



UNITED STATES MARINE CORPS
MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
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QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:

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28 Apr 04

MARINE CORPS UNIVERSITY POLICY LETTER 3-04

From: President, Marine Corps University/Commanding General,
Education Command

To: Distribution List

Subj: PROFESSIONAL DEVELOPMENT OFF-SITE PROGRAM

Encl: (1) Request for Professional Development Off-Site Period
(2) Professional Development Off-Site Agreement for
Obligated Service

1. Purpose. To establish policy for granting Professional Development Off-Site, (PDO) opportunities at the Marine Corps University (MCU) for Title 10 civilian faculty members.

2. Cancellation. MCU Policy Letter 2-96 dated 1 January 2000.

3. Scope

a. After five years of continuous service to the MCU, Title 10 civilian faculty members are eligible for professional development off-site (PDO) leave (one semester at full pay or two semesters at half pay) at the discretion and approval of the President, MCU. PDO leave will only be approved for professional enrichment that enhances the employee's usefulness as a faculty member by contributing significantly to the improvement of the education or otherwise furthers the MCU mission. While the category of "sabbatical" leave is limited to the Senior Executive Service by Title 10, US Codes, similar opportunities can and should be afforded to MCU professors under the auspices of the PDO program.

b. PDO opportunities are intended to maintain the highest standard of academic excellence within the University. This developmental process is essential in keeping our faculty in the forefront of their respective fields and ensuring their credibility throughout the professional military educational community.

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4. Action

a. The President, MCU, upon the recommendation of the appropriate college director, has final authority to grant a PDO period of either six months or a full year. As a general rule, PDOs will normally be granted for six months. One year PDOs will be granted only for compelling reasons.

b. Title 10 Civilian faculty members desiring a PDO must adhere to the following requirements:

(1) Professional Development Off-Site Periods. Off-Site periods are designated as fall semester (1 July - 31 December) and spring semester (1 January - 30 June). Deviations from these periods may be granted upon recommendation of the affected college director.

(2) Submission Dates. Requests for a PDO should be submitted six months in advance of proposed off-site dates. This requirement is applicable for six-month or one-year off-site requests.

(3) Application. Requests should be submitted using the format provided in enclosure (1). In general, each request should detail the individual's intent while on PDO. The request should contain convincing evidence of the faculty member's intention to use the time for scholarly activities that enhance his or her professional standing and teaching ability.

(4) Forwarding. The affected college director, after completing his/her own internal committee review, will forward PDO requests to the President, MCU for approval. Included in the college review process is a recommendation for approval or disapproval, a priority for granting multiple PDO requests, and any additional information needed to evaluate the request. The President, MCU will approve or disapprove the request within one month of the application.

(5) Agreement for Obligated Service. Applications for a PDO will include an agreement for additional service and will be in the format provided in enclosure (2). The obligation for additional service accrues at a three for one rate (18 months of service for each six-month PDO or three years service for a one-year PDO).

(6) Deliverables. The University has every right to expect "value added" as a result of granting scholarly,

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professional development off-site opportunities. The exact nature of the deliverable will depend upon the scope of the project. The faculty member and the school director will reach agreement on the deliverable prior to the start of the PDO.

(a) Faculty members intending to develop a full-length manuscript for possible publication will specify a date when the manuscript should be ready for submission to a publisher. In any such undertaking, the affected director and the individual concerned will assess what constitutes a reasonable period of time for manuscript submission.

(b) In the case of a scholarly article, the faculty member should return with a completed article ready for submission to a publisher.

c. School Directors will be responsible for recommending to the President, Marine Corps University, the approval or disapproval of PDO periods requested by their faculty. In the case of approval, the Director should be aware that no replacement faculty will be hired during the PDO period.

5. Applicability. This policy is applicable to MCU faculty hired under Title 10 authority.



T. A. BENES

DISTRIBUTION:
Internet

Request for Professional Development Off-Site Period

From: (professor's name & title)
To: President, Marine Corps University
Via: Director, _____

Subj: REQUEST FOR PROFESSIONAL DEVELOPMENT OFF-SITE PERIOD

Ref: (a) Marine Corps University Policy Letter 3-04

1. In accordance with the references, I am requesting a professional development off-site.
2. Duration and inclusive dates of requested off-site:

3. Research project focus:
4. Research location (specify if research entails overseas travel):
5. Funding Requested (Government and/or MCFU):
6. Describe what you intend to publish as a result of the professional development off-site.
 - a. Book Manuscript -- describe.
 - b. Scholarly article -- describe.
7. Other supporting documents.

(Signature)
(Name)

Professional Development Off-Site Agreement for Obligated Service

From: (professor's name & title)
To: President, Marine Corps University
Via: Director, (school name)

Subj: PROFESSIONAL DEVELOPMENT OFF-SITE PROGRAM (PDOP) -
AGREEMENT FOR OBLIGATED SERVICE

Ref: (a) MCU Policy Letter 3-04

Encl: (1) Request for Professional Development Off-Site Period

1. I have requested the opportunity to participate in the Professional Development Off-Site Program, a government-sponsored training program that involves self-directed research and study as set forth in my enclosure (1) proposal.

2. In accordance with the cited reference, I AGREE that upon completion of my Professional Development Off-Site Period described in enclosure (1), I will continue to serve as a member of the Marine Corps University faculty for a period equivalent to three-times the length of the -PDOP period or _____ months from the date of my return from the PDOP period. My PDOP period will begin on _____ and end on _____.

3. The Marine Corps University and/or the Marine Corps University Foundation (MCUF) have agreed to fund or I have requested funding from them for the following items (give estimates if exact figures are not available) in support of my PDO:

Salary (50% of annual for 6-mo PDO): \$ _____

Travel/Transportation: \$ _____

Hotel/Billeting: \$ _____

Tuition/Conference Fees: \$ _____

Incidental Expenses: \$ _____

Other/Special Expenses (list):

_____ - \$ _____
_____ - \$ _____
_____ - \$ _____

Professional Development Off-Site Agreement for Obligated Service

I understand that as a U.S. Government employee and in accordance with 18 U.S. Code 209, I cannot accept funds from fellowships or other outside sources and that any travel or other expenses funded by other U.S. Government agencies during my PDO must receive prior approval from an authorizing MCU official.

4. If I voluntarily leave the Marine Corps University to enter the service of another federal agency or other organization in any branch of the Government before completing the period of service agreed to in paragraph 2 above, I will give my servicing Civilian Personnel Office advance notice during which time a determination will be made regarding reimbursement versus transfer of the remaining service obligation to the gaining agency.

5. If I voluntarily leave the Marine Corps University and the Federal Service before completing the period of service agreed to in paragraph 2 above, I understand that I shall be liable to the United States for repayment of all expenses of the PDOP including salary, tuition, related fees, travel and other special expenses the Marine Corps University has funded as part of my PDOP. I understand that this amount shall be treated as a debt due the United States.

6. The amount of any reimbursement due the Marine Corps University under paragraphs 4 or 5 above will be reduced on a pro rata basis to reflect the percentage of completion of the obligated service.

7. I understand that any amounts which may be due the Marine Corps University as a result of any failure on my part to meet the terms of this Agreement may be withheld from any monies owed me by the Government, or may be recovered by any other methods approved by law.

8. I acknowledge that this Agreement does not in any way commit the Government to continue my employment.

(Signature)

(Name)

Notary Public

Date

My Commission Expires eff date: