

SAMPLE

Date

From: Officer's Name
To: Superintendent, Naval Postgraduate School, Code 031A
Via: Center for Personal Development, Voluntary Education Detachment, ATTN:
GEV Program, Pensacola, FL 32509

Subj: REQUEST FOR CURRICULA APPROVAL FOR GEV PROGRAM

Encl: (1) Proposed Curriculum Plan and Course Descriptions

1. Enclosure (1) is forwarded for your review/approval to determine if my program will satisfy the Navy's subspecialty code.

2. Description of proposed courses I intend to complete under the GEV Program are provided in enclosure (1).

3. The following pertinent information is provided:

- a. Name of college/university I will attend:
- b. Proposed Program of study (i.e. MBA-Finance)
- c. Date I will start studies:
- d. Date I will complete studies:
- e. Command UIC:
- f. Duty telephone number(s): (commercial/DSN)
- g. Home telephone number:
- h. Home mailing address:
- i. Email address (s): (work)
(home)

Officer Signature

Enclosure (1)