

Sister Service FAQs:

If I am non-Navy and want to attend the Active Duty Course, how do I get a seat in the class?

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

For additional guidance please go to the “[Active Duty Course Eligibility](#)” page on the Senior Enlisted Academy website.

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 64 days. 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 FAQs:

If I am SELRES can I attend the 12-week Active Duty Course (ADC)?

Yes. We have two seats per class for SELRES to attend the 12-week ADC. To get a quota and secure funding, contact RESFOR Master Chief listed on the “[SEA Reservist Course](#)” webpage and specify which SEA Active Duty Course you wish to attend.

Where is the class schedule?

To access the class schedule, click on the “[SEA Class Schedules](#)” link on the SEA home page.

How do I register to attend the ADC class?

The register for a 12-week Active Duty class, you must first establish an account in the Naval War College’s student management system (Empower). To do so, complete the Empower application which is found on the SEA “[Active Duty Course Registration](#)” webpage. Once your account in Empower is established, you will get a follow-on email explaining how to register for the SEA Active Duty class you plan to attend.

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 upcoming fiscal years.

When does course registration close?

10 days prior to the class beginning the distance-learning portion of that particular class.

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.

The screenshot shows the Empower system interface for the U.S. Naval War College. At the top, there is a navigation bar with links for Resident Students, Distance Education Students, COSL Students, and SEA Academy Students. The main heading is "Request Course". To the right, a table shows credit status: Earned (0), Required (0), Registered (0), and Elected (0). Below this, the user's name and status are displayed: "Senior Enlisted Academy 2015 Parola, ICCS Test Successful Registration". There are two buttons: "Add Courses" and "Add Courses from Course Catalog". A table lists the course details: Dept (SEA), Course (SEA), Section (PI), Type (CR), Description (SEA Course), Credits (0), Days (M T W R F), Time (07:00/04:30), and Instructor (Team). A summary bar shows "Credits: 0". Below this, a section titled "Pending Registration -- see reasons below" shows a table with columns for Dept, Course, Section, Type, Description, Credits, Days, Time, and Instructor. A message states "No Pending Registration - Click Add Courses button to add courses from Course Catalog". A final summary bar shows "Credits: 0".

2. After you successfully add your class you will be able to log into Blackboard using the same user name and password you have for Empower. However the class will not be listed in Blackboard until the course start date.
3. Contact the SEA Blackboard Administrator or SEA Admin office and they can let you know if you have a seat in the class. See "[Contact the SEA](#)" on our webpage for contact information.

The Dreaded Wait List FAQs:

Is there a wait list for this course?

Unfortunately yes. In fact, all E-7s are automatically placed on the wait list. All others are placed on the wait list after the available seats online are filled.

How do I get placed on the wait list?

Follow the same instructions to apply for an Empower account and register for a class. On the Empower page where you select your class, use the drop down menu and pick the class you want to be wait listed for.

How will I know I am on the wait list?

You will get a screen that says Registration and states you have "1 Pending Registration."



When you click on "See Detail," you will be routed to a page that lists the class you have been placed on the wait list for.

Registration

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

**Senior Enlisted Academy 2015
Parola, CTIC SeaRes
Successful Registration**

[Add Courses](#)

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Enrollments								
					Credits:	0		

Pending Registration -- see reasons below

[Reprocess Pending](#) [Student Wait List](#)

Delete	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
	SEA	SEA	04	CR	SEA Course 190	0	MTWRF	07:00/04:30	Team
				Reason:	Course full to capacity				03/19/2015

Waitlist Priority:

Credits: 0

[Submit Preferred Order](#)

What do I do if no courses show up on the registration page?

If no courses show up on the registration page, it means all of the seats for the upcoming classes are filled and the wait list is full.

Will I be notified if my name is removed from the wait list?

No

If I am on the wait list, when will I know if I have a seat in the class?

10 days prior to the class starting we will close all on line registration. During this time we will process students into the class and begin to notify the students that they are in a class.

Can I contact the SEA after on-line registration closes to find out if I am in a class or my status on the wait list?

Yes

E-7 FAQs:

Why are E-7s automatically wait listed?

An E-7 must meet the requirements to attend that are stated in the MILPERSMAN 1306-925.

If I am an E-7 and I am placed on the wait list what do I need to do next?

You need to complete the package of information listed in the MILPERSMAN 1306-925 and you need to email a completed package to the SEA admin department. See "[Contact the SEA](#)" on our webpage for contact information.

If I am an E-7, what happens if I do not complete the package from the MILPERSMAN 1306-925?

Your name will be removed from the wait list and you will have to register for a future class.

Drop a Class FAQs:

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 the class during the open registration period. This ends 10 days prior to the class starting the distance-learning portion. To drop the class, first log into [Empower](#) (where you registered for 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 which is on the left side of the page by the course you are enrolled in. (See screen capture on next page.)

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 main content area is titled "Request Course" and displays a summary table for credit hours:

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

Below the table, the course is identified as "Senior Enlisted Academy 2015 Parola, ICCS Test Successful Registration". A table shows the course details:

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

A summary bar indicates "Credits: 0". Below this, a section titled "Pending Registration -- see reasons below" shows a table with the same headers as above, but with the text "No Pending Registration -- Click Add Courses button to add courses from Course Catalog" below it. A final summary bar indicates "Credits: 0".

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 "[Contact the SEA](#)" on our webpage for contact information.

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 dropping 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 contact the SEA Director for any drop request.

Student Travel FAQs:

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). **All orders must be submitted and approved no later than Week-7.**

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. She 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.

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."

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. Just so you know.

What Expenses are covered by the SEA?

For Active Duty NAVY attending the Active Duty Course 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.

NB that the SEA *does not cover the cost of a car rental* while in Newport. No way, no how.

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.

Am I allowed a Rental Car?

Sorry. **The SEA will NOT pay for a car rental.** If you really want a car rental, then this expense is up to either you or your Command to cover.

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.

Do I need to reserve my Lodging?

No. We've got you covered on this one. The SEA reserves lodging for you with our local Navy Gateway Inn and Suites (NGIS). Any variations to arrival and departure dates, the SEA must be notified. You just show up and check in!

When should my voucher be submitted?

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

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

Yes!

Do I need to submit a signed DD1351 when closing out my voucher?

Only if your travel shop is T-entering or signing your voucher for you, then the DD1351 must be signed by you, and include your full Social Security Number.

For any questions or concerns regarding Student Travel, please contact our Student DTS Coordinator. She is an absolute Wizard when it comes to DTS. See "[Contact the SEA](#)" on our webpage for contact information.

General Administration FAQs:

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.

Am I able to receive packages via overnight delivery?

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

How can I get a copy of my graduation certificate?

Easy! Call or e-mail our friendly folks in SEA Administration for assistance. See "[Contact the SEA](#)" on our webpage for contact information.

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.