



**DEPARTMENT OF THE NAVY**

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 1500.2E  
11

16 APR 2001

NAS OCEANA INSTRUCTION 1500.2E

Subj: NAVY COLLEGE LEARNING CENTER

Ref: (a) CNETINST 1560.3D  
(b) NASOCEANAINST 1560.1D  
(c) NETPDTIC Standard Operating Procedures for Contracted Programs

Encl: (1) Navy College Learning Center Application Form

1. Purpose. To establish policy and guidelines for the coordination of the Navy College Learning Center (NCLC) on board Naval Air Station Oceana.

2. Cancellation. NASOCEANAINST 1500.2D.

3. Discussion. NCLC is one of eleven components of the Navy College Program. It is designed to enhance workplace literacy. NCLCs provide facilitator-supported computer interactive academic skills modules in English, Mathematics and Reading and academic modules in Natural Science, Social Science, Work and Life Skills. These NCLCs ensure that naval personnel possess the minimum skill levels necessary to successfully complete job training, function acceptably in a working environment and qualify for advancement. The NCLC is provided at no cost to either the command or participants.

a. The primary objective of the NCLC is to provide an opportunity for Sailors to improve their academic skills through the use of a facilitated computer-interactive delivery system. The NCLCs are located at various bases throughout the world. The NCLC at this installation is located in Building 531, Suite N106.

b. Students may enroll in the NCLC program to:

- (1) Respond to base announcements/publications.
- (2) Improve academic skills.
- (3) Better prepare for advancement examinations.
- (4) Retake ASVAB tests.

(5) Prepare to take college level credits by examination or college entrance or placement tests.

- (6) Prepare for college courses.

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(7) Take advantage of counseling and services received from the Navy College Office.

(8) Comply with recommendations from their commanding officer.

c. Modules provide a comprehensive, totally integrated curriculum developed specifically for adult students. The curriculum is presented in a logical sequence that builds upon basic concepts, reinforces appropriate learning and comprehensively instructs in English grammar/writing, Mathematics and Reading from the second grade through completion of the twelfth grade and a variety of subjects at the high school and college level. The courseware provides:

(1) English Grammar/Writing. Completion of this module confirms that students can utilize appropriate skills relating to standard English, sentence structure, paragraph organization, capitalization, punctuation and spelling. Skills will also include the demonstrated ability to write a concise declarative statement, prepare complete paragraphs and arrange ideas logically in narrative form.

(2) Mathematics. Completion of this module confirms that students understand such mathematical concepts as whole numbers, decimals, fractions, percentage, ratios, proportions, graphs, measurements (including metric), geometry, beginning, intermediate and advanced algebra, trigonometry and calculus.

(3) Reading. Completion of this module confirms that students can identify, organize, read for information and summarize the main idea.

(4) Social Studies. Completion of these modules confirms that students understand various social science concepts in economics, history, behavioral sciences, political science and geography.

(5) Natural Sciences. Completion of these modules confirms that students understand various natural science concepts in biology, chemistry, physics and earth science.

(6) Work Skills and Life Skills. Completion of these modules confirms that students understand various work and life skills concepts in applied mathematics, data skills, writing for the workplace and life, job and parenting skills.

4. Eligibility Requirements. All active duty, reserve and retired military personnel, their adult family members and Delayed Entry Program personnel (as referred by Navy Recruiting) may enroll in any of the courseware modules available.

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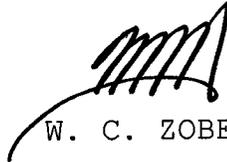
5. Application Procedures. Active duty personnel shall submit a completed copy of enclosure (1) to one of the facilitators at the NCLC. All other participants may complete the form at the NCLC.

6. Responsibilities. All host and tenant commanding officers/officers in charge and department heads shall:

- a. Encourage participation of personnel in the NCLC.
- b. Coordinate with Navy College Office to identify personnel for the program.
- c. Ensure eligible personnel complete enclosure (1) for enrollment.

7. Action. The Director, Navy College shall:

- a. Assist host and tenant commanding officers/officers in charge and department heads to identify eligible personnel.
- b. Establish and publicize a schedule of operating hours for the NCLC on the installation.
- c. Promote contractor developed NCLC articles in the base newspaper, Plan of the Week, monthly newsletter and via other media on the installation.

  
W. C. ZOBEL

Distribution:  
NASOCEANAINST 5216.1V  
Lists I and III

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NAVY COLLEGE LEARNING CENTER (NCLC) APPLICATION FORM

				LRE
SSN	Last Name	First Name	MI	Site Code
*UIC	*Command	Gender (circle):		M or F
*Rating	*Pay Grade	Work (or place to contact)		Phone Number
Branch of Service (circle): A=Army    AF=Air Force    AM=Adult Family Member				
CG=Coast Guard    CV=Civilian    M=Marines    N=Navy    OTH=Other				
*Supervisor			*Supervisor Work Number	

- # Years of Education Completed \_\_\_\_\_
- \*\*\*\*\*
1. How did you hear about the NCLC? (circle one)
    - NC=Navy College Office suggestion    CD=Command announcement
    - FS=Friend/shipmate    BP=Base newspaper/publication
    - OTH=Other
  - \*2. Reason for enrolling: (circle one)
    - SI=Student's own initiative    CD=Command directed
  3. My immediate goal is \_\_\_\_\_
    - a. IE=Improve English skills    e. CM=Complete Math program
    - b. IM=Improve Math skills    f. CR=Complete Reading Program
    - c. IR=Improve Reading skills    g. OTH=Other
    - d. CE=Complete English program
  4. My long range goals are \_\_\_\_\_
    - a. IS=Improve skills    e. GED=GED preparation
    - b. PA=Prepare for advancement    f. OCC=Occupational preparation
    - c. RA=Retake ASVAB
    - d. PC=Prepare for college courses/SAT/ACT/CLEP
  5. Operational hours of this NCLC are: Monday - Thursday 0900 - 1900.
  6. Please specify attendance: \_\_\_\_\_ and \_\_\_\_\_.
    - Days (M,T,W,TH)    Number of hours per day
  - \*7. Please circle: O/O=Combination of    ON=On-duty w/command approval  
 both On-duty/Off-duty    OFF=Off-duty
  - \*8. Please circle best time to attend:
    - EM=Early morning    MM=Mid-morning    LU=Lunch time
    - MA=Mid-afternoon    LA=Late afternoon    EV=Evening
  - \*9. If transferring from another NCLC site, please indicate which site

\_\_\_\_\_  
NCLC Name

Should you desire further information, please contact the NCLC site facilitators: Pam or Sarah at 433-2284

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Application Date)

\*Information not required for adult family members and civilians