



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL  
1 UNIVERSITY CIR  
MONTEREY CA 93943-5000

IN REPLY REFER TO:  
NAVPGSCOLINST 1520.1F  
NPS (031A)  
31 Aug 01

NAVPGSCOL INSTRUCTION 1520.1F

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

- (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) N13 Policy Decision Memorandum 03-21-97, 1326, Ser N131D/7U576808 21 Aug 97
- (f) NAVPGSCOLINST 1550.1A, Guidelines for Conducting Curricular Reviews
- (g) SECNAVINST 5216.5D, Department of the Navy Correspondence Manual
- (h) SECNAVINST 5870.6, Copyright in Works of Authorship Prepared by Department of the Navy Personnel
- (i) SECNAVINST 5510.30A, Department of the Navy Personnel Security Program
- (j) SECNAVINST 5720.44A, Department of Navy Public Affairs
- (k) NAVPGSCOLINST 1521.3D, Textbook Allowance for U.S. Navy Students
- (l) BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System
- (m) DFARS SUBPART 237.72(6), Educational Service Agreements

- Encl: (1) Sample On Board Report (NPS Worksheet)  
(2) Sample Educational Plan (NPS Worksheet)  
(3) Listing of Subspecialty Primary Consultant/Sponsor  
(4) Sample of Feedback Letter  
(5) Claim for Reimbursement (SF 1164)  
(6) EFT Form

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 1520.1E. All changes to this instruction are indicated by bold print.

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

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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 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.

(3) Subspecialty primary consultant/sponsor or appointed designee (subject matter expert (SME)) who establishes and maintains curriculum Educational Skill Requirements (ESRs).

b. The general requirements of Commanding Officers and other commands to which an officer student is attached as directed by reference (e) 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. The primary consultant/sponsor/subject matter expert will:

(1) Obtain an educational plan within 30 days of the officer student reporting to duty under instructions (DUINs).

(2) Notify the officer student of the approval or disapproval of the educational plan with a copy to the Superintendent, Naval Postgraduate School (Code 031A).

(3) Conduct curriculum reviews biennially in accordance with reference (f).

#### d Required Reports

(1) Commanding Officers and Administrative Commands.

(a) On Board Report. An On Board Report, enclosure (1), **will be submitted** to Superintendent, Naval Postgraduate School (Code 031A) by the Commanding Officer, 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.

(b) As necessary, Commanding Officers, NROTC units or reporting seniors will report the following for each officer student to Superintendent, Naval Postgraduate School (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 actions, that the Superintendent, Naval Postgraduate School Code 031A) may initiate);
4. Placement on academic probation; and
5. Participation in student teaching for which the officer student is receiving compensation. Reference (m) applies.

## 2) Officer Students

(a) Educational Plans (EP). Each officer student, in conjunction with the institution advisor, will prepare and submit an Educational Plan. Enclosure (2) is a sample Educational Plan. The EP serves as the instrument for curriculum, research, financial planning, and approval. Additionally, the EP is used to verify courses charged on the university invoices. **Tuition payments cannot be made unless the EP has been submitted and approved.** The primary consultant/sponsor will notify the officer student via the Commanding Officer, NROTC unit or reporting senior with a copy to Superintendent, Naval Postgraduate School (Code 031A) of the approval or disapproval of the EP within 30 days of submission. **The following guidance is to be followed throughout the submission process and receipt of the EP.**

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1. The EP must be submitted within 30 days of reporting to DUINS to the primary consultant/sponsor with copy to the Superintendent, Naval Postgraduate School (Code 031A) via the Commanding Officer, NROTC unit or reporting senior. The addresses of the subspecialty primary consultant for each curriculum are listed in enclosure (3).

2. The EP must meet all Educational Skill Requirements (ESRs) for the assigned subspecialty code. Clearly note ESRs which are met with each class in the indicated column on EP. Individual classes may meet more than one ESR.

3. Advisor's signature is required on the initial EP. Advisor's signature on any subsequent revised EP is optional. However, it is the student's responsibility to ensure that the EP will meet the degree requirements within the allotted time.

4. Any addition or deletion of courses, change in course load, thesis topic or program length requires the submission of a revised EP. Note any changes on revised EPs with asterisks.

5. Course revisions must be approved by the primary consultant/sponsor prior to enrollment or continued enrollment.

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

(c) Grade Reports. Each officer student will forward a copy of their grade report to Superintendent, NPS (Code 031A) within 15 days of the end of each academic term. Grades that indicate incompleteness, or withdrawal from, courses must be explained. Final grades for incomplete courses shall be forwarded to Superintendent, Naval Postgraduate School (Code 031A) as soon as possible.

(d) Transcripts. Upon completion or termination of the curricular program, each officer student will ensure that two (2) official transcripts of their academic record, with the award of the degree (if any) recorded, are forwarded to the Superintendent, NPS (Code 031A). Only upon receipt of the official transcript can the appropriate subspecialty code be recommended, approved, and entered in the officer's service record. In most cases a Privacy Act statement will need to be signed and filed with the university's registrar or student

records office prior to the officer's detaching DUINS, to allow the university to forward the official transcripts to the Superintendent, NPS (Code 031A). The Commanding Officer, NROTC Unit or reporting senior will ensure the required actions have been completed prior to the officer detaching. It is the student's responsibility to follow-up and ensure that Superintendent, Naval Postgraduate School, (Code 031A) has received the final transcript with degree conferred.

(e) Annual Feedback Letter. Officer students are required to submit a feedback letter report to the Superintendent, Naval Postgraduate School (Code 031A), with copy to the primary consultant/sponsor. This feedback letter will assess their academic accomplishments, the strengths and weaknesses of their program, and their goals for the next reporting period (if applicable). The 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, more frequent reports are welcomed and encouraged. The purposes of these reports are to help in assessing 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. An example feedback letter is provided in enclosure (4).

e. Official correspondence from officer students at civilian educational institutions will be forwarded to Superintendent, Naval Postgraduate School (Code 031A) via the Commanding Officer, NROTC unit or assigned reporting senior who will maintain files of such correspondence.

(1) The preparation of all official correspondence will be in accordance with reference (g).

(2) Correspondence concerning academic matters should indicate whether or not the cognizant official of the civilian institution has been consulted. If appropriate, the civilian institution 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 (h), which states that theses and similar works completed by a Naval officer in the course of assigned duties at government expense are works of the United States Government. As such, theses works are not subject to copyright.

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f 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. Inter-sessional periods, such as Christmas, are considered exceptions to this policy.

(4) PRD Changes. Requests for PRD changes will be forwarded by the officer student to the curriculum primary consultant/sponsor and appropriate detailing office with a copy to Superintendent, Naval Postgraduate School (Code 031A). All PRD extensions must be approved in writing and forwarded to the Superintendent Naval Postgraduate School, (Code 031A). Failure to notify Superintendent, Naval Postgraduate School (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 will be applied as a credit against that student's tuition. The officer student will inform the Superintendent, Naval Postgraduate School (Code 031A) prior to participating in any student teaching program.

(6) Minimum Academic Grade Requirements. In the event an officer student fails to meet the universities minimum requirement for application of a course towards their degree program (e.g. the university minimum for core courses is a B- and the student receives a C+) the officer student will be responsible for paying any additional costs associated with

retaking or substituting courses if said retake or substitution increases the students overall program cost.

5 Educational Programs

a Academic Courses

(1) Course Load. The officer student 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 will 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 will contact Superintendent, Naval Postgraduate School (Code 031A) prior to 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 following the criteria specified below.

b Thesis Procedures.

(1) Requirement. A thesis may be required of an officer student as one of the requirements towards earning a degree.

(2) Topic.

(a) Thesis topics should be military-relevant in nature. As desired, primary consultant/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 specific topic.

(b) 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 receive

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from the primary 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.

(c) 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.

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

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

(4) Classified Thesis. In the event a thesis is to be classified "Confidential" or higher, reference (h) 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 classified theses will be maintained by a civilian institution unless a specific request is submitted by the institution and approved by Superintendent, Naval Postgraduate School (Code 031A). Students will submit to the Commanding Officer, NROTC unit or reporting senior, a proposed topic outline and a thesis abstract or dissertation abstract if it contains information listed in Exhibit 12A of reference (i).

(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 (j). 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 following 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 Security 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 Superintendent, Naval Postgraduate School (Code 031A) by the Commanding Officer, NROTC or reporting senior 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) Name, rank, SSN, designator, service and curriculum for each officer for whom orders are required;

(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/visit request is required, for the TAD the clearance held by each officer and the source document.

(2) Alternate Funding. If limitations preclude funding the requested TAD from 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 Commanding Officer, NROTC unit or the reporting senior should issue the TAD orders and provide a copy to Superintendent, Naval Postgraduate School (Code 031A).

(3) No Cost TAD. If the TAD orders requested cannot be issued due to budgetary limitations of NPS or other sources, the Commanding Officer, NROTC unit, reporting senior, or 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 complete 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 Superintendent, Naval Postgraduate School (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 Superintendent, Naval Postgraduate School (Code 031A). 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.

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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, Naval Postgraduate School (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 not higher than that charged for civilian students entitled to the in-state residence tuition charge. Other regularly established fees such as application fees, pre-registration 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 course retakes or those associated with 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 Director of Civilian Institutions Programs (Code 031A), Naval Postgraduate School, 1588 Cunningham Road, Herrmann Hall, Room E220, 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 nonresident 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 non-residency 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 a SF 1164 (Claim for Reimbursement for Expenditures on Official Business) enclosure (5), supported by legible signed receipts from the firms paid, and forward it via the Commanding Officer, NROTC Unit or reporting senior to the Superintendent Naval Postgraduate School, (Code 031A) for payment. The officer student, as the claimant, will indicate their social security number on the SF 1164. 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 will be used in determining thesis costs.

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 (5), supported by legible signed receipts or copies of canceled checks (front and back), and forward it via the Commanding Officer, NROTC unit or reporting senior to Superintendent, Naval Postgraduate School, (Code 031A) as the approving official. If original receipt(s) have been inadvertently lost or destroyed, contact Naval Postgraduate School, 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 BUPERS records.

(2) Costs incurred or admission or aptitude tests are not reimbursable.

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(3) Incidental expenses such as parking fees, meal tickets, books, course materials, postage stamps, student body fees, ID cards, bus passes or duplicating charges other than for printing of a final thesis will 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 does not pass 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 FY01 must be submitted no later than 30 November 2001, or reimbursement request will be disapproved).

(6) Electronic Funds Transfer (EFT) is the prescribed method of payment for all reimbursements. Enclosure (6) shall be completed and submitted to Superintendent, Naval Postgraduate School (Code 031A) within 5 days of the start of the academic program. Failure to submit an EFT form, as prescribed, will result in loss of textbook allowance and any claims for reimbursements. Officer Students will fill in the account number and routing number of their financial institution and attach either a blank deposit slip or voided personal check. Once completed Defense Finance and Accounting Center (DFAS) will deposit reimbursements directly to a student's bank account. Reimbursements will not be made unless an EFT is received by Superintendent, Naval Postgraduate School, (Code 031A).

g Procurement of Textbooks and Reference Books

(1) A textbook allowance is currently available for all CIVINS and LEP officer students enrolled full-time. Reference (k) provides details on allowance limits and procedures. Should funding be revoked, students will be notified in writing by Superintendent, Naval Postgraduate School (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.

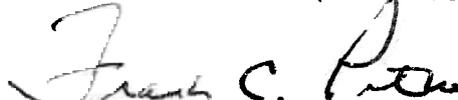
i. Excess or Obsolete Equipment. When government-owned equipment is no longer required and future use in connection with the postgraduate curricula conducted at that institution is not contemplated, the Commanding Officer, NROTC unit or reporting senior will report the equipment by letter to the Superintendent, Naval Postgraduate School (Code 031A). Recommendations for disposition will 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 (1).

8. Form Availability. Supplies of NPS Worksheets and SF 1164 (Claims for Reimbursement for Expenditures on Official Business) are available from the Superintendent Naval Postgraduate School (Code 031A), or can be obtained online from the Civilian Institutions Homepage at: <http://www.nps.navy.mil/code031a>.

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

DIRECTOR, CIVILIAN INSTITUTIONS PROGRAMS  
NAVAL POSTGRADUATE SCHOOL (CODE 031A)  
1588 CUNNINGHAM ROAD, HERRMANN HALL, ROOM E220  
MONTEREY, CA 93943-5143  
COMM: (831) 656-2319 DSN 878-2319 FAX: (831) 656-1014

  
FRANK C. PETHO  
Deputy

Distribution:  
NAVPGSCOLINST 5605.2S (List 3)  
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NAVOCEANCOM



**S - A - M - P - L - E**

EDUCATIONAL PLAN NAVPGSLINST 1520.1F Refers  
NPS WORK SHEET

COMPLETE AND FORWARD TO:  
Civilian Institutions Program Office  
Naval Postgraduate School (Code 031A)  
1588 Cunningham Road, Herrmann Hall, Room E220  
Monterey, CA 93943-5143

INITIAL PLAN  REVISED PLAN (Mark Substitution with \*)  FINAL PLAN

EDUCATIONAL INSTITUTION University of Florida		ADVISORS SIGNATURE (Not require on final submission)	
CURRICULA PROGRAM NO. (See OPNAVNOTE 1520) 470	SUBSPECIALTY CODE EXPECTED 1101P	ADVISORS TITLE	
DATE COMMENCED INSTRUCTION 24 Aug 98	EXPECTED COMPLETION DATE 22 Aug 99	STUDENT SIGNATURE	DATE
DEGREE SOUGHT Master's Engineering	STATE OF LEGAL RESIDENCE Florida	SSN 000-00-0000	PRESENT MAILING ADDRESS (Include Zip) P.O. Box 000, Gainesville, FL 32600
RANK, NAME (Last, First, Middle Initial) LCDR Doe, John		TELEPHONE (Include area code) (352) 000-0000 EMAIL: JDOE@xxx.xxx	
ADMINISTRATIVELY ASSIGNED TO: NROTC Unit, University of Florida		NOTE CHANGE OF: <input type="checkbox"/> RANK <input type="checkbox"/> ADDRESS <input type="checkbox"/> TELEPHONE NO.	
COLLEGE TERM <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER <input type="checkbox"/> TRIMESTER <input type="checkbox"/> YEAR <input type="checkbox"/>		RESIDENCY STATUS <input type="checkbox"/> NON-RESIDENT <input type="checkbox"/> RESIDENT	
For courses which satisfy degree requirements, indicate under "Requirements" as follows: (1) Required no substitution (2) Prerequisite (3) Elective (4) Extra or spare			
For sponsors & CEC Students: next to each course list the number of the educational skill requirement (ESR) that the course fulfills			

DATES FROM (Day, month, year) 24 Aug 98 TO 18 Dec 98

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
4,6	1	CGN 5605	Public Works Planning	3	
11	3	CGN 5125	Legal Aspects of Civil Engineering	3	
2,7,8	3	ENV 5306	Municipal Solid Waste	3	
3,4,7,9	3	BCN 4720	Construction Planning & Control	3	
10	3	ACG 5005	Financial Accounting	4	
				16	GPA

DATES FROM (Day, month, year) 5 Jan 99 TO 30 Apr 99

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
1,3,5,7	1	CGN 5606	Public Works Management	3	
8	3	*CEG 6515	Earth Retention & Slope Stability	3	
6	3	URP 4000	Preview to Urban and Regional Planning	3	
10	3	FIN 3408	Business Finance	4	
6	3	REE 3043	Real Estate Analysis	4	
				17	GPA

Encl (2)

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EDUCATIONAL PLAN  
 NPS WORK SHEET

DATES FROM (Day, month, year) 10 May 99 TO 6 Aug 99

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
10	3	ACC 5005	Financial Accounting	2	
1	3	MAN 3240	Organizations Structure & Behavior	3	
				5	GPA

DATES FROM (Day, month, year) TO

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
					GPA

DATES FROM (Day, month, year) TO

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
					GPA

EDUCATIONAL PLAN  
NPS WORK SHEET

DATES FROM (Day, month, year) \_\_\_\_\_ TO \_\_\_\_\_

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
					GPA

DATES FROM (Day, month, year) \_\_\_\_\_ TO \_\_\_\_\_

ESR	REQUIREMENT	DEPT/COURSE NO.	COURSE TITLE	CREDIT HOURS	GRADE
					GPA

<input type="checkbox"/> DISSERTATION <input type="checkbox"/> THESIS <input type="checkbox"/> MAJOR REPORT	TITLE  Public Works Planning	
THESIS RESEARCH DESCRIPTION <i>(If additional space is required, continue on reverse)</i>  MAJOR PROJECT PLANING PROCESS ANALYSIS		
NUMBER OF CREDIT LISTED IN THIS PLAN TOTAL            38	TRANSFER CREDIT ALLOWED FOR DEGREE 0	TOTAL CREDITS REQUIRED FOR DEGREE 36
DEGREE <input type="checkbox"/> AWARDED <input type="checkbox"/> TO BE AWARDED	OF Master's Engineering	DATE August 1999

**PROGRAM SPONSOR/REVIEWER ADDRESS**

<b>NO.</b>	<b>CURRICULUM TITLE</b>	<b>SPONSOR</b>	<b>REVIEWER</b>	<b>OLD SUBSPEC CODE</b>	<b>NEW SUBSPEC CODE</b>
375	Operational Oceanography	CNO (N096)	Naval Postgraduate School Code 35 Send EPs to CIVINS (Code 031A)	0049	6602
470A 470F 470B 470C 471	Construction Engineer, Urban Regional City Planning Environmental/Sanitary Eng Geotechnical/Soil Options Electrical Engineering	COMNAVFACENGCOM	Commander, Navy Personnel Command (NPC-4413E) 5720 Integrity Drive Millington, TN 38055-4413 DSN: 882-4035 COM: (901) 874-4035 FAX: (901) 874-2681/2677	1101	1101
472	Ocean Engineering			1102	1102
510	Naval Construction & Engineering	COMNAVSEASCOM (PMS-450)	COMMANDING OFFICER MIT NROTC UNIT Bldg 5, Room 317 77 Massachusetts Ave Cambridge, MA 02139-4307 COM: (617) 253-2991/4341 FAX: (617) 753-4962	0051	5100
520	Nuclear Engineering	COMNAVSEASCOM (SEA-03)	COMNAVSEASCOM (Code SCA05N) 2531 Jefferson Davis Highway Arlington, VA 22242-5160 DSN 332-8504 COM: (202) 781-3575	0052	5200

**PROGRAM SPONSOR/REVIEWER ADDRESS**

382	Chemistry	COMNAVSEASCOM (PMS-450)	CDR Edward D. White Commanding Officer Program Management Office Strategic Systems Program P.O. Box 391537 Mountain View, CA 94039-1537 COM: (408) 742-6556 FAX: (408) 743-0072	0062	4201
880 881 884 882 883 884 885 886 887	Legal Environmental Law Mil Justice/Adv Criminal Law Law (JAG) Tax Law Ocean Law Adv Trial Advocacy Health Care Law Labor Law International Law	JAG	Commander Navy Personnel Command NPC-4416B 5720 Integrity Drive Millington, TN 38055-4416 DSN: 882-4082 COM: (901) 874-4082 FAX: (901) 874-2679	1207 1201 1201 1204 1203 1201 1205 1206 1203	1207 1201 1201 1204 1203 1201 1205 1206 1203
810 811 830 860	Supply Acquisition Dist Mgt Petroleum Management Retailing	COMNAVSUPSYSCOM NSUP-31	Commander Navy Personnel Command NPC-4412 5720 Integrity Drive Millington, TN 38055-4412 DSN 882-4611 COM: (902) 874-4611 FAX: (901) 874-2684	1301 1307 1305 1308	1301 1307 1305 1308
867	Education and Training Mgt	CNET (N-23)	Chief of Naval Education & Training Code N-23 250 Dallas Street Pensacola, FL 32508 DSN 922-4981 COM: (850) 452-4981 FAX: (850) 452-4943	0037	3150

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920	Public Affairs	CHINFO	Commander Navy Personnel Command NPC-448 5720 Integrity Drive Millington, TN 38055-4480 DSN 882-4023 COM (901) 874-4023 FAX: (901) 874-2676	0010	4400
971 972 973 974 975 977	Homiletics Liturgy Religious Education Religion in Culture Pastoral Counseling Ethics Eccles Communication Mgmt	CHCHAP	PG School Director Naval Chaplain School 114 Porter Road Newport RI 02840-1210 DSN 882-4023 COM (401) 841-2557/8 FAX: (401) 841-2292	1410 1420 1430 1440 1450 1470	1410 1420 1430 1440 1450 1470
680 690	International Relations Post Masters Intl Rel & Dipl	CNO (N5)	Naval Postgraduate School Code 38 Send EPs to	0020 002X	2000
999	Music	NPC-64	Commander NPC-64 5720 Integrity Drive Millington, TN 38055-6400 DSN 281-6364 COM (901) 874-4312 FAX: (410) 293-2134	XXMU	XXMU

31 Aug 01

## S A M P L E

## FEEDBACK LETTER

DATE

From:

To: Director, Civilian Institutions Program Office (Code 031A)  
Naval Postgraduate School, 1588 Cunningham Road, Herrmann  
Hall Room E220, Monterey, CA 93943-5143

Subj: FEEDBACK ON QUALITY OF EDUCATION

1. The following information is provided concerning the quality of graduate education at civilian universities:

University:

Degree:

Subspecialty:

Date commenced full time studies:

Expected or actual graduation date:

2. Academic Accomplishments:

(I am currently in the third quarter of an 8 quarter program) or (I have completed). My grade point average is X.XX. I have begun working on a thesis/major report entitled:)

3. Strengths and Weaknesses of Program:

(Discuss any strengths and weaknesses of the program including particularly outstanding (or poor) courses, scheduling difficulties administrative support, advisors, etc.)

4. Future Plans:

(Discuss your future academic and/or professional goals for the upcoming academic period or for follow-on orders.)

5. New/forwarding address and phone number (if applicable):

Very Respectfully,

Encl (4)





31 Aug 01

**ELECTRONIC FUND TRANSFER (EFT)  
INFORMATION SHEET**

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_ RANK/GRADE: \_\_\_\_\_

COMMAND: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FINANCIAL INSTITUTION: \_\_\_\_\_

ACCT NUMBER: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

SAVINGS/CHECKING ADDRESS (address to which check is to be mailed if  
no account is available)**PRIVACY ACT STATEMENT**

Authority: 5 USC 5701, 37 USSC 404-427, EO 9397, 31 USC 3322, 31 CFR 209  
and/or 210.

Principle Purpose(s): Used for reviewing, approving, accounting and disbursing. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement of payments. The information will be used to process payment data from the Federal Agency to the financial institution and/or its agent.

Routine Use(s): To substantiate claims for reimbursement for official travel or other payments.

Disclosure: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the EFT/DDS programs.

PSDMNTRY Form 7200/6 (1/98)

Encl (6)