

SCHOLARSHIP PROGRAM REPORTS

1. **Official Orders.** Within 30 days after reporting to the university in the status of duty under instructions (DUINS), mail a copy of your official orders with your mailing address and commercial telephone number (printed on reverse) to Naval Education and Training Professional Development Center (NETPDC), Voluntary Education (VOLED) Detachment (Code N221B) Scholarship at the address given below. NETPDC VOLED (N2212B) must be notified immediately of any future changes in your point of contact information.

2. **Education Plan (EP).** Prior approval from the Naval Postgraduate School (NPS) (Code 521) is needed for any proposed changes to your approved EP to insure the Educational Skill Requirements (ESRs) are still met for the approved subspecialty code identified in your authorization letter. Requests for course changes must first be approved by the university counselor to insure the changes will not delay the completion of your degree before requesting these changes from NPS (Code 521). Your request to NPS should include a copy of the original and proposed EP with the changes highlighted.

3. **Program Changes.** If circumstances arise, i.e., hospitalization or academic problems, which may delay successful completion of your degree, advise NETPDC N221B via the command you report to for administrative support. Contact your detailer first, if an extension is desired, to see if your community will support an extension. Request to extend in the Scholarship Program should be made at least three to six months in advance and must be accompanied by documentation of renewal of your scholarship and a signed education plan highlighting the proposed changes. Requests must be sent via NETPDC Code N221B.

4. **Financial and Academic Reports.** Upon completion of each academic term or at least yearly (include summer term), submit an accountability of the expenditure of the scholarship award in an itemized signed statement with an unofficial transcript to NETPDC Code N221B. Include the following information:
 - a. Benefits received from scholarship in cash or in kind.
 - b. Actual cost of tuition.
 - c. Actual cost of fees.
 - d. Itemization of any other directly related school expenses.
 - e. Any living expenses provided by award.
 - f. Copy of grade report showing all courses taken.

5. **Final Transcript.** Immediately after completion of the graduate degree, have the university send N221B an official transcript indicating the degree earned. This will then be forwarded to NPS to recommend the awarding of the subspecialty code earned and to document the degree received.

FAILURE TO PROVIDE TO NETPDC VOLED N221B ANY OF THE ABOVE REPORTS (TO INCLUDE YOUR FINAL TRANSCRIPT) MAY RESULT IN ADVERSE ADMINISTRATIVE ACTION

Addresses and Phone Numbers.

NETPDC VOLED (Code N221B)

Scholarship Program Manager

6490 Saufley Field Road
Pensacola, FL 32509-5204
POC: Elise T. McGuire
C (850) 473-6064 DSN 753

Fax (850) 473-6067

email: elise.mcguire@navy.mil

NPS (Code 521)

Graduate Education Review Specialist

Naval Postgraduate School (Code 521)
1 University Circle, Herman Hall, Rm HEO46,
Monterey, CA 93943-5033
C (831) 656-3345 DSN 756

Fax (831) 656-1014

email: subspecialty_validation@nps.edu