



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1560.1G
11

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NAS OCEANA INSTRUCTION 1560.1G

Subj: NAVY COLLEGE PROGRAM

Ref: (a) SECNAVINST 1560.4
(b) OPNAVINST 1560.9
(c) CNETINST 1560.3D
(d) Navy College Office Daily Operational Procedures
Guide (January 2001)
(e) SECNAVINST 1740.2D

Encl: (1) Navy College Program Components and Definitions

1. Purpose. To establish policy and guidelines for the coordination and management of an on-base, off-duty education program that will maximize educational opportunities for Navy and Department of Defense (DoD) civilian personnel, and afford equal opportunity for eligible institutions to offer educational programs at Naval Air Station (NAS) Oceana.

2. Cancellation. NASOCEANINST 1560.1F.

3. Background

a. Community colleges and universities have become increasingly interested in offering off-duty educational programs and services on board Naval installations. This situation has created a competitive environment which can result in the establishment of high quality, on-base programs tailored to meet the educational and career needs of our community. Voluntary education programs in the Navy were consolidated in 1974 under Navy Campus as a recruitment and retention strategy. Navy Campus has since evolved into a continuing education program where Navy personnel may attend school during their off-duty hours. In October 1999, the Navy Campus Program became the Navy College Program. This name change heralded the cultural shift desired by senior Navy leadership to incorporate all aspects of the education program into a single program that afforded greater access to educational opportunities for all Sailors. The Chief of Naval Operations (CNO) has mandated that education be integrated into each Sailor's career as a part of life-long learning. To that end, eleven specific components of the program were identified and implemented. These components are Academic Credit for Navy Training/Occupational Experience; Sailor/Marine American Council on Education Registry Transcript (SMART); Rating Roadmaps; Tuition Assistance; Academic Advice; Navy College Program for Afloat College Education (NCP AFLOAT); Defense Activity for Non-Traditional Education Support (DANTES); Academic Skills and Navy College Learning Centers; Navy College Office;

Navy College Center (Pensacola) and Navy College Program Distance Learning Partnership through the Servicemembers' Opportunity Colleges Navy (SOCNAV). Navy College personnel are assigned to Naval installations worldwide to provide off-duty educational services. References (a) through (d) provide guidelines on establishing and administering voluntary, off-duty education programs on board Naval installations.

b. Centralizing educational programs offered by colleges and universities into a single, base-wide, off-duty education program, the Director of the Navy College Office shall ensure:

- (1) The educational needs of Navy and DoD employed civilians are served.
- (2) Equal opportunity is afforded all eligible educational institutions to provide quality education programs.
- (3) All resources are fully utilized.
- (4) Programs and courses will not be duplicated.
- (5) Navy College Office serve as a central point of contact between NAS Oceana departments, tenant commands and educational institutions on such matters as the establishment of on-base and off-duty education programs, generation of publicity and meeting base security and facilities regulations. Reference (e) applies.

c. The Commanding Officer fully subscribes to the concept of voluntary education and supports the CNO's minimum educational goals for Navy personnel. Provisions of this instruction support those objectives. References (b) and (c) establish the following goals as significant achievements for active duty personnel:

- (1) A High School Diploma or General Equivalency Diploma (GED) equivalency certificate for all non-high school graduates.
- (2) Associate's Degree for all enlisted personnel.
- (3) Bachelor's Degree for all commissioned officers.
- (4) Graduate Degree for those who so desire.

4. Navy College Education Program Management

a. A Navy College Senior Education Services Specialist (SESS) is assigned on an "additional duty" basis by Commanding Officer, Naval Education and Training Professional Development and Training Center (NETPDTC). Accordingly, the Navy College

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SESS is appointed the On-Base Education Program Manager for NAS Oceana and Director of the Navy College Education Center (Director, Navy College).

b. In this capacity, the Director, Navy College will comply with appropriate sections of references (b) and (c) and perform the following functions:

- (1) Inform the Commanding Officer, NAS Oceana of the status of Navy College programs, identify problems of a policy nature and any implementation problems.
- (2) Maintain coordination with command and tenant commands to determine their educational needs and provide appropriate educational and informational services.
- (3) Maintain coordination with postsecondary institution representatives concerning educational programs and services.
- (4) Advise and assist the command in conducting a triennial educational needs assessment survey to determine educational needs of customer commands. The educational needs assessment shall be the basis for developing and implementing the Base Education Plan.
- (5) Assist the command in identifying, selecting and procuring on-base, off-duty education programs.
- (6) In cooperation with the Business Manager, prepare, execute and monitor memorandum of understanding (MOU) between NAS Oceana and institutions providing on-base programs.
- (7) Evaluate and monitor existing education programs to assess their quality and achievement of purpose.
- (8) Facilitate accreditation reviews and evaluation site visits.
- (9) Publicize all available on-base programs and related matters of educational interest.
- (10) Review all requests for access to the base by educational institutions and individuals not affiliated with a NAS Oceana on-base educational program, coordinate access with the Base Pass and ID Office and insure compliance with reference (e).
- (11) Represent the Commanding Officer at committee meetings related to off-duty education matters.
- (12) Serve as technical advisor for the Navy College Learning Center.

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5. Responsibilities

a. Tenant Commanding Officers/Officers-in-Charge and Department Heads shall:

(1) Encourage participation of personnel in the programs offered by Navy College with particular attention to those, which support Navy-wide initiatives such as retention, quality of life improvement, equal opportunity and career development.

(2) Ensure information on educational opportunities is communicated to all personnel.

(3) Recognize the educational achievements of their personnel and use every opportunity to publicize such achievements.

(4) Include Navy College Office on the command check-in/out sheet and instruct personnel to attend an indoctrination briefing within 30 days of arrival.

(5) Coordinate through the Director, Navy College, all matters concerning education programs for assigned personnel.

(6) Ensure that all solicitations by any educational institution on the base are coordinated through the Director, Navy College, and contacts are per provisions of reference (e).

b. Institutional program coordinators and representatives are required to coordinate all matters concerning the education program, including publicity and liaison issues, with the Director, Navy College Office.

6. Action

a. An Education Advisory Council (EAC) shall be established to maximize educational opportunities for all assigned personnel.

(1) EAC membership shall include the Director, Navy College (Chair); NAS Oceana Command Master Chief; NAS Oceana Command Career Counselor; representatives from all NAS Oceana departments; Personnel Support Detachment Oceana; Education Services Officer; Base Librarian; Fleet and Family Service Center representative; representatives from all institutions serving the base and others invited by the Director as appropriate. Tenant commands are strongly encouraged to appoint representatives to the council.

(2) The EAC shall meet quarterly or at the discretion of the Chair. The Chair shall prepare a yearly projected schedule. The schedule shall be distributed to all base activities and include solicitation for appointed members and agenda items.

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(3) Functions of the EAC:

(a) Report minutes of the EAC to the Commanding Officer and all base activities, summarizing issues discussed.

(b) Conduct educational needs assessment of assigned personnel.

(c) Identify available spaces for on-base classes.

(d) Inform the Commanding Officer on matters relating to the Education Program.

(e) Identify personnel resources to enhance the program.

(f) Serve as a distribution point for information, via E-Mail, print and scheduled meetings.

(g) Plan for future education requirements.

(h) Serve as the forum in which NAS Oceana departments and tenant commands can provide input to the educational needs and concerns of their personnel.

b. The Director, Navy College reports to the Commanding Officer for command coordination and logistical support.



J. A. LEAVER

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Lists I (Case A), III, IV and V

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NAVY COLLEGE PROGRAM COMPONENTS AND DEFINITIONS

1. Academic Credit for Navy Training/Occupational Experience. American Council on Education's (ACE) evaluation of Navy training for recommended college credit is the foundation for the Navy College Program.
2. Sailor/Marine American Council on Education Registry Transcript (SMART). An electronic transcript for each Sailor that is an academically accepted document, approved by ACE, to validate military occupational experience and training with the corresponding ACE credit recommendation. SMART lists occupations held, Navy training courses completed with ACE recommended credit, college-level examinations completed and other learning experiences. SMART will track Sailors' progress on the path to a degree. The summary is an addendum to the SMART transcript. It is a streamlined version of the SMART that represents the recommended college credits in a format that more closely resembles the average college transcript.
3. Rating "Roadmap." The Roadmap is a document showing ACE recommended credit for Navy occupational experience and training courses.
4. Tuition Assistance (TA). The current program for TA pays up to 100% of tuition for active duty personnel, consistent with DoD policy, with a maximum of \$250.00 per semester hour or equivalent up to \$4,500.00 per fiscal year. The Navy Tuition Assistance Program is limited to 12 semester hours or equivalent per fiscal year. Personnel who require additional funding may apply for a waiver. The waiver process is posted on the Navy College website <https://www.navycollege.navy.mil>.
5. Academic Advice. Academic advice is available to interested personnel throughout their careers, delivered through a combination of sources: Navy College Offices, Educational Services Officers and Navy Career Counselors, partner educational institutions and Navy College Center providing web-based/E-Mail/telephone advice.
6. Navy College Program for Afloat College Education (NCPACE). Courses delivered to personnel assigned to sea duty units and specific remote shore sites. For sea duty units, NCPACE, fully funds student costs, except for college-level textbooks. The program provides instructor-based academic skills, college courses and computer delivered college courses.
7. Defense Activity for Non-Traditional Education Support (DANTES). DANTES provides credit-by-examination tests, college entrance examinations, high school equivalency testing, various

Enclosure (1)

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professional certification examinations and catalogs of schools offering distance-learning programs available with TA. DANTE has an extensive website - <http://www.dantes.doded.mil>.

8. Navy College Learning Center (NCLC). The NCLC provides self-paced software instruction in basic academic skills (English, reading, mathematics and college prep courses). The Navy provides academic skills through instructor classes ashore (NCL Program), NCLCs and NCPACE.

9. Navy College Offices. Navy College Offices are the local on-base resource for general education and college program information. The Navy College Office at NAS Oceana is located in Building 531.

10. Navy College Center (NCC). The NCC is a service located at Naval Education and Training Professional Development and Technology Center (NETPDTC) Pensacola offering one-stop shopping. The Navy College Center webpage is (<https://www.navycollege.navy.mil>). Sailors and Navy College Office staff may send E-Mail queries to ncc@smtp.cnet.navy.mil or call the toll free number 1-877-253-7122, DSN 922-1828, regarding academic information.

11. Partnership with Educational Institutions. In response to the need for greater access to higher education, the Navy College Program developed new partnerships with colleges and universities to offer rating-related degrees via distance learning to Sailors everywhere. These new education partnerships provide Associate and Bachelor Degree programs related to each rating, and make maximum use of military professional training and experience to fulfill degree requirements. The goal of the Navy College Program Distance Learning Partnership is to support the Sailor's mobile lifestyle and educational goals with rate-related degree programs. Courses are offered in a variety of formats, such as CD-ROM, videotape, paper or over the internet.