

MILPERSMAN 1520-020

OFFICER EDUCATION REPORTS

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References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (b) BUPERSINST 1001.39F (c) OPNAVINST 1510.10E (d) OPNAVINST 1520.23C
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1. **Requirement.** Officers are ultimately responsible for the accuracy of their official records. Officers on **active duty** will submit, for inclusion into their official military personnel file (OMPF), an official academic transcript when additional education, which raises their current educational level is acquired, or they acquire additional degrees. Officers must ensure their OMPF contains complete transcripts of all undergraduate and graduate credits and degrees.

2. **Reports of Additional Education.** Educational level is shown in blocks 54-61 of the officer data card (generated through BUPERS Online). An officer's report of additional education includes the following information:

a. Education completed during off-duty hours (including education obtained using tuition assistance or other voluntary education programs).

b. Education acquired while in an on-duty status or through part-time degree completion, resident or distance learning, scholarship, certificate, voucher, and any other postgraduate programs pursued after commissioning.

c. Additional education acquired as an inactive duty officer subsequent to original commissioning or release from last tour

of active duty. Information regarding submission of reports is contained in reference (a).

3. **Reserve Officers on Inactive Duty**

a. [NAVPERS 1200/2](#) Naval Reserve Qualification Questionnaire for Inactive Duty Personnel is used for Reserve officers to report education, civilian experience, and language changes. Education, subspecialty changes, and transcripts must be submitted to Navy Personnel Command (NAVPERSCOM) Distribution Policy and Procedures Branch (PERS-451).

b. Reserve officers seeking an officer summary report, additional qualification designation, Navy officer billet classification, or language updates may submit a letter with supporting documentation and command endorsement, per reference (a), volume I, and reference (b), to NAVPERSCOM Reserve Officer Status Branch (PERS-911) via e-mail to PERS-911d.fct@navy.mil, or may contact PERS-911 through the and MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) at 1-833-330-MNCC (6622).

4. **Commissioning Programs.** U.S. Naval Academy and Naval Service Training Command must submit academic transcripts to the Naval Postgraduate School (NPS) and MNCC HRSC for all officer commissioning programs. This includes U.S. Naval Academy, Naval Reserve Officer Training Corps scholarships, College Program graduates, Officer Candidate School graduates and Aviation Officer Candidate School graduates. Refer to reference (a), volume II, appendix D, for detailed information.

5. **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 PERS-451 by graduation report and academic transcripts through the NPS. The graduation report and transcripts must be submitted by the Superintendent, NPS.

a. Education completed as the result of orders to duty under instruction at NPS or Navy-funded education at a civilian institution must be reported to PERS-451 by the Superintendent, NPS. Report must include the academic transcript and graduation report.

b. Non-resident or distance learning education delivered by NPS must be reported to PERS-451 per subparagraph 5a.

c. Education completed through other Navy-sponsored programs, to include scholarships, fellowships, and the Graduate Education Voucher Program must be submitted by the organization administering the program. Academic transcripts will be sent to the Civilian Institutions (CIVINS) Program office. The CIVINS Program office will submit the academic transcript and graduation report to PERS-451 for inclusion into the officer's OMPF; however, the responsibility to ensure this occurs remains with the officer. Official academic transcripts can be e-mailed to CIVINS@nps.edu.

d. Official transcripts documenting completion of off-duty voluntary education programs must be submitted to MNCC by the officer. Official transcripts can be mailed to: Navy Personnel Command, MNCC, Building 768, Room E-103, 5720 Integrity Drive, Millington, TN 38055. Official electronic transcripts can be e-mailed to: askmncc@navy.mil.

6. **Graduates of Service Schools.** A commanding officer of any activity which graduates naval officer students in the Service school courses listed in reference (a), volume II, appendix C, will refer to reference (c) for reporting procedures. Reference (c) outlines reporting procedures for the Navy Integrated Training Resources and Administration System (NITRAS). Commanding officers must submit a letter to MNCC HRSC to report graduates of any Service school who cannot be reported through NITRAS.

7. **Naval War College.** Education completed by an officer either in residence or via distributed learning must be reported to PERS-451 by graduation report and academic transcript. The graduation report and academic transcript must be submitted to PERS-451 by the registrar of the Naval War College.

8. **Other War Colleges.** The registrar of other war colleges will report degree completion to PERS-451 by academic transcript and graduation report upon graduation of naval officers; however, the responsibility to ensure this occurs remains with the officer.

9. **Foreign Transcript Evaluations.** Transcripts from foreign institutions will not be accepted without an official evaluation from one of the National Association of Credential Evaluation Services (NACES) agencies. The NACES Web site can be found at www.naces.org. All costs associated with the evaluation will be the responsibility of the officer.

10. Service Obligations. Officers will incur service obligations for funded education as outlined in reference (d).