



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

USNAINST 1560.3F
8/Grad Ed Prog Mgr

DEC 5 2008

USNA INSTRUCTION 1560.3F

From: Superintendent

Subj: VOLUNTARY GRADUATE EDUCATION PROGRAM

Ref: (a) USNAINST 1520.2Y
(b) CNO NAVADMIN of 6 Aug 07, Subj: Officer Graduate Education Service Obligation

1. Purpose. To describe the Voluntary Graduate Education Program (VGEP), to establish guidelines for midshipmen and faculty concerning VGEP, and to prescribe policies and procedures for the administration and funding of VGEP. For information on graduate education programs available to midshipmen after graduation see reference (a).

2. Cancellation. USNAINST 1560.3E. This directive contains multiple revisions and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Background. The Chief of Naval Operations approved VGEP starting with the Class of 1983. The intent of VGEP is to accelerate the education of exceptionally capable midshipmen and to qualify them for a master's degree and for a Navy-approved subspecialty code early in their career. VGEP is an entirely voluntary program for midshipmen, independent of fleet-wide officer graduate education programs. Midshipmen are selected for VGEP in their second class year at the Naval Academy and begin graduate work at area universities usually in the spring semester of their first class year while still midshipmen.

4. Policy

a. Through VGEP, based on availability of funding, up to 20 midshipmen per class may pursue graduate degrees at local universities while in their senior year at the Naval Academy. Through course validation, course overloading, and summer school, midshipmen may accelerate their undergraduate schedule to clear about 15 credit hours in their final spring semester to begin graduate work. On a case-by-case basis, students with a compelling need may be allowed to take up to three graduate courses in the fall semester of senior year to keep courses in sequence. VGEP students usually have one calendar year to complete their master's degree, starting graduate work in January of their senior Naval Academy year, continuing in graduate school beyond Naval Academy graduation in May, and completing degree requirements at graduate school by the end of December following graduation. VGEP officers will normally detach from the Naval Academy by 15 January of the year following Naval Academy graduation. Upon detachment VGEP officers will go to their warfare training schools or to a ship.

b. Before graduating from the Naval Academy, VGEP midshipmen live in Bancroft Hall and commute to graduate school. Midshipmen in VGEP must carry a total of 15 credit hours each semester. VGEP graduate courses count four-thirds at the Naval Academy; i.e., four 3-credit hour graduate courses equal 16 credit hours. VGEP midshipmen must continue taking Naval Academy physical education courses while in VGEP. VGEP midshipmen must take NS-40X, Junior Officer Practicum in spring semester first class year. Midshipmen in VGEP are responsible for their professional duties in Bancroft Hall at all times when not attending graduate school classes or doing research or other graduate work.

c. After graduating from the Naval Academy, officers in VGEP remain on duty at the Naval Academy through the summer and fall semesters at graduate school. Upon commissioning, VGEP officers find their own housing using their regular Navy or Marine Corps pay and allowances. VGEP officers will be

assigned duty at the Naval Academy in the academic department corresponding to their graduate discipline. VGEP officers will report to an assigned officer point of contact for accountability and administrative purposes, either at the department or division level. Division Directors are reporting seniors for VGEP officers. Upon detachment from the Naval Academy, VGEP officers will receive a Duty-Under-Instruction (DUINS) officer fitness report covering their work in pursuit of a master's degree.

d. VGEP Scholars should tailor their education plans to meet specific military education requirements within the Navy subspecialty system. Naval Postgraduate School curricular officers will screen proposed education plans of selected VGEP Scholars, certifying that the graduate courses will fulfill the Education Skill Requirements (ESR's) of the target subspecialty. Naval Academy Department Chairs will certify applied mathematics, English, and history programs. The Naval Postgraduate School will review VGEP final graduate transcripts before recommending assignment of Navy subspecialty codes to VGEP officers. VGEP Scholars must complete requirements for a master's degree and qualify for a Navy subspecialty code within 7 months after graduation from the Naval Academy. VGEP graduate programs must be consistent with officer service selections and officer community manager preferred curricula.

e. VGEP Scholars conducting research as part of their master's degree program are encouraged to seek Naval Academy faculty as co-advisers during the period of their graduate work. Interaction between university advisers and Naval Academy co-advisers must be individually coordinated. Use of Naval Academy professors as adjunct faculty must be separately arranged.

f. VGEP Scholars selected for immediate civilian-funded scholarships after they have begun VGEP graduate classes will be permitted to discontinue their VGEP at commissioning to take the scholarship only on approval of the Chair, Graduate Education Committee and the Academic Dean and Provost. VGEP Scholars knowing before the start of graduate school classes that they have been selected for civilian scholarships and they are in the scholarship quota should pull out of VGEP in time to allow VGEP Alternates to take their place in VGEP by early January of their senior year. VGEP Scholars who have civilian scholarships and who want an exception to this policy must give a written request to the Academic Dean and Provost via the Chair, Graduate Education Committee, to gain permission to participate in VGEP in spring semester senior year.

5. Eligibility and selection

a. Applicants for VGEP must meet continuing academic, Aptitude for Commission and Conduct requirements, as follows:

(1) Academic - a Cumulative Quality Point Rating (CQPR) of 3.20 or higher and satisfactory completion of prerequisite course requirements for the specific program requested. The 3.20 or higher CQPR must be maintained through first class year. A course failure in any undergraduate course at the Naval Academy will result in automatic disenrollment from VGEP.

(2) Aptitude for Commission - a grade of "B" or better in Aptitude since the beginning of second class year for VGEP selection, maintained to the start of graduate classes, and a grade of "C" or better to continue in VGEP once starting graduate classes.

(3) Conduct - a grade of "B" or better in Conduct since the beginning of second class year for VGEP selection, maintained through first class year.

b. Completion of undergraduate requirements. Candidates for VGEP must be able to complete their Naval Academy undergraduate curriculum while simultaneously undertaking studies at the graduate level leading to the attainment of a master's degree not later than 7 months after graduation from the Naval Academy.

c. Normally VGEP midshipmen with a compelling need to begin graduate courses in the fall semester first class year will not take more than 3 graduate courses in the fall. Midshipmen desiring to take more than 3 graduate courses in the fall semester first class year must submit a letter request for a

DEC 5 2008

waiver as part of their VGEP application. VGEP Advisers and Department Chairs should comment on the midshipman's need to take 3 or more graduate courses in the fall.

d. VGEP Scholars must reflect the academic and professional excellence demanded at the Naval Academy; therefore, only fully qualified candidates with unquestionable merit will be approved. 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. Midshipmen who do not meet the standards set for Aptitude for Commission or Conduct but who still want to apply for VGEP 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. Without the Commandant's approval of a waiver, midshipmen who are below eligibility in Aptitude for Commission or Conduct will not be considered for VGEP.

e. Selection for VGEP will be based on the applicant's long-range career objectives as stated in the written application; the applicant's academic, Aptitude for Commission, and Conduct qualifications; the applicant's standing on the overall order of merit list from the Registrar's office; recommendations of faculty VGEP Advisers, Department Chairs, Company Officers, Battalion Officers, recommendation of the Graduate Education Committee; and approval of the Commandant of Midshipmen, the Academic Dean and Provost, and the Superintendent. VGEP candidates must be acceptable to the graduate school where applying. Once approved for VGEP, midshipmen may not arbitrarily change their graduate discipline.

f. Midshipmen who are not selected as approved VGEP Scholars are not permitted to independently attend graduate school at their own expense.

g. Continued participation in VGEP beyond graduation from the Naval Academy will be based on satisfactory grades in courses completed before that date. Needs of the service or a shortage of VGEP funds may prevent completion of the master's degree program before the first service duty assignment.

h. VGEP Scholars who voluntarily withdraw from graduate school or receive an "F" in one or more graduate courses must reimburse the Federal Government for that portion of VGEP costs which the Federal Government has paid. Failure of any graduate school course ("F" grade) is cause for automatic dismissal from VGEP. When reimbursement is due the Federal Government, restitution should be made by money order payable to the Treasurer of the United States.

i. Foreign national midshipmen are not eligible for participation in VGEP. United States funds cannot be used for foreign national graduate school tuitions and foreign national officers cannot do a payback tour in the U.S. Navy. Foreign national midshipmen may apply to do a VGEP-similar program with the written consent of their government. Either the foreign national student or the student's government must pay for the foreign national student's graduate education expenses. Foreign national midshipmen desiring to do a VGEP-similar program should file an application through the regular VGEP application/endorsement process. Foreign nationals must meet the same eligibility requirements for a VGEP-similar program that other midshipmen must meet for VGEP selection. Naval Academy academic departments corresponding to the graduate discipline of VGEP-similar students will have responsibility for maintaining contact with the foreign national students while in their VGEP-similar graduate programs, both before and after the foreign nationals graduate from the Naval Academy.

6. Additional obligated service. Officers incur an additional obligated service for their participation in VGEP.

a. Navy. Starting with the Class of 2008, per reference (b), the Navy obligation is to serve, upon completion of graduate education under VGEP, on active duty for a period of 5 years commencing upon completion of or withdrawal from the approved education program. This obligation will be served concurrently with any other service obligation. Officers in Nuclear Power must serve in the Navy for 5 years upon completion of graduate education under VGEP.

DEC 5 2008

b. Marine Corps. The Marine Corps obligation is to serve, upon completion of graduate education under VGEP, on active duty for a period of three times the length of education after commissioning. This obligation will be served concurrently with other obligated service. The crediting of service against any preexisting service obligation will be suspended during the time assigned to graduate education through VGEP.

7. VGEP funding. Funding for VGEP is provided through a combination of Navy appropriated funds and gift funds.

a. Navy appropriated funds. Funds available for VGEP are included in the annual control/authorization the Naval Academy receives from the Budget Submitting Office (BSO). The Academic Dean and Provost approves the annual amount and quarterly distribution within assigned Cost Center Fiscal Year Controls.

b. Senn Memorial Fund. A 1991 Memorandum of Understanding between the Chief of Naval Operations (OP-01); Assistant for Administration, Under Secretary of the Navy (AA/USN); Superintendent, U.S. Naval Academy; and Chief of Naval Education and Training established the Thomas and Elliott M. Senn Memorial Fund. AA/USN invests the corpus of the fund. Annual proceeds from the Senn Memorial Fund are divided between the Naval Academy and Naval Education and Training. The Naval Academy's portion of Senn Fund interest is applied to VGEP graduate school tuitions through Gift Fund 47.

c. Johnson Scholarship Fund. The Johnson Scholarship was established in memory of Carroll F. (Red) Johnson, Naval Academy Class of 1927, through settlement in 1996 of the last will and testament of Helen Elizabeth Delbar Johnson. The Naval Academy has designated the Johnson Scholarship to support VGEP. Interest from the Johnson Fund, managed by the Naval Academy Comptroller through Gift Fund 54, may be used to pay graduate school tuitions for one or more VGEP Scholars each year.

d. Packowski Scholarship Fund. The Packowski Scholarship was established by the Packowski family in memory of Midshipman Robert P. Packowski, USN, Naval Academy Class of 1990. The Naval Academy has designated the Packowski Scholarship to support VGEP. Interest from the Packowski Fund, managed by the Naval Academy Comptroller through Gift Fund 85, may be used to pay graduate school tuitions for one VGEP Scholar each year in mathematics, operations analysis, or computer science.

e. Additional endowments, scholarships, or educational grants may be established on a one-time or long-term basis to support VGEP. Special arrangement contracts may be established with interested civilian universities to provide for in-state tuition rates or 50 percent scholarships toward VGEP tuitions.

f. Depending on the availability of funds for VGEP in a given year, Naval Academy payment of VGEP tuitions and fees may be capped per student. VGEP Scholars are responsible for paying VGEP tuition and fee costs above the established cap. VGEP Scholars must pay for their own transportation and for graduate school transcripts, admissions and graduation fees, and textbooks.

8. Procedures

a. USNA Notice 1560 will be issued annually instructing midshipmen and faculty on VGEP application and selection procedures, announcing VGEP briefings to midshipmen fourth class and second class, and naming VGEP Advisers for specific graduate disciplines and corresponding Navy subspecialty codes.

b. Before validation examinations during Plebe Summer, all midshipmen fourth class will receive an explanation of VGEP by the Associate Dean for Academic Affairs and will be encouraged to enhance their eligibility by maximum validation of courses.

DEC 5 2008

- c. In the spring semester, usually in January, the Graduate Education Program Manager will brief interested midshipmen fourth class on the goals and objectives of VGEP. Information will be given on preparing for VGEP through course validation, course overloading, and taking summer school courses during leave time. Graduate disciplines and Navy subspecialty codes consistent with VGEP goals and Navy community requirements will be covered.
- d. Department Chairs will provide necessary academic counseling regarding enrollment in voluntary summer school if desired by the student and course overloading for the first semester of third class year.
- e. In the fall semester, usually in December, the Graduate Education Program Manager will brief interested midshipmen second class on VGEP policies and application procedures. During December and January of second class year eligible midshipmen will prepare written VGEP applications outlining their desired graduate study program, its relevance to attainment of a Navy subspecialty code designator, and their intended service selection. A proposed plan of graduate courses must be included as well as the estimated amount of funding required for the student's total program at a specified graduate institution. Midshipmen will work with faculty VGEP Advisers to construct proposed education plans satisfying requirements for the master's degree at the graduate institution and meeting the Navy's criteria for a subspecialty code. Areas of study must agree with Navy officer community manager preferred curricula. Midshipmen will submit completed VGEP applications to VGEP Advisers by a specified date near the end of January in second class year. Foreign national midshipmen applying for a VGEP-similar program must turn in their VGEP-similar applications to VGEP Advisers by the same due date in January second class year.
- f. Midshipmen applying for VGEP must submit, as part of their application, a list of courses necessary for their completion of a bachelor's degree. VGEP applicants must obtain the signature of their regular academic adviser stating that the adviser approves the schedule of courses for fulfilling requirements for the bachelor's degree in the midshipman's undergraduate major.
- g. The Graduate Education Committee will meet in April to screen VGEP applications from midshipmen second class. Depending on availability of funds for VGEP and on the number of qualified midshipmen applying for VGEP, the Committee will recommend up to 20 midshipmen per class for selection as VGEP Scholars. The Committee may also recommend alternates for VGEP in the event that one or more selected VGEP Scholars pull out of VGEP or are removed from VGEP prior to the start of VGEP graduate courses in January of first class year. VGEP Alternates will not be allowed to participate in VGEP starting later than the beginning of the spring semester of their first class year. The Graduate Education Committee will forward VGEP Scholar and VGEP Alternate recommendations to the Superintendent for approval via the Commandant of Midshipmen and via the Academic Dean and Provost.
- h. With Superintendent approval of recommended VGEP Scholars, an Academic Dean and Provost Notice 1560 will be published naming midshipmen selected for VGEP and giving their graduate schools, graduate curricula, and target Navy subspecialty codes.
- i. Progress reviews of academic, Aptitude for Commission, and Conduct grades will be made at the end of the second class year to determine whether midshipmen selected for VGEP will be permitted to continue in VGEP. The Commandant of Midshipmen will screen the list of those selected for VGEP for proper Aptitude for Commission and Conduct. Department VGEP Advisers will screen the records of VGEP Scholars and VGEP Alternates in their department to ensure that they are fulfilling requirements for their bachelor's degree and maintaining required academic qualifications for VGEP.
- j. Approved VGEP Scholars will be required to carry a full academic schedule of graduate courses as determined by the student's university during each semester of matriculation, from spring semester prior to Naval Academy graduation through fall semester following Naval Academy graduation, including the summer intersessional period. No light-loading of courses will be permitted and a maximum of 6 semester hours may be allowed for thesis research and writing to accumulate the required semester totals. During the first semester(s) of participation, when a mixed schedule of graduate/undergraduate

DEC 5 2008

courses may be undertaken, graduate semester hours will be multiplied by 4/3 to meet the Naval Academy's mandatory requirement of 15 semester hours of undergraduate courses.

9. Responsibilities. The Academic Dean and Provost has overall responsibility for the administration of VGEP through the Graduate Education Committee and the Graduate Education Program Manager, per reference (a).

a. Academic Dean and Provost

(1) Approve qualified midshipmen of the second class who have been recommended by the Graduate Education Committee to participate in VGEP. Forward recommendations to the Superintendent for final approval.

(2) Publish Academic Dean Notice 1560 naming midshipmen second class selected as VGEP Scholars and VGEP Alternates.

(3) Approve program continuance/discontinuance for VGEP Scholars as recommended by the Chair, Graduate Education Committee.

(4) Endorse midshipman letters to the Chief of Naval Operations Education Branch (N153), via officer community managers, requesting waiver of curriculum requirements to enable them to participate in VGEP.

(5) Approve level of support from annual authorization and provide Comptroller operating target (OPTAR) VGEP allocation. Submit gift fund budget requests with funding endorsements and/or recommendations.

b. Associate Dean for Academic Affairs

(1) Explain VGEP program objectives to each incoming class before the start of validation examinations.

(2) For midshipmen fourth class who validate a significant number of courses, recommend qualified VGEP candidates for overload registration in fall semester of third class year.

c. Commandant of Midshipmen

(1) Review VGEP applicant requests for waiver of below-eligibility grades in Aptitude for Commission or Conduct. Provide to the Chair, Graduate Education Committee, decisions on granting waivers prior to the committee's VGEP selection meeting in April.

(2) Company Officers and Battalion Officers review and endorse midshipman applications for VGEP. Company Officers provide printout of midshipman performance.

(3) Aptitude Officer monitor progress of applicants and advise the Chair, Graduate Education Committee, of midshipmen who become disqualified because of deficiencies in Aptitude for Commission or Conduct.

(4) Publish the routine for midshipmen in VGEP in Midshipman Regulations.

(5) Provide for the reimbursement of missed meals to midshipmen in VGEP.

(6) Contact Navy Personnel Command detailers to keep approved VGEP Scholars on duty at the Naval Academy while completing their master's degree programs. Orders will not include payment of per diem expenses. All expenses for participation in VGEP other than tuition and fees covered by VGEP appropriated funds and gift funds must be paid from the VGEP officer's regular pay and allowances. The

DEC 5 2008

Senior Marine Corps Officer will coordinate orders with Headquarters, Marine Corps for VGEP Scholars who service select Marine Corps.

d. Graduate Education Committee. See reference (a) for the membership structure of the Graduate Education Committee.

(1) Follow the responsibilities of reference (a).

(2) Review VGEP applications from midshipmen second class and forward a priority listing of recommended VGEP Scholars and VGEP Alternates to the Superintendent for approval. Forward the VGEP recommendations to the Superintendent via the Commandant of Midshipmen and via the Academic Dean and Provost for their endorsement. Review VGEP-similar applications from foreign national midshipmen and recommend approval or disapproval to the Superintendent via the Commandant of Midshipmen and via the Academic Dean and Provost.

(3) Chair, Graduate Education Committee, recommend to the Academic Dean and Provost the continuance/discontinuance in the program of VGEP Scholars who have been selected for VGEP or who have begun graduate school classes but who drop below eligibility in academics, aptitude or conduct.

(4) Chair, Graduate Education Committee, recommend to the Academic Dean and Provost endorsement of midshipman letters to the Chief of Naval Operations Education Branch (N153) via officer community managers requesting waiver of curriculum requirements to enable them to participate in VGEP.

e. Graduate Education Program Manager

(1) Follow the responsibilities of reference (a).

(2) Manage the administration of VGEP, preparing VGEP directives and maintaining central control of VGEP records. Receive and maintain a file of VGEP graduate transcripts, VGEP after-action reports, and VGEP subspecialty code screening and assignment.

(3) Maintain liaison with offices of the Chief of Naval Operations, Deputy Chief of Naval Personnel, Director of Naval Training and Education, Naval Postgraduate School, Navy Personnel Command, and civilian universities as required on VGEP matters.

(4) Brief the Brigade of Midshipmen on the goals and objectives of VGEP and on VGEP application and program procedures. Brief interested midshipmen of the second class in December and interested fourth class in January. Advise midshipmen and junior officers on VGEP policies and procedures.

(5) Supervise VGEP processes. Advise and coordinate the VGEP application and endorsement process. Oversee and advise on the screening of VGEP education plans for subspecialty coding by the Naval Postgraduate School. Coordinate the assignment of VGEP officers to the Naval Academy and to specific academic departments corresponding to VGEP Scholar graduate disciplines. Establish a point-of-contact roster of division/department military officers for overseeing VGEP Scholar accountability and administrative matters after commissioning.

(6) Oversee the assignment of departmental VGEP Advisers. Coordinate VGEP processes with VGEP Advisers, Department Chairs, Division Directors, Marine Corps office, and staffs of the Academic Dean and Provost, Registrar, Commandant of Midshipmen, Deputy for Finance, Comptroller, and Superintendent.

(7) Receive and screen VGEP applications and prepare key comparative reports for Graduate Education Committee use in making priority recommendations to the Academic Dean and Provost and to the Superintendent. Serve in an advisory capacity at Graduate Education Committee meetings. Prepare

DEC 5 2008

the Committee's VGEP recommendation report to the Superintendent for signature of the Chair, Graduate Education Committee. Prepare ACDEANNNOTE 1560 naming approved VGEP Scholars for review by the Chair, Graduate Education Committee, and signature of the Academic Dean and Provost.

(8) Serve as the central contact for VGEP Scholars, checking them in to the Graduate Education Office prior to their commissioning and tracking their progress through completion of their master's degrees and assignment of subspecialty codes after detachment from the Naval Academy. Get graduate transcripts from VGEP Scholars following each semester of graduate school and a final graduate transcript with master's degree awarded. Receive copies of VGEP Scholar subspecialty screening correspondence and VGEP after-action reports.

(9) Develop a VGEP budget and tuition payment plan for each VGEP class, determining fiscal requirements for the VGEP students. Coordinate use of Navy appropriated funds and gift funds for VGEP. Oversee execution of VGEP gift funds, serving as Account Manager. Negotiate billing contracts with VGEP universities and obtain invoices from VGEP universities. Ensure that VGEP bills are paid. Determine which funds to use. Calculate amounts for payment and prepare funding memoranda to the Academic Dean and Provost's Budget Director. Supervise the disbursement of VGEP funds by the Division of Mathematics and Science Government Purchase Card Cardholder. Maintain records on VGEP funds and disbursements and make the records available to the Command Evaluation Officer when conducting financial review.

f. Division Directors serve as reporting seniors for commissioned VGEP Scholars assigned to departments within their division. Division Directors have overall responsibility for VGEP Scholars under their cognizance. Division Directors should ensure that military points-of-contact are assigned either at the division level or department level to oversee VGEP Scholar accountability after commissioning and to handle administrative matters for VGEP officers. Division Directors should ensure that DUINS officer fitness reports are prepared for VGEP naval officers in their division. .

g. The Senior Marine Corps Officer has overall responsibility for VGEP officers commissioned in the Marine Corps and will ensure that military orders and officer fitness reports are prepared covering VGEP officers in the Marine Corps. The Senior Marine Corps Officer will assign a military point-of-contact to oversee accountability of VGEP Scholars after their commissioning in the Marine Corps.

h. Department Chairs

(1) Counsel midshipmen taught by your department who are interested in participating in VGEP and provide informed recommendations on their behalf by endorsement to their written applications.

(2) Designate faculty VGEP Advisers to provide special academic advising to VGEP candidates. VGEP Advisers should have a superior knowledge of graduate programs offered at VGEP-participating universities relating both to how the master's programs mesh with the undergraduate majors and how well they prepare the VGEP officers for attainment of a Navy subspecialty code designator. VGEP Advisers should have long-term appointments to cover all stages of a student's VGEP participation, from application during second class year until award of a master's degree and assignment of a Navy subspecialty code when graduate work is completed.

(3) Check in VGEP Ensigns/Second Lieutenants assigned to your department on military orders following graduation from the Naval Academy. VGEP officers are assigned to the Naval Academy academic department corresponding to their graduate school discipline. Maintain contact with VGEP officers through completion of their graduate programs and receipt of their master's degrees. Provide draft fitness reports to the Division Director when the VGEP officers detach from the Naval Academy.

(4) Make sure that a military point-of-contact is assigned either at the division level or department level to oversee accountability of VGEP officers assigned to your department following commissioning.

i. VGEP Advisers

DEC 5 2008

(1) Help interested midshipmen complete VGEP applications and proposed education plans. Advise midshipmen on graduate programs available at VGEP-participating universities relating to the students' Naval Academy undergraduate major. Tailor graduate programs consistent with intended service selections to qualify the students for related subspecialty code designators.

(2) Work with the corresponding Naval Postgraduate School curricular officer to help the midshipmen develop graduate curricula fully meeting requirements for a Navy subspecialty code. Applied Mathematics, English, and History VGEP Advisers will work with Naval Academy Department Chairs to develop education plans satisfying subspecialty requirements. Provide curriculum and subspecialty code guidance to VGEP Scholars throughout their VGEP program. Resolve problems concerning subspecialty code assignment to VGEP officers who have completed their master's degree program.

(3) Endorse VGEP applications from midshipmen second class, providing detailed written recommendations on the students' ability to complete an accelerated graduate education program. Consult with the midshipmen's regular academic advisers as needed.

(4) At the end of their second class year, review the records of VGEP Scholars and VGEP Alternates assigned to your department to ensure that they are fulfilling requirements for the bachelor's degree and maintaining required academic qualifications for VGEP.

(5) VGEP Advisers are assigned according to a midshipman's proposed graduate discipline rather than by their Naval Academy undergraduate major.

j. VGEP Military Points of Contact are assigned at the division or department level to oversee accountability of VGEP Scholars after their commissioning. Military Points of Contact will set a schedule for VGEP officers under their purview to report to them on a regular basis through the summer and fall terms at graduate school. Military Points of Contact will handle leave and administrative matters for their VGEP officers and they will ensure that the VGEP officers participate in physical readiness routines and drug testing.

k. Comptroller

(1) Appropriated Funds. Allocate VGEP funds as approved by the Academic Dean and Provost for execution by the Academic Dean and Provost's Budget Director.

(2) Gift Funds. Administer gift funds within the USNA Gift and Museum Fund to comply with the intent of the donor. Maintain investments in treasury securities as necessary. Liaise with external organizations and donors for acceptance of gift funds (i.e., USNA Foundation, AA/USN) related to VGEP. Execute gift fund requirements consistent with approved gift fund budgets when received/approved by the Academic Dean and Provost's Budget Director.

l. Academic Dean and Provost's Budget Director.

(1) Appropriated Funds. Approve requirements per VGEP funding memoranda from the Graduate Education Program Manager and execute within OPTAR allocations. Ensure obligations are recorded timely (within 10 days) per DoD Financial Management Regulations (FMR).

(2) Gift Funds. Approve requirements per VGEP funding memoranda from the Graduate Education Program Manager, consistent with approved budgets, and forward to the Comptroller for execution. Provide approved requirements within 5 days to ensure gift funds are obligated timely, consistent with DoD FMR.

m. Division of Mathematics and Science Government Purchase Card Cardholder. Prepare appropriate Standard Forms for payment of VGEP tuitions by Government Purchase Card. Provide prepared forms to the Graduate Education Program Manager and to the Academic Dean and Provost's Budget Director

DEC 5 2008

for signature. Carry signed Standard Forms to the Comptroller's office when VGEP tuition payments must be made through the Defense Finance and Accounting Service. When VGEP tuition payments are made, obtain receipts from VGEP universities. At the end of the billing cycle, reconcile bank statements to ensure crediting of VGEP tuition payments.

n. Registrar. Provide undergraduate transcripts to midshipmen applying for VGEP and to the Graduate Education Program Manager as requested. Provide the Overall Order of Merit listing by class as requested by the Graduate Education Program Manager for preparation of reports for use of the Graduate Education Committee.

o. Interested midshipmen fourth and third class. Attend the VGEP briefing in January of fourth class year. Select a major consistent with your long-range career plans and consistent with your desired graduate curriculum. Accelerate your undergraduate matrix through course validation, course over-loading, and taking summer school courses on your leave time. Get advice on course scheduling from regular academic advisers, VGEP Advisers, and Department Chairs. Work to maintain your academic, Aptitude for Commission, and Conduct grades within VGEP eligibility range.

p. Interested midshipmen second class.

(1) Attend the VGEP briefing in December of your second class year.

(2) Prepare a written application for the VGEP graduate program desired, using USNA Notice 1560 for your class and the application formats provided by the Graduate Education Program Manager on the Graduate Education Program blackboard accessed through the USNA Home Page blackboard.

(3) Work with the VGEP Adviser for your desired graduate major to develop a proposed education plan fulfilling requirements for the master's degree at the civilian university and meeting Navy subspecialty code requirements. Include a total estimate of costs for tuition and fees for your proposed graduate program. Fields of study undertaken must be consistent with your prospective service designator and future officer assignments. Midshipmen planning to service select Navy Aviation, Surface, or Submarine must select a graduate program listed on the officer community manager's preferred curricula list. In cases with a compelling reason, if approved by the Chair of the Graduate Education Committee and the Academic Dean and Provost, midshipmen may request a waiver to pursue a graduate program not on the community preferred curricula list. Waiver request letters should be addressed to the Chief of Naval Operations Education Branch (N153), via the Academic Dean and Provost and via the officer community manager.

(4) Get a copy of your undergraduate transcript from the Registrar to enclose with your VGEP application. Have your regular academic adviser approve your proposed schedule of undergraduate courses for fulfilling requirements for your major and for the bachelor's degree.

(5) Complete a Privacy Act waiver as part of your VGEP application permitting the Naval Academy Graduate Education Program Manager to receive grade transcripts from your graduate school and maintain records of transcripts and personal information on you pertaining to your VGEP participation and locator information.

(6) Complete a VGEP obligated service agreement as part of your VGEP application. This agreement becomes effective only upon execution of military orders assigning you to VGEP after commissioning.

(7) Give your completed VGEP applications to VGEP Advisers by the designated date near the end of January in your second class year. Track routing of your VGEP application from the academic department to your Company Officer, ensuring that your Company Officer receives your VGEP application according to schedule.

DEC 5 2008

(8) Once selected as a VGEP Scholar and approved by the Superintendent for a particular graduate discipline, you may not arbitrarily change your graduate program.

q. Approved VGEP Scholars

(1) During first class year

(a) Send your proposed VGEP education plan to the Naval Postgraduate School for Navy subspecialty code screening. Keep the Naval Postgraduate School advised on changes to your education plan. Give the Graduate Education Program Manager a copy of your education plan and your correspondence with the Naval Postgraduate School.

(b) Register for Naval Academy courses needed to complete your undergraduate matrix, plus physical education and NS40X Junior Officer Practicum. You must carry a total of 15 credit hours per semester; graduate school courses count 4/3.

(c) Matriculate at your selected university and register for your approved graduate courses. Admission and graduation fees, textbooks, computers, and all transportation related expenses are your personal responsibility.

(d) Give both the Registrar and the Graduate Education Program Manager a list of courses and course numbers for which you are registered at graduate school, plus any Naval Academy courses you are taking.

(e) Submit a memorandum to the Accounting Branch of the Midshipman Food Services Division, via your Company Officer, at the beginning of your spring semester first class year requesting reimbursement for meals missed due to your VGEP academic schedules.

(f) Plan how you will pay VGEP university tuitions above those covered by the Naval Academy. The Naval Academy pays the tuitions for VGEP Scholars up to an established cap for each Scholar's master's degree program. VGEP Scholars must pay the costs above the cap.

(g) Before graduation from the Naval Academy work with the Midshipman Personnel Officer to have military orders prepared assigning you to the Naval Academy upon commissioning. You will be assigned to the Naval Academy academic department matching your graduate discipline.

(h) If you are planning to study abroad during the summer term following Naval Academy graduation, you must prepare a letter to the Chair, Graduate Education Committee, describing your proposed course of study and enclosing a written description of the university's study abroad program. This letter is due to the Chair, Graduate Education Committee, prior to your graduation from the Naval Academy. Your letter requesting to study overseas must be endorsed by your VGEP Adviser, Department Chair, and Graduate Education Program Manager. Your courses abroad must result in graduate level credits that will count toward fulfillment of your master's degree requirements. Your study overseas must not delay completion of your master's degree at your U.S. university by the end of December following Naval Academy graduation. Normally study abroad programs will be taken during the summer terms and not in the fall semester. VGEP officers wishing to study abroad are responsible for getting their own military orders overseas and for paying educational costs above those normally covered by Naval Academy VGEP funds. VGEP officers must give a transcript of grades covering courses taken at overseas institutions to the Graduate Education Program Manager.

(i) Prior to graduation from the Naval Academy, VGEP Scholars must give locator information to the Graduate Education Program Manager and to assigned VGEP military points of contact. Locator information must be kept up to date throughout your entire VGEP program.

(2) During Spring Break

DEC 5 2008

(a) If spring break at your VGEP university does not align with spring break at the Naval Academy, you may take the university's spring break and you will be excused from Naval Academy classes and military obligations during that period. An approved leave chit is required. VGEP Scholars may not take both the university's spring break and the spring break at the Naval Academy.

(b) You may reside either in Bancroft Hall or with your sponsor/at your university during the Naval Academy's spring break, if the university's spring break is not aligned with the Naval Academy's spring break. An approved chit is required in either case. You must follow current Midshipman Regulations concerning Bancroft Hall musters and watch standing.

(3) After commissioning

(a) Find your own housing and move out of Bancroft Hall. Use your regular Navy or Marine Corps pay and allowances to pay for your housing.

(b) Check in at the Naval Academy Personnel Office. Check in at the Naval Academy department matching your graduate discipline. Check in in-person with your division/department VGEP military point of contact on a regular basis throughout the summer and fall terms following commissioning. Check in with the Graduate Education Program Manager to provide a graduate transcript at the end of each academic term and to keep locator information current.

(c) Continue your graduate program as a commissioned officer. Maintain a "B" or better grade average at graduate school to guarantee award of the master's degree upon completion of your studies. Inform your VGEP Adviser, your Department Chair, the Graduate Education Program Manager, and your division/department VGEP military point of contact of your progress and of any problems.

(d) Clear any deviations from your approved graduate curriculum with the Naval Postgraduate School. If you must substitute courses because approved courses are unavailable at graduate school, you must submit your revised schedule in writing to the Naval Postgraduate School curricular officer. VGEP Advisers will help you select new courses supporting Navy subspecialty coding. Naval Academy Department Chairs will approve changes to applied mathematics, English, and history curricula.

(e) Successfully complete your graduate course work by 31 December following commissioning. Allowance will be made for comprehensive examinations given after that date.

(f) Arrange to have a graduate transcript sent to the Graduate Education Program Manager immediately after each semester of graduate school. Official transcripts--not grade reports--must be given to the Graduate Education Office for every semester at graduate school, including the summer session. Your continuation in VGEP is contingent upon timely receipt of your transcripts. Transcript fees are your responsibility.

(4) At the end of your program

(a) Give the Graduate Education Program Manager a final graduate transcript showing credits earned for all courses attempted and date the master's degree is awarded.

(b) Prepare a VGEP after-action report for the Graduate Education Program Manager critiquing your experience in the program and providing a summary of educational costs which you paid from your own resources.

(c) Complete all academic and administrative requirements of VGEP before requesting your officer fitness report from your Department Chair and Division Director and before detaching from the Naval Academy.

(d) Upon award of a master's degree, send a copy of your final graduate transcript and verification of your degree award to the Naval Postgraduate School with a letter requesting assignment of

DEC 5 2008

a Navy subspecialty code. Provide a copy of this correspondence to the Graduate Education Program Manager.

(e) When detaching from the Naval Academy, check out with your VGEP military point of contact, with your Department Chair, Division Director, Graduate Education Program Manager, Officer Personnel office or Senior Marine Corps officer. Give the Graduate Education Program Manager your locator information at your next duty station.

(f) Detach for your next duty station by 15 January following commissioning. Small adjustments may be made to the 15 January detachment date for administrative purposes.

(5) After detaching from the Naval Academy. Mail the Graduate Education Program Manager a final graduate transcript, verification of your master's degree and date awarded, and a copy of your letter requesting subspecialty code assignment, if your master's degree is awarded after you leave the Naval Academy. Keep in touch with the Graduate Education Program Manager until you have completed all academic and administrative requirements of VGEP and have been assigned a Navy subspecialty code.

/S/
J. L. FOWLER

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