



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 1520.37B  
N15  
26 FEB 2013

OPNAV INSTRUCTION 1520.37B

From: Chief of Naval Operations

Subj: GRADUATE EDUCATION VOUCHER PROGRAM

Ref: (a) 10 U.S.C. §2007  
(b) OPNAVINST 1560.9A  
(c) OPNAVINST 1520.23B  
(d) DoD Instruction 1322.10 of 29 April 2008  
(e) 10 U.S.C. §2005

Encl: (1) Sample GEV Request Letter  
(2) Sample Curriculum Approval Request Letter  
(3) GEV Process Flow Chart

1. Purpose. To provide policy, information, and procedural guidance for the Graduate Education Voucher (GEV) Program, per references (a) through (e).

2. Cancellation. OPNAVINST 1520.37A.

3. Discussion. The GEV Program provides opportunity for selected unrestricted line (URL) officers assigned to shore duty to attain Navy-relevant graduate education in prescribed areas of study during off-duty hours. The program enables URL officers, whose career paths may not provide adequate opportunity for resident education, to participate in traditional and distance learning education programs that enhance performance of required duties and responsibilities, especially in subspecialty assignments. GEV is designed for off-duty educational opportunities in conjunction with shore duty assignments (to avoid impact on operational experiences) to supplement the Graduate Education Quota Plan published by the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)).

4. Responsibilities

a. CNO (N1)

- (1) Serve as the resource sponsor for the GEV Program.
- (2) Develop and publish GEV program policy in compliance with references (a) through (e).
- (3) Publish the annual GEV quota plan.
- (4) Serve as the policy waiver authority.
- (5) Establish program performance metrics.

b. Commander, Naval Education and Training Command (NETC)

- (1) Provide oversight of the GEV program execution and apply continuous process improvement methods to ensure the continued efficiency and applicability of the GEV Program to the Navy's mission.
- (2) Serve as the program withdrawal and extension authority.
- (3) Prepare necessary program announcement messages.

c. Commander, Navy Personnel Command (COMNAVPERSCOM)

- (1) Screen and approve applications for the GEV Program by aligning applications to quota.
- (2) Forward a roster of all approved applicants with selected course of study to Commanding Officer, Center for Personal and Professional Development (CENPERSPRODEV), Voluntary Education (VOLED) Detachment, Pensacola.
- (3) Award subspecialty codes to officers upon degree completion and update the officer's service record.
- (4) Assign officers with subspecialty codes earned through the GEV Program to a validated subspecialty coded billet as soon as practical upon completion of graduate education, but not later than the second duty assignment following completion

of that education. Assistant Commander, Navy Personnel Command for Career Management Department (PERS-4) must approve exceptions. This policy shall not be waived for personal preference.

(5) Ensure compliance with service obligation and record the incurred service obligation within the officer's service record and distribution management system.

(6) Establish and monitor program subspecialty earned and utilization metrics.

d. President, Naval Postgraduate School (NPS)

(1) Exercise approval and disapproval authority for initial education plans and any subsequent changes to approved education plans.

(2) Complete review and forward approved education plans to CENPERSPRODEV VOLED Detachment, Pensacola, within 3 weeks of receiving the education plan.

(3) For education plans that do not meet quota area of study, provide direction to CENPERSPRODEV for revision of education plans to meet educational skill requirements for quota subspecialty and area of study.

(4) Notify CENPERSPRODEV VOLED Detachment, Pensacola, of education plans that ultimately do not meet quota subspecialty and area of study within 3 weeks from receiving the education plan.

(5) Verify that conferred degrees meet the education requirements of the subspecialty and forward subspecialty code award recommendations to COMNAVPERSCOM.

e. Commanding Officer, CENPERSPRODEV

(1) Through the CENPERSPRODEV VOLED Detachment, Pensacola:

(a) Notify selected officers of provisional acceptance to the GEV Program, pending education plan approval.

(b) Ensure curricula approval requests are complete and forward requests to NPS.

(c) Notify program applicants of education plans that do not meet GEV quota areas of study.

(d) Implement procedures to manage and administer the GEV Program to include the following:

1. Maintain GEV performance metrics on centralized data system for documentation of participants, degree fields and area of study, subspecialty, dates of participation, degree earned, and GEV funding expended

2. Ensure participant is not receiving tuition assistance concurrently with GEV funding.

3. Maintain education plans and academic records (transcripts) for all participants and monitor academic performance for continued GEV participation.

4. Ensure selected officers enroll only in courses that are a part of their approved education plan.

5. Forward an electronic copy of the final transcripts to NPS, Graduate Education Review specialist (Code 521).

6. Provide a quarterly performance metrics report to NETC Education Branch (NETC (N52)).

(2) Through Navy college offices worldwide:

(a) Provide information on the program to interested applicants.

(b) Issue GEV authorization documents to participants.

f. Commanding Officer, Naval Education and Training  
Professional Development and Technology Center

(1) Operate a centralized system for funds authorization, grade posting, invoice processing, reimbursement and recoupment of GEV funds.

(2) Provide a quarterly GEV funding metrics report to NETC (N52).

g. Program Applicants

(1) Consult naval administrative (NAVADMIN) message applicable for the fiscal year (FY) in which selection is desired for program details and application procedures.

(2) Choose a desired area of study corresponding to a Navy subspecialty listed on the GEV NAVADMIN for the FY. Select a related graduate degree program from an educational institution accredited by an accrediting body recognized by the Department of Education (DOE). Association to Advance College Schools of Business accreditation is also required for the financial management subspecialty code.

(3) Submit application to detailer using format in enclosure (1).

h. Program Participants

(1) Develop an education plan for a graduate degree program in the approved area of study in coordination with an educational institution accredited by an accrediting body recognized by DOE. All education plans require a proposed course to educational skill requirements match for the respective subspecialty code. Updated electronic service records can be found at <https://navprodev.bol.navy.mil/nss/information/ESR.asp>. Blank education plans can be found on the CENPERSPRODEV Navy College Program Web site: [https://www.navycollege.navy.mil/gev/gev\\_home.aspx](https://www.navycollege.navy.mil/gev/gev_home.aspx).

(2) Forward request for curricula approval (enclosure 2) to CENPERSPRODEV VOLED Detachment, Pensacola, for approval processing. Requests must be submitted with sufficient lead-

time to allow CENPERSPRODEV to process prior to educational institutions' registration deadlines. Selectees will be notified no later than 4 weeks after the request has been submitted. GEV benefits should only be authorized after the education plan has been approved.

(3) Submit GEV authorization documents to school.

(4) For each academic term, provide CENPERSPRODEV VOLED Detachment, Pensacola, with grade reports for each course completed.

(5) Any changes to the approved education plans must be provided to CENPERSPRODEV VOLED Detachment, Pensacola, to forward to NPS for review and approval. Only the courses listed on the approved education plan will be funded, and any changes to the education plan need to be approved prior to enrolling in courses.

(6) Upon completion of the program, forward a final transcript with degree conferred to CENPERSPRODEV VOLED Detachment, Pensacola.

## 5. Policy

a. Eligibility Requirements. Eligibility is open to O3 (including O3 selects) through O5 active-duty URL officers with demonstrated superior performance in the 111X, 112X, 113X, 114X, 131X, and 132X designators.

(1) Applicants should be transferring to, or currently on, shore duty with sufficient time to complete a master's degree program while assigned ashore.

(2) Officers with a previously earned Navy-sponsored graduate degree (except degrees earned from war colleges) that can be correlated to a Navy subspecialty are not authorized to participate in this program.

(3) Officers selected into any other Department of Defense graduate education program (e.g., Navy Scholarship Program) are not authorized to supplement that program with GEV funding. The concurrent use of funds authorized by reference (e) with this program is prohibited.

(4) Participation in graduate education under GEV is contingent on an officer's selection, continued superior performance, academic progress in an area of study related to the Navy subspecialty system, availability for assignment, individual career development considerations, and the needs of the Navy.

(5) Officers selected to participate in GEV Program are prohibited to use tuition assistance funding concurrently and or to supplement funding while in the program, as per reference (b).

(6) Requests to waive any program policy must be submitted in writing to Office of the Chief of Naval Operations Education Branch (OPNAV (N153)) via the individual's commanding officer.

b. Selection

(1) Officers may request GEV quotas by submitting a formal letter (enclosure (1)) to COMNAVPERSCOM via their commanding officer.

(2) COMNAVPERSCOM shall ensure requests meet program and GEV quota plan requirements, review all applicants' performance records, and consider each applicant's specific career requirements and availability.

(3) COMNAVPERSCOM shall notify officers selected to participate in the GEV Program and provide their names to CENPERSPRODEV VOLED Detachment, Pensacola.

c. Service Obligation. As a condition of using GEV benefits, officers shall execute an agreement under the authority of, and in compliance with, references (a) through (e).

(1) The officer shall agree to remain on active duty for a minimum period of 2 years or a period equal to 3 times the number of months of education up to a maximum of 3 years, whichever is greater, after completion of or withdrawal from education for which any authorized expenses were paid.

(2) This obligation is discharged concurrently with any other service obligation.

(3) Such an agreement does not obligate the Navy to retain the member on active duty.

(4) If an officer fails to complete the period of active duty specified in the agreement (voluntarily or due to misconduct), such officer will reimburse the United States for the cost of the graduate education received, prorated for the obligated time served.

d. Authorized Expenses. GEV funding will cover 100 percent of the graduate education costs (tuition, textbooks, registration fees, application fees, laboratory fees, computer software specifically required and listed in the course syllabus, and travel to participate in mandatory residency periods associated with a distance learning program) up to \$20,000 per FY for 24 months from the time of initial course enrollment, not to exceed \$40,000 for the entire program.

(1) Participants whose graduate education program costs exceed either the annual FY limit of \$20,000 or the total program limit of \$40,000 must fund the remainder of the expenses using personal funds or some other educational benefit (e.g., Government Issue Bill, etc.). This does not eliminate or reduce the obligated service requirement.

(2) GEV benefits should only be used to fund courses that are part of the participant's approved education plan.

(3) GEV funding for thesis courses beyond one term will only be authorized if the courses are assigned a different course number each term, and evidence of satisfactory progress is provided to the GEV academic coordinator at CENPERSPRODEV VOLED Detachment, Pensacola.

(4) Optional expenses, such as meal and bus passes, student activity and athletic fees, consumable materials, general reading materials including books, compact discs, tapes, and assembled items available commercially such as digital video disc players, videocassette recorders, and televisions, are not reimbursable from GEV funding.

(5) The purchase of a computer and calculator, whether required or not, is the responsibility of the individual student and is not reimbursable.

(6) GEV will not fund any course started or completed prior to the participant's official acceptance into the GEV Program and approval of the education plan.

e. Approved Graduate Programs. GEV funding is authorized for Navy-relevant graduate education programs culminating in an earned degree and a Navy-approved subspecialty.

(1) Navy-relevant graduate education programs are defined as graduate education programs that meet the educational core skill requirements of at least one approved Navy subspecialty and support the published GEV quota plan.

(2) Approved subspecialties should be granted only for degrees earned at educational institutions accredited by an accrediting agency recognized by DOE.

(3) Failure to meet the requirements of the subspecialty code assigned to the approved education plan could result in the repayment of GEV funds.

f. Program Withdrawal and Minimum Academic Grade Requirements

(1) Participants are expected to complete degree requirements within 24 months of initial course convening. Participants seeking to withdraw from the program prior to degree completion must submit a written request to NETC (N52), via their commanding officer.

(2) Any GEV recipient who voluntarily withdraws from a course, academically fails a course, wishes to improve a grade in a course, or receives an incomplete for a final grade shall be responsible for paying any additional costs associated with retaking the same course or taking a substitute course.

(3) Additional GEV funds will be denied if the participant does not maintain a grade point average of at least 3.0 on a 4.0 scale (grade of "B").

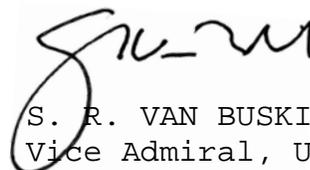
(4) Regardless of college policy, officers receiving an "Incomplete" ("I") will be given a maximum of 6 months from the term ending date to complete course requirements and earn a grade.

(5) Officers who withdraw involuntarily from a course because of extended hospitalization, unexpected temporary additional duty or reassignment to another duty station, emergency leave, or change in military work schedule may request a waiver to continue in the program beyond the allowed 24 months. In this case, GEV funds may be used to retake a course or courses as long as FY and total program allowances are not exceeded. The request must be endorsed by the member's commanding officer and forwarded to NETC (N52).

g. Use of Benefits. Officers awarded GEV quotas are strongly encouraged to begin the program as soon as practical, but no later than the end of the FY for which selected. If operational requirements preclude this, a request to delay program commencement must be submitted via the member's commanding officer prior to the end of the FY. If an officer fails to commence the program or submit a request to delay program commencement prior to the end of the FY, the member will be required to reapply for the program.

6. Process. Enclosure (3) is a process flow chart provided as a visual representation of responsibilities and the process required for applying for GEV.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



S. R. VAN BUSKIRK  
Vice Admiral, U.S. Navy  
Deputy Chief of Naval Operations  
(Manpower, Personnel, Training  
and Education)

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SAMPLE GEV REQUEST LETTER

SSIC  
Ser  
Date

From: (Grade, Full Name, Designator)  
To: Commander, Navy Personnel Command (PERS-41/42/43, as appropriate)  
Via: Commanding Officer  
Subj: REQUEST FOR GRADUATE EDUCATION VOUCHER (GEV)  
Ref: (a) OPNAVINST 1520.37B

1. I request selection for the GEV Program. I meet all eligibility requirements as specified in reference (a). My Projected Rotation Date is \_\_\_\_\_, and I am interested in pursuing graduate studies at (school) in (subject). I currently do not hold a Navy-sponsored graduate degree (or I hold a degree from the War College) that can be correlated to a Navy subspecialty.

2. Additional information and justification.

3. I understand that if selected for this program, I shall remain on active duty for a minimum period of 2 years or a period equal to three times the number of months of education up to a maximum of 3 years, whichever is greater, after completion of or withdrawal from education for which any authorized expenses were paid. This obligation is discharged concurrently with any other service obligation that I may already have incurred. This agreement does not obligate the Navy to retain me on active duty. However, if I fail to complete the period of active duty specified in the agreement (voluntarily or due to misconduct), I agree to reimburse the United States for the cost of the graduate education received prorated for the obligated time served.

4. I can be contacted at (home/work mailing address, home/work phone number, home/work e-mail).

Officer Signature

Enclosure (1)

OPNAVINST 1520.37B  
26 FEB 2013

SAMPLE CURRICULUM APPROVAL REQUEST LETTER

SSIC  
Ser  
Date

From: (Grade, Full Name, Designator)  
To: President, Naval Postgraduate School, Code 521  
  
Via: Commanding Officer, Center for Personal Development,  
Voluntary Education Detachment, ATTN: GEV Program,  
Pensacola, FL 32509  
  
Subj: REQUEST FOR CURRICULA APPROVAL FOR GRADUATE EDUCATION  
VOUCHER (GEV) PROGRAM  
  
Ref: (a) OPNAVINST 1520.37B  
  
Encl: (1) Proposed Education Plan with Educational Skill  
Requirements and Course Descriptions

1. Per reference (a), enclosure (1) is forwarded for your review and approval.
2. A description of proposed courses I intend to complete under the GEV Program is provided in enclosure (1).
3. The following pertinent information is provided:
  - a. Name of college or university I will attend.
  - b. Proposed program of study (i.e., MBA - Finance) and corresponding subspecialty code:
  - c. Date I will start studies:
  - d. Date I will complete studies:
  - e. Duty telephone number(s): (Commercial/DSN):
  - f. Home telephone number:
  - g. Home mailing address:

Enclosure (2)

OPNAVINST 1520.37B  
26 FEB 2013

Subj: REQUEST FOR CURRICULA APPROVAL FOR GRADUATE EDUCATION  
VOUCHER (GEV) PROGRAM

h. E-mail address(es):

(1) (Work)

(2) (Home)

Officer Signature

SAMPLE

GEV PROCESS FLOW CHART

