XX Mon XX

From: LCDR John D. Smith, USN, XXX-XX-####/1310

To: Director, Total Force Manpower, Training and Education

 Requirements Division (OPNAV N127)

Via: (1) Chain of Command endorsement (Flag level preferred)

 (2) PERS-4XX, XX Community Detailer

 (3) Director of Programs, Naval Postgraduate School

Subj: WAIVER REQUEST FOR SECOND NAVY-FUNDED DEGREE

Ref: (a) OPNAVINST 1520.23C

1. Respectfully request a waiver to the policy stated in reference (a), which limits an officer to participating in one funded graduate degree program in his/her career. My Projected Rotation Date (PRD) is Month 20XX, and I am interested in pursuing a distance learning degree in XXX through the Naval Postgraduate School (NPS).

2. I am a graduate of the XX program at NPS (*or specify other funded degree program*) in 20XX which earned a XXXXP subspecialty code. I completed a utilization tour for this subspecialty code when assigned as *(describe utilization tour)*.

3. Participation in the XX program will result in the ####P subspecialty code. *Provide justification for second funded degree and expectation of utilization. (Lateral transfer, supplement a previously funded technical degree with a management-type degree later in a career as professional development, expected opportunity for utilization tour, etc.)*

4. I understand that if selected for this, upon withdrawal or completion of the program I shall remain on active duty for a minimum of two years or a period equal to three times the number of months of education to a maximum of 3 years, whichever is greater. This obligation is discharged concurrently with any other service obligation that I may have incurred. This agreement does not obligate the Navy to retain me on active duty and separation from the Navy will result in a loss of eligibility to complete the program. If I fail to complete a period of active duty specified in the agreement (voluntarily or due to misconduct), I agree to reimburse the United States for the cost of the graduate education received prorated for the obligation serviced.

5. I can be contacted at (###)###-#### (work) or (###)###-#### (cell) or via email at john.smith@navy.mil.

 JOHN SMITH