

## CHAPTER 16

# CAREER AND EDUCATION INFORMATION

*I came into the Navy feeling I could spend a few years away from home, save some money, see different places, and maybe get some training or education that I could use later. I've had to change my attitude about several things since joining. I didn't realize there are so many different opportunities open to me. I guess I'm only limited to how far I can go by how much effort I'm willing to put forth.*

—A letter home

As this letter points out, you have opportunities in the Navy. You can advance, get an education, and have a rewarding career. Since the Navy is an all-volunteer organization, its success is influenced by the personal satisfaction of its personnel. Your desire to serve and your patriotism are two factors that contribute to your job satisfaction.

This chapter doesn't provide a detailed explanation of all the available rights and benefits; but it does introduce you to some of them. Remember, the Navy and the Department of Defense make frequent changes to personnel policies. Therefore, some of the information may have changed by the time you read this manual. You should check with your LPO, division or department career counselor, or the command career counselor for the latest information about any Navy program.

### THE NAVY GOAL CARD

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the purpose of the Navy Goal Card.

The Navy helps first-term Sailors set and achieve both short-term and long-term goals while in the service. The Goal Card Program is one way to keep the volunteer, high-quality Sailor in the Navy. This program is made up of the Navy Goal Card and the Navy Pocket Goal Card. It reinforces goal setting and goal accomplishment by first-term Sailors.

The Navy Goal Card is a two-page document of rating and advancement career information for each new recruit and first-term Sailor. Some of the topics covered by the Goal Card include the following:

- Advanced training and education for your rating
- Montgomery G.I. Bill benefits and goals
- Voluntary education, including Tuition Assistance and SOCNAV
- Officer programs
- Advancement
- Career milestones
- The Apprenticeship Program
- Job descriptions

The Navy Pocket Goal Card (fig. 16-1 and Appendix V) shows a sample of the trifold form for newly recruited Sailors. Appendix V contains a Navy Pocket Goal Card for your use. Areas of goal setting covered on the Pocket Goal Card include the following:

- Delayed Entry Program (DEP) goals
- Navy Core Values
- Recruit training goals
- The Sailor's Creed
- Fleet goals, personal priorities (including education)
- Space for Sailors to write in their own goals

<p><b>FLEET GOALS</b>  I will complete my Warfare Specialty qualifications, if assigned to sea duty, by end of 1st enlistment.</p> <p>I will increase savings to _____dollars per month.</p> <p>I will maintain a physical fitness program.</p> <p>I will advance to every paygrade as soon as my first eligibility: E3 _____ E4 _____ E5 _____ E6 _____</p> <p>I will go to the education office (Navy Campus) to document college credits earned upon completion of Recruit Training, _____ school, and _____.</p> <p><b>PERSONAL PRIORITIES</b></p>	<p><b>DEP GOALS</b>  I will attend all DEP meetings.</p> <p>I will save _____dollars per month.</p> <p>I will advance to E2/E3 by encouraging others to visit recruiters and enlist.  I will maintain a physical fitness program.</p> <p>I will earn my _____diploma.</p> <p>I will not use illegal drugs or abuse alcohol.</p> <p>I will take personal responsibility for my future.</p> <p>Personal Goal: _____  _____  _____</p> <p><b>RECRUIT TRAINING GOALS</b></p>
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**Figure 16-1.—Navy Pocket Goal Card.**

**REVIEW 1 QUESTIONS**

- Q1. What means does the Navy use to help new Sailors set and achieve goals while in the service?
- Q2. List some of the areas covered in the Pocket Goal Card.
- a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.

**PROFESSIONAL DEVELOPMENT**

**Learning Objectives:** When you finish this chapter, you will be able to—

- Identify the requirements for professional development.
- Recognize the purpose of the Professional Development Board.

One purpose of the Professional Development Board is to give Sailors a chance for greater responsibility. The board interviews Sailors who want advancement training and who want to attend special programs or programs that need command endorsement (approval). Also, the board advises career Sailors who find it difficult to be selected for advancement or to complete command-required personnel qualification standards (PQS). All recommendations made by the board are forwarded to the CO for approval.

Permanent board members include the—

- Command master chief,
- Command career counselor,
- Personnel officer, and the
- Educational service officer.

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***Student Notes:***

Supplemental board members include the—

- Division officer,
- Division chief, and the
- Division career counselor.

## ENLISTED CAREER STRUCTURE

**Learning Objectives:** When you finish this chapter, you will be able to—

- Recognize the paths of advancement and recall the requirements for advancement of nonrated personnel.
- Identify the eligibility requirements for advancement to E-2 and E-3 and petty officer.
- Recognize selection criteria for advancement and preparation for advancement.
- Identify the career enlistment objectives.

The objective of the enlisted advancement system is to provide qualified petty officers to operate the Navy's ships, squadrons, and shore stations. Advancements, in turn, provide the opportunity for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their naval career. Information about the advancement system is contained in BUPERSINST 1430.16. The advancement system offers you increased pay, prestige, and privileges, as well as additional responsibilities and authority.

## PATH OF ADVANCEMENT

The enlisted advancement structure is organized into paygrades. E-1 is the lowest enlisted paygrade and E-9 is the highest. The path of advancement from E-1 to E-9, along with the title of each paygrade, is shown in figure 16-2.

The lowest three paygrades (E-1 to E-3) are referred to as apprenticeships and identified as one of the following:

- Seaman apprenticeship (SR, SA, SN)
- Fireman apprenticeship (FR, FA, FN)
- Airman apprenticeship (AR, AA, AN)

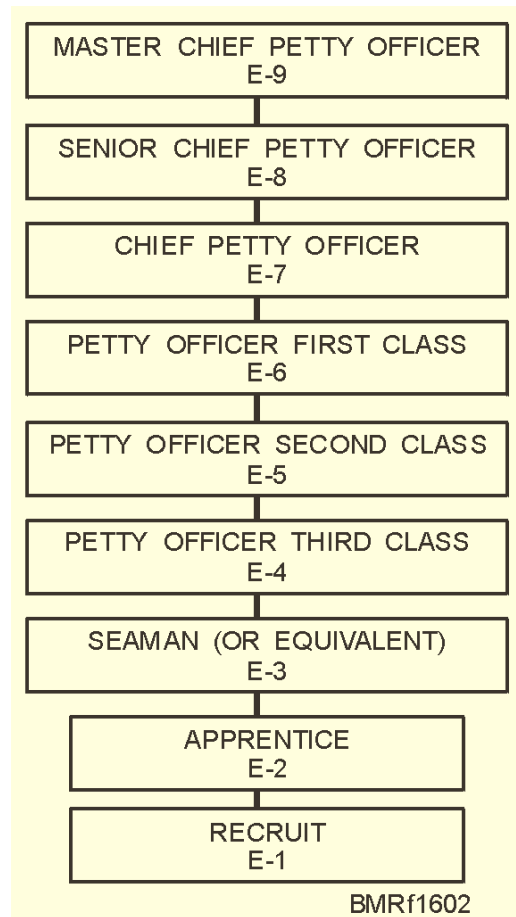


Figure 16-2.—Path of advancement.

- Constructionman apprenticeship (CR, CA, CN)
- Hospitalman apprenticeship (HR, HA, HN)
- Dentalman apprenticeship (DR, DA, DN)

Petty officers (E-4 to E-9) and designated strikers belong to a rating. Ratings are divided into two categories—general ratings and service ratings.

## General Ratings

A general rating is a broad occupational field (a group of jobs) that requires the same general qualifications and includes similar duties. Boatswain's Mate, Quartermaster, and Storekeeper are all examples of a general rating. Each rating has its own rating badge. These rating badges are shown in chapter 10 of this manual.

In some cases, two or more related general ratings will combine at the E-8 or E-9 level to form a new

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## Student Notes:

general rating. That is called compressing. For example, the two ratings Electrician's Mate and Interior Communications Electrician compress into Electrician's Mate at the E-9 level.

### **Service Ratings**

Some general ratings are subdivided into service ratings to allow for special training or the assignments of personnel who have received special training. Service ratings indicate specialties within a general rating; for example, Aviation Boatswain Mate is a general rating, but Aviation Boatswain Mate is divided into three service ratings: Catapults and Arresting Gear Equipment (ABE), Handling (ABH), and Fuels (ABF).

Service ratings may be established within a general rating at any paygrade and may extend to any other paygrade. For example, a general rating may have service ratings at E-4 and E-5 but not at E-6 through E-9.

Service ratings are not identified by special rating badges. They use the rating badge of the general rating to which they belong.

### **Designated Strikers**

A designated striker is a person in paygrade E-1, E-2, or E-3 who has been designated (appointed or specified) as technically qualified for a particular rating. Personnel in the general apprenticeships (E-1, E-2, and E-3) are identified as strikers for ratings for which they—

- have demonstrated their technical qualifications through on-the-job training (OJT) or
- have received formal school training.

Commanding officers may designate personnel in their commands as strikers if certain qualifications are met. These qualifications are spelled out in the Navy's advancement manual. For more information on the requirements to be a striker in a rating, go to your career counselor or personnel office.

## **QUALIFICATIONS FOR ADVANCEMENT**

Before you are advanced, you must fulfill (meet) the qualifications for the paygrade you wish to be advanced to. You must also fulfill other eligibility requirements, and then you must be selected to be advanced.

How can you find out what is required of you for you to be considered qualified for the next paygrade? The Navy has created standards for every enlisted paygrade and rate. These standards are of two types: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs).

The NAVSTDs and OCCSTDs are published in the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068. This publication should be available at your ESO or personnel office. Parts of this publication are reprinted in booklet form. There are two different types of booklets. One type lists the occupational standards for a particular rating. The other booklet lists the naval standards for all paygrades and the occupational standards for AN, CN, FN, and SN. These booklets are helpful when you are preparing for advancement and are available at your educational services office (ESO).

To help you study and prepare for your advancement examination, refer to the Advancement Handbook (AH) for your rate. Also, information about advancement can be found in the Navy Enlisted Advancement System (NEAS).

### **Navy Enlisted Advancement System (NEAS)**

The NEAS contains general information about the enlisted advancement system, exam study tips, how exams are developed, final multiple computations, and explanation of the tear sheet and the profile form, and other information useful to all Navy enlisted advancement candidates.

Advancement handbooks (AHs) provide the occupational skills for a rating, the knowledge factors that relate to those skills, and references to read to understand the knowledge factors. Also, AHs contain a section titled "Exam Expectations," a narrative that describes how knowledge factors could be tested.

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### ***Student Notes:***

The NEAS and AHs are available in electronic form at the Naval Education and Training Professional Development and Technology Center (NETPDTC) at [www.cnet.navy.mil/netpdtc/nac/download/ah\\_intro.htm](http://www.cnet.navy.mil/netpdtc/nac/download/ah_intro.htm).

## Naval Standards

NAVSTDs are military requirements for a paygrade. They apply to all enlisted personnel in the Navy. NAVSTDs are skills and knowledges required for enlisted personnel to be able to perform their duty. They include military requirements and essential qualities of professionalism and pride of service in support of your oath of enlistment. They also include basic skills and knowledges relating to the maintenance of good order and discipline, as well as those that directly contribute to the mission of the Navy. To be qualified for a paygrade, you are responsible for knowing all the naval standards for that paygrade and all the naval standards for all lower paygrades.

## Occupational Standards

OCCSTDs are a listing of the things you must be able to do to be considered professionally qualified for a rate. OCCSTDs are the minimum occupational requirements of a particular rate and are separate and different from NAVSTDs. In other words, to be an SN you would have to fulfill the OCCSTDs for SN as well as the NAVSTDs for E-3.

If you wanted to look at the OCCSTDs for a particular rate, you would need to look at the OCCSTDs for that rate and all lower paygrades in the same rating as well as the OCCSTDs for the appropriate apprenticeship. For example, to see all the OCCSTDs for Boatswain's Mate second class (BM2), you would have to look at the OCCSTDs for BM2, BM3, and Seaman (SN).

## ELIGIBILITY FOR ADVANCEMENT

In addition to all the naval and occupational standards for a rate, other requirements must be met for you to be eligible for advancement. However, being eligible does not guarantee advancement. To be advanced, you must be selected for advancement.

## Eligibility for Advancement to E-2 and E-3

The eligibility requirements for E-2 and E-3 are relatively simple. The requirements are as follows:

- Have a certain amount of time in rate
- Be recommended by your commanding officer
- Complete *Basic Military Requirements*, NAVEDTRA 12018

Additionally, your command may require you to pass a written examination. An examination for E-2 would be prepared by your command. For an E-3, the examination would either be prepared locally or prepared by the Naval Education and Training Professional Development and Technology Center (NETPDTC).

**Remember, these are eligibility requirements.** Meeting these requirements means you are eligible for advancement; but they don't mean you'll be automatically advanced. Selection for advancement is discussed later in this chapter.

## Eligibility for Advancement to Petty Officer

Advancement to petty officer has more eligibility requirements than advancement to E-2 or E-3. The eligibility requirements are as follows:

- Have a certain amount of time in rate
- Complete all personnel advancement requirements (PARs)
- Demonstrate knowledge of material in your mandatory rate training manual
- Be recommended by your commanding officer (CO)

**TIME IN RATE.**—You must fulfill time-in-rate requirements to be eligible for advancement to petty officer. That means you must have been in your present paygrade for a specific minimum period of time to be eligible for the next paygrade.

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## *Student Notes:*

**PERSONNEL ADVANCEMENT REQUIREMENTS (PARS).**—PARS are skills and abilities that can best be demonstrated (shown) by actual performance. Generally, each PAR contains one or more OCCSTDs on the same or similar subject and is written in on-the-job rating language. PARs aren't competitive; that is, no mark is assigned. Completion indicates that you can perform the tasks.

Completion of PARs is mandatory for advancement. Commands should make sure you complete PARs before you are recommended for advancement. Because of limitations in command equipment, mission, and operations, you may not be able to demonstrate all PARs. In that case, actual demonstration of ability isn't mandatory. However, your being recommended for advancement must be based on the command being satisfied that you have the necessary ability to perform properly at the higher paygrade at the present command and at other commands.

PARs are not designed to replace other qualification programs, such as PQS. However, PAR items that duplicate "sign off" items in other programs can be signed off as PAR items if they have already been signed off under any other program.

PARs and BIBS are available in electronic format from:

- NETPDTC Web Site: Get PARS, [www.cnet.navy.mil/netpdtc](http://www.cnet.navy.mil/netpdtc)
- Streamlined Automated Logistics Transmission System (SALTS), [www.salts.navy.mil](http://www.salts.navy.mil)

**BIBLIOGRAPHY (BIB) FOR ADVANCEMENT-IN-RATE EXAM STUDY.**—The BIB is developed by exam writers (chief petty officers) to help Sailors study for advancement-in-rate examinations. The BIB is a list of references that includes training courses (TRAMANs/NRTC's), instructions, technical manuals, guides, and other publications commonly used in a rating.

BIBs are posted (issued) three times a year and are only available in electronic format. You can find the BIBs at the NETPDTC web site. The E-4/E-5/E-6 BIBs are posted in March and September; and E-7 BIBs are posted in July. The BIBs posted in March are for the

exam given the following September; the BIBs posted in September are for the exam given the following March.

**TRAINING MANUAL INFORMATION.**—Training manuals (TRAMANs) and their associated nonresident training courses (NRTC's) are prepared as self-study packages to help you develop the knowledge required for your rating. You may also use them when preparing to take an advancement examination. The information in some TRAMANs is considered mandatory.

You must complete certain courses (mandatory courses) to meet advancement eligibility requirements. For example, if you're going up for E-3 and didn't attend the Apprenticeship Training Program (ATP), you must complete *Basic Military Requirements (BMR)* and either the *Airman (AN)*, *Fireman (FN)*, or *Seaman (SN)* (depending on your rate) TRAMANs. If you graduated from the ATP, you have satisfied the requirement for completion of the *AN*, *FN*, or *SN* apprenticeship TRAMAN. However, you still must complete the *BMR*.

Remember, you are responsible for the information in training manuals concerning the rating in which you wish to be advanced and the appropriate apprenticeship and general rate training manuals.

**COMMANDING OFFICER'S (CO'S) RECOMMENDATION.**—This eligibility requirement is, perhaps, the most important of all. For your CO to recommend you for advancement, he/she must be satisfied that you are fully qualified for advancement.

To a great extent, your CO relies on the recommendations of the people in the chain of command to decide if you are fully qualified for advancement. Your supervisor constantly evaluates your performance to see if you can handle the duties and responsibilities of an advancement.

In addition, your CO can add requirements to the eligibility requirements shown here. These additional requirements should be met for you to receive your CO's recommendation. Check with your supervisor or personnel office to see if your command has local requirements.

**ADDITIONAL ELIGIBILITY REQUIREMENTS.**—In addition to the eligibility requirements

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### *Student Notes:*

already mentioned, some ratings require a specific school and/or a performance test for advancement. Figure 16-3 is a presentation of the general requirements for advancement. To get specific information on advancement to a particular rate, see your ESO or personnel office.

## SELECTION FOR ADVANCEMENT

Once you meet all the eligibility requirements, you are considered eligible and qualified for advancement. However, to be advanced, you must be selected for advancement. In all advancements, your commanding officer has the final word—you are always advanced by your commanding officer.

### Selection for Advancement to E-2 or E-3

The selection for advancement to E-2 or E-3 is done by your CO. The Navy has no limits on the number of people who can be advanced to E-2 or E-3. Therefore, the CO may select and advance people to E-2 or E-3 as soon as they have met all the eligibility requirements.

### Selection for Advancement to Petty Officer

Selection for advancement to petty officer (up to E-6) is done on the basis of a final multiple among those who pass the Navywide advancement examination. The number of persons who may be advanced is limited by the number of vacancies that exist in each rate and rating. Therefore, when the number of those who pass the Navywide advancement examination is greater than the number of vacancies, a final multiple system is used to determine which personnel may be advanced to paygrades E-4, E-5, and E-6.

Three separate categories are taken into consideration when a final multiple is computed. The final multiple score is based on these three things:

1. Merit rating
2. Personnel testing
3. Experience

**Merit rating** gives people who have shown they are outstanding performers an advantage in promotion. Merit rating is done by averaging your performance marks for the last 3 years.

**Personnel testing** refers to the Navywide advancement examination. These examinations are prepared and administrated by NETPDTC. Each test consists of 200 multiple-choice questions based upon the occupational standards for the rating and Naval Standards. If you pass this examination but are not selected for advancement, you are considered to have PNA (passed, not advanced) status for the examination. Personnel testing includes your examination score in computing the final multiple score.

You receive credit for your **experience** in the final multiple score. Experience includes longevity—your total active federal military service (TAFMS)—and time in rate (TIR). It also includes certain awards and PNA credits.

To sum it all up, the following factors are considered in your final multiple computation:

- Performance mark average
- Examination score
- Length of service (TAFMS)
- Service in paygrade (TIR)
- Awards
- PNA credit

Your final multiple score is computed by NETPDTC at the time your Navywide advancement examination is scored.

## REVIEW 2 QUESTIONS

- Q1. List the permanent board members on the Professional Development Board.
- a.
  - b.
  - c.
  - d.
- Q2. What is the purpose of the Professional Development Board?

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### *Student Notes:*

Requirements	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
Time in rate	9 months	9 mo as E-2	12 mos as E-3	36 mo as E-4	36 mo as E-5	36 mo as E-6	36 mo as E-7	36 mo as E-8
School	RTC (CO may advance up to 20% of company)	None	Class "A" for AME, BU, CE, CM, CTA, CTI, CTM, CTO, CTR, CTT, DT, EA, EO, EW, FT, HM, IS, JO, NM, MT, MU, PR, SW, UT	Naval Justice School for LN3	None	Navy School for AGC, MU	Navy School for MUCS	None
Performance Test	None	None	Specified ratings must complete applicable performance test before taking Navywide advancement examination.				None	None
Nonresident Training Course (NRTC) training manual (TRAMAN)	None	Required for E-3 and all petty officer advancements unless waived because of completion of Navy school. Courses need not be completed but once; i.e., those who complete the 3&2 course for PO3 need not complete the same course again for advancement to PO2.				Nonresident training course recommended (See NAVEDTRA 12061*) *Catalog available in electronic format only		
Examinations	Locally prepared tests	NETPDTC exams or locally prepared test	Navywide advancement examinations required for advancement to E-4 to E-7.			None	None	None
Selection board	None	None	None	None	None	Navywide CPO or SCPO/MCPO selection		
Obligated service requirement	There is no set amount of obligated service required either to take the Navywide advancement examination or to accept advancement to paygrades E-1 through E-6.					All CPO candidates must have two years remaining to accept appointment to a CPO paygrade.		
Enlisted performance evaluation	As used by CO when approving advancements		Counts toward performance factor credit in advancement final multiple for all E-4 through E-6 candidates.					
CO recommendation	All Navy Advancements require the commanding officer's recommendation for advancement.							
Authorization for advancement	Commanding officer		Naval Education and Training Professional Development and Technology Center (NETPDTC) for advancement to E-4 through E-9 in addition to command approval.					

Figure 16-3.—Requirements for advancement.



Q3. The lowest three paygrades are referred to as—

Q4. What are the two categories ratings divided into?

a.

b.

Q5. What is a designated striker?

Q6. What manual contains a list of Navy standards (NAVSTDs) and occupational standards (OCCSTDs)?

Q7. What's the difference between a NAVSTD and an OCCSTD?

Q8. What three requirements do you need to meet to be eligible to advance from E-2 to E-3?

a.

b.

c.

Q9. List the eligibility requirements to advance to Petty Officer.

a.

b.

c.

d.

Q10. The final multiple score of a rating exam is based on what three things?

a.

b.

c.

## TYPES OF DUTY

**Learning Objectives:** When you finish this chapter, you will be able to—

- Recall the definitions of sea duty, shore duty, and neutral duty.
- Recognize the methods used for enlisted assignments.

You often hear about three types of duty: sea duty, shore duty, and neutral duty. These three designations refer to duty for rotation purposes.

Everyone in the Navy has sea/shore rotation. The amount of time spent on sea duty or shore duty depends on your rate, rating, and individual circumstances. Each rate and rating in the Navy has a designated sea/shore rotation cycle. You can find out what the current sea/shore rotation for your rate and rating is from your supervisor or career counselor.

For example, if your sea/shore rotation is listed as 36/36, that means that you spend 36 months in sea duty billets and 36 months in shore duty billets. In other words when you complete 36 months of sea duty, your next 36 months is shore duty. After 36 months of shore duty, you have 36 months of sea duty. That is your sea/shore rotation.

You might ask, "What is sea duty, and what is shore duty"? There are eight types of duty designations used for sea/shore rotation. Each of these duty types is credited as sea, shore, or neutral duty for rotation purposes.

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### *Student Notes:*

1. Shore duty (sea/shore Code 1). Shore duty, Code 1, is performed in CONUS (the 48 contiguous states) land-based activities and long-term schooling programs. (Long term is defined as 18 or more months; school assignments of less than 18 months are considered neutral duty.) Members are not required to be absent from the corporate limits of their duty stations in excess of 99 days.
2. Preferred overseas shore duty (sea/shore Code 6). Preferred overseas shore duty, Code 6, is duty performed in overseas land-based activities that are credited as shore duty for rotational purposes as determined by BUPERS.
3. Sea duty (sea/shore Code 2). Sea duty, Code 2, is duty performed in commissioned vessels or activities home ported/home based in CONUS that operate away from their home port/home base in excess of 150 days per year.
4. Overseas shore duty (sea/shore Code 3). Overseas shore duty, Code 3, is duty performed in overseas land activities that is credited as sea duty for rotational purposes as determined by BUPERS.
5. Nonrotated sea duty (sea/shore Code 4). Nonrotated sea duty, Code 4, is duty performed in commissioned vessels home-ported overseas (outside the contiguous 48 states) or in activities that operate away from their overseas home port/home base in excess of 150 days per year.
6. Neutral duty (sea/shore Code 5). Neutral duty, Code 5, is duty in activities normally designated as shore duty for rotation, but that requires members to be absent 100 to 150 days per year from the corporate limits of their duty station while accomplishing their assigned task. School assignments of less than 18 months are included in this category.
7. Partial sea duty (sea/shore Code 7). Partial sea duty, Code 7, is duty performed in overseas, land-based activities credited as shore duty for rotational purposes, but credited as partial sea duty according to established guidelines.
8. Double sea duty (sea/shore Code 8). Double sea duty, Code 8, is duty performed in commissioned vessels or activities in an active status that operate away from their home port/home base in excess of 50 days a year credited as double sea credited because of the nature of the mission.

### **ENLISTED DETAILERS AND USE OF THE DUTY PREFERENCE FORM, NAVPERS 1306/63**

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the entries made on the Duty Preference Form, NAVPERS 1306/63.

Every rate and, in most cases, every paygrade has a senior enlisted person who matches personnel within a particular rate or specialty with the available billets Navywide. This person is referred to as the enlisted detailer. When detailers work to fulfill requisitions (vacant billets), several factors are involved. To assign you to a billet, the enlisted detailer for your rate must match you with a billet you are qualified for and within a certain time frame.

### **DUTY PREFERENCE FORM, NAVPERS 1306/63**

You may sometimes ask yourself “How did I get the job I have now”? Your detailer had a lot to do with it, of course. However, the detailer determines what jobs you are qualified to hold by the information you submitted on your Enlisted Duty Preference Form, NAVPERS 1306/63.

Your detailer has access to your Enlisted Duty Preference Form and a record of your training through a computer terminal. The computer contains a record of the on-the-job and formal training you have received.

Although you may not have total control over your training and qualifications, you are completely responsible for the information the duty preference sheet contains. *You* are also responsible for submitting the form.

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### ***Student Notes:***

## FILLING OUT THE NAVPERS 1306/63

You can get NAVPERS 1306/63 (fig. 16-4) from your division or command career counselor. The form contains instructions for filling it out. If you need help, contact your division or command career counselor.

The information on this form tells your detailer where you would like to be stationed, what type of duty you prefer, and your career intentions. The Remarks section tells the detailer if you or your family has special qualifications that would make a particular duty station advantageous to you, the Navy, or both. The form contains this section because the Navy recognizes that no one can be completely described in encoded, check-block-type symbols. Other information you might want to include in the Remarks sections includes the following:

- If you are volunteering for overseas duty, all community support skills your family has; for example, qualification as a teacher, nurse, dental technician, hairdresser, or secretary
- Any handicap a family member may have, and the areas where treatment or support facilities exist
- If your wife is pregnant, her expected delivery date
- Dates and terms of a reenlistment within 24 hours of reenlisting
- If you are married to another service member, your spouse's full name, military service, social security number, rate, and present duty station

## SUBMITTING THE NAVPERS 1306/63

Although you have no guarantee of getting the duty you want, your detailer will try to match your desires with the needs of the Navy. Without a NAVPERS 1306/63 on file, your detailer assumes you don't care where or what duty you are assigned. Unfortunately, a large number of Sailors don't submit any duty preference.

You may want duty in a location, or of a type, that isn't listed on the form. In that case, you will find a

detailed listing of duty choices you may request in chapter 25 of the TRANSMAN. Another handy reference, available from your command, is *Homeports and Permanent Duty Stations of Activities of the Operating Forces of the Navy*, OPNAVINST 3111.14. This instruction contains the location of home ports of ships and activities and can help you choose realistic duty preferences. Once you have completed the NAVPERS 1306/63, submit it through your command to BUPERS. BUPERS enters the information into the database detailers use to determine your qualifications. Be sure to keep a copy of the form you submit for your own reference.

## WHEN TO SUBMIT NAVPERS 1306/63

You should submit a duty preference form after 6 months at your first duty station. After submitting the first NAVPERS 1306/63, you may submit a new one at any time. Submit a revised form anytime you change duty stations or when important personal data, such as status of dependents or location of household goods, changes. Within 24 hours of a reenlistment, you must submit a new NAVPERS 1306/63 that indicates the date and number of years of reenlistment in the Remarks section.

## REVIEW 3 QUESTIONS

Q1. List the three types of duty.

- a.
- b.
- c.

Q2. Overseas shore duty Code 3 is classified as what type of duty?

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## *Student Notes:*

ENLISTED DUTY PREFERENCES					
<b>PRIVACY ACT STATEMENT</b> The authority to request this information is contained in 5 USC 301 Department Regulations. The principal purpose of the information is to enable you to make known what you want for a future duty assignment. The information will be used to assist officials of the Department of the Navy in determining your future duty assignment. Completion of the form is mandatory. Failure to provide required information may result in no consideration of your desires for a future duty assignment.					
Social Security Number <input style="width: 90%;" type="text"/>	Rating/Rate <input style="width: 80%;" type="text"/>	Date Submitted (YMMDD) <input style="width: 90%;" type="text"/>	UIC <input style="width: 80%;" type="text"/>	COMMAND/DIVISION CAREER COUNSELOR'S INITIALS <input style="width: 90%;" type="text"/>	
Last Name (first five letters in blocks) <input style="width: 90%;" type="text"/>			First Name <input style="width: 90%;" type="text"/>		M.I. <input style="width: 30%;" type="text"/>
<input style="width: 30%;" type="text"/> -Rank in order of desirability (1, 2, 3)					
SEA    Overseas    Shore <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> <input style="width: 30%;" type="text"/> -Indicate whether LOCA (O) or TYPE duty (T) is more important.					
S E A	1st Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>	2nd Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>	3rd Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>		
O V E R S E A S	1st Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>	2nd Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>	3rd Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>		
S H O R E	1st Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>	2nd Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>	3rd Choice Location <input style="width: 30%;" type="text"/> Code <input style="width: 30%;" type="text"/> Duty/Activity type <input style="width: 30%;" type="text"/>		
<b>School Preferences:</b> <input style="width: 90%;" type="text"/> <small>(Write in school or code from TRANSMAN, Chapter 29, e.g., HAW LAB or 3393)</small>		<b>Volunteer:</b> <input style="width: 50%;" type="text"/> F- Flight Duty S- Submarine Duty	<b>Last Deployment:</b> When returned    Yr.    Length    Where Mo.    Mos.    Location Code <input style="width: 20%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 50%;" type="text"/>		
Duty willing to extend for: Duty type (Code) <input style="width: 30%;" type="text"/> Location (Code) <input style="width: 30%;" type="text"/>		<b>DEPLOYMENT LOCATION CODES:</b> 7FLT - 7th fleet    MIST - Mid-East MED - Mediterranean    INDO - Indian Ocean CARB - Caribbean    SOAM - South America NEUR - North Europe    ANT - Antarctic			
<b>Career intentions:</b> <input style="width: 50%;" type="text"/> Codes: Place one of these in block at left		R - Reenlist at EAOS P - Exit onboard Present Duty Station E - Extension at EAOS		U - Uncertain D - Discharge at EAOS F - Fleet Reserve/Retire <input style="width: 50%;" type="text"/> Number of months for desired extension.	
STATUS	<b>Marriage/Dependents (Adults)</b> M - Married    Location Code <input style="width: 30%;" type="text"/> S - Single <input style="width: 30%;" type="text"/> D - Divorced <input style="width: 30%;" type="text"/> W - Married, Spouse Working <input style="width: 30%;" type="text"/> P - Single Sponsor <input style="width: 30%;" type="text"/>				
<b>Quarters Information:</b> Present Duty Station <input style="width: 30%;" type="text"/> Types: H - Home    G - Gov't Qtrs. A - Apts.    M - Mobile Home Own/Rent <input style="width: 30%;" type="text"/> (O or R)		<b>Other Area:</b> <input style="width: 30%;" type="text"/> (Type)		<b>Household Effects:</b> Location Code <input style="width: 30%;" type="text"/> Pres. duty wtg. <input style="width: 30%;" type="text"/> (in lbs. or pounds) Other loc. wtg. <input style="width: 30%;" type="text"/> Location Code <input style="width: 30%;" type="text"/>	
<b>REMARKS (Space between each word)</b> <input style="width: 95%; height: 80px;" type="text"/>					
					Signature _____

Figure 16-4.—Enlisted Duty Preference Form, NAVPERS 1306/63 (front).

Q3. What form do you submit to your detailer to let him/her know what duty station you want?

- For appointment to commissioned status
- For assignment to special duties
- For special educational programs

Q4. List the kind of information found on the Enlisted Duty Preference Form.

- a.
- b.
- c.
- d.

The Evaluation Report and Counseling Record is very important. Both the command and you, the individual Sailor, need to pay attention to it.

## DEVELOPMENT AND REVIEW

All Sailors need to submit information they believe should be included in their evaluation to their reporting senior. Types of information you may submit include but are not limited to—

- Off-duty educational achievements
- Completed correspondence courses
- Community involvement

## ENLISTED EVALUATION REPORT AND COUNSELING RECORD

**Learning Objectives:** When you finish this chapter, you will be able to—

- Recognize the purpose of the enlisted performance evaluation system.
- Identify the traits to be evaluated.

The Enlisted Evaluation Report and Counseling Record is used to document an individual's qualifications, performance, conduct, and eligibility for increased responsibility. **The Evaluation Report and Counseling Record is the most significant personnel management tool in your service record.** It is used primarily by BUPERS to make advancement-in-rate and assignment decisions. It may also be used for the following purposes:

- To determine eligibility for Good Conduct Medals
- For reenlistment
- To determine the type of discharge
- As a basis for selecting members for advancement
- For continuation of service

Also, you have the right to review your own evaluation before final disposition is made. You need to take an active role in developing and reviewing your evaluation. Your career and your future depend on it.

## TRAITS TO BE EVALUATED

The reporting senior compares your performance against others of the same rate and rating as yourself. When you aren't assigned duties of your rate or rating, comparison is made against others of the same paygrade who are performing similar duties. The reporting senior will make a concerted effort to evaluate you objectively in each trait. Each trait is assigned a numerical value and there are meanings as follows:

- 5.0—Greatly Exceeds Standards
- 4.0—Above Standards
- 3.0—Meets Standards
- 2.0—Progressing
- 1.0—Below Standards

Some of the traits you may be evaluated on are professional knowledge, quality of work, equal

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### *Student Notes:*

opportunity, military bearing/character, personal job accomplishment/initiative, teamwork, and leadership.

### **Professional Knowledge**

In the professional knowledge trait, you are rated on your knowledge and performance of your job-related duties, your application of technical and professional skills, your problem-solving abilities, and your ability to accept instructions and directions.

### **Quality of Work**

In the quality of work trait, you are rated on the extent to which you can be depended on to perform assigned tasks successfully and the quality of the work you performed. You're also rated on how much supervision is required for you to perform an assigned task.

### **Equal Opportunity**

In the equal opportunity trait, you are evaluated on your contribution to command morale, unit cohesiveness, and your support of the Navy's Command Managed Equal Opportunity Program.

### **Military Bearing/Character**

In the military bearing/character trait, you are evaluated on your personal appearance, including physical fitness; wearing of your uniform; and, when appropriate, neatness of your civilian clothing. You are also graded on your knowledge and practice of military courtesies and the way you adhere to the Navy Core Values—Honor, Commitment, and Courage.

### **Personal Job Accomplishment/Initiative**

In the personal job accomplishment/initiative trait, you are evaluated on your ability to act appropriately, independently, and without specific direction, while exercising sound judgement. You're also rated on your ability to plan/prioritize wisely, seek extra responsibility, and willingness to take on the hardest jobs.

### **Teamwork**

In the teamwork trait, you're evaluated on your contributions to team building and your ability to work successfully with subordinates, peers, and superiors. Finally, under this trait, you're rated on your ability to understand team goals.

### **Leadership**

In the leadership trait, you're evaluated on your ability to organize and motivate people, as well as developing in others their ability to accomplish goals. Your ability to delegate, to gain commitment from others, and to challenge and inspire subordinates while maintaining positive and realistic expectations are taken into account.

### **NOTE**

For personnel in paygrades E-1 through E-3, a grade in this trait is not required unless abilities are clearly demonstrated.

### **SUBMISSION AND DISPOSITION**

The Evaluation Report and Counseling Record for E-3 and below is submitted on a biyearly basis or when a person is transferred. In addition, counseling is performed on a biyearly basis to record your progress and make you aware of your performance.

**You must sign your Evaluation Report and Counseling Record.** Your signature on your Evaluation Report and Counseling Record does not indicate agreement with the evaluation; it indicates you have seen the Evaluation Report and Counseling Record and your rights have been explained. Your signature also indicates you have verified the identification data in the evaluation.

Once signed the Evaluation Report and Counseling Record is sent to BUPERS (counseling documentation is retained at the command and not sent to BUPERS). A copy of your Evaluation Report and Counseling Record is placed in your field service record, a copy is retained by the reporting activity, and you are given a copy.

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### ***Student Notes:***

## REVIEW 4 QUESTIONS

- Q1. What is the purpose of the Evaluation Report and Counseling Record?
- Q2. What is the numerical grading scale used on the Evaluation Report and Counseling Record?
- Q3. List the evaluation traits that are found on the Evaluation Report and Counseling Record.
- a.
  - b.
  - c.
  - d.
  - e.
  - f.
  - g.
- Q4. Once your Evaluation Report is signed, where is it sent and who gets a copy?

## ENLISTED SERVICE RECORD

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the components of the Enlisted Service Record, NAVPERS 1070/600, to include the Record of Emergency Data, Navy Occupation/Training and Awards History, Enlisted Performance Record, and the Enlisted Remarks Form.

The Enlisted Service Record, NAVPERS 1070/600, is the official history of a person's Navy career. The information contained in the service record starts when you apply for enlistment and is added to throughout your naval service. The record is the property of the Navy. It must be safeguarded against loss and against access by unauthorized persons. Only those personnel given the authority by the CO make service record entries.

The Enlisted Service Record is a folder that contains various forms concerning your enlisted service. The right-hand side has various forms in a specific order. (**NOTE:** Your service record will contain only the forms that apply to you.) There are 15 different forms altogether. The order in which these forms are filed has led to their being referred to as pages. For example, your enlisted contract is the first, or bottommost, form. It's referred to as a *Page 1*.

Other papers required for safe keeping or record purposes are filed on the left-hand side of the folder. A separator entitled Career Performance Data, NAVPERS 1070/617, divides the left-hand side. Beneath this separator, all your performance evaluations, commendations, and awards correspondence are filed. If you have a previous enlistment, a certified copy of the Enlisted Performance Record from the previous enlistment and copies of any Certificates of Release or Discharge from Active Duty, DD Form 214s, are also filed beneath the separator. All other papers are filed above the separator in chronological order, the latest date on top.

Only three of the forms from the Enlisted Service Record are covered in this chapter. They include the—

- Enlisted Qualifications History, NAVPERS 1070/604,
- Dependency Application/Record of Emergency Data, NAVPERS 1070/602W, and the
- Administrative Remarks Form, NAVPERS, 1070/613

The remaining forms are more or less of an administrative nature. Some pages require several sheets during an enlistment; for example, there are usually several Page 13s.

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### *Student Notes:*

## **DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA, NAVPERS 1070/602W**

The Dependency Application/Record of Emergency Data, NAVPERS 1070/602W, Page 2, is a multipurpose form. It is used for both officer and enlisted personnel. Figures 16-5 and 16-6 show the worksheet used to enter information. When the worksheet is complete, PSD personnel enter the information into the computer. This then becomes a computerized record that is entered into your Enlisted Service Record.

The Dependency Application/Record of Emergency Data serves as an application for dependency allowances. This form is normally completed at the recruit training command, or first duty station, for all personnel with dependents. Information on this form provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin. Therefore, you need to update this part of the form whenever there is any change in family member status, such as marriage, birth, divorce, a change of address, etc.

## **ENLISTED QUALIFICATIONS HISTORY, NAVPERS 1070/604**

The Enlisted Qualifications History, NAVPERS 1070/604, Page 4, is another service record of interest to you and the Navy (figs. 16-7, 16-8, 16-9, 16-10). This form consists of the following 12 parts:

1. Educational Experience Level
2. Classification/ASVAB Testing Qualifications
3. Record of Off-Duty Education/VOC/TECH Training and Non-Required Correspondence Courses
4. Other Training Courses/Instructions Completed
5. Navy Service Schools/Military Training Courses
6. Correspondence Courses Required for Advancement
7. Navy Enlisted Classifications
8. Pers. Adv. Req. (PARS) no longer required.

9. Enlisted Rate/Rating
10. Designator Record
11. Awards
12. Personnel Qualification Standards (PQS)

The information contained in the various parts of NAVPERS 1070/604 is valuable, both to you and to the Navy. The information provides a complete chronological record of the following types of information:

- Navy enlisted classification (NEC) codes
- Designators assigned, changed, or revoked
- Navy service schools attended
- Navy training courses, performance tests, and personnel qualification standards completed
- Maintenance and/or technical qualifications attained
- Advancements, reductions, changes in rate or rating
- General educational development (GED) tests and off-duty courses completed
- Decorations received and good conduct, unit, marksmanship, campaign/service, and other awards received

If you reenlist, transfer to the Fleet Reserve, or enlist in the Naval Reserve at your place of discharge, the Enlisted Classification Record is removed from your closed (old) service record and inserted in your new record.

When you are discharged and do not immediately reenlist, this form is given to you. Upon application for enlistment/reenlistment, this form should be presented to the recruiter along with the discharge certificate.

## **ADMINISTRATIVE REMARKS FORM NAVPERS 1070/613**

When complete, the Administrative Remarks Form, NAVPERS 1070/613, becomes Page 13 of your service record. Page 13 contains miscellaneous entries

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### ***Student Notes:***



DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA

WORKSHEET

1. UNIT I.D.		2. SHIP OR STATION		3. INITIAL <input type="checkbox"/>		4. CHANGE <input type="checkbox"/>	
5. NAME OF SPOUSE				6. DATE OF BIRTH OF SPOUSE		7. RELATIONSHIP	
8. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY)				9. DATE MARRIED		10. CITIZENSHIP OF SPOUSE	
11. ADDRESS OF SPOUSE						12. DEP	
13. NAME OF CHILD OR DEPENDENT			14. DATE OF BIRTH		15. RELATIONSHIP		
16. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							17. DEP
18. NAME OF CHILD OR DEPENDENT			19. DATE OF BIRTH		20. RELATIONSHIP		
21. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							22. DEP
23. NAME OF CHILD OR DEPENDENT			24. DATE OF BIRTH		25. RELATIONSHIP		
26. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							27. DEP
28. NAME OF CHILD OR DEPENDENT			29. DATE OF BIRTH		30. RELATIONSHIP		
31. ADDRESS (INCLUDE NAME OF CUSTODIAN OF OTHER THAN CLAIMANT)							32. DEP
33. NAME OF FATHER							
34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35)							35. DEP
36. NAME OF MOTHER							
37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 38)							38. DEP
39. WERE YOU PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		40. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		41. DATE		42. PLACE (CITY & STATE OR COUNTRY)	
43. WAS SPOUSE PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		44. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		45. DATE		46. PLACE (CITY & STATE OR COUNTRY)	
47. OTHER			48. ADDRESS			49. RELATIONSHIP	
50. NEXT OF KIN OR SPOUSE (NOT HUSBAND, WIFE OR MINOR CHILD)			51. ADDRESS			52. RELATIONSHIP	
53. BENEFICIARY(S) FOR UNPAID PAY AND ALLOWANCES			54. ADDRESS			55. RELATIONSHIP	56. %
57. PERSON TO RECEIVE ALLOTMENT IF IN A MISSING STATUS. SUBJECT TO SECNAV DETERMINATION			58. ADDRESS			59. %	
60. BENEFICIARY(S) FOR GRATUITY PAY (NO SPOUSE OR CHILD SURVIVING)			61. ADDRESS			62. RELATIONSHIP	63. %
64. LIFE INSURANCE DATA (NAME OF CO) (DO NOT INCLUDE SGLI)			65. ADDRESS			66. POLICY NUMBER	
67. RELIGION		68. TOTAL NO DEPENDENTS THIS PAGE	69. EFFECTIVE DATE		70. RANK/RATE	71. PAGE	72. OF PAGES
73. NAME OF APPLICANT/DESIGNATOR (LAST, FIRST, MIDDLE)				74. SSN		75. USN <input type="checkbox"/>	76. USNR <input type="checkbox"/>

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BMR1605

Figure 16-5.—Dependency Application/Record of Emergency Data (Page 2), NAVPERS 1070/602W (front).

77. LOCATION OF WILL OR OTHER VALUABLE PAPERS

78. REMARKS

Is beneficiary designation of S. G. L. I. on file?

YES

NO

DATE (if Yes)

NOTE: THIS FORM DOES NOT DESIGNATE OR CHANGE BENEFICIARIES OF GOV'T LIFE INSURANCE.

79. SIGNATURE OF DESIGNATOR

80. SIGNATURE OF APPROVING OFFICER, TITLE, AND DATE

CERTIFICATION OF DESIGNATOR

I have reviewed the data entered on this form and certify that it is correct.  
Execute a new NAVPERS 1070/602 if data is not correct.

DATE	SIGNATURE OF DESIGNATOR	DATE	SIGNATURE OF DESIGNATOR

Figure 16-6.—Dependency Application/Record of Emergency Data (Page 2), NAVPERS 1070/602W (back).

ENLISTED QUALIFICATIONS HISTORY

1. EDUCATIONAL EXPERIENCE LEVEL

GED (HS) EQUIVALENT TEST			COLLEGE LEVEL GENERAL EXAMS				PRESENT LEVEL OF EDUCATION					
DATE ISSUED	ISSUING STATE	INIT	DATE PASSED		INIT	12	13	14	15	16	17	

2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS

TEST FORM ID	DATE ADMIN.	AFQT	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
--------------	-------------	------	----	----	----	----	----	----	----	----	----	----	----

ASVAB ADMINISTERED BY:

SPECIAL TEST SCORES

NAME	FORM	DATE	SCORE

CLASSIFIER'S SIGNATURE:

3. RECORD OF OFF-DUTY EDUCATION/VOC/TECH TRAINING AND NON-REQUIRED CORRESPONDENCE COURSES

NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT	NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT

4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED

DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	INIT

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
----------------------------	------------------------	------------------

NAVPERS 1070/604 (Rev. 7/91)  
S/N 0106-LF-012-2500

Figure 16-7.—Enlisted Qualifications History, NAVPERS 1070/604 (front).

5. NAVY SERVICE SCHOOLS/MILITARY TRAINING COURSES											
COURSE TITLE/SCHOOL				NEC	DATE ENROLLED/COMPLETED	COURSE TITLE/SCHOOL				NEC	DATE ENROLLED/COMPLETED
COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT	COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT		
		<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED				<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED			
COURSE TITLE/SCHOOL				NEC	DATE ENROLLED/COMPLETED	COURSE TITLE/SCHOOL				NEC	DATE ENROLLED/COMPLETED
COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT	COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT		
		<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED				<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED			

6. CORRESPONDENCE COURSES REQUIRED FOR ADVANCEMENT									
DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER			DATE COMPLETED	INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER			DATE COMPLETED	INIT

7. NAVY ENLISTED CLASSIFICATIONS				8. PERSONNEL ADVANCEMENT REQUIREMENTS		
PRIMARY CODE	SECONDARY CODE	DATE	INIT	DESCRIPTION	DATE COMPLETED	INIT

9. ENLISTED RATE/RATING				10. DESIGNATOR RECORD			
RATE	DATE	TIME IN RATE	INIT	DATE	DESIGNATOR	QUAL/REVOCAION	INIT

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
----------------------------	------------------------	------------------

Figure 16-8.—Enlisted Qualifications History, NAVPERS 1070/604 (page 2).

36				
<b>11. AWARDS</b>				
AWARD NAME	DATE OF AWARD	AUTHORITY	ADV PNTS	INIT
NAME (Last, First, Middle)			SOCIAL SECURITY NUMBER	BRANCH AND CLASS
NAVPERS 1070/604 (Rev. 7/91) <span style="float: right;">PAGE 3</span>				
				4 <input type="checkbox"/>

BMRf1609

Figure 16-9.—Enlisted Qualifications History, NAVPERS 1070/604 (page 3).

36							
<b>12. PERSONNEL QUALIFICATION STANDARDS (PQS)</b>							
PQS TITLE	PQS STATION #	DATE	INIT	PQS TITLE	PQS STATION #	DATE	INIT
NAME (Last, First, Middle)				SOCIAL SECURITY NUMBER		BRANCH AND CLASS	
NAVPERS 1070/604 (Rev. 7/91) <span style="float: right;">PAGE 4</span>							
							4 <input type="checkbox"/>

BMRf1610

Figure 16-10.—Enlisted Qualifications History, NAVPERS 1070/604 (page 4).

of information not recorded elsewhere or of detailed information that may be required in the clarification of entries on other pages of the service record. The original is retained in your service record, and a copy is forwarded to BUPERS.

### REVIEW 5 QUESTIONS

- Q1. Your service record contains several pages. What form is page 1 of your service record?
- Q2. Your evaluations are kept in what part of your service record?
- Q3. The Dependency Application/Record of Emergency Data form is what page of your service record?
- Q4. How often should you update your Page 2?
- Q5. DELETE
- Q6. What type of information is recorded on your Page 4?
- a.
  - b.
  - c.
  - d.
  - e.
  - f.

### SIGNATURE AUTHORITY

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the purpose of signature authority.

The commanding officer, officer in charge, or other person acting in either position is responsible for signing all command documents. Some documents require the commanding officer's personal signature. Documents that require the CO's personal signature include those that establish policy or deal with aspects of military justice. Other documents that require the CO's signature are those he/she is required by law to sign, such as ships' deck logs.

The CO may delegate (give) signature authority to both military and civilian subordinates. However, this authority is normally limited to their specific area of responsibility. This responsibility may include the work center supervisor signing a PQS requirement or the division chief or officer signing off advancement requirements.

Command personnel authorized to sign command correspondence are normally listed in a unit organization manual or instruction. A signature above the words "By direction" shows that the CO has authorized that person to sign the document.

### DIVISIONAL LOGS AND FILES

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the procedures used to maintain publications, logs, and files.

There are many logs and files division personnel maintain. Therefore, not all of them are shown here. They may range from a QM3 keeping a list of all required chart corrections, an ENFN maintaining a fuel log for the ship's boats, or an ET2 listing all field changes for the surface search radar. Each division of every ship, squadron, or facility has a certain number of logs and files that must be kept up-to-date so that the command can operate efficiently. Here are a couple of examples:

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***Student Notes:***

- 1,000 flying hours are logged on an F-14 *Tomcat's* engines—these engines should have been replaced after 750 hours.
- The USS *Missouri* (BB-63) fired 400 rounds of 16" projectiles in practice but deployed with only 20 rounds on board.

Both of these situations were avoidable. The division concerned should have kept up-to-date files.

You are aboard a ship under way in the North Atlantic. Think about going on a lookout watch at midnight in December. You arrive for watch at the prescribed time to find no foul weather gear available. The person responsible for maintaining an inventory of special gear didn't do the inventory because he/she didn't think it was that important last June in sunny Florida.

You must remember that besides your division, the entire crew and even the ship itself may depend on how well you maintain your assigned logs and files.

### 3-M SYSTEMS

**Learning Objectives:** When you finish this chapter, you will be able to—

- Recognize the concepts of the 3-M Systems.
- Identify the basic procedures used in the 3-M Systems.

Equipment must be cared for. One way to take care of equipment is through preventive maintenance. Preventive maintenance is maintenance done before a problem exists. The Navy has procedures (ways to do things) and schedules for accomplishing (doing) preventive maintenance. These procedures and schedules are part of the Maintenance and Material Management Systems—the 3-M Systems. The objectives of the 3-M Systems are shown below.

- Maintain equipment at maximum operating efficiency
- Reduce equipment downtime
- Reduce the cost of maintenance in both money and man-hours

- Provide data on the expenditures of spare parts, failure rates, man-hours expended, and other information directly related to maintenance

Essentially, the 3-M Systems is used to improve the material readiness of the fleet. The main feature of the 3-M Systems you will be concerned with is the planned maintenance system (PMS).

PMS simplifies maintenance procedures by—

- Defining the maintenance required,
- Scheduling its performance,
- Describing the tools and methods to be used, and
- Providing for the detection and prevention of impending casualties.

Your department head uses PMS to manage, schedule, and control the maintenance of assigned equipment. The components (parts) of the PMS are—

- PMS manual,
- Cycle, quarterly, and weekly maintenance schedules; and
- Maintenance requirements cards (MRCs).

PMS also provides a good foundation for training in equipment operation and maintenance. As you become more familiar with your shipboard duties and are assigned the responsibility for equipment maintenance, PMS will play a big part in your daily activities on the job.

### REVIEW 6 QUESTIONS

- Q1. What type of documents would require the CO's personal signature?
- Q2. Where can you find a list of command personnel that has signature authority to sign command correspondence?

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***Student Notes:***

- Q3. What does 3-M stand for?
- Q4. What are the objectives of the 3-M system?
- - 
  - 
  -

### PERSONNEL QUALIFICATION STANDARDS (PQS) PROGRAM

**Learning Objectives:** When you finish this chapter, you will be able to—

- Recognize the purpose of the PQS program.
- Identify the provisions of the PQS program.

The PQS program is a way you can qualify to perform your assigned duties. A personnel qualification standard (PQS) is a written list of knowledges and skills you must have to—

- Qualify for a specific watch station,
- Maintain a specific equipment or system, or
- Perform as a team member within an assigned unit.

Most PQS standards are divided into three sections—Fundamentals, Systems, and Watch Stations.

**The 100 Series.** The **Fundamentals** section contains the facts, principles, and fundamentals about the subject you are qualifying for.

**The 200 Series.** The **Systems** section deals with the major working parts of the installation, organization, or equipment the PQS is concerned with.

**The 300 Series.** The **Watch Stations** section defines the actual duties, assignments, and responsibilities you must perform to obtain your

qualification. The Watch Stations section also contains spaces for your supervisor's or qualifying officer's signature once you have proved your abilities.

If you have any questions about PQS in general or a specific PQS, see your supervisor or training petty officer.

### TRAINING AND EDUCATION

**Learning Objectives:** When you finish this chapter, you will be able to—

- Identify the duties of the educational services officer (ESO).
- Recognize the purpose of various types of training to include on-the job training (OJT), general military training (GMT), and various Navy schools.
- Recognize the purpose of distance education.
- Recall the incentives for reenlistment, education, and special duty.

The Navy offers you training and education. If you take advantage of various programs the Navy offers, you can increase your knowledge and skills. By increasing your knowledges and skills, you are more valuable to the Navy, civilian employers, and yourself.

Training and education are closely related. The following are definitions of these terms as used in this chapter:

*Training.* Training is being taught skills directed to specific tasks. Training is usually based on knowledge you already have. Usually, Navy training refers to those things related to your job or Navy skills.

*Education.* Education is being taught broad, general, and specific knowledge. This knowledge prepares you for the specific skills you will receive through training. Education refers to schooling not directly related to your naval career. Because of that, education programs are sometimes referred to as off-duty educational opportunities.

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### *Student Notes:*



## EDUCATIONAL SERVICES OFFICER

The educational services officer (ESO) is your point of contact for all the Navy's training and education programs. The ESO gives all locally administered tests, fills all orders for correspondence courses, and arranges off-duty education. In short, the ESO is responsible for all the training within and for your unit.

## PURPOSE OF TRAINING

The purpose of training in the Navy is to support and improve fleet readiness. All training in the Navy is directed toward accomplishing the Navy's mission. Training helps you to do your job better. Remember, training refers to skills directed to specific tasks.

## ON-THE-JOB TRAINING

On-the-job training (OJT) takes place during daily operation and maintenance situations. In OJT you learn to perform a task or duty while performing it. For example, when you have a new job or are standing a watch for the first time, someone shows you how to do that job or what is involved in standing the watch. That is OJT. When your supervisor corrects you or shows you a better or faster way to do a job, that is OJT also. OJT is usually informal; but if a group of people are being indoctrinated about a job or watch, OJT may be conducted in a more formal, classroomlike way. OJT is probably the most common form of training in the Navy.

Remember, that even as you work at a familiar job, such as painting, watch standing, boat details, and so on, you are qualifying yourself to be a better Navy member. Do your daily jobs with snap and precision. Your officers and petty officers will recognize your ability and will let you take on jobs of increased responsibility, thereby assisting you in your overall preparation for advancement. Moreover, a job done halfheartedly becomes twice as boring and seems to last twice as long. By trying to do a job faster, more economically, or more neatly, the work becomes more interesting. At the same time you will be training yourself in better attitudes.

During the day, your petty officers will take the opportunity to instruct you in various jobs as they occur. Think about what they tell and show you. Practice as much as you can. Ask questions of experienced

personnel so that you understand what you are doing, how and why it should be done, and why the work is important to the Navy and to you. Don't wait for the chief to come along and tell you what to do. Use some initiative, observe what others do, think about what you see, ask questions, and keep learning as you work.

## GENERAL MILITARY TRAINING

General military training (GMT) is nonoccupational training that all naval personnel are required to take on a periodic basis. GMT is an important part of the Navy's Leadership Continuum. GMT is an important source of needed *booster shots*. It calls attention to the leadership responsibilities and Navy core values at all levels—both officer and enlisted. At the same time, GMT makes the CO's duty to provide continuing training easier.

In the GMT, you'll get training that has a value-based approach in the following five areas:

1. Healthy lifestyles
2. Interpersonal relationships
3. Pride and professionalism in the Navy
4. Personal and professional growth
5. Risk management

Navy military training (NMT) is a part of GMT. NMT is a combination of formal and informal training, staff leadership, supervision, mentoring, counseling, and positive reinforcement. NMT does this within the framework of a strong military environment. It spans the new Sailors first year in the Navy (after completion of recruit training) and continues developing the Sailor's professional behavior and military knowledge and skills the Sailor needs in military life.

NMT is a shared responsibility. The length of NMT you'll get depends on the amount of time you stay in the training command, often less than 1 year. As you graduate and transfer, you will continue NMT in the fleet.

## NAVY SCHOOLS

Navy schools, sometimes referred to as service schools, are divided into several classifications. Each

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### *Student Notes:*

class of school has a particular purpose. They usually train you in a specific skill or for a particular job. The classes and their purposes are given in the following paragraphs.

### **Class “R” Schools**

Class “R” schools provide general indoctrination and teach skills and knowledge in basic military subjects. You have already attended a class “R” school—recruit training. Recruit training is considered GMT as well as a class “R” school.

### **Class “A” Schools**

Class “A” schools provide basic technical knowledge and skills required to prepare you for a Navy rating and further specialized training. An example of a class “A” school is Electrician’s Mate “A” school.

### **Class “C” Schools**

Class “C” schools provide you with the advanced knowledge, skills, and techniques to perform a particular job in a billet. A Navy enlisted classification (NEC) code may be awarded to identify the skill achieved. An example of a class “C” school would be a school on a particular type of radar system.

### **Class “F” Schools**

Class “F” schools provide team training to officer and enlisted fleet personnel who normally are members of ships’ companies. They also provide refresher training, including operator and technical courses of short duration to meet the needs of a fleet or type commander.

### **Class “P” Schools**

Class “P” schools provide undergraduate education and indoctrination and basic training in fundamentals, preliminaries, or principles to midshipmen officer candidates and other newly commissioned officers (except those schools acquired through class “V” programs). The Naval Academy, Naval Reserve Officer Training Corps (NROTC), and Officer Candidate School (OCS) are all class “P” schools.

### **Class “V” Schools**

Class “V” schools provide training in the skills that lead to the designation of naval aviator or naval flight officer.

### **Obligated Service Requirements for Schools**

Normally, you must have a certain amount of obligated service to be eligible to attend a Navy school. The amount of obligated service required depends on the length of the school. Obligated service is counted from the time you start the school until the end of your active obligated service (EAOS) date. You may increase your obligated service to qualify for a school by agreeing to extend your enlistment or reenlist. Your personnel office can give you the obligated service requirement for any particular school.

### **TRAINING MANUALS AND NONRESIDENT TRAINING COURSES**

A training manual (TRAMAN) provides you with basic information about a particular rating. You may also use it to study for advancement examinations. The Naval Education and Training Professional Development and Technology Center (NETPDTC) publishes TRAMANS. Navy schools may use them as texts or references. They may also be used as references for questions in personnel qualification standards (PQS), as texts for correspondence courses, or as self-study manuals. TRAMANS cover the qualifications necessary for advancement by covering the material directly or by directing you to some other reference. TRAMANS include general TRAMANS, such as this text and other military requirements texts, and texts written for a specific rating, such as *Equipment Operator Basics*. Other TRAMANS cover a wide range of subjects, such as basic machines, fluid power, blueprint reading and sketching, and leadership.

The nonresident training course (NRTC) is a self-study, enlisted training course used with a TRAMAN. Generally, the NRTC is locally administered, which means your ESO scores it. TRAMANS and NRTCs are usually printed in one book and referred to as a TRAMAN/NRTC.

The *Catalog of Nonresident Training Courses*, NAVEDTRA 12061, contains a current list of available

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### ***Student Notes:***

courses. This catalog can be found on the web at <http://www.cnet.navy.mil/netpdtc/nac/neas.htm>.

## **OFF-DUTY EDUCATIONAL OPPORTUNITIES**

This section covers some of the off-duty educational programs designed to help you in your career and allow you to improve your education. Some programs are Navywide and others are local. Take advantage of as many of the available educational programs as you can. For detailed information on off-duty educational programs, contact your ESO.

### **Navy Campus**

Navy Campus is the name given to in-service voluntary educational programs and the supporting services provided by the Navy to help you with your education. Navy Campus includes all educational activities, from basic education skills preparation to graduate study, that contribute to the general academic and vocational development of naval personnel.

In the following paragraphs, you will learn about some of the educational opportunities available to you through Navy Campus. For further information on those opportunities or to find out about other Navy Campus programs, see your ESO, career counselor, or Navy Campus representative.

**BASIC SKILLS PROGRAM.**—Many shore stations and some large ships provide tuition-free, on-duty courses to help Sailors improve their skills and military performance. The basic courses offered include subjects such as English, mathematics, and reading.

The Basic Skills Program offers courses to people who need to earn high school diplomas. The Navy pays for all high school completion courses personnel take during off-duty hours. However, the Navy encourages young people to stay in school and graduate before enlisting in the Navy.

**PROGRAM FOR AFLOAT COLLEGE EDUCATION (PACE).**—The Program for Afloat College Education (PACE) provides undergraduate courses from accredited colleges or universities to shipboard personnel. Civilian instructors teach the courses aboard ship. The Navy fully funds PACE

courses; however, students must pay course registration fees and purchase their own books.

### **Tuition Assistance (TA) Program**

The Tuition Assistance (TA) Program provides financial assistance to eligible personnel who attend educational institutions on a voluntary, off-duty basis.

### **Defense Activity for Nontraditional Education Support (DANTES)**

The Defense Activity for Nontraditional Education Support (DANTES) provides support to the voluntary education programs of all the military services. DANTES is not a Navy activity, but is part of the Department of Defense. DANTES administers nontraditional education; that is, education that does not take place in a formal classroom. DANTES provides a wide range of examination and certification programs, operates an independent study support system, and provides other support and developmental activities.

**DANTES EXAMINATION PROGRAMS.**—DANTES administers and sponsors examination programs at over 560 test centers throughout the world. DANTES offers aptitude and interests tests as well as examinations for college admission, academic credit, professional certification, and high school equivalency.

**DANTES INDEPENDENT STUDY PROGRAMS.**—DANTES Independent Study Programs let you take correspondence courses from many colleges and universities. Those courses range from high school to graduate level.

**OTHER DANTES SERVICES.**—DANTES provides many other services besides those just described. To find out more about DANTES, contact your ESO or Navy Campus representative.

### **Enlisted Education Advancement Program**

The Enlisted Education Advancement Program (EEAP) lets career-motivated individuals get an associate of arts/sciences degree in 24 calendar months or less. If you're accepted into the program, you must pay all educational expenses, such as tuition, fees, and books. Upon enrolling in this program, you must

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### ***Student Notes:***

obligate for 6 years' active duty. While attending college, you may compete for advancement.

### REVIEW 7 QUESTIONS

Q1. What are the three sections that PQS is divided into?

- a.
- b.
- c.

Q2. To find a list of Navy TRAMANs, you would refer to the \_\_\_\_\_ on the web at \_\_\_\_\_.

Q3. What type of training are you receiving when you're learning a skill while working?

Q4. What type of training is recruit training?

Q5. List the different classifications of Navy schools.

- a.
- b.
- c.
- d.
- e.
- f.

Q6. What program does the Navy offer to help Sailors earn a high school diploma or improve their skills and military performance?

Q7. What financial program does the Navy have to help Sailors with their off-duty education?

Q8. What type of services does DANTEs provide?

### PROGRAMS LEADING TO A NAVAL COMMISSION

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the programs that can lead to a Navy commission.

Navy personnel may follow many paths to a Navy commission. Certain enlisted men and women who are outstanding performers may qualify for a commissioning program. This section briefly describes the Navy's basic commissioning programs.

#### NAVAL ACADEMY

Each year, the Secretary of the Navy may appoint the following to the Naval Academy at Annapolis, Maryland:

- 85 enlisted men and women from the Regular Navy or Regular Marine Corps and
- 85 enlisted men and women from the Naval or Marine Corps Reserve (active or inactive)

Those who are appointed receive a fully subsidized undergraduate education that leads to a commission in the Navy or the Marine Corps.

Students at the Naval Academy are appointed as midshipmen, U.S. Navy. They receive pay equal to about one-half an ensign's basic monthly pay, plus tuition, room, and board. Upon graduation, they are

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***Student Notes:***

awarded a Bachelor of Science degree in one of 18 majors and an ensign's or second lieutenant's gold bars.

### **NAVAL ACADEMY PREPARATORY SCHOOL**

The Naval Academy Preparatory School (NAPS) is located in Newport, Rhode Island, as a part of the Naval Education and Training Center. With up to 300 male and female students, the school offers a balanced academic, military, and physical program patterned after the Naval Academy.

Academically, the school teaches mathematics, chemistry, physics, and English at three levels of difficulty. It also teaches an introductory computer course.

Although not required to gain a Secretary of the Navy appointment to the Academy, attendance at NAPS greatly improves the chances for obtaining one of these appointments.

### **NROTC SCHOLARSHIP PROGRAM**

The Naval Reserve Officer Training Corps (NROTC) Scholarship Program leads to an appointment as a Reserve or Regular officer in the Navy or Marine Corps at the grade of ensign or second lieutenant. If you qualify and are selected for this program, you will receive a scholarship to a college or university with an NROTC unit. You must sign an agreement to spend 6 years in the Navy upon completion of or withdrawal from school. If you are on active duty at the time you sign the agreement, you will be discharged to attend school for a maximum of 40 months. During that time you will receive tuition, books, and fees. Personnel who have entered the program from active duty will also receive a subsistence allowance.

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

If you are interested in the Naval Academy or the NROTC Scholarship Program and qualify in all respects except academically, you may want to apply for the BOOST program. BOOST stands for Broadened Opportunity for Officer Selection and Training. The

BOOST program is intended to help people who have been educationally deprived but have demonstrated they have the basic qualities and desires needed to gain a commission.

If you are selected for BOOST, you will receive academic, physical fitness, and general military training as well as counseling. Selection for BOOST does not guarantee your selection for the Naval Academy or the NROTC Scholarship Program, but it certainly increases your opportunities.

### **ENLISTED COMMISSIONING PROGRAM**

If you are interested in a commission and have enough college credit to complete all the requirements for a baccalaureate degree within 2 years, you may qualify for the Enlisted Commissioning Program (ECP). If you are selected for the ECP, you will attend a college of your choice and receive full pay and allowances while you do so. However, you will pay your own educational expenses. Upon graduation, you will attend Officer Candidate School and be commissioned.

You must agree to a 6-year obligation for active enlisted service from the date of enrollment in the Enlisted Commissioning Program. Upon your commission, that obligation is canceled and you assume an obligation of 4 years of commissioned service.

### **NAVAL RESERVE OFFICER PROGRAMS**

Six programs lead to commissions in the U.S. Naval Reserve for enlisted personnel who possess a baccalaureate degree or higher. These programs are as follows:

1. Unrestricted Line Appointment
2. Program Nuclear Propulsion Officer Candidate
3. Program Aviation Officer Candidate School
4. Program Navy Judge Advocate General (JAG) Corps
5. Program Civil Engineer Corps
6. Direct Appointment Program Nuclear Power Instructor and Naval Reactor Engineer Direct Appointment Program

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### ***Student Notes:***

All candidates attend either the Aviation Officer Candidate School (AOCS) program, Officer Candidate School (OCS), or Officer Indoctrination School (OIS) held in Pensacola, Florida.

If you are interested in any of the Naval Reserve Officer Programs, contact your career counselor. The *Retention Team Manual* contains information on these programs.

### **CHIEF WARRANT OFFICER PROGRAM**

The Chief Warrant Officer Program provides personnel an opportunity to earn a commission as an officer without possessing a college degree. You must be in one of the senior enlisted paygrades to qualify as a chief warrant officer candidate. The specific requirements of the program, which are published each year, are available from your career counselor.

### **LIMITED DUTY OFFICER PROGRAM**

The Limited Duty Officer (LDO) Program is another way in which you can obtain a commission without a college degree. LDOs are commissioned officers who are selected from the senior enlisted paygrades. The requirements for this program, also published each year, are available from your career counselor.

### **SEAMEN TO ADMIRAL PROGRAM**

The Seaman to Admiral program is applicable to enlisted personnel of the Regular Navy and Naval Reserve. Eligible applicants will be considered by a board convened by the Chief of Naval Personnel (CNP). The board will select the best qualified for appointment in the program, within quotas authorized. If selected, you will be appointed a permanent ensign in the U.S. Navy after successful completion of Officer Candidate School (OCS). Following commissioning, officers will be assigned to a warfare community. Upon successful completion of initial sea duty and warfare qualification, officers will be screened for selection to a bachelor's degree program at the Naval Postgraduate School.

## **REVIEW 8 QUESTIONS**

- Q1. The Secretary of the Navy can appoint a specific number of enlisted personnel to the Naval Academy. What number of (a) Regular Navy or Regular Marine Corps and (b) Naval or Marine Corps Reserve (active or inactive) can be appointed?
- a.
  - b.
- Q2. What is the maximum time allowed to attend college in the NROTC program?
- Q3. Who was the BOOST program intended for?
- Q4. What is the major requirement to be eligible for the Enlisted Commissioning Program?
- Q5. In what two programs can senior enlisted personnel obtain a commission without a requirement for a college degree?
- a.
  - b.

## **DISCHARGES**

**Learning Objectives:** When you finish this chapter, you will be able to—

- Identify the types of discharges.
- Recognize the effects of the various types of discharges.

If you separate from the Navy before the end of your active obligated service (EAOS) or after 8 years of service or if you reenlist, you will receive a discharge

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### ***Student Notes:***

from the Navy. If you separate from the Navy at your EAOS but before completing 8 years of service, you will not receive a discharge but will be “separated” from active naval service. The Navy gives five types of discharge. Each type of discharge has a specific meaning and affects you in a way different from any of the others. The type of discharge you receive depends on the reason for your discharge.

## **REASONS FOR DISCHARGE**

You may receive a discharge for many reasons. Under almost all conditions, whenever and however you leave the Navy, you will receive a discharge. Some of the reasons for receiving a discharge are as follows:

- Expiration of enlistment
- Disability, dependency, or hardship
- Fulfillment of service obligation
- Convenience of the government
- Unsuitability

If discharged for any of the above reasons, you will receive an honorable or a general discharge.

## **TYPES OF DISCHARGE**

The five types of discharge are as follows:

1. Honorable
2. General (under honorable conditions)
3. Other than honorable
4. Bad conduct
5. Dishonorable

Some personnel think because a general discharge is given under honorable conditions, it is as good as the honorable discharge itself. However, that assumption is not true. A general discharge indicates satisfactory service but not to the established standard of the Navy.

### **Honorable Discharge**

To receive an honorable discharge, you must have received a rating from good to excellent for your service to the Navy. Even though you only qualify for a general

discharge, you may receive an honorable discharge under two circumstances.

1. When you are being separated because of a disability incurred in the line of duty
2. When you receive any awards for gallantry in action, heroism, or other meritorious service

### **General Discharge**

You receive a general discharge when you separate from the service, under honorable conditions, without a sufficiently meritorious military record to deserve an honorable discharge.

### **Other Than Honorable Discharge**

You receive an other than honorable discharge for misconduct or security reasons.

### **Bad Conduct Discharge**

You receive a bad conduct discharge (BCD) when you separate from the service under conditions other than honorable. You receive a bad conduct discharge only by an approved sentence of a general or a special court-martial.

### **Dishonorable Discharge**

You receive a dishonorable discharge (DD) when you separate from the service under dishonorable conditions. You may receive a dishonorable discharge only by a general court-martial and as appropriate for serious offenses calling for dishonorable separation as part of the punishment.

## **EFFECTS OF THE TYPE OF DISCHARGE**

Some people will try to convince you (or themselves) that the type of discharge they receive will make no difference in their civilian lives. Others will tell you that a discharge under less than honorable conditions can be upgraded if they show themselves to have been good citizens for a time. How wrong they are! Although some discharges have been upgraded by the Board for Correction of Naval Records, the percentage

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### ***Student Notes:***

is small. The Board is not interested in your civilian life, but how you performed while in the Navy.

When you leave the Navy, you want to do so with an honorable discharge. An honorable discharge has many advantages for you throughout your life. Some of the immediate advantages are the entitlements to various veterans' benefits and rights. When you apply for a job or for entry to a school or college, you will find an honorable discharge is advantageous, and, in many instances, an absolute necessity. Most important of all, and vital for your future self-respect and peace of mind, is the knowledge that your service to your country was up to standard.

Receiving an honorable or general discharge makes you eligible for all federal benefits (and they are considerable). Receiving a dishonorable or bad conduct discharge by a general court-martial disqualifies you for any benefits. A bad conduct discharge from a special court-martial even disqualifies you for any military benefits such as transportation home or payment for accrued leave. A bad conduct discharge bars you from receiving civil service employment preference, reemployment rights, or other related benefits. The Veterans' Administration decides your entitlement to veterans' benefits on an individual basis.

Failing to receive an honorable discharge also has consequences of a more personal and far-reaching nature. You bring shame to your family. You will have difficulty explaining your dishonorable or bad conduct discharge to friends who have honorable military service. You will have difficulty getting good jobs and getting accepted into good schools. Everybody knows the Navy does not give bad conduct discharges except for serious or repeated offenses. Thus, you may have a hard time proving that people can trust you as a friend or to do a job.

Receiving an honorable discharge means you can face the world proudly and secure in the knowledge that your years served in the Navy were well spent. On the other hand, receiving a dishonorable or bad conduct discharge means you must admit to wasted years in the Navy. It means you failed in your duty to your country and in meeting the high standards of the Navy.

## NAVY GOOD CONDUCT MEDAL

**Learning Objective:** When you finish this chapter, you will be able to—

- Identify the requirements for the Good Conduct Medal.

You may earn many awards while you are in the Navy. One of the most important of these awards is the Navy Good Conduct Medal. That medal is the highest precedence award among the campaign and service awards.

Make every effort to earn the Navy Good Conduct Medal. Earning that award can affect your promotion. Meeting the requirements for the Navy Good Conduct Medal means you also meet the requirements for reenlistment, overseas duty, certain Navy schools, and Navy commissioning programs.

Your CO can recommend you for a Navy Good Conduct Medal as a reward for 3 years of good conduct.

### REVIEW 9 QUESTIONS

- Q1. List the five types of discharges the Navy gives.
  - a.
  - b.
  - c.
  - d.
  - e.
- Q2. When getting out of the Navy with less than 8 years of service, you are \_\_\_\_\_ from naval service instead of discharged.

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***Student Notes:***



Q3. List some advantages of having an honorable discharge from the Navy.

- a.
- b.
- c.

Q4. DELETE

### SUMMARY

This chapter provides a wealth of information useful to you in your continuing professional development.

The Navy's Enlisted Performance Evaluation System is a system that documents a Sailor's qualifications, performance, conduct, and increased responsibilities. It is the Navy's prime personnel management tool.

Many incentive programs are available for Navy personnel. The purpose of incentive programs is to attract an individual to a rewarding, enjoyable Navy career. Other considerations that often persuade an individual to select a Navy career are job security, paid vacations, travel, family protection plans, retirement, and many other incentives. Often, a combination of these factors causes a person to choose a naval career.

Education is a key to professional development and a better understanding of the world in which we live. The Navy gives Sailors the opportunity to meet their career and educational needs. Navy-sponsored programs, as well as civilian schools, are available to all Navy personnel. As a Navy member, you should take part in academic programs to increase your formal educational background and to further develop your potential for a rewarding career in the Navy.

In this chapter we have also discussed a wide variety of programs designed to help you in making decisions that affect your career.

The Navy has several programs that provide professional training and off-duty educational opportunities. As the Navy has long recognized, the more education you get, the more you will benefit your organization and the Navy.

Many programs lead to a commission as a naval officer. Each year, hundreds of enlisted personnel receive a commission through one of these programs. They then continue to make significant contributions to the Navy's mission as an officer.

The Navy gives various types of discharges. Your eligibility for benefits and other programs after separation or retirement depends on the type of discharge you receive. An other than honorable discharge has certain negative social effects.

The many helping resources and programs within the Navy's organization can benefit everyone. Look into these programs. Ask questions and learn all you can about them. They can benefit you in many ways during your naval career.

### REVIEW 1 ANSWERS

- A1. The Navy uses the **Goal Card Program** to help new Sailors set and achieve goals while in the service.
- A2. Some areas covered by the Pocket Goal Card include—
  - a. **DEP goals**
  - b. **Navy core values**
  - c. **Recruit training goals**
  - d. **The Sailor's Creed**
  - e. **Fleet goals**
  - f. **Personal priorities (including education)**
  - g. **There is also space for Sailors to write their own goals**

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*Student Notes:*

## REVIEW 2 ANSWERS

- A1. The permanent board members of the Professional Development Board include the—
- a. **Command Master Chief**
  - b. **Command Career Counselor**
  - c. **Personnel Officer**
  - d. **Educational Service Officer**
- A2. The Professional Development Board **interviews Sailors who want advancement training or who want to attend special programs.**
- A3. The three lowest grades are known as **apprenticeships.**
- A4. Ratings are divided into—
- a. **General**
  - b. **Service**
- A5. A designated striker is a person in **paygrades E-1, E-2, or E-3 who has been designated as technically qualified for a particular rating.**
- A6. The *Manpower and Personnel Classifications and Occupational Standard, NAVPERS 18068*, contains a list of NAVSTDs and OCCSTDs.
- A7. A NAVSTD is **a military requirement that deals with all enlisted personnel**, while an OCCSTD is **an occupational requirement that is rate specific.**
- A8. The three requirements you need to meet to be advanced to E-3 are—
- a. **Time in rate**
  - b. **The CO's recommendation**
  - c. **Complete *Basic Military Requirements, NAVEDTRA 12018***
- A9. To be advanced to petty officer, you must meet the following requirements:
- a. **Time in rate**

b. **DELETE**

- c. **Demonstrate knowledge of material in your TRAMAN**
- d. **CO's recommendation**

- A10. The final multiple score of an advancement exam is based on—
- a. **Merit rating**
  - b. **Personnel testing**
  - c. **Experience**

## REVIEW 3 ANSWERS

- A1. The three types of duty are—
- a. **Sea**
  - b. **Shore**
  - c. **Neutral**
- A2. Overseas shore duty Code 3 is classified as **sea duty for rotational purposes.**
- A3. To let your detailer know what duty station you want, you should submit **Enlisted Duty Preference Form, NAVPERS 1306/63.**
- A4. The kind of information found on the Enlisted Duty Preference Form includes—
- a. **Where you want to go**
  - b. **What type of duty you prefer**
  - c. **Career intentions**
  - d. **Family status**

## REVIEW 4 ANSWERS

- A1. The Evaluation Report and Counseling Record is used to **record your qualifications, conduct, performance, and eligibility for advancement.**
- A2. The numerical grading scale used on the Evaluation Report and Counseling Record is

similar to the A, B, C, D, F scale used in most high schools. The following scale shows the grading scale used on the Evaluation Report and Counseling Record:

- a. **5.0—greatly exceeds standards**
- b. **4.0—above standards**
- c. **3.0—meets standards**
- d. **2.0—progressing**
- e. **1.0—below standards**

A3. The evaluation traits that are found on the Evaluation Report and Counseling Record include—

- a. **Professional knowledge**
- b. **Quality of work**
- c. **Equal opportunity**
- d. **Military bearing and character**
- e. **Personal job accomplishment and initiative**
- f. **Teamwork**
- g. **Leadership**

A4. After you sign your Evaluation Report, **it is sent to BUPERS and copies go to the field service record, reporting activity, and to you, the service member.**

#### REVIEW 5 ANSWERS

- A1. Page 1 of your service record contains your **enlisted contract.**
- A2. Your evaluations are kept in the **left-hand side of your service record, underneath the separator.**
- A3. Record of Emergency Data form is **Page 2** of your service record.

A4. You should update Page 2 **anytime you or your family member has a change of address or change in status.**

A5. DELETE

A6. Page 4 contains the following information:

- a. **NECs; designators, assigned, changed, or revoked**
- b. **Navy schools attended**
- c. **Navy training courses completed**
- d. **Personal qualifications; technical qualifications**
- e. **GED and off-duty courses completed**
- f. **Decoration and awards**

#### REVIEW 6 ANSWERS

A1. Documents that require the CO's personal signature include **documents dealing with law or aspects of military justice and documents that by law are required to have the CO's signature, such as ships' deck log.**

A2. You can find a list of command personnel that has signature authority to sign command correspondence in your **unit's organizational manual or instruction.**

A3. 3-M stands for the **Maintenance and Material Management Systems.**

A4. The objectives of the 3-M system include—

- a. **Maintain equipment at maximum operating efficiency**
- b. **Reduce equipment downtime**
- c. **Reduce cost of maintenance in both money and man-hours**
- d. **Provide data directly related to maintenance**

#### REVIEW 7 ANSWERS

- A1. PQS is divided into three sections that include—
  - a. **Fundamentals**

b. **Systems**

c. **Watch stations**

- A2. To find a list of Navy TRAMANs, you would refer to the *Catalog of Nonresident Training Courses* on the web at <http://www.cnet.navy.mil/netpdtc/nac/neas.htm>.
- A3. When you're learning a skill while working, you are receiving **on-the-job (OJT) training**.
- A4. Recruit training is **General Military Training (GMT) and a class "R" school**.
- A5. Different Navy schools include—
- a. **Class "R"**
  - b. **Class "A"**
  - c. **Class "C"**
  - d. **Class "F"**
  - e. **Class "P"**
  - f. **Class "V"**
- A6. The **Basic Skills Program** offers Sailors a chance to earn a high school diploma or improve their skills and military performance.
- A7. The **Tuition Assistance Program** is the Navy's financial program that helps Sailors with their off-duty education.
- A8. DANTEs offers **examinations and certification programs, operates an independent study support system, and provides other support and development activities**.

**REVIEW 8 ANSWERS**

- A1. The Secretary of the Navy can appoint the following enlisted personnel to the Naval Academy:
- a. **85 Regular Navy or Regular Marine Corps**
  - b. **85 Naval or Marine Corps Reserve (active or inactive)**

A2. The **maximum time allowed to attend college on the NROTC program is 40 months**.

A3. The BOOST program was intended for **Sailors who meet all the requirements for the Naval Academy or NROTC program except for academics and people who have been educationally deprived**.

A4. The major requirement to be eligible for the Enlisted Commissioning Program is the **candidate must be able to complete a baccalaureate degree within 2 years**.

A5. The two programs that can lead to an enlisted member being commissioned are—

- a. **Chief Warrant Officer**
- b. **Limited Duty Officer**

**REVIEW 9 ANSWERS**

A1. The five types of discharge are—

- a. **Honorable**
- b. **General**
- c. **Other than Honorable**
- d. **Bad Conduct**
- e. **Dishonorable**

A2. When getting out of the Navy with less than 8 years of service, you are **separated** from naval service instead of discharged.

A3. Some advantages of having an honorable discharge from the Navy include—

- a. **Entitlements to various veterans' benefits and rights**
- b. **Job preferences**
- c. **Entry into a school or college**

A4. DELETE.

# ASSIGNMENT 11

**Textbook Assignment:** Chapter 16 “*Career and Education Information.*”

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1. Which of the following information is contained in the Navy Goal Card?
  1. Navy Core Values
  2. Rating and advancement career information for each new recruit
  3. The Sailor’s Creed
  4. All of the above
2. In fleet and shore stations, who is responsible for maintaining the two-page Goal Card?
  1. First term Sailors
  2. Second term Sailors
  3. Newly recruited Sailors
3. Which of the following goal-setting areas is included in the Pocket Goal Card?
  1. Navy core values and recruit training goals
  2. The Sailor’s Creed and personal priorities
  3. DEP goals and fleet goals
  4. All of the above
4. Which of the following is a purpose of the Professional Development Board?
  1. To advise Sailors on the necessity of completing PQS
  2. To give Sailors a chance for greater responsibility
  3. Both 1 and 2 above
5. Which of the following personnel make up the Professional Development Board?
  1. Command master chief
  2. Command career counselor
  3. Educational service officer
  4. All of the above
6. What is the objective of the enlisted advancement system?
  1. To keep Sailors from stagnating
  2. To provide qualified petty officers to operate the Navy’s ships, squadrons, and shore stations
  3. To train Sailors for fleet commands
  4. To provide equal opportunity to lower enlisted
7. The enlisted rating structure provides paths of advancement for personnel in paygrades E-1 through what maximum paygrade?
  1. E-9
  2. E-7
  3. E-6
  4. E-4
8. Which of the following is an apprenticeship designation?
  1. AT
  2. EM
  3. FN
  4. MM
9. Ratings are divided into how many categories?
  1. One
  2. Two
  3. Three
  4. Four
10. What is a general rating?
  1. An identification of special skills not related to any occupational field
  2. An identification of general skills within a broad occupational field
  3. An occupational field having different qualifications and duties
  4. A broad occupational field requiring the same general qualifications and includes similar duties
11. Which of the following statements defines a designated striker?
  1. Any Sailor in paygrade E-1 through E-3
  2. A Sailor in paygrade E-1 through E-3 who is technically qualified for a specific rating
  3. A Sailor who wants to become qualified for a specific rating
  4. Each of the above

12. What is the difference, if any, between naval standards and occupational standards?
  1. Naval standards only affect paygrades E-1 through E-3, while occupational standards affect all paygrades
  2. Naval standards are the technical standards for a particular paygrade, and occupational standards are the military requirements for a particular paygrade
  3. Naval standards are the military requirements for a particular paygrade, and occupational standards are technical standards for a particular paygrade
  4. None
13. To be eligible for advancement to E-2 or E-3, you must meet which of the following requirements?
  1. Have a certain time in rate
  2. Be recommended by your CO
  3. Complete *Basic Military Requirements*, NAVEDTRA 12018
  4. All of the above
14. What is the purpose for the *Bibliography for Advancement-in-Rate*?
  1. To train Sailors for advancement
  2. To help Sailors study for advancement-in-rate exams
  3. To show what publications are current
  4. To give answers to the tests
15. For you to become eligible for advancement, what person must recommend you?
  1. CO
  2. XO
  3. Division officer
  4. Division LCPO
16. You are an E-2 and are eligible for advancement. What person advances you?
  1. Secretary of the Navy
  2. Chief of Naval Personnel
  3. Commanding officer
  4. Executive officer
17. What factor limits the number of Sailors who can be advanced to petty officer?
  1. The number of vacancies that exist on board the ship
  2. The number of vacancies that exist in each rate and rating
  3. The ability of the Sailors to pass the advancement exam
  4. Each of the above
18. Which of the following are categories of the final multiple that determines which personnel are promoted to paygrades E-4 through E-6?
  1. Merit rating
  2. Personnel testing
  3. Experience
  4. All of the above
19. Which of the following factors are considered in the final multiple computation?
  1. Performance mark average and examination score
  2. Length of service and service in paygrade
  3. Awards and PNA credit
  4. All of the above
20. In the Navy, there are how many types of duty?
  1. One
  2. Two
  3. Three
  4. Four
21. Which of the following statements describes sea duty?
  1. Duty performed in commissioned vessels or activities home ported/home based in CONUS that operate away from the home port/home base in excess of 150 days per year
  2. Duty performed in overseas land-based activities that are credited as sea duty for rotational purposes
  3. Duty in activities normally designated as shore duty but that require members to be absent 100 to 150 days year

22. What form should you submit to indicate your duty preference?
  1. Special request
  2. Personnel requisition
  3. NAVPERS 1306/63
  4. NAVPERS 1170
23. You have just arrived at your first duty station. You should submit a duty preference form after what period of time?
  1. 1 month
  2. 3 months
  3. 6 months
  4. 12 months
24. What is the most significant personnel management tool in your service record?
  1. List of Navy schools
  2. The Evaluation Report and Counseling Record
  3. The Enlisted Duty Preference Form
  4. Commands attached
25. Which of the following is the **main** purpose of the Evaluation Report and Counseling Record?
  1. For continuation of service
  2. For assignment to special duties
  3. For BUPERS to use when making advancement-in-rate assignment decisions
  4. All of the above
26. What is meant if you are assigned a 3.0 on an evaluation?
  1. Your performance exceeds standards
  2. Your performance is above standard
  3. Your performance meets standards
  4. Your performance is progressing
27. How many traits are evaluated on the Evaluation Report and Counseling Record?
  1. Three
  2. Five
  3. Seven
  4. Nine
28. An evaluation for which of the following traits is NOT required for paygrades E-1 through E-3?
  1. Leadership
  2. Teamwork
  3. Personal job accomplishment
  4. Military bearing
29. At what interval are Evaluation Report and Counseling Records for E-3 and below submitted?
  1. Yearly only
  2. Yearly and when transferred
  3. Biyearly only
  4. Biyearly and when transferred
30. Once you have signed your Evaluation Report and Counseling Record, it is sent to what agency?
  1. CINCPAC/LANT FLT
  2. CINC
  3. BUPERS
  4. CNO
31. How many different forms are contained in the Enlisted Service Record?
  1. 7
  2. 9
  3. 13
  4. 15
32. Which of the following data is contained in Page 2 of your Enlisted Service Record?
  1. An application for dependency allowances
  2. An up-to-date record of emergency data
  3. Both 1 and 2 above
  4. Your civilian education
33. What page of your Enlisted Service Record contains information on your occupational training and awards you've received?
  1. Page 1
  2. Page 2
  3. Page 4
34. Where would you find information about your civilian education before you entered the Navy?
  1. Page 1
  2. Page 2
  3. Page 4
35. What type of documents require the CO's signature?
  1. Those that establish policy
  2. Those that deal with aspects of military justice
  3. Those required by law
  4. Each of the above

36. Which of the following is/are objective(s) of the 3-M Systems?
1. To maintain equipment at maximum operating efficiency
  2. To reduce equipment downtime
  3. To reduce cost of maintenance in money and man-hours
  4. Each of the above
37. Which of the following is a requirement for qualifying for a particular watch station?
1. Completing a PQS
  2. Completing a PAR
  3. Passing an advancement-in-rate exam
  4. Each of the above
38. What section of the PQS standards deals with the major working parts of an installation?
1. Fundamentals
  2. Systems
  3. Watch Stations
39. What person/office is your point of contact for all the Navy's training and education programs?
1. LCPO
  2. ESO
  3. XO
  4. CO
40. What type of training do you receive during daily operation and maintenance situations?
1. OJT
  2. GMT
  3. NMT
  4. "A" school
41. What training is an important part of the Navy's leadership continuum?
1. OJT
  2. GMT
  3. "A" school
  4. "C" school
42. What Navy school provides you with advanced skills and knowledge for a particular job or billet?
1. Class "A" school
  2. Class "C" school
  3. Class "F" school
  4. Class "R" school
43. What publication contains the list of current training manuals?
1. *Naval Occupational Standards List*
  2. *Catalog of Nonresident Training Courses, NAVEDTRA 12061*
  3. *Military Rate Training Guide*
44. What activity provides support to the voluntary education programs of all the military services?
1. Tuition assistance
  2. Navy Campus
  3. DANTES
  4. EEAP
45. What program allows an enlisted person to complete a baccalaureate degree within 2 years while receiving full pay and allowances and be commissioned upon graduation?
1. Enlisted Commissioning Program
  2. Naval Reserve Officer Program
  3. NROTC Scholarship Program
  4. BOOST Program
46. There are how many types of discharge?
1. Five
  2. Four
  3. Three
  4. Two
47. If you meet the requirements for the Navy Good Conduct Medal, you also meet the requirements for
1. reenlistment only
  2. overseas duty only
  3. commissioning programs only
  4. reenlistment, overseas duty, and commissioning programs