Welcome to MCB Quantico!
This informational packet contains a variety of resources to assist and guide you with your educational and career pursuits

LOCATION:
3088 Roan Street. Quantico VA 22134

EMAIL:
mccsquantoicomedcenter@usmc.mil

PHONE:
703-784-3340

HOURS:
M – TH 0800-1630 / F 0800-1200

Services provided include:

EDUCATION COUNSELING
• Choosing a School
• Degree Plan Options
• Financial Aid
• GI Bill
• Spouse & Family Member Educational Resources
• Marine Corps COOL
• Career Path Decide

CAREER COUNSELING
• Initial Counseling (IC)
• Pre-Separation Counseling
• Capstone Review
• Resume Review
• DoD Skillbridge

TESTING
• Military and Civilian
• Test Prep Resources

TUITION ASSISTANCE
• Eligibility Requirements
• Submitting Applications
• Verifying Degree plans
• Updating TA grade record
• TA Approvals
• Canceling vouchers

ACADEMIC SUPPORT
• College Prep
• JST Credit
• Scholarship Resources
• Language Learning Resources
• Tutor.com
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RESOURCES BY CATEGORY

Quick links:
- USMC Transition Readiness Program: https://usmc-mccs.org/services/career/transition-readiness/
- DD2648 eForm: https://www.dodtap.mil/login.html
- eBenefits: https://www.ebenefits.va.gov/ebenefits/homepage

Career & Financial Resources
- DoD Skillbridge: https://dodskillbridge.usalearning.gov/
- Marine For Life Network: https://www.usmc-mccs.org/services/career/marine-for-life-network/
- Onet Online: https://www.onetonline.org/
- American Job Center: https://careeronestop.org/LocalHelp/service-locator.aspx
- My Skills, My Future: https://www.myskillsmyfuture.org/
- Department of Labor: https://www.dol.gov/
- TSP: https://www.tsp.gov/
- Navy-Marine Corps Relief Society: https://www.nmcrs.org/
- Unemployment Benefits: https://www.careeronestop.org/
- Save & Invest: https://www.saveandinvest.org/
- Consumer Financial Protection Bureau: https://www.consumerfinance.gov/
- Survivor Benefit Plan: https://www.dfas.mil/retiredmilitary/provide/sbp/

Federal Employment
- FedsHireVets: https://www.fedshirevets.gov/
- USAJOBS: https://www.usajobs.gov/
- Go-Defense: https://godefense.cpms.osd.mil/
- Competitive Procurement Announcements: https://fbohome.sam.gov/
- Veteran Employment Program Offices: https://www.fedshirevets.gov/veterans-council/agency-directory/

Training & Education
- Voluntary Education: https://www.usmc-mccs.org/services/education/voluntary-education/
- Marine Corps COOL: https://www.cool.navy.mil/usmc/
- GI Bill Benefits: https://www.va.gov/education/about-gi-bill-benefits/
- DANTES: https://www.dantes.doded.mil/
- DoD Academic Institution Partnerships: https://www.dodmou.com/
- Financial Aid: https://studentaid.gov/h/apply-for-aid/fafsa/

Additional Resources
- 2-1-1: https://www.211.org/
- Armed Forces YMCA: https://www.asymca.org/
- Child Care Aware: https://www.childcareaware.org/
- Disabled American Veterans: https://www.dav.org/
- Dstress: https://www.usmc-mccs.org/services/support/dstress-line/
- Families Overcoming Under Stress: https://focusproject.org/
- Operation Homefront: https://www.operationhomefront.org/
- National Domestic Violence Hotline: https://www.thenationalhotline.org/
- The Soldier’s Project: https://www.thesoldiersproject.org/
- United Services Organizations (USOs): https://www.uso.org/
- Veterans Crisis Line: https://www.veteranscrisisline.net/
GETTING STARTED WITH SCHOOL - CHECKLIST

ACTIVE DUTY

☐ Apply for Funding - Complete Tuition Assistance (TA) Pre-requisites
   a. Managing Your (My) Education course
   b. TA Orientation Brief
   c. Personal Readiness Seminar course
   d. GT Score above 100
      i. If GT Score is 99 or below; Schedule to take the TABE test. Contact Testing office by email at MCCSQuanticoVECTesting@usmc.mil or by phone at 703.784.4012

Tuition Assistance Reminders:
- Review TA Guidelines: MCO 1560.25 Ch. 6, MARADMIN 218/19, MARADMIN 765/20
- Apply for Web TA for every TA funded course
- Upload Degree Plan/Education Plan to Web TA account after completing 6 TA funded college credits. TA accounts may be suspended or placed on hold for missing grades, degree plan or for a recoupment of TA funds.
- Always make sure to sign and submit your authorized TA Voucher to your school, for each class
- Confirm with your Education Center that your grades have been posted to Web TA after each class

☐ Apply for Scholarships, Grants and FAFSA at www.fafsa.ed.gov. If needed, schedule a Counseling Appointment for assistance - Ask for our list of websites for scholarships and grants

☐ Apply to School
   e. Do you have a school in mind?
      i. Yes: Contact the Military student advisor of your chosen school
      ii. No: Research schools and programs, and schedule an appointment to speak with a counselor. Contact an education counselor by email at MCCSQuanticoVECAvis@usmc.mil or by phone at 703.784.3340

☐ Transfer Credits - Send transcripts of your previous college credits to your new school for a transfer credit review. Request your Joint Services Transcripts (JST) to be reviewed for corrections and submitted to your school

☐ Enroll in School and Register for Classes - Follow the school’s enrollment and class registration process outlined by your SchoolAdvisor

☐ Stay on Course - As you successfully complete your courses, make sure you stay in contact with your transition advisor, career and education counselors to make sure you are on course for degree completion

☐ Get Ready for Your Next TA Application:
   a. Submit course progress report and submit final course grade within 30 days of course completion
   b. Upload official degree plan to TA account after completing 6 college credits per MCO 1560.25 Ch. 6
   c. Check your TA account status
GETTING STARTED WITH SCHOOL - CHECKLIST

TRANSITIONING SERVICE MEMBERS, VETERANS, RETIREES & DEPENDENTS

☐ **Apply for Funding:** GI Bill Benefits [www.gibill.va.gov](http://www.gibill.va.gov)

☐ **Schedule an appointment with a counselor** to discuss benefit options and application process

☐ **Apply for Scholarships, Grants and FAFSA** at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) - **Military Spouses:** Check to see if you are eligible for MyCAA funding

☐ **Schedule a Counseling Appointment** for assistance – If needed
  a. Ask for our list of websites for scholarships and grants
  b. Contact an education counselor by email at [MCCSQuanticoVECAvis@usmc.mil](mailto:MCCSQuanticoVECAvis@usmc.mil) or by phone at 703.784.3340

☐ **Apply to School**
  a. Do you have a school in mind?
     i. **Yes:** Contact the Military student advisor of your chosen school
     ii. **No:** Research schools and programs, and schedule an appointment to speak with a counselor for help

☐ **Transfer Credits:** Send transcripts of your previous college credits to your new school for a transfer credit review

☐ **Follow the school’s enrollment and class registration process** outlined by your School Advisor

☐ **Stay on Course**
  a. As you successfully complete your courses, make sure you stay in contact with academic counselor to make sure you are on course for degree completion
SCHOOLS ABOARD MCB QUANTICO

HOURS OF OPERATION
Monday-Thursday 0800-1630
Friday 0800-1200

CONTACT INFORMATION
Phone Number: 703-784-3340
Fax Number: 703-784-5761
DSN Prefix: 278
Web TA Website: https://myeducation.netc.navy.mil

Tuition Assistance (TA) Inquiries
MCCSQuanticoEdCenter@usmc.mil

General Inquiries
MCCSQuanticoEdCenter@usmc.mil

Counseling Assistance
MCCSQuanticoVECAdvis@usmc.mil

Testing Inquiries
MCCSQuanticoVECTesting@usmc.mil

**Information on the Higher Education Preparation (HEP) online course and other downloadable documents can be found on our website**

Education Services Officer: Nathaly Arvizu
Education Counselor: Lori Fox
Education Technicians: Vianey Verduzco & Lanette Dean

AVERETT UNIVERSITY
Jonathan Nichols / 804-475-3218 / Jonathan.Nichels@averett.edu
Monday – Friday: 0900-1630

- Offers the following degree programs aboard MCB Quantico: Bachelors of Business Administration, Master of Business Administration with an option to earn a concentration in Leadership, Marketing and Human Resource Management
- Classes are accelerated (5-8 weeks based on the course)
- Classes are held one night per week from 1800-2200
- Averett University also offers the following degree programs online: BS in Leadership, Business Management, Computer Information Systems, Sociology/Criminal Justice, Sociology and Physical Education – Sport Management
- MS degrees in Applied Data Analytics, Accountancy, Criminal Justice and Education

CENTRAL TEXAS COLLEGE
Tawan Harris 1-800-792-3348 ext. 1296 / 703-630-0111 / Coordinator.quantico@ctcd.edu
Monday – Thursday: 0830-1700 / Friday: 0830-1200

- Offers the following degree programs online: Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Arts in General Studies and Certificates of completion
- 8-week semesters start monthly
- Registration dates and class dates can be found: http://online.ctcd.edu

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY & MICROSOFT
Neely Jo Harrington / 507-406-6846 / harrinngn@erau.edu / Quantico.Campus@erau.edu
Monday – Thursday: 0800-1700 / Friday: 0800-1200

- Embry-Riddle Aeronautical University and Microsoft Offer the Microsoft Software Systems Academy (MSSA) in Cloud Applications Development (CAD)
- Two Cohorts a year, Jan-May and Jul-Nov

FLORIDA INSTITUTE OF TECHNOLOGY
Eric Heim / eheim@fit.edu

- Offers the following degree programs: Master’s in Acquisition & Contract Management, Human Resources Management, Logistics Management and Logistics Management in Humanitarian and Disaster Relief, and Project Management
### NORTHERN VIRGINIA COMMUNITY COLLEGE (NOVA)
Nicole Evans / nevans@nvcc.edu / 703-822-2030
*Monday – Friday: 0830-1700*

- Offers the following degree programs aboard MCB Quantico: AS Degrees in General Studies, AA Degrees in Liberal Arts, and AAS Degrees in Administration of Justice and Information System Technology
- NOVA offers over 160 associate degrees and certificates in-person and online
- NOVA has six main campuses and learning facilities with in-person classes and advisors at: Quantico, Ft. Belvoir and Henderson Hall

**NOVA Quantico Testing Center is currently CLOSED for testing and exam scheduling until further notice**
NOVA’s Woodbridge Testing Center: 703-878-5787

### PARK UNIVERSITY
Lisa Jeffries / quan@park.edu / 703-525-PARK (7275)
*Monday – Thursday:0800-1630 / Friday: 0900-1500*

- Offers BS degrees in Computer Science, Criminal Justice Administration, Management, Social Psychology, Management/Computer Information Systems, Management/Human Resources, Management/Marketing Management/Logistics and Management/Healthcare
- AS degrees in Computer Science, Criminal Justice Administration, Management, and Social Psychology are available
- Park offers classroom courses on base and at other sites in the area, as well as online courses

### OLD DOMINION UNIVERSITY
Missy Magerkorth / 703-630-2226 / qmcb@odu.edu
*Monday – Thursday: 0930-1600 / Friday: 0930-1200*

- Offers over 70 programs at the undergraduate, graduate and doctoral level as well as multiple certificates. Programs include Leadership, Education (Leading to Licensure and Teaching Endorsements), Engineering, Business, Communications, Health Sciences and Nursing (RN-BSN)

### UNIVERSITY OF MARYLAND GLOBAL CAMPUS (UMGC)
Joni Gonzalez and Coreyanne McNulty / 703-630-1543 / baseadvisor@umgc.edu
*Monday – Friday: 0830 - 1600*

- Offers a wide range of programs including 29 Bachelor’s Degrees, 19 Master’s Degrees, a Doctoral Program, and more than 80 certificate programs.
- Many of UMGC’s academic programs can be completed entirely online, using state-of-the-art interactive classroom software. Students can also find a variety of courses taught in classrooms throughout Maryland and the Washington, D.C., Metropolitan area. **UMGC now offers free online textbooks for all undergraduate programs!**

### VISITING SCHOOLS

- **American Military University**
  Robert Hassinger / 304-590-1961/ rhassinger@apus.edu
- **Excelsior College**
  Susan McIntosh / 571-330-2928/ smcintosh@excelsior.edu
- **Germanna Community College**
  Veteran Affairs at -540-891-3023 / vservices@germanna.edu
- **Grand Canyon University**
  Keri Reams / 602-247-4977 / Keri.Reams@gcu.edu
- **Liberty University**
  Hannah Poucher / 434-592-5856 / hipoucher@ liberty.edu
- **University Of Mary Washington**
  800-468-5614 or Admit@umw.edu

### VETERAN SERVICES LOCATED AT THE VEC

- **Dept. of Veteran Services**
  703-630-2811 / johnnie.bourque@dvs.virginia.gov
  703-630-2811 / thomas.holley@dvs.virginia.gov

- **Disabled American Veterans**
  202-530-9260 / dav.vbawas@va.gov
FIRST-TIME TUITION ASSISTANCE (TA) USERS

1. All first-time TA applicants are required to:
   – Complete the Managing Your (My) Education course
   – Review the TA Orientation Brief
   – Complete the Personal Readiness Seminar Course
   – Possess a GT score above 100
     o If GT score is 99 or below, schedule to take the Test of Adult Basic Education (TABE). To schedule the TABE, contact:
       MCCSQuanticoVECTesting@usmc.mil or 703.784.4012

2. MCINCR-MCB Quantico Marines will upload a copy of the certificates for the Managing Your (My) Education course and the PRS course to their TA accounts

3. Marines must also upload the signed and completed “Validation of TA Orientation Brief Review” certificate to their TA account

Upon completion of file uploads, into TA account, Marine will send an email to MCCSQuanticoEdCenter@usmc.mil to inform the Voluntary Education Center (VEC) that the files have been uploaded

Instructions and illustrations for completing the aforementioned requirements are provided within the following pages
MANAGING YOUR (MY) EDUCATION

This course is designed for anyone pursuing an undergraduate or graduate degree, includes information on choosing a field of study, selecting an institution, gaining admission, and funding your education. Successful completion of this training course is required prior to receiving TA.

Enroll & complete the “Managing Your (My) Education track via LMS

GO TO: www.tapevents.org/courses
☐ Select “Transition Tracks” from the drop down menu presented when clicking on “TAP Curriculum” – Refer to illustration below

☐ Click on “Get Started” - found in the “Education Track: Managing Your (MY) Education” tile.

☐ Register for the course using your CAC or entering your DOD ID and ALL the required information. Failure to do so will result in no credit for course completion.

☐ A registration confirmation will be sent to the email provided. If you need to leave the course and resume at a later time, use the direct link provided in the email or re-enter your details exactly as you entered them on your first visit.

☐ Upload your certificate to your TA account and send an email to MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (VEC) know that the file has been uploaded.
TA ORIENTATION BRIEF

This brief is designed to familiarize you with TA rules and regulations. The brief includes information on: TA directives, TA Eligibility criteria, TA rules and user responsibilities, and information on alternative funding ad relevant resources. This brief is required to be reviewed prior to receiving TA.

- Review the brief
- Print the “Validation of TA Orientation Brief Review” (page 45)
- Print your rank, first & last name, & EDIPI
- Sign and date
- Scan and upload your “Validation of TA Orientation Brief Review” to your TA account and send an email to MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (VEC) know that the file has been uploaded.

PERSONAL READINESS SEMINAR (PRS)

This course is designed for the Active Duty Service member seeking to attend an institute of higher learning using military Tuition Assistance (TA). Training covered in the PRS course includes the basics of personal financial management. The purpose of this course is to introduce and discuss how financial readiness impacts mission readiness. Successful completion of this course is required prior to receiving TA.

1. Log on to JKO (Joint Knowledge Online) URL: [https://jkodirect.jten.mil](https://jkodirect.jten.mil)
2. Access JKO using CAC or JKO account (you may create new account).
3. To find the PRS course, select “Course Catalog” on the top menu bar.
   a. Search for the “Personal Readiness Seminar” course using the course title.
4. Click enroll to launch the PRS course. When prompted by the academic integrity notice, click acknowledge to proceed.
5. Once enrolled in the PRS course, you will be redirected back the course catalog. Click Launch to begin the PRS training course.
6. The course is divided into different lessons. Click the “Start” bar on the upper left side to proceed with the course. Some lessons have multiple slides, click the ”Next” bar found at the lower right side of the slide to complete each lesson.
7. To get to the next lesson, click the “Next Lesson” bar on the upper left side of the screen. You may review previous lessons by clicking the “Previous Lesson”.
8. You may stop and continue the PRS course at a later time. To complete the course, just log on to your account and click “Resume”.
9. Upload your certificate to your TA account and send an email to MCCSQuanticoEdCenter@usmc.mil to let the Voluntary Education Center (VEC) know that the file has been uploaded.
UPLOADING FILES TO YOUR TA ACCOUNT

☐ Access your TA account: https://myeducation.netc.navy.mil/webta/home.html#nbb

☐ Click on “Tuition Assistance”
- Click on “Upload File”
- Type information pertaining to the file and click “Save”
- Send email to MCCSQuanticoEdCenter@usmc.mil to inform the VEC that the file has been uploaded
TEST OF ADULT BASIC EDUCATION (TABE)

The test of Adult Basic Education (TABE) is an achievement test designed to provide you with a true picture of your basic skills. The exam consists of four sections: Reading, Mathematic Computation, Applied Mathematics and Language. Calculators are not permitted. Per the MCO 1560.25 first time TA users with a General Technical (GT), score of less than 100 are required to take the TABE and earn an examination score of at least 10.2 to meet TA eligibility requirements.

How to schedule:
- To register, send an email to MCCSQuanticoVECtesting@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number
- Upon receipt of your email you will receive a confirmation email of your scheduled examination date and time.

Testing day:
- Bring a valid photo ID with you on the day of your TABE exam.
- You are permitted to have your car keys and your photo ID while taking the TABE; everything else, including your cell phone are not permitted.

TABE INFORMATION & TIPS

**Section: Reading  Time Limit: 50 minutes**
Study Tip: Practice comprehension skills by reading various reading passages and properly interpreting questions about the readings.

**Section: Mathematics Computation  Time Limit: 24 minutes**
Study Tip: Practice core math skills (addition, multiplication, division, fractions, percent’s, and exponents.). Use OASC test prep resource to assess current skills and for math practice tests.

**Section: Applied Mathematics  Time Limit: 50 minutes**
Study Tip: Practice answering math questions based on everyday activities, such as household budgets, recipes, repair tasks, and comparison-shopping.

**Section: Language  Time Limit: 55 minutes**
Study Tip: Practice correcting written passages using standard language conventions and usage. Review written passages for correct capitalization, punctuation, and sentence formation.

TABE STUDY RESOURCES

Test Prep Review  [https://www.testprepreview.com/tabe_test_breakdown.htm](https://www.testprepreview.com/tabe_test_breakdown.htm)
Khan Academy  [https://www.khanacademy.org/](https://www.khanacademy.org/)
# Testing Dates & Registration Process

## 2021 Testing Dates – *Dates are subject to change*

### Oral Profficiency Interview (OPI)

- **Must be scheduled 30 – 60 days in advance**

### Distance Education

- **Authorization & Appointment Required**
- **Must be scheduled in advance**
- **Active duty and family members only**

### DLAB

**Starts at 1230**

- April 8, 22
- May 13
- June 10
- July 8, 22
- Aug 12
- Sept 9
- Oct 7, 12
- Nov 11
- Dec 9

### DLPT

**Starts at 0830**

- April 1, 15
- May 6, 20
- June 17
- July 1, 15
- Aug 19
- Sept 2, 16
- Oct 14, 28
- Nov 4, 18
- Dec 2, 16

### TABE

**Starts at 0900**

- Jan 6, 13, 20
- Feb 10, 17
- Mar 3, 17
- April 7, 14, 21
- May 5, 12, 19
- June 9, 16, 23
- July 7, 14, 21
- Aug 11, 18
- Sept 1, 8, 15
- Oct 6, 13, 27
- Nov 3, 10
- Dec 1, 8, 15

### AFCT (ASVAB Re-Test)

- **(4 weeks for results)**
- **Starts at 0830**
- April 8, 22
- May 13
- June 10
- July 8, 22
- Aug 12
- Sept 9
- Oct 7, 12
- Nov 11
- Dec 9

**Requires Written Command Permission**

- **Marine Corps testing Only**

### FAA

- **Must be scheduled in advance.**
- Register: [https://faa.psiexams.com/faa/login](https://faa.psiexams.com/faa/login)

### Registration

**DLPT/AFCT/DLAB:** To register, send an email to MCCSQuanticoVECtesting@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number.

*** If you are requesting registration for a DLPT, please include which language you want to take and attach a copy of your last DPLT scores.

*** If you are requesting registration for AFCT, include your command permission letter and the Certified True Copy of MCTFS TEST Screen. These documents must be submitted no later than 10 business days from your test date.

**TABE & OPI:** To register, send an email to MCCSQuanticoVECtesting@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number.

**Distance Education:** To register, send an email to MCCSQuanticoVECtesting@usmc.mil with the following information: Name / Rank / EDIPI / Duty Station / Test / phone number

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**Per MCO 1230.5C – UNIFORM OF THE DAY REQUIRED for all Military Classification Tests (DLAB/DLPT/AFCT/OPI)**
UNITED STATES MARINE CORPS
UNIT LETTER HEAD AND COMPLETE ADDRESS

IN REPLY REFER TO:
1230
DATE

From: Commanding Officer, Battalion or Squadron Level
To: Education Officer, Marine Corps Base Quantico

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO RANK, NAME, EDIPI, AND MOS

Encl: Certified True Copy of MCTFS TEST Screen

Ref: (a) MCO 1230.5C

1. In accordance with the reference, RANK AND NAME meets the requirements for an in-service retest of the AFCT. RANK AND NAME is applying for NAME OF PROGRAM (MOS ####) and needs to attain AFQT, GT, MM, EL, CL score of SCORE. His/her current score is a CURRENT SCORE and he/she last tested on TEST DATE. Attached is a certified true copy of his/her TEST screen from MCTFS verifying their scores.

2. Point of contact for this request is COMMANDING OFFICER AT BATTALION/SQUADRON LEVEL OR STAFF OFFICER WITH “BY DIRECTION”, UNIT, at PHONE NUMBER

COMMANDING OFFICER
OR BY DIRECTION

SAMPLE LETTER
**Per MCO 1560.25 CH 6 SEC 6: e, an approved degree plan or SOCMAR student agreement is required. (Your Academic Institution may refer to this document as a degree audit, academic agreement or academic plan)**

**NAVIGATING THE WEB TUITION ASSISTANCE (TA) PLATFORM**

**TA account login link:** [https://myeducation.netc.navy.mil/webta/home.html#nbb](https://myeducation.netc.navy.mil/webta/home.html#nbb)

- Click here ➔ to access your TA information
- Click here to update your contact information on file
- Click here to create your TA Application
- Click here to access your approved TA voucher
- Click here To upload your degree plan
INFORMATION REQUIRED FOR TA APPLICATION

1. Command TA Authorizing Official Information
   - Approver’s Name (Appointed Command TA Authorizer)
   - Approver’s Work email
   - Approver’s Work phone

2. Academic Information
   - Name of student’s Military Installation
   - School’s Name
   - Start and end date of the term

3. Courses/Class Information
   - Course number
   - Course name
   - Course Level (upper, lower, graduate or vocational)
   - Location
   - Credit Unit
   - Credit Hours
   - Tuition Rate

Please remember

- You can submit your TA application 60 days prior to your course start date
- TA MUST be approved prior to course start date, TA is not retroactive
- To sign and submit your approved TA voucher to your school
- To submit your final course grades within 30 days of your course end date
- To submit a request to cancel any unused TA voucher with proof of course drop and confirmation of zero balance to MCCSQuanticoEdCenter@usmc.mil

IMPORTANT TA REMINDERS

- TA shall be authorized for first-time TA applicants for only one course, unless documentation is provided that the Marine has at least an associate’s degree or at least sixty (60) academic credits and a minimum grade point average (GPA) of 2.5.

- Marines may not be actively participating in more than two TA-funded classes simultaneously.

- Open issues in Marines TA accounts, including incomplete courses, reimbursement issues, and waivers, must be resolved and posted to the student record prior to approval of future TA requests.

- Marines who fail to successfully complete a course will be required to reimburse received TA funds. For the purpose of reimbursement, successful course completion is defined as a grade of “C” or higher for undergraduate courses, a “B” or higher for graduate courses, and a “pass” for “pass/fail” grades for courses using that criteria. TA funds will be recouped from Marines for “D” and “F” grades, unresolved incomplete “I”, or courses from which the Marine voluntarily withdrew, resulting in a “W” grade per reference.
HOW TO ACCESS & REVIEW YOUR JOINT SERVICES TRANSCRIPT (JST)

- Visit jst.doded.mil to access your Joint Service Transcript at any time
- Log in with your CAC or create and account username and password
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

About:
- The College Board’s College-Level Examination Program (CLEP) has been the most widely trusted credit-by-examination program for over 40 years.

- This rigorous program allows students to demonstrate their mastery of introductory college-level material and earn college credit. **Students can earn credit for what they already know by getting qualifying scores on the 90 min multiple choice examinations.** While CLEP is sponsored by the College Board, only colleges may grant credit toward a degree.

Computing Scores:
*To reach the total score that students see on their score reports, two calculations are performed:*

- First, the “raw score” is calculated. This is the number of questions answered correctly. The raw score increases by one point for each question answered correctly, and no points are gained or lost when a question is either unanswered or incorrectly answered.

- Next, the raw score is converted into a “scaled score” by a statistical process called equating. Equating maintains the consistency of standards for test scores over time by adjusting for slight differences in difficulty between test forms. This ensures that the score does not depend on the specific test form or how well others did on the same form.

- The raw score is converted to a scaled score that ranges from 20 to 80. The final scaled score is the score that appears on the score report.

CLEP TESTING REGISTRATION

How to Register:

1. Visit this link: [https://clepportal.collegeboard.org/myaccount](https://clepportal.collegeboard.org/myaccount) to create your account and this link: [https://clep.collegeboard.org/register](https://clep.collegeboard.org/register) register for your exam.

   **If Active Duty:** ✔ Check the box that asks if you are eligible for DANTES Funding, this will ensure that the test is provided to you free of charge.

   **** CLEP TESTING IS NOT AVAILABLE AT MCB QUANTICO ****
Please, discuss with your academic advisor to decide which CLEP tests will fulfill your degree plan requirements.

**BUSINESS**
- Financial Accounting {3}
- Information Systems {3}
- Introductory Business Law {3}
- Principles of Management {3}
- Principles of Marketing {3}

**COMPOSITION and LITERATURE**
- American Literature {3}
- Analyzing and Interpreting Literature {3}
- College Composition {6}
- College Composition Modular {3}
- English Literature {3}
- Humanities {3}

**FOREIGN LANGUAGE levels 1 & 2**
- French Language {6-9}
- German Language {6-9}
- Spanish Language {6-9}

**SOCIAL SCIENCES and HISTORY**
- American Government {3}
- History of the United States I {3}
- History of the United States II {3}
- Human Growth and Development {3}
- Introduction to Educational Psychology {3}
- Principles of Macroeconomics {3}
- Principles of Microeconomics {3}
- Introductory Psychology {3}
- Introductory Sociology {3}
- Social Sciences and History {6}
- Western Civilization I
- Western Civilization II {3}

**SCIENCE and MATHEMATICS**
- Biology {6}
- Calculus {3}
- Chemistry {6}
- College Algebra* {3}
- College Mathematics {6}
- Natural Sciences {6}
- Precalculus* {3}
- Precalculus {3}
- Calculus* {3}

**CLEP PREPARATION MATERIAL**

- [http://www.learningexpresshub.com](http://www.learningexpresshub.com)
  - Free practice exams for CLEP & DSST
  - Product key: 11101775
- [https://modernstates.org/](https://modernstates.org/)
  - Free MOOC offered by non-profit
- [http://study.com/](http://study.com/)
  - Test Prep for SAT, ACT, CLEP, AP, and more

Base Library
- 703-784-4409
- 2040 Broadway Street Quantico, VA 22134
- [https://grc-usmcu.libguides.com/library](https://grc-usmcu.libguides.com/library)
DANTES SUBJECT STANDARDIZED TEST (DSST)

About:
- The DSST credit-by-examination program is an extensive series of more than 30 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses.

Scoring:
- All DSSTs, except the Public Speaking exam are computer-based exams, with no penalty for guessing. A new score scale was introduced for the 2008 and later exams uses scores ranging from 200 to 500, with the pass point set at 400 for all exams.

Score Reports:
- If your school has not receive your score, report within 90 days of your original test date please verify the institution code that you listed during your exam registration. If the code is incorrect, please contact us 1.877.471.9860.

Retest Policy:
- Exam fees for the first attempt at any DSST title are covered by DANTES for eligible military service members. Service members are responsible for funding a retest of any DSST exam title if they do not receive a passing score. Test takers may retake a DSST exam three months after their first exam and after paying the $85 exam retake fee.

DSST TESTING REGISTRATION

How to Register:

1. Visit this link: [https://tcnet.prometric.com/dsst](https://tcnet.prometric.com/dsst) to create your account. Please bring your username and password with you on the day of your exam.

2. Registration is completed at the testing center within the testing platform on the day of the exam (In order to register for an exam you must first confirm your institution code. This code can be accessed at [www.getcollegecredit.com/search/](http://www.getcollegecredit.com/search/).)

DSST PREPARATION MATERIALS

- [http://www.learningexpresshub.com](http://www.learningexpresshub.com) Free practice exams for CLEP & DSST
- Product key: 11101775
- [https://modernstates.org/](https://modernstates.org/) Free MOOC offered by non-profit
- [http://study.com/](http://study.com/) Test Prep for SAT, ACT, CLEP, AP, and more
- [https://www.getcollegecredit.com](https://www.getcollegecredit.com) DSST Exam Information and study guides

Base Library
703-784-4409
2040 Broadway Street Quantico, VA 22134
[https://grc-usmcu.libguides.com/library](https://grc-usmcu.libguides.com/library)
**DSST EXAMINATION LIST**

Please, discuss with your academic advisor to decide which DSST will fulfill your degree plan requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund of College Algebra*</td>
<td>400</td>
<td>3</td>
<td>Math</td>
</tr>
<tr>
<td>Principles of Statistics*</td>
<td>400</td>
<td>3</td>
<td>Math</td>
</tr>
<tr>
<td>Art of the Western World</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Human/Cultural Geography</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Rise and Fall of the Soviet Union</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>A History of the Vietnam War</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Ethics in America (Opt essay)</td>
<td>400</td>
<td>3</td>
<td>Humanities</td>
</tr>
<tr>
<td>Business Ethics &amp; Society++</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Civil War and Reconstruction</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Foundations of Education</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Lifespan Developmental Psychology</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>General Anthropology</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>400</td>
<td>3U</td>
<td>Social Science</td>
</tr>
<tr>
<td>Introduction to World Religions</td>
<td>400</td>
<td>3</td>
<td>Humanities</td>
</tr>
<tr>
<td>Introduction to Law Enforcement</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Astronomy</td>
<td>400</td>
<td>3</td>
<td>Natural Science</td>
</tr>
<tr>
<td>Here’s to Your Health</td>
<td>400</td>
<td>3</td>
<td>Natural Science</td>
</tr>
<tr>
<td>Environment and Humanity:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Race to Save the Planet</td>
<td>400</td>
<td>3</td>
<td>Natural Science</td>
</tr>
<tr>
<td>Principles of Physical Science I</td>
<td>400</td>
<td>3</td>
<td>Natural Science</td>
</tr>
<tr>
<td>Principles of Finance*</td>
<td>400</td>
<td>3U</td>
<td>Business</td>
</tr>
<tr>
<td>Human Resource Management</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Principles of Supervision</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Introduction to Computing*</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Introduction to Business</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Money and Banking</td>
<td>400</td>
<td>3U</td>
<td>Business</td>
</tr>
<tr>
<td>Personal Finance</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Management Information Systems</td>
<td>400</td>
<td>3U</td>
<td>Business</td>
</tr>
<tr>
<td>Fundamentals of Counseling</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Business Mathematics*</td>
<td>400</td>
<td>3</td>
<td>Business</td>
</tr>
<tr>
<td>Principles of Public Speaking**++</td>
<td>400</td>
<td>3</td>
<td>Humanities</td>
</tr>
<tr>
<td>Technical Writing (Opt essay)</td>
<td>400</td>
<td>3</td>
<td>Social Science</td>
</tr>
<tr>
<td>Fundamentals of Cyber Security</td>
<td>400</td>
<td>3U</td>
<td>Technology</td>
</tr>
</tbody>
</table>
**ACT TESTING (ACTIVE DUTY ONLY)**

The ACT can be used to fulfill requirements for a MECEP package (Please refer to this link for more info: www.merc.marinnes.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/) or college applications. This exam consists of four multiple-choice tests in:

- English (75 Ques: 45 Min)
- Mathematics (60 Ques: 60 min)
- Reading (40 Ques: 35 min)
- Science (40 Ques: 35 min)

There is no penalty for guessing so it is encouraged to answer all the questions.

DANTES will fund two ACT and two SAT examination per lifetime.

**SAT vs ACT: Which Test is Right for You?**

The SAT and ACT generally cover the same topics. Both ACT and SAT scores are used for college admissions decisions and awarding merit-based scholarships. ACT includes a Science section. SAT includes one Math Section on which you may not use a calculator. Students are increasingly taking both the SAT and ACT.

**SCHEDULING THE ACT**

**Online Registration:**
Visit [www.ACT.org](http://www.ACT.org) to register for your exam. The online registration process takes about 40 minutes to complete and requires a recent headshot photo, credit card or other online payment information and test center code.


**Registration Changes:**
You can make changes to your registration through your ACT web account. Changes can be made to:

- Adding or removing the writing test
- Changing your test date
- Changing your test location
- Updating your personal information
- Adding or changing your college choices
- Correcting high school code

**What to Bring on Test Day:**
1. Exam Registration Ticket
2. Current Government ID
3. A Permitted Calculator (Please refer to the ACT calculator policy at ACT.org)
4. 2 pencils, sharpened, soft lead No. 2 with good erasers
REIMBURSEMENT FOR ACT FEES

Up to two ACT exams are funded per lifetime of service for eligible Service members. Service members are responsible for scheduling the test, adhering to the published National and International Test Dates Calendar, and paying the test fee at time of registration. Commercially-administered ACT exam fees are funded on an "after-the-fact" reimbursement basis. The official score report and payment receipt are required for reimbursement.

All exam reimbursement requests must be submitted via the Electronic Reimbursement Request. Paper-based forms are not accepted.

- Contact the Exams Program via email at DANTES_reimbursements@navy.mil if you have questions regarding the electronic reimbursement submission process.

** Please note that there may be additional fees**

Learn more about current ACT fees and services at: www.act.org/content/act/en/products-and-services/the-act/registration/fees.html

RECEIVING YOUR ACT TEST SCORES

- When available, your scores are posted online and accessed using your secure ACT web account. You should receive your score within 2-3 weeks after the test date.
- If you have not received your score after the specified amount of time, please contact ACT at 319.337.1313 or go to their website at www.actstudent.org

Please note: Customer Care cannot provide your scores by phone, email, chat, or fax

ACT PREPARATION MATERIALS

- www.act.org: Free study guide, test tips and prep guide
- www.learningexpresshub.com: Free practice test
- Product key: 11101775
- www.tutor.com: Free tutoring
- www.Khanacademy.org: Free test prep and study resource
- www.study.com: Free test prep for ACT & SAT
- www.princetonreview.com/college/act-selfguided-course: Free practice test, video lessons, virtual prep classes
- Base Library
- 703-784-4409
- 2040 Broadway Street Quantico, VA 22134
- https://grc-usmcu.libguides.com/library
SAT TESTING (ACTIVE DUTY ONLY)

The SAT can be used to fulfill requirements for a MECEP package (Please refer to this link for more info: www.merc.marines.mil/Marine-Officer/Officer-Naval-Enlisted-Applicants/) or college applications. This exam consists of four multiple-choice tests in:
- Reading (52 Ques: 65 Min)
- Mathematics (58 Ques: 80 min)
- Writing and Language (44 Ques: 35 min)
- Optional Essay (1 Ques: 50 min)

There is no penalty for guessing so it is encouraged to answer all the questions.
DANTES will fund two ACT and two SAT examination per lifetime.

SAT vs ACT: Which Test is Right for You?
The SAT and ACT generally cover the same topics. Both ACT and SAT scores are used for college admissions decisions and awarding merit-based scholarships. ACT includes a Science section. SAT includes one Math Section on which you may not use a calculator. Students are increasingly taking both the SAT and ACT.

SCHEDULING THE SAT

Online Registration:
Visit https://account.collegeboard.org/ to create a free College Board account and register for your exam. The online registration process takes about 40 minutes to complete and requires a recent headshot photo, credit card or other online payment information and test center code.
**The education center computer lab is available to use for exam registration and scheduling.

Visit https://collegereadiness.collegeboard.org/sat/register/find-test-centers to find a test center and scheduled test dates to find a testing center near you.

Registration Changes:
You can make changes to your registration through your SAT web account. The kinds of changes that can be made include:

- Adding or removing the writing test
- Changing your test date
- Changing your test location
- Updating your personal information
- Adding or changing your college choices
- Correcting high school code

What to Bring on Test Day:
1. Exam Registration Ticket
2. Current Government ID
3. A Permitted Calculator (Please refer to the ACT calculator policy at ACT.org)
4. 2 pencils, sharpened, soft lead No. 2 with good erasers
REIMBURSEMENT FOR SAT FEES

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All exam reimbursement requests must be submitted via the Electronic Reimbursement Request. Paper-based forms are not accepted.

  ** Please note that there may be additional fees**

Learn more about current SAT fees and services at: https://collegereadiness.collegeboard.org/sat/register/fees

RECEIVING YOUR SAT TEST SCORES

- When available, your scores are posted online and accessed using your secure SAT web account.
- You should receive your score within 2-3 weeks after the test date. If you have not received your score after the specified amount of time, please contact SAT at 319.337.1313 or visit their website at https://collegereadiness.collegeboard.org/sat/scores/getting-scores

Please note: Customer Care cannot provide your scores by phone, email, chat, or fax

SAT PREPARATION MATERIALS

https://collegereadiness.collegeboard.org/ Free study guide, test tips and prep guide
www.learningexpresshub.com Free practice test
Product key: 11101775
www.tutor.com Free tutoring
www.Khanacademy.org Free test prep and study resource
www.study.com/ Free test prep for ACT & SAT
www.princetonreview.com/college/act- Free practice test, video lessons, virtual prep
  selfguided-course classes

Base Library
703-784-4409
2040 Broadway Street Quantico, VA 22134
https://grc-usmcu.libguides.com/library
TEST PREPARATION RESOURCES

How to access Learning Express

https://mccs.ent.sirsi.net/client/en_US/default

The EBSCO LearningExpress DoD Test Prep supports active military, military families, guard and reserve personnel, and military affiliated civilians and retirees, providing access to educational resources that foster academic advancement, and strengthen job and career readiness.

Click here
New User Registration

Register as a new user below.

Enter Product Key: 11101775

Complete registration form

Are you a European Union citizen? ☐ Yes ☐ No
First Name:
Last Name:
Age: Select one...
Email (User ID):
Confirm Email:
Password:

= Required Field

View our Privacy Policy

If you are under the age of 13 your name will not be stored.

Required:
Click to view privacy policy
Use My Center page to access you’re a variety of learning resources.

Welcome to LearningExpress Library™

SAT/ ACT Study Guidance

Active Military
Effective resources to advance your military career.

National Guard and Reserve
Preparation tools to get ahead.

Transitioning Military
Prepare for success in civilian life.

Military Families
Helpful resources for every family member.

Click on sections for AFCT, CLEP and DSST test prep resources.
** Use the search bar to access SAT/ ACT test prep resources
MARINE CORPS CREDENTIALING OPPORTUNITIES (COOL)


Many civilian jobs have certain professional and technical standards. Obtaining credentials – certifications and licenses – shows that you meet these standards. For example, a welder can show his/her welding certifications to an employer to document that he/she has specific skills and knowledge. In the civilian world, credentials may be required for a job, or can make you much more likely to be hired for a job.

No matter where you are in your career, you may be able to benefit from getting a credential that is related to your training and experience in the Marine Corps.

Licensure and Certification are the two primary types of credentials. Credentials can also be earned via apprenticeships.

To learn more about Marine Corps COOL please visit the link above.

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

https://usmap.netc.navy.mil/

Looking for civilian job experience while you're still active duty?

Check out USMAP to further your career goals. The United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active duty Navy, Marine Corps and Coast Guard service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while on active duty.

The U.S. Department of Labor (DOL) provides the nationally recognized Certificate of Completion of Apprenticeship upon the completion of the program.

DOL is the Federal agency responsible for the administration of the National Apprenticeship System in the United States.

USMAP is the registered sponsor for all military apprenticeships. All DOL sponsors have a set of Standards that provide guidelines for Apprenticeships. USMAP’s standards are tailored to fit the military mission. (https://usmc-mccs.org/articles/check-out-an-apprenticeship-through-usmap/)

To learn more about USMAP please visit the link above.
CAREER PATH DECIDE
https://careerpathdecide.usalearning.gov

Considering using Tuition Assistance (TA) or Credential Assistance (CA) while in Service to prepare for your future? Career Path DECIDE provides:

- The most extensive labor market data available to research future civilian career opportunities by city and state
- Assessment tools to help you identify career options aligned with your experience, skills, education, interests, values, and lifestyle
- Data on which education programs and colleges will best prepare you for future career goals

Welcome > About Me

ABOUT ME

I am:  
Military (Service Member / Veteran) □  Non-Military (Military Spouse / DoD Civilian) □

Education Level
I have some College courses □  in Liberal Arts and Sciences/Liberal Studies

Duration  Unit of Time  Occupation
I've worked 5 years □  in the field of Office and Administrative Support Workers, All Other

View Career Pathways

Human Resources Assistants, Except Payroll and Timekeeping

ABOUT THIS OCCUPATION
 Compile and keep personnel records. Record data for each employee, such as addresses, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

COMPENSATION
$41K/year or ($19.57/hr)
National

TIME INVESTMENT
5 years of preparation left

NEXT STEPS
To improve your chances of getting this occupation, there are a few things you can do:

DO THIS FIRST
- Get a Post-Secondary Certificate
- Get an Associate’s Degree
- Get a Bachelor’s Degree
- Certification
- Licensing

HIGHER PRIORITY
- Start with Bookkeeping, Accounting, and Auditing Clerks
- View Occupation

Send Return Link
Email a link to this page

Enter your email:
GI BILL EDUCATION BENEFITS
https://www.va.gov/education/

Ask our counselors how your benefits can be used for the following:

- Transferability
- Flight training
- Entrepreneurship training
- Licensing and certification reimbursement
- Vocational/technical training, non-college degree programs
- National testing reimbursement
- On-the-job training
- Certification

To schedule a counseling appointment:
Call (703) 784-3340 or email MCCSQuanticoVECAvis@usmc.mil
INITIAL COUNSELING – PRESEPARATION COUNSELING - CAPSTONE REVIEW

To schedule and complete the following counseling sessions, please contact your assigned Advisor/Counselor:

Initial Counseling (IC), Pre-Separation Counseling (pre-sep) and Capstone Review:

- Last Names A-F, Y & Z: Kelly.brown@usmc.mil
- Last Names G, H, I: Nathaly.arvizu@usmc.mil
- Last Names J, K, L: lori.fox@usmc.mil
- Last Names M-R, W & X: Ivette.bennett@usmc.mil
- Last Names S, T, U, V: Jennifer.garratyhargett@usmc.mil

All counseling sessions must be schedule at least 4 weeks in advance

Pre-work and “documents required” instructions will be provided by your Advisor/Counselor.

DOD SKILLBRIDGE

What is DoD Skillbridge?
- Links transitioning service members with civilian training opportunities
- Aims to increase probability of employment post-transition
- Equips transitioning service members with necessary career related tools for a smooth transition into civilian employment

What Opportunities Can Be Pursued?
- **JOB TRAINING:** Prepares employee to perform job related tasks through information, demonstration, performance evaluations, and feedback.
- **EMPLOYMENT SKILLS TRAINING:** Provides training or education for skills required in the workforce. Assist with advancing or adapting to workplace demands. Example; leadership training, resume writing, interview practices, negotiation, etc.
- **APPRENTICESHIPS:** Combination of on-the-job training and classroom instruction to learn practical and theoretical aspects of a specific field or occupation.
- **INTERNSHIPS:** On-the-job training designed to develop job skills and employment skills needed to obtain employment in the civilian sector.

Eligibility:
- Anticipate honorable discharge, including general discharge (under honorable conditions)
- Be separating or retiring from the Marine Corps
- Have sufficient time remaining on their contract to complete the program
- Have attended and completed requirements of the Transition Readiness Seminar (TRS) 180 days prior to separation
- Have attended an ethics brief or completed a DoD approved ethics training presentation

For more information, see a DoD Skillbridge Coordinator
**MILITARY SPOUSE & FAMILY MEMBERS - RESOURCES**

**Education Counseling:** Military spouses, family members and DOD civilian employees can schedule an appointment to receive education counseling on:

- Selecting a school
- Degree plan options
- Utilizing education benefits
- GI Bill information and assistance

**Funding Resources:** Receive education benefit and scholarship information

- GI Bill [https://benefits.va.gov/gibill/apply.asp](https://benefits.va.gov/gibill/apply.asp)
- www.MyScholly.com
- www.Unigo.com
- www.collegeboard.com

**My Career Advancement Account Scholarship Program (MCAA):**

- Provides up to $4,000 in tuition assistance to pursue a license, certification or associate degree in a portable career field and occupation.
- Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W2 and O-1 to O-2
- Pays tuition costs for education and training courses, examinations, and cost of obtaining a license, certificate or certification.

Call or Visit: 800-342-9647 [https://mycaa.militaryonesource.mil/mycaa/get-started](https://mycaa.militaryonesource.mil/mycaa/get-started) for more information

**Universal Class:**

- Provides a unique online education experience with a growing catalog of over 540 courses.

- Healthy Relationships  - Business Writing
- Stress Management    - Business Branding
- Event Management     - Conflict Resolution

Visit your library to set up an account, then use it anywhere.

**Mango Languages:**

- Provides a self-paced learning program that teaches languages through relevant and topical dialogue using the four key components.
- 70+ Languages to choose from!

Visit your library to set up an account, then use it anywhere.
Family Member Employment Assistance Program:
- Resume & Job Application Assistance
- Job Search & Career Advice
- Labor Market & Occupational Information
- Employment Readiness Workshops
- Interview Techniques & Practice Sessions
- Job Search Techniques

Contact 703-784-3306 for more information.

My Spouse Education and Career Opportunities Program (MYSECO):
- Provides education and career guidance to military spouses worldwide and offers comprehensive resources and tools for all stages of your career progression.
- Offers a variety of self-assessments to help you learn more about yourself and what careers might interest you. Self-assessments can also help you understand your current skills and how they may apply to your career goals.
- Free Career Coaching
  Visit: https://myseco.militaryonesource.mil/portal/ for more information

Career Path Decide
- Explore Career Pathways
- See which Career Pathways have occupations with the highest projected growth rates
- Understand how qualified you are with occupations in a Career Pathway
- Prepare for your Next Career
- Identify next steps you should take to prepare for a specific occupation
- Improve your skills and education to become more qualified to get the job

Visit: https://careerpathdecide.usalearning.gov/ for more information