

ACADEMIC DEGREE & CERTIFICATION PROGRAM (ADCP) HANDBOOK

**MARINE CORPS AIR STATION CHERRY POINT
(MCAS-CP)**



**MARINE CORPS CIVILIAN LEADERSHIP DEVELOPMENT (MCCLD)
PROGRAM**

**Operation Directorate
Training Support Department
Civilian Career Leadership Development
Marine Corps Air Station, Cherry Point, NC 28532
252-466-3964**

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Introduction:

The Marine Corps Civilian Leadership Development (MCCLD) program sponsored Academic Degree and Certification Program (ADCP) has been designed to assist Civilian Marines in obtaining college degrees as well as certain certifications and licenses. Participants are able to work towards a degree in undergraduate or graduate studies; and certifications and professional licenses, provided they are job related and earned through an accredited source.

Eligibility:

- All permanent civil service appropriated fund (APF) employees participating in the MCCLD program for at least 6 months prior to applying. (For Degree Only)
- Non-appropriated fund (NAF), active duty personnel, local nationals, contractors, and Senior Executive Service (SES) **are not** eligible to participate.
- Employees **are not** eligible for educational assistance under this program when such programs as GI Bill, Veteran's Administration, VOC Rehab, Acquisition Workforce Tuition Assistance Program, or other types of federally funded programs are used for the same costs/purpose.
- An employee who has been the subject of performance-based, disciplinary or adverse action **is not** eligible to participate in the program for two years after the effective date of such action. If an approved participant is the subject of such action, enrollment in the program will be terminated immediately. Such participants may request an exception to this provision to MPC-30 via their chain of command on extenuating circumstances.

Approval Requirements (Academic Degree):

- All coursework must be a part of the required degree curriculum and be for academic credit, where either a letter grade or Pass/Fail is received and
- Course work must be job or career-related. A career-related course has an understandable connection with the career or job the employee might reasonably expect to pursue with the Federal Government.
- Must have completed everything on the ADCP checklist.
- ADCP package must be approved by the MCCLD Administrator prior to course start date.
- Applicants are required to travel to, attend and complete any course requirements during non-duty hours only, unless approved by their Commanding Officer.
- Must provide receipts within three weeks of the course start date.

Institution:

- **Cannot** discriminate on the basis of political affiliation, race, color, religion, national origin, sex, marital status, sexual orientation, status as a parent, age, or handicap condition.
- ADCP money **will not** be granted to an institution/individual if either the parent institution or any sub-element of the institution has a policy or practice that prevents the (Reserve Officer Training Corps (ROTC) units or student ROTC participation), or prevents military recruiting on campus, or access to student directory information.
- Must be accredited by a nationally recognized accrediting body to provide a curriculum of Post-Secondary education. (www.doe.edu)

Specifics:

- The Civilian Marine is responsible for acquiring approval from their immediate supervisor and mentor for courses requested.
- Coursework must be from an accredited educational institution and must be taken for academic credit, where either a letter grade or pass/fail is received.
- Course work must be job or career related. There must be an understandable connection with the job/career the Civilian Marine might reasonably expect to pursue with the Federal Government. The courses requested for reimbursement must be presented in a planned, systematic sequence of instruction and/or assignments that support organizational objectives and the results must be measurable in terms of individual and organizational performance.
- An application may be denied due to incomplete information, lack of funding and/or late submission of the application.
- Civilian Marines who utilize the program are required to complete a continued service agreement.

Funding Requirements (Academic Degree):

- All funding is available on a first come first served basis, and selection for the program is contingent on having all prerequisites met, and subject to availability of funds.
- The MCCLD Program will fund degrees with the following stipulations: Master's Degree- (\$7,000 yearly maximum); Undergraduate Degree (\$5,000 yearly maximum); All other eligible programs (\$4,000 yearly maximum). Waivers to these caps may be applied for and will be determined on a case by case basis. Waiver packages must be submitted prior to course date.
- Courses must start prior to September 30th of the current Fiscal Year for which they are funded and packages (including SF-182) must be approved prior to course start date.

- Complete packages and courses will be funded on a quarterly basis, according to the order received.
- The MCCLD program will reimburse the cost of the tuition, fees and books, up to the yearly cap.
 - If the student does not receive a B or higher for Graduate level courses or a C or higher for Undergraduate courses, they will be responsible for funding all costs associated with the course.
 - Funding may have to be adjusted based on participation.
 - If a student does not furnish grades within 5 working days of the school making it available, the student may be denied funding.

Program Forms Requirements

- Provide all completed forms to the MCCLD office for enrollment/review/approval
 - Be an active MCCLD Member
 - Complete a an online competency assessment at [HTTP://LCA.OPM.GOV/](http://LCA.OPM.GOV/)
- Complete an Individual Development Plan (IDP)
- Complete an Educational Development Plan (EDP)
 - Provide a Degree Audit
- Enrolled or seeking enrollment in the Civilian Mentoring Program
- Complete an application for the ADCP
 - SF182 –Authorization, Agreement & Certification of Training
 - Complete pages 1-5 of the SF-182
 - All signatures must be in place on the above documents

Action:

Packages must be complete for submission. Incomplete packages will be destroyed.