



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
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From: Commander, Naval Education and Training Command

Subj: EXECUTION GUIDELINES FOR THE MANAGEMENT OF OFF-DUTY
VOLUNTARY EDUCATION PROGRAMS

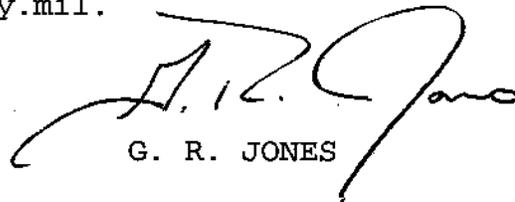
Ref: (a) CNO WASHINGTON DC 251315Z JUN 07 (NAVADMIN 161/07),
Education Priorities and Management of Off-Duty
Voluntary Education
(b) OPNAVINST 1560.9, Navy Voluntary Education Program
(Navy Campus)
(c) CNETINST 1560.3D, Navy Voluntary Education Programs

Encl: (1) Standard Operating Procedures and Waiver Criteria

1. Reference (a) outlines the Navy's new policy and management controls for tuition assistance and NCPACE. Command leadership and the Center for Personal and Professional Development are key to the effective implementation of these policies.

2. As directed by reference (a), enclosure (1) provides clarification, guidelines, and waiver criteria and will remain in effect until revisions to references (b) and (c) have been issued.

3. Additional questions and comments may be directed to ETCM(SW) Thomas A. Smith, NETC N725, (850) 452-7271/DSN 922-7271, or e-mail thomas.a.smith4@navy.mil.


G. R. JONES

Distribution:
Navy College Offices

STANDARD OPERATING PROCEDURES AND WAIVER CRITERIA

A. INTRODUCTION. NAVADMIN 161/07, Education Priorities and Management of Off-Duty Voluntary Education Programs, outlined the Navy's new policy for managing Tuition Assistance (TA) and Navy College Program Afloat (NCPACE). In support of NAVADMIN 161/07, the following Standard Operating Procedures and waiver criteria will be followed by the Navy College Offices (NCOs) to ensure standardized policy execution.

B. ROLES AND RESPONSIBILITIES OF A NAVY COLLEGE OFFICE. The Center for Personal and Professional Development (CPPD) will ensure NCOs execute these procedures and, as appropriate, work in conjunction with the Sailor's command leadership to establish a screening process that ensures compliance with the policies set forth in NAVADMIN 161/07. NCOs shall validate that Sailors who request TA or NCPACE meet the academic requirements. NCOs shall:

1. Ensure Sailors have an education plan approved by the academic institution before TA/NCPACE is authorized for more than five courses. Education plans can take on different formats but, at a minimum, must list the academic credit earned through military experience and training, academic credit that may be earned through college level examination, and courses required to complete a specific degree. Education plans shall be signed by the Sailor and the academic institution.

2. Authorize funding for only those courses identified in the education plan.

3. Approve TA/NCPACE for foreign language courses provided they are in the Sailor's education plan. Authority to fund foreign language courses outside an approved education plan has not been granted by SECNAV.

4. Ensure only courses with academic credit from either a regionally or nationally accredited institution are approved.

5. Disapprove requests for funding to support continuing education units (CEUs). CEUs are awarded for non-credit courses and are different from contact hours for semester/quarter credits. CEUs do not transfer from one academic institution to another and do not meet criteria prescribed by institutional accrediting agencies. CEUs are not the same as clock hours for vocational-technical degrees.

6. Ensure funding is not authorized for degrees earned at the same or lower level for education plans approved after December 2005. The following exceptions apply:

a. Sailors who enter the Navy with a degree are not precluded from using TA/NCPACE. TA and NCPACE may be used for the first associate, bachelors, masters, professional, or doctoral degree. Once a degree at any level has been earned using Navy funding (NROTC, USNA, TA, NCPACE, Naval Postgraduate School; Naval War College, Graduate Education Voucher, Advanced Education Voucher, scholarships, grants), TA/NCPACE will not be authorized to fund an additional degree at the same level or lower level.

b. Sailors who elected to complete a rating related degree in support of the Enlisted Education requirements will not be funded for another degree at the same level. However, prerequisite and lower level courses required to satisfy requirements for a higher level degree may be approved provided they are part of the Sailor's education plan.

c. Sailors holding degrees from foreign institutions not accredited by accrediting bodies recognized by the U.S. Department of Education may receive TA/NCPACE funding for a degree at the same level or higher.

d. Officers who change designators may be authorized TA/NCPACE to earn an additional degree at the master's level, provided the degree is related to the new designator and is required to make the officer competitive for promotion. For all instances where officers request approval to use TA/NCPACE due to a change in designator, endorsement from the community manager is required.

7. Ensure Sailors do not combine funding for the Advanced Education Voucher (AEV) or Graduate Education Voucher (GEV) with TA.

C. ROLES AND RESPONSIBILITIES OF COMMANDING OFFICERS AND OFFICERS IN CHARGE. Commanding officers (COs) and officers in charge (OICs) are responsible for ensuring compliance with the professional and career development policies contained in NAVADMIN 161/07. COs and OICs will ensure the following before approving requests for TA/NCPACE.

1. Sailors must have taken and received a passing score on their advancement exam during the most recent completed exam cycle. COs and OICs may authorize waivers for Sailors who are unable to take the exam for legitimate causes, such as working outside their rating, operational commitments, or other command-sanctioned reasons.

2. Sailors must successfully pass the most recent Physical Fitness Assessment (PFA).

3. Sailors must not have been awarded NJP or courts-martial punishment in the previous six months and must be recommended on their most recent evaluation/fitness report for promotion or advancement.

4. The one-year service requirement for Enlisted Sailors is determined by the academic institution's semester/quarter start date.

5. All Sailors must be able to complete the course prior to separation from active duty.

6. Enlisted Sailors who have 19 or more years of active duty service, who have an approved education plan and are otherwise fully qualified, may continue to be authorized TA/NCPACE.

7. Enlisted Sailors under 19 years time in service, who are otherwise fully qualified for TA or NCPACE, may execute a one-time conditional extension per enlistment contract for the purpose of continuing their education. The extension must be long enough to cover the one-year time in service requirement, and will be subsequent to any existing extension. Executing this one-time extension does not automatically preclude a Sailor from receiving a Selective Reenlistment Bonus (SRB); however, it will affect the Sailor's SRB eligibility and/or amount if it becomes operative. Conditional extensions for SRB eligible Sailors must be approved by PERS-811. COs/OICs are authorized to approve all others. All Sailors who require a High Year Tenure (HYT) waiver in order to sign a conditional extension, which exceeds the HYT for their grade, must obtain approval from PERS 823 prior to the CO/OIC approving the conditional extension. The NAVPERS 1306/7 requesting a HYT waiver must be endorsed by the CO/OIC.

8. Enlisted Reserves on active duty 120 consecutive days or longer may be authorized TA/NCPACE if they can complete the course while on active duty and have at least one year remaining on their Selective Reserve enlistment contract or commit to reenlist or extend before enrolling in the course.

9. The one-year time in service requirement may be waived for enlisted Sailors who have completed an Individual Augmentation tour in a designated combat zone within the last 12 months, provided they are otherwise fully qualified, have an approved education plan, and can complete the courses while on active duty.

10. Service obligation for officers is required by law and is not waivable. Requests for TA/NCPACE should only be sent to the NCO if the officer agrees in writing to the service obligation.

11. The following clarification is provided for Sailors in initial skills training or duty under instruction.

a. This policy does not apply to senior enlisted personnel assigned to the Army's Sergeant Major's Academy if the requirements to graduate from the Academy include completion of college courses during off-duty hours.

b. Sailors may be authorized TA while awaiting instruction in initial skills training, provided the course can be completed before the training starts.

12. Sailors' progress toward completion of required warfare/professional qualifications should be a determining factor when approving or disapproving TA/NCPACE. Sailors should demonstrate satisfactory progress toward timely completion of warfare/professional qualifications and the ability to assume the additional challenge of an academic program. When a request is disapproved, a plan will be developed that defines steps which, when complete, may lead to approval of TA/NCPACE. Warfare qualifications affect sea-going Sailors; however, there are some shore duty professional qualifications that should be met as well. These include, for example, General Military Training and Leadership Courses.

C. ADDITIONAL WAIVER PROCESS

1. CPPD will continue to approve/disapprove requests for waivers to the 16 semester hour policy.

2. Requests for waivers not specifically addressed above will be made via the chain of command to NETC (N7) for resolution.