

NAVPGSCOLINST 1520.1E
NPS(031A)
17 September 1996

NAVPGSCOL INSTRUCTION 1520.1E

From: Superintendent

Subj: STANDARD PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF
NAVY FULLY-FUNDED GRADUATE EDUCATION PROGRAMS AT CIVILIAN
INSTITUTIONS AND THE LAW EDUCATION PROGRAM (LEP)

Ref: (a) OPNAVINST 1520.23B, Graduate Education
(b) OPNAVNOTE 1520, Fully Funded Graduate Education
Programs
(c) OPNAVINST 5450.210B, Naval Postgraduate School mission
and Functions
(d) SECNAVINST 1520.7E, Law Education Program
(e) SECNAVINST 5216.5C, Department of the Navy
Correspondence Manual
(f) SECNAVINST 5870.6, Copyright in works of authorship
prepared by Department of the Navy Personnel
(g) OPNAVINST 5510.1H, Department of the Navy Information
and Personnel Security Program Regulations
(h) SECNAVINST 5720.44A, Department of the Navy Public
Affairs
(i) NAVMILPERSCOMINST 1611.17, Navy Officer Fitness Report
(FITREP) Manual
(j) NAVPGSCOLINST 1521.3B, Textbook Allowance for U.S. Navy
Students

Encl: (1) Sample On Board Report (NPS Worksheet)
(2) Sample Educational Plan (NPS Worksheet)
(3) Claim for Reimbursement (SF 1164)

1. Purpose. To provide information, policy and procedural guidance for the Navy's fully-funded graduate education programs at civilian institutions (CIVINS) and for the Law Education Program (LEP).

2. Cancellation. NAVPGSCOLINST 1520.1D

3. Background. The CIVINS program provides support to the Navy's subspecialty system by using full-time, fully-funded graduate education programs which are not available at the Naval Postgraduate School (NPS). The LEP supports the Navy's requirement for Judge Advocate General Corps officers by providing an opportunity for select junior officers to attend law school.

This instruction implements and consolidates the requirements contained in references (a) through (d) to coordinate actions necessary for management of these programs.

4. Administrative and Supervisory Procedures.

a. These procedures and guidelines are applicable to the following:

(1) Officer students enrolled in the fully-funded Navy graduate education programs at CIVINS or in the LEP; and

(2) Commanding Officers of NROTC units who are directed by reference (a) to report to the Superintendent for additional duty as the Superintendent's representative in matters related to CIVINS/LEP.

b. The general requirements of CO's and other commands to which an officer student is attached include, but are not limited to:

(1) provide basic administrative support in such areas as service records, pay and leave records, physical fitness testing, random urinalysis testing, and fitness reports;

(2) provide counseling on academic programs; and

(3) act as liaison between the Superintendent and civilian institution officials for routine and administrative matters.

c. Required Reports.

(1) CO'S and Administrative Commands.

(a) On Board Report. An On Board Report, enclosure (1), will be submitted to the Superintendent (Code 031A) by the CO, NROTC unit, or other command to which an officer student is attached whenever there is a change in status. This report will list all on board officer students and indicate any detachments or arrivals during the period of the report. This report is to be forwarded no later than seven days prior to the end of each month in which changes occurred. Detachment dates for all naval officer students should be the third working day following the day of completion of instruction or the third working day after graduation exercises, whichever is later. This policy will be uniformly applied to reduce the supernumerary time associated with educational programs.

(b) As necessary, CO's, NROTC units will report the following for each officer student to the Superintendent (Code 031A):

1. changes in name, rank or designator;
2. hospitalization or illness of such nature as to interfere with a student's primary duty;
3. any irregularities or special difficulties interfering with satisfactory academic performance with appropriate comments and recommendations. (If unsatisfactory conditions exist, submit recommendations for corrective action which the Superintendent may be able to initiate); and,
4. placement on academic probation.

(2) Officer Students.

(a) Educational Plans (EP). Each officer student, in conjunction with the institution advisor, will prepare and submit an Educational Plan within 30 days of reporting to duty under instruction (DUINS) to the Superintendent (Code 031A) via the CO, NROTC unit. The EP serves as the instrument for curriculum, research, and financial planning and approval. Additionally, it is used for the verification of courses charged in the university invoice. **Tuition payment cannot be made unless the EP is submitted and approved.** The EP will be forwarded by the Superintendent (Code 031A) to the primary subspecialty sponsor or appropriate designee for approval/disapproval. The primary subspecialty sponsor will notify the officer student via the CO, NROTC unit with a copy to the Superintendent (Code 031A) of the approval or disapproval of the EP within 30 days of submission. **Any** addition or deletion of courses, change in course load, thesis topic or program length requires the submission of a revised EP. Enclosure (2) is a sample Educational Plan.

(b) Course Listings. Each officer student shall forward a list of courses for which he or she has registered to the Superintendent (Code 031A) within 10 days after the beginning of each academic term. Classes subsequently added or dropped during the term must also be reported to the same office as soon as they occur.

(c) Grade Reports. Each officer student shall forward a copy of his/her grade report to the Superintendent (Code 031A) within 15 days of the end of each academic term. Grades which

indicate incompleteness of or withdrawal from courses must be explained. Final grades for incomplete courses shall be forwarded to the Superintendent (Code 031A) as soon as possible.

(d) Transcripts. Upon completion or termination of the curricular program, each officer student shall ensure that two (2) official transcripts of his/her academic record, with the award of the degree (if any) recorded, are forwarded to the Superintendent (Code 031A). Only after receipt of this transcript can the appropriate subspecialty code be recommended and entered in the officer's record. In most cases a Privacy Act statement will need to be signed and filed with the university's registrar or student records office by the officer before detaching DUINS, to allow the university to send the official transcripts to the Superintendent. The CO, NROTC Unit shall ensure the required actions have been completed before the officer detaches. It is the student's responsibility to follow-up and ensure that the Superintendent (Code 031A) has received the final transcript with degree conferred.

(e) Annual Progress Letter. Officer students are required to submit a letter report to the Superintendent (Code 031A) in which they assess their academic accomplishments, the strengths and weaknesses of their program, and their goals for the next reporting period (if applicable). This report will be

submitted annually and at the end of the tour. For officer students in a program of one year or less, only one report is required. However, all officer students are encouraged to write anytime they wish to bring something to the attention of the Superintendent or the curricular sponsor. The object of these reports is to help assess the quality of the education the officer students are receiving. The reports will also serve as a benchmark against which the officer students can judge their progress in meeting their own goals.

d. Official correspondence from officer students at civilian educational institutions will be forwarded to the Superintendent (Code 031A) via the CO, NROTC unit who will maintain files of such correspondence.

(1) Reference (e) will be used as a guide in the preparation of all official correspondence.

(2) Correspondence concerning academic matters should indicate whether or not the cognizant official of the civilian

institution has been consulted and, if appropriate, they should be provided a copy of the correspondence.

(3) If an officer student submits an article or book for publication, due mention of the officer's participation in the Navy's CIVINS program must be included. In addition, U.S. Navy officer students will be guided by the requirements of reference (f), which states that theses and similar works completed by a Naval officer in the course of assigned duties and at government expense are works of the United States Government. As such, these works are not subject to copyright.

e. General Instructions For Officer Students.

(1) Conduct. Naval officers enrolled at civilian institutions are representatives of the U.S. Navy. It is expected that they will conduct themselves per existing regulations and traditions and in conformity with the rules and customs of the institution they are attending so as to uphold the dignity of the office. This applies while on field trips or experience tours. Advantage should be taken of the opportunities available to promote knowledge of, interest in, and respect for the Navy.

(2) Attire. Officer students are authorized to wear civilian clothing while in attendance at civilian institutions. Such clothing will be in good taste and will meet the standards expected of officers. However, the appropriate uniform will be worn when visiting military installations on official business and at such other times as may be directed by competent authority.

(3) Leave. Except for cases involving emergency leave, officer students should not normally be granted leave during the academic year. Intersessional periods, such as Christmas, are considered exceptions to this policy.

(4) PRD Changes. Requests for PRD changes should be sent by the officer student to the curriculum sponsor and appropriate detailing office with a copy to the Superintendent (Code 031A). All PRD extensions must be approved in writing and forwarded to the Superintendent (Code 031A). Failure to notify the Superintendent (Code 031A) may result in courses being billed to the student.

(5) Student Teaching. Awarding of fellowships and assistantships by the institution to officer students is not anticipated. However, should both the school and the student deem

it to be in the best interest of the student for him/her to assist in the teaching program of the institution, any compensation for such students' part-time service shall be applied as a credit against that student's tuition.

5. Educational Programs.

a. Academic Courses.

(1) Course Load. The student officer will carry a full academic load, including summer sessions and will complete degree requirements in the shortest possible time. The academic institution will define the term "full load"; however, a full load is normally four or more courses with a minimum of 12 credit hours per academic term (except during shortened summer sessions when an equivalent course load must be taken.) Education plans should be completed accordingly. Course loads deviating from these guidelines must be explained in the educational plan.

(2) Unapproved Courses. Only courses, activities and programs that apply to fulfilling the educational skill requirements of the applicable subspecialty code and are approved in the educational plan shall be funded by the Navy. Officer students may enroll/participate in unapproved courses at their own expense only if the additional courses/activities/programs will not delay the completion of their curriculum. If courses approved in the educational plan are not offered during a given academic term, or if other unusual circumstances exist, the officer student shall contact the Superintendent (Code 031A) before registering for courses not approved in the educational plan.

(3) Thesis Work. It is appropriate to substitute thesis work for courses (one semester only) per the accepted standards of the institution and the criteria specified below.

b. Thesis Procedures.

(1) Requirement. A thesis may be required of an officer student as partial fulfillment of the requirements for a degree.

(2) Topic.

(a) Topics of a controversial nature which require the collection of opinionated data, and those topics which would require research assistance by government activities should be avoided. In this connection, requests for the mass collection of data for a thesis will not be addressed to government activities.

(b) As desired, sponsors of each curriculum may furnish a list of thesis topics and designate a Navy advisor as the liaison representative for any officer student working on a chosen topic.

(c) In all cases, the approval of the individual officer student's faculty advisor shall be obtained for the topic selected. Any special instructions which the student may have received from the curricular consultant/sponsor or designated Navy advisor should be brought to the attention of the faculty advisor so that a mutually satisfactory decision can be reached.

(d) The thesis topic and a brief description of planned research will be included in the officer student's EP for review and approval by the curriculum sponsor.

(3) Required Copies. Unless otherwise notified, two paper copies of all theses will be provided to the Superintendent (Code 031A), who will make additional distribution as appropriate. This is in addition to whatever distribution might be required by the civilian educational institution.

(4) Classified Thesis. In case a thesis is to be classified "Confidential" or higher, reference (g) will be consulted in connection with the required clearance for civilian personnel, such as consultants, typists, printers, etc. involved in the preparation of the thesis. No copies of such theses will be left with a civilian institution unless a specific request is made by that institution and approved by the Superintendent (Code 031A). Students will submit to the CO, NROTC unit a proposed topic outline and abstract of their thesis or dissertation if it contains information listed in Exhibit 12A of reference (g).

(5) Security Review Requirements. Dissertations or professional papers intended for submission to faculty boards, libraries, or publishers must be reviewed prior to submission per Chapter 3 of reference (h). For material requiring Office of the Secretary of Defense (Public Affairs) approval for public release, Navy Personnel should submit five copies and expect the review process for a dissertation to take a minimum of six weeks after receipt by the appropriate Chief of Naval Operations office; other papers may take up to three weeks. No commitment shall be made to furnish a manuscript which deals with military matters or has national or foreign implications to any unofficial publication or publisher without first submitting the manuscript for clearance. Providing complimentary copies of the paper to anyone, faculty or

otherwise, is in effect public release, and when done prior to security review is contrary to security and public affairs regulations.

c. Temporary Additional Duty (TAD) Orders

(1) Requests. Requests for TAD orders for field trips, experience tours and thesis research for U.S. Navy officer students will be submitted to the Superintendent (Code 031A) by the CO, NROTC at least one month prior to the date on which travel is to commence. The TAD request form, NAVPERS 1320/16 will be used and will include the following information:

(a) The name, rank, SSN, designator, service and curriculum for each officer for whom orders are desired;

(b) Whether or not the TAD is a required part of a program without which full credit for the course would not be received; and

(c) If a security clearance is required, the clearance held by each officer and the source document.

(2) Alternate Funding. If limitations preclude funding the requested TAD from Superintendent-controlled civilian institution funds, the officer student may solicit funding from an appropriate Navy or DoD agency. If such funds are obtained, the appropriate accounting data of the activity providing the funds should be shown on the TAD request form. In this case, the CO, NROTC unit or the reporting senior should issue the TAD orders and provide a copy of to the Superintendent (Code 031A).

(3) Group TAD. For three or more officers traveling to the same destination, group travel orders will be issued by the Superintendent or other command unless the request for TAD orders indicates that:

(a) Transportation cannot be provided by government conveyance or procured by government transportation request;

(b) Meals cannot be provided by the government without cost to the individual;

(c) Lodging cannot be provided by the government; or

(d) Travel by privately-owned vehicle is more advantageous to the government.

(4) No Cost TAD. If the TAD orders requested cannot be issued due to budgetary limitations of NPS or other sources, the CO, NROTC unit or reporting senior Navy TAD issuing authority may issue orders to be executed at no expense to the government, providing the request for TAD orders indicates a willingness on the part of the officers to make the trip at their own expense.

6. Procurement and Accountability Procedures.

a. Contracts.

(1) Contractual arrangements for the payment of tuition and fees of a fixed nature are initiated by the Superintendent (Code 031A) prior to the commencement of the initial term. The contracts are executed with the civilian educational institution concerned by the appropriate Naval Regional Procurement Office, and are administered by the Superintendent. Most contracts are in the nature of a general agreement and are not definitive or restrictive as to the exact number of officer students or amount of tuition and fixed fees involved. Accordingly, changes occurring in these items during the academic year do not necessitate a contract revision or amendment. Any questions regarding contractual arrangements should be referred to the Superintendent (Code 031A) for resolution.

(2) Current contracts provide that tuition and fees of a fixed nature are to be no higher than those established for civilian students undergoing similar instruction. In those cases where the officer student is a resident of the state where the institution is located, the contractual arrangement with the civilian institution concerned will provide that the tuition be no higher than that charged for civilian students entitled to the in-state residence tuition charge. Other regularly established fees such as application fees, preregistration fees, laboratory fees, computer usage fees, and graduation and diploma fees may be paid under current contracts, provided it is the practice of the civilian institution to bill them in such manner. If the civilian institution does not follow this practice, see paragraphs 6.c. through 6.g. below relating to procedures for procurement and reimbursement. Fees for dropping courses are the responsibility of the individual student.

b. Payment. Current contracts provide that the educational institution will submit invoices on university stationery, by service category (original and four copies) listing officer students under instruction, within 30 days after the commencement

of each term. All such invoices for U.S. Navy officer students in the LEP/CIVINS program should be forwarded for processing and payment to the Director of Civilian Institutions Programs (Code 031A), Naval Postgraduate School, 589 Dyer Road, Room 228, Root Hall, Monterey, CA 93943-5143.

c. Student Waivers. In most states, active duty Armed Forces members enrolled as full-time students qualify for a waiver of out-of-state nonresidence fees. To obtain this benefit, students must request a waiver by submitting a copy of their orders. Additionally, upon presentation of orders, many universities waive the health fee charges. In all cases, students are expected to apply for the waivers. It is the student's responsibility to provide the university with proof of their active duty status so the Navy will not be billed unnecessarily. Failure to request a waiver of nonresidency and health fee charges may result in students being billed for these charges.

d. Thesis Costs. Reimbursement for thesis costs will be limited to the cost of services in connection with **final thesis** preparation, reproduction, collating, stapling and binding. Travel required will be requested and justified in advance as outlined in paragraph 5c. Reimbursement will not be made for typing. Reimbursement to individuals for thesis costs will be limited to the following maximum amounts: \$150 for a Master's Degree, \$275 for an Engineer's (Post-Masters) Degree, and \$500 for a Doctorate Degree.

e. Procurement of Thesis Materials and Services.

(1) Reimbursement Basis. Services pertaining to final preparation of a thesis may be procured and paid for by individual students, subject to reimbursement by the government. An officer student effecting procurement on this basis will prepare an SF 1164 Claim for Reimbursement for Expenditures on Official Business, enclosure (3), supported by legible signed receipts from the firms paid, and forward it via the CO, NROTC Unit to the Superintendent (Code 031A) for payment. The officer student, as the claimant, will indicate his or her social security number. Prompt submission of these claims is essential, as discussed in paragraph 6.f.(5).

(2) General. The government is not subject to state and local taxes, and this fact should be used in determining thesis costs.

f. Reimbursement.

(1) Application fees and transcript fees which are not covered by the contract will be paid by individual officer students, subject to reimbursement by the government. An officer student effecting procurement on this basis will prepare enclosure (3), supported by legible signed receipts or copies of canceled checks (front and back), and forward it via the CO, NROTC unit to the Superintendent (Code 031A) as the approving official. NOTE: Do not detach carbon copies of enclosure (4). If original receipt(s) have been inadvertently lost or destroyed, contact the Civilian Institutions Programs Office. Reimbursement for applications and transcripts is limited to the following:

(a) Three application fees and required transcripts for entrance to three educational institutions; and

(b) Fees incident to procurement of two transcripts required upon graduation for NAVPGSCOL and CHNAVPERs records.

(2) Admission or aptitude tests are not reimbursable.

(3) Incidental expenses such as parking fees, meals, books, course materials, or duplicating charges other than for printing of a final thesis must be incurred by the student and are not reimbursable.

(4) Per reference (d), LEP officer students may be reimbursed up to \$1500 for one bar examination review course and the costs incurred in gaining admission to the practice of law. If a bar examination is required in the jurisdiction for which the student is seeking admission, the cost of the initial examination is reimbursable, not to exceed the \$1500 limit. In the event the officer fails the first examination, all subsequent costs associated with gaining admission to the bar shall be the responsibility of the officer. All other provisions of reference (d) paragraph 6.d. apply.

(5) Claims for reimbursement should be submitted as soon as expenses are incurred, but no later than two months past the end of the fiscal year in which the expenses are incurred. For example, claims for expenses incurred in FY96 must be submitted no later than 30 November 1996, or reimbursement will not be made.

g. Procurement of Textbooks and Reference Books.

A textbook allowance is currently available for all CIVINS and LEP officer students enrolled full-time. Ref (j) provides

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details on allowance limits and procedures. Should funding be revoked, students will be notified in writing by the Superintendent (Code 031A).

h. Procurement of Other Supplies. Supplies, other than those previously discussed in this section, will be provided by officer students at their own expense.

i. Excess or Obsolete Equipment. When government-owned equipment is no longer required and future use in connection with the postgraduate curricula conducted at that institution is not contemplated, the CO, NROTC unit should report the equipment by letter to the Superintendent (Code 031A). Recommendations for disposition should be included; items should be identified as either excess or obsolete.

7. Fitness Reports. Reports of fitness on officer students of the U.S. Navy will be completed and forwarded by the reporting senior per reference (i). At institutions where an NROTC unit is established, the CO of the NROTC unit is the regular reporting senior of officer students. The reporting senior at institutions without an NROTC Unit is the command for which students have reported for duty under instruction.

8. Form Availability. Supplies of NPS Worksheets, NAVPERS 1320/16 (TAD Request), and SF 1164 (Claims for Reimbursement for Expenditures on Official Business) are available from the Superintendent (Code 031A), Naval Postgraduate School.

9. Mailing Address. The mailing address, phone and fax numbers for correspondence with the Naval Postgraduate School is:

DIRECTOR OF CIVILIAN INSTITUTIONS PROGRAMS
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/s/
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By direction

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