

# USMC TUITION ASSISTANCE BRIEF

## Education Center Contact Information

Camp Foster	Bldg. 5679	645-7160	MCAS Futenma	Bldg. 407	636-3036	Camp Courtney	Bldg. 4425	622-9694
Camp Kinser	Bldg. 1220	637-1821	Camp Hansen	Bldg. 2339	623-4376	Camp Schwab	Bldg. 3000	625-2046

Open Monday – Friday 0730-1630

Email: [education@okinawa.usmc-mccs.org](mailto:education@okinawa.usmc-mccs.org)

Please visit our website at: <https://www.okinawa.usmc-mccs.org/education>

## Available at the Education Center

### Services

- College Planning
- Education Counseling
- Military Tuition Assistance
- Financial Aid
- Joint Services Transcript
- Military/Civilian Testing

### Briefs

- USMC TA Brief
- GI Bill
- Training in the Trades
- USMAP/MCCOOL
- Managing Your Education
- SkillBridge

\*Unit Briefs available upon request

## First-Time TA Users Checklist

- 1. Personal Readiness Seminar (PRS)**, completed either in-person on any Marine Corps installation or online via Joint Knowledge Online (JKO).
  - If you do not have your certificate from the in-person training, you must complete the training online. The JKO course can be accessed using a CAC or JKO account at <https://jkodirect.jten.mil/>.
    - The course is **J3OP- US1395-Personal Readiness Seminar (PRS) Survival Skills (2 hrs)**.
- 2. Attend a USMC TA Brief.**
  - Contact your local MCCS Education Center for their next USMC TA Brief.
  - Upon completing a USMC TA Brief, you can also schedule an appointment with an Education Services Specialist and/or P&PD Advisor to discuss your educational goals, select your school and major, or address educational questions or concerns.
- 3. Meet at least one of the following eligibility criteria:**  
 Upload proof of eligibility (if applicable) to the Web TA portal: <https://myeducation.netc.navy.mil/webta/>.
  - completed at least 10 semester credits at the post-secondary level, with no grade lower than a C (proof required)
  - have an Armed Forces Qualification Test (AFQT) score of at least 50
  - have a General Technical (GT) score of at least 100
  - completed the Academic Skills Program in the classroom (proof required)
  - completed the Online Academic Skills Program (OASC) (proof required)
  - *If none of the above are met*, Marines are limited to one course per academic term until ten semester credits (or fifteen quarter credits) have been completed. If all academic credits are completed with no grade lower than a C, the Marine may continue to use TA at the maximum allowable.
- 4. Enroll in a school, request a degree plan, and select first class.**
  - Per the TA Policies, Regulations and Guidelines for FY 2023, first-time TA applicants will receive authorized TA funding for only one course, unless documentation is provided that the Marine has completed at least 31 SH with a minimum grade point average (GPA) of 2.5, on the 4-point scale.
  - Per DoDI 1322.19, first-time TA users who are stationed overseas and enrolling in their first TA-funded postsecondary course or beginning a new postsecondary program must enroll in and successfully complete their first TA-funded course with an on-island institution.
- 5. Submit your electronic TA application.** See page with “USMC WEB TA STEP BY STEP.”

## TUITION ASSISTANCE GUIDELINES AND REGULATIONS for FY 2023

This assembles into one location, all Marine Corps Tuition Assistance (TA) regulations and procedures, as found in the Department of Defense Instruction (DoDI) 1322.25, all Changes; Marine Corps Order (MCO) 1560.25 and MARADMINs 147/07, 639/11, 687/14, 093/16, 255/18, 150/19, 218/19, and 765/20, as well as provides additional guidance for first-time-TA-users and time in service obligations for active-duty Marines using TA who are in the Warrant Officer and Limited Duty Officer program.

DoDI 1322.25 remains the principal policy and guidance on DoD Voluntary Education programs. These documents supply guidance to allow for responsible stewardship of government funds for Marines using TA toward their coursework, but in the event of any legal challenges, only the DoDI 1322.25 and MCO 1560.25 may stand per their connection with U.S.C.

These FY23 Guidelines and Regulations strive to meet the challenges and tasks presented from the Commandant of the Marine Corps (CMC) 2017 Institutional Task List for Deputy Commandants and Commanders and the CMC 2021 Talent Management 2030.

1. TA is authorized only for Marines who meet the standards and eligibility criteria contained herein, in the MCO, and/or in any applicable MARADMIN. Initial and continued usage of TA is at commanders' discretion. Commanders shall ensure Marines meet all eligibility criteria:

(a) TA is authorized only for tuition charges and tuition fees, for up to 100 percent of costs including lab, technology, and distance learning fees, not to exceed \$250 per semester hour (SH), or \$166.67 per quarter hour (QH), or \$16.67 per clock hour (CH), for undergraduate and graduate courses, and \$4,500 per individual per fiscal year (FY). (The DoDI 1322.25 establishes the following equivalents to be applied herein, or when necessary, with regard to earned academic credit: 1 SH = .67 QH = 15 CH.) Marines are responsible for costs that exceed TA authorized funding limits, as well as all non-tuition fees including, but not limited to, costs associated with room, board, equipment, supplies, books/materials, exams, insurance, parking, transportation, admissions, registration, or fines.

(b) Marines shall be eligible for promotion per MCO P1400.31C and P1400.32D.

(c) Marines will have no minimum time in service (T-I-S) requirement prior to the utilization of TA. Additionally, Marines awaiting training status are eligible to utilize TA.

(d) Prior to first-time use of TA, Marines will have:

(1) completed the Personal Readiness Seminar (PRS) accomplished within 90 days of arrival at the First Permanent Duty Station, or any PRS on any Marine Corps installation; or online on Joint Knowledge Online; completion of PRS course is submitted to the Unit Education Officer (UEO) prior to attending the TA Orientation brief;

(2) completed the TA Orientation brief through the installation Voluntary Education (VolEd) Center; a list of topics covered in the TA Orientation Brief are found in the TA Brief Essential Elements.

(3) met at least one of the following criteria –

(a) completed at least 10 academic semester credits at the post-secondary level, with no grade lower than a C;

(b) earned a score of at least 50 on the Armed Forces Qualification Test (AFQT);

(c) earned a score of at least 100 on the General Technical portion of the Armed Services Vocational Aptitude Battery;

(d) completed the Academic Skills Program in the classroom;

(e) completed the Online Academic Skills Program (OASC).

If none of these criteria are met, the installation Education Services Officer (ESO) reserves the right authorize TA for one course per academic term until ten semester credits (or fifteen quarter credits) have been completed. If all academic credits are completed with no grade lower than a C, the Marine may continue to use TA at the maximum allowable.

(e) The installation VOLED Center shall document completion of these requirements to the Marine's official TA account as found in the Navy College Management Information System (NCMIS), per MCO 1560.25. First-time TA applicants will receive authorized TA funding for only one course, unless documentation is provided that the Marine has completed at least 31 SH with a minimum grade point average (GPA) of 2.5, on the 4-point scale.

- (f) TA applications are submitted only within 60 days of the start date of the class. TA applications may contain no more than one course per application (per NCMIS). Marines may not have more than two TA-funded classes active at any given time.
- (g) TA funds for approved involuntary withdrawal waivers and failed courses will count toward individual fiscal year ceilings.
- (h) TA is authorized for only one course in the next academic term, should:
- (1) the undergraduate cumulative GPA fall between 2.0 and 2.5;
  - (2) a grade of “D” or “F” is received in any course during the previous term in which TA was utilized;
  - (3) a voluntary or involuntary withdrawal occurred from any course during the previous term in which TA was utilized.
- (i) Marines using TA will maintain a cumulative GPA of at least 2.0 after completing 10 SH in undergraduate studies, or at least 3.0 after completing 9 SH in graduate studies. If the GPA for TA-funded courses falls below these minimum GPA limits, TA cannot be authorized.
- (j) Career and technical education certificate programs who wish to receive TA will:
- (1) be accredited by an accrediting body recognized by the Department of Education;
  - (2) be approved by the Department of Veterans Affairs;
  - (3) have a signed DOD Memorandum of Understanding.
- (k) Marines may utilize TA toward one academic degree at the next level higher than that currently held by the Marine, following the policies and guidance contained herein, in DoDI 1322.25 and MCO 1560.25. The academic degree ranks are as follows in ascending order: Certificate, Associate’s, Bachelor’s, or Master’s/Post Baccalaureate. The academic certificate may be at any level, provided that completion of a Master’s degree is not a requirement for admission into the program.
- (l) The maximum number of SH allowed for TA funding shall be capped at Undergraduate—138; Graduate—45.
- (m) Degree pre-requisites or developmental courses can be funded by TA, but must be included on the Marine’s education plan and will count towards the TA funding cap at the level of the degree pursued.
- (n) The Marine must submit an education plan by the time ten semester credits have been successfully completed, regardless of whether or not TA funded these earned academic semester credits. The “Student Work Week” expectation maintains for academic guidance purposes, at three hours/week over a 16-week academic term, for every SH earned, to include class time, adjusted proportionately for the varied lengths of academic terms.
- (o) Marines who completed an initial master’s degree through the Military Studies program at Command and Staff Marine Corps University (Command & Staff) will be eligible for TA funding for courses toward a second master’s degree. All current Marine Corps TA policies, regulations, rates, procedures, caps and criteria outlined herein and in MCO 1560.25, remain in effect, including all incurred T-I-S obligations. Command & Staff Marines shall present their Marine Corps University transcripts to the Installation VolEd Center prior to receiving the TA Orientation brief and subsequent submission of TA applications. This is unique to Command & Staff Marine selectees.
- (p) Marines who fail to complete a course successfully must reimburse received TA funds. Successful course completion, in compliance with DoDI 1322.25, is defined for the purpose of reimbursement as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses, and a “pass” for “pass/fail” courses. TA funds will be recouped from Marines for “D” and “F”/fail grades, unresolved “I”/Incomplete, or courses from which the Marine voluntarily withdrew, resulting in a “W” grade. Recoupment for undergraduate grades of “D” or below and graduate grades of “C” or below cannot be waived.
- (q) Recoupment for withdrawals related to duty, medical or emergency circumstances may be waived. Waiver requirements and processes are contained in MCO 1560.25. Reimbursement procedures and all related pertinent information are obtained through the Installation VolEd Ctr.

(r) Open issues in Marines' NCMIS TA accounts, including incomplete courses, reimbursement issues, and waivers, will be resolved, and posted to the Marine's NCMIS TA account prior to command approval and authorization of any future TA requests.

(s) TA cannot be authorized for fees related to certifications, license exams, or credentials.

(t) Utilization of authorized TA funds requires T-I-S beyond the end date of the academic term, regardless of the course level funded. Marines must reimburse paid TA funds for T-I-S not met, at the percentage equal to that of the unmet T-I-S. (MCO1560.25, Ch 6, Sect I, and {1}). Marines do not reimburse TA to the Installation VolEd Ctr, but they may obtain all pertinent information regarding TA reimbursement from the Installation VolEd Ctr ESO and/or any VolEd Ctr personnel with "by direction" authority from the ESO. T-I-S requirements are as follows:

- (1) Commissioned Officers must serve 24 months (per DoDI 1322.25, Change 4, Enclosure 3, Section c, and MCO 1560.25, Ch 6);
- (2) Enlisted personnel must serve 60 days (per MARADMIN 687/14);
- (3) Limited Duty Officers (LDOs), Chief Warrant Officers (CWOs) and Warrant Officers (WOs) who do not hold a Baccalaureate degree must serve 60 days; LDOs, CWOs, and WO who have completed a Baccalaureate degree must serve 24 months; (per MARADMIN 765/20)
- (4) Reserve Component officers on active duty orders/mobilization must serve 24 months; Officers who end their active service (EAS) and transition seamlessly to Active Reserve (AR) program may use service time in AR program toward the 24-month T-I-S requirement.

(u) TA is not authorized for non-credit courses, training programs, or programs under continuing education or workforce development.

(v) Marines assigned to Military Occupation School or residential Professional Military Education (i.e., Command and Staff College, Corporals Course, Sergeants Course, Career Course, etc.) shall not receive TA funding until they return to their regular or permanent duty.

(w) Marines attending vocational/technical certification programs with more than one class or module shall receive TA funding for a maximum of two classes or modules at a time.

2. Marines shall contact their base Voluntary Education and Career Centers to ensure full compliance with all current Marine Corps TA policies and criteria as outlined herein and in MCO 1560.25. TA authorization is contingent upon responsible stewardship of available funds by the installation's ESO and all installation VolEd and education support personnel. The ESO retains the discretion to treat each TA application solely on the merits of the individual case.

3. Marines remain encouraged to participate in all appropriate personal and professional readiness programs, including, but not limited to:

- (a) United States Military Apprenticeship Program
- (b) College Level Examination Program (CLEP)/Defense Activity for Non-Traditional Education Support Subject Standardized tests (DSST) credit-by-exam as appropriate
- (c) Marine Corps Credentialing Opportunities On-Line (COOL).

**Note: If there are any changes to your TA request (i.e. never enrolled, withdraw from course, date changes, etc.), please contact your local MCCS Education Center immediately.**

## USMC Web TA Step-By-Step

1. To apply for Tuition Assistance electronically from any computer, go to <https://myeducation.netc.navy.mil/webta/>
2. Upload proof of eligibility (if applicable) and degree plan to the Web TA portal.
  - a. From “My Education Home” select “Education History” and the “View/Upload Files” tab.
  - b. Click the “Upload File” button on the top right.
  - c. Use “Browse” to locate your file which must be a PDF and then select “Upload File”
  - d. Complete the fields in the “Add/Edit Attachment” window.
  - e. For proof of eligibility, select “other” as the Type and list the type of proof in the Description field.
  - f. For degree plan, select “Education Plan” as the Type. Add the name of your School, Degree and Immediate Education Goal.
3. To begin your TA application, return to “My Education Home” and select “Tuition Assistance.”
4. If you are eligible, you will see the option to “Create New Application.”
  - a. Please read and accept the TA Application Agreement. Keep a copy for your records.
  - b. Review your profile information and verify that your email address is correct. If any changes are necessary, you may update your profile by going to “My Education Home” and using the “Profile” tab.

Note: If you are not eligible, you will see a red “Eligibility” box with a list of requirements you need to fulfill. Please contact your local MCCS Education Center to resolve these items.
5. Enter your command approver (CO or By-Dir) information. You may either search for your approver or you can enter their information manually by selecting “Manual Entry.” You will need their name, DSN number, and military email address.
6. Enter your MCCS Education Center and school information using the search window. Then, enter the *term* start and end dates. Please complete a separate Web TA application for each course.
7. To enter course information, select “Manual Course.” Make sure to enter the information accurately. Fill in the course number (ex. PSYC 100), title (ex. Introduction to Psychology), level, location, instruction mode, credit unit, credit hours, and cost. If your school has entered their catalog into the Academic Institution Module, you can search for your course using the “Search Course” feature. This feature will auto-populate most of the required fields. Click “Confirm.”
8. Review all of the information on your application and make corrections if needed. Save the application.
9. Select “Submit” to send your application to your command approver.
  - a. Command Notification: You will receive an email notification stating whether your TA has been approved or denied.
  - b. Education Center Notification: If your command has approved your TA, your application will be forwarded to the Education Center, and you will receive a second email upon authorization.
  - c. If there are any issues with your application, you will be contacted by the Education Center, and your TA will remain on hold until resolved.
10. To track the status of your application, go to the “Tuition Assistance” tab and select “Review Applications.”
  - a. If your document status is “Under Edit,” you have not submitted it to your command approver.
  - b. You may also view your application status as command approved or authorized.
11. To access your TA voucher once it has been authorized, go to “My Education Home” and click on the “Tuition Assistance” box. Then, click on the “Review Applications” box and select the view option to access your TA voucher. Click on the “Print Document” button at the bottom of the page. Sign and submit it to your school as directed.
  - a. Do not select TOP-UP unless you are using the GI Bill in conjunction with tuition assistance.



# Sample TA Authorization Form

NAVMC10883

## TUITION ASSISTANCE AUTHORIZATION

XYZ201800084 11-  
AUG-2021

ID: \_\_\_\_\_

NAME: EINSTEIN, ALBERT

RATE PFC

SCHOOL CODE: 9999X

INSTITUTION: Lifelong Learning

### ENROLLMENT INFORMATION

TERM DATES	START: 03-NOV-2022	END: 22-DEC-2022			
COURSE	TITLE	HOURS	GOV SHARE	STU SHARE	
MATH 123	COLLEGE MATH	3.0	\$750.00	\$0.00	
<b>TOTAL:</b>		<b>3.0</b>	<b>\$750.00</b>	<b>\$0.00</b>	

I have read, understand and will comply with the provisions of NETCINST 1560.3, the Tuition Assistance (TA) student agreement and the TA application form. I understand this voucher is valid only for the courses and term dates listed. I am responsible for contacting my service branch voluntary education office for any changes or cancellations to this voucher. Failure to notify my service branch voluntary education office of course cancellations or amendments may result in a collection against me, via my Commanding Officer. I hereby authorize the release of my grades and notification of degree completion to my respective branch of service. Non receipt of grades will prohibit additional TA being authorized. If I separate, my indebtedness will be referred to the Defense Finance and Accounting Services for collection.

Albert Einstein

(DSN) 623-0000

Applicant's Signature

Phone

XYZ201800084

20-OCT-2021

George Washington

AUTHORIZATION NUMBER

DATE AUTHORIZED

SIGNATURE OF EDUCATION OFFICER

*\*\*NOTE: Signature will be electronic when printed from your WebTAaccount.\*\**

Return a copy of this form to your Marine Education Office if it is canceled or amended in any way. Indicate action taken on the returned form. Failure to notify your Marine Education Office of course cancellation or amendment may result in a collection action against you, via your Commanding Officer. Student info can be found at: <http://www.marines.mil>

Schools should send invoices electronically via iRAPT (formerly WAWF). Schools can find reference material for invoicing using the TA iRAPT (formerly WAWF) Guide and grade submission information using the GEAP (Grade Entry Application) User Guide at: [https://www.navycollege.navy.mil/ta\\_info.html](https://www.navycollege.navy.mil/ta_info.html)

Correspondence may be sent to:  
 COMMANDINGOFFICER NETPDTC  
 N83/MARINECORPS GROUP 6490  
 SAUFLEY FIELD ROAD  
 PENSACOLA, FL 32509-5241

**FOR OFFICIAL USE ONLY: This document may contain Personal Data covered by the Privacy Act of 1974. Please ensure this information is protected from unauthorized access and/or disclosure.**



## Local College Information

### Contact Information:

Foster	645-3054/3488
Kadena	634-2206/1287
Kinser	637-2406
Futenma	636-3940
Courtney	622-9250
Hansen	623-7312
Schwab	625-2538
Torii	644-4957
Yokota	225-3680

<https://asia.umgc.edu/>

Sessions	2023-24 Term Dates
Fall I	16 August – 10 October
Fall II	18 October – 12 December
Spring I	10 January – 5 March
Spring II	13 March – 7 May
Summer I	8 May – 25 June
Summer II	26 June – 13 August

### UMGC Associate of Arts in General Studies

#### UMGC Bachelor's Programs (available in Asia)

- Accounting
- Applied Technology
- Business Administration
- Communication Studies
- Computer Science
- Criminal Justice
- Cybersecurity Management and Policy
- Cybersecurity Technology
- Data Science
- East Asian Studies
- English
- Environmental Management
- Finance
- General Studies
- Graphic Communication
- Health Services Management
- History
- Homeland Security
- Human Resource Management

#### UMGC Bachelor's Programs Cont...

- Humanities
- Human Resource Management
- Legal Studies
- Management Information Systems
- Management Studies
- Marketing
- Political Science
- Psychology
- Public Safety Administration
- Social Science
- Software Development and Security
- Web and Digital Design

#### UMGC Master's Programs (available in Asia)

- Master in Business Administration (MBA)
- Master of Science in Transformational Leadership (MSTL)



### Contact Information:

Kadena	634-5083
Futenma	636-6692

<http://worldwide.erau.edu/>

Sessions	2023-24 On-Site Term Dates
Term I	7 August – 8 October
Term II	16 October – 17 December
Term III	8 January – 10 March
Term IV	18 March – 19 May
Term V	27 May – 28 July

### Certificate:

- Aviation Maintenance Technology Part 65
- Engineering Fundamentals
- Human Factors (graduate)

### Undergraduate Degree Programs:

- Aeronautics
- Aviation Business Administration
- Aviation Maintenance
- Engineering Fundamentals
- Uncrewed Systems
- Engineering
- Engineering Technology
- Technical Management
- Uncrewed and Autonomous Systems

### Graduate Degree Programs:

- Aeronautics
- Aviation Maintenance
- Human Factors
- Space Operations
- Uncrewed Systems



### Graduate Degree Program:

- Master of Science in International Relations

### Contact Information:

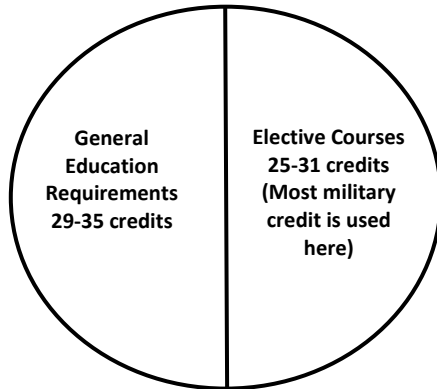
Kadena 634-5365/7464

<http://www.troy.edu/>

## General College Information

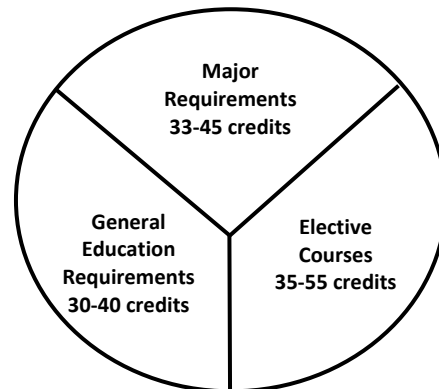
### Associate's Degree

Associate of Arts (A.A.)- General Studies Degree  
(60-64 credits)



### Bachelor's Degree

Bachelor of Science (B.S.)/ Bachelor of Arts (B.A.)  
(120-145 credits)



### General College Terminology:

- **Certificate Program:** Offered by institutions to signify a student has reached a standard of knowledge in a certain area of study. Certificate programs can be completed even faster than associate degree programs and may or may not include language arts, mathematic, or social science requirements.
- **Associate Degree:** Academic degree awarded upon completion of a course of study that usually lasts two years, will require 60-80+ credits (approx. 29-35 general education hours, 25-31 elective hours).
- **Bachelor Degree:** Academic degree awarded upon completion of a course of study that usually lasts four years, will require 120+ credits (approx. 33-45 major hours, 30-40 general education hours, 35-55 elective hours).
- **Master Degree:** Academic degree awarded upon completion of a course of study to individuals who have demonstrated mastery of a specific field of study or area of professional practice.
- **Doctoral Degree:** Academic degree awarded upon completion of a course of study that in most countries refers to a class of degrees which qualify the holder to teach in a specific field (e.g. Ph.D.).
- **Undergraduate Courses:** Associate and bachelor level coursework.
  - *Lower Level Courses:* Freshman and sophomore level courses, course number usually begins with 1--/2--, respectively. Ex- HIST 101 (freshman) or HIST 256 (sophomore).
  - *Upper Level Courses:* Junior and senior level courses, course number usually begins with 3--/4--, respectively. Ex. HIST 357 (junior) or HIST 400 (senior).
- **Graduate Courses:** Coursework above the bachelor level.
- **Electives:** Classes that a student can select from alternate courses or fields of study.
  - \*Many military credits will be counted as electives.
- **General Education Requirements:** Required courses for all students regardless of major. Examples include history, communications, science, math, social science, humanities, etc.
- **Major (Primary):** The main emphasis of a bachelor degree; requires additional specialized classes.
- **Minor (Secondary):** An additional, specialized area of study; usually compliments the major.
- **Semester Hour:** Unit of academic credit, equivalent to credit hours. Most classes are worth 3 SH.
- **Degree Plan:** Document provided by institution that lists specific classes required for a course of study leading to an academic degree. This must be uploaded via the Web TA portal after the completion of ten TA-funded semester hours.



## Credit-By-Examination Programs

### CLEP (College Level Examination Program)

CLEP consists of a series of examinations that test an individual's college level knowledge gained through course work, independent study, cultural pursuits, travel, special interests, military service schools, and professional development. The American Council on Education (ACE) recommends the minimum score for awarding credit but each institution determines its acceptable score and the amount of credit granted for each examination. For Study materials create a My CLEP account at <https://clep.collegeboard.org/earn-college-credit/military-benefits>. eGuides are available for service members without registering for an exam. College Board and Modern States have partnered to help service members prepare for a successful CLEP testing experience <https://modernstates.org/> To register for a test go to <https://clep.collegeboard.org/register> to select which CLEP you would like to take. Then schedule to take your exam through one of UMGC's National Test Centers (NTCs) on Okinawa with locations on Kadena AFB, Camp Foster, and Camp Hansen by visiting <https://asia.umgc.edu/transfers-and-credits/national-test-centers/index.cfm>. The CLEP exam titles are:

<p><b>COMPOSITION AND LITERATURE</b></p> <ul style="list-style-type: none"> <li>•American Literature</li> <li>•Analyzing and Interpreting Literature</li> <li>•College Composition</li> <li>•College Composition Modular</li> <li>•English Literature</li> <li>•Humanities</li> </ul> <p><b>FOREIGN LANGUAGES</b></p> <ul style="list-style-type: none"> <li>•French Language</li> <li>•German Language</li> <li>•Spanish Language</li> </ul>	<p><b>SCIENCE AND MATHEMATICS</b></p> <ul style="list-style-type: none"> <li>•Biology</li> <li>•Calculus</li> <li>•Chemistry</li> <li>•College Algebra</li> <li>•College Mathematics</li> <li>•Natural Sciences</li> <li>•Pre-calculus</li> </ul> <p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>•Financial Accounting</li> <li>•Information Systems</li> <li>•Introductory Business Law</li> <li>•Principles of Management</li> <li>•Principles of Marketing</li> </ul>	<p><b>HISTORY AND SOCIAL SCIENCES</b></p> <ul style="list-style-type: none"> <li>•American Government</li> <li>•History of the U.S. I</li> <li>•History of the U.S. II</li> <li>•Human Growth and Development</li> <li>•Introduction to Educational Psychology</li> <li>•Introductory Psychology</li> <li>•Introductory Sociology</li> <li>•Principles of Macroeconomics</li> <li>•Principles of Microeconomics</li> <li>•Social Sciences and History</li> <li>•Western Civilization I: Ancient Near East to 1648</li> <li>•Western Civilization II: 1648 to Present</li> </ul>
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### DSST Exams (Formerly DAN TES Subject Standardized Tests)

The DSST program is an extensive series of examinations in college subjects that are comparable to the final or end-of-course examinations in undergraduate courses. ACE recommends upper and lower level credits for the exams, but each institution determines its acceptable score and the amount and type of credit granted for each examination. To register to take a DSST exam, visit <https://asia.umgc.edu/transfers-and-credits/national-test-centers/index.cfm> and select Kadena AFB, Camp Foster, or Camp Hansen. Please arrive at least 30 minutes before your scheduled appointment. The DSST exams available are:

<p><b>BUSINESS</b></p> <ul style="list-style-type: none"> <li>•Business Ethics &amp; Society</li> <li>•Business Mathematics</li> <li>•Human Resource Management</li> <li>•Introduction to Business</li> <li>•Management Information Systems</li> <li>•Money and Banking</li> <li>•Organizational Behavior</li> <li>•Personal Finance</li> <li>•Principles of Finance</li> <li>•Principles of Supervision</li> </ul> <p><b>MATHEMATICS</b></p> <ul style="list-style-type: none"> <li>•Fundamentals of College Algebra</li> <li>•Math for Liberal Arts</li> <li>•Principles of Statistics</li> </ul>	<p><b>HUMANITIES</b></p> <ul style="list-style-type: none"> <li>•Ethics in America</li> <li>•Introduction to World Religions</li> <li>•Principles of Advanced English Composition</li> <li>•Principles of Public Speaking</li> </ul> <p><b>PHYSICAL SCIENCE</b></p> <ul style="list-style-type: none"> <li>•Astronomy</li> <li>•Environmental Science</li> <li>•Health &amp; Human Development</li> <li>•Introduction to Geology</li> </ul> <p><b>TECHNOLOGY</b></p> <ul style="list-style-type: none"> <li>•Computing and Information Technology</li> <li>•Ethics in Technology</li> <li>•Fundamentals of Cyber Security</li> <li>•Technical Writing</li> </ul>	<p><b>HISTORY AND SOCIAL SCIENCES</b></p> <ul style="list-style-type: none"> <li>•A History of the Vietnam War</li> <li>•Art of the Western World</li> <li>•Criminal Justice</li> <li>•Foundations of Education</li> <li>•Fundamentals of Counseling</li> <li>•General Anthropology</li> <li>•Introduction to Geography</li> <li>•Introduction to Law Enforcement</li> <li>•Lifespan Developmental Psychology</li> <li>•History of the Soviet Union</li> <li>•Substance Abuse</li> <li>•The Civil War and Reconstruction</li> </ul>
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\*Please check for the most up-to-date information on CLEP and DSST testing: <https://clep.collegeboard.org/exams> <http://getcollegecredit.com/about>

## MCCS Camp Foster Testing Office

Email: [fostertesting@okinawa.usmc-mccs.org](mailto:fostertesting@okinawa.usmc-mccs.org)

Location: Camp Foster, Bldg. 5679, Room 30

Phone: 645-3944 / 2469

### Military Testing

AFCT – Armed Forces Classification Test (ASVAB Retest for Marines and Sailors)  
DLAB – Defense Language Aptitude Battery  
DLPT – Defense Language Proficiency Test  
OPI- Oral Proficiency Interview  
ASTB – Aviation Selection Test Battery  
TABE – Test of Adult Basic Education

\* Military Uniform is required for all Military testing

\*\* See MCO 1230.5C for eligibility and required documentation

### DANTES (Defense Activity for Non-Traditional Education Support) Testing

#### Academic Exams

- College Proctoring (on a space available basis)

#### Certification Exams\*

- PearsonVUE Authorized Test Center
- Various Financial Management Exams – CDFM, AFCPE
- Various Medical Certifications – CCRN, CEN
- Personal Training Certifications- ACE, NASM

\*Other exams may be available. Please check with the Testing Office for additional information.

### Study Materials

Free study materials, including practice tests and downloadable e-books, are available from **EBSCO Learning Express** (DoD MWR Library) and can be accessed via [Military Once Source](#) or the [Navy Digital Library](#):

<https://www.militaryonesource.mil/> OR <https://www.navymwrdigitallibrary.org/>

The *Online Academic Skills Course (OASC)* helps build and refresh basic math and verbal skills. Access to OASC is free for the military community and can be found at the DoD MWR Libraries' website (above) or by creating an account at <https://dantes.petersons.com/>

#### Additional Exam Materials and Resources

\*not all exams offered through the Camp Foster Testing Office

- GED – Please visit <https://ged.com/>
- CLEP – Study guides may be obtained by emailing the Foster Testing Office or visiting <https://clep.collegeboard.org>
- DSST – Fact sheets may be obtained by emailing the Foster Testing Office or visiting <http://www.getcollegecredit.com/>
- ACT – Please visit <http://www.act.org/>
- SAT – Please visit <https://collegereadiness.collegeboard.org/sat/practice>
- GMAT – Please visit <https://www.mba.com/>
- GRE – Please visit <http://www.ets.org/gre/>
- LSAT – Please visit <https://www.lsac.org/>
- MAT – Please visit <https://www.pearsonassessments.com/professional-assessments.html>

\*\* ALL tests are administered **by appointment only.** \*\*

The Camp Foster Testing Office calendar is available online at <https://www.okinawa.usmc-mccs.org/marine-family-support/education> under "Testing".

## Additional Voluntary Education Programs



**Online Academic Skills Course (OASC) and College Placement Skills Training (CPST)** are designed for individuals in the U.S. military and their dependents who want to build their reading comprehension, vocabulary, and math skills to pass their exams, excel in their jobs, advance their careers, or continue their education. The program is web-based and free of charge for active-duty personnel and dependents. For more information, visit <https://dantes.petersons.com/>.



**The Joint Services Transcript (JST)** is an academically accepted document approved by the American Council on Education (ACE) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. It is at your school's discretion to apply JST credits toward a degree or program. For more information, visit <https://jst.doded.mil/>.



**TA DECIDE** is a dynamic information and comparison tool designed specifically to aid participants of DoD's Tuition Assistance (TA) program in making informed choices on schools and education programs. For more information, visit <https://www.dodmou.com/TADECIDE/>.



**Free Application for Federal Student Aid (FAFSA)** is used to apply for Federal financial aid for college or graduate school. To apply, visit <https://studentaid.gov/h/apply-for-aid/fafsa/>.



USMAP

**United Services Military Apprenticeship Program (USMAP)** is a registered, formalized apprenticeship with structured training programs. It combines on-the-job training (OJT) and related technical instruction in which you receive practical and technical training. For more information, visit <https://usmap.osd.mil/>.



**Marine Corps COOL (Credentialing Opportunities On-line)** helps Marines find information on civilian certification and license requirements and provides links to numerous resources to help get them started. Most certification exams related to a service member's MOS are funded by HQMC. For more information, visit <https://www.cool.osd.mil/usmc/>.



**The DOD SkillBridge program** offers a variety of courses to transitioning Service Members. All courses train in high-need industries and offer a high probability of securing employment as each course provides job interviews, placements, or certifications. For more information, visit <https://www.okinawa.usmc-mccs.org/skillbridge/>.



**GI Bill benefits** help you pay for college, graduate school, and training programs. Since 1944, the GI Bill has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training. There are two primary GI Bill programs for which you may be eligible: Montgomery GI Bill or Post-9/11 GI Bill. For more information, visit <https://www.va.gov/education/about-gi-bill-benefits/>.

## Web Sites for Education Information

1. **MCCS Okinawa Education:** <https://www.okinawa.usmc-mccs.org/education>
2. **Web TA Portal:** <https://myeducation.netc.navy.mil/webta/>
3. **Joint Knowledge Online:** <https://jkodirect.jten.mil/>
  - Personal Readiness Seminar (Course Name: Personal Readiness Seminar (PRS) Survival Skills)
4. **General College Web Sites:** <https://www.collegeboard.org/> <https://www.petersons.com/> <https://www.gradschools.com/> <https://www.educationquest.org/>
5. **College Navigator:** <https://nces.ed.gov/collegenavigator/>
6. **Okinawa on-island colleges:**
  - *University of Maryland Global Campus (UMGC):* <https://asia.umgc.edu/>
  - *Embry Riddle Aeronautical University (ERAU):* <https://worldwide.erau.edu/administration/military-veterans/pacom>
  - *Troy University:* <http://www.troy.edu/>
7. **Financial aid site with links to other sites:**
  - Federal grants and loans (Free Application for Federal Student Aid): <https://studentaid.ed.gov/sa/fafsa>
  - Department of Education Fact Sheets: <https://studentaid.ed.gov/sa/resources>
  - Scholarship databases: <https://www.fastweb.com/> & <https://www.scholarships.com/>
  - Military Spouse Career Advancement Accounts (MyCAA): <https://mycaa.militaryonesource.mil/mycaa>
8. **Voluntary Education Partnership DoD MOU:** <https://dodmou.com/Home/InstitutionList>
9. **Vocational School Database:** provides a database of Private Postsecondary Vocational Schools in all 50 states: <https://www.rwm.org/>
10. **Department of Education's accreditation database:** <https://ope.ed.gov/dapip/#/home>
11. **Joint Services Transcript (JST):** <https://jst.doded.mil/>
12. **ACE (American Council on Education) Guides:** <https://www3.acenet.edu/militaryguide/CourseSearch.cfm>
13. **U.S. Department of Veterans Affairs (VA) GI Bill benefits information:** <https://www.va.gov/education/>
  - GI Bill application: <https://www.va.gov/education/how-to-apply/>
  - Post 9/11 GI Bill Transferability Application: <https://milconnect.dmdc.osd.mil/milconnect/>
  - WEAMS Institution Search: <https://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>
  - WEAMS Licenses/Certifications Search: <https://inquiry.vba.va.gov/weamspub/buildSearchLCCriteria.do>
14. **USMAP (United Services Military Apprenticeship Program):** <https://usmap.osd.mil/>
15. **Marine Corps COOL (Credentialing Opportunities On-line):** <https://cool.osd.mil/usmc/index.htm>
16. **DOD Skillbridge:** <https://skillbridge.osd.mil>
17. **Leadership Scholar Program (LSP):** <https://usmc-mccs.org/services/education/leadership-scholar/>
18. **Commissioning Programs:** <https://www.marines.com/becoming-a-marine/officer.html>
19. **Navy ROTC (Commissioning Programs):** <https://www.nrotc.navy.mil/>
20. **Online Academic Skills Course (OASC):** <https://dantes.petersons.com/>
21. **Tutor.com:** <https://military.tutor.com/home>
22. **Khan Academy:** <https://www.khanacademy.org/>
23. **Editing assistance:** <https://www.grammarly.com/>
24. **Citation Machine-** aids in creating a reference page and citations in a variety of styles: <http://www.citationmachine.net/>
25. **CLEP/DSST Registration Website:** <https://asia.umgc.edu/transfers-and-credits/national-test-centers/index.cfm>
26. **Testing study info: CLEP / DSST / ASVAB / ACT / SAT :** <https://www.militaryonesource.mil/> <https://www.navy.mwr.digitallibrary.org/>
27. **DANTES (Defense Activity for Non-Traditional Education Support):** <http://www.dantes.doded.mil/>
28. **Career Field Information: Occupation Outlook Handbook (OOH)** <https://www.bls.gov/ooh/>
29. **O\*NET Online:** <https://www.onetonline.org/>
30. **Kuder Journey:** <http://www.dantes.kuder.com/>

# My Education Action Plan

To do before using TA:

✓	Attend TA Brief

To do when applying for TA:

	Name and contact info for command approver