

**HQMC, International Affairs Program (PLU-8)
Language, Regional Expertise, and Culture Sustainment Program (LSP)
Training Execution and Reimbursement Procedures and Requirements**

1. Purpose. To provide guidance on the procedures and requirements for training execution and reimbursement through the HQMC PLU-8 LSP.

2. Procedures – Administrative.

- Upon notification of approved LSP POI, said named Marine (SNM) will provide PLU-8, via phone or encrypted email, the following information necessary for tuition expense reimbursement:
 - Full SSN
 - Name of Banking Institution (on file with DFAS)
 - Account and Routing Numbers (on file with DFAS)
 - Home address (on file with DFAS)
- PLU-8 will use the requested information to establish a file for reimbursement of tuition and other non-travel expenditures via the method approved in the application (and detailed in sections 4 and 5 below).

3. Procedures – Training Execution.

- Upon notification of approved LSP POI, SNM will coordinate directly with the training institution per the details outlined in the application.
- Within fifteen (15) days of course completion, SNM will provide PLU-8 with an After Action Report (AAR) that includes at a minimum:
 - Rationale for training institution choice (i.e., variety of classes based on skill level/student needs, one-on-one classes offered, etc.) and POC at institution
 - Format of training and illustrative schedule (e.g., Week one: placement test and classes to enhance understanding and ability; Week two: focus on tenses (conditional present, present indicative, past, imperative and imperfect tense)).
 - Lessons learned
 - Recommendations
- Within sixty (60) days of course completion, SNM will take the Defense Language Proficiency Test (DLPT) and Oral Proficiency Interview (OPI) to measure the effectiveness of the training. SNM will provide the results to PLU-8.

4. Procedures – Tuition Reimbursement to SNM.

- The following procedures and requirements apply to reimbursement of tuition and non-travel expenditures direct to SNM as approved in the LSP application. **Tuition costs are not processed through DTS—they are reimbursed to SNM’s personal bank account.**

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- Upon notification of approval, SNM will use personal funds for tuition and course required learning materials. *Note: Government Travel Credit Card (GTCC) is NOT authorized for non-travel expenses. SNM MUST use personal funds for tuition and associated expenses.*
- SNM will provide PLU-8 with final invoice(s). Documents provided must clearly indicate:
 - All expenditures and charges pertinent to reimbursement in English (e.g., institution name, dates of instruction, description of fees (tuition, books, etc.)).
 - Total amount due in US dollars, with conversion rate and formula used (e.g., foreign currency total = \$xx USD) [Ref: <http://www.oanda.com/currency/converter>]
 - Balance settled in full (i.e., “zero balance” or “paid” stamp)
- *Note: If SNM coordinated approval with PLU-8 for a programmatic exception in advance for tuition to be paid in installments, each receipt must clearly reflect the sequence (e.g., “Receipt 2 of 6”). If receipts are received in installments without prior approval, PLU-8 will hold all receipts until the approved amount of reimbursement is met, and will coordinate one payment to SNM for the total amount requested.*
- PLU-8 will certify all documents and approve for processing. PLU Finance will coordinate with DFAS for reimbursement directly into the personal account provided. *Note: Typical turnaround time for reimbursement is 10 business days.*

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- PLU-8 will review the information provided, and process the transfer of funds to the institution.
- SNM will inform PLU-8 of any issues communicated by the institution, and will confirm when classes have commenced.

6. Coordinating Instructions. Submit receipts for tuition via e-mail to:

International Affairs Program OMB
IAPMarine@usmc.mil

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6.a. Additional POCs:

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