

MILPERSMAN 1520-020

OFFICER EDUCATION REPORTS

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Governing Directives	NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures and Volume II, The Officer Datacard CNETINST 1510.1F
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1. **Requirement.** Officers on **active duty** must submit a letter report, including an official academic transcript, when additional education which raises their current educational level is acquired, or they acquire additional degrees. Officers shall ensure their Navy Personnel Command (NAVPERSCOM) officer record contains complete transcripts of all undergraduate and graduate credits and degrees.

2. Reports of Additional Education

a. Educational level is shown on the latest NAVPERS 1301/51, Officer Data Card forwarded annually to each officer. An officer's report of additional education includes

(1) education completed in off-duty hours (including tuition aid).

(2) education acquired in on-duty degree completion, scholarship, and postgraduate programs pursued after commissioning.

(3) additional education acquired as an inactive duty officer subsequent to original commissioning or release from last tour of active duty.

b. Information regarding submission of reports is contained in NAVPERS 15839I, volumes I and II.

3. **Reserve Officers on Inactive Duty**

a. Education must be reported on NRPC 1200/1, Naval Reserve Qualification Questionnaire for Inactive Duty Personnel, and transcripts submitted to the Naval Reserve Personnel Center (NRPC) New Orleans.

b. When Reserve Officers need updates to the Inactive Officer Summary Record (OSR); they may contact NRPC, New Orleans or (NAVPERSCOM) (PERS-91). If they need education, NOBC codes, AQD codes and subspecialty codes, they should call NRPC at (504) 678-5426 or 678-1780. Other questions should be directed to NAVPERSCOM (PERS-91), Naval Reserve Personnel Administrative Division, at (901) 874-4482.

4. **Navy Postgraduate Program.** Education completed by an officer as the result of orders to duty under instruction in the Navy Postgraduate Program must be reported to NAVPERSCOM (PERS-312G) by computer printout and academic transcripts. The report shall be submitted by the Superintendent, Naval Postgraduate School. In addition, complete academic transcripts shall be provided to NAVPERSCOM (PERS-312G) by certain officer commissioning programs: U.S. Naval Academy Graduates, NROTC Scholarship and College Program Graduates, Officer Candidate Graduates, and Aviation Officer Graduates. Refer to NAVPERS 15839I, volume II, appendix D for detailed information.

5. **Graduates of Service Schools.** A commanding officer of any activity, which graduates naval officer students in the service school courses listed in the NAVPERS 15839I, volume II, appendix C, shall refer to CNETINST 1510.1E. This instruction outlines reporting procedures for the Navy Integrated Training Resources and Administration System (NITRAS). Commanding officers will submit a letter to NAVPERSCOM (PERS-312G) reporting graduates of any service school that cannot be reported through the NITRAS.