



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

OPNAVINST 1520.24D  
N12  
8 Jan 2015

OPNAV INSTRUCTION 1520.24D

From: Chief of Naval Operations

Subj: OFFICER SCHOLARSHIP PROGRAM

Ref: (a) DoD Instruction 1322.06 of 15 November 2007  
(b) 10 U.S.C. §2603

Encl: (1) Scholarship Program Application Procedures  
(2) Sample Application Letter for Olmsted Scholar Program Applicants  
(3) Sample Detailer Statement  
(4) Sample Application Letter for Fleet Applicants  
(5) Sample Application Letter for Permission to Accept Scholarship  
(6) Sample Letter Request for Curriculum Review and Approval

1. Purpose

a. To issue policy and assign responsibilities for the execution of the Navy's Officer Scholarship Program as directed by reference (a).

b. Updates to this instruction include:

(1) Program responsibilities and contact information.

(2) Application procedures for the Fleet Scholarship and Olmsted Scholar Programs.

c. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1520.24C.

3. Background. Officers who pursue education beyond the baccalaureate level add value to both themselves and the Navy.

References (a) and (b) authorize eligible personnel to accept scholarships and grants (referred to in this instruction as "scholarships") from eligible donors.

#### 4. Policy

a. Under the scholarship program, selected officers may accept non-Navy funded financial aid to enroll in resident graduate education programs on a full-time basis while receiving full pay and benefits. Availability of scholarship program quotas is subject to Navy requirements.

b. Tuition must be paid by a non-Navy funded scholarship and must cover at least 50 percent of tuition costs. Selected officers must obtain qualifying scholarships and bear all additional costs associated with their academic program. Since the scholarship program is a full-time education program, use of off-duty education funds in the form of tuition assistance or the graduate education voucher to supplement scholarship funding is prohibited.

c. The education received must be Navy relevant and satisfy the educational skill requirements (ESR) of a Navy subspecialty code as confirmed by the Naval Postgraduate School (NPS). For individuals attending civilian institutions where the degree does not meet all the ESRs, Navy Education Strategy and Policy Branch (OPNAV (N127)) can approve the appropriate officer subspecialty code suffix per the Manual of Navy Officer Manpower and Personnel Classifications, volume I.

d. Officers holding designators 19XX through 29XX are not eligible for scholarships under this program. Scholarships may not be used for or executed consecutively with any program leading to a medical or law degree.

e. Scholarships for one degree at one university may be approved for acceptance. Once an officer has been approved to accept a scholarship and has begun an education program, that officer may not accept a different scholarship or transfer to another institution. Single scholarships executed at multiple universities and resulting in multiple degrees will be considered on a case-by-case basis.

5. Eligibility for Recipients and Donors. Qualifying scholarships must be awarded through competition and not based on financial need.

a. Recipients

(1) Midshipmen first class and active duty officers who have been authorized to compete for a scholarship by their commanding officer are eligible to apply for the scholarship program when quotas are available. All officers authorized to compete must contact their detailers to ensure that assignment to this program will meet their career and community needs as well as Navy requirements.

(2) Prior authorization to compete is not needed when the award is in recognition of outstanding performance in a specific field or to permit work on a project of value to the United States not associated with the pursuit of a degree.

(3) Participation in the program will be at an institution within the United States that is accredited by a regional accrediting association. Rhodes, Olmsted, and similar scholarships where study is required at a foreign university are exceptions based upon the academic reputation of the foreign university, and alignment with the objective and priorities of the maritime strategy.

(4) All scholarship program exceptions and waivers (e.g., scholarship at a university located overseas, dual degree programs) must be approved by OPNAV (N127) prior to the member's acceptance of the scholarship.

(5) Olmsted Scholar eligibility is limited to active duty regular or full-time support commissioned officers with at least 3 years, but not more than 11 years, of total active Federal service as prescribed by the Olmsted Foundation.

b. Eligible Donors. Per reference (a), scholarships must come from an eligible donor. Business groups operating for profit and political organizations are not eligible donors. The following are considered eligible donors of fellowships, scholarships, or grants:

(1) Corporations, foundations, funds, or educational institutions organized and operated primarily for scientific, literary, or educational purposes and that have tax-exempt status as determined by the General Counsel of the Department of the Navy.

(2) Foreign corporations, foundations, funds, or educational institutions that would have tax-exempt status if they were located in the United States.

## 6. Conditions

a. Attendance. Selected scholarship program participants shall:

(1) Receive counseling from a recognized Department of Defense (DoD) ethics counselor prior to acceptance of a scholarship. The counseling shall include standards of conduct and issues related to acceptance of a scholarship for full-time education while on active duty.

(2) Attend a graduate institution as a full-time resident student and carry a full academic load to include summer sessions. A full academic load is considered to be a minimum of 9 semester hours during regular terms and 6 semester hours during summer sessions or as defined as full-time by the institution. Officers may not attend schools where a summer session is not offered. Waivers may be considered for independent study in the case of attendance at foreign universities not offering summer sessions. Officers may accept assistantships if the assistantships do not interfere with their ability to carry a full academic load on a year-round basis and completion of the approved education plan (EP) in the shortest time possible.

(3) Pursue a Navy-relevant degree based on an approved EP developed in consultation with the NPS Navy Subspecialty Review Office (Code 521), except for Olmsted Scholars pursuing degrees taught in a foreign language. The EP must ensure program courses fulfill the ESRs of a Navy subspecialty code. Any change from the approved EP must also be approved by NPS (Code 521) prior to execution.

(4) At least annually, provide a transcript of all courses completed and grades received to the Center for Personal and Professional Development (CENPERSPRODEV) Voluntary Education (VOLED) Detachment, Pensacola, Florida.

(5) Ensure an official final transcript verifying degree completion is forwarded to CENPERSPRODEV VOLED Detachment, Pensacola, within 30 days of graduation.

(6) Complete degree requirements of the NPS-approved EP in 24 months or less, with emphasis on completing degree requirements in the shortest possible time.

b. Financial Responsibilities. Officers receive regular pay and allowances while pursuing their degree program. They are entitled to permanent change of station (PCS) reimbursement, provided the scholarship program does not also provide PCS reimbursement. Officers participating in a scholarship program are not authorized to transfer to a scholarship program of another institution, even if accepted, or to a different education program.

(1) Scholarship recipient is responsible for attaining a non-Navy funded scholarship equal to at least 50 percent of the cost of tuition. State residency tuition reductions and military discounts may not be considered a part of the 50 percent calculation. Any additional expenses not covered by the scholarship must be borne by the member, such as books or academic program travel. Tuition assistance and graduate education vouchers may not be used to augment scholarship funding, but veterans' education benefits (e.g., Post-9/11 Government Issue (GI) Bill), if available, may be used to pay any portion of the tuition costs not covered by the scholarship of at least 50 percent.

(2) Scholarship funds may be used for tuition, textbooks, and fees listed in the institution's catalog. Officers are not authorized to accept both Navy and scholarship funds covering the same expense (e.g., room and board, meals). Any benefits received in excess of tuition, textbooks, and fees must be reported to CENPERSPRODEV VOLED Detachment, Pensacola, in the annual financial report and will be returned to the donor.

(3) Officers who accept assistantships may not accept compensation for work performed which totals more than the cost of tuition, books and fees as listed in the university's catalog. Assistantships may not interfere with a year-round full course load and completion of the approved EP in the shortest time possible.

(4) Scholarship participants must submit an annual itemized financial report and academic progress report to CENPERSPRODEV VOLED Detachment, Pensacola. This report shall account for all scholarship funds received, to include the expenditures and documentation of any benefits returned to the scholarship donor.

c. Service Obligation. Scholarship program service obligation will be incurred upon completion of or withdrawal from the education program and will be served concurrently with any existing obligation. Such agreements do not obligate the Navy to retain the member on active duty. Service obligation for Olmsted Scholars will be calculated based on the number of months the officer is assigned overseas.

(1) Duty-under-instruction (DUINS) orders will contain a provision that binds the member to this service obligation upon execution of the orders. This provision meets the requirement for a written service obligation agreement.

(2) Obligated service is not incurred if both of the below conditions apply:

(a) The award is made in recognition of outstanding performance and for the purpose of work on research of value to the United States, rather than fulfilling the requirements of an academic degree.

(b) Its acceptance does not require relief from regular military duty for more than 26 weeks.

d. Required Documents. All participants must provide:

(1) A signed statement of counseling by a recognized DoD ethics counselor to CENPERSPRODEV VOLED Detachment, Pensacola, prior to acceptance of a scholarship.

(2) Copy of official orders annotated with point of contact (POC) information to CENPERSPRODEV VOLED Detachment, Pensacola, within 5 days of reporting to the academic institution or within 30 days of reporting overseas if attending a foreign institution.

(3) An academic and financial report to CENPERSPRODEV VOLED Detachment, Pensacola, at the end of each academic year.

(4) Final official transcripts, verifying the degree earned, forwarded directly from the university to CENPERSPRODEV VOLED Detachment, Pensacola, within 30 days of graduation. If the university will not provide English translated official transcripts then the officer must provide CENPERSPRODEV VOLED Detachment, Pensacola, with an English translation of the official transcript being forwarded directly from the university.

7. Selection Procedures. Procedures and applications for the selection board must be submitted per enclosures (1) through (6). Selection will be based on the applicant's career record, promotion potential, needs of the Navy, academic qualifications, the particular field of study, and availability of funded student end-strength. Although the application and selection processes may differ somewhat for midshipmen and fleet officers, all are subject to the policies set forth in this instruction. The following pertains:

a. Superintendent, United States Naval Academy (USNA), will select members of the Naval Academy graduating class for participation in the Immediate Graduate Education Scholarship Program. Notification of scholarship selection with any waiver approvals must be received at CENPERSPRODEV VOLED Detachment, Pensacola, by 15 April of the graduation year to allow for review and issuance of orders by Navy Personnel Command (NAVPERSCOM) prior to the university's class convening date.

b. Commander, Naval Service Training Command (NSTC), will select members of the Navy Reserve Officers Training Corps (NROTC) units' graduating classes for participation in the Immediate Graduate Education Scholarship Program. Notification of scholarship selection with any waiver approvals must be at

CENPERSPRODEV VOLED Detachment, Pensacola, by 15 April of the graduation year to allow for review and issuance of orders by NAVPERSCOM prior to the university's reporting time.

c. Applications from the fleet will be solicited by naval message when quotas are available. They must be received by 1 September of the year in which quotas are announced and include the information listed in enclosure (1). If scholarship program quotas are available, a selection board will be convened in the October and November timeframe by NAVPERSCOM to select those authorized to accept scholarships. Selectees must start their program of study between May and September of the fiscal year for which quotas are made available.

d. Navy Olmsted Scholarship Program nominees will be identified by a board convened annually by NAVPERSCOM. The Olmsted Foundation Board of Directors will select the final scholars from the Navy's nominees at their March meeting. Olmsted applications must be submitted using the format in enclosure (2); a sample detailer statement can be found in enclosure (3).

e. Application letters must include all information contained in enclosure (2) or enclosure (4), as applicable. Application packets failing to provide complete information will not be processed and will be returned to the applicant.

f. Quotas assigned to officers who are unable to obtain qualifying scholarships by the applicable deadline listed above may be filled by the next qualified alternate having an approved scholarship.

8. Assignment. Final assignment of an officer to DUINS is contingent upon the officer's continued outstanding performance, availability for assignment, and the needs of the Navy. Selectees are responsible for gaining admission to the college of their choice; obtaining a scholarship from an eligible donor; submitting their degree plan to NPS to ensure it meets the ESRs of a subspecialty code; and notifying CENPERSPRODEV VOLED Detachment, Pensacola, by using the format in enclosure (5) that they have received a scholarship.

9. Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1))

(1) Serve as resource sponsor for the scholarship program student individuals account.

(2) Establish annual quota plan for graduate education which may include quotas for the scholarship program.

(3) Establish program performance metrics.

(4) Through OPNAV (N127), serve as the scholarship program policy waiver and program withdrawal authority.

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

(1) Monitor program performance metrics.

(2) Prepare necessary program announcement messages.

(3) Through CENPERSPRODEV, appoint a scholarship program manager to provide oversight, management, and coordination of the scholarship program execution.

c. Scholarship Program Manager (herein identified as CENPERSPRODEV VOLED Detachment, Pensacola)

(1) Serve as the scholarship subject matter expert and primary POC for Navy Olmsted Scholars.

(2) Assist the NETC Advanced Coordinator (N527) in preparing necessary program announcement messages.

(3) Receive scholarship applications and conduct initial screening of applicants.

(4) Prepare and provide potential Olmsted Scholars documentation for the Navy Olmsted nominee and the Olmsted Foundation Olmsted Scholar selection boards.

(5) Serve as Navy Olmsted Scholar and Fleet Scholarship selection board technical advisor and maintain a record of selection board actions.

(6) Provide Navy Olmsted Scholar nominee selection board results to the Navy Olmsted Scholar and Fleet Scholarship applicants.

(7) Provide oversight, management, coordination, and administration of Olmsted Scholar and Scholarship students.

(8) Liaise with USNA and NSTC regarding scholarships, student qualifications and eligible countries.

(9) Liaise with scholarship sponsor (Olmsted Foundation) for country, city, university assignment, and study curriculum.

(10) Liaise with NPS to ensure each member's EP satisfies subspecialty code assignment and approval.

(11) Liaise with NAVPERSCOM Assistant Commander for Career Management (PERS-4) for location and to schedule detach and report dates, Defense Language Institute (DLI) requirements, and to provide program obligation of service requirements for inclusion on orders.

(12) Liaise with Overseas Student Program manager and provide student information for the preparation of the National Security Decision Directive 38 for Olmsted Scholars and, if necessary, approved waivers to study overseas for scholarship students.

(13) Liaise with the DLI quota manager to schedule DLI language training, when required.

(14) Monitor student progress at educational institutions through student academic reports, transcripts, and EPs.

(15) Maintain a record of all participants, including student's name, rank, degree attained (if applicable), university or institution, and dates attended. Include country,

dates in country, language training received, and language training source. Provide statistics to OPNAV (N127) annually by 31 October for the previous fiscal year.

(16) For NROTC midshipmen and through the NSTC:

(a) Inform NROTC midshipmen about the scholarship program.

(b) Establish program selection criteria and process that allows sufficient lead time for conclusion of all actions associated with immediate assignments for newly commissioned officers.

(c) Submit proposed EP (including ESR to coursework correlation) to NPS (Code 521) for pre-approval of Navy subspecialty code.

(d) Obtain approval of scholarship program waivers (e.g., scholarship at a university located overseas, dual degree programs) to OPNAV (N127) prior to submission of scholarship applications to CENPERSPRODEV VOLED Detachment, Pensacola.

(e) Counsel midshipmen about the importance of completing timely applications and review all applications prior to submission to CENPERSPRODEV VOLED Detachment, Pensacola, by 15 April.

(f) Inform scholarship program advisors on the scholarship recipient's responsibilities as a scholarship participant.

d. USNA

(1) Inform midshipmen about the scholarship program.

(2) Establish program selection criteria and process that allow sufficient lead time for conclusion of all actions associated with immediate assignments for newly commissioned officers.

(3) Submit proposed EP (including ESR to coursework correlation) to NPS (Code 521) for pre-approval of Navy subspecialty code.

(4) Obtain approval of scholarship program waivers (e.g., scholarship at a university located overseas, dual degree programs) from OPNAV (N127) prior to submission of scholarship applications to CENPERSPRODEV VOLED Detachment, Pensacola.

(5) Counsel midshipmen about completing timely applications and review all applications prior to submission to CENPERSPRODEV VOLED Detachment, Pensacola, by 15 April.

(6) Inform scholarship program advisors of the scholarship recipient's responsibilities as a scholarship participant.

e. Commander, Navy Personnel Command (COMNAVPERSCOM)

(1) Assign and track appropriate subspecialty and additional qualification designation (AQD) codes (NAVPERSCOM Joint and Subspecialty Officer Management (PERS-450)).

(2) Approve precepts, and convene and administratively support selection boards for the scholarship program (NAVPERSCOM Performance Evaluations Division (PERS-32)).

(3) Liaise with the scholarship program manager on scholarship selectee's DUINS location and to schedule detach and report dates, DLI requirements, and program obligation of service requirements to prepare orders.

(4) Post the scholarship institution unit identification code (UIC) and billets. For overseas students, include the appropriate component commander's UIC for use by NAVPERSCOM Graduate Education/Fellowships/Scholarships Officer (PERS-440B) to prepare the orders.

(5) Order selectees to DUINS, provide appropriate AQD, and ensure PERS-440B notes the service obligation within orders and the officer master file.

(6) Upon completion of degree, ensure PERS-450 enters official transcript and subspecialty code into the officer master file.

f. President, NPS

(1) Exercise approval and disapproval authority for initial EPs, and any subsequent changes to approved EPs. Ensure EPs meet course load requirements for full time to allow completion of degree requirements in the shortest time possible.

(2) For EPs that do not meet ESRs for selected area of study, guide program participants in revisions to meet ESRs.

(3) Approve or disapprove requested changes to approved EPs to allow students the ability to modify their planned course of study in a timely manner.

(4) Provide scholarship program manager, CENPERSPRODEV VOLED Detachment, Pensacola, with copy of approved initial and revised EPs.

(5) Upon receipt of official transcript, verify that conferred degrees meet the education requirements of the subspecialty.

(6) Forward subspecialty code award recommendations to PERS-450 for entry of subspecialty code and degree awarded into the officer master file.

g. Scholarship Program Participant

(1) Acquire a qualifying scholarship from an eligible donor for a program not exceeding 24 months in length.

(2) Complete all application requirements by 15 April of the year of application.

(3) Carry a full academic course load, to include summers, throughout the program to complete the approved program within the shortest time possible.

(4) Execute no changes to approve EP without prior approval of NPS.

(5) Notify all applicable personnel of any changes to the status of scholarship awards and university applications.

(6) Upon assignment, keep the administrative chain of command and the scholarship program manager informed of any changes to the status of the scholarship, finances, location, or any deviation from the approved program.

(7) Provide detailed yearly financial and academic reports to the scholarship program manager.

(8) Provide transcripts to the scholarship program manager to verify completion of program and service obligation. CENPERSPRODEV VOLED Detachment, Pensacola, will then forward the officer's transcript to NPS for recommendation of award of a subspecialty code and entry of degree into the member's service record by PERS-450.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

11. Forms and Reports. Reporting requirement for annual statistics contained within subparagraph 9c(15) has been assigned OPNAV RCS 1520-18.



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Deputy Chief of Naval Operations  
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and Education)

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SCHOLARSHIP PROGRAM APPLICATION PROCEDURES

1. Permission to Compete. Scholarship applicants must receive permission to compete for a scholarship from the commanding officer and be advised of the career impact of the program on their careers by their detailers. USNA and NROTC midshipmen should refer to their respective institutions for application guidelines.

a. Fleet applications must be by letter in standard Navy correspondence format, via the applicant's commanding officer, to Commanding Officer, CENPERSPRODEV:

Center for Personal and Professional Development  
Voluntary Education Detachment, Code N2A2  
6490 Saufley Field Road  
Pensacola, FL 32509-5204

b. Superintendent, USNA and Commander, NSTC will forward a list of scholarship candidates with their notification of scholarship award letters to CENPERSPRODEV VOLED Detachment, Pensacola, with any waiver approvals by 15 April of each year and will inform of any withdrawals or proposed substitutions after that date.

2. Application Requirements. Fleet officers applying for the scholarship program must submit official college transcripts for all courses completed and both a Graduate Record Exam and Graduate Management Admission Test score report. Official transcripts may only be enclosed with the application letter if they are in a sealed envelope sent directly from the university (seal must be intact). Otherwise, all transcripts must be sent in separate correspondence directly from the university to CENPERSPRODEV VOLED Detachment, Pensacola, to complete the application package.

a. Scholarship program applicants must submit their application letters by following the format in enclosure (4) and state the name of the desired university; their desired enrollment date and proposed graduate date (enrollment date should be consistent with member's projected rotation date); degree objectives (major field of study including course curriculum, class titles and assigned credit hours); and desired subspecialty code.

b. Olmsted Scholar Program applicants must submit their application letters per the format in enclosure (2) and include a one-page essay articulating the reasons that the Service Member wants to be a scholar; a Defense Language Aptitude Battery score report; a university preference list; a commissioning source and year group; and a projected rotation date. Applicants must provide any foreign language background and may submit any Defense Language Proficiency Test scores that may be applicable. However, foreign language background is not a requirement.

3. Areas of Study. Areas of study must be Navy relevant. Only those approved by the officer's community which meet the education requirements of one approved Navy subspecialty code, and or support the objectives and priorities of the maritime strategy are authorized.

a. Only degrees approved by the officer's community which meet the education requirements of one approved Navy subspecialty code, as verified by NPS, will be authorized for scholarship program applicants. Areas of study are limited by subspecialty and designator.

b. Olmsted Scholar applicants must provide in or with their application a university preference list of up to ten countries with the corresponding city and university where they desire to live and study.

c. Social and political sciences, history, and international relations and affairs are the preferred areas of study for Olmsted Scholars.

4. Education Plan (EP). All scholarship program candidates must forward their proposed EP for approval to:

President, Naval Postgraduate School  
Navy Subspecialty Review Office (Code 521)  
1 University Circle  
Herrmann Hall, Room HE046  
Monterey, CA 93943-5033

a. A sample request for curriculum review letter is provided at enclosure (6). Additional guidance is given at the NPS Web site at <http://www.nps.edu/Academics/Subspecialty.html>.

b. Navy relevant graduate education must meet the ESRs for one approved Navy subspecialty. A copy of the NPS approval e-mail or letter must be provided to CENPERSPRODEV VOLED Detachment, Pensacola, as an enclosure to the officer's request to accept scholarship letter (enclosure (5)).

c. Any change to the EP requires the prior approval of NPS. All changes must be approved by NPS prior to execution.

5. Notification of Award. All scholarship program candidates granted permission to compete for a scholarship must notify CENPERSPRODEV VOLED Detachment, Pensacola, when they receive their award by submitting an application letter for permission to accept scholarship using the format in enclosure (5). The letter must be complete and received no later than 90 days prior to the requested enrollment date.

6. Degree Completion. Officers will not be given more than 24 months to complete their degrees. Waivers to this cannot be granted. Should a scholarship program student with initial assignment of less than 24 months require more time, he or she must submit a letter of request for extension not to exceed a total of 24 months via his or her reporting senior to the scholarship program manager. Request for an extension must include a copy of the letter indicating additional scholarship funds have been awarded; approval e-mail of the revised EP from NPS; acknowledgement of an additional service obligation, if applicable; and must reach CENPERSPRODEV VOLED Detachment, Pensacola, at least 4 months before expiration of the end date listed on the original letter request to accept a scholarship.

OPNAVINST 1520.24D  
8 Jan 2015

SAMPLE APPLICATION LETTER FOR OLMSTED SCHOLAR PROGRAM

From: (Rank, Name, Designator)  
To: Commanding Officer, Center for Personal and Professional  
Development Voluntary Education Detachment, Code N2A2  
Via: Commanding Officer, \_\_\_\_\_

Subj: FY-\_\_\_ OLMSTED SCHOLAR PROGRAM

Ref: (a) OPNAVINST 1520.24D

Encl: (1) One-page essay  
(2) Official Transcripts of All College Level Courses  
Completed (only if enclosed in sealed envelope sent  
directly from the university)  
(3) Graduate Record Examination (GRE) Score Report  
(4) Defense Language Aptitude Battery (DLAB) Score  
Report  
(5) Detailer Statement  
(6) University Preference List

1. Per reference (a), enclosures (1) through (6), as applicable, are submitted. I have received approval to compete for a scholarship from my commanding officer, and I have contacted my detailer 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:
- b. Commissioning source and year group:
- c. Foreign language background and fluency, if any:
- d. Defense Language Proficiency Test scores (optional):
- e. Name of each college formerly attended and official transcripts:
- f. Current work and home addresses, phone numbers, and preferred e-mail address:

Enclosure (2)

2. Include the following statements in your letter:

a. "I understand that if selected to participate in the scholarship program, I must receive ethics counseling from a recognized DoD ethics counselor prior to acceptance of a 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 return the payment to the donor and notify the scholarship program manager of this action in my annual financial report."

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 or graduate education voucher while in the scholarship program."

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

d. "I understand that I must provide academic and financial statements annually to the scholarship program manager. Upon completion of the program, I will ensure that an official final transcript is sent from the university to the Center for Personal and Professional Development Voluntary Education Detachment, Code N2A2, verifying the degree awarded within 30 days of my graduation."

e. In the case of scholarships involving study at a foreign university: "I understand authority to accept a scholarship at a foreign university will consider the degree to which the objectives and priorities of the maritime strategy are supported. I understand that I may not attend a different university from the one approved in my selection letter from the Center for Personal and Professional Development without prior approval from the Olmsted Foundation and the program manager."

f. "I have read reference (a) in its entirety and will comply with its guidelines."

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

SAMPLE

OPNAVINST 1520.24D  
8 Jan 2015

SAMPLE DETAILER STATEMENT

From: (Rank, Name, Code, Title)  
To: Commanding Officer, Center for Personal and Professional  
Development Voluntary Education Detachment, Code N2A2  
  
Subj: STATEMENT ICO (RANK, NAME, DESIGNATOR OF OFFICER  
APPLYING)  
  
Ref: (a) OPNAVINST 1520.24D

1. Per reference (a), I have discussed career implications with  
(Rank, Name) regarding participation in the (Olmsted or Fleet,  
if applicable) Scholarship Program. Issues addressed included  
career timing, impact on milestone tours, program length and  
community FIT applications.

2. For further information, I can be reached at (XXX) XXX-XXXX,  
DSN XXX, or via email at xxxxxx.xxxxxx@navy.mil.

I. M. DETAILER

Enclosure (3)

OPNAVINST 1520.24D  
8 Jan 2015

SAMPLE APPLICATION LETTER FOR FLEET APPLICANTS

From: (Rank, Name, Designator)  
To: Commanding Officer, Center for Personal and Professional  
Development Voluntary Education Detachment, Code N2A2  
Via: Commanding Officer, \_\_\_\_\_

Subj: FY-\_\_\_ SCHOLARSHIP PROGRAM

Ref: (a) OPNAVINST 1520.24D

Encl: (1) Proposed Course Curriculum or Education Plan  
(2) Official Transcripts of College Level Courses  
Completed  
(3) Naval Postgraduate School Approval Letter/E-mail  
(4) Graduate Record Exam (GRE) Score Report  
(5) Detailer Statement

1. Per reference (a), enclosures (1) through (4) are submitted. I have received approval to compete for a scholarship from my commanding officer, and I have contacted my detailer to ensure that assignment to this program will meet my career needs and Navy requirements as evidenced by enclosure (5).

2. Required information is provided below:

- a. Projected rotation date:
- b. College(s) of choice:
- c. Degree objective and field of study:
- d. Desired subspecialty code:
- e. Anticipated start date:
- f. Expected end date:
- g. Scholarship donor and amount of scholarship (if available):
- h. Estimated total educational cost of program:

Enclosure (4)

i. Name of each college formerly attended and official transcripts:

j. Current work and home addresses, phone numbers and preferred e-mail address:

3. Include the following statements in your letter:

a. "I understand that if selected to participate in the scholarship program, I must receive ethics counseling from a recognized DoD ethics counselor prior to acceptance of a 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 return the payment to the donor and notify the scholarship program manager of this action in my annual financial report."

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 or graduate education voucher while in the scholarship program."

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

d. "I understand that I must provide academic and financial reports annually. Upon completion of the program, I will ensure that an official final transcript is sent from the university to the Center for Personal and Professional Development Voluntary Education Detachment, Code N2A2, verifying the degree awarded within 30 days of my graduation."

e. In the case of scholarships involving study at a foreign university: "I understand authority to accept a scholarship at

a foreign university will consider the degree to which the objectives and priorities of the maritime strategy are supported."

f. "I have read reference (a) in its entirety and will comply with its guidelines."

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

SAMPLE

OPNAVINST 1520.24D  
8 Jan 2015

SAMPLE APPLICATION LETTER FOR PERMISSION TO ACCEPT SCHOLARSHIP

From: (Rank, Name, Designator)  
To: Commanding Officer, Center for Personal and Professional  
Development Voluntary Education Detachment, Code N2A2  
Via: Commanding Officer, \_\_\_\_\_  
Subj: OFFICIAL NOTIFICATION OF SCHOLARSHIP AWARD  
Ref: (a) OPNAVINST 1520.24D  
Encl: (1) Confirmation of Scholarship Letter  
(2) University Acceptance  
(3) College Transcript (Midshipmen only)  
(4) Copy of NPS Curriculum Approval E-mail  
(5) Signed Certificate of Ethics Counseling

1. Request permission to accept the scholarship listed in enclosure (1). Per reference (a), enclosures (1) through (5) are submitted. The following information is provided as directed:

- a. Name and complete address (with zip code) of university:
- b. Degree or field of study (as given in college catalog):
- c. Subspecialty code (number and subject):  
Designator or proposed designator (midshipmen only):
- d. Scholarship (If not named in the award letter, use the area of study, such as mechanical engineering):
- e. Tuition cost per year (in U.S. currency):
- f. Amount of scholarship per year:
- g. Percentage of tuition covered by scholarship:
- h. Start and end dates of degree program:
- i. E-mail address:

Enclosure (5)

2. Include the following statements in your letter:

a. "I have received ethics counseling from a recognized DoD ethics counselor. 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 return the payment to the donor, and I must notify the Center for Personal and Professional Development Voluntary Education Detachment, Code N2A2, in my annual financial report."

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 or graduate education voucher 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 agree to serve on active duty after completion of or withdrawal from such study for a period three times the length of time in the program, to be served concurrently with any other service obligation. I understand that my program may not exceed 24 months. I agree to assignments that would utilize my subspecialty code."

d. "I understand that I must provide an academic and financial report annually. Upon arrival at the university, I will send the Center for Personal and Professional Development Voluntary Education Detachment, Code N2A2, a copy of my orders with current POC information, to include an e-mail address, written on the reverse."

e. "Within 30 days of graduation, I will ensure that an official final transcript is sent directly from the university to the Center for Personal and Professional Development Voluntary Education Detachment, Code N2A2, indicating the degree awarded."

f. In the case of scholarships involving study at a foreign university: "I understand authority to accept a scholarship at a foreign university will consider the degree to which the

objectives and priorities of the maritime strategy are supported and that changes from the original approval must also receive authorization."

g. "I have read reference (a) in its entirety and will comply with its guidelines.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

SAMPLE

OPNAVINST 1520.24D  
8 Jan 2015

SAMPLE LETTER REQUEST FOR CURRICULUM REVIEW AND APPROVAL

From: (Rank, Name, Designator)  
To: Navy Subspecialty Review Office (Code 521)  
Naval Postgraduate School, Monterey, CA

Subj: REQUEST FOR CURRICULUM REVIEW AND APPROVAL FOR XXXX CODE

Ref: (a) OPNAVINST 1520.24D

Encl: (1) List of Course Descriptions from College Catalog  
(2) University Transcripts  
(3) Education Plan

1. Per reference (a), I am (applying or have been selected) for the Navy's Scholarship Program. I will be working toward a Master's Degree in \_\_\_\_\_ at \_\_\_\_\_.

Enclosure (1) is forwarded for your review and approval to determine if my proposed curriculum satisfies the educational skill requirements for the (list curriculum title) (XXXX subspecialty code).

2. The courses I intend to take are listed in enclosure (1). Enclosure (2) provides transcripts for all of the college courses I have completed.

3. The following pertinent information is provided:

- a. Name of college or university I will attend:
- b. Start and end date of program:
- c. Duty telephone number (DSN or commercial):
- d. E-mail address:

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Enclosure (6)