

## Contents

Partner Service FAQs: .....	1
Registration & Enrollment FAQs: .....	2
Drop a Class FAQs: .....	3
Funding/Student Travel/DTS FAQs: .....	5
General Administration FAQs: .....	7
PME Expiration: .....	7
Navy PPME Completion Evidence:.....	8
SEJPME Completion Evidence: .....	9

## Partner Service FAQs:

### **1) If I am non-Navy and want to attend the Navy Senior Enlisted Academy Course, how do I get a seat in the class?**

USA, USAF, USMC, and USCG students need to apply through their particular Service. If you apply for a Navy SEA class via the online application, your application will be rejected.

For additional guidance, please refer to “[Eligibility](#)” on our website:

<https://www.usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>

### **2) USAF Students:**

Enlisted Sister Service PME provides career broadening opportunities for AF Senior Enlisted Noncommissioned Officers. Sister Service PME opportunities include senior SNCO equivalent courses across the Services: Army, Navy, Marines and Coast Guard. Each of these approved courses counts as resident credit for senior SNCO PME. Eligibility is based on the individual school’s requirements and does not follow the Air Force Senior NCO Academy (SNCOA) eligibility rule set as defined in AFI 36-2301.

**Qualification Criteria.** Nominees must meet the individual school’s requirements as listed below. Additionally, nominees must have a current PT test on record. The last test must be at least 80 percent and the last three tests must all have passing scores. The ability to demonstrate a connection between attending a specific school and their current or projected duty assignment will positively impact their standing on the AF level selection board.

U.S. Navy Senior Enlisted Academy (USNSEA 100) located at Newport, Rhode Island.

School length is 7 weeks of Distance Learning followed by 3 weeks of in-residence.

Nominees must be a SMSgt or SMSgt-select and have twelve months remaining on active

duty after the class graduation date. Members must meet Navy PT requirements as articulated in the Navy PRT Guide. To view a copy, [click here](#).

For a complete copy of the governing USAF Instruction on Sister Services, [click here](#). Please refer to paragraph A2.9. “*Enlisted Sister Service PME.*”

## Registration & Enrollment FAQs:

### **1) How do I register to attend the SEA?**

To register for an Empower account needed to attend the SEA, you must complete the Empower account application. See details on our website: <https://www.usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>

Once your account in Empower is established, you will get a follow-on email explaining how to register for the SEA class you plan to attend.

### **2) If I filled out an Empower account application in the previous Fiscal Year, will I need to complete the application again in the new Fiscal Year?**

No, once you have established your account in Empower, you can register for a class in any fiscal year -- just update your information using your Empower Account ID#.

### **3) How do I confirm I have a seat in a class?**

There are three ways to confirm that you have a seat in a class.

1. Log into [Empower](#) (the site where you signed up for the class). Select SEA Academy Students and pick My Enrollments and Course Registration. If you see a class listed under “Successful Registration,” then you have a seat in the class.

U.S. NAVAL WAR COLLEGE  
Est. 1884  
NEWPORT, RHODE ISLAND

Monday, November 24, 2014  
Logged in as Test Parola | LOGOUT

Resident Students Distance Education Students COSL Students SEA Academy Students

### Request Course

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered	0	0
Elected		

**Senior Enlisted Academy 2015  
Parola, ICCS Test  
Successful Registration**

Add Courses from Course Catalog

Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
	SEA	SEA	PI	CR	SEA Course	0	M T W R F	07:00/04:30	Team

Credits: 0

**Pending Registration -- see reasons below**

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog								

Credits: 0

- Please note that the class **will be made available in Blackboard the Wednesday prior** to the course start date. Meanwhile, the **SEA Registration** office can let you know if you have a seat in the class. See our website for contact information:

<https://www.usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>

### Drop a Class FAQs:

**1) If I find out I will not be able to attend the class I signed up for, how do I drop the class?**

You can drop a class without penalty up to 10 days prior to the class starting in Blackboard. To drop a class, first log into [Empower](#) (where you enrolled in the class). Under the “SEA Academy Students” tab select My Enrollments Course Registration. You will see a class listed under Successful Registration. Click the “Drop” button on the left side of the page by the course you are enrolled in. (See screen capture below.)

The screenshot shows the U.S. Naval War College website header with the date Monday, November 24, 2014, and the user logged in as Test Parola. The navigation menu includes Resident Students, Distance Education Students, COSL Students, and SEA Academy Students. The main heading is "Request Course".

Credit Hrs	Undergrad	Graduate
Earned	0	0
Required	0	0
Registered		0
Elected		

**Senior Enlisted Academy 2015  
Parola, ICCS Test  
Successful Registration**

Buttons: Add Courses, Add Courses from Course Catalog

Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
	SEA	SEA	PI	CR	SEA Course	0	M T W R F	07:00/04:30	Team

Credits: 0

**Pending Registration – see reasons below**

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration – Click Add Courses button to add courses from Course Catalog								

Credits: 0

**2) What happens if I wait to drop the class after the 10-day open registration window has closed but before the class actually begins?**

If you discover you will not be able to attend the class and the open registration window has closed, you **MUST** contact the SEA admin staff so they can manually drop you from the course. See our website for contact information: <https://www.usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>

**3) What happens if I wait to drop the class after the distance learning portion begins?**

Bad juju. You will need to follow the SEA guidance for disenrolling from the class which **MAY** incur a 12-month-wait before you can re-enroll in a future SEA class. Note that your chain-of-command will be required to sign a drop request form (available from your instructor/Faculty Advisor).

## Funding/Student Travel/DTS FAQs:

### 1) When can I start my TAD/TDY orders in DTS?

In Week-2 of your Blackboard course you will be prompted to submit your orders in Defense Travel System (**DTS**) (**ensure you read the instructions**). **All orders must be submitted no later than Week-5.**

### 2) How do I get the SEA Line of Accounting? (XORG LOA)

You must first be enrolled in an SEA Course. Once you are enrolled, your information is given to our Student DTS Coordinator who will grant access to the LOA. You must be a participant in the DTS, attached to the command where you are stationed, and hold an **active** Government Credit Card.

### 3) Is the Routing List the same as I use for my Command when signing my orders?

No! In this case the SEA is the reviewing and Authorizing Official on your orders. The routing should state “Signed and Routing is SEA.”

### 4) What if I don't have a Government Credit Card?

You must check with your Command on their Policy. BTW, with few exceptions (to include new appointees/recruits, hospital patients, and prisoners) Public Law 105-264 (The Travel and Transportation Reform Act of 1998) and DoD FMR, Volume 9, Chapter 3 **mandate the use of the Government Travel Charge Card for all official government travel** unless exempt. A complete list of exemptions can be found in DoD FMR, Volume 9, Chapter 3. The SEA does not allow your Command access to a “Fund Site,” or issuing Paper Orders.

### 5) What Expenses are covered by the SEA?

For Active Duty NAVY attending on TAD/TDY Orders, the SEA covers the cost of:

- GSA Contract Airfare or POV from your Duty Station to/from Newport,
- Lodging at NGIS (on base),
- Meals and Incidentals (**MI&E**),
- Transfers to/from the PVD airport, and
- Mileage by POV to/from your local airport.

**Note that the SEA *does not cover the cost of a car rental* while in Newport.**

**6) Can I drive my POV?**

Yes-but. POV travel is authorized. However, mileage reimbursement cannot exceed the cost of the round-trip airfare per the GTR. Orders must be entered and authorized in DTS, which include a Constructed Travel Worksheet and flight screenshots from and to home station.

**7) Am I allowed a Rental Car?**

Sorry. **The SEA will NOT pay for a car rental.** However, if your Command is paying for it, you need to add to your Command's Line of Accounting (**LOA**) and complete the Car Rental Authorization Form available in Blackboard once the course starts.

**8) Can I claim my ATM Fees and Dry-Cleaning Expenses?**

Sorry. As of 1 October 2014, the JTR, made changes and ATM fees and dry cleaning are no longer an expense you can claim for reimbursement.

**9) Does the SEA pay for Baggage Fees?**

Sorry. **The SEA will Not pay for baggage fees.** As a member of the Military you are allowed free checked baggage, as long as you do not say "yes" to checking bags, when doing online check-in. All bags should be checked in curbside or at the ticket counter, please show your orders and/or Military ID. Airlines will charge if your bag is over the allowed free limit.

**10) Do I need to reserve my Lodging?**

**YES -- but do not book through DTS. Week-1 in Blackboard will have specific instructions.** Although the SEA has blocked rooms reserved for you in our local Navy Gateway Inn and Suites (**NGIS**), you still need to call **(401) 841-7900 and identify yourself as an SEA Student** to confirm your room. Tomich Hall rooms are limited and are filled on a first-come-first-served basis. Once they are filled, you need to get a Certificate of Non-Availability (**CNA**). Service members need to notify the SEA on any variations to arrival and departure. If NGIS gives you a CNA, please refer to Blackboard Announcements for information on local, SEA-recommended hotels available to you at a discounted rate.

**11) When should my travel claim (i.e., voucher) be submitted?**

Within **5 days** of your last travel day. This is a requirement of our NWC Comptroller Shop.

**12) Can I still file a voucher if my charges are not showing on my credit card?**

Yes!

**13) Do I need to submit a signed DD 1351-2 when closing out my voucher?**

Only if your travel shop is T-entering or signing your voucher for you, then the DD1351-2 must be signed by you, the person you gave the form to must sign and the date the person received it, and include your full Social Security Number.

**14) For any questions or concerns regarding Student Travel, please contact our Student DTS Coordinator. See our website for contact information: <https://www.usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>**

## General Administration FAQs:

**1) I did not receive a Welcome Aboard package. What should I do? How do I receive a Welcome Aboard package for the SEA?**

The SEA does not mail out Welcome Aboard packages. All the information you need is available here on the website.

**2) Am I able to receive packages via overnight delivery?**

Sorry. Due to security precautions at the Naval War College, the average turnaround time for an "Overnight package" is 3 business days.

**3) How can I get a copy of my graduation certificate?**

Easy! Call or email our Course Director for assistance. See our website for contact information: <https://www.usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>

**4) How are transcripts updated?**

The SEA does not generate a transcript. Students must submit a request to the American Council on Education (ACE) requesting an evaluation for credit which is then submitted to the institution of their choice. ACE will require the Joint Smart Transcript (JST) showing graduation from the school. Note that SEA Graduation can take several weeks to post to the JST.

## PME Expiration:

**1) How long is my completed Professional Military Education (PME) good for?**

Great news! From our perspective, PME is good for life. To us, it has no expiration date.

Both Navy PPME and CJCS SEJPME I & II are continually updated. Go ahead and mix old and new. Just get it done!

## Navy PPME Completion Evidence:

### 1) What documents am I required to submit to prove Professional Military Education (PME) completion?

For SEJPME I and II, those completion certificates can be found on Joint Knowledge Online (JKO) where you took your courses. Both certificates are needed.

For Navy PPME, any one of the following will suffice:

- a copy of the PPME framing certificate from the Naval War College, or
- copies of the seven Block Completion certificates (B1-B7) downloadable from MNP, or
- a FLTMPs printout showing completion of PPME Blocks 1 thru 7.

If you are in doubt, please send your certificates to [CourseDirector.sea@usnwc.edu](mailto:CourseDirector.sea@usnwc.edu) and we will be happy to verify them for you.

Of note, here is a document that frequently comes up that does **NOT** meet the SEA prerequisite:



## SEJPME Completion Evidence:

### **1) Which SEJPME certificates do I need?**

On 01 SEP 2015, the SEJPME Program transitioned from the Joint Forces Staff College (**JFSC**) to Joint Knowledge Online (**JKO**). Shortly thereafter, the new SEJPME II course (originally for E8s-E9s only) was also available through JKO. SEJPME I (*equivalent to the original SEJPME course at JFSC*) for E6s-E7s. In 2017, SEAC opened SEJPME II to E7s.

Beginning with FY-19 classes, students who go the SEJPME route on JKO are required to complete both SEJPME I and II. The original SEJPME from JFSC counts as SEJPME I on JKO. Thus, a student with an SEJPME certificate from JFSC and an SEJPME II certificate from JKO fully meets the Navy SEA prerequisite.