

Navy Olmsted Scholar Program Application Process

SAMPLE APPLICATION LETTER FOR ALL APPLICANTS

From: (Rank, Name, Designator)
To: Deputy Chief of Naval Operations for Warfighting Development (N7)
2000 Navy Pentagon Washington, D.C. 20350-2000
ATTN: Navy Olmsted Scholar Program Manager (Code N7132) OLMSTED,
6490 Saufley Field Road, Pensacola FL 32509-5204

Via: Commanding Officer, _____

Subj: FY-_____ OLMSTED SCHOLAR PROGRAM APPLICATION

Ref: (a) OPNAVINST 1520.24D

Encl: (1) Official Transcript of college level courses completed
[in sealed envelope from university or sent directly
from university separately (separate cover)]
(2) Defense Language Aptitude Battery (DLAB) Score Report
(3) Graduate Record Examination (GRE) Score Report
(4) Essay
(5) Detailer Statement
(6) List of Scholarship Education Preferences (Desired
Overseas Locations)

1. Per reference (a), enclosures (1) through (6) are submitted. I have received approval to compete for a scholarship from my commanding officer, and I have contacted my assignment officer to ensure that assignment to this program will meet my career and community needs, and Navy requirements as evidenced by enclosure (5). Information required is provided below:

- a. Projected Rotation Date (PRD):
- b. Commissioning source and year group:
- c. Foreign Language Background, if any:
- d. Defense Language Proficiency Test Scores(optional):
- e. Current work and home address, phone numbers and e-mail address:
- f. Name of each college formerly attended and transcripts: (Transcripts must be in a sealed envelope from the university if submitted as an enclosure or sent electronically directly from the school.
- g. List of universities/cities/countries/Scholarship Education Preferences/Desired Overseas Locations. (The Olmsted Foundation is no longer providing an approved list).

Refer to the Olmsted Foundation website for further instructions - see Scholar Program - Overseas Studies. Overseas Studies list maybe provided here or as an enclosure.

2 . Include the following statements in your letter:

(a) “I understand if I am selected as an Olmsted Scholar I must receive ethics counseling from a recognized ethics counselor prior to accepting the scholarship. I understand that the benefits I receive under this scholarship cannot exceed tuition, books, and fees listed in the catalog. In addition, I understand if a benefit, in cash or in kind, is provided for travel, subsistence, or other expenses for which the Navy is providing a similar payment, I must either return the payment to the donor, or I must notify the Navy Olmsted Scholar Program Manager (Code N7132) for appropriate reduction of my pay.”

(b) “I understand that because I am assigned to a full-time education program, I may not receive off-duty education benefits in the form of Tuition Assistance (TA) or Graduate Education Voucher (GEV) funding while under scholarship.”

(c) “I agree not to resign or request discharge from the service during the period of the scholarship. I agree not to resign or request discharge from the service during the period of the scholarship program service obligation. I will serve on active duty after completion of or withdrawal from such study for a period of three times the length of the period in the program, to be served concurrently with any other service obligation. I agree to assignments that would utilize my subspecialty code. This does not obligate the Navy to retain me on active duty.”

(d) “I understand that I must provide an academic and financial statement annually. Upon completion of the program, I will ensure that an official final transcript with an English translation is sent from the university to the Navy Olmsted Scholar Program Manager (Code N7132) , verifying the degree awarded, if applicable, within 30 days of graduation or program completion.”

(e) “I have read reference (a) in its entirety and will comply with its guidelines.”

Applicant's Signature

Date