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UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
APO SAN FRANCISCO, CA 96602-4600

DivO 1560.5.01
G-1
12 JUN 1990

DIVISION ORDER 1560.5 w/cl

From Commanding General
To: Distribution List

Subj VOLUNTARY EDUCATION PROGRAM

Ref: (a) MCO 1560.25A
(b) MCO 1560.26
(c) BO 1560.2A

Encl: (1) Marine Corps Tuition Assistance
(2) Synopses of Educational Programs available on Okinawa
(3) Required Directives
(4) Administrative Readiness Evaluation
(5) Student Counseling Checklist

1. Purpose: To publish policies and procedures relating to voluntary educational opportunities in the 3d Marine Division

2. DivO 1560.5B

b. The Commandant of the Marine Corps has directed the establishment of a "University of Marine Corps" concept to further professional military education (PME). This direction is intended to make us better warriors. Pursuit of off-duty education gives Marines the reasoning ability to understand the vast array of books for PME.

c. The Commanding General, Marine Corps Base, Camp S. D. Butler has been further designated by reference (b) as fund controlling authority for tuition assistance funding for all Marine Corps commands on Okinawa. Base and Division cooperation is further delineated by reference (c).

Policy

Every Marine who desires to upgrade his educational level will receive assistance in doing so from every level of command.

(4) That initial counseling of incoming Marines is conducted and orients them toward the available educational opportunities, synopses of which are found in enclosure (2). As part of this orientation, officers without baccalaureate degrees, Marines with a GT below 100 and NHSG's should be directed to the nearest education center to be briefed on the high school completion or bachelor's degree program by the learning center personnel. The initial counseling by the organization should cover the following topics, as appropriate:

Basic Skills Education Program (BSEP).

High School Completion Program.

~~Graduate Equilibrium Diploma~~ (GED), *GENERAL EDUCATIONAL DEVELOPMENT TEST PROGRAM* *ck*

Available college level programs.

e Available graduate level programs

Marine Corps Tuition Assistance Program

(g G. I. Bill benefits, both old and new
versions

(5) That follow-up interviews be conducted on a quarterly basis to assess the progress of Marines noted in subparagraph (4) above in obtaining a diploma or refresher skills and to allow appropriate recognition of the process.

(6) Continually monitor progress so that students with unsatisfactory attendance records may be identified, counseled and assisted, as required.

(7) Establish a turnover file which contains at least the following items be maintained by the education officer and NCO:

(a) Copies of all current Marine Corps, Base, and Division directives pertaining to education and testing programs as delineated in enclosure (3) to this Order:

(b) High School enrollment procedures.

c) BSEP enrollment procedures.

(d) GED testing and certification procedures.

College and graduate enrollment procedures.

How to enter academic grades in SRB's/OQR's.

DivO 1560.5
12 JUN 1990

references, this Order, and the welfare of 3d Marine Division Marines.

c. Division Education Officer. An officer will be appointed in writing as the Division Education Officer. This officer will be the point of contact for all Marine Corps education programs administered within the Division. In addition to the duties stated in paragraph 7c of reference (a), the Division Education Officer's duties will include the following:

(1) Coordinate all MCB, Camp S. D. Butler education activities for the Division.

(2) Serve as the consolidation agency for all education reports submitted by the 3d Marine Division.

(3) Inform the Commanding General of the Division education status on an as-directed basis.

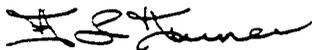
(4) Screen and forward all Division education program requests, including applications for commissioning degree completion and graduate programs.

(5) Ensure Administrative Readiness Evaluation (AREs) and Staff Assistance Visits (SAVs) for education are conducted and reported on a timely basis. Enclosure (4) is the checklist to be used for those evaluations.

(6) Assist organizational education officers/NCO's in the execution of the education program.

(7) Monitor a monthly education level report of the subordinate units based on current MMS data.

7. Records Disposition. Retain records denoted by paragraph 6a(8) above for a period of two years from date of last entry per paragraph 1560.1, SECNAVINST 5212.5C.



F. L. TURNER
Chief of Staff

DISTRIBUTION A/D



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
FPO SAN FRANCISCO, CA 96602-8600

MASTER FILE COPY
PROPERTY OF CENTRAL FILES SECTION
3D MARINE DIVISION
PROMPT RETURN REQUESTED

DivO 1560.5 Ch1
G-1
24 JUL 1990

DIVISION ORDER 1560.5 Ch1

From: Commanding General, 3d Marine Division
To: Distribution List

Subj: VOLUNTARY EDUCATION PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

✓a. Paragraph 5c, line one, delete the words "and Marines with a GT of less than 100".

✓b. Paragraph 6a(4)(c), change "Graduate Equilibrium Diploma" to read "General Educational Development (GED) test program".

✓c. Enclosure (3), page 1, line 19, change "DivO 1560.3C" to read "DivO 1560.5".

✓d. Enclosure (4), page 1, reference (b), change "DivO 1560.3C" to read "DivO 1560.5".

✓e. Enclosure (4), page 4, line 19, change "DivO 1560.3C" to read "DivO 1560.5".

3. Filing Instructions. File this change transmittal immediately behind the signature page.

F. L. TURNER
Chief of Staff

DISTRIBUTION: A/D



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801

MAIL STOP FPO AP 98602-5801

FILES SECTION

DivO 1560.5 Ch2
G-1
28 Jun 93

3D MARINE DIVISION

PROMPT RETURN REQUESTED

DIVISION ORDER 1560.5 Ch 2

From: Commanding General
To: Distribution List

Subj: VOLUNTARY EDUCATION PROGRAM

Encl: (1) New page inserts to DivO 1560.5

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove enclosure (4) of the basic Order and replace with corresponding pages contained in the enclosure.
3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

W. G. FORD
Chief of Staff

DISTRIBUTION: A/D

SYNOPSIS OF EDUCATIONAL PROGRAMS AVAILABLE ON OKINAWA

1. Basic Skills Education Program (BSEP). This on-duty program is designed to improve basic skills in Reading, Mathematics, or English, or for Marine with a GT below 100. BSEP is administered by the American Preparatory Institute (API) at camp education centers. It is fully funded by the Marine Corps through the Base Education Officer at Marine Corps Base, Camp S. D. Butler, at no cost to the unit commander or the Marine. The course uses self-paced texts in math, reading, and writing. The knowledge gained may be helpful to the Marine in successful completion of the AFCT (formerly ASVAB) and the GED.
2. High School Diploma Completion Program. Central Texas College provides a high school diploma completion program for service members as well as dependents in education centers administered through the American Preparatory Institute (API). API is offered at Camps Courtney, Foster, Hansen, Schwab and Kinser, Instructors are available at the education centers and the central office (Camp Butler, Building 316) to evaluate transcripts of previous education. Based on the evaluation, the instructors can set up an individualized program for high school completion where a student can progress through the curriculum at his own pace. The student must, however, complete at least one-half Carnegie unit (one class) within an eight-week period and finish the required curriculum within 60 days or receive an incomplete. Upon completion, a student will receive a high school diploma from API based on having fulfilled graduation requirements from the state of Texas. The Marine Corps will pay 100% of tuition costs for active duty Marines who do not have a high school diploma.
3. High School Equivalency Program. The General Educational Development (GED) test is used to measure the academic skills associated with a high school diploma that a person has acquired in their occupations, military experiences and/or schools, and previous formal education. The GED test is used in all 50 states and U.S. territories to award certificates that are considered, in most cases, equivalent to high school credentials. Pre-GED and GED tests are offered by appointment basis at the Kadena Education Center, Building 721, Douglas Boulevard which is near the Kadena Post Office and the Mexican restaurant. Since an appointment is required, call ahead to make arrangements for testing. The phone number is 634-1500.
4. Associate Degree in Applied Science. Central Texas College (CTC) offers vocational-technical college courses leading to an

ENCLOSURE (2)

6. Bachelor of Arts (BA) Degree and Bachelor of Science (BS) Degree. The University of Maryland offers the only BA or BS degrees on Okinawa. BA and BS degrees are offered in the areas of:

- a. Business and Management
- b. Management Studies
- c. Technical Management
- d. Asian Studies
- e. Computer Studies
- Government and Politics
- g. History
- h. Psychology
- i. Sociology
- j. English
- k. Economics
- l. Professional Writing

The requirements for the Bachelor degree are 120 semester hours and as further specified by the University of Maryland catalog. Classes are held at Camps Courtney, Lester, Hansen, Foster, Kinser, MCAS Futenma, Kadena AB and Torii Station.

7. Graduate Programs

a. Master of Education in Counseling and Personnel Services. (University of Maryland) Admission requirements for this 33 semester-hour graduate program include a bachelor degree with 3.0 grade point average and 15 semester hours of upper level undergraduate work in Education, Anthropology, Psychology, Sociology or Statistics. Two seminar papers and a comprehensive examination are required in addition to the graduate course work. Classes are held in the Camp Butler Education Complex and at Kadena AB. Some courses are offered over a 16-week period with one class per week, and others are offered over a 8-week period with two classes per week.

ENCLOSURE

REQUIRED DIRECTIVES

The Education Library should contain the following of Marine Corps, Base, Division and miscellaneous directives listed below:

a. Education Programs

- (1) MCO 1050.14C (Excess Leave Program LAW)
- 2) MCO 1520.9E (Special Education Program (SEP))
- (3) MCO 1520.11C Foreign Area Officer Program (FAO))
- (4) MCO 1550.22A (USMC Apprenticeship Program)
- MCO 1560.19C (Advanced Degree Program (ADP))
- (6) MCO 1560.21B (Degree Completion Program for SNCO's)
- (7) MCO 1560.25A (Marine Corps Voluntary Education Program)
- MCO 1560.26 (Marine Corps Tuition Assistance Program)
- (9) MCO 1560.27A (DANTES)
- MCO 1560.28A (VA Educational Assistance)
- MCO 1560.29 Funded Law Education Program (FLEP)
- MCO 1560.7H (College Degree Program)
- ~~DivO 1560.30~~ ^{DivO 1560.5} (Voluntary Education Program)
- (14) BO 1230.1H (Marine Corps Base Testing Program)
- (15) BO 1560.2A (Voluntary Education Program, MCB Camp Butler)
- NAVMC 2630 (USMC Educational Opportunities)
- (17) Current Bulletins 1520/1530/1550/1560 series

b. Commissioning Programs

- (1) MCO 1040.9L (Enlisted Commissioning Program (ECP))

ENCLOSURE 3

DivO 1560.5
28 Jun 93

EDUCATION PROGRAM INSPECTION CHECKLIST

ADMINISTRATIVE READINESS EVALUATION / STAFF ASSISTANCE VISIT

Inspected: _____ Date: _____
Education Officer: _____ Date Assigned: _____
Education NCO: _____ Date Assigned: _____

Inspector:

- (a) DivO P5040.3C
- (b) DivO 1560.5

	<u>POSSIBLE SCORE</u>	<u>NON-MISSION CAPABLE</u>	<u>MISSION CAPABLE</u>	<u>UNIT SCORE</u>
Program Implementation	20	0 - 13	14 - 20	
Directives	25	0 - 17	18 - 25	
Educational Counseling/ Planning	35	0 - 24	25 - 35	
Financial Assistance	35	0 - 24	25 - 35	
Basic Skills Ed Program	20	0 - 13	14 - 20	
Command Participation	15	0 - 10	11 - 15	
Overall Score	150	0 - 105	105 - 150	

ENCLOSURE (4)
Ch 2

28 Jun 93

DIRECTIVES

Does the command maintain the following directives:
MCO 1560.25A, PAR 7C (14)

	<u>YES</u>	<u>NO</u>	<u>PTS</u>
MCO 1040.9L (Enlisted Commissioning Program)			1
MCO 1050.14C (Excess Leave Program (LAW))			1
BO 1230.1H (MCB Camp Butler Testing Program)			1
MCO 1500.41 (Scholarship Program for Marine Corps Officers)			1
MCO 1520.9E (Special Education Program)	---	---	1
MCO 1520.11C (Foreign Area Officer Program)	---	---	1
MCO 1530.11E (Naval Academy Prep School)	---	---	1
MCO 1550.22A (USMC Apprenticeship Program)		---	1
MCO 1550.23 (Basic Skills Education Program)		---	1
BO 1550.1B (Basic Skills Education Program)		---	1
MCO 1560.15J (Marine Corps Enlisted Commissioning Education Program)			1
MCO 1560.19C (Advanced Degree Program)			1
BO 1560.2 (Voluntary Education Program for MCB Camp Butler and Tenant Commands)			1
MCO 1560.21B (Degree Completion Program for Staff Non-Commissioned Officers)	---		1
MCO 1560.24C (Broadened Officer Opportunity Selection Program)			1
MCO 1560.25A (Marine Corps Voluntary Education Program)			1
MCO 1560.26 (Marine Corps Tuition Assistance Program)			1
MCO 1560.27A (Defense Activity for Non-Traditional Education Support)			1
MCO 1560.28A (Veterans Administration Educational Assistance)			1
MCO 1560.29 (Funded Law Program)			1
DivO 1560.5 (Voluntary Education Program)			1
MCO 1560.7H (College Degree Program)			1
Current Bulletins 1520/1530/1550/1560 series			3

TOTAL

ENCLOSURE (4)
Ch 2

DivO 1560.5
28 Jun 93

EDUCATIONAL COUNSELING/PLANNING

YES NO PTS

- | | | |
|---|---|---|
| 1. Does the education office have a procedure for counseling personnel joining the command?
MCO 1560.25A, PAR 8B | — | 5 |
| 2. Is the education officer and NCO sufficiently knowledgeable concerning available education programs and directives to adequately discuss, explain and counsel Marines thereon?
MCO 1560.25A, PAR 7C | | 5 |
| 3. Has the education office implemented procedures whereby Marines were counseled and assisted in formulating their education plans?
MCO 1560.25A, PAR 7C (11) | | 5 |
| 4. Does the education officer maintain a close liaison with the command career planner?
MCO 1560.25A, PAR 7C (5) | | 5 |
| 5. Do identification and counseling procedures exist for those enlisted marines who did not possess a high school credential or for those officers who did not possess a baccalaureate degree?
MCO 1560.25A, PAR 7C (10) | | 5 |
| 6. Is the manpower management system (MMS) used by the education office to identify the education levels of command personnel?
MCO 1560.25A, PAR 17C (1) | | 5 |
| 7. Is the education officer familiar with the Guide to the Evaluation of Educational Experience in the Armed Services?
MCO 1560.25A, PAR 9D | — | 5 |

TOTAL

ENCLOSURE (4)
Ch 2

FINANCIAL ASSISTANCE

YES NO PTS

1. Are Marines who request tuition assistance counseled on the specific responsibilities incurred? MCO 1560.26, PAR 9B		5
2. Has the education officer ensured tuition assistance payments have not been made for off-duty training to commissioned officers who did not agree to remain on active duty for two (2) years? MCO 1560.26, PAR 4B NAVMC 10883, PAR 10		5
3. Has the education officer ensured tuition assistance payments have not been authorized for classroom courses other than those offered for academic credit (semester or quarter hours) by a regionally accredited institution? MCO 1560.26, PAR 7A		5
4. Has the education officer ensured that there have been effective procedures established for the recoupment of monies from those tuition assistance funded Marines who voluntarily withdrew from courses? MCO 1560.26, PAR 7J	—	5
5. Has the education officer ensured copies of each approved request for tuition assistance (NAVMC 10883) for each commissioned officer are forwarded to the Commandant of the Marine Corps (code MMRB)? MCO 1560.26, PAR 10B		5
6. Is the education officer providing guidance and assistance to individuals applying for VA benefits? MCO 1560.28A, PAR 4E (2)		5
7. Are education office personnel familiar with the eligibility criteria associated with the current veterans educational assistance benefits program? MCO 1560.28A		5

TOTAL

ENCLOSURE (4)
Ch 2

DivO 1560.5
28 Jun 93

BASIC SKILLS EDUCATION PROGRAM

YES NO PTS

1. BSEP is not intended for obtaining High School diplomas. Has the education officer ensured that BSEP is not being used for the purpose of preparing individuals to obtain high school diplomas? MCO 1550.23, PAR 3C	—	5
2. Is BSEP training directly related to military requirements? MCO 1550.23, PAR 3A	—	5
3. Is BSEP training effectiveness periodically monitored and evaluated? MCO 1550.23, PAR 4A (4)	—	5
4. Are procedures established to identify Marines deficient in performance of their MOS' due to insufficient skills in reading, English, mathematics or English as a second language? MCO 1550.23, PAR 4B (2)		5

TOTAL

Comments on BSEP: _____

ENCLOSURE (4)
Ch 2

STUDENT COUNSELING CHECKLIST
(Attach to each Tuition Assistance Request)

LAST
NAME _____ MI _____ RANK _____ SSN/MOS _____
RTD _____ EAS _____ ACDU _____ SEX _____ RACE _____ EDUC LEVEL _____
PERMANENT STATESIDE ADDRESS _____ CITY _____ STATE _____ ZIP _____

- __1. I am applying _____ on assistance for _____ term
course(s) _____
- __2. My tuition assistance form must be signed by a Fund-
Controlling Officer from Base Education. The Marine Corps will
pay _____ percent of the tuition. I must pay all other costs,
including textbooks and laboratory fees.
- __3. To withdraw from a course I must submit a completed
withdrawal form to the school.
- __4. If I fail a course for scholastic reasons or for
nonattendance, I must repay the Marine Corps the full amount of
tuition assistance paid in my behalf.
- __5. If I withdraw from a course, I must repay the Marine Corps
the full amount of tuition assistance paid in by behalf except in
the following cases: emergency leave, hospitalization, and
unforeseen PCS/TAD orders. I must send a letter endorsed by my
Commanding Officer explaining the circumstances of my withdrawal
along with a copy of orders to the Director of Education
Services, MCB, Camp S. D. Butler.
- __6. If assigned to extra duties-ie; rifle range, mess duty, or
field exercises, I must arrange for a grade of incomplete with my
instructor, or obtain a letter from my Commanding Officer
explaining the unforeseen circumstances of my assignment, or I
will repay the Marine Corps for the cost of my tuition
assistance, should I fail for non-attendance. If I receive a
grade of incomplete, I must make it up with a passing grade
within sixty (60) days. I must deliver the official grade change
to Base Education to prevent pay checkage.
- __7. If I do not settle my account with Base Education within 30
days of my withdrawal, failure, or failure for nonattendance, my
pay will be checked in accordance with the voluntary pay checkage
authorization on my Tuition Assistance Request. I understand
that pay checkage is not refundable.

ENCLOSURE (5)