

ENCLOSURE (1)

UPGRADE TRAINING POLICY

PROVIDES TUITION REIMBURSEMENT, LEAVE AND PAY

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APPLY IN ADVANCE OF ATTENDANCE AT SCHOOL

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1. Purpose of Training. To qualify civilian marine personnel for higher USCG endorsement, original license or raise in grade of license.
2. How to apply. Qualified employees may apply by submitting an Application for Upgrade Training Benefits, MSTSPAC Form 12410/8 to the Training Division (P-24), Industrial Relations Office, via the department head and master. As indicated above, applicants are cautioned not to enroll in upgrade school until they receive written approval of the application. Those who have already applied on MSTSPAC Form 12410/8 and received approval of their application need not reapply.
3. Selection of trainees. Applicants will be rated on the basis of appropriate experience and education. Trainees will be selected from among the top-rated applicants, with consideration being given to recommendations of supervisors and to official personnel records.
4. Benefits provided
  - a. Tuition refunds. Enrollees in upgrade school will initially pay the cost of tuition from their personal funds. However, upon successful completion of training and the subsequent receipt of higher USCG endorsement, original license or raise-in-grade, MSTSPAC will reimburse the actual cost of tuition up to a maximum of:  
  
\$175.00 for officers' licenses  
\$ 75.00 for unlicensed endorsements
  - b. Excused absence while sitting. Applicants who receive their higher USCG endorsement, original license for raise-in-grade, will be granted excused absence with pay for the actual time spent in sitting for the examination as follows:

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