**UNITED STATES MARINE CORPS**
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
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POLICY LETTER 7-10

From: Commanding Officer, Chemical Biological Incident Response Force
To: Distribution List

Subj: POLICY CONCERNING VOLUNTARY EDUCATION

Ref: (a) MCO P1560.25C

1. Purpose. This letter publishes policies and standards on voluntary education programs in order to (IOT) maximize utilization of the programs within the command while at the same time imposing limits IOT ensure personnel do not over-burden themselves in their pursuit of educational objectives.

2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.

3. Information. Reference (a) establishes policies and standards to fulfill the lifelong learning needs of the Marine Corps Community as a whole. Service members assigned to CBIRF have the unique opportunity to maximize voluntary education. The policy of this command is that voluntary education is highly encouraged and that each service member should seek to maximize utilization of such opportunities. However, the mission of the unit supersedes the desire of the individual service member.

a. Service member responsibility. While the pursuit of voluntary education is beneficial to both the service member and the service, each member of the command is responsible to ensure they are PME complete for grade in accordance with (IAW) current orders and directives prior to beginning a voluntary education program and that course loads do not interfere with mission and professional obligations.

b. Education Officer. The battalion education officer shall be designated in writing and IAW reference (a) may be either an officer or enlisted service member having previously completed no less than an associate's degree or (2) years of equivalent post-secondary education. It is recommended that each company establish an education NCO who has proven dedication to lifelong learning.

c. Tuition Assistance (TA). TA is intended to encourage personnel to attend courses delivered by accredited civilian educational institutions on campus, at resident centers, on military installations or through distance learning during their off-duty time. The TA program for CBIRF is administered via the Lifelong Learning Center at Naval Station, Anacostia. Command approval authority for TA applications lies with the company commanders. If the company commanders are unavailable for signature, the battalion education officer may approve TA applications.

d. Course load. While it is highly encouraged that each service member seeks to maximize use of voluntary education resources, the following limits shall be imposed IOT ensure service members do not over-burden themselves in pursuit of higher education:

(1) Enlisted service members enrolling in voluntary education are limited to one course during the first term enrolled and two courses during each subsequent term. Those enlisted service members maintaining a 3.8 grade point average or higher may take three courses per term with approval of their company commander. Requests for more than two courses need to have section officer in charge/platoon commander's concurrence. At no time will it exceed three courses per term.

(2) Officers may take two courses per term without restriction. Officers seeking to take more than two courses per term may do so with the battalion executive officer's approval. Request for more than two courses need to be routed via the company commander.

4. Scope. This policy pertains to all military personnel assigned to Chemical Biological Incident Response Force.

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