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UNITED STATES MARINE CORPS
Headquarters and Service Company
Marine Corps Recruit Depot
San Diego, California 92140-5010

OFFICIAL FILE COPY

BnO 1560.2D

3

13 SEP 1990

BATTALION ORDER 1560.2D w ch |

From: Commanding Officer
To: Distribution List

Subj: BATTALION EDUCATION PROGRAM

Ref: (a) MCO 1560.25A (NOTAL)
(b) DepO 1560.5L

Encl: (1) Listing of Directives and Publications
(2) Sample of Appointing Letter for Unit Education Officer/NCO
(3) Sample of Letter for Recognizing Individual Educational Achievements
(4) Full-time Education Programs
(5) Off-duty Education Programs
(6) Veterans Administration Educational Assistance

1. Purpose. To publish information, policies and procedures for the implementation of the Battalion Education Program.

2. Cancellation. BnO 1560.2C.

3. Summary of Revision. This Order has been updated to reflect changes directed by higher headquarters. In addition, note that this Command no longer requires a Semi-annual Off-duty Education Report.

4. Background

a. The full-time and off-duty education programs are designed to enable all Marines to broaden their educational experience and increase their value to the Marine Corps. These programs are of particular value at this Command because most Marines have ample opportunity to pursue them.

b. Effective education programs have consistently proven to be a great value by:

(1) Increasing the individual Marine's feelings of accomplishment and self esteem.

(2) Increasing the Command's morale.

(3) Enhancing the unit's ability to accomplish its mission.

c. References (a) and (b) provide guidelines for conducting an education program.

5. Policy. That all Marines be provided an opportunity to improve their education level using available programs offered through approved Marine Corps sources.

6. Program Objectives. The objectives of the Battalion Education Program are:

- a. That each officer attain a minimum of a baccalaureate degree.
- b. That each enlisted Marine attain a high school diploma or equivalency certificate.
- c. That each Marine be provided information regarding current education programs available and an opportunity to pursue their educational goals.

7. Information

a. Enclosure (1) is a listing of directives and publications which provide detailed information on the variety of education programs available. The items identified are maintained on file at the Battalion Education Office.

b. Units must appoint in writing both an education officer and noncommissioned officer. Enclosure (2) is an example of the appointing letter. Units will provide a copy to the Battalion S-3. Appointing letters must be reviewed semi-annually and new ones published when the appointed officer or the NCO is changed.

c. Units must officially recognize individual educational achievements through appropriate ceremonial presentations and/or correspondence. A sample letter for recognizing individual educational achievements is contained in enclosure (3).

d. Enclosure (4) contains Marine Corps^{Reserve} Education Programs available to Marines.

e. Enclosure (5) contains Off-duty Education Programs.

f. Enclosure (6) lists various VA Educational Assistance Programs available to qualified Marines.

g. Units must ensure that the current education level of all Marines is appropriately recorded in their Individual Training Record (ITR) and OQR/SRB. As courses/degrees are completed, ensure completion certificates are forwarded for inclusion in the individual's formal military record.

h. Units must ensure appropriate counselling is given to individuals who do not possess the following:

(1) Officers who do not possess a baccalaureate degree.

(2) Enlisted Marines who do not possess a high school diploma or equivalency certificate.

i. Commanders must strongly encourage individuals who are in the above categories to enroll in a degree completion program. Enlisted Marines should be counseled that they will not be allowed to reenlist unless they have a high school diploma/GED. This requirement can be waived only by CMC. Unit education officers should maintain a card catalog on Marines in this category and their respective current educational status.

j. Units must publish monthly information on educational opportunities through their Troop Information Program and/or newsletters.

8. Action

a. Company Commanders/School Directors

(1) Provide maximum assistance and encouragement to personnel in the continuance of their education.

(2) Appoint Education Officers and NCO's in writing and provide copies of the appointing letters to the Battalion S-3/ Education Officer.

(3) Recognize individual educational achievement through appropriate ceremonial presentation and/or correspondence.

(4) Ensure page 11 entries are made in SRB's for all Marines not eligible to reenlist due to lack of a high school diploma.

(5) Coordinate with the Depot and Battalion Education offices to counsel personnel requiring educational assistance.

b. Battalion S-3

(1) Administer and monitor the Battalion's Education Program, assuring compliance with applicable directives.

(2) Appoint in writing a noncommissioned officer to be the Battalion Education NCO.

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(3) Ensure Marines failing the Remedial Reading Program are assigned to the Command Remedial Reading/GED Program.

(4) Coordinate with the Battalion Career Planner to counsel personnel requiring educational assistance.

(5) Maintain appropriate references for proper counselling of Marines on off-duty education programs.

C. Battalion Career Planner. Provide Marines information regarding educational requirements to enhance their opportunity for career moves and schools.


M. MATLAK
By direction

DISTRIBUTION: A

LISTING OF DIRECTIVES AND PUBLICATIONS USED BY
UNIT EDUCATION OFFICERS

The current editions of the following directives are required to be on file:

MCO 1040.9	ENLISTED COMMISSIONING PROGRAM (ECP)
MCO 1040.41	MERITORIOUS COMMISSIONING PROGRAM (MCP)
MCO 1050.14	EXCESS LEAVE PROGRAM (LAW)
MCO 1520.9	SPECIAL EDUCATION PROGRAM (SEP)
MCO 1520.11	FOREIGN AREA OFFICER (FAO) PROGRAM
MCO 1530.11	NAVAL ACADEMY-NAVAL ACADEMY PREPARATORY SCHOOL: APPLICATION FOR NOMINATION TO
MCO 1550.22	U. S. MARINE CORPS APPRENTICESHIP PROGRAM
MCO 1550.23	BASIC SKILLS EDUCATION PROGRAM (BSEP)
MCO 1560.7	COLLEGE DEGREE PROGRAM (CDP)
MCO 1560.15	MARINE CORPS ENLISTED COMMISSIONING EDUCATION PROGRAM (MECEP)
MCO 1560.19	ADVANCED DEGREE PROGRAM (ADP)
MCO 1560.21	STAFF NCO DEGREE COMPLETION PROGRAM
MCO 1560.24	BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST)
MCO 1560.25	MARINE CORPS VOLUNTARY EDUCATION PROGRAM
MCO 1560.26	MARINE CORPS TUITION ASSISTANCE
MCO 1560.27	DANTES
MCO 1560.28	VETERANS EDUCATIONAL ASSISTANCE PROGRAM (VEAP)
MCO 1560.29	FUNDED LAW EDUCATION PROGRAM (FLEP)
DepO 1560.5	DEPOT EDUCATION PROGRAM
VA Benefits	BENEFITS FOR DEPENDENTS (IS-1 FACT SHEET)

ENCLOSURE (1)

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SAMPLE OF APPOINTING LETTER FOR UNIT EDUCATION OFFICER/NCO

UNITED STATES MARINE CORPS
(Company)
Marine Corps Recruit Depot
San Diego, California 92140-5010

1560
Code
Date

From: Commanding Officer
To:

Subj: ASSIGNMENT AS EDUCATION OFFICER/NCO

Ref: (a) MCO 1560.25A
(b) DepO 1560.5L
(c) BnO 1560.2D

1. You are hereby appointed as the (Unit) Company Education Officer/NCO. This additional duty will remain in effect until canceled by written authority or until you are transferred from this Command.
2. You are directed to carry out your duties per references (a) through (c) and to maintain an appointment turn over file detailing your actions.

Commanding Officer's Signature

Copy to:
Bn S-3
Depot Ed

ENCLOSURE (2)

13 SEP 1990

SAMPLE OF LETTER FOR RECOGNIZING INDIVIDUAL EDUCATIONAL ACHIEVEMENTS

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
San Diego, California 92140-5010

1560

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Date

From: Commanding Officer

To:

Via:

Subj: RECOGNITION OF EDUCATIONAL ACHIEVEMENT

Encl: (1) Certificate of completion or correspondence of educational achievements

1. It is a pleasure to be informed of the educational achievements of members of this Command. Your individual efforts for self-improvement through education will benefit yourself as well as your section, this organization, and the Marine Corps.

2. You are highly commended for the initiative and endeavors you have put forth to complete this educational goal. You should be proud of your achievement, for it directly reflects the type of Marine our Corps needs for its future.

3. Again my congratulations for an outstanding individual effort and a job well done.

Signature of Battalion Commander

ENCLOSURE (3)

13 SEP 1940

FULL-TIME EDUCATION PROGRAMS

Advanced Degree Program (ADP)

The ADP provides selected Marine Officers with the opportunity to earn a postgraduate degree by attending a college or university as full-time students. Detailed criteria is contained in MCO 1560.19.

Broadened Opportunity for Officer Selection and Training Program (BOOST)

The BOOST Program provides an opportunity for selected Marines of all ethnic groups from educationally deprived or culturally differentiated backgrounds to complete more equitably for selection to the Marine Corps Enlisted Commissioning Education Program (MCCEP), the U. S. Naval Academy, or the Naval Reserve Officers Training Corps (NROTC). The program provides a 12 month education program for selected Marines to prepare them for entrance into these programs. Detailed criteria for the BOOST Program is contained in MCO 1560.24.

College Degree Program (CDP)

The CDP provides selected Marine Officers with the opportunity to earn a baccalaureate degree by attending a college or university as a full-time student. Detailed information on the CDP is provided in MCO 1560.7.

Degree Completion Program for Staff Noncommissioned Officers

The Degree Completion Program for Staff Noncommissioned Officers provides selected Marine SNCO's with the opportunity to obtain a baccalaureate degree which directly relates to a Marine Corps billet, and concurrently, satisfy a personal educational goal by attending a college or university as a full-time student. Detailed information of this program is contained in MCO 1560.21.

Funded Legal Education Program (FLEP)

The FLEP provides selected Marine Corps Officers with the opportunity to earn the degree of bachelor of law or jurist doctor through full-time, funded study. Detailed information on FLEP is contained in SECNAVINST 1520.7 and MCO 1560.29.

ENCLOSURE (4)

Marine Corps Enlisted Commissioning Education Program (MECEP)

The MECEP provides selected enlisted Marines with the opportunity to earn a baccalaureate degree by attending a college or university as full-time students. Those individuals who successfully obtain a baccalaureate degree and complete officer candidate training are commissioned second lieutenants in the regular Marine Corps. Detailed information on MECEP is contained in MCO 1560.15.

Nomination and Appointment of Enlisted Marines
to the U. S. Naval Academy

Enlisted Marines of the Regular Marine Corps and the Marine Corps Reserve may apply for appointment to the United States Naval Academy. Information concerning this program is contained in MCO 1530.11.

Special Education Program (SEP)

The SEP provides selected Marine Officers with the opportunity to receive, as full-time students, advanced training which may lead to a postgraduate degree in special disciplines. Detailed information on SEP is contained in MCO 1520.9.

Meritorious Commissioning Program (MCP)

Whereas not an education program, this program provides commanding officers the means for nomination of qualified enlisted Marines with exceptional leadership potential for assignment to Officer Candidate School and subsequent commissioning as a Reserve Marine Officer. Nomination prerequisites include possession of a high school diploma (or GED equivalency) and either an associate level degree or service level equivalent of 60 semester hours or more.

OFF-DUTY EDUCATION PROGRAMS

Marine Corps Tuition Assistance Program

The Marine Corps Tuition Assistance Program provides Marines with financial assistance for the pursuit of approved educational programs at civilian secondary and postsecondary institution during their off-duty time. Tuition assistance may be used at the secondary level for the completion of courses leading their off-duty time. Tuition assistance may be used at the secondary level for the completion of courses leading to a high school diploma. In addition, Marines may apply tuition assistance benefits to college courses taken for academic credit at regionally accredited colleges and universities. Tuition assistance may only be used to fund courses at a higher academic level than the degree or diploma currently held by the Marine. Detailed information is provided in MCO 1560.26 and current applicable Marine Corps Bulletins in the 1560 series.

College Credit for Formal Military Training

The American Council on Education (ACE), through the Officer of Education Credit and Credentials, evaluates formal military training for civilian postsecondary credit. Credit recommendations are made to assist educational institutions in awarding appropriate credit for extra-institutional learning while maintaining academic standards. Credit recommendations are published biannually in the ACE Guide to the Evaluation of Educational Experiences in the Armed Forces, commonly called the "ACE Guide." Detailed information is provided in MCO 1560.25 and the Catalog of Service-member's Opportunity Colleges.

Marine Corps Apprenticeship Program

In July 1977, the Department of Labor and the United States Marine Corps signed the National Standards for the Marine Corps to implement an apprenticeship Military Occupational Specialities (MOS's). Subsequent to the signing ceremony, military schools were designated program sponsors for developing the apprenticeship program within their cognizant areas of responsibility. The program is open to all Marines of all ranks in the apprenticeship MOS's. Completion of apprenticeship training will qualify these specialists for "journeyman" status. Marines, as registered apprentices, will be able to receive credit for Marine Corps training through the program similar to their civilian counterparts. Detailed information, including a list of apprenticeable MOS's, is contained in MCO 1550.22.

ENCLOSURE (5)

VETERANS ADMINISTRATION (VA) EDUCATIONAL ASSISTANCE

Educational assistance is available to eligible veterans and active duty Marines through the VA. The program for which an individual may be eligible is determined by the date of entry into the Armed Forces.

Veterans Educational Assistance Program (VEAP)

Marines who entered military service between 1 January 1977 and 30 June 1985 may be eligible to participate in the VEAP. Enrollment is voluntary and individuals who elect to participate may contribute a minimum of \$25 and a maximum of \$100 (multiples of \$5) to a fund which will be maintained by the VA. Participants may also make lump sum contributions. The total amount of a member's contribution may not exceed \$2700.00.

Benefits under the VEAP may be utilized upon release from active duty (under conditions other than dishonorable) or after completion of the initial obligated service period of six years, whichever is less. The VA will provide two for one matching funds for members attending VA-approved educational programs. The amount of monthly payment is determined by dividing the total amount in the fund (individual and VA contributions) by the number of months that the member contributed or 36, whichever is less.

Vietnam Era G. I. Bill

Marines who entered military service between 31 January 1955 and 31 December 1976, and who were discharged from active duty under conditions other than dishonorable, may be eligible to receive educational assistance under the provisions of the Veterans Readjustment Benefits Act of 1966 (usually referred to as the Vietnam G. I. Bill). Eligible personnel may commence in-service use of benefits upon completion of 181 days of continuous active duty. Education assistance payments are made to eligible personnel by the VA in accordance with current rates based on type of enrollment. Vietnam G. I. Bill benefits must be used within 10 years after release from active duty or by 31 December 1989, whichever occurs first.

Montgomery G. I. Bill

Beginning 1 July 1985, a new VEAP (Montgomery G. I. Bill) is offered to those individuals who became members of the Armed Forces on or after 1 July 1985. This new program, which was part of the fiscal year 1985 Authorization Act, was signed by the President on 19 October 1984. Key provisions of the new act applicable to the new service members are as follows:

ENCLOSURE (6)

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a. Individuals entering active duty on or after 1 July 1985 (includes delayed entry program) will be automatically enrolled in the program unless they choose to disenroll.

b. Those enrolled in the program will have their basic pay reduced by \$100 per month for their first twelve months of service.

c. Upon completion of three years continuous active duty, enrolled individuals will be eligible for \$300 per month, for a total of 36 months of basic benefits for full time schooling. Currently, there are no provisions for reimbursement of contributed funds for those members discharged. ALMAR 75/88 contains additional information.

Vietnam Era G. I. Bill Conversion to Montgomery G. I. Bill

To be eligible for this benefit the individual must have entitlements remaining on 31 December 1989. Service members must have also been on active duty since 19 October 1984, served continuous through 30 June 1988, and have obtained a high school diploma or equivalent before terminating active duty service.

Those eligible will be automatically converted on 1 January 1990. The benefit will be \$300 a month plus 1/2 of entitlement rate under the Vietnam Era G. I. Bill for up to 36 months. Additional information is contained in ALMAR 015/87.

ENCLOSURE (6)

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD AVENUE
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1560.2D Ch 1
3
21 Oct 1998

BATTALION ORDER 1560.2D Ch 1

From: Commanding Officer
To: Distribution List

Subj: BATTALION EDUCATION PROGRAM

1. Purpose. To direct changes to the basic Order.
2. Action
 - a. On page 3 of the basic Order, delete paragraph 8b.
 - b. On page 3 of the basic Order, change paragraph "8c" to read "8b."
 - c. On page 4 of the basic Order, change paragraph "8d" to read "8c."
 - d. On enclosure (4) page 2 under Marine Corps Enlisted Commissioning Education Program (MECEP) line 5 change "regular Marine Corps" to read " Marine Corps reserve."
3. Filing Instructions. File this change transmittal immediately following the signature page of the basic Order.


H. D. KELLY
By direction

DISTRIBUTION: A