

OFFICER SCHOLARSHIP PROGRAM

Standard Operating Procedures

Navy Instructions Governing Scholarship Program

- **OPNAVINST 1520.24D – Scholarship Program**

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 Commanding Officer, NETPDC
Naval Education and Training Professional Development Center
VOLED Detachment (CODE N2A2) 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 **small square with diagonal arrow extending from it**.

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 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 N2A2) Scholarship at the address given below. NETPDC VOLED N2A2 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 NETPDC N2A2 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 N2A2.

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 NETPDC Code N2A2. 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.

e. Final Transcript – Immediately after completion of the graduate degree, have the university send N2A2 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

NETPDC VOLED (Code N2A2)

Naval Education and Training Professional
Development Center

VOLED Detachment (CODE N2A2) Scholarship

6490 Saufley Field Road

Pensacola, FL 32509-5204

POC: (850) 473-6049 DSN 753-6049

Fax (850) 473-6067

[Submit a VOLED Assistance Center help request small square with diagonal arrow extending from it](#)

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) 656-3025 DSN 756-3025

Fax (831) 656-1014

Subspecialty_Validation@nps.edu

Description of Program - Overview

Olmsted Scholar Program was established in 1960 by the Carol and George Olmsted Foundation in cooperation with DoD, Navy, Army, Air Force, and Marines to help educate officers broadly. This program was established to provide Navy with future leaders who support Secretary of Defense emphasis on developing language skills and regional cultural knowledge across the force. It also provides opportunity for naval officers to achieve fluency in a foreign language, gain a deep appreciation for foreign cultures, acquire regional expertise by living and traveling overseas, and earn a graduate degree in political science area.

The Olmsted Scholar Program provides two years of graduate study using a foreign language while providing overseas cultural and travel opportunities. Olmsted Scholars achieve fluency in a foreign language, gain a deep appreciation for foreign cultures, and acquire regional expertise by traveling and studying overseas. Olmsted Scholars routinely receive degrees for their graduate study at foreign universities.

This prestigious program is an important key to preparing young officers for future leadership roles as the Navy faces the ever-increasing challenges and complexities of today's international environment. This unique opportunity supports the Secretary of Defense's emphasis on developing language skills and regional cultural knowledge across the force. Global affairs require language proficiency and regional expertise within the Navy.

The selection process is two-fold. All eligible applicants are considered by a Navy Selection Board in the fall, and up to 12 Navy nominees are selected. The Olmsted Foundation staff then chooses the nominees they wish to interview, and the final scholars are selected by the Olmsted Board of Directors at their March meeting.

Selected Olmsted Scholars attend the Defense Language Institute (DLI) for up to a year and study the foreign language chosen by the Olmsted Foundation, unless they choose to go directly overseas and study the language in-country at a local university. Most scholars choose a combination of these two language training opportunities.

The Olmsted Foundation also chooses the city and country where the scholar will study (from a list submitted by the applicant). However, it would not assign a scholar to a location he or she did not want to go. Although it is not always possible, the foundation does its best to select one of the countries which the scholar has listed on his scholarship education preference list.

Applicants should be available to commence language training in the summer/fall of the year of selection by the Olmsted Foundation, begin study at a foreign university the following year (Scholar Year), and complete their studies two years later. The total time in the Olmsted Scholar Program, to include the language study time, cannot exceed three years.

All eligible and interested officers are urged to consider this important program and visit The George and Carol Olmsted Foundation's website at <http://www.olmstedfoundation.org/olmsted/web/>

ELIGIBILITY

<u>Code</u>	<u>Specialty</u>
111X	Surface Warfare
112X	Submarine Warfare
113X	Special Warfare (SEAL)
114X	Special Operations (EOD, Diving, Salvage)
131X	Navy Aviator (Pilot)

132X	Navy Aviator (NFO)
181X	Cryptologic Warfare
182X	Information Professional
183X	Intelligence
310X	Supply Corps Active duty regular or full-time support officer with a designator of:

Officers must have at least three years of commissioned service but not more than 11 years of total federal service as of April of the year the Olmsted Selection Board meets to make its selections

Qualifications - The Navy is looking for young leaders who display all the qualities of dedicated career officers who aspire to command for these scholarship opportunities. Qualifications include:

- Superior Scholastic Ability as demonstrated in an undergraduate transcript , GREs, DLAB, Honors Conferred, Master’s Work)
- Exceptional Military Professional Performance & Leadership Potential (Fitness Reports, Awards, Career Progression and Career Field);
- Strong desire to learn a foreign language and travel abroad is required, but having background or experience in chosen countries/ languages **IS NOT REQUIRED**;
- Understanding of & Enthusiasm for the Program(Program’s Purpose, Flexibility, Adaptability, Family Support);
- Ambassadorial Attributes – (Communication Skills, Knowledge of US Issues & History, Community Involvement);
- Career Timing Critical.

Service Obligation

- Three times the length of time the officer is overseas in the program
- Normally six years served concurrently with any other obligation
- Begins when the officer exits the program
- For Defense Language Institute (DLI) language training is one year, can be served during the scholar's time overseas.

All eligible and interested officers are urged to consider this important program and visit The George and Carol Olmsted Foundation's website at <http://www.olmstedfoundation.org/olmsted/web/> for more information.

NAVY OLMSTED SCHOLAR PROGRAM APPLICATION PROCESS

Application Deadlines for Fiscal Year 2018

FY18 Olmsted Scholar Program

Applicants should be available to commence language training in the summer/fall of 2017, begin study at a foreign university in 2018, and complete study in 2020.

Deadlines

- **Aug. 28, 2016** - applications to be received by the Navy Olmsted Scholar Program manager (NETPDC N2A2)
- **Sept. 9, 2016** - official college transcripts, DLAB score report, and GRE score report to be received by NETPDC N2A2

All applications and application correspondence should be addressed to: Commanding Officer, Naval Education and Training Professional Development Center and mailed to:

**Naval Education and Training Professional Development Center (NETPDC)
VOLUNTARY EDUCATION CODE N2A2 OLMSTED
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5204**

Navy Olmsted Scholar Program Application Process

Application Requirements:

- Defense Language Aptitude Battery (DLAB) Score Report
- Graduate Record Examination (GRE) Score Report –release code is 5806
- One Page Essay – on Why you want to be an Olmsted Scholar
- Official Transcripts If selected as a Navy nominee, you will be required to provide your class rank/standing, so it may save time to request this information when you request your transcripts
- University Preference List or List of Desired Overseas Locations – Applicants should follow the guidance given on the Olmsted website under the Scholar Program section and Overseas Studies tab.
www.olmstedfoundation.org
- Commanding Officer (CO) Endorsement Letter – in standard Navy Correspondence format
- Signed Statement from the Detailer – recommended statement is as follows: "I, Detailer Rank, Name, and Title/Code, have advised (Applicant's Name) of the potential career impact of this program."

Other Required Information

Per the sample application letter provided on this website which is a revised version of enclosure (3) of the Scholarship instruction, the following information must also be provided in the body of the applicant's request letter:

- Projected Rotation Date (PRD)
- Commissioning source and year group
- Name of each college attended
- Foreign language background/fluency, if any
- Defense Language Proficiency Test Scores (optional)
- Current work and home addresses, phone numbers and preferred email address
- See the sample application letter provided on this website for the five paragraphs that contain the required statements that must be included in your letter, or click below.
- [Sample Application Template \(PDF file\)](#)
- Additional items will be required if you are selected as an Olmsted nominee. See the Olmsted website for these additional requirements and have them ready if you are selected as an Olmsted Scholar.

REQUIRED REPORTS OF OLMSTED SCHOLARS

1. ADMINISTRATIVE REPORTS

a. Official Orders. Within 30 days of reporting overseas in the status of duty under instructions (DUINS), mail, e-mail, or fax to the NETPDC N2A2 office (see address below) a copy of your official orders with

your overseas POC information. Your POC information should include your current mailing address, e-mail address (es) and commercial phone number (DSN if available) where contact may be made or messages directed. You are required to advise NETPDC N2A2 immediately of any further changes to the POC info.

b. If circumstances arise (i.e. academic problems or hospitalization) which may delay successful completion of your degree, advise NETPDC N2A2, via the command to which you report.

2. FINANCIAL REPORT. Upon completion of each academic term or at least annually, submit an accountability statement of the expenditure of scholarship funds to NETPDC N2A2 and include the information in "a" through "f" below. If the financial report you submit to the Foundation addresses all of these issues, a copy of that report may be submitted to NETPDC N2A2 in lieu of completing a separate report.

- a. Benefits received from scholarship in cash or in kind
- b. Actual cost of tuition
- c. Actual cost of fees.
- d. Itemization of any directly related school expenses.
- e. Travel and language study expenses.
- f. Living expenses, if provided by award.

3. ACADEMIC REPORTS

a. Grade Report. Upon completion of each academic term or at least annually, submit to NETPDC N2A2 a grade report/unofficial transcript or an evaluation of academic progress with a translation in English.

b. Any program or university changes must be approved by the Olmsted Foundation and verification of this approval must be received and approved by NETPDC N2A2 prior to the execution of any change.

c. Official Transcript. Within 30 days of the completion of your graduate degree or your return from overseas, an official transcript (with an English translation) must be sent to NETPDC N2A2 from the university indicating degree completion or all coursework completed. Should the university not provide a translation into English, you are responsible for providing this translation to NETPDC N2A2.

Failure to provide any of these reports may result in administrative actions.

N2A2 ADDRESS AND PHONE NUMBERS

Naval Education and Training Professional Development Center (NETPDC)

Voluntary Education Detachment (Code N2A2) Olmsted

6490 Saufley Field Road

Pensacola, FL 32509-5204

(850) 473-6064/ DSN 753-6064/ email elise.mcguire@navy.mil; DSN 753-6064

FAX (850) 473-6066 or DSN 753-6066

CONTACTS:

Applicants

- Navy Olmsted Program Manager (NETPDC N2A2) at (850) 473-6064
DSN 753-6064/ Email to elise.mcguire@navy.mil

- The George and Carol Olmsted Foundation – www.olmstedfoundation.org

Current Scholars

- Navy Olmsted Program Manager (NETPDC N2A2) at (850) 473-6064
DSN 753-6064/ Email to elise.mcguire@navy.mil
- Graduate Placement Officer (PERS 440B)
(901) 874-4056/ DSN 922-4056
- Overseas Student Manager (NETC N527)
(850) 452-3971 OR DSN 922-3971
- The George and Carol Olmsted Foundation
1-877-656-7833

FREQUENTLY ASKED QUESTIONS

Q: I already have a master's degree. Does this make me ineligible?

A: No, you are still eligible even if you already have a graduate degree.

Q: How does an officer arrange a Defense Language Aptitude Battery (DLAB)?

A: DLAB testing can be arranged through your command, usually by your command's Education Services Officer (ESO). DLAB testing information can be obtained by your command from:

-Commanding officer

Center for Information Dominance (CLREC-NFLTO Code N01L)

Pensacola FL 32511-5138

- (850)452.652 or DSN 459-6529 or send an email to languagetesting@navy.mil

Q: If I already took the DLAB, but I do not have a copy of my score report, what can I do?

A: Contact - (850)452.652 or DSN 459-6529 or send an email to languagetesting@navy.mil

Q: How can I find information on the Graduate Record Examination (GRE)?

A: At the GRE website at www.ets.org/gre

Q: What should I do if I receive a FITREP between when I apply and when either of the selection boards meet?

A: Submit it to the Navy Olmsted Scholar Program manager (NETPDC N2A2) for inclusion in your application package.

Q: How do I submit addendum items after the deadlines have passed?

A: Follow the directions on the Navy Personnel Command (NPC) website at <http://www.npc.navy.mil> for submitting correspondence to a selection board. Select the Boards tab, next General Board Info, and then Promotion Board Correspondence. The directions are the same for administrative boards as promotion or statutory boards.

Q: Why does the Olmsted Foundation website mention required items that are not listed in the NAVADMIN, instruction, or in the sample application letter?

A: If you are selected as an Olmsted nominee by the Navy Olmsted Selection Board, you will be required to submit additional items and information within a week of your selection, but this information should not be sent until you have been notified of your selection as a Navy Olmsted nominee.

Q: How many officers may be selected to the program each year?

A: The Olmsted Foundation selects officers from the Army, Navy, Marine Corps, and Air Force. The Navy Selection Board may select up to 12 Navy nominees whose packages will be forwarded to the Olmsted Board of Directors for consideration. The Olmsted Foundation may select up to 10 Navy Olmsted Scholars, but historically has only selected around five Navy officers to participate.

Q: Where can I find guidance on compiling my University Preference List?

A: This information is normally found on the Olmsted Foundation website at www.olmstedfoundation.org under the overseas study section. However, the Olmsted website is undergoing reconstruction, and the Foundation is unsure when this section will be completed. In the meantime, if you will email the Navy Olmsted Scholar Manager, she will provide you with this guidance.