

# NAVY VOLUNTARY EDUCATION FACT SHEET

## What Command Triads Need to Know about the Navy Voluntary Education Program

### **Naval Education and Training Professional Development Center (NETPDC)**

**N2/Navy Voluntary Education (VOLED) Department Mission:** The VOLED Department is responsible for providing education counseling and services world-wide to Sailors and their family members. Among its many programs, the VOLED Department manages Tuition Assistance (TA) and Navy College for Afloat College Education Distance Learning (TA/NCPACE DL) processing and funding, the NCPACE Instructor Led (IL) program. We have partnered with the Non-Resident Training Course (NRTC) Program, the United Services Military Apprenticeship Program (USMAP), and the Navy COOL program. Additionally, NETPDC N2 serves as the principal advisor to Office of the Chief of Naval Operations (OPNAV N127) on VOLED policy and program execution.

**Command Support of Voluntary Education:** Command triads play a significant role in fostering an environment that encourages Sailors to pursue voluntary education and certifications. Command leadership is also vital in determining which Sailors are ready and able to manage the additional work. The command Education Services Officer (ESO) serves as the primary interface with Sailors and VOLED programs, and ESO's help to ensure processes are properly understood and executed. Specific guidance can be found in OPNAVINST 1560.9A.

### **Virtual Services**

**Navy College Program (NCP) Website:** The gateway to Navy VOLED, this website provides easy access to and "one-stop shopping" for all of the Navy's voluntary education policies and procedures. Sailors accessing the site will find a VOLED Wizard to help them navigate the process, numerous resources, and a range of virtual communication channels including help request tickets, web-chat, and online scheduling for education counseling appointments. Website: [www.navycollege.navy.mil](http://www.navycollege.navy.mil).

**Navy College Virtual Education Center (NCVEC):** Serves as the hub for administering Navy VOLED programs and services. The NCVEC is open Monday - Friday from 0700 - 1900 Eastern Time and is staffed by Navy College education counselors who provide information and education counseling services through a virtual delivery model.

**Navy College Offices (NCOs):** For decades NCOs have been the primary source for VOLED information. All OCONUS NCOs remain open for business. All but four CONUS NCOs closed in FY16. The remaining four (Naval Station Norfolk, Naval Air Station Jacksonville, Naval Base San Diego, and Naval Base Kitsap) closed the end of FY17. In FY18, VOLED transitioned in CONUS from traditional "brick and mortar" service delivery to virtual service that provides Sailors with VOLED access and support at the time and place most convenient for them.

**Interactive Multi-Media Instructions (IMIs)/Resources:** There are IMI educational tools and other resources available to Sailors and commands. The Navy Tuition Assistance training IMI emphasizes the tenets of Navy TA policy and the WebTA application, approval, and authorization process. The Navy Virtual Counseling 101 training IMI provides information and guidance on establishing education and career goals, selecting and applying to an academic institution, and an understanding of the higher education life cycle. The NCPACE Policy and Procedures Training provides information and guidance on the NCPACE Distance Learning (DL) and contracted Instructor Led (IL) programs. The TA and Virtual Counseling IMIs, as well as the NCPACE training, are available in the My Education module of the NCP website. The VOLED Essentials for the ESO/CCC IMI will provide ESOs and CCCs with an overview of Navy and DOD policies to include information, guidance, and benefits of VOLED products and services and is located on the NCP website under the *Resources* tab. Additional videos, presentations, and instructions are also available on the NCP website under the *Resources* tab.

**Counseling/Testing Scheduler Tool:** My Navy Portal (MNP) (<https://www.mnp.navy.mil/group/training-education-qualifications/appointment-scheduler>) allows Sailors to select three services: Education Counseling (general counseling, TA counseling, or NCPACE counseling), Foreign Language testing (DLAB/DLPT), and Academic testing (SAT/ACT). Note: For CONUS, Language testing is administered

by the Center for Information Warfare Training (CIWT); for OCONUS locations, it is administered by the Navy College Offices (NCOs). You will need a CAC-enabled device to access the MNP scheduler.

**WebTA/NCPACE DL Automation:** Allows for expedited WebTA/NCPACE DL funding. If a Sailor's school uploaded their course catalog and tuition rates to the Academic Institution Module (AIM), the application can be funded when a Sailor's command approval occurs in My Education. When a WebTA/NCPACE DL application is created, Sailors must select their course and tuition information from the electronically uploaded catalog and tuition costs in My Education. Sailors must complete all training requirements, have a degree plan loaded and approved, have been counseled by a Navy College Counselor and not owe money for reimbursable grades or incomplete courses.

**Navy College Program Mobile APP:** The Navy College Program (NCP) Mobile App offers Sailors mobile access to NCP planning tools, a counseling appointment scheduler, and applications previously available only through the NCOs or the NCVEC. Sailors can complete required training, submit a WebTA/NCPACE DL application, view the status of existing applications, and schedule a counseling appointment (some features require a CAC-enabled device). The App also provides video tutorials for Sailors and commands and links customers to the NCVEC and the Joint Services Transcript (JST) log in page (allowing Sailors to request their official JST). The NCP app is a bring-your-own-device (BYOD) tool designed to work on personal devices outside of the NMCI domain. Users can download the app from the App Store and Google Play Store at no cost. To find the free Navy College Program app, search "Navy College" or "NCP" in app stores or in your Web browser.

**Region Advisors (RAs):** There are two NETPDC VOLED RAs assigned to each CONUS CNIC region, serving as the on-site education advisor to the Regional Admiral and staff. The RAs are also a resource for all triads within their respective region. RAs provide advice and assistance in planning, developing, implementing, and managing a command's VOLED program. RA contact information is located at <https://www.navycollege.navy.mil/information-for-commands/voled-support.htm>.

**On-base Academic Institutions (AIs) and Base Access:** Hosting academic institutions on-base or allowing base access to a visiting school is, and always has been, the prerogative of the installation Commanding Officer. NETPDC RAs will provide expert advice and assistance in managing the associated processes. Academic institutions desiring access to any Navy installation must use the Academic Institution Module to request visitation (<https://aiportal.acc.af.mil/aiportal/Account/Login>). Each request will be screened by the responsible RA and approved/disapproved based on DoD, Navy VOLED, region, and installation policies. Base/installation access requests are governed by provisions of DoDI 1322.25. For more information, visit the Navy College Program Academic Institution Module (AIM) at <https://www.navycollege.navy.mil/information-for-academic-institutions/index.htm>.

**Tuition Assistance/NCPACE DL Benefits:** In accordance with NAVADMIN 127/18, effective 01 June 2018, there is a fiscal year cap of \$4,500 per individual. This fiscal year cap applies to both TA and NCPACE DL combined. (There is no longer a fiscal year credit limit of 16 semester hours, 24 quarter hours or 240 clock hours (or a combination thereof) per individual through TA, NCPACE DL, or any combination of the two.) Payment for tuition will not exceed the following caps: \$250.00 per semester hour; \$166.67 per quarter hour; \$16.67 per clock hour. Visit the Navy College Program website for specific TA/NCPACE DL guidelines.

**Tuition Assistance/NCPACE DL Command Approver (CA) Responsibilities:** The command review and approval process occurs prior to a WebTA/NCPACE DL application being authorized/funded by a VOLED staff member. The Commanding Officer or a designated appointee must be the CA. For more information, download the "Command Responsibilities for Approving Military Tuition Assistance (TA) Applications" document under 'Resources' > 'Resources for Commands' at the NCP website for details. Additionally, there is Tuition Assistance Command Approver training video to facilitate the command approval process at 'Resources' > 'Videos & Presentations'. Per NAVADMIN 219/16, courses starting on or after 1 January 2017 must be submitted and command-approved between 120 and 14 days preceding the institution's published term start date.

**Navy College Program for Afloat College Education (NCPACE):** The objective of NCPACE is to provide personnel assigned to Type 2 and 4 (sea duty) commands access to education opportunities. The Instructor Led (IL) program is command sponsored and courses may be offered while on deployment or at home port/station. IL courses are taught in-person by an instructor berthed aboard the command. Tuition for NCPACE IL courses is funded by the Navy at 100%, but students are responsible for the cost of textbooks and related materials. Distance Learning (DL) courses are self-contained, requiring no internet connection or on-site instructor, and upon completion, coursework is sent back to the academic institution for evaluation. NCPACE DL courses are now funded using the same rate authorized for TA courses and are available for eligible Sailors in the My Education module, and Sailors can sign up any time based on their school's registration and term start dates. Command support is vital for the success of NCPACE. Please designate your NCPACE Coordinator well in advance of deployment, as the Coordinator will need to be proactive in engaging the VOLED staff to work through administrative and logistical requirements. For completed information on both the IL and DL programs for Sailors and commands, visit <http://www.navycollege.navy.mil/ncpace/index.htm>.

**United Services Military Apprenticeship Program (USMAP):** USMAP is a formal military training program that offers military service members the opportunity to complete civilian apprenticeship requirements while on active duty. Upon completion of the documented skills, the Department of Labor (DOL) provides a nationally-recognized Certificate of Completion and Journeyman card, which are highly valued in the civilian workplace. Apprenticeships may take up to several years of on-the-job training and require a list of duties be verified and signed-off by a supervisor. There is no cost to the service member, and the program does not require off-duty time. Specific guidance can be found in OPNAVINST 1560.10D. For more information about USMAP, visit: <https://usmap.netc.navy.mil> or [www.navycollege.navy.mil/resources/other-navy-programs.htm](http://www.navycollege.navy.mil/resources/other-navy-programs.htm).

**Advanced Education Voucher (AEV):** The AEV program offers advanced education opportunities and provides financial assistance to senior enlisted personnel (E-7 to E-9) to complete a baccalaureate or masters Navy-relevant degree in designated areas of study through off-duty education. The AEV program supports the Professional Military Education Continuum announced in the applicable NAVADMIN listed on the Resources section of the NCP website.

**Graduate Education Voucher (GEV):** The GEV Program provides opportunity for selected unrestricted line (URL) officers assigned to shore duty to attain Navy-relevant graduate education in prescribed areas of study during off-duty hours. The program enables URL officers, whose career paths may not provide adequate opportunity for resident education, to participate in traditional and distance learning education programs that enhance performance of required duties and responsibilities, especially in subspecialty assignments. Guidance is provided on the Resources section of the NCP website.

**Olmsted Foundation Scholar Program (OSEP):** The Olmsted Scholar Program provides outstanding young military leaders an unsurpassed opportunity to achieve fluency in a foreign language, pursue graduate study at an overseas university, and acquire an in-depth understanding of foreign cultures, thereby further equipping them to serve in positions of great responsibility as senior leaders in the United States Armed Forces. Guidance is provided on the Resources section of the NCP website.

**Navy COOL (Credentialing Opportunities On-Line):** Navy COOL helps Navy Service members find information on certifications and licenses related to their jobs. Specifically, Sailors can learn about the different types of credentials, how credentials/licenses apply at various points in a naval career, things to consider when pursuing credentials, and what the Navy will pay for and what other resources might be available to pay for credentialing fees. For more information, visit: <https://www.cool.navy.mil/usn/index.htm>.

**NETPDC's Commitment to You:** NETPDC will provide up-to-date information and resources through the Navy College Program (NCP) website, the Navy College Virtual Education Center (NCVEC), and the VOLED page on Facebook™. Additionally, we are available to discuss any questions or issues you may have that are not addressed through virtual means.

For more information on the Navy College Program, visit: [www.navycollege.navy.mil](http://www.navycollege.navy.mil). To refresh any website page, click Control/F5. The Navy College Virtual Education Center is open Monday - Friday from 0700 - 1900 Eastern Time and can be reached at (877) 838-1659, DSN 492-4684/CML (757) 492-4684, or through the Assistance Center and live chat through the Navy College Program website. For OCONUS Navy College Office (NCO) or Region Advisor (RA) contact information, visit: <https://www.navycollege.navy.mil/contact.htm>.

To download the ***Navy College Program App***, visit Google Play™ or the App Store™.

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