NAVPGSCL INSTRUCTION 1520.1J

Subj: STANDARD PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF NAVY FULLY-FUNDED GRADUATE EDUCATION PROGRAMS AT CIVILIAN INSTITUTIONS AND THE LAW EDUCATION PROGRAM

Ref: (a) DODI 1322.10
(b) DFARS SUBPART 237.72 (6)
(c) SECNAVINST 1520.7F
(d) SECNAV M-5216.5
(e) SECNAV M-5510.36
(f) SECNAVINST 5720.44B
(g) SECNAVINST 5870.6
(h) OPNAVINST 1520.23B
(i) OPNAVINST 5350.4D
(j) OPNAVINST 6110.1H
(k) BUPERINST 1610.10B
(l) NAVPGSCLINST 1521.3H
(m) NAVPGSCLINST 1550.1E
(n) Code of Federal Regulations PART 2635.204

Encl: (1) Sample on Board Report (NPS Worksheet)
(2) Sample Educational Plan (NPS Worksheet)
(3) Sponsor/Subject Matter Expert Contact Information
(4) Sample Feedback Letter
(5) Sample Request Letter to Attend an Unapproved School
(6) Standard Form 298
(7) Claim for Reimbursement for Expenditures on Official Business (Standard Form 1164)
(8) EFT Information Sheet
(9) Memorandum of Lost Receipt

1. **Purpose.** To provide information, policy, and procedural guidance for the U.S. Navy’s fully funded graduate education programs at Civilian Institutions (CIVINS) and for the Law Education Program (LEP).

2. **Cancellation.** NAVPGSCLINST 1520.1H

3. **Background.** The CIVINS program supports the U.S. Navy’s subspecialty system by enabling and supporting full-time, fully-funded graduate education programs in curricula which are not available at the Naval Postgraduate School (NPS). The LEP
supports the U.S. Navy’s requirement for Judge Advocate General (JAG) Corps Officers by providing an opportunity for select junior Officers to attend law school. This instruction implements and consolidates the requirements contained in references (a) through (n) to coordinate actions necessary for management of these programs.

4. Administrative and Supervisory Procedures

   a. These procedures and guidelines are applicable to the following:

      (1) Officer students enrolled in full-time, fully-funded U.S. Navy graduate education programs at CIVINS or in LEP.

      (2) Commanding Officers who are directed by reference (h) to report to President, NPS for additional duty in matters related to CIVINS/LEP.

      (3) Subspecialty Sponsors or Subject Matter Experts who establish and maintain curriculum Educational Skill Requirements (ESRs).

   b. Commanding Officers. The general requirements for Naval Reserve Officers Training Corps (NROTC) Unit Commanding Officers (COs) and other commands to which an Officer student is administratively attached include, but are not limited to:

      (1) Provide basic administrative support in such areas as pay and leave records, physical fitness assessment, random urinalysis testing, fitness reports, and counseling in accordance with reference (k), and administrative or financial support associated with exceptional needs of students;

      (2) Provide counseling on academic programs;

      (3) Act as liaison between the NPS President and CIVINS Officials for routine and administrative matters;

      (4) Require accountability of Officer students during periods of academic breaks (i.e. winter break, spring break). Best practices show mustering twice a week via phone or in person (if not on leave or otherwise specifically excused by the administrative CO from mustering) results in full accountability, while minimally impacting studies or creating undue burden on the administrative unit. CO’s should take into consideration the distance the student must travel when
determining physical or phone mustering requirements. Duty Under Instruction (DUINS) student mustering requirements during the academic school year shall be determined by the NROTC unit or reporting senior, but are generally minimal and should be identified by the DUINS student upon reporting (NOTE: Officer students attached to NROTC units should not be assigned additional duties involving the NROTC unit).

(5) Conduct Physical Fitness Assessments (PFAs) for Officer students in accordance with reference (j). Officer students shall either participate in the NROTC unit or reporting senior’s physical training program or maintain a personal fitness program that promotes optimal health and physical readiness in accordance with reference (j). Officer students who appear to be at risk of PFA failure should participate with the NROTC unit or reporting senior’s physical training program or may be placed on a Fitness Enhancement Program (FEP). Members serving at isolated duty stations where transit distances between students and testing sites are determined prohibited by their CO shall comply with reference (j). While PFA may be suspended at the CO’s discretion, a Body Composition Assessment (BCA) shall be performed;

(6) Ensure assigned Officer students receive alcohol and drug abuse prevention education and training in accordance with reference (i). Officer students should be included in the NROTC unit or reporting senior’s random urinalysis program to the maximum extent possible. Where the CO determines transit distances between students and testing sites are prohibitive (generally to be considered in excess of one hour’s journey), Officer students may, at the discretion of the CO, be excused from urinalysis testing. This program should be consistent with the requirements outlined in reference (i).

(7) Enforce Officer student adherence to the Uniform Code of Military Justice (UCMJ) and all provisions listed therein. If the CO is unable to conduct Non-Judicial Punishment (NJP), due to rank restrictions or level of offense, the Officer student will temporarily be assigned to Command Navy Region Southwest for disciplinary purposes.

c. Sponsor/Subject Matter Expert. The sponsor/subject matter expert shall:

(1) Obtain an educational plan from each assigned Officer student within 30 days of the Officer student reporting to DUINS.
2. Notify the Officer student of the approval or disapproval of the educational plan with a copy to the Director, NPS CIVINS Programs.

3. Conduct curriculum reviews biannually in accordance with reference (m).

d. Required Reports

(1) Commanding Officers and Administrative Commands

(a) On Board Report. An On Board Report, enclosure (1), will be submitted to the NPS CIVINS Programs Office by the CO, NROTC unit, or other command to which an Officer student is administratively attached. This report will list all on board Officer students and indicate any detachments or arrivals during the period of the report. This report is to be forwarded no later than the fifth business day of the month following the period of the report. Detachment dates for all U.S. Navy Officer students should be the third working day following the day of completion of instruction or the third working day after graduation ceremonies, whichever occurs later.

(b) As necessary, COS, NROTC units, or reporting seniors will report the following for each Officer student to the NPS CIVINS Programs Office:

1. Changes in name, rank, or designator;

2. Hospitalization or illness of such nature as to interfere with a student’s primary duty;

3. Any irregularities or special difficulties interfering with satisfactory academic performance, with appropriate comments and recommendations. (If unsatisfactory conditions exist, submit recommendations for corrective action);

4. Placement on academic probation;

5. Participation in student teaching for which the Officer student is receiving compensation in accordance with reference (b).

6. Violations of the UCMJ and subsequent disciplinary actions or punishments.
(2) **Officer students**

(a) **Educational Plans.** Each Officer student, in conjunction with the institution advisor, will prepare and submit an Educational Plan (EP). Enclosure (2) is a sample EP. The EP serves as a planning tool for an Officer student’s academic course load, helps with budget allocation, and verifies the student is meeting the appropriate ESR’s for his/her curriculum and specialty code. Further, the EP provides assurance that the student will attain his/her degree in the time allocated. *Tuition payments and reimbursements cannot be made unless the EP was submitted and approved.* The sponsor/subject matter expert will notify the Officer student via the CO, NROTC unit, or reporting senior with a copy to Director, NPS CIVINS Programs, of the approval or disapproval of the EP within 30 days of receipt.

(b) The following guidance is to be followed throughout the submission process and receipt of the EP.

1. The Officer student must submit his/her EP within 30 days of checking into the University. The Officer student will send the EP to the sponsor/subject matter expert with a copy to NPS CIVINS Programs Office and CO, NROTC unit, or reporting senior. After the sponsor/subject matter expert approves the EP, he/she must send an email of approval or a signed copy of the EP to the NPS CIVINS Programs Office. The addresses of the sponsor/subject matter expert for each curriculum are listed in enclosure (3).

2. The EP must meet all ESRs for the assigned specialty code. Clearly note which ESR(s) are met by each class in the indicated column on the EP. Individual classes may meet more than one ESR.

3. The university advisor’s signature is required on the initial EP. The advisor’s signature on any subsequent revised EP is optional. However, it is the student’s responsibility to ensure the EP will meet the degree requirements within the allotted time.

4. Any addition or deletion of courses, change in course load, thesis topic or program length requires the submission of a revised EP. Note any changes on revised EPs with asterisks, and discuss the rationale.
5. Course revisions must be approved by the sponsor/subject matter expert prior to enrollment or continued enrollment.

(c) Course Listings. Each Officer student shall forward a list of courses for which he or she has registered to the NPS CIVINS Programs Office within 10 days of the beginning of each academic term. Classes subsequently added or dropped during the term must also be reported.

(d) Grade Reports. Each Officer student shall forward a copy of his/her grade report to the NPS CIVINS Programs Office within 15 days of the end of each academic term. Grades that indicate failure to complete courses, or withdrawal from courses must be explained. Final grades for incomplete courses shall be forwarded to the Director, NPS CIVINS Programs, as soon as possible.

(e) Transcripts. Upon completion or termination of the funded, graduate education program, each Officer student shall ensure two official transcripts of their academic record, with the award of the degree (if any) recorded, are forwarded to the Director, NPS CIVINS Programs. Only upon completion of the official transcript can the appropriate subspecialty code be recommended, approved, and entered in the Officer’s service record. In most cases, a Privacy Act statement will need to be signed and filed with the university’s registrar or student records office prior to the Officer detaching DUINS. This will enable the university to forward the official transcripts to the Director, NPS CIVINS Programs. The CO, NROTC unit, or reporting senior shall ensure the required actions have been completed prior to the Officer detaching. It is the student’s responsibility to follow-up to ensure the Director, NPS CIVINS Programs, has received the final transcript with the degree conferred.

(f) Annual Feedback Letter. Officer students are required to submit a feedback letter report annually and upon graduation. This feedback letter will assess their academic accomplishments, the strengths and weaknesses of their program, and their goals for the next reporting period. Feedback letter should be forwarded to the sponsor/subject matter expert with a copy to Director, NPS CIVINS Programs. The report will be submitted annually and at the completion or attrition from the funded graduate program. Only one report is required for Officer students in a program of one year or less. More frequent reports are welcomed and encouraged. The purpose of
these reports is to help in assessing the quality of the education the Officer students are receiving. The reports will also serve as a benchmark against which the Officer students can judge their progress in meeting their own goals. An example feedback letter is provided in enclosure (4).

e. Official correspondence from Officer students at civilian educational institutions will be forwarded to Director, NPS CIVINS Programs via the CO, NROTC unit, or assigned reporting senior who will maintain files of such correspondence.

(1) The preparation of all official correspondence will be in accordance with reference (d).

(2) Correspondence concerning academic matters should indicate whether or not the cognizant official of the civilian institution has been consulted. If appropriate, the civilian institution should be provided a copy of the correspondence.

(3) If an Officer student submits an article or book for publication, due mention of the Officer's participation in the U.S. Navy's CIVINS program must be included. In addition, U.S. Navy Officer students will be guided by the requirements of reference (g), which states theses and similar works completed by a Naval Officer in the course of assigned duties at government expense are works of the U.S. government. As such, theses, dissertations, and/or capstone project reports are not subject to copyright.

f. General Instructions for Officer Students

(1) Each student Officer will comply with the specific unit policies regarding mustering, PFA's, urinalysis, FITREPs, TAD, leave, liberty, etc. of their respective administrative commands.

(2) Conduct. Naval Officers enrolled at civilian institutions are representatives of the U.S. Navy. It is expected that they will conduct themselves per existing regulations and traditions and in conformity with the rules and customs of the institution they are attending so as to uphold the dignity of the office. This applies on campus as well as while on field trips or experience tours. Advantage should be taken of the opportunities available to promote knowledge of, interest in, and respect for the Navy.
(3) Attire. Officer students are authorized to wear civilian clothing while in attendance at civilian institutions. Such clothing will be in good taste and will meet the standards expected of Officers. However, the appropriate uniform will be worn when visiting military installations on official business and at such other times as may be directed by competent authority.

(4) Leave. Except for cases involving emergency leave, Officer students will not normally be granted leave during the academic year. Academic break periods, such as Christmas Break and Spring Break, are considered exceptions to this policy.

(5) PRD Changes. Requests for PRD changes will be forwarded by the Officer student to the curriculum sponsor/subject matter expert and appropriate detailing office with a copy to Director, NPS CIVINS Programs. All PRD extensions must be approved in writing and forwarded to the Director, NPS CIVINS Programs. Failure to notify NPS CIVINS Programs Office may result in courses being billed to the student.

(6) Student Teaching, Internships, and Monetary Awards. Awarding of fellowships and assistantships by the institution to Officer students is not anticipated. However, should both the school and the student deem it to be in the best interest of the student for him/her to assist in the institution’s teaching program, any compensation for the student’s part-time service shall be applied as a credit against that student’s tuition. If a student’s program requires him/her to participate in an internship, the Officer student may not accept payment from the company for whom they intern. Furthermore, the Officer shall inform the Director, NPS CIVINS Programs, if they receive a monetary award for academic excellence. Students may be entitled to accept the award; however, first an ethics counselor must review the award and issue a written opinion in accordance with reference (n).

(7) Minimum Service Requirements. Student Officers shall incur the minimum service requirements as set forth in reference (a) upon completion or withdrawal from fully funded graduate education programs.

(8) Failure to Complete Degree Requirements. In the event a student Officer fails to meet the requirements to complete the degree program, the student Officer shall be responsible for paying any additional costs associated with
retaking or substituting courses if said retake or substitution increases the student's overall program cost. Should an Officer student be disenrolled due to failure of degree requirements, the Director, NPS CIVINS Programs, as well as the student Officer's detailer must immediately be informed. In addition, the student Officer shall incur the minimum service requirement as set forth in reference (a). The student Officer may become obligated to repay the unearned portion of educational benefits back to the U.S. Government in accordance with reference (a).

(9) Course Retakes. Fees for course retakes and fees associated with dropping courses are the responsibility of the individual student. Officer students will not be reimbursed for these expenses.

(10) Montgomery G.I. Bill and Post 9/11 G.I. Bill for CIVINS Students. CIVINS students may be eligible to utilize the Montgomery G.I. Bill (MIGB) while attending a fully funded graduate education program under CIVINS. The school must participate in Veteran Affairs (VA) education program, and the student must meet the requirements set forth by the VA. Contact the school's VA Verifying Official or visit http://www.gibill.va.gov/ for eligibility requirements and appropriate forms. If the school and the student are eligible as seen by the VA, the student may receive up to 36 months of the current monthly MGIB payment rate. In the rare case that a student Officer is authorized by CIVINS to attend a school that is more expensive than what the CIVINS budget will allow, the student may apply for either the MGIB or the Post 9/11 G.I. Bill to help offset the additional costs. Be advised that if using the Post 9/11 G.I. Bill, the student Officer will not receive the housing or book allowances since the student Officer is on active duty. Tuition and payments will go directly to the school under the Post 9/11 G.I. Bill. Students are highly recommended to read up on VA policies regarding the use of VA education benefits while on active duty and how it will affect their ability to transfer benefits to dependents and future participation in other VA education programs.

5. Addition of New Schools to Curriculum

a. The biennial curriculum review will serve as the main forum for the addition or deletion of schools utilized by a curriculum.
b. **Sponsor/Subject Matter Expert Procedures**

(1) When reviewing a request to attend a school, enclosure (5), endorsing authorities must consider the following factors: The quality of academic programs offered, the degree to which the academic program meets subspecialty skill requirements, and the cost associated with the academic program.

(2) Sponsors/subject matter experts shall conduct and ESR analysis of the civilian institution’s curriculum. Courses at the institution shall meet all ESRs as directed by the sponsor/subject matter expert.

(3) Sponsors/subject matter experts must ensure a tuition cost comparison was conducted with at least two other schools on the approved list. ESRs for the program at the new institution shall be met at minimal costs in the least amount of time possible.

(4) In addition, the sponsor/subject matter expert shall verify there are no discriminatory practices in terms of race, religion, or gender utilized by the school.

(5) If the institution meets all the requirements then the sponsor/subject matter expert shall endorse enclosure (5) as submitted by the Officer student.

c. **Student Officer Procedures**

(1) In the event a student Officer wishes to attend a school that is not on the approved curriculum list, the student Officer shall submit an official request letter to the Deputy Chief of Naval Operations (N153) via the program sponsor/subject matter expert; Commander, Navy Personnel Command (PERS-4XX); and President, NPS (Code 031), as shown in enclosure (5).

(2) Factors considered in the selection of schools include the following: The availability of full-time, year-round academic programs for the curricula listed; the availability of supervision and administrative support; provision of a resident status for Navy students for tuition purposes; proximity to current duty station and the availability of a curriculum that will satisfy minimum subspecialty skill requirements at minimum cost in the shortest time possible. The factors are considered jointly, and failure to meet all of them
does not automatically disqualify a school from approval. Where more than one university is listed, individuals may indicate preferences. Students should discuss the factors in his/her request.

(3) Additionally, the request letter shall include the school and program requested, a proposed EP, course descriptions from the current university catalog, a cost comparison, undergraduate transcripts, and appropriate justifications for the request.

d. If the proposed EP, financial costs, and justifications satisfy the requirements of the program sponsor/subject matter expert, the student Officer’s detailer, and NPS, they will provide endorsements and/or recommendations and forward for approval.

6. Educational Programs

a. Academic Courses

(1) Course Load. The Officer student will carry a full academic load, including summer sessions, and will complete degree requirements in the shortest possible time. The academic institution will define the term “full load,” however, a full load is normally four or more classes with a minimum of 12 credit hours per academic term (except during shortened summer sessions when an equivalent course load must be taken). EPs should be completed accordingly. Course loads deviating from these guidelines must be explained the EP and preapproved by the sponsor/subject matter expert and the student’s detailer.

(2) Unapproved Courses. Only courses, activities and programs that apply to fulfilling the ESRs of the applicable subspecialty code and are approved in the EP shall be funded by the Navy. Officer students may be enrolled or participate in unapproved courses at their own expense only if the additional courses, activities, or programs will not delay the completion of their degree and subspecialty attainment. If courses approved in the EP are not offered during an academic term, or if unusual circumstances exist, the Officer student shall contact the sponsor/subject matter expert and the Director, NPS CIVINS Programs prior to registering for courses not approved in the EP.
(3) Thesis Work. It is appropriate to substitute thesis for courses (one semester only) per the accepted standards of the institution and following the criteria specified below.

b. Thesis Procedures

(1) Requirement. A thesis may be required of Officer students in order to complete their degree.

(2) Thesis Submittal. CIVINS students are required to submit, via electronic mail, their final thesis project and a Standard Form 298, enclosure (6), to the primary CIVINS email address at CIVINS@nps.edu.

(3) Topic

(a) Thesis topics should be military-relevant in nature. As desired, sponsors/subject matter experts of each curriculum may furnish a list of thesis topics and designate a Navy advisor as the liaison/representative for any Officer student working on a specific topic.

(b) In all cases, the university faculty advisor’s and curriculum sponsor’s/subject matter expert’s approval must be obtained for the topic selected. Any special instructions the sponsor/subject matter expert or designated Navy advisor may impart upon the student should be brought to the faculty advisor’s attention so a mutually satisfied decision can be reached.

(c) Officer students will include the thesis topic and a brief description of planned research in their EP for curriculum sponsor/subject matter expert review and approval.

(d) Topics of a controversial nature, which require the collection of opinionated data, and those topics that would require government activities’ research assistance, should be avoided. Requests for the mass collection of data for a thesis, dissertation, or capstone study may not be addressed to government activities.

(4) Classified Thesis. A classified thesis or thesis containing controlled unclassified information (CUI) will not normally be written while attending a civilian institution, as there are normally no secure facilities at the institution. In the event a thesis written at a civilian institution will be classified or contain CUI, prior arrangements will be made to
ensure appropriate procedures, in accordance with reference, are in place to properly protect the document. No copies of classified theses or theses that contain CUI will be maintained by a civilian institution unless a specific request is submitted by the institution and approved by NPS Command Security Manager. Students will submit to the CO, NROTC unit, or reporting senior a proposed topic outline and a thesis abstract or dissertation abstract if the proposed thesis contains information that falls under a distribution statement other than “A” as documented in Exhibit 8A of reference (e)

(5) Security Review Requirements. Theses, dissertations, or professional papers intended for submission to faculty boards, libraries, or publishers must be reviewed prior to submission per Chapter 3 of reference (f). For material requiring Office of the Secretary of Defense (Public Affairs) approval for public release, Navy personnel should submit five copies and expect the review process for a dissertation to take a minimum of six weeks following receipt by the appropriate Chief of Naval Operations Office. Other papers may take up to three weeks. No commitment shall be made to furnish a manuscript which deals with military matters or has National Security implications to any unofficial publication or publisher without first submitting the manuscript for clearance. Providing complimentary copies of the paper to anyone, faculty or otherwise, is in effect public release, and when done prior to security review, is contrary to security and public affairs regulations. The NPS Security Manager can be reached at:

Security Manager (Code 014)
Naval Postgraduate School
1411 Cunningham Rd, Rm B13
Monterey, CA 93943-5015
Telephone: (831)656-2450
Fax: (831)656-2350

7. Procurement and Accountability Procedures

a. Contracts

(1) Contractual agreements for the payment of tuition and fees of a fixed nature are initiated by Director, NPS CIVINS Programs prior to the commencement of the initial term. The contracts are executed with the civilian educational institution concerned by the appropriate Naval Regional Procurement Office, and are administered by Director, NPS CIVINS Programs. Most contracts are in the nature of a general agreement and are not
definitive or restrictive as to the exact number of Officer
students or amount of tuition and fixed fees involved.
Accordingly, changes occurring in these items during the
academic year do not necessitate a contract revision or
amendment. Any questions regarding contractual arrangements
should be referred to the Director, NPS CIVINS Programs for
resolution.

(2) Current contracts provide tuition and fees of a
fixed nature are to be no higher than those established for
civilian students undergoing similar instruction. In those
cases where the Officer student is a resident of the state where
the institution is located, the contractual arrangement with the
civilian institution concerned will provide the tuition be no
higher than that charged for civilian students entitled to the
in-state residence tuition charge. Other regularly established
fees such as application fees, pre-registration fees, laboratory
fees, computer usage fees, and graduate and diploma fees may be
paid under current contracts, provided it is the practice of the
civilian institution to bill them in such manner. If the
civilian institution does not follow this practice, see
paragraphs 6.c. through 6.g. below relating to procedures for
procurement and reimbursement.

b. Payment. Current contracts provide the educational
institution will submit invoices through Wide Area Workflow
(WAWF) for processing and payment within 30 days after the
commencement of each term.

c. Student Waivers. In most states, active duty Armed
Forces members enrolled as full-time students qualify for a
waiver of out-of-state nonresident fees. To obtain this
benefit, students must request a waiver by submitting a copy of
their orders to the university’s registrar or bursar office.
Additionally, upon presentation of orders, many universities
waive the health fee charges. In all cases, students are
expected to apply for the waivers. It is the student’s
responsibility to provide the university with proof of their
active duty status so the Navy will not be billed unnecessarily.
Failure to request a waiver of non-residency and health fee
charges may result in students being billed for these charges.

d. Thesis Costs. None of the costs associated with
producing a thesis are reimbursable.
e. Reimbursement

(1) Officer students will pay all application fees not covered by the contract. The government may choose to reimburse these fees. An Officer student effecting procurement on this basis will prepare enclosure (6), supported by legible signed receipts or copies of cancelled checks (front and back), and forward them to Director, NPS CIVINS Programs for approval. If original receipt(s) have been inadvertently lost or destroyed, the Officer student must submit a Memorandum of Lost Receipt, enclosure (9). Reimbursements for applications and transcripts are limited to the following:

(a) Three application fees and three transcript fees for entrance into three educational institutions.

(b) Fees incident to the procurement of two transcripts the Officer student will provide to NPS and BUPERS.

(2) Costs incurred for admission or aptitude tests are not reimbursable.

(3) The student may incur the following incidental expenses: Parking fees, meal tickets, books, course materials, postage stamps, student body fees, ID cards, housing, dormitory charges, computers, transportation costs, or duplicating charges. These expenses are not reimbursable, even when required by the civilian institution or practicality. If these additional fees are of concern to the student, he/she should carefully research all possible expenses prior to accepting an offer of placement at the civilian institution.

(4) Students are highly encouraged to participate in the Transportation Incentive Program. The program provides eligible DON personnel a monthly stipend to offset the costs incurred while using public transportation. Student parking fees are not reimbursable under this program. For more information and to download a list of POCs in a particular region who can guide student Officers through the application process, visit http://www.fmo.navy.mil/services/tip/tip.htm.

(5) Per reference (c), LEP Officer students may be reimbursed up to $1500 for one bar examination review course. All other provisions of reference (c) paragraph 6.d. apply.
(6) Claims for reimbursement should be submitted as soon as expenses are incurred, but no later than two months past the end of the fiscal year in which the expenses were incurred. (For example, claims for expenses incurred in FY-11 must be submitted no later than 30 November 2011, or the reimbursement request will be disapproved.)

(7) Electronic Funds Transfer (EFT) is the prescribed method of payment for all reimbursements. Enclosure (7) shall be completed and submitted to the NPS CIVINS Programs Office within five days of the start of the academic program. Failure to submit an EFT form, as prescribed, will result in loss of textbook allowance and any claims for reimbursements. Reimbursements will be deposited directly into the student’s financial institution. Reimbursements will not be made unless an EFT is on file with the NPS CIVINS Programs Office. Officer students are required to send updated EFT information if a change in financial institution has occurred while enrolled in the CIVINS program.

f. Procurement of Textbooks and Reference Books

(1) A textbook allowance is currently available for all CIVINS and LEP Officer students enrolled full-time. In accordance with reference (1), students will be reimbursed up to $500.00 for textbook purchases, annually. Furthermore, this amount will be prorated if an Officer student is enrolled for only a portion of the year. Officer students should consult reference (1) for further details on allowance limits and procedures. Should funding be revoked, students will be notified in writing by the CIVINS Programs Office.

g. Procurement of Other Supplies. Supplies, other than those previously discussed in this section, will be provided by Officer students at their own expense.

8. Fitness Reports. The reporting senior will complete and forward fitness reports of Officer students of the U.S. Navy per reference (1).

9. Form Availability. Supplies of NPS worksheets and SF 1164 (Claims for Reimbursement for Expenditures on Official Business) can be attained online from the CIVINS Homepage at: http://www.nps.edu/Academics/CIVINS/index.html.
10. Mailing Address. The mailing address, phone number, and fax number for correspondence with NPS CIVINS department are:

DIRECTOR, NPS CIVINS PROGRAMS
NAVAL POSTGRADUATE SCHOOL (CODE 031A)
1 UNIVERSITY CIRCLE, HERRMANN HALL, RM 046
MONTEREY, CA 93943
COMM: (831) 656-2319
DSN: 756-2319
FAX: (831) 656-1014

Distribution:
NAVPGSCOLINST 5605.2S (List 3)
CNO (N1, N09BC, N51, N71
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NAVOCEANCOM
COMMANDER, NSTC

DANIEL T. OLIVER
ONBOARD REPORT

NAVGSCOLINST 1520.1J REFERS
Forward NLT the first 5 business days in the month
for previous month's report

GRADUATE STUDY
NPS WORKSHEET

TO:  Director, Civilian Institutions Program (Code 031A)
      Naval Postgraduate School
      1 University Circle, Room HE 046
      Monterey, CA 93943-5033

FROM: Commanding Officer, NROTC UNIT, UNIVERSITY OF FLORIDA, GAINESVILLE, FL 32611

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PREPARED BY:  DATE  CO, NROTC/SENIOR NAVAL REP SIGNATURE
EDUCATIONAL PLAN NAVPGSINST 1520.1J

SPS WORK SHEET

INITIAL PLAN [ ] REVISED PLAN [ ] (Mark Substitution with *) [ ] FINAL PLAN [ ]

EDUCATIONAL INSTITUTION
University of Florida

CURRICULA PROGRAM NO. (See OPNAVNOTE 1520) 470

SUBSPECIALTY CODE EXPECTED 1101P

DATE COMMENCED INSTRUCTION 23 Aug 10

EXPECTED COMPLETION DATE 13 Aug 11

DEGREE SOUGHT Master's Engineering

STATE OF LEGAL RESIDENCE Florida

SSN (last 4) 000-00-0000

PRESENT MAILING ADDRESS (Include Zip) P.O. Box 000, Gainesville, FL 32600

TELEPHONE (Include area code) (352) 000-0000

EMAIL: msailor@xxxx.xxx

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EMAIL: msailor@xxxx.xxx

RANK, NAME (Last, First, Middle Initial) LCDR Doe, John

ADMIRATIVELY ASSIGNED TO: NROTC Unit, University of Florida

NOTE CHANGE OF: [ ] RANK [ ] ADDRESS [ ] TELEPHONE NO.

COLLEGE TERM [ ] SEMESTER [ ] QUARTER [ ] TRIMESTER [ ] YEAR [ ]

RESIDENCY STATUS [ ] NON-RESIDENT [ ] RESIDENT

For courses which satisfy degree requirements, indicate under “Requirements” as follows:

(1) Required no substitution
(2) Prerequisite
(3) Elective
(4) Extra or spare

For sponsors & CEC Students: next to each course list the number of the educational skill requirement (ESR) that the course fulfills

DATE FROM (Day, month, year) 24 Aug 010

TO 18 Dec 10

ESR REQUIREMENT DEPT/COURSE NO. COURSE TITLE CREDIT HOURS GRADE

4,6 1 CGN 5605 Public Works Planning 3

11 3 CGN 5125 Legal Aspects of Civil Engineering 3

2,7,8 3 ENV 5306 Municipal Solid Waste 3

3,4,7,9 3 BCN 4720 Construction Planning & Control 3

10 3 ACG 5005 Financial Accounting 4

16 GPA

DATE FROM (Day, month, year) 6 Jan 11

TO 14 May 11

ESR REQUIREMENT DEPT/COURSE NO. COURSE TITLE CREDIT HOURS GRADE

1,3,5,7 1 CGN 5606 Public Works Management 3

8 3 *CEG 6515 Earth Retention & Slope Stability 3

6 3 URP 4000 Preview to Urban and Regional Planning 3

10 3 FIN 3408 Business Finance 4

6 3 REE 3043 Real Estate Analysis 4

17 GPA

Enclosure (2)
NAVPSLINST 1520. 1J
EDUCATIONAL PLAN
NPS WORK SHEET

DATES FROM 24 May 11 TO 13 Aug 11

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DATES FROM (Day, month, year) TO GPA

DATES FROM (Day, month, year) TO GPA

DATEs FROM (Day, month, year) TO GPA

Enclosure (2)
# Educational Plan

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- **Dissertation**
- **Thesis**
- **Major Report**

**Title**

Public Works Planning

**Thesis Research Description** *(If additional space is required, continue on reverse)*

**Major Project Planing Process Analysis**

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- **Degree**
  - **Awarded**
  - **To Be Awarded**

Master's Engineering

**Date**

August 2011

Enclosure (2)
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SAMPLE
FEEDBACK LETTER

From: Director, Civilian Institutions Program Office (Code 031A)
Naval Postgraduate School, 1 University Circle, Room H046
Monterey, CA 93943-5033

Subj: FEEDBACK ON QUALITY OF EDUCATION

1. The following information is provided concerning the quality of graduate education at civilian universities:

   University:
   Degree:
   Subspecialty:
   Date commenced full time studies:
   Expected or actual graduation date:

2. Academic Accomplishments:
   (I am currently in the third quarter of an 8 quarter program)
   or (I have completed my degree. My grade point average is X.XX. I have begun working on a thesis/major report entitled:

3. Strengths and Weaknesses of Program:

   (Discuss any strengths and weaknesses of the program including particularly outstanding (or poor) classes, scheduling difficulties, administrative support, advisors, etc.)

4. Future Plans:

   (Discuss your future academic and/or professional goals for the upcoming academic period or for follow-on orders.)

5. New/forwarding address and phone number (if applicable):

   Very Respectfully,

Enclosure (4)
From: Ensign John P. Jones
To: Deputy Chief of Naval Operations (N153)
Via: (1) Program Sponsor/SME
(2) Commander, Navy Personnel Command (PERS-4XX)
(3) President, Naval Postgraduate School (Code 031A)

Subj: REQUEST TO ATTEND GRADUATE SCHOOL AT THE UNIVERSITY OF TEXAS AT ARLINGTON

Ref: (a) NAVPGSCOLINST 1520.J
(b) OPNAVNOTE 1520

Encl: (1) Educational Plan
(2) Course Descriptions
(3) Letter of Acceptance
(4) Cost Comparisons
(5) Undergraduate Transcripts

1. Per reference (a), I respectfully request a waiver to pursue graduate studies in Architecture at the University of Texas at Arlington (UTA).

2. The waiver is requested for the following reasons:
   a. Cost comparison: Graduate education at UTA costs less than an education at the University of Texas (UT) or Texas A&M University (TAMU).
      
      UTA: $436/credit hour
      UT: $508/credit hour
      TAMU: $624/credit hour

   b. PCS costs at UTA would costs the same as it would be for either school because they are all located in Texas.

   c. UTA is an ABET accredited institution. The UTA School of Architecture was listed as the top school in the South in Design Intelligence magazine’s list of Most Innovative Architecture Programs. The UTA campus is ideally situated in the center of one the region’s largest and most diverse urban areas, creating an ideal laboratory environment where the concepts being discussed in the classroom take shape all around.

   d. Enclosure (1) indicates the courses that I intend to take and how the curriculum fulfills all the educational skill requirements stated in the Civil Engineer Corps Graduate School Handbook. Enclosure (2) provides a listing of all graduate level Architecture courses. Enclosure (3) is my letter of acceptance received from UTA. Enclosure (4) provides a cost comparison between the two approved graduate schools in Texas and UTA. Enclosure (5) provides my undergraduate transcripts from UTA.

   e. If you have questions or concerns I can be reached at 123-456-7890 or at JPJones@gmail.com.

John P. Jones
Ensign USN

Enclosure (5)
**REPORT DOCUMENTATION PAGE**

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

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1. **REPORT DATE** (DD-MM-YYYY) 2. **REPORT TYPE**

3. **DATES COVERED** (From - To)

4. **TITLE AND SUBTITLE**

5a. **CONTRACT NUMBER**

5b. **GRANT NUMBER**

5c. **PROGRAM ELEMENT NUMBER**

5d. **PROJECT NUMBER**

5e. **TASK NUMBER**

5f. **WORK UNIT NUMBER**

6. **AUTHOR(S)**

7. **PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES)**

8. **PERFORMING ORGANIZATION REPORT NUMBER**

9. **SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)**

10. **SPONSOR/MONITOR'S ACRONYM(S)**

11. **SPONSOR/MONITOR'S REPORT NUMBER(S)**

12. **DISTRIBUTION/AVAILABILITY STATEMENT**

13. **SUPPLEMENTARY NOTES**

14. **ABSTRACT**

15. **SUBJECT TERMS**

16. **SECURITY classIFICATION OF:**
   a. **REPORT**
   b. **ABSTRACT**
   c. **THIS PAGE**

17. **LIMITATION OF ABSTRACT**

18. **NUMBER OF PAGES**

19. **NAME OF RESPONSIBLE PERSON**

19a. **TELEPHONE NUMBER** (Include area code)

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*Standard Form 298 (Rev. 8/98)*

Prescribed by ANSI Std. Z39.18

Enclosure (6)
INSTRUCTIONS FOR COMPLETING SF 298

1. REPORT DATE. Full publication date, including day, month, if available. Must cite at least the year and be Year 2000 compliant, e.g. 30-06-1998; xx-06-1998; xx-xx-1998.

2. REPORT TYPE. State the type of report, such as final, technical, interim, memorandum, master's thesis, progress, quarterly, research, special, group study, etc.

3. DATES COVERED. Indicate the time during which the work was performed and the report was written, e.g., Jun 1997 - Jun 1998; 1-10 Jun 1996; May - Nov 1998; Nov 1998.

4. TITLE. Enter title and subtitle with volume number and part number, if applicable. On classified documents, enter the title classification in parentheses.

5a. CONTRACT NUMBER. Enter all contract numbers as they appear in the report, e.g. F33615-86-C-5169.

5b. GRANT NUMBER. Enter all grant numbers as they appear in the report, e.g. AFOSR-82-1234.

5c. PROGRAM ELEMENT NUMBER. Enter all program element numbers as they appear in the report, e.g. 61101A.

5d. PROJECT NUMBER. Enter all project numbers as they appear in the report, e.g. 1F665702D1257; ILIR.

5e. TASK NUMBER. Enter all task numbers as they appear in the report, e.g. 05; RF0330201; T4112.

5f. WORK UNIT NUMBER. Enter all work unit numbers as they appear in the report, e.g. 001; AFAPL30480105.

6. AUTHOR(S). Enter name(s) of person(s) responsible for writing the report, performing the research, or credited with the content of the report. The form of entry is the last name, first name, middle initial, and additional qualifiers separated by commas, e.g. Smith, Richard, J, Jr.

7. PERFORMING ORGANIZATION NAME(S) AND ADDRESS(ES). Self-explanatory.

8. PERFORMING ORGANIZATION REPORT NUMBER. Enter all unique alphanumeric report numbers assigned by the performing organization, e.g. BRL-1234; AFWL-TR-85-4017-Vol-21-PT-2.

9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES). Enter the name and address of the organization(s) financially responsible for and monitoring the work.

10. SPONSOR/MONITOR'S ACRONYM(S). Enter, if available, e.g. BRL, ARDEC, NADC.

11. SPONSOR/MONITOR'S REPORT NUMBER(S). Enter report number as assigned by the sponsoring/monitoring agency, if available, e.g. BRL-TR-829; -215.

12. DISTRIBUTION/AVAILABILITY STATEMENT. Use agency-mandated availability statements to indicate the public availability or distribution limitations of the report. If additional limitations/ restrictions or special markings are indicated, follow agency authorization procedures, e.g. RD/FRD, PROPIN, ITAR, etc. Include copyright information.

13. SUPPLEMENTARY NOTES. Enter information not included elsewhere such as: prepared in cooperation with; translation of; report supersedes; old edition number, etc.

14. ABSTRACT. A brief (approximately 200 words) factual summary of the most significant information.

15. SUBJECT TERMS. Key words or phrases identifying major concepts in the report.

16. SECURITY CLASSIFICATION. Enter security classification in accordance with security classification regulations, e.g. U, C, S, etc. If this form contains classified information, stamp classification level on the top and bottom of this page.

17. LIMITATION OF ABSTRACT. This block must be completed to assign a distribution limitation to the abstract. Enter UU (Unclassified Unlimited) or SAR (Same as Report). An entry in this block is necessary if the abstract is to be limited.
**CLAIM FOR REIMBURSEMENT**

**FOR EXPENDITURES ON OFFICIAL BUSINESS**

1. **DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE**
   - U.S. Navy

2. **VOUCHER NUMBER**

3. **SCHEDULE NUMBER**

4. **CLAIMANT**
   - a. **NAME** (Last, first, middle initial)
     - LT Doe, John A.
   - b. **SOCIAL SECURITY NUMBER**
     - 123-45-6789
   - c. **MAILING ADDRESS** (Include ZIP Code)
     - (Not Applicable--Electronic Funds Transfer form required for reimbursement)
     - (222) 555-1234

5. **PAID BY**
   - **NAME**
     - Doe, John A.
   - **SOCIAL SECURITY NUMBER**
     - 123-45-6789
   - **MAILING ADDRESS** (Include ZIP Code)
     - (Not Applicable--Electronic Funds Transfer form required for reimbursement)
   - **OFFICE TELEPHONE NUMBER**
     - (222) 555-1234

6. **EXPENDITURES**
   - **DATE**
     - 19
   - **CODE**
     - A - Local travel
     - B - Telephone or telegraph, or
     - C - Other Expenses (itemized)
   - **AMOUNT CLAIMED**
     - MILEAGE
     - RATE
     - FROM
     - TO
     - EXPLAIN EXPENDITURES IN SPECIFIC DETAIL
     - TOTAL AMOUNT CLAIMED

7. **AMOUNT CLAIMED**
   - (Total of cols. (f), (g) and (i).)
   - $0

8. **PAYMENT DESIRED**
   - Sign Original Only
   - **PAYMENT MADE**
     - **CHECK NO.**
     - **DATE**
     - **PAYEE**
     - **SIGNATURE**
     - **DATE**
     - **AMOUNT**
     - **CASH PAYMENT RECEIPT**
     - **CASH PAYMENT**
     - **DATE**

9. **ACCOUNTING CLASSIFICATION**

10. **SIGN ORIGINALLY ONLY**
    - **DATE**

11. **APPROVING OFFICIAL SIGN HERE**
    - **DATE**

12. **AUTHORIZED CERTIFYING OFFICER SIGN HERE**
    - **DATE**

**SUBTOTALS CARRIED FORWARD FROM THE BACK**

**TOTALS**

**SIGN ORIGINALLY ONLY**

**DATE**

**CASH PAYMENT RECEIPT**

**SIGN ORIGINALLY ONLY**

**DATE**

**CERTIFYING OFFICIAL**

**DATE**

**AMOUNT CLAIMED**

**PAYMENT DESIRED**

**PAYMENT MADE**

**ACCOUNTING CLASSIFICATION**

**STANDARD FORM 1164 (REV. 11-77)**
Prescribed by GSA, FPMA (CFR 41) 101-7

Enclosure (7)
### 6. EXPENDITURES - Continued

<table>
<thead>
<tr>
<th>DATE</th>
<th>SHOW APPROPRIATE CODE IN COL. (B):</th>
<th>MILEAGE RATE</th>
<th>AMOUNT CLAIMED</th>
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<tbody>
<tr>
<td></td>
<td>C - Local travel</td>
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<tr>
<td></td>
<td>D - Telephone or telegraph, or</td>
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<td></td>
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<tr>
<td></td>
<td>E - Other Expenses (itemized)</td>
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</table>

(Explain expenditures in specific detail.)

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<tr>
<th>NO. OF MILES</th>
<th>MILEAGE</th>
<th>FARE OR TOLL</th>
<th>ADD. PERSONS</th>
<th>TIPS AND MISCELLANEOUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) (b) (c)</td>
<td>(d)</td>
<td>(e) (f) (g)</td>
<td>(h) (i)</td>
<td></td>
</tr>
</tbody>
</table>

Total each column and enter on the front, subtotal line.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 601(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.
EFT INFORMATION SHEET

Name: ___________________________  *SSN: __________  Grade/Rank: __________

Last  First  Mi

Command: ___________________________

MAILING ADDRESS (for IRS W-2)  PHONE NUMBERS:

Work: ___________________________

Fax: ___________________________

Home: ___________________________

EFT INFORMATION

Financial Institution: ___________________________

Account Number: ___________________________

Type of Account (check only one)  □ Savings  □ Checking

Routing Number (Must be 9 digits) ___________________________

Signature: ___________________________  Date: ___________________________

PRIVACY ACT STATEMENT

Authority: 5 USC 5701,37 USC 404-427,EO 9397,31 USC 3322,31 CFR 208,209 AND/OR 210

Principal Purpose(s): Used for reviewing, approving, accounting and disbursing for official travel/pay and allowances. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement of payments. The information will be used to process payment data from the Federal Agency to the financial institution and/or its agent.

Routine User(s): To substantiate claims for reimbursements

Disclosure: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the Electronic Funds Transfer/Direct Deposit System (EFT/DDS) programs.

*Full SSN is required.
MEMORANDUM

FROM: 

TO: Director, Civilian Institutions Program Office, Code 031A, Naval Postgraduate School, 1 University Circle, Herrmann Hall, Room HE046, Monterey CA 93943-5033

SUBJ: STATEMENT OF EXPENSES IN CONNECTION WITH ATTENDANCE AT A CIVILIAN INSTITUTION

1. I have incurred the following expenses in connection with a postgraduate degree program at a civilian institution. The original receipt(s) have been inadvertently lost or destroyed and I certify that the amount claimed is true and correct.

<table>
<thead>
<tr>
<th>TYPE OF EXPENSE</th>
<th>AMOUNT</th>
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<tr>
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</table>

TOTAL: ______________________

2. I understand that the penalty for willfully making a false claim is: A maximum fine of $10,000.00 or maximum of 5 years imprisonment or both. (U.S. Code Title 1B, Section 287, formerly section 80.)

(Signature of Claimant)

DISTRIBUTION:
Original and 1 copy with SF 1164