

DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 1520.23B
OP-114
1 October 1991

OPNAV INSTRUCTION 1520.23B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: GRADUATE EDUCATION

Ref: (a) DOD Directive 1322.10 of 31 Aug 1990 (NOTAL)
(b) OPNAVINST 5450.210B (NOTAL)
(c) OPNAVINST 1000.16G
(d) NAVPERS 15839G (NOTAL)
(e) Naval Postgraduate School Catalog
(f) OPNAVINST 1520.30
R) (g) OPNAVINST 1780.3
(h) OPNAVINST 1520.18D (NOTAL)
(i) MILPERSMAN 1820140

Encl: (1) Guidelines for Doctoral Study
(2) Standard Procedures for Administering the Graduate Education Program
(3) Criteria for Selecting Civilian Institutions
(4) Navy Fully-Funded Graduate Education at Civilian Institutions

1. **Purpose.** To provide information, policy and procedural guidance for the Navy's graduate education program.

2. **Cancellation.** OPNAVINST 1520.23A.

3. **Background.** References (a) and (b) outline the Navy's need for officers educated beyond the baccalaureate level and provide guidance on their effective utilization. While this education mainly supports requirements for officers with specific subspecialty skills, it also benefits both the Navy and the individual by:
R) (a) encouraging higher levels of professional knowledge and technical competence; (b) providing incentives for recruitment and retention of personnel with ability, dedication, and

capacity for growth; and (c) recognizing educational aspirations of individuals. Officer personnel who attend graduate school full time under any partially or fully funded program of 26 weeks or more are considered funded. Funded graduate programs are limited to providing sufficient officers with subspecialties to fill validated billet requirements. All naval personnel, however, are encouraged to pursue educational development through voluntary education programs or the Navy Campus using Tuition Assistance (TA) or federal educational benefit programs like the Montgomery GI Bill. Under the fully-funded program, officers attend school full-time, receive all pay and benefits, with tuition paid by the Navy. Officers may pursue fully-funded graduate education at the Naval Postgraduate School (NAVPGSCOL), Monterey, CA and selected Department of Defense (DOD) and civilian institutions (CIVINS). Officers enrolled in full-time, non-funded programs attend school full-time and receive full pay and benefits; tuition, however, is paid by the individual or by a non-Navy funded scholarship.

4. Policy

a. The Navy's graduate education program supports fleet and shore establishment requirements for specialized education beyond the baccalaureate level. This education is directed toward filling current and future Navy needs in operational, technical and managerial areas in concert with the Officer Subspecialty System outlined in reference (c), Chapters 4 and 6, and Volume I, Part B, of reference (d).

b. Officers are educated to the graduate level specified by sponsors for optimum performance of duty in the particular subspecialty area. The subspecialty codes associated with distinct fields, the concept of subspecialization, and the criteria for identifying subspecialty officers and billets are delineated in reference (c) and Volume I, Part B of reference (d).



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c. The Graduate Education Review Group (GERG) will provide annual review of graduate education issues. A Graduate Education Review Board (GERB), acting as the Board of Trustees for the Naval Postgraduate School, will provide policy guidance and direction, long range goals and objectives, and resource oversight for the fully-funded graduate education program. The GERG and GERB will meet annually in the fall timeframe. The composition of both groups follows reference (c).

d. Selection Procedures

(1) Chief of Naval Personnel will convene annual Graduate Education Selection Boards. Selection for Navy funded graduate education will be based on academic capability, outstanding professional performance, promotion potential and a strong educational background.

(2) The Graduate Education Selection Board is held concurrently with Lieutenant (LT) and Lieutenant Commander (LCDR) selection boards each year.

(3) Officers not selected by Graduate Education Selection Boards may be administratively nominated by their respective assignment officers.

(4) Documented academic performance in voluntary education programs offered by CIVINS will enhance officers' opportunity for selection.

(5) Participation in this program is limited to one graduate curriculum. Officers who have earned a master's degree on their own, which does not lead to a Navy subspecialty code, will be considered automatically by Graduate Education Selection Boards with their year groups. If selected, they will be eligible for assignment to funded graduate education based on actual billet requirements. Officers who have earned a master's degree on their own which

does lead to a Navy subspecialty may request consideration to pursue another subspecialty under the funded program. If selected, they will be eligible for assignment to funded graduate education based on actual billet requirements.

e. Obligated Service. Officers attending a graduate education program while on active duty will agree that, upon completion or termination of the education program, they will obligate themselves to serve on active duty:

(1) A period three times the length of education through the first year.

(2) 1 month for each month thereafter.

(3) This obligation to be served consecutively with other obligated service incurred before entering the graduate program (except for officers in receipt of either a scholarship, grant or fellowship in which case the obligated service incurred before entering the graduate program can be served concurrently).

f. Utilization

(1) Officers who have received Navy funded graduate education will serve one tour in a validated subspecialty position as soon as possible but not later than the second tour following graduation. Exceptions must be approved by Chief of Naval Personnel (CHNAVPERS), (Pers-4). This policy will not be waived for personal preference.

(2) These officers will serve in as many positions in related subspecialty billets as Navy requirements and career development permit.

(3) Officers receiving graduate degrees and graduate level subspecialty codes through other-than-funded programs will be utilized whenever possible to fill validated requirements. Assignment is based on the same criteria used for officers completing funded education.

5. Scope of Graduate Education Program

a. Master's Level Program. The curricula listed in reference (e) and the annual OPNAV Notice 1520, Subj: Fully Funded Graduate Education Programs (FY-92) are designed to meet the Navy's requirements for master's level subspecialists. Curricula are offered by the NAVPGSCOL, Air Force Institute of Technology (AFIT), Defense Intelligence College (DIC) and various CIVINS. Reference (e) provides detailed information on graduate curricula at NAVPGSCOL and general information on curricular programs at various CIVINS. Copies are distributed to all ships and stations. Additional copies should be requested from Director of Admissions (Code 62), Naval Postgraduate School, Monterey, CA 93943-5000. A limited number of officers may also pursue master's level degrees through the Scholarship Program or Advanced Education Program.

b. Doctoral Study Program. A few exceptionally competent officers may be selected for doctoral level education in support of the limited number of billets required by the Navy. This program is described in enclosure (1).

c. Off-duty Voluntary Education. Officers wishing to pursue graduate education on a voluntary basis have several options. They may apply for TA under the Navy Campus or use any educational benefit program for which they qualify (i.e., Veterans Educational Assistance Program (VEAP) or the Montgomery GI Bill). References (f), (g) and (h) apply.

6. Assignment. Assignment to graduate education duty-under-instruction (DUINS) is contingent on an officer's continued superior performance, availability for assignment, individual career development considerations, academic profile code, and the needs of the Navy. An officer is assigned to a specific curriculum based upon individual desires and the Navy's educational requirements in various subspecialty fields. Although every effort is made to assign selectees to graduate education during the fiscal year for which they have been selected, individual assignments remain subject to

the availability of qualified reliefs and the overall requirements for experienced officers in operational billets. Study lengths may be shortened significantly for officers capable of validating fundamental course work. All officers ordered into a graduate education program will carry a full academic load on a year-round basis.

7. Action

a. Deputy Chief of Naval Operations (Manpower, Personnel and Training) (OP-01). Has overall responsibility for ensuring the Navy's requirements for graduate education are met, including:

- (1) Forms Navy policy on professional development of officers, including both graduate education and professional military education.
- (2) Establishes and maintains procedures and actions to identify, validate and allocate the Navy's officer subspecialty billets requiring graduate education. Reviews billets biennially.
- (3) Establishes and maintains graduate education curricula, including course content and length, in support of validated requirements.
- (4) Maintains statistical techniques and procedures for forecasting graduate education requirements.
- (5) Establishes annual quota plans for graduate education. Annual officer quotas for each graduate curriculum will be based on validated subspecialty billets requiring graduate education, inventory, continuation rates, utilization windows and a weight allocation matrix.
- (6) Issues required notices and instructions to implement the graduate education program.
- (7) Conducts program administration and associated required reports for the Advanced Education, Scholarship, and Law Education programs.

(8) Per reference (a), maintains a list of validated billets requiring graduate education.

R) This list will include the following information:

(a) Position title.

(b) Unit symbol and organization including unit identification code.

(c) Rank or grade required of incumbent.

(d) Required graduate discipline and degree level.

(e) Incumbent information including name, Service number, rank, degree level, and degree discipline.

b. Assistant Vice Chief of Naval Operations (OP-09B). Provides resources required to support graduate education, develops budgetary requirements to provide these resources and serves as claimant for student and staff billets.

R) **c. Chief of Naval Personnel**

(1) Convenes and conducts Graduate Education Selection Boards annually to select officers for graduate education as needed to support the Officer Subspecialty System.

(2) Assigns selected officers to approved graduate curricula as directed by the annual Officer Graduate and Undergraduate Education Plan.

(3) Establishes and directs officer assignment practices to achieve utilization of graduate educated officers required by higher authority.

(4) Continually evaluates the success of management and utilization of graduate educated officers.

(5) Plans the annual distribution to curricula taught at civilian institutions to remain within fiscal limits established by the Manager, Civilian Institution Programs, (Code 031), NAVPGSCOL.

(6) Under reference (a), maintain a list of all officers who hold or are pursuing a graduate degree, as the result of a partially or fully funded program. This list will include the following information:

(a) Name. (R)

(b) Rank.

(c) Service number.

(d) Graduate degree level and discipline.

(e) Date degree was awarded.

(f) Whether degree was fully or partially funded. (R)

(g) Number of months the officer has served in a validated position.

(h) Validated position title in which served and/or serving, its required graduate degree level and discipline, unit identification code and symbol, and organizational name.

This list shall be evaluated biennially with OP-11 and the information be made available for the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) biennial service-wide review.

d. Superintendent, Naval Postgraduate School

(1) Implements the Navy's graduate level education programs, acts as academic coordinator for all Navy graduate education programs, and maintains approved curricula.

(2) Recommends to Chief of Naval Operations curricula content and educational institutions required to meet the educational skill requirements (ESR) of the primary subspecialty consultants.

(3) Develops approved curricula and conducts courses of instruction at the NAVPG-SCOL to meet subspecialty requirements. Coordinates and conducts curriculum reviews at least biennially to ensure needs of sponsors are being met.

(4) Prepares the agenda and presentation for the annual GERB and GERG in conjunction with OP-01.

(5) Prepares and submits a report on the status of the NAVPGSCOL to the GERB in the spring timeframe, approximately 6 months before the annual meeting of the GERB, to coincide with the Secretary of the Navy SECNAV sponsored Board of Advisors to the Superintendent's annual meeting.

(6) Maintains student and academic records on all students pursuing graduate education at NAVPGSCOL and CIVINS. Maintains academic records of all naval officers. Maintains academic records of all active duty
R) naval officers for a period of two years after commissioning, or until such time as the officer has received a subspecialty P-code.

(7) Using criteria of enclosure (3), recommends to the CNO selected CIVINS for meeting graduate education requirements.

(8) Negotiates with participating CIVINS, as necessary, on matters relating to admission and enrollment of officer students and contracts for tuition and related fees. The appropriate commanding officer, Naval Reserve Officers Training Corps (NROTC) unit, or the Senior Navy Representative (SNR) is kept informed of such negotiations.

(9) Supervises all officers enrolled in fully-funded graduate education at CIVINS and

DOD institutions through the designated reporting and administrative senior officers. This includes monitoring academic performance, individual education plan approval, major field of study changes, and student load projections. Publishes appropriate directives to these supervisory officers to ensure efficient military supervision and administrative support of these students.

(10) Coordinates with subspecialty primary consultants on matters relating to field trips or experience tours, curricula development, and graduate thesis topics. As requested, the Superintendent will assist subspecialty primary consultants with this process for CIVINS programs.

(11) Conducts resource management for the Law Education Program.

(12) Administers the Junior Line Officer Advanced Educational Program (BURKE) under reference (i).

e. **Commanding Officers.** As a portion of overall professional military development, advise junior officers regarding the value of graduate education to the naval officer and encourage them to pursue graduate studies.

f. **Individual Officers.** All officers who desire funded graduate education should:

(1) Consult the annual OPNAVNOTE 1520, Subj: Fully Funded Graduate Education Programs (FY-92) for the latest information on Navy Graduate Education.

(2) Ensure the latest Officer Preference and Personal Information Card (NAVPERS 1301/1 (Rev 10-83)) is submitted under reference (j) and accurately reflects graduate preferences.

(3) Send copies of academic transcripts for coursework completed after commissioning to SUPT, NAVPGSCOL (Code 62) for use in updating academic records maintained at NAVPGSCOL.

(4) Officers who do not have a noteworthy undergraduate record or who last attended a formal college at least five years ago should take courses through Navy Campus or

- R) Defense Activity for Non-Traditional Education Support (DANTES) listed college level self-study courses to strengthen their academic background and prove their capability to pursue graduate study successfully. Officers should contact the Director of Admissions (Code 62) at NAVPG-SCOL for assistance and guidance or consult their local Navy campus education specialist.**

8. Standard Procedures. Standard procedures for administering the Navy's graduate education program are outlined in enclosure (2). Enclosures (3) and (4) contain information on Navy funded graduate education at CIVINS.

9. Form

a. NAVPERS 1301/1 (Rev. 10-83),

- R) Officer Performance and Personal Information Card, S/N 0106-LF-013-0108 is available through normal Navy supply channels per NAVSUP P-2002.**

b. SF 1164 (11-77) Claim for

- A) Reimbursement for Expenditures on Official Business, NSN 7540-00-634-4356, is available from General Services Administration.**

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GUIDELINES FOR DOCTORAL STUDY

1. To be considered for assignment to the Doctoral Study Program, officers must possess a master's degree or be scheduled to complete requirements for a master's degree in time to fill an available quota. The master's degree must be in the same or closely allied field in which further education is desired. An outstanding academic record is mandatory. It is emphasized that this is a small program in support of a very limited number of validated billets.

2. CNO (OP-11) will publish an annual quota plan for both master's and doctoral level education programs each June for the following fiscal year. To ensure timely processing, applications for doctoral programs must be received by SUPT, NAVPGSCOL (Code 031) by 30 December. Selectees will be notified by their detailers late the following March and must begin study by 30 September of the fiscal year to which the quota applies. A student must attend NAVPGSCOL if a doctoral program is available there for the applicable subspecialty. Study for subspecialties not available at the doctoral level at NAVPGSCOL will be provided by approved civilian institutions. A list of such institutions will be included in the annual OPNAVNOTE 1520 on Graduate Education.

3. Officers planning to attend a civilian institution should apply for admission to several civilian institutions on the approved list. If possible, one of these should be an institution in which "in state" tuition fees can be obtained. Reimbursement for up to three application fees and transcripts may be obtained by submitting Standard Form 1164 (Claim for Reimbursement for Expenditures on Official Business) with signed receipts or canceled checks to SUPT, NAVPGSCOL (Code 031) after acceptance to the program. The names of institutions to which an officer has applied will be included in the letter of application for the doctoral program. Applications must include:

a. Desired field of study. Where feasible and compatible with the individual's prior academic background and designator, an alternate field of study also should be indicated.

b. Summary of prior academic achievements, supported by copies of official transcripts or summaries of work completed.

c. Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE) test scores, as required by prospective institution.

Enclosure (1)

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d. A statement reflecting the individual's current status regarding admission on own initiative to a civilian university as a doctoral degree candidate or presently being enrolled in doctoral studies with the number of hours of advanced course work completed.

e. Recommendation from curriculum department head or appropriate faculty member at institution from which master's degree was earned or currently is being earned.

4. In selecting candidates for the Doctoral Study Program, the following factors will be considered in order listed:

a. Number of validated C/D-coded billets versus inventory for related subspecialties.

b. Past professional performance.

c. Demonstrated academic capability.

d. Availability for a DUINS assignment, or extended DUINS period, as appropriate.

5. SUPT, NAVPGSCOL (Code 031) will select schools to be attended. Officers will be ordered to DUINS for 2 years from date of enrollment. Letters requesting extension of scheduled completion date must be received by the Manager, Civilian Institution Programs, NAVPGSCOL (Code 031) 9 months prior to the original projected rotation date (PRD). A maximum of 3 years will be allowed for completion.

6. Once selected, officers will submit Educational Plans on NAVPGSCOL Worksheets available from NAVPGSCOL (Code 031) via NAVPGSCOL (Code 031) to the appropriate subspecialty sponsor. Officers will work with the sponsor to devise viable educational plans.

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**STANDARD PROCEDURES FOR ADMINISTERING THE GRADUATE
EDUCATION PROGRAM**

1. Review of Approved Curricula

a. The SUPT, NAVPGSCOL will examine each curriculum at least biennially in coordination with responsible subspecialty primary consultants and advise CNO (OP-11) of the results of the reviews. Curricula at CIVINS will be reviewed at the NAVPGSCOL at the same time as reviews of resident programs where a common subspecialty consultant exists. Major changes such as increased curriculum length or adjusted APC must be addressed through this process.

b. Comparison of the curriculum to the Educational/Skill Requirements (ESR) developed by the subspecialty primary consultant is essential. Strict adherence to the policies promulgated in reference (c) will be emphasized during each curriculum review.

c. Curriculum review reports will be forwarded by the SUPT, NAVPGSCOL via cognizant subspecialty primary consultants to CNO (OP-11) for approval.

2. Participation by Civilians. Civilian employees of the Federal Government may apply to the SUPT, NAVPGSCOL for admission through their agency's education and training office. The applicant's academic background will be evaluated by the SUPT, NAVPGSCOL, and the applicant will be notified of acceptability. Tuition and salary will be paid by the employee's agency.

3. Research. The NAVPGSCOL research program adds professional competence in a technical or managerial area. As part of this program, a research thesis normally is required of each graduating student. The thesis will apply the theories, principles and techniques acquired in the resident curriculum including the officer's fleet experience.

a. The SUPT, NAVPGSCOL will solicit from the subspecialty primary consultants current problems suitable for thesis topics. As provided during scheduled curriculum reviews, these lists of selected topics will be made available to the students in the NAVPGSCOL and CIVINS education programs.

b. Students may select thesis topics from the consultant's lists or choose other appropriate topics which are of interest to them. Each NAVPGSCOL student's research will be coordinated and approved by the SUPT, NAVPGSCOL, as required by reference (g).

Enclosure (2)

01 OCT 1991

4. Projected Rotation Date (PRD) and Curriculum Changes

a. Except as noted in paragraph 4b, requests for PRD extension, curriculum changes, and Engineer's Program will be originated by the student and forwarded to CHNAVPERS (Pers-440C) via: (1) command to which attached or curriculum department head; (2) SUPT, NAVPGSCOL; and (3) respective assignment officer.

b. A student's transfer from the Engineering Science curriculum to graduate curricula, as specified in the student's orders, will be made by the SUPT, NAVPGSCOL without further approval.

c. All naval officer students normally will be detached officially from DUINS on or before the third working day following completion of instruction or the third working day after graduation exercises, whichever is later. This policy will be applied uniformly to reduce the supernumerary time associated with education programs.

5. Continuation Status. The continuation status for all officers enrolled in funded graduate education, who fail academically or fail selection for promotion, will be made by CHNAVPERS through standing board action based on the recommendation of the SUPT, NAVPGSCOL. Officers who cannot complete their degree requirements for other reasons (e.g., illness) will submit an official request for an extension of PRD to CHNAVPERS via SUPT, NAVPGSCOL. Approval of this request will be dependent upon the officer's academic and professional performance.

6. Reporting Educational Achievement. The SUPT, NAVPGSCOL will ensure that educational achievements are reported to CHNAVPERS for all officers who earn graduate degrees. Reports will be submitted under Part L of reference (d).

7. Officer Academic Profile (APC) Code. The SUPT, NAVPGSCOL will receive transcripts of newly commissioned officers from the Naval Academy, Naval Reserve Officers Training Corps (NROTC) units, Officer Candidate School, and the Naval Aviation Schools Command. Each officer's transcript will be evaluated and an APC will be assigned. The APC will be provided to the officer concerned and to CHNAVPERS as required for the Graduate Education Selection Board.

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8. Continuing Education. The SUPT, NAVPGSCOL maintains a continuing education program to provide extended educational services. These extended services include:

a. An offering of professionally relevant short courses, both on and off-campus, to military and federal civilian personnel. These courses are designed to enhance professional proficiency, prevent obsolescence and prepare individuals for new areas of professional responsibility.

b. General graduate education counseling for all naval officers to assist them in planning education consistent with Navy requirements and career fields.

Enclosure (2)

01 OCT 1991

CRITERIA FOR SELECTING CIVILIAN INSTITUTIONS

1. Current guidance from Congress and the DOD mandates the full utilization of DOD sponsored schools (NAVPGSCOL, Defense Intelligence College, and the Air Force Institute of Technology). In some instances where an appropriate curriculum is not available to meet a valid subspecialty requirement, the use of a civilian university is necessary. The principal criteria for selecting these universities are the quality of academic programs offered, ability of the programs to teach Education/Skill Requirements (E/SR) and the cost. Although cost will always carry weight in selecting specific university programs, academic quality and sponsor requirements are fundamental considerations and may predominate to meet Navy needs.

2. Factors to be considered in selecting a school include the ability to provide full-time, year-round academic programs for curricula listed; supervision and administrative support available for military students; provision of resident status for Navy students for tuition purposes; and proximity to current duty station and availability of a curriculum that will satisfy ESR at minimum costs in the least time. These factors should be considered jointly; however, failure to meet all of them will not automatically disqualify a school from consideration.

3. Changes to approved CIVINS will be published each spring in the annual OPNAVNOTE 1520, Subj: Fully Funded Graduate Education (FY-92). Subspecialty primary consultants will review approved CIVINS at biennial curriculum reviews and recommend additions or deletions with justification. Between curriculum reviews, they may submit letter requests for justified changes to CNO (OP-11) via SUPT, NAVPGSCOL (Code 031).

Enclosure (3)

01 OCT 1991

NAVY FULLY-FUNDED GRADUATE EDUCATION
AT CIVILIAN INSTITUTIONS

1. **Administrative and Supervisory Responsibility.** The supervision, administration, control, and monitoring of all officers enrolled in full-time, fully-funded master's, or doctoral level education at CIVINS and DoD institutions is the responsibility of SUPT, NAVPGSCOL. These functions will be maintained through the following reporting and administrative senior officers:

a. Commanding officers of NROTC Units are directed to report to the SUPT, NAVPGSCOL for additional duty as the Superintendent's representative in matters related to CIVINS.

b. Where no NROTC Unit is established, the senior Navy officer student on campus normally will be assigned duty as the Navy SNR by the SUPT, NAVPGSCOL.

c. In certain instances, officer students reporting to schools without NROTC Units will be directed in their orders to report by letter to nearby NROTC Units, or other commands, for administrative purposes. An SNR will be designated at those schools by the Superintendent. The Commanding officer (CO) or Officer in charge (OIC) of such a command will be informed of such designation.

2. **Governing Directives.** SUPT, NAVPGSCOL will publish governing directives in the 1520 series to include the following:

a. Administrative and supervisory duties to be performed by the officers indicated above.

b. Appropriate policies on educational programs; textbook reimbursement; student conduct, attire and leave; minimum course loads; thesis requirements; and Temporary Additional Duty (TAD) orders.

c. Procurement and accountability procedures relating to contract, payments and financial reporting; thesis costs (including materials and services); reimbursement for application and transcript fees; procurement of other supplies; and equipment inventory and disposition.

d. Fitness reports.