

NASPNCLAINST 1560.3D  
Code 53000/NC  
4 September 2002

NASPNCLA INSTRUCTION 1560.3D

Subj: NAVY VOLUNTARY EDUCATION PROGRAM (NAVY COLLEGE PROGRAM)

Ref: (a) DOD Directive 1322.8  
(b) OPNAVINST 1560.9  
(c) CNETINST 1560.3D

Encl: (1) Sample Letter for Appointment of Educational Advisory Council (EAC) Member  
(2) NAS Pensacola Educational Advisory Council Agenda Item

1. Purpose. To establish policy and guidelines for the coordination and management of an on-base Voluntary Education Program, maximizing educational opportunities for active duty and DOD civilian personnel; and to afford equal opportunity for eligible institutions to offer education programs at NAS Pensacola.

2. Cancellation. NASPNCLAINST 1560.3C

3. Background

a. Community colleges and universities have become increasingly interested in offering off-duty education 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. References (a) through (c) provide policy on the establishment and administration of voluntary off-duty education programs on board NAS Pensacola.

b. The Commanding Officer, NAS Pensacola, fully subscribes to the concept of voluntary education and the Chief of Naval Operations' Pride, Professionalism, and Personal Excellence Program objectives, and supports it through the provisions of this instruction.

c. Centralizing the off-duty educational programs offered by colleges and universities at NAS Pensacola into a single, base-wide, off-duty education program managed by Navy College Director will ensure:

(1) The education needs of active duty personnel and DOD civilian personnel are served.

(2) Equal opportunity is afforded all eligible educational institutions to provide quality education programs.

(3) Limited NAS Pensacola resources will be fully utilized.

(4) Programs and courses will not be duplicated by colleges or universities on board NAS Pensacola.

d. Navy College (formerly Navy Campus) was established by the CNO in 1974 as a management system for all educational activities. Reference (a) directs the assignment of Navy College personnel to provide support in establishing and operating on-base, off-duty education programs.

4. Discussion. The Navy College Director is assigned on an additional duty basis to the Commanding Officer, NAS Pensacola, by the Commanding Officer of Naval Education and Training Professional Development Technology Center (NETPDTC). The Navy College Director serves as Director for Naval Air Station Pensacola; Naval Air Technical Training Center (NATTC); Naval Technical Training Center (NTTC) Corry Station; Naval Education and Training Professional Development Technology Center (NETPDTC), Saufley Field; Naval Air Station Whiting Field (NASWF); Naval Hospital (NAVHOSP); and all tenant commands included within the NAS Pensacola Region. In addition, the Navy College Office Pensacola provides orientation services to all ships home ported at Naval Station Pascagoula and all ships assigned to Litton Shipyard, Pascagoula, Mississippi. In this capacity, the Director will comply with appropriate sections of references (a) through (c) and perform the following:

a. Inform the Commanding Officer of the status of the Voluntary Off-duty Education Program and any implementation problems.

b. Maintain liaison with representatives of the above named commands as well as other tenant activities to determine their education needs.

c. Maintain liaison with post-secondary educational institution representatives concerning education programs and services.

d. Assist NAS Pensacola Management Assistance Officer in developing agreements between NAS Pensacola and institutions providing on-base programs.

e. Obtain new on-base education programs to satisfy the needs and interests of active duty personnel and DOD civilian personnel.

f. Evaluate and monitor existing programs to assess their quality and achievement of purpose.

g. Conduct facilities accreditation reviews and evaluation site visits.

h. Conduct educational needs assessment surveys at least every 3 years.

i. Publicize all available on-base programs and related matters of education interest to all personnel.

j. Review all requests for access to NAS Pensacola by educational institutions not affiliated with an NAS Pensacola on-base educational program.

k. Represent the Commanding Officer at committee meetings related to off-duty education matters.

5. Responsibilities. All tenant commands, directors, Department Heads shall:

a. Encourage participation of personnel in the Voluntary Educational Program with particular attention to the offerings which support Navy-wide

initiatives such as retention, quality-of-life improvement, equal opportunity, and career development.

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b. Ensure information on voluntary off-duty educational opportunities is communicated to all personnel.

c. Recognize the educational achievements of personnel and use every opportunity to publicize such achievements.

d. Encourage participation in a Basic Skills Program in reading, English, and math through Pensacola Junior College to meet basic needs through their Adult Education Program or a High School Diploma Program.

e. Coordinate, through the Director, all matters concerning the Voluntary Education Program.

6. Educational Advisory Council (EAC). The EAC is established to maximize educational opportunities for all eligible personnel. Membership consists of personnel appointed by activities within the Pensacola naval complex to the Director utilizing enclosure (1). As such, EAC appointees will:

a. Conduct surveys of assigned personnel to determine educational needs and submit enclosure (2) to identify problems, issues, and accomplishments to be addressed by the EAC.

b. Identify space/facility requirements for classrooms, testing, and registration.

c. Provide input and support to the Commanding Officer on matters relating to off-duty education on board NAS Pensacola.

d. Report the minutes of the EAC to the Commanding Officer and all tenant commands summarizing the issues raised.

e. Identify personnel resources to enhance the Voluntary Education Program.

f. Serve as a distribution point for information concerning the Voluntary Education Program.

g. Plan for future education requirements.

#### 7. Action

a. Commanding Officers, Officers-in-Charge, and Directors of activities within the Pensacola naval complex should appoint primary and alternative representatives to the EAC utilizing enclosure (1).

b. Chairperson of the EAC will call meetings quarterly, generating minutes of items discussed and provide copies to every activity within the Pensacola naval complex.

c. EAC representatives will submit items to be discussed at the quarterly EAC meeting 1 week prior to the meeting utilizing enclosure (2).

/s/

J. M. PRUITT

Distribution:

A C  
(NASPNCLAINST 5216.1V)

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From:

To: Navy College Director, 250 Chambers Ave., Suite 058, Pensacola,  
FL 32508-5227

Subj: APPOINTMENT OF EDUCATIONAL ADVISORY COUNCIL (EAC) MEMBER

Ref: (a) NASPNCLAINST 1560.3D

1. Per reference (a), the following individual(s) has/have been appointed to the EAC:

Primary:

Name:

Rate/Rank:

EAOS:

PRD:

Telephone Number:

Command Address:

Alternate:

Name:

Rate/Rank:

Signature

Enclosure (1)  
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NAS PENSACOLA  
EDUCATIONAL ADVISORY COUNCIL  
AGENDA ITEM

NAME :

RATE/RANK : PHONE :

COMMAND :

PHONE :

ISSUE :

PROPOSAL :

Enclosure (2)