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NAVADMIN 243/17

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SUBJ/VOLUNTARY EDUCATION PROGRAM UPDATES//

REF/A/MSG/ CNO WASHINGTON DC/301201ZSEP16//
REF/B/DOC/NETC/20JAN11//
REF/C/DOC/DOD/7JUL14//
REF/D/DOC/OPNAV/4MAR08//
REF/E/DOC/DOD/3DEC15/NOTAL//
NARR/REF A IS NAVADMIN 219/16, VOLUNTARY EDUCATION/NAVY COLLEGE PROGRAM
TRANSFORMATION.
REF B IS NETCINST 1560.3, NAVY VOLUNTARY EDUCATION PROGRAMS.
REF C IS DODINST 1322.25, VOLUNTARY EDUCATION PROGRAMS.  REF D IS OPNAVINST
1560.9A, VOLUNTARY EDUCATION (VOLED) FOR NAVY SAILORS.
REF E IS DOD MEMORANDUM, PARTICIPATION BY EDUCATIONAL INSTITUTIONS IN MORALE,
WELFARE, AND RECREATION COMMERCIAL SPONSORSHIP AND ADVERTISING PROGRAMS.//

RMKS/1.  This NAVADMIN announces more improvements to the Navy Voluntary
Education (VOLED)/Navy College Program (NCP) through our transformation
efforts announced in reference (a).  Effective 1 October 2017, Navy College
Program for Afloat College Education (NCPACE) Distance Learning (DL) will
expand to provide Sailors greater opportunity with more academic
institutions.  To offer this amazing opportunity to our Sailors, this message
outlines changes to policy and procedures for Sailors listed in reference (b)
including the requirements to be approved to participate.  This message also
outlines changes to VOLED support to commands and installations. The most
current information is available on NCP Mobile App or website, which Sailors
may access at My Navy Portal at http://my.navy.mil/career-resources.html.

2.  NCPACE Updates.
    a.  With this update, NCPACE will more closely resemble Tuition
Assistance (TA) by allowing for individual enrollment without the need for a
command established program, providing greater flexibility to eligible
Sailors assigned to type two and type four unit identification codes.  NCPACE
DL self-contained courses will be available at anytime, anywhere, vice
previously only being available during a command sponsored program.  Sailors
will now have more control in their pursuit of higher education goals.
Sailors may enroll using the new NCPACE DL application process available in
the My Education Application module.  The following policy changes apply:
        (1) All NCPACE DL courses will be funded at the same rate authorized
for TA courses in line with reference (c).  The current Department of Defense
(DoD) funding limit for undergraduate and graduate courses is 250 dollars per
semester hour (SH) or equivalent.  Sailors choosing courses exceeding this
cap are responsible for the cost difference.
        (2) Sailors can receive funding for up to 16 SH or equivalent, per
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fiscal year (FY), through TA, NCPACE, or any combination thereof.

(3) NCPACE DL courses will require the same grade attainment as TA, C or better for undergraduate courses, and a B or better for graduate courses. As directed in reference (c), reimbursement will be required from service members not attaining these grades. NCPACE and TA grade point averages will be combined. Sailors must maintain a combined 2.0 or higher grade point average or be required to receive additional counseling by a NCP counselor to resume NCPACE or TA funding.

(4) Deploying Sailors are highly encouraged to obtain their course materials prior to deploying. Contractors will no longer deliver NCPACE DL course materials.

(5) Sailors who enroll in NCPACE DL courses which require a proctored exam will utilize their command educational services officer or command designated representative as the proctor.

b. NCPACE Instructor Lead (IL) Program will continue to operate with contractor support. The following changes, effective 1 October 2017, will provide commanding officers (CO) more control over ordering and providing courses to their Sailors.

(1) Commands will no longer be restricted to face-to-face support by NCP and contract personnel to initiate an NCPACE IL program. NCPACE command coordinators, identified by the command, will utilize resources at the NCPACE section of the NCP website to select courses, pre-register Sailors and order courses.

(2) Services such as crew briefs and NCPACE command coordinator training will be provided in automated tools available on the NCP website under the NCPACE tab.

3. Course Funding Requirements.

a. First-time TA or NCPACE users must complete prerequisite training listed on the NCP website prior to funding approval. These requirements supersede requirements published in reference (a).

b. For each level of educational or academic pursuit (certificate, associate, bachelor, or master) funded by TA or NCPACE that begins on or after 1 October 2017 Sailors must:

(1) Receive academic counseling from a Navy College Virtual Education Center (NCVEC) or overseas Navy College Office (NCO) counselor at least once per level of pursuit. Counseling must occur before submitting official education plan in line with subparagraph (3) below. Sailors can schedule appointments via the online appointment scheduling tool on the NCP website.

(2) Submit, at a minimum, an unofficial education plan to the My Education record of the Sailor before enrolling in any classes. Example: Degree template from academic institution (AI) website that lists course(s) Sailor desires to take.

(3) Following counseling by an NCVEC or overseas NCO counselor, submit an official education plan or service member Opportunity College Agreement to the My Education record of the Sailor within the first nine SH, or equivalent, of instruction. This is the degree plan agreed to between the Sailor and the AI.

(4) NCPACE IL command coordinators will ensure IL participants on the command roster meet these requirements.

c. Improved technology now allows Sailors the opportunity to receive automated approval of TA and NCPACE DL requests for AIs who have uploaded their catalog of applicable courses into the AI module of the Navy College Management Information System provided Sailor:

(1) Meets the funding eligibility requirements in line with reference (d).

(2) Completes funding prerequisites in subparagraphs 3a, 3b(1) and 3b(3).

(3) Selects courses from the AI catalog that are on the Sailors official education plan, when submitting TA application.

        (4) Has not reached the 16 SH or equivalent FY cap.
        (5) Receives command approval of WebTA or NCPACE DL application
between 120 and 14 days preceding the course start date.
    d. Efficiencies gained through NCPACE and TA automation have rendered
the Navy College Program Distance Learning Partnership obsolete and it is
hereby canceled.

4. Installation support, AI installation access and monitoring, and testing.
    a. On base education programs. In Continental United States (CONUS) NCP
region advisors and installation COs will work together to select AIs to
provide on-base education programs in line with established policy and
guidelines.
    b. AI installation access and monitoring.
        (1) References (c) and (e) detail DoD requirements for AI access to
DoD installations.
        (2) Installation policy and procedures are posted in the AI section
of the NCP website, which can be accessed at My Navy Portal at
http://my.navy.mil/career-resources.html.
    c. Testing.
        (1) College Level Exam Program and Defense Activity for Non-
Traditional Education Services (DANTES) Subject Standardized Tests will
continue to be administered at National Test Centers currently operated on
Navy installations. Sailors desiring these or additional exams must follow
the funding and reimbursement instructions provided on the DANTES website at
www.dantes.doded.mil/examinations.
        (2) Outside the Continental United States, Defense Language Aptitude
Battery (DLAB) and Defense Language Proficiency Testing (DLPT) will be
offered by NCOs and other supporting naval commands. CONUS DLAB and DLPT
administration have transitioned to the Center for Information Warfare
Training (CIWT). CIWT offers tests at six primary Navy Language Testing
Offices located in San Diego, Norfolk, Everett, Jacksonville, Groton, and
Pensacola. For additional information, please log onto My Navy Portal and
then navigate to: https://www.mnp.navy.mil/group/information-warfare-
training/nflto For assistance with scheduling a CONUS language test at one of
the six Navy Language Testing Offices, please contact the testing
office.

5. Points of contact:
    a. Mr. Jim Johnson, OPNAV N127, who can be reached at (703) 604-5256/DSN
664 or via e-mail at james.p.johnson(at)navy.mil.
    b. Mr. Tom Smith, NETC N52, who can be reached at (850) 452-7271/DSN 459
or via e-mail at thomas.a.smith4(at)navy.mil.
    c. LCDR Nick Turner, NETPDC N2, who can be reached at (850) 452-6045/DSN
473 or via e-mail at nick.turner(at)navy.mil.
    d. NCVEC: Monday-Friday, 0700-1900 Eastern Time, DSN 492-4684 or
(877)838-1659 or www.navycollege.navy.mil.
    e. Mr. Darrin L. Williams, CIWT Navy Foreign Language Testing Office,
who can be reached at (850) 452-4579/DSN 473 or via e-mail at
darrin.williams(at)navy.mil.
    f. CIWT_CRRY_Lang_Testing_Pensacola(at)navy.mil
    g. CIWT_CRRY_Lang_Testing_Jacksonville(at)navy.mil
    h. CIWT_CRRY_Lang_Testing_Norfolk(at)navy.mil
    i. CIWT_CRRY_Lang_Testing_Groton(at)navy.mil
    j. CIWT_CRRY_Lang_Testing_Everett(at)navy.mil
    k. CIWT_CRRY_Lang_Testing_San_Diego(at)navy.mil

6. This NAVADMIN will remain in effect until superseded or canceled,
whichever occurs first.

7. Released by Vice Admiral R. P. Burke, N1.//

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