



DEPARTMENT OF THE NAVY

NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIRCLE
MONTEREY, CA 93943-5000

NPSINST 1520.1K

522

24 March 2016

NPS INSTRUCTION 1520.1K

From: President, Naval Postgraduate School

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
(c) SECNAVINST 1520.7F
(d) SECNAVINST 5216.5D
(e) SECNAVINST 5510.36A
(f) SECNAVINST 5720.44B
(g) SECNAVINST 5870.7
(h) OPNAVINST 1520.23C
(i) OPNAVINST 5350.4D
(j) OPNAVINST 6110.1J
(k) BUPERSINST 1610.10D
(l) NAVPGSCOLINST 1550.1F
(m) Code of Federal Regulations PART 2635.204
(n) NAVFAC Instruction 12400.1
(o) NPSINST 4650.1B
(p) DoD Electronic Foreign Clearance Guide

Encl: (1) Guiding Instructions to Curriculum
(2) Sample Educational Plan (NPS Worksheet)
(3) Subject Matter Expert Approval Form
(4) Sample Feedback Letter
(5) Sample Request Letter to Attend an Unapproved School
(6) Report Documentation Page (Standard Form 298)
(7) Claim for Reimbursement for Expenditures on Official
Business (Standard Form 1164)
(8) EFT Information Sheet
(9) Memorandum of Lost Receipt
(10) Air Force Institute of Technology Procedures

1. Purpose. To provide information, policy and procedural guidance for the Navy's fully funded graduate education programs at Naval Postgraduate School (NPS) Civilian Institutions (CIVINS) and for the Law Education Program (LEP).

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2. Cancellation. NAVPGSCOLINST 1520.1J

3. Background. The CIVINS program supports the 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 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 (p) 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 Navy graduate education programs at NPS CIVINS/LEP.

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

(3) Subspecialty Sponsor or Subject Matter Expert who establishes and maintains curriculum Educational Skill Requirements (ESR).

b. Commanding Officers. Per reference (h), enclosure (5), the Naval Reserve Officer Training Corps (NROTC) Unit Commanding Officers (COs) are directed to report for additional duty as the President's representative in matters related to Navy military students at CIVINS. The general requirements for NROTC Unit COs and other commands to which an Officer student is administratively attached include, but are not limited to:

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

(2) Provide counseling on academic programs as necessary.

(3) Act as liaison between the NPS President and Civilian Institution 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 that mustering twice a week via phone, e-mail, 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 other 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 to the DUINS student upon reporting (NOTE: Officer students attached to NROTC units shall not be assigned additional duties involving the NROTC unit).

(5) Act as military reviewer and approver, as appropriate, for leave requests in the Navy Standard Integrated Personnel System (NSIPS).

(6) Conduct Physical Fitness Assessments (PFA) 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 prohibitive by their Commanding Officer, shall comply with enclosure (7) to reference (j). While PRT may be suspended at CO's discretion, a Body Composition Assessment (BCA) shall be performed.

(7) Ensure assigned Officer students receive periodic alcohol and drug abuse prevention education and training in accordance with enclosure (2) to 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 Commanding Officer determines that transit distances between students and testing sites are prohibitive

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(generally to be considered in excess of one hour's journey), Officer students may, at the discretion of the CO, be excused from routine urinalysis testing. This program should be consistent with the requirements outlined in enclosure (1) to reference (i).

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

(9) Ensure the Navy officer student completes all required training including general military training, Enterprise Safety Application Management System (ESAMS) training as required, and any additional mandatory Navy designated topics.

(10) Coordinate access for Joint Personnel Adjudication System (JPAS) as required for security clearance updates.

(11) Assist the student in meeting medical requirements to include annual screenings, emergency care, or permanent change of station screenings to include flight and/or dive screenings. If cost orders are required, the NROTC units will forward the request to NPS CIVINS office through Defense Travel System (DTS) for review and evaluation.

(12) While the CIVINS Office does not fund travel associated with academic programs, a student is permitted to travel in conjunction with their program at their own expense. If travel is required, the NROTC unit will provide no-cost TAD orders. If international travel is required, the NROTC unit must also coordinate AT/FP Protection in accordance with references (o) and (p). NPS CIVINS office must be notified of international travel.

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

(1) Obtain an Educational Plan (EP) from each assigned Officer student as soon as possible, but no later than 30 days prior to the Officer student commencing classes.

(2) Determine if student EP meets all Educational Skill

Requirements (ESR) for subspecialty code and degree. Notify the Officer student of the approval or disapproval of the educational plan with a copy to the NPS CIVINS programs office.

(3) Conduct curriculum reviews biennially in accordance with reference (1).

d. Required Reports

(1) Commanding Officers and Administrative Commands

(a) As necessary, Commanding Officers, NROTC units or reporting seniors at pertinent administrative commands shall 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 actions);
4. Placement on academic probation;
5. Violations of the Uniform Code of Military Justice and subsequent disciplinary actions or punishments.

(2) Officer Students

(a) First Term Guidance: Officer students shall contact the CIVINS office at least 60 days prior to the first period of instruction commencing with an estimated number of credits to be taken during the first quarter or semester of study. This aids greatly in estimating tuition costs for CIVINS staff.

(b) Educational Plans (EP). Each Officer student, in conjunction with the institution advisor, shall prepare and submit an EP to the respective SME for approval. 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 Educational

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Skill Requirements (ESR) for his/her curriculum and subspecialty 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 has been submitted and approved. The sponsor/subject matter expert will notify the Officer student, with a copy to the NPS CIVINS programs office, of the approval or disapproval of the EP within 10 days of receipt.

The following guidance is to be followed throughout the submission process and receipt of the EP:

1. The Officer student must submit his or her EP to the cognizant SME as soon as classes to be taken are identified and no later than 30 days prior to commencing classes. After the sponsor/subject matter expert approves the EP, he or she must send an email of approval with a signed copy of the EP SME approval page, enclosure (3), to the NPS CIVINS programs office and Officer student.

2. Any addition or deletion of courses, change in course load, thesis topic or program length requires the submission of a revised EP and subsequent SME approval. Note any changes on revised EPs with asterisks, and discuss the rationale.

3. The EP must meet all Educational Skill Requirements (ESR) for the assigned subspecialty 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.

4. The SME and university advisor's signature is required on the initial and any revised EP. It is the student's responsibility to ensure that the EP will meet the degree and subspecialty requirements within the allotted time. If there is any doubt, consult with appropriate SME immediately.

(c) Grade Reports and Academic Standing. Within 30 days of the end of each academic term, grades that indicate failure, withdrawal from courses, incomplete courses, or being placed on academic probation must be explained to NPS CIVINS programs office. Final grades received for incomplete courses shall be forwarded to NPS CIVINS programs office immediately.

(d) Transcripts. Upon completion or termination of the funded graduate education program, each Officer student

shall ensure that two (2) official transcripts of their academic record, with the award of the degree specifically noted on the transcript, are forwarded to the NPS CIVINS programs office. Only upon receipt of the official transcript can the appropriate subspecialty code be recommended to Navy Personnel Command. 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 NPS CIVINS programs office. The Commanding Officer, 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 and to ensure that the NPS CIVINS programs office, has received the final transcript with degree conferred.

(e) Feedback Letter. It is recommended, but not required, that Officer students submit a feedback letter report upon graduation. This feedback letter will assess their academic accomplishments, the strengths and weaknesses of their program. Feedback letters should be forwarded to the sponsor/subject matter expert with a copy to NPS CIVINS programs office. The report should be submitted at the completion or attrition from the funded graduate program. The purpose of these reports is to help in assessing the quality of the education the Officer students are receiving. An example feedback letter is provided in enclosure (4).

(3) NPS CIVINS programs office. Upon the start of every academic year, NPS CIVINS programs office shall forward the names of all newly reporting officer students to POC at Officer Development Leadership, Naval Service Training Command.

e. Official Correspondence. Officer students at civilian educational institutions may be forwarded to NPS CIVINS programs office via the Commanding Officer, NROTC unit or assigned reporting senior.

(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

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publication, due mention of the Officer's participation in the 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 that theses and similar works completed by a Naval Officer in the course of assigned duties at government expense are works of the United States Government. As such, theses, dissertations and/or capstone project reports are not subject to copyright.

f. General Instructions for Officer Students

(1) Policy. Each Officer student 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 while 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. No allowance will be provided for the purchase of civilian clothing.

(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. All PRD extensions must be endorsed in writing by appropriate SME and forwarded to the NPS CIVINS programs office for endorsement prior to consideration from PERS and OPNAV N127.

Failure to obtain PRD extension may result in courses being billed to the student.

(6) Monetary Awards (including Scholarships, Grants and Cost of Living allowances). If a student is selected to receive a scholarship, grant, cost of living stipend, or a monetary award, the sum shall be used against his or her tuition balance. Furthermore, it is the student's responsibility to inform his or her Program Officer and the NPS CIVINS office about the details of the scholarship or grant. Prior to accepting any such awards that would not go towards a student's tuition and fees, or exceeds the cost of tuition, officer students must first receive an ethics opinion from an ethics counselor in accordance with reference (m).

(7) Student Teaching and Internships. The Officer student shall inform the NPS CIVINS programs office prior to participating in any student teaching program or internship. Should both the school and the student deem it to be in the best interest of the student for he or she 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 or her to participate in an internship, the Officer student shall not accept payment from the company for whom they intern.

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

(9) Failure to Complete Degree Requirements. In the event an Officer student fails to meet the requirements to complete the degree program, the Officer student 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 NPS Civilian Institutions Programs office, as well as the Officer student's detailer must be immediately informed. Additionally, the Officer student shall incur the minimum service requirement as set forth in reference (h). The Officer student may become obligated to repay the unearned portion of educational benefits back to the U.S. Government in accordance with reference (h).

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(10) 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.

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 an ESR analysis of the civilian institution's curriculum. Courses at the institution shall meet all ESR 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. Inquiring about tuition discounts for Department of Navy funded students is highly encouraged. The ESR for the program at the new institution shall be met at minimal costs in the least amount of time possible.

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

c. Officer Student Procedures

(1) In the event an Officer student wishes to attend a school that is not on the approved curriculum list, the Officer student shall submit an official request letter to the Deputy Chief of Naval Operations (N127) via the Program Sponsor/Subject Matter Expert; Commander, Navy Personnel Command (PERS-4XX), and President, Naval Postgraduate School (Code 522), 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, and 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 these factors in his or her request.

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

d. Endorsement and Approval. If the proposed educational plan, financial costs, and justifications satisfy the requirements of the Program Sponsor/ Subject Matter Expert, the Officer student's detailer, and NAVPGSCOL 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 courses with a minimum of 12 credit hours per academic term (except during shortened summer sessions when an equivalent course load must be taken). Education plans should be completed accordingly. Course loads deviating from these guidelines must be explained in the educational plan 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 educational skill requirements of the applicable subspecialty code and are approved in the educational plan shall be funded by the Navy. Officer students may enroll or participate in unapproved courses

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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 educational plan are not offered during a given academic term, or if other unusual circumstances exist, the Officer student shall contact the sponsor/subject matter expert and the NPS CIVINS program office prior to registering for substitute courses not already approved in the educational plan.

(3) Thesis Work. It is appropriate to substitute thesis work 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. Theses are published and stored on Defense Technical Information Center (DTIC), <http://www.dtic.mil/dtic/>.

(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/subject matter expert's approval must be obtained for the topic selected. Any special instructions that the sponsor/subject matter expert or designated Navy advisor may impart upon the student should be brought to the faculty advisor's attention so that a mutually satisfactory 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, a thesis containing controlled unclassified information (CUI), or a thesis for official use only (FOUO) 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 that appropriate procedures, in accordance with reference (e), 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 the Naval Postgraduate School Command Security Manager. Students will submit to the Commanding Officer, 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.

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- (6) NPS Security Manager can be reached at:
Security Manager (Code 00M)
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 arrangements for the payment of tuition and fees of a fixed nature are initiated by the NPS CIVINS programs office 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 the NPS CIVINS programs Office. 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 NPS CIVINS programs Office for resolution.

(2) Current contracts provide that 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 that the tuition be not 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 graduation 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 the practice of billing the above charges under contracts, see paragraphs 6.c. through 6.e. below relating to procedures for procurement and reimbursement.

b. Payment. Current contracts provide that the educational institution will submit invoices through Wide Area Workflow 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, mandatory tuition deposits, and transcript fees. Students cannot receive reimbursement until instruction has begun. 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 office for approval. The CIVINS programs office will review each claim for reimbursement. 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 transcripts fees for entrance into three educational institutions;

(b) Fees incident to the procurement of one transcript that 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 types of incidental expenses: parking fees, meal tickets, books, course materials, postage stamps, student body fees, ID cards, housing,

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dormitory charges, computers, transportation costs, duplicating charges, or costs associated with thesis production, etc. 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 or 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 Department of the Navy (DON) personnel a monthly stipend to offset the costs incurred while using public transportation (i.e. commuter bus, commuter train, subway/light rail, van pool, ferry-foot traffic only). Student parking fees are not reimbursable under this program. For more information, and to download a list of POC's in a particular region who can guide Officer students through the application process, visit <http://www.fmo.navy.mil/services/tip/tip.htm>.

(5) Per reference (c), LEP Officer students may be reimbursed for the cost of one bar examination review course. All other provisions of reference (c) paragraph 6.d. apply.

(6) Per reference (n), CEC Officer students shall file for reimbursement of CEC Professional Engineer (PE) courses through Naval Facilities Headquarters.

(7) Claims for reimbursement should be submitted as soon as the officer student commences classes at their respective civilian institution, but no later than 1 September of the fiscal year in which the expenses were incurred. (For example, claims for expenses incurred in FY16 must be submitted no later than 1 September 2016, or the reimbursement request may be disapproved.)

(8) 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 any claims for reimbursements. Reimbursements will be deposited directly to 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.

(9) Textbooks will be provided by Officer students at their own expense.

f. Procurement of Supplies. Supplies, including text books, will be provided by Officer students at their own expense.

8. Form Availability. Supplies of NPS Worksheets and SF 1164 (Claims for Reimbursement for Expenditures on Official Business) can be obtained online from the CIVINS Homepage at:
<http://www.nps.edu/Academics/CIVINS/index.html>.

9. Mailing Address. The mailing address, phone and fax numbers for correspondence with Naval Postgraduate School's Civilian Institutions Department are:

DIRECTOR, NPS CIVILIAN INSTITUTIONS PROGRAMS
NAVAL POSTGRADUATE SCHOOL (CODE 522)
1 UNIVERSITY CIRCLE, HERRMANN HALL, ROOM 046
MONTEREY, CA 93943
COMM: (831)656-3345
DSN: 756-3345
FAX: (831)656-1014



RONALD A. ROUTE

Distribution:

<http://intranet.nps.edu/Code00/Instructions/IndexNew.html>

NAVPGSCOLINST 5605.2S (List 3)

CNO (N1, N09BC, N51, N71)

COMNAVPERSCOM (NPC-13, NPC-440E)

JAG

CHCHAP

CHINFO

COMNAVINTCOM

COMNAVSUPSYSCOM

COMNAVAIRSYSCOM

COMNAVFACENCOM

COMNAVELEXSYSCOM

COMNAVSEASYSYSCOM

NAVOCEANCOM

COMMANDER, NSTC

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Guiding Instruction to Curriculum

CEC - 47X	CEC Handbook NAVFAC INSTRUCTION 12400.1
LLM - 88X	JAG INSTRUCTION 1520.1D
MBA - 810	NAVSUPINST 1520.8
Petroleum Management - 811	NAVSUPINST 1520.8
Chaplains Corps - 97X	CHIEF OF CHAPLAINS INSTRUCTION 1521.1
Pol Mil Masters - 680/690	OPNAV INSTRUCTION 1500.72G Annual NAVADMIN
ETMS - 867	None
PAO - 920	CHINFOINST 1550.1D
Music - 900	NAV BANDINST 1520.1
Naval Construction - 510	None
Nuclear Engineering - 520	None
MIT/WHOI - 375	OPNAV INSTRUCTION 1520.31C Annual NAVADMIN
LEP	SECNAV INSTRUCTION 1520.7F JAG IPP Program Authorization 111A Annual NAVADMIN

Note: Consult reference (h), OPNAVINST 1520.23C, for general information regarding graduate education, selection, and service obligation.

Enclosure (1)

Sample Education Plan
(NPS Worksheet)

COMPLETE AND FORWARD TO:

Civilian Institutions Program Office
Naval Postgraduate School (Code 522)
1 University Circle, Herrmann Hall, Room 046
Monterey, CA 93943-5003 (Fax: 831.656.1014)

A: PART I: STUDENT AND PROGRAM INFORMATION

1) <input type="checkbox"/> INITIAL PLAN <input type="checkbox"/> REVISED PLAN <input type="checkbox"/> FINAL PLAN					
2) EDUCATIONAL INSTITUTION			3) ADVISORS SIGNATURE		
4) CURRICULA PROGRAM NO. (See OPNAVNOTE 1520)		5) SUBSPECIALTY CODE	6) ADVISORS TITLE		
7) DATE COMMENCED INSTRUCTION		8) EXPECTED COMPLETION DATE	9) STUDENT SIGNATURE		10) DATE
11) DEGREE SOUGHT	12) STATE OF RESIDENCE	13) STUDENT ID NUMBER			
14) RANK, NAME (<i>Last, First, Middle Initial</i>)			15) TELEPHONE: <input type="checkbox"/> EMAIL: <input type="checkbox"/> <input type="checkbox"/>		
16) ADMINISTRATIVELY ASSIGNED TO:			17) NOTE CHANGE OF: RANK TELEPHONE NO. EMAIL		
18) COLLEGE TERM <input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER			19) RESIDENCY STATUS <input type="checkbox"/> NON-RESIDENT <input type="checkbox"/> RESIDENT		
Educational Skill Requirements (ESRs) can be found on the CIVINS website under the appropriate curriculum or through your Program Officer/Subject Matter Expert. Next to each course list the ESR that the course fulfills. Indicate if a course is distance learning (DL), study abroad (SA), or is being taken at a satellite campus (SC). If none apply, please indicate N/A.					

B: PART II: TERM AND ENROLLMENT INFORMATION

DATES (Day, month, year) FROM _____ TO _____

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM _____ TO _____

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM

TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM

TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM

TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM

TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM

TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM

TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

C: PART III: DEGREE AND FINAL PROJECT INFORMATION

20) <u>FINAL PROJECT:</u> <input type="checkbox"/> DISSERTATION <input type="checkbox"/> THESIS <input type="checkbox"/> MAJOR REPORT/CAPSTONE <input type="checkbox"/> NONE/ NOT APPLICABLE		21) TITLE	
22) THESIS/PROJECT DESCRIPTION <i>(If additional space is required, continue on reverse)</i>			
23) NUMBER OF CREDIT LISTED IN THIS PLAN		24) TRANSFER CREDIT ALLOWED FOR DEGREE	25) TOTAL CREDITS REQUIRED FOR DEGREE
26) DEGREE STATUS <input type="checkbox"/> AWARDED <input type="checkbox"/> TO BE AWARDED		27) DEGREE	

EDUCATIONAL PLAN PREPARATION INSTRUCTIONS

OFFICIAL GUIDANCE ON EDUCATIONAL PLANS CAN BE FOUND IN NAVPGSCOLINST 1520.1(series): STANDARD PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF NAVY FULLY-FUNDED GRADUATE EDUCATION PROGRAMS AT CIVILIAN INSTITUTIONS AND THE LAW EDUCATION PROGRAM

Upon completion of this Educational Plan, the student must route directly to the Program Sponsor/Subject Matter Expert for review and approval.

A: PART I: STUDENT AND PROGRAM INFORMATION

- Block 1.** Identify if the plan is an Initial Plan, a Revised Plan or the Final Plan. Final plans are required and must match the transcript submitted to the CIVINS office.
- Block 2.** Indicate the academic institution you will be attending.
- Block 3.** An initial EP must have an Academic Advisor signature. Revised or Final EPs do not.
- Block 4.** Indicate which curriculum you will be studying.
- Block 5.** Indicate what subspecialty code you will be receiving.
- Block 6.** Enter your Academic Advisor title.
- Block 7.** Insert the day instruction begins in your first academic term. Include day, month, and year.
- Block 8.** Insert the date you are expected to complete the program. If the actual term end date has not been identified by the institution please indicate the month.
- Block 9.** Sign your Educational Plan.
- Block 10.** Insert date of signature.
- Block 11.** Insert an acronym for the degree sought. For example:
Masters of Science in Civil Engineering- MSCE
Juris Doctor- JD
Masters of Law- LLM
Masters of Business Administration- MBA
- Block 12.** Indicate legal state of residency.
- Block 13.** Insert your university student identification number.
- Block 14.** Enter your rank and name.
- Block 15.** Insert your telephone number and email address. The email should either be a commercial or university email address.
- Block 16.** Identify the administrative unit you are assigned to.
- Block 17.** In the event of a change to your rank or telephone number, please indicate a change.
- Block 18.** Indicate whether your institution is on a semester or quarter schedule.
- Block 19.** Indicate your residency status with the institution. All students are required to apply for in-state residency waivers where available.

B: PART II: TERM AND ENROLLMENT INFORMATION

Above each term indicate the specific dates of instruction (day, month, year) in the FROM and TO fields. In each column provide the requested information: department/course number, course title and credit hours. Indicate what Educational Skill Requirements (ESRs) that course satisfies. ESRs can be found on the CIVINS website or by contacting your Program Officer/Subject Matter Expert. If the course is taken via distance learning (DL), is a study abroad program (SA) or is being taken at a satellite campus (SC), indicate that in the appropriate column. If not applicable insert N/A.

Forecast the term and enrollment information as far out as possible. Some communities will be able to fully forecast the EP while others will not.

C: PART III: DEGREE AND FINAL REQUIREMENTS INFORMATION

- Block 20.** Indicate whether or not your degree program has dissertation, thesis, major report/capstone or not applicable.
- Block 21.** If applicable, indicate the title of your final project.
- Block 22.** If applicable, indicate a description of the project.
- Block 23.** Indicate the number of credit units listed on the plan at time of completion.
- Block 24.** Indicate the number of transfer credits allowed for the degree (if applicable).
- Block 25.** Indicate the total number of credit units required for the degree.
- Block 26.** If the plan is an Initial EP or a Revised EP, indicate the degree as to be awarded. If this plan is a Final EP, indicate that the degree has been awarded.
- Block 27.** Indicate the full title of the degree being sought.

Subject Matter Expert Approval Form

BY SIGNING THIS DOCUMENT YOU ARE AFFIRMING THAT THE COURSES LISTED ON THIS EDUCATIONAL PLAN SATISFY THE EDUCATIONAL SKILL REQUIREMENTS (ESRS) INDICATED AND THAT THE COURSES MEET DEGREE PROGRAM REQUIREMENTS.

Instructions: Please indicate if the EP forecasts through the entire academic tour OR the date through which the EP covers. A revised EP is due upon expiration. Please forward the EP and this form to the appropriate educational technician. Prior to sending please ensure ALL blocks on the EP are appropriately filled.

SUBJECT MATTER EXPERT NAME

STUDENT NAME

CURRICULUM: _____

SIGNATURE

APPROVED UNTIL*: _____ or FULLY FORECASTED EP

*insert date of term end completed on EP

Educational Technician Contact Information:

Mike Ruff
mdruff@nps.edu
(831) 656-2319

Civilian Institutions Office
civins@nps.edu
031A@nps.edu

MAILING ADDRESS:

DIRECTOR OF CIVILIAN INSTITUTIONS PROGRAM (CODE 522)
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIRCLE, HERMANN HALL RM HE-046
MONTEREY, CA 93943-5033

Program Officer/Subject Matter Expert Comments:

Sample Feedback Letter

From: _____ Date: _____

To: Civilian Institutions Program
Office (Code 522) Naval
Postgraduate School
1 University Circle,
Rm. HE-046 Monterey,
CA 93943-5033
civins@nps.edu

Subj: FEEDBACK ON QUALITY OF EDUCATION

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

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

2. Academic Accomplishments:

Grade Point Average: ____
 Thesis
 Major Report
 Capstone
 Not Applicable

3. Strengths and Weaknesses of Program:

4. Future Plans:

5. New/forwarding contact information:

Email address: _____ Phone number: _____

Email address: _____ Phone number: _____

NPSINST 1520.1K
24 March 2016

Sample Request Letter to Attend an Unapproved School

From: Ensign John P. Jones
To: Director, Total Force Manpower, Training and Education
Requirements

Divison (N12)

Via: (1) Program Sponsor/SME
(2) Commander, Navy Personnel Command (PERS-4XX)
(3) President, Naval Postgraduate School (Code 522)

Subj: REQUEST TO ATTEND NON-APPROVED SCHOOL FOR GRADUATE
EDUCATION AT THE UNIVERSITY OF TEXAS AT ARLINGTON

Ref: (a) NAVPGSCOLINST 1520.1K
(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

Enclosure (5)

NPSINST 1520.1K
24 March 2016

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 provides a cost comparison between the two approved graduate schools in Texas and UTA.

Enclosure (5) provides my undergraduate transcripts from UTA.

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

John P. Jones
Ensign, USN

REPORT DOCUMENTATION PAGE*Form Approved*
OMB No. 0704-0188

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 this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this 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. **PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.**

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	
6. AUTHOR(S)				5d. PROJECT NUMBER	
				5e. TASK NUMBER	
				5f. WORK UNIT NUMBER	
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:			17. LIMITATION OF ABSTRACT	18. NUMBER OF PAGES	19a. NAME OF RESPONSIBLE PERSON
a. REPORT	b. ABSTRACT	c. THIS PAGE			19b. TELEPHONE NUMBER (include area code)

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER
		3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

4. CLAIMANT	a. NAME (Last, first, middle initial)	b. SOCIAL SECURITY NO.
	c. MAILING ADDRESS (Include ZIP Code)	d. OFFICE TELEPHONE NUMBER

5. PAID BY

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	CODE	Show appropriate code in col. (b): <div style="font-size: small; margin: 2px;"> A - Local travel B - Telephone or telegraph, or C - Other expenses (itemized) </div>	MILEAGE RATE	AMOUNT CLAIMED					
				(b) <i>(Explain expenditures in specific detail.)</i>	NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PERSONS (h)	TIPS AND MISCELLANEOUS (i)
(a)	(b)		¢	(f)	(g)	(h)	(i)		

If additional space is required continue on the back.	SUBTOTALS CARRIED FORWARD FROM THE BACK	
---	---	--

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i.)) ▶ \$	TOTALS	
--	---------------	--

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a.))

Sign Original Only

APPROVING OFFICIAL SIGN HERE	DATE
AUTHORIZED CERTIFYING OFFICER SIGN HERE	DATE

9. This claim is certified correct and proper for payment.

Sign Original Only

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only

CLAIMANT SIGN HERE	DATE
--------------------	------

11. CASH PAYMENT RECEIPT	
a. PAYEE (Signature)	b. DATE RECEIVED
c. AMOUNT \$	
12. PAYMENT MADE BY CHECK NO.	

PRIVACY ACT SENSITIVE WHEN COMPLETED

EFT INFORMATION SHEET

Name: _____ SSN: _____ Grade/Rank: _____
 (Last, First, MI)

Command: _____ Dept/Div/Curriculum: _____

E-MAIL ADDRESS:

(Note: E-mail address will be used for Travel Voucher payment notification, and/or LES and NPA distribution.)

MAILING ADDRESS:

PHONE NUMBERS:

 Work Phone: _____
 Home Phone: _____

Financial Institution:	
Account Number:	
Type of Account: (Check one only)	<input type="checkbox"/> Savings <input type="checkbox"/> Checking
Routing Number: (Must be 9 digits)	
Purpose of EFT info submission (check one).	For TRAVEL CLAIMS payments only. For regular pay and allowances (DDS) payments only. For ALL types of payments.

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 Use(s):	To substantiate claims for reimbursement for official travel.
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.

NPSINST 1520.1K
24 March 2016

Memorandum of Lost Receipt

DATE: _____

MEMORANDUM

FROM: _____

TO: Director, Civilian Institutions Program Office, Code 522, Naval
Postgraduate School, 1 University Circle, Herrmann Hall, Room E046,
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.

TYPE OF EXPENSE	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 18, Section 287, formerly section 80.)*

(Signature of Claimant)

DISTRIBUTION:
Original and 1 copy with SF1164

Enclosure (9)

Air Force Institute of Technology (AFIT) Procedures

1. The Navy Liaison and Director, Plans & Programs (Navy O-6) at AFIT shall assume local oversight of Navy officers assigned. Due to the unique arrangement of Navy students at AFIT, the following guidance is provided regarding the administration of these students:

a. The Navy Liaison will provide general administrative oversight to include:

(1) Act as liaison between the NPS President and Civilian Institution Officials for routine and administrative matters as required.

(2) Provide general administrative support to include reporting to the supporting Personnel Support Detachment (PSD) and assisting with all pay related issues. PSD Great Lakes is the servicing agent for Navy students stationed at AFIT.

(3) Complete faculty and student fitness reports and counseling in accordance with ref (k).

(4) Act as reviewer and approver, as appropriate, for leave requests in the Navy Standard Integrated Personnel System (NSIPS).

(5) Conduct Physical Fitness Assessments (PFA) 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).

(6) Officer students should be included in AFIT's random urinalysis program to the maximum extent possible. This program should be consistent with the requirements outlined in enclosure (1) to reference (i).

(7) Enforce Officer student adherence to the Uniform Code of Military Justice and all provisions listed therein. Discipline issues will be referred to Commander Navy Region Southwest (CNRSW) for disciplinary purposes based on the administrative assignment to NPS. CNRSW will evaluate on a case-by-case basis for adjudication. The Officer student could be temporarily assigned to CNRSW or coordinate with Commander

Navy Region Midwest (CNRMW) for adjudication to save travel and expenses.

(8) Require accountability of Officer students during periods of academic breaks (i.e. winter break, spring break).

(9) Coordinate access for Joint Personnel Adjudication System (JPAS) as required for security clearance updates.

(10) Assist the student in meeting medical requirements to include annual screenings, emergency care, or permanent change of station screenings to include flight and/or dive screenings.

(11) While the CIVINS Office does not fund travel associated with academic programs, a student is permitted to travel in conjunction with their program at their own expense. If travel is required, the Navy Liaison will provide no-cost TAD orders. If international travel is required, the Navy Liaison must also coordinate AT/FP Protection in accordance with ref (p) and (q).

(12) Ensure assigned Officer students receive periodic alcohol and drug abuse prevention education and training in accordance with enclosure (2) to reference (i).

(13) Ensure the Navy officer student completes all required training including general military training, Enterprise Safety Application Management System (ESAMS) training as required, and any additional mandatory Navy designated topics.

(14) Provide counseling on academic programs as necessary.

(15) Submit required reports to NPS CIVINS Program office per section 4.d. of this instruction.