



UNITED STATES MARINE CORPS  
[UNIT]  
U.S. MARINE CORPS FORCES  
COMMAND [UNIT ADDRESS]

1560

From: Commanding Officer  
To: [TUITION ASSISTANCE COMMAND APPROVER]

Subj: APPOINTMENT AS [NAME OF UNIT] TUITION ASSISTANCE COMMAND APPROVER

Ref: (a) MCO P1560.25

1. You are hereby appointed as the Tuition Assistance Command Approver for [UNIT NAME], in accordance with the reference. You are directed to become familiar with the reference and perform all required duties.
2. Pursuant to the reference, you are authorized to approve applications for tuition assistance "By Direction" of the Commanding Officer, [NAME OF UNIT, followed by accepted unit abbreviation] in the performance of your duties. This authority is expressly limited to matters within your cognizance as the Tuition Assistance Command Approver and when good judgement indicates that requests for tuition assistance need not be submitted to higher authority for signature.
3. This appointment will remain in effect until you are formally relieved or upon transfer.
4. This letter supersedes all previous letters of appointment to this billet.

[Signature of Commanding Officer]

1560

ACKNOWLEDGEMENT ENDORSEMENT

From [Name of Tuition Assistance Command Approver, EDI]  
To USMC Commanding Officer

Subj APPOINTMENT AS [NAME OF UNIT] TUITION ASSISTANCE COMMAND APPROVER

1. I have read and understand the reference and have assumed all duties in conjunction with the appointment as the Tuition Assistance Command Approver.

[Signature of Unit TA Command Approver]

