UNITED STATES MARINE CORPS
MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:
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C40
7 Jun 04

MARINE CORPS UNIVERSITY POLICY LETTER 6-04

From: President, Marine Corps University
To: Distribution List

Subj: USE OF MARINE CORPS UNIVERSITY (MCU) PRESIDENT'S ELECTRONIC SIGNATURE

1. Purpose. To publish direction and responsibilities inherent to the use of the MCU President's electronic signature. The MCU President's electronic signature is a scanned, transferable copy of the MCU President's hand-written signature.

2. Background. Numerous graduation certificates are issued to students within the Marine Corps University. The Staff Noncommissioned Officer Academies (SNCOA) produce a large majority of these certificates. Due to the frequency of SNCOA course graduations, and their distant proximity to Quantico, it is illogical to expect the MCU President's personal signature on each certificate; thus, electronic signatures are necessary and authorized in accordance with this policy letter.

4. Scope. The MCU President's electronic signature is authorized solely for application to graduation certificates of Enlisted Professional Military Education courses. The electronic signature is releasable to SNCOA Directors only. Directors may subsequently authorize subordinate administrators to apply the electronic signature to graduation certificates. SNCOA Directors are responsible for ensuring strict adherence to the policy.

5. Applicability. This policy letter is applicable to all MCU personnel.

D. R. Gardner

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