

NAVY VOLUNTARY EDUCATION MANUAL



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OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 1560.9B

From: Chief of Naval Operations

Subj: VOLUNTARY EDUCATION FOR NAVY SAILORS

Ref: (a) DoD Instruction 1322.25 of 15 March 2011
(b) DoD Directive 1322.08E of 3 January 2005
(c) SECNAVINST 1560.4B
(d) 10 USC
(e) DoD Instruction 1322.19 of 14 March 2013
(f) MILPERSMAN 1306-102
(g) DoD Instruction 1344.07 of 30 March 2006
(h) 34 CFR
(i) CNIC M-5530.2 of June 2020

1. Purpose. To revise policy and assign responsibility for Navy voluntary education (VOLED), in line with references (a) through (i). This revision incorporates new management controls, redefines roles and responsibilities resulting from VOLED reorganization and incorporates policy guidance from reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1560.9A and NAVADMINs 042/08, 105/10, 245/10, 029/12, 305/12, 190/14, 219/16, 243/17, 127/18, 114/19, 214/21 and 112/23.

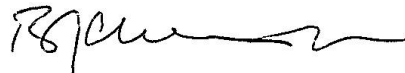
3. Scope and Applicability. Provisions of this instruction apply to Active Duty, Training and Administration of Reserve and Ready Reserve members on long-term Active Duty orders.

4. 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/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 or the OPNAV Records Management Program (DNS-16).

5. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N13M 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 only via Department of the Navy Issuances website, <https://www.secnav.navy.mil/doni/default.aspx>

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CHAPTER 1
VOLUNTARY EDUCATION OBJECTIVES AND RESPONSIBILITIES

1. Voluntary Education (VOLED) Program. VOLED provides opportunities for Sailors to pursue personal and professional academic goals. When mission requirements allow, commanding officers (CO) should encourage Sailors to participate in VOLED programs including educational counseling, academic skills, academic testing and college courses. VOLED programs provide opportunities for Active Duty Sailors to pursue lifelong learning to earn a high school diploma or General Educational Development (GED) certificate, a vocational or academic certificate or college degrees.

2. VOLED Objectives.

a. These programs will help establish a culture of continuous improvement, enable the Navy to leverage advanced education to build a highly capable warfighting organization and empower our Sailors to realize their full potential.

b. VOLED will employ an outcomes-based approach to facilitate Sailor development of personal and educational goals, which enhance their in-service career opportunities and provide a pathway to successful post-service employment, thus improving their economic outlook.

c. VOLED will contribute positively toward warfighting advantage through academic superiority.

d. VOLED will collaborate with the United States Naval Community College (USNCC) to enhance academic outcomes aligned with Naval relevant focus areas, further contributing to warfighting advantage.

3. VOLED Responsibilities.

a. The Deputy Chief of Naval Operations for Personnel, Manpower and Training, N1 (CNO N1):

(1) Act as resource sponsor for VOLED programs.

(2) Develop, coordinate and publish Navy wide policy and procedures for VOLED programs following references (a), (b) and (c).

(3) Represent Navy VOLED interests throughout the Navy, Office of the Secretary of Defense, the other Military Departments and the U.S. Coast Guard.

(4) Represent the Navy and maintain liaison with appropriate Federal agencies, non-federal entities and non-governmental organizations whose policies or interests affect VOLED.

(5) Validate and finalize submission of quarterly and annual performance reports to the Assistant Secretary of the Navy for Manpower and Reserve Affairs and to the Office of the Secretary of Defense, Personnel and Readiness via Voluntary Education Management Information System or other means as directed.

(6) Develop metrics and performance measures to ensure VOLED programs continue to support the strategic goals and objectives of the Navy.

(7) Assign the VOLED Program Lead in Branch Head, Education and Training Requirements (OPNAV N13M7) as Navy's representative to the Interservice Voluntary Education Board.

b. Commander Navy Installations Command will support VOLED programs on Navy installations as agreed in a Memorandum of Agreement (MOA) with Commander, Naval Education and Training Command.

c. Naval Education and Training Command:

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

(2) Issue guidelines for the implementation of policies contained in this instruction.

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

(4) Implement and oversee Tuition Assistance (TA) and Navy College Program for Afloat College Education (NCPACE) policy waiver process.

(5) Provide execution oversight of the VOLED program components, including measures of performance.

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

(7) Assess the effectiveness of VOLED programs and policies on personnel, commands, recruitment, retention and readiness through internal studies or support of external studies.

(8) Monitor TA and NCPACE funding obligations. Provide weekly TA funding execution data and monthly NCPACE funding data to OPNAV N13M7.

(9) Provide quarterly and annual performance data to OPNAV N13M7 for review prior to entering into Voluntary Education Management Information System. Allow sufficient time for OPNAV review to ensure on-time data entry per reference (a) and inform OPNAV N13M7 when complete.

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

(11) Monitor all VOLED related acquisition requirements prior to initiating contract support through the applicable servicing contract activity.

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

(13) Provide oversight of the MyNavy Education Web application.

(14) Ensure formal needs assessments are conducted, at a minimum, every 5 years to ensure on-base programs meet identified needs.

(15) Publish an instruction of Naval Education and Training Professional Development Center VOLED responsibilities.

(16) Provide VOLED program performance data to OPNAV N13M7 as tasked.

d. COs and Officers in Charge (OICs):

(1) Ensure all newly assigned personnel, other than students at training commands, are briefed on VOLED programs.

(2) Designate in writing and maintain at least two current TA and NCPACE Command Approvers (E-7 or above or GS equivalent if available, at CO's discretion).

(3) Establish a command review and approval process for Sailors requesting to enroll in TA or NCPACE courses using guidelines in chapters 3 and 4. Verify Sailors meet all requirements before approving TA or NCPACE requests.

(4) Establish a process to counsel Sailors on the financial consequences of dropping a TA or NCPACE course after the term start date.

(5) Consider Sailors' ability to assume the additional commitment of participating in a rigorous education program. When a request is disapproved, develop a detailed plan of action which, when complete, may lead to command approval of TA and NCPACE requests.

(6) Establish a waiver policy to allow command approval of TA or NCPACE request for Sailors who are unable to take their most recent advancement exam due to military assignment, medical reasons, emergency leave or other reasons deemed appropriate by the command triad.

(7) Follow guidance in Chapters 3 and 4 of this issuance for TA and NCPACE requests.

(8) If command is eligible for NCPACE per Chapter 4, paragraph 2 of this issuance, promote Sailor enrollment in NCPACE courses up to 120 days prior to scheduled deployment.

(9) Actively support educational service officer (ESO) and Navy career counselor participation in VOLED opportunities.

e. TA and NCPACE Command Approver:

(1) Review and approve or disapprove TA and NCPACE requests on behalf of the CO or OIC, as applicable.

(2) Before approving TA and NCPACE requests, verify Sailors meet all eligibility criteria marked with *CA* in paragraph 4 of Chapter 3 of this instruction.

(3) Take action on all TA and NCPACE requests no later than seven days prior to the term start date.

f. Installation COs:

(1) Will execute the VOLED program on their respective installations, per a MOA between Commander, Navy Installations Command and Commander, Naval Education and Training Command.

(2) May require an academic institution (AI) to pay applicable fees for use of office and classroom space, utilities (e.g., lights, heating, ventilation, air conditioning) and janitorial service under the provisions of a MOA.

(3) May consider AI investments in classroom or office improvements for in-kind consideration when calculating fees per subparagraph 3f(2).

g. Naval Education and Training Professional Development Center:

(1) Support installation CO with implementing VOLED programs by:

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

(b) Establishing and maintaining liaison with local AIs or agencies.

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

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

(e) Conducting education program briefings to commands and providing financial assistance via the tuition assistance program.

(f) Assisting 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 (a), REGCOM or installation MOA, DoD VOLED Partnership Memorandum of Understanding (MOU) and Chapter 5 of this instruction.

(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 requests to visit Navy installations.

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

(7) Coordinate with installation 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.

h. Navy college program (NCP) education counselors must employ an outcomes based approach to academic and career advising by:

(1) Discussing individual education and career goals with the Sailor.

(2) Reviewing Sailor's Joint Services Transcript (JST) and any prior learning credit when advising Sailor on their education plan.

(3) Discussing credit by examination options with the Sailor.

(4) Assessing Sailor's readiness to accomplish the degree requirements and discuss academic skills development programs, as required.

(5) Guiding undecided Sailors to utilize one of many planning tools (e.g. MilGears, Career Path DECIDE, Kuder® Journey) or the DoD myFuture website at myfuture.com prior to scheduling follow-on counseling.

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

i. Participating Sailors:

(1) Discuss individual education goals with their chain of command and NCP counselor.

(2) Prior to using TA or NCPACE for the first time, complete all eligibility requirements which can be found on the NCP website at: <https://www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm>.

(3) If undecided on education pathway, or considering a change of degree plan, utilize one of many planning tools (e.g. MilGears, Career Path DECIDE, Kuder® Journey) and upload results to MyNavy Education record prior to receiving counseling from the Navy College Virtual Education Center (NCVEC).

(4) Receive academic counseling from a NCP counselor before each new (or changed) degree or certificate program is started.

(5) Submit TA and NCPACE requests no more than 120 days and no less than 7 days before the official term start date.

(6) Periodically review their JST to ensure their education and training data are properly recorded.

(7) Upon completion and award of certificate or degree, request degree granting AI transmit proof of completion through the Academic 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, FL 32509.

(8) If an officer, confirm any outstanding TA or NCPACE service obligation before submitting a resignation or retirement request. To determine if an obligation is in place due to TA or NCPACE usage, officers must contact Joint Officer Management (PERS 451) at pers451@navy.mil.

CHAPTER 2
PLANNING AND PREPARATION

1. Educational Counseling. Outcomes based educational counseling provides the foundation for Sailors to optimize use of educational opportunities, plan an educational pathway aligned with their goals, identify the school which best meets these goals and execute their plan with maximum efficiency. Counseling may be available to adult family members on a space available basis.

a. Counseling must be interactive and must be conducted virtually through the NCVEC.

b. Sailors must receive academic counseling at least once at each level of pursuit. Counseling must occur when submitting an official education plan (OEP) for approval.

2. Education Plan. A detailed guide, provided by the AI, which states the requirements to graduate and the expected time of completion. The ultimate outcome of academic counseling is to empower the Sailor with developing an OEP with their chosen AI that meets their goals and is approved by the NCP.

a. An unofficial education plan (UEP) is a preliminary education plan obtained from an AI and then reviewed by the NCP counselor and the student.

(1) Provides Sailors a first step to begin pursuing an education using TA or NCPACE.

(2) At a minimum, Sailors must upload an UEP to their MyNavy Education record before enrolling in any classes. Example: Degree template from AI website that lists course(s) Sailor desires to take.

(3) Sailors may take no more than 9 Semester Hours (SH) (or equivalent) under an UEP.

b. The OEP is a signed agreement between a Sailor and an AI that provides all the requirements necessary to graduate and the expected timeline of completion.

(1) Reference (a) requires AI to provide an OEP within 60 days after admission to the institution and receipt of all required transcripts or within 60 days following a change in educational goal or major.

(2) The OEP will meet all elements required of an evaluated education plan in reference (a).

3. Educational Documentation.

a. The JST is the DoD's academically accepted transcript which validates Sailors' Navy training and military occupational experience. The JST is certified by the American Council on Education (ACE) and displays ACE recommendations for college credit for military training and experience. The JST provides information for the degree evaluation and planning process. An official JST may be requested through JST website at <https://jst.doded.mil>.

b. Officers must have their official transcripts forwarded to Navy Personnel Command, Joint Officer Management (PERS-450) for validation and to have the education level updated in their personnel record. Officers must have their institution send an official transcript to the JST for entry into the MyNavy Education database for degrees to appear on their JST.

c. Enlisted Sailors must have an official transcript sent from the institution to the JST for validation and to have the education level updated in their personnel record and JST. The JST is not the official document for college coursework. The institution's official transcript is the only acceptable source to authenticate coursework. TA or NCPACE coursework listed on the JST is for reference only.

4. Academic Skills and College Preparatory Services. All Sailors have the opportunity to upgrade their academic skills. Per reference (a), the Defense Activity for Non-Traditional Education Support (DANTES) offers tools to assess Service Members' reading, writing and mathematics skill levels. Information on programs designed to improve their basic skills, prepare them to retake the Armed Forces Classification Test or prepare them to enroll in entry-level college courses is available at: <https://www.dantes.mil/Education-Programs/Prep-for-College-Career-Planning/>.

5. Academic Testing.

a. DANTES testing services provide Sailors access to a wide variety of academic tests intended to provide credit by examination.

b. For information on DANTES examinations, preparation, funding and testing locations, refer to the DANTES website: <https://www.dantes.mil/>.

c. Information on establishing a DANTES National Test Center is available on the DANTES website at <https://www.dantes.mil/Counselor-Tools/National-Test-Center-NTC-Establishment/>.

6. Base Education Needs Assessment and Command Education Plan.

a. To produce a command education plan, an educational needs assessment must be completed. The NCP needs assessment is an online survey. The survey consists of the

educational goals and course interests of the command's permanently assigned personnel. An in-depth analysis of an education needs assessment provides information needed to prepare the command education plan, which describes the available and planned on-base VOLED programs.

b. NCP representative will assist commands with conducting NCP needs assessment and establishing a command education plan.

7. Waivers. Waivers of policy not specifically addressed in this instruction will be requested per instructions on the NCP website at <https://www.navycollege.navy.mil/sailors/tuition-assistance-ncpace.htm>.

CHAPTER 3
TUITION ASSISTANCE

1. Introduction. TA offsets Sailors' out-of-pocket costs to raise their academic level through completion of a high school diploma, certificate program or an academic degree through courses taken during off-duty periods, per reference (d), section 2007. Active component (AC), Training and Administration of the Reserve (TAR) and Selected Reserve (SELRES) enlisted and officers ordered to extended Active Duty per paragraph 4a(6) of this chapter may receive Navy TA when all eligibility requirements are met.
2. Funding Cap and Ceiling. TA hourly funding caps and fiscal year funding ceiling are established under reference (a) and will be updated on the Navy College and MyNavy Education websites. <https://www.navycollege.navy.mil/sailors/tuition-assistance-npace.htm>.
3. TA Application and Authorization.
 - a. TA will only be paid to academic institutions that have a current, signed DoD VOLED Partnership MOU posted under the "Participating Institutions" tab, located at <https://www.dodmou.com>.
 - b. With the exception of Academic skills and high school completion courses, TA and NCPACE is only authorized for courses listed on the UEP or OEP. Enrollment in courses not required by the UEP or OEP may not be approved for TA or NCPACE and may result in administrative action, including loss of TA or NCPACE eligibility.
 - c. TA may be used to fund:
 - (1) Academic degrees beyond a Service Member's current level of academic or degree level, up to a Master's Degree. Exception: TA may fund a lateral degree for Sailors with foreign degrees not recognized by the U.S. Department of Education (ED) without a policy waiver.
 - (2) Up to 15 SH (or equivalent) toward completion of one academic or vocational certificate program (i.e. non-degree granting) in a Sailor's career. May be completed out of sequence with traditional academic progression. Post-graduate certificates are authorized.
 - (3) Up to 18 SH (or equivalent) of pre-requisite courses for a Naval Officer program (e.g. Naval Academy, Seaman to Admiral-21). The NCP can authorize courses at the same academic level with endorsement from Sailor's commanding officer.
 - (4) Up to 9 SH (or equivalent) pre-requisite courses to enroll in a higher degree or academic level must be included in the degree plan. Requires counseling with NCP representative.

(5) Only degrees or certificate programs on the Classification of Instructional Programs (CIP) listing for the AI on the DoD TA DECIDE website at: <https://dodmou.com/TADECIDE/>.

(6) Courses expressed in SH, quarter hours or clock hours.

(7) Courses required for USNCC degree which also appears on Sailor's OEP.

d. TA will not fund:

(1) Courses expressed in any unit of measure not listed in paragraph 3d(6) of this chapter.

(2) A high school diploma if the Sailor has been awarded a GED.

(3) Certification or licensing exams: See Navy Credentialing Opportunities Online website for certification or licensing exam information at <https://www.cool.osd.mil/usn/>.

(4) Doctoral degrees.

(5) Post-baccalaureate professional degrees as defined in Appendix A.

(6) A successfully completed course previously funded by TA, NCPACE or USNCC.

e. TA application and funding process:

(1) All applications must be submitted online through the MyNavy Education secure Web portal at <https://myeducation.netc.navy.mil/webta/home.html#nbb>. (CAC login required)

(2) Application window:

(a) Sailors must submit applications no more than 120 days and no less than 7 days before the official term start date.

(b) Command approvers must approve application no more than seven days before the official term start date. A term starting on the 15th of the month must be command approved no later than the 8th of the same month.

(3) Requests must be command approved, NCP authorized and funded before the term start date to ensure a voucher is issued. Sailors who begin class without an NCP approved voucher assume financial responsibility for the course(s). TA must not be applied retroactively.

4. Sailor Eligibility.

a. Sailors must meet criteria in subparagraphs 4a(1) through 4a(6) to be eligible for TA or NCPACE post-secondary level courses. Items requiring command approver verification annotated with *CA*. Where indicated, some requirements may be waived.

(1) Time-in-rate eligible Sailors must have taken and passed their most recent Navy-wide advancement exam (NWAE). *CA*

(a) Sailors who voluntarily choose to not take the NWAE are ineligible for TA.

(b) COs and OICs may waive the NWAE participation requirement until the next advancement cycle if Sailor missed exam due to factors outside their control.

(c) The NWAE passing score may not be waived.

(2) Sailors must have passed the most recent physical fitness assessment or have been medically waived. *CA*

(a) If medically waived from only the physical readiness test, Sailors must pass the body composition assessment.

(b) COs may approve TA for Sailors who subsequently pass a mock physical readiness test or body composition assessment before the next official cycle.

(c) Pregnant and post-partum Sailors remain eligible until required to participate.

(d) COs, at their discretion, may approve TA for Sailors placed on limited duty before being able to participate in an official or mock physical readiness test or body composition assessment.

(3) Sailors must be recommended for promotion or advancement on their most recent evaluation or fitness report and have received no trait mark below 3.0. *CA*

(4) Minimum time-in-service requirements.

(a) Enlisted Sailors: 3 years of service.

(b) Officers with at least 8 years of prior enlisted service (any branch), excluding time as an officer candidate or cadet receiving enlisted pay: Upon commissioning.

(c) All other officers: Promotion to lieutenant.

(5) AC and TAR enlisted Sailors with less than 16 years of service must have at least 6 months remaining to their End of Active Obligated Service or Soft End of Active Obligated Service from the official term start date.

(6) SELRES members on extended Active Duty orders.

(a) Enlisted members must be on Active Duty orders, have at least 6 months remaining to the end date on the orders and the official term end date must occur before the end date on their orders.

(b) Officers must be on long-term orders which allow them to fulfill the 2 year statutory Active Duty service obligation per reference (d), section 2007 without a subsequent set of orders.

(7) Sailors may enroll in up to two courses occurring at the same time. Required laboratory courses with unique course numbers are not included in this limitation. *CA*

(8) Sailors must have a UEP or OEP in MyNavy Education before they can apply for TA.

(9) Sailors may use up to 18 SH, or equivalent clock or quarter hours, of TA or NCPACE (combined) in a fiscal year (FY). Unused hours do not carry-over to the next FY.

(10) Sailors may use up to 120 SH, or equivalent quarter or clock hours, of TA or NCPACE (combined) in their Navy career.

(11) Sailors must maintain a cumulative grade point average (GPA) for continued TA or NCPACE eligibility listed in subparagraphs 4a(11)(a) and 4a(11)(b).

(a) Undergraduate: 2.0 or greater after completing 15 SH (or equivalent) of TA or NCPACE or both.

(b) Graduate: 3.0 or greater after completing 6 SH (or equivalent) of TA or NCPACE or both.

(12) Sailors falling below the required minimum GPA must utilize other funding sources to raise cumulative GPA per reference (a).

b. TA and NCPACE are not authorized for Sailors in subparagraphs 5b(1) through 5b(10).

(1) In initial skills training or duty under instruction status.

(2) Participating in a Navy education program (e.g., Graduate Education Voucher, Advanced Education Voucher, any Navy-sponsored scholarship program, Naval War College, Naval Postgraduate School).

(3) Enrolled in an officer accession program involving full-time instruction at a civilian institution.

(4) When coursework will not be completed while on Active Duty.

(5) Convicted at a special or general court-martial and sentenced to a punitive discharge or confinement.

(6) Found guilty at a summary court martial or awarded non-judicial punishment in the previous 12 months.

(7) On appellate leave.

(8) Pending administrative separation.

(9) When TA course term would overlap with U.S. Naval Community College course term. *CA*

(10) Sailor has not reimbursed the government per paragraph 5 of this chapter.

c. Sailors stationed OCONUS may use TA to take traditional classroom courses at an American college or local university only if the school has a contract with the U.S. Government, per reference (e).

d. Sailors with OCONUS orders or currently stationed OCONUS may take 6 SH or equivalent of cultural or language classes that are not part of an UEP or OEP, based on their current duty station.

5. Reimbursement Requirement.

a. Reference (a) requires Service Members to reimburse the government for TA or NCPACE funds for conditions listed in paragraphs 5a(1) through 5a(3).

(1) Voluntary withdrawal from a course after the add-drop date.

(2) Does not receive a grade of “C” or better in an undergraduate course, a grade of “B” or better in a graduate course or a “Pass” in a Pass or Fail course.

(3) Failure to convert an incomplete “I” grade to a successful completion grade within the time limits stipulated by the AI or 6 months (180 days) from the official term end date (listed on the Sailor’s Web TA), whichever occurs first.

b. A Sailor who involuntarily withdraws due to operational commitments or military directed actions, such as temporary assigned duty, emergency leave or medical leave, may request a waiver of reimbursement via their chain of command. Grades requiring reimbursement per paragraph 5a are not eligible for waivers. Refer to waiver submission guidance on the NCP website at <https://www.navycollege.navy.mil>.

c. Indebtedness for Sailors who separate after a TA or NCPACE funded course is completed and who would be subject to reimbursement will be forwarded to the Defense Finance and Accounting Service (DFAS) for processing as an out of service debt.

6. Officer Service Obligation.

a. Reference (d), section 2007 requires Active Duty commissioned officers, including limited duty officers and chief warrant officers, to remain on Active Duty for at least two years after completion of or withdrawal from the last course funded by TA or NCPACE.

b. This obligation runs concurrently with any other service obligation. Reference (d), section 2007 does not obligate the Navy to retain the officer on Active Duty.

c. Officers may request a waiver of the two year service obligation to from CNO N1, via their CO. Request must cite exigent circumstances and not be for the convenience of the officer.

d. Officers approved to separate, resign or retire from Active Duty before completing the two year service obligation must repay 100 percent of the TA or NCPACE cost for all courses for which the 2-year service obligation is not fulfilled.

e. Failure to repay before the last day on Active Duty will result in an out of service debt being processed to the DFAS.

f. Agreement to reimburse costs covered by TA or NCPACE does not relieve the officer of the 2-year statutory service obligation.

7. Top-up.

a. Top-up allows Sailors to use Department of Veterans Affairs (VA) Montgomery GI Bill or Post 9/11 GI Bill programs to pay for tuition and fees beyond the TA or NCPACE funding amount.

b. GI Bill entitlement is charged and paid differently depending on which program an individual uses. Additional information is available on the VA website at: https://www.benefits.va.gov/gibill/tuition_assistance.asp.

c. First-term Sailors (under four years of service) who use Top-up are making a permanent and irrevocable election to use either Montgomery GI Bill or Post 9/11 GI Bill for that period of qualifying service and should seek guidance from a NCP counselor and the VA before using Top-up.

CHAPTER 4
NAVY COLLEGE PROGRAM FOR AFLOAT COLLEGE EDUCATION

1. Introduction. NCPACE is a distance learning program which offers Sailors flexible continuing education opportunities while assigned to deployable units or austere environments. The Navy partners with DoD VOLED Partnership MOU AIs to provide academic skills, developmental, undergraduate and graduate level courses to Sailors assigned to eligible operational commands, remote locations and Sailors assigned to support contingency operations. Courses require no internet connectivity to complete course requirements and are offered via various types of media from participating AIs.
2. Command Eligibility. Commands with duty designations of sea or shore, type 2 or 4 duty Unit Identification Codes, under reference (f) or duty that supports contingency operations or ships that are within 6 months of being commissioned, Active Duty personnel assigned to U.S. Naval Ships under the cognizance of the Military Sealift Command and other locations as authorized by OPNAV N13M7.
3. Sailor Eligibility and Application. NCPACE eligibility and application process mirrors TA eligibility and application process in Chapter 3 for Sailors permanently assigned to eligible commands.
4. Policy.
 - a. Commands must designate a NCPACE coordinator.
 - b. Commands must designate examination proctors, E-7 or above if available, who are not enrolled in the same course as exams being proctored.
 - c. All other NCPACE policies and procedures mirror TA policies and procedures prescribed in Chapter 3.

CHAPTER 5
VOLED PROGRAMS ON NAVY INSTALLATIONS

1. Introduction. The ability to provide VOLED services on a DoD installation is reserved only for those AIs and their representatives who meet the requirements of Federal law, references (a), (e), (g) and (h), the DoD Voluntary Education Partnership MOU and its Navy addendum and any additional local area guidance provided by Commander, Navy Installations Command REGCOM and installation CO and meet the access requirement of reference (i). The NCP representative serves as the base liaison for VOLED matters.
2. Levels of Access. There are three levels of access for AIs on DoD installations:
 - a. Teaching courses on an installation, known as “On-base providers.”
 - b. Counseling or advising currently enrolled DoD affiliated students on an installation, known as “Visiting Schools.”
 - c. Providing any other service not indicated in paragraphs 2a and 2b is broadly characterized as recruitment, personal and commercial solicitation under reference (f) or sponsorship, also known as “Ancillary Activities.”
3. On-base Provider Requirements.
 - a. Have a signed DoD VOLED Partnership MOU in good standing.
 - b. Have a current, signed agreement with the applicable REGCOM.
 - c. Offer programs which satisfy objectives identified by the most recent needs assessment.
 - d. Publish information on access to academic counseling and on-installation operations and course schedules.
 - e. Academic policies, programs and courses mirror AI’s main administrative and academic campus.
4. On-base Provider Selection Criteria.
 - a. Meets installation needs as determined by results of a needs assessment.
 - b. Articulation agreements (e.g. in state, 2+2, degree completion).

- c. Standard, written policy of acceptance and transcription of USNCC coursework or non-traditional credit, such as but not limited to, ACE, College Level Exam Program (CLEP) and DSST® credits, with special emphasis if awarded toward core degree requirements.
- d. Cost effectiveness.
- e. Bachelor's degree programs offered that meet admission requirements for Naval Postgraduate School and Naval War College.
- f. Participation in NCPACE program.
- g. Comparison of success metrics (e.g. cohort default rate, complaints, time to graduation) as indicated on the DoD, TA DECIDE website at <https://www.dodmou.com/TADECIDE/>.
- h. Salary after attending data, as indicated on the U.S. Department of Education College Scorecard at <https://collegescorecard.ed.gov>.

5. Visiting AIs Requirements.

- a. Have a signed DoD Voluntary Education Partnership MOU in good standing.
- b. If OCONUS, be a contracted AI for overseas DoD installations, per reference (f).
- c. AI personnel seeking to access a DoD installation must pass any required background check prior to being granted access.
- d. Request access using the Academic Institution Module Base Access. Access request and counseling documentation policies and procedures are located on the NCP website, Academic Institution page.

(1) The NCP representative will review the access request on behalf of the REGCOM and installation CO and respond no later than 5 business days before the requested visit date.

(2) If denied due to background check, the NCP representative will notify AI representative.

(3) The installation CO, or designated representative, may approve, deny, suspend or withdraw permission from an institution or an institution's agent.

- e. After being granted access, Visiting Schools must:

(1) Only advise or counsel currently enrolled military or DoD affiliated students at the education center or at a location approved by the responsible NCP representative.

(2) Maintain a record of students counseled and provide a copy to the NCP representative within 5 working days of the visit.

(3) Comply with installation policies and procedures on such matters as fire and safety, environment, physical security, personnel background checks, vehicle inspection and registration and any other applicable statutes or regulations designated by the installation CO.

(4) Upon request, AI personnel must provide the installation CO authorization letter to gain access to the base.

(5) Abide by regulations in references (a) and (g) with regard to refraining from aggressive, manipulative, abusive or deceptive recruitment and marketing practices.

(6) Refrain from briefing any group or assembly of military members or distributing marketing materials.

6. Ancillary Activity Regulations.

a. Ancillary activities (or events) include, but are not limited to:

(1) Education fairs.

(2) Job or hiring fairs, DoD SkillBridge events (regardless of host organization).

(3) Morale Welfare and Recreation events or sponsorships.

(4) Sponsorship of or participation in events held on DoD installations hosted by non-federal entities (e.g., scholarship foundations, Service Member support organizations).

(5) Recruitment activities at installation supported facilities (e.g. retail stores, recreation facilities), whether on or in the vicinity of the installation.

(6) On-base conferences or meetings, regardless of the host command.

(7) Non-installation events (e.g., conferences, symposiums, meetings) supported by the Navy where Sailors are attending in a duty status.

(8) Visits to any on-base tenant commands, including meetings with any REGCOM admiral or their staff or with any installation CO or their staff.

(9) Visits with a member of the Navy VOLED Staff or a location that offers office space to on base MOU schools.

b. Each unique instance of ancillary activity (or event) must:

(1) Only be performed by an AI with an approved DoD Partnership MOU.

(2) Be approved for installation access for that specific activity or event, date, time and location. Installation CO or NCP representative reserve the right to deny or revoke approval of installation access.

(3) Be monitored by an individual accountable to the NCVEC serving in, or meeting the qualifications of, an Office of Personnel Management (OPM) 1740 Series position.

(a) The assigned monitor must be physically present for the duration of an in-person event.

(b) The assigned monitor will submit an after-action report to the responsible NCP representative no later than 2 business days following the monitored activity.

(c) The assigned monitor or responsible NCP representative must report potential violations of the DoD Partnership MOU to the DoD VOLED Compliance inbox at: osd.pentagon.ousd-p-r.mbx.vol-edu-compliance@mail.mil and OPNAV N13M7.

7. OCONUS Installation Access. Access by any AI to an OCONUS base for any type of activity, under reference (e), is reserved for AIs that are participating under the appropriate contract or service agreement.

APPENDIX A DEFINITIONS

1. American Council on Education (ACE). ACE evaluates military training, coursework and occupational experience for recommendation of equivalent college credit. Recommended credits are recorded on Sailors' Joint Service Transcript (JST).
2. Defense Activity for Non-Traditional Education Support (DANTES). Assists the Services with providing off-duty voluntary education (VOLED) programs and opportunities for Service Members, DoD personnel and family members. DANTES supports the Navy College Program (NCP) by managing contracts for VOLED to include the ACE Military Evaluations program, online academic skills courses and college placement screening. In addition, DANTES manages selected credit by examination programs.
3. Defense Finance and Accounting Service (DFAS). Provides payment services to the DoD.
4. DoD Voluntary Education Partnership Memorandum of Understanding (MOU). An agreement between Academic Institutions (AI) and the DoD, with service-specific addenda. AIs must sign the DoD Voluntary Education Partnership MOU in order to provide VOLED services to military members.
5. DoD Institutional Compliance Program. Assesses AIs for risk related to compliance with DoD MOU requirements. It assists AIs in improving the quality of the delivery of these programs by identifying deficiencies and recommending corrective actions.
6. Joint Services Transcript (JST). The JST is the official transcript tool that validates and documents the recommended college credits for professional military education, training courses and occupational experience for Service Members and veterans. The JST is not an official document for college coursework. The AI's official transcript is the authoritative source to authenticate coursework.
7. Navy College Management Information System (NCMIS). Authoritative database for Navy enlisted and officer voluntary education documentation, integrated within MyNavy Education. This database provides an on-line real-time system for authorizing TA for Navy, Marine Corps and Coast Guard Service Members.
8. TA and NCPACE funded GPA. Minimum GPA required for all TA and NCPACE funded courses. Undergraduate GPA minimum is 2.0 after completing 15 SH, or equivalent, on a 4.0 grading scale. Graduate GPA minimum is 3.0 after completing 6 SH, or equivalent, on a 4.0 grading scale.

9. Navy College Program (NCP). A voluntary off-duty educational program that provides Sailors the opportunity to earn college degrees through the receipt of academic credit for Navy training, work experience and off-duty education.
10. Navy College Program for Afloat College Education (NCPACE). Program that enables Sailors assigned to sea-going unit identification codes or other designated areas to take distance learning college courses without internet connectivity.
11. Navy College Virtual Education Center (NCVEC). An assistance center team of professional education services specialists, who provide information support services and counseling to Sailors and commands on Navy VOLED programs.
12. Official Education Plan (OEP). A signed agreement between a Sailor and an AI that provides an evaluation of prior learning credit, all the requirements necessary to graduate and the expected time to complete the degree.
13. On-Base Academic Institution. On-base facility, including office space, classrooms, laboratories or other features, that is staffed by AI representatives to conduct voluntary education programs or academic testing, or both.
14. Professional Degree. A professional degree prepares the graduate for a particular profession by emphasizing skills and practical analysis over theory and research. Many professions associated with professional degrees require licensing in order to practice in the field. These include, but are not limited to, professional practice in dentistry, law, medicine, music therapy or social work require a person to first obtain a professional degree in the relevant subject area(s) prior to professional licensure, certification or registration.
15. Term Start Date. The first official published date in which classes commence for a specified session at an AI.
16. Term End Date. The last day of an AI's session or published term.
17. Unofficial Education Plan (UEP). A preliminary education plan obtained from an AI reviewed by the NCP counselor and the student.
18. Voluntary Education Programs. Continuing, adult or postsecondary education programs of study that Service Members elect to participate in during their off-duty time and that are available to other members of the military community.