

PERMANENT MILITARY INSTRUCTOR (PMI) APPLICATION
PROCEDURES

1. Applicants with Master's. Submit application to Education Placement (PERS-440F) with a copy sent to respective Community Manager no later than the board deadline. Applications can be sent via encrypted email to: PERS-440_submit.fct(at)navy.mil; or mailed to: Department of the Navy, Navy Personnel Command (PERS-440F), 5720 Integrity Drive, Millington, TN 38055-4400. CO's endorsement shall comment on the motivation and potential of the applicant and provide a specific recommendation concerning the request.

2. Applicants without Master's

a. Submit application to Education Placement (PERS-440F) with a copy sent to respective Community Manager no later than the board deadline. Delivery instructions included in paragraph (1). Application package must include all associated acceptance documentation from the appropriate civilian institution, if available. CO's endorsement shall comment on the motivation and potential of the applicant and provide a specific recommendation concerning the request.

b. If an applicant has been accepted into more than one Master's program, the gaining Navy institution shall determine which program the applicant shall attend.

APPLICATION FORMAT FOR PERMANENT MILITARY INSTRUCTOR (PMI)
APPLICATIONS

1. Purpose. To request designation as a PMI by letter to PERS-440F (as delineated below) via the applicant's CO. COs should comment on motivation and potential of applicant and provide a specific recommendation concerning the request.

2. Format

From: Grade, Full Name, and Designator
To: Navy Personnel Command (PERS-440F)
Via: Commanding Officer

Subj: REQUEST FOR SELECTION AS A PERMANENT MILITARY INSTRUCTOR
(PMI)

Ref: (a) NAVADMIN xxx/xx (Or Applicable application announcement)
(b) OPNAVINST 1520.40 series

Encl: (1) Undergraduate and Graduate School Transcripts
(2) Civilian Institution-Taught Disciplines Only:
Graduate School Admissions Documentation
(3) Other relevant material documenting qualifications

1. I, (Applicant's Name), request selection as a permanent military instructor (PMI) at U.S. Naval Academy (USNA). I, (Applicant's Name), meet all the eligibility requirements as specified in references (a) and (b). The following information is provided:

a. Date of commission, date of current rank, projected rotation date, and years of active-duty service remaining after projected assignment to the USNA as a PMI until statutory retirement at current rank.

b. Command name, command mailing address, UIC, phone number, e-mail, and postal address where I can be contacted at time of convening of selection board. If selected, I shall have XX months on board my current command when classes are scheduled to begin or upon transfer to USNA.

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c. Using the list of fields for the current board and the current NAVADMIN or application announcement (eligible academic disciplines determined annually) indicate:

(1) The specific field or fields of graduate study qualifying for master's work. Name, position, title, and phone number of a reference who can comment on applicant's performance as a graduate student.

(2) The academic discipline(s) for which the applicant is applying for master's study and subsequent duty as a PMI at the gaining institution.

d. For applicants not possessing a master's degree, provide letters of admission as enclosure (2) to this application, if already accepted; otherwise provide Graduate Record Examination score and date as enclosure (2).

e. Undergraduate, graduate, or other teaching experience. Cite years of experience, courses, institutions, supervisor's name, and phone number. (Include any letters of recommendation as enclosure (3)).

f. Applicant's reason for requesting designation as a PMI.

g. Waiver

- (1) Grade. Applicants must be selected for or serving in, the grade of lieutenant commander (O-4) and can serve at least 6 years as a PMI upon completion of the master's degree and prior to statutory retirement.

- (2) Active Duty. PMI applicants must be active-duty unrestricted line officers or officers from the following communities: aerospace engineering duty officer, civil engineer corps, engineering duty officer, foreign area officer, human resources and information warfare and be warfare qualified. Selected Reserve officers, FTS officers, officers of other Military Services and retired officers are not eligible.

- (3) Minimum Service. Applicants must have sufficient service remaining before statutory retirement to complete, if

necessary, a master's program and serve at least 6 years as a PMI upon completion of the master's degree.

(4) If not warfare qualified, document request and rationale for a waiver of this criterion.

(5) If seeking to continue a master's program not approved by this instruction or the applicable NAVADMIN or application announcement for the year in which the officer is applying for admission to the PMI program; summarize benefit of this course of action to the Navy and to the USNA gaining the PMI at the conclusion of their studies.

h. Acknowledgments (use subparagraph 1h(1) or subparagraph 1h(2) below, as appropriate):

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(1) For applicants without a master's degree. I understand that upon acceptance to the PMI program, I will attend the NAVPGSCOL, Air Force Institute of Technology (AFIT) or a Navy-approved civilian institution full-time and that I am expected to complete a program within 24 months for NAVPGSCHOL or AFIT or within 15 months for civilian institutions. Upon completion of a master's program, I will be assigned as an instructor at the USNA. I understand that, upon accepting PMI status, I may be assigned to instruct at the USNA until my statutory retirement date, even if that date is later than obligated service derived from educational benefit programs or any other obligated service I have incurred. I acknowledge that accepting PMI status is the equivalent of setting my end of obligated service to my statutory retirement date. Consideration of early release from that obligation will be processed by the Navy in the same manner as a request to be released from any active service obligation. I understand this means that my release from active duty prior to my statutory retirement date or from any other aspect of PMI service obligation will only be as dictated by the needs of the Navy or as a result of demonstrated, substantial, and unforeseen personal hardship. I understand that PMI program selectees compete for promotion in their current designator and that because PMIs may have served at USNA for an extended period of time prior to their in-zone look for promotion to O-5, PMIs may promote at lower rates when compared to other officers in their designator who stayed in the standard competitive category career path.

(2) For applicants with a master's degree. I understand that, upon selection as a PMI, I will be assigned to the USNA. I understand that, upon accepting PMI status, I may be assigned to instruct at the USNA until my statutory retirement date, even if that date is later than any other obligated service I have incurred. I acknowledge that accepting PMI status is the equivalent of setting my end of obligated service to my statutory retirement date. Consideration of early release from that obligation will be processed by the Navy in the same manner as a request to be released from any active service obligation. I understand this means that my release from active duty prior

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to my statutory retirement date or from any other aspect of PMI service obligation will only be as dictated by the needs of the Navy or as a result of demonstrated, substantial and unforeseen personal hardship. I understand that PMI program selectees compete for promotion in their current designator and that because PMIs may have served at USNA for an extended period of time prior to their in-zone look for promotion to O-5, PMIs may promote at lower rates when compared to other officers in their designator who stayed in the standard competitive category career path.

2. I understand that, upon my selection and acceptance into the PMI program, my designator will not be changed, I will remain in my parent competitive category community, and I will not be entitled to special pays or bonuses for which I may have previously been eligible.

Applicant's signature

PERMANENT MILITARY PROFESSOR (PMP) APPLICATION PROCEDURES

1. Applicants with PhD. Submit application to Graduate Education and Special Fellowships (PERS-443) with a copy sent to respective Community Manager no later than the board deadline. Applications can be sent via encrypted email to: PERS-440_submit.fct(at)navy.mil; or mailed to: Department of the Navy, Navy Personnel Command (PERS-443), 5720 Integrity Drive, Millington, TN 38055-4400. CO's endorsement shall comment on the motivation and potential of the applicant and provide a specific recommendation concerning the request.

2. Applicants without PhD

a. Submit application to Out-service Graduate Education and Special Fellowships (PERS-443) with a copy sent to respective Community Manager no later than the board deadline. Delivery instructions included in paragraph (1). Application package must include all associated acceptance documentation from the appropriate civilian institution, if available. CO's endorsement shall comment on the motivation and potential of the applicant and provide a specific recommendation concerning the request.

b. If an applicant has been accepted into more than one graduate program, the gaining institution shall determine which doctoral program the applicant shall attend.

APPLICATION FORMAT FOR PERMANENT MILITARY PROFESSOR (PMP)
APPLICATIONS

1. Purpose. To request designation as a PMP by letter to PERS-440F (as delineated below) via the applicant's CO. COs should comment on motivation and potential of applicant and provide a specific recommendation concerning the request.

2. Format

From: Grade, Full Name and Designator
To: Navy Personnel Command (PERS-443)
Via: Commanding Officer

Subj: REQUEST FOR SELECTION AS A PERMANENT MILITARY PROFESSOR
(PMP)

Ref: (a) NAVADMIN xxx/xx (Or Applicable application announcement)
(b) OPNAVINST 1520.40 series

Encl: (1) Undergraduate and Graduate School Transcripts
(2) Civilian Institution-Taught Disciplines Only:
Graduate School Admissions Documentation
(3) Other relevant material documenting qualifications

1. I, (Applicant's Name), request selection as a permanent military professor (PMP) at U.S. Naval Academy (USNA) (or Naval Postgraduate School (NAVPGSCOL) or Naval War College (NAVWARCOL)). I, (Applicant's Name), meet all the eligibility requirements as specified in references (a) and (b). The following information is provided:

a. Date of commission, date of current rank, projected rotation date, and years of active-duty service remaining after projected assignment to the gaining institution as a PMP until statutory retirement at current rank (28 years active commissioned service for O-5 and 30 years for O-6).

b. Command name, command mailing address, UIC, phone number, e-mail, and postal address where I can be contacted at time of convening of selection board. If selected, I will have XX

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(PMP)

months on board my current command when PhD studies are scheduled to begin or upon transfer to USNA, NAVPGSCOL, or NAVWARCOL (if already in possession of a PhD).

c. Using the list of fields for the current board and the current NAVADMIN or application announcement (eligible academic disciplines determined annually) indicate:

(1) The specific field or fields of postgraduate study qualifying for doctoral work. Name, position, title, and phone number of a reference who can comment on applicant's performance as a graduate student.

(2) The academic discipline(s) for which the applicant is applying for doctoral study and subsequent duty as a PMP at the gaining institution.

d. For applicants not possessing a PhD, provide letters of admission as enclosure (2) to this application, if already accepted; otherwise provide Graduate Record Examination score and date as enclosure (2).

e. Undergraduate, graduate, or other teaching experience. Cite years of experience, courses, institutions, supervisor's name, and phone number. (Include any letters of recommendation as enclosure (3)).

f. Applicant's reason for requesting designation as a PMP.

g. Waiver

(1) Grade. PMP applicants must be selected for or serving in, the grade of commander (O-5) or captain (O-6). Officers selected for or serving in the grade of captain (O-6) will only be considered if there is a vacancy in the rank of captain (O-6). To ensure the best value for the significant investment the Navy makes in a PMP, applicants must be able to serve at least five years as a PMP upon completion of the PhD degree and prior to statutory retirement.

(2) Active Duty. PMP applicants must be active-duty officers. Selected Reserve officers, officers of other Military Services and retired officers are not eligible. FTS officers are eligible to apply, but selections are dependent on indefinite recall quota availability. No more than one FTS officer will be selected for PMP in a fiscal year.

(3) Minimum Service. Applicants must have sufficient service remaining before statutory retirement to complete, if necessary, a 3- or 4-year PhD program and serve at least five years as a PMP upon completion of the PhD degree.

(4) If not warfare qualified, document request and rationale for a waiver of this criterion.

(5) If seeking to continue a doctoral program not approved by this instruction or the applicable NAVADMIN or application announcement for the year in which the officer is applying for admission to the PMP program, summarize benefit of this course of action to the Navy and to the institution gaining the PMP at the conclusion of their studies.

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h. Acknowledgments (use subparagraph 1h(1) or subparagraph 1h(2) below, as appropriate):

(1) For applicants without a PhD degree. I understand that upon acceptance to the PMP program, I will attend the NAVPGSCOL, Air Force Institute of Technology (AFIT) or a Navy-approved civilian institution full-time and that I am expected to complete a PhD program within 3 years for NAVPGSCHOL or AFIT or within 4 years for civilian institutions. Upon completion of a PhD program, I will be assigned as an instructor at (list gaining institution cited in PMP application). I understand that, upon accepting PMP status, I will be obligated to continue instructing at (list the above-cited gaining institution) until my statutory retirement date, even if that date is later than obligated service derived from educational benefit programs or any other obligated service I have incurred. I acknowledge that accepting PMP status is the equivalent of setting my end of obligated service to my statutory retirement date. Consideration of early release from that obligation will be processed by the Navy in the same manner as a request to be released from any active service obligation. I understand this means that my release from active duty prior to my statutory retirement date or from any other aspect of PMP service obligation will only be as dictated by the needs of the Navy or as a result of demonstrated, substantial, and unforeseen personal hardship. I understand that career progression to O-6 as a PMP is driven by PMP requirements. In general, PMPs may face reduced promotion opportunity as compared to their legacy officer competitive category peers.

(2) For applicants with a PhD. I understand that, upon selection as a PMP, I will be assigned to (list gaining institution). I understand that, upon accepting PMP status, I will be obligated to continue instructing at (list gaining institution) until my statutory retirement date, even if that date is later than any other obligated service I have incurred. I acknowledge that accepting PMP status is the equivalent of setting my end of obligated service to my statutory retirement date. Consideration of early release from that obligation will be processed by the Navy in the same manner as a request to be

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released from any active service obligation. I understand this means that my release from active duty prior to my statutory retirement date or from any other aspect of PMP service obligation will only be as dictated by the needs of the Navy or as a result of demonstrated, substantial and unforeseen personal hardship. I understand that career progression to O-6 as a PMP is driven by PMP requirements. In general, PMPs may face reduced promotion opportunity as compared to their legacy officer competitive category peers.

2. I understand that, upon my selection and acceptance into the PMP program, my designator will be changed to the Permanent Military Professor (1230) and that I will no longer be entitled to special pays or bonuses for which I may have been eligible in my previous designator.

Applicant's signature