

OFFICER SCHOLARSHIP PROGRAM

Standard Operating Procedures

Navy Instructions Governing Scholarship Program

- [OPNAVINST 1520.24D – Scholarship Program](#)
- [OPNAVINST 1520.23C w/CH- 3 dtd 17 Jan 2020](#)

Immediate Graduate Education Programs

Description: Midshipmen begin graduate work during their senior year at USNA or immediately upon graduation from USNA or Reserve Officer Training Corps (ROTC).

Immediate Graduate Education Scholarship Program (IGEP)

Scholarship Program for USNA and ROTC graduates to attend in-residence graduate education. Officers selected for this program must coordinate with Officer Community Managers to ensure curriculum placement is based on community subspecialty code needs. For more information on this Officer Scholarship Program please visit https://www.navycollege.navy.mil/resources/officer_scholarship_program.htm.

APPLICATION PROCEDURES:

- a. 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.
- b. Fleet applications must be by letter in standard Navy correspondence format, via the applicant's commanding officer, to Deputy Chief of Naval Operations for Warfighting Development (N7)
Officer Scholarship Program Manager (Code N7132),
Scholarship
6490 Saufley Field Road
Pensacola, FL 32509-5204

Officer Scholarship Program

Officers selected to participate in the Officer Scholarship Program by the United States Naval Academy (USNA) or the Naval Service Training Command (NSTC) must comply with the guidelines set forth in OPNAVINST 1520.24D

- See the sample template of the application letter for permission to accept scholarship (IGEP) provided on this website, or click below.
- [Sample Application Letter for Permission to Accept Scholarship Template \(PDF file\)](#)

Required Reports

All participants must submit the following reports while they are in the program.

- a. **Official Orders** – Within 30 days after reporting to the university in the status of duty under instructions (DUINS), mail OR email a copy of your official orders with your mailing address and commercial telephone number (printed on reverse) to the Deputy Chief of Naval Operations for Warfighting Development (N7), Officer Scholarship Program Manager at the address given below OR elise.mcguire@navy.mil. The Program Manager must be notified immediately of any future changes in your point of contact information.

b. **Education Plan (EP)** – Prior approval from the Naval Postgraduate School (NPS) (Code 521) is needed for any proposed changes to your approved Education Plan (EP) to ensure 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 ensure 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.

c. **Program Changes** – If circumstances arise, i.e., hospitalization or academic problems, which may delay successful completion of your degree, advise the Scholarship Program Manager, N7132 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 the Program Manager Code N7132.

d. **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 the Program Manager Code N7132.

e. **Include the following information:**

- Benefits received from scholarship in cash or in kind.
- Actual cost of tuition.
- Actual cost of fees.
- Itemization of any other directly related school expenses.
- Any living expenses provided by award.
- Copy of grade report showing all courses taken.

f. **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.

Scholarship Program Points of Contact

Naval Education and Training Professional
Development Center (NETPDC)
Officer Scholarship Program Manager
(CODE N7132) Scholarship
6490 Saufley Field Road
Pensacola, FL 32509-5204
POC: (850) 473-6049 DSN 753-6049
Fax (850) 473-6067

NPS (Code 521)
Graduate Education Review Specialist
Naval Postgraduate School (Code 521)
1 University Circle, Herman Hall, Rm HEO46
Monterey, CA 93943-5033
POC:(831) 656-3325 DSN 756

Subspecialty_Validation@nps.edu