



DEPARTMENT OF THE NAVY  
CIVILIAN INTELLIGENCE PERSONNEL OFFICE  
4251 SUITLAND ROAD, ROOM 2A101  
WASHINGTON, DC 20395-5720

CIPOINST 4951.1  
N213  
12 Feb 2009

CIPOINST 4951.1

From: Director, Civilian Intelligence Personnel Office

Subj: NAVAL INTELLIGENCE DEFENSE CIVILIAN INTELLIGENCE  
PERSONNEL SYSTEM PROFESSIONAL EDUCATION PROGRAM

Ref: (a) Title 5, U.S.C. Part III Subpart C Chapter 41  
(b) Civilian Human Resources Manual, Subchapter 410  
(c) Joint Travel Regulations, Volume 2  
(d) Authorization, Agreement and Certification of  
Training (SF-182)

Encl: (1) Professional Education Program Candidate  
Application

1. Purpose. To assign responsibilities and provide guidance in accordance with references (a) through (d) for the Professional Education Program (PEP) for Department of Navy (DON) Defense Civilian Intelligence Personnel System (DCIPS) employees.

2. Cancellation. None.

3. Applicability. This instruction applies to Naval Intelligence (NAVINTEL) civilian employees who apply and/or are selected for a PEP opportunity, as well as those supervisors and managers who participate in the nomination and/or selection process.

4. Objectives. The PEP is a component of NAVINTEL's official professional development program. The program objective is to improve workforce performance related to the mission and strategic objectives of NAVINTEL. The program enhances the employee's ability to maintain knowledge superiority in certain critical skill areas. The program includes degree-seeking opportunities and professional developmental opportunities at either a civilian or military academic institution. Employees, who are selected through a competitive process, may receive full salary benefits for up to 2 years from the start of classes while completing program requirements.

5. Responsibilities.

a. NAVINTEL Civilian Community Management(N21). N21 is responsible for implementing and managing a Professional Education Program in accordance with references (a) and (b). N21 is also responsible for establishing and maintaining a Naval Intelligence Training and Education Council (NITEC) which will review applications and make recommendations to the Naval Intelligence Civilian Advisory Group (CAG) for specified programs.

(1) NAVINTEL will fund:

(a) Full salary and employee benefits for a period of up to, but not to exceed, 2 years from the start of classes while employee attended graduate or undergraduate school full-time for the purpose of obtaining a degree or participation in certain academic or fellowship programs.

(b) Tuition, registration, lab fees, admissions testing fees, required textbooks and materials, graduation fee, automobile registration fees, parking fees, and diploma fees.

(c) For approved out-of-area academic institutions in accordance with reference (c), either per diem or limited relocation expenses, whichever is economically more beneficial to NAVINTEL.

(2) NAVINTEL will not fund:

(a) Overtime or compensatory time for any classes or study time taken during normal working hours.

(b) Disposable school supplies (pens, paper, notebooks, etc.), books or materials not required for the course.

(c) Laptop, computer, or common software (word processing, spreadsheets, database, etc.).

(d) Mileage to/from school.

(e) Late registration fees.

(f) Tuition for a repeated course.

b. Command/Activity Head Designees. Command/Activity Heads are responsible for disseminating opportunities when announced, ensuring that all applicants are fairly considered in accordance with reference (b), endorsing and submitting nominations in accordance with the provisions of this instruction, and notifying N21 of any changes to a participant's academic status.

c. Supervisors. The official supervisor of record is responsible for the full range of supervisory control to include such administrative actions as performance management and time and attendance.

d. Employees. Employees are responsible for the following:

(1) Enrolling and successfully completing the minimum number of classes each academic period that complies with the school's definition of a full-time (if in a full-time program).

(2) Maintaining institution academic standards and status. Failure to do so will result in the employee being dropped from the program and returned full-time to his/her former position. The employee may also have to reimburse NAVINTEL for expenses incurred to date.

(3) Maintaining a minimum 3.0 grade point average (GPA) or meeting the academic requirements of the school (whichever is higher), in order to remain in the program. The employee is allowed to repeat only one class in order to maintain a 3.0 GPA, and the class will be taken at his/her own expense.

(4) Notifying their supervisor of any changes in the academic status or modifications/substitutions in the pre-approved curriculum. The employee may not withdraw from a course without written permission from the Command/Activity. Employees who are attending school will check in with their supervisor for work assignments during breaks of 5 days or more.

(5) Reimbursing NAVINTEL for courses taken and/or expenses incurred if they fail to complete training based on performance, conduct, or failure to complete

program requirements in the designated time frame. Exceptions will be considered on a case-by-case basis.

(6) Upon completion of the PEP, the employee returns to his/her former position, unless prior agreement has been reached by the employee's chain of command.

(7) Provide an official record of his/her grades from the academic institution at the end of each grading period.

## 6. Policy.

a. Civilian Graduate Degree Program. Certain critical skill requirements are best satisfied at civilian academic institutions. Employees with baccalaureate degrees from accredited colleges and universities may apply for graduate degrees in specified fields of study. If selected, employees will attend an academic institution that the NITEC has determined suitable to provide the courses of study required to achieve certain critical skills. Prospective students are encouraged to submit proposals for the institutions and programs of their interest. Final decision as to eligibility for admission rests with the academic institution.

(1) Acceptance for Degree-seeking Program. Once selected for a degree-seeking program, the employee is responsible for applying to the selected academic institution. In addition to completing the necessary admission requirements and complying with academic standards of the university, the employee will provide the NITEC with:

(a) Documentation of acceptance into graduate school as a degree-seeking student.

(b) A copy of the academic requirements, conditions or restrictions, if any, imposed by the institution as an admittance condition.

(c) A copy of the course requirements for the selected degree program.

b. Military Graduate Degree Program. Certain critical skill requirements are best satisfied by obtaining a graduate degree from a military academic institution

including the National Defense Intelligence College, Marine Corps Command and Staff College, National Defense University, Industrial College of the Armed Forces, and the National War College. Employees who meet the admission requirements and prerequisites for these military academic institutions may apply for Masters of Science degrees in specified fields of study. Each academic institution has its own admission requirements and application procedures. Final decision as to eligibility for admission rests with the college/university.

c. Civilian Undergraduate College Program. Employees seeking baccalaureate degrees from accredited colleges and universities may apply for degrees in specified fields of study. If selected, employees will attend an academic institution that the NITEC has determined suitable to provide the courses of study required to achieve certain critical skills. Prospective students should provide proposals including the institution and programs of choice. Final decision as to eligibility for admission rests with the academic institution.

(1) Acceptance for Degree-seeking Program. Once selected for a degree-seeking program, the employee is responsible for applying to the selected academic institution. In addition to completing the necessary admission requirements and complying with academic standards of the university, the employee will provide the NITEC with:

(a) Documentation of acceptance into the school as a degree-seeking student.

(b) A copy of the academic requirements, conditions or restrictions, if any, imposed by the institution as an admittance condition.

(c) A copy of the course requirements for the selected degree program.

d. Military Bachelor's Degree Program. A unique opportunity exists to obtain a Bachelor's degree at the National Defense Intelligence College through the Bachelor of Science in Strategic Intelligence program. Employees who meet the admission requirements and prerequisites may apply for this program. Final decision as to eligibility for admission rests with the college/university.

e. NAVINTEL announced academic opportunities and fellowships. NAVINTEL will announce a variety of educational opportunities throughout the year to include fellowships, seminars, and executive study programs. Candidates should follow procedures included in those announcements.

f. Student initiative programs. Prospective students are encouraged to forward new, innovative programs for consideration which will increase the quality of the workforce. Proposals should be submitted following procedures outlined in this instruction.

## 7. Procedures.

a. Application Process. PEP Competitive Opportunity Announcements will be publicly announced as far in advance as practical, via electronic means and NAVINTEL liaisons. Student initiative programs may be submitted at any time.

(1) All announcements will include the program criteria. The application process and format requirements for both opportunity announcements and student initiative programs are contained in Enclosure (1).

(2) Completed applications will be forwarded via the employee's chain-of-command for endorsement to the NITEC.

b. Selection Process. For programs for which there is only one applicant, the NITEC will provide recommendations for approval/non-approval to the Deputy Director of Naval Intelligence. The CAG will be briefed on all selections. For programs that receive numerous applications, the NITEC will make recommendations via the Director, Civilian Personnel Programs to be forwarded to the Naval Intelligence Civilian Advisory Group (CAG) for review and evaluation. The recommendation(s) of the CAG are briefed to the Deputy Director of Naval Intelligence for final approval. Employees and supervisors will be notified of acceptance, participation in, or cancellation of training as far in advance as practical.

c. Acceptance for Non Degree-seeking Program. Once selected for a non degree-seeking program, the employee, if applicable, is responsible for applying to the university,

institution, or organization to participate in the identified program. Employees will complete the admission requirements and comply with the academic standards while participating in the program.

d. Authorization, Agreement And Certification Of Training (SF-182). With the exception of funding codes, applicants are responsible for the completion of the SF-182 in accordance with reference (d).

e. Continued Service Agreement. Before an employee is assigned to training that exceeds 80 hours, they will sign a continued service agreement included in reference (d), indicating that they have read and understand that at the end of the training period they will continue with the agency for a period at least equal to three times the length of the training period unless they are involuntarily separated from the service of their agency. The original agreement will be maintained as part of the employee's training record; a copy of the agreement will be provided to the employee. Refusal to sign an agreement makes the training costs involved unallowable costs.

f. Work Assignment and Supervisory Control. Training paid for in whole or in part by NAVINTEL is an employee work assignment and is subject to Department of Navy workplace policies and procedures. While participating in the PEP, the employee will remain attached to their assigned position and under the control of their assigned supervisor, unless previous arrangements have been made and approved by their Command/Activity.

*Katherine M. Miller*  
KATHERINE M. MILLER



## Naval Intelligence Professional Education Program Candidate Application

### Section 1. Candidate Information

1. Applicant's Name. (Last, First, Middle Initial, Suffix)		2. E-Mail Address.	
3. Activity and Mailing Address. (Please include Organizational Title and Code)		4. Office Telephone No.	
		5. Fax Number.	
6. Position Title		7. Pay Band	
9. Supervisor's Name and Position Title		8. Length of Service	
		NAVINTEL	Other
10. Supervisor's E-Mail		11. Supervisor's Office Phone (include area code)	

### Section 2. Educational Background (Provide copies of all college transcripts)

Degree	Major	School	Year

### Section 3. Training (Five most pertinent courses)

Course Title	Source	Length	Year Attended

### Section 4. Professional Employment History (Start with current position)

From.	To.	Series	Position Title	Organization



## Naval Intelligence Professional Education Program Candidate Application

### Section 5. Awards or Commendations Received During the Past 2 Years

Date	Award	Organization

### Section 6. Program Participation Objectives

*Note.* Each answer should be no longer than 1,000 words, 12 pt.

a. Describe why you wish to participate in this program and how this degree/opportunity will benefit NAVINTEL and your Command/Activity.

b. Describe your current position, managerial/supervisory responsibilities, significant accomplishments, and how accomplishments contribute to areas such as the NAVINTEL's strategic vision, community goals and objectives, Commander's Five Priorities, Diversity CONOPs, etc.

c. What are two significant challenges facing Naval Intelligence with regard to the area associated with this program now and into the future? How will this degree enable you and Naval Intelligence to confront these challenges?



## Naval Intelligence Professional Education Program Candidate Application

d. Discuss anything about yourself that you believe is relevant to your acceptance that has not been addressed previously in your application?

# Naval Intelligence Professional Education Program: Supervisor's Recommendation

1. Applicant's Name (Last, First, Middle Initial, Suffix).			
2. Recommender's Activity and Mailing Address.			
3. Recommender's Name and Position Title.	4. Recommender's E-Mail.	5. Recommender's Office Phone (include area code).	6. Number of Years Supervising and/or Observing Performance.

7. Narrative. Describe the candidate's potential to assume future leadership positions. Please limit recommendation to a single page.

<b>Recommender's Signature</b>	<b>Date</b>
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# Naval Intelligence Professional Education Program: Command Endorsement

1. Applicant's Name (Last, First, Middle Initial, Suffix).		
2. Endorser's Activity and Mailing Address.		
3. Endorser's Name and Position Title.	4. Endorser's E-Mail.	5. Endorser's Office Phone (include area code).

6. Narrative. Address the organization's objective for candidate nomination. Please limit recommendation to a single page.

<b>Endorser Signature</b>	<b>Date</b>
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