From: Deputy Chief of Naval Operations (Manpower, Personnel, Training & Education) (N1)

To: President, Naval Postgraduate School

Subj: NAVAL POSTGRADUATE SCHOOL ACCEPTANCE OF REIMBURSABLE WORK

Ref: (a) SECNAVINST 1524.2C
(b) OPNAVINST 5450.210D

Encl: (1) Classification of Reimbursable Work
(2) Work Acceptance Process

1. Purpose. Per references (a) and (b) the core mission of the Naval Postgraduate School (NPS) is to provide relevant and unique advanced education and research programs to increase the combat effectiveness of commissioned officers of the naval service to enhance the security of the United States. In support of the foregoing, and to sustain academic excellence, NPS will foster and encourage a program of relevant and meritorious research which both supports the needs of the Navy and Department of Defense (DoD) while building the intellectual capital of the NPS faculty through authorized reimbursable work.

2. Policy. NPS's first priority is the education of naval officers, which is normally funded with direct mission funds. Enclosure (1) provides guidance for accepting reimbursable work classified as additional core mission research; non-core mission education, research, and executive education (EE)/professional development (PD); or other sponsored activity. Enclosures (1), (2), and section 3b of this memo will be used to determine the appropriate level of approval required to accept reimbursable work and convey the documentation required to accompany the request.

3. Process. Acceptance of reimbursable work beyond that required to support the core mission must be balanced against sound business processes and workload priorities of the Department of the Navy (DON).
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a. All levels of review will include financial, legal, and manpower assessments and must have a properly documented memorandum of agreement (MOA), or other formal support agreement before funding acceptance.

b. To this end, work acceptance decisions shall be made at the levels set forth in the table below and as illustrated in enclosure (2).

<table>
<thead>
<tr>
<th>Workload Category</th>
<th>OPNAV N1 Concurrence</th>
<th>Approval Level</th>
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<tbody>
<tr>
<td>Core Mission Research within capacity/capability (FTE)</td>
<td>Not Required</td>
<td>NPS</td>
</tr>
<tr>
<td>Non-Core Mission Education/Research/EE/PD (Enhances Naval Officer Education AND within allocated FTE controls provided by BUPERS)</td>
<td>Not Required</td>
<td>NPS</td>
</tr>
<tr>
<td>Non-Core Mission Education/Research/EE/PD (Does NOT meet requirement for “Enhances Naval Officer Education” OR NOT within allocated FTE controls provided by BUPERS)</td>
<td>Required</td>
<td>NPS</td>
</tr>
<tr>
<td>Other Sponsored Activity</td>
<td>Required</td>
<td>NPS</td>
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</table>

c. Acceptance of non-naval work, aligning outside the direct funded core mission, must consider the creation of out-year liability for the DON so as to not compromise the acceptance of additional reimbursable naval work.

4. Metrics. To provide Navy leadership visibility into NPS’s reimbursable portfolio, NPS should submit a quarterly report to BUPERS Comptroller and a semiannual report to Total Force Programming and Manpower Division (OPNAV (N12)) summarizing all reimbursable activity.

a. The quarterly report will display how reimbursable resources are allocated (funding and FTE) by customer. The semiannual report will include an assessment by the President of NPS of how the reimbursable portfolio enhances the core mission. This report will include data detailing how naval students and curricula directly benefited from this work.
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b. At least 30 days prior to the first submission, NPS has agreed to submit a proposed format for this report to BUPERS Comptroller and OPNAV N12 for concurrence.

W. F. MORAN

Distribution:
CNO (N09, DNS, N095, N1, N2/N6, N3/5, N4, N8, N9)
NPS
CLASSIFICATION OF REIMBURSABLE WORK

1. Core Mission: The "core mission" of NPS, as defined by OPNAVINST 5450.210D, is the education of Naval Officers (USN and USMC) and supporting research. This core mission is accomplished with direct mission funds for education, research, and EE/PD activities.

2. Core Mission Research: NPS has authority to accept core mission research which meets one of the criteria below and is within the reimbursable research needed to support the Naval core mission, currently 89 FTE per year, as of FY 2016. Future FY FTE controls will be conveyed during the annual budget review.

   A. Research associated with Navy R&D funding lines, or

   B. Is necessary for the education of Naval Officers by either:
      o Providing research opportunities for Naval students
      o Contributing directly to the development and improvement of Naval curriculum.

3. Non-Core Mission Education, Research and EE/PD: Reimbursable work that does not fit the above categories, yet is still authorized for NPS accomplishment within OPNAVINST 5450.210D, is considered non-core work. Should this work not be done, the core mission could continue. NPS will have the authority to accept reimbursable non-core work if within the allocated capacity controls provided by BUPERS and one of the following criteria is met:

   A. Reimbursable student participation in Naval curricula or in other curricula that are closely aligned with Naval curricula (preponderance of classes aligned with Naval curriculum).

   B. Research that exceeds the allocated 89 FTE for core mission research but enhances the education of Naval Officers by either:
      o Providing research opportunities for Naval students
      o Contributing directly to the development and improvement of Naval curriculum.

4. Other Sponsored Activity: Non-Core reimbursable work that is outside the NPS mission as defined within OPNAVINST 5420.201D. OPNAV concurrence is necessary for all Other Sponsored Activity regardless of existing allocated FTE capacity.
Work Acceptance Process

- Proposal Organizer
  - Core Mission Research*
    - N
      - Non Core Mission Education, Research, and EE/PD
        - Y
          - NPS Internal Review**
            - Issues
              - NPS Comptroller accept funding document
            - No issues
              - Enhances Naval Officer Education AND within allocated FTE controls provided by BUPERS
                - Y
                  - NPS Comptroller accept funding document
                - N
                  - OPNAV Concurrence
                    - Y
                      - NPS Comptroller accept funding document
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