



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE QUANTICO
2006 HAWKINS AVENUE
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO
1560.1
B 07-1

OCT 04 2019

BATTALION POLICY LETTER 3-19

From: Commanding Officer, Headquarters and Service Battalion
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION LEARNING PROGRAM

Ref: (a) MCO 1560.25

1. Situation. This policy letter establishes policies and standards on Lifelong Learning Program (LL Program) for this battalion in accordance with the reference.

2. Mission. The mission of the LL program is to assist and inform all Service members within Headquarters and Service Battalion (HQSVCBN) of all the personal and professional learning opportunities available.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To establish policies and standards for the LL program, to fulfill the Lifelong learning needs of HQSVCBN per the reference.

(2) Concept of Operations. To establish responsibilities of the LL Program sponsors at the battalion level for effectively implementing the policies outlined in the reference and this letter.

b. Subordinate Element Missions

(1) Battalion Education Officer shall:

(a) Serve in accordance with paragraph 4.b.(5)(a) of the reference.

(b) Provide counseling for new join personnel upon joining the Command, prior to transfer or separation from the battalion, and other suitable intervals during their tour.

(c) Identify and counsel, individually, those enlisted Marines who do not possess a high school credential and those officers who do not possess a Baccalaureate Degree. The Battalion Education Officer will pull an education roster and identify both enlisted and Officer that do not have the proper educations credentials reported Marine Corps Total Force System. This roster will be provided to The Company Commanders for action, semi annually.

(d) Identify and screen all eligible Military Academic Skill Program (MASP) personnel, per the reference.

Subj: HEADQUARTERS AND SERVICE BATTALION LIFELONG LEARNING PROGRAM

(e) Establish and maintain, via the Marine Corps Base Quantico Education office external liaison and partnerships with local and state civilian education.

(f) Publicize and promote opportunities available through the LL Program, using HQSVCBn newsletter, emails and other appropriate media forms.

(g) Ensure all Marines check in/out with the MCB Quantico Education Center and Library via the battalion check in/out sheet process. The Battalion Education Officer is authorized to approved and sign all tuition assistance forms and applications.

(2) Company Commanders shall:

(a) Serve as Assistant Battalion Education Officers in accordance with paragraph 4.b.(5)(a) of the reference.

(b) Provide counseling for new join personnel to your respective Companies upon their joining the command, prior to transfer or separation from battalion, and other suitable intervals during their tour.

(c) Take corrective action to ensure all Marines identified by the Battalion Education Officer are individually counseled on the opportunities for enlisted Marines to complete their high school credential and Officer to complete their Baccalaureate Degree.

(d) Identify and screen all eligible personnel, per the reference.

(e) Establish and maintain via the MCB Quantico Education Center external liaison and partnerships with local and state civilian education and library professionals.

(f) Publicize and promote opportunities available through the LL Program, using the HQSVCBn newsletters, emails and other appropriate media forms.

(g) Ensure all Marines check in/out with the MCB Quantico Education Center and Library via the battalion check in/out sheet process.

(h) Properly screen, sign and process all Marines applying for Tuition Assistance. Company Commanders are authorized to approve and sign all tuition assistance forms and applications.

3. Coordinating Instructions

(1) The Education Officer and Assistant Education Officers can be reached at: Yale Hall 2006, Hawkins Ave, Quantico, VA 22134

Headquarters Company (HQCO) 703-784-2981
Service Company (SVCO) 703-784-2545
Combat Development Company (CDCO) 703-784-2981
Tenant Activities Company (TACO) 703-784-2149
Training And Education Company (TECO) 703-784-2901

Subj: HEADQUARTERS AND SERVICE BATTALION LIFELONG LEARNING PROGRAM

(2) The Installation Voluntary Education Center can be reached at:

3088 Roan Street, Quantico, VA 22134
Main Office 073-784-4010

4. Administration and Logistics. Approved for public release; distribution is unlimited.

5. Command and Signal

a. Command. This policy is applicable to all service members for the administrative control of HQSVCBN.

b. Signal. This Policy is effective the date signed.

A handwritten signature in black ink, appearing to read 'E. J. Danielson', is written over the typed name below.

E. J. DANIELSON