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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 1520.23C

From: Chief of Naval Operations

Subj: GRADUATE EDUCATION

Ref: (a) OPNAVINST 1520.42
(b) OPNAVINST 1000.16K
(c) OPNAVINST 1210.2C
(d) NAVPERS 15839I
(e) DoD Instruction 1322.10 of 29 April 2008
(f) 10 U.S.C. §7049
(g) BUPERSINST 1610.10C

Encl: (1) Definitions
(2) Graduate-Level Education Programs
(3) Administrative Guidelines for Graduate Education
(4) Guidelines for Doctoral Study Program
(5) Guidelines for Civilian Education Institutions
(6) Management of Academic Programs
(7) Funded Education Service Obligation

1. Purpose

a. To implement the provisions of references (a) through (g) and provide policy and procedural guidance for the Navy's graduate education program for officers and enlisted personnel.

b. This instruction provides updates to major changes in Navy graduate education policy, eligibility and selection, and service obligation; an updated responsibilities section; and additions including an enclosure on graduate education-related definitions, and academic program guidelines. Since the previous version, it has been completely rewritten and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1520.23B and OPNAV 3101/1, Officer Preference and Personal Information Card.

3. Discussion

a. Education is important in enabling a resilient, knowledgeable and adaptable force ready to meet the demands of dynamic, fast-paced multi-mission environments. Education is crucial in developing adaptable leaders who have the ability to think their way through uncertainty; fuel development and innovation; fully exploit advanced technologies; fully understand each potential battle space; and conduct operations as part of a coherently joint or combined force.

b. Education is a strategic investment in the development of warfighters and support capabilities. Graduate education enables development of a broad portfolio of knowledge necessary for Navy leaders to problem-solve, plan, lead, respond, adapt and innovate in increasingly complex and unpredictable warfighting environments, deal with dramatically broadened access to information, understand regional and cultural perspectives, and exercise sound analytical and business practices to operate, plan for and resource tomorrow's fleet.

4. Policy

a. Per reference (a), the Vice Chief of Naval Operations is the Navy's education executive agent who will oversee Navy's education program and guide education investments with the support of the Advanced Education Review Board. The Advanced Education Review Board shall ensure education policy, programs, and supporting infrastructure develop and sustain a portfolio of capabilities aligned to priorities of the Chief of Naval Operations, and maritime and defenses strategies.

b. The Navy shall make fiscally disciplined investments in education that develop skills and knowledge aligned to the highest priorities in maritime and defense strategies. Investments shall focus on enabling the enduring tenets of "warfighting first," "operate forward" and "be ready" through the development of joint warfighters, technical experts, and strategic leaders.

c. Integration of education into leader development and career management strategies is essential to meeting strategic and technological challenges ahead. Degree and non-degree opportunities will be provided in a variety of formats including

resident programs, distributed learning programs that enable study anytime and anywhere, and programs that blend traditional classroom attendance and distributed learning. Educational opportunities will include full-time, part-time and off-duty study to best accommodate a variety of professional demands and personal interests.

d. The Naval Postgraduate School is the Navy's primary source of graduate education. Its Navy-focused curricula are central to the development of a resilient, knowledgeable and adaptable professional force. Each program is specifically designed to match educational skill requirements with the knowledge, skills, and abilities required by the major area sponsor.

e. The Naval War College is the Navy's primary source for graduate-level Navy professional military education (PME) and joint professional military education (JPME). Its focused curricula are central to the development of Navy leaders with character and integrity who are operationally and strategically minded; critical thinkers who are proficient in joint matters; and skilled Navy and joint warfighters prepared to meet the operational level of war and strategic challenges of today and tomorrow.

f. Civilian institutions and other military education institutions that are able to meet the major area sponsor curricular requirements, and that provide cost-effective, efficient delivery of timely, relevant, quality education programs, may be used as a source of graduate education.

g. Requirements for officers with graduate education and the education of officers to meet those requirements should be managed primarily through the Navy Subspecialty System, references (b) through (d). Requirements for enlisted members with graduate education and the education of enlisted members to meet those requirements will be on a much smaller scale and managed individually as new requirements are identified.

h. Education programs culminating in a degree shall be structured to enable completion of the degree and required specialized skills in the most efficient manner possible. Navy Subspecialty System educational skill requirements shall be limited to those endorsed during periodic program reviews.

i. Navy shall provide no more than one opportunity to complete a funded master's degree, regardless of whether the degree was awarded through a resident or distributed learning program which is full-time, part-time or off-duty. Exceptions may be made when additional education is required for career progression; a master's degree is awarded through Service or joint college completion; the Service member is selected for a doctoral study program to meet Navy requirements; a change of designator or rating requires further educational specialization; or when the graduate degree was obtained using tuition assistance.

5. Graduate Education Programs

a. Definitions relevant to graduate education policy and programs are provided in enclosure (1).

b. The Navy provides opportunities in graduate-level degree and non-degree programs. Enclosure (2) lists various graduate-level education programs. Available opportunities are subject to Navy requirements and funding as reflected in annual advanced education quota plans. Programs may be added, revised or deleted to meet the needs of the Navy. General provisions and procedures for administration of graduate education programs are provided in enclosure (3).

c. Navy's general education requirements for doctoral degrees stem from the need to prepare officers for research, acquisition and education positions. Enclosure (4) provides general guidelines for doctoral study programs.

d. The Navy and other Services conduct PME programs with embedded JPME to prepare leaders for the challenges of operational and or strategic level leadership. PME is taught at the graduate level and may result in a graduate degree. Any such degree is considered a second order effect of the PME program.

e. Enclosure (5) provides guidance on administration and supervision of Navy military members assigned to civilian education institutions. It further provides criteria and factors to be used in selection of an education program at a civilian institution to meet Navy educational skill requirements.

f. Periodic review of curricula and learning outcomes is fundamental to developing a military force of adaptive, proficient, innovative leaders and experts with the knowledge and skills relevant to the strategic and technological challenges of today and tomorrow. Enclosure (6) provides specific guidance.

6. Eligibility and Selection

a. Navy graduate education programs include degree and non-degree programs taught above the baccalaureate level. A baccalaureate degree from an institution of higher learning accredited by a regional accrediting agency recognized by the Department of Education is required for participation in graduate education degree and non-degree programs.

b. The Navy shall select proven performers with high career potential for funded educational opportunities. Selection should be based upon consistently outstanding professional performance; promotion potential; and academic background, capabilities and accomplishments.

c. With the exception of specialized programs having a formal selection board and United States Naval Academy (USNA) graduate education programs, Active Component and full-time support (FTS) selection for all graduate education opportunities shall be through Navy Personnel Command administrative review. The administrative review process shall include a proposal from the individual community which takes into account professional quality, career timing, and academic potential of the proposed officer. Placement shall then conduct an academic qualification review and should coordinate a more thorough academic assessment, coordinating with the Naval Postgraduate School admissions office if needed, for a review of convening dates and lateral transfer board dates. Selected Reserve selection is conducted by Commander, Navy Reserve Forces Command, Training and Education (N7).

d. Prospective students should normally have met all admissions requirements for enrollment in the curriculum for which selected. Naval Postgraduate School determines all academic admissions standards for Naval Postgraduate School programs, and pre-requisites for Naval Postgraduate School curricula are determined by academic profile code and

curriculum. Naval Postgraduate School admissions office is responsible for determining the satisfaction of academic admissions requirements and identifying gaps. Upon identification of gaps, Naval Postgraduate School admissions office offers counseling and individual education plans, as needed, to obtain tuition assistance letters for Navy college offices.

e. In the case of Naval Postgraduate School programs, when Navy requirements demand the assignment of a student without the requisite foundation for a particular course of study, enabling courses may be provided upon enrollment at Naval Postgraduate School.

f. Selectees and students must maintain the high level of professional performance, bearing, and potential that resulted in their selection for education opportunities to remain eligible. Misconduct, decline in performance, or the failure to be selected for promotion to the next grade shall result in immediate review to determine if termination of the education opportunity is warranted.

7. Utilization

a. With the exception of PME programs, active duty and FTS officers shall be assigned immediately to subspecialty coded billets requiring the education, following education program completion. Such an assignment may be deferred if it would interfere with pursuit of a career milestone. In this case, assignment to a subspecialty coded billet shall immediately follow the career milestone assignment. Detailers should note deferment and the requirement for a utilization assignment immediately following post-milestone assignment in the officer master file. In the case of education directed at a future anticipated requirement, officers should be assigned to subspecialty billets expected to best leverage that education and awarded utilization credit accordingly.

b. Officers should expect to serve in as many education-related subspecialty coded billets as requirements and career development permit. Detailers should engage officers on planning for development of proven expertise in assignments of increasing breadth and depth that require their education.

c. Following completion of PME, officers shall be assigned per community and individual need. Officers should be preferentially assigned to operational and joint billets, but may be assigned to other U.S. Navy billets as dictated by the distribution need.

d. Following education program completion, active duty enlisted members shall be assigned based upon needs of the Navy. Priority shall be given to technical and operational assignments in fleet, staff, and headquarters positions leveraging the skills and knowledge acquired through education.

e. Following education program completion, Selected Reserve officer and enlisted members shall be assigned per Navy Reserve Forces Command assignment policies.

8. Service Obligation

a. Active duty officers and enlisted members, including FTS officers, participating in funded full-time, part-time or off-duty education programs shall agree to remain on active duty for the period stipulated in enclosure (7) unless a different period is prescribed by law. A member who voluntarily or through misconduct fails to complete the active duty agreed upon shall be required to reimburse the cost of the education received, prorated for the obligated time served.

(1) Officers. The service obligation commences upon completion of or withdrawal from an education program and will be served concurrently with any other service obligation. Due to statute, participants in the Department of Defense (DoD) Information Assurance Scholarship Program do not serve the obligation concurrently and obligation shall be in addition to any other service obligation. The member’s agreement to remain on active duty does not obligate the Navy to retain the member.

(2) Enlisted. Members must be eligible to incur a service obligation by reenlistment or extension of enlistment prior to enrollment in graduate education. Members may be authorized to reenlist more than 1 year early if they are unable to satisfy the service obligation with an aggregate extension of 24 months or fewer. An extension shall become binding upon

education enrollment. Payment of a selective reenlistment bonus is not authorized for the purpose of meeting the obligated service requirement.

b. Navy officers and enlisted members assigned as staff or faculty at Naval Postgraduate School may enroll, on a space available basis and when no additional funding is required, in courses at Naval Postgraduate School without incurring a service obligation.

c. Selected Reserve officers and enlisted members participating in funded full-time, part-time or off-duty education programs under the purview of this instruction shall agree to remain in the Selected Reserve for the period stipulated in enclosure (7) unless a different period is prescribed by law. A member who voluntarily or through misconduct fails to complete the agreed upon inactive duty shall be required to reimburse the cost of the education received, prorated for the obligated time served.

(1) Officers. The service obligation commences upon completion of or withdrawal from an education program and shall be served concurrently with any other service obligation.

(2) Enlisted. Members must be eligible to incur a service obligation by reenlistment or extension of enlistment prior to enrollment in graduate education. Members shall be authorized to reenlist more than 1 year early if they are unable to satisfy the service obligation with an aggregate extension of 24 months or fewer. An extension shall become binding upon education enrollment. Payment of a selective reenlistment bonus is not authorized for the purpose of meeting the obligated service requirement.

9. Responsibilities

a. Vice Chief of Naval Operations shall:

(1) Chair the Advanced Education Review Board.

(2) Guide policies and investments in education.

(3) Appoint Navy Subspecialty System major area sponsor.

(4) Approve education pilot programs.

b. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) shall:

(1) Develop education strategy and policy aligned to defense and maritime strategies, and Chief of Naval Operations guidance and objectives.

(2) Formulate Navy policy on professional development of officers and enlisted members, including graduate education and PME.

(3) Serve as the resource and assessment sponsor for education programs meeting validated and prioritized requirements, and the student individuals account for education programs.

(4) Establish and maintain the process to identify, validate, and prioritize education requirements.

(5) Maintain analytical tools and statistical methods to aid in identification and validation of education requirements, investment decisions, and workforce planning.

(6) Issue annual quota plans to best meet education requirements within existing resources. Quota allocation considerations shall include: prioritized, validated requirements; available educated inventory to meet those requirements; approved pilot programs; career path utilization windows of opportunity; continuation rates; and curriculum lengths.

(7) Conduct a biennial assessment of graduate education, per reference (e). Prepare report for Assistant Secretary of the Navy (Manpower and Reserve Affairs) submission to the Under Secretary of Defense (Personnel and Reserve Affairs) by 30 November of even numbered years.

(8) Serve as policy waiver authority for graduate education issues.

(9) Establish and maintain procedures and actions to identify, validate, and allocate the Navy officer subspecialty billets requiring graduate education. Conduct a zero-based review of billets requiring a subspecialty code every 5 years.

c. Chief of Naval Personnel shall:

(1) Assess initiatives to integrate education into career paths. Provide career planning guidance that capitalizes on education achievements and utilization.

(2) Conduct supply chain management assessment to inform the annual quota planning process. Assessment shall focus on sustainment of capabilities aligned to the Navy's highest priorities and effective use of the student individuals account.

(3) Monitor annual advanced education quota plan execution, and continually evaluate the success of management and utilization of graduate educated members.

(4) Develop budgetary requirements for graduate education and the student individuals account.

(5) Establish and maintain metrics to measure the return on education investments in collaboration with the major area sponsor.

(6) Participate in the Navy Officer Occupational Classification System process to ensure changes to Navy Subspecialty System are consistent with officer career paths.

d. Commander, Navy Personnel Command shall:

(1) Assign qualified, top-performing members to approved curricula as directed by the annual advanced education quota plan or Office of the Chief of Naval Operations (OPNAV) additional guidance in the case of special programs.

(2) Conduct graduate education selection boards for or administrative screening of applicants for education programs.

(3) Establish and direct assignment procedures to comply with utilization policy prescribed in paragraph 8.

(4) Update personnel master files with certificate and degree completion information.

(5) Establish procedures to document and enforce education service obligation.

(6) Provide quarterly report to Chief of Naval Personnel and OPNAV Director, Total Force Management, Training and Education Requirements Division (OPNAV N12) on quota fills and assessment of potential to fully execute the quota plan.

(7) Provide semi-annual data to Chief of Naval Personnel and OPNAV N12 on education utilization and assessment of compliance with this instruction. Prepare assessment in compliance with paragraph 5.2.8 of reference (e).

(8) In the case of members not completing degree requirements upon detachment from an education institution but for whom the institution authorizes a completion plan, inform the commanding officer of a member’s gaining command the plan of action to complete the degree via letter.

(9) Liaise with the major area sponsor on follow-on assignments.

e. Commander, Navy Reserve Forces Command shall:

(1) Participate in annual advanced education quota planning process.

(2) Provide funding for education of Selected Reserve members.

(3) Monitor satisfactory Selected Reserve participation for participants.

(4) Provide input to Navy Personnel Command in support of semi-annual report to Chief of Naval Personnel and OPNAV N12.

(5) Establish and direct assignment procedures for Selected Reserve enlisted and officers to comply with utilization policy prescribed in paragraph 8.

f. President, Naval War College shall:

(1) Maintain a Chairman of the Joint Chiefs of Staff (CJCS)-accredited academic institution whose curricula and programs fulfill Navy and JPME requirements for graduate-level officer education to increase the joint warfighting and strategic-level effectiveness of the Navy and Marine Corps.

(2) Ensure curricula remain current, relevant, and rigorous and deliver a keen understanding of joint warfighting in both a traditional and irregular warfare context.

(3) Conduct research programs that augment classroom learning as an integral part of the Naval War College curriculum.

(4) Report degree and JPME completion to Navy Personnel Command for entry into personnel data files.

(5) Notify Navy Personnel Command when a Navy student fails to meet the degree requirements upon detachment from the institution.

g. President, Naval Postgraduate School shall:

(1) Maintain a fully accredited academic institution whose curricula and programs fulfill validated education requirements to increase combat effectiveness of the Navy and Marine Corps.

(2) Conduct curriculum reviews, in conjunction with major area sponsor, type commanders, and other stakeholders, at least biennially to ensure programs are academically sound and are being conducted per accreditation standards and title 10, United States Code, direction. The curriculum review process shall ensure maintenance of fundamental graduate level educational requirements despite changes to rigor or length of time of educational programs. Naval Postgraduate School shall maintain a majority voice in how a curriculum is best delivered and shall publish guidance on the curriculum review process.

(3) Act as academic coordinator and manager for all Navy graduate education programs with the exception of off-duty

education programs of tuition assistance, graduate education voucher, advanced education voucher, Naval War College education programs, and USNA graduate programs.

(4) Make recommendation to CNO (N1) on required curricula content and educational institution ability to meet Navy educational skill requirements as established within the curriculum approval or review process.

(5) Provide a process for review and approval of education plans. For education plans not meeting educational skill requirements, in coordination with the curriculum subject matter expert, provide assistance to program participants to make necessary changes to enable compliance.

(6) Calculate the academic profile code for prospective Naval Postgraduate School students.

(7) Ensure academic programs are structured to culminate in a degree and required specialized skills in the shortest time possible.

(8) Report degree and certificate completion to Navy Personnel Command, Officer Subspecialty Management (PERS-45E) for entry into personnel data files.

(9) Operate an active research program to augment classroom learning as an integral part of its curricula as well as to attract and retain exceptional faculty members. As part of this research program, a research thesis, project, or exercise is normally required of each graduating student.

(10) Engage with Navy Subspecialty System major area sponsor and subject matter expert for current problems and issues facing Navy officers that would be suitable for faculty and student research topics. These thematic areas may also be appropriate for sponsored faculty research and student theses. Topics should be made available to students in Naval Postgraduate School and civilian education programs.

(11) Notify Navy Personnel Command, Graduate Education and Training Placement (PERS-440) in writing when a Navy student fails to complete degree requirements, including thesis, project, or dissertation as applicable, upon detachment from the

education institution. Where warranted, provide a plan and timeline for member's completion of degree requirements at the next duty station. This plan should include whether a thesis extension was requested and approved, the expiration date of the extension, and the next duty station of the member.

(12) Ensure annual determination by the Secretary of the Navy to allow enrollment of defense industry civilians prior to the start of the academic year per reference (f).

(13) Supervise, administer, control and monitor all Navy military members enrolled in full-time, funded master's, post master's and doctoral level education to include civilian institutions and the Law Education Program. This does not include scholarship and foreign war college programs supervised by Naval Education and Training Command or Naval War College education programs. This includes monitoring academic performance, individual education plan approval, major field of study changes, and student load projections. Publish appropriate directives to these supervisory officers to ensure efficient military supervision and administrative support to these students.

(14) Negotiate with participating civilian institutions, as necessary, on all matters relating to admission and enrollment of officer students and contracts for tuition and fees.

h. Commanding officers shall:

(1) Ensure officers are advised of the value of Navy-relevant graduate education and enlisted members are made aware of opportunities applicable to them, within the context of professional development. Recommend high potential officers and enlisted members for full-time resident opportunities as applicable.

(2) Encourage officer and enlisted member participation in part-time and off-duty Navy relevant graduate education opportunities as mission responsibilities allow.

(3) Ensure any assigned member who was detached from a full-time education assignment without completing a required thesis, dissertation, or project completes all requirements to receive their degree.

i. Navy Subspecialty System major area sponsor shall:

(1) Appoint Navy Subspecialty System subject matter experts.

(2) Develop and maintain subspecialty core skill requirements.

(3) Originate and maintain subspecialty educational skill requirements in conjunction with Naval Postgraduate School.

(4) Ensure currency and continuing relevance of education programs through timely and thorough curriculum reviews.

(5) Report curriculum review outcomes to Vice Chief of Naval Operations.

(6) Collaborate with Navy Personnel Command to conduct the annual utilization reports.

(7) Liaise with Navy Personnel Command to ensure student utilization requirements are met.

(8) Liaise with Navy Personnel Command prior to education selection boards to provide input for the board precepts letter and subspecialty and program briefs, and ensure a representative is assigned as a board advisor.

(9) Recommend to CNO (N1) selected civilian institutions for meeting graduate education requirements using the criteria of enclosure (5).

j. Individual members shall:

(1) Ensure Navy personnel master file and individual training records accurately reflect educational achievements.

(2) Request calculation of their academic profile code via the Naval Postgraduate School Web site online application process if interested in Naval Postgraduate School education programs.

(3) Engage detailers on inclusion of education opportunities in career planning.

(4) Refer to Naval Postgraduate School, Naval War College, and Navy college program Web sites for education program information and eligibility criteria, application procedures, and counselor contact information.

(5) Be responsible for application submission and meeting admission standards.

(6) Pursue self-study courses to strengthen academic background to enable program eligibility and success.

(7) Arrange for official transcripts from funded education to be forwarded to PERS-45E within 3 months of program completion or withdrawal.

k. Active duty and FTS shall disclose status of fulfillment of education service obligation in any request to separate, resign, or retire from the Navy.

l. Selected Reserve shall disclose status of fulfillment of education service obligation in any request to separate, resign, retire, transfer to the Individual Ready Reserve (including a voluntary training unit), or execute an indefinite recall to active duty.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

11. Forms and Reports Control

a. Forms

(1) SF 1164 Claim for Reimbursement for Expenditures on Official Business is available for download from the General

Services Administration (GSA) forms Web site http://www.gsa.gov/portal/forms/type/SF#.

(2) NAVPERS 1610/2 Fitness Report & Counseling Record (W2-O6)and NAVPERS 1610/5 Fitness Report & Counseling Record (O7/O8), and NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6) are available for download from both the Navy Personnel Command Reference Library Web site http://www.public.navy.mil/bupers-npc/reference/Forms/NAVPERS/Pages/default.aspx and Naval Forms OnLine https://navalforms.documentservices.dla.mil/web/public/home.

b. Reports Control

(1) OPNAV RCS 1520-19 has been assigned to quota reporting requirements contained in subparagraph 9d(6).

(2) OPNAV RCS 1520-20 has been assigned to education utilization and assessment reporting requirement contained in subparagraphs 9d(7), 9e(4) and 9i(6).

(3) OPNAV RCS 1520-21 has been assigned to curriculum review reporting requirements contained in subparagraphs 9g(2), 9g(4), 9i(5), and in enclosure (6), subparagraph 1b(7).

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DEFINITIONS

1. Academic Profile Code. Three digit code which summarizes a member's academic background in terms of an individual's cumulative grade point average, exposure to and performance in calculus-related mathematics courses, and exposure to and performance in selected science and engineering areas.

2. Anticipated Requirement. The requirement for knowledge or a capability urgently needed to meet high priority mission demands such that introduction is accelerated.

3. Blended Learning Program. Combines face-to-face classroom learning with learning delivered via multimedia. Also referred to as "hybrid" learning programs.

4. Certificate Program. Typically four fully accredited graduate level courses providing core knowledge in a discipline or focus area of importance to the Navy.

5. Distributed Learning. Delivery of education to students who are not physically present in a traditional educational setting such as a classroom for at least half of the number of credit hours each semester, quarter, or program. Learning occurs independent of location.

6. E-learning. Learning designed to be conducted remotely via electronic means.

7. Educational Skill Requirement. Specific and measurable statement of what the student must know or be able to do as the outcome of participation in an education program.

8. Fellowship. An assignment in which selected Navy military personnel work away from the DoD for a specified time, not to exceed 12 months, to gain education or experience of value to the Navy and the sponsoring organization. The person serving in the fellowship shall be known as the "fellow." Fellowships may be offered by tax-exempt corporations, foundations, funds, or educational institutions. Navy pays normal pay and allowances. In return, the fellow agrees to serve for the period specified in enclosure (7).

9. Full Course Load. A minimum of 12 semester hours during regular terms and 6 semester hours during summer sessions or as defined as full-time by the institution.

10. Full-time Education. The member is assigned to duty under instruction for primary duty as a student in a degree or non-degree program. Members are pursuing a full academic load year-round. The member receives full pay and allowances.

11. Fully Funded Education. While participating in degree and non-degree programs, the member receives full pay and allowances, with the majority of the tuition and other schooling costs assumed or paid by the U.S. Government or by another organization. The member is assigned to duty under instruction for primary duty as a student and attends school instead of performing usual military duties.

12. Funded Education. While participating in a degree or non-degree education program, the member receives full pay and allowances with some amount of tuition and or other schooling costs assumed or paid by the U.S. Government or another organization. Education may be in a full-time, part-time or off-duty status. This is limited to education that meets a validated or anticipated Navy requirement.

13. Immediate Graduate Education. Any program in which newly commissioned officers participate in education programs without first serving a tour in a permanent fleet billet.

14. Joint Professional Military Education (JPME). A CJCS-approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

15. Major Area Sponsor. Within the Navy Subspecialty System framework, a Navy flag officer responsible for the requirements and resources of a broad range of curricula grouped into a particular category, including defining core skill requirements, educational skill requirement, billets, and quotas.

16. Navy Enlisted Occupational Classification System. Provides the means by which all Navy enlisted personnel are classified. To support enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within

that classification system, the Navy has established specific standards. These standards define minimum skill and knowledge requirements for enlisted personnel at each pay grade and within each career field.

17. Navy Officer Occupational Classification System. The method the Navy uses to identify skills, education, training, experience and capabilities related to both officer personnel and manpower requirements. This system consists of code structures that form the basis for officer manpower management and officer personnel procurement, training, promotion, distribution, career development and mobilization.

18. Navy Subspecialty System. An integrated manpower and personnel classification and management system that establishes criteria and procedures for identifying officer requirements for advanced education and significant experience in various fields and disciplines, and identifies those officers who acquire the qualifications to meet those requirements.

19. Off-duty Education. Education pursued outside of normal duty hours.

20. Partially-funded Education. While participating in degree and non-degree programs, the member receives full pay and allowances, with the majority of the tuition and other schooling costs paid by the member from personal funds and or benefits to which the member was entitled. The member is assigned to duty under instruction for primary duty as a student and attends school instead of performing usual military duties.

21. Part-time Education. While participating in a degree or non-degree program, the member participates in classes for some minimum amount of time during the work day instead of performing military duties to which assigned full-time. Member may also participate in classes during off-duty hours. The member receives full pay and allowances.

22. Pilot Program. A test or trial of a program or process.

23. Professional Military Education (PME). Conveys the broad body of knowledge and develops the habits of mind essential to the military professional’s expertise in the art and science of war.

24. Scholarship. Education funding assistance awarded to a Navy student by a tax-exempt corporation, foundation, fund, or educational institution organized and operated primarily for scientific, literary or educational purposes. Navy pays normal pay and allowances. In return, the member agrees to serve for the period specified in enclosure (7).

25. Service Obligation. A period of service to which the member agrees in exchange for education benefits. Obligation periods vary depending upon statutory requirements and DoD and Navy policies.

26. Subject Matter Expert. Within the Navy Subspecialty System framework, a person responsible for administration and management of educational skill requirements for specific curricula as assigned by the major area sponsor.

27. Subspecialty. An additional set of skills acquired by a member that are necessary for optimal performance of assigned duties in a Navy billet.

28. Training with Industry. A non-degree program designed to provide training and or skills in best business procedures and practices not available through existing military or advanced civilian schooling programs for identifiable Navy requirements. Navy pays normal pay and allowances. In return, the member agrees to serve for the period specified in enclosure (7).

29. Unfunded Education. While participating in degree and non-degree programs, the member pays the majority of tuition and other education costs from personal funds and or benefits to which the member was entitled. The member participates in the education program during off-duty hours.

30. Validated Education Requirement. Certification that optimal performance depends upon graduate level education in a particular area of study.

GRADUATE-LEVEL EDUCATION PROGRAMS

1. Admiral Arthur S. Moreau Program of Post-master's Study in International Relations and Strategy. The Moreau Scholarship allows an officer to complete 1 year of post-master's degree level study in international relations and strategy.

2. Advanced Education Voucher. Senior enlisted members are provided Navy-funded education assistance in an off-duty status to complete baccalaureate and master's degrees in Navy designated areas of study.

3. Bowman Scholar Program. Newly commissioned officers from the USNA selected for nuclear power training and assigned to Navy-funded, full-time education at the Naval Postgraduate School to meet Navy requirements immediately following commissioning.

4. Certificate Program. Non-degree program consisting of a concentration of graduate-level courses in a specific area which results in award of academic credit and a certificate of completion.

5. Degree Program. Course of study for which a college or university confers an award to signify satisfactory completion of that course of study.

6. Fellowship Program. An assignment in which selected Navy military personnel work away from the DoD for a specified time, not to exceed 12 months, to gain education or experience of value to the Navy and the gaining organization.

7. Graduate Education Plus Teaching. Selected unrestricted line (URL) officers are assigned for 1 year to a Navy-funded, full-time degree program followed by an immediate 2-year assignment as an officer instructor at USNA. OPNAVINST 1524.2 governs.

8. Graduate Education Voucher. Selected URL officers receive a voucher for a maximum of 2 years for graduate school tuition, books, and most fees. The voucher can be used at any university of the officer's choice with approval of the curriculum from

Naval Postgraduate School. The curriculum must also meet the requirements set forth by Commander, Naval Education and Training Command.

9. Immediate Graduate Education. Newly commissioned officers from the USNA and the Naval Reserve Officers Training Corps (NROTC) are assigned to Navy and non-Navy funded, full-time education programs without first serving a tour in a permanent fleet billet. Immediate graduate education programs include civilian-funded scholarship program, Voluntary Graduate Education Program, and Bowman Scholarship Program.

10. International Military Colleges. Officers are assigned to Navy-funded, full-time JPME at intermediate and senior level international colleges. Programs differ in length and foreign language requirements, but all result in award of JPME phase I credit. OPNAV Director, International Engagement (OPNAV N52) provides an annual requirements list for international military college quotas to OPNAV N12 to achieve prioritized engagement efforts.

11. Joint and Combined Warfighting School. Officers are assigned to Navy-funded, full-time JPME phase II at this senior level joint service school within the Joint Forces Staff College. This is a non-degree program.

12. Junior Line Officer Advanced Educational Program (Navy Burke Program). Selected URL officers earn a master’s degree in scientific and engineering disciplines.

13. Leadership Education and Development Program. Selected URL officers earn a Master’s of Professional Studies in Leadership Education and Development from the University of Maryland and then mentor and develop midshipmen as a company officer at USNA. This program combines 12 months of full-time education with a 2-year assignment as a company officer.

14. National Intelligence University. Intelligence professionals are assigned to Navy-funded, full-time degree programs at this institution to meet current and future challenges to national security.

15. National War College and Dwight D. Eisenhower School for National Security and Resource Strategy (The Eisenhower School) and College of International Security Affairs. Officers are assigned to Navy-funded, full-time JPME phase II programs at these senior level joint service colleges within the National Defense University to meet officer professional development requirements. Students may earn a master's degree at each college. The Eisenhower School was formerly named the International College of the Armed Forces.

16. Naval Postgraduate School and Air Force Institute of Technology. Officers and enlisted members are assigned to Navy-funded, full-time degree programs at these institutions to meet Navy requirements for master's and doctoral degrees.

17. Naval Postgraduate School Certificate and Non-degree Programs. Selected officers and enlisted members participate in Navy-funded certificate and non-degree programs. These programs may be offered via distributed learning, while in residence at Naval Postgraduate School in another degree program, or during an intermediate-stop at Naval Postgraduate School while on permanent change of station orders.

18. Naval Postgraduate School Managed Civilian Institution Program. Officers are assigned to Navy-funded, full-time degree programs at selected civilian institutions to meet Navy requirements for master's and doctoral degrees.

19. Naval War College. Officers are assigned to Navy-funded, full-time Navy PME and JPME at the College of Naval Command and Staff or the College of Naval Warfare. College of Naval Command and Staff is the Navy's intermediate level service college accredited by the CJCS to award JPME phase I credit. The College of Naval Warfare is the Navy's senior level service college accredited by CJCS to award JPME phase II credit. Students may earn a master's degree at each college.

20. Olmsted Scholar Program. Navy officers are assigned to Navy and scholarship-funded, full-time graduate education at a foreign university to meet Navy requirements.

21. Other Service Military Schools. Officers are assigned to Navy-funded, full-time JPME at other Service intermediate and senior level service schools to meet officer development

requirements. Intermediate level schools are accredited by CJCS to award JPME phase I credit while senior level schools are accredited to award phase II credit. Students may earn a master's degree if offered by the school.

22. Permanent Military Professor Program. Officers are assigned to Navy-funded doctoral programs on a full- or part-time basis to meet Navy requirements for uniformed faculty at Navy education institutions.

23. Politico-Military Program. Officers are assigned to Navy-funded, full-time master's degree programs at selected civilian institutions to meet Navy requirements for expertise in politico-military affairs and strategic studies.

24. Scholarship Program. Officers are assigned to Navy and scholarship-funded, full-time master's degree programs to meet Navy requirements.

25. Service and Joint Advanced Warfighting Schools (JAWS). Officers are assigned to Navy-funded, full-time programs at service and joint schools to meet officer professional development requirements. Programs differ in length and education outcomes.

26. Service College Distributed Learning Programs. Officers and enlisted members may complete funded service PME and JPME phase I via distributed learning modes including seminar, Web-enabled, CD-ROM, or correspondence to meet professional development requirements. This is considered off-duty education although commanders may provide time during duty hours for program completion.

27. Training with Industry. Officers are assigned to Navy-funded, full-time non-degree opportunities at civilian businesses to meet Navy requirements for skills and experience in best business processes and practices.

ADMINISTRATIVE GUIDELINES FOR GRADUATE EDUCATION

1. Projected Rotation Date (PRD) and Curriculum Changes

a. Members enrolled in full-time education programs are required to take a full course load on a year-round basis. Students ordered to Naval Postgraduate School or civilian institutions for duty under instruction are expected to complete degree requirements for the curriculum to which assigned and do so in the set amount of time provided for that curriculum.

b. Members who, through no fault of their own, fail to complete master's degree thesis requirements or doctoral dissertation in the standard time allowed should not be extended in their education program for thesis or dissertation completion. However, such members may submit a request to the President of Naval Postgraduate School for an extension of time to complete that thesis following detachment from the education institution. In the case of approved extensions, Naval Postgraduate School shall outline required actions and completion dates. In all cases, Naval Postgraduate School shall ensure detaching evaluation or fitness report comments note failure of thesis or dissertation completion and extension plan as applicable.

c. In the case of unusual circumstances, PRD extensions and curriculum changes may be considered. Students must forward their request to CNO (N1) via:

(1) The curriculum department head for Naval Postgraduate School students, or the command to which is administratively assigned for civilian institution students.

(2) President, Naval Postgraduate School and PERS-440.

d. Navy officer and enlisted students shall not report to duty under instruction earlier than 10 working days prior to class convening date. All such students will normally be detached from duty under instruction not later than 10 working days following completion of instruction or graduation, whichever is later. This policy shall be applied uniformly to optimize the education program's individuals account.

2. Fitness and Evaluation Reports. Regular report continuity must be maintained for members assigned to duty under

instruction. Member's failure to complete academic program requirements should be commented on in block 41 of NAVPERS 1610/2 Fitness Report & Counseling Record (W2-O6), block 47 of NAVPERS 1610/5 Fitness Report & Counseling Record (O7/O8), or block 43 of NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6). Reference (g) provides specific guidance.

3. Academic Profile Code

a. The academic profile code is a three-digit code summarizing pertinent portions of a member's prior college performance. The three digits reflect an individual's cumulative grade point average, exposure to and performance in calculus-related mathematics courses, and exposure to and performance in selected science or engineering areas. The academic profile code is one factor used in evaluating applicants for admission to Naval Postgraduate School. Each curriculum at Naval Postgraduate School has a specified academic profile code threshold for admission.

b. All newly commissioned officers should request calculation of their academic profile code via the Naval Postgraduate School Web site online application process.

c. Members desiring to improve their academic profile code should contact Naval Postgraduate School admissions. Such advice will be provided individually and based upon each individual's academic background.

4. Pilot program. Major area sponsors, with the assistance of Naval Postgraduate School, may conduct education pilot programs to facilitate the articulation of future requirements and explore options to meet those requirements. Pilot programs shall have a well-defined purpose, fully articulated costs and sources of funding, targeted population, limited duration, measures of effectiveness and factors to evaluate success. Pilot programs shall be approved through the resource planning, programming and budgeting processes. Transition from a pilot to a permanent program shall require demonstration of the intended effect to meet a validated requirement in a cost-wise manner and approval through the resource planning, programming and budgeting processes.

5. Continuing Education. The President of Naval Postgraduate School maintains a continuing education program to provide extended educational services. These include:

a. Professionally relevant short courses, both on and off-campus, to military and Federal Government civilian employees. These courses are designed to enhance professional proficiency, prevent obsolescence, and prepare individuals for new areas of professional responsibility.

b. General graduate education counseling for all Navy officers to assist them in planning education consistent with Navy requirements and career fields.

6. Civilian Enrollment at Naval Postgraduate School

a. Federal Government civilian employees may enroll in Naval Postgraduate School graduate education programs via their agency under provisions of title 5, United States Code. Tuition, salary, and relocation expenses, if applicable, shall be paid by the employee's agency.

b. Reference (f) allows limited enrollment, on a space available basis, of defense industry civilians in programs leading to a master's degree in a curriculum related to defense product development and systems engineering. The Secretary of the Navy must authorize enrollment prior to the start of each academic year.

c. Admission is dependent upon academic qualification.

7. Enrollment of Other United States Armed Forces Officers and Enlisted Members at Naval Postgraduate School. Enrollment shall be on a space available basis with tuition, pay and allowances, and relocation expenses paid by the Department of the Army, Department of the Air Force and the Department of Homeland Security, respectively. Admission is dependent upon academic qualification.

8. Enrollment of Foreign Military Officers at Naval Postgraduate School. Commissioned officers of the military service of foreign countries may enroll at Naval Postgraduate School. No such officer is entitled to an appointment in the U.S. Navy or U.S. Marine Corps by reason of completion of the prescribed course of study at Naval Postgraduate School.

GUIDELINES FOR DOCTORAL STUDY PROGRAM

1. Doctoral study opportunities shall be based upon the Navy's highest priority validated requirements. Quotas shall be made available, by discipline and designator, in the annual advanced education plan. Selection shall be by a formal board for which applications should be solicited by general message.

2. To be considered for assignment to a doctoral program, officers must possess a master's degree or be scheduled to complete requirements for a master's degree in time to fill an available quota. The master's degree must be in the same or very closely allied field as the prospective doctoral program. No additional academic preparation time shall be made available.

3. If the required doctoral program is available at Naval Postgraduate School, doctoral candidates shall attend Naval Postgraduate School. Civilian institutions may be used for programs not available at Naval Postgraduate School. The message soliciting doctoral study applications will specify the site either as Naval Postgraduate School or a civilian institution.

4. Applicants for programs available through Naval Postgraduate School must be conditionally accepted for doctoral studies by Naval Postgraduate School to be eligible for selection board consideration.

5. Officers selected for programs at civilian institutions shall be responsible for applying to approved institutions and meeting enrollment requirements. Officers should apply for admission to several universities. If possible, one of these should be an institution in which "in state" tuition rates can be obtained. Reimbursement for up to three application fees and transcripts may be obtained by submitting Standard Form (SF) 1164 Claim for Reimbursement for Expenditures on Official Business, with receipts or cancelled checks to President, Naval Postgraduate School, Civilian Institutions Office (Code 31) after acceptance to the program.

6. Applications

a. Application packages for selection board consideration shall include the following:

(1) Name, rank, designator;

(2) Current mailing address, telephone number, email;

(3) Desired area(s) of study and department of the proposed major subject area;

(4) Educational background including schools attended, degrees awarded, major, thesis topic;

(5) Brief outline (200 words or fewer) of specific areas of interest within the proposed area of study;

(6) Official sealed copies of all undergraduate and graduate transcripts. For programs at civilian institutions, unofficial copies of transcripts may be provided in the application package;

(7) Results of Graduate Record Examination (GRE) General Test taken within the last 5 years at time of application;

(8) Two signed letters of recommendation;

(9) Fitness reports and certificates (not including transcripts) which are not in the official military personnel file or on the officer summary record;

(10) Command endorsement; and

(11) Signed detailer statement acknowledging counseling on career implications, including expected utilization assignments.

b. Application packages should be forwarded to:

Navy Personnel Command
Customer Service Center Pers-00R
Month/Year Doctoral Studies Program Selection Board #
(cite board ID number provided in message soliciting applications)
5720 Integrity Drive
Millington, TN 38055-0000

c. Naval Postgraduate School applicants must also complete the Naval Postgraduate School online application at:

http://www.nps.edu/academics/admissions/applyonline/applynow.html. In addition to the online application, the following information must be submitted to Naval Postgraduate School for inclusion in the applicant's file:

(1) Name, rank, designator;

(2) Current mailing address, telephone number, email;

(3) Desired area(s) of study;

(4) Educational background including schools attended, degrees awarded, major;

(5) Brief outline (200 words or fewer) of specific areas of interest within the proposed area of study;

(6) Official sealed copies of all undergraduate and graduate transcripts direct from the institution attended;

(7) Results of GRE General Test taken within the last 5 years at time of application; and

(8) Two signed academic letters of recommendation.

d. The application materials can be submitted to:

Naval Postgraduate School
Office of Admissions
1 University Circle (HE-022)
Monterey, CA 93943-5100

e. Doctoral program selectees shall be ordered to duty under instruction for up to 3 years from the date of enrollment. Education activities shall be pursued on a full-time basis year round and aligned to an education plan. Education plans shall be coordinated with the subspecialty subject matter expert and approved by the major area sponsor in coordination with Naval Postgraduate School Department Chair for Naval Postgraduate School programs, and major area sponsor for civilian institution programs. Any requests for extension should be forwarded to PERS-440 no less than 10 months prior to the officer's PRD. No more than 4 years shall be allowed for the completion of any program.

GUIDELINES FOR CIVILIAN EDUCATION INSTITUTIONS

1. Administrative and Supervisory Responsibility. The President, Naval Postgraduate School is responsible for supervision, administration, control and monitoring of all Navy military members enrolled in full-time master's, post-master's and doctoral level education funded by the Government at civilian and DoD education institutions. The President is not responsible for members assigned to service military or National Defense University schools, foreign military colleges, or USNA graduate programs.

a. Commanding officers of NROTC units are directed to report for additional duty as the President's representative in matters related to Navy military students at civilian institutions.

b. In certain instances, Navy military students reporting to schools without NROTC units shall be directed in their orders to report to the nearest NROTC unit or other Navy command for administrative purposes.

c. Naval Postgraduate School shall maintain education service agreements and budget line item approval authority for all civilian institutions.

2. Academic Requirements

a. Civilian institutions follow all the same guidelines as programs at Naval Postgraduate School to include biennial curriculum reviews.

b. Participation at civilian institutions maximizes the benefits of military engagement within the educational environment for courses of study not available at Naval Postgraduate School or other DoD schools. For this reason, students shall attend civilian institutions in residence. Over the course of a program, more than half of the courses shall be taken in a face-to-face classroom setting.

3. Governing Directives. The President, Naval Postgraduate School shall publish governing directives to include the following:

a. Administrative and supervisory duties of officer students, NROTC units, and sponsor and subject matter expert responsibilities related to students.

b. Appropriate policies on education plans; student conduct; attire and leave; minimum course loads; thesis or project requirements; military requirements; and temporary additional duty orders.

c. Procurement and accountability procedures relating to contract, payments and financial reporting; thesis costs (including materials, services and research); reimbursement for application and transcript fees; procurement of other supplies; and equipment inventory and disposition.

d. Administrative requirements of NROTC unit commanding officers to include fitness reports, physical readiness program, urinalysis, requisite counseling as necessary (financial, drug and alcohol, etc.), military training requirements (general military training, sexual harassment, safety, etc.), and Navy Family Accountability and Assessment System. Additionally, NROTC commanding officers enforce student adherence to the Uniform Code of Military Justice.

4. Civilian Institution Selection Criteria

a. The Naval Postgraduate School offers unique Navy and DoD relevant programs to enhance the combat effectiveness of Navy officers. Naval Postgraduate School is the primary source of graduate education where its program offerings meet Navy subspecialty requirements.

b. The principal criteria for selection of civilian institutions are the quality of academic programs, the ability of the programs to meet Navy educational skill requirements, and the cost. Although cost should always carry weight in selecting specific university programs, academic quality and sponsor requirements are fundamental considerations and may predominate to meet Navy needs.

c. The following factors should be considered. Failure of a school to meet all factors will not automatically disqualify a school from consideration.

(1) Ability to provide full-time, year-round programs having a full academic load to optimize the member's full-time assignment as a student.

(2) Provision of resident status for military students for tuition and fees purposes.

(3) Availability of supervision and administrative support for Navy students.

(4) Availability of a curriculum that satisfies Navy educational skill requirements at minimum cost in the most efficient manner possible.

d. Major area sponsors, the Navy Subspecialty System, and subject matter experts are responsible for identifying schools for consideration in conjunction with Naval Postgraduate School. Subject matter experts shall review approved civilian institutions during biennial curriculum reviews to ensure those institutions continue to meet selection factors and include a list of approved schools in the educational skill requirement section of the curriculum review package.

MANAGEMENT OF ACADEMIC PROGRAMS

1. Curriculum Reviews

a. Periodic curriculum reviews are essential to ensuring a fiscally disciplined approach to developing the military force with the right knowledge and skills to meet current and future challenges.

b. For programs under the Navy Subspecialty System, the subspecialty system major area sponsor will examine each curriculum biennially in coordination with Naval Postgraduate School, program stakeholders, and type commanders. Major area sponsors will comply with reference (d) to:

(1) Evaluate educational skill requirements in cooperation with Naval Postgraduate School to ensure they meet the core skill requirements and will result in graduates with the desired knowledge and skill set.

(2) Through Naval Postgraduate School, ensure that course content responds directly to the requirements set out in the educational skill requirements.

(3) Review requirements and their priorities.

(4) Assess the pool of educated officers to meet requirements.

(5) Propose curriculum changes as necessary.

(6) Evaluate flexible education alternatives including certificates, distributed learning, shortened residence periods and programs that combine resident and distributed learning study.

(7) Report curriculum review outcomes to the Vice Chief of Naval Operations.

c. The Naval War College is accredited by the New England Association of Schools and Colleges Commission on Institutions of Higher Education. Additionally, the Naval War College is accredited to deliver JPME by the CJCS through the Process for Accreditation of Joint Education.

2. Revision, Disestablishment or Establishment of Education Programs. Education programs provide opportunities in disciplines and areas of interest that fulfill present and anticipated requirements, and the need for future capabilities. Major area sponsors and subject matter experts shall ensure continuing relevancy of existing curricula and recommend revision or elimination of those no longer relevant. Requests to establish new programs shall comply with reference (d), part B, and only be considered upon:

a. Completion of a gap analysis which demonstrates a significant need for skills obtained through graduate education.

b. Identification of educational skill requirements to be fulfilled by the program.

c. Confirmation that a program of education of comparable cost, quality, and focus is not available at another institution, either military or civilian.

d. Identification of offsets or provision of new resources to support development, delivery, maintenance, support, and student manpower costs.

FUNDED EDUCATION SERVICE OBLIGATION

Table 1. Active Duty and FTS Officer Service Obligation

Program	Format	Program Length	Active Service Obligation[1]
Master's degree	full-time	<12 months	3 times the number of months of education program
		≥12 months	3 years
	part-time		3 years
	off-duty		2 years after completion of education for which the charges are paid
Post-Master's degree	full-time	12 months	3 years
Doctoral (other than Permanent Military Professor)	full-time	<12 months	3 times the number of months of education program
		≥12 months	5 years
	part-time		5 years
	off-duty		5 years
Doctoral (Permanent Military Professor)	full-time		Until statutory retirement
	part-time		Until statutory retirement
Immediate Graduate Education Master's degree	full-time	<20 months	5 years
		≥20 and ≤24 months	6 years
Certificate Program	part-time off-duty	≤12 months	1 year
	full-time	3 months	1 year
		6 months	18 months
Scholarship Program	full-time	≤24 months	3 times the number of months of education

FUNDED EDUCATION SERVICE OBLIGATION

Table 1. Active Duty and FTS Officer Service Obligation			
DoD Information Assurance Scholarship Program	full-time		Per Navy policy for master's or doctoral degree program
Fellowship Program	full-time	≤12 months	3 times the number of months of the fellowship
Training with Industry	full-time	≤12 months	3 times the number of months of the training
Graduate Education Voucher	off-duty	≤24 months	3 times the number of months of education, but not less than 2 years and not more than 3 years
PME/JPME	full-time		2 years
	part-time off-duty		not applicable
Tuition Assistance	off-duty		2 years after completion of education for which the charges are paid

Note 1 - Obligation commences upon completion of or formal withdrawal from an education program. Obligation is served concurrently with any other service obligations with the exception of participants in the DoD Information Assurance Scholarship Program for which statute requires that the period of obligation is in addition to any other period of obligation.

FUNDED EDUCATION SERVICE OBLIGATION

Table 2. Active Duty and FTS Enlisted Service Obligation

Program	Format	Length	Active Service Obligation [1]
Master's degree	full-time	<18 months	5 years
		≥18 months	6 years
	part-time		5 years
	off-duty		5 years
Certificate	part-time off-duty		1 year
Advanced Education Voucher	off-duty	≤24 months	3 times the number of months of education completed or 3 years, whichever is less
PME	part-time off-duty		None

Note 1 - Members must incur a service obligation by reenlistment or extension of enlistment prior to enrollment in graduate education. Service obligation reflects the total of time while in the education program and post education.

FUNDED EDUCATION SERVICE OBLIGATION

Table 1. Selected Reserve Officer Service Obligation			
Program	**Format**	**Length**	**Selected Reserve Service Obligation[1]**
Master's degree	full-time	<12 months	Not eligible
		≥12 months	Not eligible
	part-time		Not eligible
	off-duty		Not eligible
Certificate program			Not eligible
PME/JPME	full-time	>6 months	2 years
	part-time off-duty		None
Note 1 - Obligation commences upon completion of or formal withdrawal from an education program.			

Table 2. Selected Reserve Enlisted Service Obligation			
Program	**Format**	**Length**	**Selected Reserve Service Obligation [1]**
Master's degree	full-time	<18 months	Not eligible
		≥18 months	Not eligible
	part-time		Not eligible
	off-duty		Not eligible
Certificate program			Not eligible
PME	part-time off-duty		None
Note 1 - Obligation commences upon completion of or formal withdrawal from an education program.			