



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-5000

USNAINST 1520.2Y  
8/Grad Ed Prog Mgr

OCT 17 2003

USNA INSTRUCTION 1520.2Y

From: Superintendent

Subj: GRADUATE EDUCATION PROGRAMS FOR MIDSHIPMEN

Ref: (a) USNAINST 1560.3D  
(b) OPNAVINST 1520.18G  
(c) MCO 1500.41A W/CH1 (NOTAL)  
(d) MCO 1520.9G  
(e) MCO 1560.19D (NOTAL)  
(f) OPNAVINST 1520.24B  
(g) OPNAVINST 1520.31A  
(h) CNO (N-13) IGEP Policy Decision Memorandum 015-03 of 18 Jun 03  
(i) CNO Washington DC 051415Z Mar 02 (N-1)

1. Purpose. To describe graduate education programs available to midshipmen, to establish a Graduate Education Committee (GEC) and a Graduate Education Program Manager, and to prescribe policies and procedures for the administration of graduate education programs. The graduate education programs for graduating midshipmen covered by this instruction are separate from the Voluntary Graduate Education Program (VGEP) described in reference (a).

2. Cancellation. USNAINST 1520.2X. This directive is a complete revision and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Policy. The established policy of the Chief of Naval Operations (CNO) is to allow and encourage a limited number of highly qualified, career-motivated midshipmen of the graduating class to participate in graduate education and related scholarship programs. Fields of study undertaken must be consistent with officer designators and prospective service assignments.

4. Information. Graduate education programs discussed herein are independent of fleetwide graduate education programs available to all officers after a few years of commissioned service. Disapproval of a request to participate in graduate programs or failure to receive a nomination does not jeopardize an officer's opportunity for graduate education later in the officer's career. The number of midshipmen permitted to participate in graduate education programs is given in the CNO (N-13) annual Fiscal Year Quota Plan for Officer Graduate Education.

5. Graduate Education Programs

a. Navy Burke Program. The Junior Line Officer Advanced Educational Program, known as the Burke Program, was established in 1959 to provide a highly select group of graduates of the Naval Academy and Naval Reserve Officer Training Corps (NROTC) with graduate education in science and engineering fields for ultimate assignment to validated subspecialty billets throughout the Naval establishment. Selectees are expected to have high career motivation for the Naval service and have demonstrated outstanding leadership potential by their service within the Brigade of Midshipmen. Following graduation from the Naval Academy, all Navy Burke selectees will establish their warfare specialties during an initial operational tour of 30 to 36 months. The Navy Burke Program, described in reference (b),

OCT 17 2003

is open to midshipmen oriented toward aviation, subsurface, and surface line. The Navy Burke Program is not intended to educate officers for restricted line or staff corps. Burke Program graduates may request transfer to restricted line or staff corps after at least one warfare development tour following the education tour. Burke Scholars usually attend the Naval Postgraduate School in Monterey, California. Officers will not be assigned to curricula at civilian institutions if those curricula are available at the Naval Postgraduate School. After a follow-on tour in their warfare/leadership specialties or subspecialty utilization tour, Burke Program officers demonstrating superior academic capability and potential while pursuing a master's degree and continued outstanding professional performance may apply to resume studies for a Ph.D. degree consistent with Navy requirements.

b. Marine Corps Burke Program. The Marine Corps instituted a program equivalent to the Navy's Burke Program effective with the Class of 1970, per reference (c). Marine Corps Burke Scholars attend graduate school in a choice of technical and nontechnical curricula while receiving full pay and allowances. After one tour in the Fleet Marine Force, Marine Corps Burke selectees must apply for the Special Education Program, reference (d), or the Advanced Degree Program, reference (e), to exercise their graduate education option. Final acceptance into the Marine Corps Burke Program is contingent upon sustained exemplary performance as a Marine Corps officer. Marine Corps Burke selectees attend the Naval Postgraduate School or a civilian university, depending on the field of interest and the availability of funds. Assignment normally occurs after 18 to 24 months of service for ground officers and 36 to 42 months for aviators. The same high standards of career motivation and leadership potential are expected of Marine Corps Burke selectees as for the Navy Burke.

c. Civilian University Scholarships and Fellowships

(1) References (c) and (f) establish guidelines for acceptance of scholarships or fellowships by midshipmen of the graduating class. The number of midshipmen going into immediate civilian-funded scholarships is limited by the Navy's annual quota for immediate graduate education and by Headquarters, U.S. Marine Corps approval of Marine Corps option midshipmen accepting scholarships. Before accepting a scholarship, midshipmen must apply through the Naval Academy's graduate education application process and be placed on a priority-ranked list for filling the quota, published in ACDEANNOTE 1520. Midshipmen may accept a scholarship if the course of study supports Navy or Marine Corps requirements and if the student's participation in immediate graduate education is approved by the Naval Academy Graduate Education Committee, the Academic Dean and Provost, the Superintendent, and the Naval Education and Training Professional Development and Technology Center (NETPDTC) (N2A2) in Pensacola, Florida, or by Headquarters, U.S. Marine Corps. Only midshipmen within the Navy quota or with Marine Corps approval will be authorized to accept scholarships. Marine Corps option midshipmen must apply through the Naval Academy's graduate education application process first and then have their scholarships approved by the Commandant of the Marine Corps. Marine Corps officers taking scholarships do not count against the Navy's scholarship quota.

(2) Graduate scholarships normally must lead to qualification for a Navy subspecialty code consistent with an officer's service designator. Naval officers are responsible for sending education plans to the Naval Postgraduate School for subspecialty screening at the start of their graduate program. Adjustments to the education plan may have to be made to fulfill subspecialty Educational Skill Requirements. Upon completion of the

OCT 17 2003

scholarship, Naval officers should send a final graduate transcript to the Naval Postgraduate School and request subspecialty code assignment.

(3) Graduating midshipmen may not attend Law or Medical School through the Scholarship Program, including students accepting scholarships to British universities. Foreign National midshipmen are not eligible for participation in the Scholarship Program.

d. Olmsted Foundation Scholarships. The Olmsted Scholar Program, established in 1959 by the George and Carol Olmsted Foundation in cooperation with the Department of Defense and military departments, provides for 2 years of graduate study at foreign universities using a foreign language for Navy line officers and unrestricted Marine Corps officers. Up to 5 Naval officers and 3 Marine Corps officers are admitted to this program each year from the Naval Academy and other commissioning sources. Nominees from the Naval Academy are screened by a Navy-Marine Corps Olmsted Selection Board 3 to 10 years after commissioning. The Olmsted Foundation selects Olmsted Scholars from the principals and alternates recommended by the Navy-Marine Corps Olmsted Selection Board. Reference (f) and the Olmsted Foundation website give details of the program. Officers who have already participated in full-time Navy or Marine Corps sponsored graduate education are not eligible for the Olmsted Scholarship.

e. Massachusetts Institute of Technology/Woods Hole Oceanographic Institution (MIT/WHOI) Joint Master's in Oceanography Program. Through reference (g), the Secretary of the Navy established guidelines for a fully funded graduate program in oceanography at MIT/WHOI. This 2-year, 3-month program leads to a Master of Science degree in Oceanographic Engineering and a XX49P/6502 subspecialty code in Operational Oceanography. Graduating midshipmen entering this program must service select Conventional Surface Line. Upon completion of the Joint Master's program at MIT/WHOI, the graduate will be an Oceanography Option officer and will be awarded the XX49P/6502 subspecialty. After 3 years of successful commissioned service in the Conventional Surface Warfare community, the officer may laterally transfer to the Oceanography Restricted Line (1800) community. The service progression is: attend MIT/WHOI in the Joint Master's program, assign to a ship and attend Surface Warfare Basic School, complete a Division Officer tour, become Surface Warfare qualified, elect to become an 1800 officer or stay in Surface Warfare. Up to four officers per year will be accepted into the Joint Master's program from all commissioning sources and from officers in the Fleet.

f. Immediate Graduate Education Program (IGEP). Through reference (h) the IGEP provides immediate graduate education in a technical curriculum at the Naval Postgraduate School and the Air Force Institute of Technology. This full time, fully funded, 1-year program is targeted toward newly commissioned Ensigns from the Naval Academy and from NROTC and is designed to support the CNO's vision for officer advanced education. IGEP participants must matriculate at the Naval Postgraduate School or the Air Force Institute of Technology in a curriculum designated by their community manager, normally in their undergraduate discipline. The Naval Academy and the Chief of Naval Education and Training will establish selection guidance and will provide annual lists of nominees with alternates to PERS-4 and to the Naval Postgraduate School no later than 15 February. The Naval Postgraduate School will review nominees' undergraduate transcripts. PERS-4 will select officers for IGEP based on the number of quotas specified by the officer community managers in the Graduate Education Quota Plan. Selectees will report to the Naval Postgraduate School or Air Force Institute of Technology in June/July following Naval Academy graduation. Enrollees must maintain a minimum cumulative grade point average of 3.0 while in their graduate program. Midshipmen selected for the Admiral Frank Bowman Scholar Program will normally participate in IGEP.

OCT 17 2003

6. Eligibility. Candidates for graduate education programs must meet academic, Aptitude for Commission, and Conduct requirements:

a. Academic - a Cumulative Quality Point Rating (CQPR) is set for each of the following graduate education programs which must be maintained through first class year:

(1) 3.0 - IGEP at the Naval Postgraduate School and Air Force Institute of Technology.

(2) 3.2 - Navy Burke Program, Marine Corps Burke Program, and delayed Olmsted Scholarship to foreign universities.

(3) 3.5 - Immediate civilian-funded scholarships and MIT/WHOI Joint Master's in Oceanography Program.

Specified prerequisite course requirements for particular graduate education programs must be met.

b. Aptitude for Commission and Conduct - no grade in Aptitude or Conduct lower than "B" in each semester of second class and first class years.

c. Requests for deviation from established criteria are strongly discouraged. Waivers of eligibility requirements under unusual circumstances will be considered on a case-by-case basis by the GEC. Midshipmen who do not meet the standards set for Aptitude for Commission or Conduct but who still want to apply for graduate education programs must submit a letter to the Commandant of Midshipmen, via their Company Officer and Battalion Officer, requesting a waiver of their below eligibility grades to allow them to be considered for graduate education. Absent the Commandant's approval of a waiver, midshipmen who are below eligibility in Aptitude for Commission or Conduct will not be considered for graduate education.

d. Selection for graduate education is recommended by the Graduate Education Committee (GEC). The lists of applicants for the various graduate education programs will be provided to the faculty chairs and Company Officers in a ranked order based on the midshipman's overall order of merit from the Registrar's office. The faculty and Company Officers will provide the GEC with any objections to the ranked lists. The GEC will review the ranked lists of applicants and consider any objections made by the faculty or Company Officers and make final recommendations for graduate education selections/nominations to the Superintendent via the Commandant of Midshipmen and via the Academic Dean and Provost. Candidates competing nationally for scholarships sponsored by civilian foundations must meet the requirements of paragraph 6 and file separate applications according to the rules of those organizations. Candidates desiring scholarships to civilian universities must apply for admission directly to the universities. All scholarships accepted by midshipmen must first be approved by the GEC, the Academic Dean and Provost, the Superintendent, and NETPDTIC (N2A2) or Commandant of the Marine Corps.

7. Additional Obligated Service. Participation in a graduate education program obligates an officer for additional service. The service obligations listed here may be adjusted to meet the special requirements for aviation and nuclear power paybacks addressed in the Naval Military Personnel Manual.

a. Navy Burke Scholars, upon completion of graduate education, will serve on active duty for a period of 3 years. This obligation will be served concurrently with any other obligated service, per reference (i).

OCT 17 2003

b. Marine Corps Burke Scholars incur the obligated service stipulated in references (d) and (e) which requires that officers remain on active duty after completion of Special Education Programs and Advanced Degree Programs for a period of 3 years, or, if the enrollment in school is longer than 1 calendar year, for a period of 4 years. This obligated service is in addition to any preexisting obligation and must be served consecutively. The crediting of service against any preexisting service obligation will be suspended during the time assigned to the Special Education Program or Advanced Degree Program.

c. Civilian-funded Scholarships

(1) Naval officers are required to serve on active duty following completion of graduate education for a period three times the length of the period in the program, to be served concurrently with any other service requirement. Officers may not resign from the service while in a scholarship program. Participation in civilian scholarship programs will not exceed 24 months.

(2) Marine Corps officers must agree to remain on active duty after completion of training, or upon separation of the program for any reason, for a period of three times the length of the period of the education or training. This obligated service will be served concurrently with any preexisting obligation. The crediting of service against any preexisting service obligation will be suspended during the time assigned to the program. Participation in civilian scholarship programs will not exceed 24 months.

d. Olmsted Scholars incur the same additional service obligation as those receiving other civilian scholarships, in paragraph 7c.

e. MIT/WHOI Joint Master's in Oceanography Program participants, because the program is fully funded by the U.S. Navy, are required to serve on active duty for a period of 3 years after completion of the education. This obligation will be served concurrently with any other obligated service incurred before entering the graduate program, per reference (i).

f. IGEP Ensigns incur an obligation of 3 years for their 1-year master's program at the Naval Postgraduate School or Air Force Institute of Technology. This obligation is concurrent to other service obligations.

8. Procedures

a. USNANOTE 1520 gives instructions for application and participation in graduate education programs by midshipmen of each graduating class.

b. Approved candidates for graduate education programs will participate in normal service selection procedures.

c. After acceptance by a university or foundation offering a civilian scholarship, approved Navy recipients must submit a letter to NETPDTC (N2A2) in Pensacola, Florida, requesting permission to participate in the scholarship per reference (f). Graduate education programs must be consistent with officer service specialties and be within the framework of subspecialty requirements. The letter request must include prospective initial designator, subspecialty goal, and confirmation of the scholarship offer. Naval officers approved for scholarship offers must send proposed education plans and course descriptions to the Naval Postgraduate School (Code 031A) for subspecialty screening prior to starting graduate classes. Marine Corps option midshipmen desiring scholarship approval must submit a letter to Headquarters, U.S. Marine Corps via the senior Marine Corps representative at the Naval Academy.

OCT 17 2003

9. Graduate Education Committee (GEC). The GEC is established to support the Academic Dean and Provost in the administration of all graduate education programs applicable to midshipmen. Membership of the GEC consists of the Director, Division of Mathematics and Science as Chair; the Director, Division of Humanities and Social Sciences as Marine Corps representative to the committee; the Director, Division of Engineering and Weapons; the Director of Professional Development; the Deputy Commandant or other representative appointed by the Commandant of Midshipmen; three senior professors, one each from academic Groups I, II, and III; and the civilian Graduate Education Program Manager who serves without vote as adviser-to-the-board. In their absence, Division Directors may appoint representatives of the rank of Commander/Lieutenant Colonel or above to participate in GEC screening meetings. Cognizant Division Directors nominate senior faculty to the Academic Dean and Provost, via the Chair, GEC, for filling Groups I through III positions on the GEC. Final faculty appointments to the GEC are made by the Academic Dean and Provost. The term of service on the GEC for faculty members is normally 5 years. The GEC convenes at least twice a year: in October or November to screen Burke, Scholarship, and IGEP applications and in March or April to screen applications for VGEP.

10. Graduate Education Program Manager. The civilian Graduate Education Program Manager administers all midshipman graduate education programs. The Program Manager prepares graduate education policy directives, briefs the Brigade of Midshipmen on graduate education programs, supervises graduate education processes, manages the VGEP budget, serves as adviser-to-the-board for the GEC, serves as a voting member on select scholarship subcommittees, and manages the daily operation of the Naval Academy Graduate Education Office. The Program Manager reports to the Academic Dean and Provost via the Chair GEC.

11. Scholarship Subcommittees. Scholarship subcommittees may be formed to screen and recommend candidates for particular scholarships. These subcommittees are subordinate to the GEC. Subcommittees interview midshipmen and recommend top candidates to the Superintendent via the Chair GEC and via the Academic Dean and Provost. The Superintendent makes final announcement of scholarship winners.

12. Responsibilities

a. The Academic Dean and Provost has overall responsibility for the administration of midshipman graduate education programs. The Academic Dean and Provost publishes ACDEANNOTE 1520 annually listing midshipmen first class selected for graduate education programs. The Graduate Education Program Manager prepares the notice for the Academic Dean's signature after review by the Chair, GEC.

b. The Chair, GEC, is responsible to the Academic Dean and Provost for administering the graduate education programs as set forth in paragraph 9. The Graduate Education Program Manager has delegated authority for administering these programs as set forth in paragraph 10. These duties also include:

(1) Maintain liaison with the appropriate staff offices of the Chief of Naval Operations, the Chief of Naval Personnel, the Director of Naval Training and Education, the Commanding Officer NETPDTTC, the Superintendent Naval Postgraduate School, the Commandant of the Marine Corps, and civilian university representatives on graduate education matters.

(2) Recommend to the Superintendent via the Academic Dean and Provost policy on graduate education programs, including scope of the Graduate Education Program, selection criteria and procedures, and participation of government and civilian institutions.

OCT 17 2003

(3) Coordinate and consolidate lists of candidates recommended by cognizant departments for graduate education programs.

(4) Review qualifications of all midshipmen recommended for Navy and Marine Corps Burke Programs, for graduate scholarship programs, for IGEP at the Naval Postgraduate School and Air Force Institute of Technology, and for VGEP.

(5) Normally in October or November, submit to the Superintendent, via the Commandant of Midshipmen and the Academic Dean and Provost, final recommendations in priority order for filling established quotas for:

(a) Navy Burke Program selectees.

(b) Marine Corps Burke Program selectees.

(c) Civilian university scholarship selectees and candidates.

(d) Olmsted Scholarship candidate nominations.

(e) MIT/WHOI Joint Master's in Oceanography Program nominations.

(f) IGEP candidates for the Naval Postgraduate School and Air Force Institute of Technology.

(6) Normally in March or April, submit to the Superintendent, via the Commandant of Midshipmen and the Academic Dean and Provost, final recommendations in priority order for VGEP.

c. Academic Department Chairs

(1) Designate faculty advisers for scholarship and Burke programs within the purview of your department and supervise adviser performance.

(2) In consultation with faculty graduate education advisers, review priority ordered lists of graduate education applicants provided by the Graduate Education Program Manager. Provide recommended changes with justification to the Chair, GEC, via the Graduate Education Program Manager.

d. Faculty Graduate Education Advisers

(1) Maintain liaison with scholarship organizations and universities. Recommend changes in memoranda of understanding, when appropriate. Prepare scholarship and Burke information flyers and provide copy to the Graduate Education Program Manager.

(2) Counsel interested midshipmen on scholarship and Burke programs with due regard to student qualifications and Navy subspecialty requirements.

(3) Help approved candidates prepare scholarship applications to universities and scholarship foundations. Serve as liaison between students and scholarship sponsors for setting up interviews when appropriate.

(4) Monitor progress of candidates and inform the Graduate Education Program Manager, as adviser to the Chair, GEC, of midshipmen who become disqualified academically subsequent to committee approval. Candidates' records should be reviewed at the end of the first and second semesters to confirm that academic performance has remained satisfactory for participation in approved programs.

OCT 17 2003

e. Director of Professional Development. Assign an officer to serve as IGEP adviser to assist the Graduate Education Program Manager in the placement of IGEP candidates at the Naval Postgraduate School and Air Force Institute of Technology.

f. Commandant of Midshipmen

(1) Receive and rule on waiver requests from midshipmen with below eligibility grades in Aptitude for Commission and Conduct. Provide recommended rulings to the Chair, GEC.

(2) Monitor progress of candidates and inform the Chair, GEC, of those who become disqualified for graduate education because of Aptitude for Commission and/or Conduct deficiencies subsequent to committee approval of candidate selection.

g. Registrar. Provide Midshipman Order of Merit lists and transcripts of graduate education applicants' grades to the Graduate Education Program Manager, as requested.



T. D. RAINS  
Deputy/Chief of Staff

Distribution:

AC  
ComdtMidn (40)  
CareerInfoOfcr ProDev  
Grad Ed Comm Members (See USNANOTE 1520)  
Faculty Grad Ed Advisers (See USNANOTE 1520)  
Grad Ed Program Manager (200)

Copy to:

CNO (N-13, N-00T2)  
CNPC (PERS-42, 44, 440B, 440E)  
CO NETPDTC (N2A2)  
CMC (MMAA-5)  
SUPT NAVPGSCOL (Code 031, 031A)  
Oceanographer of the Navy (N-096)