



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

NPSINST 12410.1B
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19 May 17

NPS INSTRUCTION 12410.1B

From: Chief of Staff, Naval Postgraduate School

Subj: CIVILIAN ACADEMIC DEVELOPMENT PROGRAM

Ref: (a) 5 U.S.C Chapter 41
(b) 5 C.F.R. Part 410
(c) DODI 1400.25 Vol. 410 Training, Education, and Professional Development
(d) NPSINST 5100.14A

Encl: (1) NPS Continued Service Agreement (CSA) for Civilian Employees

1. Purpose. To establish policy and procedures for the administration of part-time academic study leading to an academic certificate, masters, or doctoral degree or completion of accredited courses by appropriated fund employees of the Naval Postgraduate School (NPS).

2. Cancellation. NAVPGSCOLINST 12410.1A. This instruction has been revised to reflect updated policies and procedures within the program. This is a complete revision and should be read in its entirety.

3. Scope. The scope of this instruction applies only to courses and programs listed in the NPS Academic Catalog, as NPS will not fund an employee's education at an outside institution. The Civilian Academic Program(CAD) is not to be used solely to qualify an employee for appointment to a particular position that requires the degree sought.

4. Objective. Provide NPS civilian employees a development opportunity by authorizing part-time enrollment in an academic program or individual courses at NPS per references (a), (b), and (c).

5. Definitions

a. Eligible Employee. All NPS Department of the Navy (DON) civilian employees (General Schedule (GS), Federal Wage System (FWS), and Administratively Determined (AD) employees) who are paid from appropriated funds, have been employed by NPS for a minimum of three months, and are full-time or part-time employees working at least half time. Intermittent employees are ineligible for the CAD program.

b. Civilian Training Office/Coordinator. Designated by the Human Resources Office (HRO) to administer the training and development activities of NPS employees.

c. Program. Any series of courses intended to result in an academic certificate or graduate degree.

d. Admitted. The acceptance and enrollment of an employee in a specific NPS degree/certificate program.

e. Enrolled. Registered in a course, whether admitted into a degree program/certificate program or not.

f. Sponsored Student. Military or civilian student whose parent command or nation has funded and approved their full-time attendance at NPS for completion of a specified degree program with NPS Admissions approval. This includes mission funded naval officers.

g. Space Available. After classes have been scheduled for all the sponsored students and the class Add/Drop period opens, any unfilled seats may be utilized by those covered by this instruction. Permission to add a class requires written approval from the instructor.

6. Policy

a. NPS employees should be provided every opportunity for training, education, and personal development available under the limitations of funding and reference (a). NPS recognizes the continuing need for employees to pursue self-development while remaining updated on current changes in their fields of expertise. It is presumed that taking a course or the attainment of a certificate or degree will enable the employee to significantly contribute to the mission of NPS. A policy for allowing employees to apply for admission to an academic degree program or allowing them to take classes will lead to an improved ability to attract and retain quality employees, and build and retain a skilled and efficient workforce. Unless an exception is granted by the NPS Provost, only one degree at each degree level (i.e. masters or PhD) may be obtained under this instruction. The Provost must approve all Ph.D. applications for NPS employees.

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

c. Attendance of civilian employees in academic classes must not reduce the ability of NPS to accomplish its mission of education for funded, sponsored students.

(1) If class size is limited, sponsored students have priority for enrollment.

(2) Attendance of employees in NPS academic classes must not interfere with the performance of the employee's official duties.

(3) With written approval from the first level supervisor an employee may attend one class per quarter.

(4) A second course may be taken if approved by the second level supervisor in coordination with the first level supervisor.

(5) Employees not enrolled in a degree program may apply for individual academic courses. First priority for seats in all courses is to sponsored students, second priority is employees admitted to a degree program, and third priority is employees not in a degree program.

(6) Employees must attend classes and accomplish related coursework on their own time, except as specified in 8 below, making up hours away from regular duties, and pay for any expenses i.e., books, lab fees, materials, etc. associated with the class.

(7) Participation in the CAD is in addition to the employee's normal duties, except as specified in 8 below.

(8) Classes may only be taken on government time when the class is required as part of the employee's Individual Development Plan (IDP) or a formal government training program, to include Veteran's Readjustment Act (VRA) Appointees. Supervisors will consult with the Civilian Training Officer/Coordinator in such cases.

(9) If at any time a first level supervisor believes an employee's attendance will interfere, or is interfering, with mission accomplishment, approval to attend classes may be rescinded. The employee may be required to formally withdraw from the class. Supervisors shall consult with the HRO prior to denying or withdrawing an employee from the program.

d. Employees eligible to apply for admission to a degree program must perform job duties at a fully successful (or equivalent) level or higher. Any employee taking a class for credit must be on a Flexible Work Schedule (FWS) that allow for class and lab attendance. Such an FWS is approved at the discretion of the supervisor, will be adjusted to not interfere with work requirements, and may revert to a standard work schedule when classes are not being taken.

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

f. Employees applying for admission into a degree program must also complete a Continued Service Agreement (CSA), as shown in enclosure (1), prior to starting classes.

g. An average grade of "B" or better must be maintained to remain in a Masters or Ph.D. degree program.

h. The CAD program (both degree and non-degree) will be advertised by the Staff Development Council on a regular basis to all employees. Supervisors and managers will

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encourage employees to participate in developmental programs which would provide long-term benefits to DON and NPS. Employees covered by this instruction will be eligible to apply for admission to an academic program and take courses leading to an academic certificate or graduate degree. They will also be eligible to take classes without pursuing a certificate or degree.

7. Procedures. Instructions for applying to a single course, a certificate, or a degree are found at <http://www.nps.edu/web/admissions/apply>.

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per SECNAV Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NPS will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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Releasability and distribution:

http://intranet.nps.edu/Code00/Instructions/IndexNew_page04.html



NAVAL POSTGRADUATE SCHOOL CONTINUED SERVICE AGREEMENT (CSA) FOR CIVILIAN EMPLOYEES

EMPLOYEE INFORMATION

1. **Name (Last, First, M.I.):** _____
2. **NPS Department/Organization Code:** _____
- 3a. **Academic Year (AY):** _____ 3b. **Academic Quarter (AQ):** _____
4. **Number of courses enrolled:** _____
5. **Total number of courses passed prior to this academic quarter:** _____

STATEMENT OF UNDERSTANDING

1. I agree that upon completion of sponsored education through NPS, I will work for the Department of the Navy in accordance with the contents of this signed Continued Service Agreement. I understand that if I voluntarily enter a period of non-pay status during the period of service obligation (i.e., LWOP to accompany a spouse moving to a new duty location), the period of obligated service may be extended by length of time in a non-pay status.
2. For every course attended, I owe 240 hours of continued employment to the Department of the Navy, which starts at the end of the course. (For example, if I take two courses during the same quarter, I will owe 480 hours of continued service, which would start being worked off at the end of that quarter).
3. The Continued Service Agreement shall be filled out in conjunction with the NPS Staff/Employee Registration Request Form.
4. If I voluntarily terminate my employment with the Department of the Navy before completing the period of service shown in 2 above, I AGREE to reimburse the Department of the Navy for the residual value of the tuition of my education at the rate paid for the Department of the Navy civilians.
5. I FURTHER AGREE that if I voluntarily leave the Department of the Navy to enter the service of another federal agency or other organization in any branch of the government before completing the period of service agreed to in 2 above, I will give my servicing Human Resources Office written notice of at least 10 workdays, during which time a determination concerning reimbursement or transfer of obligation will be made. If I fail to give this advance notice, I AGREE to reimburse the Department of the Navy for the residual value of the tuition of my education at the rate paid for the Department of the Navy civilians.
6. I understand that any amounts which may be due to the Department of the Navy as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the government, or may be recovered by such other methods as are approved by law.

STATEMENT OF UNDERSTANDING (CONT'D)

7. I FURTHER AGREE to notify my supervisor and update my Continued Service Agreement with any changes in my approved education program involving course and schedule changes and withdrawals or incompletions.

8. I acknowledge that this agreement does not in any way commit the government to continue my employment. I understand that if there is a transfer of my service obligation to another federal agency or other organization in any branch of the government, the agreements herein will remain in effect until I have completed my obligated service with that other agency or organization.

Signature of Employee:

Date (mm/dd/yyyy):

Signature of Supervisor:

Date (mm/dd/yyyy):

Signature of HR Training Officer:

Date(mm/dd/yyyy):