



UNITED STATES MARINE CORPS

MARINE CORPS COMMUNITY SERVICES
BOX 555020
MCB CAMP PENDLETON, CA 92055-5020

IN REPLY REFER TO:

ACADEMIC SKILLS PROGRAM
Acknowledgement of Responsibilities

Last Name	First Name	MI	Rank	last 4 of SSN
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Company/Battalion	MOS	EAS	Email Address (work or home)	
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Course Number	Inclusive Dates	Duty and Cell Phone		
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1. The Academic Skills Program applicants shall initial the following statements indicating their understanding of the regulations governing the Academic Skills Program.

_____ a. **Due to limited seat availability, I understand that I must turn in this signed Acknowledgement Letter to Palomar College, Bldg 1331, no later than one week prior to the session start date.**

_____ b. I understand that in accordance with Marine Corps Order 1560.25, I agree to **pre-test in the Test of Adult Basic Education (TABE) 9, and post-test in the TABE 10**

_____ c. I understand that I will be required, upon assignment to the program, to execute permissive temporary additional duty (PTAD) orders according to local command policies, **and to bring those orders to the first day of the class.**

_____ d. I understand that, once assigned, I will be required to attend all classes, and take all required tests to complete the program. **Withdrawal from the program can be completed by notifying Palomar College; return of all books and materials to the Education Center; and retrieving the PTAD orders.**

_____ e. I understand that assignment to the program represents a commitment to attend all the classes. **The classroom will be my appointed place of duty, and failure to attend class may result in a charge of Unauthorized Absence (UA).** Unexcused absences will be reported directly to my commanding officer.

_____ f. I understand that the Marine Corps will fund all costs related to participation in the Academic Skills Program, and that my assignment to the program will not carry any monetary or service obligation.

Applicants Signature	Date
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Commanding Officer's Signature	Date
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SAMPLE

IN REPLY REFER TO:

1326/1
S-1
15 April 15

From: Commanding Officer
To: Corporal MARINE, James T., 123 45 6789, 0331/8531 USMC

Subj: PERMISSIVE TEMPORARY ADDITIONAL DUTY ORDERS (PTAD)

1. Effective 0730, 19 April 2010, you are authorized to proceed and report to Military Academic Skills Program for a period of 25 days. Your permissive temporary additional duty terminates on or about 14 May 2010.
2. You are authorized 00 days travel and 00 days delay in conjunction with these orders.
3. These orders are issued with the understanding that there is no expense to the government for travel and/or per diem in the execution thereof. If you do not desire to execute these orders under the above conditions, this authorization is revoked, and these orders will be returned for cancellation.
4. Upon completion of your temporary duty orders, on 14 May 2010 you are to return to your present duty station and resume your regular duties. POC is GySgt Smith at (760) 725-1111.

S. W. OGLESBY
By direction

RECEIVING ENDORSEMENT

1. I received these orders at _____ Bn, at _____ on _____ 2010.

2. I returned at _____ on _____. My PTAD is terminated this date.

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