEB 2008

c. There is no retroactive tuition assistance. Tuition Assistance (TA) forms can be turned in 30 days prior to term start date, no earlier, and no later than the last business day prior to the term start date.

d. High school-level success, based on the results of the General Educational Development (GED) tests, will be recognized only after a state or local civilian agency has awarded the appropriate high school credential or states in writing that the credential will be issued when the individual reaches the required age level. The Marine Corps is not authorized to issue a certificate or any similar document based on results of the GED tests.

4. Personnel Appointments

a. A Voluntary Education Program will be established by all commanders, to encourage and assist Marines and Sailors in raising their levels of educational achievement.

b. Each Commanding Officer, down to and including battalion, squadron and separate administrative commands, will appoint sufficient, qualified personnel to conduct the Voluntary Education Program in accordance with this Manual and references (a) through (c). Appointments will be made in writing, as follows:

(1) Officers appointed as top-echelon education officers at base or station level should possess at least a Master's degree in education or a related field and be appointed on a full-time basis.

(2) Enlisted Marines and Sailors assigned to the education offices at top echelons should possess at least a baccalaureate degree.

(3) Officers appointed as education officers, at lower than base or station level, should possess at least a baccalaureate degree, and, insofar as possible, be assigned on a full-time basis.

(4) Enlisted Marines and Sailors assigned as education noncommissioned officers at lower than base or station level should have successfully completed at least 2 years of college and, insofar as possible, be assigned on a full-time basis.

08 FEB 2008

Graduates of the Staff Noncommissioned Officers' Degree Completion Program (SNCODCP) should be considered for assignment to education noncommissioned officers' billets.

(5) The recommended degree levels of educational personnel cited in sections (a) through (c) above are specified in reference (a). It is recognized that these requirements may not always be met, due to personnel shortages and unit commitments. Requests for waiver in regards to these requirements should be submitted to the appropriate headquarters.

5. Recognition of Achievement. Each Commanding Officer will recognize individual educational achievement through ceremonial presentations or appropriate correspondence.

Chapter 2

Organization, Duties, and Responsibilities

1. Organization

a. Director, Marine Corps Community Services (Dir, MCCS). The Marine Corps Base, (MCB), Camp Lejeune Voluntary Education Program will be administered by the Branch Head, Lifelong Learning Branch. The incumbent will operate under the cognizance of the Director, Marine and Family Services Division, Marine Corps Community Services, Camp Lejeune.

b. Branch Head. The education programs of all Camp Lejeune tenant commands will be approved and administered by the Branch Head. No education program may be implemented without prior coordination with the Branch Head, and invitation by the Commanding Officer, MCB.

c. Deputy Branch Head/Education Technician Specialist. A Deputy Branch Head/Education Technician Specialist will be appointed to assist the Branch Head. The Branch Head and/or Education Technician Specialist will make all initial contact with civilian institutions regarding the implementation of new programs at Camp Lejeune. Education representatives of tenant commands interested in establishing new programs should document their unit's educational requirements in a statement of need. This correspondence should then be forwarded to the Branch Head and/or Education Technician Specialist, who will review the request and contact the submitting unit to arrange further analysis. When the need for a new program has been verified by the Branch Head, he/she will contact the appropriate civilian institutions. Representatives of the requesting unit will be kept informed of all developments and involved in meetings and negotiations as appropriate. Upon establishment of a new program, the requesting unit will maintain coordination with the civilian institution to ensure program longevity and effectiveness.

d. Test Control Officer. A Test Control Officer will be appointed to assist the Education Technician Specialist and the Branch Head in administration of the program at Camp Lejeune.

Education Officers of tenant commands may also elect to assign personnel to the staff of the Supervisory Education Services Specialist.

e. Education Technician. An Education Technician will be appointed and supervised by the Education Technician Specialist and the Branch Head, and will administer the program at the Marine Corps Air Station (MCAS), New River Education Center. Education Technicians will also be appointed and supervised by the Education Technician Specialist and the Branch Head, and will provide primary sources of education information and advisement to military personnel, their dependents, and other personnel seeking assistance at the Lifelong Learning Branch. Educational advisement consists primarily of interviewing personnel regarding their desires and providing the proper guidance for academic progression.

2. Duties and Responsibilities

a. Branch Head. The Branch Head will be guided by references (a) through (c) and this Manual in the performance of his/her duties and such other appropriate responsibilities as may be assigned by the Director, MCCS, Camp Lejeune. Specifically, the Branch Head is charged with the following responsibilities:

(1) Organizing, planning, directing, promoting, and arranging for voluntary education programs for military personnel stationed at MCB, Camp Lejeune and MCAS, New River.

(2) Initiating Education Services Agreements with civilian educational institutions offering programs at MCB, Camp Lejeune and MCAS, New River in coordination with the Support Agreements Manager who is responsible for preparing and negotiating agreements.

(3) Providing advisory services on education and opportunities.

(4) Maintaining all records, submitting reports for all education funds.

(5) Requisitioning and controlling all supplies,

0 8 FEB 2006

educational materials, pamphlets, brochures, etc., necessary in the operation of the Base Education Office; MCAS, New River Education Center; and the Defense Activity for Non-traditional Educational Support (DANTES) Testing Center.

(6) Maintaining liaison with educational institutions and associations.

(7) Ensuring that DANTES test control standards are maintained in accordance with reference (c).

(8) Ensuring that all course fees and reimbursements are collected and accounted for in accordance with applicable directives.

(9) Maintaining liaison with the nearest Veterans Administration (VA) Office or Center as directed by reference (a).

b. Education Technician Specialist. The Education Technician Specialist will carry out those duties described within his/her position description and such other appropriate responsibilities as may be assigned by the Branch Head. Additionally, the Education Technician Specialist is charged with the following responsibilities:

(1) Submitting publicity material to the Consolidated Public Affairs Officer (CPAO) as required.

(2) Providing educational/vocational guidance and counseling services.

(3) Controlling, supervising, and training all personnel assigned to the Consolidated Education Center and the DANTES Testing Center.

(4) Providing a comprehensive brochure that lists available courses and programs.

(5) Administering of the Marine Corps Tuition Assistance Program.

c. Test Control Officer. The Test Control Officer will be supervised by the Branch Head and the Education Technician Specialist guided by references (a), through (c), and this Manual. Additionally, the Test Control Officer is charged with the following responsibilities:

(1) Ensuring that MCB, Camp Lejeune and MCAS, New River nonmilitary educational testing programs are properly administered and managed.

(2) Maintaining, in writing, all procedures used in safeguarding and administering tests in accordance with reference (c), and any procedures unique to the Camp Lejeune testing program.

(3) Ensuring that those personnel assigned to the Testing Section are trained and knowledgeable about testing procedures.

(4) Providing and forwarding all reports and transcripts required by reference (c).

(5) Continuously keeping the Branch Head and Education Technician Specialist informed about testing programs and immediately advise them of any testing irregularities.

d. Education Technician. The Education Technician is charged with administering the educational programs at MCAS, New River and Camp Geiger, and will be guided by references (a) through (c) and this Manual to perform assigned duties. The other Education Technicians act as educational advisors for Lifelong Learning. As such, they provide primary sources of education information and advisement to military personnel, their dependents, and other personnel seeking assistance at the Lifelong Learning Branch. Educational advisement consists primarily of interviewing personnel with regard to their desires and providing the proper guidance for academic progression. Additionally, the Education Technician is charged with the following responsibilities:

(1) Reporting to the Branch Head and Education Technician Specialist at Camp Lejeune. The Education Technician is not in the command chain of any organization located at MCAS, New River and Camp Geiger.

(2) Coordinating and supporting all educational programs at MCAS, New River and Camp Geiger.

(3) Providing advisory services on education and opportunities.

(4) Maintaining records and submitting required reports.

(5) Performing courtesy inspections and providing report assistance to local units upon request.

(6) Promoting the educational program services by publicizing information via brochures, briefs, and advertising media available.

(7) Conducting annual education needs assessment and reporting the results to the Supervisory Education Technician Specialist.

Chapter 3

Background and Definitions1. Background

a. This Manual provides policy requirements and procedures for establishing and conducting the Lifelong Learning Program at each command. It will be used in conjunction with references (a) through (c) in carrying out the Camp Lejeune Area Voluntary Education Program.

b. Reference (a) establishes policies and procedures pertaining to the Marine Corps Lifelong Learning Program.

c. Reference (a) provides policy and procedures pertaining to the Marine Corps Tuition Assistance Program for active duty personnel. Annual MARADMIN messages update and include current funding policy for financial support for paying tuition costs charged by educational institutions.

d. Reference (a) provides policy and procedures for participation in the testing and independent study programs offered by the DANTEs.

e. Reference (b) contains information on Veterans' Administration (VA) educational assistance programs and provides procedures for enrollment by eligible personnel.

f. Reference (c) incorporates policies pertaining to the operations of all current Lifelong Learning/Voluntary Education Programs in the DoD military services.

2. Definitions

a. Accredited Institution. An institution of higher learning, which has been granted full accreditation status by one of the six regional accreditation associations, is considered an accredited institution.

b. Educational Counseling. The Voluntary Education Program requires that enlisted Marines who do not possess an accredited high school diploma and officers who do not possess a baccalaureate degree be identified and counseled concerning opportunities to meet their educational deficiencies. Guidance and counseling begin with the Marine's entry into the Marine Corps and continue throughout the active duty career. All Marines and Sailors will be provided educational counseling by qualified personnel upon completion of initial training and at other suitable intervals during their military careers.

c. Eligible Military Personnel. Personnel of the regular Marine Corps, Marine Corps Reserve on extended active duty, Navy and Coast Guard on active duty and attached to the Marine Corps, are eligible to receive tuition assistance funds. Tuition assistance may not be authorized to military personnel who are convicted of crimes that prevent officials or students at an institution of higher learning from engaging in their duties or pursuing their studies.

d. Fund-Controlling Authority. An individual who is authorized by the Commandant of the Marine Corps (Code MHE) to obligate and expend funds for the Tuition Assistance program is referred to as the fund-controlling authority. At this command, the fund-controlling authority is the Branch Head.

e. Non-Traditional Education. This refers to learning, which takes place outside the traditional classroom setting of a civilian educational institution. Included in this category are correspondence courses (independent study), on-line programs, examination programs, military training and military formal schools, and other work or life experiences.

f. Off-Duty. The term "off-duty" as used in this Manual refers to other-than-normal duty hours and not to a particular time of day.

g. Resident Course. A resident course is one that is offered by a regionally accredited institution for academic credit in terms of semester hours, quarter hours, or clock hours. A correspondence course (independent study) is not included in this definition.

h. The Service Members Opportunity College (SOC). SOC is a network of two year and four year colleges that have cooperated to assist mobile service members in achieving their educational goals. These civilian colleges have joined together to form networks in which each college accepts credits from all the others. This guarantees the service member can continue work on a degree without loss of credits, even when transferred. The SOC system solves the problem of starting a program of study at one place and finishing at another. All educational institutions aboard DoD installations are required to be members of the SOC program.

i. Service Members Opportunity College - Marine Corps (SOCMAR). SOCMAR is the Service Members Opportunity College degree program for the Marine Corps. The two year program, SOCMAR-2, consists of accredited colleges that offer associate degree programs on or accessible to Marine Corps installations worldwide. The bachelor's degree equivalent is SOCMAR-4.

j. Tuition Assistance. The term applied to a method of funding voluntary education programs whereby eligible military personnel may obtain a maximum of 100 percent of the tuition costs with a \$250 maximum per semester hour, and a \$4,500 annual maximum, for participating in authorized academic courses offered during off-duty hours.

k. VA Educational Assistance

(1) The term "G.I. Bill" refers to VA educational benefits based on active military service. G.I. Bill eligibility is limited to personnel who commenced active duty or enlisted in the Delayed Entry Program prior to 1 January 1977. Eligible personnel may commence in-service use of benefits upon completion of 181 days of continuous active duty.

(2) The term "Veterans Educational Assistance Program (VEAP)" refers to a contributory program created by the Post-Vietnam Era Veterans' Educational Assistance Act of 1977. Personnel whose initial enlistment occurred on or after 1 January 1977 may participate in the VEAP by making contributions to an educational assistance fund. The participant's contributions are matched two for one by the VA.

08 FEB 2008

(3) The "Montgomery G.I. Bill Program," also known as the MGIB, is a program of educational benefits for individuals who entered active duty for the first time after June 30, 1985 and received an honorable discharge.

(4) Voluntary or Off-Duty Education Programs are terms used interchangeably in reference to education programs sponsored by the Marine Corps during off-duty hours.

Chapter 4

Education Services and Resident Programs

1. Educational Services

a. Apprenticeship Program. Under the USMC Apprenticeship Program (USMAP), personnel in selected Military Occupational Specialties (MOS's), may acquire apprenticeship certification through the U.S. Department of Labor. This program offers achievement of a clearly defined personal goal. Information on those MOS's covered under the program and registration procedures may be obtained at the Lifelong Learning Branch, Consolidated Education Center at Camp Lejeune.

b. Coastal Carolina Community College Adult High School Program. Marines and Sailors and their family members who desire a traditional high school diploma may take required courses at Coastal Carolina Community College at night. Individual Marines, Sailors, and their family members should receive counseling by Coastal Carolina Community College counselors on the main campus, and at the Lifelong Learning Branch, Consolidated Education Center at Camp Lejeune, before enrolling.

c. Military Academic Skills Program (MASP). Marines and Sailors who are considered by their commanders to be deficient in MOS skills due to weakness in the areas of English, Mathematics, or Reading are eligible for MASP classes. Marines enrolled in all three subject areas will be involved either in daytime or nighttime MASP. MASP is for Marines with a GT score below 99 or a Test for Adult Basic Education (TABE) score of 11.5 or below. All applicants are required to take a pre-enrollment Test for Adult Basic Education (TABE). Daytime MASP is a full workday of student activities consisting of individualized instruction and supervised self-study. Students enrolled attend daytime classes seven hours daily, Monday through Friday, 0730-1530. Nighttime MASP is a 6-week class that begins at 1700, and lasts until 2100, Monday through Thursday.

d. Off-Duty GED Test Preparation Classes. As many as four off-duty GED classes may be simultaneously conducted in the evenings by Coastal Carolina Community College at various locations. The classes normally meet three or four evenings each week and require 12 weeks to complete. Individual Marines, Sailors, or their family members should receive counseling by Coastal Carolina Community College counselors on the main campus or the Lifelong Learning Branch, Consolidated Education Center at Camp Lejeune before enrolling.

e. The Service Members Opportunity College (SOC). Is a consortium of public and private colleges and universities, as well as, higher education associations established to assist Marines and Sailors in earning a college degree despite geographic and institutional obstacles. SOC functions in cooperation with the Department of Defense (DoD), the Military Services including the National Guard, and the Coast Guard to help meet the voluntary higher education needs of service members. A SOCMAR Student Agreement is the form on which the home college makes a complete evaluation of the college credit you should receive on the basis of your military experience, testing, and other college courses taken. It also lists courses remaining to be completed and serves as your checklist for future studies at SOCMAR network colleges anywhere else in the world. It is our contract, your degree plan, and a road map to program completion. Your home college will give you a copy to take with you - keep it and have it updated as you continue your studies. For more information regarding SOC, please read the SOC Principles and Criteria and Responsibilities of SOC Institutional Representatives and SOC Counselors.

2. Resident Programs

a. All educational institutions offering courses at this Command and MCAS, New River do so at the invitation of the Commanding Officer. As long as high quality, professional, and desired services are provided, the invitation will continue to stand. Should service not be maintained to the standards expected the invitation may be rescinded on the recommendation of the Branch Head.

b. The following schools are aboard Camp Lejeune/New River: Boston University; Campbell University; Coastal Carolina Community College; Southern Illinois University at Carbondale; University of North Carolina Wilmington; and Webster University.

Chapter 5

Tuition Assistance

1. Background. Tuition Assistance (TA) is designed to encourage personnel to attend off-duty courses offered by regionally accredited colleges and universities. Under the provisions of the Tuition Assistance Program, active duty Marines and Sailors may be authorized to enroll in classes presented by regionally accredited civilian educational institutions on campus, at resident centers, or on military installations.

2. Restrictions and Policy

a. The authority to expend funds for the Tuition Assistance Program is derived from the recurring provisions of the annual DoD Appropriations Acts. The restrictions and provisions are as follows:

b. Appropriated funds may be used for the payment of no more than 100 percent of college-level tuition charges, and high school-level courses, with a \$250 maximum per semester hour, and \$4,500 maximum annually. The applicant will bear all other costs including:

- (1) tuition in excess of the amount specified above;
- (2) registration, matriculation, and graduation fees, also any and all fees that are non-refundable;
- (3) service charges for deferred payments;
- (4) costs of material, including books and supplies;
- (5) fees for institutional examinations to qualify for advanced courses or advanced standing;
- (6) costs for courses where no academic credit is given due to "F, I, or W" grades or courses dropped willfully by the individual and not due to military commitment.

c. Funding is authorized for TA studies towards a diploma, credentials, certificates, or degrees at an academic level higher than that currently held by the service member. Lateral degrees, those on the same level of hierarchy, shall not be funded. The hierarchy of academic levels is defined as high school equivalency, Vocational Technical Diploma, Vocational Technical Certificate, Associates, Baccalaureate, Masters/First Professional, and Doctorate. Service members using TA can only pursue one educational goal at a time.

d. Once a student has completed 12 semester hours, 18 quarter hours, or 180 clock hours at a particular level, they cannot lower their academic level they are seeking or change their Degree Plan unless the hours can be transferred to the new program.

e. To qualify for tuition assistance, a course must be offered for academic credit by an accredited institution, and be in the AIPE Manual put out by ACE and contribute to the individual's improved performance of duty or requirement in an approved course of study leading to a college degree.

f. The period of obligated service for enlisted personnel will be of sufficient length to permit completion of the courses while on active duty. Their duties will be such as to enable them to participate in and, circumstances permitting, complete courses in which they enroll. Course term cannot go past the member's EAS.

g. Payment for courses for a commissioned officer, regular or reserve, who cannot remain on active duty for two years after completion of any course is prohibited by provisions of the DoD Appropriations Acts. Requirements are satisfied when the officer remains on active duty for two years after completion of off-duty courses. Such agreement does not constitute an application for extension of service in the case of a reservist or obligate the Marine Corps in any way to retain an officer on active duty.

h. Tuition assistance payments are made only to civilian schools on the basis of approved requests. Individuals may not be reimbursed for tuition costs, which they have incurred.

i. No retroactive payment will be made to a civilian school for courses commenced prior to the receipt by the individual of a Tuition Assistance Authorization approved by the fund-controlling authority. Individuals who enroll in courses prior to receipt of a TA Authorization are responsible for all obligations incurred.

j. A maximum of two courses per term or semester are considered a maximum workload for a student attending off-duty classes.

k. Tuition assistance funds may not be authorized for any course for which a Marine and Sailor is receiving reimbursement in whole or in part under any other provisions of government law where the tuition assistance would constitute a duplication of benefits from the Federal Treasury with the exception of MGIB Top-Up.

l. If students voluntarily withdraw from courses, reimbursement to the Marine Corps in the amount paid by the Marine Corps to the school will be required before another course can be taken using TA.

m. If a student fails a course for any reason, eligibility for further tuition assistance is suspended until such time as the student pays back the government or presents evidence to resolve this failing grade(s) and then raises his/her grade point average to a 2.0 level.

n. Tuition assistance funds may not be authorized for Marines and Sailors who are attending college under the provisions of any full-time education program. These programs include but are not limited to: MECEP, BOOST, Advanced Degree Program, College Degree Program, Staff Noncommissioned Officer Degree Completion Program, Special Education Program, or Funded Legal Education Program.

o. Tuition assistance may not be authorized to military personnel who are convicted of any crime, which prevents officials or students at an institution of higher learning from engaging in their studies. Prisoners are not eligible for TA.

08 FEB 2008

Service members confined in military or civilian correctional facilities shall not be authorized TA.

p. The allocation of tuition assistance will be dependent upon available funds.

3. Procedures

a. Individuals who desire to enroll in courses under the Tuition Assistance Program will:

(1) Consult the education officer or education counselors at Lifelong Learning, as appropriate, to determine the educational opportunities that are locally available. The education counselor will screen each individual and then refer each individual to the educational counselor at the appropriate school.

(2) Apply for admission to the educational institution (if required) and request a statement of admission if it is a first enrollment in the school or if subsequent readmission is required by the school.

(3) Submit a request for signatures to attend classes under Tuition Assistance Program via the Commanding Officer, OIC, and SNCOIC, or authorized representative, to the designated fund-controlling authority. If signed by direction, a by direction letter must accompany the TA request, LLN MCBLEJ 1350/4. (Fig 5-1) TA request can be submitted 30 days prior to term start date and no later than the last business day prior to term start date; along with the statement of fees; and a copy of the individual's curriculum.

(4) Execute a written agreement with the educational institution, which authorizes the fund-controlling authority to obtain grade reports from the educational institution or agree to provide a grade report to the fund-controlling authority within three days of receipt of grades from the institution. Schools have 30 days after the term ends to submit student grade reports.

(5) Proceed to enroll only after receipt of an approved tuition assistance authorization from the fund-controlling authority. The original of the TA authorization will be delivered to the school by the student at the time of registration, and the student keeps the copy. Any changes to the approved request must be coordinated between

individual and the Camp Lejeune/New River Lifelong Learning fund-controlling authority.

(6) Immediately return the TA authorization to the fund-controlling authority in the event a decision is made not to enroll in the approved courses.

(7) Immediately notify the fund-controlling authority, stating the reasons for withdrawal in the event of withdrawal from any courses. Reason(s) for withdrawal because of military reasons must be forwarded through the chain of command, via the appropriate education center, on a Notice of Student Withdrawal/Waiver, an example is available from the Lifelong Learning Branch, Consolidated Education Office, Camp Lejeune/New River.

b. Each individual requesting tuition assistance will be counseled on the specific responsibilities imposed by Headquarters, Marine Corps policy as well as the individual responsibilities incurred under provisions by this Manual. Every first time student and students who have not taken a class in over 5 years must be screened.

TUITION ASSISTANCE APPLICATION

LLN MCBLEJ 1056/4 (revised 01/05) (This APPLICATION is **NOT** a funding document)

FOR USE AT CAMP LEJEUNE & MCAS NEW RIVER ONLY

PRIVACY ACT STATEMENT

Under authority of 5 USC 301 personal data is requested. Your SSN will be used for identification. This information will be included in your Education Record retained by the Navy College Office (NCO) or Marine Corps Education Services Center. It will not be divulged without your written consent to anyone other than the U.S. Government and/or school personnel involved with TA. You are not required to provide this information; however, failure to do so will result in not being considered for TA. For Navy, paper and/or electronic copies of the signed TA Application are retained at the originating NCO for three years and then shredded or burned. For Marines, copies of the signed TA Application are retained at the originating Marine Corps Education Services Center and shall transfer with the Marine to each new duty station. Copies of TA Applications and/or Authorizations for officers are maintained in their official personnel record for two years following the completion of courses paid by TA. All other records are maintained in electronic format within the Navy College Management and Information System (NCMIS) indefinitely.

Instructions: Complete and submit this form (page 1 and page 2) to Lifelong Learning Camp Lejeune/MCAS New River. This form MUST BE SUBMITTED PRIOR TO TERM START DATE. This form MUST BE TYPED.

SSN:	LAST NAME:	FIRST NAME:	MI:	
BRANCH OF SERVICE:	PAYGRADE:	UIC or MCC/RUC:	YEARS OF EDUCATION:	EAS (YY/MM/DD):
COMMAND ADDRESS:		COMMAND PHONE:	FAX NUMBER:	
MILITARY EMAIL ADDRESS:		WORK PHONE (with extension):	ALTERNATE PHONE:	
GI BILL ENROLLED IN:	1. VIETNAM ERA <input type="checkbox"/> 2. VEAP <input type="checkbox"/> 3. MGIB <input type="checkbox"/> 4. EATP <input type="checkbox"/> 5. NONE <input type="checkbox"/>			
IMMEDIATE ACADEMIC GOALS (Select Only One):		GRADUATION INFORMATION:	DEGREE PLAN INFORMATION:	
<input type="checkbox"/> 1. High School Diploma <input type="checkbox"/> 2. Vocational/Technical <input type="checkbox"/> 3. Associate <input type="checkbox"/> 4. Bachelor's <input type="checkbox"/> 5. Master's <input type="checkbox"/> 6. Doctoral <input type="checkbox"/> 7. Professional (i.e. MD, JD, DDS, etc.) <input type="checkbox"/> 8. Continuing Education (CEU/Certificate)(Navy Only)		Have you applied for graduation? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you graduate after completing this term? Yes <input type="checkbox"/> No <input type="checkbox"/> Anticipated Graduation Date: _____ School Issuing Degree: _____	Do you have a degree plan for the goal listed? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a SOCNAV/SOCMAR Agreement (Required for Associate & Bachelor Degree Levels)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, College: _____	

NAME OF SCHOOL ATTENDING: _____

SCHOOL LOCATION: City: _____ State: _____ Country: _____

TERM START DATE (YY/MM/DD) _____ TERM END DATE (YY/MM/DD) _____

Use the following information to enter the correct codes in the Course Description Blocks below:

(CD) COURSE DESCRIPTION (Used to identify where or how the course is taught)	(CL) COURSE LEVEL H = High School E = Continuing Education/Certificate D = Developmental V = Vocational/Technical L = Lower Level (Freshman/Sophomore) U = Upper Level (Junior/Senior) G = Graduate Level	(PIM) PRIMARY INSTRUCTIONAL MODE C = CD ROM I = Instructor P = Paper Based T = Tele Training V = Video Tape W = Web/Internet	(CU) CREDIT UNIT HOURS/TYPE S = Semester Q = Quarter C = Clock K = Carnegie (High School) N = Continuing Education Units (Navy Only)
1 = On-Base (any military base) 2 = Off-Base 3 = Distance Learning 4 = Credit by Examination 5 = Deployed (Marine Corps only)			

COURSE INFORMATION

Course Department	Course Number	Course Title	CD	CL	PIM	CU	Number of Credit Hours	Cost Per Credit Hour	Total Course Cost

COURSE FEES (If Applicable)

Course	Fee Description	Total Fee

This TA Application is a request to my Education Center for a TA Authorization Voucher providing federal funds for my education. Page Two has the applicant and command signatures required for authorization. Page One will not be accepted without Page Two.

Figure 5-1 - Tuition Assistance Form

LLN MCBLEJ 1560/4 (PAGE 2)(Revised 01/05)

A. I understand acceptance of TA obligated me to the following:

1. To submit this TA application request to my servicing Education Center (Navy College Office or Marine Corps Education Services Center) **PRIOR to the start of the term.** My TA Application will not be authorized by Navy or Marine Corps after the school's late registration deadline or full tuition refund date. Once my TA application is approved, I will receive a TA Authorization Voucher to take to the school for partial or full payment.
2. To personally deliver, fax, or mail my TA Authorization Voucher to the school during registration. If I register for courses **PRIOR** to receiving a TA Authorization Voucher, I am liable for the full amount of tuition and course fees.
3. To pay the remainder of tuition and course fees not covered on the TA Authorization Voucher to the school.
4. To notify the Education Center (Navy College Office or Marine Corps Education Services Center) if any changes to the information on this document occur, such as term dates or a different course other than the one on this form.
5. To notify the Education Center (Navy College Office or Marine Corps Education Services Center) if I do not enroll in any or all course(s) listed on this form or if I cancel before the school's drop/add date. If I cancel my course, I will provide my Education Center with the school's verification of the course cancellation.
6. To reimburse, via money order or cashier's check payable to U.S. Treasury and mailed to NETPDTC*, tuition and fees paid on my behalf if I:
 - a. Voluntary withdraw from a course after the drop/add date or full tuition refund date and receive a grade of "W".
 - b. Receive a failing (F) grade.
 - c. Fail to clear an incomplete (I) grade within six months of the original course completion date.
7. To provide my Education Center, if I receive a (W) grade due to an involuntary course withdrawal, a letter from my commanding officer confirming withdrawal and resulting (W) grade was due to hospitalization, PCS, TAD, documented emergency leave due to the death of an immediate family member, or a change in military duties or assignment. Reimbursement may be waived if I officially withdrew based on one of these circumstances and if I submit command verification to the Education Center.
8. To provide grades/certificates of completion to NETPDTC*. While I authorize the school I attend to forward a grade report or Certificate of Completion to NETPDTC*, if my school fails to do so, I will be notified by NETPDTC*. It is my responsibility to ensure my grades are forwarded to NETPDTC*.
9. To provide degree completion verification to my Education Center or NETPDTC*. While I authorize the school I attend to forward degree completion verification to NETPDTC*, if my school fails to do so, I will be notified by NETPDTC*. It is my responsibility to ensure my degree completion information is forwarded to NETPDTC*.

B. I understand failure to provide a grade report to NETPDTC* within 60 days of course completion or my failure to respond as outlined in paragraphs 4 through 7 will lead to formal resolution/collection efforts such as a letter of indebtedness to my commanding officer and possible pay checkage.

C. I understand if I am eligible for Montgomery GI Bill (MGIB) educational benefits, I may supplement TA through the MGIB Top-Up program. I understand that I may not claim full MGIB benefits for the same courses on this TA application, as that would constitute a duplication of benefits from the Department of Veteran Affairs. If I submit a Top-Up claim to the VA and then cancel the course(s) listed on this document, I will notify the VA that the course(s) are not funded with Tuition Assistance.

D. If a Navy member pursuing an undergraduate academic goal, I understand I should obtain a Degree Plan or SOCMAR Agreement (if applicable) by the time I have 5 TA-funded courses. If a Marine pursuing an academic goal, I understand I should obtain a Degree Plan or SOCMAR Agreement (if applicable) by the time I have completed 12 TA-funded semester hour equivalents.

E. For Navy Only: I am aware of the limitation of 16 Semester Hours (or the equivalent of 18 Quarter Hours, 180 Clock Hours, or 18 Continuing Education Units) in effect for Navy Tuition Assistance. I certify that my request for TA does not exceed this limit, unless I have received an authorized waiver from Naval Education and Training Command. If an administrative error results in the over-authorization of tuition assistance, I will be expected to reimburse the Navy for the amount of the overpayment. If a non-reimbursable fee is included in my TA, and if I cancel the course and no other courses are active at the institution for which the non-reimbursable fee is paid, I am responsible for reimbursing either the Navy, if they pay this fee, or the institution, even if I do not incur tuition costs.

Commissioned Officers Only: By my signature below, I agree, in accordance with 10 USC 2007, to remain on active duty for two (2) years after completing the course(s) on this form. This obligation runs concurrently with any remaining obligated service time. This agreement does not obligate the military service to retain me on active duty. If allowed to voluntarily resign before my two year obligation is served, I will repay the government a portion of TA expended on my behalf during my last two years of active duty in accordance with 10 USC 2005. Reimbursement of TA does not negate the obligation.

<p>* COMMANDING OFFICER NETPDTC TA ACCOUNTING N8115 6490 SAUFLEY FIELD ROAD PENSACOLA FL 32509-5241</p>	<p>All correspondence & payments should include:</p> <ol style="list-style-type: none"> a. Your full name b. Your social security number c. TA Authorization Voucher Number 	<ol style="list-style-type: none"> d. Term Dates e. Course name/number f. School Name
---	--	--

Tuition Assistance is available under Federal Law 10 USC 2007. By my signature, I certify that I have read, understand, and will comply with all of the governing voluntary education instruction and the provisions on this form. I understand I will pay all costs over and above the amount of tuition assistance authorized.

APPLICANTS SIGNATURE:	DATE SIGNED:
-----------------------	--------------

The applicant's present or anticipated military duties will permit him/her to attend and complete the course (s) listed above.

THREE SIGNATURES ARE REQUIRED ON ALL REQUESTS

PRINTED NAME & RANK OF SNCOIC:	SIGNATURE OF SNCOIC:	DATE SIGNED:
PRINTED NAME & RANK OF OIC:	SIGNATURE OF OIC:	DATE SIGNED:
PRINTED NAME & RANK OF COMMANDING OFFICER:	SIGNATURE OF COMMANDING OFFICER:	DATE SIGNED:

Figure 5-1 - Tuition Assistance Form Contd

Chapter 6

Defense Activity for Non-traditional Education Support

1. Background. DANTES is an educational support service for the Voluntary Education Programs of the military services. The DoD authorized DANTES after the disestablishment of the U.S. Armed Forces Institute (USAFI). The primary mission of DANTES is to manage examination programs in support of the Voluntary Education Programs of each military service and to develop and disseminate information on quality independent study courses and programs from the civilian education community.

2. Transcripts

a. DANTES is responsible for reporting scores from the USAFI student record file for entries made prior to 1 July 1974.

b. Transcripts of USAFI courses and tests completed prior to 1 July 1974 will be issued, upon written request, to examinees, the DANTES Test Control Officer, educational institutions and agencies, from the following activity: The Chauncey Group International, Contract Representative for DANTES, PO BOX 6604, Princeton, NJ 08541-6604.

c. Transcripts of USAFI courses and tests will include all examinations completed through USAFI before 1 July 1974, whether satisfactory or unsatisfactory. Requests for partial transcripts should not be made.

d. For active duty personnel, requests can be submitted to the DANTES Test Control Officer free of charge for educational counseling purposes. A fee (subject to change every year) is charged for the examinee or anyone else to receive a transcript.

e. In response to inquiries from veterans, the Education Officer should advise them of the correct address for obtaining USAFI transcripts. They should further be advised to prepare a letter of request containing the following information: Name, Social Security Number, and previous Military Service Number, Branch of Service, Date of Birth, Date and Place where tests to

be reported were taken, and the address to which the transcripts are to be sent, if other than the requester.

f. In accordance with the provisions of the Privacy Act of 1974, all requests for transcripts must be signed by the individual concerned.

3. Examination Programs

a. The examination programs available through DANTEs are described in the DANTEs Examination Program Handbook, together with the policies and procedures by which the military services may conduct testing. All commands authorized by the Commandant of the Marine Corps (Code MA) to conduct DANTEs testing will comply with the procedures set forth in the DANTEs Examination Program Handbook.

b. DANTEs is authorized to support the services' voluntary education program by providing the College Level Examination Program (CLEP), the DANTEs Subject Standardized Tests (DSST), and Excelsior College Examinations (ECE) on a worldwide basis.

c. The tests offered through the DANTEs Examination Programs are available to personnel currently on active duty, on a funded basis. Reserve personnel ordered to active duty for 120 consecutive days or longer are considered "active duty" for this DANTEs policy. Cadets and midshipmen of the military academies are eligible for the funded DANTEs-sponsored Examination Program only when testing at an authorized DANTEs test site. Coast Guard personnel are eligible for all of the funded DANTEs-sponsored Examination Programs (CLEP, DSST, and ECE) except the GRE, GMAT, and Praxis Series, only when testing at an authorized DANTEs test site.

d. DANTEs test control officers, examiners, and proctors who have access to DANTEs tests are not eligible for any of the tests offered through DANTEs.

4. Examination Availability

a. Examinations available through DANTEs are detailed in the DANTEs Examination Program Handbook, which is automatically

distributed to all authorized DANTES Test Control Officers by DANTES, Pensacola, Florida.

b. The Educational Testing Services provide, through DANTES the CLEP, and DSST examinations for military testing on a worldwide basis.

c. Excelsior College provides, through DANTES, the ECE examinations for military testing on a worldwide basis.

d. Within the 50 states, military personnel may be tested on the GED only at an official civilian GED test center authorized by the state's Department of Education. The individual Marine and Sailor is required to pay the cost of the civilian GED testing. Whether tested overseas or by a civilian GED testing center, the individual Marine or Sailor is required to pay the state cost, if any, for issuance of a high school credential.

e. DANTES may make available, to established testing sections, testing programs and certification examinations other than those for which DANTES is authorized to provide financial support. The examinee is required to pay the full costs of such testing programs and certification exams.

f. The DANTES representative will honor requests for testing material only from authorized and approved test control officers.

5. Examination Reports and Transcripts

a. Upon scoring a test, the DANTES contract representative responsible for the examination will issue an initial test report without charge. The report will include an identification of the examinee and the examination, the test score, and other appropriate interpretive information, and will be prepared in triplicate (for CLEP, DSST, and ECE). All three copies will be sent to the DANTES Test Control Officer who certified the answer sheet, with one copy designated for the examinee. Test reports for all other tests funded through DANTES are sent directly to the examinee at the address indicated on the answer sheet.

b. Upon receipt of the test report, the Marine is responsible for having the scores entered into the Service Record Book (SRB).

c. Transcripts of CLEP general and subject examinations, DSST, and ECE taken after 1 July 1974, may be obtained upon request by the DANTES Test Control Officer or by the examinee from The Chauncey Group International, Contract Representative for DANTES, P.O. Box 6604, Princeton, NJ 08541-6604 or from Excelsior College, Attn: DANTES Coordinator, 7 Columbia Circle, Albany, NY 12203-5159. The score report is issued free of charge to the DANTES Test Control Officer for educational counseling purposes. There is a transcript fee (subject to change) for transcripts issued to the examinee.

d. Reports of examinees' previous testing requested by a DANTES test control officer for bona fide counseling purposes, such as determination of need or eligibility for retesting, will be issued without charge. All such requests should be submitted to the appropriate DANTES contract representative.

6. Independent Study Program

a. The DANTES Independent Study Catalog provides information concerning independent study (correspondence) courses and credit-by-examination programs available to service members from civilian educational institutions. The catalog is designed to assist those personnel who are stationed at isolated sites, do shift work, are transferred before the completion of their programs to locations where necessary courses are not offered, or have advanced to a level in their programs at which courses needed to progress further are not offered at their current place of assignment.

b. Many colleges and universities have limits as to the amount of independent study which is acceptable towards a degree. All prospective independent study students should, therefore, consult with appropriate individuals of the college or university where they wish to receive credit prior to enrolling in correspondence study or credit-by-examination programs.

c. Marine Corps Tuition Assistance is authorized for most independent study (correspondence) courses listed in the DANTE'S Independent Study Catalog. Two courses are the maximum allowed at one time.

d. Marines and Sailors applying for independent study correspondence courses for training are required to pay the cost of the course. Their unit may pay the cost of the course, or they may apply for VA in-service educational benefits, if eligible.

e. Marines and Sailors applying for credit-by-examination programs are required to pay the full cost of the examinations. VA benefits are not available.

f. Military personnel of other services on duty with the Marine Corps should be advised to contact their service headquarters concerning policies on payment for independent study courses.

Chapter 7

Veterans Administration Education Assistance1. Background

a. Personnel who are eligible for in-service VA educational benefits may elect to use them to participate in the Camp Lejeune Voluntary Education Program.

b. Chapters 30 and 34 of Title 38, U. S. Code, provide for VA educational assistance to eligible military personnel. The educational benefits under Chapter 34 are referred to as the G.I. Bill. The educational benefits under Chapter 30 are referred to as the Montgomery G.I. Bill.

c. The Post Vietnam Era Veterans Educational Assistance Act of 1977, Chapter 32 of Title 38, U. S. Code, established a new VA contributory educational assistance program. Personnel who initially entered the military service after 31 December 1976 have the right to participate in a contributory plan whereby the VA will match the service member's contributions to an educational fund on a 2 for 1 basis. The contributory program is referred to as the VEAP.

d. To ensure complete compliance with regulations regarding educational benefits, all military personnel should contact the Consolidated Education Center at Camp Lejeune, MCAS, New River Education Center or a VA Representative. Failure to obtain necessary counseling can result in loss of VA entitlement or delays in reimbursement.

2. Montgomery G.I. Bill - Active Duty

a. The Montgomery G.I. Bill (Active Duty), also known as the MGIB, is a program of education benefits for individuals who entered active duty for the first time after 30 June 1985 and received an honorable discharge. To receive the maximum benefits, the participant must serve continuously on active duty for three years.

b. Benefits under the MGIB end 10 years from the date of the veteran's last discharge or release from active duty. VA can extend a 10-year period if the veteran was prevented from training during this period because of a disability or because he or she was held by a foreign government or power.

c. Participation in the MGIB requires that service members have their pay reduced by \$100 a month for the first 12 months of active duty. This money is not refundable. If an individual decides not to participate in this program, this decision cannot be changed at a later date, except in special circumstances. An exception is made for those who are involuntarily separated from active duty with an honorable discharge.

d. Persons separated from active duty because of service-connected disability or hardship discharge may be eligible for Chapter 30 benefits. The condition must not have resulted from the individual's willful misconduct and must have interfered with the individual's performance of duty. In these cases, eligible persons would be entitled to one month of education benefits for each month of duty.

e. Eligibility requirements for those with basic Chapter 34 (G.I. Bill) eligibility, and who were on active duty on or after July 1985, and who are eligible to receive Chapter 34 benefits on 31 December 1989, and who have remaining Chapter 34 entitlements on that date, may be eligible for Chapter 30 (MGIB) benefits beginning 1 January 1990. In order to be eligible, the individual must:

- (1) Have been on active duty 19 October 1984.
- (2) Have served without a break in service from that date through 30 June 1985.
- (3) Have served continuously on active duty from 1 July 1985 for three years. In lieu of this three year requirement, the individual may qualify if he or she served two years of continuous active duty which was followed by four years in the Selected Reserve.

(4) Must be discharged with an honorable discharge if the required period of activity was completed.

f. VA allowances for resident courses are based on the current established rates for in-service personnel. (Note that active duty personnel are not entitled to allowances for family members). The total allowance paid for correspondence courses is 55 percent of the cost of the course; however, the allowance is paid quarterly in arrears, based on the number of lessons completed and serviced by the school during the prior quarter. The VA pays only lessons completed.

g. The rate at which entitlement is used is determined by the type of enrollment. An individual pursuing a full-time program of education will use one month of entitlement for each month in school. An individual in a half-time program will use entitlement only half as quickly as the full-time student. For correspondence students, entitlement will be reduced at the rate of one month of each sum paid equal to the current VA monthly benefit rate.

3. Veterans Education Assistance Program

a. The VEAP is a voluntary contributory matching program of educational assistance for military personnel who are not eligible for G.I. Bill benefits. Persons initially entering military service after 31 December 1976 have the right to enroll in the VEAP at any time during their service on active duty and to become participants by making contributions to the program.

b. Military personnel electing to participate in the program must authorize a monthly deduction from their pay. A participant's monthly deduction may be no less than \$25 and no more than \$100. Increments must be in the amount of \$5. Contributions by each participant are limited to a maximum of \$2,700. Each contribution will entitle the participant to matching funds from the VA at the rate of \$2 for each \$1 contributed by the participant.

c. Personnel electing to participate in the VEAP are required to maintain participation for at least 12 consecutive

months before suspending participation or disenrolling. Exceptions may be made in cases of personal hardship.

(1) A suspended participant is one who stops contributing to the fund (temporarily or permanently). Such persons can resume contributions without penalty or can use the benefits accrued, if otherwise eligible.

(2) A disenrolled participant is one who terminates participation and forfeits any entitlements to benefits except for a refund of the individual's contributions previously made. To be eligible for a refund, the participant must complete an application for Refund of Educational Contributions.

d. Participants in the VEAP become eligible to use entitlements upon meeting one of the following criteria:

(1) Completed the first obligated period of active duty (which began after 31 December 1976) or 6 years of active duty, whichever period is less.

(2) Discharged or released from active duty for a service-connected disability.

(3) Served on active duty for a period of more than 180 consecutive days commencing on or after 1 January 1977 and discharged or released under conditions other than dishonorable.

e. Benefits are payable only for periods of time during which an eligible person is enrolled in and is satisfactorily pursuing a VA approved program of education exclusive of apprenticeship or on-the-job training programs. Benefits are paid on the basis of the number of months the participant contributed to the program with a maximum of 36 monthly benefit payments or the equivalent in part-time training.

f. The monthly dollar amount of payment under the VEAP available for full-time training will be determined by the following computations:

(1) Add all contributions made to the fund by the participants.

(2) Multiply the sum of the participant's contributions by the factor 3.

(3) Add any contributions made to the fund by the Secretary of Defense on behalf of the participant.

(4) Divide the amount obtained above by 36 or the number of months the individual participated, whichever is less. The monthly benefit amount for less than full-time training will be obtained by multiplying the monthly amount by the appropriate fraction of three-quarters, one-half, or one-quarter-time training.

g. Any enlisted member who participates in the VEAP is also eligible to participate in the Pre-discharge Education Program (PREP) during the last six months of such member's first enlistment. No charge against the VEAP entitlement will be made. The rates payable under PREP will be the cost of the course or the current monthly VA rate, whichever is less, for full-time training.

h. No educational assistance benefits shall be afforded an otherwise eligible veteran under the VEAP beyond ten years after the date of the last discharge or release from active duty.

Chapter 8

Camp Lejeune Testing Programs and Center

1. Background. In accordance with references (a) and (c), MCB, Camp Lejeune is authorized by DoD to conduct DANTES Testing Programs and various National Certification Examinations.

2. Policy

a. General Education Development (GED) testing is not conducted at Camp Lejeune. Coastal Carolina Community College provides testing at the main campus on Western Boulevard, Jacksonville, NC. Marines and Sailors must have completed a preparation course or achieved a qualifying score on a pre-test before they can take the GED examination.

b. DANTES testing is conducted at the Camp Lejeune Testing Center. Reference (c) provides information concerning independent study (correspondence) courses and credit-by-examination programs available to service members from civilian educational institutions.

c. The Camp Lejeune Testing Center administers the College Level Examination Program (CLEP); the DANTES Subject Standardized Test (DSST); and the Excelsior College Examination on Mondays at 0815.

d. The following standardized college admissions tests are administered by the Testing Center at Camp Lejeune:

(1) The ACT is administered on an alternating basis with the SAT every Tuesday.

(2) The Scholastic Aptitude Test (SAT) is administered on an alternating basis with the ACT on Tuesdays.

(3) The Praxis Series (utilized by some states as part of teacher licensure and certification process) is administered three times a year, usually the Monday following the national test dates in March, June, and October (or as prescribed by DANTES policy).

(4) The Law School Admissions Test (LSAT) is administered (on an unfunded basis) on the national test dates (or as prescribed by the Law School Admissions Council). The national test dates occur during the months of February and October. Examinations must be ordered at least six (6) weeks in advance.

e. Military classification tests are also offered at the Camp Lejeune Testing Center by appointment only. All active duty personnel must report in uniform and have a valid military ID card. Examinees Sgt and below must present a typed request from their Commanding Officer in the form of an Administrative Action Form (AA Form), a formal letter, and a copy of the MCTFS test scores page for any military test.

f. The following military tests are offered at Camp Lejeune:

(1) Armed Services Vocational Aptitude Battery Test (ASVAB) is a test to measure aptitude and abilities necessary for successful performance on the job and during formal school training.

(2) Defense Language Proficiency Test (DLPT) is a test designed for determining proficiency in a foreign language.

(3) Defense Language Battery Test (DLAB) is a test designed to measure potential to learn a foreign language and to aid in the selection of personnel for language school testing.

(4) Test of Adult Basic Education (TABE) is a standard test designed to measure basic reading level proficiency.

(5) Typing and Dictation Tests are designed to measure proficiency in personnel claiming these skills.

g. All tests are considered controlled items and are handled in a manner that guarantees the integrity and security of the testing program.