



7 March 2018

From: Director, Human Systems Integration Program, Operations Research Department, Naval Postgraduate School

To: Stakeholders

Subj: Eligibility and Tuition Information for Human Systems Integration Distance Learning Programs

Ref: (a) DOD 7000.14R (Financial Management Regulation) Volume 11A

1. Enrollment has begun for the FY19 **Human Systems Integration (HSI)** distance learning (DL) programs. Both the DL HSI Certificate Program (curric # 262) and the DL Master of HSI Program (curric # 359) will begin on 24 September 2018. All NPS students must have a signed participation agreement (PA) for NPS distance learning (DL) Programs.

2. Courses are delivered over the Internet either by COLLABORATE, a web-conferencing tool or asynchronously ONLINE using NPS' SAKAI course management system. To participate, students and/or local commands need high speed Internet access, and a computer with microphone (a camera is optional). COLLABORATE live is NMCI compatible.

3. All active duty Navy and Marine Corps officers who are academically eligible are mission-funded; therefore, there is no cost to the officer. U.S. Marine Corps (USMC) officers will apply through the USMC DL program as advertised in the corresponding annual MARADMIN message.

4. Students who do not fall under the mission-funded category must be sponsored by their command or employer and must have a Memorandum of Agreement (MOA) and a funding document in place in order to be enrolled in any NPS DL program. Tuition is \$2250 per course for military, federal government civilian employees and defense contractors, payable in full prior to the beginning of the first course or by quarterly installments prior to the beginning of each academic quarter. Qualified active duty Naval and Marine Corps Officers are eligible for NPS mission funding (no cost to the individual or the command). Tuition does not include textbooks. Applicants in a DoD acquisition position may be eligible for the Defense Acquisition Workforce Development Fund (DAWDF) program.

a. For Navy and Marine Corps reserve officers, enlisted personnel, and Department of the Navy (DON) civilians, the MOA is a fillable interagency agreement, DON 7600A form, and the funding document is order for work and services, NAVCOMPT 2275, or order for work and services direct citation, NAVCOMPT 2276A.

b. For non-Navy DoD agencies, the MOA is Financial Management Standardization (FMS) form 7600A and the funding document is DD Form 448, military interdepartmental purchase request.

c. For non-DoD federal agencies, the FMS 7600A form and the funding document is FMS 7600B. The FMS 7600A/B serves as the standard form to be used Government-wide for all reimbursable agreements at the trading partner level, including, but not limited to: agreements

between agencies, agreements within agencies, grant-related agreements, and assisted acquisitions.

5. Funding documents issued to the Naval Postgraduate School should be addressed to: Admissions Office, 100 Root Hall, Naval Postgraduate School, Monterey, CA 93943 and must be in accordance with reference (a). Funding documents should be emailed to tuition@nps.edu. The funding documents should include the program title **Human Systems Integration Distance Learning Program**, list the technical contact as Dr. Larry Shattuck (831) 656-2473, lgshattu@nps.edu and the financial contact as Ms. Jessica Miller, (831) 656-2890, tuition@nps.edu. Except as noted below, the expiration date for all funding documents should be 30 September.

6. *For instruction of fall quarters that begin in September, US government activities using appropriated funds can pay for that quarter as a "Project Order" with previous FY dollars since the course is non-severable.* For this to occur, the funding document must annotate in the text an expiration date of 31 December so that the funds can be deposited in an appropriate FY rollover account. All other payments can be issued as an "Economy Act" with an expiration date of 30 September.

7. Payment Schedule:

	Certificate Program (4 courses per year)	Master HSI Program (8 courses per year)	
First Academic Year (AY19):	Gov/Mil/Contractor	Gov/Mil/Contractor	Payment Due
Entire year tuition:	\$9,000	\$18,000	15 Sep 18
or quarterly installments:			
Fall	\$2,250	\$4,500	15 Sep 18
Winter	\$2,250	\$4,500	15 Dec 18
Spring	\$2,250	\$4,500	15 Mar 19
Summer	\$2,250	\$4,500	15 Jun 19
Second Academic Year (AY20):			
Entire year tuition:		\$18,000	15 Sep 19
or quarterly installments:			
Fall		\$4,500	15 Sep 19
Winter		\$4,500	15 Dec 19
Spring		\$4,500	15 Mar 20
Summer		\$4,500	15 Jun 20

8. The tuition price per course is established each fiscal year by NPS and is based on a distance learning cost model. To the maximum extent possible prices will remain consistent. Prices will not change within any particular fiscal year but may change from year to year. If you have any further questions about pricing and payment information, please contact Dr. Larry Shattuck, HSI Program Director at lgshattu@nps.edu or (831) 656-2473.