The terms training manual (TRAMAN) and nonresident training course (NRTC) are now the terms used to describe Navy nonresident training program materials. Specifically, a TRAMAN includes a rate training manual (RTM), officer text (OT), single subject training manual (SSTM), or modular single or multiple subject training manual (MODULE); and a NRTC includes nonresident career course (NRCC), officer correspondence course (OCC), enlisted correspondence course (ECC) or combination thereof.
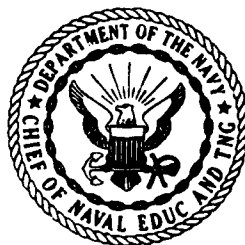
Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this text.
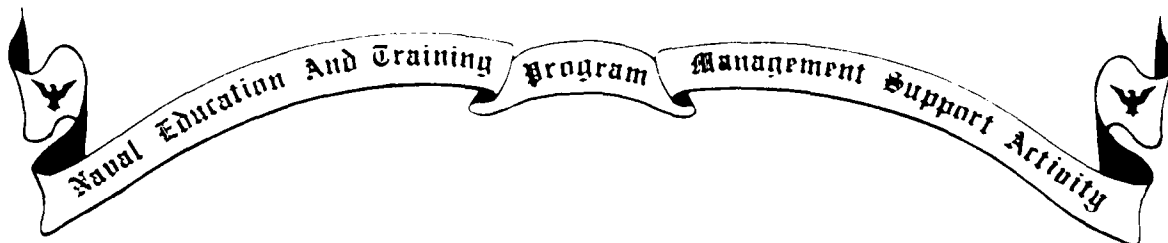
# EDUCATIONAL SERVICES OFFICER

## NAVEDTRA 10460-A

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*1988 Edition Prepared by*
*FCCS(SW) Bruce E. Hewitt*

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# PREFACE

The *Educational Services Officer*, NAVEDTRA 10460-A, and the nonresident training course (NRTC), NAVEDTRA 80460-A, form a self-study training package covering the knowledge required of the men and women of the U.S. Navy and Naval Reserve preparing to serve as an educational services officer. Designed for individual study rather than formal classroom instruction, the training manual (TRAMAN) provides subject matter on various educational programs and benefits and the Navy advancement system.

An NRTC has been designed for use with this TRAMAN. This course consists of individual assignments. It must be ordered separately from the TRAMAN. Ordering information is available in the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT. Each assignment is a series of questions based on the textbook. You should study the textbook pages given at the beginning of each assignment before trying to answer the questions in your NRTC.

This TRAMAN and its associated NRTC were prepared by the Naval Education and Training Program Management Support Activity, Pensacola, Florida, for the Chief of Naval Education and Training. Technical review was provided by Naval Training Centers, Orlando, Florida, Great Lakes, Illinois, and San Diego, California; the Naval Technical Training Centers, Pensacola, Florida, and Meridian, Mississippi; Chief of Naval Technical Training, Millington, Tennessee; Naval Education and Training Support Center, Pacific, San Diego, California; Naval Air Station, Educational Services Officer, Glenview, Illinois; Navy Campus, Naval Station, Norfolk, Virginia; Defense Activity for Non-Traditional Education Support, Pensacola, Florida; Office of the Chief of Naval Operations, Washington, D.C.; and the Naval Military Personnel Command, Washington, D.C.

Your sugestions and comments concerning this TRAMAN and its NRTC are invited. Comment sheets have been included with both the TRAMAN and NRTC.

1988 Edition

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# THE UNITED STATES NAVY

## GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

## WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

## THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.
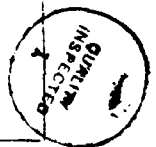
Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

# CONTENTS

# INTRODUCTION TO EDUCATIONAL SERVICES OFFICER

The educational services office has evolved to an efficient and comprehensive point of contact for Navy personnel because of the Navy's many organizational changes in the past. Not too many years ago, questions about educational information were answered by personnel assigned to the personnel office or ship's office. If the information wasn't available, the questions often went unanswered. The Navy realized the need for a specialist in the education field. For this reason the educational services officer billet was established.

Although the field of education and training is a function of the Personnelman rating, each command is directed to have an educational services officer (ESO). This requirement is found in the *Standard Organization and Regulations of the U.S. Navy (SORN)*, OPNAVINST 3120.32B. There are only a few full-time educational services officer billets in the Navy. Depending on the command, the job of ESO could be assigned to an officer or enlisted person. Normally sea commands assign junior officers or senior petty officers the job of ESO as a collateral duty. The only training available for ESOs are educational services officer workshops, conducted by Navy Campus, and this training manual (TRAMAN) and its associated nonresident training course (NRTC). This self-study package will acquaint officers and enlisted personnel with the duties and responsibilities of the ESO; the correct procedures for establishing and managing an educational services office; the various educational programs and benefits available to military personnel; the Naval Correspondence Course Program; the preparations necessary for advancement; the Navy Enlisted Advancement System; and examination procedures for Navy advancement examinations.

# CHAPTER 1

# EDUCATIONAL SERVICES OFFICER FUNDAMENTALS

## LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Determine the basic functions of the educational services officer (ESO).

2. Recognize the duties and responsibilities of the educational services officer (ESO).

3. Identify the chain of command for the educational services officer (ESO).

4. Identify the organizational relationship of the educational services officer (ESO) to the command.

5. Identify the references essential to the educational services officer (ESO).

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## INTRODUCTION

The majority of educational services officers have little or no experience in the field and are assigned the billet as a collateral duty. Therefore, the ESO should be equipped with the information and training to do the job. This chapter covers the responsibilities of the educational services officer and the basic references needed by the ESO to perform the job.

As educational services officer, you should be familiar with

- your responsibilities and duties,

- your role in the command, and

- essential reference material.

You should also

- educate yourself and office members regarding ESO responsibilities and

- ensure personnel adhere to organizational procedures and relationships.

If you have recently become an ESO, you are probably still learning your job and recognizing the extent of your responsibilities. You may still be trying to figure out just what your job as ESO involves. You may be surprised to find that the responsibilities of the

ESO are many, varied, and important to all command members. Your success or failure as ESO directly affects the morale of the command. This chapter discusses the general areas for which you and your office are responsible.

## BASIC FUNCTIONS OF THE EDUCATIONAL SERVICES OFFICER (ESO)

*Standard Organization and Regulations of the U.S. Navy (SORN)*, OPNAVINST 3120.32B, defines your duties and responsibilities as the ESO. The basic job of the ESO is to help the executive officer administer educational programs for the command. In this capacity, you coordinate officer and enlisted training and on-duty educational programs with department heads, division officers, and the planning board for training. You also coordinate plans with the Navy Campus educational adviser to influence personnel to take part in Navy Campus educational programs.

## DUTIES AND RESPONSIBILITIES OF THE EDUCATIONAL SERVICES OFFICER (ESO)

As the ESO, your responsibilities will be many and varied. This section describes the

major areas of responsibility for which you and your office members are responsible.

## TRAINING OFFICE AND TRAINING

You supervise the members of the training office and the use of training aids. You help the training officer execute and administer the command's overall training program. You also serve as a member of the planning board for training. You are responsible for the administrative processing of all training quotas requested by and for the command.

## EXAMINATIONS

You also assist the examining board by providing material, space, and personnel as requested. (You should also be assigned as a member of the command examination board.) Working with the examination board, you prepare, conduct, and grade E-3 advancement exams, military/leadership exams, and performance tests as required. If directed by proper authority, the ESO orders, safeguards, and administers advancement, military/ leadership, performance tests, and other educational testing materials according to applicable directives.

## EDUCATIONAL PROGRAMS

The ESO directs the educational programs for the command, advises personnel about available voluntary education programs, and encourages them to take part in these programs. The ESO also helps personnel apply for educational programs and helps them obtain vocational/technical, high school, and college certifications. The procedures for applying for the various educational programs will be provided in chapter 3.

The ESO is the liaison between the command and the Navy Campus office supporting the command. As the educational liaison, you obtain technical and administrative information concerning the Navy Campus programs. Such information includes voluntary education and training, educational counseling and testing, and the availability of the various programs. You coordinate with the Navy Campus office to ensure voluntary educational programs are provided where compatible with operating schedules. Various media is used to publicize and promote the opportunities available through the education program. Some

of the media used are ship and station newspapers, the Plan of the Day, and so forth. Information regarding available correspondence courses and instructions for ordering them is also provided by the ESO.

## COMMAND LIBRARY

You should establish and maintain a command library for training manuals, correspondence courses, and essential reference material. Later in this chapter we will cover the basic references that should be in every command's library.

## CHAIN OF COMMAND FOR ESO

Normally, the educational services officer reports to the executive officer concerning the performance of duties of the personnel assigned to the ESO staff. The ESO reports to the department head or appropriate division officer for the accountability and routine administration of personnel under his or her supervision. The ESO also obtains professional direction and assistance from educational advisers about the Navy Campus voluntary educational programs.

## ORGANIZATIONAL RELATIONSHIPS OF THE ESO

The educational services officer works with the following people to execute and administer the educational programs for the command:

- Members of the planning board for training

- Division officers

- Personnel officer/administrative officer

- Navy Campus personnel

- Training assistants of department heads and division officers

- Command career counselors

- Training petty officers

## RECOMMENDED REFERENCES

You have learned some of the broad responsibilities of the ESO. You now need to

know how you can educate yourself and your office members in each area. Obviously, you need references that provide information in each area. The following publications make up a recommended reading list. A brief description of the subject matter of each is given. Appendix I, titled "Where to Find It," contains a comprehensive list of instructions and publications that you will find useful in locating the right reference.

## BASIC EDUCATIONAL SERVICES OFFICER REFERENCES

The following references should be included in your library so that you can provide the proper guidance for the educational programs in your command:

• *Manual of Advancement*, BUPERSINST 1430.16C—This manual contains the procedures for the administration of the Navy enlisted advancement system. The manual includes all aspects of the advancement system such as advancement requirements, military/leadership prerequisites, and performance tests. It is intended for enlisted members serving on active duty with the U.S. Navy and U.S. Naval Reserve and for inactive reservists. A complete explanation of this manual is included in chapter 5.

• *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT— This publication lists the latest available training manuals and correspondence courses. It also gives the proper procedures to follow when ordering them. This publication is updated semiannually.

• *Catalog of Navy Training Courses (CANTRAC)*, NAVEDTRA 10500—This microfiche publication contains information on schools and courses. All are under the purview of the Chief of Naval Education and Training; Amphibious Forces, Atlantic and Pacific; and other Navy training commands.

• *Bibliography for Advancement Study*, NAVEDTRA 10052-AK—This is an annual publication containing a comprehensive listing of training manuals and other publications used in advancement study. It is distributed annually, about the middle of the calendar year, so that personnel may use it to study for exams administered the following year.

• *Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560A—This publication governs many programs and policies in the Navy. This publication is a valuable tool to an ESO when it is available and up-to-date changes have been entered. The manual provides eligibility requirements where applicable and general information on the following ESO areas:

Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Programs

Physician's Assistant, Chief Warrant Officer Training Program

SCORE (Selective Conversion and Reenlistment Program)

STAR (Selective Training and Reenlistment Program)

Scholarships available to dependent sons and daughters of Navy and Marine Corps and Coast Guard members

Naval Academy Program

NROTC (Naval Reserve Officers Training Corps)

BOOST (Broadened Opportunity for Officer Selection and Training Program)

Definitions of enlisted rates and ratings

Change in rate or rating information

Advancement information (E-2 advancement, advancement after reduction, and identification of strikers)

Frocking information

ECP (Enlisted Commissioning Program)

Assignment of officers to service colleges

Service record information

• *Voluntary Education Programs in the Navy*, OPNAVINST 1500.45C—This instruction provides policy, guidance, and information concerning voluntary education programs in the Navy.

• *Enlisted Commissioning Program (ECP)*, OPNAVNOTE 1530—This notice, issued annually, announces the eligibility requirements and application procedures for the ECP program. ECP is a program for career-motivated personnel who have completed at least 1 year of undergraduate

college work and want to earn a commission in the Regular Navy.

- *Limited Duty Officer and Chief Warrant Officer Programs*, NAVMILPERSCOMINST 1131.1—These two programs allow highly qualified and motivated senior enlisted personnel to obtain commissions. This instruction provides the eligibility requirements and application procedures for both programs.

- *Retention Team Manual*, NAVPERS 15878G—This manual contains a complete chapter on education programs, commissioning programs, and information on veteran's educational benefits.

- *Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909C—This manual contains eligibility requirements and general information about the following ESO areas:

  Nuclear power training

  Submarine training

  Service schools (procedures for requesting service school quotas and for determining obligated service requirements for service schools)

  Assignment to special programs

- *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E—This manual prescribes enlisted skill requirements. It is vital to all enlisted personnel and to every command in which enlisted personnel serve. ESOs, training officers, and all supervisors should be familiar with the contents of this manual. You should have a good working knowledge of this publication's relationship to the training, advancement, and distribution systems. This manual contains two sections:

SECTION I—This section contains the Navy enlisted occupational standards (OCCSTDs) and naval standards (NAVSTDs). These standards list the minimum capabilities the Navy expects and requires of personnel within each rate and rating. The standards are generally expressed as task statements (duties and responsibilities). They represent the abilities, skills, and knowledge needed to accomplish those tasks, duties, and responsibilities. The Naval Military Personnel

Command Detachment, Navy Occupational Development and Analysis Center (NODAC), develops, revises, and maintains both OCCSTDs and NAVSTDs. NODAC coordinates standards revisions Navywide.

Naval standards state the minimum knowledge required of enlisted personnel, which is not specifically rating oriented. They describe the knowledge and abilities required of every enlisted person in the Navy. They cover areas and subjects of which personnel should have knowledge in addition to their required rating skills. NAVSTDs are cumulative; that is, a person is responsible for the NAVSTDs of the present paygrade, the advanced paygrade he or she is seeking, and all paygrades below the present paygrade. They are universal to all rates and ratings. An example of naval standards is shown below:

| |
|---|
| PETTY OFFICER SECOND CLASS (E-5) |
| 950 NAVAL TRADITION |
| 952 CUSTOMS AND COURTESIES |
| 952501  Duties and responsibilities of quarterdeck watch officer |
| 953 ORGANIZATION |
| 953501  Names, abbreviations, and broad responsibilities of the bureaus and systems commands of the Navy Department |

In other words, all PO2s and PO2 candidates should be able to define the duties and responsibilities of the quarterdeck watch, regardless of their rating.

You should note that each NAVSTD is identified by a six-digit number. The first three digits identify the topic title, the fourth digit identifies the paygrade, and the last two digits sequentially identify the specific NAVSTD within a paygrade.

OCCSTDs prescribe minimum requirements for skills expected of a person in a specific rating. OCCSTDs are written as task statements. They form the foundation of a

well-planned system that dovetails a person's training, advancement, and job assignments. In addition to prescribing tasks expected of a person, OCCSTDs also show general paygrade responsibility levels. For example, routine tasks are assigned to lower paygrades; more difficult tasks and those that require additional experience or supervisory ability are assigned to higher paygrades. OCCSTDs, like NAVSTDs, are cumulative. That means as a person advances in a specific rating, that person is responsible for the OCCSTDs of the rate to which he or she is trying to be advanced, the present rate, and all lower rates. An example of OCCSTDs is shown below:

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┌─────────────────────────────────────┐
│  BOATSWAIN'S MATE THIRD CLASS        │
│            (BM3)                     │
│                                      │
│        34 SEAMANSHIP                 │
│                                      │
│  34011  Distribute and attach running│
│         rigging for handling cargo   │
│                                      │
│  34012  Erect station markers for    │
│         replenishment at sea         │
└─────────────────────────────────────┘
```

All Boatswain's Mates, as well as BM3 candidates, should be able to perform this task.

OCCSTDs are identified by a five-digit number. The first two digits identify the topic title and the last three digits sequentially identify the specific OCCSTD.

SECTION II—This section contains all Navy enlisted classifications (NECs). An NEC code supplements the enlisted rating structure by identifying a specific knowledge or skill not covered by a rating designation. NECs are identified by a numerical or alpha-numerical code. For example the NEC 9583 identifies a locksmith and NEC BM-0161 identifies a tugmaster.

• *Navy Customer Service Manual*, NAVEDTRA 10119-B—This manual is important to any service-providing office such as the educational services office (ESO). It contains valuable information for all office members about customer service relationships.

• *Personnelman 3 & 2*, NAVEDTRA 10254-D1—This manual contains information concerning training, advancement, and educational services.

• *Enlisted Education Advancement Program (EEAP)*, OPNAVNOTE 1510—This notice, issued annually, announces the eligibility requirements and application procedures for the EEAP. This program selects personnel to take part in a program in which they can earn an associate of arts/science degree in 24 months or less. Only highly qualified and motivated career enlisted personnel are selected for this program.

• Navywide Examination Administration Information for Each Advancement Cycle, BUPERSNOTE 1418—This notice announces the schedule for each Navywide examination for advancement to petty officer. Personnel preparing worksheets and service record entries relating to advancement should read and follow this notice and the *Manual of Advancement* guidelines. These BUPERS notices are published before the March and September E-4 through E-6 examinations; the January E-7 examination and its selection board; and the E-8 and E-9 selection board.

## NAVY CAMPUS/DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) REFERENCES

You will also find the following Navy Campus and DANTES references helpful:

• *Navy Campus Instruction*, CNET INSTRUCTION 1560.3C—This manual is published by the Chief of Naval Education and Training. It is stocked at the Naval Publications and Forms Center in Philadelphia. It contains descriptions of all Navy Campus programs and provides the educational services officer specific guidance on all Navy Campus programs.

• *DANTES Counselor's Handbook*—This handbook provides the guidelines and application procedures for applying for any DANTES-related program.

• *DANTES Examination Program Handbook (DEPH)*—This handbook contains most of the administrative information needed to manage and administer the DANTES-sponsored (funded and nonfunded) examination programs. Publishers of various examinations issue supplemental instructions to aid in test administration, counseling, and test interpretation. Note that DANTES test control

officers are nominated from Navy Campus education specialists. Only large ships and shore stations without Navy Campus offices have designated test centers. These centers can serve personnel only after approval by the Naval Education and Training Program Management Support Activity (NETPMSA, Code 0432).

• *Handbook for Education Services Officers Experiential Learning Assessment—* Published by DANTES, this handbook explains how the Experiential Learning Assessment (ELA) portfolio leads to credit for college-equivalent learning.

• *The Guide to the Evaluation of Educational Experiences in the Armed Services—*This guide, developed by the American Council on Education, has four volumes (volume 3 is for the Navy). It provides information about formal courses offered by the armed services and college credit recommendations. It also provides recommended credit for courses completed outside of a particular learning institution. For example, it provides the recommended credit hours toward postsecondary education for persons who completed PN class A school (3 hours).

• *Handbook to the Guide to the Evaluation of Educational Experiences in the Armed Services—*The American Council on Education publishes this handbook. It will assist you in using *The Guide to the Evaluation of Educational Experiences in the Armed Services.*

• *DANTES Guide to External Degree Programs—*Published by DANTES, this guide provides ESOs with a list of institutions that allow military personnel to earn an academic degree without residency. Personnel may earn academic certification for completion of high school, an associate's or a bachelor's degree, or a degree for a graduate program. ESOs should use this publication with the *Servicemembers Opportunity Colleges of the Navy (SOCNAV).* The SOCNAV program is a college associate-degree completion program for the Navy. Fully accredited colleges offer associate-degree programs on or accessible to Navy installations worldwide. These colleges have formed networks that are agreeable to accept college

credits earned at other colleges and universities in the network.

## SUMMARY

Your duties and responsibilities as the educational services officer are wide in scope. In the Navy, as well as other services, training and education are a continuing process. From the time of enlistment until separation from the Navy, personnel are expected to broaden their knowledge and increase their skills. Training and education allow personnel to assume more responsible positions. Assuming more responsible positions increases their potential for advancement to senior enlisted grades and for selection to officer status. As the ESO, you must be able to communicate effectively with all personnel both up and down the chain of command. Remember, all areas of the educational process involve the ESO. Proficient and knowledgeable educational services officers have a definite impact on the success of each member in the command.

## REFERENCES

*Bibliography for Advancement Study*, NAVEDTRA 10052-AK, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1988.

*Catalog of Navy Training Courses (CANTRAC)*, Vol I, Introduction, General Information, NAVEDTRA 10500, Chief of Naval Education and Training, Pensacola, Fla., 1988.

*Counselor's Handbook*, DANTES P-1560/27 (5-86), Defense Activity for Non-Traditional Education Support, Pensacola, Fla., 1986.

*DANTES Catalog of External Degree Programs* (Formerly titled *Guide to External Degree Programs*), DOD 1322.8-C2, Defense Activity for Non-Traditional Education Support, Pensacola, Fla., 1987.

*DANTES Independent Study Catalog (DISC)*, DOD 1322.8-C1, Defense Activity for Non-Traditional Education Support, Pensacola, Fla., 1988.

*Enlisted Commissioning Program (ECP)*, OPNAVNOTE 1530, Office of the Chief of Naval Operations, Washington, D.C., 1988.

*Enlisted Education Advancement Program (EEAP)*, OPNAVNOTE 1510, Office of the

Chief of Naval Personnel, Washington, D.C., 1988.

*Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909C, Naval Military Personnel Command, Washington, D.C., 1987.

*Experiential Learning Assessment Handbook for Education Services Officers*, DANTES P-1562/24 (5-87R), Defense Activity for Non-Traditional Education Support, Pensacola, Fla., 1987.

*The Guide to the Evaluation of Educational Experiences in the Armed Services*, American Council on Education, Washington, D.C., 1986.

*Handbook to the Guide to the Evaluation of Educational Experiences in the Armed Services*, American Council on Education, Washington, D.C., 1987.

*Limited Duty Officer and Warrant Officer Programs*, NAVMILPERSCOMINST 1131.1A, Naval Military Personnel Command, Washington, D.C., 1986.

*List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1988.

*Manual of Advancement*, BUPERSINST 1430.16C, Bureau of Naval Personnel, Washington, D.C., 1986.

*Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E, Bureau of Naval Personnel, Washington, D.C., 1987.

*March 1987 (Cycle 115) Navy-wide Examinations for Advancement in Rate of Active Duty Members to Petty Officer Third Class Through Petty Officer First Class*, BUPERSNOTE 1418, Bureau of Naval Personnel, Washington, D.C., 1987.

*Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560A, Naval Military Personnel Command, Washington, D.C., 1987.

*Navy Campus Instruction*, CNETINST 1560.3C, Chief of Naval Education and Training, Naval Air Station, Pensacola, Fla., 1988.

*Navy Customer Service Manual*, NAVEDTRA 10119-B, Naval Education and Training Program Development Center, Pensacola, Fla., 1984.

*Personnelman 3 & 2*, NAVEDTRA 10254-D1, Naval Education and Training Program Development Center, Pensacola, Fla., 1981.

*Program Handbook (DEPH)*, DOD Handbook 1322.8-H, Defense Activity for Non-Traditional Education Support, Pensacola, Fla., 1987.

*Retention Team Manual*, NAVPERS 15878G, Office of the Chief of Naval Operations, Washington, D.C., 1984.

*Servicemembers Opportunity College (SOC) Guide*, Defense Activity for Non-Traditional Education Support, Pensacola, Fla., 1987.

*Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32B, Office of the Chief of Naval Operations, Washington, D.C., 1986.

*Voluntary Education Programs in the Navy*, OPNAVINST 1500.45C, Office of the Chief of Naval Operations, Washington, D.C., 1984.

# CHAPTER 2
# EDUCATIONAL SERVICES OFFICE

## LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Recognize the role of the educational services office within the command.

2. Recognize the factors that must be considered in the arrangement of an office.

3. Identify the tools necessary for the efficient operation of the educational services office; determine sources of materials and procedures for maintenance and control.

4. Identify the coordination between the educational services office and other offices in the command, and identify the purpose of this coordination.

5. Identify the critical elements of administration; formulate procedures for implementing the correct methods of managing an office.

6. Identify and evaluate the skills of assigned personnel.

7. Identify the workload of the office.

8. Recognize when plans need revision.

9. Identify the basic office products.

10. Determine the duties and responsibilities of each person and each person's capabilities.

11. Recognize the importance of properly grouping related tasks.

12. Determine your responsibilities as a supervisor in making decisions and coordinating office functions.

13. Recognize the importance of training for office personnel; formulate procedures for the necessary types of training for ESO personnel.

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## INTRODUCTION

The main function of the educational services office is to provide educationally related services to Navy people. The educational services office may have the best office space, a good office arrangement, and all the tools of the trade; however, if the office does not provide knowledgeable and professional service, then it has no justification for existence. Educational services offices are known for the quality of their customer service and their basic office output. They are also known for some by-products in the areas of morale, pride, and character or reputation. As educational services officer, you should motivate, train, and supervise workers so that their capabilities accomplish the best office production possible.

## EDUCATIONAL SERVICES OFFICE

The location of the educational services office depends on the size of the ship or station it serves. The office may occupy a separate space or it may be located in the personnel office or the career counselor's office. Ashore it would be in the Personnel Support Detachment (PSD). Regardless of its location, the quality of service given determines the reputation of the office. Personnel served by this office judge it by the measure of cooperation, quality of output, degree of efficiency, and overall attitude of its workers. A well-run office reflects professionalism. The knowledge and application of basic management techniques by personnel through effective office administration directly affects the educational services office.

To maintain a well-run and productive office, you should carefully consider the following techniques and concepts:

- Office arrangement

- Tools of the trade

- Command coordination

2-1

- Elements of administration

- Training program

Office procedures, regulations, and guidelines may vary from office to office, but the basic principles of good management remain the same.

## OFFICE ARRANGEMENT

The arrangement of the educational services office has a significant impact on the morale and effectiveness of office personnel. As the educational services officer, you should be sure office furniture and equipment is arranged in a functional manner. The arrangement also should allow proper supervision, offer a pleasing appearance, and provide maximum comfort.

### ARRANGEMENT OF FURNITURE AND OFFICE EQUIPMENT

Too much distance between desks and office equipment results in time lost by office personnel going from one location to the other. All office personnel should have convenient access to files, references, and reproducing equipment.

Locate personnel having the most frequent customer contact near the entrance and service area. Restrict access to the office except when required. Establish an office policy requiring customers to conduct their business at the door or service counter.

### SUPERVISION

The proper arrangement of the educational services office should aid effective supervision. Arrange furniture and equipment so that you can observe the office without leaving your desk or interrupting people's work. This arrangement will also make you easily accessible to office personnel.

### APPEARANCE

A well-run office requires that personnel keep the office neat and uncluttered. Personnel should keep their desks neat and orderly. They should not keep excess supplies and forms; overflowing file baskets; and personal belongings such as clothing, food, or paperback books on or around desks. The appearance of the educational services office reflects the caliber of work being accomplished by the office.

## COMFORT

Arrange the office to provide maximum comfort for both the office staff and the customer. A cramped space tends to adversely affect the work of personnel and cause them to tire easily. Exercise whatever control you have to make sure each worker has a suitable chair and desk or table. Also make sure each office member has adequate lighting with a minimum of glare. Room temperature and ventilation should provide the best possible working environment.

## TOOLS OF THE TRADE

Each profession has its own tools of the trade, and the educational services profession is no different. Next to the worker, the tools are the most important factor in accomplishing the goals of the office. The educational services officer relies daily on office equipment, various types of office supplies, and many publications and directives. The office cannot function properly without the required tools. The educational services officer makes sure the tools required for the efficient operation of the office are readily available and properly maintained.

### OFFICE EQUIPMENT

The office supervisor should examine all office equipment periodically and make the following determinations:

- Is the equipment presently in use the best that is available?

- Is the equipment appropriate for the needs, job, or function it must perform?

- Is all of the equipment in good condition?

- Do office personnel take proper care of their equipment?

- Do you need to train certain office personnel in equipment maintenance?

Chapter 4 of *Personnelman 3 & 2*, NAVEDTRA 10254-D1, contains information on maintaining office equipment. Incorporate this information into your division training sessions. Proper emphasis on preventive maintenance and the care of office equipment will save office man-hours and money through less equipment failure and downtime. This savings is important since most ships and stations have either word processing equipment or computers—sometimes both. Equipment in good working condition helps ensure steady, efficient office production.

## SUPPLIES

The educational services office needs sufficient quantities of current, properly stowed, and readily available office supplies. Do not wait until your office supplies are nearly exhausted before ordering more supplies. If the office constantly borrows supplies from other offices or commands, something is wrong with your office supply system. A good office supply system cannot be overemphasized; you cannot run an office on a "cumshaw" basis.

### Stock

As educational services officer, you need to evaluate your office supply system to determine the supplies needed for your office to accomplish its assignments. You will have to develop the most effective system for the needs of your office.

### Supply Petty Officer

Generally, a designated supply petty officer manages the office supply system. Give the supply PO support, direction, and assistance when needed. You may allow the supply PO to experiment to develop the best system for the office. However, you should continue to monitor the system to make sure all office personnel do their part to make the system work.

## PUBLICATIONS AND DIRECTIVES

You need certain publications and directives to operate your office efficiently. They are as important as office equipment and supplies.

In the command administrative office (ship's office), you will find a MASTER set of publications and directives available for your use as the ESO. However, keep the following basic publications and directives in your office to help you perform your ESO duties:

• *Manual of Advancement*, BUPERS-INST 1430.16C

• BUPERSNOTE 1418 (examination information for each exam cycle)

• *Bibliography for Advancement Study*, NAVEDTRA 10052-AK

• *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT

Since the educational services office provides service to others, all members of the office should study the *Navy Customer Service Manual*, NAVEDTRA 10119-B. This manual should also be incorporated into the office training program.

You will find other needed publications, directives, and notices listed in chapter 1, "Educational Services Officer Fundamentals," and in appendix I, "Where to Find It." If the educational services office is not closely situated to central files, order needed publications and directives and maintain them in the office. "ESO" should be stamped or written on the front cover of all publications and directives maintained in the educational services office.

### Maintenance

When you fail to maintain proper control over official publications and directives, they will most likely be outdated, improperly filed, or incomplete. Improper maintenance and control of publications and directives seriously jeopardize routine office procedures and may create serious problems.

A good method of keeping publications and directives current is to place the educational services office on the command central distribution file list. The ESO will then receive all incoming weekly transmittal sheets to

**TRANSMITTAL SHEET 19-87**

To:     All Ships and Stations
Subj:   Navy Instructions and Notices

Instructions, notices and change transmittals forwarded herewith are verified before printing. Reproduction of signatures is omitted under authority of SECNAV Instruction 5602.1A. Central receiving points within an activity should detach this transmittal sheet, staple together all pages of each attached directive, and route specific instructions, notices, and change transmittals to appropriate organizational units. Instructions are to be filed according to part II of SECNAV Instruction 5215.1C of 14 April 1970. Subj: The Department of the Navy Directives Issuance System. Order additional copies of this transmittal sheet from CO, NAVPUBFORMCEN, 5801 Tabor Ave., Phila., PA 19120-5099, using NAVSUP Form 1205. DO NOT SUBMIT REQUISITIONS FOR LISTED INSTRUCTIONS FOR 45 DAYS IN ORDER TO ENSURE

AVAILABILITY AT NPFC. Requisition listed notices directly from the originating office or bureau.

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**Instruction**

OPNAVINST 1650.22V            Awards Sponsored by the Naval Submarine League

**Notices**

*NAVMILPERSCOMNOTE 1560 of       1988 White House Fellows Program
 27 July 1987

*OPNAVNOTE 1500 of            Broadened Opportunity for Officer Selection and
 27 July 1987                 Training (BOOST) Program

**Change Transmittal**

SECNAVINST 7220.38E CH-1      Remission of Indebtedness or Waiver of the Government's Claim Arising from Erroneous Payments Made to or on Behalf of Members of the Naval Service

A list of unclassified instructions for the period 9 July through 5 August 1987 follows the change transmittal.

* Directives listed above which are marked with an asterisk (*) include a special information sheet which it is recommended be posted on activity bulletin boards and/or disseminated in appropriate local media.

Figure 2-1.—Sample transmittal sheet.

review. Figures 2-1 and 2-2 show samples of these sheets. When reviewing the sheets, make a notation of any information you want to receive on the routing or transmittal sheets. Then return the sheets to central files. Based upon your notation, central files should provide you with a copy of the instruction, notice, or change transmittal. For example, in figure 2-1, the ESO would want a copy of the notice on the BOOST program. In figure 2-2 the ESO would need a copy of the notice on the EEAP program.

TRANSMITTAL SHEET  31-87          20 November 19XX

To:    All Ships and Stations
Subj:  Navy Instructions and Notices

Instructions, notices, and change transmittals forwarded herewith are verified before printing. Reproduction of signatures is omitted under authority of SECNAV Instruction 5602.1A. Central receiving points within an activity should detach this transmittal sheet, staple together all pages of each attached directive, and route specific instructions, notices, and change transmittals to appropriate organizational units. Instructions are to be filed according to part II of SECNAV Instruction 5215.1C of 14 April 1970, subj: The Department of the Navy Directives Issuance System. Order additional copies of this transmittal sheet from CO, NAVPUBFORMCEN, 5801 Tabor Ave., Philadelphia, PA 19120-5099, using NAVSUP Form 1205. DO NOT SUBMIT REQUISITIONS FOR LISTED INSTRUCTIONS FOR 45 DAYS IN ORDER TO ENSURE AVAILABILITY AT NPFC. Requisition listed notices directly from the originating office or bureau.

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**Instruction**

OPNAVINST 3150.27                     Navy Diving Program

**Notices**

BUPERSNOTE 5215 of                    Cancellation of Instructions
2 November 1987

JAGNOTE 5371 of                       Defense Contractors Who Received
20 October 1987                          Contract Awards of $10,000,000
                                         or more in Fiscal Year 1986

* OPNAVNOTE 1510 of                   Enlisted Education Advancement
  30 OCTOBER 1987                        Program (EEAP)
OPNAVNOTE 7220 of                     Foreign Language Proficiency
9 September 1987                         Specialty Pay
CORRECTED COPY

**Change Transmittal**

OPNAVINST 1412.5B CH-2                Enlisted Aviation Warfare Specialist
                                        (EAWS) Qualification Program

A list of unclassified instructions for the period 24 September through 10 November 1987 follows the Change Transmittal.

* Directives listed above which are marked with an asterisk (*) include a special information sheet which is recommended be posted on activity bulletin boards and/ordisseminated in appropriate local media.

Figure 2-2.—Sample transmittal sheet.

**Access**

Locate publications where office workers have reasonable access to them. However, maintain a system of control so that you can locate them at any time. Experience has shown that indexing and cataloging of publications is a good system, although it is not required.

*Indexing*—To index publications, give each publication a number in numeric sequence. Place the number on the spine of the
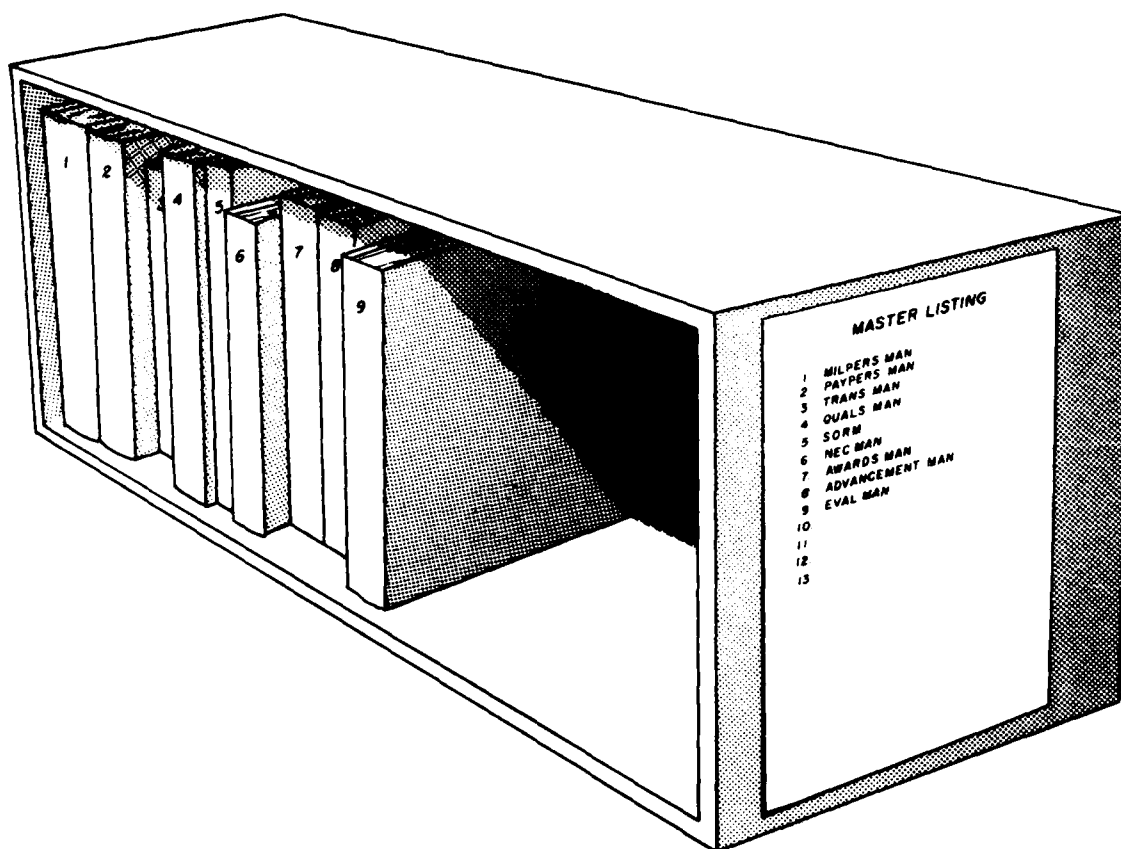
MASTER LISTING

1 MILPERS MAN
2 PAYPERS MAN
3 TRANS MAN
4 QUALS MAN
5 SORM
6 NEC MAN
7 AWARDS MAN
8 ADVANCEMENT MAN
9 EVAL MAN
10
11
12
13

299.1

Figure 2-3.—*Publication shelf with master listing.*

publication so that it is visible when the publication is on the shelf.

*Cataloging*—To catalog publications, prepare a master listing of the publications in their numeric sequence as assigned. Place this master listing on or near the publication shelf. See figure 2-3.

**Control and Check-out Procedures**

You may delegate the authority to one person for control of directives and publications. That person sets up a check-out system for maintaining control of all materials at all times. You may also delegate that person to maintain all publications and directives and keep them current.

Another method of control is to assign maintenance of specific publications and directives to the personnel who use them routinely. These people then make changes to the publications and directives, keep them current, and properly stow them. If this method is used, the personnel responsible for maintaining the publications maintain the master list. *Department of the Navy Directives Issuance System*, SECNAVINST 5215.1C, contains guidelines for maintaining an effective directive system.

**COMMAND COORDINATION**

You will learn quickly that the educational services office cannot perform its functions without the services and coordination of other command offices. Your primary concern is operating the educational services office and carrying out your responsibilities as the ESO. However, those offices on which you depend within and outside your department expect good service from the educational services office. The type of service your office provides will be reflected in the attitude of other offices toward your office. It will also be reflected by the amount of cooperation between their supervisors and workers and your personnel. Since the educational services office conducts business with each department, command cooperation is mandatory.

## PERSONNEL OFFICE

The educational services officer coordinates with the personnel office on a daily basis, checking out service records for worksheet preparation, advancement entries, and so forth. A good working rapport with the personnel office pays big dividends and promotes good morale.

## DISBURSING/MILITARY PAY OFFICE

Because of the Joint Uniform Military Pay System (JUMPS), the educational services office will frequently need to coordinate with the disbursing/military pay office. Both offices know their cooperation is required for their input into JUMPS to be carried out in a timely, accurate, and satisfactory manner. Congenial attitudes, cooperation, and coordination between the disbursing/military pay office, educational services office, and the personnel office help to make the pay system work effectively.

Note: Disbursing offices ashore within the pay/personnel administrative support system (PASS) are known as military pay offices.

## SUPPLY OFFICE

The supply office is important to the operation and function of the educational services office. Coordination of office supplies on hand, supplies maintained in supply storage, and those on order are necessary to keep an office functioning properly.

## ELEMENTS OF ADMINISTRATION

To have an effective educational services office, you should apply the four elements of administration: planning, organization, command, and control.

## PLANNING

The time and thought devoted to planning pays dividends in the time and effort saved later. To plan properly, you need access to records, files, and accurate information.

However, such things as frequent reorganization of office procedures usually show faulty original planning and may reflect unfavorably on your competence. Your subordinates may recognize this fault if they frequently have to move office furniture or perform other reorganization tasks because of poor planning. Well thought-out organizational changes will increase the efficiency of the office.

When personnel start new assignments, caution them to avoid changes before they understand the existing system. Many tasks appear strange to a person starting a new assignment. Some tasks may even appear pointless or senseless. Therefore, carefully plan the training of personnel in new assignments. Do not make changes or take actions based on the first impression of a task or system.

### Understand Existing Office System

If you are fortunate enough to have a break-in period before the person you relieve is transferred or reassigned, your transition to ESO will be much easier. You will have the opportunity to observe what is going on in the office and to become familiar with the office routine.

When you report to a new assignment, you may know the functions from previous assignments or from your general knowledge of the Navy. However, you need to become familiar with the exact functions of your new office. When setting up a new office, you will have to make immediate decisions regarding assignments. In an office already in operation, you probably will not make any changes until you have been in charge for some time. If what you think you know turns out to be correct, you will be glad to have your knowledge verified. If you find that your knowledge has gaps, you will have served yourself well by gaining new knowledge.

You may need to teach personnel who seem to be overloaded with work how to organize their work better or how to speed up routine operations. At other times, the load on one worker may have gradually increased without your noticing it. The work may have become completely out of line with your original assignments.

The educational services office may fail to give quality service because of the poor morale of the office workers. Just as the morale of office workers affects the quality of service they provide, you affect the morale of the personnel. You should show fairness, courtesy, and cooperation in dealing with your office workers to encourage good morale. If you want

workers to have pride in their work, then you, as the ESO, should show pride in them.

## Quality of Service

All members of the educational services office should consider the following factors to determine the quality of service they offer their customers:

• Do I present a good personal appearance?

• Am I competent to provide the services requested?

• Am I familiar enough with the broad scope of the educational services office to know where to seek assistance when a requested service is beyond my capabilities?

• Do I show pride in my work by doing my best work and keeping current, complete, and accurate records?

• Am I familiar with the content of the directives and publications used most frequently in the services I provide?

• Do I know how to ask good questions to gain the information needed to evaluate a problem?

• Do I speak and write clearly and understandably?

• Am I capable of performing my job without constant supervision?

• Do I treat my customers as individuals who have individual needs?

• When I answer a customer's question, do I make sure the information given is correct and complete?

• Does my service to customers reflect fairness, courtesy, and a cooperative attitude through a pleasant, friendly nature; a willingness to help; a genuine concern for the problems; and an ability that instills confidence?

• If I were the customer, would I believe the service provided is the best the office has to offer?

## Workload

An important duty of the educational services officer is the supervision of the office workload. As the ESO, you are responsible for determining what work is to be done, who will do it, and when it is to be completed. Many supervisors give the most work to the most efficient office worker. Following this practice creates an uneven workload, lowers morale, and creates bottlenecks that slow work progress. Divide the workload fairly. Study each person's workload to determine if each one is doing a fair share.

## Flexibility

Sometimes you have to revise the best of plans; therefore, make your plans flexible. If a plan fails to work as efficiently as you expected, change it. Remind your personnel to make sure their plans are working. If they are not working, tell them to make needed adjustments and changes. They should watch for changes in functions, personnel, or working conditions and modify their plans accordingly. Do not continue to use a plan just because it has always worked if changes would make it better.

## Basic Office Products

Basic office products include outgoing correspondence, examination worksheets, and applications for correspondence courses. Any of the activities undertaken by the personnel working in the educational services office are products of that office. The number one product of the office is service to Navy personnel.

## ORGANIZATION

The fact that your office organization is relatively simple does not diminish in any way the importance of having a clear and well-balanced structure. Personnel should know what you expect of them and what authority they have. This does not mean that you should not expect your office members to help each other or that you cannot reassign them as necessary. It merely furnishes an established and generally understood system of operation (fig. 2-4).

## Personnel

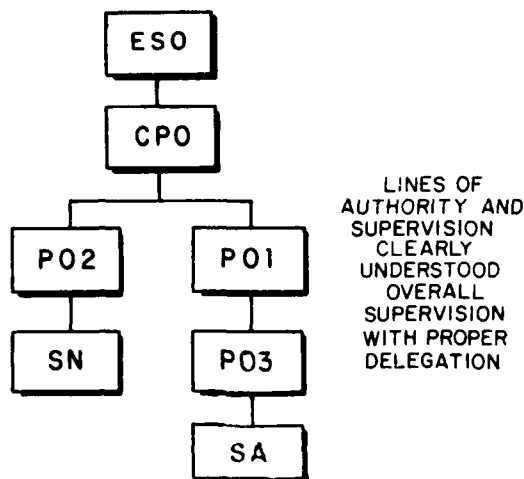Get acquainted with your personnel. The better you know your people, the better your

LINES OF AUTHORITY AND SUPERVISION CLEARLY UNDERSTOOD OVERALL SUPERVISION WITH PROPER DELEGATION

146.58
Figure 2-4.—Use of subordinate personnel.

success will be as a leader and an office manager. Find out what training, experience, and skills they have. While you should immediately begin gathering this information, you will not finish quickly. Remember that the longer you know people, the more you can learn about them. However, you should be careful that this friendly atmosphere does not develop into fraternization.

Always try to find out what each of your office members can do best. Try to find what each one likes to do well enough to put extra effort into. Don't make all assignments on this basis. However, allow people to work at the things they like most and do best when the workload permits. This practice will pay dividends in the quality and quantity of work and in office morale.

## Clearly Defined Duties and Responsibilities

Each person should understand what work is to be done and how it is to be done. If the work is new, explain the process thoroughly. Monitor the operations until you know the person understands your instructions and can begin carrying them out.

## Related Tasks Properly Grouped

When assigning duties, remember that giving similar or related tasks to one person seems to be the best method for accomplishing a job. A proper combination of duties not only speeds up operations by cutting out wasted motion, it also improves accuracy.

## COMMAND

Applying the element of administration of command basically means to take charge. Your responsibility over your office bears a similar responsibility to that of a commanding officer in charge of a ship. Your area of responsibility is smaller and the actions you are authorized to take are correspondingly less. However, the combination of responsibility and authority exists in the same proportions for you as for those who have a broader area of authority.

### Supervisory Responsibilities

As a supervisor you are responsible for your office equipment, furniture, personnel, and the products produced by the office. If your office runs smoothly, meets deadlines, and sends out products without errors, then your job as a supervisor should be easy. If your office does not operate this way, then some problems exist. You need to take the proper supervisory actions to solve them.

Everyone makes mistakes. Note all office discrepancies and take needed action to correct them. However, be careful of the tendency to demand perfection. Strive to omit errors, but do not apply undue pressure on a good worker who makes an occasional mistake. Give supervisory attention to the worker who repeatedly makes errors.

In a real sense, your office workers are your customers. They come to you for help; and sometimes you will see their need for help before they seek it. Take pride in your professionalism and use the guidelines of providing good customer service as a check on your attitude as a supervisor. Supervise your office with the managing techniques that will produce an efficient end product.

### Exercising Command

The person in command has the authority to make decisions. The person exercising command not only is allowed to make certain decisions, but is expected to make decisions. Trying to make decisions that are beyond the scope of your authority is a serious error. Refusing to stand up to your responsibilities when decisions are required of you is equally as serious. If you are in charge, you are responsible for leading and making decisions. Just because you are faced with a tough decision is no excuse for not making one.

## Coordination

Coordination is the element that ties work functions together and makes them run smoothly. Even if only two people work under your supervision, you will have to do some coordinating. You will have to keep in mind various operations that you and your office members are performing. You will have to see that each operation is accomplished at the proper time.

## CONTROL

You decide what your office personnel should do and instruct them in carrying out their duties. You make sure they complete their tasks, follow rules and regulations, and carry out the functions of the office. This control ensures that the office accomplishes the daily functions and reaches its goals.

Your ability to supervise and control the work greatly determines the quality and quantity of output by the educational services office. As the ESO, you should know when, where, and what checkpoints are required for a specific product. The main sources of information about office projects are described in organization books, official manuals, and directives.

If you have too much work to check (control), assign a junior supervisor the responsibility of checking for errors. Then you can spot-check the work for completeness and accuracy. You will be surprised at how much pride a junior supervisor takes in checking work if assigned responsibility for the final form of that product.

Remember to show courtesy and fairness as you strive for improved efficiency and office output. An overzealous junior supervisor who openly reprimands a junior worker with undue harshness needs your personal attention. The adage "reprimand in private and praise in public" is still a good supervisory rule. Usually, you do not need to give public reprimands unless a person openly challenges your authority.

### Supervision

To exercise control properly, you should always be aware of what is going on in the office. Learn to work on one thing while, at the same time, keeping an eye and ear out for what your people are doing. The fact that you are paying attention to what they do has a beneficial effect on the atmosphere of the office.

Conscientious supervision will enable you to prevent your people from forming bad work habits by teaching them good habits. By using well-planned instruction, you can easily teach good work habits to personnel starting new assignments before they develop their own work habits. When you are explaining how to perform a new task, you should use the following steps:

1. Explain what is to be done.
2. Show the worker how it should be done.
3. Let the worker do it.
4. Check what the worker has done.
5. Correct any errors identified.
6. Explain anything the worker did not understand.

If you follow these procedures, you will encourage good work habits, and personnel will develop positive attitudes towards their work.

One mistake commonly made by supervisors is oversupervising. A successful supervisor gets more information out of a brief, casual visit with a worker than another would get spending an hour watching the person work. The good supervisor makes a practice of knowing as much as possible about each person.

### Evaluation

Establish a clear concept in your mind of what you expect of each person. How much output can you reasonably expect of each one? What quality of performance is needed for the job? Is quality or quantity more important on this job? What do you know about the personalities and work habits of your office staff that will enable you to help them do their best? If a person's performance is below standard, determine why and take the necessary action to improve it.

### Criticize Properly

From time to time you need to assess the work of your personnel and offer constructive criticism. However, before you offer adverse criticism, always make sure you have the whole picture. Asking a few questions before you criticize may change your view. Your questions

should be specific, phrasing criticism in a professional manner rather than in personal terms. When you do need to offer criticism, keep the situation as casual as possible and avoid being too critical. Phrase criticism in professional, not personal, terms; and offer specific recommendations to help subordinates improve.

Assume that your office members do a good job unless you see contrary evidence. People do their best work when they feel the supervisor trusts and respects them and is present mainly to help and direct them. Do not offer adverse criticism so often that the office personnel expect negative input from you. This type of supervision creates hostility and makes personnel so anxious that they make mistakes they normally would not make.

Expect cooperation from your personnel. Adopt a spirit of helpfulness on which you base your comments and actions. Most people will sense your attitude and respond to it positively. If your personnel disregard instructions, take necessary action promptly.

## Encourage Initiative

The art of giving praise and encouragement is equally as important as knowing when and how to deliver constructive criticism. You can encourage people by listening to their opinions concerning specific problems, listening to their suggestions for improvement, and using appropriate suggestions. If you use an idea of one of your office members, be sure to give the person full credit for the contribution.

When possible, let your people try their ideas; whether successful or not, the trial-and-error process contributes to the learning experience. This is one of several ways you, as a leader, can help others develop their professional abilities.

## Review

Review is another control operation. Because you are responsible for the products of your office, you must review them for accuracy and completeness. Even though you may delegate authority for review, remember you are responsible for the correctness of the products prepared by your office.

## Reports

Reports also help you maintain control. By reviewing the required reports made by your office, you can learn various types of helpful information. You can learn how the office is progressing toward its goals and how personnel are performing in their jobs. You can also learn how various personnel compare in output and how progress in the current period compares with that of previous periods.

The types of reports you may be required to submit differ from command to command. The following list is only a sample of the types of reports you may be required to submit:

• Number of personnel pursuing off-duty education

• Educational level of the crew

• Number of pass/fail candidates in the latest advancement examination.

Because of the importance of the various reports, always ensure they are submitted in a timely fashion.

## TRAINING

For the educational services office to maintain efficiency, its personnel need to keep current on administrative changes taking place in the Navy. The only way to make sure personnel keep current and efficient is through an active, an effective, and a continuing training program.

To institute or improve the educational services office training program, you should consider on-the-job training (OJT), division training periods, and formal Navy schools and workshops.

## ON-THE-JOB TRAINING (OJT)

You have to plan on-the-job training (OJT). For example, suppose you decide to rotate your office personnel from one job to another so that they may gain new experiences. You then have to plan the rotation and prepare for some work delay during the rotation process. First you need to develop a training plan that allows for a delay in office output as new people learn to do different jobs. The swapping of jobs and the learning of new procedures should follow a detailed plan. People will then understand exactly what job they are required to do, when they are to do it,

and how they are to perform their new assignments.

## DIVISION TRAINING

The training officer and executive officer are aware of the need for training. They normally allow division training periods at a time determined by the division officers or provide specific periods each week for division training. Make use of the training time allotted. Establish a training program within the educational services office on a weekly basis. Allow at least 1 hour for each training session. Conduct the sessions during normal working hours, as outlined in the *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32B.

Plan a training schedule for subjects that need to be taught. Decide who will provide the training on what subjects, and then help those people prepare their presentations. Each training session should cover one area of general or personnel administration, such as examination worksheet preparation, correspondence course applications, and service record entries. The beginning of each training session should cover all changes to directives or publications that have been received since the last session.

In a series of training sessions, you should prepare and present the first few. You should assign office members who specialize in certain areas to prepare and present sessions covering their specialized areas.

## FORMAL SCHOOLS AND SEMINARS

Do not neglect the use of formal schools, workshops, and seminars for training office personnel. Being unable to spare the man-hours that will be lost by sending a person to school usually is insufficient reason to deny attendance. The exception to this is when your office is seriously under allowance.

Schools are for longer periods of time than workshops; therefore, fewer people may go to Navy schools. Yet, the Navy school has a professionally designed curriculum taught by professional instructors in minimum time.

Since workshops are conducted for short periods, usually 1 or 2 days, more personnel may attend. The ESO workshop is an excellent example of a training workshop that has helped to train personnel.

## ORGANIZATION OF THE PROGRAM

A training program will fail if you do not have it well organized. Organization means putting your plans into effect. The training schedule that you prepare when planning is a document of organization. You will achieve the training objectives by following the schedule.

Division training sessions are usually conducted in one of your offices. Therefore, you should allow for a training period when planning work. You should announce in the Plan of the Day that the office will be closed for normal service during the training period. Remember, personnel will be annoyed if they go to any customer service office and find a notice on the door saying *CLOSED FOR TRAINING*.

## COMMAND

You should take command of the office training. To take command, you have to supervise and promote enthusiasm. You have to set the tone by attending the training sessions yourself. You can quickly discourage a young instructor who has spent a lot of time preparing a good training lesson if you never attend a session. When you never attend sessions presented by other instructors, they feel you aren't interested. Therefore, be sure to attend training sessions.

When you attend training sessions, let the instructor do the teaching even though you may know the subject matter better than the junior instructor. Even though you may be an expert on the subject, do not kill group participation by monopolizing the discussion. After the training period is over, thank the instructor and clarify any problems that may have arisen in the planning or presentation of the lesson. Be sure to give any constructive criticism privately.

## CONTROL

Controlling involves checking, evaluating, and rechecking. An excellent control point is when daily office output crosses the supervisor's desk. As you check and evaluate the output, you will be striving continually to improve output quality and quantity. Training junior supervisors and properly supervising a training program are the keys to improving the quality and quantity of office work.

## SUMMARY

The importance of the educational services office within the command cannot be overemphasized. The proper arrangement of the office, equipment, supplies, and personnel will aid in achieving a well-run office. Coordination between the educational services office and the other offices in the command is necessary to reach the command's deadlines and goals.

Proper administration of the educational services office is necessary to provide quality products. As educational services officer you need to develop a plan for the workload and assign your personnel accordingly, keeping in mind that you sometimes have to change plans. You also need to develop a plan for the training of your personnel and make sure training sessions are held.

As supervisor you have the responsibility of making decisions, reviewing office products, evaluating personnel, encouraging initiative, and ensuring all reports are correct and on time. These are big responsibilities; but if you apply the basic concepts of good management, you will develop a well-run office.

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# CHAPTER 3

# EDUCATIONAL PROGRAMS AND BENEFITS

## LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Recognize the role of Navy Campus in the educational process of service members; know the various types of educational programs that can be pursued thorough Navy Campus and the manner in which each can be accomplished.

2. Understand the role of Defense Activities for Non-Traditional Education Support (DANTES) in supporting voluntary education and identify the various types of tests available through DANTES.

3. Be knowledgeable about the various programs available to qualified enlisted personnel who are pursuing a degree, a commission as a naval officer, or both.

4. Identify the various programs available to qualified officer personnel to further their education and increase their potential for promotion.

5. Identify the basic Veterans' Administration educational assistance programs available for in-service and veteran personnel.

## INTRODUCTION

In this chapter you will learn about Navy Campus, the Navy's voluntary education program, and the Defense Activity for Non-Traditional Education Support (DANTES). You will also learn about educational benefits provided by federal law as well as the various professional development programs, their basic eligibility requirements, and their application procedures. This chapter is not designed to cover all the material available in the primary references for the various programs; therefore, appropriate reference material is cited for the various programs.

As the educational services officer (ESO), you will be part of a team to help personnel achieve their educational goals, such as completing high school or earning a college degree. The role you play in explaining the various educational options to Navy personnel directly affects the success of the command educational programs.

The excellent quality of Navy training is recognized in the academic world. Leaders in the academic fields have been impressed by the Navy's ability to train and develop highly skilled people in many fields. Courses completed in military schools were the first noncampus courses in the country to be recommended for college-level credit by the American Council on Education (ACE).

Military training schools were used as a model for recommending college credit for instruction offered outside the college environment.

The Navy offers educational opportunities to its members both on a full-time and part-time basis. Personnel who take advantage of these educational opportunities acquire skills that can help them fulfill the requirements of their Navy ratings as well.

The Navy encourages personnel to participate in off-duty education while on active duty. Personnel who take the time to continue their education enhance their ability to contribute to the Navy. Because our country values educational achievement and the Navy wants to retain competent personnel, voluntary education programs have special value to the Navy.

## NAVY CAMPUS

The Navy Campus Program is a voluntary education program staffed by a worldwide network of educational advisers at major commands. This program offers educational opportunities to meet the individual needs and interests of Navy personnel. It also offers educational and testing programs through DANTES and financial assistance through the Navy Tuition Assistance Program. Voluntary education programs in Navy Campus are governed by OPNAVINST 1560.9 and discharged according to CNETINST 1560.3C.

NAVY CAMPUS .... at sea and on shore.
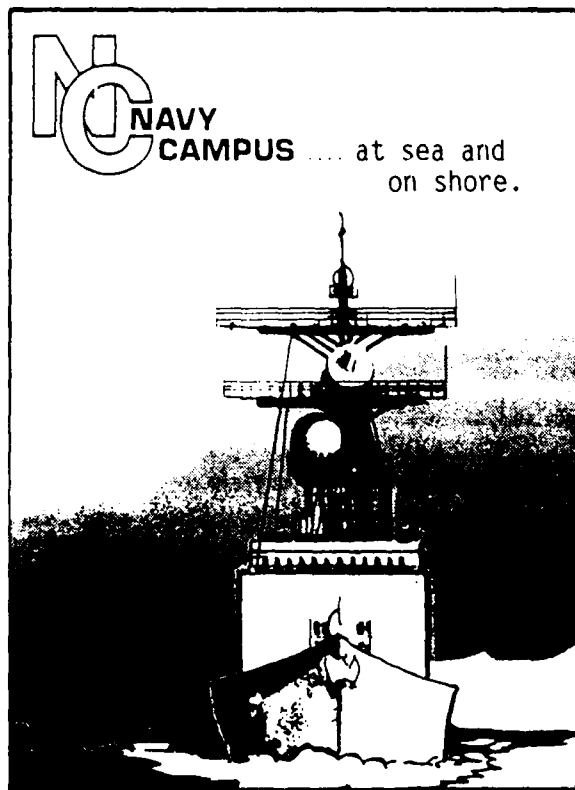
**Navy Campus, the educational link to Navy personnel.**

The Navy Campus Program has the following goals:

- To enhance the development of Navy personnel for training and fleet readiness

- To develop the leadership capabilities of each service member

- To prepare personnel for an increasingly technical Navy

- To help personnel achieve a sense of personal accomplishment equal to their civilian counterparts

- To improve the individual mission performance of personnel

## ADVANTAGES FOR NAVY PERSONNEL

Navy Campus opens doors to civilian colleges for military personnel and enables them to pursue all levels of education wherever they are stationed. Through Navy Campus they can earn the same academic degrees earned by students outside the military service. Participation in Navy Campus programs and completion of undergraduate programs lead to

promotion points for advancement for those at the E-4 through E-6 level. The following are some of the opportunities for which Navy members are eligible through the benefits of the Navy Campus Program:

- To pursue an associate, a bachelor, or a graduate degree program

- To earn a vocational or technical certificate

- To build credit toward a civilian apprenticeship certificate

- To earn a high school diploma or GED equivalency certificate

- To receive financial assistance for educational programs

- To obtain educational advice from professional counselors

- To pursue training and educational opportunities that will open doors to advancement, including various commissioning programs

## ACADEMIC CREDIT

Navy personnel may obtain academic credit from civilian schools for certain educational or work experiences completed while performing the duties of normal military assignments. These experiences may include college-level correspondence courses and tests, service schools of at least 2 weeks' duration, specialized technical training programs, and duty assignments requiring special skills and knowledge. The longer people remain in the Navy, the more educational credits they will build through such experiences.

Navy members may elect to make their academic credits "pay off" at an educational institution. In such cases, Navy Campus counselors can recommend where personnel can use those credits to the best advantage. However, academic credit for military experience is granted only by civilian colleges, not by the Navy.

To help personnel apply for academic credit, refer to the *Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education (ACE). (This guide, referred to as the ACE guide, is available through the Navy supply system.) This guide provides a listing of

**AN EDUCATION...**
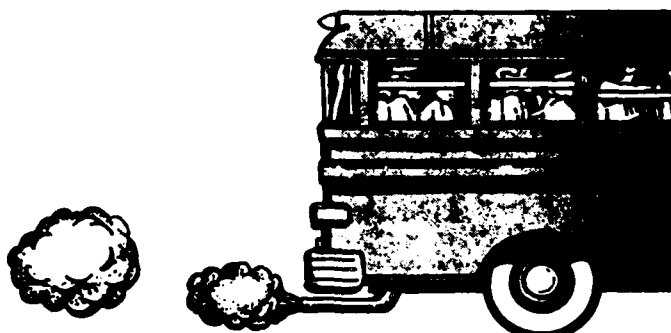
**...is one of your benefits.**

**Don't miss the bus!**

An education.

credit recommendations for service schools and ratings. Navy Campus offices have copies of the ACE guide. However, the fact that the ACE guide recommends credit does not guarantee the amount of credit granted. Neither the Navy nor the ACE can award academic credit. Only the college to which a member is seeking admission can evaluate and grant academic credit for military experience.

You or the custodian of military records can help applicants prepare and submit an Application for the Evaluation of Learning Experiences During Military Service (DD Form 295). When preparing a DD Form 295, ensure that it is addressed to the school from which the applicant is seeking credit and verify all course titles, numbers, and locations. The importance of complete information on this form cannot be overemphasized.

**HOW NAVY CAMPUS WORKS**

Personnel are informed of Navy Campus benefits upon assignment to their first duty station after basic recruit training. Members should be counseled within 30 days after each new permanent duty assignment.

A member's first step in taking advantage of the Navy's educational opportunities should be a visit to the command educational services officer. The educational services officer and the Navy Campus professional counselor work together to help members make the best use of educational programs. Navy Campus cannot be effective without the coordination and support of all educational services officers at sea and ashore.

**KEY ROLE OF NAVY CAMPUS EDUCATION SPECIALISTS**

You, as the ESO, should refer personnel at your command who wish to pursue higher education to the Navy Campus education specialist. The education specialist can advise personnel about courses of study and programs offered by various colleges. The Navy Campus education specialist plays a key role in helping Navy personnel achieve their educational goals.

The services of education specialists are available at most naval facilities in the United States and at major sites overseas. If Navy Campus education specialists are unavailable, you can help members write letters to ask for

## APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE

**TO** (Name and address of educational institution, agency, or employer)
Coordinator, Admissions and Records
Tidewater Community College, Virginia Beach Campus
1700 College Crescent, Virginia Beach, VA 23456

### SECTION I - TO BE COMPLETED BY APPLICANT

| 1. NAME (Last, First, Middle Initial) | 2. GRADE/RANK OR RATING | 3. SOCIAL SECURITY NO. | 4. PREVIOUS SERVICE NUMBER(S) |
|---|---|---|---|
| JONES, John P. | EM1 | 123-45-6789 | NONE |

**5. PRESENT BRANCH OF SERVICE** (Includes National Guard and Reserve components)
☐ a. ARMY  ☒ b. NAVY  ☐ c. AIR FORCE  ☐ d. MARINE CORPS  ☐ e. COAST GUARD

**6. APPLICANT'S MAILING ADDRESS FOR REPLY FROM EDUCATIONAL INSTITUTION**
654 Mahan Blvd., Apt. 321
Norfolk, VA 23508

| 7. DATE OF BIRTH | 8. PERMANENT HOME ADDRESS |
|---|---|
| 4 Jul. 1961 | 321 Brookings Rd. Rapid City, SD 57707 |

### CIVILIAN EDUCATION

**9. HIGHEST GRADE OF SCHOOL COMPLETED** (X one)
☐ 6  ☐ 7  ☐ 8  ☐ 9  ☐ 10  ☐ 11  ☒ 12

**10. HIGHEST YEAR OF COLLEGE COMPLETED** (X one)
☐ a. NONE  ☒ b. FRESHMAN  ☐ c. SOPHOMORE  ☐ d. JUNIOR  ☐ e. SENIOR

**11. COLLEGE DEGREE EARNED** (X if applicable)
☐ a. ASSOCIATE  ☐ b. BACHELOR

**12. EDUCATIONAL INSTITUTION LAST ATTENDED**

| a. NAME | b. MAILING ADDRESS |
|---|---|
| University of Oklahoma-- College of Liberal Studies | 1700 Asp Ave. Norman, OK 73037 |

**13. USAFI COURSES COMPLETED IN SERVICE** (Prior to 1974)
(The applicant should request a transcript for all courses to be forwarded directly to the evaluating agency.)

| a. CATALOG NUMBER AND TITLE OF COURSE (If no courses were taken, print NONE) | b. METHOD OF STUDY (Correspondence, self-teaching, locally conducted classes, etc.) | c. LOCATION WHERE COMPLETED | d. DATE COURSE COMPLETED |
|---|---|---|---|
| (1) NONE | | | |
| (2) | | | |
| (3) | | | |
| (4) | | | |
| (5) | | | |
| (6) | | | |
| (7) | | | |
| (8) | | | |

**14. MILITARY CORRESPONDENCE COURSE COMPLETED**
(The applicant should attach a copy of the course completion letter or certificate.)

| a. COURSE NAME (If no courses were taken, print NONE) | b. COURSE SPONSOR (AIPD, MCI, ECI, CGI) | c. DATE COURSE COMPLETED |
|---|---|---|
| (1) NONE | | |
| (2) | | |
| (3) | | |
| (4) | | |
| (5) | | |
| (6) | | |
| (7) | | |
| (8) | | |
| (9) | | |

**15. APPLICANT CERTIFICATION: I have read the Privacy Act Statement on Page 2.**

| a. SIGNATURE | b. DATE SIGNED |
|---|---|
| John P. Jones | 26 May 1987 |

DO Form 295, NOV 86        Page 3 of 4 Pages

**Figure 3-1A.—DD Form 295, Application for the Evaluation of Learning Experiences During Military Service (front).**

suggested courses of study. Members who are interested in college-level courses should write to a specific college. Those who are interested in obtaining a high school equivalency certificate must apply to a particular state. State requirements and the addresses of the 50 state departments of education are available from DANTES.

The major responsibilities of education specialists include, but are not limited to, the following services:

• Helping personnel set realistic and attainable educational goals

• Evaluating the member's prior civilian education and reviewing military training and work experience for possible academic credit toward a degree

• Recommending colleges for various programs of study

• Helping personnel enroll and register in various courses and programs

• Evaluating the Application for the Evaluation of Learning Experiences During Military Service, DD Form 295 (figs. 3-1A and 3-1B), when requested by service members

NAVY EXAMPLE

**SECTION II - TO BE COMPLETED BY CERTIFYING OFFICER**
(Read Instructions on Page 2 before completing this page)

**16. FORMAL SERVICE SCHOOLS ATTENDED** (If longer than one week) (If none, print NONE)

| a COURSE TITLE | b MILITARY COURSE NUMBER | c NAME OF SCHOOL, CITY, STATE | d DATE ENTERED | e LENGTH¹ (in weeks) | f DATE COMPLETED | g FINAL MARK AND/OR CLASS STANDING² | 19. ACE GUIDE COURSE OR OCCUPATION IDENTIFICATION NO. (To be filled out in Education Center) |
|---|---|---|---|---|---|---|---|
| (1) Basic Military Training | NONE | Recruit Training Command Great Lakes, Il | 1-11-80 | 8 | 3-4-80 | PASS | NV-2202-0014 |
| (2) Electrician's Mate, Class A1 | A-662-0015 | Service School Command, San Diego, CA | 3-14-80 | 6 | 4-22-80 | 91.0 | NV-1714-0012 |
| (3) Electrician's Mate Maintenance Class C | A-651-0025 | Fleet Training Center San Diego, CA | 5-9-81 | 3 | 5-27-80 | 2 in 14 | NV-1714-0003 |
| (4) Intercultural Relations Race Relations Spec. Trg | A-00-0117 | Naval Amphibious School San Diego, CA | 10-17-84 | 3 | 11-4-84 | 90.0 | NV-1512-0001 |
| (5) LMET for Leading Petty Officers | A-500-0034 | Naval Training Center San Diego, CA | 1-4-87 | 2 | 1-15-87 | PASS | NV-1717-0014 |
| (6) | | | | | | | |
| (7) | | | | | | | |
| (8) | | | | | | | |
| (9) | | | | | | | |
| (10) | | | | | | | |

**17. MILITARY OCCUPATIONAL HISTORY**

| a MILITARY SPEC CODE (MOS, AFSC, Rate, etc)³ | b MILITARY OCCUPATIONAL TITLE (Do Not Abbreviate) | c DATES HELD From (Mo/yr) | c DATES HELD To (Mo/yr) | d MOS/SQT SCORE (For Army Enlisted Personnel⁴) | 19. ACE GUIDE COURSE OR OCCUPATION IDENTIFICATION NO. |
|---|---|---|---|---|---|
| (1) EM1 | Electrician's Mate First Class | 8/86 | Present | | NER-EM-001 |
| (2) EM2 | Electrician's Mate Second Class | 6/83 | 7/86 | | NER-EM-001 |
| (3) EM3 | Electrician's Mate Third Class | 1/82 | 5/83 | | NER-EM-001 |

NOTES:
¹ Print SP if course length was self paced
² If information is available, give grade received. If class standing is shown, give number in class, e.g. 10 in 241
³ List most recent skill levels or grade
⁴ MOS/SQT Evaluation Score and Date of evaluation

THIS APPLICATION MUST BE SIGNED BY AN OFFICER OR A DULY AUTHORIZED NONCOMMISSIONED OFFICER.

I certify that the information contained herein has been compared with official records, and that this information is correct.

**18. CERTIFYING OFFICER**

| a NAME (Print or Type) Robert R. RIGEL | b GRADE/RANK PNC, USN | c MILITARY ADDRESS (Include ZIP Code) Military Personnel Supervisor Personnel Support Detachment Naval Station Norfolk, VA 23511 |
|---|---|---|
| d SIGNATURE Robert R. Rigel | e DATE SIGNED 29 MAY 1987 | |

DD Form 295, NOV 86

Page 4 of 4 Pages

Figure 3-1B.—DD Form 295, Application for the Evaluation of Learning Experiences During Military Service (back).

## EDUCATIONAL SERVICES WORKSHOPS

Navy Campus area coordinators conduct ESO workshops that will familiarize you with voluntary education in the Navy. These workshops provide the only classroom training available to ESOs. Workshops are available at most major installations and are scheduled by the local Navy Campus office. These workshops are coordinated with either Naval Education and Training Support Center, Atlantic (NAVEDTRASUPPCENLANT) or Pacific (NAVEDTRASUPPCENPAC). Their addresses are as follows:

Naval Education and Training
Support Center, Atlantic
Norfolk, VA 23511-6197

Naval Education and Training
Support Center, Pacific
San Diego, CA 92132-5105

## TUITION ASSISTANCE

As an ESO you should be informed about the Tuition Assistance (TA) Program and be able to help applicants fill out tuition assistance forms.

The TA Program provides in-service financial assistance to all personnel wishing to take part in voluntary off-duty education. It does not affect VA educational entitlements. Approved institutions include regionally accredited colleges and universities, trade and technical schools accredited by the National Association of Trade and Technical Schools (NATTS), schools accredited by the Association of Independent Colleges and Schools (AICS), and regionally accredited secondary and postsecondary schools. A complete listing of eligible tuition assistance institutions may be found in *Accredited Institutions of Post Secondary Education*, published annually by the American Council on Education. TA is the major financial support system by which active-duty personnel can continue their education during off-duty hours.

Members cannot use their GI Bill benefits until they have completed 2 years of service. Those who wish to use benefits under VEAP must have completed their first obligated period of active duty or 6 years of active service, whichever is less.

## Tuition Assistance Policy

The following benefits are available through TA funding:

1. Seventy-five percent of tuition costs are provided to all active-duty personnel regardless of rank, paygrade, or length of service. Commissioned and warrant officers incur a 2-year obligation following completion of a course for which TA was used.

2. One hundred percent of tuition costs will be paid for courses leading to a high school diploma.

3. Expenses for instructional fees and consumable materials required for completion of a course will be paid, provided these costs are customary for like courses on the main campus. Examples include lab, shop, and studio fees. The program will not pay for books or other administrative fees levied by the institution.

When TA funds are constrained, the Chief of Naval Operations may impose policy changes on the level of funding and the priorities for authorizing TA.

### Tuition Assistance Applications

The Tuition Assistance Application/ Authorization, NAVEDTRA Form 1560/5 (fig. 3-2), should be command approved before registration. Therefore, students should submit the applications early enough to be approved before registration. In no case should students submit applications after the institution's drop/ add deadline, except for correspondence or independent study courses.

### Approving TA Applications

Certain requirements, procedures, and restrictions are involved in the receipt of tuition assistance. To ensure applicants meet these requirements, the TA Program has developed the following guidelines:

1. The applicant must present the TA application in person unless a Navy Campus office is unavailable. Applicants to whom a Navy Campus office is unavailable may mail their applications to those Navy Campus offices authorized to process mail-in applications.

**TUITION ASSISTANCE (TA)**
Application/Authorization

Officers pursuing graduate level education must attach Naval Postgraduate School approval.

Further guidance is provided on the reverse of this form

CNETINST 1560.3B refers.

| 1. APPLICANT'S NAME | 2. SSN | 3. RATING | 4. PAY GRADE | 5. EAOS | 6. YRS SERVICE |
|---|---|---|---|---|---|
| FLINT N. STONE | 123-45-6789 | FC1 | E-6 | 2/90 | 6 |

**7. ACTIVITY ADDRESS (Include ZIP Code)**

AIMD, NAS PENSACOLA, FL 32508

**8. EDUCATIONAL LEVEL ATTAINED**

[X] HS GRAD  [ ] GED  [ ] VOC/TECH

[ ] CERTIFICATE  [ ] BACHELORS  [ ] MASTERS  [ ] PHD

**COLLEGE CREDITS (Number semester hours)**
30

**(Number quarter hours)**
15

**9. YOUR IMMEDIATE EDUCATIONAL GOAL**

[ ] HS DIPLOMA  [ ] VOC/TECH  [ ] AAS  [X] AA  [ ] AS  [ ] BACHELORS  [ ] MASTERS  [ ] PHD  [ ] ENRICHMENT

**10. YEAR EDUCATION ACCOUNT ESTABLISHED?**  [X] YES  [ ] NO
**11. ELIGIBLE FOR IN SERV GI BILL?**  [ ] YES  [X] NO
**12. TUITION ASSISTANCE RATE AUTHORIZED**  [ ] 100%  [ ] 90%  [X] 75%  [ ] 50%  [ ] OTHER _____

**13. INSTITUTION ATTENDING (Include address of home campus)**
Pensacola Junior College
Pensacola, FL 32504

[X] ON BASE  [ ] ON CAMPUS
[ ] OTHER _____

### 14. ENROLLMENT INFORMATION

| COURSE NUMBER | TITLE | HIGH SCHL | VOC TECH | DIV LOW. | DIV UPP. | GRAD | NO. UNITS/ HOURS | UNIT/ HOUR | COURSE | NAVY SHARE | START | COMP |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ENG101 | English Comp I | | | X | | | 3 s | 20.00 | 60.00 | 45.00 | 5JAN88 | 1MAY88 |
| BUS205 | Bus Math | | | X | | | 3 s | 20.00 | 60.00 | 45.00 | " | " |
| | | | | | | | | | | | | |
| | | | | TOTAL | | | 6 s | 20.00 | 120.00 | 90.00 | | |

15. Number TA courses taken since October 1st, include those in Item 14.  **2**

16. I respectfully request tuition assistance (TA) at the above identified rate, with the understanding that I will pay all additional costs incurred over and above the amount authorized. I have read and understand, and will comply with all provisions on the back of this application.

| APPLICANT'S SIGNATURE | DATE |
|---|---|
| *Flint N. Stone* | 5DEC87 |

| 17a. I certify that the applicant is assigned to this activity and that his/her anticipated military duties will allow for the completion of the course(s) identified in Item 14. | 17b. Statements made by the applicant have been verified and the applicant has sufficient time remaining on active duty to complete the course(s). Applicant is eligible for 75 % TA. |
|---|---|
| CO/BY DIRECTION AUTHORITY | AUTOVON | DATE 6DEC87 | MILITARY RECORD HOLDER | DATE 6DEC87 |

### 18. TUITION ASSISTANCE (TA) AUTHORIZATION

$ _____ is authorized for the applicant's TA for the purpose of enrolling in the course(s) identified in Item 14 with the understanding that enrollment in these courses is for credit at the institution named in Item 13. Upon confirmation of the applicant's enrollment, the institution is requested to submit the original invoice for payment to the following activity:

Tuition Assistance Regional Office

| AUTHORIZED NAVY CAMPUS REPRESENTATIVE | DOCUMENT NUMBER | SCHOOL CODE | DATE |
|---|---|---|---|
| | | | |

NAVEDTRA Form 1560/5 (1-85)   S/N 0115LF015002B

Figure 3-2.—NAVEDTRA Form 1560/5, Tuition Assistance (TA) Application/Authorization.

2. The applicant must be on active duty in the Regular Navy, a Navy reservist on continuous active duty, a Navy reservist on active duty for 120 days or more, or a member of another military service assigned to duty with the Navy.

3. Personnel awarded a punitive discharge who are in confinement and personnel in an appellate leave status are NOT eligible for TA.

4. Members in a specific duty-under-instruction status, such as students enrolled in the Enlisted Education Advancement Program (EEAP), Enlisted Commissioning Program (ECP), or degree completion programs, are ineligible for TA payments for those programs. They are, however, eligible for TA for off-duty courses that are separate and distinct from their duty-under-instruction curriculum. For example, suppose an EEAP student going to Pensacola Junior College pursuing a degree in business wants to take an off-duty course in automotive repair. The student would be eligible for TA for that course provided he or she had approval from the Navy Campus education specialist.

5. Enlisted members must have sufficient time remaining on current enlistment or extension to complete the course(s) before separation or discharge.

6. Officers must agree to remain on active duty for at least 2 years after completion of the course. Two-year commitments are not cumulative.

7. Officers taking graduate-level courses must have a letter of approval from the Naval Postgraduate School before TA can be approved. Officers of the Medical Corps, Nurses Corps, and Medical Service Corps must have approval from the Commanding Officer, Naval Health Sciences Education and Training Command (HSETC), Bethesda, MD 20814. Limited duty officers and chief warrant officers of the Medical Service Corps are exempted from this requirement.

8. Tuition assistance applications will only be approved for courses scheduled for one academic term.

**Applicant Responsibilities**

Applicants applying for tuition assistance are responsible for preparing their own applications. However, they should first seek counseling about their educational goals. The applicant should take the following steps before applying for TA:

• If not previously done, make an appointment with a Navy Campus counselor to find out what educational opportunities are available at your site. Ask the counselor to assist in the development of an overall educational plan.

• Select a college and course(s).

• Initiate the TA application/authorization form by completing blocks 1 through 16.

• Prepare an original and five copies of the application if an enlisted applicant.

• Prepare an original and six copies if an officer; the original and the first copy should have original signatures written in ink.

• Submit the signed and dated application to the commanding officer, via the ESO, for endorsement in blocks 17a and 17b.

• Upon receipt of the command endorsement, report to the Navy Campus office for final TA authorization.

• Complete the TA application in time for registration. It MUST be completed before the drop/add period.

Upon accepting TA, the applicant assumes all responsibilities outlined on the back of the application form.

**COMMAND SUPPORT**

Your commanding officer is required to establish and execute educational services for the command. As the ESO you develop and coordinate the command educational programs for your commanding officer.

Most Navy Campus programs are voluntary and have supporting services to aid in the

educational development of Navy personnel. Navy Campus consists of several programs and services, which are discussed in the following paragraphs.

**Navy Campus Functional Skills Program (NCFSP)**

A fully funded, on-duty program called the Navy Campus Functional Skills Program (NCFSP) offers instruction in basic learning skills. Functional skills may be provided at both shore and afloat sites.

Instruction is designed to raise basic levels of competency in reading, mathematics, and writing. The Navy contracts with accredited secondary or postsecondary educational institutions to provide the instruction. Personnel are not required to take part in NCFSP unless directed by the command. The following are the guidelines of the NCFSP:

- Instruction typically consists of 45 hours over a time frame of 2 to 8 weeks.

- Instruction may be individualized or group instruction.

- Instruction may be conducted during off-duty or on-duty time.

- The standardized pretest and post-test, GATES-MCGINTIE for reading, and the California Achievement Test (CAT), forms C + D for grammar/composition and mathematics, are used.

- Instruction is noncredit.

- Minimum students per class: 10; maximum: 15 (no waivers granted).

Classes can be scheduled in time frames most compatible with command requirements. Classes should be conducted for no fewer than 2 hours per day. Pretesting and post-testing of each student are required.

Naval Education and Training Support Centers, Atlantic and Pacific, contract accredited institutions to conduct NCFSP aboard ships and at shore installations. Neither the command nor the student pays for the classes.

Persons who fall into any of the following categories may take part in the NCFSP:

- Persons who have difficulty passing examinations, such as Navywide advancement and military/leadership exams and SN, FN, AN, or CN apprenticeship exams.

- A person who has been identified as needing skills enhancement by diagnostic testing.

- A person in need of training who the command assigns to attend. In other words, the command can order a person to attend.

- People who recognize their own need and request training.

Commands desiring functional skills courses must request authorization from the appropriate Naval Education and Training Support Center, Atlantic or Pacific.

In summary, functional skills classes directly relate to personnel READINESS. All naval personnel must be able to read and comprehend technical materials, complete mathematical computations, and express themselves orally and in writing. A person who receives functional skills training benefits in the following ways:

- Develops better communication with subordinates

- Becomes a better performer

- Develops a positive attitude about the Navy

- Develops a better appreciation for command mission and operational requirements

- Becomes more adaptable to Navy life

- Is less likely to have discipline problems

For detailed information on NCFSP, you should refer to CNETINST 1560.3C (*Navy Campus Instruction*).

## Program for Afloat College Education (PACE)

The Navy organized a program of studies for the crews of Polaris submarines to provide a productive off-duty, off-watch activity. The original program, known as the Program for Afloat College Education, or PACE, was expanded in the 1970s to include surface ships. The Navy contracts with civilian colleges to provide instructors to teach college courses aboard deployed ships. PACE is designed to provide shipboard personnel with educational opportunities comparable to those available to personnel stationed ashore. Whether or not a particular ship offers PACE courses is up to the commanding officer.

PACE courses are based on the following guidelines:

• All active-duty shipboard personnel, officer and enlisted, are eligible for the program.

• The program offers only undergraduate-level courses.

• Courses must be taught by a civilian instructor employed by the contract college.

• The program is offered at no tuition cost to service members. Members must pay for textbooks, workbooks, and registration fees.

• The minimum class size is 10 students.

• Personnel are under no obligation to extend their obligated service enlistment.

Class terms are accelerated and usually last about 8 weeks. The courses offered have the same content as those on campus and carry resident college credit. The registrar of the contract school maintains student transcripts.

As the educational services officer, you coordinate and plan PACE courses with the Navy Campus education specialists serving your command. You should begin planning for
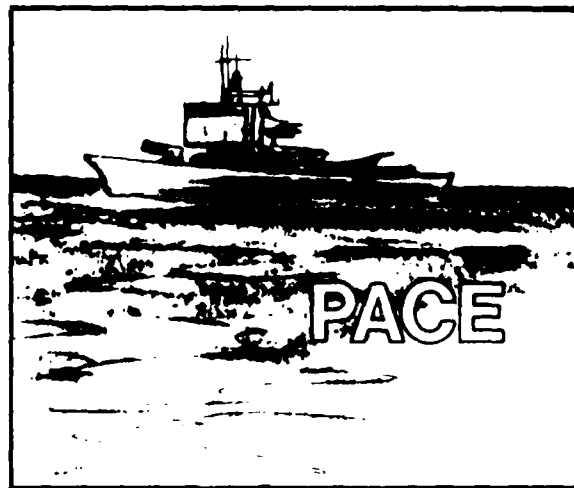


299.6

**Earn a degree at sea with PACE.**

PACE courses well in advance of the ship's scheduled deployment (2 to 3 months). The Navy Campus education specialist will assist you in the following areas:

• Conducting the educational needs assessments to determine who wants PACE courses and what subjects they want to study

• Developing an educational plan for the ship

• Clarifying procedures for requesting PACE courses

• Ensuring the ships' PACE project officer (normally the ESO) is aware of the responsibilities for conducting PACE

The coordination of the ESO, or PACE project officer, and the Navy Campus office determines the success of PACE. As the ESO you will carry out the following actions:

• Ensure the classes correspond with the ship's operating schedule to prevent lengthy delays or interruptions in the learning process.

• Ensure officer berthing is available for the civilian instructor and that arrangements have been made for him or her to mess in the wardroom. Instructors are given an equivalent civil service grade of GS-12 and are entitled to

officer accommodations. The instructor pays the wardroom mess bill and is reimbursed by the school.

- Ensure that suitable classroom space is available.

- Request the desired courses from the appropriate Naval Education and Training Support Center, Atlantic or Pacific, according to the existing PACE instruction.

The Navy is examining an electronic educational delivery system, referred to as PACE II. Further information on PACE II can be obtained from your Navy Campus education specialist.

## National Apprenticeship Program

The National Apprenticeship Program is designed to provide a way for skilled Navy technicians to gain journeyman status with the Department of Labor in a recognized civilian trade. The objective of the apprenticeship program is to develop Navy-oriented journeymen to use their technical skills within the Navy and qualify for civilian employment upon retirement or expiration of enlistment. Adherence to the standards of an apprenticeship program will also reinforce efforts leading to advancement in rating by the individual apprentice. The National Apprenticeship Program benefits the Navy and its personnel in the following ways:

- Provides the opportunity for Navy personnel to qualify as journeymen in selected trades

- Supports advancement in rating

- Instills job pride

- Provides civilian recognition of Navy skills

- Encourages reenlistment

The Chief of Naval Education and Training identifies the trades to be considered as apprentice occupations within the active-duty Navy. Although the Navy ratings eligible for this program are limited, additional ratings are being added. The following list shows the ratings for which members may now apply:

| RATINGS | AUTHORIZED TRADES |
| --- | --- |
| Instrumentman (IM) | Office Machines Servicer |
| Instrumentman (IM) | Watch Repairer |
| Photographer's Mate (PH) | Still Photographer and Camera Repairer |
| Mess Management Specialist (MS) | Cook (any industry) |
| Aerographer's Mate (AG) | Meteorologist |
| Boiler Technician (BT) | Power Plant Operator |
| Electrician's Mate (EM) | Maintenance Electrician |
| Machinery Repairman (MR) | Machinist (machine shop) |
| Molder (ML) | Molder |
| Aviation Electronics Technician (AT) | Electronics Mechanic |
| Aviation Electrician's Mate (AE) | Electrician, airplane |
| Machinist's Mate (MM) | Maintenance Mechanic |
| Builder (BU) | Carpenter (construction) and Cement Mason |
| Instrumentman (IM) | Calibration Technician |
| Opticalman (OM) | Calibration Technician |

The National Apprenticeship Program consists of two parts: (1) related classroom instruction, which is generally satisfied by completion of an A school (although some programs require completion of a specific C school), and (2) verified on-the-job work experience. Personnel E-4 and above may be eligible for credit because of previous work

experience. High school completion or GED equivalency is required for personnel to participate in this program. Applicants are required to submit an Apprentice Registration Application, CNET Form 1560/1, to the director of the applicable school. Once accepted into the program, apprentices receive a work experience log in which they enter completed hours of work. The leading petty officer or work center supervisor then verifies the log weekly.

A successful apprenticeship program contributes to the success and recognition of the value of Navy training and experience. Complete information on this program, including registration procedures, is contained in the *Navy Campus Instruction Program*, CNETINST 1560.3C.

## DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) is a DOD agency that supports the voluntary education programs of each military service, including Reserve personnel. DANTES was authorized by the Department of Defense after the disestablishment of the old United States Armed Forces Institute (USAFI). DANTES is located at the Naval Education and Training Management Support Activity, Pensacola, Florida. The Department of the Navy is designated as the executive agent for DANTES. DANTES services include, but are not limited to, the following:

• Providing a wide range of examination and certification programs

• Operating an independent study support system

• Providing for the evaluation of military learning experiences

• Providing educational and informational materials

• Providing support for new educational development activities
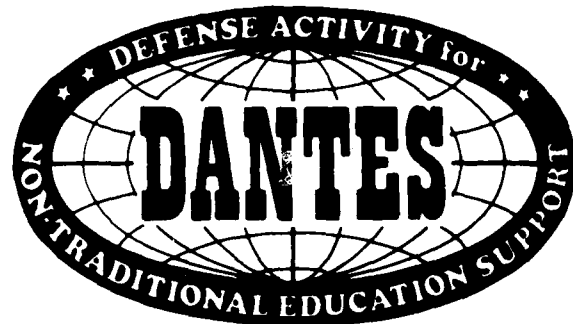


DANTES logo.

## PURPOSE OF DANTES

Through DANTES, service members have the same nontraditional educational advantages as their civilian counterparts. To accomplish its mission, DANTES has negotiated contracts to administer the following services:

• General and subject examinations for the College Level Examination Program (CLEP), which allow the member to receive college credit without taking the course

• Academic and technical college DANTES Subject Standardized Tests (DSST)

• College entrance examinations including the Scholastic Aptitude Tests (SAT) and the American Council on Education (ACE) guide series

• General Educational Development (GED) tests (high school equivalency)

• Independent study courses for credit

• Experiential Learning Assessment (ELA) Program (used by many colleges and universities to evaluate college-equivalent prior learning attained by students outside the classroom)

## NONTRADITIONAL EDUCATION

Just what does nontraditional education mean? Nontraditional education typically means that the educational experience did not take place in a formal classroom or on a college campus. Nontraditional education has become a major factor in American education. The military services have long played a leading role in the development of this type of education.
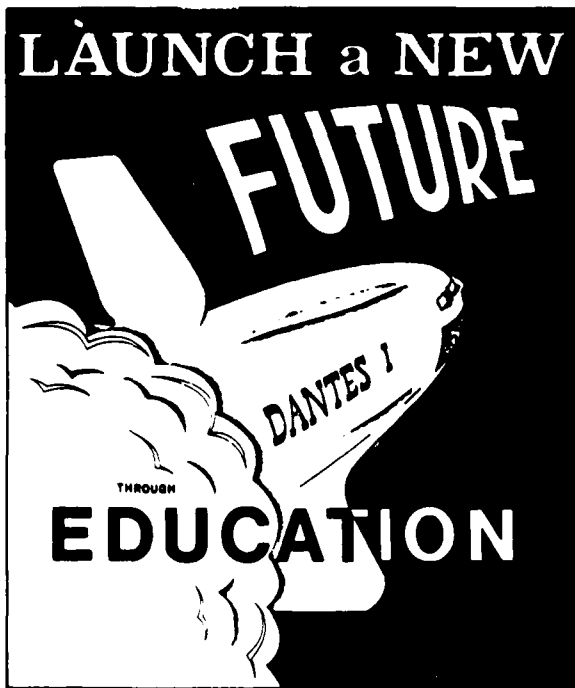
Another way to earn college credit—testing with
DANTES.

Adult students, military personnel in particular, are often surprised to learn how much of their experience may be applied toward a college degree. As the ESO you should be able to offer advice on how command members can receive credit for their work experience.

Service personnel develop and expand their skills and knowledge through a variety of learning experiences outside the formal classroom. The learning experiences include military training courses and programs, self-study activities (such as reading and traveling), examination programs, and on-the-job experiences. Many service personnel take advantage of the more formal classroom educational programs offered through their local education centers. However, circumstances often prevent many others from continuing their educational pursuits through formal programs. Some personnel may be assigned to isolated duty stations, have erratic work hours, or receive unexpected transfer orders. Others may be stationed in areas where their particular course of study is not offered. Some may even have advanced to a level where courses needed to progress both personally and professionally are unavailable. Nontraditional education programs become practical

components in the educational pursuits of these service members. DANTES offers service members alternate ways of reaching their educational goals.

## SERVICEMEMBERS OPPORTUNITY COLLEGE (SOC)

The Servicemembers Opportunity College (SOC) consists of a national group of more than 450 colleges. These colleges have agreed to cooperate with the Department of Defense (DOD), the military services, and the Coast Guard to support voluntary education programs. SOC members include universities, 4-year and 2-year colleges, and technical institutes. SOC members subscribe to specific principles and criteria to ensure that high-quality academic programs are available to military students.

SOC was established in 1972 by civilian and military educators to accomplish the following:

• Stimulate and help the higher education community understand and respond to special needs of service members

• Ensure the colleges remain flexible to improve access to and make educational programs available to service members

• Help the military services understand the resources, limits, and requirements of higher education

• Help the higher education community understand the resources, limits, and requirements of the military services

• Strengthen liaison and working relationships among military and higher education representatives

SOC institutional members collectively offer the full range of associate and baccalaureate degrees. Many offer on-base programs and some serve military installations overseas.

## NAVY ASSOCIATE DEGREE PROGRAM (SOCNAV)

SOCNAV is the associate degree program for the Navy coordinated by SOC. It consists of groups of accredited colleges offering associate degree programs on or accessible to

Navy installations worldwide. The associate degree programs are offered in fields of study relating to the members' ratings. A plan for a 4-year baccalaureate degree program, similar to the associate degree program, is being considered. Within each of the curriculum areas, the member colleges guarantee to accept each others' credits for transfer. An official evaluation of all prior learning is issued by the "parent" college as a SOCNAV Student Agreement. This agreement serves as the student's academic plan and contract for the degree.

At this time SOCNAV includes 41 colleges supporting 10 networks (each consisting of separate curriculum areas) at over 100 Navy installations. All SOCNAV networks relate to military occupations. The following networks are now available:

Accounting

Automotive Maintenance

Aviation Maintenance

Communications Electronics

Computer Studies/Data Processing

Digital Electronics

Law Enforcement

Management

Paralegal

Liberal Arts or General Studies curriculums applicable to a number of occupational objectives

The system will continue to expand as Navy-defined needs are met by the addition of new networks and member institutions.

The *SOCNAV Handbook* lists appropriate transfer courses and the recommended credit for Navy rates and ratings. This handbook serves as a complete manual for the program. The handbooks may be obtained from Servicemembers Opportunity College, One Dupont Circle, N.W., Suite 700, Washington, DC 20036-1192.

## EXPERIENTIAL LEARNING ASSESSMENT (ELA)

Experiential learning assessment (ELA) is another process used by many colleges and universities to evaluate college-equivalent experience attained by students outside the classroom. Service members acquire this learning through work experience, training, travel, collateral military duties, reading, private study, and volunteer work or activity in community organizations.

The Navy Campus office usually makes arrangements with a college to offer an ELA course as a scheduled on-base credit course. The ELA course is then announced locally. Initially, education counselors screen and advise prospective students. Members may only receive credit for experience by taking an ELA course. Assessment of a person's learning experience is a rigorous process.

The college offering the course reviews and validates learning based on the *Guide to the Evaluation of Educational Experiences in the Armed Services* (ACE Guide) and examination sources. The faculty member who leads the seminar then requires the students to assemble portfolios (notebooks) that document other college-equivalent experiential learning. Students submit the portfolios to the faculty at the end of the course for evaluation. Experiential learning assessment is a valuable tool for senior enlisted and officer personnel.

For detailed information on the ELA Program, refer to the *Experiential Learning Assessment Handbook for Education Services Officers*. DANTES provides a copy of this handbook to all offices in the voluntary education program.

## THE DANTES EXAMINATION PROGRAM

The various DANTES examinations and testing services available are important to the members of your command and to you as the ESO. You fulfill a number of needs other than enrolling students in courses and administering examinations. You provide career and academic guidance, identify career interests and basic skills deficiencies, and assess potential for advanced educational work. Recognizing the multidimensional role of the ESO, DANTES distributes a number of interest and assessment instruments designed to bring into focus personal, career, and academic interests. College-level examinations that are taken for credit can be equated to money saved in tuition costs and time spent in school. Many colleges have technical programs that allow DANTES tests to satisfy lower-level academic

requirements. The Educational Testing Service (ETS), the American Council on Education (ACE), and the American College Testing (ACT) Program cooperate with DANTES to arrange testing for service members. Most of the tests are free to Navy members. Consult with a member of the Navy Campus staff, who should have a copy of the *DANTES Examination Program Handbook (DEPH)*, for full particulars on each test. Navy Campus staff members act as DANTES test control officers and are trained for this purpose.

The examinations provided by DANTES are available to all active-duty military personnel, midshipmen of the U.S. Naval Academy, reservists on active duty for 120 consecutive days or more, and overseas civilian applicants for the NROTC Scholarship Program and U.S. Naval Academy. DANTES examinations are not authorized for persons who have been separated from active military service.

DANTES administers and sponsors a wide range of examination programs at DANTES test centers throughout the world. For example, a Navy Hospital Corpsman, based on his or her own skill and knowledge, could take a series of professional nursing examinations. The corpsman could then apply these credits toward a bachelor of science degree in nursing and ultimately receive a license as an RN. The trained Navy mechanic could become nationally certified through these examinations. The English literature buff or the Spanish-speaking Navy person could earn credit toward a degree by passing the appropriate tests. These examination programs help determine a person's interests and help in the educational counseling of military personnel. The testing programs available through DANTES are described in the following paragraphs.

## High School Equivalency

Under Navy Campus, high school completion courses are fully funded. Personnel can achieve this educational level by passing the General Educational Development (GED) test or the California High School Proficiency Examination (CHSPE).

**GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST.**—The GED Testing Program is designed for personnel who have not finished their formal high school education. Through the GED Program, they can earn a high school equivalency certificate. For additional information on the GED Testing Program, refer to your *DANTES Examination Program Handbook (DEPH)* or contact the local Navy Campus office.

**THE CALIFORNIA HIGH SCHOOL PROFICIENCY EXAMINATION (CHSPE).**—CHSPE is available to active-duty personnel stationed or homeported in California. California residents stationed worldwide are eligible, on a self-pay basis, to take the CHSPE. CHSPE is equivalent under California law to a high school diploma and results in the award of a high school equivalency certificate from the state.

## College Admission Program

The College Admission Program determines the qualification of personnel for college admission and for some officer accession programs. Qualification is based on the applicants' scores on American College Testing (ACT) examinations or Scholastic Aptitude Tests (SAT). Graduate Record Examinations (GRE) are also available through this program. GRE scores are used to determine a person's admission to graduate school. Navy Campus and DANTES make arrangements for the ACT assessment exam with the American College Testing Program and for the SAT with the Educational Testing Service.

## COLLEGE CREDIT BY EXAMINATION

Navy personnel may earn college credit by successfully completing the following programs: College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and American College Testing Proficiency Examination Program (ACT/PEP). These programs are administered by a Navy Campus education specialist or, in some instances, by you, the ESO. Personnel can save substantial classroom time and money if the college they attend allows them to earn credit by examination.

### College Level Examination Program (CLEP)

The CLEP examination is a nationally recognized and widely accepted means by which credit by examination can be earned. The

CLEP (general) consists of a battery of five tests that measure college-level achievement in basic areas usually covered in the first 2 years of college. About 70 percent of Navy examinees successfully pass the CLEP tests. This is a strong motivator for career personnel. Personnel who already possess credit for service schools and work experience may earn an associate degree more quickly by successfully completing CLEP tests. Forty-five CLEP single-subject examinations are available in a wide variety of academic disciplines.

## DANTES Subject Standardized Tests (DSSTs)

The DANTES Subject Standardized Tests (DSSTs) Program is a series of examinations in vocational, technical, and traditional academic subject matter areas not usually covered under CLEP. The program includes approximately 50 undergraduate-level college subjects. They are similar to final examinations and demand a comprehensive knowledge of the subject. The examinations are multiple-choice and, unlike other examination programs, are not timed. Two to four semester hours of credit may be earned for each DSST. Each test has been standardized and reviewed, and credit has been recommended by the American Council on Education (ACE). DSSTs are just another source from which Navy personnel can earn college credit. See figure 3-3.

## American College Testing Proficiency Examination Program (ACT/PEP)

The American College Testing Proficiency Examination Program (ACT/PEP) examinations were formerly known as the University of the State of New York State College Proficiency Examinations and the Regents External Degree Examinations. The ACT/PEP exams are available to all active-duty military personnel. The ACT/PEP consists of over 40 separate examinations in the areas of art and sciences, criminal justice, business, education, and nursing. Military members may earn academic credit from colleges and universities for successfully completing these tests.

## CERTIFICATION PROGRAMS

In addition to examinations providing academic credit, DANTES provides selected certification examinations in several professional and technical areas. These examinations are provided through the sponsoring professional or technical association. These examinations are a good way for Navy members to obtain recognition for their Navy training and to become a member of a national organization.

Contact a member of the Navy Campus or DANTES staff for details about certification programs, including the following:

Administrative Management Society (AMS)

American Association of Medical Assistants (AAMA)

American Association of State Psychology Boards (AASPB)

American Medical Technologists (AMT)

American Nurses' Association (ANA)

American Society for Quality Control (ASQC)

American Speech-Language-Hearing Association (ASHA)

Associate Computer Professional (ACP)

Automotive Service Excellence (ASE)

Board of Certified Safety Professionals (BCSP)

Certified Orthodontic Assistant (COA)

Certified Systems Professional (CSP)

The Certifying Board of General Dentistry (CBGD)

Dental Assisting National Board (DANB)

Dental Practice Management Assisting (CDPMA)

Electronics Technicians Association International (ETA-I)

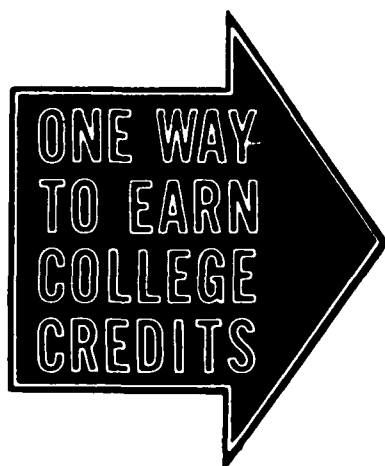Food Protection Certification Program (FPCP)

Institute for Certification in Engineering Technologies (ICET)

Institute for Certification of Computer Professionals (ICCP)

Institute of Certified Professional Managers (ICPM)

Medical Laboratory Technicians (MLT)

National Board for Certification of Orthopaedic Technologists (NBCOT)

THE DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES) OFFERS A SERIES OF SUBJECT STANDARDIZED TESTS (DSSTS). THE DSST PROGRAM IS A SERIES OF EXAMINATIONS IN VOCATIONAL-TECHNICAL AND TRADITIONAL ACADEMIC SUBJECT MATTER AREAS. THE DSSTS HAVE BEEN REVIEWED AND EVALUATED BY THE AMERICAN COUNCIL ON EDUCATION FOR ACADEMIC CREDIT RECOMMENDATIONS AND ARE ACCEPTED BY MANY COLLEGES AND UNIVERSITIES FOR CREDIT. THESE TESTS ARE AVAILABLE TO ACTIVE DUTY MILITARY PERSONNEL AT NO COST THROUGH THE EDUCATION OFFICE.

SOME OF THE TESTS ARE:

| TEST NUMBER | TEST TITLE |
| --- | --- |
| SE 500 | ASTRONOMY |
| SE 740 | BASIC AUTOMOTIVE SERVICE |
| SE 440 | CALCULUS I |
| SE 788 | ELECTRIC CIRCUITS |
| SE 789 | ELECTRONIC DEVICES |
| SD 539-R | INTRODUCTION TO MANAGEMENT |
| SE 548-R | MONEY AND BANKING |
| SE 885 | PRINCIPLES OF ELECTRONIC COMMUNICATION SYSTEMS |
| SC 525 | PRINCIPLES OF FINANCIAL ACCOUNTING I |

....AND MANY MORE.

THE EDUCATION SERVICES OFFICE HAS A COMPLETE LIST OF DSSTS AVAILABLE. THREE SEMESTER HOURS OF CREDIT ARE GENERALLY RECOMMENDED FOR PASSING DSSTS. BEFORE TAKING A DSST YOU SHOULD CHECK WITH THE SCHOOL YOU ARE ATTENDING TO DETERMINE THEIR CREDIT GRANTING POLICIES.

299.12

Figure 3-3.—Take DSSTs to obtain additional college credit.

National Board for Respiratory Care (NBRC)

National Registry of Emergency Medical Technicians (EMT)

Oral and Maxillofacial Surgery Assisting (COMSA)

Professional Secretaries International (PSI)

NOTE: These professional programs and a brief description of each certification may be found in the *DANTES Examination Program Handbook (DEPH)*, DOD 1322.8-H.

Navy Campus test control officers are authorized to administer certification examinations.

INDEPENDENT STUDY

The Independent Study Program fills a need felt by Navy members who cannot enroll

in a resident class. It also fills a need for those who need training in a subject of a specific nature. Enrollment in an independent study course is another method service members may use to complete educational goals. Over 7,000 independent study courses from 58 regionally accredited colleges and universities are available to service personnel through the DANTES Independent Study Program. To find out more information regarding these courses and types of study, refer to the *DANTES Independent Study Catalog (DISC)* or seek assistance from the Navy Campus education counselor.

**The DANTES Independent Study Catalog (DISC)**

The *DANTES Independent Study Catalog (DISC)* and the *National Home Study Catalog* are the keys to independent study. These catalogs list the participating colleges, approved schools, available courses, and necessary course information. The catalogs are available to you as the educational services officer. You should use them to help members of the command select and enroll in courses of study. Always ensure that you are using the current catalog because updates are distributed regularly.

**Ease of Enrollment**

Enrollment in independent courses is a simple process for Navy members. This is because of the agreements that have been reached between the participating institutions and DANTES. All participating institutions have agreed to accept special DANTES conditions. The *DANTES Independent Study Catalog (DISC)* and a simple application procedure using DD Form 2004 eliminates the need for initial contact between the student and the school. The DD Form 2004 is available through the normal supply system (stock number 0102-LF-002-0040).

**Educational Publications**

In support of the Examination and Independent Study Programs, DANTES develops and acquires specific educational publications for use by the educational services officer. These include the following publications:

● *Catalog of External Degree Programs.* This publication contains information about external degree programs from regionally accredited institutions. These institutions require brief seminars that permit flexibility in scheduling and a minimum of on-campus residency. They make extensive use of independent study and credit-by-examination.

● *SOC Guide to the Acceptance of Non-Traditional Credit in SOC Institutions.* This guide provides general information on how nontraditional experiences may be reviewed. It identifies some of the nontraditional means that are commonly used by military students to demonstrate college-equivalent learning. It also summarizes the acceptance of nontraditional credit in Servicemembers Opportunity College (SOC) institutions.

● *Guide to the Evaluation of Educational Experiences in the Armed Services* (ACE Guide). This guide is published as a four-volume set containing recommendations for credit for formal courses offered by the services and for some military occupations. It includes Navy rates and ratings and LDO and warrant officer designators. The guide is updated every 2 years. Commands may procure a set, free of charge, from the nearest Navy Campus office.

● *Handbook to the Guide to the Evaluation of Educational Experiences in the Armed Services.* This handbook is not intended to replace the introductory sections and appendices of the guide, it merely supplements the guide. It contains semiannual updates of recent evaluations of training courses.

● *DANTES Independent Study Catalog (DISC).* This catalog is the key to independent study. It lists the courses offered by participating colleges and universities and the necessary enrollment information.

● *Veterans' Administration In-Service Benefits Handbook.* This handbook is a quick reference source for information dealing with in-service educational programs funded through the Veterans' Administration.

● *Guide to DANTES Examinations.* This guide is designed for use by personnel who provide general information about the DANTES testing program. It includes a summary description of each examination available through DANTES, as well as summary descriptions of certification programs. ESOs will find this publication

helpful when counseling Navy personnel about DANTES examinations.

- *DANTES Examination Program Handbook (DEPH)*. This handbook contains detailed procedures and policies for the administration of the DANTES testing program.

- *Counselor's Handbook*. This handbook is published by DANTES. It provides information about DANTES programs and other educationally related information that is fundamental to counseling in any of the military services. It describes programs used widely in the Department of Defense Voluntary Education Program and refers the reader to other references for additional information. Order from DANTES using stock number 2406.

## PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS FOR ENLISTED PERSONNEL

The Navy's professional development education programs are available to qualified enlisted personnel who are either pursuing a degree, a commission as a naval officer, or both. The programs covered in this section enable selectees to take advantage of either of the following opportunities:

- To either earn a degree and a commission (NROTC, Naval Academy, and ECP) or to prepare to participate in a program for a degree and commission (BOOST)

- To receive the required educational training before being commissioned (Chief Warrant Officer Physician's Assistant Program)

The regular Limited Duty Officer and Chief Warrant Officer Programs are not considered as educational programs. Information about these two programs is contained in chapter 5.

The Navy gives qualified enlisted personnel numerous opportunities to further their education and expand their professional status through the following programs:

- BOOST (Broadened Opportunity for Officer Selection and Training)

- EEAP (Enlisted Education Advancement Program)

- ECP (Enlisted Commissioning Program)

- NROTC (Naval Reserve Officers Training Corps Scholarship Program)

- United States Naval Academy

- Chief Warrant Officer Physician's Assistant Program

- Uniformed Services University of the Health Sciences

- Health Care Administration Section of the Medical Service Corps—USN

- Medical Enlisted Commissioning Program

## BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST)

The Broadened Opportunity for Officer Selection and Training (BOOST) Program provides qualified and selected candidates a special opportunity. It offers them the educational "boost" they need to obtain a scholarship to the Naval Reserve Officer Training Corps (NROTC) or entry into the Naval Academy. It is designed to accomplish the following goals:

- Provide an opportunity for educationally or financially disadvantaged enlisted personnel to apply for either an NROTC scholarship or entry into the Naval Academy

- Provide college preparatory instruction

Some ambitious young men and women are not adequately prepared to compete on an equal basis with other students applying for NROTC scholarships or admission to the Naval Academy. The BOOST Program gives these young people every opportunity to succeed. This program is a major part of the Navy's affirmative action plan. Interested minority personnel are strongly encouraged to apply.

The BOOST Program provides successful students with a 4-year undergraduate education. It opens a direct pathway for

enlisted personnel to attain professional status as Navy officers after graduation from college. The program helps these people acquire the scholastic skills and academic credentials that place the BOOST graduates on a par with their college-bound peers. Before helping personnel apply for the BOOST Program, you should ensure applicants are genuinely interested in pursuing a Navy career. Those persons selected are expected to enter college well prepared to meet the academic challenges and demands of a commissioning education program.

BOOST training is conducted at Service School Command, NTC, San Diego, California. The curriculum concentrates on mathematics; physical and social sciences; and the communication skills of reading, writing, listening, and speaking. Educational and personal counseling, development of study skills, and time management are also included in the program. The length of BOOST school instruction is normally 12 months. The basic eligibility requirements are as follows:

• Have U.S. citizenship.

• Be at least 17 years of age. (Maximum age requirements for BOOST students are contingent upon eligibility for at least one of the related officer procurement programs.)

• Be serving on active duty in the Navy or Naval Reserve. Applicants must have 36 months of obligated service as of 1 June of the year in which BOOST training commences. If selected for NROTC or nominated for appointment to the Naval Academy, the member must agree to incur 4 years of obligated service on completion of BOOST.

• Meet physical standards as prescribed in the *Manual of the Medical Department, U.S. Navy*.

• Have no record of conviction of court-martial or by civil court for other than minor traffic violations.

• Have no record of violations of article 15 of the *Uniform Code of Military Justice (UCMJ)* for 2 years preceding entry into BOOST school.

• Be a high school graduate or possess a GED equivalency certificate. (Selected applicants not meeting this requirement will satisfy this requirement during BOOST school, based upon military educational experience and GED test results.)

• Have achieved minimum test scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) within 12 months preceding application deadline date. Minimum test scores are contained in article 1020360 of the *Naval Military Personnel Manual (MILPERSMAN)*.

• Be recommended by commanding officer.

Additional information on the BOOST Program is contained in the *Naval Military Personnel Manual (MILPERSMAN)*. Information on eligibility requirements and application procedures is announced yearly, normally around June or July, in OPNAV Notice 1500.

## ENLISTED EDUCATION ADVANCEMENT PROGRAM (EEAP)

As ESO you will coordinate applications for EEAP. The detailed instructions for administering the program and a description of the student responsibilities are available in CNETINST 1560.7B. This program is announced each year by OPNAV Notice 1510, which specifies application procedures and eligibility requirements. You should use good media exposure, such as the Plan of the Day or closed circuit television, to advertise this program throughout the command.

This program offers career petty officers the opportunity to attend school full time to earn an associate of arts or science degree in a rate-related or management field. The program is designed to improve the technical, supervisory, and management skills of career-oriented petty officers. Students attend school full time at designated 2-year colleges for a maximum of 24 months. While attending school, students receive full pay and allowances except for proficiency pay. Participants are required to finance their educational expense. They must agree to reenlist or extend their present enlistment to a total of 6 years' obligated service at the time of college enrollment. Students are assigned to a designated naval activity for administrative purposes.

NOTE: Students in EEAP are not eligible for tuition assistance; however, in-service VA

educational benefits may be used by those who are eligible for these benefits.

Each student must satisfy the following required EEAP core courses: 1 year of English composition, one speech course, one course in U.S. government, one mathematics course, and one physical/biological science course with laboratory. Students may satisfy the English composition, mathematics, and U.S. government requirements by satisfactory completion of the appropriate CLEP tests. Satisfactory completion of course work through testing is determined by policies in effect at the institution attended.

The following are the basic eligibility requirements:

• Be on active duty USN/USNR/TAR in the rate of third class petty officer or above.

• Have completed at least 4 years (or E-5 with a minimum of 3 years), but no more than 14 years, of active duty as of 1 September of the year for which applying.

• Be eligible to commence a normal shore tour (CONUS or Hawaii) with a PRD between 1 September of the year for which applying and 31 August of the following year. Those serving in ratings whose prescribed sea tour (PST) is 48 months or greater and whose NORMAL SHORE TOUR is less than 36 months may apply up to 24 months before completion of their PST. If selected, they may have up to 12 months of their PST waived to participate in EEAP.

• Have a high school diploma or GED equivalency certificate.

• Have GCT/ARI or ASVAB scores of at least 110.

• Be recommended by the commanding officer.

• Have no record of conviction by courts-martial, nonjudicial punishment, or civil court for other than minor traffic violations during the 2 years before the expected date of enrollment.

• Meet the physical fitness standards specified in OPNAVINST 6110.1C.

• Agree to enlist or extend enlistment to have 6 years of active obligated service as of the date of enrollment.

The basic eligibility requirements, as well as any changes in requirements or application procedures, are announced annually in OPNAV Notice 1510.

## ENLISTED COMMISSIONING PROGRAM (ECP)

The Enlisted Commissioning Program (ECP) enables qualified outstanding enlisted personnel with previous college credits to complete requirements for a baccalaureate degree in 30 to 36 months or less. They complete the requirements through full-time study at designated NROTC colleges or universities and subsequently earn Navy commissions (unrestricted line).

Primary considerations for selection are potential for career growth and academic capability. The basic eligibility requirements persons must meet for this program are as follows:

• Be an American citizen.

• Be an active-duty member of the USN or USNR.

• Have completed at least 4 years, but not more than 11 years, of active service as of 1 September of the year of enrollment.

• Possess fully transferable credit (normally at least 30 credits). (CLEP scores and credit from nonaccredited schools are generally not considered fully transferable. Military-related credit may not be used in calculating educational status.)

• Have a grade point average (GPA) of 2.5 or better.

The selectees for the ECP are subject to the following regulations and benefits:

• Must attend selected NROTC universities

• Must pay for tuition, fees, books, and personal expenses (if eligible, may use VA educational benefits, GI Bill, or VEAP), but may not use Navy tuition assistance to pay for ECP

- Will be expected to complete requirements for a nontechnical degree in 30 months or less and requirements for a technical degree in 36 months or less

- Will incur a 6-year active-duty obligation upon enrollment and 4 years of active commissioned service upon commissioning

- Will retain enlisted grade and eligibility for advancement

- Will be designated as officer candidates and treated as prospective naval officers

- Will receive full pay and allowances

- Will attend OCS upon graduation if designated as Nuclear Power or Civil Engineer Corps students

Information, eligibility requirements, and application procedures are announced yearly in an OPNAV Notice 1530.

## NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAM

The NROTC scholarship program leads to an appointment as an ensign in the Regular Navy or a second lieutenant in the Marine Corps. The NROTC program is designed to educate and train well-qualified young men and women for careers as commissioned officers of the Regular Navy or Marine Corps. For this reason, only those reasonably disposed to making the Navy or Marine Corps a career should plan to enter this program.

Enlisted personnel who meet the eligibility requirements can also compete for NROTC scholarships in the same manner as their civilian counterparts.

A person who is selected for an NROTC scholarship will attend a civilian college with an NROTC program on campus. The Navy pays full tuition and fees and provides textbooks. NROTC scholarship students also receive a tax-free, $100-a-month allowance during the school year plus Navy pay for summer training and travel.

### Active-Duty Applicant

Active-duty candidates selected for an NROTC scholarship program will be issued orders from their current duty station to the appropriate NROTC unit. After reporting, a scholarship recipient will be discharged from active duty, enlisted in the U.S. Naval Reserve, and appointed as a midshipman in the U.S. Naval Reserve. Upon successful completion of the program, the recipient agrees to accept an appointment, if offered, as a commissioned officer in the Regular Navy. Applicants entering NROTC from active duty with 1 or more years of active obligated service remaining may be ordered back to active duty to fulfill any remaining commitment if disenrolled from NROTC.

### Three/Four-Year and Two-Year NROTC Scholarship Programs

The basic difference in the Three/Four-Year NROTC Scholarship Program and the Two-Year Scholarship Program is the amount of time students attend the NROTC school. In addition to the basic eligibility requirements, applicants selected for the 2-year program must enroll at a participating NROTC school as a junior (third year) in a 4-year program or a senior (fourth year) in a 5-year program. In addition, selectees must meet specific academic prerequisites.

The Navy or Marine Corps activities listed on the application form process enlisted personnel for the 3- or 4-year program. The processing of enlisted personnel for the 2-year program is accomplished at a naval recruiting district office. All selectees for the 2-year program must successfully complete the Naval Science Institute (NSI) during the summer before reporting to the NROTC unit. The course of instruction at the NSI covers three major areas of training—academic, military, and physical fitness. This training is similar to the course of instruction provided for NROTC students during their freshman and sophomore years. The following basic eligibility requirements must be met:

- Be a U.S. citizen.

- Be under 25 years of age on 30 June of the year of eligibility for commissioned status. Waivers are available for enlisted active-duty service on a month-for-month basis up to a maximum of 48 months.

- Be a high school graduate or possess a GED equivalency certificate.

- Be physically qualified as set forth in the *Manual of the Medical Department.*

- Be morally qualified and possess officer-like qualities and character.

- Possess no moral objections that would prevent conscientious support of the Constitution of the United States.

- Have no record of military or civil offenses.

This is a program for younger personnel of the command. The review of records of newly reporting personnel provides an opportunity for the evaluation of potential candidates for this program. The program should be publicized by any means available. Additional information on eligibility requirements and application procedures is contained in article 1020210 of the *MILPERSMAN* and in the current issue of the *NROTC Scholarship Program Bulletin.* Application forms for either the 3- or 4-year program or the 2-year program can be obtained from the nearest Navy recruiting office.

## UNITED STATES NAVAL ACADEMY (USNA)

The Navy's own undergraduate professional college, the United States Naval Academy (USNA) in Annapolis, Maryland, is the academic training ground for future naval officers. The Academy prepares young men and women, morally, mentally, and physically to be professional officers in the Navy or Marine Corps. The following features are characteristic of the Academy:

- It is the Navy's own undergraduate professional college.

- Candidates are nominated from several sources.

- It offers 4 years of college leading to a commission in the Navy or Marine Corps.

The Academy is one of those exceptional education programs available to enlisted men and women in the Navy. It takes keen educational services officers and good command personnel to identify young enlisted men and women who are potential candidates for this program. Even if an applicant is not selected for direct entry into the Naval Academy, each candidate is automatically considered for entrance into the Academy's preparatory school.

High school students and active-duty military personnel may be nominated to the Academy by the President or Vice President of the United States; a senator; a congressional representative; or by civil officials of Puerto Rico, the Virgin Islands, Guam, or American Samoa. High school students should begin the application process in their junior year. Basic eligibility requirements for the Academy include the following:

- Must be a citizen of the United States

- Must have good moral character

- Must be unmarried and have no dependents

- Must be at least 17 years of age and not have reached the 22nd birthday on 1 July of the year of admission to the Naval Academy

- Must qualify scholastically, physically, and medically

Additional information concerning the Naval Academy, including application procedures and eligibility requirements, is contained in *MILPERSMAN*, article 1020220, and OPNAVINSTs 1531.2, 1531.4, 1531.5, and 1531.6.

## UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES PROGRAM

This program provides the opportunity for enlisted and officer personnel to apply and, if selected, attend a 4-year accredited medical school. Graduates receive a doctor of medicine degree. To qualify for this program, a person must already possess a baccalaureate or higher degree.

Persons selected for this program serve in paygrade 0-1 while in the program, regardless of their previous grade, and are promoted to paygrade 0-3 upon graduation. Graduates incur a 7-year obligation.

Detailed instructions for the program, eligibility requirements, and application procedures are contained in SECNAVINST 1500.8.

## HEALTH CARE ADMINISTRATION SECTION OF THE MEDICAL SERVICE CORPS

The Health Care Administration Section of the Medical Service Corps is an in-service procurement program. It provides a path of advancement to commissioned officer status for senior Navy Hospital Corpsmen and Dental Technicians who possess the necessary potential, outstanding qualifications, and motivation. This program is extremely competitive, and enlisted personnel should begin preparation early in their careers through a sound self-improvement program. The following are the basic eligibility requirements:

• Be a member of the Regular Navy, serving on active duty as an HM or DT first class through master chief petty officer.

• Be a citizen of the United States.

• Be at least 21 years of age and under 32 years of age on 1 September of the calendar year in which appointment can first be tendered.

• Meet the physical standards prescribed in the *Manual of the Medical Department.*

• Have no record of conviction by courts-martial for the 2 fiscal years preceding the date of application.

• Have a combined GCT/ARI or WK/AR score of at least 115.

• Be a high school graduate or possess a GED equivalency certificate.

• Pass a professional examination as a prerequisite to final eligibility. The professional examination is designed to measure the applicant's knowledge in fields related to medical department administration and the applicant's verbal and quantitative skills.

Detailed instructions for the program, eligibility requirements, and application procedures are contained in NMPCINST 1120.1.

## CHIEF WARRANT OFFICER (CWO) PHYSICIAN'S ASSISTANT (PA) PROGRAM

This program provides Hospital Corpsmen a path to commissioned status as a chief warrant officer in the Regular Navy or the U.S. Naval Reserve. Detailed instructions for administering the program are contained in *MILPERSMAN*, article 1020315. The program is announced each year by a NAVMILPERSCOM Notice, which specifies application procedures and eligibility requirements.

The program offers the opportunity for selected corpsmen to attend the Physician's Assistants Training Program, which is 60 weeks in duration and consists of didactic training and clinical rotations. The program is designed to enhance the ability of the Navy health care system to effectively and efficiently deliver required health care services. It is also designed to increase the ability of the Navy health care system to meet combat medical support requirements.

Once candidates complete the training program and are commissioned, they are considered to be technical specialists. They are considered to have sufficient academic and practical training to provide primary patient care services under the supervision of a physician. The physician's assistant will perform the following functions:

• Duties that require extensive knowledge of a specific occupational field

• Duties that are technically oriented and are repetitive in nature

• Duties that are not significantly affected by promotion in rank

The following are the basic eligibility requirements:

• Be a citizen of the United States with the following exception: a citizen of the Northern Mariana Islands who indicates in writing to a commissioned officer of the armed forces of the United States an intent to become a citizen of the United States.

• Be serving on active duty in the Regular Navy or Naval Reserve (including TAR) at the time of application and, if selected, remain on active duty until the appointment is tendered. Reserve canvasser recruiters and reservists on temporary active duty (TEMAC) or on active duty for training (ACDUTRA) are not eligible for the in-service program but are eligible under the Direct Procurement Program.

• If selected, agree to incur an additional 60 months of obligated service from the date training commences.

• Be serving as a chief petty officer in paygrade E-7, E-8, or E-9 in the Hospital Corpsman rating. The program has no time-in-grade requirement.

• Have completed at least 12 years of active service as of 1 July of the year of application and not more than 24 years of active service on the date of graduation from CWO PA training and commissioning.

• Personnel in paygrade E-9 must have completed at least 2 years of active duty in paygrade E-9 on 1 July of the year of application to be eligible for appointment as a CWO3.

• Be a high school graduate or possess the service-accepted equivalent as prescribed by the CNO. Applicants must have a minimum GCT/ARI score of 110 or WK/AR score of 110.

• Have no record of conviction by a general, special, or summary court-martial or by a civil court for any offense, other than minor traffic violations, for the 2-year period immediately preceding 1 July of the year of application.

• Meet the physical standards for appointment as a CWO prescribed in the *Manual of the Medical Department*, chapter 15.

• Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.

• Be a graduate of Advanced Hospital Corps School, Medical Services Technician School, or Nuclear Submarine Medicine Technician School.

• Be recommended for appointment by the commanding officer.

Candidates for CWO PA will retain their permanent enlisted paygrade while enrolled in the training program. They may participate in the regular Navywide enlisted advancement program.

In addition to the active-duty requirements, an inactive reservist must meet the following additional requirements:

• Be a graduate of an accredited physician's assistant training program in the United States approved by the American Medical Association.

• Have completed 1 year of professional experience as a graduate physician's assistant.

• Be certified by the National Commission on Certification of Physician's Assistants, Atlanta, Georgia.

• Agree to improve professional qualifications through correspondence courses, unit drills participation, and training duty.

Upon selection applicants will be given a permanent appointment as CWO2, U.S. Naval Reserve (designator 7545), under Title 10 of the United States Code.

Each appointee will be assigned a date of rank in the grade to which appointed, consistent with dates of rank assigned to all other appointments in the CWO competitive category, as authorized in SECNAVINST 1120.3A. No service credit for prior warrant or commissioned service is authorized.

## MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

The Medical Enlisted Commissioning Program (MECP) is similar to the Enlisted Commissioning Program, except the MECP is only available to the Hospital Corpsman and Dental Technicians ratings. The MECP affords naval medical department enlisted personnel an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as an ensign in the Nurse Corps, United States Naval Reserve.

Selectees for the MECP are subject to the following requirements and benefits:

• Must be accepted to a baccalaureate program leading to a bachelor of science degree in nursing, which is approved by the commander of the Naval Medical Command (COMNAVMEDCOM) and accredited by the National League for Nursing

• Are required to pay for tuition, fees, books, and personal expenses (if eligible, may

use VA educational benefits, but may not use Navy tuition assistance to pay for MECP)

• Must successfully complete Officer Indoctrination School upon completion of the MECP

• Must take the first registered professional nurse licensing examination available after completion of MECP

• Must incur a 6-year active-duty obligation upon enrollment and 4 years of active commissioned service upon commission

• Receive full military pay and allowances

• Retain enlisted grade and are eligible for advancement

• Are designated as officer candidates and treated as prospective naval officers

The MECP enables qualified outstanding enlisted HMs and DTs with previous college credits to complete the requirements for a bachelor of science degree in nursing. They can complete the requirements in 36 months or less through full-time study. Selectees must meet the following basic qualifications:

• Be an American citizen.

• Be active-duty USN or USNR members who have completed at least 4 years, but not more than 11 years, of active naval service as of 30 September in year of selection.

• Be at least 22 years of age, but not more than 31 years of age, as of date of enrollment.

• Have 30 fully transferable semester hours.

• Have maintained a cumulative grade point average of 2.5 or better on a 4.0 scale.

• Meet the physical standards for officer candidates as prescribed in the *Manual of the Medical Department*.

• Have no record of conviction by court-martial, nonjudicial punishment, or civil court for other than minor traffic violations during the 4 years preceding 1 November of the year in which the application is submitted. A felony conviction (military or civilian), regardless of the date, or any record of drug abuse while personnel are in an enlisted status disqualifies them from the program.

• Be recommended by the commanding officer.

Additional information on the MECP is contained in OPNAVINST 1530.7.

## MEDICAL SERVICE CORPS

Senior Hospital Corpsmen (HM) and Dental Technicians (DT) with the necessary qualifications and motivation may compete for commissions in the Medical Service Corps. Programs leading to Regular and Reserve commissions are available to PO1 through MCPO HMs and DTs and to Navy members with college degrees in medical fields. The application procedures and eligibility requirements for this program are contained in NAVMILPERSCOMINST 1131.3.

## PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS FOR OFFICER PERSONNEL

The Navy offers the following professional development programs to provide qualified officers the opportunity to further their education:

• College Degree Program

• Law Education Program for Officers

• White House Fellows Program

• Scholarship Program

• Advanced Education Program

• Naval Postgraduate School, Monterey, and other advanced education programs

• Junior and Senior Service Colleges

• Defense Language Program

• Uniformed Services University of the Health Sciences

In addition to the opportunity for these officers to further their education, these

programs increase their potential for promotion and expand their professional status. Information about each of these programs is provided in the following paragraphs.

## COLLEGE DEGREE PROGRAM

The College Degree Program provides the opportunity for active-duty naval officers to earn baccalaureate degrees in approved service-related fields through full-time study at civilian educational institutions. Participants receive full pay and allowances, but they must pay their tuition and all other program expenses. Individuals selected for this program are not eligible for Navy tuition assistance; however, eligible officer students may use their in-service VA educational benefits. No more than 18 consecutive months will be authorized under this program.

Major fields of study undertaken by College Degree Program participants must be consistent with the selectees' designators and prospective future assignments in the Navy.

The following are the basic eligibility requirements for this program:

• Be a commissioned officer in the grade of chief warrant officer (W-2) through commander

• Have at least two regular fitness reports since commissioning

• Have sufficient college credits to obtain a baccalaureate degree within an 18-month period

• Have sufficient time remaining in service to perform obligated service incurred (1 year obligated service for each 6 months of schooling)

• Be eligible for rotation to a normal shore tour or, if on a normal shore tour, have at least 2 years remaining on shore duty upon entry into the program

Detailed instructions, eligibility requirements, and application procedures are contained in OPNAVINST 1520.26.

## OFFICER LAW EDUCATION PROGRAM

The Officer Law Education Program allows selected naval officers to enter an American Bar Association (ABA) accredited law school for up to 36 months. Selectees may enter the school to pursue a bachelor of laws or juris doctor degree, which may lead to service as a JAG Corps officer. Officers selected and ordered to law school will be entitled to a permanent change of station (PCS) move and military pay and allowances. The government will pay tuition and up to $150.00 annually for fees and books. Selectees must make a service commitment of 2 years of obligated service for each year, or part thereof, of legal training in addition to any other service obligation.

Selectees must meet the following basic eligibility requirements:

• Be a citizen of the United States

• Be on active duty in a commissioned officer status (0-3 or below)

• Have a baccalaureate degree from an accredited institution

• Have served on active duty for a period of not less than 2 years, nor more than 6 years (in an officer or enlisted status), at the time law education begins

• Be able to complete 20 years of active service as a commissioned officer before their 55th birthday

NOTE: These eligibility requirements are established by law and cannot be waived.

Detailed instructions, eligibility requirements, and application procedures are contained in SECNAVINST 1520.7D.

## WHITE HOUSE FELLOWS PROGRAM

The White House Fellows Program provides a highly selected group of gifted, motivated young Americans with experience in the process of governing our nation. Selectees for this program are assigned for a period of 1 year to the White House staff, the Vice President, members of the Cabinet, and other top-level offices in the executive branch. Both officer and enlisted personnel may apply for the program. Active-duty personnel who are selected receive full pay and allowances and remain in an active-duty status. Military personnel who participate in this program are obligated to serve on active duty for a period of twice the duration of duty as a White House

Fellow, including any previously incurred service obligation.

The basic eligibility requirements for the program are as follows:

- Must be career motivated

- Must have demonstrated unusual ability, high moral character, outstanding motivation, and a broad capacity for leadership

- Must show exceptional promise of future development

- Must be dedicated to the institutions of the United States

NOTE: Although the general age guidelines for the program are not specified, those persons chosen should be firmly committed to a military career. Therefore, applications from military personnel below the age of 28 are discouraged.

In addition to the basic eligibility requirements, other factors play a significant role in the candidates' selection: (1) their maturity, (2) their experience, and (3) their capability of contributing to the program and using the program experience to the benefit of the Navy and their continuing Navy careers.

Detailed instructions, eligibility requirements, and application procedures are contained in an annual NAVMILPERSCOM Notice 1560 issued yearly in February or March. Information can be obtained by writing to COMNAVMILPERSCOM, WHF Program Manager (NMPC-440), Navy Department, Washington, DC 20370.

## SCHOLARSHIP PROGRAM

The Scholarship Program permits selected officers to accept scholarships, fellowships, and grants from eligible donors. Eligible donors include tax-exempt corporations, foundations, funds, or educational institutions organized primarily for scientific, literary, or educational purposes; similar organizations that would qualify as tax-exempt if they were not foreign; and other organizations approved by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics). Business groups operating for profit, foreign governments, and political organizations are not eligible donors.

The fields of study undertaken in this program should be consistent with selectees' designators and prospective future assignments. Graduate study must lead to qualification in subspecialties required in the officers' designators.

Officers selected for this program serve on active duty following graduation for a period three times the length of the period in the program, in addition to any other prior service obligation. No obligated service is incurred under the following conditions:

1. If the scholarship award is made in recognition of outstanding performance and if its acceptance does not require relief from regular military duty for more than 26 weeks.

2. If the purpose of the scholarship is to permit the officer to work on a project of value to the United States rather than fulfill the requirements of an academic degree.

The only eligibility requirement is that the applicant be an active-duty officer or midshipman first class. More detailed instructions and application procedures are contained in OPNAVINST 1520.24.

## ADVANCED EDUCATION PROGRAM

The Advanced Education Program allows active-duty officers to engage in full-time, personally funded graduate education, resulting in a subspecialty designation. Participants receive regular pay and allowances, but they must pay their tuition and all other expenses. They are not eligible for Navy tuition assistance; however, they may use their in-service VA educational benefits if eligible. Officers may not attend the Naval Postgraduate School under this program.

This program authorizes no more than 24 consecutive months of duty under instruction; however, officers who are participating in the College Degree Program may apply, provided the total time in the two programs will not exceed 2 years. Limited duty officers and chief warrant officers are not eligible to apply for this program.

Commissioned officers in the grades of lieutenant (junior grade) through commander are generally eligible to apply for this program. More detailed instructions and application procedures are contained in CNETINST 1520.30.

## NAVAL POSTGRADUATE SCHOOL, MONTEREY, AND OTHER ADVANCED EDUCATION PROGRAMS

Naval Postgraduate School Programs meet subspecialty billet requirements for officer education programs at the masters and doctoral levels. They also provide some postgraduate education for all qualified active-duty naval officers. Detailed information on the postgraduate curriculum conducted at the Naval Postgraduate School, Monterey, and other participating civilian educational institutions may be found in the *Catalog of Naval Postgraduate School*. Other references include OPNAVINST 1520.23, the annual OPNAVNOTE 1520, and the *Naval Postgraduate School Catalog of Self-Study Courses*.

The eligibility criteria varies with the individual programs; therefore, you should refer to the references for determining eligibility and application procedures.

## DEFENSE LANGUAGE PROGRAMS

Designated billets require foreign language proficiency. Navy personnel selected for these billets attend the Defense Language Institute in Monterey, California, or the Foreign Service Institute in Washington, D.C. Instruction is available in approximately 41 different languages. Officers desiring an assignment that requires foreign language training should submit a letter to their detailer specifying the type of assignment desired. Applications from enlisted personnel, other than Cryptologic Technicians, are not desired. Officers selected for this program serve on active duty following graduation for a period of twice the length of the instruction received. More detailed information is contained in OPNAVINST 1550.7B and CNETINST 1550.9A.

## JUNIOR AND SERVICE COLLEGES

The military services have institutions that offer advanced military courses in naval warfare and related subjects to junior and senior officers. The purpose of these courses is to improve the professional competence of officers to assume higher responsibility and higher command positions. These military institutions include, but are not limited to, the following schools:

- College of Naval Warfare, Newport, R.I.

- College of Naval Command and Staff, Newport, R.I.

- Naval Staff College, Newport, R.I.

- Naval Command College, Newport, R.I.

- Armed Forces Staff College, Norfolk, Va.

- Industrial College of the Armed Forces, Fort McNair, Washington, D.C.

- National War College, Fort McNair, Washington, D.C.

- Marine Corps Command and Staff College, Quantico, Va.

- Army War College, Carlisle Barracks, Pa.

- Army Command and General Staff College, Fort Leavenworth, Kans.

- Air War College, Maxwell AFB, Ala.

- Air Command and Staff College, Maxwell AFB, Ala.

The eligibility requirements and selection criteria vary for the different colleges. Refer to *Catalog of Navy Training Courses (CANTRAC)*, NAVEDTRA 10500, volume II; OPNAVINST 1301.8; and other appropriate references for requirements and application procedures for the specific course.

## UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

The Uniformed Services University of the Health Sciences Program provides the opportunity for officer and enlisted personnel to apply for admission to medical school. If selected, they attend a 4-year accredited medical school and receive a doctor of medicine degree upon graduation.

Applicants must have at least a baccalaureate degree and the academic

background to qualify for entry. Navy officers on active duty must have completed their initial active-service obligation before being placed in the program.

Individuals selected for this program serve in paygrade 0-1 while in the program, regardless of their previous rank; they are promoted to paygrade 0-3 upon graduation. Graduates incur a 7-year obligation.

Detailed instructions for the program, eligibility requirements, and application procedures are contained in SECNAVINST 1500.8.

# VETERANS' ADMINISTRATION (VA) EDUCATIONAL ASSISTANCE PROGRAMS

VA educational assistance refers to the financial assistance available for eligible veterans and active-duty personnel to attend school. Veterans' educational assistance is available through the following programs:

• Vietnam Era GI Bill

• Veterans' Educational Assistance Program (VEAP)

• Montgomery GI Bill (MGIB) Act of 1984

Basic information on these three programs is contained in the following paragraphs. You may obtain detailed information from the local Navy Campus office, VA office, institution the student is to attend, or Office of the Chief of Naval Operations (OP-15E).

## VIETNAM ERA GI BILL

Educational benefits under this bill will terminate 31 December 1989. The following personnel are eligible for benefits under this bill:

• Personnel who began active duty between 31 January 1955 and 31 December 1976 and who subsequently served more than 180 consecutive days

• Personnel who signed delayed entry agreements on or before 31 December 1976, but did not report for active duty until 1977 but before 2 January 1978

NOTE: Unless the person subsequently served on active duty for a consecutive period of at least 12 months, the 181 days served does not include the following: time served as a midshipman or cadet at a service Academy; time served as a reservist on active duty for training only, such as weekend training or a 2-week training period; or time served in the National Guard.

## Entitlement

Entitlement is earned at the rate of 1 1/2 months for each month or partial month of active duty. After 18 continuous months of active duty, a person qualifies for the maximum entitlement of 45 months. Eligible members have until 31 December 1989 to use their entitlements.

## Charges Against Entitlement

In-service use of Vietnam Era GI Bill benefits provides a flat rate reimbursement of tuition and fees not to exceed $376 per month for full-time training. Charges against entitlement are based on the length of time enrolled and the rate at which the training is pursued. For example, suppose a Navy student enrolled at a local college taking two courses (half-time training) at a cost of $200 per course over a period of 4 months. The student would be reimbursed the full $400 for tuition, and entitlement would be charged for 2 months (one-half month for each month of the course). Adjustments are made for partial months of enrollment. Calculations of charges against entitlement are very complex; therefore, students should contact the local VA office if they have questions.

## VETERANS' EDUCATIONAL ASSISTANCE PROGRAM (VEAP)

The Veterans' Educational Assistance Program (VEAP) is a voluntary, contributory educational financial assistance program. It is available for personnel who entered the Navy during the period from 1 January 1977 through 30 June 1985. Personnel who elected to participate in this program make contributions of between $25 and $100 per month for a minimum of 12 months or make lump sum payments as desired. The member's total contribution cannot exceed $2,700. Contributions must be made while the person is on active duty. For every dollar contributed by

the member, a matching two dollars is contributed by the Navy. Thus, a person's contribution of $2,700 will provide a total benefit of $8,100 in the education fund. Benefits are paid directly to the service member upon the school's confirmation of the member's enrollment in a course or program. Personnel electing to use VEAP benefits while on active duty must have completed their first period of obligated active duty, or 6 years, whichever is less.

Active-duty personnel may suspend their contributions to VEAP, or they may disenroll and request a refund of unused contributions. The procedures for accomplishing these actions and more detailed information are contained in OPNAVINST 1780.2.

NOTE: The Veterans' Educational Assistance Program was terminated on 1 April 1987. Members must have initially enrolled in the program before the termination date.

## MONTGOMERY GI BILL (MGIB) ACT OF 1984

Beginning on 1 July 1985, nonprior service members entering active duty began receiving educational benefits under the MGIB. Service members eligible for the Vietnam Era GI Bill may also be eligible to receive benefits under the MGIB as of 1 January 1990. Service members who entered active duty after 31 December 1976 and are eligible for the Veterans' Educational Assistance Program (VEAP) are not eligible. Beginning 1 July 1985 Selected Reserve and National Guard personnel also became eligible for certain MGIB benefits.

The basic financial assistance paid by the MGIB is $300 per month for 36 months. Benefits may be used in-service after 2 years of active duty. All benefits must be used within 10 years after the date of last discharge or release from active duty.

Those who began active duty after 30 June 1985 automatically incur a monthly pay reduction of $100 per month for 12 months unless they elect not to take part in this program. This one-time, irrevocable decision must be made when the service member begins active duty. Officer candidates make this decision at the time of their commissioning. Vietnam Era GI Bill personnel are not required to contribute to the program to remain eligible.

Service members who do not meet the criteria to convert benefits retain Vietnam Era GI Bill benefits, which must be used by 31 December 1989.

Those persons on active duty on 1 July 1988 retain Vietnam Era benefits and are covered by the new GI Bill.

On 1 January 1990 eligible members will be automatically covered by the MGIB at a rate of $300 per month plus one-half of their Vietnam Era GI Bill entitlement rate that was effective 31 December 1989. This payment may not exceed 36 months or the number of months of remaining Vietnam Era entitlement, whichever is less. The total entitlement used under both bills cannot exceed 48 months.

## SELECTED RESERVE AND NATIONAL GUARD BENEFITS UNDER THE MGIB

Effective 1 July 1985 Selected Reserve and National Guard personnel became eligible for educational benefits under the MGIB. To be eligible, the member must meet the following requirements:

● Be a high school graduate or have a GED equivalency certificate

● Have completed 180 days of consecutive service before drawing benefits (computed from the date of the oath of enlistment)

● Not possess a baccalaureate degree

● Not have an ROTC scholarship

● Agree to enlist, extend, or reenlist for 6 years

Students must complete a DD Form 2384, Notice of Eligibility, to begin the process. After signing a Form 2384, students should verify the acceptability of proposed courses with their school's Veterans' Affairs Office. (The VA calls the MGIB Chapter 106.) Benefits must be certified through the school's Veterans' Affairs Office and are processed through regional VA offices. Processing normally takes about 1 month.

Benefits for enrollment are paid at the following rates:

| | |
|---|---|
| Full-time (12 S/H or more) | $140/month for 36 months |
| Three-quarter-time (9-11 S/H) | $105/month for 48 months |
| Half-time (6-8 S/H | $70/month for 72 months |
| Less than half-time training | No reimbursement |

Maximum benefits are $5,040. The student is not required to contribute to the fund.

Participants have up to 10 years in which to use their full benefits, but they must remain qualified members of the Selected Reserve in good standing. The benefits end as soon as the member separates from the Selected Reserve.

Additional information on the VA Educational Assistance Program can be obtained from the local Veterans' Administration Office, the local Navy Campus office, or OPNAVINST 1780.2.

## SUMMARY

The Navy's commitment to provide educational benefits to its members is available through Navy Campus and DANTES. Your responsibility as the ESO is to ensure all persons are aware of these benefits. You will be the guide for Navy people as they pursue the various voluntary education programs. You and civilian education specialists will assist naval personnel in selecting the goals that are right for them. You will find it rewarding as you assist personnel in the attainment of their goals.

Your rewards will be many as you assist officer and enlisted personnel in developing plans for furthering their careers. Because of the many educational programs and the instructions and publications that govern these programs, you must ensure you have correct and up-to-date information. These instructions and publications include VA directives and bulletins that are issued by the Veterans' Administration. You should always check with the local Navy Campus education specialist or the VA representative in your local area before providing any educational benefits information. Questions concerning Navy policy or the administration of these programs can be addressed to the Educational Benefits Program Manager (OP-15E) at AUTOVON 224-5934 or commercial (202) 694-5934.

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# CHAPTER 4

# PREPARING FOR ADVANCEMENT

## LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Identify the different types of naval correspondence courses and training manuals and determine the role of each type.

2. Identify various commands that offer courses; recognize types of courses offered and procedures for ordering.

3. Identify naval standards and occupational standards; determine the purpose of each set of standards.

4. Identify the role the *Bibliography for Advancement Study* plays in the Navy advancement system.

5. Identify the role the *Advancement Handbooks* play in the Navy advancement system; dertermine how they are used in studying for advancement.

6. Identify personnel advancement requirements (PARS) and the role they play in advancement.

7. Identify proven studying procedures for advancement.

8. Identify personnel qualification standards (PQS) and the role they play in training.

9. Identify the *Petty Officer Indoctrination Course* (POIC) and *Chief Petty Officer Indoctrination Course (CPOIC)* and explain the course-ordering procedures.

## INTRODUCTION

As the ESO you need to know the different types of manuals and correspondence courses available to both officer and enlisted personnel. You also need to know how they are administered and who they are administered by.

In December 1987 CNET Instruction 1552.3B directed that the terminology used to identify nonresident career courses (NRCCs) and rate training manuals (RTMs) be changed to nonresident training courses (NRTCs) and training manuals (TRAMANs). Replacing the existing courses and manuals in print with new ones using the new terminology will take some time. However, we will use the new terminology in discussing nonresident training courses (NRTCs) and training manuals (TRAMANs) in this chapter.

The NRTCs previously fell into three categories—the nonresident career course (NRCC), the officer-enlisted correspondence course (OCC-ECC), and the officer correspondence course (OCC). With few exceptions, the NRCC was based on the associated training manual and carried the same title as the RTM. The OCC and OCC-ECC were based on a wide variety of subjects, both government oriented and civilian related.

Until the current stock of training packages (texts, courses, and so forth) are depleted, you should be familiar with the acronyms used to identify them. The following paragraphs identify these acronyms (the new acronym is shown first followed by the old acronym in parentheses):

• TRAMAN/NRTC (RTM/NRCC)— Indicates the training manual and the nonresident training course are bound together under one cover with one NAVEDTRA number. Because the TRAMAN and NRTC are combined, the package may be ordered using a single national stock number.

• TRAMAN (RTM)—Indicates the training manual is bound under a separate

cover from the NRTC and has its own NAVEDTRA number.

• NRTC (NRCC)—Indicates the nonresident training course is bound under a separate cover from the TRAMAN and has its own NAVEDTRA number. The introductory information in the NRTC (NRCC) gives the title of the TRAMAN to be used for the course.

• TRAMAN/NRTC (SSTM/NRCC)—The single-subject training manual (SSTM) and the nonresident training course are bound under one cover with one NAVEDTRA number. The material relates to one specific area of information and is one of a series of TRAMANs (SSTMs) required to cover the material normally covered in one TRAMAN (RTM).

• TRAMAN/NRTC (MODULE/NRCC)—The module is similar to the SSTM except that it covers a larger, overall area of material, such as logistic and financial control or personnel support. The NRTC (NRCC) is normally bound under the same cover as the TRAMAN (module) with only one NAVEDTRA number. Each module is one of a series, and a student is usually required to complete all of the modules to complete the course.

• TRAMAN/NRTC (RTM/OCC-ECC)—The training manual and the NRTC (officer-enlisted correspondence course) are bound under one cover with one NAVEDTRA number.

• NRTC (OCC)—NRTCs, or officer correspondence courses (OCCs), are designed specifically for officers, although enlisted members may take them. These courses are based on a wide variety of government and commercial publications.

• NRTC (OCC-ECC)—NRTCs, or officer-enlisted correspondence courses (OCC-ECCs), are designed for both officer and enlisted personnel and may be based upon a wide variety of publications, both government and commercial.

• TRAMAN (OT)—An officer text (OT), or TRAMAN, is designed for use with a specific NRTC (OCC).

• TRAMAN/NRTC (OT/OCC)—An officer text (OT), or TRAMAN, and officer correspondence course (OCC), or NRTC, consist of a separate TRAMAN (OT) and NRTC (OCC) packaged as a combined training package.

• TRAMAN/NRTC (OT/OCC-ECC)—Indicates the TRAMAN and the NRTC, or officer text (OT) and officer-enlisted correspondence course (OCC-ECC), are packaged together.

• TRAMAN/NRTC (MODULE/OCC-ECC)—Indicates a single-subject TRAMAN (module) and an NRTC (OCC-ECC) are ordered using one national stock number.

You should understand the role nonresident training courses and training manuals play in the advancement process and in the training of enlisted and officer personnel. You should also be familiar with the proper procedures for obtaining and grading these courses. The basic reference for all NRTCs and training materials available from other sources is the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT. Maintain the latest copy of this reference in the educational services office library.

## TRAMAN'S AND NRTC'S

Training manuals (TRAMANs) and their associated nonresident training courses (NRTCs) are designed to provide self-study instruction to naval personnel in various occupational and specialty areas (ratings and systems). Both the TRAMAN and the NRTC help personnel gain the minimum knowledges and skills required by the officer subspecialty or enlisted occupational standards.

Enlisted candidates for advancement complete the TRAMAN as one of their qualifications for advancement. Candidates may complete course requirements in two different ways: (1) by completing the NRTC and achieving a passing grade of 3.2 on each assignment or (2) by completing and passing a locally prepared examination based on the TRAMAN. Either method satisfies the requirement; however, commands seldom use the second method. Personnel are urged to use the NRTC method to ensure they thoroughly understand the subject matter.

A nonresident training course (NRTC), or correspondence course, is a self-study course. It

may include assigned exercises, lessons, or examinations designed to help the student acquire the knowledge or skill described in the associated text. NRTCs are developed from information extracted from Navy training manuals (TRAMANs), directives, or commercially procured texts.

NRTCs for officers, formerly officer correspondence courses (OCCs), help naval officers improve their professional qualifications and broaden their general knowledge of the naval sciences. Although they are designed as officer courses, enlisted personnel may also take the courses.

NRTCs for officer-enlisted personnel, formerly OCC-ECC courses, help officer and enlisted personnel improve or broaden their knowledge in a broad range of subjects. For example, the course *Equal Opportunity in the Navy* applies equally to both officer and enlisted personnel. Several courses, both officer and officer-enlisted, are recommended for personnel applying for the limited duty officer (LDO) and chief warrant officer (CWO) commissioning programs. The completion of recommended courses (listed in chapter 3) increases the educational level of the applicants, which improves their chances for a commission.

## DISTRIBUTION STATEMENTS

NETPMSA assigns distribution statements to TRAMANs and NRTCs to limit distribution of these publications to only those persons authorized to receive them. You should be familiar with the various distribution statements. They will guide you in filling any request for a TRAMAN or NRTC. The following is a brief summary of each statement:

- Distribution Statement A: Approved for public release; distribution is unlimited.

- Distribution Statement B: Distribution authorized to U.S. government agencies only.

- Distribution Statement C: Distribution authorized to U.S. government agencies and their contractors.

- Distribution Statement D: Distribution authorized to DOD and DOD contractors only.

- Distribution Statement E: Distribution authorized to DOD components only.

- Distribution Statement F: Further dissemination only as directed by [originating command] [date] or higher DOD authority.

- Distribution Statement X: Distribution authorized to U.S. government agencies and private individuals or enterprises eligible to obtain export-controlled technical data in accordance with regulations implementing Title 10, U.S. Code, section 140C.

For comprehensive information on distribution statements, refer to DOD Directive 5230.24 and OPNAVINST 5510.1H.

## ORDERING COURSES

Some NRTCs (OCC-ECCs) and modules are ordered from the Naval Publications and Forms Center (NPFC) and may be graded by the local command. Examples of such courses are the Navy Electricity and Electronics Training Series (NEETS) modules and *Naval Electronics, Parts 1 & 2*. Other NRTCs (OCC-ECCs) that can be ordered from NPFC can be found in the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT, which contains specific ordering instructions for each course. You should consult this publication before you order any course.

The majority of courses you will deal with on a daily basis are courses required for advancement in rate. Therefore, stock TRAMANs and NRTCs for each enlisted rate at the command. If these courses are not available for your personnel, take action to obtain them.

To determine the need for TRAMANs and NRTCs, obtain a list of the different rates at your command from the command Enlisted Distribution and Verification Report (EDVR). The greater the number of personnel in a rating, the more courses you should order.

Stock military requirements courses and apprenticeship TRAMANs and NRTCs since they are of interest to almost all ratings. Courses in this category include *Military Requirements for PO3, PO2, PO1, CPO, SCPO,* and *MCPO* and *Basic Military*

**NOTE:** REFER TO DOD 4140.17M, NAVSUP PUB 409, NAVSUP PUB 437, OR NAVSUP PUB 485 FOR FURTHER DETAILS AND EXPLANATION. USE AUTODIN WHENEVER POSSIBLE.

| | | |
|---|---|---|
| 1 | CC 1-3 | DOCUMENT IDENTIFIER — REQUISITION $\frac{\text{A04 OVERSEAS}}{\text{A0D DOMESTIC}}$ NOTE: FOR FOLLOW-UPS USE AF/AT SERIES |
| 2 | CC 4-6 | ROUTING IDENTIFIER — NFZ for COG I (EXCEPT AS NOTED IN 2002) |
| 3 | CC 7 | MEDIA/STATUS —IF NO M/S CODE CITED, THEN NO STATUS PROVIDED |
| 4 | CC 8-20 | STOCK NUMBER — CHECK YOUR NAVSUP PUB 2002 FOR STOCK NUMBER AND CURRENCY. ALL REQUESTS RECEIVED WITHOUT A STOCK NUMBER MUST BE PROCESSED OFF-LINE, AND WILL DELAY RECEIPT OF MATERIAL. |
| 5 | CC 23-24 | UNIT OF ISSUE — (See NAVSUP P2002) |
| 6 | CC 25-29 | QUANTITY — MUST BE FIVE (5) DIGITS (i.e. 00001) |
| 7 | CC 30-43 | DOCUMENT NUMBER — ASSIGNED BY REQUISITIONER |
| 8 | CC 44 | DEMAND — Either I (RECURRING) or N (NON-RECURRING) |
| 9 | CC 45-50 | SUPPLEMENTARY ADDRESS — MAY BE USED FOR INTERNAL ROUTING CODE AT RECIPIENT'S COMMAND WHEN PRECEDED BY A Y, ONLY WHEN THE RECIPIENT IS THE REQUISITIONER. |
| 10 | CC 51 | SIGNAL — FOR PUBS (OI) D — USE WHEN MATERIAL TO BE SHIPPED TO REQUISITIONER<br>M — USE WHEN MATERIAL TO BE SHIPPED TO SUPPLEMENTARY ADDRESS (MAKE CERTAIN CC 45-50 IS FILLED WITH BONAFIDE UIC)<br>FOR FORMS (11) SEE NAVSUP PUB 409, 437, or 485 |
| 11 | CC 52-53 | FUND CODE — TO BE USED FOR COG II (FORMS) ONLY. (NOT COG OI PUBS) |
| 12 | CC 55<br>CC 56 | DISTRIBUTION — USE 0 FOR PUBS 1 FOR FORMS.<br>ALWAYS I |
| 13 | CC 57-59 | PROJECT CODE — ASSIGNED BY REQUISITIONER. SEE NAVSUP PUB 437 or 485. |
| 14 | CC 60-61 | PRIORITY — IAW UMMIPS, BASED ON FORCE/ACTIVITY DESIGNATOR AND URGENCY OF NEED DESIGNATOR ASSIGNED TO YOUR COMMAND. IF LEFT BLANK, PRIORITY 15 IS ASSIGNED. |

LACK OF INFORMATION ON YOUR REQUISITION IN ANY OF THE AREAS MAY BE A CAUSE FOR YOUR REQUISITION BEING DELAYED OR REJECTED.

Figure 4-1.—Sample of DD Form 1348 for ordering courses.

Figure 4-2.—Sample of correspondence course application form.

*Requirements* courses for the apprenticeships in your command, such as SN, FN, and AN.

When ordering TRAMANs and NRTCs for stock, consult the NAVSUP PUB 2002 located in the supply office for proper course-ordering information. Do not exceed the quantity restrictions indicated in the NAVSUP PUB 2002 for each NRTC and TRAMAN without approval from NETPMSA, Code 071. You can order most NRTCs and TRAMANs for the various rates from NPFC, Philadelphia, using a DD Form 1348 (fig. 4-1).

## ENROLLMENT

Personnel enrolling in courses administered by NETPMSA must submit a Correspondence Course Enrollment Application/Change Request Form, NAVEDTRA 1510/1 (fig. 4-2). This automatic data processing (ADP) form may be ordered from NETPMSA, Pensacola,

FL 32559-5000. Requests for these forms should be prepared on letterhead paper and signed by the commanding officer or a designated representative. The NAVEDTRA 1510/1 forms are not stocked in the NPFC and cannot be ordered through the supply system.

Since the NAVEDTRA 1510/1 is a computer-scanned form, make sure the applicants and the command follow the instructions on the form explicitly. Before forwarding the form to NETPMSA, also ensure the circles are darkened properly so that the scanner can accept the information correctly. The scanner will not accept mutilated or improperly marked forms.

## DELIVERY OF COURSE TO THE STUDENT

As soon as possible after receipt of the courses, deliver them to students. Remind

**Figure 4-3.—Sample of correspondence course standard answer sheet.**

students that they should follow the procedures outlined in the front matter of each course assignment booklet.

A course being administered by NETPMSA must be used by the person to whom the course is addressed. The course cannot be passed on to another person. When a course isn't used by the person who ordered it, it must be returned to NETPMSA so that the person's enrollment record can be cleared.

If you have any questions concerning the administration of courses, contact NETPMSA, Pensacola, FL, 32559-5000, by mail or by phone—AUTOVON 922-1859 or commercial (904) 452-1859.

## ANSWER SHEETS

The ADP answer sheet, Correspondence Course Standard Answer Sheet, NAVEDTRA

1510/4 (fig. 4-3), is issued with NRTCs and TRAMANs administered by NETPMSA. Reproduction of the ADP answer sheet is prohibited.

Applicants should carefully follow the marking instructions on the answer sheet. They should be especially careful to fill in blocks 1, 2, and 3 correctly; this information is necessary for NETPMSA to properly process and grade the course.

## ANSWER KEYS

Enlisted courses are administered, as well as graded, by the local command. NRTC answer keys listing the correct answer to each question are usually held by the ESO. Answer keys for courses administered by the command must be

ordered from NETPMSA (Code 741), Pensacola, Florida, 32559-5000. The request for answer keys should be written on command letterhead stationary and signed by the commanding officer or a designated representative.

Correspondence course answer keys must be closely controlled and should always be maintained under the immediate supervision of a commissioned officer or a civilian if he or she is the educational services officer (ESO). Answer keys must be kept in a locked safe. Such control and supervision is not meant to preclude any of the following situations:

• Divisional subcustody of answer keys to commissioned officers

• Actual grading by selected enlisted personnel, under the direct and continuous supervision of a commissioned officer or an ESO

• Local duplication of answer keys, provided they receive the same security as the originals

## GRADING OF COURSES

Courses taken by active-duty enlisted personnel and ready reservists are normally administered and graded by each individual command; however, some courses (for example, those taken by personnel in civil service and other branches of the Armed Forces) are administered and graded by NETPMSA.

As students complete each assignment, they should mail the answer sheet to NETPMSA, Code 743, Pensacola, FL 32559-5000. They may enclose more than one answer sheet in a single envelope. (Either the enrollee or the ESO should provide the envelopes used to mail the ADP answer sheets.) Even though students may submit more than one answer sheet at a time, they should submit at least one assignment a month. This will prevent them from receiving a letter of caution for failure to submit an assignment.

NETPMSA will grade the answer sheets and notify the students by letter of any incorrect answers. The passing score for courses is 3.2. A student who gets a failing score on any assignment will receive a letter listing the questions answered incorrectly and a blank ADP answer sheet. The student may use the answer sheet to redo the assignment. If the student gets a passing score after redoing the assignment, NETPMSA will adjust the original failing grade to reflect the passing score. The maximum score given for a resubmitted assignment is 3.2. NETPMSA issues a completion letter automatically.

ESOs at Naval Reserve centers, naval air stations, and other Reserve-affiliated activities should ensure that inactive-duty reservists receive the appropriate retirement points for courses they take. The ESO should refer to the POINTS heading of the course listing of NAVEDTRA 10061-AT to verify proper retirement points credit. For example, enlisted Reserve personnel receive retirement point credit for all NAVEDTRA courses, while Naval Reserve officers and chief warrant officers only receive retirement point credit for officer-designated courses.

## COURSE-ADMINISTERING ACTIVITIES

We have discussed the basic categories of courses and the administering activities for them. Additional activities that administer courses are listed in NAVEDTRA 10061-AT. Each administering activity is discussed briefly in the following paragraphs.

### NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY (NETPMSA)

NETPMSA administers nonresident training courses (NRTCs) with the applicable training manuals (TRAMANs) and other special publications offered and published by the command. The manner in which NETPMSA courses are administered varies, depending on the type of course and the duty status of the enrollee. To request enrollment, submit form NAVEDTRA 1510/1 to NETPMSA, Code 741, Pensacola, FL 32509-5000.

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## NAVAL EDUCATION AND TRAINING COMMAND

The Chief of Naval Education and Training (CNET) administers onboard training (OBT) programs that provide individualized training programs and packaged curricula for group study. These programs are designed to assist operational commands in training personnel in a wide range of subject areas. They are designed primarily for shipboard training. However, courses such as the *Petty officer Indoctrination Course (POIC)* and *Chief Petty Officer Indoctrination Course (CPOIC)* are designed as onboard training programs for all commands, not just for shipboard training. Submit requests for OBT programs, by letter, to the appropriate Atlantic or Pacific Naval Education and Training Support Center (NETSCLANT or NETSCPAC). For further information, refer to the chapter on OBT programs in NAVEDTRA 10061-AT.

## NAVAL SCHOOL OF HEALTH SCIENCES (NSHS)

The Naval School of Health Sciences (NSHS) is located in Bethesda, Maryland. The school develops medical department correspondence courses and applicable training manuals, such as *Hospital Corpsman* and *Dental Technician*. Submit requests for enrollment to NETPMSA using form NAVEDTRA 1510/1.

## NAVAL DENTAL SCHOOL

The Naval Dental School, located in Bethesda, Maryland, develops courses for the graduate dental officer only. These courses are not available to dental students or dental technicians. Submit requests for enrollment to the Commanding Officer, Naval Dental School (Code 411A), NMCNCR, Bethesda, MD 20814-5077, using form HSETC 1550/1. The HSETC 1550/1 form may be ordered from the same address.

## NAVAL WAR COLLEGE

Through the nontraditional study program, the Naval War College, Newport, Rhode Island, administers courses for officer personnel who are unable to attend the War College. This program allows the nonresident student officer to become involved in resident curricula through correspondence courses. Interested officers (O-3 and above) should request a detailed information guide and an application from the Naval War College. The mailing address is Director, Center for Continuing Education, Naval War College, Newport, RI 02841-5009.

## NAVAL SECURITY GROUP

Naval security group nonresident training materials are developed by NETPMSA. NETPMSA administers naval security group training publications (NSGTPs), naval security group training courses (NSGTCs), NRTCs, and TRAMANs that are directly related to the Cryptologic Technician rating and naval security group training. Applicants should submit requests for enrollment as indicated in NAVEDTRA 10061-AT.

## NAVAL OCEANOGRAPHY COMMAND, NATIONAL SPACE TECHNOLOGY LABORATORY (NSTL)

The National Space Technology Laboratory (NSTL) administers onboard training materials in the form of individualized practical training publications. These publications are designed to train personnel in the areas of meteorology and oceanography. The courses are designed and recommended for Aerographer's Mates and Quartermasters. Submit requests for these training publications by letter to the Commanding Officer, Naval Oceanography Command Facility, NSTL, MS 39529-5000. NAVEDTRA 10061-AT contains complete information on the various publications administered by NSTL.

## OTHER ARMED SERVICES

In addition to the courses we have discussed, the NAVEDTRA 10061-AT also contains information about available courses from other services, such as the Air Force, Marine Corps, Army, and Coast Guard. Although NAVEDTRA 10061-AT does not list the courses individually, it does provide you with information on how to obtain a copy of the course catalogs and publications from the

other services. You should order catalogs and publications from each of the services to add to your ESO library.

Extension courses are also available from other services through an interservice agreement.

## COURSES FOR ADVANCEMENT PREPARATION

In this chapter we discuss the OCCS⁀⁀), NAVSTD, *BIB, POIC, CPOIC*, PQS, and PAR. Each of these acronyms designates a specific standard, publication, or type of publication of special interest to the ESO. Because of the importance of these standards and publications in the advancement process, we describe each one's role in the advancement process. We also explain the manner in which the candidate for advancement should use each one. The publications and standards represented by these acronyms are as follows:

- OCCSTD—occupational standards

- NAVSTD—naval standards

- *BIB—Bibliography for Advancement Study*

- PAR—Personnel Advancement Requirement

- PQS—Personnel Qualification Standard

- *POIC—Petty Officer Indoctrination Course*

- *CPOIC—Chief Petty Officer Indoctrination Course*

## OCCUPATIONAL STANDARDS AND NAVAL STANDARDS

Both the occupational standards and the naval standards are described fully in section I of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E. Before you can assist personnel in preparing for advancement exams, you should know the difference between an occupational standard and a naval standard.

### Occupational Standards (OCCSTDs)

Occupational standards (OCCSTDs) are the minimum skills for each rating required of Navy enlisted personnel. OCCSTDs form the foundation for the training, advancement, and distribution of all Navy enlisted personnel. Routine tasks are included in the OCCSTDs for the lower paygrades; more difficult tasks and tasks requiring additional experience or involving supervision are included in the OCCSTDs for progressively higher paygrades. However, personnel of any rating or rate may be called upon by proper authority to perform any task or duty, depending upon the circumstances of the local command. OCCSTDs do not restrict or limit the use of personnel or set limitations as to what rating should perform any given duty.

### Naval Standards (NAVSTDs)

Naval standards are the minimum nonrating-specific knowledges and abilities required of every enlisted person in the Navy. For example, all first class petty officers must know the duties and responsibilities of a safety petty officer. Naval standards cover military requirements, maintenance of good order and discipline, and basic knowledges pertaining to the well-being of Navy personnel. They also cover essential virtues of pride of service in support of the oath of enlistment. All of these knowledges directly contribute to the mission of the Navy.

The Navy uses military/leadership examinations to test a person's knowledge of the NAVSTDs at each petty officer paygrade (PO3 through CPO). The person must pass the military/leadership exam before taking an advancement examination for the next higher paygrade. The military/leadership examinations are developed by NETPMSA and administered by the local command.

### BIBLIOGRAPHY FOR ADVANCEMENT STUDY (BIB)

The *Bibliography for Advancement Study*, NAVEDTRA 10052-AK, is the basic reference for all rates and ratings. The *BIB*, which is

revised annually, provides a list of training manuals, references, and other publications in support of the occupational standards and naval standards. This important publication contains the skills information personnel need to know to become proficient in a specific rating. It also contains the information NETPMSA uses to construct military/leadership and Navywide advancement examinations. The *BIB* also contains ordering information and the following items of interest:

- Mandatory publications

- Study guides

- *Advancement Handbooks for Petty Officers* for each rating

- *Advancement Handbooks for Apprenticeships*

NOTE: The stock number for ordering the *BIB* is 0502-LP-050-2665

## Mandatory Publications

To compete for promotion to the next higher paygrade, personnel must demonstrate their knowledge and competence to successfully perform at the next higher level. The Navy requires that they demonstrate this ability by completing mandatory rate training manuals and other advancement requirements such as PARs and performance tests. Each mandatory publication personnel must complete for advancement is marked with an asterisk (*) in the *BIB*.

Candidates for advancement may have been exempted from completing the mandatory requirements for their last advancement. However, they may still be responsible for demonstrating a grasp of the information in the mandatory requirements for the next higher rate, unless otherwise exempted. For example, a CTM3 (who was automatically advanced after completing class A school) was not required to complete the *CTM 3 & 2* TRAMAN to be eligible for advancement to CTM3. However, to be eligible for CTM2, the CTM3 must meet the *CTM 3 & 2* TRAMAN requirement, unless it is otherwise exempted. The *Manual of Advancement*, BUPERSINST

1430.16C, cites cases in which exemptions from mandatory requirements may exist.

Personnel may complete these mandatory TRAMAN requirements by the following methods (details of these methods are given in the *Manual of Advancement*, BUPERSINST 1430.16C):

1. Successfully complete the NRTC based on the TRAMAN. (This is the most commonly used method.) See the following special notes concerning NRTCs and TRAMANs:

a. Some mandatory publications are applicable to a single rate, others to two rates. Satisfactory completion of a single-rate course, based on either a single- or multiple-rate TRAMAN, satisfies the TRAMAN requirement for only one rate. For example, completion of *QM3* satisfies the requirement only for QM3. Completion of NRTCs written for two or more rates satisfies the requirements for all rates listed. For example, completion of TRAMAN/NRTC *BM 3 & 2* satisfies the requirements for both BM3 and BM2.

b. Personnel who have satisfied mandatory requirements by completing previous editions need not complete newer editions. Although the new course completion is not mandatory, it is highly recommended. Completing the new course can help personnel maintain a record of sustained superior performance.

2. Demonstrate knowledge of the material in the TRAMAN by passing locally prepared and administered tests. (This method is a prerogative of the commanding officer that is seldom used.)

## Study Guides

Study guides are prepared for newly established ratings and for those ratings in which considerable changes in OCCSTDs have occurred. These study guides list specific study references for the new OCCSTDs. Until an appropriate bibliography is established for those rates affected, the *BIB* will list study guides instead of TRAMANs and other publications.

## Advancement Handbooks

The *Advancement Handbooks* provide Navy enlisted personnel with information that

is essential to their career advancement opportunities. Order an individual copy of the *Advancement Handbook for Petty Officers*, by rating, for each person preparing for advancement. Order a copy of the *Advancement Handbook for Apprenticeships* for each person preparing for E-3. After you order and receive these handbooks (the address is shown below), you are responsible for ensuring that each person preparing for advancement gets a copy of the handbook.

*ADVANCEMENT HANDBOOKS* ARE NOT DISTRIBUTED AUTOMATICALLY

YOU MUST ORDER THEM IN FEBRUARY OR MARCH. THE NAVAL EDUCATION AND TRAINING PROGRAM MANAGEMENT SUPPORT ACTIVITY SENDS AN ORDERING LETTER FOR THESE HANDBOOKS IN JANUARY OR FEBRUARY. THE ORDER BLANK SHOULD BE COMPLETED AND RETURNED BEFORE 31 MARCH TO THE FOLLOWING ADDRESS:

Commanding Officer
Naval Education and Training Program
Management Support Activity (Code 322)
Pensacola, FL 32509-5400

**ADVANCEMENT HANDBOOK FOR PETTY OFFICERS.**—The *Advancement Handbook for Petty Officers* (one for each rating) is a convenient tool for personnel studying for advancement. It provides, in one easy-to-use handbook, information petty officers need to prepare for advancement. The handbook is divided into three sections: Part A explains the Navy advancement system. Part B contains the naval standards and their supporting bibliography. Part C contains the occupational standards and their supporting bibliography and personnel advancement requirements.

**ADVANCEMENT HANDBOOK FOR APPRENTICESHIPS.**—The *Advancement Handbook for Apprenticeships* is divided into three sections: Part A not only explains the Navy advancement system, but introduces the apprentice to new terms such as paygrade, rating, and rate. Part B introduces NAVSTDs and their supporting bibliography to the apprentice. Part C explains the different apprenticeship OCCSTDs and their supporting bibliography.

**PERSONAL ADVANCEMENT REQUIREMENT (PAR)**

The Navy uses personnel advancement requirements (PARs) to check a person's ability to perform the tasks stated in the OCCSTDs. The PARs are used to evaluate a person's occupational readiness for advancement or change in rating.

Generally, supervisors can readily evaluate a person's ability to perform tasks specified in the OCCSTDs. For some OCCSTDs, however, this evaluation may be difficult. In such cases, the evaluation may be based on demonstration of performance or observation of ability in related areas of training.

The PARs are listed in Part C of the *Advancement Handbook*. Each entry contains the following three elements:

1. The OCCSTDs

2. Supporting bibliography for the OCCSTDs

3. The PAR signature and date line

The following is a sample *Advancement Handbook* entry:

69071 COMPLETE PLANNED MAINTENANCE SYSTEM FEEDBACK REPORTS
Ships' Maintenance and Material Management (3-M) Manual, OPNAVINST 4790.4B—Chaps 1 through 9, 12, and 13

PAR: SIGNATURE
DATE

To complete each PAR, the supervisor must first understand the OCCSTD. A person who learns to perform the task stated in the OCCSTD should ask the supervisor to verify the performance of the task. If the task can be performed satisfactorily, the supervisor will sign off that PAR. After all the PARs are completed for the next rate, the division officer or supervisor does the following:

1. Signs off the PARs COMPLETION CERTIFICATION in part C of the *Advancement Handbook*.

```
                                        Date:_____

MEMORANDUM

From:  _____ Division Officer

To:    Personnel Officer

SUBJ:  COMPLETION OF PERSONNEL ADVANCEMENT REQUIREMENTS (PARS)

1.  This is to certify the below named individual has completed PARs for the rate indicated:


    NAME:_____
            (Last,              First,            Middle)

    PRESENT RATE:_____SSAN:_____


    COMPLETED PARs FOR (RATE):_____

2.  Please make the appropriate service record entry.


                              _____
                                         (Signature)
--------------------------------------------------------------------

                                        Date:_____
From:  Personnel Officer

To:    _____ Division Officer

1.  Returned.

2.  Service record entry completed.


                              _____
                                         (Signature)
```

Figure 4-4.—PARS completion memorandum.

2. Completes and forwards the PARs COMPLETION MEMORANDUM (fig. 4-4) on page C-App II of the handbook.

These forms document that the person has completed the PARs for that rate. After a PARs completion entry is made in the service record, the memorandum is returned and placed in the person's training record.

## PERSONNEL QUALIFICATION STANDARDS (PQS)

The PQS program qualifies officer and enlisted personnel to perform certain duties. It is a compilation of the knowledge and skills required to qualify for a specific watchstanding or maintenance of equipment or to perform as a team member within a unit. As the educational services officer, you should know where to find PQS materials. The *Personnel Qualification Standards Catalog*, NAVEDTRA 43100-5B, contains a key word listing of all PQS requirements and PQS supplementary

products, their NAVEDTRA numbers, and their national stock numbers. You can find the system, ship type, or specific qualification in the key word listing of the catalog.

## PETTY OFFICER AND CHIEF PETTY OFFICER INDOCTRINATION COURSES (POIC AND CPOIC)

The completion of the *POIC* and *CPOIC* is mandatory for new third class petty officer and chief petty officer selectees. E-4 and E-7 selectees from Navywide advancement exams may not be frocked or advanced until they have completed the appropriate course. However, commanding officers of training commands may authorize frocking for student CPO selectees before they complete the *CPOIC* if the course is not available at the training command. Although a temporary waiver may be granted for frocking purposes, completion of the *CPOIC* is required before the advancement is effected. Personnel must also

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complete the *POIC* before frocking or advancement to petty officer third class in training commands and accelerated advancement programs. Completion of the *POIC* is required even though the personnel did not take a Navywide advancement examination.

The *POIC* and *CPOIC* were developed to ease the transition of newly advanced enlisted personnel as they assume the responsibilities of new and unique roles. Individual commands should conduct these courses when feasible. Consolidated training by several commands, which is considered to be more effective for the *CPOIC*, is recommended if possible. The command master chief should be the organizational coordinator for both courses. If possible, chief petty officers with instructor experience should conduct the courses.

The *CPOIC* and *POIC* onboard training packages consist of two components: the Student's Journal and the Instructor's Guide.

The Student's Journal (S.J.) is a narrative text, in a modified outline format, which includes the topical outline, a course overview, key points, supplemental readings, and references. Space is provided on each page for student notes. The Student's Journal becomes the property of the student upon completion of the course.

The Instructor's Guide (I.G.) is the "working document" for the instructor. It contains all the information found in the Student's Journal in outline form with questions interspersed to stimulate classroom discussion. T. ^ Instructor's Guide should be "personalized" to fit the policy, doctrine, and climate of the command.

## Petty Officer Indoctrination Course (POIC)

The *POIC* is a 2-hour onboard training course covering a wide range of subject matter areas. The Instructor's Guide (NAVEDTRA 10821-B1) and Student's Journal (NAVEDTRA 10820-B1) are divided into the following nine units of instruction:

1. Roles and responsibilities of a petty officer

2. Developing leadership and management skills

3. Basic needs and human behavior

4. Communicating with others

5. Standards in the Navy

6. Counseling

7. Discipline

8. Military justice and the petty officer

9. Navy Human Resource Management/ Quality of Life (HRM/QOL) Program

## Chief Petty Officer Indoctrination Course (CPOIC)

The *CPOIC* course is a 22-hour onboard training course designed to prepare newly selected chief petty officers for transition from petty officer first class to chief petty officer. The course is designed to answer as many questions as possible regarding this major milestone in a Navy person's career. The Instructor's Guide (NAVEDTRA 10822-B1) and Student's Journal (NAVEDTRA 10825-A1) are divided into the following 11 subject matter areas:

1. Pride and professionalism

2. Communication skills overview

3. Authority and responsibility

4. Military justice and the CPO

5. The CPO as a leader and middle manager

6. Performance counseling and evaluations

7. CPO uniform history, regulations, and requirements

8. Quarters and messes

9. Navy programs (for example, the Substance Abuse, Equal Opportunity, and Sexual Harassment Programs)

10. Career incentives

11. The CPO image and fraternal relationships

## Ordering CPOIC and POIC Student's Journals and Instructor's Guides

Since the *CPOIC* and *POIC* are updated annually, order new Student's Journals

and Instructor's Guides for each CPO advancement cycle. The normal issue for each training package is 1 Instructor's Guide for every 15 Student's Journals. Order the courses using a DD-1348 supply requisition form. Detailed ordering procedures, current NAVEDTRA numbers, and stock numbers are provided in the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT. Because of the mandatory requirement for personnel to complete these courses, order early to have the materials available. Submit requests for course materials to

> Commanding Officer
> Naval Publications and Forms Center
> 5801 Tabor Avenue
> Philadelphia, PA 19120

## STUDYING FOR ADVANCEMENT

NOTE: This information about "Studying for Advancement" is written to the advancement candidate and may be locally reproduced for distribution with handbooks and other study materials.

Studying for the exam is easier if you know the answers to these three questions: (1) Where do I start? (2) What is the purpose of my study? and (3) What does the exam consist of? The following information will prevent you from wasting time.

## WHERE TO START

Be prepared to study hard if you want to advance. Start by reading your *Advancement Handbook*. It contains your OCCSTDs and supporting bibliography, your rating path, and the scope of the rating.

The Examination Profile Information forms from your previous exams point out your strengths and weaknesses. Use this information to improve yourself. It is a report (like a report card) of how well you did on the previous exam in comparison to all others who took the same exam. However, it does not tell you what will be on the next exam. Every exam is different from those before it.

## WHAT IS THE PURPOSE OF YOUR STUDY

You should know what skills and abilities are expected of you. Your OCCSTDs are a list of the minimum skills required of you to qualify for advancement.

Your *Advancement Handbook for Petty Officers* puts you in touch with references that support the OCCSTDs in your rate. Your handbook lists the mandatory (*) and recommended TRAMANs and other reference materials. Remember to study all the publications, manuals, and directives in the *BIB* for your next higher rate and for all lower rates. Be sure you study any specific referrals mentioned in the references. You can gain additional knowledge from specific referrals, which will separate you from less motivated candidates. Being just minimally prepared for the exam won't be good enough.

## WHAT THE EXAM CONSISTS OF

The advancement exam has 150 multiple-choice questions, each with four answer choices. The exam is given to everyone on the same day, worldwide.

Don't forget that this is a RANK-ORDERING exam. How high do you want to be rank-ordered? Just "getting by" or doing "OK" will not be good enough for you to advance. Study hard to earn the best and highest rank in the rank-ordering system!

## SUMMARY

In your role as ESO, you will have extensive dealings with the Naval Correspondence Course Program. All Navy personnel at your command will need to take a course at some time, and they will come to you to order these training materials. That is why you need to know how to obtain the courses they need and how to administer them. You should keep a plentiful supply of TRAMANs and NRTCs for the various rates and ratings attached to your command.

The *Bibliography for Advancement Study* and the *Advancement Handbooks* for petty officers and apprenticeships are the most important study guides available for enlisted personnel preparing for advancement. These study guides will provide information about advancement paths, eligibility requirements for advancement, professional development, examinations, and exam scoring. These

handbooks are not distributed automatically; therefore, you are responsible for ensuring they are available to the personnel in your command.

You especially need to be sure the *CPOIC* and *POIC* are available after each exam cycle since petty officers cannot be frocked or advanced without completing the appropriate course.

## REFERENCES

*Advancement Handbook for Apprenticeships*, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1989.

*Advancement Handbook for Petty Officers*, NAVEDTRA 71150, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1989.

*Bibliography for Advancement Study*, NAVEDTRA 10052-AK, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1989.

*Distribution Statements on Technical Documents*, OPNAVINST 5510.1G, Office of the Chief of Naval Operations, Washington, D.C., 1985.

*List of Training Manuals and Correspondence Courses*, NAVEDTRA 10061-AT, Naval Education and Training Command, Pensacola, Fla., 1988.

*Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E, Bureau of Naval Personnel, Washington, D.C., 1986.

*Navy Stock List of Publications and Forms*, NAVSUP Pub 2002, Naval Supply Systems Command, Philadelphia, Pa., 1980. Microfiche.

*Personnel Qualification Standards Catalog*, NAVEDTRA 43100-5B, Naval Education and Training Support Center, Pacific, San Diego, Calif., 1988.

U.S. Department of Defense, *Distribution Statements on Technical Documents*, DOD Directive 5230.24, Washington, D.C., 1984.

# CHAPTER 5

# NAVY ENLISTED ADVANCEMENT SYSTEM

## LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Identify the Navy Enlisted Advancement System and determine how it differs from the other services.

2. Identify advancement as a milestone in a Navy career.

3. Determine the objectives of the Navy Enlisted Advancement System.

4. Identify the qualifications necessary for advancement.

5. Identify the different methods and programs of advancement.

6. Identify the responsibilities of the ESO necessary for advancement.

7. Identify special advancement requirements.

8. Identify the methods of obtaining a change in rate or rating.

9. Identify the paths leading to a commission as a naval officer.

## INTRODUCTION TO THE NAVY ENLISTED ADVANCEMENT SYSTEM

The Navy Enlisted Advancement System is the most formalized advancement system of the armed services and differs considerably from the other branches. Unlike the other services, the majority of advancement opportunities in the Navy are based upon each member's final multiple score in a Navywide competitive advancement cycle. The final multiple score, which is designed to measure the whole person, is based on a combination of the person's examination score, performance, and experience.

Persons cannot be advanced to paygrades E-4, E-5, E-6, or E-7 without taking an advancement examination, except for those enrolled in special programs. Navywide examinations are not normally required for advancement to paygrades E-2, E-3, E-8, and E-9.

Navywide advancement examinations are developed by the Naval Education and Training Program Management Support Activity (NETPMSA), Pensacola, Florida. NETPMSA develops challenging examinations for enlisted personnel Navywide to afford them equal opportunities to compete for advancement with all others in their respective ratings and rates. For example, a BM2 serving with the U.S. Seventh Fleet in the Far East and a BM2 serving with the U.S. Sixth Fleet in the Mediterranean takes the same BM1 advancement examination on the same day.

Before a person can take part in a Navywide competitive examination, appear before any selection board, or be advanced, that person must be recommended by the commanding officer. As the ESO and a manager, you should ensure the person is fully qualified for advancement. How many times have you heard someone comment, "Let's recommend him or her—he or she will never pass the examination anyway" or "What selection board would pick that loser?" This situation poses a problem for the advancement system. An unqualified person should NOT BE RECOMMENDED FOR ADVANCEMENT! ENSURING THAT THE BEST QUALIFIED INDIVIDUALS ARE RECOMMENDED AND PROMOTED is the goal of every commanding officer. A technical adviser for the advancement program can play a very important role in ensuring only those fully qualified persons are recommended for advancement.

## THE NAVY ENLISTED ADVANCEMENT SYSTEM

The objective of the Navy Enlisted Advancement System is to provide the Navy's best qualified petty officers to man its ships and stations. The advancement system allows only the best of the Navy's qualified enlisted personnel to advance to higher levels of responsibility.

The Navy Enlisted Advancement System is governed by the *Manual of Advancement*, BUPERSINST 1430.16C. In addition to this basic reference, a BUPERSNOTE 1418 is issued before each advancement cycle. This notice announces the schedule of the examinations and provides other pertinent information. It is normally issued as follows:

1. Notice for the January chief petty officer (CPO) examination is issued in November of the preceding year.

2. Notice for the March petty officer third class (PO3) through first class (PO1) examinations is issued in December of the preceding year.

3. Notice for the September PO3 through PO1 examinations is issued each June.

4. Notice for the November competition for master chief petty officer (MCPO) and senior chief petty officer (SCPO) is published in August.

You should carefully review the *Manual of Advancement* and BUPERSNOTE 1418 to ensure your command follows the proper procedures for each cycle.

To help you understand the normal system of advancement, we will divide it into two parts:

1. The requirements that must be met for a candidate to be qualified; that is, to be considered for advancement.

2. The factors that actually determine whether or not the candidate will be advanced.

## REQUIREMENTS NECESSARY FOR QUALIFICATION

To be qualified for advancement, a member must meet the following requirements:

- Complete Personnel Advancement Requirements (PARs), including a performance test, if applicable

- Complete mandatory TRAMAN requirements (If a TRAMAN is not available in the supply system, the mandatory requirement for completion is waived until a revised edition is published. The NAVEDTRA 10052-AK or BUPERSNOTE 1418 published for the respective examination cycle will show those courses waived.)

- Meet citizenship or security clearance requirements for advancement in certain rates or ratings

- Meet minimum performance criteria

- Be in the proper path of advancement

- Fulfill special requirements for certain ratings

- Remain eligible for advancement

- Not be a selectee for appointment to temporary officer or warrant officer status

- Meet minimum time-in-rate (TIR) requirements

- Be recommended by the commanding officer

- Pass the appropriate military/leadership examination for petty officer third class (PO3), petty officer second class (PO2), petty officer first class (PO1), or chief petty officer (CPO)

- Successfully compete in a Navywide advancement examination cycle

- Not exceed the high-year tenure (HYT) requirements or have a pending request for transfer to the Fleet Reserve (candidates for E-7/8/9)

- After selection for advancement to PO3 or CPO, complete the *Petty Officer Third Class Indoctrination Course (POIC)* or *Chief Petty Officer Indoctrination Course (CPOIC)*

- Meet physical readiness standards and rating-specific physical requirements

NOTE: Some ratings require the successful completion of a service school. For a complete

| PAYGRADE | E-1 to E-2 | E-2 to E-3 | E-3 to E-4 | E-4 to E-5 | E-5 to E-6 | E-6 to E-7 | E-7 to E-8 | E-8 to E-9 |
|---|---|---|---|---|---|---|---|---|
| PAR | | | PARs must be completed for advancement to E-4 through E-7 | | | | | |
| MANDATORY TRAMANs | | MANDATORY (*) publications for all rates must be completed to qualify for advancement, except as noted in text | | | | | | |
| MANDATORY SERVICE SCHOOLS | | | Class A school for some ratings | LN2 | | AGC MUC | MUCS MUCM | |
| CITIZENSHIP /SECURITY | Citzenship and security requirements for ratings are outlined in NAVPERS 18068E | | | | | | | |
| MINIMUM PERFORMANCE CRITERIA | 3.0 minimum PMA | | | | | | | |
| PERF TEST | | | Specified ratings must complete applicable performance tests before taking Navywide advancement examination | | | | | |
| PROPER ADV PATH | All candidates must advance within the proper path of advancement | | | | | | | |
| FULFILL SPECIAL REQ | Special requirements for specific ratings are outlined in NAVPERS 18068E | | | | | | | |
| INELIGIBILITY | Not be involved in any circumstances that render ineligibility for advancement | | | | | | | |
| OFFICER SELECTEES | Not eligible for advancement if selectee for LDO or CWO | | | | | | | |
| TIME IN RATE (TIR) | 9 mos. as E-1 | 9 mos. as E-2 | 6 mos. as E-3 | 12 mos. as E-4 | 36 mos. as E-5 | 36 mos. as E-6 | 36 mos. as E-7 | 36 mos. as E-8 |
| CO RECOMMENDATION | All candidates require the commanding officer's recommendation | | | | | | | |
| EXAMS | | Apprentice exams[2] | Pass Military/Leadership exams for paygrades E-4 through E-7 / Pass Navywide advancement-in-rate exam (E-4 through E-7) | | | | | |
| OBLIGATED SERVICE REQUIRED | | | | | | | E-7/8/9 candidates must have 2 years remaining obligated service to accept appointment to a CPO paygrade[1] | |
| CPOIC POIC | | | Complete POIC[3] | | | | Complete CPOIC[3] | |
| PHYSICAL READINESS STANDARDS | Refer to OPNAVINST 6110.1C for Physical Readiness Standards | | | | | | | |

1 Personnel retiring after 30 years are not obligated to fulfill the 2-year requirement
2 For E-2 to E-3, Navy Apprenticeship (E-3) exams or locally prepared tests may be used
3 Selectees must complete the POIC or CPOIC before frocking or advancement.

**Figure 5-1.—Eligibility information.**

listing of these required schools, consult OPNAVINST 1430.5C.

Figure 5-1 provides a ready reference of the specific eligibility requirements that personnel must meet. The requirements for advancement are discussed in detail in the *Manual of Advancement*, BUPERSINST 1430.16C.

## SPECIAL ADVANCEMENT REQUIREMENTS

Many times nondesignated strikers complete the required courses for a rating without inquiring if the rating they desire to strike for is open or closed. OPNAVINST 1430.5C governs the different rating entries.

ESOs should encourage nondesignated strikers to strike for OPEN ratings since these ratings provide the best opportunities for advancement. You must be aware that manpower requirements for junior-level rating entries fluctuate with the overall needs of the Navy.

NMPC uses two major categories of rating control to identify Navy manpower needs. The rating-entry categories from the apprenticeship level to petty officer third class are open and closed. An OPEN rating is open to all apprentices. An apprentice may not enter a CLOSED rating unless he or she has attended a formal Navy school.

As the educational services officer, you will be pointing out to nondesignated strikers the ratings they may strike for. All rating-entry categories may be found in *Rating Entry for General Apprentices (REGA)*, OPNAVINST 1430.5C. You should be aware of the rules that apply to personnel desiring to enter any rating. You may also serve as a member of the command striker selection board. In either capacity, you have to know what special advancement requirements exist for certain ratings. Those special requirements may include completion of service schools, U.S. citizenship, and a specific security clearance.

### Required Service Schools

Some ratings require personnel to complete A school before they can establish eligibility for a rating and take part in the Navywide competitive examination for paygrade E-4. A list of those ratings is contained in OPNAVINST 1430.5C. Some ratings require personnel to complete more advanced schools and courses before advancing beyond a certain paygrade. For instance, an LN2 cannot participate in the examination for LN1 until he or she has completed the Naval Justice School.

### Citizenship and Security Clearance Requirements

Some ratings require a person to be a U.S. citizen and be eligible to receive a clearance for access to classified information. A list of those ratings is contained in the *Manual of Advancement*, BUPERSINST 1430.16C, and *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E.

Generally, only U.S. citizens are assigned sensitive duties or granted access to classified information. About one-half of the Navy's ratings require access to classified information. For this reason, immigrant aliens generally are not permitted entry into ratings requiring access to classified information unless citizenship is imminent.

### FACTORS THAT DETERMINE ADVANCEMENT

Advancement is not automatic. A member becomes eligible for advancement by meeting all of the requirements, but this does not guarantee that the member will be advanced. Certain factors are used to determine which members, out of all of those qualified, will actually be advanced in rate.

After the member has qualified for advancement and passed the Navywide advancement examination, the final multiple score (FMS) is computed. The FMS computation is based on three factors: experience + performance + exam score. Experience is determined by the length of service, service in paygrade, awards, and the passed-not-advanced (PNA) points earned in previous examinations. The performance factor is established by previous enlisted performance evaluation reports. Once the examination is graded, all three factors are calculated and added together to give the FMS. All the qualified candidates are then ranked according to their FMSs, beginning with the highest FMS and descending to the lowest FMS. Advancement authorizations are then issued to the top ranking candidates to fill the number of existing vacancies in a particular rate.

The E4/E5, E6, and E7 columns under the Maximum Allowable FMS Points/Percent FMS Points heading of figure 5-2 show the maximum examination standard score a person can attain is 80. The examination standard score points count 35 percent of the E4/E5 total FMS. The maximum points allowed for the performance factor for E4/E5 is 70, or 30 percent of the FMS. The remaining 35 percent of the total FMS is based on a combination of the length of service, service in paygrade, awards, and PNA points. Within the awards, or experience factor, a one-time addition of 2 points may be awarded for an associate degree attainment or 4 points for a bachelor degree, if the degree was earned during off-duty time. This benefit may be used for only one paygrade advancement.

# FINAL MULTIPLE SCORE COMPUTATION

| Factor | Exam Pay-grade | Computation | Max. Allowable FMS Points/ Percent FMS Points | | |
|---|---|---|---|---|---|
| | | | E4/E5 | E6 | E7 |
| Standard Score (SS) | All | Indicated on Exam Profile Sheet | 80/35% | 80/30% | 80/60% |
| Performance Factor (PF) | E4/E5 E6 E7 | *(PMA × 60) − 170 *(PMA × 60) − 148 *PMA × 13 | 70/30% | 92/35% | 52/40% |
| Length of Service (LOS)** | E4/E5 E6 | (TAS − SIPG) + 15 (TAS − SIPG) + 19 | 30/13% | 34/13% | |
| Service in paygrade (SIPG) | E4/E5 E6 | (2 × SIPG) + 15 (2 × SIPG) + 19 | 30/13% | 34/13% | |
| Awards | E4/E5 E6 | Values as listed in para 418 BUPERSINST 1430.16C | 10/4.5% | 12/4.5% | |
| PNA Points | E4/E5 E6 | As indicated on past Profile Info. | 10/4.5% | 12/4.5% | |
| Maximum FMS Possible | All | | 230 | 264 | 132 |

*Performance mark average (PMA) is determined using exhibit IV-II BUPERSINST 1430.16C.

**Length of Service is a combination of all <u>active</u> Navy service plus other <u>active</u> military service, as described in the *Manual of Advancement*, BUPERSINST 1430.16C.

Figure 5-2.—Final multiple score computation.

Table 5-1.—Sample FMS Computation

Table 5-1 explains the final multiple score computation using a step-by-step process given the following known values.

| Result: | SS | 56.00 | |
|---|---|---|---|
| | PF | | = (PMA × 60) − 148 |
| | | 89.00 | = (3.95 × 60) − 148 |
| | LOS | 23.75 | = (TAS − SPIG) + 19 |
| | | | = (8.25 − 3.5) + 19 |
| | | | = 4.75 + 19 |
| | | | = 23.75 |
| | SIPG | 26.00 | = (2 × SPIG) + 19 |
| | | | = (2 × 3.5) + 19 |
| | | | = 7 + 19 |
| | | | = 26 |
| | Awards | 02.00 | |
| | PNA pts | <u>01.50</u> | |
| | | 198.25 | |

Sample Computation for E-6

When converting months to decimal equivalents for LOS and SIPG use the following conversion tables listed:

| Months | Fraction | Months | Fractions |
|---|---|---|---|
| 1 | .08 | 7 | .58 |
| 2 | .17 | 8 | .67 |
| 3 | .25 | 9 | .75 |
| 4 | .33 | 10 | .83 |
| 5 | .42 | 11 | .92 |
| 6 | .50 | | |

Table 5-1 explains the final multiple score computation for a candidate participating for advancement to E-6 given the following FMS values:

| | |
|---|---|
| Examination standard score (SS) = 56 | |
| Performance mark average (PMA) = 3.95 | |
| Length of service (YR/MO) (LOS) = 08/03 | |
| Service in paygrade (YR/MO) (SIPG) = 03/06 | |
| Awards = 2.0 | |
| PNA points = 1.5 | |

## ENLISTED ADVANCEMENT SYSTEM VIDEO PRESENTATION

A 37-minute videotape explaining the Navy's advancement system has been distributed to the fleet. Along with an easy-to-understand explanation of the advancement system, the tape covers how to prepare for advancement exams and selection boards.

The videotape presentation was distributed to all Navy activities assigned at least 25 enlisted personnel. The presentation, which serves as a valuable counseling aid for all

enlisted personnel, provides a broad overview of the advancement system.

The presentation is divided into two parts. Part one is intended especially for educational services officers (ESOs), personnel officers, and career counselors. It discusses the final multiple score (FMS) computation, exam development and scoring, how advancement quotas are determined in a vacancy-dependent system, and the importance of performance evaluations to advancement.

Part two is intended for all advancement candidates. It discusses proven preparation techniques for advancement exam study, what materials to study, and how to interpret exam results. It discusses the relative weight in the final multiple score of such factors as exams, evaluations, awards, and PNA points. The presentation also explains the selection board process and offers helpful advice for eligible candidates.

The presentation can be ordered through the Naval Education and Training Support Center, Atlantic (NETCLANT) or NETCPAC for pacific fleet commands. The production identification number for the presentation is 803480DN.

## ADVANCEMENT IN THE NAVY

Advancement is a significant milestone in a Navy member's career. Each advancement brings significant changes in duties and increased responsibilities. With each advancement a person is one step closer to his or her ultimate career goal.

Advancement is one of the most rewarding accomplishments in a person's naval career and one that has a great impact on morale. Many rewards of Navy life are earned through the advancement system. Some of these rewards are readily apparent—better pay, more challenging job assignments, and greater respect.

The member is not the sole benefactor of advancement—the Navy also profits by gaining more competent and better trained members. Highly trained personnel are essential to the mission of the Navy. Each time a person is advanced, that person's value to the Navy increases. The trained person becomes more valuable as a specialist in the rating and as a person who can train others.

Both the candidate for advancement and the command have advancement responsibilities. Each member must ensure that his or her advancement requirements are completed accurately and on time. The command must ensure that only those personnel who are eligible in all respects are recommended for advancement. The commanding officer has the ultimate responsibility of making recommendations for advancement and for withdrawing recommendations for advancement. ESOs and Navy personnel working in the education and training field can be a positive force by guiding personnel in the attainment of their goals.

## REGULAR ADVANCEMENT

The Department of Defense (DOD) prescribes the minimum total active federal military service (TAFMS) a person must have to compete as a REGULAR CANDIDATE for advancement. Detailed information may be found in paragraph 301.11.3 of the *Manual of Advancement*. The TAFMS requirements for advancement to paygrades E-4 through E-9 are as follows:

TAFMS MINIMUM TO BE A REGULAR CANDIDATE

| PAYGRADE | TAFMS | PAYGRADE | TAFMS |
| --- | --- | --- | --- |
| E-4 | 2 years | E-7 | 11 years |
| E-5 | 3 years | E-8 | 16 years |
| E-6 | 7 years | E-9 | 19 years |

## EARLY ADVANCEMENT

Some persons may not have the minimum TAFMS required to be regular candidates but may qualify in all other respects. If recommended by their commanding officers, such persons may compete as EARLY CANDIDATES. The early advancement process, which is available to all enlisted Navy personnel, is designed to allow top performers to be advanced early in their careers.

The number of advancement quotas that may be filled by early candidates is determined by DOD manning restrictions. The quotas are restricted to a maximum of 20 percent of the total enlisted forces for E-4 and 10 percent for E-5 through E-9.

To become a selectee as an early candidate, a person may need a higher FMS than regular candidates competing for the same rate. This is because the early candidate "eligibility zone" and regular candidate "cut score" may be established at different FMS levels. Let's look at the following example:

### EXAMPLE RANK-ORDERED FMS SCORES

| CANDIDATE | FMS | STATUS |
|---|---|---|
| 1 | 207.65 | SELECTEE (FOR ADVANCEMENT) |
| 2 | E201.65 | SELECTEE |
| 3 | E197.18 | SELECTEE |
| 4 | 195.16 | SELECTEE "EARLY CANDIDATE" ELIG. ZONE |
| 5 | 193.16 | SELECTEE |
| 6 | 190.61 | SELECTEE |
| 7 | E188.30 | PNA (PASSED-BUT-NOT ADVANCED) |
| 8 | 183.03 | SELECTEE |
| 9 | 178.21 | SELECTEE |
| 10 | 177.85 | SELECTEE |
| 11 | 172.03 | SELECTEE |
| 12 | 171.66 | SELECTEE |
| 13 | 168.88 | SELECTEE "REG. CANDIDATE" CUT SCORE |
| 14 | 168.83 | PNA |
| 15 | E160.00 | PNA |
| 16 | 160.00 | PNA |
| 17 | 154.63 | PNA |
| 18 | | FAIL |

## HIGH-YEAR TENURE

At the other end of the early advancement spectrum is a system used to provide fair promotion opportunities. This system is known as the high-year tenure (HYT), which prescribes the maximum time allowed between paygrades for professional growth (advancement in rate) to occur. Candidates for chief, senior chief, and master chief petty officer who will exceed their HYTs as of 1 July and 1 August of the year considered for advancement, respectively, will not be considered for advancement unless an extension has been approved by the Commander Naval Military Personnel Command (CNMPC). The candidates must also agree to not request transfer to the Fleet Reserve. High-year tenure is 23 years' total active service for E-7 candidates, 26 years' for E-8, and 28 years' for E-9 candidates. For detailed information refer to OPNAVINST 1160.5B.

## ADVANCEMENT PREPARATION

Candidates need to know how to prepare for advancement and what materials to study. The knowledgeable ESO can play an important role in the preparation for advancement.

### HOW THE ESO CAN ASSIST THE CANDIDATE IN PREPARATION FOR ADVANCEMENT

The educational services officer should assist candidates in preparing for advancement in the following ways:

• Encourage candidates to start preparation early.

• Ensure candidates are eligible for their desired ratings.

• Ensure candidates have their own copy of the *Advancement Handbook for Petty Officers* for their rating. Explain the importance and use of the handbook, which contains excerpts of the rating listed in the *Bibliography for Advancement Study*, NAVEDTRA 10052-AK, and the *Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards*, NAVPERS 18068E. Advise the candidate of the mandatory training manuals and nonresident training courses they must complete. These mandatory publications, listed in the *Handbook for Petty Officers* and *Bibliography for Advancement Study*, are marked with asterisks.

• Ensure candidates are familiar with the advancement requirements listed in the *Manual of Advancement*, BUPERSINST 1430.16C.

• Ensure candidates are aware that all requirements, except TIR, must be completed not later than 2 weeks preceding the first day of the month in which Navywide examinations are administered.

## CANDIDATE RESPONSIBILITIES

Candidates for advancement MUST be prepared. They should not wait until the last minute to prepare and study for advancement. Candidates should prepare for the examination day in the following ways:

• By knowing their ratings

• By getting plenty of sleep the night before the examination

• By ensuring all requirements are completed on time and entered in their service records

• By being prepared to do their best

Equally important in preparing for advancement is the manner in which the candidates do their jobs—this is reflected in their evaluations. A sustained performance reflected in an evaluation adds points to the candidate's FMS. NOW THE CANDIDATE IS READY TO PARTICIPATE IN THE ADVANCEMENT EXAMINATION.

## NAVYWIDE ADVANCEMENT EXAMINATION

All eligible personnel compete for advancement or change in rating to fill vacancies in the total Navy allowance by taking a Navywide advancement examination.

NETPMSA develops examinations for paygrades E-4 through E-7 for all Navy ratings. Examinations contain 150 questions supported by the occupational standards for each rate and rating. NETPMSA scores and processes examination answer sheets using a high-speed electronic scanner. Examination grades are then combined with other factors to determine the FMS of qualified personnel. Eligible personnel are advanced to PO3 through PO1 to fill Navywide vacancies on the basis of their FMSs.

An examination is not required for advancement to E-8 or E-9; advancement to CPO, SCPO, and MCPO requires selection board action. Boards are convened annually by the Chief of Naval Personnel (CHNAVPERS). CPO, SCPO, and MCPO candidates who qualify for selection board consideration are designated SELECTION BOARD ELIGIBLE (SBE) by NETPMSA. The total number selected is based on Navywide vacancies. CPO candidates are designated SBE on the basis of their FMSs. SCPO and MCPO candidates are designated SBE based on the recommendation of their commanding officers.

## CHANGE IN RATE OR RATING

A change in rating is a change in occupational specialty without a change in paygrade; for example, changing from Boatswain's Mate second class to Religious Program Specialist second class.

The Navy makes a change in rating possible for a person who wishes to get into an area in which that person has an aptitude and interest. Naturally, the Navy's requirements take precedence over a person's wishes if the two interests conflict.

Commanding officers have the authority to laterally change the apprenticeships of personnel in paygrades E-2 and E-3 within the Seaman, Fireman, and Airman apprenticeships; for example, from Seaman to Airman or Fireman to Seaman. This may be accomplished by the commanding officer provided the following requirements are met:

• The member requests a change.

• A greater need exists in the requested apprenticeship.

• A valid billet exists within the command.

• The member is fully qualified for the new apprenticeship.

All other administrative changes in rate or rating are authorized in one of the following ways:

1. Under special conversion programs (such as SCORE) through formal schools

2. By the Commander, Naval Military Personnel Command (NMPC-483), through a

board members are divided into panels to review the records of persons in specific professional areas.

The Chief of Naval Operations establishes a maximum selection quota for each rating. This quota is filled by the best qualified candidates competing for advancement. The Department of Defense has established the TAFMS requirement, which personnel must normally meet before they can advance to any paygrade. No more than 10 percent of the total number of members in any paygrade may have less than the prescribed TAFMS. This quota is provided to the board on an "allowable early paygrade quota"; it is provided separately from the quota for each rate. Some panels will select fewer early selectees than others because the average time in service of candidates varies from rating to rating.

## Guidelines Provided to Each Board

The Secretary of the Navy, Chief of Naval Operations, Commander Naval Military Personnel Command, and the CNO's enlisted community managers have input to the selection boards. Each year a precept is developed for the board to outline the selection process concept and provide general guidance to the board members. The board establishes its own administrative procedures and the minimum selection criteria to be used by all members in screening the records of candidates. The board applies the precept guidelines equally to each candidate within a rating; however, application of the criteria may vary slightly from rating to rating. This variation is the result of differences in supervisory opportunities, schooling, sea/shore rotation patterns, and so forth. Under the precept guidelines, the board is given the latitude to establish its own internal emphasis, thereby ensuring the dynamic nature of the selection process. An oath is administered to the board members and recorders that defines the conduct and performance expected from each board member.

## What Does the Board Consider?

Board members receive a copy of each candidate's microfiche record. They also receive a folder containing a file of any correspondence received by the board president before the board's deliberations. Each record is independently reviewed during the screening process. At least 3 years (but normally 5 years) of enlisted performance evaluations are reviewed. To ensure the board has current information, candidates may submit any information that is not included in their records. The following are the primary factors considered by the selection board:

● Sustained superior performance. This is the single most important factor influencing selection.

● Professional performance. Significant emphasis is placed on professional performance at sea for male candidates and on performance at sea or equivalent tours for female candidates. Candidates need not be serving in a sea duty billet. However, their records should contain evidence of professional and managerial excellence at sea or in isolated duty assignments. A variety of duty assignments, especially sea duty, qualifies personnel in this area because it gives them a broad range of professional experience. However, a candidate having less variety, but otherwise demanding tours, may be equally qualified. The board takes into consideration that some ratings do not offer a broad opportunity for sea duty, particularly at the senior levels. Assignments to which candidates have been ordered for extended periods to meet the needs of the Navy will not unfavorably affect their selection opportunities.

● Special tours. Additional emphasis is placed on candidates who have successfully served in or are now successfully serving in demanding special tours. These special tours include such assignments as recruit company commanders, instructors, enlisted detailers, recruiters, and other tours requiring special qualifications.

● Performance evaluations and the total person concept. Evaluations are closely reviewed to ensure the performance marks and the narrative correspond. The board also considers the total person concept. This concept involves the consideration of personal decorations, letters of commendation, and command and community involvement.

● Duty assignments. The board can determine a candidate's performance in his or her current duty assignment from the job description on the evaluation. A history of a person's duty assignments can be determined

from the service record. Using this data, the selection board can tell whether the person is performing duties commensurate with the rate and meeting professional growth expectancies.

• Weight standards. Candidates classified as obese, who failed the physical readiness test (PRT) 3 or more times, or are classified as overfat for 3 or more PRT cycles may not be recommended for advancement. Selectees who do not meet the PRT body-fat requirements may not be frocked. The requirements of OPNAVINST 6110.1C must be met before the limiting date of advancement.

• Alcohol-related misconduct or poor performance. Advancement will not be denied solely on the basis of prior alcoholism or alcohol abuse if the member has participated in a successful treatment and recovery program. However, the board considers any misconduct or poor performance resulting from alcoholism or alcohol abuse in determining fitness for advancement.

• Behavior problems. Service record entries about disciplinary problems, letters of indebtedness, or behavioral difficulties, such as drug abuse or discrimination, adversely affect a candidate's selection. Once these problems are overcome, the most important selection factor is again sustained superior performance.

• Slating. Each service record is reviewed and assessed by at least two board members. Once the entire rating is completed, the board arranges all the candidates from the best to least qualified. This is called slating. The best of the qualified candidates are then recommended for advancement by the selection board.

The selection of candidates is based on their contributions to the mission of the command and the Navy. In specific terms, this means the candidate's record is rated according to the candidate's performance in the following areas:

• Performance

• Leadership and managerial abilities

• Comparison to peers

• Potential for increased responsibility

• Jobs held and number of people supervised

• Duty assignments (sea, arduous unaccompanied, instructor, recruiter, detailer, and so forth)

• Special qualifications such as the Enlisted Surface Warfare Specialist (ESWS), Submarine Warfare (SS), and other special qualification insignias

• Awards

• Education (on and off duty)

• Problem areas

All of these categories are considered in the selection process. Some areas are more important than others, but all are important and deserve appropriate comment in evaluations.

**Improving Chances for Selection**

Candidates should ensure their Naval Military Personnel Command (NMPC) official microfiche records are current, complete, and in proper order. Candidates should order a copy of their microfiche records from NMPC-312 at least 6 months before the board convenes. They should then review their records carefully to ensure all pertinent information is included.

Candidates should ensure their evaluations are typed properly with no misspellings or other typographical errors. These errors are as much the responsibility of the candidate as the command. They should also ensure the evaluation covers the correct period of time.

Candidates should seek challenging assignments, increased responsibilities, and demanding and taxing leadership positions. Many candidates are content to *homestead* in a particular locale with a repetitive type of assignment. They would increase their advancement opportunities by maintaining a rotation of assignments.

Before evaluations are written, candidates should submit all pertinent information on the Enlisted Performance Evaluation Report Individual Input, NAVPERS 1616/21 (brag sheet). Pertinent information should include special qualifications earned during the

reporting period, awards received, and all significant professional achievements. Candidates should list educational achievements, including Navy schools, correspondence courses, and civilian-sponsored courses completed during the reporting period. They should also list collateral duties, command and community involvement, and any other information candidates feel is noteworthy.

An evaluation should emphasize the person's ability, potential, and willingness to accept positions of leadership and management. It should specifically indicate why the person should be advanced.

Commanding officers should follow the explicit instructions in the *Navy Enlisted Performance Evaluation System*, NAVMILPERSCOMINST 1616.1A, to ensure marks are assigned properly. This enables selection boards to distinguish the top runners from the average candidates. One way to ensure the top performers in a command are identified is to rank the individuals against their peers. Command master chiefs, senior chiefs, or command chiefs should be involved in the evaluation process of the command. The coordination and cooperation of the entire chain of command is required for the Navy to have a reliable evaluation system. A good evaluation system, in turn, ensures that the Navy can institute a good promotion and selection process.

Commands should ensure all evaluations are proofread for accuracy. Many times evaluations are incomplete, which creates problems for selection boards. Reconstruction of a member's career and performance is difficult enough without requiring the board to guess about areas left incomplete. Since evaluation comments must be limited to the space provided (no continuation sheets are authorized), commands should use clear and concise language using specific statements. Unusual abbreviations or acronyms, particularly those developed locally or of a transitory nature, should not be used.

## THE COMMAND ADVANCEMENT PROGRAM (CAP)

The Command Advancement Program authorizes commanding officers to advance a certain percentage of their assigned enlisted personnel in recognition of superior performance. This program is governed by BUPERSINST 1430.17C. Personnel in paygrades E-3, E-4, and E-5 may be advanced to the next higher paygrade under this program. The program is designed to work in conjunction with, but not to replace, the normal advancement system.

To qualify for the Command Advancement Program, a Navy member must meet the following requirements:

• Be assigned to a unit of the operating forces for a normal tour of duty or completion of a normal tour of duty; that is, for rotation purposes, type duty 2, 4, or 8. Type duty codes are explained in chapter 3 of the *Enlisted Transfer Manual (TRANSMAN)*.

• Meet the following time-in-rate (TIR) requirements on or before the effective date of advancement:

| For Paygrade | TIR |
|---|---|
| E-4 | 6 months as E-3 |
| E-5 | 1 year as E-4 |
| E-6 | 3 years as E-5 |

• Meet the following total active federal military service (TAFMS) requirements on or before 30 September of the fiscal year in which the member is being advanced:

| For Paygrade | TAFMS |
|---|---|
| E-4 | 2 years |
| E-5 | 3 years |
| E-6 | 7 years |

• Be on board for at least 6 months.

• Meet all school, course-completion, citizenship, and security requirements.

• Complete PARs and all other requirements required for normal advancement, with the exception of advancement examination participation.

• Meet weight requirements for advancement.

When a member is CAP advanced, the command must forward an Examination Answer Sheet and a copy of the Recommendation for Advancement in Rate or

Change of Rating (worksheet) (NAVEDTRA 1430/2) under a registered letter of transmittal to NETPMSA and a copy of the letter to COMNAVMILPERSCOM (NMPC-221). This is required by the CAP instruction, but it is often overlooked by the command. BUPERSINST 1430.17C also governs the Command Advancement Program for selected reserve crews of Naval Reserve force ships.

## ACCELERATED ADVANCEMENT

The Accelerated Advancement Program provides an opportunity for members to elect accelerated advancement to PO3 without competing in a Navywide advancement examination. This opportunity is provided to enlisted members in the advanced electronics field (AEF), nuclear field (NF), and advanced technical field (ATF) programs. It is also provided to eligible graduates of certain class A schools.

A person is authorized only one accelerated advancement under this program. Accelerated advancement must be elected either at the time of or before graduation from class A school. Commanding officers and directors of the applicable school can advance those persons enrolled under the AEF, ATF, or NF programs who meet the requirements outlined in MILPERSMAN, articles 1050310 and 2230150. Upon graduation from A school, the director of the applicable school will recommend for advancement those candidates, other than graduates of AEF, ATF, and NF, who are qualified for accelerated advancement within the percentages established.

Advancements for personnel other than AEF, ATF, or NF students may be effected at the person's first duty station after a 4- to 8-month observation period. Candidates must have graduated in the top percentile as established by the specific class A school listed in MILPERSMAN, article 1050310. They must be recommended by the training school commanding officer and successfully pass the E-4 military/leadership exam. They also must complete the military requirements for PO3 as well as all required PARs. Before advancement to E-4, the person must complete the *POIC*. TIR is waived for members being advanced under the provisions of accelerated advancement. In other words, accelerated advancement to E-4 may be effected for qualified candidates whether or not the member is serving in paygrade E-3.

## SELECTIVE CONVERSION AND REENLISTMENT (SCORE) PROGRAM

The requirements for advancement under the SCORE Program are found in MILPERSMAN, article 1060010. This program provides automatic advancement to PO2 upon a person's satisfactory completion of either a class C school or class C package listed in the current Career Schools Listing (CSL). Always refer to MILPERSMAN, article 1060020, for the current listing.

## SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

The advancement authority for this reenlistment incentive program is governed by MILPERSMAN, article 1060020. The STAR Program guarantees a PO3 advancement to PO2 upon completion of a class C school or C school package listed in the Career School Listing (CSL). It also guarantees advancement to PO3 upon completion of phase I of an AEF class A school based on automatic advancement procedures for the AEF program.

## PATHS LEADING TO A COMMISSION

The opportunity to receive a commission as an officer in the Navy has never been better than it is today. Two of the most popular programs leading to a commission are the Chief Warrant Officer (CWO) Program and the Limited Duty Officer (LDO) Program.
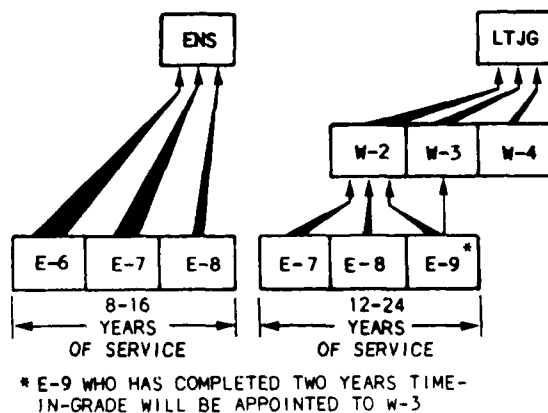


Figure 5-3.—Path of advancement from enlisted to chief warrant officer and limited duty officer.

## NORMAL PATH OF ADVANCEMENT TO CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER

| ENLISTED RATING | CWO CATEGORY AND OFFICER DESIGNATOR (SURF / SUB) | | LDO CATEGORY AND OFFICER DESIGNATOR (SURF / SUB) | |
|---|---|---|---|---|
| BM, QM, SM | BOATSWAIN | (711X / 721X) | DECK | (611X / 621X) |
| OS / EW / OT* | OPERATIONS TECH | (712X) | OPERATIONS | (612X) |
| BT, IC, EN, MM, GS, EM | ENGINEERING TECH | (713X / 723X) | ENGINEERING / REPAIR | (613X / 623X) |
| ML, PM, HT, DC, OM, IM, MR, PICM | REPAIR TECH | (714X / 724X) | | |
| ANY RATING QUALIFIED IN NAVAL SPECIAL WARFARE | SPECIAL WARFARE TECH | (715X) | N / A | |
| WT*, GMG, GMM, GM, FTB* FC*, MT, FTG*, TM, FT*, MN | ORDNANCE TECH | (716X / 726X) | ORDNANCE | (616X / 626X) |
| ST, DS*, FTG*, FTB*, FC*, OT*, ET, FT* | ELECTRONICS TECH | (718X / 728X) | ELECTRONICS | (618X / 628X) |
| RM | COMMUNICATIONS TECH | (719X) | COMMUNICATIONS | (619X / 629X) |
| **AVIATION** | | | **AVIATION** | |
| ABE, ABF, ABH, AB | AVIATION BOATSWAIN | (731X) | AVIATION DECK | (631X) |
| AW | AVIATION OPERATIONS TECH | (732X) | AVIATION OPERATIONS | (632X) |
| AD, AME, AMH, AMS, AM, PR, AS, AZ, AFCM | AVIATION MAINTENANCE TECH | (734X) | AVIATION MAINTENANCE | (633X) |
| AO, WT* | AVIATION ORDNANCE TECH | (736X) | AVIATION ORDNANCE | (636X) |
| AT, AX, AQ, AE, AVCM | AVIATION ELECTRONICS TECH | (738X) | AVIATION ELECTRONICS | (638X) |
| AC | N / A | | AIR TRAFFIC CONTROL | (639X) |
| **GENERAL SERIES** | | | **GENERAL SERIES** | |
| #MM, EM, ET | NUCLEAR POWER TECH | (740X) | NUCLEAR POWER | (640X) |
| LI, JO*, PC, PN, YN, LN*, RP | SHIP'S CLERK | (741X) | ADMINISTRATION | (641X) |
| DP, DS* | DATA PROCESSING TECH | (742X) | DATA PROCESSING | (642X) |
| MU | N / A | | BANDMASTER | (643X) |
| CT@ | CRYPTOLOGIC TECH | (744X) | CRYPTOLOGY | (644X) |
| IS* | INTELLIGENCE TECH | (745X) | INTELLIGENCE | (645X) |
| AG | N / A | | METEOROLOGY/OCEANOGRAPHY | (646X) |
| PH, IS*, JO*, DM* | PHOTOGRAPHER | (747X) | PHOTOGRAPHY | (647X) |
| ANY RATING QUALIFIED IN EOD | EXPLOSIVE ORDNANCE DISPOSAL TECH | (748X) | EXPLOSIVE ORDNANCE DISPOSAL | (648X) |
| MA | SECURITY TECH | (749X) | SECURITY | (649X) |
| **STAFF CORPS** | | | **STAFF CORPS** | |
| DK, SK, SH, AK, MS* | SUPPLY CORPS WARRANT (SC) | (751X) | SUPPLY (SC) | (651X) |
| MS* | FOOD SERVICE WARRANT (SC) | (752X) | | |
| DM*, BU, CE, CM, UT, UCCM, EA, EO SW, CUCM, EQCM | CIVIL ENGINEER CORPS WARRANT (CEC) | (753X) | CIVIL ENGINEER (CEC) | (653X) |
| HMS | PHYSICIAN'S ASSISTANT (PA) | (754X) | N / A | |
| LN* | N / A | | LAW | (655X) |

NOTES:

    *   Normal path in more than one category.

    @   Only CT personnel may apply

    #   Exclusive path of advancement for personnel in these ratings who hold a valid nuclear power program NEC.

    $   Application procedures published separately.

    NC   may apply under previous rating or any designator for which qualified.

Figure 5-4.—Normal path of advancement to chief warrant officer and limited duty officer.

The Navy recognizes a need for CWOs to serve as officer technical specialists and LDOs to serve as officer technical managers. Figure 5-3 shows the paths of advancement for enlisted personnel to chief warrant officer and limited duty officer. The Limited Duty Officer and Chief Warrant Officer Programs are the primary enlisted-to-officer programs sponsored by the Navy that do not require a college education. Figure 5-4 shows the normal path of advancement for each enlisted rating to which a person may be promoted in the commissioning programs. Entrance into both of the programs is, and will continue to be, highly competitive.

| BEGIN EARLY | PROFESSIONAL IMPROVEMENT |
|---|---|
| — Get started as a junior petty officer<br>— Make seniors aware of short & long term goals. | — Documented professional performance<br>— Be a standout—do more than your job<br>— Officer/enlisted correspondence courses<br>— College credits |
| EVALUATIONS | — Good standing in schools attended |
| — No substitute for outstanding record<br>— Accumulate high marks early<br>— Maintain steady trend<br>— Demonstrated initiative and leadership<br>— Personal and physical appearance<br>— Marks and write-up must match<br>— Ensure complete and accurate before you sign | AWARDS/COMMENDATIONS<br><br>— Documented in evaluations<br><br>APPLICATIONS<br><br>— Follow format in NMPC 1120 Notice exactly<br>— Brief and grammatically correct statement of why you desire a commission<br>— Quality control—neat and accurate |
| CAREER PATTERN<br><br>— Good sampling of sea and shore tours<br>— Increasing responsibility in a variety of assignments<br>— Well rounded individual | — Reflects your administrative ability<br><br>CO's ENDORSEMENT<br><br>— Should stress qualifications for designator applying for and potential to serve as a commissioned officer |
| DISCIPLINE<br><br>— No negative trends<br>— NJP early in career not serious<br>— General, Special or Summary Courts-martial or conviction by civil court (other than minor traffic violations) in last two years—not eligible to compete | — No longer than a page and a half<br>— Significant in selection process<br><br>**Obtain copy of your microphiche record and ensure complete and accurate |

THE MOST IMPORTANT FACTOR IN SELECTION IS SUSTAINED SUPERIOR PERFORMANCE

*Figure 5-5.—Preparing for CWO/LDO selection.*

Personnel who are interested in applying for these programs should begin preparation early in their careers. They should increase their knowledge through on-the-job training and specialized training offered by schools and correspondence courses. Figure 5-5 outlines steps personnel should take to prepare for the CWO and LDO Programs.

## THE CHIEF WARRANT OFFICER (CWO) PROGRAM

The Chief Warrant Officer Program provides a direct path of advancement to chief warrant officer for outstanding enlisted personnel on active duty in the Regular Navy or Naval Reserve.

To be eligible for appointment, an applicant must meet the following requirements:

● Be a U.S. citizen

● Be serving on active duty as a CPO, an SCPO, or an MCPO in the Regular Navy,

Naval Reserve, or Training and Administration of Reserves (TAR) Program at the time of application

● Be physically qualified for appointment as a chief warrant officer

● Be a high school graduate or possess the service-accepted equivalent

● Have no record of conviction by court-martial or of conviction by civil court for any offenses other than minor traffic violations for 4 years preceding 16 January of the year of application

● Be recommended by the commanding officer

● Must have completed at least 13 years, but not more than 24 years, of active service on 16 January of the year application is made

NAVMILPERSCOMINST 1131.1 defines the application procedures for active and

inactive duty personnel for the Chief Warrant Officer Program.

## THE LIMITED DUTY OFFICER (LDO) PROGRAM

The Limited Duty Officer (LDO) Program provides a path of advancement for PO1s through SCPOs and chief warrant officers to commissioning as a temporary ensign or lieutenant junior grade (as applicable) in the Regular Navy or Naval Reserve.

The applicant must meet the following eligibility requirements to apply for the LDO Program:

• Be a U.S. citizen.

• Be serving on active duty in the Regular Navy, Naval Reserve, or TAR Program at the time of application. If selected, inactive reserve personnel must remain on active duty until appointment is tendered.

• Be physically qualified for appointment to LDO.

• Be a high school graduate or possess the service-accepted equivalent.

• Have no record of conviction by court-martial or of conviction by civil court for any offense other than minor traffic violations for 4 years preceding 16 January of the year in which application is made.

• Be recommended by the commanding officer.

• Be serving as a PO1, CPO, or SCPO on 16 January of the year in which application is made. If a PO1, the applicant must have served in that capacity for at least 1 year as of 16 January of the year in which application is made.

• Have completed at least 8 years, but not more than 16 years, of active naval service on 16 January of the year in which application is made.

• (PO1 applicants only) Have completed all requirements for advancement to CPO, with the exception of time in paygrade and successfully competed in the annual Navywide advancement examination cycle administered in January of the year of application. A candidate whose final multiple is equal to, or greater than, the minimum final multiple for PASS SELECTION BOARD ELIGIBLE will be designated LDO SELECTION BOARD ELIGIBLE. A PO1 who is presently authorized advancement to CPO is exempt from the CPO Navywide examination qualification.

• (CPOs and SCPOs with at least 12 years, but not more than 16 years of naval service) May apply for LDO and CWO in the same application year, but only one designator for each program may be requested.

The following policies apply to the LDO and CWO Programs:

• No age stipulation is required for LDO/CWO candidates.

• The number of times an LDO/CWO candidate may apply from the same enlisted paygrade is unrestricted.

• E-6/7/8's with 8 to 16 years of service are eligible for LDO ENS.

• E-7/8's with 12 to 24 years of service are eligible for CWO2.

• E-9's with 2 years in grade and not more than 24 years of service are eligible for CWO3.

• The time-in-rate date is used to compute minimum and maximum eligibility.

• Candidates for CWO2 and CWO3 compete on an equal basis.

• The terminal eligibility date is extended to 1 July of the year of application.

• After 2 years as a CWO, a person may compete for selection to LDO at paygrade O-2.

• Prior military service that parallels current service can be counted to meet minimum eligibility requirements.

• Upon promotion to lieutenant, those LDOs commissioned after 15 September 1981 must accept permanent appointments. This applies also to CWOs selected after 15 September 1981 and subsequently selected for LDO status. All LDOs and CWOs selected for

LDO status who were commissioned before 15 September 1981 may either accept permanent LDO status or remain in a temporary LDO status.

When a person is selected for CWO or LDO, you should provide the newly selected commissioned officer with a copy of *Useful Information for Newly Commissioned Officers*, NAVEDTRA 10802-AK. You should also provide them with the following information:

- Newly commissioned CWOs and LDOs attend officer indoctrination school (OIS) at Pensacola. The school consists of 4 weeks of instruction. Oral and written communication, administrative and legal procedures, Navy programs and topics, military duties and courtesies, and sea power are emphasized.

- Candidates attend a Leadership and Management Education and Training (LMET) course, specifically designed for their experience levels, which consists of 2 weeks of instruction at Pensacola following OIS.

- *CWO candidates receive CWO sea pay—* a monthly amount plus $100 for those persons with over 2 consecutive years of sea duty.

- LDO candidates receive LDO sea pay—a monthly amount plus $100 for those persons with over 3 consecutive years of sea duty.

- A CWO with 3 years of commissioned service is eligible to retire as a CWO with 20 years' total service. (Because of a misunderstanding of the existing law, many people erroneously believe that a CWO must have 10 years of commissioned service.)

## RECOMMENDED CORRESPONDENCE COURSES FOR LDO AND CWO

Completion of the following correspondence courses are recommended for persons preparing for commissioning programs. Personnel should also consider taking as many of these courses as possible when preparing for advancement in rate. This is especially true for personnel preparing for the higher paygrades where the selection board process is used.

## CORRESPONDENCE COURSES COMMON TO ANY OFFICER PROGRAM

*Navy Regulations*, NAVEDTRA 10740-B6

*Naval Orientation*, NAVEDTRA 86138

*Human Behavior*, NAVEDTRA 10058-C

*Watch Officer*, NAVEDTRA 10719-B

*Investigations*, NAVEDTRA 10726-A1

*Equal Opportunity in the Navy*, NAVEDTRA 13099-C

*Seamanship*, NAVEDTRA 10923-D

*Ship Handling*, NAVEDTRA 10738-B1

*Navy Counselors Handbook*, NAVEDTRA 10238

*Security Manager*, NAVEDTRA 10987-C1

*Naval Safety Supervisor*, NAVEDTRA 10808

*Standard Organization and Regulations of the U.S. Navy*, NAVEDTRA 10427-C

## CWO CORRESPONDENCE COURSES
### (Two specialist courses in the person's specific skill area)

*Principles of Naval Engineering*, Parts I and II, NAVEDTRA 10507-4 and NAVEDTRA 10508-4 (for Engineering or Repair Technician applicants).

*Principles of Naval Ordnance and Gunnery*, NAVEDTRA 10922-D2 (for Aviation Ordnance and Ordnance Technician applicants).

And other NAVEDTRA courses in areas of study that will develop increased expertise in an occupational field.

## LDO CORRESPONDENCE COURSES
### (Management-related courses in the person's occupational skills area)

*Engineering Administration*, NAVEDTRA 10992-E

*Communitions Officer, Parts I and II, NAVEDTRA 13134-B*

*Other NAVEDTRA courses of study that will develop increased expertise in an occupational field*

Completion of the formal 3-M System course for managers

Personnel should select these recommended correspondence courses as appropriate. Also, since the CWO and LDO Programs do not require a college degree, candidates should complete as many Navy enlisted and officer courses as possible.

The recommended correspondence course list is lengthy, and some courses may not be readily available. Therefore, as the ESO, you should help your personnel prepare for CWO and LDO Programs early. Completing as many of these courses as possible will prepare a person for CWO or LDO and also improve his or her chances for selection to the senior enlisted paygrades. Selection boards for CPO, SCPO, and MCPO place a great deal of weight on education.

## SUMMARY

The Navy's Advancement System provides credit for performance, knowledge, and experience. The system guarantees that all candidates competing for a particular rate have equal advancement opportunity.

Who, then, are the people who are advanced? Basically, they are the ones who have achieved the most in preparing for advancement. They were not content just to qualify; they went the extra mile in their training. Through their extra effort in training and work experience, they developed greater skills, learned more, and accepted more responsibility. The secret to their success is sustained superior performance.

In your role as ESO, you will be a guiding influence for the members of your command striving for advancement. You will hear questions about the various programs the Navy has to offer and what members can do to better prepare themselves for advancement. When answering these questions, always ensure you have the most up-to-date information.

## REFERENCES

*Bibliography for Advancement Study*, NAVEDTRA 10052-AK, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1988.

*Command Advancement Program (CAP)*, BUPERSINST 1430.17C, Bureau of Naval Personnel, Washington, D.C., 1988.

*Enlisted Advancement System Video Presentation*, NAVMILPERSCOMNOTE 1430, Naval Military Personnel Command, Washington, D.C., 1987.

*Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909C, Naval Military Personnel Command, Washington, D.C., 1987.

*Inservice Procurement Program (IPP) for Appointment in the Health Care Administration Section of the Medical Service Corps of the Regular Navy*, NAVMILPERSCOMINST 1131.3, Naval Military Personnel Command, Washington, D.C., 1987.

*In-Service Procurement for Appointment Under the Active and Inactive Limited Duty Officer and Chief Warrant Officer Programs*, NAVMILPERSCOMINST 1131.1A, Naval Military Personnel Command, Washington, D.C., 1986.

*Manual of Advancement*, BUPERSINST 1430.16C, Bureau of Naval Personnel, Washington, D.C., 1986.

*Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E, Bureau of Naval Personnel, Washington, D.C., 1987.

*March 1988 (Cycle 119) Navy-wide Examinations for Advancement in Rate of Active Duty Members to Petty Officer Third Class Through Petty Officer First Class*, BUPERSNOTE 1418, Bureau of Naval Personnel, Washington, D.C., 1988.

*The Navy Enlisted Performance Evaluation System*, NAVMILPERSCOMINST 1616.1A, Naval Military Personnel Command, Washington, D.C., 1983.

*Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560A, Naval Military Personnel Command, Washington, D.C., 1987.

# CHAPTER 6

# EXAMINATION PROCEDURES

## LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Identify preexamination procedures.

2. Identify the procedures to be followed in preparation for the administration of examinations.

3. Identify administrative procedures to be followed during administration of examinations.

4. Identify the postexamination procedures to be followed.

5. Identify procedures to be followed when requesting substitute examinations.

## INTRODUCTION

In this chapter we will discuss the Navywide advancement examinations and the procedures to be followed in administering the examinations. We will also discuss the role you could play, if assigned this duty, in the administration of the examination. Depending on the command, the educational services officer (ESO) could be responsible for all or only a portion of the examination administration. We will cover the three stages of the examination process—preexamination procedures, examination procedures, and postexamination procedures.

Examination procedures are set forth in the *Manual of Advancement*, BUPERSINST 1430.16C, and the respective BUPERSNOTE 1418 issued before each examination cycle. The procedures in any phase of the Navywide examination process that are followed by the examining board, the ESO, and the command are governed by the *Manual of Advancement*.

## PREEXAMINATION PROCEDURES

Before each examination cycle, review the preexamination procedures outlined in the *Manual of Advancement* and the relevant BUPERSNOTE 1418. Then based on these procedures, make sure examination candidates recommended for advancement have completed all requirements and are eligible in all respects.

When reviewing the preexamination procedures, be sure the following steps have been taken:

• Advancement handbooks have been made available to all personnel in paygrades E-2 through E-8.

• A command examination board has been established and is functioning.

• All candidates have satisfactorily completed the military/leadership examinations.

• Performance tests have been made available and administered for the required ratings.

• Examination worksheets have been completed properly.

• Eligibility requirements for advancement have been or will be met by the deadlines stated in the applicable BUPERSNOTE 1418 announcing the Navywide advancement examination for that specific examination cycle.

• The complete examination process has been carried out according to the pertinent directives, and all service record entries have been properly entered.

## LOCAL EXAMINING BOARD

Examining boards furnish the necessary materials and give complete instructions on examination procedures. The board forwards Navywide examinations to other activities to administer on the examination date to transferred personnel or to those in a transient or leave status. The commanding officer (CO) or officer in charge (OIC) is responsible for the custody and administration of Navywide examinations.

A local command directive establishes local examining boards and guidelines for the boards. Commands supported by a personnel support detachment (PSD) provide commissioned officers to establish a consolidated examining board for the area. Provisions for the establishment of an advancement board in areas serviced by a Pay/Personnel Administrative Support System (PASS) are outlined in the *PASS Management Manual* (OPNAVINST 1000.23A).

The examining board should be established about 2 months before scheduled examination dates. It should consist of at least three members (officer or civilian) with sufficient experience to perform the duties of the board. The senior member should be a lieutenant or higher rank. OICs of personnel support detachments are authorized to act as senior members of consolidated examining boards.

Assignments to examining boards remain in effect until terminated in writing by the CO or OIC. Board members must possess a current security clearance that permits administration of classified examinations assigned to the board.

The examination board is more effective if the ESO and personnel officer are assigned as members of the board. Board members are usually designated in writing by the commanding officer. Board members should review the *Manual of Advancement* to ensure they know their responsibilities involving examination procedures.

## MILITARY/LEADERSHIP EXAMINATIONS

COs or OICs having custodial or administrative responsibility for the examinations determine the schedule for military/leadership examinations. When enlisted service records are maintained by PASS activities, unit COs or OICs should follow the examination schedule developed by the PASS activity. Some commands have custodial personnel who are authorized to receipt for, maintain, and administer the examinations. Such commands may order, maintain, and administer the examinations separate from the PASS activity. When this option is elected, the CO or OIC should report the examination results without delay to the cognizant PASS office. The PASS office can then make appropriate service record entries.

### Eligibility Requirements for Military/Leadership Examinations

Personnel must successfully complete the applicable military/leadership examination before they can take the Navywide examination for advancement to paygrades E-4/5/6/7. The military/leadership examinations are developed by NETPMSA and distributed to commands annually. Service members may take the locally administered and graded military/leadership examination for the next higher paygrade only. Members selected for advancement to the next higher paygrade, but not yet advanced, may take the examination for the next paygrade above that for which they were selected. For example, an E-5 selected for advancement to E-6 may take the E-7 military/leadership examination.

Personnel enlisted in an advanced paygrade program are required to complete only the mandatory military requirements for the grade in which they enlisted. The mandatory military requirements are defined as the nonresident training course (NRTC). Persons enlisting in an advanced paygrade or persons electing accelerated advancement to paygrade E-4 upon completion of an A school may later be reduced in rate. If this happens, the persons must meet the mandatory military requirements by completing the NRTC for the paygrade held before taking the military/leadership examination. Personnel may take successive military/leadership examinations until they satisfactorily complete them. Personnel are strongly recommended to complete the appropriate military requirements petty officer training course (NRTC) before taking the military/leadership examination.

### Service Record Entry for Successful Completion

Successful completion of the military/leadership examination is recorded on NAVPERS 1070/604 in the member's service record. No service record entry is required if the member fails the military/leadership examination.

Figure 6-1.—Recommendation for advancement/mil/lead form.

## Disposition of Answer Sheets

After the military/leadership examination answer sheets are graded and the results are recorded, the answer sheets are forwarded quarterly to NETPMSA (Code 0321), Pensacola, FL 32509-5555. NETPMSA uses the answer sheets for statistical purposes only; it does not maintain records of scores or publish the results of military/leadership examinations.

## PAYGRADE E-3 APPRENTICESHIP EXAMINATIONS

Paygrade E-3 (SN, FN, AN, CN) examinations and scoring keys are available on request from NETPMSA (Code 0322), Pensacola, FL 32509-5400. Although the use of the examination is not mandatory, all commands are encouraged to use these exams in the interest of uniformity. The examinations consist of 150 questions: 100 questions supported by apprenticeship occupational standards and 50 questions supported by naval standards (military requirements). The examinations are graded locally on a pass/fail basis. The same precautions used in the handling of other examination materials should be used in the protection and destruction of answer sheets. The answer sheets should not be returned to NETPMSA.

## PERFORMANCE TESTS

Performance tests are required for the ratings indicated in appendix E of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E. Required performance tests are also indicated in section C of the *Advancement Handbook for Petty Officers*. Local examining boards designated by COs administer performance tests. The performance test examining boards are composed of at least one commissioned officer and assisted by petty officers senior in paygrade to those persons being examined. Candidates may take the performance test for the next higher paygrade only.

Performance tests are graded locally on a pass/fail basis. Successful completion of the performance test is entered in the person's service record on NAVPERS 1070/604.

After the results are recorded, performance tests should be retained for further use until NETPMSA directs destruction. When the performance test answer sheets are destroyed, the method of destruction should be by burning or other approved methods of destruction of classified material, such as shredding or pulping.

## DETERMINING ELIGIBILITY

Before examinations are ordered, recommendations for advancement should be solicited from the departments through the use of recommendation forms. (Although no standard form is used for this purpose, figure 6-1 is an example of a form that can be used.) The eligibility of all candidates should be verified by a comparison of the information on

Figure 6-2.—NETPMSA Automated Mailing Address Input.

the forms with the information in their service records.

The command should set a deadline for the completion of all requirements before the examination date. The deadline is usually 2 weeks before the first day of the month in which the examination will be administered. This allows prospective candidates time to plan for completion of the mandatory requirements such as training courses and PARs. Even though candidates must meet eligibility requirements by the deadline, examinations may be ordered for prospective candidates who have not completed all eligibility requirements.

Recommendations for advancement should be entered in the service records of those candidates determined to be eligible. The recommendation forms should be filed for future reference and for verification purposes. Then the departments should be notified of the ineligible personnel and those requirements each candidate did not satisfy.

Although candidates for senior and master chief petty officer are no longer required to take the advancement examination, they must meet all eligibility requirements. These eligibility requirements include the recommendation of the CO.

## NAVYWIDE ADVANCEMENT EXAMINATIONS

All Navywide advancement examinations are prepared at NETPMSA, Pensacola, Florida. Subject matter experts in the top three enlisted paygrades (E-7/8/9) develop these examinations. They use naval standards in the development of the military/leadership examinations and occupational standards in the development of the rate examinations.

## EXAMINATION ORDERING INSTRUCTIONS

NETPMSA ships examinations only to those activities whose unit identification codes

6-4

**Figure 6-3.—NETPDC Examination Order Form, NETPDC 1418/6 (Rev 4-82).**

(UICs) are listed in the *Navy Comptroller Manual*, volume 2, chapter 5, and whose addresses are listed in the *Standard Navy Distribution List, Parts 1 and 2*. For proper and timely distribution of examinations, NETPMSA maintains both the UIC and the address of the activity in an automated address file. Commands such as PSDs that maintain service records for other activities normally order examinations for those activities. All parent activities (PSDs and major commands) should verify the UIC and title listed on the verification sheet, which is distributed annually to all parent commands. Activities should then submit the NETPMSA Automated Mailing Address Input, NETPMSA Form 1400/1, shown in figure 6-2. Although all UICs may be correctly listed on the verification sheet, commands should submit a report to NETPMSA to verify that the listing is correct. This report will allow NETPMSA to account for all activities.

NETPMSA forwards examination ordering instructions and order forms (NETPDC 1418/6) for the next E-4 through E-6 examination cycle along with the most recent cycle exam results. Ordering instructions and forms for the next E-7 examination cycle are forwarded to each command with the results from the previous E-7 selection board. If your command did not receive results from the previous examination cycle, it should request order forms and ordering instructions from NETPMSA (Code 0321) 3 months before the beginning of the examination cycle.

The detailed instructions for ordering advancement examinations are found in chapter 5 of the *Manual of Advancement*. These instructions should be followed when ordering examinations. Once the number of required examinations has been determined, the command should prepare the examination order forms (NETPDC 1418/6) (fig. 6-3) and forward them to NETPMSA.

Examination orders may be submitted by letter, speedletter (upon depletion of speedletters in supply stocks, NAVGRAMS should be used), or message; however, order forms are preferred. To avoid the shipment of a double examination order from NETPMSA, do not send a second order form with a follow-up letter. Instead, include a reproduced copy of the original order form with the letter. In addition, the follow-up letter should only reference the original order form.

As the ESO, you may be required to determine the number of examinations to order for your command. To determine the number, review the recommendation forms prepared by the department heads and the new personnel named on the prospective gains list of the command Enlisted Distribution Verification Report (EDVR). Using this method ensures a more exact determination because prospective gains are considered. For example, information from the EDVR would be helpful to you in making a determination in the following situations:

1. The command does not have a particular rating, such as an HT3, on board at the time you are deciding the number of exams to order. However, the prospective gains list indicates an HT3 is reporting on board before the second class examination date.

2. After reviewing the EDVR, you find out that several new MM2s are due to report aboard before the first class examination date.

In both situations, you would order an examination for each of the prospective gains if you could not determine whether an examination was ordered by the transferring command.

Regardless of the method used, you should ensure that sufficient examinations are ordered for all candidates eligible to take the exam.

NOTE: When applicable, be sure to include examination requirements for PO1 limited duty officer candidates who are ineligible for advancement to CPO because of insufficient service in paygrade but who must take the CPO examination to obtain eligibility to apply for LDO.

Commands may order Navywide advancement examinations by mail from the following address:

Naval Education and Training Program
Management Support Activity (Code 0321)
Pensacola, FL 32509-5555

**Ordering CT Examinations**

Ashore and afloat commands inside CONUS should order Cryptologic Technician (CT) examinations by mail from the following address:

Naval Education and Training Program
Management Support Activity (Code 0355)
Pensacola, FL 32509-5035

All commands outside CONUS, both ashore and afloat, should order CT examinations from NETPMSA, Pensacola, Florida, by message.

The Naval Security Group (NAVSECGRU) Division, NETPMSA, maintains a Defense Courier Service address file. It sends Cryptologic Technician (CT) examinations only to commands authorized to receive sensitive compartmented information (SCI).

CT examinations for active-duty CT personnel attached to recruiting stations, Naval Reserve training centers, NROTC units, or Naval Reserve security group divisions are forwarded to the cognizant regional activity duty cryptologic officer (RADCO). The RADCO is responsible for ordering, accountability, further distribution, and administration of the CT examinations. Because of inherent delays in Defense Courier Service delivery schedules, forward requests for CT examinations in time to reach NETPMSA at least 70 days before the examination date. Requests for CT examinations should be formatted as shown in figure 6-4.

Before ordering exams, ensure that a qualified person indoctrinated for SCI has been assigned to receipt for the exams or other authorized arrangements have been made.

**Ordering Examinations for SSBN and SSN Submarines**

If their operating schedules permit, SSBN and SSN submarines should order examinations by standard ordering procedures. However, if the operating schedule prevents regular examinations from being received on time, they may order substitute examinations for administration during patrol. If substitute vice regular examinations are desired, the Examination Order Form (NETPMSA 1418/6) should be forwarded to NETPMSA under a

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                              Sample Format


(Classified as appropriate)

From:

To:    Commanding Officer, Naval Education and Training Program Management
       Support Activity,  Pensacola, Florida  32509-5555

Subj:  REQUEST FOR CRYPTOLOGIC TECHNICIAN NAVY-WIDE COMPETITIVE EXAMINATIONS
       FOR CYCLE XXX

Ref:   (a) BUPERSINST 1430.16C

1.  Per reference (a), the following CT examinations are required for
administration during the _____ examining period:

RATING      PAY GRADE        PAY GRADE         PAY GRADE      PAY GRADE
              E-4              E-5               E-6            E-7

CTA
CTI
CTM
CTO
CTR
CTT

2.  Request forward the following examination(s) to the command(s) listed
for use by the candidate(s) indicated:

            SOC SEC          PRESENT        EXAM
NAME        NUMBER           RATE           RATE           COMMAND






                          _____
                             (Signature)






Copy to:
(All Commands listed in paragraph 2)
```

Figure 6-4.—Format of requests for CT examinations.

letter of transmittal specifying the required delivery date.

Nuclear submarines deploying before receipt of examinations should notify NETPMSA of nonreceipt. Substitute examinations will be provided for administration after the patrol is completed.

**PREPARATION FOR THE ADMINISTRATION OF NAVYWIDE EXAMINATIONS**

Once the examinations have been ordered, commands should follow certain procedures to properly prepare for the administration of the

RECOMMENDATION FOR ADVANCEMENT IN
RATE OR CHANGE OF RATING (WORKSHEET)
NAVEDTRA 1430/2 (Rev. 4-82) S/N 0116-LF-014-3006

*NOTE Print legibly. Use block letters*

1. NAME (LAST, FIRST, MIDDLE) HEWITT BRUCE ED
2. PRESENT RATE BT 3
3. EXAM RATE BT 2
4. SOCIAL SECURITY NUMBER 689204678
5. EXAM SERIAL 1207390
6. CYCLE 120

7. PERM DUTA UIC 00067
8. PNEC 0000
9. SCHOOL Ⓝ●Ⓒ
10. FORM ⒶⒷⒸⒹⒺ
11. BRANCH/CLASS
● USN
○ USNR (Active)
○ USNR (Inactive)
○ TAR
○ TEMAC
○ TEMAC CAN/REC
12. REASON FOR PARTICIPATION
● ADVANCEMENT
○ LATERAL C/R
○ CONCURRENT C/R
○ LDO CAND ONLY
○ E8/9 VALIDATION *
○ CAP VALIDATION *
13. SEX ●F
14. SPECIAL GROUP
○ EOD
○ UDT
○ SEAL
○ DIVER
○ NAVY BAND
○ PEP
○ DEEP FREEZE
○ IR ADV PG

* After submission of answer sheet to NETPDC via REGISTERED
Mail, and completion of Block (E), provide CAP/E8/E9
candidate with a copy of this worksheet.

15. ADSO  YR 84 MO 09 DA 24
16. TIR Date  YR 87 MO 01 DA 01
17. Performance Average 3.70

18. AWARDS 04
19. (YR/MO/DA order, for actual date of advancement) A B C D E F
20. FOR DRILLING RESERVISTS ONLY  Time In Serv YRS MOS  Time In Grade YRS MOS
21.

ELIG CHECK (A)
✓ TIR
✓ MRPO Course
✓ Prof Course
✓ PAR
✓ MILEAD Exam

I hereby verify the information hereon and certify it to be correct
7 Jul 88 (Date)
Bruce F. Hewitt (Signature of Candidate) (B)

This certifies that the candidate named above fulfills currently prescribed requirements, is in all respects qualified, and is recommended for advancement or change of rate as indicated.
20 Jul 88 (Date)
(Signature of CO or by direction), COR, USN (C)

CHANGE OF RATING AUTHORITY
Participated in _____ (Exam Rate) examination for change of rating in
accordance with _____
(FORWARD CERTIFIED COPY OF AUTHORIZATION TO NETPDC WITH ANS SHT) (D)

TO BE COMPLETED BY THE EXAMINING BOARD
Candidate named above has been examined for advancement or change of rating in accordance with the instructions contained in BUPERSINST 1430.16 (series), and Part IV of the General and Verbatim Instructions.
Exam serial Nr. 1207390 for Cycle 120 was utilized.
Ser. #273 of 9 AUG 88 (Ser Nr and Date of Trans Ltr)  R-255-153-471 (Registered Mail Nr.)
9/13/88 (Date Exam Admin)  USS Sawara (Location of Board)
9/15/88 (Date)  R H Hudson III, Lt, USN (Signature of Senior Member) (E)

[This space for local use as desired].

Terminal Eligibility Date (TED): 01 JAN 89
USE BELOW FORMULAS TO COMPUTE SIPG AND TAS TO CHECK TIR ELIG AND VERIFY SIPG/TAS ON RCA/ESVR/DATA MAILERS:

SIPG CHECK
TED 89-01-01
Minus TIR Date 87-01-01
SIPG= 02-00-00

TAS CHECK 89 12 31
TED 89-01-01
Minus ADSO 84-09-24
TAS= 04-03-07 +01 08

Enter TAS and SIPG in below blocks for future verification

SIPG  YR 02 MO 00
TAS  YR 04 MO 03

NOTES: (1) ACTIVE DUTY PERS — Compute Drill Service in paygrade (DSPG) Block 21, if and ONLY if needed to meet minimum TIR eligibility for advancement.
(2) INACTIVE RESERVE PERS — Make no entries in Blocks 15 & 16. Enter all Time in Service and Time in Grade in Blocks 20 & 21. (F)

INACTIVE RESERVE PERSONNEL ONLY
Nr. Days ACDUTRA in Paygrade: _____  ACDUTRA Waiver in Paygrade: Yes ☐  No ☐ (Max. of one period)
Auth: _____ (G)

COMPLETE WHEN EXAM RESULTS ARE PUBLISHED
( ) Advancement/Concurrent change of rate authorized eff. _____. AUTH: NETPDC ADV LTR __ - __.
( ) Lateral change of rate authorized.
( ) Designated striker authorized.
( ) Passed exam, not advanced due to quota limitations. PNA Points earned: _____ / _____.
( ) Passed exam, C/R not authorized
( ) Passed exam, Selection Board Ineligible.
( ) Selection Board Eligible, Non-selectee.
( ) Passed exam, LDO Selection Board Eligible.
( ) Failed exam.
(H) (Date) _____  (Initials) _____

AUTHORITY TO REQUEST THIS INFORMATION IS DERIVED FROM 5 UNITED STATES CODE 301, DEPARTMENTAL REGULATIONS. THE PURPOSE OF THIS WORKSHEET IS TO PERMIT AN INDIVIDUAL TO COMPETE IN A NAVY-WIDE EXAMINATION FOR ADVANCEMENT IN RATE OR CHANGE OF RATING. THE INFORMATION IS RECORDED IN THE AUTOMATED NAVAL ENLISTED ADVANCEMENT SYSTEM UNDER THE NAVAL TRAINING INFORMATION SYSTEM AND IS USED TO SELECT THE BEST QUALIFIED PETTY OFFICERS THAT THE NAVY REQUIRES TO MAN ITS SHIPS AND STATIONS. IN ADDITION, THIS INFORMATION MAY BE USED IN STATISTICAL ANALYSIS FOR THE PURPOSE OF MAINTAINING THE INTEGRITY OF, AND IMPROVEMENTS TO THE ADVANCEMENT SYSTEM. COMPLETION OF THIS WORKSHEET IS MANDATORY FOR ADVANCEMENT CONSIDERATION. IF THE INDIVIDUAL DOES NOT PROVIDE THE INFORMATION REQUESTED, HE OR SHE WILL NOT BE CONSIDERED FOR ADVANCEMENT.

Figure 6-5.—Recommendation for Advancement in Rate or Change of Rating (worksheet), NAVEDTRA 1430/2, Rev (4-82).

examination. The first procedure we will cover is the preparation of the Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA Form 1430/2 (fig. 6-5). Lengthy delays in examination results will occur if incorrect information is transcribed from the worksheet onto the answer sheet forwarded to NETPMSA. Carefully screen each answer sheet to ensure all the correct information has been properly transferred from the worksheet and all circles have been completely darkened.

## PREPARATION OF THE WORKSHEET

A Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, should be prepared for each candidate who will take the Navywide advancement examination. Detailed instructions for preparing the worksheet are contained in the *Manual of Advancement*, BUPERSINST 1430.16C. Worksheets for eligible candidates should be prepared at least 1

**Figure 6-6.—Answer sheets (blue), NETPDC 1430/2.**

month before the scheduled examination date. This includes worksheets for members in paygrade E-6 who have applied for the Limited Duty Officer Program, E-8/9 candidates, and Command Advancement Program (CAP) personnel. Preparing the worksheets in advance decreases the chances of computation errors and of incorrect transcription of service record information onto the worksheet.

After the worksheet has been completed by administrative personnel, the candidates should review the worksheet for accuracy of the information transcribed from their service records. Inaccurate information could prevent a fully qualified candidate from being advanced.

Examining boards and candidates use the worksheet as a checkoff list when transferring the information from the worksheet to the examination answer sheet. The information on the worksheet may be transferred to the answer sheet, shown in figure 6-6, before the scheduled E-4 through E-7 examination administration date; however, the verbatim

instructions for filling out the answer sheet must still be read to all candidates just before they take the examination. Candidates whose information has been transferred beforehand may use this time to verify the worksheet. The worksheet is later filed in the candidate's service record.

Care should be taken not to damage the answer sheet. Stray marks on the answer sheet or tears in the paper could delay examination results.

## ACCOUNTABILITY OF EXAMINATIONS BEFORE ADMINISTRATION

If you are designated as the custodian of examination materials, you will be responsible for their security and accountability. Examination materials include all examinations and related materials such as completed answer sheets and answer keys.

The security of examinations does not stop upon the completion of an exam cycle. All apprenticeship, military/leadership, and advancement examinations, as well as performance tests, will be in the custody of a commissioned officer or designated civilian. A chief, senior chief, or master chief petty officer could have examination materials custody if assigned as the OIC of a PSD.

## RECEIPT OF EXAMINATIONS FROM NETPMSA

Upon receipt and before administration of the exams, inspect the packages for evidence of tampering. Ensure the number of exams included in the package matches the number listed on the packing list (fig. 6-7). Also ensure the examination serial numbers on the packing list and on the examination booklets match. Receipt for the examinations by signing the preprinted endorsement on the last page of the RECEIPT COPY of the enclosed packing list. Then immediately return the list to NETPMSA using regular mail procedures.

In the case of missing examinations, evidence of tampering, or any other discrepancies, write a detailed speedletter report; assign the speedletter the report symbol OPNAV 5510-6B. Submit the report to NETPMSA (Code 0322) as soon as possible. Send a copy to the Commander, Naval Military Personnel Command (COMNAVMILPERSCOM),

Code NMPC-221, and the command's administrative superior.

When CT examinations are received by the command, only authorized personnel may sign the receipt (located inside the package). The only person who has this authorization is a commissioned officer, warrant officer, or civilian employee who holds an interim or final Top Secret clearance and who is currently indoctrinated for SCI. This person should immediately return the receipt to NETPMSA (Code 0355), Pensacola, FL 32509-5035.

Based on DOD Directive C-5105.21-M-1, report any evidence of missing, lost, or compromised CT examinations. Send copies of the report to NETPMSA (Code 035), Pensacola, FL 32509-5035, and COMNAVMILPERSCOM (NMPC-221), Washington, DC 20370.

Stow all Navywide advancement examinations and other examination materials unopened until used, or transfer them unopened to another authorized activity. On the day of administration of the examination, only the candidate may open the paper envelope containing the exam.

## TRANSFER OF NON-CT EXAMINATIONS

Examinations may be transferred between activities for personnel who transfer or depart on leave before the administration date and when commands request spare exams. However, transferring commands must ensure that receiving commands are able to administer examinations. Examinations for recruiting stations that have a petty officer in charge will be forwarded to the Navy Recruiting District for administration by a commissioned officer or designated civilian. Activities should not transfer examinations to commands that are not under naval jurisdiction without prior approval of COMNAVMILPERSCOM (NMPC-221).

Candidates may frequently transfer or depart on leave before their scheduled examination date. In such cases, the commanding officer will forward the examinations and worksheets (NAVEDTRA 1430/2) with a letter of transmittal to the examining activity. Place the letter of transmittal and examinations in a double envelope. Prominently mark the inner envelope

| | USS SAWARA | | | SEP 88 00067 | | 457584 | |
|---|---|---|---|---|---|---|---|
| | ACTIVITY NAME Ordered by USS SAWARA ▲ UIC | | | | | ▲ ORD NO | |
| RATE | 1 | 2 | 3 | 4 | 5 | 6 | TOTAL |
| EXAMS FOR CYCLE 120 - ACTIVE DUTY EXAMS | | | | | | | |
| MM3 | 1205231 | 1205232 | 1205233 | 1205234 | | | 4 |
| | TOTAL EXAM BOOKLETS FOR PAY GRADE E-4 | | | | | | 4 |
| BM2 | 1206392 | | | | | | 1 |
| BT2 | 1207389 | 1207390 | 1208391 | 1207392 | 1207393 | 1207394 | 6 |
| EM2 | 1208299 | 1208300 | | | | | 2 |
| EN2 | 1209568 | | | | | | 1 |
| ET2 | 1205559 | | | | | | 1 |
| FC2 | 1206937 | 1206938 | 1206939 | 1206940 | 1206941 | 1206942 | 6 |
| GMG2 | 1207791 | | | | | | 1 |
| MR2 | 1208423 | | | | | | 1 |
| RM2 | 1209409 | | | | | | 1 |
| SK2 | 1205304 | 1205305 | | | | | 2 |
| | TOTAL EXAM BOOKLETS FOR PAY GRADE E-5 | | | | | | 22 |
| SM1 | 1206311 | | | | | | 1 |
| | TOTAL EXAM BOOKLETS FOR PAY GRADE E-6 | | | | | | 1 |
| | TOTAL EXAM BOOKLETS FOR THIS ACTIVITY | | | | | | 27 |
| | | FINAL PACKAGE | | | | | |
| | ANSWER SHEET PACKAGES | | | | | | |
| SIZE "10" | "25" | "50" | "100" | "150" | | | |
| NUMBER 01 | 01 | 00 | 00 | 00 | | | |
| | REGISTER NUMBER R-255-153-471 | | | | | | |
| ABOVE ADVANCEMENT EXAMINATIONS ARE TO BE ADMINISTERED ONLY TO ACTIVE DUTY CANDIDATES AND ONLY ON REGULAR SCHEDULED ADMINISTRATION DATE OR AS AUTHORIZED BY CHAPTER 7 of ADVMAN. | | | | | | | |

Figure 6-7.—Examination packing list.

as follows: PO EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERSINST 1430.16C, PARA 601. Also show the address of the receiving activity and the highest classification of the material enclosed. The examination must be carried by an official who meets the requirements of the *Manual of Advancement*, BUPERSINST 1430.16C, or transferred by registered mail (except for CT examinations).

Before a command transfers an examination, the transferring command should correspond with the interim command to ensure the examination can be accepted and administered.

The letter of transmittal (fig. 6-8) should explain the reason for the transfer of the examination. It should also state that the person is eligible to take the exam and has been recommended for advancement. If the advancement examination contains classified information, be sure to include that the person has the required security clearance to take the examination. (The *Enlisted Transfer Manual* provides guidance for certifying a person's eligibility for access to classified material.) A copy of the candidate's leave papers or standard transfer orders (including leave address) should be forwarded with the worksheet and the examination.

Inform candidates of examination forwarding procedures so that they can arrange to report to their examining activity on the scheduled examination date. Candidates' leave papers or standard transfer orders contain the date of the examination and the designated activity that will administer the examination. Candidates should understand that additional travel to the examining site will be at their expense and is not reimbursable. Failure to report to the designated activity normally disqualifies the candidate for a substitute examination.

## TRANSFER OF CT EXAMINATIONS

If a CT candidate will be in transit or on leave on the scheduled date for examination, the candidate's commanding officer may forward the examination. A worksheet (NAVEDTRA Form 1430/2) and a copy of the candidate's leave papers or standard transfer orders will be sent with the examination. The examination will be sent to the NAVSECGRU element to which the candidate has agreed to report for examination. The examination will be administered on the regularly scheduled date.

The candidate's eligibility for access to SCI should be certified by the special security officer (SSO) of the command administering the examination. When access cannot be certified, COMNAVSECGRU should be provided full details of the circumstances involved. Commands receiving CT examinations not having an SSO assigned should return the examinations unopened by Defense Courier Service to NETPMSA.

CT examinations must be transferred by Defense Courier Service or a designated commissioned officer, warrant officer, or civilian SCI courier, or as authorized by DOD Directive C-5105.21-M-1. When a CT examination is transferred by SCI courier, all travel must be performed aboard military transportation. The primary method for the transfer of CT examinations is by Defense Courier Service.

CT examinations for personnel transferred to NTTC, Corry Station, should not be forwarded to NTTC, Corry Station, or NETPMSA. NETPMSA will have examinations available for these personnel.

If you are responsible for preparing CT examinations for transfer, place the examination(s) and the letter of transmittal in double envelopes. Mark the inner wrapper with the appropriate classification and the following notation: CRYPTOLOGIC TECHNICIAN EXAMINATION(S)—CONTAINS SENSITIVE COMPARTMENTED INFORMATION (SCI). SPECIAL HANDLING REQUIRED. TO BE OPENED ONLY BY THE SPECIAL SECURITY OFFICER— MUST BE A COMMISSIONED OFFICER, WARRANT OFFICER, OR CIVILIAN (SCI COURIER) AS AUTHORIZED BY DOD DIR C-5105.21-M-1. Prominently mark the inner envelope as follows: PO EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERS 1430.16C, PARA 601. Also show the address of the receiving activity and the highest classification of the material enclosed. Address the sealed outer envelope or wrapper in the normal manner. The outer cover should give no indication of the contents of the package.

## STOWAGE OF EXAMINATIONS

The official who is responsible for the stowage and custody of examination materials must meet the requirements of paragraph 601, BUPERSINST 1430.16C. The color of the plastic envelope identifies the classification of the examinations: SECRET—RED; CONFIDENTIAL—GREEN; and FOR OFFICIAL USE ONLY (FOUO)—BLUE.

```
                                                                    File No.
                                                                    Serial No.
                                                                    Date

REGISTERED MAIL
CONFIDENTIAL (SECRET) (Unclassified upon removal of enclosure (1) or
FOR OFFICIAL USE ONLY (if examinations contain no classified information)

From:  Commanding Officer, USS FREMONT (APA 44) (99999)
To:    Commanding Officer, USS HANSON (DDR 832)

Subj:  FORWARDING OF NAVY-WIDE COMPETITIVE EXAMINATIONS FOR ADVANCEMENT (OR
       CHANGE) IN RATE

Ref:   (a)  BUPERSINST 1430.16C

Encl:  (1)  Examination Booklet(s)
       (2)  NAVPERS 1430/2 (WORKSHEET)
       (3)  When applicable, copy leave papers or Standard Transfer Orders

1.  Per reference (a), enclosures (1) and (2) are forwarded for the
candidates listed below.  The candidate(s) indicated by an asterisk have
COMNAVMILPERSCOM authorization to compete for change in rating.

                           Social                              Exam
                           Security      Present     Exam      Serial
          Name             Number        Rate        Rate      Number

     1.  Jones, Jefferey T.   324-56-8383    SN         BM3       610207
    *2.  Croft, James F.      786-45-9090    SK3        DK3       611426

2.  The above named personnel are elibible for advancement (or change) in
rate and are recommended for participation in the examination on  (date).

3.  Request acknowledge receipt by completing the first endorsement.

*When applicable, in the case of personnel in a transient or leave status
who will take an examination containing classified information, add the
certification of the candidate's eligibility for access to classified in-
formation.  See Paragraph 601.4.

                                          (SIGNATURE)
```
---
```
                                                                    File No.
                                                                    Serial No.
                                                                    Date

FIRST ENDORSEMENT on CO USS FREMONT (APA 44) ltr ser__ of __

From:  Commanding Officer, USS HANSON (DDR 832) (88888)
To:    Commanding Officer, USS FREMONT (APA 44)

Subj:  FORWARDING OF NAVY-WIDE COMPETITIVE EXAMINATIONS FOR ADVANCEMENT (OR
       CHANGE) IN RATE

1.  Receipt of the examination(s) listed in paragraph one is acknowledged.

                                          (SIGNATURE)
```

Figure 6-8.—Sample letter of transmittal for transferring examinations.

Both upon receipt and before administration, all examination envelopes should be inspected for evidence of tampering.

All examination materials should be stowed in a safe, vault, or some other locked space secured with a three-tumbler combination lock. The lock should be accessible only to an official who meets the requirements of paragraph 601, BUPERSINST 1430.16C.

Except as specified in paragraph 601 of BUPERSINST 1430.16C, the ONLY time enlisted personnel should have access to examinations or performance tests is when they are taking the exam.

## REPORT OF LOST OR COMPROMISED EXAMINATIONS

In case of lost or compromised examination materials or evidence that loss or compromise is possible, forward a preliminary report to COMNAVMILPERSCOM (NMPC-221). Send a copy to NETPMSA and the command's administrative superior using report symbol OPNAV 5510-6B. Report any evidence of missing, lost, or compromised CT examinations as outlined in DOD Directive C-5105.21-M-1. Send a copy of the report to NETPMSA (Code 0355), Pensacola, FL 32509-5035. The commanding officer responsible for the examination will convene a Judge Advocate General (JAG) investigation, submitting copies of the completed report in advance to COMNAV-MILPERSCOM (NMPC-221) and NETPMSA.

## ADMINISTRATIVE PROCEDURES

As examination time approaches, certain administrative matters should be completed. About 3 weeks before the scheduled date of the administration of the Navywide examinations, the senior member of the examining board should have a meeting with the other board members. During this meeting, board members should review the directives pertinent to the advancement cycle and discuss any new procedures introduced into the system. Any new procedures or instructions will be contained in the applicable BUPERSNOTE 1418 for the examination cycle. They should also discuss board members' and proctors' responsibilities during the administration of the examination. During this meeting, board members should make the following preliminary arrangements:

• Arrange sufficient space to accommodate examinees comfortably

• Assign proctors to assist in the administration of the examinations (1 proctor for every 25 candidates)

• Ensure all board members are aware of the time and place at which the examination is to be administered

• Ensure all materials required to administer the exam are available

• Ensure a copy of the latest examination instructions, the latest BUPERSNOTE 1418, and the general and verbatim instructions are available

Approximately 10 days before the scheduled date of the examination, the examination board should take the following steps:

• Ensure that an examination is available for each candidate for whom a worksheet has been prepared.

• Check for loss or compromise of examinations.

• Recheck the worksheets for errors and make necessary corrections.

• Prepare a seating arrangement that will provide maximum comfort consistent with the space accommodations. If practical, make arrangements for smoking and nonsmoking areas. The seating should be arranged so that candidates taking examinations in the same rating do not sit next to or across from one another.

• If no examination is available for some candidates, ensure the A and B method or substitute examination, whichever is appropriate, will be used. (More specific information on the A and B split-test method and substitute examinations is contained in chapter 7 of the *Manual of Advancement*.)

• Ensure that no more than two candidates will use the same examination booklet.

Paragraph 707.d of the *Manual of Advancement* strictly forbids the reproduction of any part of a Navywide examination, performance test, or completed answer sheet except by NETPMSA.

The examining board is responsible for providing the following materials for each candidate:

- One worksheet, NAVEDTRA 1430/2.

- One unopened examination for the appropriate rating and paygrade.

- One answer sheet. Only the NETPDC or NETPMSA 1430/2 (blue) answer sheet is authorized.

- Scratch paper. Normally, two sheets are sufficient. The proctors can provide more if needed.

- One lead pencil. Candidates should be provided with a no. 1 or electrographic black lead pencil. If any other type of pencil is used, it may cause the answer sheet to be improperly processed by the scanning equipment.

- A smooth, firm surface on which to complete the answer sheet. When answer sheets are marked, any type of soft table covering will result in marks that will not be properly processed.

- Maneuvering boards, parallel rules, and dividers as appropriate for candidates taking the Quartermaster, Signalman, Operations Specialist, Ocean Systems Technician, Boatswain's Mate, and Electronics Warfare Technician exams.

- Ten-point dividers and an air navigation computer for candidates taking the Aviation Antisubmarine Warfare Operator (AW) exam.

- Two sheets of musical manuscript paper for candidates taking the Musician (MU) exam.

- A U.S. Navy calculator for vertical aerial photography for Photographer's Mate (PH) candidates.

All candidates may use battery- or solar-operated electronic calculators of the NONPROGRAMMABLE/NONSPECIAL FEATURE KEYS variety; however, candidates must furnish their own calculators. The types of electronic calculators allowed are limited to those with no more than the following 25 single-function buttons/keys: twelve number-entry keys (0 – 9, decimal, and sign change [+ / – ]) seven arithmetic-function keys (add, subtract, multiply, divide, equal, square-root, and percent); two clear keys (entry and accumulator [C and AC]); three memory keys (store, recall, and add to memory contents); and one on/off key. Electronic calculators with built-in special features, such as conversion from one number base or measurement unit to another, are NOT authorized. Candidates may also use log tables and slide rules, except musical slide rules. Musical slide rules are NOT permitted.

Other than the preceding items, no other examining materials or instruments will be allowed into the examination room. Proctors should ensure that all candidates observe these regulations during the administration of the examination.

## EXAMINATION DAY SCHEDULE

Examinations will normally be administered by paygrade on the days indicated in the following schedule. Any deviations from this schedule will be announced in the BUPERSNOTE 1418 issued for that specific examination cycle. Deviations from the schedule may be made only as outlined in chapter 7 of the *Manual of Advancement*, BUPERSINST 1430.16C.

| PAYGRADE | DAY ADMINISTERED |
|---|---|
| Petty officer third class | The first Tuesday in March and the first Thursday after Labor Day in September or as announced in the applicable BUPERSNOTE 1418 |
| Petty officer second class | The Thursday following the PO3 examination in March and the Tuesday following the PO3 examination in September or as announced in the applicable BUPERSNOTE 1418 |
| Petty officer first class | The second Tuesday in March and the Thursday following the PO2 examination in September or as announced in the applicable BUPERSNOTE 1418 |
| Chief petty officer | The third Thursday in January or as announced in the applicable BUPERSNOTE 1418 |

NOTE: Although no examination is administered for senior and master chief petty

officers, the command must follow certain requirements each examination cycle for these two paygrades. Approximately mid to late August each year, commands receive the BUPERSNOTE 1418, which provides the basic eligibility requirements for senior and master chief petty officers. It also provides information and procedures to be used for that particular examination cycle.

## RECOMMENDED TIME SCHEDULE FOR ADMINISTRATION OF EXAMINATIONS

The commanding officer of each activity schedules the exact time of day Navywide examinations will be administered. However, the commanding officer must not allow candidates to exceed the time limit of 3 hours for Navywide examinations and 2 hours for military/leadership exams or allow them to take any breaks. This precaution prevents the possibility of fraud or compromise. The following time schedule is normally followed unless the commanding officer considers a deviation to be absolutely necessary:

0730 Candidates muster (military ID cards required). Proctors muster at the same time.

0745 After candidates are seated, sealed examinations, worksheets, and all other materials required for administering the examination are distributed.

0800 The General and Verbatim Instructions for the Administration of Navywide Advancement Examinations are read (verbatim instructions are provided by NETPMSA). The verbatim instructions tell candidates how to fill in the answer sheets from the information provided on the worksheets, as well as other pertinent information.

0830 The examination begins. TIME LIMIT: 3 HOURS.

1130 The examination ends.

## ADMINISTRATION OF EXAMINATIONS

On the date the examination is administered, the examination board should muster the candidates and seat them in the examination room according to the preplanned arrangements. After distributing the required examination materials, a member of the examining board will read the general and verbatim instructions for the administration of the examinations. The reading of the verbatim instructions should be clear and concise, allowing each candidate enough time to complete each block on the answer sheet before the next verbatim instruction is read.

The examination room must be under the direct supervision of at least one member of the examining board. This examining board member must be present at all times during the administration of the examination. Proctors are assigned to assist the examining board. At least 1 board member or proctor should be provided for every 25 candidates. Although enlisted personnel normally cannot serve as members of the examining board, chief petty officers (E7/8/9) may serve as proctors for E-4 through E-7 examinations. For information on assigning proctors, refer to paragraph 705 of the *Manual of Advancement.*

Before each examination is administered, the command should provide guidelines for proctors and examining board members to follow. The following information should be included in the guidelines:

• Ensure the health and comfort rules are understood and in agreement with command and Navy policy.

• Ensure that candidates bring no unauthorized materials, such as TRAMANS and notes, into the examining room.

• Help distribute all examining materials (pencils, examination booklets, worksheets, scratch paper, and so forth).

• Perform an individual ID card check to verify each candidate's identity before issuing that person an examination booklet.

• Randomly inspect the answer sheets while the candidates complete the administrative section (blocks 1 through 21) as the verbatim instructions are being read. Ensure candidates darken answer sheet circles sufficiently to be detected by scanning equipment.

• Patrol the examining room to guard against cheating.

- Escort candidates to and from the examining room if the need arises for health or comfort trips outside the examining room.

- Interpret the meaning of the information on the examination booklet cover for the candidate if necessary; however, DO NOT DISCUSS, INTERPRET, OR ANSWER EXAMINATION QUESTIONS IN ANY WAY! (Examining board members and proctors may explain the meaning of the instructions on the face of the examination booklet. They may not interpret examination questions, engage in a discussion about questions, or assist the candidates in any way in their solutions. Examining board members must NEVER read examination questions to a candidate without the prior approval of COMNAVMILPERSCOM.)

- Seek any further assistance necessary from the senior examining board member if in doubt about any portion of the exam administration.

The authority for oral administration of examinations is requested, with ample justification, from COMNAVMILPERSCOM, Code NMPC-221 or NMPC-932. Authorization is needed for oral exam administration for USNR-TAR (Training and Administration of Reserves), TEMAC (Temporary Active Duty), CAN/REC (Canvasser/Recruiter), and inactive reserve personnel. If authorized, a commissioned officer who is a member of the examining board will read examination questions and answers without interpretation or explanation. The individual will be examined on the regularly scheduled examination date in a separate space from other candidates. Oral administration will not generally be authorized in the case of candidates who have been classified as passed but not advanced in previous examination cycles.

Candidates are not permitted to leave the examination room before completing their examination except for emergencies, and then only if accompanied by an escort designated by the senior examining board member. A member of the examining board must take possession of all examining materials during the candidate's absence. Any candidate who leaves the examination room without the permission of an examining board member will be disqualified. If this situation occurs, the procedures outlined in paragraph 705.c of the *Manual of Advancement* should be followed.

## EXAMINATION COMPLETION PROCEDURES

Upon completion of the examination, candidates must turn in all examination materials to an examining board member as they exit the room. The examining board member will recheck and reverify the circled information and correct the answer sheet before it is forwarded to NETPMSA. Corrections should be made to the answer sheet based on paragraph 423.a of BUPERSINST 1430.16C.

Although the worksheet and answer sheet are verified at this time, the examining board is advised to review them once again before the answer sheets are forwarded to NETPMSA for grading.

As the candidates leave the examining room, the board member who administers the exam should ensure the candidates have taken the following actions:

- Transferred all information from the worksheet to the answer sheet

- Made no changes on the worksheet that affect the final multiple score

- Darkened in the circles properly below each response area

- Turned in all testing materials, including scratch paper

The last page of each examination is called the Subject-Matter Section Identification sheet. This sheet is removed by an examining board member and retained by the command until the examination results are received. When the results are received, these sheets are attached to the candidate's copy of the Examination Profile Information sheet and given to the candidate. By comparing the profile sheet to the Subject-Matter Section Identification sheet, the candidates can identify their strengths or weaknesses.

## EXAMINATION ACCOUNTABILITY AFTER THE EXAMINATION

After the examination has been administered, all examination booklets, used and unused, and scratch paper are destroyed. They are destroyed by burning or by alternate methods as outlined in the *Department of the*

*Navy Information Security Program Regulation*, OPNAVINST 5510.1H.

Examinations must be destroyed in the presence of at least two witnesses—at least one officer and a chief petty officer (E-7/8/9) or a designated civilian. Destruction of Cryptologic Technician (CT) and Mess Management Specialist (MS) examinations requires special handling.

Normally the destruction of CT examinations will be witnessed by two officers. These officers must hold an interim or final Top Secret clearance and must have received current indoctrination for sensitive compartmented information. If two officers are unavailable, one officer and a designated civilian or a chief, senior chief, or master chief petty officer who meets the clearance and indoctrination criteria may witness the destruction. Sometimes only one officer or civilian is attached to the command who meets the clearance and indoctrination criteria. In such cases, if this person is the CO or has by direction authority, he or she may sign as both the CO and the person witnessing the examination destruction. For specific details, see paragraph 707 of BUPERSINST 1430.16C.

*The commanding officer, executive officer, or officer in charge who witnesses the destruction of MS examinations must sign the letter of transmittal to NETPMSA. A special statement of the witnessing of the destruction of MS examination booklets must be signed as shown in paragraph 4.a of the NETPMSA letter of transmittal (fig. 6-9).*

## FORWARDING OF EXAMINATION RETURNS

After the examination, all completed answer sheets are handled and stowed as described in paragraph 602.1 of BUPERSINST 1430.16C.

Within 5 working days after the administration of the examinations, the answer sheets and a report of destruction/administration must be sent to NETPMSA by a letter of transmittal, as shown in figure 6-9. The number of examinations reported as destroyed or transferred must match the total number in the Examination Packing List (fig. 6-7), including examinations received from other commands.

Separate letters of transmittal, assigned report symbol BUPERS 1418-1, should be

prepared for each paygrade. The letter of transmittal should list all used, unused, or transferred examinations, including the rate abbreviation, examination series, and examination serial number. The letter should list candidates alphabetically by name within each rate on enclosure (2), as shown in figure 6-9. When personnel from more than one activity have been examined, the candidates should be grouped by activity as shown on enclosure (2).

The original letters of transmittal are sent to Commanding Officer, NETPMSA (Code 0322), Pensacola, FL 32509-5400, by registered mail. Copies of the report of destruction should not be sent to COMNAVMILPERSCOM or the command's administrative superior unless otherwise directed. The answer sheets should not be folded or stapled and should be enclosed in cardboard backing for protection.

Copies of the reports of destruction and receipts for transfer of examinations are maintained on file for 2 years as an official record for the command.

## DISPOSITION OF WORKSHEETS

Upon completion of the examination, the senior member of the examination board must fill in the appropriate area of the worksheet and sign it. All worksheets should be retained in a folder until a board member receives a Rating Change Authorization (RCA), Examination Status Verification Report (ESVR), or data mailer. Upon receipt of the RCA, ESVR, or data mailer, the board member annotates the appropriate section of the worksheet and indicates the candidate's examination status. The board member then staples the copy of the examination profile sheet to the worksheet and files it in the person's service record. The worksheet should not be forwarded to NETPMSA with examination returns (except Command Advancement Program [CAP] worksheets).

## POSTEXAMINATION PROCEDURES

After the examination cycle, certain procedures must be followed. These procedures ensure examination results are received for each candidate, the candidates selected for advancement are advanced correctly, and the service record entries and disbursing forms are completed properly.

REGISTERED MAIL
FOR OFFICIAL USE ONLY

From:

To:    Commanding Officer, Naval Education and Training Program Management
       Support Activity, Pensacola, Florida  32509-5555

Subj:  CYCLE ___#_ EXAMINATION RETURNS FOR PAYGRADE XX

Ref:   (a) BUPERSINST 1430.16C

Encl:  (1) __#_ Examination Returns (answer sheets)
       (2) Listing by Activity, Ship or Station
       (3) Listing of Unused and Transferred Examinations


1.  Enclosures (1) through (3) are forwarded per reference (a).

2.  All examination envelopes were given to the candidates with seals unbroken
and unopened by the candidate concerned in the examination room in the presence of
a member of the local examining board.

3.  (Strike out this paragraph, if not applicable,)  The candidates listed in
enclosure (2) whose examination serial numbers are identified by (DUP) were
forced to use the "A/B" method (duplicate use of an examination).  Test booklets
were examined and markings, if any, were removed before use by  second candidate.

4.  All examination booklets for personnel listed in enclosure (2), and all
complete examinations listed in enclosure (3) as being unused have been destroyed
by (method of destruction) in the presence of the authorized personnel  whose
signatures follow:


_____            _____
Name, Rank                             Name, Rank

(Strike out this paragraph, if not applicable)
    a.  Destruction of Mess Specialist (MS) examination booklets per paragraph
707.9.2 of reference (a) witnessed by:


_____            _____
Name, Rank, Title                      Name, Rank

5.  The examinations of the personnel listed in enclosure (2) were conducted as
outlined in Chapter VII of reference (a).


                              _____
                              (Signature of Commanding Officer or
                              officer with by direction authority)

                                 For Official Use Only


ACTIVITY AND CODE                                        (7) ANSWER SHEETS

USS FORMAT     11111

| Name | Social Security Number | Present Rate | Exam Rate | Series and Exam Serial Number | Branch of Service |
|------|------------------------|--------------|-----------|-------------------------------|-------------------|
| COOPER A. | 987-65-4321 | BM1 | BMC | 1064331 | USN |
| WINNIE C. | 123-45-6789 | MS1 | MSC | 1060779 | USN |
| JAGGER M. | 333-33-3333 | MU1 | MUC | 1060089(DUP) | USN |
| RICHARDS K. | 123-45-6789 | MU1 | MUC | 1060089(DUP) | USN |
| ACKROID D. | 321-54-9876 | RM1 | RMC | 1061078 | USN |
| SMITH D. | 224-90-7026 | YN1 | YNC | 1061251 | USN |
| VASHEY P. | 155-52-3722 | YN1 | YNC | 1061252 | USN |

ACTIVITY AND CODE                                        (1) ANSWER SHEET

USS NEVERSAIL  22222

| RICHMOND M. | 212-21-1212 | PN1 | PNC | 1062456 | USN |
|-------------|-------------|-----|-----|---------|-----|

                                              Enclosure (2)

**Figure 6-9.—NETPMSA letter of transmittal.**

USS CARRIER CV-007
UIC 99999

THIS REPORT DOES *NOT* CONSTITUTE AUTH FOR ADV OR CHG
OF RATE.  VERIFY ALL FMS DATA PRIOR TO EFFECTING ANY
ACTION.  TO CLEAR DISCREPANCIES, SUBMIT INFO/DOCUMENT
BY LTR, SPDLTR OR MSG, REFER PARA 427 ADVMAN.

- - - - - -C- - VERIFICATION DATA - - - - - - - -

| NAME | SSN | PRATE | ERATE | BR/CL | D | S | AW | TAS | DTIS | SIPG | DSPG | PNA | PNEC | PERF | E A | STATUS |
|------|-----|-------|-------|-------|---|---|----|-----|------|------|------|-----|------|------|-----|--------|
| | | PN3 | PN2 | USN | A | 00 | 0500 | 0000 | 0100 | 0000 | 00.0 | 0000 | 4.00 | | PNA-PTS 0.0 1.5 |
| | | PN3 | PN2 | USN | A | 00 | 0310 | 0000 | 0200 | 0000 | 00.0 | 0000 | 3.90 | | PNA-PTS 0.5/1.0 |
| NAMES | | PNSN | PN3 | USN | A | 00 | 0202 | 0000 | 0202 | 0000 | 01.0 | 0000 | 3.84 | | PNA-PTS 0.0/1.0 |
| | | PNSN | PN3 | USN | N | 00 | 0210 | 0000 | 0202 | 0000 | 03.0 | 0000 | 3.86 | | PNA-PTS 0.0/1.0 |
| | | PNSN | PN3 | USN | N | 00 | 0203 | 0000 | 0109 | 0000 | 01.1 | 0000 | 3.96 | | SELECTEE |
| | | PN2 | PN1 | USN | N | 02 | 0609 | 0000 | 0306 | 0000 | 02.0 | 0000 | 4.00 | | SELECTEE |
| AND | | PN3 | PN2 | USN | N | 00 | 0309 | 0000 | 0200 | 0000 | 05.0 | 0000 | 4.00 | | SELECTEE |
| | | PN3 | PN2 | USN | A | 01 | 0409 | 0000 | 0300 | 0000 | 07.5 | 0000 | 3.89 | | SELECTEE |
| | | DKSN | DK3 | USN | A | 00 | 0105 | 0000 | 0009 | 0000 | 00.0 | 0000 | 3.75 | E | SELECTEE |
| | | SN | RM3 | USN | N | 00 | 0110 | 0000 | 0010 | 0000 | 00.0 | 9700 | 3.67 | | SELECTEE |
| SOCIAL SECURITY | | DK2 | DK1 | USN | A | 02 | 0509 | 0000 | 0300 | 0000 | 00.0 | 0000 | 3.92 | E | SELECTEE |
| | | YN3 | YN2 | USN | A | 02 | 0411 | 0000 | 0206 | 0000 | 05.0 | 0000 | 3.80 | | SELECTEE |
| | | PNSN | PN3 | USN | A | 00 | 0205 | 0000 | 0105 | 0000 | 00.5 | 0000 | 4.00 | | SELECTEE |
| NUMBERS | | PN2 | PN1 | USN | A | 02 | 0611 | 0000 | 0400 | 0000 | 00.0 | 0000 | 3.71 | | FAIL |
| | | PN2 | PN1 | USN | N | 05 | 0609 | 0000 | 0300 | 0000 | 00.0 | 0000 | 3.84 | | FAIL |
| | | DK3 | DK2 | USN | A | 00 | 0211 | 0000 | 0100 | 0000 | 00.0 | 0000 | 3.64 | | FAIL |
| | | BT2 | BT1 | USN | N | 02 | 0511 | 0000 | 0000 | 0000 | 00.0 | 0000 | 3.95 | E | FAIL |
| HAVE | | PN2 | PN1 | USN | N | 02 | 0708 | 0000 | 0306 | 0000 | 01.0 | 0000 | 3.63 | | FAIL |
| | | TMO2 | TMO1 | USN | N | 00 | 0607 | 0000 | 0300 | 0000 | 00.0 | 0000 | . | E | FAIL |
| | | DK3 | DK2 | USN | N | 02 | 0510 | 0000 | 0008 | 0000 | 01.0 | 0000 | 3.85 | | ACTIVITY INVAL |
| BEEN | | SN | DK3 | USN | N | 00 | 0202 | 0000 | 0102 | 0000 | 00.0 | 9760 | 3.80 | | INVAL - WPA |
| | | PNSN | PN3 | USN | N | 00 | 0210 | 0000 | 0110 | 0000 | 00.0 | 0000 | | | PERF MARK ERROR |
| REMOVED | | | | | | | | | | | | | | | | |

THE DATE(S) ON THE ANSWER SHEET (ADSDA AND/OR TIRDA) FOR THE CANDIDATES LISTED BELOW ARE IN DISAGREEMENT
WITH THE DATE(S) CONTAINED IN THE NAVY MASTER FILE.  TAS AND/OR SIPG SHOWN HAS BEEN COMPUTED USING THE
MASTER FILE DATE.  REFER TO PARAGRAPH 425, ADVMAN, FOR CORRECTIVE ACTION IF NAVY MASTER FILE DATE IS IN
ERROR.  "OK" INDICATES THAT DATES AGREE.

| NAME | SSN | PRATE | ERATE | ADSDE | ADSDA | TAS | TIRDE | TIRDA | SIPG |
|------|-----|-------|-------|-------|-------|-----|-------|-------|------|
| NAMES AND SOCIAL | | DK3 | DK2 | OK | OK | 0202 | 83/07/01 | 83/01/01 | 0100 |
| SECURITY NUMBERS | | PNSN | PN3 | OK | OK | 0210 | 82/05/16 | 83/04/08 | 0202 |
| HAVE BEEN REMOVED | | BT2 | BT1 | OK | OK | 0511 | / / | 81/07/01 | 0000 |

Figure 6-10.—Sample copy of an Examination Status Verification Report (ESVR).

# RESULTS OF NAVYWIDE ADVANCEMENT EXAMINATIONS

After the examination, the candidates and the commands anxiously await the examination results. The E-4 through E-6 exam results are published by NETPMSA. Results are received by the commands approximately 3 months after the candidates take their examinations. Chief petty officer candidates normally wait approximately 3 months for SELECTION BOARD ELIGIBLE results published by NETPMSA. They then wait another 3 months, while the selection board completes the

Figure 6-11.—Sample copy of a Rating Change Authorization (RCA).

selection process, to find out whether or not they are SELECTEES. The E-7 selection results are published in a CNO message (NAVOP). Senior and master chief petty officer candidates are recommended and nominated in November of each year. They normally find out whether or not they are selectees in a NAVOP published about 6 months later.

The results of each examination cycle are published by NETPMSA. The examination results forwarded to each command consist of the Examination Status Verification Report (ESVR), Rating Change Authorization (RCA), and Examination Profile Information sheet. (See figs. 6-10 through 6-12.) Results for the candidates who took a late substitute

## DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FLORIDA 32509

FROM COMMANDING OFFICER

TO  DOE JAMES CARL    987654321    YN2    YN1    1110057-MAR 86    99119

SUBJ EXAMINATION PROFILE INFORMATION

EARNED PNA PTS (INCL'D IN FMS) * C108-2.0 * C107-0.0 * C104-0.0 * C103-1.5 * C100-2.0
PROJECTED PNA PTS. - C111-1.0/0.5

THE INFORMATION PROVIDED BELOW IS A PROFILE OF YOUR RELATIVE STANDING WITH ALL OTHERS IN YOUR RATE IN EACH
SUBJECT MATTER SECTION   THE INFORMATION IS TO BE USED WITH THE SUBJECT MATTER IDENTIFICATION SHEET FOR THE EXAM
INATION SERIES INDICATED   STANDINGS ARE BASED ON OVER 90% RETURNS   NO SIGNIFICANT CHANGE WITH ALL RETURNS IN

| EXAMINATION STATUS | YOUR FINAL MULTIPLE | MINIMUM MULTIPLE REQUIRED | SECTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | PAGE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PASS/SS 56 | 197.28 | 115.36 | STANDING | L | H.A | A | E | S | L.A | A | - | - | - | - | - | 001 |

COPY TO
SERVICE RECORD

COPY
INTERPRETATION

YOU MAY CONTACT YOUR ESO FOR DATA USED FOR YOUR MULTIPLE COMPUTATION

EXAMINATION PROFILE INFORMATION

1. EXAMINATION STATUS.--Shows whether you passed or failed and your exam standard score.
For example, PASS/SS 56 would mean that you passed the exam and your standard score was 56.

2. YOUR FINAL MULTIPLE.--Shows your final multiple score (FMS).

3. MINIMUM MULTIPLE REQUIRED.--Shows the minimum FMS required for advancement in your rate.
If your final FMS was equal to or higher than this figure, you are a selectee for advancement.

4. SECTION/STANDING 1-12.--Shows exam section and your standing compared to others who took the same exam.
Section number corresponds with "Examination Section" on SUBJECT-MATTER SECTION IDENTIFICATION sheet.

5. PNA POINTS ASSIGNED.- Shows PNA points you previously received (included in your FMS) and projected PNA
points from this exam for the next exam cycle.   Automatically added to your FMS on the next exam.

Figure 6-12.—Sample copy of an examination profile information sheet.

examination are normally issued by data mailers (fig. 6-13) or separate correspondence. Once the Rating Change Authorization (RCA) and the Examination Status Verification Report (ESVR) are verified, they should be posted on the command bulletin board.

### Rating Change Authorization (RCA)

The RCA (fig. 6-11) is the actual authorization for advancement of candidates. The command must verify this report upon receipt; no candidate may be advanced until all information has been verified.

The RCA lists all personnel being advanced on the 16th of a particular month. For instance, all personnel being advanced on 16 February will be on the same RCA, all personnel being advanced on 16 October will be on a separate RCA, and so forth. If the command has no one being advanced during any given month, no RCA will be issued.

Personnel who participate in late examinations and are authorized advancement will receive their authorization by a data mailer.

### Examination Status Verification Report (ESVR)

The ESVR lists all personnel not listed on the RCA whose status is one of the following:

Selectee

Passed not advanced (PNA)

Failed

Examination invalidated

A discrepancy exists preventing publication of the results

When the command receives the ESVR (fig. 6-10), it must be verified against the information on the candidate's worksheet. The command also uses it to verify that the personnel listed are still recommended for advancement. This report is not to be confused with the command Enlisted Distribution Verification Report.

**Figure 6-13.—Data mailer.**

## COMMAND ACTION UPON RECEIPT OF EXAMINATION RESULTS

If the commanding officer withdraws a member's recommendation for advancement after receipt of advancement authorization or selectee notification, the following steps must be taken:

1. Service record entries must be recorded on NAVPERS forms 1070/609 and 1070/613 as shown in paragraph 819.2 of BUPERSINST 1430.16C.

2. A service record entry stating that the member has been informed of the right to request redress under article 138 of the *Uniform Code of Military Justice (UCMJ)* must be prepared. The member's signature is required as acknowledgement of this entry; however, the inadvertent omission of this notification or acknowledgement will neither alter nor invalidate the action of the commanding officer in withdrawing advancement authorization or withholding the advancement.

3. A NAVGRAM or speedletter must be sent to Commanding Officer, NETPMSA (Code 321), Pensacola, FL 32509-5555, invalidating the member's advancement examination results. Report symbol BUPERS 1430-16 should be used to identify the speedletter. The report should include the reason the examination results were invalidated and a statement that the invalidation was done according to paragraph 819.2 of BUPERSINST 1430.16C.

4. If the recommendation is withdrawn after the first of the month of the authorized effective date of advancement, the Navy Finance Center, as well as NETPMSA, must be notified of the withdrawal by message. This notification will prevent the wrong paygrade from being entered in the person's record. In addition to completing the following actions, an SDS (Source Data System) event M-63 or DMRS (Diary Message Reporting System) message should be submitted at least 3 days before the effective date of advancement. Procedures for submitting this information may be found in the *Source Data System*

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*Procedures Manual, Volume II*, NAVSO P-3069, and the *Diary Message Reporting System Users' Manual*, EPMAC control number 1080#1.

If a person listed on the RCA or ESVR was advanced under the provisions of the Command Advancement Program (CAP), Selective Training and Reenlistment (STAR), Selective Conversion and Reenlistment (SCORE), or other authorized programs after taking the Navywide exam, NETPMSA (Code 0321) should be notified by letter, NAVGRAM, speedletter, or message. Appropriate guidance should be included in the letter or message to request invalidation or cancellation of the advancement authorization or removal of the person from selection-board-eligible status.

You may find persons listed on the RCA or ESVR who are not attached to your command or a newly reported member to your command who is not listed on the RCA or ESVR. The names of these personnel and other pertinent information about them should be sent to NETPMSA (Code 0321).

Unfortunately, the RCA or ESVR is not always verified by the command upon receipt, although many times errors occur that make a difference in a candidate's advancement status. The ESVR contains examination results and multiple factors for all candidates except those listed on the RCA, but it cannot be used as the authorization for advancement.

Following each Navywide examination, NETPMSA forwards an examination profile information sheet (fig. 6-12) for all E-4 through E-7 candidates. Examination profile information sheets are forwarded in duplicate to the commanding officer. The duplicate copy is used as a source of information for evaluating the effectiveness of the command training program in the various ratings. NETPMSA does not retain copies of the examination profile information sheets. The original profile information sheet and the Subject-Matter Section Identification sheet are delivered and explained to each candidate by the ESO or an examining board member. Candidates who take late examinations receive profile information in the data mailer (fig. 6-13).

The examination profile information sheet contains the candidate's status (PASS/FAIL), standard score, final multiple score (FMS), and the minimum FMS required for advancement.

PNA points, if any, earned by the candidate during the current examination cycle or previous cycles are also reflected on the profile sheet. No FMSs are indicated for those members who fail the examination or participate for lateral conversion. Also no FMS is listed if a member is in a discrepancy status or if the examination has been invalidated.

The examination profile information sheet is developed from an analysis of the overall examination results in each rating. The profile sheet provides letter codes indicating the relative standing of each candidate on each section of the examination as compared with all others taking the examination in the same rating. Individual subject areas do not contain the same number of questions; therefore, "letter codes" cannot be averaged against another candidate in the same or a different rating.

The examination profile sheet is designed for use in conjunction with the Subject-Matter Section Identification sheet (fig. 6-14). This sheet shows the subject areas covered in each section of the examination. It is numbered to correspond with the areas on the examination profile sheet and the subject areas contained in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards,* NAVPERS 18068E. By comparing the examination profile sheet and the Subject-Matter Section Identification sheet, candidates can identify their strengths and weaknesses in comparison with other candidates who took the same examination. Proper use of the examination profile sheet will result in a greater knowledge of rating requirements.

The passed not advanced (PNA) points are included in the FMS factor for persons participating in the E-4 through E-6 advancement examinations who received a relatively high test score or an exemplary performance mark average on past Navywide advancement examinations. The maximum number of PNA points attainable for one exam cycle is 3.0, awarded in increments of one-half point. NETPMSA automatically credits the PNA points earned for the most recent five of the last six exams. The maximum PNA point credit an E-6 candidate may earn is 12 points. An E-4 or E-5 candidate may earn a maximum of 10 points. PNA points WILL NOT be automatically credited for persons who have a name change. Proof of the past PNA points should be forwarded to NETPMSA so that the

GIVE THIS SHEET TO YOUR PROCTOR

SUBJECT-MATTER SECTION IDENTIFICATION FOR ALL

# XYZ3

EXAMINATIONS WITH SERIAL NUMBERS FROM

# 1200001 TO 1209999

1.   This examination is divided into SUBJECT-MATTER SECTIONS.  The titles of these sections are general in nature and represent the occupational requirements of your rate.  The chart below shows both the sectional breakdown for THIS examination and the Occupational Standards from Section I of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068E, used to support the questions.

2.   The basic bibliography for THIS examination is contained in Bibliography for Advancement Study, NAVEDTRA 10052-AK.  This basic bibliography and your Occupational Standards are reprinted in the Advancement Handbook for Petty Officers for your rating.  This handbook may be obtained from your ESO.

3.   The SUBJECT-MATTER IDENTIFICATION SHEET is to be retained by your command until receipt of your examination results and your EXAMINATION PROFILE INFORMATION FORM.  Fill in your NAME, RATE, DIV, and SHIP/STA in the spaces provided below before handing this sheet to your exam proctor.

4.   Your EXAMINATION PROFILE INFORMATION FORM (explained on the back of this sheet) will be sent to you by separate correspondence.  Using the SUBJECT-MATTER IDENTIFICATION SHEET and your EXAMINATION PROFILE INFORMATION FORM will assist you in identifying your strengths and weaknesses in comparison with all other candidates who took this examination.

| EXAMINATION SECTION | SUBJECT-MATTER SECTION TITLE | STANDARDS SUPPORTING THE QUESTIONS (FROM NAVPERS 18068E) | NAME ___ DIV ___ SHIP/STA ___ RATE ___ |
|---|---|---|---|
| 1 | FOOTBALL | XXXXX, XXXXX | |
| 2 | BASEBALL | XXXXX, XXXXX, XXXXX, XXXXX | |
| 3 | GOLF | XXXXX | |
| 4 | TENNIS | XXXXX, XXXXX, XXXXX | |
| 5 | VOLLEYBALL | XXXXX, XXXXX | |
| 6 | SOCCER | XXXXX, XXXXX, XXXXX, XXXXX, XXXXX | |
| 7 | BASKETBALL | XXXXX, XXXXX, XXXXX | |
| 8 | SOFTBALL | XXXXX, XXXXX | |
| 9 | BADMITTON | XXXXX, XXXXX, XXXXX, XXXXX | |
| 10 | BOWLING | XXXXX | |

**THIS SHEET MUST BE USED WITH THE MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS (NAVPERS 18068E)**

Figure 6-14.—Exam Information Subject-Matter Section Identification.

previous points can be added to the final multiple score. All pertinent information listed in paragraph 427 of BUPERSINST 1430.16C should be included in a letter or speedletter. If a person has had a name change, the person's previous name and any past examination cycles in which the candidate has earned PNA points are included. This must be done for each exam cycle.

**Action for Personnel Transferred**

Examination results of personnel who are no longer attached to your command may be found when the RCA or ESVR is verified. These personnel have been transferred to a new duty station, separated from active duty, or discharged. Service record entries for these people should be made after the Navywide

examinations have been administered and before the exam results are received.

Be sure to make the following service record entry for personnel who are permanently transferred from your command:

[DATE]: [NAME] participated in the [JAN/MAR/SEP] 19 Navywide advancement examination and results have not been received by this command. Upon receipt, the results will be forwarded to [ACTIVITY TO WHICH MEMBER IS TRANSFERRED].

You may sometimes receive a Rating Change Authorization authorizing the advancement of a candidate who will be transferred before the effective date of advancement. In this case place the following service record page 13 entry in the candidate's service record:

[DATE]: Provided eligibility is maintained, [NAME] may be advanced to [RATE] effective [DATE]. For the purpose of final multiple computation and determining eligibility for advancement to the next higher paygrade, [NAME'S] service in paygrade dates from [DATE]. AUTH: CO, NET-PMSA ADV LTR NO. OF [DATE]. The data listed on the verification section of the RCA has been verified per BUPERSINST 1430.16C.

Some candidates who are transferred may be in a selectee (no RCA received) status on the ESVR. The following service record page 13 entry should be recorded in these persons' service records:

[DATE]: [NAME] participated in the [JAN/MAR/SEP] 19 Navywide advancement examination and was designated as a selectee. Advancement date has not been determined. Upon receipt, the advancement authorization will be forwarded to [ACTIVITY TO WHICH SELECTEE IS TRANSFERRED].

Commanding officers inform advancement selectees who are being discharged or released to inactive duty that advancement may be effected on return to active duty or on affiliating with a Naval Reserve drilling unit.

Personnel released from active duty or transferred for separation should be notified of advancement or change in rating authorization by a NAVGRAM or speedletter. The member's name, rate, SSN, examination results, complete home address, date of separation, and the activity where the member participated in the examination should be included in the speedletter. A copy of the advancement authority should be forwarded to the separation activity or to the recruiting district in which the member's home address is located. A copy should also be sent to Commander, Naval Reserve Force (Code 215), 4400 Dauphine Avenue, New Orleans, LA 70146-5000.

**Frocking of Enlisted Personnel**

Frocking is an administrative authorization to assume the title and wear the uniform of a higher paygrade without entitlement to the pay and allowances of that grade. Frocking provides early recognition for members selected for petty officer third class through master chief petty officer. After individual eligibility data has been verified, members may be frocked as follows:

• Qualified E-8/9 selectees may be frocked upon receipt of selection board results. The selection results are usually transmitted by an OPNAV message.

• Qualified E-7 selectees may be frocked no earlier than the first advancement increment (normally 16 September) and after completing the Chief Petty Officer Indoctrination Course. Commanding officers of training commands may authorize frocking for student chief petty officer selectees before they complete the indoctrination course if the course is not available at the training command.

• Qualified E-5/6 selectees may be frocked no earlier than 30 days after the date of the initial RCA or ESVR.

• Qualified E-4 selectees, including those in a training status, may be frocked no earlier than the first advancement increment (normally

16 January and 16 July) and after completing the *Petty Officer Indoctrination Course.*

Frocking does not change the permanent status of a member nor authorize payment of entitlements governed by statute or regulation. Frocking is subject to the following restrictions:

• Enlisted members selected for officer appointments may not be frocked.

• Navy members serving in joint commands may be frocked with the concurrence of the joint command.

• Members may elect not to accept frocking.

• Frocked members are entitled to military identification cards and privileges of the higher paygrade except as restricted by law; that is, clubs, messing, berthing, housing, and parking privileges.

• Obligated service of E-7, E-8, and E-9 advancees is computed from the actual advancement date and not the frocking date.

• The weight limit for shipment of household goods on permanent change of station (PCS) orders is the weight limit authorized for the permanent paygrade.

• Any administrative or punitive action is based on the member's permanent paygrade.

• Frocked members will purchase additional uniforms and insignia at their own expense. Payment of any uniform allowance is authorized only on permanent advancement.

• If member elects not to accept advancement or recommendation is withdrawn, the frocked rate will be vacated.

• Members who fail the physical readiness test or exceed body fat standards as described in OPNAVINST 6110.1C may not be frocked.

• All diary entries and pay action documents will reflect the permanent paygrade. Performance evaluations shall be prepared in the member's frocked paygrade based on NAVMILPERSCOMINST 1616.1A.

To effect frocking, commands must make the following service record entries:

[DATE]: Selectee for advancement to [RATE] from participation in Cycle Navywide examination held in [DATE] and frocked to that rate per BUPERSINST 1430.16C.

[Signature of official with by direction authority]

[DATE]: I understand frocking is an administrative authorization to wear the uniform and insignia of a higher paygrade without pay entitlements or allowances of that grade. I further understand that frocking is effected at my option; that any cost for additional uniforms or insignia will be defrayed by me; and that no retroactive pay, allowances, or reimbursements are authorized. I volunteer to be frocked to the rate of [RATE].

[Member's signature]

## Effecting Advancements

Advancements to all petty officer grades are effected on the 16th of the month. The member's relative FMS among contemporaries who participated in the same Navywide competitive examination for advancement determines the effective date of advancement to paygrades E-4 through E-6. The effective advancement date for members selected for advancement to paygrades E-7 through E-9 is determined by the member's seniority among contemporaries in the same rate. The effective date of advancement authorized in the advancement notification is the earliest date on which the member may be advanced. The commanding officer may effect advancement on a later date for a specific cause. However, the commanding officer may not delay a member's authorized advancement for the express purpose of according the member future monetary gain or other personal benefit. This could include delaying advancement until the member's expiration of enlistment so that the member could receive the full reenlistment bonus. If a member's advancement is withheld

beyond the authorized effective date, the procedures in paragraph 808.4 of BUPERSINST 1430.16C should be followed.

Some selectees for CPO, SCPO, or MCPO may not have 2 years of obligated service remaining from their authorized date of advancement. These selectees must reenlist or execute an extension of their enlistment to obtain the minimum obligated service on or before the effective date of advancement. Waivers to provide for advancement before reenlistment or any alternate method, such as a NAVPERS 1070 613 agreement to extend enlistment or reenlist, is not authorized. An Agreement to Extend Enlistment (NAVPERS 1070 621 or 622) must contain the following statement:

> To accept advancement to [E-7, E-8 or E-9]. I understand this extension becomes binding upon execution and may not be cancelled except under MILPERSMAN 1050150.

Selectees exceeding allowable extensions of current enlistment must request authority for discharge and immediate reenlistment from COMNAVMILPERSCOM (NMPC-243) before their advancement is effected.

Requests for transfer to the Fleet Reserve will not be approved before completion of the minimum obligated service of 2 years from the effective date of advancement to CPO, SCPO, or MCPO. Selectees who have sufficient obligated service remaining on their current enlistment but who will become Fleet Reserve eligible during the required obligated service period must sign the following statement on NAVPERS 1070/613:

> [DATE]: In consideration of advancement to [Rate], I agree not to submit an application for transfer to the Fleet Reserve on a date that will occur during a 2-year period from the effective date of advancement.

[Signature of selectee]

Advancees who will complete 30 years of active service in less than 2 years from the effective date of advancement to CPO, SCPO, or MCPO may request retirement upon completion of 30 years. Advancement does not eliminate the requirement to request authority to remain on active duty beyond 30 years as required by NAVMILPERSCOMINST 1133.1.

Personnel not eligible to execute an extension of enlistment or to reenlist to obtain the required obligated active service because of their medical status as described in NAVMILPERSMAN 1040300 and 1050150 are authorized a waiver of obligated service requirements. They may be advanced if otherwise qualified. Such personnel must sign the following agreement on NAVPERS 1070/613 when advanced:

> [Date]: In consideration of advancement to [E-7, E-8, or E-9] with waiver of obligated service authorized by BUPERSINST 1430.16C, I agree to obligate for any remaining period of active service required by BUPERSINST 1430.16C if returned to full duty.

[Signature of selectee]

Witnessed:

[Signature of officer authorized to sign service record entries]

## SUBSTITUTE EXAMINATIONS

Substitute examinations are administered to individual candidates who, through no fault of their own, were unable to take the examination at the regularly scheduled time. Supplies of examinations used for this purpose are extremely limited; reproduction and processing procedures are expensive and time consuming.

## JUSTIFICATION OF REQUESTS FOR SUBSTITUTE EXAMINATIONS

Requests for substitute examinations must justify the circumstances preventing the candidate from taking the regular examination. They must also justify the reasons for noncompliance with the regular exam schedule. Requests are considered on individual merit.

Administrative delay in submitting requests to COMNAVMILPERSCOM for waiver of eligibility requirements for advancement,

change in rate, or request for service record information is not justification for a substitute examination. Each request for substitute examinations must contain valid justification based on the following criteria:

• The candidate(s) concerned must have been recommended for advancement and eligible to take the regularly scheduled examination.

• The candidate's absence from the regularly scheduled examination must have been through no fault of the individual; in general, the absence should be the result of one of the following circumstances:

Emergency leave (normally annual leave is not adequate justification unless extenuating circumstances are involved). When a candidate is on emergency leave on the exam administration date, a substitute examination should be ordered on that date.

Illness or hospitalization verified by a medical officer's statement that taking the regularly scheduled examination would have been harmful to the candidate's health.

Operational commitments of such a nature that a short delay in the administration of the regular examination series was not feasible.

• The fact that a candidate's exact date of return to the command cannot be determined should not preclude the command from ordering a substitute examination before or within a day or two after the regularly scheduled advancement examination. The substitute examination should be administered as soon as possible after the candidate's return.

## REQUESTS FOR SUBSTITUTE EXAMINATIONS

Requests for substitute examinations often result from administrative errors or poor administrative planning on the part of individual commands. Therefore, commands are urged to anticipate requirements for substitute examinations, when possible, before the regular examination dates. The need for a substitute examination can normally be determined before or within a day or two after the scheduled Navywide advancement examination.

Substitute examinations should be ordered by NETPMSA Examination Order Form (NETPDC 1418/6), letter, speedletter or NAVGRAM, or message. Requests should list the required examinations alphabetically by rating. Enclosure (1) to the NETPMSA ordering letter lists all available examinations. Substitute CT examinations should be ordered as described in paragraph 501.1e of BUPERSINST 1430.16C.

Order forms should not be sent with follow-up letters or message orders. Only the original order form or message order should be referenced. This will prevent double shipping of examinations.

NETPMSA will normally approve requests for substitute examinations based on the following schedule:

| SUBSTITUTE EXAMINATION | REQUEST |
|---|---|
| E-4/5/6 | By 1 May following administration of the March examination cycle and 1 November following administration of the September examination cycle. |
| E-7 | By 1 March following scheduled administration of the January examination cycle. |

Orders should be requested 14 days or more before the cut-off dates shown. Message requests should be used for orders submitted within 14 days of the cut-off dates. Departure from these cut-off dates is authorized only for message condition MINIMIZE.

## ADMINISTRATION OF SUBSTITUTE EXAMINATIONS

Substitute examinations should be administered and the answer sheets returned to NETPMSA as soon as possible. The procedures for accountability, administration, and processing of substitute examinations are the same as those for regular Navywide advancement examinations. These procedures are outlined in chapter 6 of the *Manual of Advancement*, BUPERSINST 1430.16C.

## SUMMARY

Navywide advancement examinations are like stepping stones to every enlisted member in the Navy. Members normally must successfully compete in each examination, from petty officer third class to chief petty officer, to advance in rate. Therefore, examinations should be ordered on time and administered properly, and the results should be publicized as soon as they are received by the command.

Certain procedures must be followed before each examination, during the examination, and after the examination. By following these procedures, you can prevent the loss of an examination or the possible compromise of an examination. If at any time you are not sure of the procedures, consult the *Manual of Advancement*, BUPERSINST 1430.16C.

## REFERENCES

*Command Advancement Program (CAP)*, BUPERSINST 1430.17C, Bureau of Navy Personnel, Washington, D.C., 1988.

*Department of the Navy Information and Personnel Security Program Regulation*, OPNAVINST 5510.1H, Office of the Chief of Naval Operations, Washington, D.C., 1984.

*Manual of Advancement*, BUPERSINST 1430.16C, Bureau of Navy Personnel, Washington, D.C., 1986.

*March 1988 (Cycle 119) Navy-wide Examinations for Advancement in Rate of Active Duty Members to Petty Officer First Class*, BUPERSNOTE 1418, Bureau of Navy Personnel, Washington, D.C., 1988.

*Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068E, Bureau of Navy Personnel, Washington, D.C., 1986.

*The Navy Enlisted Performance Evaluation System*, NAVMILPERSCOMINST 1616.1A, Department of the Navy, Washington, D.C., 1983.

*Pay/Personnel Administrative Support System (PASS) Management Manual*, OPNAVINST 1000.23A, Office of the Chief of Naval Operations, Washington, D.C., 1984.

# APPENDIX I

# WHERE TO FIND IT

Appendix I is included for your convenience as a quick reference to aid you in the performance of your duties. It contains most of the references that you will frequently use in providing your shipmates with the answers they are looking for. Keep a copy on your desk.

| SUBJECT | REFERENCE | NUMBER |
|---|---|---|
| ACADEMY APPOINTMENTS | MILPERSMAN | 1020220 |
| ADVANCEMENT IN RATE | BUPERSINST | 1430.16C |
| General Requirements | BUPERSNOTE | 1418 |
| | BUPERSNOTE | 1430 |
| By Selection Boards | BUPERSINST | 1430.16C |
| | BUPERSNOTE | 1418 |
| Acceleration | BUPERSINST | 1430.16C |
| | MILPERSMAN | 2230150 |
| Advancement Handbook for Apprenticeships | NAVEDTRA | 71700 |
| Advancement Handbook for Petty Officers | NAVEDTRA | 71000 Series |
| After Reduction in Rate | MILPERSMAN | 2230200 |
| | BUPERSINST | 1430.16C |
| AVIATION OFFICER CANDIDATE (AOC) PROGRAM | MILPERSMAN | 6610360 |
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| | MILPERSMAN | 3410200 |
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| | BUPERSNOTE | 1500 |
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| | MILPERSMAN | 1020330 |
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| Career Counseling and Retention Team Concept Career Counseling Manual | NAVPERS | 15878 |
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|    The ACE Guide/Military Evaluations Programs | | |
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| | SECNAVINST | 5760.14B |
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<u>A FINAL QUESTION</u>: What did you think of this TRAMAN? Of the course material used with this TRAMAN? Comments and recommendations received from enrollees have been a major source of course improvement. You and your command are urged to submit your constructive criticisms and your recommendations. This tear-out form letter is provided for your convenience. Typewrite if possible, but legible handwriting is acceptable.

Date _____

From: _____       SSN: _____
       NAME (RANK, RATE, CIVILIAN)

_____

_____ ZIP CODE ___ ___

To:    Naval Education and Training Program
       Management Support Activity (Code 318)
       Pensacola, Florida 32509-5000

Subj:  EDUCATIONAL SERVICES OFFICER, NAVEDTRA 10460-A

1. The following comments are hereby submitted:

....... (Fold along dotted line and staple or tape) .....................

....... (Fold along dotted line and staple or tape) .....................

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