

GENERAL INFORMATION ON LAW EDUCATION PROGRAM

1. Contact the Civilian Institutions Office (CIVINS) at the email address given below with a copy of your orders immediately upon receipt to arrange funding and receive further guidance regarding your academic tour. The following information is to be submitted to the Director of Civilian Institution Programs (CIVINS) Naval Postgraduate School (Code 522) at the beginning of each academic school year:

- a. Estimated costs of tuition and fees
- b. An Education Plan (EP)

2. Upon completion of law school, submit a letter report (NAVPERS 1520/1) to PERS 331. An official academic transcript, free of annotations except for the addition of the last four of your social security number and designator, must accompany your request for change of educational level.

3. Forward a copy of your final academic transcript to PERS 4416.

4. POINTS OF CONTACT

a. For information concerning general program policy or submission of service agreements, contact:

Naval Education and Training Professional Development
Center (NETPDC) VOLED (Code N2A2) LEP
6490 Saufley Field Road
Pensacola FL 32509-5204
Ms. Elise McGuire, LEP Program Manager at
Phone (DSN) 753-6064 (C) (850-473-6064
Email elise.mcguire@navy.mil.

b. For information regarding summer legal training duty, orders to Naval Justice School, duty stations after completion of the Law Education Program (LEP), or obligated service, contact:

Navy Personnel Command (NPC-4416E)
5720 Integrity Drive
Millington, TN 38055-4416
LCDR Erika Gehlen, JAGC, USN or LCDR Holly Higgins, P44, PER 4416
(DSN) 882-4084 (C) 901-874-4084

c. For information pertaining to reimbursement claims and payment of tuition and fees or Education Plans (EP), contact:

Director of Civilian Institution Programs
Naval Postgraduate School (NPS) (Code 522)
1 University Circle, Room HE 046
Monterey, CA 93943-5033
Mr. Gerald gibbons/ civins@nps.edu
(DSN) 756-2417 (C) 831-656-2319

Enclosure (2)