



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
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ALBANY, GEORGIA 31704-0301

IN REPLY REFER TO:
7300
S0750

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COMPTROLLER GUIDANCE LETTER NUMBER 10-02

From: Commanding General, Marine Corps Logistics Command
To: Distribution List

Subj: FISCAL GUIDANCE AND PROCEDURES FOR MARINE CORPS LOGISTICS
COMMAND TUITION ASSISTANCE AND ACADEMIC DEGREE
REIMBURSEMENT

Ref: (a) OPM Training and Development Policy
(b) Chief Human Capital Act of 2002
(c) Title 5 United States Code 4107
(d) MARADMIN 380/09, "Payment for Civilian Academic
Degrees and Professional Credentials"

Encl: (1) Procedures for Civilian Personnel participating in
Tuition Assistance/Academic Degree Programs

1. Purpose: To provide tuition assistance (TA) and academic
degree reimbursement guidance and procedures for
self-development through higher institutions of learning.

2. Coverage: This guidance letter applies to all Marine Corps
Logistics Command (MARCORLOGCOM) Headquarters personnel and is
effective immediately.

3. Tuition Assistance: MARCORLOGCOM, Programs and Resources
Department, will reimburse civilian personnel TA up to a maximum
of \$2,500.00 annually based upon funds availability.
Reimbursement is based upon an employee meeting all requirements
outlined in references (a) through (d).

4. Academic Degree: MARCORLOGCOM, Programs and Resources
Department, may reimburse up to a maximum of \$3,600.00 annually
based upon funds availability. Reimbursement is based upon an
employee meeting all requirements outlined in references (a)
through (d).

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5. Funding Approval and Prohibitions:

a. Programs and Resources is the fiscal approval authority for tuition assistance and academic degree reimbursements and may authorize a portion of OR all costs associated with a course in accordance with policy, regulations, and funds availability.

b. This policy does not fund the following elements related to college courses (the following items are employee funded):

- (1) Supplies, equipment, parking fees or travel costs.
- (2) Registration, matriculation, GMAT, and CLEP fees.
- (3) Cancellation fees.

c. Employees receiving scholarships, grants, or Veterans Assistance educational benefits that constitute 100% of their course expenses may not simultaneously participate in the command tuition assistance or academic degree programs. Additionally, employees may only receive support/reimbursement of educational expenses from one command sponsored program. Command sponsored programs include TA, Academic Degree/Civilian Leadership Development Academic Degree.

6. Point of contact is Ms. Velisha Jackson, 229-639-7180.


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PROCEDURES AND GUIDELINE FOR CIVLIANS PARTICIPATING IN TUITION ASSISTANCE AND ACADEMIC DEGREE PROGRAMS

Responsibilities and Procedures:

Employee

(1) Request TA/Academic Degree consideration by completing an SF182. Each course request requires a course description and a specific justification of how the course will enhance current skills and abilities while executing job responsibilities. Failure to complete the request in its entirety may eliminate the request from further consideration. .

(2) Submit SF182 course request(s) PRIOR TO course enrollment/start date. Tuition assistance requests will not be approved for courses that have already started: regulation prohibits retroactive approval. In such cases, the employee is responsible for all costs associated with the course.

(3) Register as a student with the school and sign up for the course.
IMPORTANT: Be mindful of cancellation policies. An employee must follow school cancellation policies to avoid cancellation fees. Cancellation fees are not covered by this guidance and are an employee responsibility.

(4) Notify CHRO Training PRIOR to changing courses that have been approved for TA. Changing a course after receiving TA approval is not authorized without prior CHRO/Workforce Development approval. Course changes do not guarantee retention of tuition assistance funding; funding may be withdrawn based on the requested course change.

(5) Promptly notify and provide documentation to CHRO of any scholarships, grants, or other financial aid that has the effect of reducing the reimbursement for TA. Failure to identify these types of aid may lead to removal from the program.

(6) Employees are encouraged, but not required, to utilize colleges and universities in the local commuting area to maximize use of funding.

(7) Notify employees when courses are approved or disapproved.

(8) When applicable, collect appropriate refunds from schools and/or repayments from employees.

(9) Provide quarterly statuses of program progress and results, i.e., how many students are enrolled in TA, average TA cost.