

MILPERSMAN 1301-902

SELECTION FOR FULLY-FUNDED GRADUATE EDUCATION

Responsible Office	NAVPERSCOM (PERS-440)	Phone:	DSN COM FAX	882-4056 (901) 874-4056 882-2676
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References	(a) CNO Policy Decision Memorandum 004-08 of 2 Jul 08 (b) OPNAVINST 1520.23B (c) OPNAVINST 1520.39 (d) SECNAVINST 1520.7F (e) OPNAVINST 1520.24B (f) CNETINST 1560.3D (g) OPNAVINST 1500.72F
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1. Policy

a. Administrative screening and selection boards are utilized to select officers for graduate education. Assignment to any course of study depends on the availability of the individual officer, yearly quotas in the particular curriculum, and agreement by the officer to incur the required obligated service (OBLISERV).

b. Administrative Screening for Postgraduate (PG) Education

(1) Administrative screening is required for Unrestricted Line (URL) and Restricted Line (RL) officer (except 14xx and 18xx communities) for selection to PG education.

(2) Administrative screening for Staff Corps PG education pertains only to officer names that do not appear on the current board selected list of PG eligible candidates, and are considered only when banked assets have been exhausted and curriculum input goals cannot be achieved.

2. Screening Requests

a. Formal or informal administrative screening requests for PG education shall be initiated only when the officer

(1) will fulfill a community PG requirement,

(2) has the educational background (or is established on a Naval Postgraduate School (NPS) approved academic improvement program) which satisfies the entrance requirements for the proposed academic program, and

(3) is considered promotable within the community.

b. In no case will an administrative screen be conducted that does not address a specific community/Navy need.

3. Administrative Screening Procedures

a. A **Postgraduate Education Nomination Form**, Exhibit 1, furnished by Navy Personnel Command (NAVPERSCOM), Professional Development Education/Subspecialty Branch (PERS-440), is originated by the assignment officer and forwarded with the Officer Master Personnel File (OMPF) and Officer Data Card (ODC), **via** the assignment division officer director **to** NAVPERSCOM, Graduate Education/NROTC Placement (PERS-440B).

b. NAVPERSCOM (PERS-440) then routes the board sheet to NAVPERSCOM, Restricted Line/Staff Corps Officer Distribution/Specialist Branch (PERS-44) for final determination.

4. Selection Procedures for Captain (CAPT)/Commander (CDR) for Graduate Education. Each potential CAPT/CDR input into a graduate program will be screened.

a. The following officers will do the screening:

(1) The candidate's cognizant division director.

(2) NAVPERSCOM (PERS-440) for determination of requirements.

(3) NAVPERSCOM (PERS-44).

(4) NAVPERSCOM, Career Management Department (PERS-4) (Commander, Naval Personnel Command (COMNAVPERSCOM) for Captains) for final determination.

b. The assignment officer initiates this screen by drawing the candidate's OMPF record, attaching a CAPT/CDR education board sheet (available from NAVPERSCOM (PERS-440)), and routing the package through the appropriate review chain for comment.

c. Final approval from NAVPERSCOM (PERS-4) is required **prior** to nominating the individual for orders.

5. **Curriculum Shifts for Graduate Education.** Curriculum shifts for enrolled officer students are considered only when it is clearly in the best interest of the students and the Navy.

a. Curriculum shifts are limited to the following categories of officers:

(1) When shifting from one technical curriculum to another technical curriculum.

(2) When shifting from a nontechnical curriculum to a technical curriculum.

(3) When shifting from a nontechnical curriculum to another nontechnical curriculum.

(4) When academic difficulty dictates.

b. Staff Corps officers desiring a shift from their board selected curriculum must request so in writing to their detailer. The detailer then initiates an administrative screening.

c. URL officers desiring to enroll in curricula limited to certain RL, the RL/Staff Corps transfer board must select Staff Corps.

d. Curriculum Shift Procedures:

(1) Upon receiving written request and endorsement letter from officer, NAVPERSCOM (PERS-440B) will forward approval sheet to the assignment branch head for review. The assignment branch head will initial eligibility determination and route sheet to NAVPERSCOM (PERS-440).

(2) NAVPERSCOM (PERS-440) then routes the Board Approval Sheet to NAVPERSCOM (PERS-44) for final determination.

6. **Reporting, Convening and, Graduating Dates Policy.**

NAVPERSCOM (PERS-44) promulgates reporting, convening, and graduating dates for the various graduate education courses each year. Normally an officer is ordered to report for duty under instruction (DUINS)/duty involving flying denied under instruction (DIFDENINS) not later than 3, nor earlier than 3, working days prior to the class convening date (CCD).

a. **Reporting.** Officers ordered for DUINS for PG education will be assigned by COMNAVPERSCOM to report for administrative purposes to the nearest geographically available naval activity capable of providing this support.

b. **Slating.** NAVPERSCOM (PERS-440) promulgates loading plan quotas required from each assignment section to meet the Navy's requirements. Final slating for each input is completed not later than 6 months prior to the scheduled convening date. Chief of Naval Personnel (CHNAVPER) is committed to maximum filling of graduate education quotas with quality officers.

c. **Detachment Policy.** The detachment date for graduating officers from education programs is on or before the third working day following graduation. Exceptions to this policy must be approved in advance by NAVPERSCOM (PERS-44).

7. **Graduate Education in English, History, and Physical**

Education. No officers will be ordered into full-time, fully funded education programs in support of billets requiring studies in English, History, or Physical Education fields.

8. **Dual Master's Degree**

a. NAVPERSCOM (PERS-44) has final approval authority (on a case-by-case basis) for officers to attend a second fully funded PG education program provided that

(1) the officer has laterally transferred, and

(2) the officer does not have a level "P" or higher subspecialty code that is utilized in the gaining community.

b. Nominations are submitted by the gaining community assignment officer to NAVPERSCOM (PERS-440B) utilizing the **Postgraduate Education Administrative Screening Sheet**.

c. Officers with Master's degrees obtained at other than Navy expense which satisfies all criteria for subspecialty code assignment are assigned to PG Master's curricula only after all other sources have been exhausted.

(1) The cognizant detailing division director files appropriate documentation of the need to send such an officer in the officer's personal record.

(2) Officers with Master's degrees which were non-Navy-funded and which do not meet requirements for coding as a subspecialist at the Master's level are designated a general **P subspecialty code** and are eligible for selection and assignment to PG school.

9. OBLISERV Requirements

a. Active duty (ACDU) officers participating in Navy-funded graduate education on a full-time, part-time or off-duty basis will incur an ACDU obligation of 3 years after completion of, or withdrawal from, education programs. This obligation will be served concurrently with any other obligation

(1) This includes both residential and distributed learning programs, unless otherwise specified.

(2) This does not apply to educational programs leading to a certificate or a certification or to education received as a result of voluntary education programs such as tuition assistance, the Veterans' Education Assistance Program (VEAP), or the Montgomery GI Bill (MGIB). These programs are covered under separate directives and instructions.

(3) This does not apply to graduate education in health and theology disciplines, the law education program, PHD programs, education received at Service Colleges, scholarship, or fellowship programs. These programs are covered under separate directives and instructions.

(4) Nuclear trained officers should refer to MILPERSMAN 1520-050 for more information.

(5) Naval Reactor Engineering Officers (1220) should refer to reference (a).

b. **Determination.** In determining OBLISERV incurred for all other professional development education, specific governing directives listed below must be consulted in each case. The entire period of DUINS status from each date of reporting to date of detachment is used as the basic multiple when computing OBLISERV.

<u>PROGRAM</u>	<u>GOVERNING DIRECTIVE</u>
<u>Fully-funded:</u>	
Graduate Education	OPNAVINST 1520.23B and current NAVADMIN
Doctoral Program	OPNAVINST 1520.23B
Armed Forces Health Profession Scholarship	OPNAVINST 1520.39
Law Education Program	SECNAVINST 1520.7F
<u>Non-fully funded:</u>	
Scholarship/Fellowship Tuition Aid	OPNAVINST 1520.24B CNETINST 1560.3D
<u>Professional Development Non-Degree:</u>	
White House Fellows	MILPERSMAN 1301-904
Navy Federal Executive Fellowship	OPNAVINST 1500.72F
Naval Aviation	MILPERSMAN 1542-010
Naval Nuclear Power	MILPERSMAN 1520-050
Naval Submarine School	MILPERSMAN 1520-030
Surface Warfare Dept Head	MILPERSMAN 1520-040
Line/Staff Transfer	MILPERSMAN 1212-010

c. **Release from OBLISERV.** Upon receipt of a request for resignation or release from active duty (RAD), the assignment officer needs to ensure that OBLISERV arising from education related agreements has been fulfilled, or if it is determined an officer may be separated before the end of OBLISERV, the officer must repay monies on a prorated basis prior to final separation. The waiver of OBLISERV is at the discretion of the Navy and will usually not be approved.

10. **Medical Corps Officers Utilization.** The Surgeon General has asked that Medical Corps assignment policy reflect **4-year** minimum utilization for specialists. The following distribution policy is in effect:

a. Medical Corps officers awarded a subspecialty code upon completion of residency/fellowship training will be assigned only to appropriately coded billets for a minimum of 4 years. This does not imply that the 4 years must be served at the same duty station.

(1) Beyond this initial 4-year utilization requirement, Medical Corps assignment policy will continue to match billet and officer qualifications, ensuring assignment of best-qualified officers within other current assignment policy constraints.

(2) Exceptions will be granted at the NAVPERSCOM division director's level following prior coordination with Bureau of Medicine and Surgery (BUMED).

b. **Graduating Medical Interns.** All graduating interns (general medical officers (GMOs)) will be assigned to an operational tour prior to selection to Graduate Medical Education Level 2 (GME2). Waivers will be considered on a case-by-case basis. The approving authority for these waivers is NAVPERSCOM (PERS-44).

11. **Processing of Transcripts.** All transcripts of undergraduate and graduate course work completed by an officer must be forwarded to NAVPERSCOM, Subspecialty Management (PERS-45E) for entry into the ODC. NAVPERSCOM (PERS-45E) will forward transcripts to NAVPERSCOM, Receipts Control Section (PERS-312C) for entry into the OMPF. Officers should also send transcripts to NPS (Code 01B3), Monterey, CA, at the earliest feasible date following completion of such work.

a. **Academic Profile Code (APC).** NPS is responsible for assigning APCs to all officers. This code consists of a **3-digit** number, which describes an officer's academic background. NAVPERSCOM (PERS-440B) uses the APC to determine curriculum eligibility of officers. The APC is derived as follows:

(1) **1st digit** - Quality Point Rating (QPR) code representing the cumulative grade averaging on a **0 to 5 scale.**

(2) **2nd digit** - Math qualifications code on a **0 to 6 scale**. The scale is directly keyed to the math requirements for various curricula and completely ordered so that a **grade of 3**, for example, would satisfy the requirements typified by **3, 4, 5, or 6**.

(3) **3rd digit** - Technical qualification code on a **0 to 5 scale**. This code is used for technical curricula requiring a calculus-based physics sequence for entrance.

(4) The following tables are used to assign the codes:

QPR CODE		
Code No.	Grade	QPR Range
0	A-/A	3.60-4.00
1	B+	3.20-3.59
2	B-/B	2.60-3.19
3	C+	2.20-2.59
4	C	1.90-2.19
5	C-	0-1.89

NOTE: Repeat courses and failures are included in the QPR calculations.

MATH CODE	
Code No.	Meaning
0	Significant post-calculus math with B average.
1	Two or more calculus courses with B+ average.
2	Two or more calculus courses with C+ average.
3	One calculus course with a grade C or better.
4	Two or more pre-calculus courses with B average or better.
5	At least one pre-calculus course with C grade.

TECHNICAL CODE		
Code No.	Significant Upper Division Courses in Pertinent Physics (Calculus-Based)	Courses in Engineering/Physical Science
0	Ignore	B+ average
1	Ignore	C+ average
2	Complete sequence taken	B+ average
3	Complete sequence taken	C+ average
4	At least one course with	C grade
5	None	

NOTE: Significant coverage includes a major strong minor in a pertinent (ME, AE, EE, physics) discipline.

b. Example of the assignment and use of APCs in determining if an officer is qualified for direct or indirect input:

(1) An officer has an **overall QPR of 3.10**, has taken pre-calculus courses with **grades of A and B**, a full year of physics with **grades of C and C+**, and no engineering courses. The **AP Code is 243**.

(2) The officer desires to enter a technical curriculum with entrance requirements as follows:

For direct entry: 323
For indirect entry: 334
(3 months Engineering Science)

NOTE: These codes are unique to each curriculum.

c. The above officer is **not** qualified for entry. Completion of calculus with a C or better via self-study would qualify the officer for indirect entry via Engineering Science.

EXHIBIT 1

POSTGRADUATE EDUCATION NOMINATION FORM

DATE: _____ FROM: PERS- _____

PURPOSE: () NOMINATION
 () INTERCURRIC TRANSFER () TO ()
 () PRD EXTENSION () TO ()
 () OTHER

NAME	GRADE	SSN (Last 4)	DESIG
UNDERGRAD: _____	PG CURRIC PREFERENCE/APC REQUIRED	XXX-XX-_____/____	
MAJOR: _____	(1ST) _____/_____		
SCHOOL: _____	(2ND) _____/_____		
APC: _____	(3RD) _____/_____		

(ASSIGNMENT OFFICERS ENSURE CURRENT OMPF AND ODC FORWARDED)

PERS-_____ APPROVE/DISAPPROVE DH/XO/CO SCREENED _____
 (ASSIGNMENT OFFICER) (IF APPLICABLE)

PERS-_____ APPROVE/DISAPPROVE

PERS-_____ APPROVE/DISAPPROVE

PERS-440B APPROVE/DISAPPROVE

(GRADUATE EDUCATION PLACEMENT OFFICER)

PERS-440 APPROVE/DISAPPROVE

PERS-44 APPROVE/DISAPPROVE

(FINAL DETERMINATION FOR O-4 AND BELOW)

PERS-4 APPROVE/DISAPPROVE

(FINAL DETERMINATION FOR O-5)