NETCINST 1560.3A
N5
23 Apr 2024

NETC INSTRUCTION 1560.3A

From: Commander, Navy Education and Training Command

Subj: NAVY VOLUNTARY EDUCATION PROGRAMS

Ref: (a) DoD Instruction 1322.25 of 15 March 2011
        (b) SECNAVINST 1560.4B
        (c) DoD Instruction 1322.19 of 14 March 2013
        (d) OPNAVINST 1560.9B
        (e) 10 USC 2005
        (f) 10 USC 2007
        (g) OPNAVINST 1520.37B

1. <u>Purpose</u>. To set forth operational policies for the administration and management of Navy Voluntary Education (VOLED) programs to ensure compliance with the authority contained in references (a) through (g).

2. <u>Cancellation</u>. NETCINST 1560.3.

3. <u>Information</u>. This instruction is a complete revision and should be reviewed in its entirety.

4. <u>Discussion</u>. Navy VOLED programs include all VOLED activities provided at the command level, which contribute to the personal and professional development of naval personnel. The Navy's VOLED program provides active-duty service members the opportunity to complete their high school education, earn an equivalency diploma, improve their academic skills, and enroll in colleges, universities, and vocational and technical schools. Sailors can also receive recommended college credits for military training and experience based on the American Council on Education (ACE) recommendations. Additionally, Sailors can take examinations to earn recommended college credits, complete an apprenticeship in a trade, and earn a professional credential. Navy VOLED programs are supported by a network of professional education specialists and education technicians. Deputy Chief of Naval Operations for Personnel, Manpower, and Training (DCNO N1) is the resource sponsor for VOLED programs.

5. Scope and Applicability. Provisions of this instruction apply to active duty, Training and Administration of the Reserves, and Ready Reserve members on long-term active-duty orders.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Naval Education and Training Command (NETC) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:
This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

NAVY VOLUNTARY EDUCATION PROGRAMS MANUAL

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CHAPTER 1

ADMINISTRATION OF THE NAVY COLLEGE PROGRAM

1. <u>Introduction</u>. The Navy College Program (NCP) serves as the umbrella for the different components of Navy VOLED listed herein, integrating them into a single system. The NCP supports the incorporation of education into each Sailor's career as part of their personal and professional development. The NCP web site is (https://www.navycollege.navy.mil/).

2. <u>Scope</u>. The NCP is primarily for active-duty Sailors. Additionally, U.S. Navy Reserve, DoD civil service employees, adult dependents (as listed in Defense Enrollment Eligibility Reporting System) of active-duty personnel, retirees, and members of other services may participate in some of the programs on a space-available basis at no cost to the Navy. Specific eligibility requirements are discussed in the appropriate chapters of this manual.

3. <u>Goals of NCP</u>

    a. Enhance the personal and professional development of all personnel.

    b. Develop the managerial and leadership capabilities of all personnel.

    c. Assist in the preparation of personnel for more complex training in an increasingly technical Navy.

    d. Enhance the opportunity for upward mobility of enlisted and officers.

    e. Provide educational opportunities at all levels, except terminal level degrees, which encourage an individual's sense of personal worth and accomplishment.

    f. Provide educational services for every Navy command, afloat and ashore.

    g. Develop a highly adaptable force, enable career-long learning, and encourage retention.

4. NCP Components

    a. Navy College Virtual Education Center (NCVEC) is staffed by civilian education specialists and education technicians located in Virginia Beach, Virginia. These personnel ensure the proper implementation of off-duty education programs. The Navy College education specialists serve as educational advisors to base and station commanding officers (CO), provide assistance and technical guidance to military educational service officers (ESO) and career counselors, and provide educational counseling to Navy personnel. Education technicians provide information and administrative support to the NCVEC.

    b. Tuition assistance (TA) is the Navy's educational financial assistance program. It provides active-duty personnel funding for tuition costs for courses taken in an off-duty status at a college, university, or vocational and technical institution. The academic institution (AI) must be regionally or nationally accredited by an agency recognized by the Department of Education (ED). The AI must also be a signatory of the DoD memorandum of understanding (MOU).

    c. NCP for Afloat College Education (NCPACE) is a program that provides access to undergraduate and graduate level courses to fleet Sailors, and Sailors assigned to commands with type 2 and 4 sea duty unit identification codes (UIC). Similar to the TA Program, the NCPACE program provides eligible Sailors with funds to assist in payment of tuition costs for courses taken during their off-duty time from educational institutions accredited by the ED. As these courses are stand-alone (e.g., do not require the internet), several methods of distance learning instructional delivery are used. NCPACE is essential in providing Sailors assigned to sea duty the same educational opportunities as those assigned to shore duty.

    d. The NCVEC serves as the central location for receiving and responding to toll-free telephone, sales force, and MyNavy education inquiries dealing with off-duty VOLED programs and services. The NCVEC also serves as the hub for the Fleet Engagement Team (FET), provides academic counseling, and is the central location for processing all TA and NCPACE requests.

e. Navy College FET (NCFET) is housed in the NCVEC and is made up of senior counselors with extensive experience providing support and guidance to command leaders on how to execute command on-base education programs. The NCFET sponsor education fairs monitor base access and provide triad briefs and support to Sailors.

f. On-base AIs are colleges and universities invited to teach classes on base at times that are most convenient for service members (usually evenings and weekends). Courses are often offered in accelerated terms at undergraduate and graduate levels.

g. The Academic, Developmental, and Professional Examination Program provides the General Education Development (GED) examination, college admission examinations (Scholastic Aptitude Test and American College Testing), and over 30 credit-by-examination tests in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses. These examinations are administered at national test centers located on or around bases.

h. Joint Services Transcript (JST) is an electronic transcript that may be academically accepted to validate military occupational experience and training with the corresponding ACE credit recommendation. JST lists occupations held and Navy technical training courses completed with ACE credit recommendations, college-level examinations completed with ACE credit recommendations, and other learning experiences. All active duty, Reserve, separated, and retired Sailors and Marines are eligible.

i. The Graduate Education Voucher (GEV) program was established in order to provide increased opportunity and incentive for selected unrestricted line (URL) officers who wish to obtain a graduate degree during off-duty hours.

j. The Advanced Education Voucher (AEV) Program offers advanced education opportunities and provides financial assistance to senior enlisted personnel (E-7 through E-9) to complete a master's Navy-relevant degree in designated areas of study through off-duty education.

5. <u>Responsibilities</u>

a. Commander, NETC is responsible for the administration of the Navy's VOLED programs. NETC also serves as the Navy's advocate for lifelong learning in support of recruitment, retention, and readiness by establishing, maintaining, and providing VOLED component programs that encompass a broad range of educational experiences. NETC will:

(1) Provide guidance and oversight for Navy-wide VOLED policies.

(2) Ensure the implementation of the provisions of this instruction.

(3) Develop tools and checklists to support command leadership in determining Sailors' eligibility for VOLED programs.

(4) Comply with policies and procedures that align VOLED programs with initiatives on recruitment, retention, lifelong learning, and warfighting readiness.

(5) Implement and oversee TA and NCPACE policy waiver process.

(6) Provide execution and oversight of the VOLED program components, including measures of performance and strategies for the distribution of resources.

(7) Advocate for resources required for VOLED programs during the program objective memorandum (POM) and program review (PR) process.

(8) Assess the effectiveness of VOLED programs and policies on personnel, commands, recruitment, retention and readiness through internal studies or support of external studies in order to gain maximum awareness and use of VOLED programs.

(9) Monitor TA, NCPACE, AEV, and GEV funding obligations and establish waiver criteria as appropriate. Provide weekly TA funding execution data and monthly NCPACE funding data to DCNO N13M7.

(10) Provide quarterly and annual performance data to DCNO N13M7 for review prior to entering into Voluntary Education Management Information System. Allow sufficient time for Office of the Chief of Naval Operations (OPNAV) review to ensure on-time data entry per reference (a) and inform DCNO N13M7 when complete.

(11) Investigate and respond, as required, to Sailors' trouble ticket submissions in the postsecondary education complaint system, per reference (a).

(12) Institutionalize the requirement for ACE evaluations for classroom training and distance learning.

(13) Serve as the clearing house for emerging VOLED requirements.

(14) Monitor all VOLED related acquisitions requirements prior to initiating contract support through the applicable servicing contract activity, per reference (b).

(15) Support the DoD Institutional Compliance Program as required.

(16) Provide oversight of the MyNavy Education web application.

(17) Ensure formal need assessment are conducted, at minimum, every 5 years to ensure on-base programs meet identified needs.

(18) Represent DCNO N1 on committees and advisory panels for the execution of the VOLED programs.

(19) Ensure compliance with higher authority.

(20) Provide VOLED program performance data to DCNO N13M7 as tasked.

b. The Naval Education and Training Professional Development Center (NETPDC) will provide budget, accounting, contracting, and information technology systems support for

VOLED programs. NETPDC is responsible for execution of Navy's VOLED program components in support of Navy requirements under the guidance of NETC. NETPDC will:

     (1) Support installation CO with implementing VOLED programs.

          (a) Assist the installation in conducting base educational needs assessments.

          (b) Establish and maintain liaison with local AIs or agencies.

          (c) Provide educational counseling, education related advice and expertise to assist Sailors in establishing their educational goals.

          (d) Coordinate the on-base national testing program.

          (e) Conduct education program briefings to commands and providing financial assistance via the TA program.

          (f) Assist installation CO in reviewing validity of AI representation on base.

     (2) Serve as the VOLED representative to the Region Commander (REGCOM) and to on-base, activity, and unit COs in their assigned region.

     (3) Oversee AIs authorized to operate on Navy installations per reference (c), REGCOM or installation memorandum of agreement (MOA), and DoD VOLED Partnership MOU.

     (4) Collaborate with AIs and oversee development and delivery of adult education programs and services on Navy installations and facilities.

     (5) Act as approval authority for AI request to visit Navy installations.

     (6) Provide periodic training for installations and command ESOs and Navy career counselors on their role as a command education advisor.

(7) Coordinate with installations COs to negotiate and draft MOU or MOA for selected schools.

(8) Work with DoD representatives to conduct third-party reviews of base education programs for assigned region and assist installations in correcting issues identified.

(9) Support the Defense Activity for Non-Traditional Education Support (DANTES) programs.

(10) Develop and execute internal and external VOLED program communications plans.

(11) Represent NETC at educational conferences, symposiums, and other venues as directed.

c. The NCVEC implements VOLED programs at the direction of NETPDC. The NCVEC will:

(1) Ensure dissemination of information regarding VOLED opportunities.

(2) Provide educational counseling to all personnel regarding their educational goals and objectives. Active-duty Navy personnel will be counseled prior to enrolling in any VOLED program. Counseling services include, but are not limited to, the following:

(a) Provide personnel with current training on TA and NCPACE policy and procedures and assist personnel in establishing an educational goal based on the individual's academic background, aptitudes, work experience, and career objectives.

(b) Assist Sailors in establishing their education plan by providing information on available education institutions, degrees, and courses.

(c) Review Sailor's JST and any prior learning credit when advising Sailor on their education plan. Discuss credit by examination option with the Sailor. Recommend appropriate or required examinations.

(d) Guide undecided Sailors to utilize one of many planning tools (e.g. MilGears, Career Path DECIDE, Kuder@Journey) or the DoD myFuture web site at myfuture.com prior to scheduling follow-on counseling.

(e) Discuss success strategies with Sailor such as, but not limited to, work and life balance, time management, study skills, and tutoring.

(f) Provide information on financial aid programs and procedures.

(3) Provide regular installation and command level briefs on VOLED programs and policies.

(4) Present educational briefings and conduct outreach services.

(5) Liaise with the civilian education community, as required.

(6) Assist base and unit COs by conducting a formal educational needs assessment and preparing a base and unit command education plan at least every 3 years.

(7) Monitor on-base VOLED programs.

(8) Support local COs in the execution of VOLED programs.

(9) Participate in military review of voluntary education as directed by higher authority.

   d. Base CO NCP administration responsibilities are delineated in reference (d).

6. Base and Unit Needs Assessment and Command Education Plan

   a. In order to produce a command education plan, an educational needs assessment must be completed. The NCP needs assessment is an online survey, with access coordinated through the NCP VOLED department. The survey consists of the educational goals, plans, and interests of the command's permanently assigned personnel. An in-depth analysis of an

education needs assessment provides the information needed to prepare the command education plan, which describes the available and planned on-base VOLED programs.

b. NCP staff will provide assistance in conducting NCP needs assessment and establishing a command education plan.

CHAPTER 2

**TUITION ASSISTANCE AND NAVY COLLEGE PROGRAM FOR AFLOAT COLLEGE
EDUCATION PROGRAMS**

1. <u>Introduction</u>. TA and NCPACE are the primary means of
financial aid used by Sailors to pursue education during off-
duty hours. TA enables Sailors to earn a high school or college
degree with participating institutions offering high quality
learning opportunities and experiences. NCPACE enables Sailors
assigned to ships and squadrons, who travel between ship and
shore, to earn a college degree accredited by agencies
recognized by the ED who provide college level courses. NCPACE
is offered via distance learning through various electronic
media.

2. <u>Eligibility</u>

     a. Subject to the limitations contained herein, active duty
enlisted personnel are eligible for TA and NCPACE. Enlisted
personnel using TA and NCPACE must be on active duty for the
entire duration of the course(s). If course term ending date is
after the Sailor's end of active obligated service, TA and
NCPACE may be authorized only upon presentation of an approved
extension or reenlistment authorization.

     b. Eligibility requirements for participation in NCPACE are
as follows: U.S. Naval vessels and deployable squadrons
assigned a UIC with a sea duty type code of 2 or 4, or Sailors
assigned to remote locations, are eligible. Only U.S. Navy
personnel permanently assigned to those commands are eligible to
participate in NCPACE. Navy personnel on temporary assignment
to the command participating in NCPACE are eligible to
participate, as long as they have sufficient time to complete
the course.

     c. Subject to the limitations contained herein, active-duty
officers are eligible for TA and NCPACE, including limited duty
officers (LDO) and warrant officers (CWO). Officers, with the
exception of LDOs and CWOs, become eligible upon promotion to
O-3. As required by reference (a), all officers must agree in
writing to remain on active duty for 2 years following the
completion of the last TA- and NCPACE-funded course. This
commitment is discharged concurrently with any other service

obligations. Repayment of TA and NCPACE funds does not release the officer from this obligation. This commitment does not obligate the Navy to retain the member on active duty.

d. Reserve enlisted personnel on active duty and ordered to active duty for 120 consecutive days or more are eligible for TA and NCPACE.

e. Reserve officers on active duty are eligible for TA and NCPACE only when they have orders to active duty extending 2 years beyond the expected completion date of any TA and NCPACE funded course(s).

3. Responsibilities

a. NETC will:

(1) Ensure TA and NCPACE procedural guidance is issued consistent with higher authority.

(2) Advocate resources required for TA and NCPACE programs during the POM and PR process and make recommendations for program restructuring in order to stay within fiscal resource constraints.

(3) Monitor TA and NCPACE funding obligations and establish waiver criteria as appropriate.

b. NETPDC will:

(1) Maintain and operate the Navy College Management Information System (NCMIS) which produces TA and NCPACE authorizations and is the data base for program management and execution information.

(2) Monitor and report TA and NCPACE utilization (participants, enrollments, obligations, etc.) and outcomes.

(3) Maintain all program accounting records, certify invoices, and process collections and refunds from colleges, universities, and sailors.

(4) Post grades in NCMIS.

(5) Initiate and monitor the TA and NCPACE reimbursement process.

(6) Provide TA and NCPACE input to annual planning, programming, budgeting, and execution process.

(7) Monitor, track, and report TA and NCPACE utilization, expenditures, participation, and outcomes as requested by higher authority.

(8) Promulgate guidance to the NCVEC to ensure standardized execution of TA and NCPACE policies.

(9) Ensure efficient and effective execution of TA and NCPACE policies.

(10) Review and process TA and NCPACE waiver requests following the guidance in paragraph 9 of this chapter.

(11) Make recommendations for program policy changes when requested by higher authority.

c. NCVEC personnel will:

(1) Counsel Sailors to help them achieve their personal and professional goals.

(2) Establish education plans to enable Sailors to pursue their educational goals.

(3) Brief Sailors on requirements for using TA and NCPACE benefits.

(4) Authorize TA and NCPACE using NCMIS per established policy guidance.

(5) Enter TA and NCPACE data into NCMIS.

d. Command TA and NCPACE program responsibilities are delineated in reference (c).

e. Sailors will:

(1) Complete TA and NCPACE policy and procedures training according to current Navy guidelines.

(2) Complete academic counseling with a NCP counselor according to current Navy guidelines.

(3) Provide an official education plan from their AI prior to enrolling in any college courses funded with TA and NCPACE. This education plan should list courses, ACE credits, and academic examinations applicable to completion of their selected degree program.

(4) Complete a TA and NCPACE application in MyNavy Education acknowledging all TA and NCPACE policies, including reimbursement procedures.

(5) Submit a command-approved TA and NCPACE application in MyNavy Education to the NCVEC for authorization.

(6) Submit the authorized TA and NCPACE voucher to the AI for payment of tuition. (Note: Only the NCVEC and TA accounting makes changes to authorized TA and NCPACE forms.)

(7) Within 30 days of course completion, ensure grades are sent electronically to sfly_ta.navy@navy.mil, or submitted to:

Naval Education and Training Professional Development
Center, TA Accounting Office
6490 Saufley Field Road
Pensacola, Florida 32509-5241

NOTE: Sailors may also submit via issue tracker by providing their official grade report.

(8) Contact the NCVEC immediately if changes in course enrollment, scheduling, or completion occur.

(9) Reimburse the government when voluntarily withdrawing from course or receiving a non-passing grade. (Note: No further TA and NCPACE funding will be provided until the debt is repaid.)

(10) Following degree completion, send an official transcript (in the original sealed envelope) to JST Operations located in Pensacola, Florida; in order to have the degree recorded in NCMIS. The mailing address is:

Naval Education and Training Command
ATTN: JST Tech/Operations Center, N644
6490 Saufley Field Road
Pensacola, Florida 32509-5204

4. <u>Navy Funding Levels and Limitations</u>

a. Navy TA currently funds 100 percent of high school tuition for courses taken in pursuit of a GED or a high school completion program.

b. For all other eligible courses, Navy TA and NCPACE currently pays tuition within allocations and limits per references (e) and (f).

c. TA and NCPACE funding are only available for academic courses expressed in semester or quarter hours, and that lead to an academic associate's, bachelor's, or master's degree. Additionally, TA funding is available for vocational and technical associate degrees and academic courses expressed in clock hours for Department of Veteran's Affairs (DVA) approved certificates.

d. The Navy pays TA and NCPACE in advance for examinations offered by institutions accredited by a regional, national, or professional accrediting agency recognized by the ED, as long as the institution allows the credit by examination test to replace a specific course taught by the institution. Institutional examinations will not be funded if they duplicate credit available from other funded examinations such as College Level Examination Program or Defense Subject Standardized Test.

e. TA and NCPACE used for credit-by-examination is applied toward the Sailor's yearly credit and lifetime career allotment.

f. Navy TA and NCPACE will not be authorized for:

(1) Payment of textbooks or online e-books.

(2) Audited or non-credit courses, portfolio assessment, flight training courses (that are actual flying lessons), or continuing education courses.

(3) Fees to include entrance fees, application fees, enrollment fees, student activity fees, record maintenance fees, and consumable materials.

(4) Courses used to earn an additional degree at the same or lower education level

(5) Continuing Education Units (CEU). CEUs are a nationally recognized method of quantifying the time spent in the classroom during professional development and training activities and needed to obtain or renew industry certifications or licenses. CEUs, certification, or license renewals designated as Navy requirements, should be paid for by unit commanders.

(6) Certificates that are not DVA approved.

(7) Previously TA and NCPACE-funded courses which are either the same course or an equivalent course from another institution.

(8) Sailors in a duty-under-instruction status, either full-time or part-time, or in an officer accession program which involves essentially full-time instruction at a civilian institution, except when they have completed "A" school, or are in a status of "awaiting instruction" long enough to complete the academic course before commencement of training. Waivers to this policy for learning center rating-relevant degree programs will be considered by NETC N5 on a case-by-case basis.

(9) A course that is part of another Navy sponsored program such as, but not limited to, GEV, AEV, and scholarships.

(10) Sailors convicted at a special or general court-martial within the last 12 months; when found guilty at a summary court-martial or awarded non-judicial punishment in the previous 12 months; when on appellate leave; and when notified of administrative separation processing. The member does not

have a right to elect an administrative board, has waived their right to an administrative board, or has elected an administrative board and the board has recommended separation.

5. <u>TA and NCPACE Requirements and Procedures</u>

    a. MyNavy Education is an online method of applying for TA and NCPACE. Sailors can edit, submit, and track the status of their applications as well as track their current year and career lifetime expenditures. All requirements and policies for using Navy TA and NCPACE must be met. Go to the "MyNavy Education" tab on the Navy College web site (https://www.navy college.navy.mil/) for instructions on how to apply for TA or NCPACE.

    b. Additional requirements for using the TA and NCPACE program include:

        (1) Sailors must receive academic counseling and complete TA and NCPACE policy and procedures training according to current guidelines, which requires an annotation in NCMIS.

        (2) Sailors must have an education plan entered in NCMIS.

    c. For assistance with the TA or NCPACE application, contact the NCVEC.

6. <u>Withdrawals, Reimbursements, Incompletes, and Failures</u>

    a. A withdrawal is made when a student requests TA or NCPACE funding for a course, enrolls with the school, pays for the course, and then withdraws from the course after the drop or add date. In order to officially withdraw from the course, Sailors must follow the school's guidelines. The Sailor will receive a grade of "W" from the school. Withdrawals are classified into two categories.

        (1) Involuntary Withdrawal. This occurs when the Sailor withdraws from a course for a military related reason that is supported by the command. A Sailor involuntarily withdraws from the course for one of the following reasons: hospitalization,

permanent change in station, temporary assignment to duty, documented emergency leave, or change in military duties or assignment and receives a "W" grade.

      (2) Voluntary Withdrawal. This occurs when the Sailor withdraws from a course for personal reasons. The Sailor withdrawing from the course for personal reasons (e.g., class was too difficult, too time consuming) receives a grade of "W". A Sailor who voluntarily withdraws from a course is responsible for reimbursing the Navy for the amount listed on the TA authorization voucher.

    b. Sailors may request a reimbursement waiver via their chain of command. If recommended for approval, the Sailor submits the command letter along with any supporting documents to the NCVEC following the guidance listed on the NCP web site (www.navycollege.navy.mil). After command notification is received by the TA accounting office, the Sailor is not required to reimburse the Navy.

    c. Sailors receiving an incomplete "I" grade can request an extension up to 6 months (180 days) after the term ending date in order to complete the course requirement. The extension request must contain the Sailor's name, DoD identification number, institution's name, term, or course beginning and ending dates, course number and title, justification for the extension, and specific date the Sailor wishes the course to be extended to. Request for extension must submitted according to the steps listed on the NCP web site (www.navycollege.navy.mil).

    d. Unsuccessful course completion is considered a grade of "D" or "F" for undergraduate courses, a grade of "C" or below for graduate courses, and a grade of incomplete "I" that has been posted for longer than 6 months. Reimbursement for unsuccessful course completion will not be waived. Reimbursement for unsuccessful grades must be submitted to TA accounting. Certified checks or money orders made out to the U.S. Treasury will be accepted. The mailing address is:

Naval Education and Training Professional Development
Center, TA Accounting Office
6490 Saufley Field Road
Pensacola, Florida 32509-5241

NOTE: TA Accounting utilizes Pay.gov to accept online payments.

e. Officers who do not successfully pass a course or
withdraw after the drop or add period are still required by
statute to complete the 2-year service commitment they incurred
as a result of using TA and NCPACE funding.

7. Degree and Certificate Completion Requirements

a. Upon completion and award of certificate or degree,
request degree granting AI transmit proof of completion through
the Academics Institution Module or by providing an official
transcript to the JST operations center at https://jst.doded.mil
or by mailing to:

Naval Education and Training Command
ATTN: JST Technology Operations Center, Code N643
6490 Saufley Field Road
Pensacola, Florida 32509

b. JST Operations cannot accept faxes or degrees mailed
from the individual. They must receive the transcript directly
from the AI awarding the certificate or degree. JST operations
will accept electronically transmitted official transcripts if
sent directly from the AI.

c. Once JST Operations receives the official transcript,
the degree will be entered into the NCMIS database and appear on
the JST.

8. Approved Institutions

a. Institutions must meet specific criteria to be eligible
to receive Navy TA and NCPACE authorization vouchers. An
institution must be accredited by a regional, national, or
professional accreditation agency recognized by the ED. Foreign
institutions not recognized by ED are not eligible to receive

Navy TA and NCPACE funding. Institutions holding provisional accreditation may be authorized Navy TA and NCPACE funding.

    b.   Institutions must offer courses measured in clock, semester, or quarter credit units. Completed courses and credits must be shown on the institution's transcript.

    c.   Institutions must have an approved DoD MOU.

9.   "Exception to Policy" Waivers for TA and NCPACE

    a.   Waivers of policy not specifically addressed in reference (e) will be requested via the chain of command to:

        Naval Education and Training Command (N5)
        250 Dallas Street
        Pensacola, Florida 32508

    b.   NETC has final approval authority for all TA and NCPACE waiver requests; however, the authority to grant semester hour waiver requests is delegated to NETPDC.

    c.   The NCP web site gives specific guidance on the waiver process at https://www.navycollege.navy.mil.

    d.   The policies and procedures for TA and NCPACE contained in this chapter should be rigorously adhered to and waiver requests should be infrequent.

CHAPTER 3

GRADUATE EDUCATION VOUCHER AND ADVANCED EDUCATION VOUCHER

1. <u>Introduction</u>. The GEV was established in order to provide increased opportunity and incentive for selected URL officers who wish to obtain a graduate degree during off-duty hours.

    a. GEV enables selected officers, with demonstrated superior performance and potential for future contributions to the Navy, to earn a Navy-relevant master's degree leading to an approved subspecialty while meeting other Navy needs. Applicants must agree to commit to a minimum of 2 years additional active-duty service if selected for the program.

    b. The annual NAVADMIN provides details on the GEV program and guidance for specific fiscal year (FY) program application. Eligibility, obligated service requirements, subspecialty utilization tour, and authorized program benefits are prescribed in reference (g). Where information differs between this NAVADMIN and reference (g), the release NAVADMIN takes precedence. GEV program is announced by the NETPDC NCP web site (https://www.navycollege.navy.mil/common-resources/education-voucher-programs.htm).

    c. The AEV offers advanced education opportunities and provides financial assistance to senior enlisted personnel (E-7 through E-9) to complete a master's Navy-relevant degree in designated areas of study through off-duty education. Applicants should be available to commence their studies after the beginning of the FY for which they are selected.

    d. The AEV program supports the professional military education continuum. Participants in the AEV program will be provided funding for tuition, books, and related fees for completion of the advanced degrees within the following guidelines and applicants must agree to commit to a minimum of 2 years additional active-duty service if selected for the program.

    e. The AEV program is announced by NETC after the beginning of the FY via NETC Public Affairs Office, the Defense Visual Information Distribution Service, the Master Chief of the Navy

GOAT Locker web site (www.goatlocker.org), and the NCP web site (https: //www.navycollege.navy.mil/common-resources/education-voucher-programs.htm).

2. Program Eligibility

    a. The GEV program is only available to eligible active-duty URL officers (O-3 through O-5) in designated billets. GEV has been designed to aid those officers who consistently demonstrate superior performance. GEV is limited to on-shore duty officers or to officers who are transferring to shore duty.

    b. There are different quotas for different URLs and naval communities. Currently there are openings for the surface, submarine, aviation, and special warfare and explosive ordnance disposal communities. The quotas change annually.

    c. Once approved, participants may attend any accredited institution recognized by ED. GEV will cover graduate costs, including tuition, books, and registration and application fees. GEV offers $40,000 per degree, with a maximum of $20,000 per FY, and participants are allotted a maximum of 24 months to complete a degree program. TA cannot be used with GEV.

    d. The AEV program is only available to active-duty senior enlisted personnel (E-7 through E-9).

    e. Master's Degree: Applicants must have a baccalaureate degree from an institution of higher learning accredited by an agency recognized by the ED, and only Navy-relevant master's degrees will be considered. Funding limits are a maximum of $20,000 per FY for up to 24 months from the date of signing a letter of acceptance, not to exceed $40,000 total program cost. TA cannot be used with GEV.

    f. Applicants should be transferring to, or currently on shore duty with sufficient time ashore to complete a master's degree program. Applicants on sea duty may apply provided they submit an education plan that shows the ability to complete the degree program as specified above.

3. <u>Responsibilities</u>

    a. The GEV program applications are to be prepared per the current annual NAVADMIN and provide details on the GEV program. Guidance for specific FY program applications can be found on the NCP web site (https://www.navycollege.navy.mil/common-resources/education-voucher-programs.htm).

    b. The AEV program applications are to be prepared using the format located at the NCP web site and must include endorsements by both the CO and command master chief (maximum length is one page each). Additional information and examples of Navy-relevant areas of study are located at the NCP web site (https://www.navycollege.navy.mil/common-resources/education-voucher-programs.htm). Completed application packages, with endorsements, must reach NETC N52 by the end of the application period.

CHAPTER 4

ONLINE ACADEMIC SKILLS COURSE FOR MILITARY SUCCESS

1. Introduction. Online Academic Skills Course (OASC) is a
DANTES sponsored academic skills program designed to provide
Sailors the opportunity to build their math and verbal skills,
to excel in their jobs, pass their examinations, advance their
careers, or continue their education. The course will diagnose
the individual's current level of reading comprehension,
vocabulary, and math abilities then customize a lesson path for
each individual student, teaching the concepts and skills needed
to increase proficiency in each of these academic areas.

2. Eligibility. Personnel identified by the CO as potential
academic skills candidates or Sailors who recognize a need for
the courses should be encouraged to participate in the OASC.
OASC is also available at no charge to drilling reservists, DoD
personnel, Navy delayed entry personnel, and family members.
For additional information on OASC refer to the DANTES web site
(http://www.nelnetsolutions.com/dantes/).

3. Responsibilities

    a. NETC will:

        (1) Ensure OASC meets the needs of Sailors.

        (2) Provide data, analysis, and assessment of OASC
requirements and make recommendations for program policy changes
when requested by higher authority.

        (3) Advocate resources required for DANTES-hosting of
OASC during the POM and PR process and make recommendations for
program restructuring to stay within fiscal resource
constraints.

    b. NETPDC will:

        (1) Monitor the effectiveness of the Academic Skills
program.

        (2) Make recommendations on modifications to the OASC
purchase agreement to NETC.

c. NCP will:

(1) Advertise and market OASC.

(2) Educate command career counselors and ESOs on OASC benefits to Sailors.