

## **Standard Operating Procedures (SOP) For the Administration and Management of the Graduate Education Voucher (GEV) Program**

**February 2019**

**NOTE: OPNAV Instruction 1520.37B PROVIDES GEV POLICY, INFORMATION AND PROCEDURAL GUIDANCE.**

1. As an officer selected for off-duty graduate education under the Graduate Education Voucher (GEV) Program, you will soon be returning to the academic world for what should be a rewarding experience. Preparing for graduate school requires a careful definition of professional objectives for graduate study. The following information provides guidance and specific instructions regarding academic program planning, education plan (EP) preparation, academic standards, tuition payment, reimbursable expense procedures, and actions necessary at program completion.

### **2. ADMINISTRATIVE RESPONSIBILITIES OF GEV SELECTEE**

a. Preliminary Planning: Most schools require the results of the Graduate Record Examination (GRE) or Graduate Management Aptitude Test (GMAT). Please note, however, that the GRE is the most commonly required general examination among universities. You are eligible for the reimbursement of one GMAT, one GRE General, and one GRE Subject exam fee during your lifetime in service. To find information on how to obtain reimbursement for your exam, go to the DANTES Reimbursement Eligibility page: <http://www.dantes.doded.mil/EducationPrograms/take-tests-get-transcripts/testfunding.html>.

b. Choosing a School: Selecting an institution and getting official acceptance should be the first priority in finalizing the process for starting the Graduate Education Voucher Program. You should start the planning effort in earnest by obtaining catalogs, course descriptions, and admission forms for the graduate schools within close proximity to your duty assignment or for distance learning graduate programs. Travel is not authorized in the GEV program except for distance learning (DL) programs that require 20 percent or less mandated university main campus residency. International travel will not be funded. The graduate program must be from an educational institution accredited by a regional accrediting agency recognized by the U. S. Department of Education. Universities must also have the Association to Advance Collegiate Schools of Business (AACSB) accreditation for business degrees and Accreditation Board of Engineering and Technology (ABET) for engineering degrees.

c. Curriculum Approval: To begin receiving funding through the GEV program, all required GEV documents need to be submitted in a timely manner. You can find templates for the Curriculum Approval Letter and Proposed EP on the Navy College Program website at <https://www.navycollege.navy.mil/resources/gev.htm>. You must submit the following documents via "Help Request" ticket directed to "AEV/GEV". To access the Help Request ticket, go to the Navy College Program website

(<https://www.navycollege.navy.mil/>), click on the link for “Navigation and Search” at the top of the page, click on the link for “Assistance Center” and then the link for “Help Request”. You can also use the direct link:

[http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432).

- (1) Curriculum Approval Letter: This is the cover letter to the education plan (EP) that contains specific information required by Naval Postgraduate School (NPS) for completion of the initial review process.
- (2) Proposed EP: The EP is the basis for tracking and documenting your academic progress and for authorizing GEV funding requests while earning a graduate degree and subspecialty code. The EP is not considered complete unless it lists all of the courses in your program of study, including those you have already taken, with the estimated cost of each course.

When listing courses and estimated costs, include only the estimated cost for tuition. Do not include the cost for books, extra fees, computers, travel, lodging, meals, etc. (Review document “How to Fill Out the Education Plan”). Your academic advisor must sign the EP. If you choose to take additional courses outside of the assigned degree to earn a second degree, for professional development, etc., you will be responsible for payment of these courses.

Travel will only be considered for authorization for those fulfilling residency requirements while pursuing a degree through distance learning (DL). If you have travel related to your GEV participation, you must include this in the comments section on the last page of the EP. Please include the number of times you will travel and the approximate cost involved. Authorized program travel costs may not be approved if they are not listed on the EP.

GEV Program funding must be approved prior to travel. Although it is difficult to project future costs, we request that you give us an estimate. Approximately two months prior to your TAD travel, refer to the GEV Travel page and follow the procedures for having travel approved.

NOTE: Only the cost of courses and authorized expenses fulfilling education skill requirements for the applicable subspecialty code approved in the EP are payable by GEV. You may enroll/participate in unapproved courses at your own expense only if the additional courses/activities/programs will not delay the completion of your program. Tuition Assistance is not authorized while participating in the GEV program.

- (3) Course Descriptions: A description of each course listed on the plan must accompany the EP. This is normally found in the university’s course catalog or on the university’s website. The course descriptions are required for the subject matter experts of the subspecialty code to cross-reference your

classes with the Education Skill Requirements (ESR). Your “Navy relevant” graduate education program must meet the ESRs for at least one approved Navy subspecialty. Naval Postgraduate School (NPS) will recommend the appropriate subspecialty code based on the degree listed on your EP. The ESRs for specific subspecialties are listed on the following site:

<http://www.public.navy.mil/bupers-npc/career/education/subspecialty/Pages/default.aspx>).

NETPDC, GEV will make recommendations to ensure program is “Navy relevant” and meets the requirements for at least one of the Navy Subspecialty codes as outlined in the current fiscal year NAVADMIN, and will respond to the GEV participants with NPS approval/disapproval of the proposed EP.

- (4) Undergraduate Transcript: This may be used by NPS in recommending the subspecialty code; an official transcript is not required.

d. GEV Tuition Voucher

- (1) When requesting a GEV tuition voucher, submit a completed GEV request through the My Education site:

<https://myeducation.netc.navy.mil/webta/home.html#nbb>. Under the “GEV” link, click the link for “Create New Request” and complete the online GEV request form for your course/s. A separate GEV request is required for courses with different start/end dates. GEV requests need to be submitted in My Education prior to the course start date.

GEV funding is only authorized for courses listed in your EP. List ONLY the tuition cost for each course on your GEV funding request. Reimbursement for authorized fees/expenses must be requested separately via SF1164 as outlined below. GEV funding will not be authorized for courses started or completed prior to your official acceptance into the GEV program and approval of your EP, as evidenced by the start date entered into the Navy College Management Information System (NCMIS).

- (2) GEV participants must deliver the authorized GEV tuition voucher to the college/university during registration.

- (3) Course changes/substitutions on authorized GEV tuition vouchers are allowed if the new course is included on your EP and if there is no cost increase. The GEV program office must be notified of the change prior to enrollment in the new class so corrections/substitutions can be made on the GEV tuition voucher.

e. Academic Standards: Students are expected to maintain a minimum 3.0 GPA for each semester. Students failing to maintain a minimum 3.0 GPA will be placed on academic probation. Students on academic probation will be suspended from the GEV

program until they bring their GPA back up to a 3.0 or higher. Students must self-fund their program courses during this period, and will need to submit an unofficial transcript to the GEV Program Office at the end of each term for GPA recalculation and determination of program eligibility.

f. Grade Reports: Upon the completion of each semester please forward a grade report or unofficial transcript showing course grades to the GEV Program Office. Grade reports/unofficial transcripts may be sent electronically via “Help Request” ticket directed to “AEV/GEV”:

[http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432) or mailed to the GEV Program Office at the address below.

g. Repetition of Courses: When repeating a course for the purpose of improving a grade, the student is responsible for incurring the expense for the course. GEV will NOT pay for repeated courses.

h. Student Waivers: In most states, active duty Armed Forces members enrolled as full-time students qualify for a waiver of out-of-state/non-resident fees. To obtain this benefit you must contact the local university and request a waiver granting in-state tuition. Many universities also waive health fee charges for the military. **It is your responsibility to provide the university with proof of active duty status. Failure to request a waiver of non-resident and health fee charges may result in your paying for these charges.**

i. Authorized Expenses:

- (1) GEV benefits may only be used to fund courses that are part of the participant’s NPS-approved EP. GEV will not fund any courses started or completed prior to the participant’s official acceptance into the GEV program and approval of the EP. Participants whose graduate education program costs exceed either the annual fiscal year limit of \$20,000 or the total program limit of \$40,000 must fund the remainder of the expenses using personal funds. (NOTE: Navy tuition assistance is not authorized while participating in GEV)
- (2) Required fees normally charged by the university relating directly to student application and enrollment, including mandatory health fees and health insurance, laboratory fees, vehicle registration and identification cards, and computer fees are reimbursable. The purchase of a computer, whether required or not, is the responsibility of the individual student and is not reimbursable. If you receive a computer as a result of paying tuition for a course it must be noted in the comment section of the EP.

Other reimbursable expenses include:

- (1) One school application fee and one transcript fee.
- (2) Cost of two final transcripts with degree conferred.
- (3) Cost of services in connection with final thesis, such as reproduction and

binding, not to exceed \$150.

(4) Actual cost of books for your courses. Optional expenses such as meal and bus passes, athletic fees and graduate student association fees are your responsibility and are not reimbursable.

j. Reimbursements (SF1164): Claim for Reimbursement for Expenditures (SF1164) should be submitted each semester/quarter you enroll in a course. Submit the SF1164 with receipts online through My Education. Log into My Education (<https://myeducation.netc.navy.mil/webta/home.html#nbb>), click on the link for “GEV”, then the link for “Review Requests”. When you click on the App ID link for the approved GEV application, you will see the details of your GEV authorization and will see the links to download/upload the SF1164 at the bottom of the page. Receipts must be itemized, clearly showing the expenditure, amount and method of payment used. Reimbursement will be deposited into your military pay bank account.

k. Travel Procedures: Travel is authorized for distance learning programs to the main campus to satisfy residency requirements **ONLY**. Contact the GEV Program Office if you are in a **traditional** classroom based program that requires travel.

l. Final Transcript: Upon completion of your degree, you must have one (1) official transcript that includes your degree conferral/award date mailed **directly from the institution** to the GEV Program Office at the below mailing address. The GEV Program Office will then forward a copy of the transcript to NPS for recommendation of the appropriate subspecialty code for entry into the service record. The final transcript is also required to ensure all grades are posted and to change the GEV status to completed, allowing eligibility for other Navy College Program assistance. Officers must update their Officer Data Card (ODC) with degree awarded.

m. Feedback Letter: A letter report assessing your academic accomplishments, as well as strengths and weaknesses of your program, must be submitted to the GEV Program Office at the completion of your program. This report helps evaluate the quality of education received. You can find the template for the Feedback Letter on the Navy College Program website at <https://www.navycollege.navy.mil/resources/gev.htm>. You can submit your completed Feedback Letter electronically via “Help Request” ticket directed to “AEV/GEV” at [http://supportsystem.livehelpnow.net/new\\_ticket.aspx?cid=30432](http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432) or mail it to the GEV Program Office at the address below.

n. Mailing Address: The mailing address for the GEV Program Office is:

Commanding Officer  
Naval Education and Training Professional Development Center (NETPDC)  
Navy College Virtual Education Center (NCVEC)  
ATTN: AEV/GEV  
472 Polaris Street, Bldg. 586, Suite 216  
Virginia Beach, VA 23461-2015