

# 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 Foster & Camp Kinser Education Centers
	Tuesdays/Thursdays	1000	Camp Courtney, Camp Schwab, & MCAS Futenma 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**

### MCCS Okinawa Education Centers

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](mailto:education@okinawa.usmc-mccs.org)

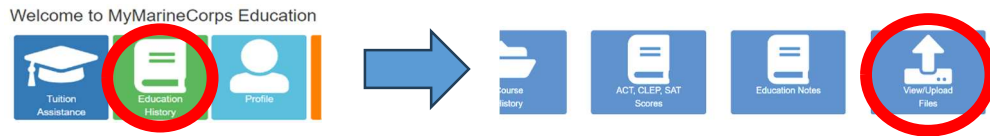
Please visit our website at: <https://www.okinawa.usmc-mccs.org/education>



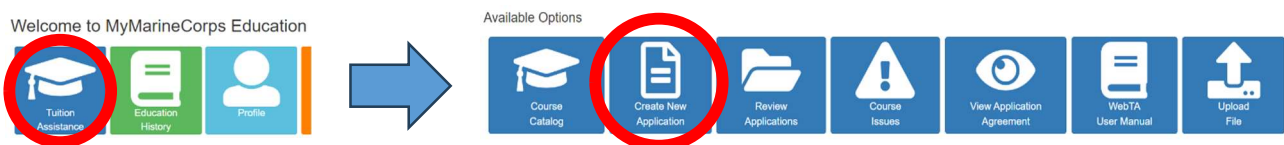
# USMC Web TA Step-By-Step

**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”**

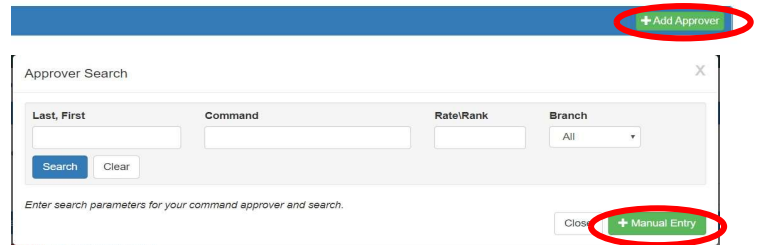


**STEP 3:** Return “Home” and select **“Tuition Assistance.”** Then, click on **“Create New Application.”**

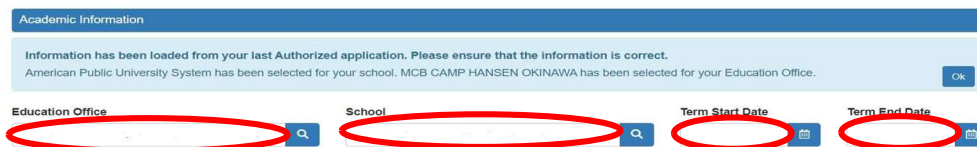


**STEP 4:** Enter your command approver (CO or By-Dir) information.

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.

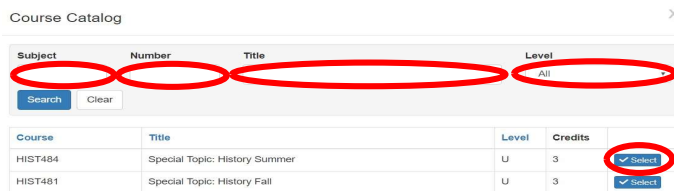


**STEP 5:** Enter your Education Office, School, and Term Dates.



**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

