

NAVPGSCOL INSTRUCTION 1521.3D

Subj: TEXTBOOK ALLOWANCE FOR U.S. NAVY STUDENTS

Ref: (a) Superintendent's Decision Paper of 30 Aug 95  
(b) Superintendent's Decision Paper of 28 Nov 95  
(c) OPNAVINST 1520.23B

1. Purpose. To establish guidelines governing the distribution of a textbook allowance, approved by references (a) and (b), for U.S. Navy Officers who are fully funded graduate education students of the Naval Postgraduate School (NPS), and U.S. Navy Officers attending the Law Education Program (LEP) or fully funded graduate education at Civilian Institutions (CIVINS), as defined by reference (c).

2. Cancellation. NAVPGSCOLINST 1521.3C

3. Scope. This instruction applies to all U.S. Navy students (henceforth referred to as students) attending fully funded graduate education at NPS, and all U.S. Navy students attending CIVINS under fully funded graduate or LEP programs.

4. Policy. To help offset the recurring cost of textbooks, each NPS student is entitled to an allowance of \$125 per quarter (\$500 annual maximum). Each CIVINS and LEP student is entitled to a maximum of \$500.00 per fiscal year which may be paid by quarters or semesters depending on the student's educational program. The allowable amount will be prorated for students not enrolled for a complete fiscal year.

5. Action

a. All students receiving reimbursement are advised that reimbursement is for an official government expense, and textbooks for which reimbursement is received are not to be resold.

b. NPS students.

(1) The Registrar (Code 01B1) shall submit a roster of U.S. Navy Students on board NPS to the Dean of Students (Code 03) by the end of the fourth week of each quarter.

(2) This roster will provide the student's name, rank, social security number, and student guardmail code.

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(3) By the end of the fifth week of each quarter, the Academic Services Support Officer (Code 032A) will verify the student roster with the curricular officer, then submit a memorandum requesting payment of the allowance to the Comptroller.

(4) The Comptroller shall obligate funds for valid claims and forward the public voucher (SF-1034) and the roster of USN students to the Personnel Support Detachment (PSD) Monterey Disbursing Office.

(5) The PSD Monterey Disbursing Office shall distribute authorized funds to eligible students via Electronic Funds Transfer (EFT).

c. CIVINS and LEP students.

(1) The Director of Civilian Institutions Programs (Code 031A) shall maintain a roster of U.S. Navy students enrolled in the CIVINS and LEP programs. This roster will contain the student's name, rank, social security number, and mailing address.

(2) By the end of the third week of February, July and September, the Director of Civilian Institutions Programs will submit the roster and a memorandum requesting payment of the appropriate prorated allowance. The peroration schedule for a fiscal year begins with the January classes and is set as follows:

(a) a student enrolled for the full fiscal year will be given \$500.00;

(b) students enrolled for a full spring or fall semester are entitled to \$250.00 for each semester attended;

(c) students attending summer session are entitled to \$125.00 if summer school is an approved session for their curriculum; and,

(d) total amount for textbook reimbursement will not exceed \$500 for all semesters combined.

(3) The Comptroller shall obligate funds for valid claims and forward the public voucher (SF-1034) and the roster of USN students to the PSD Monterey Disbursing Office.

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(4) The PSD Monterey Disbursing Office shall distribute allowance checks to eligible students via their mailing addresses.

/s/

ROBERT C. CHAPLIN

Distribution:

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