

DEPARTMENT OF THE NAVY  
Chief of Naval Education and Training  
Naval Air Station  
Pensacola, FL 32508-5100

CNETINST 1560.3D  
N-6  
18 November 1991

file

CNET INSTRUCTION 1560.3D

**From:** Chief of Naval Education and Training  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** NAVY VOLUNTARY EDUCATION PROGRAMS

**Ref:** (a) DOD Directive 1322.8 of 23 Jul 87 (NOTAL)  
(b) OPNAVINST 1560.9

**Encl:** (1) Navy Voluntary Education Programs Manual

- 1. Purpose.** To set forth operational policies consistent with references (a) and (b), and to describe administrative procedures which are pertinent to the Navy voluntary education programs. This instruction has been revised completely and should be read in its entirety.
- 2. Cancellation.** CNETINST 1560.3C, CNET Reports 1560-12, 1560-13.
- 3. Scope.** Enclosure (1) applies to those voluntary education activities provide at the command level which contribute to the professional development of naval personnel. Such services include educational advisement, designing of individual educational programs, organizing or sponsoring classes to meet individual needs and interests, conducting comprehensive testing programs, providing financial assistance, and making maximum use of civilian educational institutions and programs. Enclosure (1) also provides operating guidance to Navy Campus offices.
- 4. Action.** As stated in references (a) and (b), commanding officers are responsible for establishing and executing a voluntary education program. Such programs shall be developed in consort with the Navy Campus education specialist(s) located within their commands.

**5. Administration.** The Chief of Naval Education and Training (CNET) will ensure the implementation of the provisions of this instruction. Recommended changes to this instruction are solicited continuously and may be forwarded through the chain of command to CNET (N-64) which is responsible for its content and accuracy.

**6. Reports and Forms.** A list of forms, publications, and reports required by this instruction is contained in Appendix A.

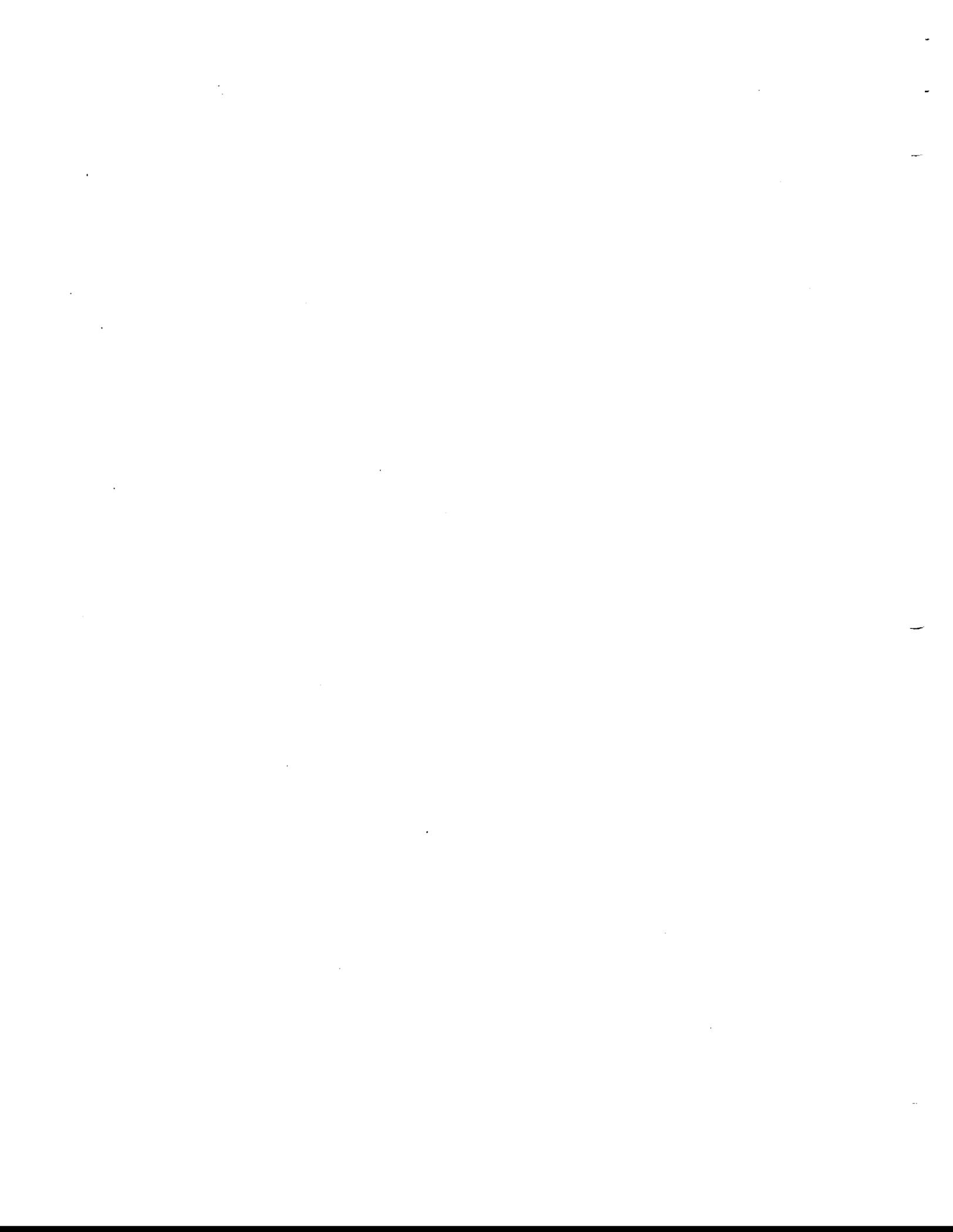
JOHN H. FETTERMAN, JR.

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NAVY VOLUNTARY EDUCATION

PROGRAMS

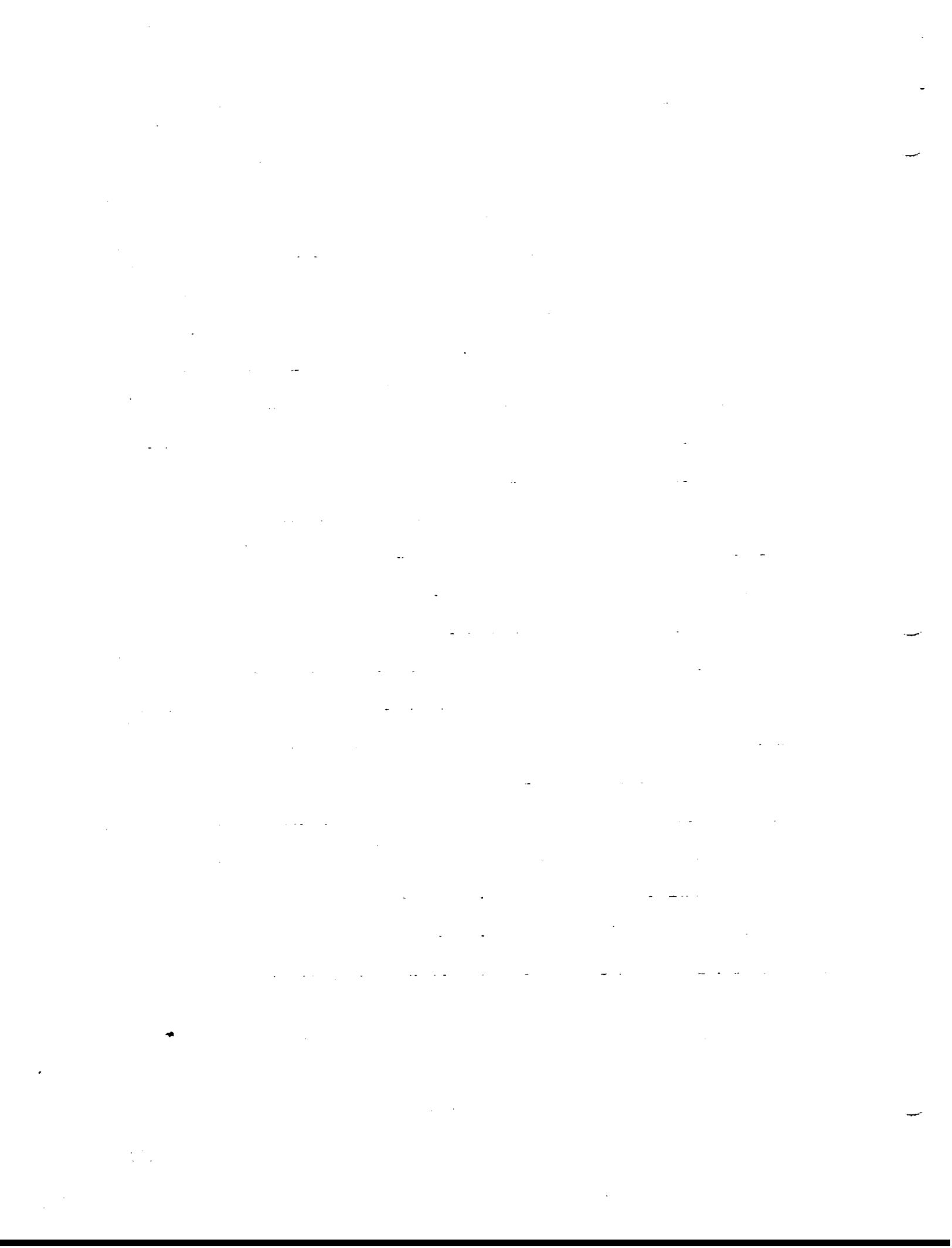


MANUAL

Enclosure (1)





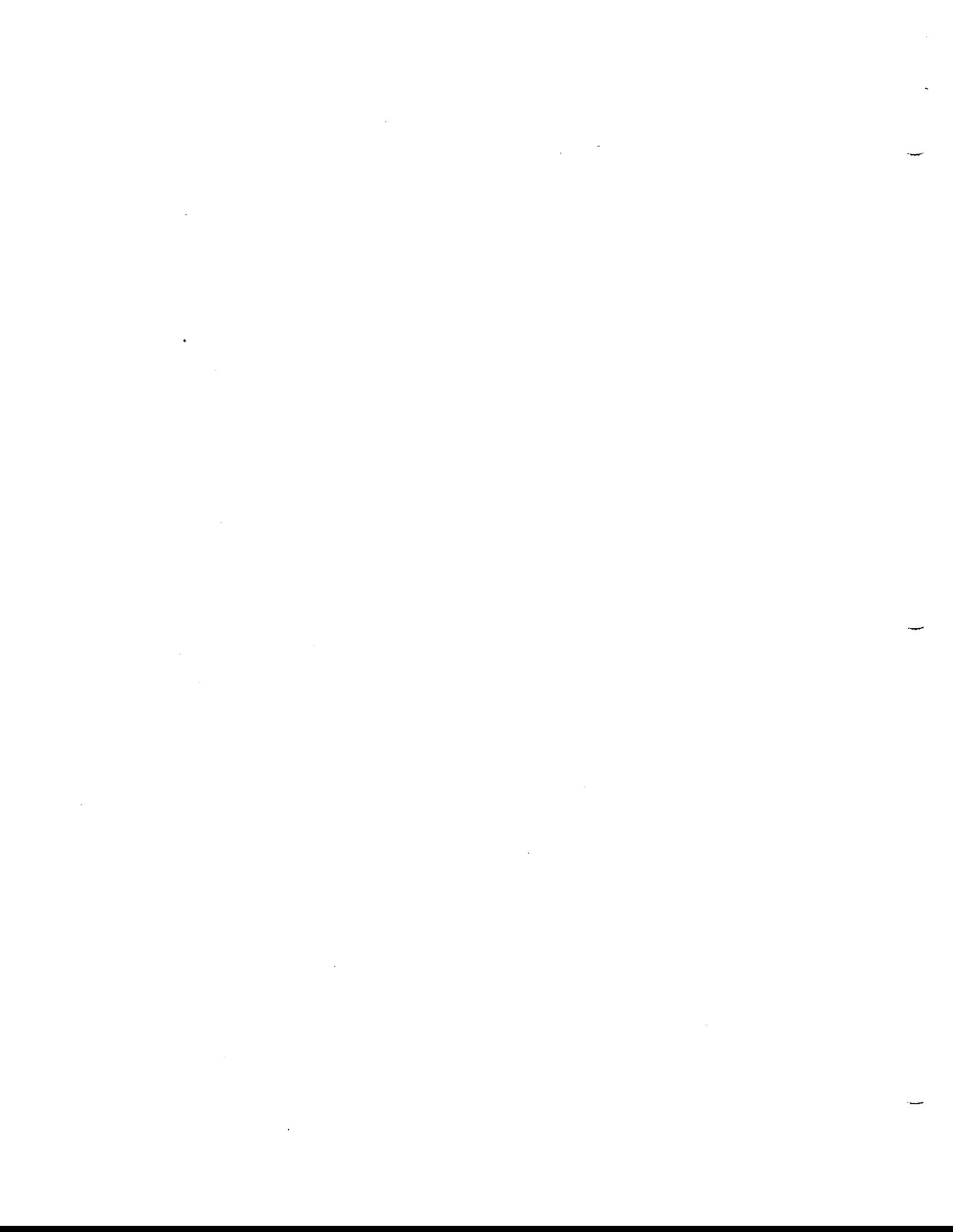


CROSS-REFERENCE SHEET

Subj: NAVY VOLUNTARY EDUCATION PROGRAMS

See:

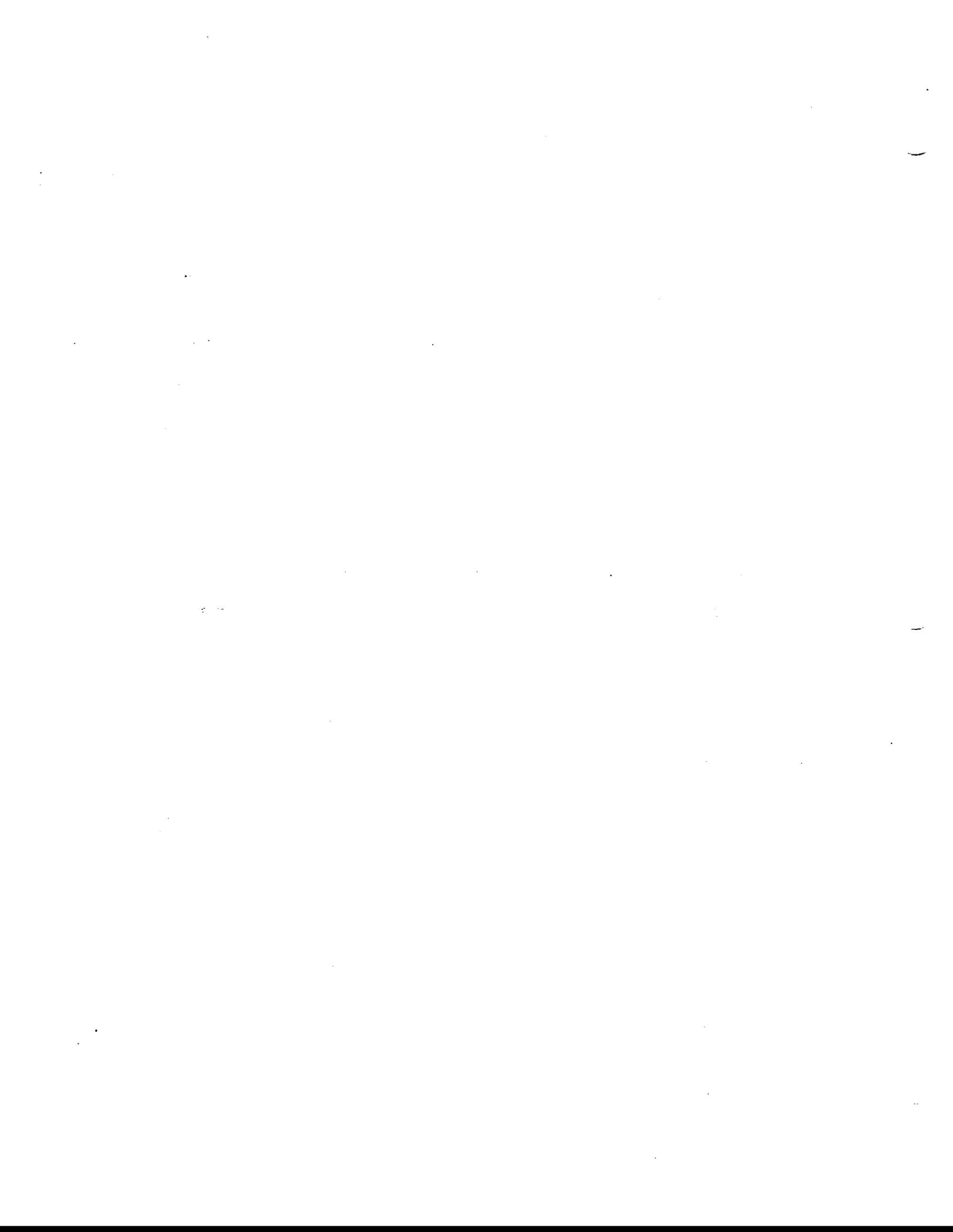
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NAVY VOLUNTARY EDUCATION PROGRAMS MANUAL

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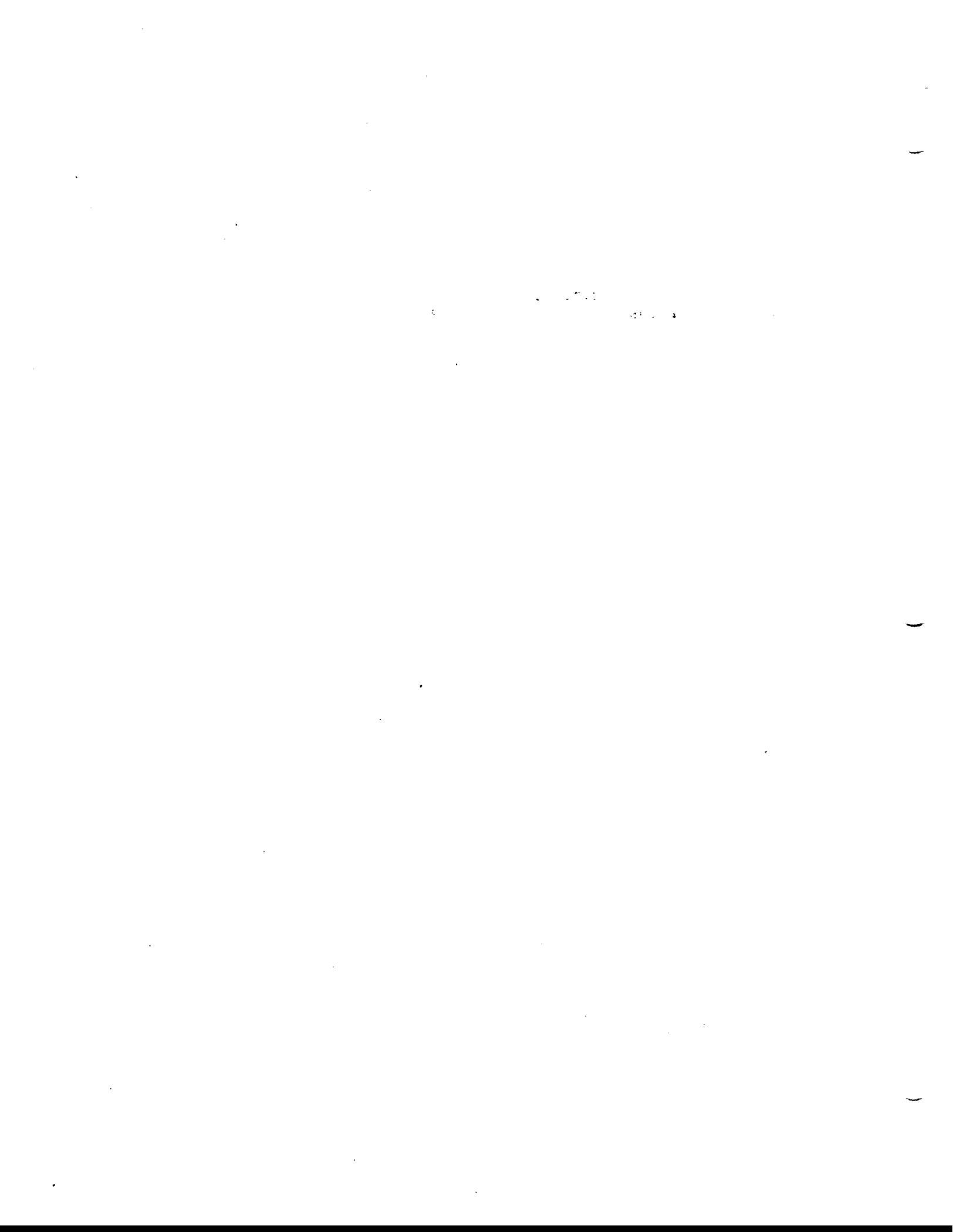
CHAPTER I

ADMINISTRATION OF NAVY CAMPUS PROGRAMS

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CHAPTER I

ADMINISTRATION OF NAVY CAMPUS PROGRAMS

101. INTRODUCTION

1. Navy Campus is a Navy-wide network which implements, manages, and promotes the Navy's voluntary education programs.

2. Navy Campus provides the following education programs and their support services:

a. Navy Campus Education Specialist Network - consists of civilian education specialists and education technicians located at major Navy installations throughout the world. These personnel ensure the proper implementation of off-duty education programs. Navy Campus education specialists function as installation and area voluntary education program coordinators. They serve as educational advisors to base/station commanding officers, provide assistance and technical guidance to military educational service officers (ESOs) and career counselors, and offer educational counseling and testing services to Navy personnel.

b. Tuition Assistance (TA) Program - a financial aid program which provides eligible personnel with a percentage of tuition costs for courses taken from accredited colleges, universities, and postsecondary trade, technical, theological, and business schools and 100 percent of tuition costs for credit courses applicable to the completion of a high school diploma or certificate.

c. Federally Legislated Education Benefits - financial assistance from the Department of Veterans Affairs (DVA) for eligible personnel pursuing off-duty education at approved institutions.

d. Program for Afloat College Education (PACE) - provides pre-college and college courses to eligible military personnel aboard deployed ships.

(1) In PACE I, colleges and universities under contract to the Navy provide courses aboard ships at sea taught by civilian instructors who deploy with the ship.

(2) PACE II classes offer instruction in courses using computers, video, and interactive video aboard ships. These classes are self-directed and self-paced and do not require embarked instructors, thus allowing small ships and submarines access to college courses.

e. Navy Campus Basic Skills Program - offers on-duty instruction in reading, English, and mathematics to ensure naval personnel possess the minimum skill levels necessary to successfully complete job training, function acceptably in a working environment, and qualify for advancement.

f. High School Completion Program - off-duty courses designed to meet high school diploma goals of personnel.

g. Servicemembers Opportunity Colleges Navy (SOCNAV) - a system of voluntary off-duty associate/bachelor's degree programs for Navy personnel. This national consortium of 2-year and 4-year regionally accredited colleges provides an interdisciplinary network of associate and bachelor degree programs related to the student's military job and accessible worldwide.

h. Defense Activity for Non-Traditional Education Support (DANTES) Testing and Independent Study Programs - supplement college and university programs and support service members in meeting their education goals by providing non-traditional education programs.

## 102. POLICIES

1. The Navy endorses and encourages the achievement of the following minimum educational goals:

- a. A high school diploma (or its equivalent) for all non-high school graduates. This goal should be accomplished no later than the end of the member's first enlistment.
- b. An associate degree for enlisted personnel.
- c. A baccalaureate degree for all officers.
- d. A graduate degree for those who so desire.

In consonance with these goals, as of 30 September 1991, active duty personnel participating in advancement exams who earn an associate or baccalaureate degree (or higher) from an institution recognized by the Council on Post-Secondary Accreditation (COPA) after entry into the service receive one competition point for associate degree completion and two competition points for baccalaureate degree or higher completion. To qualify, personnel must be on active duty, complete the degree subsequent to their entry into the naval service, and complete the degree during off-duty hours (not as part of the member's normal duties.) The points awarded for a degree earned on active duty will become a permanent part of an individual's record and may be used for all subsequent exams. The maximum points level for educational achievement is two points.

2. Navy Campus programs are primarily for active duty military personnel. Reservists, Department of Defense (DOD) employees, adult family members of military and DOD civilian personnel, military retirees, and civilians may participate in selected voluntary education services. Specific eligibilities are discussed in the appropriate chapters of this instruction. In the event it becomes necessary to restrict access to education services, the above rank order will apply unless precluded by local command directives.

3. Educational counseling shall be available on a continuing basis from Navy Campus education specialists. Active duty Navy personnel will be counseled prior to enrolling in a Navy Campus program. Each individual shall be provided educational counseling within 30 days of arrival at a new duty station.

4. Navy Campus services should be provided at every Navy command (afloat and ashore). The functions and size of the servicing staff will vary according to the population, needs, and facilities of the command.

5. Naval personnel shall be encouraged to participate in voluntary education programs.

103. GOALS. The goals of Navy Campus are:

1. To enhance the professional development of all personnel.
2. To develop the managerial and leadership capabilities of all personnel.
3. To assist in the preparation of personnel for advancement/promotions in rate/rank.
4. To assist in the preparation of personnel for more complex training in an increasingly technical Navy.
5. To enhance the opportunity for upward mobility of enlisted personnel.
6. To provide educational opportunities at all levels which encourage an individual's sense of personal worth and accomplishment.
7. To support the Chief of Naval Operations' goals for pride, professionalism, and personal excellence.

104. RESPONSIBILITIES

1. The Chief of Naval Education and Training is responsible for Navy Campus educational programs. Program management and direction are provided by CNET (N-64) through the Commanding Officer, Naval Education and Training Program Management Support Activity (NETPMSA). The Commanding Officers of the Naval Education and Training Support Centers (NETSCs), Atlantic and Pacific, report to the Commanding Officer, NETPMSA in executing Navy voluntary education programs.

a. CNET. As program manager for voluntary education programs, makes program policy interpretations, provides program direction and oversight, performs resource validation and acquisition, and evaluates program effectiveness.

b. NETPMSA. Provides day-to-day management of the Navy Campus Network for CNET:

(1) Coordinates and implements program objectives, directing the NETSCs' day-to-day operations.

(2) Provides contract administration for PACE and Basic Skills.

(3) Provides program guidance to the field in achieving program objectives set by CNET.

(4) Performs program evaluation to determine the achievement of program objectives.

(5) Distributes and manages funds to the NETSCs per CNET guidance, advising CNET of program funding shortfalls as they develop.

(6) Implements the Navy Campus Management Information System.

(7) Advises the CNET program manager of the need for program evaluation studies.

(8) In accordance with CNETINST 1560.2F, manages a continuing program for evaluation of unclassified Navy training courses, ratings, and Naval Enlisted Classifications (NECs) for potential college credit by the American Council on Education (ACE).

(9) Provides program data feedback to CNET monthly to include funds expended in each program, participation in each program, and number of courses held in PACE and Basic Skills.

(10) Coordinates consolidated Navy Campus conferences.

(11) Provides resource development assistance to CNET for voluntary educational programs, as required.

(12) Provides functional management of the Navy's National Apprenticeship Program (NNAP) and the Enlisted Education Advancement Program (EEAP).

(13) Ensures NETSCs review Memorandums of Understanding (MOUs) and base-wide assessments per reference (b).

2. Navy Campus offices are grouped by areas as follows:

a. NETSCPAC

(1) PACIFIC SOUTHWEST AREA - SAN DIEGO, CALIFORNIA

New Mexico, Arizona, and that portion of Southern California extending from San Diego to Point Mugu and Port Hueneme, CA.

(2) CENTRAL PACIFIC AREA - ALAMEDA, CALIFORNIA

California (north of Point Mugu and Port Hueneme), Nevada,  
Nebraska.

(3) WESTERN PACIFIC AREA - NAVAL STATION, GUAM

Japan, Okinawa, Korea, Philippines, Guam, Hong Kong,  
Singapore, Thailand, Diego Garcia, and Australia.

(4) HAWAII AREA - PEARL HARBOR, HAWAII

Midway Island and Hawaii

(5) AFLOAT PROGRAMS COORDINATOR - SAN DIEGO, CALIFORNIA

Coordinates Afloat Programs throughout the Pacific.

(6) NORTHERN PACIFIC AREA - BREMERTON, WASHINGTON

Alaska, Idaho, Oregon, Utah, Washington, Wyoming, Montana,  
Colorado.

b. NETSCLANT

(1) NORTHEASTERN AREA - GROTON, CONNECTICUT

Ohio, Maryland, Delaware, Washington DC, New Jersey,  
Pennsylvania, New York, Michigan, Connecticut, Vermont, Maine, New Hampshire,  
Massachusetts, Rhode Island.

(2) CENTRAL EASTERN AREA - NORFOLK, VIRGINIA

Virginia, North Carolina, Kentucky, Guantanamo Bay, Cuba,  
Bermuda, West Virginia.

(3) SOUTHEASTERN AREA - JACKSONVILLE, FLORIDA

Florida (excluding West of the Aucilla River), Georgia,  
Puerto Rico, South Carolina.

(4) MIDWESTERN AREA - PENSACOLA, FLORIDA

Florida (West of Aucilla River), Alabama, Mississippi,  
Arkansas, Texas, New Mexico, Oklahoma, Kansas, North Dakota, South Dakota,  
Missouri, Iowa, Minnesota, Wisconsin, Illinois, Indiana, Wyoming, Tennessee,  
Louisiana.

(5) EUROPEAN AREA - ROTA, SPAIN

All United States naval forces assigned to Europe, the Mediterranean, and Iceland.

(6) AFLOAT PROGRAMS COORDINATOR - NORFOLK, VIRGINIA

Coordinates afloat programs throughout the Atlantic plus the Basic Skills Program Ashore.

3. Navy Campus programs are coordinated by Navy Campus education specialists. Commanding officers of major shore installations shall designate the Navy Campus senior education specialists as principal education advisors to coordinate base-wide and area-wide programs.

4. The Navy Campus network of education specialists implements educational programs at the direction of the CO, NETSC LANT and PAC. Navy Campus education specialist primary duties are outlined in reference (b). They include but are not limited to the following:

a. Manage the local Navy Campus education center.

b. Ensure dissemination of information regarding voluntary education opportunities.

c. Provide counseling to all personnel regarding their educational objectives and provides close support to facilitate goal attainment. Counseling services include, but are not limited to:

(1) Assisting personnel in establishing an educational goal based on the individual's academic background, aptitudes, work experience, and career objectives.

(2) Providing a preliminary evaluation of prior civilian and military education, training, and experience to determine number and kind of college credits already attained.

(3) Recommending appropriate and accessible schools, courses, programs, degrees.

(4) Recommending and/or administering appropriate or required tests.

(5) Assisting in enrolling in educational institutions and programs.

(6) Providing information on financial aid programs and procedures.

(7) Providing guidance in progressing toward an educational goal presenting alternate and non-traditional methods available.

d. Conduct regularly scheduled education services workshops for the purpose of training education services personnel, career counselors, and command master chiefs.

e. Coordinate and manage the distribution of services and benefits for the Tuition Assistance Program, PACE, Basic Skills and High School Completion Program, DANTES Testing and Independent Study Program, Federally Legislated Educational Benefits, SOCNAV, and market the Navy's National Apprenticeship Program.

f. Present educational briefings/orientation sessions.

g. Maintain liaison with the civilian education community.

h. Assist base/ship commanding officers by conducting an educational needs assessment and preparing a base/ship voluntary education plan at least every three years.

i. Recommend institutions and courses for on-base educational programs.

j. Assist base commanding officers in selecting appropriate on-base education institutions and developing MOUs with the institutions serving the command.

k. Monitor on-base programs to ensure that the educational needs of personnel are being met by the delivery of quality programs and that the on-base institutions are in compliance with appropriate regulations and requirements.

5. Embarkation authority for Navy Campus education specialists performing professional services aboard ships at sea should be requested by the command from their fleet commander in accordance with OPNAVINST 5720.2L.

6. Commanding Officers of Host Commands:

a. Encourage participation in Navy Campus programs.

b. Establish an on-base education center to provide Navy Campus service (basic skills through graduate level) for all assigned and/or attached military personnel, including tenant commands. This includes nonreimbursable provisions of office space and equipment, audiovisual equipment, utilities, metered mail service, telephone and janitorial service, and, where available, funds and clerical assistance under the provisions of a host/tenant agreement in support of the command's educational needs.

c. Designate the senior Navy Campus education specialist as their principal staff advisor on voluntary education and their representative in liaison with education institutions, agencies, and enterprises.

d. Support the Navy Campus education specialist in conducting educational needs assessments and publishing the base voluntary education plan.

e. Enter into Memorandums of Understanding (MOUs) with colleges for delivery of on-base programs to fulfill educational requirements identified by needs assessments.

f. Provide input to the respective Navy Campus area coordinator on the annual performance evaluation of the on-site Navy Campus education specialist.

g. Ensure command participation in workshops conducted by Navy Campus for ESOs and career counselors.

105. EDUCATIONAL SERVICES OFFICER (ESO) FUNCTIONS AND RESPONSIBILITIES.

Regardless of command structure or size, the command educational services officers must be familiar with the following functions and responsibilities common to the administration of Navy Campus programs. The ESO should obtain NAVEDTRA 10460-A, Chapter 3, which addresses duties of the ESOs.

1. Provide maximum publicity to command personnel concerning the educational opportunities available.

2. Refer Navy personnel to the Navy Campus education specialist for assistance in determining educational levels, aptitudes, and objectives.

3. In conjunction with the Navy Campus education specialist, determine requirements for command conducted programs to meet the educational needs of personnel.

4. Maintain liaison with command career counselor personnel.

5. Maintain data on participation in programs conducted by the command as required by pertinent directives.

106. BASE/SHIP NEEDS ASSESSMENT AND EDUCATION PLAN

1. An educational needs assessment consists of a survey of the educational goals, plans, and interests of the personnel attached to a base/ship for permanent duty. An in-depth analysis of an education needs assessment provides the information needed to prepare the base/ship voluntary education plan, which describes the available/planned on-base or shipboard voluntary education programs. The Base/Ship Education plan is written to ensure that the educational needs of the personnel are being met.

2. The Off-Duty Educational Survey (CNET-GEN 1560/9) is designed specifically to conduct educational needs assessments and to develop the base/ship education plan. (See Exhibit I-A). This form is a sample and may assist in determining needs. Locally prepared instruments may be used. Where located, Navy Campus education specialists are available to provide technical advice and assistance in conducting educational needs assessments.

107. REPORTS

1. At all levels, financial planning and program development/evaluation require accurate and current information. The Navy Campus Operations Report provides the data needed.

a. The Navy Campus Operations Report consists of data on: PACE, basic skills, manpower, degree completions, on-base programs, and other education services provided by Navy Campus personnel. It includes number of individual enrollees, number of courses, and program trends. It also provides anecdotal information such as unusual situations or circumstances which may affect program performance.

b. The Navy Campus Operations Report is compiled by NETSCLANT/PAC from data received from the Navy Campus field offices and is submitted monthly to NETPMSA (Code 043).

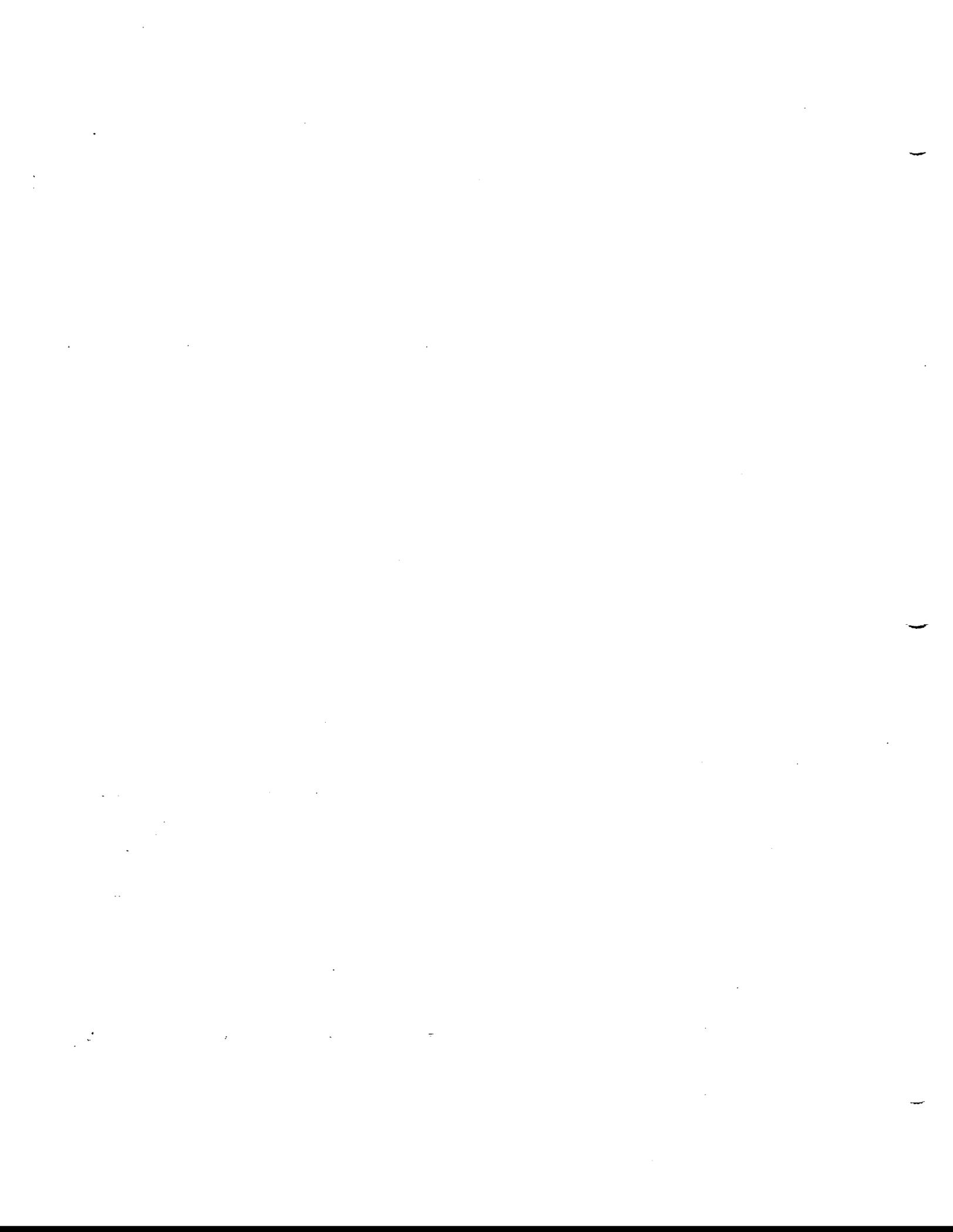
2. Data from the Navy Campus Operations Reports and TA data is submitted monthly by NETPMSA to CNET (Code N-64).



OFF-DUTY EDUCATIONAL SURVEY

It is requested that you complete the questions below by marking the appropriate box next to your answer. Use an ordinary black lead pencil (not ink or ball point). Mark your answers clearly with one answer per question.

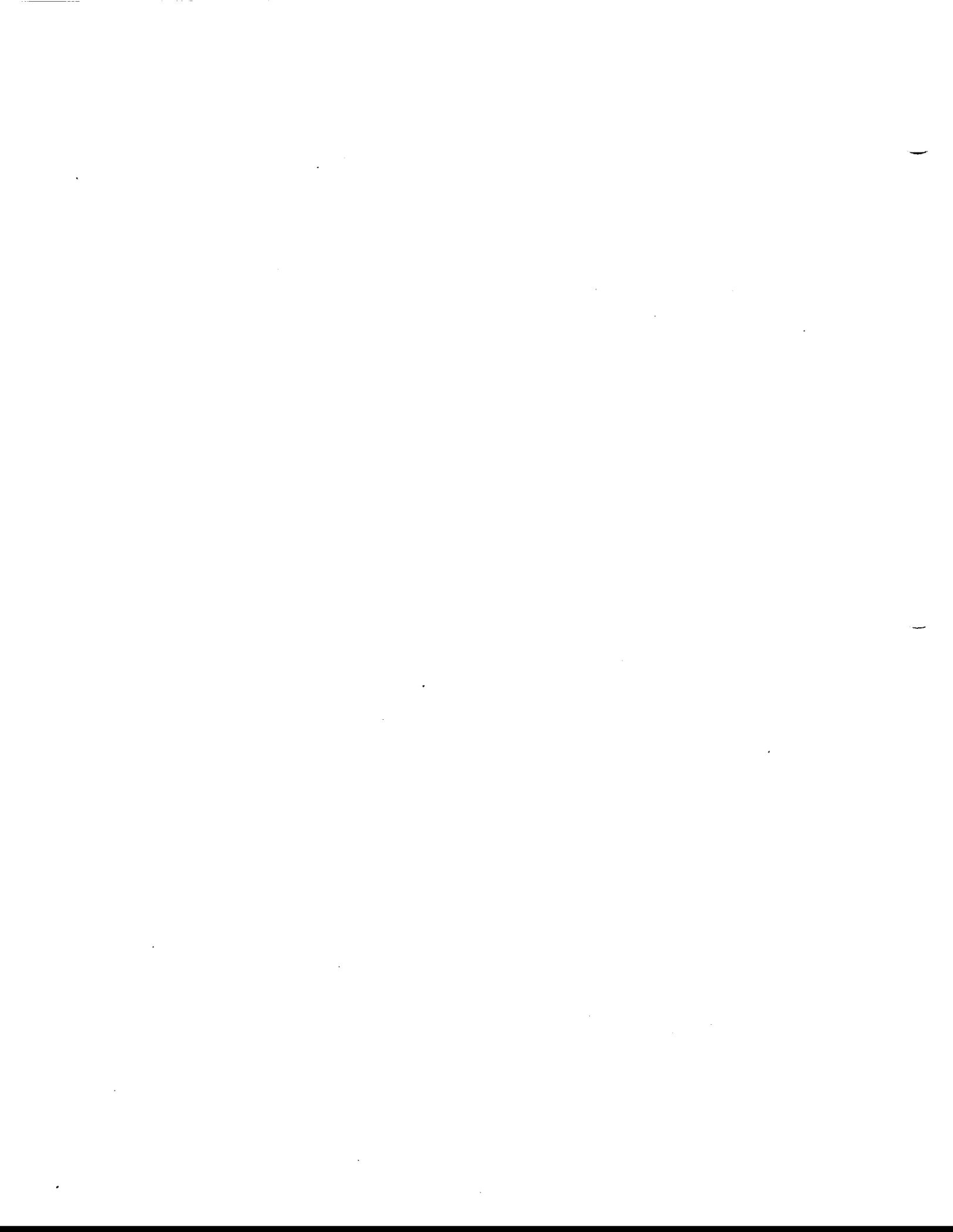
| Name (Print - last, first, middle initial)  |  | RANK/RATE   |  | ACTIVITY OR UIC                           |                                    |
|---|--|---|--|---|------------------------------------|
| 1. PRESENT MILITARY STATUS  |  |   |  |   |                                    |
| ENLISTED  | <input type="checkbox"/> E-1   | <input type="checkbox"/> E-2  | <input type="checkbox"/> E-3                                   | <input type="checkbox"/> E-4              | <input type="checkbox"/> E-5       |
|   | <input type="checkbox"/> E-6   | <input type="checkbox"/> E-7  | <input type="checkbox"/> E-8                                   | <input type="checkbox"/> E-9              |                                    |
| WARRANT OFFICER   | <input type="checkbox"/> W-1   | <input type="checkbox"/> W-2  | <input type="checkbox"/> W-3                                   | <input type="checkbox"/> W-4              |                                    |
| OFFICER   | <input type="checkbox"/> O-1   | <input type="checkbox"/> O-2  | <input type="checkbox"/> O-3                                   | <input type="checkbox"/> O-4              | <input type="checkbox"/> O-5       |
|   | <input type="checkbox"/> O-6   | <input type="checkbox"/> O-7  | <input type="checkbox"/> O-8                                   | <input type="checkbox"/> O-9              |                                    |
| 2. YEARS SERVICE  |  |   |  |   |                                    |
| <input type="checkbox"/> 0  | <input type="checkbox"/> 1   | <input type="checkbox"/> 2  | <input type="checkbox"/> 3                                     | <input type="checkbox"/> 4                | <input type="checkbox"/> 5         |
| <input type="checkbox"/> 6  | <input type="checkbox"/> 7   | <input type="checkbox"/> 8  | <input type="checkbox"/> 9                                     | <input type="checkbox"/> 10               | <input type="checkbox"/> 11        |
| <input type="checkbox"/> 12   | <input type="checkbox"/> 13  | <input type="checkbox"/> 14   | <input type="checkbox"/> 15                                    | <input type="checkbox"/> 16               | <input type="checkbox"/> 17        |
| <input type="checkbox"/> 18   | <input type="checkbox"/> 19  | <input type="checkbox"/> 20   | <input type="checkbox"/> 21 AND OVER                           |   |                                    |
| 3. PRESENT EDUCATIONAL LEVEL  |  |   |  |   |                                    |
| <input type="checkbox"/> NO HIGH SCHOOL DIPLOMA OR EQUIVALENCY  | <input type="checkbox"/> HIGH SCHOOL DIPLOMA/ GED EQUIVALENCY                                  | <input type="checkbox"/> SOME COLLEGE   | <input type="checkbox"/> ASSOCIATE DEGREE                      | <input type="checkbox"/> BACHELORS DEGREE |                                    |
| <input type="checkbox"/> GRADUATE CREDIT NO DEGREE  | <input type="checkbox"/> MASTERS DEGREE  |   |  |   |                                    |
| 4. HAVE YOU HEARD OF THE NAVY CAMPUS?   |  |   | 5. HAVE YOU EVER CONTACTED A NAVY CAMPUS EDUCATION SPECIALIST? |   |                                    |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  |  |   | <input type="checkbox"/> YES <input type="checkbox"/> NO       |   |                                    |
| 6. DO YOUR MILITARY DUTIES PERMIT YOU TO ENROLL IN OFF-DUTY EDUCATION CLASSES?  |  |   |  |   |                                    |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTLY <input type="checkbox"/> UNCERTAIN   |  |   |  |   |                                    |
| 7. WOULD YOU ENROLL IN OFF-DUTY EDUCATION CLASSES IF OFFERED?   |  |   |  |   |                                    |
| <input type="checkbox"/> I AM PRESENTLY ENROLLED <input type="checkbox"/> YES, I WOULD ENROLL FOR NEXT SEMESTER <input type="checkbox"/> YES, I WOULD PROBABLY ENROLL WITHIN THE NEXT FEW YEARS <input type="checkbox"/> NOT SURE <input type="checkbox"/> NO |  |   |  |   |                                    |
| 8. ARE YOUR OFF-DUTY EDUCATION REQUIREMENTS SATISFIED BY PROGRAMS CURRENTLY AVAILABLE IN THE AREA?  |  |   |  |   |                                    |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PARTLY <input type="checkbox"/> UNCERTAIN   |  |   |  |   |                                    |
| 9. MY IMMEDIATE GOAL IS   |  |   |  |   |                                    |
| <input type="checkbox"/> GED CREDENTIAL   | <input type="checkbox"/> HIGH SCHOOL DIPLOMA   | <input type="checkbox"/> OCCUPATIONAL CERTIFICATE                                 | <input type="checkbox"/> ASSOCIATE DEGREE                      | <input type="checkbox"/> BACHELORS DEGREE |                                    |
| <input type="checkbox"/> MASTERS DEGREE   | <input type="checkbox"/> BEYOND MASTERS  | <input type="checkbox"/> UNCERTAIN  | <input type="checkbox"/> OTHER                                 |   |                                    |
| 10. WHAT TYPE PROGRAM YOU WOULD ENROLL IN IF SCHEDULED CONVENIENTLY? (If presently enrolled and satisfied, do not mark)   |  |   |  |   |                                    |
| <input type="checkbox"/> BUSINESS ADMINISTRATION (accounting, sys/management, marketing)  | <input type="checkbox"/> TECHNOLOGY (electronics, construction, computer, engineering, etc.)   | <input type="checkbox"/> SOCIAL STUDIES (history, sociology, psychology, etc.)    |  |   |                                    |
| <input type="checkbox"/> HUMANITIES (language, religion, philosophy, etc.)  | <input type="checkbox"/> EDUCATION (teacher, counselor, educational admin, etc.)               | <input type="checkbox"/> SCIENCE (biology, chemistry, physics, mathematics, etc.) |  |   |                                    |
| <input type="checkbox"/> ENGINEERING (civil, mechanical, electrical, etc.)  | <input type="checkbox"/> ALLIED HEALTH FIELDS (medical records, admin, nursing, EMS/EMT, etc.) | <input type="checkbox"/> VOCATIONAL (auto mech, welding, a/c, plumbing, etc.)     |  |   |                                    |
| <input type="checkbox"/> LAW ENFORCEMENT  | <input type="checkbox"/> HIGH SCHOOL COMPLETION  | <input type="checkbox"/> GED TEST REVIEW COURSE                                   |  |   |                                    |
| <input type="checkbox"/> NOT APPLICABLE   | <input type="checkbox"/> OTHER (list)  |   |  |   |                                    |
| 11. WHERE DO YOU PREFER TO ATTEND OFF-DUTY CLASSES? (if aboard ship, mark "not applicable")   |  |   |  |   |                                    |
| <input type="checkbox"/> NAVAL INSTALLATION <input type="checkbox"/> ON CAMPUS <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> NO PREFERENCE   |  |   |  |   |                                    |
| 12. WHICH SCHEDULE BEST MEETS YOUR NEEDS?   |  |   |  |   |                                    |
| <input type="checkbox"/> EIGHT WEEK TERM  | <input type="checkbox"/> TEN WEEK TERM   | <input type="checkbox"/> TWELVE WEEK TERM   | <input type="checkbox"/> SIXTEEN WEEK TERM                     | <input type="checkbox"/> NO PREFERENCE    |                                    |
| 13. WHICH TWO WEEKDAY EVENINGS USUALLY ARE THE MOST CONVENIENT FOR YOU TO ATTEND CLASS? (Choose two)  |  |   |  |   |                                    |
| <input type="checkbox"/> MONDAY   | <input type="checkbox"/> TUESDAY   | <input type="checkbox"/> WEDNESDAY  | <input type="checkbox"/> THURSDAY                              | <input type="checkbox"/> FRIDAY           |                                    |
| 14. WHAT IS THE MOST CONVENIENT TIME FOR WEEKDAY OFF-DUTY EDUCATION?  |  |   |  |   |                                    |
| <input type="checkbox"/> 1600-1800  | <input type="checkbox"/> 1600-1900   | <input type="checkbox"/> 1700-2000  | <input type="checkbox"/> 1800-2000                             | <input type="checkbox"/> 1800-2100        |                                    |
| <input type="checkbox"/> 2000-2200  | <input type="checkbox"/> LUNCH TIME  |   |  |   |                                    |
| 15. WOULD YOU ATTEND OFF-DUTY EDUCATION CLASSES ON SATURDAY OR SUNDAY?  |  |   |  |   |                                    |
| <input type="checkbox"/> SATURDAY ONLY <input type="checkbox"/> SUNDAY ONLY <input type="checkbox"/> SATURDAY AND SUNDAY  |  |   |  |   |                                    |
| 16. WHICH ONE OF THE LISTED SOURCES ARE YOU USING OR PLAN TO USE TO FINANCE YOUR EDUCATIONAL/VOCATIONAL PROGRAM WHILE ON ACTIVE DUTY?   |  |   |  |   |                                    |
| <input type="checkbox"/> TUITION ASSISTANCE   | <input type="checkbox"/> VIETNAM ERA G.I. BILL   | <input type="checkbox"/> YEAP   | <input type="checkbox"/> MONT G.I. BILL                        | <input type="checkbox"/> EDUCATIONAL LOAN | <input type="checkbox"/> OWN       |
|   |  |   |  | <input type="checkbox"/> OTHER            | <input type="checkbox"/> UNDECIDED |



CHAPTER II

CIVILIAN SCHOOLS AND ACADEMIC CREDIT  
FOR MILITARY TRAINING/WORK EXPERIENCE

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CHAPTER II

CIVILIAN SCHOOLS AND ACADEMIC CREDIT  
FOR MILITARY TRAINING/WORK EXPERIENCE

201. ESTABLISHING ON-BASE EDUCATION PROGRAMS. To ensure quality education, CNET requires the following factors be considered when establishing on-base programs and selecting academic institutions to participate in such programs.

1. The establishment, continuation, or termination of an on-base program should be determined by the needs assessment (refer to Chapter I.106). Minimum criteria for selecting individual colleges is contained in OPNAVINST 1560.9.

2. The MOU must thoroughly detail the specific criteria for any academic institution holding a current MOU on-board any U.S. Navy installation. The MOU should include, but not be limited to, the following: scope of agreement, definitions, responsibilities of the commanding officer, and responsibilities of academic institutions (on-base counseling, length of term, program publicity, acceptance of credit for education experiences, admissions standards, testing policies, graduation requirements, library support, use of adjunct faculty, etc.). Sample formats for MOUs are available from the appropriate NETSC. All documentation regarding negotiations with institutions adding on-base programs or changing participating institutions must be retained in Navy Campus office files. MOUs will be reviewed and verified every 3 years.

3. Where no Navy Campus education specialist is assigned, commands desiring educational services should contact the cognizant headquarters:

Commanding Officer  
Naval Education and Training Support Center, Atlantic  
Bldg. Z-86  
Naval Station  
Norfolk, VA 23511-6197  
AUTOVON: 564-4526  
Commercial: 804-444-4526

or

Commanding Officer  
Naval Education and Training Support Center, Pacific  
Bldg. 110  
921 West Broadway  
San Diego, CA 92132-5105  
AUTOVON: 522-1375  
Commercial: 619-532-1375

202. ESTABLISHING SHIPBOARD EDUCATION PROGRAMS. See Chapter V - PROGRAM FOR AFLOAT COLLEGE EDUCATION (PACE)

203. CREDIT FOR MILITARY TRAINING AND WORK EXPERIENCES. Naval personnel may obtain academic credit from civilian schools for certain educational or work experiences achieved while performing normal military duties, as recommended by the ACE in the Guide to the Evaluational Experiences in the Armed Services (ACE Guide). Academic credit is granted only by civilian educational institutions and may be applied toward the requirements of a vocational certificate, associate, baccalaureate, or graduate degree. Colleges/universities which participate in the SOCNAV consortium programs award credit for applicable military courses or experiences. However, academic credit is not guaranteed in advance. The granting of academic credit is solely the prerogative of each educational institution or state department of education. In selecting schools to conduct on-base programs and in recommending off-base schools, the Navy Campus education specialist should make every effort to recommend an institution which adheres to the recommendations in the ACE Guide. These arrangements should be included in the MOU for on-base programs.

204. APPLYING FOR CREDIT FOR MILITARY EXPERIENCE

1. When no Navy Campus education specialist is available, the command ESO should assist and advise personnel to apply for academic credit for military experience. Reference should be made to the ACE Guide (available through DANTES) which provides a listing of credit recommendations for service schools and ratings. A recommendation of credit is no guarantee that the amount of credit will be granted. Neither the Navy nor ACE award academic credit. Academic credit for an individual's military educational experiences can only be awarded by the civilian school where the individual is seeking admission, or from a state department of education where the individual requests a high school diploma or equivalency certificate.

2. With the assistance of the ESO or custodian of military records, the servicemember will prepare and submit to the civilian school the Application for the Evaluation of Educational Experiences During Military Service (DD Form 295). When completing the DD Form 295, the preparer should ensure it is addressed to the school where the applicant is seeking credit and that all military course titles, numbers, and locations have been verified. Complete information on this form is of the utmost importance.

205. EMPLOYMENT BY CIVILIAN EDUCATION INSTITUTIONS

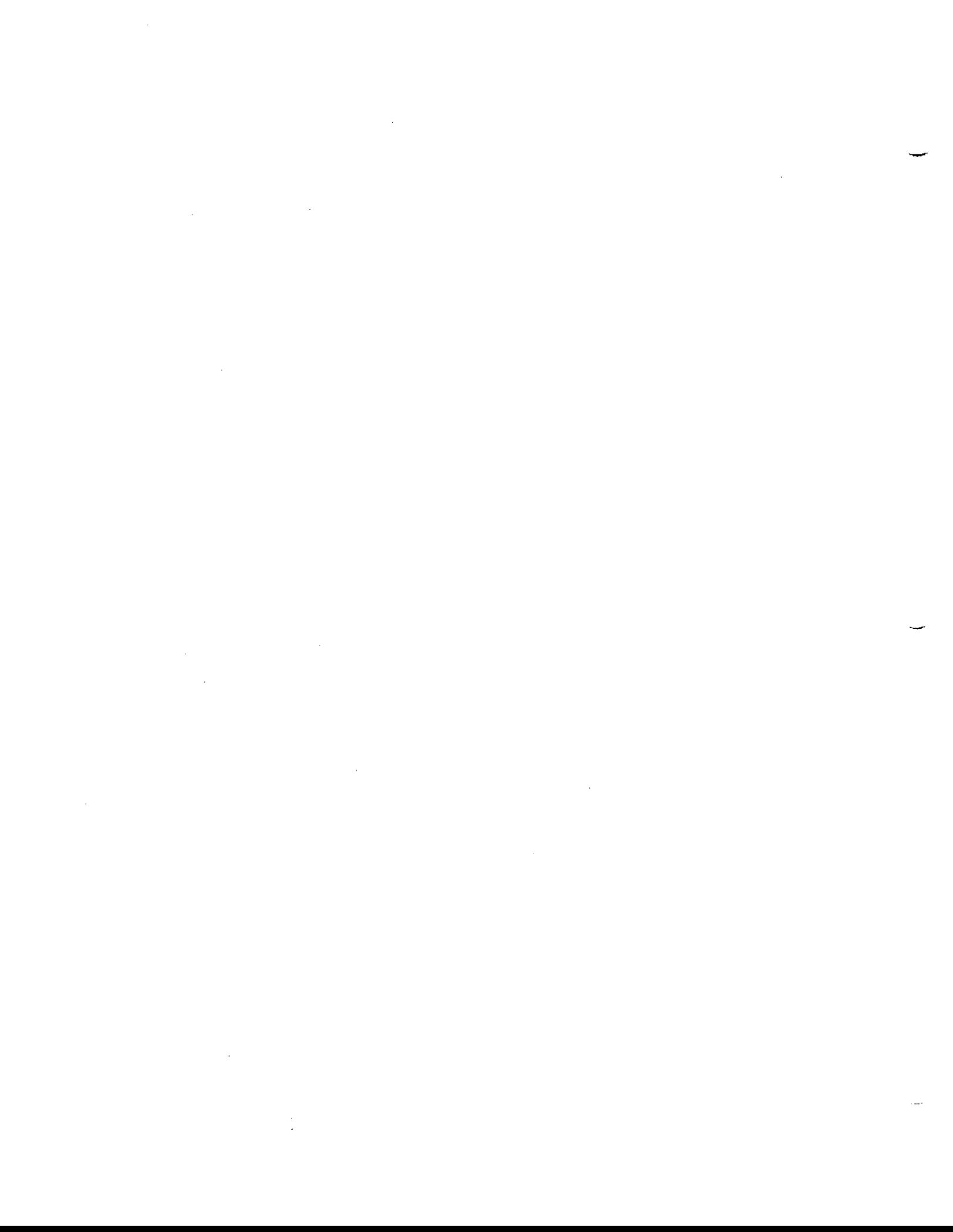
1. Uniformed naval personnel may be employed by civilian educational institutions in their off-duty time in educational positions, such as instructors and proctors, as long as such employment is not contrary to law or regulations. The use of military instructors in the PACE and the Navy Campus Basic Skills Program is prohibited. Command ESO personnel cannot be employed by a civilian institution offering classes to the command as this constitutes a conflict of interest.

2. Civilian employees of or military personnel having responsibilities related to the Navy Campus program are expressly prohibited from teaching, coordinating, or managing any classes for academic institutions with MOUs to teach programs onboard naval installations. Such action constitutes a conflict of interest.

**206. USE OF EDUCATION FACILITIES FOR PERSONAL COMMERCIAL SOLICITATION.**  
SECNAVINST 1740.2D governs standards for personal commercial transactions on military installations. It requires that commercial solicitations be made only by specific appointment and at places and times designated by the installation commanding officer. It also requires that every solicitor be given equal opportunity to complete appointments.

1. Commands may receive inquiries concerning the propriety of allowing the use of educational facilities by agents of correspondence and other commercial educational enterprises. If the agents are commission-earning salesmen of profit making establishments, as distinguished from salaried representatives of nonprofit educational institutions, they are not eligible to use educational office facilities.

2. The Department of the Navy does not endorse any company, product, or service. Permitting commission-earning personnel to operate in or through education services office facilities would violate the uniform procedures established for consumer protection worldwide. If any permissive solicitation arrangements exist, including the use of education staff and facilities, they should be terminated. Only those arrangements complying with the standards established in the aforementioned SECNAV instruction are permitted.



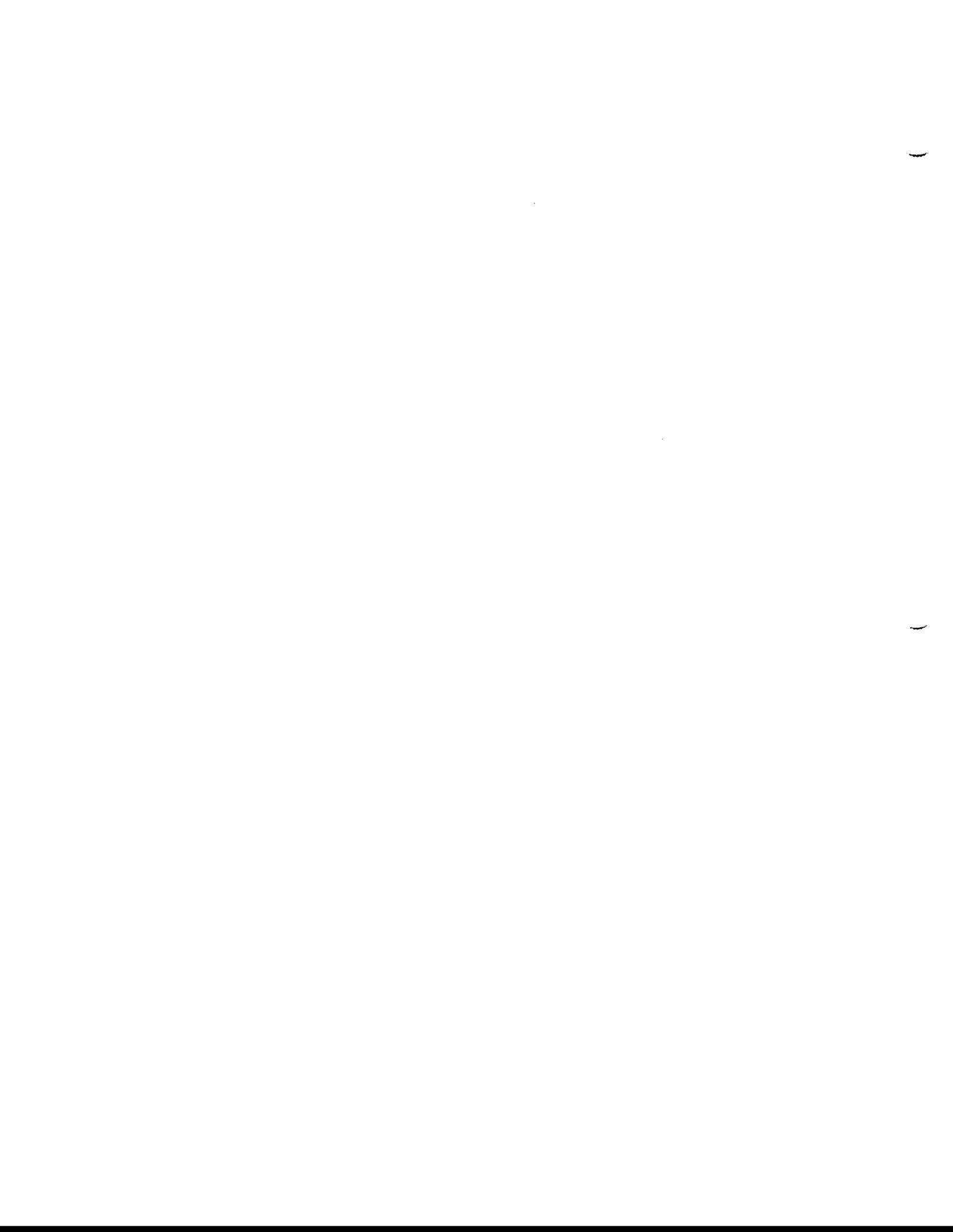
CHAPTER III

TUITION ASSISTANCE PROGRAM

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CHAPTER III

TUITION ASSISTANCE PROGRAM

301. INTRODUCTION. The tuition assistance (TA) program provides financial assistance to eligible personnel who attend approved educational institutions in accordance with paragraph 303 on an off-duty basis to earn a high school diploma, vocational certificate, or a college degree.

302. ELIGIBLE PERSONNEL. TA is available to Regular Navy personnel, Naval Reservists on continuous active duty, Naval Reservists ordered to active duty for 120 days or more, and members of the other U.S. military services assigned to duty with the Navy, excluding foreign military.

1. Enlisted and officer personnel of the Regular Navy and Naval Reserve must be on active duty for the entire duration of the course(s). If sufficient active duty service time does not remain to complete a course, TA may be authorized for enlisted personnel upon presentation of approved extension or reenlistment authorization; for officers, upon presentation of an approved extension from the appropriate community detailee, Bureau of Naval Personnel (BUPERS).

2. Commissioned officers may obtain TA for undergraduate or graduate coursework. The graduate education does not have to relate to a subspecialty. Officers are not required to have special approval for the graduate education courses they take using TA. However, those officers who are pursuing graduate work in a subspecialty-related area are advised to seek course approval from the Naval Postgraduate School (or the Naval Health Sciences Education and Training Command in case of the medical department officers) prior to enrollment to ensure that a subspecialty will in fact be awarded. A listing of subspecialty sponsors is contained in NAVPERS Manual 15839F (Part E). Officers should discuss subspecialty education requirements with the Manager, Civilian Institutions Program at the following address:

Superintendent  
Naval Postgraduate School  
Code 031  
Monterey, CA 93943-5000  
AUTOVON: 878-2319  
Commercial: (408) 646-2319

Officers of any branch of the Medical Department needing advice on any medical education and training issue, contact:

Commanding Officer  
Code 2  
Naval Health Sciences Education  
and Training Command (HSETC)  
Bethesda, MD 20814-5022

a. All regular officers must agree to remain on active duty for at least 2 years following the end of the last course of instruction or have at least 2 years of service remaining prior to separation or retirement. Repayment of TA funds does not release the officer from this obligation.

b. Reserve officers on active duty are eligible for TA if they have 2 years active duty remaining upon completion of the last course.

3. Personnel must not be in a duty-under-instruction status, either full-time or part-time, or in an officer accession program which involves essentially full-time instruction at a civilian institution. An exception can be authorized for courses taken during off-duty hours when such courses are separate and distinct from, and not required as a part of, the duty-under-instruction. This determination will be made by the senior education specialist.

4. Personnel in confinement, but not awarded a punitive discharge, may receive TA. Personnel awarded punitive discharge who are in confinement or on appellate leave are ineligible for TA. Servicemembers convicted by foreign courts, serving sentences in foreign prisons, and pending administrative vice punitive discharge are ineligible for TA.

5. The prospective student must have been counseled by a Navy Campus education specialist prior to authorization of TA. For first time TA users, a Navy Campus education file must be established.

6. TA applicants serviced by mail must be counseled by phone or mail and an education plan developed and held by the cognizant Navy Campus office.

7. Personnel of other U.S. military services (and members of the Coast Guard) who are attached to Navy commands must meet the eligibility criteria of their parent service when applying for Navy TA. However, TA authorized to members of other services will be paid at the rate of authorization for Navy personnel.

303. APPROVED INSTITUTIONS. The criteria for determining TA eligibility of an institution is accreditation by either a regional or national accrediting agency recognized by the COPA and identified in the current issue of Accredited Institutions of Post-secondary Education published by the ACE. Schools in candidacy status are not approved for TA. Schools in probation status are approved for TA.

1. Institutions which grant diplomas, certificates, associate, baccalaureate, or graduate degrees shall be accredited by one of the following regional or national accrediting commissions:

|             |  |
|-------------|--|
| AABC        | American Association of Bible Colleges   |
| AARTS       | Association of Advanced Rabbinical and Talmudical Schools  |
| ABHES       | Accrediting Bureau of Health Education Schools   |
| AICS        | Association of Independent Schools and Colleges  |
| ATS         | Association of Theological Schools   |
| MSA-CHE     | Middle States Association of Colleges and Secondary Schools,<br>Commission on Higher Education               |
| NASC        | Northwest Association of Schools and Colleges  |
| NATTS       | National Association of Trade and Technical Schools  |
| NEASC-CIHE  | New England Association of Schools and Colleges-<br>Commission on Institutions of Higher Education           |
| NEASC-CVTCI | New England Association of Schools and Colleges-<br>Commission on Vocational, Technical, Career Institutions |
| NCA         | North Central Association of Colleges and Schools  |
| NHSC        | National Home Study Council  |
| SACS-CC     | Southern Association of Colleges and Schools-<br>Commission on Colleges                                      |
| SACS-COEI   | Southern Association of Colleges and Schools-<br>Commission on Occupational Education Institutions           |
| WASC-Jr.    | Western Association of Schools and Colleges, Accrediting<br>Commission for Community and Junior Colleges     |
| WASC-Sr.    | Western Association of Schools and Colleges, Accrediting<br>Commission for Senior Colleges and Universities  |

2. Those institutions offering independent study courses must not only meet the criteria of paragraph 303.1 and be accredited by national accreditation agencies, but must also be listed in the DANTES Independent Study Catalog (DOD 1322.8), the DANTES Catalog of External Degree Programs, or the Guide to National Home Study Council Schools (NHSC) and the American Association of Bible Colleges (AABC) to be eligible for TA. (See paragraph 310.1 for further clarification.)

3. Certain foreign universities may be approved for TA; however, such institutions must be individually approved by NETPMSA (Code 043).

#### 304. APPROVED COURSES AND PROGRAMS

1. TA may be authorized for personnel meeting the eligibility criteria defined in paragraph 302 and for specific courses conducted by institutions meeting the criteria in paragraph 303. Courses and programs will be planned with the guidance of a Navy Campus education specialist or command ESO.

2. Priorities for TA are established in consonance with educational goals set forth in OPNAVINST 1560.9.

3. Tuition costs for postsecondary degree or certificate academic courses must be for academic credit expressed in quarter or semester hours.

4. Tuition for postsecondary vocational and technical courses must be for credit expressed in semester hours, quarter hours, or total clock hours.

Tuition must be obligated in increments of 18 weeks or less and for no more than 270 clock hours of instruction at a time.

5. Tuition for high school level courses must be expressed in carnegie units, semester hours, or quarter units.

6. TA may be used for non-credit English or mathematics college-preparation courses for which a grade is awarded only when no preparation courses for credit are available.

7. Physical education courses and/or recreation courses may be approved if required by the institution for degree completion, or if the applicant is a candidate for a degree with a major in physical education or recreation.

8. Civil Engineer Corps officers may submit TA applications for non-credit refresher courses to prepare for recurring professional licensing examinations specific to their military duties. Applications must be forwarded to the reporting NETSC for eligibility determination. These courses will be capped at the undergraduate rate of 75 percent of a maximum of \$125.00 per credit hour not to exceed \$285.00 per course.

9. Institutions which discriminate in any fashion concerning race, creed, or national origin will not be approved for TA. The Navy reserves the right, for cause, to suspend TA approval for any institution. TA may not be approved for any institution which bars military recruiters from its campus.

#### 305. RATE AND EXTENT OF ASSISTANCE

1. Federal law provides for multiple levels of TA. The level of assistance for Navy personnel meeting the eligibility requirements of paragraph 302 is capped as follows:

Undergraduate Courses (classroom or independent study). 75 percent of a maximum of \$125 per credit hour not to exceed \$285 per course.

Graduate Courses (classroom or independent study). 75 percent of a maximum of \$175 per credit hour not to exceed \$395 per course.

For vocational-technical courses measured in clock hours, TA will fund 75 percent of the clock-hour cost in increments as outlined in paragraph 304.4.

For approved independent study courses not measured in clock or semester hours of credit, the maximum allowable level of Navy support is capped at 75 percent of the cost of the course not to exceed \$1,000 per course. See paragraph 310.4 for further clarification of rate of reimbursement for independent study courses.

TA funds 75 percent of tuition after any scholarships, grants, or fellowships have been deducted (i.e., 75 percent of the cost to the student). Related course fees may also be included in addition to the cost of tuition for calculation of assistance borne by the Navy. (See paragraph 305a)

The level of assistance available to Navy members who do not have a high school diploma is 100 percent for high school completion courses and instructional related fees.

a. Direct expenses for instruction such as laboratory, studio, shop fees, materials, and supplies will be included in the computation of education expenses covered by the 75 percent limitation for off-duty education provided these costs are based on specific fees or charges customarily levied by educational institutions. Reimbursement of expenses authorized by this subparagraph is intended to cover costs incurred for use of equipment and for consumable supplies which will be expended over the duration of the course. It shall not cover the cost of tools, protective or other equipment, manuals, or textbooks which become the property of the student. In cases where flat fees are charged which include nonconsumable items, the institution must furnish an internal cost breakdown of the total cost of the course. Only that portion of the fee which meets the use and consumable criteria will be eligible for TA reimbursement. Examples of fees not authorized for TA are: entrance or enrollment fees (unless these fees are identified by the school as "fees in lieu of tuition"); record-maintenance fees; student activity fees; course registration fees; textbooks; nonconsumable materials; assembled items available commercially such as computers, televisions, robots; and fees for flight time, flying lessons, or noncredit aviation classes.

b. The established maximums do not mean that the Navy guarantees to pay the full amounts detailed in this paragraph. Budget constraints may require further TA policy changes. Within any ceilings imposed, priorities established in paragraph 304 apply.

2. Applicants must be counseled by a Navy Campus education specialist concerning education goals prior to receiving approval for TA.

306. LIMITATIONS. The following limitations are established:

1. Navy TA may not be authorized for:

a. any course for which the applicant is receiving assistance under any other provision of law where such a payment would constitute a duplication of benefits from the Federal Treasury. In cases where Federal grant monies are credited to the institutional student's accounts, the credited portion may not be calculated in the TA application. The TA will be calculated after grants, scholarships, fellowships have been subtracted from the cost of tuition.

b. audited courses.

c. funds obligated across fiscal years. Separate applications must be submitted for courses beginning in different fiscal years. The class starting date determines the fiscal year to be used.

d. courses previously completed (where a grade "D" or better was received).

e. physical education and/or recreation courses unless these courses are required by the institution for degree completion or the applicant is a candidate for a degree with a major in physical education or recreation. Request for waivers may be directed to the appropriate NETSC.

f. TA is not authorized for servicemembers in a duty-under-instruction status (see paragraph 302.3).

2. The Navy Campus education specialist has approval authority for TA. The following conditions must be met to approve TA:

a. an applicant's academic record must indicate that course prerequisites have been met.

b. for undergraduate students, an academic average of "C" (2.0 GPA on a 4.0 scale) on the previous 12 semester hours or equivalent taken under TA must be maintained.

c. for graduate students, an academic average of "B" on the previous 12 semester hours or equivalent taken under TA must be maintained.

d. classroom courses using TA must be completed not less than 90 days prior to the applicant's end of active obligated service (EAOS).

### 307. TUITION ASSISTANCE APPLICATION PROCEDURES

1. TA is intended as an advance for active duty Navy personnel to help defray out-of-pocket tuition expenses. Requests for TA must be submitted and approved before class convening dates except for mail-in requests which will be accepted for processing if received within 30 days after course start date. Applicants are responsible for prompt submission of properly completed Special Request/Authorizations (NAVPERS 1336/3) and TA Registration Forms (NAVEDTRA 1560/6) to the servicing Navy Campus office. All applicants are advised that until they are in receipt of a properly signed TA Authorization Form (NAVEDTRA 1560/5), approval of TA cannot be assumed.

2. TA for independent study is reimbursed after successful completion of studies. TA application procedures for independent study are covered in Paragraph 310.

3. Command approval to enroll in off-duty education courses is required to use TA. A command approved Special Request/Authorization verifying that the applicant's projected duty schedule will allow for participation in, and completion of, the course(s) for which TA is requested will be submitted to the Navy Campus office or mail-in address (Exhibit III-A) when TA is requested. The Special Request/Authorization must be submitted to Navy Campus prior to course registration.

4. Prior to course registration, the applicant will also complete, sign and submit the TA Registration Form - in person - to the local Navy Campus office, or when no local office is available, by mail to the designated mail-in address.

5. The local Navy Campus office, or designated mail-in office, will process and approve the TA request when the Special Request/Authorization and TA Registration Form have been submitted, eligibility criteria are met, and appropriate counseling has occurred. Upon approval the TA Authorization Form will be printed in the approving Navy Campus office. The authorization will be signed by the applicant and the Navy Campus Education Specialist. TA Authorization Forms are not valid until properly signed by a Navy Campus authorizing official.

6. The original signed TA Authorization Form will be returned to the applicant. This form will be submitted, by the applicant, to the school when registering for classes.

7. Any changes occurring at the time of registration must be immediately reported to the Navy Campus office authorizing the original TA. Under no circumstances will the applicant or the institution make any changes to the amount originally authorized. If the TA authorization is used to support a course other than the one(s) approved, the new course(s) must be acceptable as part of the applicant's planned educational goal previously approved by a Navy Campus Education Specialist.

8. TA will not normally be approved after the end of the institution's late registration deadline. However, waivers for late approval may be requested under circumstances other than failure of the applicant to know or follow established procedures and when such circumstances are unforeseeable and beyond the applicant's control. Waiver requests must be received within 90 days of course completion. An applicant's waiver request must be in written form and fully describe the circumstances that justify waiver approval. The waiver request must include a command approved Special Request/Authorization form, a completed and signed TA Registration Form, and a grade report (if the course has been completed). Waiver requests will be addressed to the commanding officer of the appropriate NETSC via the applicant's commanding officer, the appropriate Navy Campus office and the Navy Campus Area Coordinator.

9. The appropriate NETSC will make the final determination of approval/disapproval for waiver requests for classroom courses. Applicants will be notified of action taken. If the waiver is approved, the NETSC will return the TA request to the servicing Navy Campus office for processing.

#### 308. WITHDRAWALS, FAILURES, REIMBURSEMENTS, AND INCOMPLETES

1. Personnel who voluntarily withdraw prior to completing a course or who fail a course for which the Navy has agreed to pay any part, will be required to reimburse the share of tuition cost authorized and paid for by the Navy. Reimbursement of the full amount authorized will be made in the form of a money order payable to the Treasurer of the United States and will be forwarded directly to NETPMSA, Code OOB115, Pensacola, FL 32509-5000. Reimbursements may also be made through military pay checkage. Individuals will not be authorized further TA until full reimbursement has been made.

2. Any refund of TA remitted by an institution to the student will be paid to the Navy. Should the refund exceed the Navy's original dollar share, the institution will pay any excess to the individual.

3. In the case of officers who have not attended any class, the 2-year active duty obligation may be cancelled. Officers who are compelled to withdraw involuntarily from courses for reasons cited in 308, paragraph 4 may also request cancellation of the 2-year obligation. Such involuntary withdrawals must be verified and reported by the commanding officer.

4. Personnel who withdraw involuntarily because of extended hospitalization, temporary additional duty, reassignment to another duty station, emergency leave, or change in military work schedule may not be required to make reimbursement to the Navy. Requests for waiver of reimbursement of TA funds must be made by the individual's commanding officer on command letterhead and forwarded directly to NETPMSA, Code OOB115, Pensacola, FL 32509. The request for waiver must fully explain the circumstances necessitating involuntary withdrawal.

5. Regardless of an institution's policy, individuals who receive an incomplete in a course shall have a maximum of 6 months from the last class day to finish the course requirements and receive a passing grade. Failure to do so will require reimbursement of Navy funds by the student.

309. TUITION ASSISTANCE FOR CREDIT-BY-EXAMINATION. TA may be provided for earning credit-by-examination when the following conditions are met:

1. The institution conducting the examination meets the accreditation criteria in paragraph 303.

2. The student meets the institution's eligibility requirements for credit-by-examination.

3. The institution counts credit established by examination as applicable toward its own degree curriculum.

4. The student understands the requirements to reimburse the Navy for failure to make a qualifying grade for credit. Reimbursement must also be made for failure to take an examination after the application has been approved by the school.

5. The authorization of TA for credit-by-examination does not cover the fees sometimes required by schools to remove incomplete grades or for the administration of makeup tests.

6. When examinations for credit are offered by an agency other than a college or university, the applicant must provide a letter from a college or university indicating the candidate will be awarded credit upon successful completion of the examination. The applicant must be enrolled at the accepting institution, and that institution must meet the criteria in paragraph 303.

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**310. TUITION ASSISTANCE FOR INDEPENDENT STUDY COURSES**

1. TA is authorized on a reimbursable basis to Navy personnel upon successful completion of independent study courses from institutions listed in the DANTES Independent Study Catalog (DOD 1322.8), the Guide to National Home Study Council (NHSC) and the American Association of Bible Colleges (AABC), and the DANTES Catalog of External Degree Programs.

a. In order to receive TA reimbursement the course itself does not have to be listed in the DANTES Independent Study Catalog or Catalog of External Degree Programs; however, for the National Home Study Council and American Association of Bible Colleges Catalog, the course must be listed in the catalog in order for TA to be paid.

b. TA is available for courses taken from all institutions listed in the DANTES Independent Study Catalog and the Catalog of External Degree Programs, even if the course itself is not listed in the catalogs. The external degree program courses need not be listed in the DANTES Independent Study Catalog in order to receive TA reimbursement.

2. DANTEs reimburses a portion of tuition costs to personnel who satisfactorily complete an approved independent study course. See paragraph 310.4. The following information pertains:

a. Solicitation by proprietary correspondence schools ashore and afloat must adhere to procedures prescribed in SECNAVINST 1740.2D and OPNAVINST 5510.1H as discussed previously in paragraph 208.

b. Navy Campus education specialists, commanding officers, ESOs and their staffs will not endorse any particular independent study program or proprietary school.

c. Navy Campus offices will not be utilized for soliciting enrollments in proprietary correspondence course programs.

d. Reimbursement of tuition costs will be contingent upon the rate of TA authorized at the time of application for reimbursement. All costs of nontuition materials are paid by the participant such as, but not limited to, books, kits, laboratory materials, postage, and equipment.

e. Enlisted personnel may be reimbursed for courses completed during a current active duty enlistment or extension. Independent study courses must be completed not less than 60 days prior to the end of obligated service to allow DANTEs time to reimburse.

f. A regular officer is reimbursed for independent study courses provided the individual agrees to remain on active duty (at the convenience of the government) for at least 2 years after satisfactory completion of the course.

g. A reserve officer on continuous active duty may be reimbursed for courses completed at least 2 years before his or her release from active duty.

h. Reimbursement may be authorized for reserve officers on continuous active duty upon presentation of an approved extension from the appropriate detailee, BUPERS. The initial DISC Form 1562 (DANTES Independent Study Application Form) must indicate that reimbursement is not authorized unless BUPERS approved an extension of at least 2 years from the date of course completion.

3. Enrollment and reimbursement procedures:

a. Enrollment in independent study courses will be accomplished under the guidance of the Navy Campus education specialist or command ESO, if a Navy Campus education specialist is not available.

b. Enrollment must be accomplished using the DISC Form 1562. Do not use the previous form DD 1004. Course offerings and institutional information are provided in the appropriate DANTES Independent Study Catalogs (see paragraph 310.1). The DISC Form 1562 must be signed by a Navy Campus education specialist/ESO or a military ESO. This signature will verify that the enrollee has been counseled concerning dollar limits placed on his or her enrollment, how he or she will be reimbursed, and verify that the service member meets all eligibility requirements to receive tuition assistance. Also, Navy Campus education specialists and ESOs must ensure that correct tuition costs appear on the DISC Form 1562 and that the student's EAOS date is entered on the form.

c. The completed DISC Form 1562 and the tuition fees/book costs/special fees (paid by personal check, money order, or credit card) are mailed to the independent study institution by the Navy Campus education specialist or ESO, following guidelines on the form for distribution of copies. The student must comply with all the terms of any applicable sales contract or agreement with the enrolling institution.

d. Enrollments in independent study courses will be limited to one course at a time. Waiver requests to take two, or, in unusual circumstances three, courses at a time (6-9 semester hours or equivalent) may be considered based on evidence of the student's ability to successfully complete multiple courses concurrently. The student's waiver request will be forwarded to NETPMSA, Code 043. It will be accompanied by an endorsement from the commanding officer and a recommendation for approval from the cognizant Navy Campus education specialist/ESO.

e. To qualify for the authorized reimbursement of tuition costs by DANTES, participants enrolled in an independent study course on or after 1 October 1989 must satisfactorily complete the course within 12 months. Satisfactory completion is a "D" or better grade.

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f. DANTES will mail the tuition reimbursement check directly to the participant upon receipt of his or her grade report and address from the enrolling institution. Personnel will be reimbursed only for tuition fees; book costs and special fees are not reimbursable.

#### 4. Rate of Reimbursement

a. Those students who enrolled and successfully completed an independent study course prior to 1 October 1989 will be reimbursed by the Navy. Those enrolled prior to 1 October 1989 who successfully complete on or after 1 October 1989 will be reimbursed by DANTES.

b. Reimbursement will be made at the prevailing rate at the time of course completion as determined by the following criteria:

(1) Reimbursement to servicemembers enrolled on or after 1 June 1988 successfully completing approved DANTES independent courses measured in semester or quarter hours of credit is limited to 75 percent of a maximum of \$125.00 per credit hour not to exceed \$285.00 per course for undergraduate level courses and 75 percent of a maximum of \$175.00 per credit hour not to exceed \$395.00 for graduate level courses.

(2) Reimbursement to servicemembers enrolled prior to 1 June 1988 successfully completing approved DANTES independent study courses measured in semester or quarter hours of credit will be reimbursed at 75 percent of the tuition cost.

(3) Reimbursement to servicemembers enrolled on or after 21 June 1988 successfully completing approved DANTES independent study courses not measured in clock or semester hours of credit is capped at 75 percent of the tuition cost of the course not to exceed \$1,000.00.

(4) Reimbursement to servicemembers enrolled prior to 21 June 1988 successfully completing approved DANTES independent study courses not measured in clock or semester hours of credit will be reimbursed at 75 percent of tuition cost.

(5) Reimbursement to servicemembers completing approved DANTES high school independent study courses will be reimbursed at 100 percent of tuition cost.

#### 5. Waiver Request For After-The-Fact Independent Study Reimbursement

a. Individuals taking approved independent study courses are reimbursed by DANTES following successful course completion. In order to receive reimbursement, DANTES policy requires applicants to enroll using the DANTES Independent Study Course Form (DISC Form 1562). Those individuals who have enrolled in DANTES approved independent study courses without the DANTES enrollment form, have successfully completed the course, and subsequently desire reimbursement must request a waiver to the policy within 90 days of course completion. The waiver request from the individual must be in writing,

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must fully describe the circumstances that justify an exception, and must include a completed DANTES Independent Study Course Form (DISC Form 1562), and the student's grade report. The applicant will submit his/her request to the Commanding Officer NETSCLANT/NETSCPAC via his/her commanding officer, the ESO at the cognizant Navy Campus Field Office, and the cognizant Navy Campus Area Coordinator. If the applicant is deployed, he/she will submit his/her request to the Commanding Officer, NETSCLANT/NETSCPAC via his/her commanding officer and the ship ESO.

b. For independent study after-the-fact reimbursement waivers, NETSCLANT/NETSCPAC will make the final determination of approval/disapproval, notify the student of the action taken, and, if approved, send the DISC Form and student's grade report to DANTES, Code 231, Pensacola, Florida 32509-7400, recommending reimbursement. Student will then be reimbursed by DANTES.

c. Waiver requests should be mailed to:

Commanding Officer  
NETSCLANT  
Code N2  
Bldg. Z-86  
Naval Station  
Norfolk, VA 23511-6197

Commanding Officer  
NETSCPAC  
Code N2  
921 W. Broadway  
Bldg. 110  
San Diego, CA 92132-5105

311. DELEGATION AUTHORITY. CNET has delegated the authority to grant any individual waiver requests of the requirements contained in this chapter for utilizing TA to NETPMSA. In most cases, only those waivers specifically addressed in this chapter will be considered. The policies and procedures for TA contained in this chapter should be rigorously adhered to and waiver requests should be infrequent.

TUITION ASSISTANCE MAIL-IN ADDRESSES

When a local Navy Campus office is not available, the Special Request/ Authorization Form and TA Registration Form will be mailed by the applicant to the cognizant Navy Campus office. Specific information about mail-in procedures and addresses can be obtained from the Navy Campus Area Coordinator as listed below:

NAVAL EDUCATION AND TRAINING SUPPORT CENTER, ATLANTIC:

Navy Campus Northeastern Area Coordinator  
Box 74, Bldg. 83  
Naval Submarine Base, New London  
Groton, CT 06349-5074  
AUTOVON: 241-2672  
Commercial: (203) 449-3335/2672

Navy Campus Central Eastern Area Coordinator  
Bldg. 3005  
Naval Amphibious Base, Little Creek  
Norfolk, VA 23521-5000  
AUTOVON: 864-4324/4321  
Commercial: (804) 363-4324

Navy Campus Southeastern Area Coordinator  
Box 137, Bldg. 8  
Naval Air Station  
Jacksonville, FL 32212-0137  
AUTOVON: 942-2545/2475/2477  
Commercial: (904) 772-2545/2475/2477

Navy Campus Midwest Area Coordinator  
Bldg. 654  
Naval Air Station  
Pensacola, FL 32508-7700  
AUTOVON: 922-2819  
Commercial: (904) 452-2819

Navy Campus European Area Coordinator (Rota, Spain)  
U.S. Naval Station, Box 54  
FPO New York, NY 09540-1301  
AUTOVON: 727-2711/2574/2785/2798  
Commercial: 9-011-34-56-82-2711/2574/2785/2798

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NAVAL EDUCATION AND TRAINING SUPPORT CENTER, PACIFIC:

Navy Campus Pacific Southwest Area Coordinator  
Bldg. 214  
Naval Training Center  
San Diego, CA 92133-8600  
AUTOVON: 524-6160  
Commercial: (619) 524-6160

Navy Campus Central Pacific Area Coordinator  
Bldg. 657, Code 1084/S28  
Naval Shipyard Mare Island  
Vallejo, CA 94592-5028  
AUTOVON: 253-4254  
Commercial: (707) 646-4254

Navy Campus Far East and Western Pacific Area Coordinator  
Box 154  
U.S. Naval Station (GUAM)  
FPO San Francisco 96630  
AUTOVON: 339-6117

Navy Campus Hawaii Area Coordinator  
Box 61, Naval Station  
Pearl Harbor, HI 96860-6000  
AUTOVON: 471-1200  
Commercial: (808) 474-1270

Navy Campus Afloat Programs Coordinator  
Naval Education & Training Support  
Center, Pacific  
921 West Broadway, Bldg. 110  
San Diego, CA 92132-5105  
AUTOVON: 522-1384  
Commercial: (619) 532-1383

Navy Campus Northern Pacific Area Coordinator  
Puget Sound Naval Shipyard  
Bldg. 433  
Bremerton, WA 98314-5295  
AUTOVON: 439-4283  
Commercial: (206) 476-4282/3

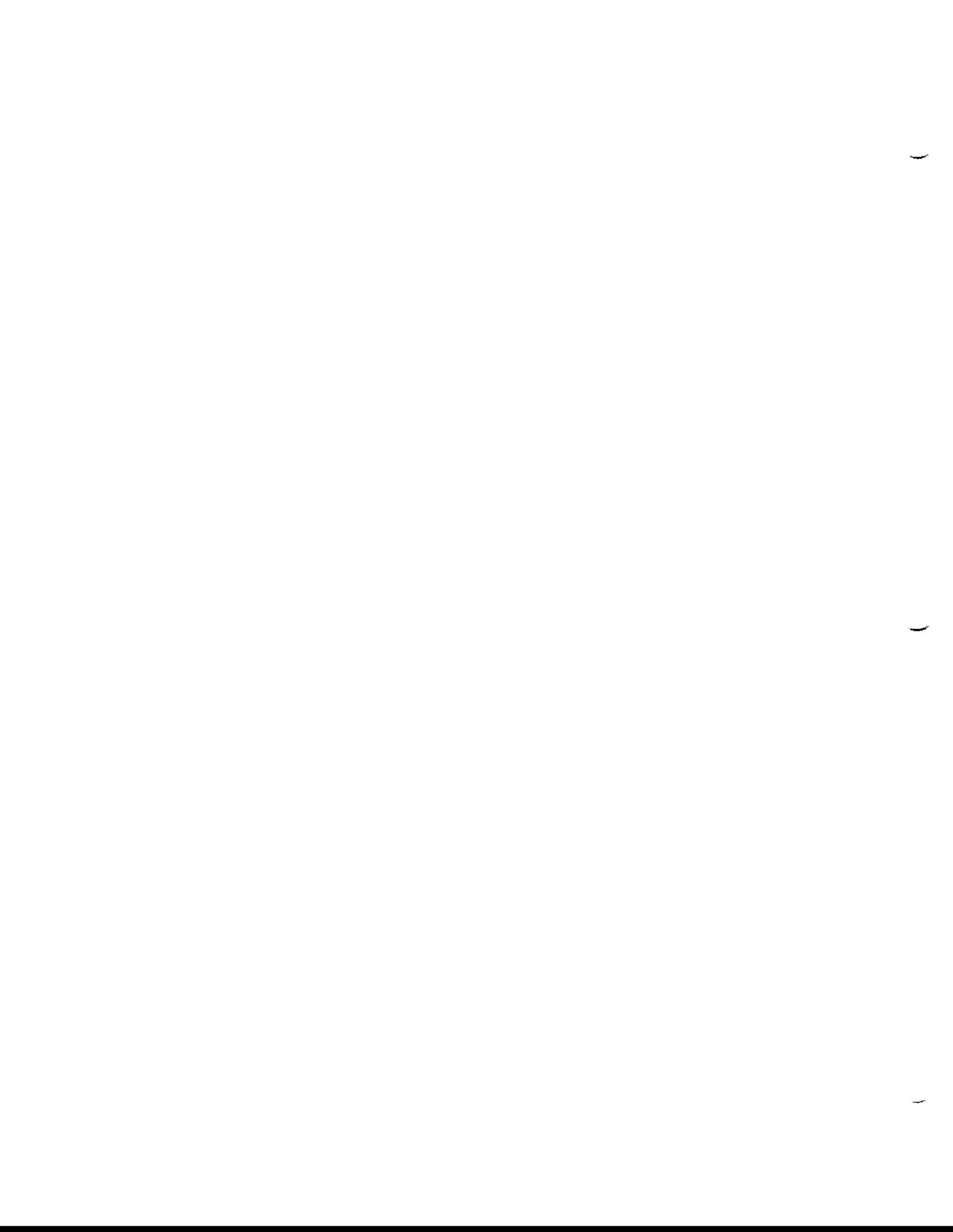
CHAPTER IV

SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC) DEGREE PROGRAMS

| <u>Subject</u>                            | <u>Paragraph</u> | <u>Page</u> |
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| Concept                                   | 402              | IV-1        |
| Servicemembers Opportunity Colleges (SOC) | 403              | IV-1        |
| SOC Degree Programs for Navy (SOCNAV)     | 404              | IV-1        |
| Procedures                                | 405              | IV-2        |

EXHIBITS

- IV-A SOCNAV Process
- IV-B SOCNAV-2 Colleges and Networks
- IV-C SOCNAV-4 Colleges and Networks



## CHAPTER IV

### SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC) DEGREE PROGRAMS

401. INTRODUCTION. Servicemembers Opportunity Colleges (SOC) was established in 1972 to overcome barriers encountered by servicemembers in their pursuit of higher educational goals. Difficulties such as strict residency requirements and transfer of credit practices of colleges and universities, as well as the inherent mobility of naval personnel, have historically hampered efforts of servicemembers to complete degree programs.

402. CONCEPT. Colleges and universities that belong to the SOC consortium have pledged to be more flexible when dealing with servicemembers and their families. They also have agreed to recognize the non-traditional college level learning acquired from military schools and experience. Moreover, with the addition of the SOC Degree Programs for Navy (SOCNAV) in 1985, a number of SOC institutions have further agreed to guarantee transfer of courses among themselves, going yet another step toward the goal of achieving degrees by servicemembers.

#### 403. SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC)

1. SOC consists of approximately 800 colleges and universities throughout the country that have agreed, by accepting the criteria for SOC membership, to be more flexible in their degree requirements when dealing with servicemembers and their families. This flexibility is necessary to overcome the difficulties associated with the inherent mobility of the Navy servicemember. Specifically, these academic institutions have agreed to:

- Reduce their academic residency requirements (not more than 25%), and to be reasonable in their acceptance of credits from other colleges.
- Accept non-traditional sources of college level credit such as nationally recognized tests (CLEPs, DSSTs, ACT/PEP, etc.) and military technical schools, as recommended by the American Council on Education in the ACE Guide.

#### 404. SOC DEGREE PROGRAMS FOR NAVY (SOCNAV)

1. SOCNAV-2 and SOCNAV-4 are the SOC associate and bachelor's degree programs for the Navy. There are over 60 SOC colleges and universities belonging to SOCNAV, and they offer degree coursework on or accessible to Navy installations around the world, as well as

aboard ships deployed worldwide. In addition to the flexibility offered by all SOC institutions, this more elite subset of SOCNAV schools goes a few steps further to provide additional advantages and guarantees to Navy men and women and their families. They have further agreed to:

- Accept ACE Guide recommended college level credit for Navy Rates and Ratings.
- Guarantee transfer of courses among each other in numerous degree programs in over 30 different areas of study or networks.
- Provide a written Student Agreement (a contract for degree) which outlines the courses and credits required for the degree, and guarantees awarding the degree when the requirements are met either at that college or later, at another college, at a different duty station.

2. For the mobile Navy servicemember, this recognition of non-traditional learning along with the guarantee of course transferability among SOCNAV colleges allows a head start plus continual progress toward a degree even when transferred to different duty stations. Exhibit IV-A shows diagrammatically how this SOCNAV process works. Exhibits IV-B and IV-C show which colleges belong to SOCNAV-2 and SOCNAV-4 respectively, and in which networks they participate.

3. Navy servicemembers in remote duty stations, or deployed aboard ship, can benefit from SOCNAV as well. In addition to PACE, currently operating on both coasts within the SOCNAV system, there exists an extensive network of DANTES approved independent study coursework that is guaranteed to fit into traditional degree programs from numerous SOCNAV colleges around the country. Additionally, there are several SOCNAV colleges that award external degrees that require no residency at all. Rather, they combine an individual's past, present, and future patchwork of courses from other colleges with non-traditional credit acquired from national tests and military experience to satisfy their degree program requirements. Colleges of this type that previously belonged to the Navy Campus Consortium (also known as the Contract-for-Degree program) have now been incorporated into the more comprehensive SOCNAV network system.

4. The particulars of the SOCNAV system are contained in a SOCNAV Handbook which is distributed throughout the Navy Campus organization and to the participating colleges and universities. Periodic workshops are conducted by the SOC staff to ensure an updated familiarity with the program by Navy Campus counselors and college administrators alike. The SOCNAV program is managed under DOD contract by DANTES and administered for the Navy through CNET by NETPMSA. For further information concerning the program, consult the SOCNAV Handbook or call the SOCNAV Hotline at (800) 368-5622 or (202) 667-0079.

405. PROCEDURES. Individual servicemembers interested in the SOCNAV program should contact their nearest Navy Campus office for counseling and enrollment procedures.

# SOCNAV PROCESS

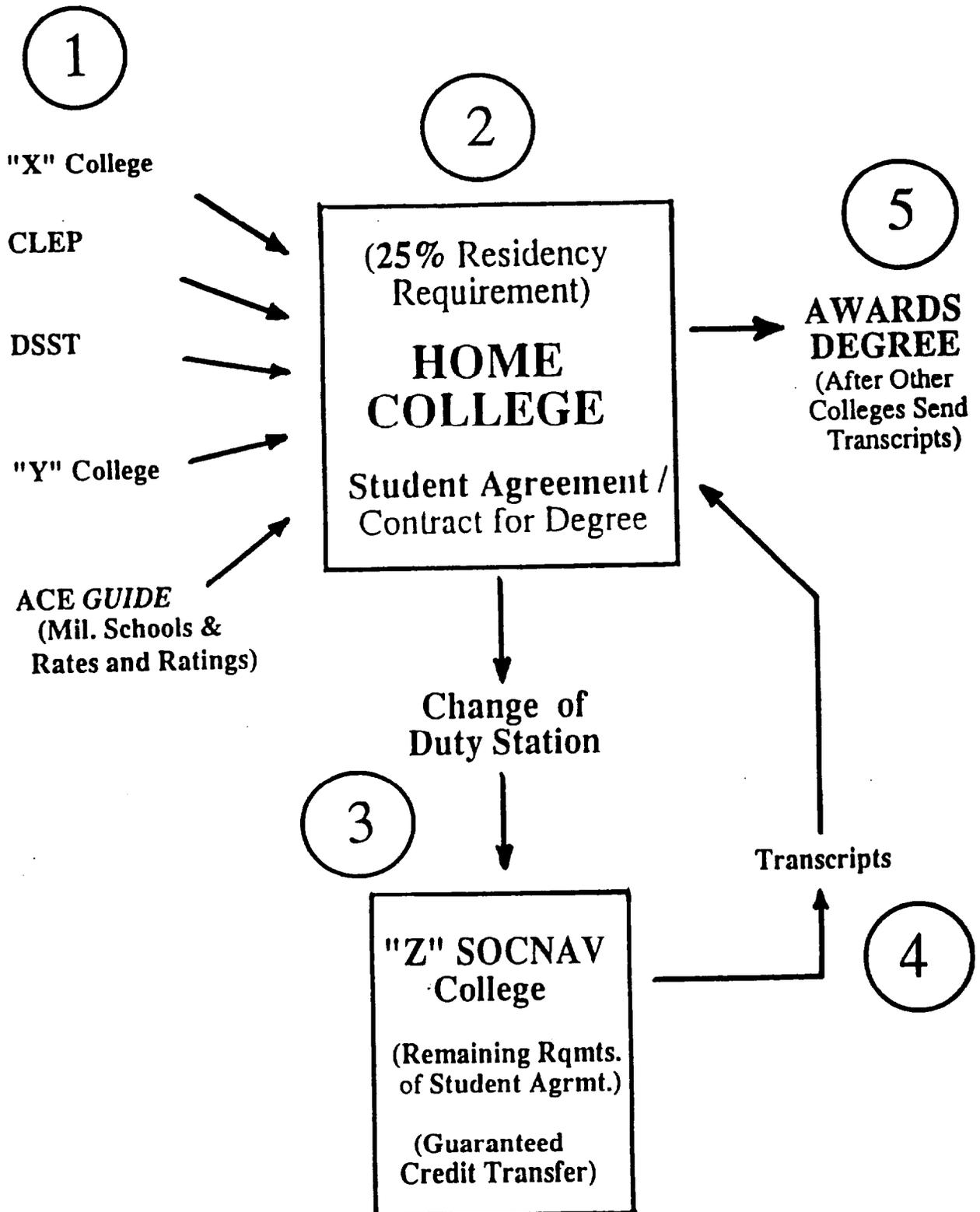
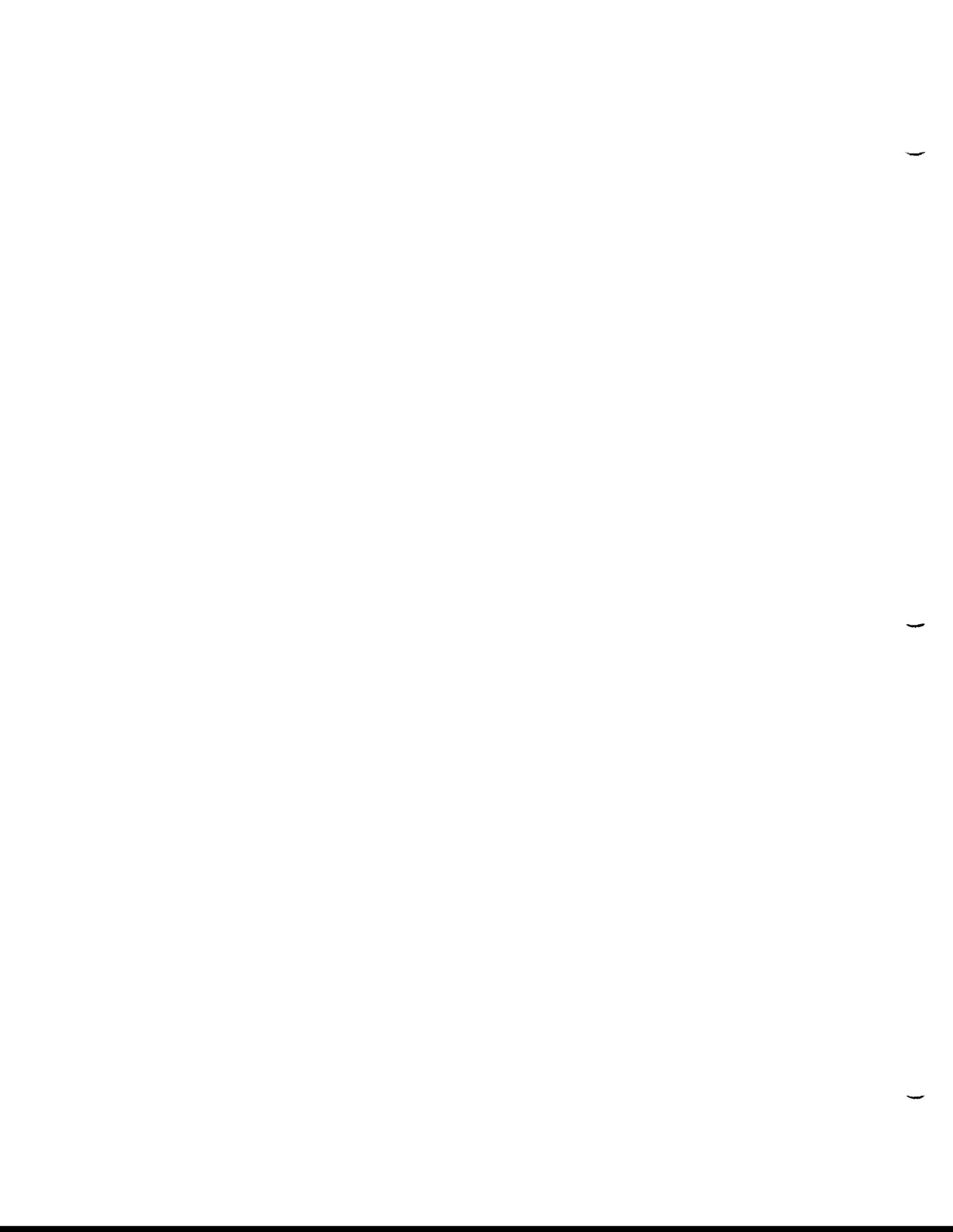


Exhibit IV-A

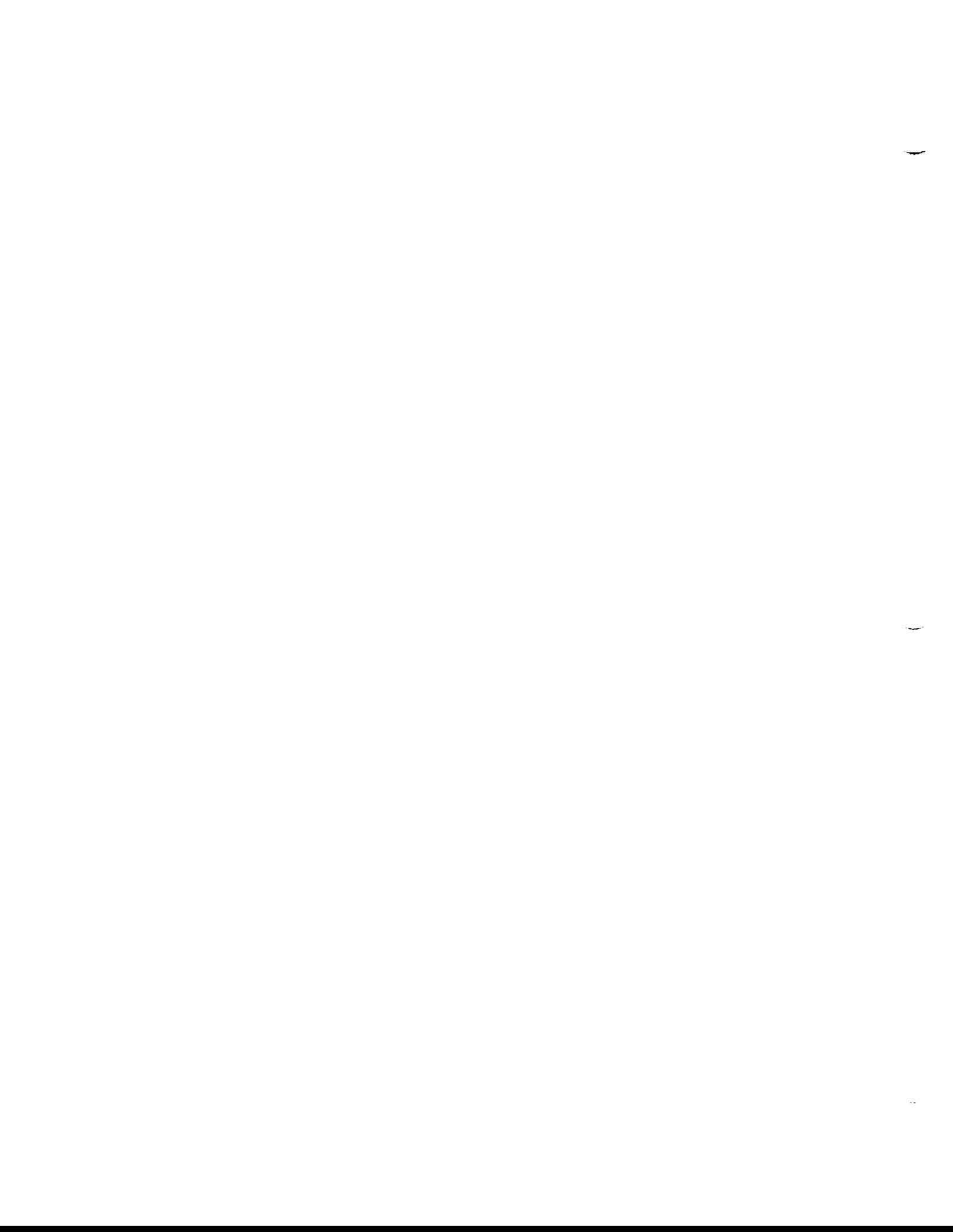


# SOCNAV-2



| SOCNAV-2 Colleges                         |
|---|
|   |
| Anne Arundel Community College            |
| Brookdale Community College               |
| Central Texas College                     |
| Chaminade University of Honolulu          |
| Chapman College                           |
| Charles County Community College          |
| City Colleges of Chicago                  |
| City University                           |
| College of Alameda                        |
| College of Lake County                    |
| Columbia College                          |
| Columbia Union College                    |
| Embry-Riddle Aeronautical University      |
| Everett Community College                 |
| Florida Community College at Jacksonville |
| Florida State Univ - Panama Canal Branch  |
| Georgia Military College                  |
| Hagerstown Junior College                 |
| Hawaii Pacific University                 |
| Honolulu Community College                |
| Indiana Institute of Technology           |
| Indiana University                        |
| Limestone College                         |
| Mohegan Community College                 |
| Monterey Peninsula College                |
| New Hampshire College                     |
| Northern Virginia Community College       |
| Northwood Institute                       |
| Ohio University                           |
| Park College                              |
| Pensacola Junior College                  |
| Pikes Peak Community College              |
| Regents College                           |
| Saint Leo College                         |
| San Diego Community College District      |
| Shelby State Community College            |
| Skagit Valley College                     |
| Southwestern College                      |
| State Technical Institute at Memphis      |
| Strayer College                           |
| Thomas A. Edison State College            |
| Thomas Nelson Community College           |
| Tidewater Community College               |
| Troy State University                     |
| University of Alaska Anchorage            |
| University of La Verne                    |
| University of Maryland University College |
| University of Phoenix                     |
|   |
| Total 48                                  |

| SOCNAV-2 Networks          |
|----------------------------|
|                            |
| Accounting                 |
| Air Cond./Refrig./Heating  |
| Automotive Maintenance     |
| Aviation Maintenance       |
| Communications Electronics |
| Computer Studies           |
| Criminal Justice           |
| Digital Electronics        |
| Emergency Medical Training |
| Management                 |
| Nursing                    |
| Paralegal Studies          |
| Technical Management       |
| General Studies            |
| Interdisciplinary Studies  |
| Non-Network                |
|                            |
| Total 15                   |

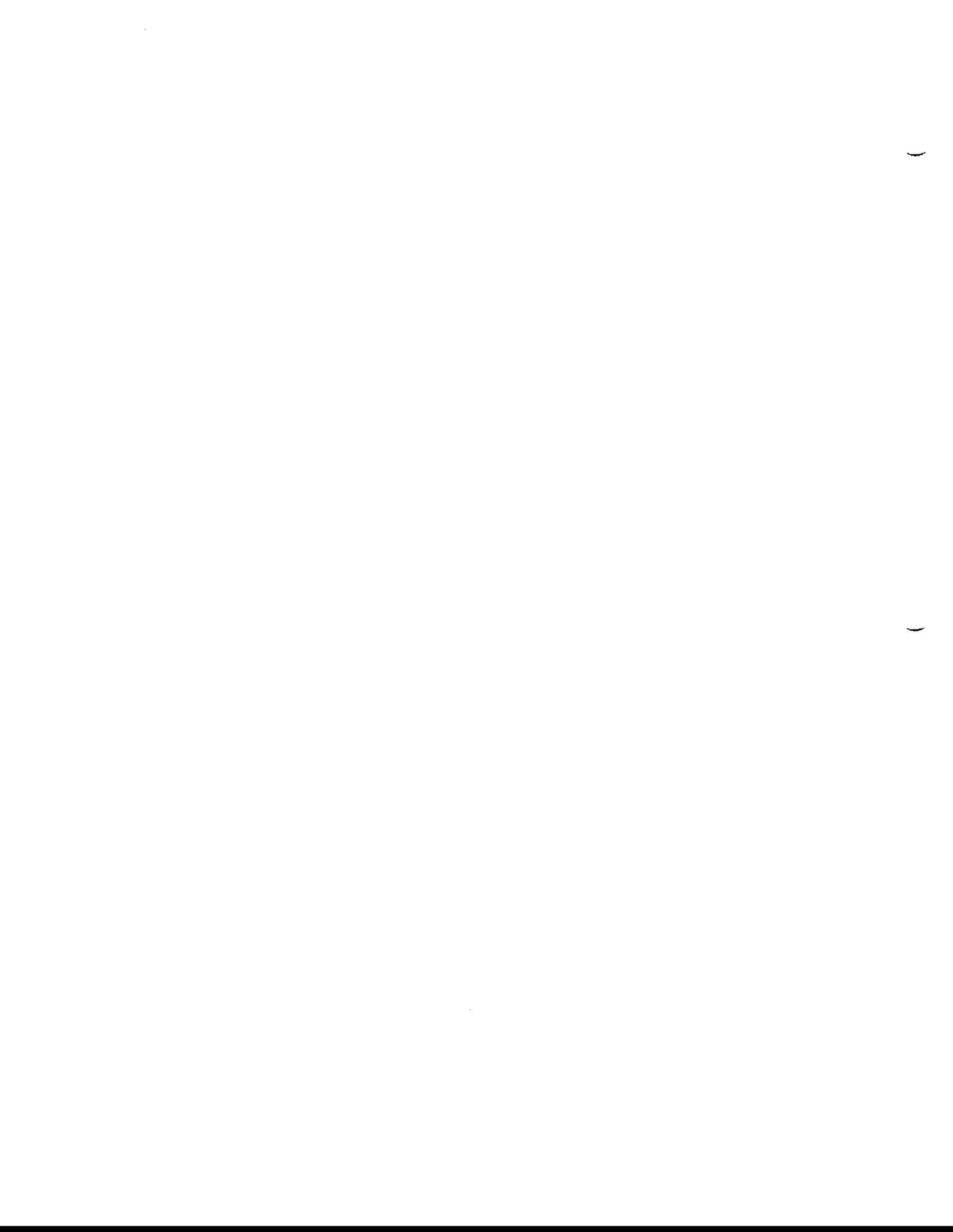


# SOCNAV-4



| SOCNAV-4 College                          |
|---|
|   |
| American Open University/NYIT             |
| Bemidji State University                  |
| Brenau College                            |
| Central Michigan University               |
| Chaminade University of Honolulu          |
| Chapman College                           |
| City University                           |
| Columbia College                          |
| Columbia Union College                    |
| Eckerd College                            |
| Embry-Riddle Aeronautical University      |
| Golden Gate University                    |
| Hawaii Pacific University                 |
| Indiana Institute of Technology           |
| Indiana University                        |
| Liberty University                        |
| Limestone College                         |
| Murray State University                   |
| New Hampshire College                     |
| Northwood Institute                       |
| Ohio University                           |
| Park College                              |
| Regents College                           |
| Roger Williams College                    |
| Saint Joseph's College                    |
| Saint Leo College                         |
| San Francisco State University            |
| Strayer College                           |
| SUNY Empire State College                 |
| Thomas A. Edison State College            |
| Troy State University                     |
| University of Maryland University College |
| University of Phoenix                     |
| University of the District of Columbia    |
|   |
| <b>Total 34</b>                           |

| SOCNAV-4 Networks              |
|--------------------------------|
|                                |
| Accounting                     |
| Aviation Technology            |
| Computer Studies               |
| Construction Technology        |
| Corrections                    |
| Criminal Justice               |
| Drafting Technology            |
| Electronics Technology         |
| Food/Lodging Management        |
| General Business (Management)  |
| Health Services Management     |
| Human Resources Management     |
| Information Systems Management |
| Management                     |
| Nuclear Technology             |
| Nursing                        |
| Office Management              |
| Operations Management          |
| Professional Aeronautics       |
| Public Administration          |
| Technical Management           |
| Transportation/Logistics Mgmt. |
| Interdisciplinary Studies      |
| Non-Network                    |
|                                |
| <b>Total 23</b>                |



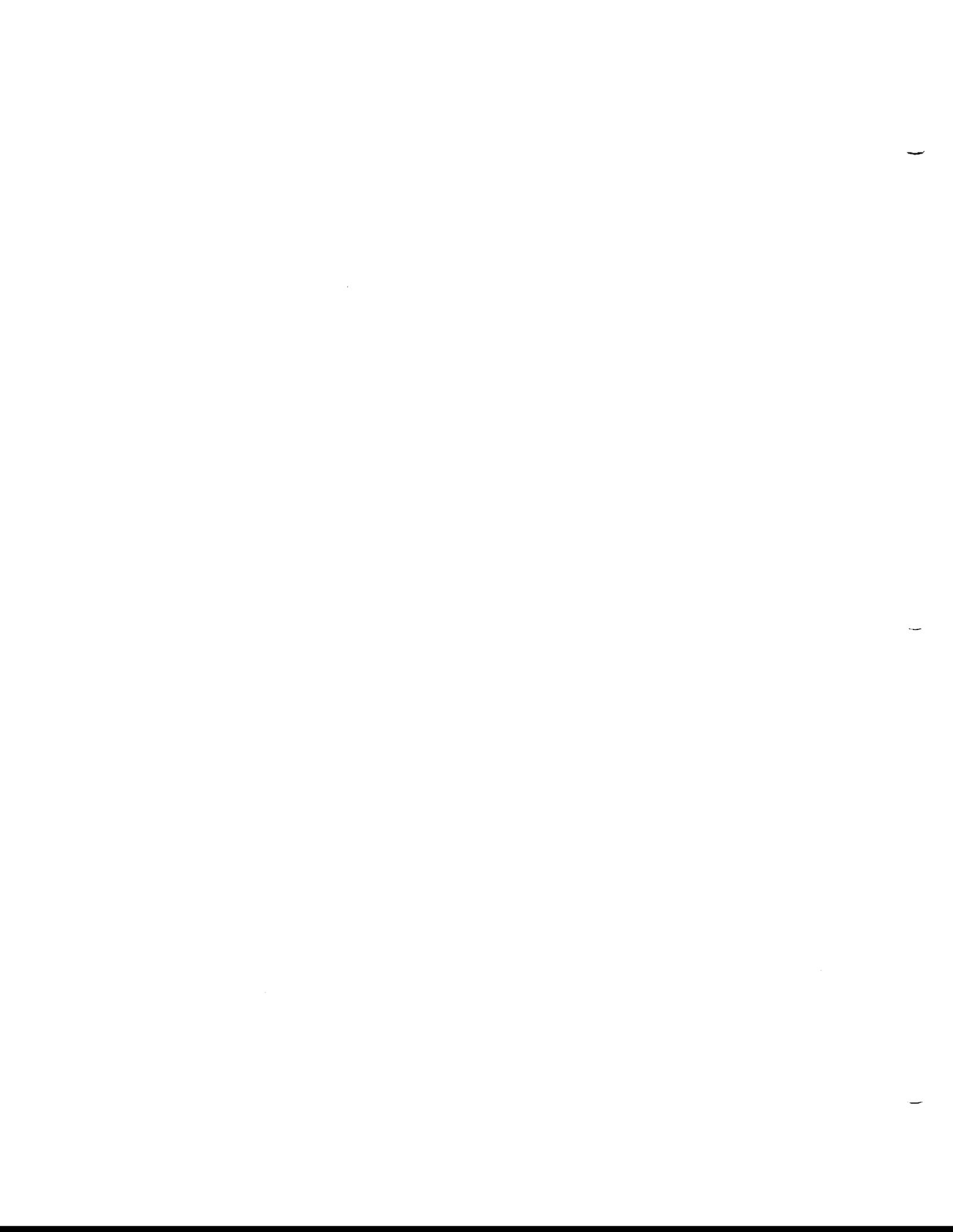
CHAPTER V

PROGRAM FOR AFLOAT COLLEGE EDUCATION

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| Command Responsibilities - PACE I     | 504              | V-1         |
| NETSC Responsibilities - PACE I       | 505              | V-4         |
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EXHIBIT

- V-1 PACE I Class Placement Chart
- V-2 Sample Message Request for PACE I Asset Placement Testing
- V-3 Sample Message ASSET Placement Testing Conducted
- V-4 Sample Message Request for PACE I Course(s)
- V-5 Sample Message Request for PACE I Initial Report
- V-6 PACE I Class Roster/Grade Report (CNET 1560/13)
- V-7 Sample Letter Request for PACE II Course(s)
- V-8 Sample Message Report for PACE II Hardware/Education  
Materials Availability/Operational Readiness
- V-9 PACE II Roster (CNET 1560/14)



CHAPTER V

PROGRAM FOR AFLOAT COLLEGE EDUCATION

501. INTRODUCTION. The Program for Afloat College Education (PACE) is an integral part of the Navy Campus program. The Navy contracts with accredited educational institutions to provide pre-college as well as academic courses to shipboard personnel.

1. PACE I. The PACE I program requires the deployment of a civilian instructor. PACE I courses are normally scheduled at varying times of the day to provide classroom instruction around watchstanding requirements.

2. PACE II. The PACE II program provides college courses by means of video and/or computer interactive instruction, such as computer-based instruction, computer interactive video tape and interactive video disc. This independent study program does not require a deployed college instructor.

502. OBJECTIVE. PACE provides shipboard personnel off-duty pre-college and college-level educational opportunities comparable to those available to personnel assigned to shore duty.

PACE I

503. ELIGIBILITY - PACE I

1. The PACE I program is designed solely for ship's company assigned to duty aboard deployed commissioned ships in the U.S. Navy and to off-crews of SSBN submarines.

2. PACE I courses are authorized for long-term deployed ships; this normally applies to ships deployed for three (3) consecutive months or more from the homeport. The underway deployment requirement does not apply to Fleet Ballistic Missile (FBM) off-boat crews. Ships in overhaul, away from homeport, or involved in local operations may be authorized PACE I courses if there are no on-base programs readily available. Requests for exceptions should be directed to the appropriate NETSC. The message addresses are NETSCLANT NORFOLK VA//N1// and NETSCPAC SAN DIEGO CA//N2C//.

3. Potential PACE I students must meet specific screening and/or placement testing requirements prior to course enrollment. The command is responsible for screening potential students and the contractor administers the placement tests, when required.

504. COMMAND RESPONSIBILITIES - PACE I

1. Appoint a PACE I Project Officer to screen potential students to determine course eligibility and to ensure ASSET placement testing is conducted prior to deployment per the following guidelines:

a. For English and mathematics courses:

(1) Since all participants will take the placement test no ASVAB VE screening is required.

(2) Personnel who wish to take an English course must take an ASSET writing placement test to determine appropriate placement in accordance with the class placement chart (Exhibit V-1).

(3) Personnel who wish to take a math class must take an ASSET math placement test to determine appropriate placement in accordance with the class placement chart (Exhibit V-1). Selection of the appropriate math placement test will be based on the following:

(a) If the individual has not had high school algebra, the numerical test is administered;

(b) If the individual has taken one (1) year or less of high school algebra, the elementary algebra test is administered;

(c) If the individual has taken one and one-half (1.5) to two (2) years of high school algebra, the intermediate algebra test is administered.

b. For all other PACE I courses, for example, history, psychology, business, and law enforcement:

(1) Personnel with an ASVAB (VE) score of 47 through 50, which appears on page 3 of the Enlisted Service Record, must take the ASSET placement test in reading to determine placement in other PACE I courses in accordance with the Class Placement Chart (Exhibit V-1).

(2) Personnel with an ASVAB (VE) score of 51 or greater or who have taken at least three (3) semester hours (5 quarter hours) of college credit are not required to take the ASSET reading placement test for PACE I courses.

2. In coordination with the local Navy Campus Office develop a written, goal-oriented command education plan based on an educational needs assessment. The command's education plan specifies what courses will be conducted each term during the deployment. Initial contact with the Navy Campus Office should be, when possible, at least 8 weeks prior to a scheduled deployment or desired course commencement date.

3. Ensure that at least 10 eligible active duty ship's company students comprise each requested lower level PACE I or pre-college course (USMC personnel attached to the ship may be included.) For an upper level course, a minimum of seven students is required. Embarked Marines not assigned to ship's company may participate on a space available basis, but only after the minimum enrollment to begin or split a class has been met.

4. Ensure a minimum of two courses, or sections of a course, is requested. (For example, an instructor might teach introduction to management and personnel management which constitute two distinct courses in a single subject area. Or an instructor might teach two sections of introduction to management with 15 students in each section.) PACE instructors teach no more than four courses, or sections of a course, at any given time. Commands may split PACE I lower level or pre-college courses if each class formed is 10 or more students; upper level courses may be split if each class formed is 7 or more students. Class splits cannot occur until authorized by the appropriate NETSC.

5. PACE I courses are normally taught in an 8 week time frame. Commands may schedule a course for a minimum of 6 weeks--for courses without labs--as long as there is no suspension of instruction during the term. Ships deploying for 6 months or longer normally conduct three PACE terms.

6. Identify and reserve adequate classroom space and officer berthing space for the civilian instructor(s). (Officer berthing is defined as spaces listed as officer berthing in the original ship's plan, which includes at a minimum: an officer's bunk, upright storage and administrative space.)

7. Schedule and request required ASSET placement tests from the appropriate NETSC (Exhibit V-2). Requests for placement testing require a minimum of 7 days lead time. Placement testing for the first term should be accomplished prior to deployment. The PACE I Project Officer shall arrange for ASSET placement test scores to be annotated on Page 4 of the student's Enlisted Service Record. Upon completion of placement testing, report ASSET testing sessions/number tested to the appropriate NETSC (Exhibit V-3).

8. Upon completion of screening and placement testing requirements, request PACE I courses from the appropriate NETSC (Exhibit V-4). Ensure that courses are ordered in accordance with the command's education plan. Requests for PACE I courses require a minimum of 30 days lead time between the date the request is received by the NETSC and the beginning class date. The NETSC will authorize the course(s) by issuance of a Delivery Order, DD1155. No instruction shall begin until the Delivery Order number has been assigned and the command receives written authorization from the NETSC.

9. Provide security and an accountability system for textbooks and course materials until custody can be transferred to the course instructor.

10. Arrange for embarkation and debarkation of civilian instructor(s). Assist civilian instructors in obtaining appropriate ID cards when overseas.
11. Ensure that first-time students enroll in only one PACE course. Other students are limited to a maximum of two concurrent courses. {NOTE: Commands should be aware that enrollment in two (2) PACE I courses taught in an 8-week term equates to a full-time student load.}
12. Upon course commencement, confirm the number of student enrollments by course and start and estimated end dates of the course(s) by naval message (Exhibit V-5).
13. Monitor the progress of each course and ensure regular attendance of the participants.
14. Ensure initial and final class rosters reflect accurate student data (Exhibit V-6).
15. Provide the commanding officer of the appropriate NETSC with a written explanation for all course completion rates which are below 60 percent. If a ship shows a pattern of PACE I completion rates below the 60 percent requirement, further course requests may be denied by the appropriate NETSC.
16. Commanding officers are not authorized to enter into MOUs with educational institutions to conduct educational courses on board ships.

505. NETSC RESPONSIBILITIES - PACE I

1. Execute the responsibilities of the Contracting Officer's Technical Representative (COTR) for all specified COTR matters relating to the PACE I contract.
2. Publicize and promote the PACE I program.
3. Assist the command's PACE I Project Officer in local program management, program implementation and establishment of the command's education plan.
4. Screen all ASSET placement test requests and PACE I course requests for conformance with the command's education plan and compliance with the terms of the contract.
5. Prepare and process all ASSET placement testing and course authorizations. Process travel orders for contract civilian instructors.
6. Coordinate delivery of authorized ASSET placement testing and courses with the contractor.
7. Monitor and review all ASSET placement testing and PACE courses delivered under the provisions of the contract. Report discrepancies to the contracting officer.

8. Provide technical guidance and advice to the ship's commanding officer for all matters relating to the administration of the PACE I contract.
9. Prepare detailed PACE I program guidance for Navy Campus education specialists assigned to afloat commands.
10. Provide interim clearance for PACE I instructor(s) for deploying ships while the mandatory National Agency Check (NAC) is being requested.
11. Ensure contractor's invoices are accurate, properly certified, and forwarded for payment.

506. CONTRACTOR RESPONSIBILITIES - PACE I

1. Provide for the delivery of services conforming with the terms and provisions of the contract.
2. Identify and assign certified instructors.
3. Register, enroll, and advise participants concerning instructional procedures, policies, official withdrawals, and requirements of the contractor's programs.
4. Prepare PACE I instructor travel orders. Submit travel orders to the local Navy Campus office for processing.
5. Furnish all instructional materials, library references, and equipment necessary for the conduct of the course(s). All materials and equipment will be on board deploying ships prior to the commencement of a course.
6. Provide the local Navy Campus office with initial and final class rosters for PACE I courses.
7. As a minimum, provide the same number of contact hours for each course as required by the main campus.
8. Provide educational program marketing materials. The content of these materials and authorizations for ship visits for purposes of publicity and program promotion will be approved by the COTR or local Navy Campus education specialist.
9. Upon course completion, require course critiques be completed by all students. Provide original critiques to the COTR.

PACE II

507. ELIGIBILITY - PACE II

1. The PACE II program is designed solely for ship's company assigned

to duty aboard deployed submarines and small ships in the U.S. Navy. Small ships are defined as a crew size of less than 350 (officers and enlisted). PACE II courses are available for small ships which cannot support instructor berthing because of space, operational constraints or other restrictive factors.

2. PACE II courses are authorized for long term deployed ships; this normally applies to ships deployed for 90 days or longer from the homeport. Requests for exceptions should be directed to the appropriate NETSC.

3. Potential PACE II students must meet specific screening criteria, as well as placement testing requirements for English, math and science courses prior to course enrollment. The command is responsible for screening potential PACE II students and the contractor administers the placement tests, as needed. (See paragraph 508.4.)

4. Students are restricted to one course per 85-day term but may pre-register for two terms. In cases where there is a two-term program, the student's enrollment in the second term is contingent upon successful completion of Term I course requirements or when justified by the PACE II Project Officer.

#### 508. COMMAND RESPONSIBILITIES - PACE II

1. Appoint a PACE II Project Officer and Shipboard Support Team to work with the contractor and Navy Campus Office staff to provide program publicity and arrange crew briefing(s), student counseling and enrollment. The Shipboard Support Team consists of the ESO, a Chief Petty Officer and two Petty Officers who will provide on board administrative support for the PACE II program. The team will provide student training on the course hardware and instructional materials while at sea, support students to ensure adequate completion rates and monitor the contractor's hardware and instructional materials.

2. Identify shipboard space for installation of contractor provided hardware/instructional materials to support video/interactive courses and/or authorize the use of the SITE TV system for broadcasting video courses. This space must be reasonably secure, provide adequate storage capacity, and be accessible by all students. For surface vessels the hardware system will be secured in a carrel-type arrangement. The carrel must conform to current fire hazard regulations, and the size of the unit will be such as to permit its passage through standard Navy hatches.

3. Conduct a PACE II general interest survey. Schedule, in conjunction with the contractor, a PACE II orientation briefing for potential students.

4. Screen potential program participants to determine program eligibility per the following guidelines:

a. Command screening of prospective PACE II students will be based upon ASVAB (AR) and (PC) scores. Students must have an AR and PC composite

score of 100 or greater to be eligible to enroll in PACE II courses. Sailors with less than 2 years in the Navy must have at least a 110 (AR + PC) composite score. The PACE II Project Officer may waive ASVAB requirements if the student has 4 years of service and has completed at least six semester or 9 quarter hours of college work with a "C" or higher grade.

b. All PACE II students must have completed his or her watchstanding qualification requirements prior to PACE II course enrollment.

5. Schedule, in conjunction with the contractor, student counseling, placement testing, and enrollment session(s).

6. Ensure the command has at least 10 eligible PACE II students. These students are not restricted to a single subject area; for example, two students may be enrolled in math and three students may be registered for management, and so forth. Students may enroll in only one course per term.

7. Requests for PACE II courses are directed to the appropriate NETSC and require a minimum of 30 days lead time between the date the request is received by the NETSC and the beginning of classes (Exhibit V-7). The NETSC will authorize the courses by issuance of a Delivery Order, DD 1155. Courses will not commence until the Delivery Order number has been assigned and the command receives written authorization from the NETSC.

8. Arrange, in conjunction with the contractor, for the program hardware and instructional materials to be placed on board ship prior to deployment.

9. Schedule, in conjunction with the contractor, training on the contractor's educational hardware and instructional materials. The following personnel should attend this training: the PACE II Project Officer, Shipboard Support Team, and registered students.

10. Notify the NETSC that all required pre-deployment training has been provided by the contractor and that the contractor's hardware and educational materials have been delivered and are operational (Exhibit V-8).

11. Monitor PACE II student progress to ensure maximum completion rates in this self-paced, independent study program.

12. Monitor contractor furnished hardware and instructional materials. Report any problems to the appropriate NETSC.

13. Maintain test security of the contractor's course exams and administer student's mid-term and final exams as required.

14. Schedule, in conjunction with the contractor, for offloading of contractor's hardware and instructional materials upon completion of the deployment.

509. NETSC RESPONSIBILITIES - PACE II

1. Execute the responsibilities of the COTR for all specified COTR matters related to the contract.
2. Assist the command with identification of educational needs.
3. Publicize and promote the PACE II program.
4. Coordinate training by the contractor of the PACE II Project Officer and the Shipboard Support Team.
5. Screen all PACE II course requests for compliance with the terms of the contract.
6. Prepare and process all course authorizations.
7. Monitor and review all courses delivered under the provisions of the contract. Report discrepancies to the contracting officer.
8. Provide technical guidance and advice to the ship's commanding officer for all matters relating to the administration of the PACE II contract.
9. Prepare detailed PACE II guidance for Navy Campus education specialists assigned to afloat programs.
10. Ensure contractor's invoices are accurate, properly certified, and forwarded for payment.

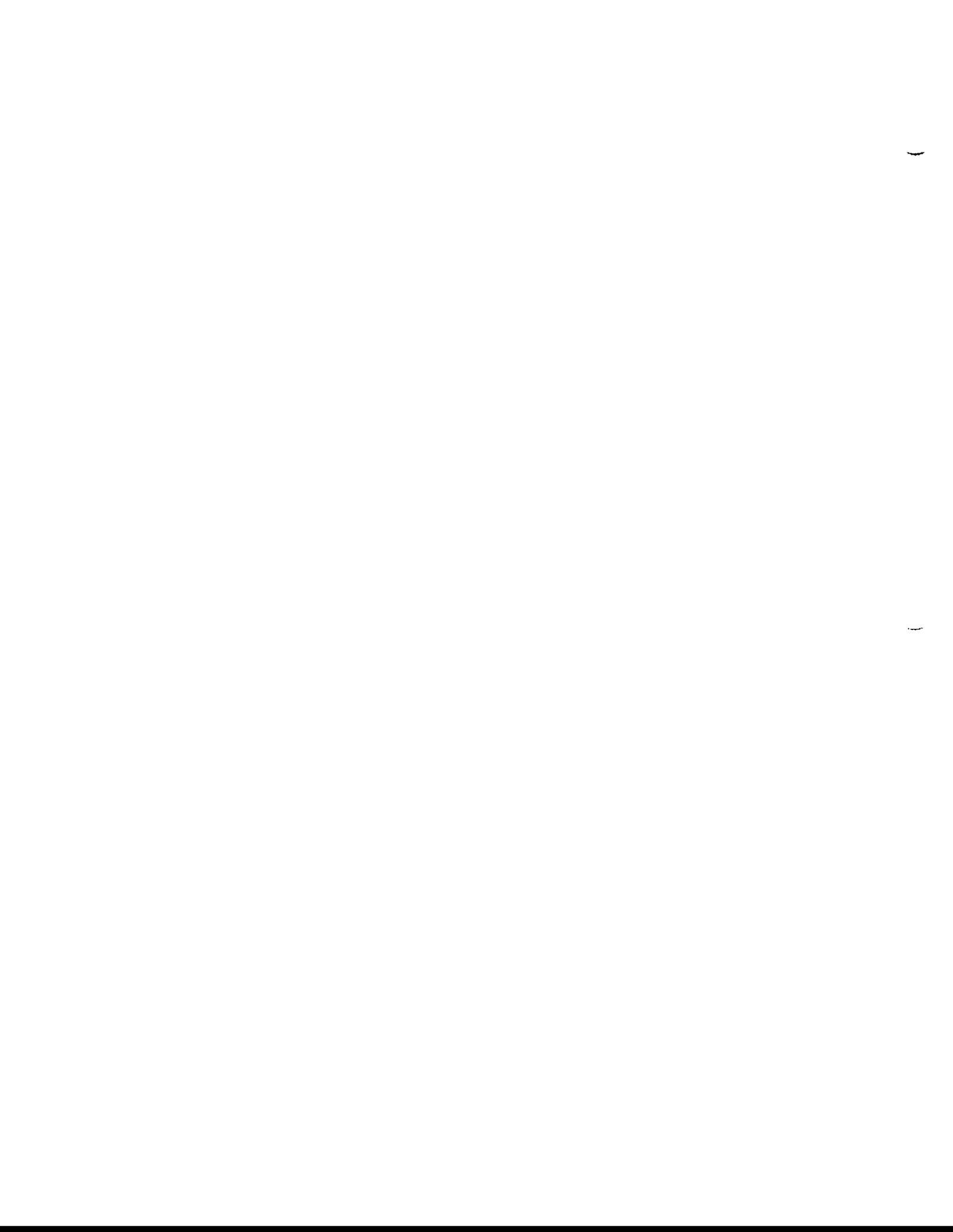
510. CONTRACTOR RESPONSIBILITIES - PACE II

1. Provide for the delivery of services conforming with the terms and provisions of the contract.
2. When supported by a delivery order, conduct student orientation, individual counseling, and student registration sessions prior to the deployment. Administer placement testing, when required. Furnish student registration information to the COTR.
3. When supported by a delivery order, furnish all instructional and testing materials, training and hardware delivery systems as required by the contract. All materials and equipment will be on board deploying ships prior to the commencement of a course.
4. When supported by a delivery order, provide the PACE II Project Officer and Shipboard Support Team with hands-on training in the operation and use of the hardware and administrative software to be furnished under the contract.

5. Provide the local Navy Campus office with class rosters for the PACE II courses. (Exhibit V-9).
6. Submit PACE II program reports as required by the contract.
7. Provide educational program marketing materials. The content of these materials and authorizations for ship visits for purposes of publicity and program promotion will be approved by the COTR or the appropriate Navy Campus education specialist.
8. Upon course completion, require course critiques be completed by all students. Provide original critiques to the COTR.

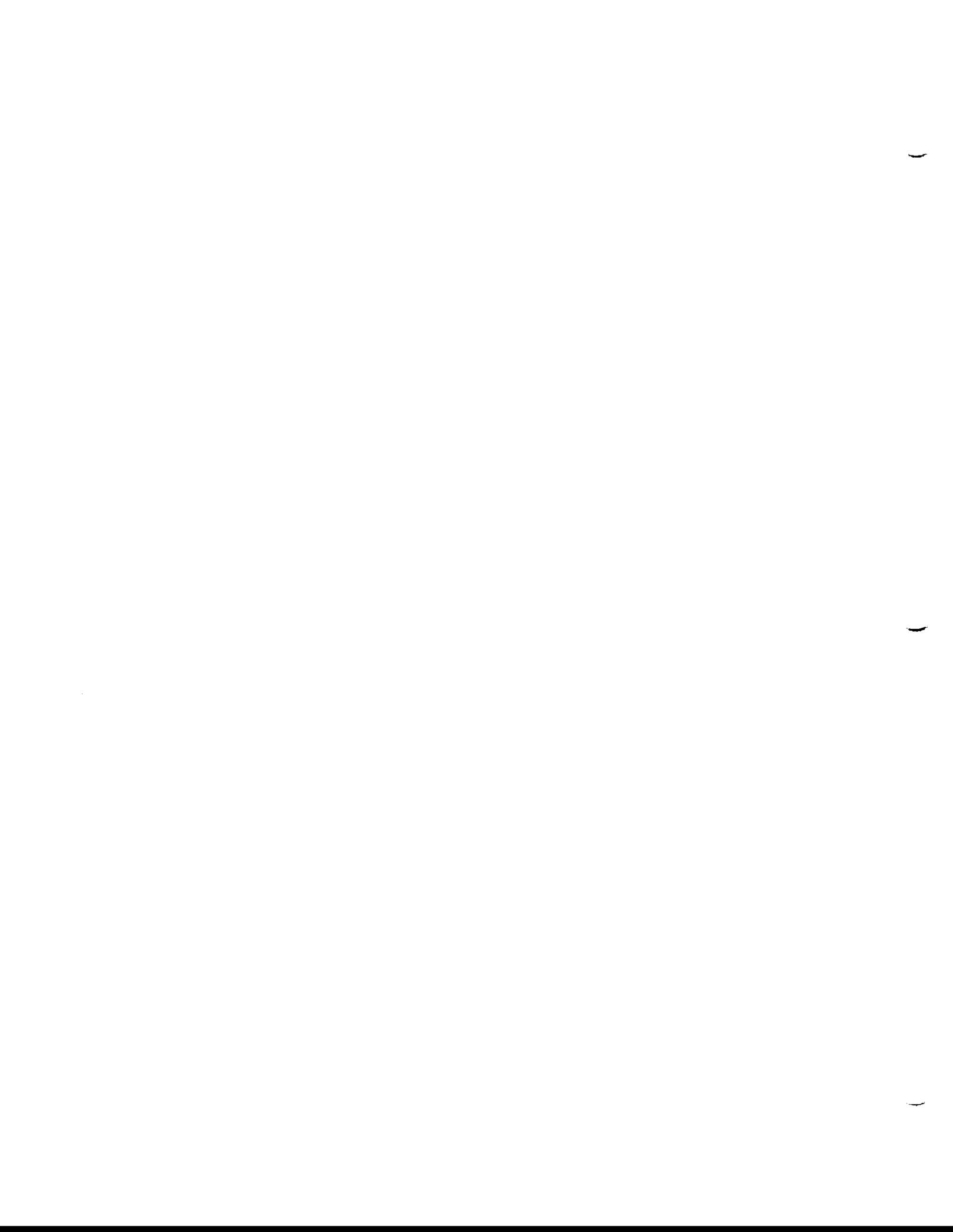


| PACE I CLASS PLACEMENT CHART |                      |  |
|------------------------------|----------------------|--|
| ASSET Test:                  | Test Score Required: | Course Eligibility:  |
| Reading                      | 38 and below         | basic skills reading<br>pre-college reading/<br>study skills<br>any PACE I course<br>except English/math |
|                              | 39 to 42             |  |
| Writing                      | 43 and above         | basic skills English<br>pre-college English<br>college English   |
|                              | 38 and below         |  |
| Numerical                    | 39 to 42             | basic skills math<br>elementary algebra  |
|                              | 43 and above         |  |
| Elementary Algebra           | 38 and below         | pre-college<br>elementary algebra<br>intermediate algebra  |
|                              | 40 and below         |  |
| Intermediate Algebra         | 41 and above         | intermediate algebra<br>college algebra  |
|                              | 39 and below         |  |
|                              | 40 and above         |  |



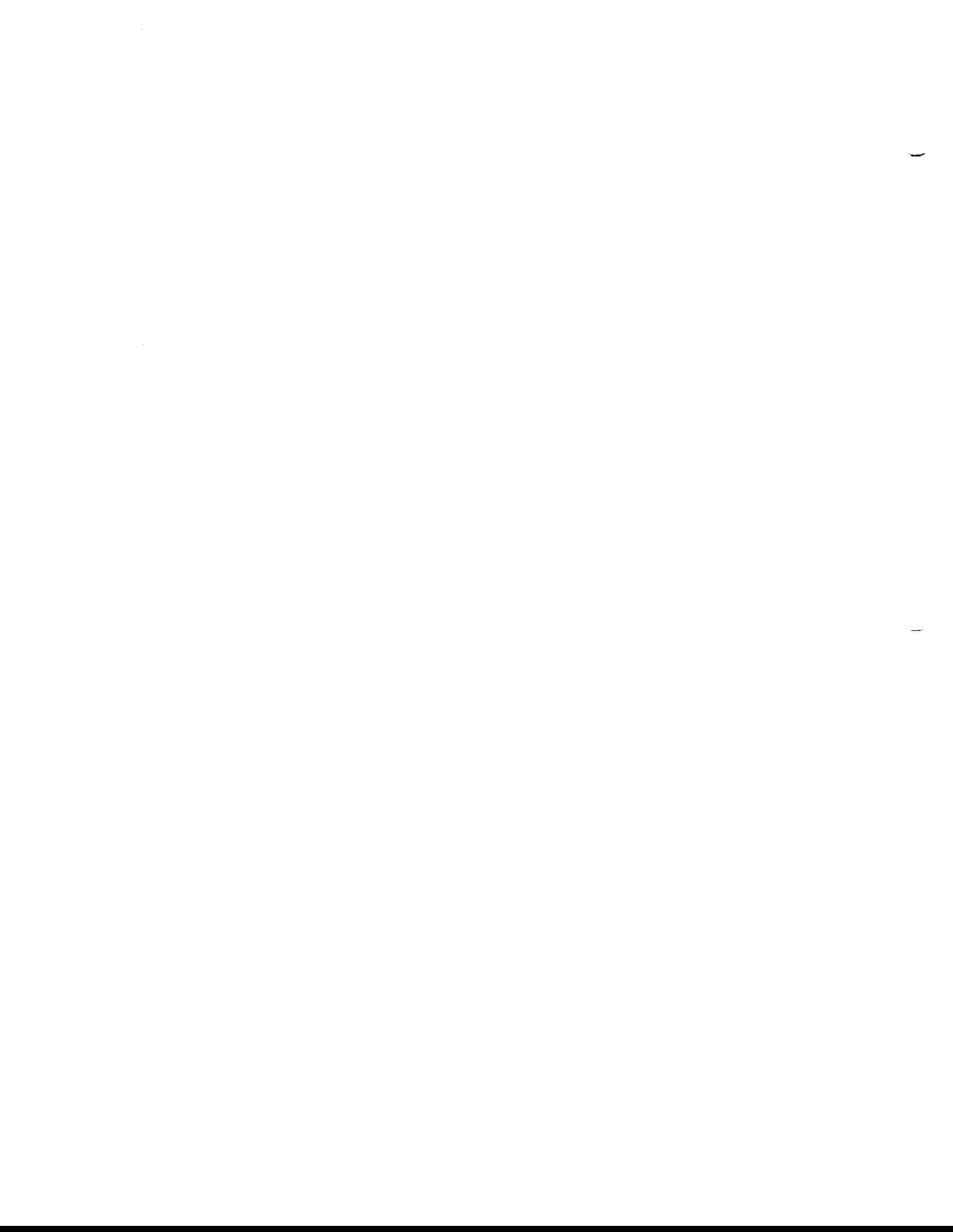
| JOINT MESSAGEFORM   |   |       |                 |            | SECURITY CLASSIFICATION |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
|---|---|-------|-----------------|------------|-------------------------|----------------------|---------|-----|----|-------------------|-------------------------|-----------------|------|-----------------|--------------|--------|------|----|--------------|--------|------|----|-------------|--------|------|----|
| PAGE  | DIS/RELEASE TIME  |       |                 | PRECEDENCE |                         | CLASS                | SPECIAL | LHM | CH | INFO. I. C. I. I. |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
|   | DATE TIME   | MONTH | YR              | ACT        | INFO                    |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| OF  |   |       |                 |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| INDEX   | MESSAGE HANDLING INSTRUCTIONS                           |       |                 |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| <p style="text-align: center;">FROM: USS YORKTOWN</p> <p style="text-align: center;">TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: REQUEST FOR ASSET PLACEMENT TESTING</p> <p>MSGID/GENADMIN/YORKTOWN/--/MAY//</p> <p>RMKS/1. REQUEST ASSET PLACEMENT TESTING BE PROVIDED USS YORKTOWN AND ADMINISTERED ONBOARD AS FOLLOWS:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TEST</th> <th style="text-align: left;">DATE</th> <th style="text-align: left;">TIME</th> <th style="text-align: left;">NO. OF STUDENTS</th> </tr> </thead> <tbody> <tr> <td>BASIC SKILLS</td> <td>15 JUN</td> <td>0800</td> <td>10</td> </tr> <tr> <td>BASIC SKILLS</td> <td>22 JUN</td> <td>0800</td> <td>10</td> </tr> <tr> <td>PRE COLLEGE</td> <td>29 JUN</td> <td>0800</td> <td>10</td> </tr> </tbody> </table> <p>P. POC: CW02 JONES AT 440-3245 PRIOR TO 30 MAY 91.//</p> |   |       |                 |            |                         |                      |         |     |    |                   | TEST                    | DATE            | TIME | NO. OF STUDENTS | BASIC SKILLS | 15 JUN | 0800 | 10 | BASIC SKILLS | 22 JUN | 0800 | 10 | PRE COLLEGE | 29 JUN | 0800 | 10 |
| TEST  | DATE  | TIME  | NO. OF STUDENTS |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| BASIC SKILLS  | 15 JUN  | 0800  | 10              |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| BASIC SKILLS  | 22 JUN  | 0800  | 10              |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| PRE COLLEGE   | 29 JUN  | 0800  | 10              |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
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| DRAFTER (Typed NAME, TITLE, OFFICE SYMBOL AND PHONE)  |   |       |                 |            |                         | SPECIAL INSTRUCTIONS |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| RELEASEE  | TYPED NAME (Typed NAME, TITLE, OFFICE SYMBOL AND PHONE) |       |                 |            |                         |                      |         |     |    |                   |                         |                 |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |
|   | SIGNATURE   |       |                 |            |                         |                      |         |     |    |                   | SECURITY CLASSIFICATION | DATE TIME GROUP |      |                 |              |        |      |    |              |        |      |    |             |        |      |    |

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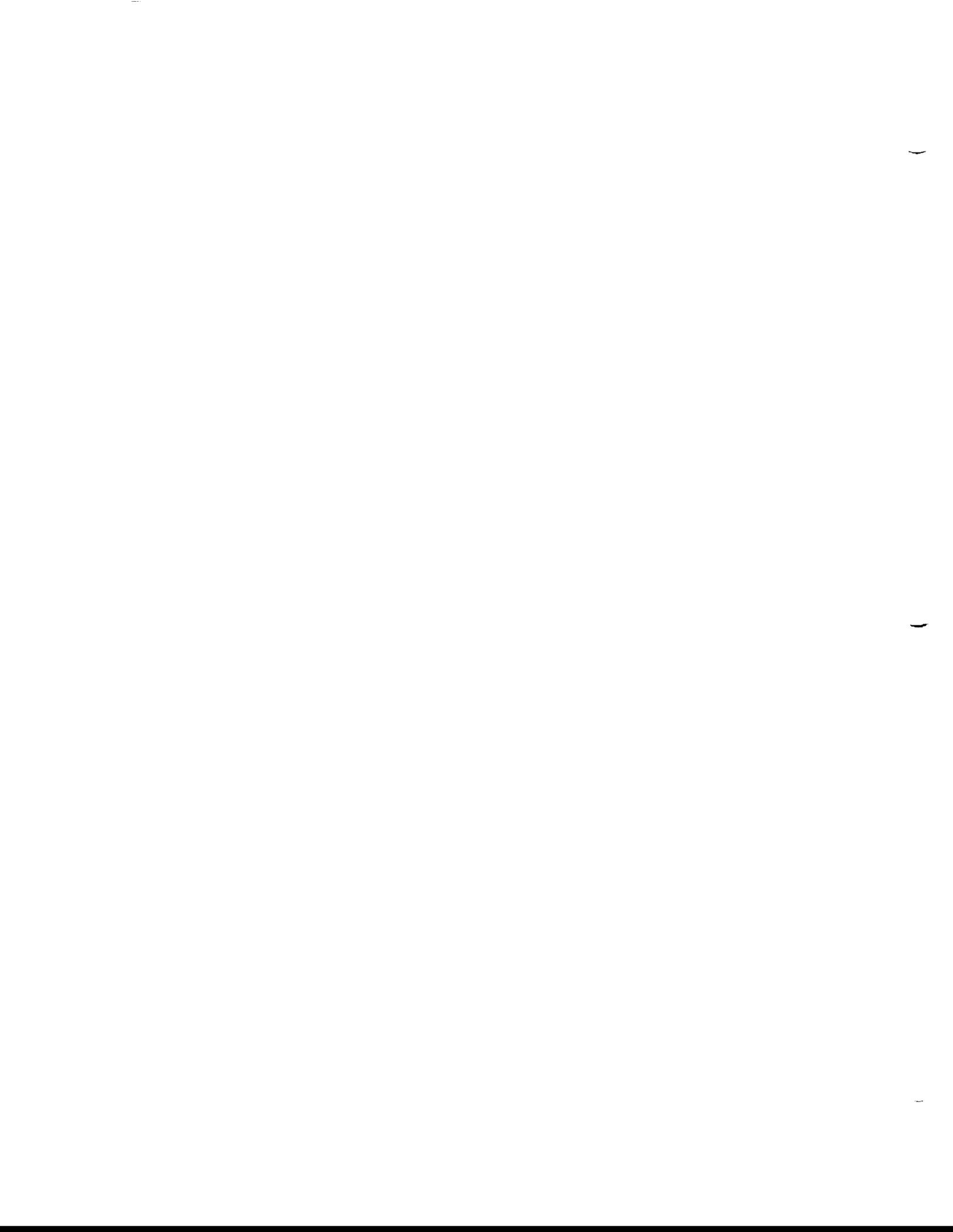
| <b>JOINT MESSAGEFORM</b>  |   |                      |                   |                           | <small>SECURITY CLASSIFICATION</small> |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
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| <small>PAGE</small>   | <small>DIS/RELEASE TIME</small>                             |                      |                   | <small>PRIORITIES</small> |  | <small>CLASS</small>                | <small>SPECAT</small> | <small>TIME</small> | <small>CHK</small> | <small>ORIG. ASS. UNIT</small> |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
|   | <small>DATE TIME</small>                                    | <small>MONTH</small> | <small>YR</small> | <small>ACT</small>        | <small>INFO</small>                    |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <small>IN</small>   |   |                      |                   |                           |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <small>MODE</small>   | <small>MESSAGE HANDLING INSTRUCTIONS</small>                |                      |                   |                           |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <p style="text-align: center;">FROM: USS SHENANDOAH</p> <p style="text-align: center;">TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: ASSET PLACEMENT TESTING</p> <p>MSGID/GENADMIN/SHENANDOAH/-/MAY//</p> <p>RMKS/1. FOL ASSET TESTING DATA PROVIDED:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TEST TYPE</th> <th style="text-align: left;">CYCLE NO.</th> <th style="text-align: left;">TEST EXAMINER</th> <th style="text-align: left;">NO. TESTED</th> <th style="text-align: left;">DATE</th> </tr> </thead> <tbody> <tr> <td>BASIC SKILLS</td> <td>T91LDD137</td> <td>MR TAYLOR</td> <td>54</td> <td>910312</td> </tr> <tr> <td>PRE-COLL</td> <td>T91LDD138</td> <td>MR TAYLOR</td> <td>70</td> <td>910314</td> </tr> <tr> <td>COLLEGE</td> <td>T91LDD139</td> <td>MR TAYLOR</td> <td>34</td> <td>910316//</td> </tr> </tbody> </table> |   |                      |                   |                           |  |                                     |                       |                     |                    |                                | TEST TYPE                              | CYCLE NO. | TEST EXAMINER                  | NO. TESTED | DATE | BASIC SKILLS | T91LDD137 | MR TAYLOR | 54 | 910312 | PRE-COLL | T91LDD138 | MR TAYLOR | 70 | 910314 | COLLEGE | T91LDD139 | MR TAYLOR | 34 | 910316// |
| TEST TYPE   | CYCLE NO.   | TEST EXAMINER        | NO. TESTED        | DATE                      |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| BASIC SKILLS  | T91LDD137   | MR TAYLOR            | 54                | 910312                    |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| PRE-COLL  | T91LDD138   | MR TAYLOR            | 70                | 910314                    |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| COLLEGE   | T91LDD139   | MR TAYLOR            | 34                | 910316//                  |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <small>DESTN</small>  |   |                      |                   |                           |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <small>ORIGINATOR SYMBOL NAME (SEE IN FILE SEARCH, PICTURE)</small>   |   |                      |                   |                           |  | <small>SPECIAL INSTRUCTIONS</small> |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <small>RELEASE</small>  | <small>TYPIST NAME (SEE IN FILE SEARCH AND PICTURE)</small> |                      |                   |                           |  |                                     |                       |                     |                    |                                |  |           |                                |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
|   | <small>SIGNATURE</small>                                    |                      |                   |                           |  |                                     |                       |                     |                    |                                | <small>SECURITY CLASSIFICATION</small> |           | <small>DATE TIME GROUP</small> |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |

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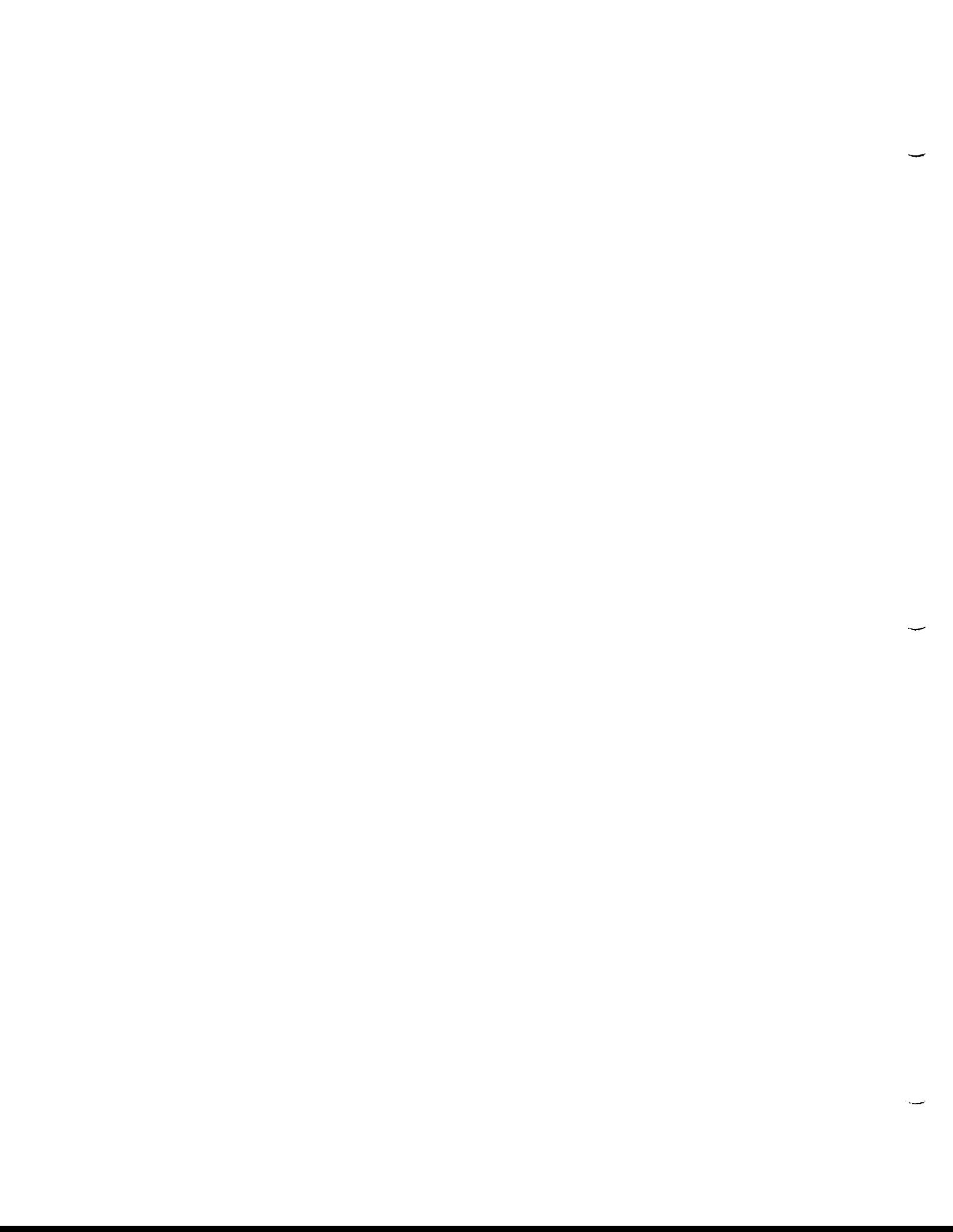
| <b>JOINT MESSAGEFORM</b>  |  |             |    |            | SECURITY CLASSIFICATION |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
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| PAGE  | DTG/RELEASE TIME                         |             |    | PRECEDENCE |                         | CLASS                | SPECAT | EMI | LIC | ORIG. ASS. REF. # |        |                          |             |                 |    |   |           |    |   |           |    |   |
|   | DATE TIME                                | MONTH       | YR | ACT        | INFO                    |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| OF  |  |             |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| BOOK  | MESSAGE HANDLING INSTRUCTIONS            |             |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| <p style="text-align: center;">FROM: USS FORRESTAL</p> <p style="text-align: center;">TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: PACE I COURSE REQUEST</p> <p>MSGID/GENADMIN/FORRESTAL/--JUN//</p> <p>RMKS/1. REQUEST THE FOL PACE I COURSES:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COURSE</th> <th style="text-align: center;">NO. STUDENTS PER SECTION</th> <th style="text-align: center;">NO. SECTION</th> </tr> </thead> <tbody> <tr> <td>ENGL 1301</td> <td style="text-align: center;">15</td> <td style="text-align: center;">4</td> </tr> <tr> <td>MATH 1301</td> <td style="text-align: center;">18</td> <td style="text-align: center;">4</td> </tr> <tr> <td>PSYC 1302</td> <td style="text-align: center;">20</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> <p>2. ASSET PLACEMENT TESTS HAVE BEEN ADMINISTERED TO STUDENTS AND RESULTS VERIFIED BY ESO.</p> <p>3. TERM BEGINS: 03AUG91 AND ENDS: 05OCT91. REQUEST INSTRUCTORS REPORT ABOARD NLT 1600 ON 01AUG91.</p> <p>4. OFFICER BERTHING IS AVAILABLE.</p> <p>5. POC: CW02 JOHNSON, 270-2004, X5634.//</p> |  |             |    |            |                         |                      |        |     |     |                   | COURSE | NO. STUDENTS PER SECTION | NO. SECTION | ENGL 1301       | 15 | 4 | MATH 1301 | 18 | 4 | PSYC 1302 | 20 | 4 |
| COURSE  | NO. STUDENTS PER SECTION                 | NO. SECTION |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| ENGL 1301   | 15                                       | 4           |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| MATH 1301   | 18                                       | 4           |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| PSYC 1302   | 20                                       | 4           |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
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| DRAFTER EXPID NAME TITLE OFFICE SYMBOL PHONE  |  |             |    |            |                         | SPECIAL INSTRUCTIONS |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
| PLEASE  | EXPID NAME TITLE OFFICE SYMBOL AND PHONE |             |    |            |                         |                      |        |     |     |                   |        |                          |             |                 |    |   |           |    |   |           |    |   |
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| JOINT MESSAGEFORM   |  |              |            |            |      | SECURITY CLASSIFICATION |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
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| PAGE  | DTG/RELEASE TIME                         |              |            | PRECEDENCE |      | CLASS                   | SPECIAL | LMI | CIC | ORIG/MSG IDENT |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
|   | DATE TIME                                | MONTH        | YR         | ACT        | INFO |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| OF  |  |              |            |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| MIJUR   | MESSAGE HANDLING INSTRUCTIONS            |              |            |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| <p>FROM: USS MOBILE BAY</p> <p>TO: NETSPAC SAN DIEGO CA/N2C//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: PACE I INITIAL REPORT</p> <p>MSGID/GENADMIN/MOBILE BAY/--/JUL//</p> <p>RMKS/L. FOL DATA PROVIDED FOR PACE I STUDENTS:</p> <table border="1"> <thead> <tr> <th>CYCLE NO.</th> <th>COURSE</th> <th>NO. ENROLLED</th> <th>START DATE</th> </tr> </thead> <tbody> <tr> <td>ABE910001</td> <td>HIST 1301</td> <td>13</td> <td>910916</td> </tr> <tr> <td>ABE910002</td> <td>HIST 1301</td> <td>12</td> <td>910916</td> </tr> <tr> <td>ABE910003</td> <td>HIST 1302</td> <td>14</td> <td>910917</td> </tr> <tr> <td>ABE910004</td> <td>HIST 1302</td> <td>15</td> <td>910917//</td> </tr> </tbody> </table> |  |              |            |            |      |                         |         |     |     |                | CYCLE NO.       | COURSE | NO. ENROLLED | START DATE | ABE910001 | HIST 1301 | 13 | 910916 | ABE910002 | HIST 1301 | 12 | 910916 | ABE910003 | HIST 1302 | 14 | 910917 | ABE910004 | HIST 1302 | 15 | 910917// |
| CYCLE NO.   | COURSE                                   | NO. ENROLLED | START DATE |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| ABE910001   | HIST 1301                                | 13           | 910916     |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| ABE910002   | HIST 1301                                | 12           | 910916     |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| ABE910003   | HIST 1302                                | 14           | 910917     |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| ABE910004   | HIST 1302                                | 15           | 910917//   |            |      |                         |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
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| DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE  |  |              |            |            |      | SPECIAL INSTRUCTIONS    |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
| RELEASEE  | TYPED NAME TITLE OFFICE SYMBOL AND PHONE |              |            |            |      | SECURITY CLASSIFICATION |         |     |     |                |                 |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |
|   | SIGNATURE                                |              |            |            |      |                         |         |     |     |                | DATE TIME GROUP |        |              |            |           |           |    |        |           |           |    |        |           |           |    |        |           |           |    |          |

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PACE CLASS ROSTER/GRADE REPORT

CNET REPORT 1560-2

TYPE OF REPORT  INITIAL  FINAL

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| INSTITUTION  |                                    | DEPARTMENT AND COURSE NUMBER  |  |               | NUMBER ENROLLED |
| COURSE TITLE   |                                    | NO. OF CREDIT HOURS (SH or Qtr)   | BEGINNING DATE   |               | ENDING DATE     |
| SSN  | STUDENT NAME (Last, First, Middle) | RATE/RANK   | ASVAB VERBAL (VE)  | PRETEST SCORE | LETTER GRADE    |
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| INSTRUCTOR SIGNATURE, DATE, TYPED NAME   |                                    | NUMBER COMPLETED  | COURSE COMPLETION RATE(%)<br>(Less than 60%, CO will explain circumstances in comments) <input type="checkbox"/> |               |                 |
| COMMENTS:  |                                    | COURSE PASS RATE (%) (D+ Above) <input type="checkbox"/>  |  |               |                 |
|  |                                    | CONTRACT NUMBER   |  | CYCLE NUMBER  |                 |
|  |                                    | NUMBER OF OFFICERS  |  |               |                 |
|  |                                    | NUMBER OF MARINES PARTICIPATING<br><i>Ship Company</i> _____<br><i>Embarked Marines</i> _____   |  |               |                 |
| INITIAL PROGRESS REPORT<br><br>I certify that the students listed above are officially enrolled, are available to attend classes, have been advised of the Privacy Act Statement on the reverse side, and that I have received a copy of the class roster. Course start confirmed by message to NETSCLANT/PAC. |                                    | FINAL GRADE REPORT<br><br>I certify that the students listed above have either withdrawn or completed this course with the indicated grade, and that I have received a copy of the grade report. I further certify that the Contractor has satisfactorily delivered the required services. My explanation for the less than 60% completion is included. |  |               |                 |
| COMMANDING OFFICER (Signature, Date, Typed Name and Title)   |                                    |   |  |               |                 |
| FROM: (Ship and Hull #) <input type="checkbox"/>   |                                    | TO: (Contractor) <input type="checkbox"/>   |  |               |                 |

PACE CLASS ROSTER/GRADE REPORT

PRIVACY ACT STATEMENT

Under the authority of E.O. 9397 and 5 USC 301, Departmental Regulations, the present personal data is requested in order to review and process your participation in the Program for Afloat College Education. Your social security number will be used for purposes of individual identification. This information will be included in your Education and Training record and will be retained by the Navy Campus Voluntary Education network. It will not be divulged without your written authorization to anyone other than Navy and school personnel involved with the administration of the PACE program. You are not required to provide this information; however, failure to do so will result in your not being able to participate in PACE.

(SHIPS LETTERHEAD)

1560  
date

From: Commanding Officer, USS STARK (FFG-31)  
To: Commanding Officer, Naval Education and Training Support Center,  
Atlantic, Naval Station, Norfolk, VA 23511-6197

Subj: PACE II COURSE REQUEST

Ref: (a) PACE II Contract N00612-87-D-0259

1. In accordance with reference (a), request PACE II hardware, courseware and student materials be provided this command for those individuals listed below.

2. The following additional information is provided to support implementation of this request:

- a. Equipment installation date: NLT 26 SEP 91
- b. Courseware/student materials  
deliver date: NLT 26 SEP 91
- c. Term start date: 30 SEP 91
- d. Term completion date: 23 DEC 91
- e. Projected equipment removal  
date: 01 JAN 92

3. The following student registration data is provided to support this request:

| <u>NAME</u> | <u>RANK</u> | <u>SSN</u> | <u>COURSE TITLE</u> |
|-------------|-------------|------------|---------------------|
|-------------|-------------|------------|---------------------|

4. This request and appropriate registration/enrollment list should be cited as primary reference for all correspondence during this period. POC: ENS Smith, 960-3333.

5. NETSCLANT Norfolk VA will be notified of term completion.

(Signature block)

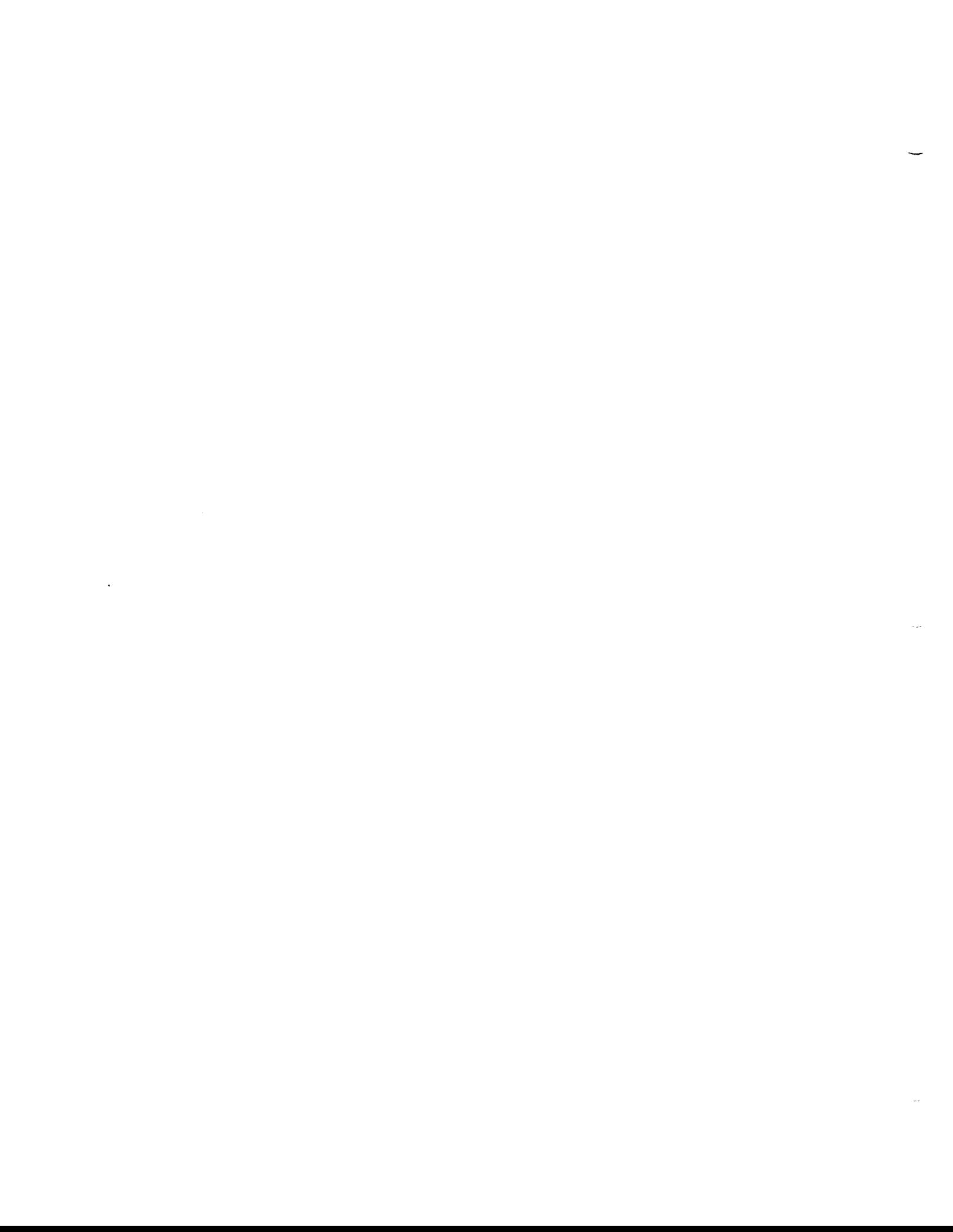
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Navy Campus Mayport

Exhibit V-7



| JOINT MESSAGEFORM  |  |       |    |            |      | SECURITY CLASSIFICATION |        |     |     |                |
|--|--|-------|----|------------|------|-------------------------|--------|-----|-----|----------------|
| PAGE   | DTG/RELEASER TIME                          |       |    | PRECEDENCE |      | CLASS                   | SPECAT | LMT | CIC | ORIG/MSG IDENT |
|  | DATE TIME                                  | MONTH | YR | ACT        | INFO |                         |        |     |     |                |
| OF   |  |       |    |            |      |                         |        |     |     |                |
| BOOK   | MESSAGE HANDLING INSTRUCTIONS              |       |    |            |      |                         |        |     |     |                |
| <p>FROM: USS AUBREY FITCH</p> <p>TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: PACE II PROGRAM</p> <p>MSGID/GENADMIN/AUBREY FITCH/--/AUG//</p> <p>RMKS/1. ALL REQUIRED PRE-DEPLOYMENT PACE II TRAINING HAS BEEN PROVIDED BY THE CONTRACTOR AND THE CONTRACTOR'S HARDWARE AND EDUCATIONAL MATERIALS HAVE BEEN DELIVERED AND ARE OPERATIONAL.//</p> |  |       |    |            |      |                         |        |     |     |                |
| DISTR:   |  |       |    |            |      |                         |        |     |     |                |
| DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE  |  |       |    |            |      | SPECIAL INSTRUCTIONS    |        |     |     |                |
| RELEASER   | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE |       |    |            |      | SECURITY CLASSIFICATION |        |     |     |                |
|  | SIGNATURE                                  |       |    |            |      |                         |        |     |     |                |

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CNETINST 1560.3D  
NOV 18 1991  
PACE CLASS ROSTER/GRADE REPORT

PRIVACY ACT STATEMENT

Under the authority of E.O.9397 and 5 USC 301, Departmental Regulations, the present personal data is requested in order to review and process your participation in the Program for Afloat College Education. Your social security number will be used for purposes of individual identification. This information will be included in your Education and Training record and will be retained by the Navy Campus Voluntary Education network. It will not be divulged without your written authorization to anyone other than Navy and school personnel involved with the administration of the PACE program. You are not required to provide this information; however, failure to do so will result in your not being able to participate in PACE.

CNET FORM 1560/14 (8-91)

(Back)

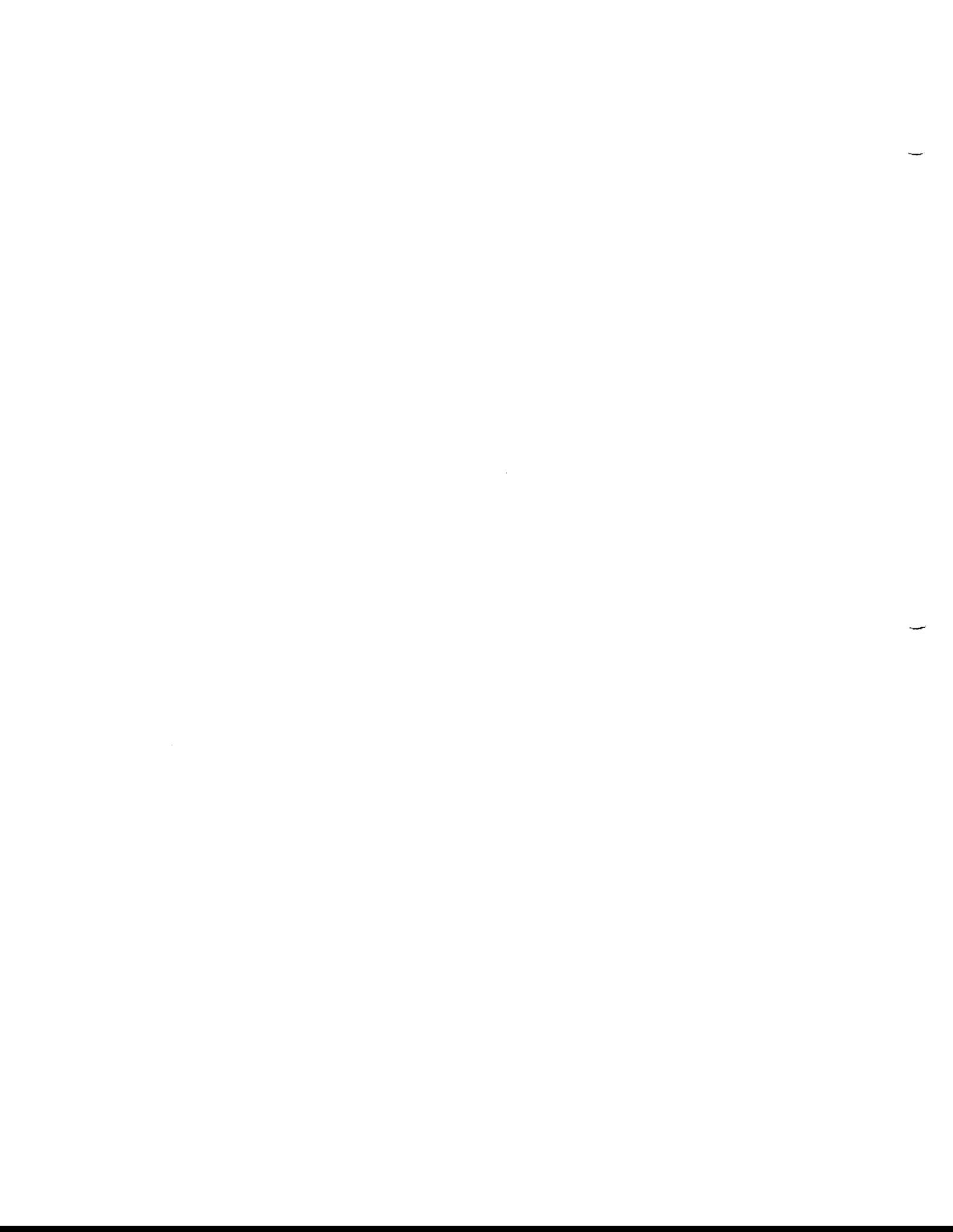
CHAPTER VI

NAVY CAMPUS BASIC SKILLS PROGRAM

| <u>Subject</u>              | <u>Paragraph</u> | <u>Page</u> |
|-----------------------------|------------------|-------------|
| Introduction                | 601              | VI-1        |
| Objectives                  | 602              | VI-1        |
| Eligibility                 | 603              | VI-1        |
| Command Responsibilities    | 604              | VI-1        |
| NETSC Responsibilities      | 605              | VI-3        |
| Contractor Responsibilities | 606              | VI-4        |

EXHIBITS

- VI-1 Sample Message ASSET Placement Testing Request
- VI-2 Sample Message ASSET Placement Testing Conducted
- VI-3 Sample Message (Afloat) NCBSB Course Request
- VI-4 NCBSB Application (CNET 1560/12)
- VI-5 Sample Message (Afloat) NCBSB Initial Report
- VI-6 NCBSB Class Roster/Grade Report (CNET 1560/11)



CHAPTER VI

NAVY CAMPUS BASIC SKILLS PROGRAM

601. INTRODUCTION. The Navy Campus Basic Skills Program (NCBSP) identifies and addresses skill deficiencies in the areas of English, reading, and mathematics. The NCBSP courses are conducted for afloat and ashore commands by fully accredited institutions of higher education under contract to the Navy.

602. OBJECTIVES. The non-credit NCBSP courses ensure sailors possess the minimum skill levels necessary to complete job training, function acceptably in a work environment, and qualify for advancement. NCBSP courses are designed to increase an individual's knowledge in writing, comprehension, and computation with the ultimate goal of improving military training and fleet readiness.

603. ELIGIBILITY. Personnel identified by the commanding officer as potential basic skills candidates--or sailors who recognize a need for the courses--may be eligible for NCBSP classes. Participants must meet specific screening and placement testing criteria prior to course enrollment. The command is responsible for screening potential students and the contractor administers the placement test.

604. COMMAND RESPONSIBILITIES

1. Appoint a NCBSP Project Officer to screen potential students to determine program eligibility, per the following guidelines:

a. Personnel with ASVAB VE scores of 46 and below are eligible to take the ASSET placement test in reading, writing and numerical skills to determine eligibility for Basic Skills classes.

b. Personnel with VE scores of 47 and above are not eligible for Basic Skills classes, but may be enrolled in local pre-college or college-level courses or, if deployed, PACE pre-college or academic courses. Exceptions to this policy will be approved by the appropriate NETSC.

2. Request ASSET placement testing for potential basic skills students who screen below 47 on the VE component of the ASVAB. Placement testing requests are addressed to the appropriate NETSC (Exhibit VI-1). The message addresses are NETSCLANT NORFOLK VA//N1// and NETSCPAC SAN DIEGO CA//N2C//. Requests for placement testing require a minimum of ten (10) days lead time. For deploying units, placement testing for the first term should be accomplished prior to deployment. Upon completion of ASSET Testing, report sessions/number tested to the appropriate NETSC (Exhibit VI-2).

3. Determine NCBSP course eligibility for potential students based on the following ASSET placement test results:

NOV 18 1991

a. NCBSF reading class requires a 38 or below on the ASSET reading test;

b. NCBSF English class requires a 38 or below on the ASSET writing test; and

c. NCBSF math class requires a 38 or below on the ASSET numerical skills test.

4. Ensure that at least 10 students whose placement tests indicates NCBSF eligibility are available to form the class. The maximum class size is 15 students. Members of other armed services assigned to Naval commands are authorized to enroll on a space available basis after the minimum 10 Navy personnel have registered.

5. Ashore commands may order NCBSF classes as needed. Afloat units must have sufficient eligible personnel for at least two sections of a single subject course, for example, English, or order an NCBSF class in conjunction with PACE courses in a related subject area, for example, basic skill English plus pre-college and/or college English.

6. Schedule course length not less than 3 weeks nor more than 8 weeks. Instruction consists of a minimum of 45 instructor contact hours and will be conducted at times and days deemed appropriate by the command. No single course will be taught more than 3 hours per day.

7. Afloat units identify and reserve adequate officer berthing space for civilian instructor(s). (Officer berthing is defined as spaces listed as officer berthing in the original ship's plan, which includes at a minimum: an officer's bunk, upright storage and administrative space.)

8. Assist in securing adequate classroom space as needed.

9. Afloat units request NCBSF courses from the appropriate NETSC upon completion of screening and contractor administered placement testing (Exhibit VI-3). Requests for NCBSF classes require a minimum of 30 days lead time between the date the request is received by the NETSC and the beginning class date. The NETSC will authorize the class by issuance of a Delivery Order, DD1155. No instruction shall begin until the Delivery Order number has been assigned and the command receives written authorization from the NETSC.

10. Ashore units request NCBSF classes from the local Navy Campus office by contacting the Education Specialist or the appropriate NETSC if a local office is not available. No instruction shall begin until Navy Campus notifies the command that a Delivery Order number has been assigned for the course.

11. Ashore units provide written authorization for personnel to attend NCBSF classes (Exhibit VI-4).

12. Afloat units provide security and an accountability system for textbooks and course materials until custody can be transferred to the course instructor.

13. Afloat units arrange for embarkation and debarkation of civilian instructor(s). Assist civilian instructor(s) in obtaining appropriate ID card when overseas.

14. Upon class commencement, afloat units confirm the number of student enrollments and the start and estimated end dates of course(s) by naval message (Exhibit VI-5).

15. Monitor the progress of each course and ensure regular attendance of the participants.

16. Ensure initial and final class rosters reflect accurate student data (Exhibit VI-6).

17. Provide the commanding officer of the appropriate NETSC with a written explanation for all course completion rates which are below 75 percent. If a command shows a pattern of NCBSF completion rates below the 75 percent requirement, further course requests may be denied by the appropriate NETSC.

#### 605. NETSC RESPONSIBILITIES

1. Execute the responsibilities of the COTR for all specified COTR matters relating to the NCBSF.

2. Publicize and promote the NCBSF to ashore and afloat commands.

3. Assist the command's NCBSF Project Officer in local program management, program implementation, and establishment of the command's education plan.

4. Screen all NCBSF ASSET placement test and course requests for compliance with the terms of the contract.

5. Prepare and process all ASSET placement test and course authorizations. Process NCBSF instructor travel orders for deploying units.

6. Coordinate delivery of authorized ASSET placement testing and courses with the contractor.

7. Monitor and review all NCBSF ASSET placement testing and courses delivered under the provisions of the contract. Report any discrepancies to the contracting officer.

8. Provide technical guidance and advice to the commanding officer for all matters relating to the administration of the NCBSF.

9. Prepare detailed NCBSF program guidance for Navy Campus education specialists.

10. When required, provide interim clearance for NCBSF instructor(s) for deploying units while the mandatory NAC is being requested.

11. Ensure contractor invoices are accurate, properly certified, and forwarded for payment.

606. CONTRACTOR RESPONSIBILITIES

1. Provide for the delivery of services conforming with the terms and provisions of the contract.

2. Identify, train, and assign certified instructors.

3. Register, enroll, and advise participants concerning instructional procedures, policies, and requirements of the contractor's program.

4. Prepare NCBSF instructor travel orders for deploying units. Submit travel orders to the local Navy Campus office for processing.

5. Furnish all instructional materials, library reference and equipment necessary for the conduct of courses. All materials and equipment will be on board deploying units prior to the commencement of a course.

6. As a minimum, provide the same number of contact hours as required by the contract.

7. Provide educational program marketing materials. The content of these materials and authorizations for ship visits for purposes of publicity and program promotion will be approved by the COTR or local Navy Campus education specialist.

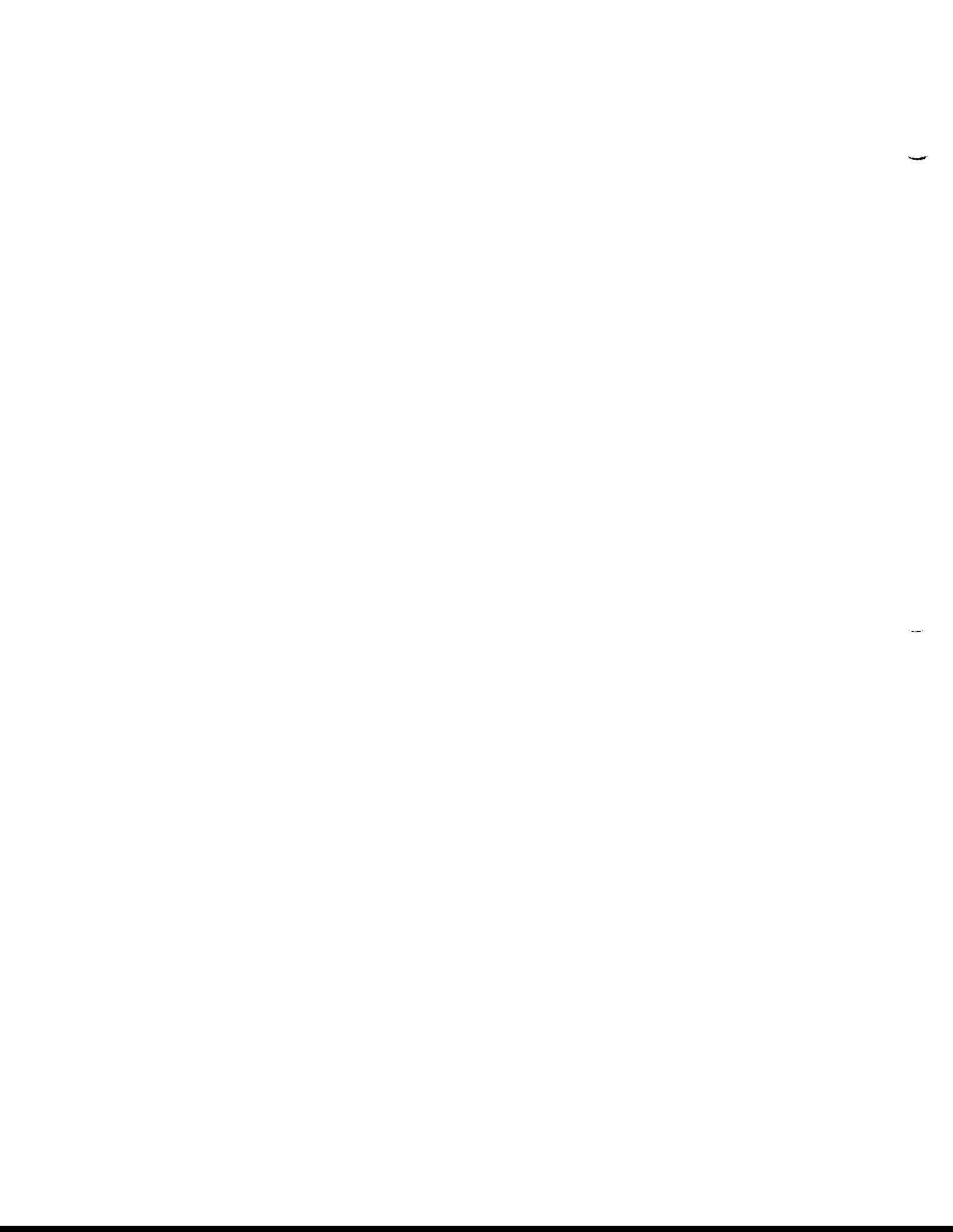
8. Submit initial and final class rosters to activities identified in the contract.

9. Award certificates of completion to qualified students.

10. Upon course completion, require course critiques be completed by all students. Provide original critiques to the COTR and a copy to the local Navy Campus Naval Technical Representative (NTR).

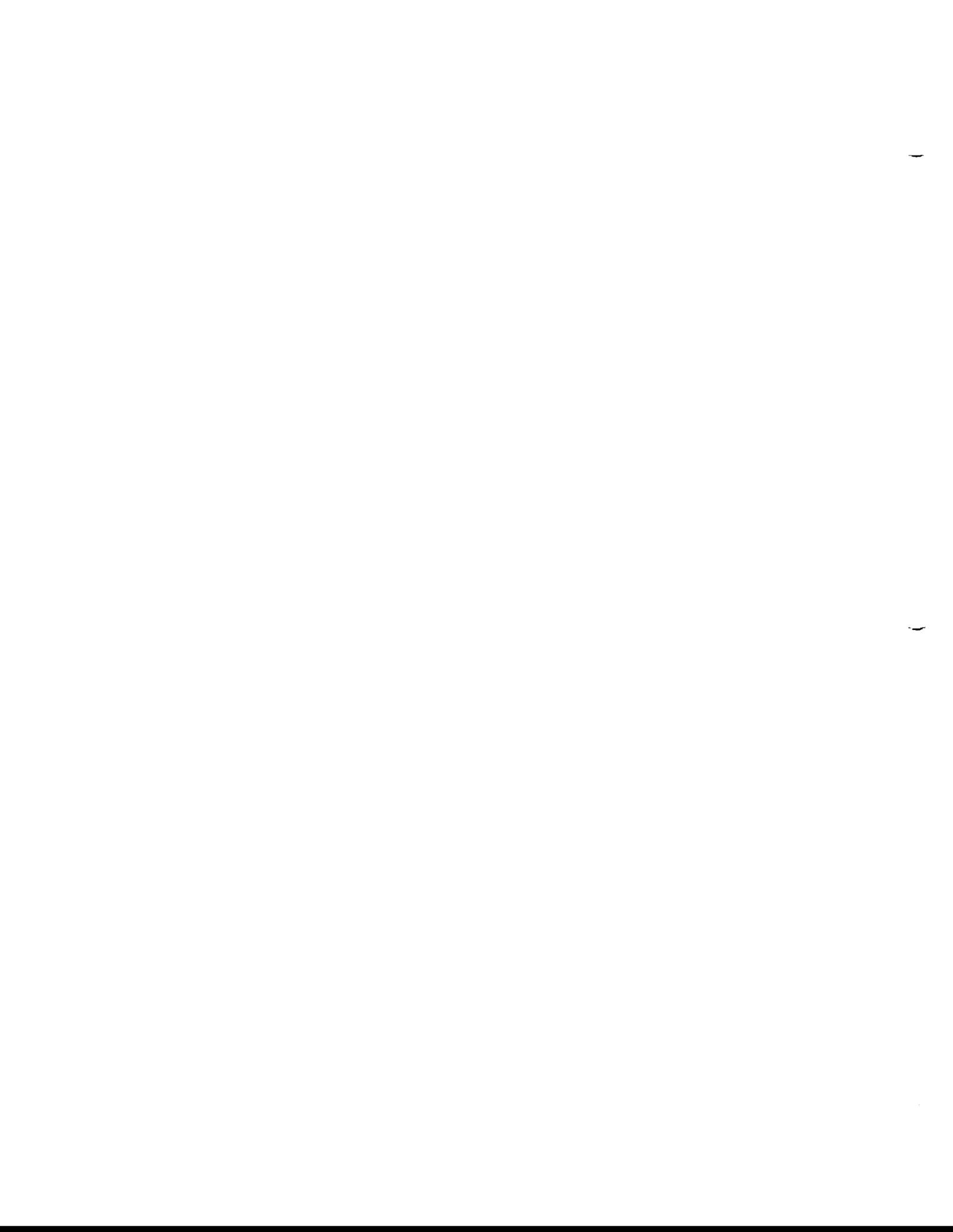
| <b>JOINT MESSAGEFORM</b>   |  |      |                 |            | <b>SECURITY CLASSIFICATION</b> |                      |       |     |     |                |                         |      |                 |                 |              |        |      |    |              |        |      |    |             |        |      |    |
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| <p style="text-align: center;">FROM: USS YORKTOWN</p> <p style="text-align: center;">TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: REQUEST FOR ASSET PLACEMENT TESTING</p> <p>MSGID/GENADMIN/YORKTOWN/-/MAY//</p> <p>RMKS/1. REQUEST ASSET PLACEMENT TESTING BE PROVIDED USS YORKTOWN AND ADMINISTERED ONBOARD AS FOLLOWS:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">TEST</th> <th style="text-align: left;">DATE</th> <th style="text-align: left;">TIME</th> <th style="text-align: left;">NO. OF STUDENTS</th> </tr> </thead> <tbody> <tr> <td>BASIC SKILLS</td> <td>15 JUN</td> <td>0800</td> <td>10</td> </tr> <tr> <td>BASIC SKILLS</td> <td>22 JUN</td> <td>0800</td> <td>10</td> </tr> <tr> <td>PRE COLLEGE</td> <td>29 JUN</td> <td>0800</td> <td>10</td> </tr> </tbody> </table> <p>2. POC: CW02 JONES AT 440-3245 PRIOR TO 30 MAY 91.//</p> |  |      |                 |            |                                |                      |       |     |     |                | TEST                    | DATE | TIME            | NO. OF STUDENTS | BASIC SKILLS | 15 JUN | 0800 | 10 | BASIC SKILLS | 22 JUN | 0800 | 10 | PRE COLLEGE | 29 JUN | 0800 | 10 |
| TEST   | DATE                                     | TIME | NO. OF STUDENTS |            |                                |                      |       |     |     |                |                         |      |                 |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| BASIC SKILLS   | 15 JUN                                   | 0800 | 10              |            |                                |                      |       |     |     |                |                         |      |                 |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| BASIC SKILLS   | 22 JUN                                   | 0800 | 10              |            |                                |                      |       |     |     |                |                         |      |                 |                 |              |        |      |    |              |        |      |    |             |        |      |    |
| PRE COLLEGE  | 29 JUN                                   | 0800 | 10              |            |                                |                      |       |     |     |                |                         |      |                 |                 |              |        |      |    |              |        |      |    |             |        |      |    |
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| RELEASED   | TYPED NAME TITLE OFFICE SYMBOL AND PHONE |      |                 |            |                                |                      |       |     |     |                |                         |      |                 |                 |              |        |      |    |              |        |      |    |             |        |      |    |
|  | SIGNATURE                                |      |                 |            |                                |                      |       |     |     |                | SECURITY CLASSIFICATION |      | DATE TIME GROUP |                 |              |        |      |    |              |        |      |    |             |        |      |    |

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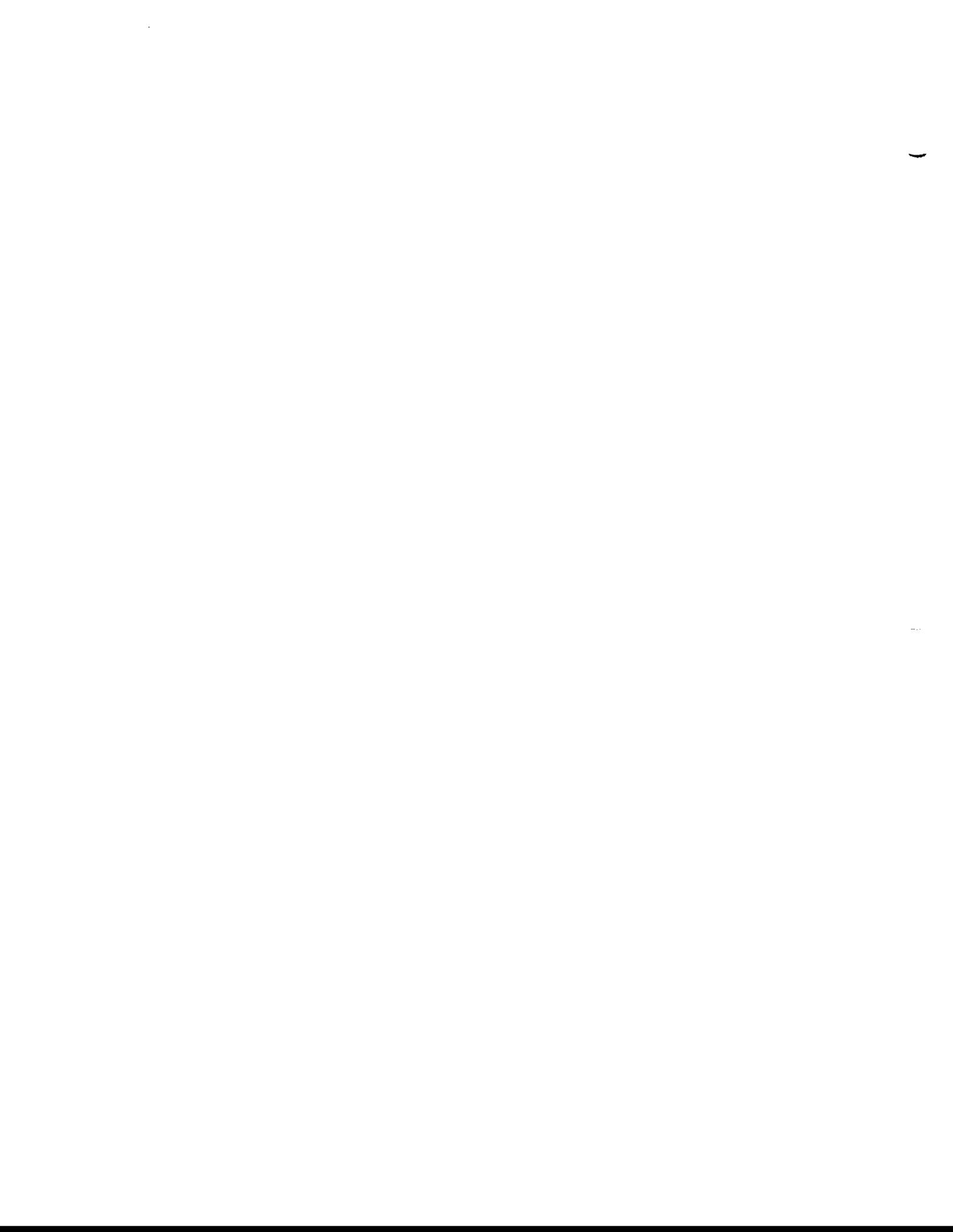
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|  | MESSAGE HANDLING INSTRUCTIONS |               |            |            |      |                         |                         |     |                 |                  |           |           |               |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| <p>FROM: USS SHENANDOAH</p> <p>TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: ASSET PLACEMENT TESTING</p> <p>MSGID/GENADMIN/SHENANDOAH/-/MAY//</p> <p>RMKS/1. FOL ASSET TESTING DATA PROVIDED:</p> <table border="1"> <thead> <tr> <th>TEST TYPE</th> <th>CYCLE NO.</th> <th>TEST EXAMINER</th> <th>NO. TESTED</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>BASIC SKILLS</td> <td>T91LD0137</td> <td>MR TAYLOR</td> <td>54</td> <td>910312</td> </tr> <tr> <td>PRE-COLL</td> <td>T91LD0138</td> <td>MR TAYLOR</td> <td>70</td> <td>910314</td> </tr> <tr> <td>COLLEGE</td> <td>T91LD0139</td> <td>MR TAYLOR</td> <td>34</td> <td>910316//</td> </tr> </tbody> </table> |                               |               |            |            |      |                         |                         |     |                 |                  | TEST TYPE | CYCLE NO. | TEST EXAMINER | NO. TESTED | DATE | BASIC SKILLS | T91LD0137 | MR TAYLOR | 54 | 910312 | PRE-COLL | T91LD0138 | MR TAYLOR | 70 | 910314 | COLLEGE | T91LD0139 | MR TAYLOR | 34 | 910316// |
| TEST TYPE  | CYCLE NO.                     | TEST EXAMINER | NO. TESTED | DATE       |      |                         |                         |     |                 |                  |           |           |               |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
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| PRE-COLL   | T91LD0138                     | MR TAYLOR     | 70         | 910314     |      |                         |                         |     |                 |                  |           |           |               |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
| COLLEGE  | T91LD0139                     | MR TAYLOR     | 34         | 910316//   |      |                         |                         |     |                 |                  |           |           |               |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
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| RELEASEE   |                               |               |            |            |      |                         | SECURITY CLASSIFICATION |     | DATE TIME GROUP |                  |           |           |               |            |      |              |           |           |    |        |          |           |           |    |        |         |           |           |    |          |
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| JOINT MESSAGEFORM  |  |             |       |            | SECURITY CLASSIFICATION |                      |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
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| PAGE   | DATE/TIME                                |             |       | PRECEDENCE |                         | CLASS                | SPECIAL | PRIORITY | CIC | OTHER INFO |                         |                          |                 |         |    |   |      |    |   |         |    |   |
|  | DATE                                     | TIME        | MONTH | YR         | ACT                     |                      |         |          |     |            | INFO                    |                          |                 |         |    |   |      |    |   |         |    |   |
| 01   |  |             |       |            |                         |                      |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
| MESSAGE HANDLING INSTRUCTIONS  |  |             |       |            |                         |                      |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
| <p style="text-align: center;">FROM: USS SARATOGA</p> <p style="text-align: center;">TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO156D//</p> <p>SUBJ: NCBSF COURSE REQUEST</p> <p>MSGID/GENADMIN/SARATOGA/--MAY//</p> <p>RMKS/1. REQUEST FOLLOWING NCBSF COURSES:</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">COURSE</th> <th style="text-align: center;">NO. STUDENTS PER SECTION</th> <th style="text-align: center;">NO SECTIONS</th> </tr> </thead> <tbody> <tr> <td>ENGLISH</td> <td style="text-align: center;">15</td> <td style="text-align: center;">4</td> </tr> <tr> <td>MATH</td> <td style="text-align: center;">15</td> <td style="text-align: center;">4</td> </tr> <tr> <td>READING</td> <td style="text-align: center;">15</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> <p>2. ASSET PLACEMENT TESTS HAVE BEEN ADMINISTERED TO STUDENTS AND RESULTS HAVE BEEN VERIFIED BY ESO.</p> <p>3. INSTRUCTORS MUST REPORT ABOARD BY 24 JUL 91. TERM BEGINS: 26 JUL 91, ENDS: 24 SEP 91. OFFICER BERTHING IS AVAILABLE.</p> <p>4. POC: CW02 D. PAULEY, ESO, 270-0001 X7458.//</p> |  |             |       |            |                         |                      |         |          |     |            | COURSE                  | NO. STUDENTS PER SECTION | NO SECTIONS     | ENGLISH | 15 | 4 | MATH | 15 | 4 | READING | 15 | 4 |
| COURSE   | NO. STUDENTS PER SECTION                 | NO SECTIONS |       |            |                         |                      |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
| ENGLISH  | 15                                       | 4           |       |            |                         |                      |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
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| ORATOR TYPE/DIARY TITLE OFFICE SYMBOL PHONE  |  |             |       |            |                         | SPECIAL INSTRUCTIONS |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
| RELEASER   | TYPED NAME TITLE OFFICE SYMBOL AND PHONE |             |       |            |                         | SIGNATURE            |         |          |     |            |                         |                          |                 |         |    |   |      |    |   |         |    |   |
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NAVY CAMPUS BASIC SKILLS PROGRAM APPLICATION

CNETINST 1560.3D  
NOV 18 1991

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|--|---------------|---|---|
| FROM: (Last Name, First, Middle Initial)   |               | RATE  | SSN                                       |
| TO: (Commanding Officer)   |               |   |   |
| <b>REQUEST</b>   |               |   |   |
| I REQUEST TO PARTICIPATE IN<br>ENGLISH _____, MATH _____, READING _____<br>PURPOSE OF PARTICIPATION :    |               |   |   |
| LOCATION (Bldg. No.)   |               | DAYS CLASSES CONDUCTED  |   |
|  |               | <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WEDS <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT |   |
| TIME (Begin)   | (Ending)      | LENGTH OF COURSE (Weeks)  | EARLIEST STARTING DATE (Month, Day, Year) |
|  |               |   |   |
| I understand this is a Navy-funded program that requires participation only during normal on-duty hours. |               |   |   |
| SIGNATURE  |               |   | DATE                                      |
|  |               |   |   |
| <b>ENDORSEMENT</b>   |               |   |   |
| FROM: (Commanding Officer)   |               | TO: (Applicant)   |   |
|  |               |   |   |
| <input type="checkbox"/> APPROVED  | STARTING DATE | <input type="checkbox"/> DISAPPROVED, SEE BELOW   |   |
| REASON FOR DISAPPROVAL   |               |   |   |
|  |               |   |   |
| SIGNATURE  |               |   | DATE                                      |
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| By direction   |               |   |   |

CNETINST 1560.3D

NOV 18 1991

NAVY CAMPUS BASIC SKILLS PROGRAM  
APPLICATION

PRIVACY ACT STATEMENT

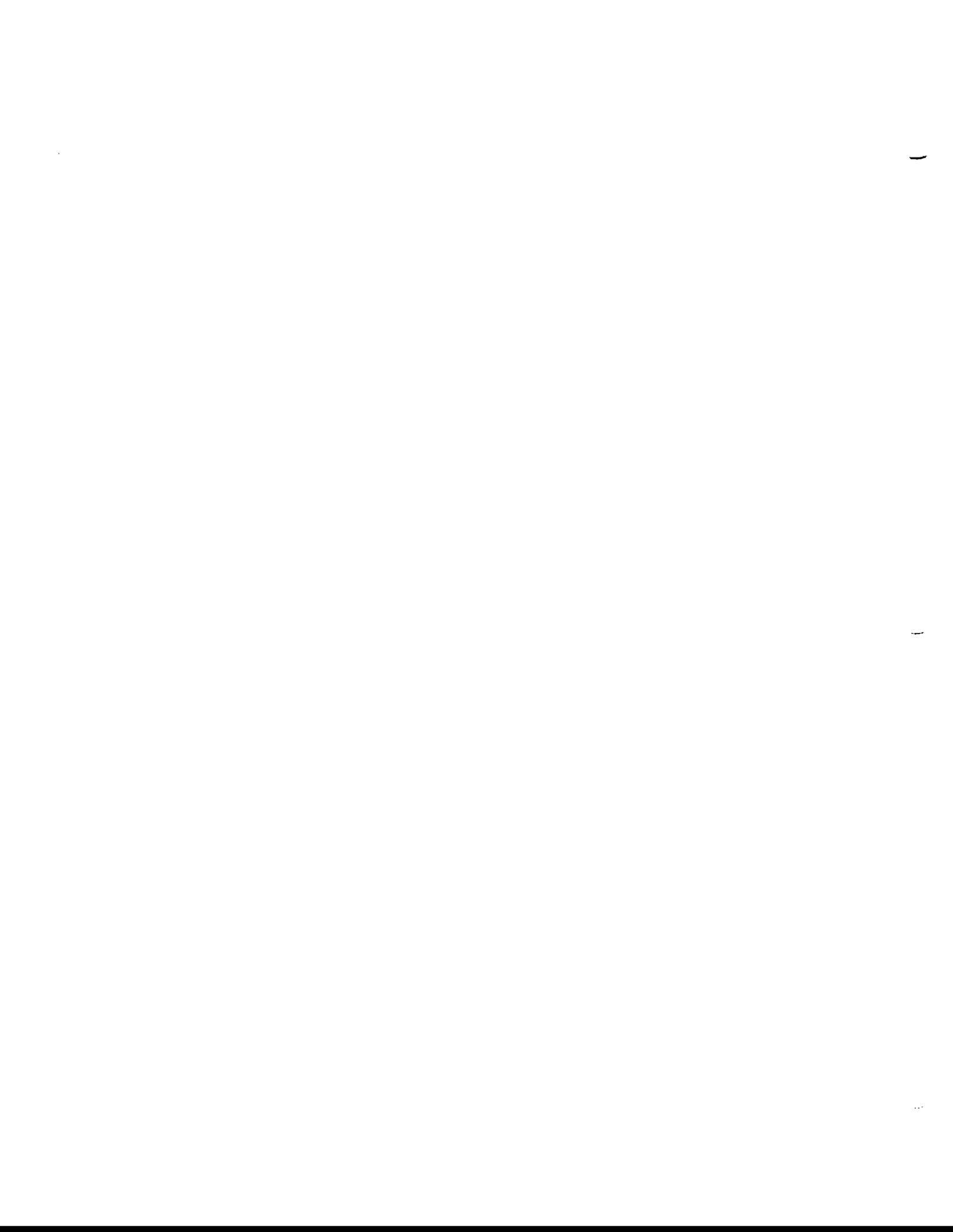
Under the authority of E.O. 9397 and 5 USC 301, Departmental Regulations, the present personal data is requested in order to review and process your participation in the Navy Campus Basic Skills Program. Your social security number will be used for purposes of individual identification. This information will be included in your Education and Training record and will be retained by the Navy Campus Voluntary Education network. It will not be divulged without your written authorization to anyone other than Navy and school personnel involved with the administration of the NCBSP. You are not required to provide this information; however, failure to do so will result in your not being able to participate in NCBSP.

CNET FORM 1560/12 (Rev. 4-91)

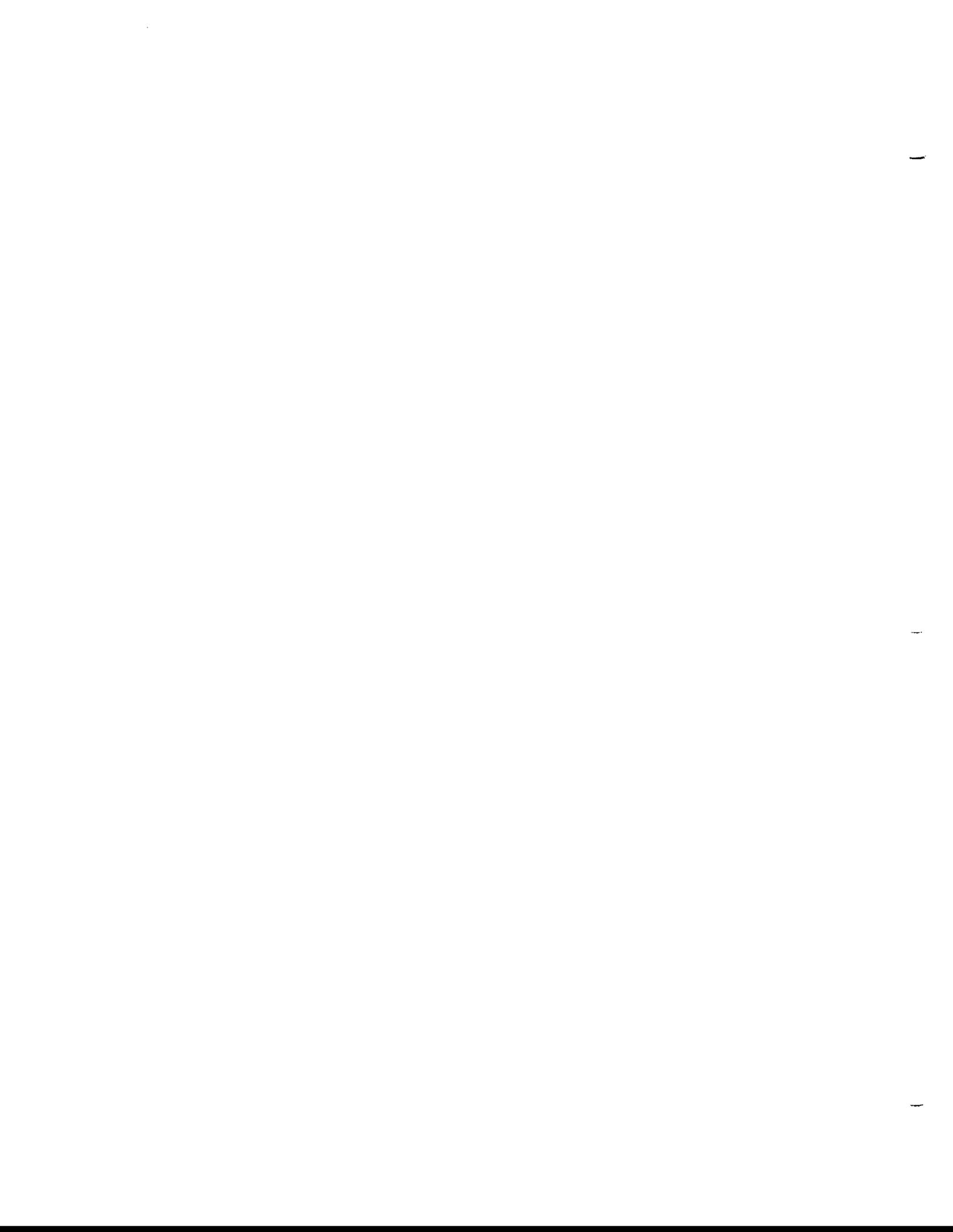
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| JOINT MESSAGEFORM  |  |              |            |            |      | SECURITY CLASSIFICATION |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
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| PAGE   | DTG/RELEASER TIME                          |              |            | PRECEDENCE |      | CLASS                   | SPECAT | LMT | CIC | ORIG MSG IDENT |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
|  | DATE TIME                                  | MONTH        | YR         | ACT        | INFO |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
| OF   |  |              |            |            |      |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
| BOOK   | MESSAGE HANDLING INSTRUCTIONS              |              |            |            |      |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
| <p style="text-align: center;">FROM: USS DOYLE</p> <p style="text-align: center;">TO: NETSCLANT NORFOLK VA/N21//</p> <p>UNCLAS //NO1560//</p> <p>SUBJ: NCBSP INITIAL REPORT</p> <p>MSGID/GENADMIN/DOYLE/-/MAY//</p> <p>RMKS/1. THE FOLLOWING NCBSP INFO IS PROVIDED:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">CYCLE NO.</th> <th style="width: 30%;">COURSE</th> <th style="width: 20%;">NO. ENROLLED</th> <th style="width: 30%;">START DATE</th> </tr> </thead> <tbody> <tr> <td>B91LM0001</td> <td>READING</td> <td>10</td> <td>910802</td> </tr> <tr> <td>B91LM0002</td> <td>READING</td> <td>10</td> <td>910802</td> </tr> <tr> <td>B91LM0003</td> <td>READING</td> <td>10</td> <td>910803</td> </tr> <tr> <td>B91LM0004</td> <td>READING</td> <td>10</td> <td>910803//</td> </tr> </tbody> </table> |  |              |            |            |      |                         |        |     |     |                | CYCLE NO.       | COURSE | NO. ENROLLED | START DATE | B91LM0001 | READING | 10 | 910802 | B91LM0002 | READING | 10 | 910802 | B91LM0003 | READING | 10 | 910803 | B91LM0004 | READING | 10 | 910803// |
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| B91LM0001  | READING                                    | 10           | 910802     |            |      |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
| B91LM0002  | READING                                    | 10           | 910802     |            |      |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
| B91LM0003  | READING                                    | 10           | 910803     |            |      |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
| B91LM0004  | READING                                    | 10           | 910803//   |            |      |                         |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
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| RELEASER   | TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE |              |            |            |      | SECURITY CLASSIFICATION |        |     |     |                |                 |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |
|  | SIGNATURE                                  |              |            |            |      |                         |        |     |     |                | DATE TIME GROUP |        |              |            |           |         |    |        |           |         |    |        |           |         |    |        |           |         |    |          |

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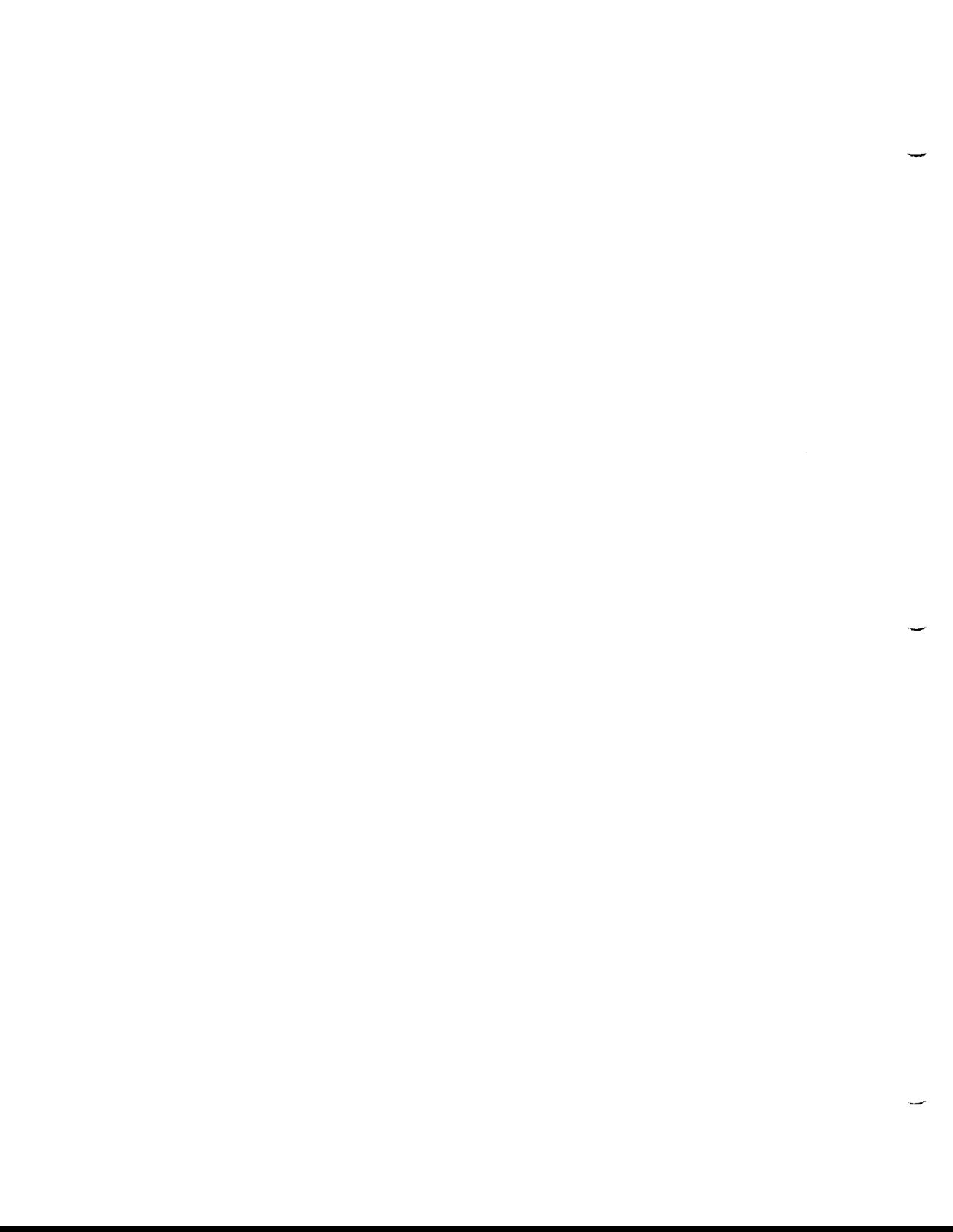
CHAPTER VII

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

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## CHAPTER VII

### DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT

The Defense Activity for Non-Traditional Education Support (DANTES) is an educational support organization for the voluntary education programs of all military services. Authorized by the Department of Defense, DANTES is located in Pensacola, Florida and receives logistical and administrative support from the Chief of Naval Education and Training. DANTES administers non-traditional education programs, manages contracts for education services, provides education and information materials, conducts special projects and developmental studies, and performs other management and education support tasks.

Non-traditional education has become a major factor in American education today. Typically, non-traditional education experiences do not take place in the formal classroom. Like their civilian counterparts, thousands of Navy men and women expand their skills and knowledge through military training courses and programs, self-study activities, examination programs, on-the-job experiences, and by a variety of other learning experiences outside the formal classroom.

Non-traditional education programs sponsored by DANTES are an integral part of the voluntary education program of the Navy. DANTES programs supplement college and university programs offered on and off military installations, and also support Navy members enrolled in external degree programs. DANTES programs are administered by the Navy Campus offices on most Navy installations. A brief overview of each of the programs that directly benefit Navy personnel follows:

#### PART I - DANTES EXAMINATION PROGRAM

701. INTRODUCTION. DANTES sponsors a wide range of examination programs to assist Navy members in reaching their education goals. The examinations are administered by the DANTES Test Control Officer (TCO), who is normally a Navy Campus education specialist on a shore installation or a primary duty ESO aboard a ship. DANTES publishes policies and procedures for administering the examinations in the DANTES Examination Program Handbook (DEPH), DOD 1322.8-H, Volumes 1 and 2. It is provided to Navy Campus education specialists and DANTES TCOs. All policies and procedures in the DEPH are mandatory. Any questions concerning these procedures should be directed to DANTES (Code 10), Pensacola, Florida 32509-7400, Commercial: (904) 452-1063 or AUTOVON: 922-1063.

#### 702. MAJOR TYPES OF DANTES EXAMINATIONS

1. High School Equivalency Examinations

a. The Test of General Educational Development (GED). The GED is designed for adults who have not finished their formal high school education. By passing the test, Navy personnel can receive a high school equivalency credential awarded by the State Department of Education they designate and recognized by the Navy as the equivalent of high school completion. DANTES sponsors the GED test at all overseas centers and in most of the states.

b. The California High School Proficiency Examination (CHSPE). The CHSPE is a performance test dealing with adult life skills. Military personnel stationed in California or California residents stationed outside the state are eligible to take the CHSPE on a self-pay basis.

## 2. College Admission Examinations

a. Certain examinations are required for admission to some colleges, graduate programs, and officer accession programs. For undergraduate college admission, DANTES sponsors the:

- (1) American College Testing (ACT) Assessment Program
- (2) Scholastic Aptitude Test (SAT)

b. Graduate admission examinations offered through DANTES are the:

- (1) Graduate Record Examination (GRE)
- (2) Graduate Management Admission Test (GMAT)
- (3) Law School Admission Test (LSAT)
- (4) National Teacher Examination (NTE)

3. College Credit Examinations. College credit examinations are widely accepted by colleges and universities. By passing these examinations, Navy members can sometime earn up to one quarter to one half of the credits required for their degree. These examinations are available in more than 150 subject areas and are similar to end-of-course examinations offered by colleges and universities. The college credit examination programs sponsored by DANTES are:

- a. College Level Examination Program (CLEP)  
General and Subject Examinations
- b. American College Testing Proficiency Examination  
Program (ACT PEP)
- c. DANTES Subject Standardized Tests (DSSTs)
- d. Automotive Service Excellence (ASE)

4. **Certification Examinations.** Navy members can demonstrate the quality of their military training and work experience, earn college credit, or gain civilian documentation for their skills by taking a certification examination. DANTES has agreements with over 20 nationally recognized professional associations such as the Institute for the Certification of Engineering Technicians and the American Medical Technologists. The examinee must assume the cost of the examinations.

5. **Guidance Tests.** DANTES distributes a number of interest inventories and aptitude tests which are used by education center personnel in counseling Navy members. These tests are designed to measure interest in different career fields and academic areas and to determine aptitude for specific vocations.

703. **GENERAL INFORMATION.** Eligibility requirements for TCOs/examiners/proctors are listed in the DEPH, Volume I, Part I. The operational duties and responsibilities of the TCO are included in Volume I, Part I, Section D and explain the general procedures for ordering, receiving, returning, safeguarding, transporting, and administering examinations. Part II of Volume I of the DEPH contains a detailed description of each examination and specific administration procedures. The most current DANTES examination dates and fees are in Volume I in the "Dates and Fees Supplement."

704. **EXAMINEE ELIGIBILITY**

1. The DANTES Examination Program is available to all active duty personnel, midshipmen of the U.S. Naval Academy, and Reserve personnel. Most of the examinations are paid for by DANTES when eligible examinees test at a DANTES test center. TCOs, Alternate TCOs (ATCOs), and test examiners are not eligible for DANTES testing.

2. The Navy allows both Continental United States and overseas civilians to be administered DANTES examinations on a "space available" unfunded (examinee pays) basis at DANTES test centers if the administration is authorized by the test contractor in the DEPH. Not all test centers participate in unfunded testing for civilians; the decision to administer such examinations is made by each test center based on local demand, geographic factors, and command policy. Civilian testing policies vary from examination to examination. If allowed, testing is usually restricted to civilians who fall into one of the following categories:

- a. Department of Defense personnel
- b. Retired military personnel
- c. Military dependents
- d. Applicants for the Naval Reserve Officer Training Corps (NROTC) scholarship program and the U.S. Naval Academy

Refer to Volume I, Part II of the DEPH for current information on specific examinee eligibility for each DANTES examination.

705. ESTABLISHMENT OF A DANTES TESTING CENTER

1. The Commanding Officer, NETPMSA establishes DANTES test centers at Navy commands where projected volume of activity or geographic locations warrant. The establishment of test centers is monitored to avoid proliferation. Ordinarily only one test center, which may have several physical locations, will be established at a shore installation.

2. When a test center is established, DANTES will confirm the appointing orders for the TCO and assign an ID number. This number shall be included as a part of the address and be used on all documents, forms, reports, messages, and correspondence concerning the DANTES examination program. DANTES examination materials are available for use only at test centers established in accordance with procedures established below.

3. The establishment of DANTES test centers for afloat commands is strictly limited to units which have an adequate personnel base to justify the operation of a test center, and which have appropriate personnel available to ensure test security. Approval for the establishment of DANTES test centers aboard ships is based on ships having a complement of at least 1,000 and a primary duty ESO to assume the responsibility of the TCO.

4. It is recommended that the Commander, Naval Reserve Force, direct certain Naval Reserve commands to request establishment of DANTES test centers at locations where projected volume of testing Selected Naval Reserve personnel warrants it. Otherwise, interested Naval Reserve personnel may be referred to the nearest Navy Campus Office for scheduled testing appointments.

5. There are two types of DANTES test centers: stocking and non-stocking. A stocking test center may stock most DANTES examinations. A non-stocking test center may not stock examinations. Non-stocking CONUS test centers may order most examinations as needed and retain them for 30 days. Non-stocking OVERSEAS test centers may retain most examinations for 60 days.

706. APPOINTMENT OF DANTES TEST CONTROL OFFICERS. The person-in-charge of a DANTES test center will be a DANTES appointed TCO. The Commanding Officer, NETPMSA (Code 0436) ensures the appropriate qualifications of all DANTES TCOs have been met. TCOs will be appointed as follows:

a. Navy Campus Office Locations. At bases/stations where Navy Campus offices are established, a Navy Campus education specialist will serve as the DANTES TCO. As the need arises, Navy Campus Area Coordinators designate an education specialist for the necessary training and qualification. Training materials are obtained from the Commanding Officer, NETPMSA (Code 0436). All new testing personnel must complete the "DANTES Test Administrator's Instructional Course." Upon completion of the training, the Area Coordinator will administer the "Examination for DANTES Testing Personnel" to the trainee.

The completed examination answer sheet, a letter of appointment (Exhibit VII-A), four completed Signature Cards (DD 577, obtained from normal supply channels) and a Test Inventory Report (DANTES Form 1560/12) signed by both the outgoing and incoming TCO will be forwarded through command channels to DANTES via the Commanding Officer, NETPMSA (Code 0436). NETPMSA (Code 0436) will grade the examination and forward the nominating package to DANTES for processing. Results of unsatisfactory examinations will be reported to the Commanding Officer, NETSCLANT/PAC. The nominated TCO will not order test materials or begin testing until a letter of appointment is received from DANTES.

b. Locations (Including Ships and Naval Reserve Centers) Where a Navy Campus Education Specialist is Not Available

(1) All new testing personnel must complete the "DANTES Test Administrator's Instructional Course" and pass the "Examination for DANTES Testing Personnel." Commanding officers should request the necessary training materials from NETPMSA (Code 0436), Commercial: (904) 452-1753 or AUTOVON: 922-1753. After the appointee has completed the course and the command has administered the examination to the appointee, the command will forward the examination answer sheet to NETPMSA for scoring. NETPMSA will notify the command upon successful completion of the training package.

(2) Commanding officers shall submit a request for establishment of a DANTES test center to Director, DANTES via the Commanding Officer, NETPMSA (Code 0436). The request shall include the documentation required in Exhibit VII-B.

(3) NETPMSA will approve and forward the appointing request to Director, DANTES. The TCO will not order test materials or begin testing until a letter of confirmation is received from DANTES. The appointing request serves only as a nomination of a prospective TCO until confirmation is received from DANTES. When approval is received from DANTES, a four-digit ID number will be assigned to the new test center.

707. TESTING PERSONNEL CHANGES

1. Before a DANTES TCO is relieved of assigned duties, a new TCO will be nominated, trained, and appointed using the procedures outlined above. Since the nominating, training, and appointing of a new TCO could be lengthy, commands should initiate the relieving process early to avoid testing interruptions.

a. A joint inventory of all DANTES testing materials on-hand must be conducted. The incoming and outgoing TCOs will both sign the Test Inventory Report.

b. An appointment letter (Exhibit VII-A), four signature cards (for the new TCO), and the Test Inventory Report will be forwarded to DANTES via the Commanding Officer, NETPMSA (Code 0436).

2. When a DANTES test center has been established, the commanding officer is responsible for maintaining the continuity of the positions of the TCO and ATCO. DANTES test centers are not authorized to retain DANTES controlled test items without an approved TCO onboard. In those circumstances where no relief is available for a departing TCO and alternate, the test center will be disestablished. All examinations will be inventoried and returned to respective contractors by authorized testing personnel as outlined in the DEPH, Volume I, Part I. The test center may be reestablished when a TCO is appointed.

708. DANTES TEST CONTROL OFFICERS/ALTERNATE TEST CONTROL OFFICERS

1. The primary TCO has sole responsibility for security of test materials. The primary TCO will be a commissioned officer, warrant officer, noncommissioned officer in grade E-6 or above, or a federal civil service employee appointed on written orders. Petty officers E-5 and below may only be appointed as a TCO or an ATCO with a waiver from DANTES. Contract or foreign national employees will not be appointed as TCO or ATCO. All TCOs must have a baccalaureate degree. A waiver may be granted by the Commanding Officer, NETPMSA, by letter at the time of appointment. Appointment documents must state that a waiver has been granted and the waiver must be retained at the test center.

2. The purpose of the ATCO is to provide continuity in the operation of the testing center during temporary absences of the primary TCO. The training qualifications and appointment procedures are identical to those of the primary TCO (See ATCO format, Exhibit VII-C). It is not necessary to submit an inventory report when the ATCO temporarily relieves the TCO. The ATCO of a stocking test center is authorized to certify the quarterly Test Inventory Report, order examinations, and sign answer sheets during temporary absences of the TCO. Should the ATCO relieve the TCO on a permanent basis, the procedures outlined in paragraph 706 must be followed.

709. EXAMINERS AND PROCTORS

1. Commands may appoint examiners when the testing volume is large enough to warrant the TCO needing assistance. Under no circumstances may responsibility for the operation of the test center be delegated by the TCO to the test examiners. Examiners may not order examinations or sign answer sheets. The TCO is responsible for the training of the test examiner. The qualifications and duties of test examiners are detailed in the DEPH, Volume I, Part I.

2. Proctors may be utilized to assist in test administration if more than 15 personnel at a time are being tested. The role of the proctor is that of a monitor. Proctors will not handle test materials or have access to examinations at any time. Proctors will be instructed in their duties by the TCO or examiner. No specific qualifications are required. Appointment documents are not required for examiners and proctors.

710. DISESTABLISHMENT OF A DANTE'S TEST CENTER

1. Noncompliance with established test administrative or reporting procedures could result in the disestablishment of a test center by the Commanding Officer, NETPMSA.

2. When the need for a DANTE'S test center no longer exists, a request for disestablishment will be submitted to Commanding Officer, NETPMSA (Code 0436) citing reasons. The request will include a statement that all examination materials have been returned to appropriate contractors and a complete Test Inventory Report will be submitted. The Commanding Officer, NETPMSA (Code 0436) will forward the disestablishment letter for processing to the Director, DANTE'S. DANTE'S will notify the Commanding Officer, NETPMSA (Code 0436) and the command when final disestablishment has been accomplished.

711. LOSS OR COMPROMISE OF A DANTE'S EXAMINATION. If a DANTE'S examination or any of its component parts is lost or otherwise placed in danger of compromise, the DANTE'S TCO will:

1. Stop testing in accordance with the procedures outlined in the DEPH, Volume 1, Part II that describes the specific type test.

2. Follow procedures for reporting the loss/compromise as directed in the DEPH, Volume 1, Part I. Procedures include but are not limited to:

a. Immediately forward a message reporting the test loss or compromise to the Commanding Officer, NETPMSA (Code 0436) with an information copy to Navy Campus Area Coordinator, the Navy Campus regional office, and Director, DANTE'S. Report control symbol CNET-5570-1 applies.

b. Impound all test batteries and completed answer sheets of the lost or compromised test.

c. In accordance with instructions in the DEPH, Volume I, Part I, an investigation must be conducted to determine the nature or reason for loss or compromise. The report of the investigation and any remedial action taken shall be sent to Commanding Officer, NETPMSA within 30 days. The summary will be reviewed, necessary action will be directed, and the report sent to DANTE'S. DANTE'S will be informed of any action taken. Instructions for case resolution, including the disposition of impounded tests and replacement tests, will be issued by DANTE'S.

d. If improper test conduct is detected (cheating or attempting to cheat), take action in accordance with the DEPH, Volume I, Part I.

712. INSPECTIONS. DANTE'S requires that a review of each test center be conducted at least annually.

1. All Navy DANTE'S test centers will be reviewed (i.e., inspected) at least once each calendar year.

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2. The facilities review will be prepared on the DANTES Annual Testing Facilities Review (Exhibit VII-D). The review may be submitted at any time during the calendar year, but not later than 1 December. The white copy of the Facilities Review is submitted to DANTES; the yellow copy should be forwarded to Commanding Officer, NETPMSA (Code 0436).

3. Inspections will be conducted as follows:

a. Navy Campus test centers. Reviews will be conducted by the Navy Campus Area Coordinator (GS-11 or higher) at locations with Navy Campus education specialists serving as DANTES TCOs. Testing centers with Area Coordinators serving as a TCO will be reviewed by an officer (at the 02 level or higher) assigned to the host or other command.

b. Ashore commands. At shore commands, other than Navy Campus centers, reviews will be conducted by the Navy Campus Area Coordinator, where possible. At isolated remote locations, the commanding officer will designate the reviewing officer. The reviewing officer will be an objective commissioned officer at the 02 level or above. Individuals selected may not be test center personnel.

c. Afloat commands. The test centers of afloat commands will be reviewed by the Navy Campus Area Coordinator/senior education specialist serving the appropriate port area.

## PART II - EDUCATIONAL SERVICES AND PROGRAMS

713. INDEPENDENT STUDY PROGRAM. Enrollment in an independent study course is another method Navy members may use to complete education goals. Over 6,000 independent study courses from 75 accredited schools, colleges and universities are available to servicemembers covering all levels of study: high school, undergraduate and graduate. The DANTES Independent Study Catalog lists all the courses available and costs. The catalog is used by education center personnel in counseling and authorizing tuition assistance. DANTES reimburses tuition costs to Navy personnel upon successful completion of independent study courses. Chapter III, paragraph 310 of this instruction provides information about tuition assistance policies and procedures for enrollment. Copies of the DANTES Independent Study Catalog and the Independent Study Application Form may be obtained from DANTES (Code 43) Pensacola, Florida 32509-7400. For questions concerning independent study guidelines and procedures call DANTES at Commercial (904) 452-1084 or AUTOVON: 922-1084.

714. MILITARY EVALUATION PROGRAM. Thousands of Navy members earn college credit for their military training and occupation. DANTES manages the contract with ACE for the evaluation of military learning experiences. ACE arranges for civilian educators to evaluate service school courses and military training experiences and equate them to academic courses. Based on the evaluation, ACE may recommend that colleges and universities award college

credit. These recommendations are published in the Guide to the Evaluation of Educational Experiences in the Armed Services (commonly referred to as the ACE Guide). Recent studies have shown that this program is widely accepted by colleges and universities, and that military students receive substantial amounts of credit for prior military training. The ACE Guide is published every 2 years and may be obtained from DANTES. For more information refer to Chapter II, paragraphs 203 and 204.

715. DANTES EXTERNAL DEGREE PROGRAMS. DANTES has established MOUs with accredited institutions to provide external degree programs to military students. A range of programs from the associate through graduate level is available. An external degree program is one that has no, or minimal, requirements for on-campus attendance and incorporates non-traditional education. Usually credit is granted for learning already acquired, or for learning which can be acquired off-campus. External degree programs emphasize off-campus directed study, correspondence study, demonstrated college-level proficiency (such as CLEPs and DSSTs), and may grant credit for experiential learning (such as military courses or previous work experiences.) Navy Campus offices and ESOs can obtain the DANTES Catalog of External Degree Programs by contacting DANTES (Code 231), Pensacola, Florida 32509-7400. Tuition assistance is available for courses listed in the catalog. For information concerning tuition assistance policies, refer to Chapter III, paragraph 310 of this instruction.

716. SERVICEMEMBERS OPPORTUNITY COLLEGES (SOC). The SOC program is managed under contract by DANTES. SOC is a network of over 700 colleges and universities that has policies and programs designed especially to help meet the higher education needs of servicemembers. For example, SOC schools minimize residency requirements, minimize loss of transfer credit, and assess learning gained through non-traditional programs. In addition, SOC has developed an associate degree network program, SOCNAV-2, and a baccalaureate degree network program, SOCNAV-4, which offer participants the opportunity to pursue very specific curriculums within the network. See Chapter IV for details.

717. DANTES REFERENCE PUBLICATIONS PROGRAM. DANTES provides ESOs and Navy Campus offices with educational reference and counseling publications, professional manuals, and handbooks. The program is designed to ensure that sufficient counseling and informational resources are available to Navy Campus and ESOs. The distribution is based on annual requirements submitted to DANTES. For participation, contact DANTES (Code 24), Pensacola, Florida 32509-7400.

718. OTHER DANTES MATERIALS AND SERVICES. DANTES provides a wide variety of other publications and services to enhance Navy Campus programs. Navy Campus education personnel and ESOs should be aware of and use all education and information materials as applicable.

a. Audiovisual training aids such as videotapes or sound/slide presentations are available on all major DANTES-sponsored programs.

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b. Posters, brochures, and pamphlets are available for marketing and information dissemination.

c. The "DANTES Information Bulletin" is distributed monthly to inform education centers of recent policy and procedural changes that affect DANTES programs.

719. ORDERING DANTES MATERIAL. DANTES publishes a Catalog of DANTES Materials which lists and describes the publications and materials (pamphlets, handbooks, posters, brochures, training aids, etc.) in the DANTES Inventory. There is a standard DANTES order form used to order any material from DANTES (DANTES Material Request Form). Both the catalog and the form are available from DANTES (Code 43), Pensacola, Florida 32509-7400, Commercial (904) 452-1082 or AUTOVON: 922-1082.

SAMPLE TCO APPOINTMENT CHANGE LETTER

1560  
date

From: (Official mailing address of activity initiating appointment)  
To: Director, Defense Activity for Non-Traditional Education Support,  
Pensacola, FL 32509-7400  
Via: Commanding Officer, Naval Education and Training Program Management  
Support Activity (Code 0436), Pensacola, FL 32509-5000

Subj: APPOINTMENT OF DANTES TEST CONTROL OFFICER (TCO), ID# \_\_\_\_\_

Ref: (a) DANTES Examination Program Handbook, DOD 1322.8-H  
(b) CNETINST 1560.3D

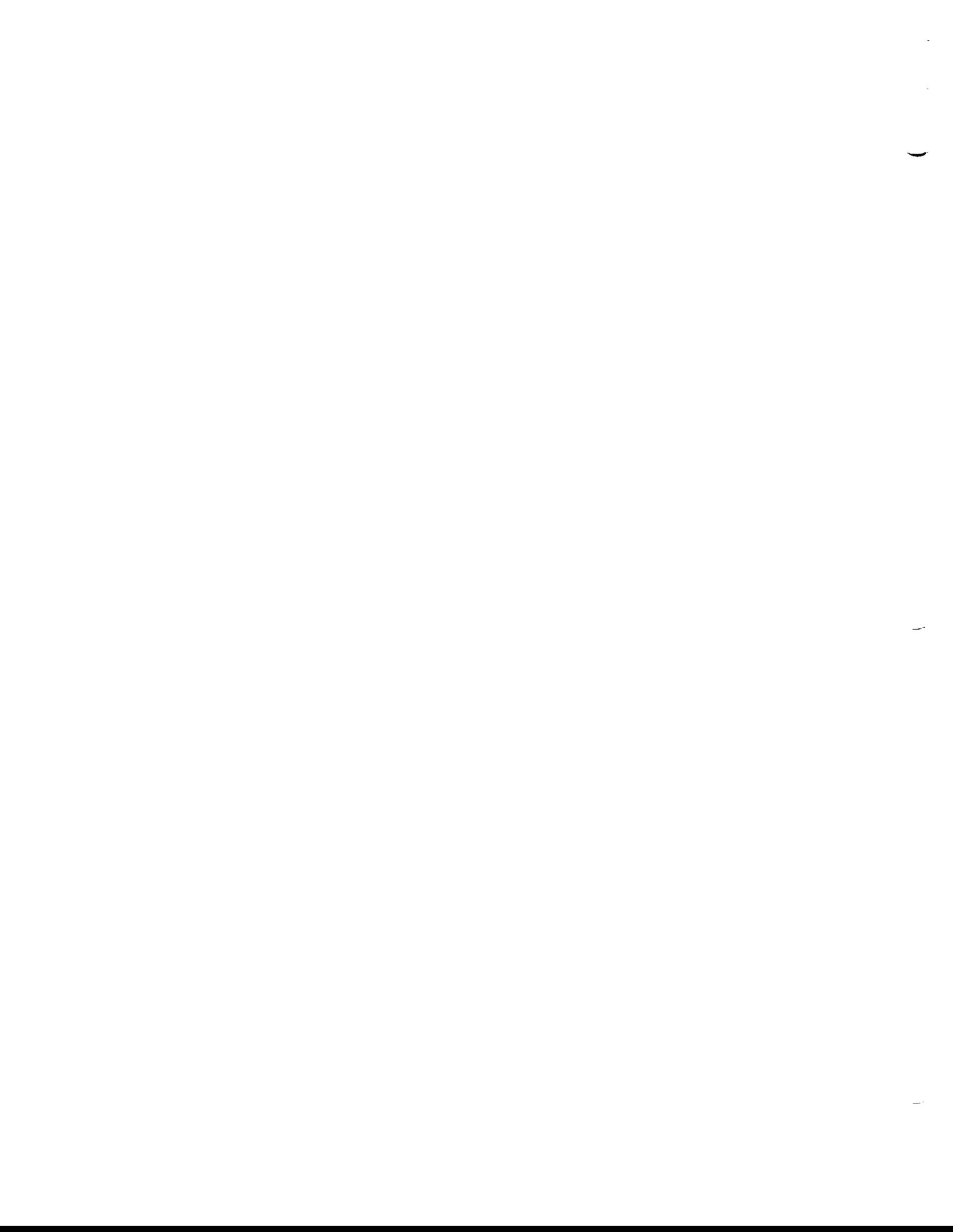
Encl: (1) DD 577 Signature Cards (four originals)  
(2) DANTES Test Inventory Report (DANTES Form 1560/12)

1. (Name of appointee, rate/rank or grade and social security number) is hereby nominated as the DANTES Test Control Officer for Test Center ID Number \_\_\_\_\_. In accordance with reference (a), enclosures (1) and (2) are provided. The current phone numbers for this center are AUTOVON: \_\_\_\_\_, Commercial: \_\_\_\_\_.
2. (Name of appointee) has a baccalaureate degree or has obtained a waiver dated \_\_\_\_\_ which is on file at the test center as required by reference (a). (Name of appointee) has read and is thoroughly familiar with references (a) and (b), and will abide by the procedures contained therein.
3. The appointee has satisfactorily completed the "DANTES Test Administrator's Course." The "DANTES Examination for Testing Personnel" was administered to the appointee and the appointee achieved a satisfactory score.
4. It is understood that (name of appointee) is not authorized to assume the duties and responsibilities of a DANTES Test Control Officer until such time as his/her appointment has been approved by the Commanding Officer, NETPMSA, Code 0436, and confirmation of the appointment has been provided by the Director, DANTES.
5. The appointment of (previous TCO) is rescinded.

Signature of Commanding Officer

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EXHIBIT VII-A



SAMPLE TEST CENTER ESTABLISHMENT & TCO/ATCO APPOINTMENT REQUEST

1560  
date

From: (Official mailing address of activity initiating request)  
To: Director, Defense Activity for Non-Traditional Education Support,  
Pensacola, FL 32509-7400  
Via: Commanding Officer, Naval Education and Training Program Management  
Support Activity (Code 0436), Pensacola, FL 32509-5100

Subj: ESTABLISHMENT OF DANTES TEST CENTER

Ref: (a) DANTES Examination Program Handbook, DOD 1322.8-H  
(b) CNETINST 1560.3D

Encl: (1) DD 577 Signature Cards (four cards per appointee)

1. Request a (stocking) (non-stock) DANTES test center be established at (complete activity name, address, city, state, zip, and phone numbers: AUTOVON: \_\_\_\_\_, Commercial: \_\_\_\_\_.)

2. Justification for this request is:

a. This activity is located approximately \_\_\_\_\_ miles from the nearest DANTES test center, or is geographically remote.

b. This test center will support a total of \_\_\_\_\_ personnel, including active duty and Naval Reserve personnel.

c. A (type of) safe/security container is available for securing examination material to which only the (TCO) (ATCO) (authorized Examiner) have access.

3. (Name of appointee, rate/rank, & SSN) is appointed as the DANTES Test Control Officer for this center and (name of appointee, rate/rank & SSN) is appointed as the Alternate TCO.

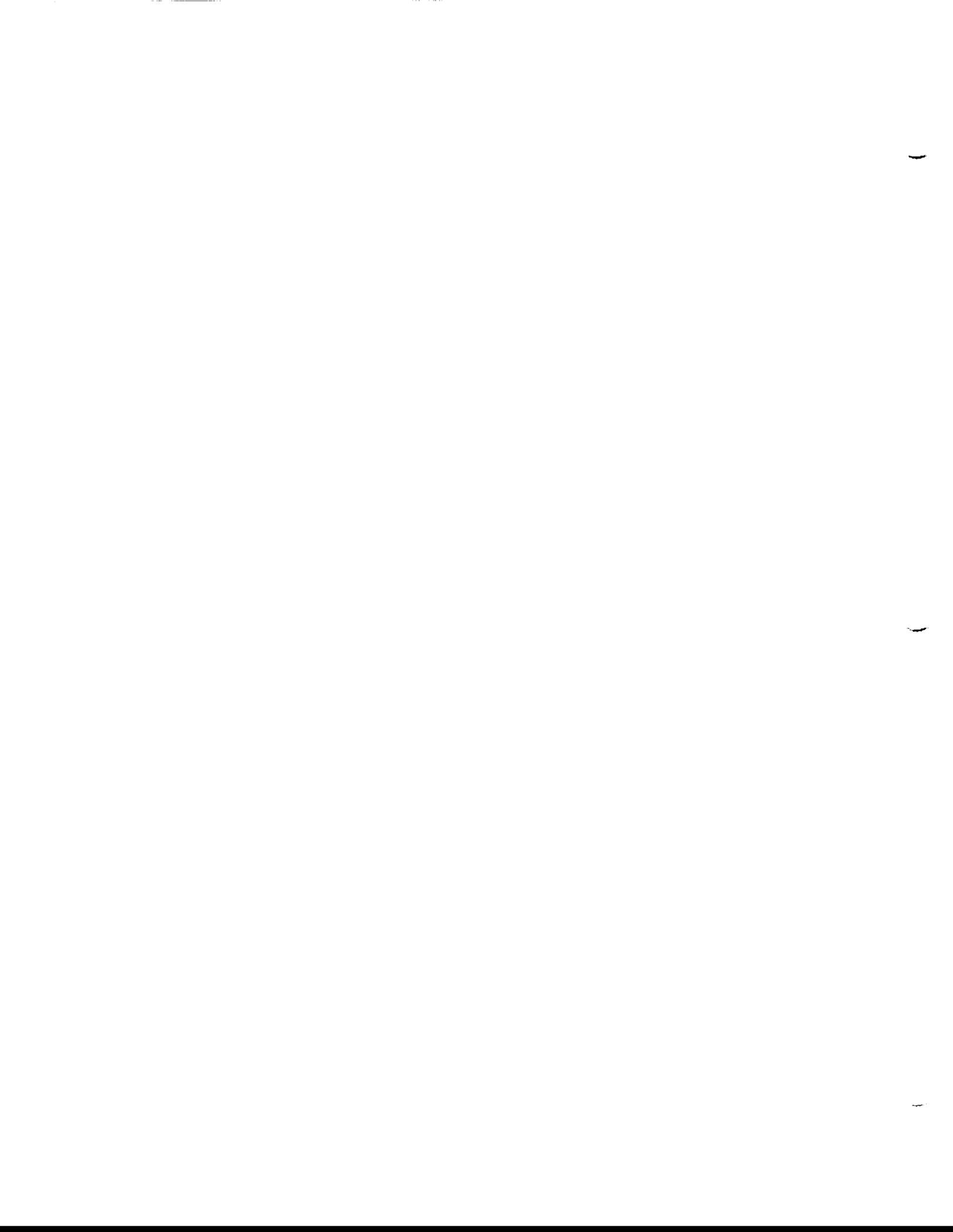
4. Enclosure (1) is provided for each appointee. The appointee(s) has/have a baccalaureate degree or has/have obtained a waiver letter dated \_\_\_\_\_ which is on file at the test center as required by reference (a). The appointee(s) has/have read and is/are thoroughly familiar with references (a) and (b) and will abide by the procedures contained therein.

5. The "DANTES Examination for Testing Personnel" has been administered to the appointee(s) and the appointee(s) achieved a satisfactory score and completed all other required training.

Signature of COMMANDING OFFICER

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EXHIBIT VII-B



SAMPLE ALTERNATE TCO APPOINTMENT CHANGE LETTER

1560  
date

From: (Official mailing address of activity initiating appointment)  
To: Director, Defense Activity for Non-Traditional Education Support,  
Pensacola, FL 32509-7400  
Via: Commanding Officer, Naval Education and Training Program Management  
Support Activity (Code 0436), Pensacola, FL 32509-5000

Subj: APPOINTMENT OF DANTE ALTERNATE TEST CONTROL OFFICER (ATCO)

Ref: (a) DANTE Examination Program Handbook, DOD 1322.8-H  
(b) CNETINST 1560.3D

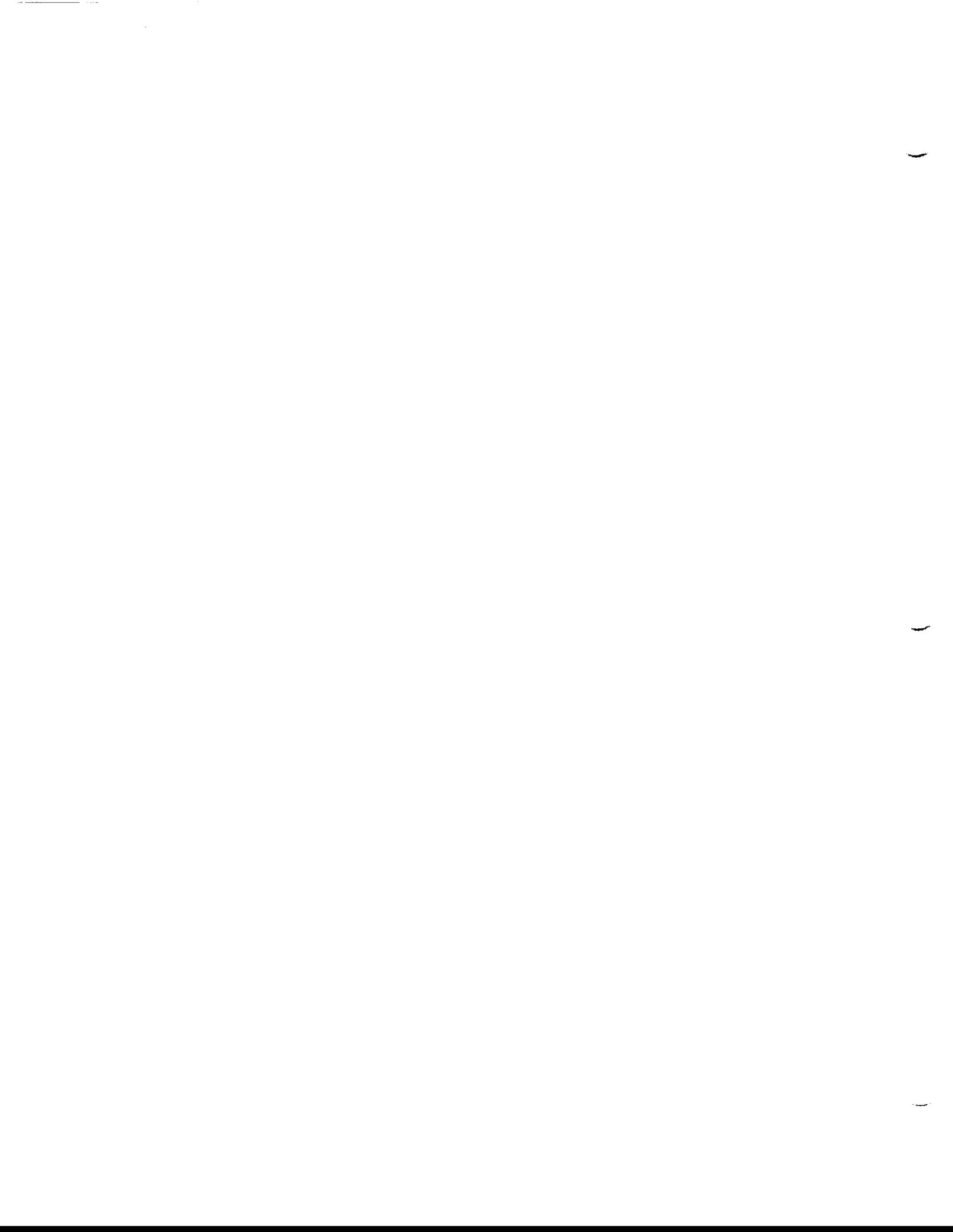
Encl: (1) DD 577 Signature Cards (four originals)

1. (Name of appointee, social security number) is hereby nominated as the DANTE Alternate Test Control Officer for Test Center ID Number \_\_\_\_\_. In accordance with reference (a), enclosure (1) is provided. The current phone numbers for this center are AUTOVON: \_\_\_\_\_, Commercial: \_\_\_\_\_.
2. The appointee has a baccalaureate degree or has obtained a waiver letter dated \_\_\_\_\_ which is on file at the test center as required by reference (a). The appointee has read and is thoroughly familiar with references (a) and (b), and will abide by the procedures contained therein.
3. The appointee has satisfactorily completed the "DANTE Test Administrator's Course." The "DANTE Examination for Testing Personnel" was administered to the appointee and the appointee received a satisfactory score.
4. It is understood that (name of appointee) is not authorized to assume the duties and responsibilities of a DANTE Test Control Officer until such time as his/her appointment has been approved by the Commanding Officer, NETPMSA, Code 0436 and confirmation of the appointment has been provided by the Director, DANTE.
5. The appointment of (name of previous ATCO) is rescinded. OR This is an additional ATCO appointment; do not rescind the appointment of (name of existing ATCO).

Signature of COMMANDING OFFICER

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EXHIBIT VII-C



DANTES ANNUAL TESTING FACILITIES REVIEW

Instructions: The DANTES Examination Program Handbook (DEPH), DOD 1322.8-H, requires inspection of all DANTES test sites once each calendar year, no later than 31 December. The inspection should be conducted by a GS-11/O-2 or above (must not be test site personnel) designated by the military command responsible for the site. The inspector may access the DANTES security container in order to answer the questions on the inspection report. The inspector is not authorized to open or review test booklets, and should always be monitored by the TCO, ATCO or examiner.

TEST SITE ADDRESS: \_\_\_\_\_ DANTES ID No. \_\_\_\_\_

\_\_\_\_\_ Date of inspection: \_\_\_\_\_

Phone Number: AV \_\_\_\_\_ CML \_\_\_\_\_ FTS \_\_\_\_\_ Type of test site (check one):

Name of Test Control Officer (TCO): \_\_\_\_\_  Stocking

Name of Alternate TCO(s): \_\_\_\_\_  Non-stocking  
(If applicable)

CHECK APPROPRIATE ITEM(S)

1. What type of security container is used?  
 a metal file cabinet equipped with a steel lock bar or a service-approved 3-combination dial type padlock  
 a metal file cabinet equipped with a built-in combination lock or an upright safe or vault  
 other (specify) \_\_\_\_\_

2. Which of the following is the TCO?  
 GS federal employee  
 commissioned officer  
 noncommissioned officer (E-5 or above)  
 other (specify) \_\_\_\_\_

3. Are copies of the TCO/ATCO appointment letter(s) on file at the test site?  
 Yes  No

4. Is the Examiner's authorization to have access to DANTES exams officially documented in the position description or contract?  
 Yes  No

5. Does the TCO possess a baccalaureate degree?  
 Yes  No  
If no, is a waiver on file at the test site?  
 Yes  No

6. Does the ATCO possess a baccalaureate degree?  
 Yes  No  
If no, is a waiver on file at the test site?  
 Yes  No

7. Does the Examiner possess a baccalaureate degree?  
 Yes  No  
If no, is a waiver on file at the test site?  
 Yes  No

8. Who signs document receipt forms (DANTES Form 1560/14) when returning tests to contractors?  
 TCO  
 ATCO  
 Examiner  
 other (specify name and title) \_\_\_\_\_

9. Who has access to or knows the combination of the safe/security container where DANTES exams are stored?  
 TCO  
 ATCO  
 Examiner  
 other (specify name and title) \_\_\_\_\_

10. If the TCO, ATCO or Examiner changed since the last inspection, was the safe/security container combination changed each time?  
 Yes  No

11. If a test package arrives while the TCO/ATCO are absent, what is done with the package?  
 package is placed in a safe unopened until the TCO/ATCO returns.  
 package is opened and logged in by other test site personnel  
 package is left on TCO's or ATCO's desk  
 other (specify) \_\_\_\_\_

12. Who opens test packages on receipt, compares the contents with the packing list, and stores exams in the safe?  
 TCO  
 ATCO  
 Examiner  
 other (specify name and title) \_\_\_\_\_

13. Are tests ever transported to GSU's?  
 Yes  No  
If yes, who transports the tests?  
 TCO  
 ATCO  
 Examiner  
 other (specify name and title) \_\_\_\_\_

14. Who packages test materials for mailing to the contractor?  
 TCO  
 ATCO  
 Examiner  
 other (specify name and title) \_\_\_\_\_

15. How are tests packaged for mailing?  
 double wrapped  
 certified  
 registered  
 other (specify) \_\_\_\_\_

16. Is the testing room well-lighted, well-ventilated, quiet and available only for testing, with adequate seating space to allow reasonable separation of examinees during testing?  
 Yes  No  
If not, what action is being taken? \_\_\_\_\_

17. Does the site maintain a file of receipts (date stamped by contractor) document receipt forms (DANTES Form 1560/14 - formerly the DD615), and the (DD Form 1572) test logs for at least one year?  
 Yes  No

18. Is the DANTES 4-digit ID number used on all correspondence and test orders?  
 Yes  No

19. On a cursory inspection, do any test booklets in the safe appear to be worn or damaged?  
 Yes  No  NA

20. How often does the TCO/ATCO inventory DANTES exams? (Check all that apply.)  
 quarterly  
 TCO/ATCO change  
 other (specify) \_\_\_\_\_

21. By what method does the TCO/ATCO log incoming DANTES exams?  
 DANTES Test Inventory Log, DD Form 1998  
 DANTES Form 1560/1-7, Test Inventory Card  
 DANTES Form 1560/12, Quarterly Test Inventory Report  
 other (specify) \_\_\_\_\_

22. Are examinees required to present official identification before testing?  
 Yes  No

23. If this is a stocking site, is the DANTES Test Inventory Report completed and submitted within 15 working days after the end of each quarter?  
 Yes  No

24. Are materials other than exams stored in the safe?  
 Yes  No  
If yes, specify \_\_\_\_\_

25. Would you describe the arrangement of safe/security container's contents as  
 neat and orderly  
 disarrayed  
 other (specify) \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

SIGNATURE OF INSPECTOR: \_\_\_\_\_

PRINTED/TYPED NAME, TITLE, GRADE/RANK OF INSPECTOR: \_\_\_\_\_

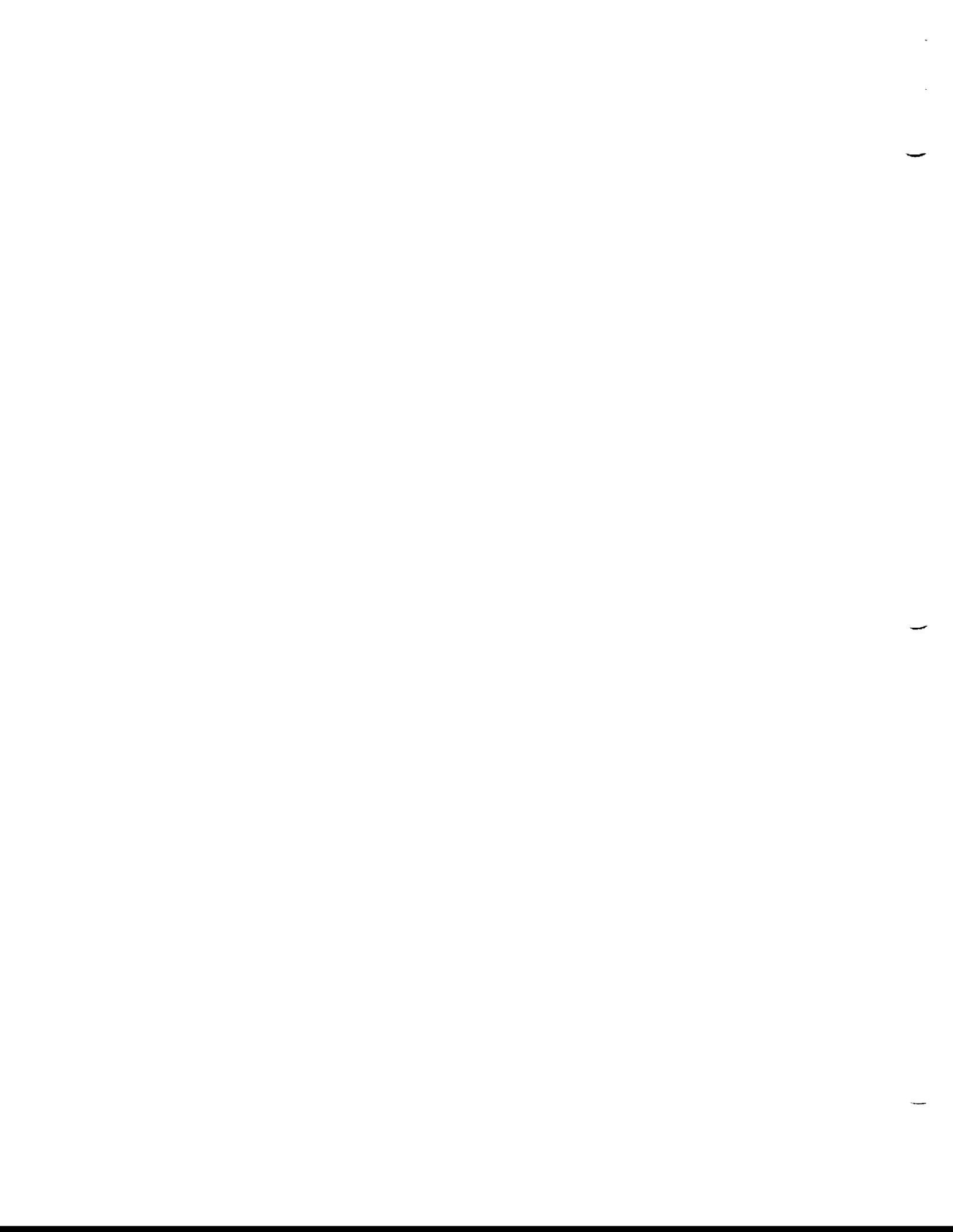
ADDRESS OF INSPECTOR: \_\_\_\_\_

Phone # AV: \_\_\_\_\_ CML: \_\_\_\_\_

DATE OF REPORT (if different from date of inspection): \_\_\_\_\_

White—DANTES Copy (fold & mail); Yellow—Major Command copy; Pink—Testing Section copy.

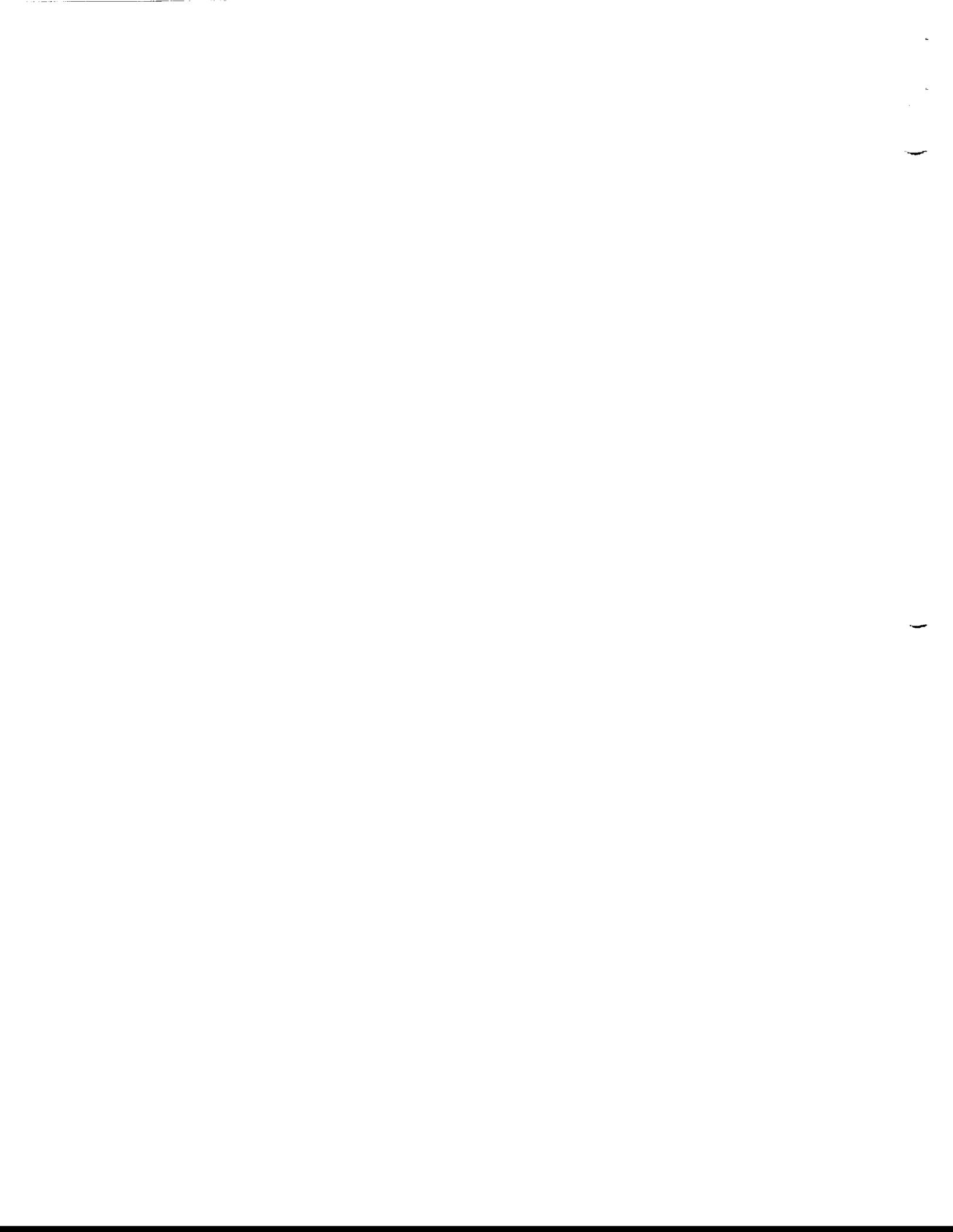
DANTES Form 1560/11 (6/87)



CHAPTER VIII

FEDERALLY LEGISLATED EDUCATIONAL BENEFITS

| <u>Subject</u>      | <u>Paragraph</u> | <u>Page</u> |
|---------------------|------------------|-------------|
| General Information | 801              | VIII-1      |



CHAPTER VIII

FEDERALLY LEGISLATED EDUCATIONAL BENEFITS

801. GENERAL INFORMATION

1. Currently, Department of Veterans Affairs (DVA) students are drawing benefits from several different education programs. Information on eligibility requirements for Federally Legislated Educational Benefits Programs is delineated in OPNAVINST 1780.3. Servicemembers who need further assistance should see their Navy Campus education specialist, career counselor, or ESO, who, if unable to provide a definite answer, may contact the Bureau of Naval Personnel (PERS-602), AUTOVON: 224-5934/5935, Commercial: (703) 614-5934/5935 or toll-free 1-800-962-1425.

2. Navy Campus education specialists do have certification authority for servicemembers applying for in-service use of VA educational assistance (VA Form 22-1990, Application for Education Benefits). When servicemembers do not have easy access to a Navy Campus office, command ESOs may perform this function.

3. For information on financial aid from the U. S. Department of Education and other sources, including grants, loans, and work-study programs, Navy Campus education specialists and ESO's can order the following publications from DANTES using the DANTES Material Request Form. The request form should be sent to DANTES, Code 43, Pensacola, FL 32509-7400, Commercial (904) 452-1082 or AUTOVON 922-1082.

| <u>Title</u>   | <u>DANTES Stock #</u> |
|--|-----------------------|
| <u>The Student Guide</u><br>Federal student aid programs and how to apply for them. Includes Pell Grants, Supplemental Educational Opportunity Grants (SEOG), College Work-Study (CWS), Perkins Loans, Guaranteed Student Loans (GSL), and PLUS loans. | 2405                  |
| <u>Need A Lift?</u><br>Provides information on educational aids, assistance, sources of scholarships, student employment and cooperative education.  | 2402                  |

Before taking any action regarding these programs, students should be cautioned to contact the Financial Aid Officer for their school. Procedures and required forms vary from school to school.



APPENDIX A

CONSOLIDATED LIST OF REPORTS, FORMS, AND PUBLICATIONS

1. The reports listed below are required by this instruction:

|  |               |
|--|---------------|
| DANTES Test Inventory Report, DD-FM&P(Q)192(1560)<br>(DANTES Form 1560/12)                             | Para. 706.a   |
| DANTES Annual Testing Facilities Review,<br>CNET Report 1560-11 (DANTES Form 1560/11)                  | Para. 712.2   |
| Navy Campus Basic Skills Program Class Roster/<br>Grade Report, CNET Report 1560-6 (CNET Form 1560/11) | Para. 604.16  |
| Navy Campus PACE Class Roster/Grade Report,<br>CNET Report 1560-2 (CNET Form 1560/13)                  | Para. 504.14  |
| Navy Campus PACE II Class Roster/Grade Report,<br>CNET Report 1560-17 (CNET Form 1560/14)              | Para. 510.6   |
| Report and Investigation of Loss or Possible Compromise<br>of DANTES Examination, CNET Report 5570-1   | Para. 711.2.a |

2. Forms and publications referred to in this instruction may be obtained as follows:

| <u>SOURCE</u>   | <u>METHOD</u>  |
|---|--|
| a. Chief of Naval Education and Training<br>Code N-72, Bldg. 628<br>Naval Air Station<br>Pensacola, FL 32508-5100 | Requisition by letter or<br>by calling:<br>AUTOVON 922-4852<br>Commercial (904) 452-4852 |

| <u>Form Number</u>  | <u>Title</u>  | <u>Stock Number</u> |
|---------------------|---|---------------------|
| CNET 1560/11 (1-90) | Navy Campus Basic Skills Program<br>Class Roster/Grade Report | Not applicable      |
| CNET 1560/12 (4-91) | Navy Campus Basic Skills Program<br>Application               | Not applicable      |
| CNET 1560/13 (1-90) | Navy Campus PACE Class Roster/<br>Grade Report                | Not applicable      |
| CNET 1560/14 (8-91) | Navy Campus PACE II Class Roster/<br>Grade Report             | Not applicable      |

| <u>SOURCE</u>   | <u>METHOD</u>  |
|---|--|
| b. Commanding Officer<br>Naval Supply Center<br>Code 101.18, Bldg. 781-0<br>Naval Air Station<br>Pensacola, FL 32508-6200 | Requisition using<br>DD 1348 (6 part form),<br>DOD Single Line Item<br>Requisition System<br>Document (6 part), Manual |

|                        |                             |                  |
|------------------------|-----------------------------|------------------|
| CNET-GEN 1560/9 (5-88) | Off-Duty Educational Survey | 0197-LL-NFO-4900 |
|------------------------|-----------------------------|------------------|

| <u>SOURCE</u>   |   | <u>METHOD</u>   |
|---|---|---|
| c. Defense Activity for Non-Traditional Education Support (Code 43)<br>Pensacola, FL 32509-7400<br>AUTOVON 922-1082/1719<br>Commercial: (904) 452-1082/1719 |   | Requisition using<br>DANTES Material Request<br>Form and four digit stock<br>number listed below: |
| DANTES 1560/12 (8-87)   | DANTES Test Inventory Report  | 1217  |
| ACE Guide   | <u>Guide to the Evaluation of<br/>Educational Experiences in<br/>the Armed Services</u> | 2101  |
| DISC  | DANTES Independent Study Catalog  | 2301  |
| DANTES 1562/31 (4-89)   | DANTES Independent Study<br>Application Form  | 2309  |
| DANTES 1560/11 (6-87)   | DANTES Annual Testing Facilities<br>Review  | 1216  |
| DOD 1322.8-H (1-91)   | DANTES Examination Program<br>Handbook (DEPH)   | 1244  |
| N/A   | DANTES Catalog of Materials   | 3001  |
| DD 295 (11-86)  | Application for the Evaluation<br>of Learning Experiences During<br>Military Service    | 2121  |
| N/A   | <u>The Student Guide</u><br>(Financial Aid from the<br>U.S. Department of Education)    | 2405  |

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| <u>SOURCE</u>   |  | <u>METHOD</u>    |
|---|--|------------------|
| d. The following forms are available in the Navy Supply System and may be requisitioned per NAVSUP P-2002D: |  |                  |
| DD-577 (5-88)   | Signature Card   | 0102-LF-004-3100 |
| DD-1155 (5-90)  | Quotations, Request for<br>(Order for Supplies/Services) | 0102-LF-007-9200 |

|                          |   |                  |
|--------------------------|---|------------------|
| NAVEDTRA 1560/5 (8-91)   | TA Authorization Form                           | 0115-LF-012-1900 |
| NAVEDTRA 1560/6 (8-91)   | TA Registration Form                            | 0115-LF-012-2400 |
| VA Form 22-1990 (7-86)   | Veteran's Application for<br>Education Benefits | 0577-LP-008-5089 |
| NAVEDTRA 10460-A (11-88) | Education Services Officer Manual               | 0502-LP-218-3400 |

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SOURCE

METHOD

|   |  |
|---|--|
| e. Commanding Officer<br>Naval Education and Training Program<br>Management Support Activity<br>Code 0433, Bldg. 2435<br>Saufley Field<br>Pensacola, FL 32509-5000<br>AUTOVON 922-1639<br>Commercial 904-452-1639 | Requisition by letter<br>or phone call |
| CNET 1560/1 (1-89)  | Apprentice Registration Application    |
| CNET 1560/2 (4-87)  | Apprentice Progress/Status Report      |
| CNET 1560/3 (4-87)  | Work Experience Hourly Record          |
| CNET P1560/16 (1-91)  | Work Experience Log                    |

