

MCCS Okinawa Education Centers

USMC TA Brief Schedule

Walk-ins are Welcome, no appointment necessary.

Topic	Days(s)	Time(s)	Locations
TA Brief	Mondays/Wednesdays	1000	Camp Hansen, Camp Courtney & MCAS Futenma Education Centers
	Tuesdays/Thursdays	1000	Camp Foster, Camp Schwab, & Camp Kinser Education Centers

TA To-Do List

Personal Readiness Seminar (PRS)

Completed in-person at first duty station or online at JKO <https://jkodirect.jten.mil/>.
Course: J3OP-US1395 Personal Readiness Seminar (PRS) Survival Skills (2 hrs).

USMC TA Brief

Career Path Decide - Skills and Interests Surveys <https://www.careerpathdecide.org/>

Upload screenshot to MyMarineCorps Education <https://myeducation.netc.navy.mil/webta/>

PME Complete

Marines must be PME complete for their current rank or have a command-verified plan for completion.

Upload evidence to MyMarineCorps Education

Enroll in a school*

Request a degree plan**

Select first class

Send transcripts

Send JST <https://jst.doded.mil/>

*First-time college students or those starting a new program must take their first course with an on-island contracted school (per DoDI 1322.19).

** An official degree plan must be uploaded to your TA portal after completing four courses or before taking two classes at a time.

Identify your TA Command Approver

Get their name, rank, email and DSN

Submit your TA application online (See USMC Web TA Step-By-Step on back)

Send Voucher to School

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Camp Foster	Bldg. 5679	645-7160	MCAS Futenma	Bldg. 407	636-3036	Camp Courtney	Bldg. 4425	622-9694
Camp Kinser	Bldg. 1220	637-1821	Camp Hansen	Bldg. 2339	623-4376	Camp Schwab	Bldg. 3000	625-2046

Open: Monday – Friday, 0730-1630

Email: education@okinawa.usmc-mccs.org

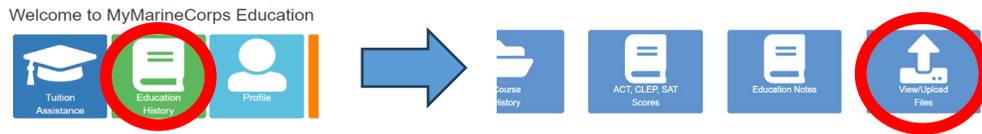
Please visit our website at: <https://www.okinawa.usmc-mccs.org/education>



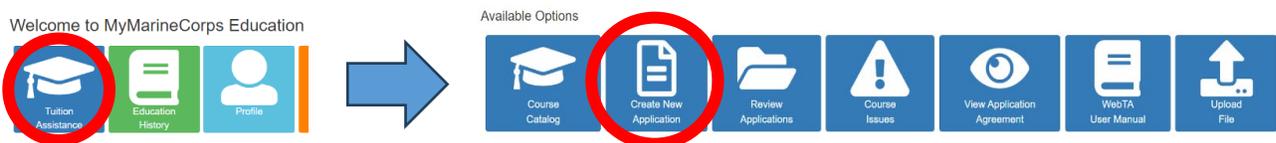
USMC Web TA Step-By-Step

STEP 1: Log-in to your Tuition Assistance (TA) Portal at: <https://myeducation.netc.navy.mil/webta/>.
Update your profile with your contact information.

STEP 2: Upload all required documents including: Career Path Decide screenshot, PME completion evidence, degree plan, and evidence to qualify for 2 classes at a time if applicable.
Click on **“Education History”** and **“View/Upload File”**

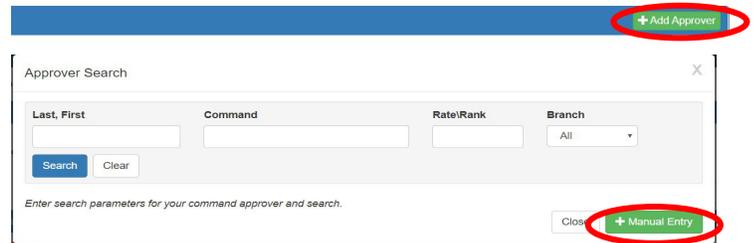


STEP 3: Return “Home” and select **“Tuition Assistance.”** Then, click on **“Create New Application.”**

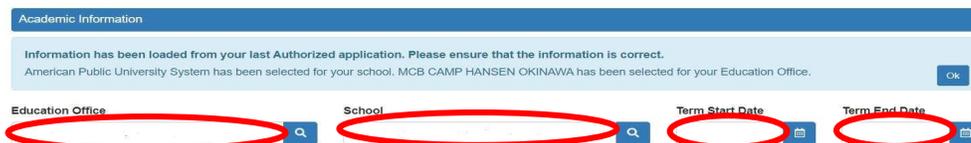


STEP 4: Enter your command approver (CO or By-Dir) information.

Select **“+Add Approver”** and search for your command approver. If they are not listed, Select **“+Manual Entry.”**
If entering manually you will need their DSN phone number and military email address.



STEP 5: Enter your Education Office, School, and Term Dates.



STEP 6: Enter your course information.

Select **“+ Add Course”** for manual entry or **“Search Course Catalog”** to choose your course from the list.



STEP 7: Review all the information on your application and make corrections if needed.

Click on **“Save”** and then click on **“Submit”**

TA Application Process

