DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
PENSACOLA, FLORIDA 32509-5241

7000
CODE N8115
02 MAR 2009

From: Commanding Officer, Naval Education and Training Professional Development and Technology Center (N8132)
6490 Saufley Field Road, Pensacola, FL 32509-5241

To: [redacted]

Via: COMMANDING OFFICER

Subj: TUITION ASSISTANCE RESOLUTION/INDEBTEDNESS

Ref: (a) Tuition Assistance Document Number CGI200813318
(b) CNETINST 1560.3D
(c) PAYPERSMAN, Part Seven, Chapter 7

1. This letter requests you to resolve your indebtedness to the U.S. Government resulting from your participation in the Tuition Assistance Program.

2. Per reference (a), you were authorized Tuition Assistance funds for the following course(s):

FY	COURSE	TITLE	SCHOOL	GRADE	AMOUNT OWED
2008	CJUS230	CRIMINAL JUSTICE	Liberty University		$ 750.00

3. Reference (b) provides guidelines for resolving Tuition Assistance indebtedness. You should take one of the following actions:
a. If an incorrect or no grade is recorded, provide documentation of actual grade.
b. If grade reported is correct ((F), (W), or (I) longer than 180 days), send a money order for the full amount owed, or provide copy of DD-139 showing pay checkage authorization.
c. If you withdrew from the course(s) due to a change in military duty or assignment, emergency leave, unexpected PCS or TAD orders, or illness and/or hospitalization and you received a grade of "W", provide a letter from your Commanding Officer stating the reason. Reimbursement can be waived for "W" grades only.

4. Attach your response to this letter and return to NETPDTC, Code N8132, 6490 Saufley Field Road, Pensacola, FL 32509-5241.

5. Money orders should be made payable to the Treasurer of the United States. Include your SSN, Tuition Assistance document number and course number with your response.

6. Request you respond within 30 days of the date of this letter. Failure to resolve this issue promptly will result in involuntary pay checkage. Your due process rights are described in reference (c).

7. Questions should be directed to the Tuition Assistance Section at DSN 922-1001 (option 2) or commercial (850)452-1001 (option 2).

C. Petersen

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By Direction

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