



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 1520.32A
N131
27 Apr 07

OPNAV INSTRUCTION 1520.32A

From: Chief of Naval Operations

Subj: SECRETARY OF THE NAVY FELLOWSHIP IN OCEANOGRAPHY

1. Purpose. To announce the policy and procedural guidance governing selection and assignment of naval officers for the Secretary of the Navy Fellowship in Oceanography. This instruction is a complete revision and should be read in its entirety.
2. Cancellation. OPNAVINST 1520.32.
3. Background. As part of the Navy's policy on oceanography, and in order to maintain a pool of qualified researchers in oceanography, Secretary of the Navy directed Chief of Naval Research (CNR) to establish a fellowship program in Ocean Sciences. These Oceanography Fellowships will be offered based on projected Operational Oceanography 6402D subspecialty requirements as determined by the Navy graduate education plan. When available, at least one fellowship per year will be given to a naval officer of the Unrestricted Line (URL) or Restricted Line (RL) (particularly Oceanography (1800) designators) for up to three years of study at an institution in the U.S. These fellowships provide the opportunity for selected officers with demonstrated leadership potential and high academic qualifications to pursue doctoral studies leading to the 6402D subspecialty code in Operational Oceanography.
4. Policy
 - a. Naval officers must carry a full academic load, including summer sessions, as defined by the institutions where they are enrolled. Study will be at any accredited institution in the U.S., including the Naval Postgraduate School. Degree requirements will be completed in the shortest possible time. Course work must fulfill the educational skill requirements (ESR) for the 6402D subspecialty. Acceptance of teaching or research

assistantships are not permitted under this program except if required in connection with academic development. **Naval** officers will begin study by the fall semester after selection. Normally, participation will be limited to not more than three academic years. Extensions to this program are strongly discouraged, but can be accomplished only if Chief of Naval Operations agrees through administrative board action conducted by Commander, Navy Personnel Command (COMNAVPERSCOM).

b. Participants in this program will receive regular pay and allowances and will be entitled to permanent change of station (PCS) costs if necessary. All tuition and fees will be paid by Office of Naval Research (ONR). Reimbursable expenses will be paid to the participant by ONR through its contractor for the program upon submission of SF 1164 (Claim for Reimbursement for Expenditures on Official Business), substantiated by appropriate receipts. Reimbursable expenses include pre-registration and registration fees, application fees, laboratory fees, computer usage fees, thesis costs, health fees, cap and gown rentals, graduation, and diploma fees.

c. As a condition of participating in this program, officers shall execute an agreement to remain on active duty for a period equal to three times the length of education up to a maximum obligation of five years. This obligation is discharged concurrently with any other service obligation. Such an agreement does not obligate the Navy to retain the member on active duty.

5. Eligibility. Active duty naval officers from the URL and RL designators in grades O-3 and O-4 who meet eligibility criteria normally may apply for this program. Eligibility in some fiscal years may be limited to officers of the 1800 designator due to subspecialty billet education requirements. Officers who have previously received Navy-funded graduate level education leading to a subspecialty unrelated to oceanography are ineligible. This fellowship is designed to support study in areas of oceanography, meteorology, and hydrography by officers who have demonstrated distinguished performance, noteworthy leadership abilities, academic prowess, and clear potential for professional growth.

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6. Application Procedures

a. Individuals who already hold master's degrees in oceanography areas, meet the qualifications designated in this instruction, and desire to compete for Secretary of the Navy Fellowships in Oceanography are invited to submit letters of application via their commanding officers to:

Commander, Navy Personnel Command (PERS-440B)
5720 Integrity Drive
Millington, TN 38055

A copy of the letter of application will also be sent to:

Oceanographer of the Navy (CNO-N84)
U.S. Naval Observatory, Bldg 1
3450 Massachusetts Ave NW
Washington, DC 20390-5421

Officers should also indicate their desire for selection in the remarks section of Officer Preference and Personal Information Card. Applications and test scores will be due to COMNAVPERSCOM (PERS-440B) as directed by this program's corresponding annual NAVADMIN. Applications will include the following information:

(1) Graduate Record Examination (GRE) scores. Applicants must submit GRE General Test scores (not more than five years old) to COMNAVPERSCOM. COMNAVPERSCOM will not process letters of application for which scores are not available. Additionally, officers must ensure they meet the test requirements of the educational institution to which they plan to apply. Information on dates, locations, and registration procedures may be obtained by writing to:

Graduate Record Examination
Educational Testing Service (CN-6004)
Princeton, NJ 08541-6004

(2) Projected rotation dates.

(3) An outline including the proposed institution and education program, degree objective, major field of study, and

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area of research/thesis development. Applicants must have contacted the Office of the Oceanographer of the Navy (CNO-N84) for guidance needed to provide this information. Applicants also must have applied or be in the process of applying for acceptance to an accredited institution.

(4) Official transcripts of master's level studies.

b. Letters of application which do not contain complete information will not be processed. Complete letters of application and enclosures will be reviewed by an administrative selection board at COMNAVPERSCOM (PERS-440B). Finalists will be invited to submit formal applications to ONR. They will be contacted by COMNAVPERSCOM (PERS-440B) and will receive application packages in the mail.

c. A complete formal ONR Fellowship Application provided by COMNAVPERSCOM (PERS-440B) must be submitted to qualify applicants for consideration by ONR. A complete Fellowship Application consists of the following:

- (1) Master Personal Information.
- (2) Transcripts.
- (3) Three letters of recommendation.
- (4) GRE results (General Test only).

Only the applications of individuals who have been invited through COMNAVPERSCOM to apply will be processed.

7. Selection Summary and Assignment

a. COMNAVPERSCOM, or Office of the Oceanographer of the Navy (CNO-N84), will notify individuals who will be authorized to submit formal applications to ONR. ONR will then select those individuals to whom it will offer a fellowship. If more than one naval officer is offered a fellowship, the Office of the Oceanographer of the Navy (CNO-N84) will determine how many and which officers ONR will accept. Determination will be based on the educational requirements for validated subspecialty code billets.

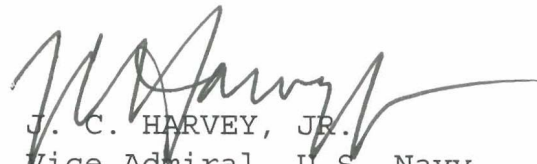
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b. Once selected for a Secretary of the Navy Fellowship in Oceanography, assignments to duty under instruction will be based on continued outstanding professional performance and availability for assignment. The selectees will be responsible for notifying COMNAVPERSCOM, Oceanographer of the Navy (CNO-N84), and ONR of final acceptance at an educational institution so orders may be issued for the officer's studies.

8. Forms and Reports

a. A Standard Form 1164 is available for download from the GSA Forms WEB site at <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=SF>. A NAVPERS 1301/1 (Officer Preference and Personal Information Card: S/N 0106LF0130109) can be ordered from Navy Forms Online at <https://forms.daps.dla.mil/>.

b. The reports required by this instruction are exempt from reports control per SECNAV M-5210.1 of December 2005.



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