



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1520.2AA
8/Grad Ed Prog Mgr

6 AUG 2014

USNA INSTRUCTION 1520.2AA

From: Superintendent

Subj: GRADUATE EDUCATION PROGRAMS FOR MIDSHIPMEN

Ref: (a) USNAINST 1560.3G
(b) OPNAVINST 1520.18H
(c) MCO 1500.41A w/CH1 (NOTAL)
(d) MCO 1520.9G
(e) MCO 1560.19D (NOTAL)
(f) OPNAVINST 1520.24C
(g) CNO Washington DC R 06170Z Aug 07 (N1)

1. Purpose. In accordance with references (a) through (g), to describe graduate education programs available to midshipmen; to establish a Graduate Education Committee (GEC), Graduate Education Program Manager (GEPM), and scholarship subcommittees; and to prescribe policies and procedures for administering graduate education programs. The graduate education programs for graduating midshipmen covered by this instruction are separate from the Voluntary Graduate Education Program (VGEP), as described in reference (a).

2. Cancellation. USNAINST 1520.2Z. This directive contains multiple revisions and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Policy. The Chief of Naval Operations (CNO) established policy 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 must be consistent with officer designators and prospective service assignments.

4. Information. Graduate education programs discussed herein are independent of fleet graduate education programs available to all officers. Disapproval of a request to participate in graduate programs 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 delineated in the CNO (N12) annual Fiscal Year Quota Plan for Officer Graduate Education.

5. Graduate Education Programs

a. Navy Burke Program (delayed). The Junior Line Officer Advanced Educational Program, known as the Navy Burke Program, was established in 1959 to provide a highly select group of graduates of the U.S. Naval Academy (USNA) 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

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Brigade of Midshipmen. Following graduation from USNA, 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), 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 their education tour. Burke Scholars usually attend the Naval Postgraduate School (NPS) in Monterey, California. Officers will not be assigned to curricula at civilian institutions if those curricula are available at NPS. 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. Officers participating in graduate education programs on a full-time basis immediately following commissioning are not eligible for the Navy Burke program.

b. Marine Corps Burke Program (delayed). 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 non-technical 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 NPS or a civilian university, depending on their 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 Scholarship Program (immediate)

(1) References (c) and (f) establish guidelines for acceptance of civilian-funded scholarships or fellowships by midshipmen of the graduating class. The number of midshipmen immediately entering civilian-funded scholarships is limited by the Navy's annual quota for immediate scholarships 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 Superintendent, and by the Naval Education and Training Command (NETC) (N5) 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 accepting scholarships do not count toward the Navy's scholarship quota. Midshipmen may not combine the Scholarship Program and the Health Professions programs.

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(2) Graduate scholarships for Naval officers 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 NPS for subspecialty screening prior to sending a request for scholarship approval to NETC (N5). Adjustments to the education plan may be required to fulfill subspecialty Educational Skill Requirements. Upon completion of the scholarship, Naval officers should send a final graduate transcript to NPS and request subspecialty code assignment. Naval officers in scholarships are responsible for completing financial reports for NETC (N5).

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

d. Bowman Scholar Immediate Graduate Education at NPS. Newly commissioned Ensigns from USNA who have been selected for the Admiral Frank Bowman Scholar Program in either nuclear submarines or nuclear surface may attend NPS in a full time, fully funded, 1-year master's degree program. The annual CNO fiscal year advanced education quota plan allows for a designated number of officers in the Bowman Scholar Program to attend NPS in a technical curriculum. Participants must matriculate at NPS in a curriculum designated by the Submarine Officer Community Manager (OCM). Nominations for Bowman Scholars at NPS will be made by letter from USNA to NPS and PERS-4 in March of the midshipmen's senior year. The nomination letter will include the Bowman Scholars' top three curriculum choices at NPS. NPS will review nominees' undergraduate transcripts and recommend curriculum placement. The Submarine OCM and PERS-4 will select officers for NPS based on the number of quotas specified in the CNO fiscal year advanced education quota plan. Selectees will report to NPS in June or July following USNA graduation. Enrollees must maintain a minimum cumulative grade point average of 3.0 while in their graduate program. Midshipmen selected for the Bowman Scholar Program will normally attend NPS, but they may compete for civilian-funded scholarships if meeting qualification for the Scholarship Program. Bowman Scholars must apply for graduate education through the electronic graduate education application on the USNA Graduate Education MIDS Module.

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) 3.2 - immediate master's degree program at NPS for Bowman Scholars.

(2) 3.2 - delayed Navy Burke Program and Marine Corps Burke Program.

(3) 3.65 - immediate civilian-funded scholarships. Specified prerequisite course requirements for particular graduate scholarships must be met.

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

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c. Waivers. 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 to be considered for graduate education. Without the Commandant's waiver approval, midshipmen who are below eligibility in Aptitude for Commission or Conduct will not be considered for graduate education.

7. Application and Selection Procedures

a. Applications

(1) Electronic Application. Midshipmen must apply for all graduate education programs through the Graduate Education MIDS application. The application will be open to each USNA Class in March and April of their second class year. USNANOTE 1520, published annually for each graduating class, provides instructions for applying. Applicant data will be extracted from the electronic applications and applicants will be placed in ranking order within specific programs according to their Overall Order of Merit (OOM) at the end of their second class year. Separate OOM ranking lists will be made for the Navy Burke Program, Marine Corps Burke Program, immediate civilian-funded scholarships, and immediate graduate education at NPS for Bowman Scholars. The OOM rankings will not be adjusted to accommodate changes in OOM that occur during first class year.

(2) Scholarship Applications. In addition to the electronic application, midshipmen seeking civilian funded scholarships may complete separate applications for specific scholarship programs, such as the United Kingdom/International scholarships and the National Science Foundation or Hertz fellowships. Under the Scholarship Program, midshipmen are responsible for applying to civilian universities and gaining acceptance. Midshipmen applying for scholarships overseen by graduate education subcommittees must follow the application rules of those committees. Midshipmen may also apply directly to accredited civilian universities for tuition scholarships or research assistantships that cover the cost of tuition and fees. Midshipmen receiving scholarship offers who are not official scholarship candidates or who do not fit within authorized scholarship quotas, will not be allowed to accept their scholarships immediately following graduation from USNA.

(3) Early Scholarship Applications. Some scholarship application deadlines occur prior to the opening of the electronic graduate education application. Midshipmen applying for the Truman Scholarship and similar scholarships with early application deadlines must also apply on the Naval Academy electronic application in March or April of their second class year. The Superintendent must approve official scholarship candidates before midshipmen accept immediate graduate scholarship offers.

b. Selection Procedures. The GEC meets in August or September to review the OOM rankings of graduate education applicants. Based on these rankings and other pertinent input such as the Commandant's recommendations for waivers of below eligibility Aptitude for Commission and Conduct grades, the GEC will recommend official candidates to the Superintendent. The GEC will make separate recommendations for the Navy Burke Program, Marine Corps Burke

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Program, Scholarship Program, and immediate graduate education at NPS for Bowman Scholars. The GEC's recommendations will be endorsed by the Commandant of Midshipmen and Academic Dean and Provost, and submitted to the Superintendent for approval. Once the Superintendent has approved the graduate education candidates, ACDEANNOTE 1520, usually published in September, will delineate the official candidates for each program.

c. Service Selection. Approved candidates for graduate education programs will participate in normal service selection procedures.

d. Procedures Following Selection as Official Graduate Education Candidates

(1) Navy Burke Program. Midshipmen must be assigned to a Navy line community to become Navy Burke selectees. Midshipmen not receiving a Navy line service assignment will be removed from the Navy Burke list. Midshipmen accepting an immediate graduate education program, such as VGEP, scholarship, or immediate graduate education at NPS for Bowman Scholars, will be removed from the Navy Burke list. In May, USNA will send a letter to NPS and PERS-4 naming up to 15 Navy Burke selectees, plus alternates. Navy Burke selectees may contact their officer detailer for assignment to a graduate program at NPS following their first operational tour.

(2) Marine Corps Burke Program. Midshipmen must receive an unrestricted Marine Corps service assignment to become Marine Corps Burke selectees. Midshipmen not receiving an unrestricted Marine Corps service assignment will be removed from the Marine Corps Burke list. Midshipmen accepting an immediate graduate education program, such as VGEP or scholarship, will be removed from the Marine Corps Burke list. In May, USNA will send a letter to the Commandant of the Marine Corps (Code MMOA-5) naming up to 15 Marine Corps Burke selectees, plus alternates. Marine Corps Burke selectees must display continued outstanding professional performance as a member of the Marine Corps in order to be approved for graduate study. After their first Fleet Marine Corps tour, Marine Corps Burke selectees may apply for graduate education through existing Marine Corps programs, the Advanced Degree Program or Special Education Program, as outlined in references (d) and (e).

(3) Civilian Funded Scholarship Program. Midshipmen named official scholarship candidates in the annual ACDEANNOTE 1520 may pursue immediate civilian funded scholarships and research assistantships at accredited universities. Scholarship candidates should consult the OCM preferred curricula lists and apply only for graduate programs in disciplines authorized by their service community. Midshipmen are responsible for gaining admission to graduate school and obtaining a scholarship that covers at least 50% of the university tuition. Midshipmen may accept scholarship funds only from eligible donors as defined by reference (f). Scholarship funds and stipends may be used only for educational expenses such as tuition, fees, and textbooks. Officers in scholarships will draw their regular military pay and benefits while in the scholarship and may not accept funds for room, board, and personal expenses covered by their military pay. Officers doing research assistantships may not accept funds over their educational costs. All scholarships must be non-Navy funded. Neither the Navy nor the Marine Corps will pay tuition costs for officers in the civilian funded scholarship program.

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(a) Navy. Scholarship candidates who will be commissioned in the Navy should become familiar with the requirements of reference (f) and must prepare a proposed education plan for their graduate school and send it to NPS for subspecialty screening. Navy scholarship candidates must write a letter to NETC (N5) requesting permission to accept their scholarship and enclose a copy of the university acceptance letter, scholarship offer, and the subspecialty code evaluation from NPS. Navy scholarship candidates must also receive ethics counseling and enclose with their letter to NETC (N5) a statement of counseling by a recognized ethics counselor. Only midshipmen fitting within the Navy's scholarship quota will be allowed to accept immediate civilian-funded scholarships. The GEPM will coordinate endorsements to each midshipman's letter, signed by the Chair, GEC, and will send letters, endorsements, and ethics certificates to NETC (N5). Navy officer detailers will prepare orders to graduate school only for those graduating midshipmen who have approval for their scholarships from NETC (N5). Midshipmen desiring to accept scholarships overseas must first have their countries and graduate schools approved by the N127 Education Branch. Foreign universities must be on the list of schools approved by the Department of Education as eligible for the Federal Family Education Loan Program (FFELP). Naval officers in scholarships have continued responsibilities to NETC (N5), including graduate school transcripts and periodic financial reports.

(b) Marine Corps. Scholarship candidates who will be commissioned in the Marine Corps must prepare a letter to Headquarters, Marine Corps (Code MMOA-5), via the Naval Academy Marine Corps Representative, requesting permission to accept their scholarship. They should enclose a copy of their university acceptance letter and scholarship or research assistantship offer. Proposed areas of study in graduate school should agree with Marine Corps curriculum objectives. Midshipmen should bring their MMOA-5 request letters first to the GEPM for coordination with overall Naval Academy graduate education processes and then to the Marine Corps Staff Secretary. The Marine Corps Staff Secretary will coordinate endorsements by the Marine Corps Representative and will send the letters and endorsements to Headquarters, Marine Corps. Only midshipmen approved by the Marine Corps will receive orders to immediate graduate school.

(4) Bowman Scholars. All Bowman Scholars are nominated for immediate graduate education at NPS. The annual CNO fiscal year advanced education quota plan sets a separate quota at NPS for Bowman Scholars, usually around 14 per year. The program at NPS is a 1-year, accelerated, technical curriculum set by the Submarine OCM. Approved subspecialties are listed in the annual quota plan. Bowman Scholars will list their top three curriculum choices at NPS in the nomination letter to NPS and PERS-4. In addition to their nomination to NPS, Bowman Scholars may apply for immediate civilian-funded scholarships. Bowman Scholars who are qualified for scholarships will appear on two ranking lists, one for immediate graduate education at NPS and one for immediate scholarships to civilian universities. Bowman Scholars on the scholarship ranking list compete for a slot within the Navy's scholarship quota of 20. If they earn a civilian scholarship but do not fit within the scholarship quota of 20, they will go to NPS. If within the scholarship quota of 20 and approved by the Navy, they may take the scholarship. Bowman Scholars attending NPS are responsible for obtaining their own housing. Classes at NPS for Bowman Scholars usually begin immediately following the 4th of July. Bowman Scholars are expected to report to NPS a week or two in advance of their classes. NPS will provide a point of contact for Bowman Scholars.

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8. 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 completing graduate education, will serve on active duty for a period of no less than three years. This obligation will be served concurrently with any other obligated service, per reference (g).

b. Marine Corps Burke Scholars incur the obligated service, stipulated in references (d) and (e), to remain on active duty after completion of the Special Education Program (SEP) and Advanced Degree Program (ADP) for a period of three years, or, if the enrollment in school is longer than 1 calendar year, for a period of four 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 SEP or ADP.

c. Civilian-Funded Scholarships

(1) Naval Officers in a scholarship for 20 months or less incur a service obligation of 5 years commencing upon completion of, or withdrawal from, the approved education program to be served concurrently with any other service obligations. Per reference (g), naval officers who participate in a scholarship for more than 20 months incur a service obligation of 6 years commencing upon completion of, or withdrawal from, the approved education program to be served concurrently with any other service obligations. Officers may not resign from the service while in a scholarship program. Participation in civilian scholarships will not exceed 24 months.

(2) Marine Corps Officers must agree to remain on active duty after completion of training, or upon separation from 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, per reference (c). Participation in civilian scholarships will not exceed 24 months.

d. Bowman Scholars incur an obligated service of five years commencing upon completion of or withdrawal from their one-year immediate master's degree program at NPS, to be served concurrently with any other service obligation, per reference (g).

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 GEPM who serves without vote as adviser-to-the-board. In their absence, Division Directors may appoint representatives of the rank of

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Commander/Lieutenant Colonel or above to participate in GEC screening meetings. Cognizant Division Directors shall 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 GEC convenes at least twice a year; in August or September to screen applications for Burke, Scholarship, and Bowman Scholar graduate education applications, and in March or April to screen applications for VGEP.

10. Graduate Education Program Manager (GEPM). The civilian GEPM administers all midshipmen graduate education programs. The GEPM 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, establishes and maintains an electronic Graduate Education Blackboard and webpage, and manages the daily operation of the Graduate Education Office for midshipmen. The GEPM 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 the Academic Dean and Provost. The Superintendent makes final announcement of scholarship winners.

a. United Kingdom/International Scholarship Program (UK/ISP) Committee. The UK/ISP Committee mentors and prepares midshipmen for prestigious scholarships to the United Kingdom and other foreign countries, such as the Rhodes, Marshall, Gates, Mitchell, FitzGerald, Pownall, Nolan, Admiral Turner, Kings College London, Southampton, and Rotary Scholarships. The UK/ISP sets up a panel interview board each October for screening applicants for the in-house endowed scholarships to the United Kingdom. The presiding officer of the interview panel will submit a ranking list of scholarship candidates to the Superintendent via the Chair, GEC, and the Academic Dean and Provost.

b. Truman Scholarship Committee. The Truman Committee interviews and prepares midshipmen for the Truman Scholarship in public policy. The Truman Committee submits a list of second class midshipmen recommended as Truman Scholarship nominees to the Superintendent, via the Chair, GEC, and the Academic Dean and Provost.

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's 1520 and 1560 listing first class midshipmen selected for graduate education programs and VGEP. The GEPM prepares the notices for the Academic Dean's signature after review by the Chair, GEC.

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

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(1) Maintain liaison with the appropriate staff offices of the Chief of Naval Operations, the Chief of Naval Personnel, the Chief of Naval Education and Training (NETC) (N5), the President NPS, 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.

(3) Review qualifications of all midshipmen applying for Navy and Marine Corps Burke Programs, graduate scholarship programs, Bowman Scholars at NPS, and VGEP.

(4) By September, submit to the Superintendent, via the Commandant of Midshipmen and the Academic Dean and Provost, recommendations in priority order for filling established quotas for Navy Burke Program candidates, Marine Corps Burke Program candidates, civilian university scholarship candidates, and Bowman Scholar candidates for NPS.

(5) By April, submit to the Superintendent, via the Commandant of Midshipmen and the Academic Dean and Provost, recommendations in priority order for VGEP.

c. Academic Department Chairs designate faculty advisers for scholarships, Burke programs, and VGEP within their respective departments and supervise adviser performance.

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 copies to the GEPM.

(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 GEPM, 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.

e. Director of Professional Development. Provide midshipmen service assignments to Chair, GEC, and GEPM, as needed.

f. Commandant of Midshipmen

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

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(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 Midshipmen Order of Merit lists and transcripts of graduate education applicants' grades to the GEPM, as requested.

h. Marine Corps Staff Secretary. In cooperation with the GEPM and Senior Marine Corps Officer, coordinate letters to MMOA-5 from Marine Corps-option midshipmen requesting permission to accept their scholarships.

i. Scholarship Subcommittees. Receive applications, mentor and interview midshipmen within their scholarship purview. Recommend candidates to the Superintendent via the Chair, GEC, and Academic Dean and Provost. All scholarship candidates recommended by subcommittees must also be recommended to the Superintendent by the GEC through regular application and review processes.



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Chief of Staff

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