



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
MARINE CORPS COMMUNITY SERVICES
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12410
MCCSI
17 Apr 2023

MARINE CORPS COMMUNITY SERVICE INSTRUCTION 12410

From: Director, Marine Corps Community Services
To: Distribution List

SUBJ: MCAS MIRAMAR MARINE CORPS COMMUNITY SERVICES TUITION
ASSISTANCE (TA) PROGRAM

Ref: (a) MCO P12000.11A W/CH 5, Marine Corps Non-Appropriated Fund
Personnel Policy Manual (Short Title: Marine Corps NAF
Personnel Policy Manual)

Encl: (1) MCAS Miramar Marine Corps Community Services Application
for Tuition Assistance

1. Purpose. To establish and publish a clear and consistent policy that will be used to administer the Tuition Assistance (TA) Program to Non-appropriated Fund (NAF) employees aboard Marine Corps Air Station Miramar.
2. Mission. To provide Marine Corps Community Services (MCCS) NAF employees (hereinafter "employees") guidance on policy and procedures related to the TA Program for post-secondary education at both accredited and nationally recognized institutions.
3. Director's Intent. MCCS is committed to the ongoing professional development of its employees with the support of the TA Program. The TA Program provides a reimbursement allotment for tuition, registration fees, and course related lab fees and books. The program does not reimburse expenses for housing, student parking, sales tax, or health and application fees. TA applications for reimbursement of online courses will be considered for both accredited and nationally recognized institutions.
4. Execution.
 - a. Concept of Operations
 1. Marine Corps Air Station Miramar (MCAS) MCCS will fund the TA program.

2. Final approval or disapproval of TA applications (ref (a)) can only be done by the Director, MCCS or Deputy Director, MCCS.

b. Tasks

1. Human Resource Division (HRD), MCCS

- a. Administer the TA program, to include marketing, managing, and distributing information regarding the program.
- b. Confirm all eligibility criteria are met and forward the application to the Director, MCCS for approval/disapproval.
- c. Process TA requests in accordance with final authority.
 - i. Approved TA applications will be processed, and an approval letter or email will be provided to the employee and the Division Director.
 - ii. If the TA application is disapproved, HRD will return the application along with a letter explaining the reason for the disapproval to the Division Director and employee.
- d. Coordinate tuition reimbursement or collection of TA with the Financial Management Division, MCCS.

2. Division Directors

- a. Ensure subordinate personnel are informed of the TA program.
- b. Ensure the applicant meets the established criteria.
- c. Complete the TA application and forward to the Human Resources Department (HRD) for review. Ensure all required information is complete and valid.
- d. Maintain records of all applicants and estimated dollar amounts committed.

3. Activity Managers/Supervisors

- a. Notify HRD immediately if the employee leaves prior to completing their obligation to remain employed at MCCS,

MCAS Miramar for a minimum of 12 months as a regular full-time or regular part-time employee, or as a flexible employee averaging 25 hours/week from the date of the most recent course completion.

c. Coordinating Instructions

1. Eligibility

- a. Tuition Assistance is available to all MCAS Miramar MCCS employees without regard to race, color, religion, sex, age, national origin, genetic information, mental or physical disabilities and any other protected classification. To receive TA, the following employee and course criteria must be met:
 - i. Employee is a regular full-time or regular part-time employee; or he or she is a flexible employee, who at the time of completing the TA application and continuing through the 12-month obligation period described below, is averaging 25 hours per week.
 - ii. Employee has been employed with MCAS Miramar MCCS at least 12 months preceding the course start date. Actual coursework for TA reimbursement will begin no earlier than during the 12th month or later of an employee's most recent date of hire.
 - iii. Tuition Assistance is applied for no earlier than 30 days and no later than two weeks prior to course start date.
 - iv. Employee has not received a Letter of Reprimand or been suspended in the 12 months preceding the course start date, and a performance rating of "exceeds expectations" or above was achieved in the most recent annual evaluation.
 - v. Course(s) is provided by an accredited or nationally recognized institution.
 - vi. Courses taken within a degree program (Doctorate, Master's, Bachelor's or Associate's) are eligible for TA and do not need to pertain to employee's current position. However, certification or continuing education courses must pertain to employee's current position duties as defined by the position description or be applicable to meet required or preferred

qualifications of a future MCCS job opportunity.

2. Reimbursement Criteria

- a. Employees approved for TA may receive up to \$3,000.00 reimbursement per MCCS fiscal year (1 February through 31 January).
- b. Employees must receive a grade of at least a "C" in all letter grade courses, or a "pass" in pass/fail courses.
- c. To apply for reimbursement, the employee must submit proper documentation of satisfactory course completion. Final grade(s) on official school transcript, certificate of course completion with grade(s), or an official school letter indicating satisfactory completion and grade(s), within 30 days after course end date are acceptable certifications. A printout from the institution's website is also acceptable provided the employee signs and dates it as an original. Additionally, the employee must provide original receipts for covered expenses.
- d. Failure to comply with the criteria outlined in this instruction may result in denial of reimbursement request.

3. Obligation

- a. Employees receiving TA are obligated to remain employed with MCCS MCAS Miramar for a minimum of 12 months following the course end date working an average of 25 hours/week at minimum and remain in a regular full-time, regular part-time, or flexible status.
- b. Voluntary separation or reduction of hours below the minimum average of 25 hours/week during the obligation period will require the employee to reimburse MCCS MCAS Miramar the TA amounts received unless the employee separates due to their own, or an immediate family member's, serious health condition. Immediate family member is as defined in ref (b) and serious health condition is as defined under the Family and Medical Leave Act of 1993 (FMLA).
- c. If an employee does not remain employed in the required status at MCCS MCAS Miramar for the full 12-month obligation period working an average of 25 hours/week at minimum, the employee will repay the TA benefit that was reimbursed, prorated by the nearest number of months that

remain outstanding in the obligation period. For example:

Course start/end date: 3 Jan/1 May
TA benefit reimbursed: \$1,100
Separation date: 23 Aug

Employee remained employed for three months and twenty-two days* following the course end date. Therefore, eight out of 12 months remain in the obligation period resulting in a proration factor of .67 (i.e., $8/12 = 0.67$).

*1 May to 23 Aug is four months if rounded to the nearest number of months.

Repayment Obligation: $\$1,100 \times 0.67 = \737

- d. Military spouses or dependents are required to provide PCS date on the TA application and current military orders so that consideration may be given to the length of time remaining in their tour of duty at MCAS Miramar. Upon special approval, applicant may be exempt from the 12-month employment obligation period following the course end date.

5. Administration and Applicability

- a. For a copy of reference (a) or encl (1), contact the MCCS MCAS Miramar Human Resources Department.
- b. This instruction is applicable to all NAF MCCS employees located aboard MCAS Miramar.
- c. Exceptions to meeting eligibility criteria are subject to approval by the MCCS MCAS Miramar Director or Deputy Director and handled on a case-by-case basis.

6. Effective Date

- a. This instruction is effective as of the date signed.



G. M. Close

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