DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1560.1G
N23E
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NAVBASE SAN DIEGO INSTRUCTION 1560.1G

Subj: VOLUNTARY EDUCATION PROGRAM (VEP) ONBOARD NAVAL BASE SAN DIEGO (NBSD)

Ref: (a) DoD Directive 1322.8 of 6 Jan 97 (NOTAL)
(b) DoD Instruction 1322.25 of Feb 97 (NOTAL)
(c) CNETINST 1560.3D
(d) OPNAVINST 1560.9
(e) SECNAVINST 1560.4

1. Purpose. To implement Navy's VEP at NBSD using the policy and guidance set forth in references (a) through (e).

2. Cancellation. NAVBASESANDIEGOINST 1560.1F.

3. Policy. The objective of the VEP is to meet the educational needs of NBSD military personnel, their adult family members and Department of Defense (DoD) civilian employees. Military personnel are strongly encouraged to participate in the VEP while on active duty. When facilities allow, and when not in conflict with state laws or regulations, retirees, reservists and members of the local community may participate in these programs. Military personnel are strongly encouraged to participate in Voluntary Education Programs while on active duty.

4. Discussion. The Commanding Officer, NBSD is committed to providing the support necessary to ensure quality programs that will enable personnel to pursue personal educational goals. Navy College is responsible for managing the NBSD VEP, through which Navy personnel can take high school equivalent through graduate level college courses. Courses are provided by civilian academic institutions.

5. Navy College Program (NCP). The NCP consists of a consortium of Navy College Offices (NCOs) located throughout the world. The NCOs exist to ensure Navy personnel have the opportunity to continue their education and maintain educational parity with their civilian counterparts. NCO's enhances the quality of military life by promoting personal improvement as well as increased personnel effectiveness and readiness.

6. Scope. Provisions of this instruction cover the Navy's VEP and supporting services offered to all units and tenant commands onboard NBSD.

7. Definitions

a. Navy College Program for Afloat College Education (NCPACE). A fully funded contract program providing college courses to deployed fleet units. NCPACE provides college preparatory, lower division, upper division and graduate courses to afloat Sailors. These courses are delivered through both technology and traditional instructor methods.

b. Tuition Assistance (TA). Provides assistance to eligible personnel who attend approved educational institutions on an off-duty basis to earn a high school diploma, or college degree, as per Chapter III of reference (a). First time TA users must receive counseling from a Navy College Educational Specialist or Navy College Guidance Counselor prior to authorization of TA. Navy personnel shall receive up to 100 percent college tuition under the following guidelines:

(1) TA for eligible personnel who do not have a high school diploma is 100 percent of cost.

(2) Fiscal year credit limit of 16 semester hours or 24 quarter hours.

(3) Cap of $250/semester hour or $166.67/quarter hour.

(4) Waiver requests cannot exceed the fiscal year $4,500 DoD program limit.

c. Navy College Program Distance Learning Partnership (NCPDLP) The NCPDLP has partnered with 34 institutions to provide courses leading to job-related Associate and Baccalaureate degrees for Sailors worldwide through a variety of distance learning media. Partner institutions make maximum use of military professional training and experience to provide rating-related degrees.

d. Educational Needs Assessment. A triennial survey conducted by the NCO to determine the educational needs of this installation and for each individual Fleet unit.

e. Base Education Plan. Incorporates the educational needs into a VEP available onboard NBSD.

8. General Guidance

a. VEP and educational support services outlined in this instruction are under the direction of Commanding Officer (CO), NBSD as per references (a) and (b).

b. Navy College at NBSD provides in-office and outreach educational advisement/services for all personnel, tenant commands and afloat personnel stationed onboard ships home ported NBSD. Additionally, Navy College staff provides command advisement and educational services to all ships commands home ported at NBSD.

c. The Navy College Office Director serves as the principal advisor on matters of educational concern and is the liaison of all education programs to Afloat commands. The Director shall monitor the NCPACE for all units assigned to NBSD. The Director shall develop and maintain liaison with educational institutions that provide support to voluntary education.

d. Per reference (b), commands shall refer all newly assigned Sailors to Navy College within 30 days of arrival on board NBSD.

9. Specific Guidance. The Navy's VEP administered by Navy College is guided by references (a) through (d) and the following:

a. The CO NBSD may invite proposals from interested academic institutions to offer VEP on this installation, which meet the needs of Naval personnel. Agreements with academic institutions selected to provide a service shall be formalized with a Memorandum of Understanding between Commander, Navy Region Southwest and the selected Academic Institution.

b. VEP shall meet criteria as per reference (c).

c . Academic institutions offering VEPs on this installation are evaluated by external accrediting agencies, i.e., Western Association of Schools and Colleges (WASC). During periods of evaluation, agencies will need to have access to NBSD's VEP.

d. The allocation of office space for academic institutions providing voluntary education services onboard NBSD is at the discretion of the NCO Director, with the concurrence of the CO NBSD.

e. Only academic institutions invited by CO NBSD may offer course(s) or academic programs onboard NBSD.

f. All academic institutions and providers of educational services that do not have an MOU shall have written permission from CO to enter NBSD. All commands requesting services or academic briefings from academic institutions must submit their request through the Navy College Office Director for approval.

g. Commission earning sales persons employed by profit making commercial educational enterprises, and/or correspondence schools who request permission to solicit and/or recruit students onboard NBSD, shall comply with reference (d).

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