

GEV FORMS

As a selectee, you will be required to submit the following documents to the GEV Program Office in order for your graduate program to be approved once you are selected. These either can be scanned and emailed (<mailto:marjoriette.dilworth@navy.mil>), faxed to the GEV Program Office (850-452-1272, DSN 922-1272) or mailed to Center for Personal and Professional Development (CPPD), Voluntary Education Detachment, ATTN: GEV, 6490 Saufley Field Road, Pensacola, FL 32509.

1. Education Plan (EP) and Instructions

The education plan for the officer's graduate education is the basis by which the program is evaluated for a subspecialty code and must be filled out in its entirety from the beginning of the program to the conclusion. The EP must include all previously completed classes. If there is a need to substitute a class on the EP, you will need to fax or email the GEV Program Office a revised EP with the substitution indicated with an asterisk and course descriptions for each addition. The officer's advisor at the school must sign the form. A form without the advisor's signature is not acceptable.

All travel related to your GEV participation must be included in the **comments section on the last page** of the EP so that it can be included in the budget process. Without this documentation, the travel authorization requests may not be approved. The officer will need to include the number of times he will travel and the approximate (estimated) costs involved. Approximately two months prior to the travel, the officer will need to go to the GEV Travel page and follow the procedures for having travel approved.

2. Course Descriptions

Required is a brief description of the content of the classes the officer will be taking. The information can usually be found on the university website or in the course catalog, which can be cut and pasted. No special formatting is required. An officer's program/EP will not be submitted to a NPS sponsor without content descriptions.

Note: The descriptions need to be legible, and simply forwarding links to the university web site in order to fulfill the Course Description requirements is not sufficient and will delay the approval process.

3. Request for Curriculum Approval

The cover letter that the officer will submit with the required documents is used to provide additional information relating to the program (such as number of units waived by the university for Nuclear Power School, TPS, etc.).

4. Undergraduate transcripts

This transcript will be used by NPS for assigning a subspecialty code and does not need to be an official copy. If you have already started your graduate studies, please submit an official copy of your graduate transcript.

5. GEV Funding Documents

The following documents will be used for processing the officer's tuition requests through the Navy College Office (NCO) and reimbursements through the GEV accounting office.

GEV Funding Application (for tuition payments)

This form is used to apply and receive a Tuition Voucher through the local Navy College Office (NCO). This form is submitted along with an approved Education Plan. See the SOP for additional guidance on approved courses for GEV funding.

SF-1164 (for reimbursements)

This form is located on the GEV website. All claims must be sent via regular mail with the original copies and original receipts, signed by the student. Faxed copies are not acceptable. The officer must ensure that their home address is filled in completely.

Once the GEV Program Office has received the SF-1164, it could take up to 6 weeks before the officer will actually see the money. It takes approximately one week for the GEV Program Office to process the claim, and DFAS can take up to 30 days to make the actual payment. To check the status of any reimbursements or tuition payments, call 850-452-1001 ext 2247 or DSN 922-1001 ext 2247.

For complete instructions and a list of authorized expenses, see the GEV SOP.

NOTE: The Navy College Office (NCO) is not involved in the process of reimbursements. Textbook and class reimbursements are handled through the GEV Program Office, as referenced in the GEV SOP. For those needing to take the GMAT or GRE exams, the process for getting this paid can be found on the DANTES website.

INITIAL EDUCATION PLAN PACKAGE CHECKLIST

	<p>CURRICULUM APPROVAL LETTER (https://www.navycollege.navy.mil/gev/documents/welcome/curr_appr_ltr.pdf)</p>
	<p>EDUCATION PLAN WITH ADVISOR AND PARTICIPANT SIGNATURES (https://www.navycollege.navy.mil/gev/documents/welcome/gev_ed_plan.doc) (https://www.navycollege.navy.mil/gev/documents/welcome/gev_ed_plan.pdf)</p>
	<p>COURSE DESCRIPTIONS</p>
	<p>TRANSCRIPTS (UNDERGRADUATE AND GRADUATE IF NECESSARY)</p>