



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL

1 UNIVERSITY CIR

MONTEREY, CA 93943-5000

IN REPLY REFER TO:

NAVPGSCOLINST 12410.1

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10 FEB 09

NAVPGSCOL INSTRUCTION 12410.1

Subj: CIVILIAN ACADEMIC DEVELOPMENT (CAD) PROGRAM

Ref: (a) 5 CFR 410.309  
(b) Title 5 USC 4108  
(c) Naval Postgraduate School Academic Council Policy Manual

Encl: (1) Procedures for Application for Admission to a Degree Program  
(2) Procedures for Recourse for Disapproved Applications  
(3) Procedures for Application to Take Individual NPS Courses (Non-Degree Program)

1. Purpose. To establish policy and procedures for the administration of part-time academic study leading to a Bachelor of Science, Master's and Doctoral degrees or completion of accredited courses by appropriated fund employees of the Naval Postgraduate School (NPS) and selected tenant commands.

2. Scope. This instruction applies to appropriated fund employees of the NPS, Defense Resources Management Institute (DRMI), Defense Language Institute (DLI), Monterey Institute of International Studies (MIIS), National Oceanic and Atmospheric Administration (NOAA), Defense Manpower Data Center, (DMDC), Customer Support Desk (CSD) Monterey, and Fleet Numerical Meteorology and Oceanography Center (FNMOC).

3. Objective. To provide civilian employee development by authorizing part-time enrollment in formal academic degree programs and individual courses at NPS.

4. Definitions.

a. Employee. All civilian employees (GS/NSPS, Federal Wage System (FWS) and faculty) paid from appropriated funds and employed by activities listed in paragraph 2.

b. Training Manager. The person designated by the NPS President to administer the training and development activities of employees.

c. Degree program. Any series or programs of academic courses intended to result in an academic degree at the Bachelor's, Master's or Doctoral level.

d. Admitted. The acceptance of an employee in a specific NPS degree program.

e. Sponsored students. Military or civilian students at NPS whose parent command or nation has funded and approved their full-time attendance at NPS for completion of a specified degree program after NPS has approved their admission.

5. Policy.

a. As a premier center of academic excellence, NPS holds that NPS employees and those of serviced commands should be provided every opportunity available under the limitations of funding and references (a) and (b) for training, education and personal development. NPS recognizes the continuing need for employees to pursue self-development and keep abreast of changes and new developments in their fields of expertise. NPS believes that a policy for admission of employees to NPS academic degree programs and individual classes will lead to improved public service, improved ability to attract and retain quality employees, and the building and retention of a skilled and efficient work force.

b. Nomination for and selection of employees for academic degrees through this program and individual classes will be made without regard to race, religion, color, national origin, sex, handicapping condition, political affiliation, marital status, or membership/non-membership in an employee organization.

c. Attendance of civilian employees in NPS academic classes must not adversely impact the ability of NPS to accomplish its mission of education of funded, sponsored military and civilian students. Employees may not attend more than two classes per quarter. If class size is limited, sponsored students have priority for enrollment. In addition, attendance of employees in NPS academic classes must not interfere with the performance of the employee's official duties. At any time a Department Head concludes that an employee's attendance will interfere, or is interfering, with mission accomplishment, approval by the Department Head for the employee to attend the class may be

withdrawn. Employees enrolled in a degree program at NPS and complete a degree program must agree to remain at NPS for one year after completion of receiving their degree.

d. Employees not enrolled in a degree program may apply for individual NPS academic course. After sponsored students, priority for enrollment in NPS classes shall be employees admitted to a degree program first, and employees not in a degree program second.

e. An average grade of "B" or better must be maintained to remain in an MS or Ph degree program; an average grade of "C" or better must be maintained to remain in a BA/BS degree program.

f. An employee must maintain at least "fully successful" work performance to attend classes and/or remain in a degree program.

g. The Civilian Academic Development (CAD) Program (both degree and non-degree) will be advertised by the Staff Development Advisory Council on a regular basis to all employees. Supervisors and managers will encourage employees to apply for developmental programs that would provide long-term benefit to NPS and the Department of Navy. Employees covered by this instruction will be eligible to apply for admission to an academic program and take courses leading to Bachelor of Science, Master's, and Doctoral degrees. It is presumed the attainment of that degree will enable the selected employee to more significantly contribute to his/her command's mission accomplishment.

#### 6. Criteria for Admission to a Degree Program under the CAD Program.

a. All General Schedule (GS), NPS, Federal Wage System (FWS), and faculty (AD) employees will be eligible to apply for admission to a degree program if they are performing at the Fully Successful (or equivalent) level or higher. Employees must attend classes on their own time (make up hours away from regular duties if necessary) and pay for any expenses (books, lab fees, materials, etc.) associated with any class. Employees will not be permitted to attend any class on Government time and at Government expense.

b. Employees will not be approved for full-time attendance under this program. Employees who are subsequently sponsored by their command for full-time attendance at NPS are not part of the CAD Program.

c. Employees applying for a degree under the CAD Program must be certified by the Director of Admissions as academically qualified for admission to the requested degree program.

d. Attendance at any academic course will not be allowed to interfere with the fulfillment of an employee's assigned responsibilities. Scheduling of class attendance for CAD Degree Program participants on alternate schedules will be arranged by their supervisors in accordance with regulation. All flextime use will be reflected on bi-weekly time cards for all employees enrolled in this program.

7. Procedures. Procedures to apply for admission to a degree program under this instruction are provided by enclosure (1). No employee will be allowed to receive a degree or attend classes except through the procedures prescribed herein. Enclosure (2) provides procedures to request reconsideration of application to a degree program if disapproved. Enclosure (3) provides procedures to apply for admission to individual NPS classes.

8. Action. This instruction is effective upon approval by the President.



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## PROCEDURES FOR APPLICATION FOR ADMISSION TO A DEGREE PROGRAM

### Staff Enrollment Procedures

#### Staff of NPS and Tenant Commands

1. Staff of NPS and local commands such as the, DRMI, DLI, MIIS, NOAA, DMDC, CSD and FNMOC are permitted to attend classes "space available." Until admitted to NPS, the student is registered into a generic curriculum and must add/drop classes once the schedule has been posted. The student cannot add/drop prior to that time.
  2. With written approval from their supervisors, and prospective academic associates, a staff member may attend up to two classes per quarter; any overload must be approved by the Registrar.
  3. Most students seeking official admission into NPS require some time to establish which degree they want to pursue. It is recommended that the student use their first two quarters (or up to four classes) to decide on a program before completing the application for admission. If the staff member has decided on a program prior to attending classes, it is highly recommended that that staff member first enroll with the admissions office by completing the online application.
  4. In order for a degree to be granted, a staff member must be formally accepted and admitted to a degree program. This formal acceptance and admittance can only come from the Director of Admissions. All applications should be submitted online at <https://www.nps.edu/Admissions/AMS/Login.aspx>.
- Note: The Academic Council must also approve the program of study after admission is granted.
5. After approval, the applicant will formally register through the Office of the Registrar prior to enrollment in individual courses in their degree program.
  6. The employee's assigned Curricular Office will nominate the person for the degree when appropriate and perform all other academic program functions that are provided to "sponsored" students.

## PROCEDURES FOR RECOURSE FOR DISSAPPROVED APPLICATIONS

Recourse for disapproved applications for admission to a degree program under the CAD Program will be on a written appeal/request for reconsideration through the employee's supervisor, via the Department Head and Provost to the President. This written appeal/request for reconsideration must be submitted by the employee with 15 calendar days after the employee is notified of the disapproval. If the disapproval is based on failure to meet entrance requirements, the Selection Committee will provide the President with the basis for that decision in writing within fifteen calendar days. If the decision is based on the availability to attend scheduled classes, the official making the determination for the disapproval based on non-academic reasons, will provide the President with those reasons in writing within 15 calendar days. The President will make the final decision on the appeal/request for reconsideration. No other grievance or appeal procedures apply for non-bargaining unit members.

PROCEDURES FOR APPLICATION TO TAKE INDIVIDUAL NPS COURSES (NON-  
DEGREE PROGRAM)

1. All GS, NSPS, WG, and AD (faculty) employees are eligible to apply for non job-related individual NPS academic courses, as long as the classes are taken on their own time, their most recent annual performance appraisal is "FS" or higher, and they maintain a satisfactory work performance. These employees may be authorized to attend classes on their own time, or limited to no more than two courses per quarter and must apply for the CAD (Degree) Program if they intend to pursue a degree. No more than 12 quarter hours of credit for course work completed outside the CAD (Degree) Program will be allowed towards completion of degree requirements.

2. Classes may only be taken on government time when the class is required as part of that employee's Individual Development Plan (IDP) for a formal government training program, including Veteran's Readjustment Act (VRA) appointees, Student Career Employment Program (SCEP), Student Temporary Employment Program (STEP) appointees, Navy Career Intern Program (NCIP) appointees, and New Supervisorial or New Managerial appointees. Other than in those programs listed above, employees will not be management directed to attend academic classes on the basis of job-relatedness.

3. Attendance at courses will not be allowed to interfere with the fulfillment of an employee's assigned responsibilities. Scheduling of class attendance will be arranged by the employee's supervisor in accordance with regulation. All flextime use will be reflected on bi-weekly time cards for all employees enrolled in this program.

4. Eligible employees will apply for individual academic courses at the Registrar's Office with the staff enrollment form during the add/drop period.

5. For all NPS employees, the staff enrollment form will be forwarded through the department chain of approval (forms for employees of DRMI, DLI, MIIS, NOAA, DMDC, CSD and FNMOC must be routed via the CO, OIC or Director first) to the Director of Admissions, who will then notify the Training Manager of the pending application via email. The Training Manager will review the applicant's records to verify employment and most recent performance appraisal rating for eligibility and report back via email to the Director of Admissions.

a. If approved, the application will be forwarded to the Office of Registrar for official enrollment into the "999" curriculum which identifies staff enrolled at NPS.

b. If found to be eligible but disapproved by the Office of Registrar, the application will be returned to the employee with a cover memorandum explaining why the application was disapproved.