



**NONRESIDENT
TRAINING
COURSE**



July 2001

Educational Services Officer

NAVEDTRA 14083A

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

COURSE OVERVIEW: In completing this NRTC, you will demonstrate a knowledge of the subject matter by correctly answering questions on the following topics: educational services officer fundamentals; Navy college programs and educational benefits; professional development education programs; preparing for advancement; the Navy Enlisted Advancement System (NEAS); and examination procedures.

THE COURSE: This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

THE QUESTIONS: The questions that appear in this course are designed to help you understand the material in the text.

VALUE: In completing this course, you will improve your military and professional knowledge. If you are studying and discover a reference in the text to another publication for further information, look it up.

*2001 Edition Prepared by
PNCS (SW) James Brough*

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AND TECHNOLOGY CENTER

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Sailor's Creed

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

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The assignment questions follow chapter 6.

INSTRUCTIONS FOR TAKING THE COURSE

COURSE COMPLETION

You have two options to choose from to complete this course. You must choose between an End-of-Course (EOC) test OR the written assignments. You cannot choose both. You may complete this course by either receiving a passing score on the EOC, or by receiving a passing score on the assignments.

End-of-Course Test (EOC)

To complete the EOC you must:

- Be enrolled in this course at NETPDTC (see enrollment and course shipping information below)
- Achieve a score of at least 3.2

The EOC is **available only** from NETPDTC's web site: <http://www.advancement.cnet.navy.mil>

To prepare for the test, you should read and study the NRTC and answer all questions embedded within the text.

ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

Grading on the Internet: Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

Grading by Mail: When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

Answer Sheets: All courses include one "scannable" answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course

number. Explanations for completing the answer sheets are on the answer sheet.

Do not use answer sheet reproductions: Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

PASS/FAIL ASSIGNMENT PROCEDURES

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment—they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

COMPLETION CONFIRMATION

After successfully completing this course, you will receive a letter of completion.

ERRATA

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

STUDENT FEEDBACK QUESTIONS

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

For subject matter questions:

E-mail: n313.products@cnet.navy.mil
Phone: Comm: (850) 452-1001, Ext. 2167
DSN: 922-1001, Ext. 2167
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N313
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5237

For enrollment, shipping, grading, or completion letter questions

E-mail: fleetservices@cnet.navy.mil
Phone: Toll Free: 877-264-8583
Comm: (850) 452-1511/1181/1859
DSN: 922-1511/1181/1859
FAX: (850) 452-1370
(Do not fax answer sheets.)
Address: COMMANDING OFFICER
NETPDTC N331
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32559-5000

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you may earn retirement points for successfully completing this course, if authorized under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 6 points.

(Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

Student Comments

Course Title: Educational Services Officer

NAVEDTRA: 14083A **Date:** _____

We need some information about you:

Rate/Rank and Name: _____ SSN: _____ Command/Unit _____

Street Address: _____ City: _____ State/FPO: _____ Zip _____

Your comments, suggestions, etc.:

Privacy Act Statement: Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.

NETPDTC 1550/41 (Rev 4-00)

CHAPTER 1

EDUCATIONAL SERVICES OFFICER FUNDAMENTALS

Many educational services officers (ESOs) initially have little or no experience in the field. They are normally assigned to an ESO billet as a collateral duty. Therefore, to do the job effectively, ESOs must receive training and learn where to find needed information. This course will provide a baseline of training and direct you where to find more detailed information.

If you have recently become an ESO, you are probably still learning your job and recognizing the extent of your responsibilities. You may still be trying to figure out just what your job as an ESO involves. You may be surprised to find that the responsibilities of an ESO are many, varied, and important to all command members. Your success or failure as an ESO directly affects the morale of the command. Normally, the ESO reports to the executive officer about the duty performance of ESO staff members. The ESO reports to the department head or appropriate division officer for the accountability and routine administration of personnel under his or her supervision. The ESO may obtain professional direction and assistance from educational advisers about the Navy College Program.

In this chapter we will discuss the duties and responsibilities of an ESO as they apply to the following areas:

- Examination administration,
- Educational programs,
- ESO references, and
- Library multimedia resource centers (LMRCs).

ESO DUTIES AND RESPONSIBILITIES

Learning Objectives: *List the duties and responsibilities of the ESO in terms of examinations, education programs, and education liaison.*

Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32, defines the duties and responsibilities of an ESO. The basic job of the ESO is to help the executive officer administer educational programs for the command. In this capacity, the ESO

coordinates officer and enlisted training and on-duty educational programs with department heads, division officers, and the planning board for training. He or she also works with the Navy College Program educational adviser to encourage personnel to take part in the Voluntary Education Programs.

EXAMINATIONS

The ESO often directs various examination administrations by providing material, space, and personnel. The ESO prepares, conducts, and grades examinations as required. At most commands, the ESO orders, safeguards, and administers the Navywide advancement examinations and performance tests. The administration procedures for Navywide examinations are discussed later in this manual.

EDUCATIONAL PROGRAMS

The ESO directs the educational programs for the command. He or she advises personnel about the availability of voluntary education programs and encourages them to take part in these programs. The ESO also helps personnel apply for educational programs. He or she helps personnel obtain vocational/technical certification, high school diplomas, and college degrees. The application procedures for various educational programs are discussed later in this manual.

EDUCATIONAL LIAISON

The ESO is the liaison between the command and the Navy College Office supporting the command. As the educational liaison, the ESO obtains technical and administrative information about the Navy College Program. The ESO coordinates with the Navy College Office to ensure voluntary educational programs are provided where compatible with operating schedules. Various media are used to publicize and promote the opportunities available through the education program. Some of the media used are ship and station newspapers and the Plan of the Day. The ESO also provides information regarding available Nonresident

Training Courses (NRTC) and instructions for ordering them.

- Q1. *The duties and responsibilities of the ESO are defined in what publication?*
- Q2. *Who is the liaison between the command and the Navy College Office supporting the command?*

ESO REFERENCES

Learning Objectives: *Identify essential ESO references.*

Now you know the broad responsibilities of an ESO. But how do you get the specific information you will need? Obviously, you need references. The following references make up a recommended reading list.

BASIC ESO REFERENCES

You should include the following references in your library. They will help you provide the proper guidance for the educational programs in your command:

- *Advancement Manual*, BUPERSINST 1430.16— This manual contains the procedures for the administration of the Navy enlisted advancement system (NEAS). The manual includes all aspects of the advancement system, such as advancement requirements and performance tests. It is used for enlisted members serving on active duty with the U.S. Navy, and U.S. Naval Reservist, both active and inactive.
- *Catalog of Nonresident Training Courses*. NAVEDTRA 12061—This publication lists the latest available Nonresident Training Courses. It also gives the proper procedures the ESO should follow when ordering them. This publication is updated periodically, and may be accessed on the Internet at www.advancement.cnet.navy.mil.
- *Catalog of Navy Training Courses (CANTRAC)*, NAVEDTRA 10500—This publication is available on CD-ROM and contains information on schools and courses.
- *Bibliography for Advancement-In-Rate Exam Study (BIBs)*—This is the basic reference for all rates and ratings. BIBs are developed by the exam writer (a Chief Petty Officer) to help Sailors study for the advancement-in-rate examination. BIBs are a list of references that include training courses (NRTC), instructions, technical manuals, guides, and other

publications commonly used in a rating. It is available ONLY in ELECTRONIC format and will be posted (issued) THREE times a year. For more information on BIBs, and how to print them, visit the Naval Education and Training Professional Development and Technology Center (NETPDTC) home page at: www.advancement.cnet.navy.mil.

- *Naval Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560—This publication is available on CD-ROM and BUPERS home page, and governs many programs and policies in the Navy. This publication is a valuable tool for an ESO. It provides eligibility requirements where applicable and general information on the following ESO areas:
 - Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Programs,
 - Physician's Assistant (PA) Training Program,
 - Selective Conversion and Reenlistment (SCORE) Program,
 - Selective Training and Reenlistment (STAR) Program,
 - Scholarships available to dependent sons and daughters of Navy and Marine Corps and Coast Guard members,
 - Naval Academy Program,
 - Naval Reserve Officers Training Corps (NROTC),
 - Broadened Opportunity for Officer Selection and Training Program (BOOST),
 - Definitions of enlisted rates and ratings,
 - Change in rate or rating,
 - Advancement (E-2 advancement, advancement after reduction, and identification of strikers),
 - Frocking,
 - Enlisted Commissioning Program (ECP),
 - Assignment of officers to service colleges, and
 - Service record.
- *Voluntary Education Programs in the Navy*, OPNAVINST 1560.9—This instruction provides policy, guidance, and information concerning voluntary education programs in the Navy.
- *Enlisted to Officer Commissioning Programs Application Administrative Manual*, OPNAVINST 1420.1—This instruction provides the eligibility

requirements and application procedures for Enlisted to Officer commissioning programs.

- *Retention Team Manual*, NAVPERS 15878—This publication is available on CD-ROM and BUPERS home page, and contains a complete chapter on education programs, commissioning programs, and information on veterans' educational benefits.

- *Enlisted Transfer Manual (ENLTRANSMAN)*, NAVPERS 15909—This publication, available on CD-ROM and BUPERS home page, contains eligibility requirements and general information about the following ESO areas:

- Nuclear power training,
- Submarine training,
- Service schools (procedures for requesting service school quotas and for determining obligated service requirements for service schools), and
- Assignment to special programs.

- *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068—This manual is available on CD-ROM and BUPERS home page, and prescribes enlisted skill requirements. It is vital to all enlisted personnel and to every command in which enlisted personnel serve. ESOs, training officers, and all supervisors should be familiar with the contents of this manual.

Q3. What manual contains the procedures for the administration of the Navy's enlisted advancement system (NEAS)?

Q4. What publication lists the latest available Navy Nonresident Training Courses?

Q5. How often are the Bibliographies for Advancement-In-Rate Exam Study (BIBs) posted (issued)?

NAVY COLLEGE AND OTHER BENEFIT PROGRAMS ONLINE REFERENCES

You will also find the following Voluntary Education online references helpful:

- NAVY COLLEGE WEB SITE available on line at: www.navycollege.navy.mil, and
- DANTES WEB SITE available on line at: www.soc.aascu.org.

Other helpful web sites include:

- American Council on Education – Guide to the Evaluation of Educational Experiences in the Armed Services on line at: www.militaryguides.acenet.edu,
- Servicemembers Opportunity College on line at: www.soc.aascu.org,
- United States Military Apprenticeship Program on line at: www.cnet.navy.mil/nnaps/index.htm, and
- Department of Veterans Affairs Educational Assistance Programs on line at: www.gibill.va.gov.

ESO'S COMMAND PROFESSIONAL LIBRARY

The ESO should establish and maintain a professional library. It should contain current copies of Nonresident Training Courses and essential reference material.

Maintaining References

When an ESO fails to maintain proper control over official publications and directives, they will likely become outdated, improperly filed, or incomplete. Improper maintenance and control of publications and directives jeopardize routine procedures and may create unexpected problems or delays because of inaccurate or obsolete information.

A good method of keeping publications and directives current is to place the ESO on the command's central distribution file list. The ESO will then receive all incoming weekly transmittal sheets to review. (See fig. 1-1.) When reviewing the sheets, the ESO should make a notation of any information he or she needs on the routing or transmittal sheets. When the central file office receives the sheets, it will provide the ESO with the information requested. For example, in figure 1-1, the ESO would want a copy of the instruction on the LDO program.

Access to References

Publications should be located where Educational Services Office workers have reasonable access to them. However, a system of control should be set up so that authorized personnel can locate publications when needed. Experience has shown that indexing and cataloging of publications, as follows, is a good system, although not required:

Indexing—To index publications, give each publication a number in numeric sequence. Place the

DEPARTMENT OF THE NAVY
Defense Automated Printing Service
1401 South Fern Street
Arlington VA 22202-2889

TRANSMITTAL SHEET 9-97

12 December 1997

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

Instructions, notices, and change transmittals forwarded herewith are verified before printing. Reproduction of signatures is omitted under authority of SECNAVINST 5602.1A. Central receiving points within an activity should detach this transmittal sheet, staple together all pages of each attached directive, and route specific instructions, notices, and change transmittals to appropriate organizational units. Instructions are to be filed according to Part II of SECNAVINST 5215.1C of 14 April 1970 (Subj: Department of the Navy Directives Issuance System). Additional copies of this transmittal sheet can be requisitioned from the Naval Inventory Control Point, Cog "I" Material, 700 Robbins Avenue, Philadelphia, PA 19111-5098, using DD1348 in

MILSTRIP format. IN ORDER TO ENSURE AVAILABILITY, DO NOT SUBMIT REQUISITIONS FOR LISTED INSTRUCTIONS FOR 45 DAYS. Listed notices should be requisitioned directly from originating office or bureau. The Navy All Ships and Stations Transmittal Sheet is published at the direction of the Chief of Naval Operations under NAVSO P-35 (Rev. May 1979) guidelines and is printed commercially with appropriated funds. Controlled Circulation postage is paid at Washington, DC and additional point of entry. Send address changes to the Naval Inventory Control Point, Code 3334, Room 3401, Building 1, 700 Robbins Avenue, Philadelphia, PA 19111-5098.

Instructions

BUPERSINST 1131.1A

In-service Procurement for Appointment under the Active and Reserve Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs Rank, Seniority and Placement of Officers on the Active Duty and Reserve Active Status Lists of the Navy and Marine Corps

BUPERSINST 1427.2B

External Instructions

A list of external instructions for the period of 14 May through 3 December 1997 follows the Instructions.

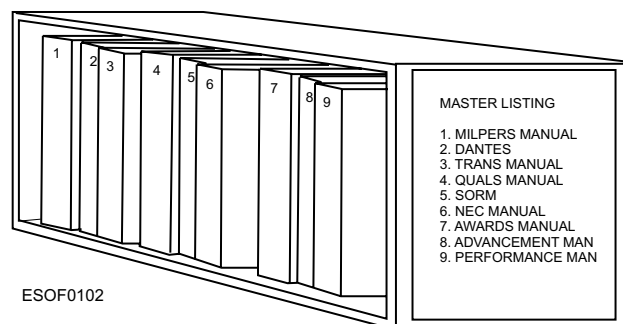
ESOF0101

Figure 1-1—Sample transmittal sheet.

number on the spine of the publication so that it is visible when the publication is on the shelf.

Cataloging—To catalog publications, prepare a master listing of the publications in numeric sequence. Place this master listing on or near the publication shelf. (See fig. 1-2.)

NOTE: Some references are being issued on CD-ROM only, but you may want to print copies and maintain them in a master list. Several references are available on-line, if you don't always have ready access to the Internet, you may want to print these references also.



ESOF0102

Figure 1-2—Publication shelf with master listing.

Check-Out Procedures for References

One person should be delegated the authority for control and maintenance of directives and publications. That person should set up a check-out system for maintenance control of all reference materials at all times.

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

- Q6. *The ESO's Command Professional Library should contain what materials?*
- Q7. *When an ESO fails to maintain proper control over official publications and directives, in what kind of condition will they become?*
- Q8. *What is considered a good system of control for the ESO and authorized personnel to locate publications when needed?*
- Q9. *What instruction contains guidelines for maintaining an effective directive system?*

LIBRARY MULTIMEDIA RESOURCE CENTER

Learning Objectives: *Describe the purpose of the LMRC and list some of the services provided.*

The Library Multimedia Resource Center (LMRC) is a platform for delivering training and educational programs to shipboard personnel. Established, funded, and administered by the Navy General Library Program (NGLP), these computer-based centers provide a variety of resources for the personal growth, professional development, educational support, skill development, and recreational enjoyment of fleet Sailors.

LMRCs are Morale, Welfare and Recreation (MWR) components that help personnel achieve their maximum personal and professional potential. The variety, size, and content of LMRC collections and services vary among ships. Normally, resources include commercial and Navy produced CD-ROM

products, software, audio and video products, and print material to include books and periodicals. LMRCs provide Sailors with “one-stop shopping” for materials and services which achieve the following:

- Support professional development,
- Provide personal advancement materials,
- Encourage and support educational opportunities and lifelong learning experiences,
- Improve job skills and readiness, and
- Promote the productive use and enjoyment of leisure time.

Aboard larger ships, the LMRC is located in the ship's library and is managed by the library officer. On smaller commands, they may be located in the training rooms, central office complex, or available lounge areas and are managed by an assigned LMRC officer. Administration of the center should include coordination with the engineer officer, ESO, training officer, and ADP personnel.

Basic LMRC equipment includes state-of-the-art multimedia computers, Windows NT servers, CD-ROM towers, laser and color printers, scanners, TV/VCRs, camcorders, audio cassette player/recorders, compact disc players, and projectors. Initially provided by NGLP, equipment becomes ship's property and is maintained by the ship. Regular upgrade of equipment and resources are planned by NGLP, but the ship's operating target (OPTAR) and MWR can be used to augment.

Anyone desiring to set up an LMRC can get detailed information by writing to the following address:

Commanding Officer
Naval Education and Training Professional Development and Technology Center (NETPDTC) N73
6490 Saufley Field Road
Pensacola, FL 32509-5239

- Q10. *The library multimedia resource center (LMRC) is established, funded, and administered by whom?*
- Q11. *Aboard larger ships, the LMRC is located where and managed by whom?*

SUMMARY

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

REFERENCES USED TO DEVELOP THIS CHAPTER

- Advancement Manual*, BUPERSINST 1430.16D, Bureau of Naval Personnel, Washington, D.C., 1991.
- Navy Voluntary Education Program*, CNETINST 1560.3D, Chief of Naval Education and Training, Naval Air Station, Pensacola, Fla., 1991.

Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32C, Office of the Chief of Naval Operations, Washington, D.C., 1994.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 1

- A1. *Standard Organization and Regulations of the U.S. Navy*, OPNAVINST 3120.32.
- A2. *The ESO*.
- A3. *Advancement Manual*, BUPERSINST 1430.16.
- A4. *Catalog of Nonresident Training Courses*, NAVEDTRA 12061.
- A5. *Three times a year*.
- A6. *Copies of NRTCs and essential reference material*.
- A7. *Outdated, improperly filed, or incomplete*.
- A8. *Indexing and cataloging of publications*.
- A9. *Department of the Navy Directive Issuance System*, SECNAVINST 5215.1.
- A10. *The Navy General Library Program (NGLP)*.
- A11. *The ship's library and is managed by the library officer*.

CHAPTER 2

NAVY COLLEGE PROGRAMS AND EDUCATIONAL BENEFITS

The educational services officer (ESO) is part of a team that helps personnel achieve their educational goals. Those goals could be to complete high school, complete a vocational/technical certificate, or earn a college degree. The success of the various voluntary education programs is directly affected by the extent to which the ESO is knowledgeable about voluntary education opportunities.

The Navy encourages active-duty personnel to take part in off-duty voluntary education and over the past few years has made great strides in providing Sailors the opportunity to further their education. Because our country values educational achievement and the Navy wants to retain competent personnel, voluntary education programs have special value.

An enhanced military education program, called the Navy College Program (NCP), was developed to provide Sailors the education necessary to handle the increased requirements of a high-tech Navy. Key to the NCP is partnerships between the Navy and specific accredited colleges/universities to enable the award of college credit for military training and experience. The academic world recognizes the excellent quality of Navy training and this recognition is growing. Courses completed in military schools were the first non-campus courses in the country the American Council on Education (ACE) recommended for college-level credit, and ACE plays a major role in the NCP.

NAVY COLLEGE PROGRAM AND OFFICES

Learning Objectives: *Recognize the role of Navy College Offices; identify the various types of educational programs that can be pursued through Navy College Offices and the manner in which each can be accomplished.*

Mission: To enable Sailors to obtain a college degree while on active duty.

Vision:

- A single system that integrates all components of off-duty education.

- A comprehensive, recognizable program to attract high quality recruits.
- A command climate that recognizes the contribution of off-duty education to professional development.
- Increased college opportunity for every Sailor.

Components:

- Individual roadmaps to associate and bachelor degrees for every Sailor.
- Academic credit for Navy training.
- Automatic eligibility for NCP.
- Partnerships with institutions of higher learning.
- Career-long academic advising regardless of location.
- Automatic transcript (SMART) at key career junctures.
- Tuition Assistance, NCPACE, Testing, Academic Skills.
- Navy College Offices (local).
- Navy College Center – **web site:**
www.navycollege.navy.mil/
- **E-mail:** ncc@cnet.navy.mil **phone** 1-877-253-7122.

The implementation of the Navy College Program (NCP) began in FY00, and as a result, the Navy Campus Education Centers were renamed the Navy College Offices. These offices can provide any ESO further information about the program and its specific components.

In this chapter we will discuss the following information:

- Navy College Offices and Educational Opportunities pursued through them:
 - Academic credit for Navy training and work experiences – SMART transcripts.

- Key Role of Navy College Offices' Education Specialists/Guidance Counselors.
- ESO workshops conducted by Navy College Offices.
- Tuition Assistance (TA) Program.
- Academic Skills.
- Navy College Program for Afloat College Education (NCPACE).
- Servicemembers Opportunity Colleges/ Navy College Rating Partners.
- Testing and Certification Programs.
- The Navy College Center.
- United Services Military Apprenticeship Program (USMAP).
- Department of Veteran's Affairs (VA) Educational Assistance Programs.
 - Post-Vietnam Era Educational Assistance Program.
 - Montgomery GI Bill Act of 1984.
 - Selected Reserve and National Guard benefits under the Montgomery GI Bill.

A worldwide network of civilian educational advisors at major commands staffs the Navy College Offices. The offices offer educational opportunities and programs to meet the individual needs and interests of Navy personnel, which for enlisted personnel can be met primarily through the Navy College Program. The Navy College Offices offer educational counseling, testing programs through DANTEs, and financial aid through the Navy Tuition Assistance Program. SECNAVINST 1560.4 and OPNAVINST 1560.9 govern Voluntary Education Programs. There are approximately 60 Navy College Offices located worldwide and the Naval Education and Training Professional Development and Technology Center (NETPDTC) in Pensacola, Florida manage them. In addition to the vision/components of the Navy College Program stated earlier, Navy College Offices also have the following goals:

- To enhance the personal and professional development of Navy personnel.
- To develop the leadership capabilities of service members and enhance mission readiness.
- To prepare personnel for career advancement/promotions in rate/rank.

- To support a sense of personal worth and accomplishment.

Personnel should receive counseling about the Navy College Program within 30 days after arrival at their first permanent duty station.

Anyone desiring to take advantage of the Navy's educational opportunities should start by visiting the command's ESO. The ESO and Navy College Office counselors work together. They can help members make the best use of educational programs. To be effective, Navy College Offices must coordinate with and have the support of all ESOs at sea and ashore.

Q1. The Navy College Offices offers programs to meet what needs of Navy personnel?

EDUCATIONAL OPPORTUNITIES PURSUED THROUGH NAVY COLLEGE OFFICES

The Navy College Offices open doors to civilian colleges for military personnel and provides them the opportunity to pursue education. Regardless of where personnel are stationed, they can earn the same academic degrees earned by students outside the military service. Personnel in paygrades E-6 through E-8 who earn an associate, bachelor, and/or graduate degree while on active duty could receive favorable consideration by their respective selection board. Some of the opportunities for which Navy members are eligible are as follows:

- Associate, bachelor, and graduate degree programs.
- Vocational and technical certificates.
- High school diploma or general education development (GED) equivalency certificate.
- Financial assistance for educational programs.
- Tests to gain college admission, receive college credit, or obtain national certification.
- Educational advising from professionals (education specialists and guidance counselors).
- Educational opportunities that will open doors to advancement, including various commissioning programs.

ACADEMIC CREDIT FOR NAVY TRAINING AND WORK EXPERIENCES – SMART TRANSCRIPTS

Navy personnel may receive academic credit from civilian schools for certain Navy training and work experiences based on recommendations made by the American Council on Education (ACE). These include the following:

- Service schools that have been evaluated and have recommended college credit.
- Job experience in the individual's Navy rating.
- Limited duty officer (LDO) or chief warrant officer (CWO) specialties.
- Certain Navy Enlisted Classification (NEC) codes that have been evaluated and have recommended college credit.

The longer people remain in the Navy, the more educational credits they can build. Rating Roadmaps identify the recommended credit for Navy training and rating specific work experience across a Navy career in a specific rating. The Roadmaps show Sailors how they will continue to earn credit as they advance in the Navy. Rating Roadmaps are available at the Navy College web site.

Navy members can make their academic credits "pay off" at an educational institution. Under the Navy College Program, the Navy has established partner educational institutions to bring enhanced opportunities to our Sailors to pursue a college education and achieve a college degree. In order to maximize the Navy's ability to provide access to college degree programs to Sailors, the primary medium for delivery of college education is through a variety of distance learning methods. Navy College Office counselors advise Sailors as to the variety of possibilities of using their credit for Navy training and work experience and the availability of education courses, when assisting personnel to complete degrees.

The Sailor/Marine Corps American Council on Education Registry Transcript (SMART) provides a consolidated electronic record of the service member's military experience. Credits for military experiences, as recommended by ACE, are included on the SMART. This includes military training courses, Navy ratings, Navy Enlisted Classifications, and Limited Duty and Warrant Officer Specialties. The SMART also shows other learning experiences for which there are no matching ACE credit recommendations and the reasons

why. Navy personnel may receive a personal copy of their SMART from the Navy College Program web site, from the Navy College Center, or from their Navy College Office. An official SMART, which is accepted by colleges and universities, may be requested using the Request for Sailor/Marine American Council on Education Registry Transcript request form, which is available from the Navy College Program web site, the Navy College Center, or the local Navy College Office. Official SMART transcripts are only sent to educational institutions. When requested by the service member, the official SMART is printed at the SMART headquarters' print shop, shrink wrapped in plastic, and mailed directly to the specified educational institution. In addition to listing the service member's military experiences and the ACE recommended credits, SMART contains information on any DANTES tests the member has taken for college credit (CLEPs, DSSTs, ACT-PEPs, ECEs), and lists college courses taken by the individual while on active duty that were funded by Tuition Assistance and/or NCPACE.

Corrections to the SMART may be made using SMART Correction Procedures (Navy), which is available at the Navy College Program web site.

Although the SMART transcript shows ACE recommended credit, it cannot guarantee the amount of credit civilian educational institutions will grant. **Neither the Navy nor ACE can award academic credit. Only the educational institution can grant academic credit for military training/experience as it relates to the student's degree program.**

Q2. What form provides a consolidated electronic listing of the service member's military experience?

KEY ROLE OF NAVY COLLEGE OFFICE EDUCATION SPECIALISTS/GUIDANCE COUNSELORS

The ESO should refer members who wish to pursue higher education to the Navy College Office. Navy College Office education specialists/guidance counselors have the latest information about courses of study/programs offered by various colleges. They play a key role in helping Navy personnel achieve educational goals.

The services of education specialists/guidance counselors are available at most naval facilities in the United States and at major sites overseas. If these personnel are unavailable, the ESO should help members with information, assistance, and reference materials.

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

- Providing counseling/information on the Navy College Program.
- Helping personnel set realistic, attainable educational goals.
- Evaluating the member's prior civilian education and military training and work experience for possible academic credit toward a degree.
- Recommending colleges for various programs of study.
- Helping personnel enroll and register in courses and programs.
- Providing guidance on the SMART.
- Providing tests for college admissions, college credit, or national certification.
- Approving Navy Tuition Assistance.

Q3. The ESO should refer members who wish to pursue higher education to what activity?

Q4. If Navy College Office personnel are unavailable, who should help members with information, assistance, and reference materials?

ESO WORKSHOPS CONDUCTED BY NAVY COLLEGE OFFICES

Navy College Offices, at various locations, schedule and conduct ESO workshops designed to acquaint the ESO with voluntary education in the Navy. These workshops are sometimes the only classroom training available to ESOs.

Q5. Who schedules ESO workshops?

TUITION ASSISTANCE PROGRAM

ESOs should be well informed about the Tuition Assistance (TA) Program and should be able to help applicants fill out the TA form.

TA is the Navy's financial assistance program for active duty service members pursuing voluntary education goals during off-duty hours. It pays a portion of the tuition at accredited high schools, colleges/universities, and vocational/technical schools. TA does not pay for books or registration fees.

TA can be used for both classroom and distance learning courses.

TA is open to both officer and enlisted active duty personnel. It is also open to Naval Reservists on continuous active duty and Naval Reservists ordered to active duty 120 days or more. To qualify, service members must:

- Be on active duty for the whole length of the course(s).
- Attend an accredited institution. (Check with Navy College Office to verify the school's accreditation status.)
- Be pursuing a high school diploma or equivalency, vocational/technical certificate, or associate, bachelor, master, doctorate, or professional degrees.
- Receive counseling from a Navy College Office.
- Submit an application to the Navy College Office before the beginning of the course. (Application for TA, NAVMC 10883, must be submitted to the Navy College Office before the end of the school's late registration or add-drop period.)
- Successfully complete the course.
- Agree, if an officer, to remain on active duty for at least 2 years upon completion of courses funded by TA. This obligation runs concurrently with any remaining obligated service time. Repayment of TA does not negate the obligation. Those allowed to resign/retire before having served the obligation must repay the TA funds expended on their behalf during the last 2 years of active duty on a pro-rata basis.

TA Benefits

The level of TA for Navy personnel meeting eligibility requirements is capped as follows (as of publication date):

- Undergraduate and graduate courses (measured in semester or quarter hours): 75 percent of tuition not to exceed \$187.50 per semester hour/\$125.00 per quarter hour and no more than \$3,500 per individual per fiscal year. Applies to those seeking associate, bachelor, master, doctorate, or professional degrees.
- Vocational/Technical courses (measured in clock hours): 75 percent of tuition, not to exceed

\$12.50 a clock hour. TA is capped at \$3,500 per individual per fiscal year for vocational/technical courses leading to a certificate.

- High school completion courses (measured in Carnegie units) for service members who do not have a high school diploma: TA will fund 100 percent.
- Within existing caps, the Navy pays 100% for members serving in a Secretary of Defense “Contingency Operations” area.
- A service member may now apply to the Department of Veterans Affairs (DVA) for reimbursement of tuition not covered by Tuition Assistance. The service member must be eligible for Montgomery GI Bill benefits. Ask the local Navy College Office for information on procedures for requesting reimbursement.

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

TA Submission and Approval Requirements

Applicants must submit an Application for TA (NAVMC 10883) to the Navy College Office before the class convening date.

Steps:

- The service member and a Navy College Office education specialist/guidance counselor have a counseling session, either one-on-one or in a group, and decide what institution to attend, what course of study to pursue, and which course(s) to take. TA policies are fully explained to the member.
- The service member fills out an Application for TA Form, which lists the courses he or she plans to take during the upcoming term. This form is available from the Navy College Office or the student’s parent command. The service member must read and comply with all the provisions on the reverse of this form. The TA form is available in the Navy Supply System, stock number 0109-LF-069-0000 or on the Navy College **web site**.
- The member submits the form to the Navy College Office before course registration. The form must be submitted before the end of the school’s late registration or add-drop period.

- Navy College Offices process and approve the TA Application. Upon approval, a TA Authorization Form is signed by the education specialist/guidance counselor and returned to the service member.
- The member submits the original, signed copy of the TA Authorization Form to the school at registration. At that time, the service member pays the tuition costs not covered by TA. The college will use this authorized form to bill the Navy for the remainder of the tuition costs.

TA will fund distance learning through either up-front TA or on a reimbursable basis. To obtain up-front TA for distance learning, the coursework must be completed in one school term and there must be definite beginning and ending dates. Terms cannot exceed 24 weeks. The Navy through DANTEs reimburses courses that exceed 24 weeks provided the service member enrolls using DANTEs Form 1562/31 and completes the course with a passing grade. DANTEs Form 1562/31 is available at Navy College Offices.

Q6. TA is the Navy’s financial assistance program for what type of service members?

Q7. Federal law provides for multiple levels of funding under TA. What is the maximum amount of TA that may be provided for undergraduate and graduate courses?

Q8. When funds are constrained, who may impose policy changes on the level of funding and the priorities for authorizing TA?

ACADEMIC SKILLS

Academic Skills are provided through the Navy College Learning Program with instruction in English, mathematics, and reading through computer courses and/or instructor-taught classes. Offering a sound educational foundation before proceeding on to college level work, this Navy College Program is available at no cost to commands or participants. Sailors may work on their English, mathematics, and/or reading skills at either Navy College Learning Centers (NCLCs), which are established at specified Navy bases according to available funding and contract requirements, or in Navy College Learning Program (NCLP) courses taught by contracted instructors on the installation. After completion of a diagnostic placement test, both NCLC and NCLP provide non-credit instruction designed to advance the

student from the level at which he or she pre-tested toward a mastery of skills equivalent to high school completion.

The Navy College Learning Program directly relates to professional development and personnel READINESS. All naval personnel must be able to read and comprehend technical materials, complete mathematical computations, and express themselves orally and in writing. Sailors succeeding in academic skills instruction will possess the minimum skill levels necessary to complete job training and function acceptably in a work environment and will be better prepared for advancement. Sailors will be better equipped to communicate with peers and lower and upper level personnel. As a result of successful academic skills instruction, Sailors may have a better understanding of command mission and operational requirements and may also develop a more positive attitude about the Navy.

Navy College Learning Centers

The Navy College Learning Centers (NCLCs) contract provides facilitated computer learning centers that are open a minimum of 40 hours a week. Each NCLC is available to all active duty Navy personnel. In addition, all adults with valid U.S. military identification are eligible to use the center on a space available basis. This includes members of other services, retirees, adult family members, and DoD personnel OCONUS. With additional base funding, the NCLC may be opened for a total of 60 hours a week and the command may determine student eligibility for use of these extra hours. The NCLC guidelines are as follows:

- Students schedule themselves to study in the center, either on-duty, off-duty, or a combination of on- and off-duty time.
- After completing on-line placement tests, students are assigned English, math, and/or reading modules according to their specific needs.
- In addition, students may elect to work on supplementary software programs at the NCLC, which may include: algebra, calculus, trigonometry, physics, social studies, science, life and job skills, and test preparations for the ASVAB, GED, SAT, ACT, and CLEP exams.
- Students may work as long as they need to complete their goals.

Navy College Learning Program

The Navy contracts with accredited educational institutions to provide NCLP instruction. All active duty Navy and Marine Corps personnel assigned to the base that hosts an NCLP are eligible to attend. Active duty Navy personnel assigned to other commands may participate when schedules allow. After a minimum of 10 (for English or mathematics)/5 (for reading), eligible Navy and/or Marine Corps students are enrolled, additional students including active duty personnel from other services, other DoD personnel, and when OCONUS, adult family members may attend. The NCLP guidelines are as follows:

- Instruction consists of 45 hours over a time frame of 3 to 8 weeks.
- Each course covers a single subject.
- Course may be delivered as individualized or group instruction.
- Instruction may take place during the Sailor's on-duty, off-duty, or a combination of on- and off-duty time.
- Instruction is noncredit.
- A course must have at least 10 students (for English or mathematics)/5 (for reading) but no more than 15.
- Attendance is monitored. Students are expected to attend the entire course.
- Courses are organized and requested through the Navy College Office at any time.

Information concerning all Academic Skills enrollment procedures can be obtained through the local Navy College Office. All active duty personnel are eligible to attend.

Q9. What program allows Sailors to acquire skill levels to complete job training and prepares them for college level work?

Q10. The Navy College Learning Center provides facilitated computer learning centers to be open a minimum of how many hours a week?

Q11. Under the Navy College Learning Program, a class for English or Math must have at least 10 but no more than what number of students?

NAVY COLLEGE PROGRAM FOR AFLOAT COLLEGE EDUCATION

The Navy College Program for Afloat College Education (NCPACE) is an integral part of the Navy's Voluntary Education program. As personnel rotate to complete Navy assignments, NCPACE permits the initiation and continuation of progress toward an academic degree. NCPACE provides an atmosphere in which students can experience a challenging education in a shipboard or remote site environment, preparing them for personal as well as professional growth. Under NCPACE, academic skills and college courses are available through both instructor and technology delivered methods. All college courses are fully transferable and are provided from accredited SOCNAV institutions. Commands with a sea duty UIC and specifically selected remote sites are eligible to participate in NCPACE. Education services under the NCPACE contract include:

- **ORIENTATION SERVICES:** A session or series of sessions during which potential students for either instructor or technology delivered courses are provided a crew brief, assessed as to their interests and abilities using an education needs assessment survey, placement tested, counseled on eligibility requirements, and, if applicable, familiarized with computer hardware and software. Experience suggests multiple orientation sessions may take a week for small ships (fewer than 250 personnel) and as long as a month to 6 weeks for aircraft carriers. This service includes training of the NCPACE team and academic skills facilitator. At remote sites, counseling and assistance is provided for using tuition assistance to fund college courses. Using Orientation Services' recommendations, the commanding officer may choose the instructional modes of delivery and number of courses to be provided to the crew. Computer, instructor, and/or video teleconferencing courses are requested after Orientation Services are completed. The contractor provides more than 200 courses from which to choose.

- **COMPUTER-DELIVERED COURSES:** This program uses computer-based technology to provide academic skills and college-level courses. Computer courses use one of three formats: Computer Interactive Video, CD-ROM, or Internet. The contractor will provide computers, or commands may elect to use their own computers for CD-ROM and Internet courses. A resident instructor is not required. A limited number of graduate level CD-ROM courses can be provided.

- **INSTRUCTOR-TAUGHT COURSES:** This program provides academic skills and college-level instruction and requires the deployment of a civilian instructor.

- **VIDEO TELECONFERENCING (VTC) COURSES:** A limited number of graduate courses can be provided via VTC if the command has the appropriate equipment.

NCPACE course eligibility is based on the following guidelines:

- Computer-delivered course eligibility is based on minimum test scores established by the institution to qualify the student for enrollment in that course.
- Instructor-taught course eligibility is based on screening and placement testing.
- NCPACE offers Academic Skills and undergraduate/graduate level courses.
- Other than at remote sites, NCPACE is offered at no tuition cost to service members; however, members enrolling in college courses must pay for textbooks, workbooks, and lab fees.
- The minimum order for computer-delivered courses is 5 enrollments, with a maximum of 20 per computer system; for instructor-taught courses the minimum class size is 10 students. A minimum course order for instructor courses is two courses in the same academic discipline or two sections of the same course.
- NCPACE students are under no obligation to extend their obligated service enlistment.

NCPACE instructor college class terms are accelerated and last between 6 to 8 weeks. Most computer course terms are 90 days. VTC and Internet courses may use the terms established by the institution. All courses offered have the same content as those on campus and carry resident college credit. The registrar of the contract school maintains student transcripts.

ESOs should coordinate and plan NCPACE courses with the authorized contractor, being sure to keep the Navy College Office education specialists serving the command informed and using them as a guide. ESOs should begin planning for NCPACE courses well in advance of the ship's scheduled deployment (2 to 3 months). The Navy College Office

education specialist may assist ESOs in the following areas:

- Clarifying procedures for requesting NCPACE courses.
- Ensuring the ship's NCPACE point of contact (POC) is aware of the responsibilities for conducting NCPACE.
- Ensuring that if the command plans to utilize computer courses, they assign an NCPACE Team consisting of the ESO, NCPACE POC, and up to two petty officers to monitor students. If the command plans to allow computer-delivered Academic Skills courses, they assign an NCPACE Facilitator to assist and monitor students.

The coordination of the NCPACE POC, the contractor, and the Navy College Office education specialist determines the success of NCPACE. The NCPACE POC should carry out the following actions:

- Ensure minimum enrollments have been met.
- Ensure class dates correspond with the ship's operating schedule to prevent lengthy delays or interruptions in the learning process. Take holidays and inport schedules into consideration when making up the term dates.
- Ensure officer berthing is available for the civilian instructor and that arrangements have been made for him or her to mess in the wardroom. Instructors are given an equivalent civil service grade of GS-12 and are entitled to officer accommodations. The instructor pays the wardroom mess bill and is reimbursed by the school.
- Ensure suitable classroom space is available.
- Ensure suitable computer space is available. Determine if command or contractor computers are to be used.
- Request the desired courses from the Naval Education and Training Professional Development and Technology Center (NETPDTC) by message or E-mail using the format provided by NETPDTC.

Provide NETPDTC with confirmation when Orientation Services or courses have been completed. Provide NETPDTC with confirmation of students who are to receive command-supported withdrawals.

- Provide NETPDTC with instructor evaluations and student course critiques.
- Additional information on NCPACE can be obtained from your nearest Navy College Office and the NCPACE contractor assigned to support your homeport.

The ESO should ensure that the following is done in order to have a successful NCPACE program:

- Ensure that there is command support from the top down to include the Chief's mess.
- Each student enrolling in the NCPACE program should have an approved Special Request Chit or a page 13 entry. This is a two-way street. The student is making a commitment to complete the courses and the chain-of-command approves and supports the student's involvement in NCPACE.
- Whenever possible use a Professional Development Board to screen prospective NCPACE Technology students. Students should be screened for being self-motivated to complete an independent study course and for having specific degree goals for their courses.
- Ensure all command NCPACE requests are approved by a command official with "By Direction Authority" before the request is sent to NETPDTC.
- Ensure that students enrolling in technology courses are underway watch qualified.
- Widely publicize crew briefings, registration dates, course offerings, and term dates.
- Request the NCPACE program with sufficient time before the start date of the first term. Courses should be ordered 20 to 30 days before the term start date.
- Make the instructor a part of the crew. Personally introduce him/her to the CO/XO/CMC. Provide the instructor with a personal orientation to the ship and explain Navy evolutions like General Quarters.
- Monitor courses and student attendance.

The ESO should also ensure that a Command **DOES NOT**:

- Invite a school that is not part of NCPACE to provide counseling or offer courses on ships and submarines.

- Begin NCPACE classes without proper authorization from NETPDTC.
- Request courses that are not reflected on the crew survey.
- Attempt to offer NCPACE classes without close collaboration with the local Navy College Office.
- Offer NCPACE courses before completing CO, XO, CMC, ESO, and crew briefs.

Q12. What program provides an atmosphere in which students can experience a challenging education in a shipboard or remote site environment?

Q13. Which course delivery method under NCPACE does not require an onboard college instructor?

Q14. How many months in advance of the ship's scheduled deployment should ESOs plan and coordinate NCPACE courses?

SERVICEMEMBERS OPPORTUNITY COLLEGES AND NAVY COLLEGE RATING PARTNERS

The Servicemembers Opportunity Colleges (SOC) consists of a national group of approximately 1,250 colleges. These colleges have agreed to cooperate with the military services to support voluntary education programs. SOC members include 2-year and 4-year colleges and universities and technical institutes. SOC members adhere to specific principles and criteria to ensure high-quality academic programs are available to military students.

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

SERVICEMEMBERS OPPORTUNITY COLLEGES—NAVY (SOCNAV)

SOCNAV consists of accredited colleges offering associate (SOCNAV-2) and bachelors (SOCNAV-4) degree programs to Navy members worldwide either in resident courses or through distance learning. A student must establish academic residency with the “parent” institution. The “parent” college issues an official evaluation of all prior learning in the form of a SOCNAV Student Agreement. This agreement serves as the student’s academic plan and contract for the degree.

The *SOCNAV-2 and SOCNAV-4 Handbooks* serve as manuals for the program and are used by the Navy College Offices’ education specialists and guidance counselors to advise members interested in SOCNAV. The SOCNAV program manager can be contacted by **e-mail** at socmail@aascu.org. Further information on this program is also on the following **web site**: www.soc.aascu.org/socnav.

NAVY COLLEGE RATING PARTNERS (NCRP)

In response to the Sailor’s need for greater access to higher education, the Navy College Program has developed new partnerships with colleges and universities to offer rating-related degrees via distance learning to Sailors everywhere.

As members of SOCNAV, these new education partnerships provide associates and bachelors degree programs related to each rating and make maximum use of military professional training and experience to fulfill degree requirements.

The program also provides opportunities to take courses through distance learning so that Sailors anywhere will be able to pursue a degree. The goal of the NCRP Schools is to support both the Sailor’s mobile lifestyle and educational goals. Courses are offered in a variety of formats such as CD-ROM, videotape, paper, or over the Internet.

Navy College Rating Partners are

- City University,
- Coastline Community College of California,
- Dallas Telecollege of the Dallas Community Colleges,
- Embry Riddle Aeronautical University,
- Empire State College,
- Florida Community College At Jacksonville,
- Florida State University,
- Fort Hays State University,
- George Washington University,
- Old Dominion University,
- Pikes Peak Community College,
- Rogers State University,
- Thomas Edison State College,

- Troy State University,
- University of Maryland University College, and
- Vincennes University.

Contact a Navy College Office or the Navy College Center about the degree programs available from the partnership schools at the Navy College web site.

Q15. SOC consists of a national group of approximately how many colleges?

Q16. What type of degree can a member earn under the SOCNAV-2 program?

Q17. What type of degree can a member earn under the SOCNAV-4 program?

TESTING

Various DANTES examinations and testing services are available to service members. Most of the tests are free to Navy members. Consult with the Navy College Office, which maintains the *DANTES Examination Program Handbook (DEPH)*, for full details on each test. Navy College Office staff members are trained to act as DANTES test control officers.

The examinations provided by DANTES are available to all active-duty military personnel, midshipmen of the U.S. Naval Academy, and reservists. Funded DANTES examinations are not authorized for persons who have been separated from active military service or are not members of a Reserve component.

DANTES sponsors a wide range of examination programs throughout the world at various education centers (administered primarily by Navy College Offices) and aboard ships (administered by ESOs).

For additional information on the DANTES Examination Programs, visit their **web site** at www.voled.doded.mil/dantes/exam/index.htm or contact your local Navy College Office. The primary testing programs available through DANTES are described in the following paragraphs.

GED Testing Program

The General Education Development (GED) Testing Program is designed for adults who have not finished their formal high school education. Through the GED they can earn a high school equivalency certificate.

College Admission Examinations

College admission examinations determine the qualification of personnel for college admission and for some officer accession programs. Qualification is based on the applicants' scores on American College Testing Assessment (ACT) or Scholastic Assessment Test (SAT). The Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), and the Law School Admissions Test (LSAT) are also available through this program. GRE, GME, and LSAT scores are used to determine a person's eligibility for admission to various graduate schools.

College Level Examination Program

College Level Examination Program (CLEP) examinations are nationally recognized and widely accepted as a means by which people can earn credit by examination. CLEP general examinations consist of a battery of five tests that measure college-level achievement in basic areas usually covered in the first 2 years of college. About 70 percent of Navy examinees successfully pass the CLEP tests. This is a strong motivator for career personnel. Personnel who already possess credit for service schools and work experience may earn an associate degree more quickly by successfully completing CLEP tests. CLEP subject examinations are also available. They measure knowledge of basic concepts, principles, relationships, and applications involved in college courses with the corresponding title.

DANTES Subject Standardized Tests

DANTES Subject Standardized Tests (DSSTs) include a series of examinations in academic subject matter areas not usually covered under CLEP. The DSST program includes approximately 36 undergraduate-level college subjects. Similar to final examinations, DSSTs demand a comprehensive knowledge of the subject. The examinations are multiple-choice and, unlike other examinations, are not timed. Personnel may earn 3 semester hours of credit for each DSST, as recommended by the American Council on Education (ACE). DSSTs are just another source from which Navy personnel can earn college credit.

Excelsior College Examination Program

Excelsior College Examinations, formerly the American College Testing Proficiency Examination

Program (ACT/PEP), are used to meet specific college degree requirements of the Excelsior College degrees and are accepted by many other colleges. The ECEs are available to all active-duty military personnel. Over 35 separate ECEs are available in the areas of art and sciences, business, education, and nursing. Military members may earn academic credit from many colleges and universities for successfully completing these tests.

PRAXIS Series Exams

PRAXIS Series Exams are used by some states for initial teacher certification. Pre-Professional Skills Tests measure basic skills competency in reading, math, and writing. Subject Assessment and Specialty Area tests measure understanding of the content and methods applicable to specific subject areas.

Q18. What handbook do you consult for full details on DANTES examinations and test services?

Q19. What do college admission examinations (ACT/SAT) determine?

Q20. The DSST program includes approximately how many undergraduate-level college subjects?

CERTIFICATION PROGRAMS

DANTES provides certification examinations in several professional and technical areas. The sponsoring professional or technical association provides these examinations. These examinations are a good way for Navy members to obtain civilian recognition for their Navy training while demonstrating a high level of professional competence. Navy College Office test control officers are authorized to administer these examinations and there is a fee required for most.

There are about 30 certification examinations available. In addition to receiving certification, the American Council on Education (ACE) has reviewed four certification examinations for college credit. The local Navy College Office or the DANTES staff can provide members with details about certification examinations.

If you have access to the Internet, you can get more information on the DANTES Certification Program at the DANTES web site .

NAVY COLLEGE CENTER

The Navy College Center (NCC) is the central point of contact for information about all components

of the Navy College Program (NCP). The NCP web site, provides Sailors and Marines easy access and one-stop shopping for information on Navy College programs and ongoing voluntary education programs.

The NCC's mission is to increase the availability of educational information worldwide and provide maximum support to Sailors, Marines, and Navy College Offices. NCC is the central point of contact regarding partnership institutions. NCC provides Official and Individual SMART transcripts, conducts SMART research, and processes corrections and/or additions to the SMART.

The NCC operates 7 days a week from 0600 to 2100 CST. The NCC provides information and referral service as well as Navy College Program and SMART information to anyone by telephone, fax, e-mail, U.S. Postal Mail, or through the NCP web site. The Navy College Center may be reached as follows: Phone: toll free at 1-877-253-7122 / DSN 922-1828; Fax: (850) 452-1281 / DSN 922-1281; E-mail: ncc@cnet.navy.mil. The Navy College Center monitors the Navy College Program web site.

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

The United Services Military Apprenticeship Program (formerly the Navy National Apprenticeship Program) can best be explained by the following questions and answers:

- What is the program? The USMAP allows Navy, Marine Corps, and Coast Guard personnel to receive registered certification of the member's military training and work experience. Completion of the USMAP promotes recognition equal to civilian counterparts.
- What does the program do? The program develops highly trained military men and women who will continue to use their technical skills and knowledge within their branch of service and who will qualify for employment in a recognized civilian trade after the expiration of their enlistment. Eligible men and women benefit by getting the same credit for specified military work experience and training as their civilian counterparts receive in civilian industry. The USMAP promotes recognition of the value of military training and experience.
- What does it take to get into the program? Enlisted members must be on active duty, have a

high school diploma or GED equivalence, be a graduate of a military service school and/or other related school(s) applicable to the apprenticeship trade; and be assigned duty in an authorized apprenticeship trade billet.

- How does the member benefit? The program demands quality performance and evidence of professional growth by the participant. The apprentice learns the knowledge, skills, tools, and materials of the trade through a combination of on-the-job training and related study while performing his/her military job. At the conclusion of the requirements, the member is awarded a Certificate of Completion of Apprenticeship in the appropriate trade from the Department of Labor, Washington, D.C.
- How do the Navy and other service branches benefit? The military services get highly motivated groups of professional men and women working to meet the high standards required by all branches of service. The USMAP is a high retention tool, normally taking more than one enlistment to complete an Apprenticeship. As a natural part of the program, enrolled members enthusiastically volunteer for more on-the-job training (OJT). The more work a member performs, the more the member can log in a work experience hourly record. Morale and job performance improves.
- What does the program cost the member? Other than a commitment to excellence, not a penny. The Chief of Naval Education and Training handles all program costs.
- How long does it take to complete the program? That depends on the required hours of the trade in which the member enrolls. USMAP approved trades range from 2,000 to 10,000 hours. A 2,000 hour trade is considered a 1-year program; 8,000 hours, a 4-year program (etc.).

A list of current Applicable Trades by Ratings for the USMAP can be found on the USMAP web site www.cnet.navy.mil/nnaps. If the enlisted member's rating appears on this list, the next step is for the individual to complete an application form and submit it to the USMAP office in accordance with information provided on the Web site at "WHERE TO START?" Marines should visit their local Lifelong Learning Centers for information and registration into the USMAP. OPNAVINST 1560.10B governs this program.

Apprentice applications and progress/status report forms are available at no cost through the Defense Activity for Non-Traditional Education Support (DANTES), 6490 Saufley Field Road, Pensacola, FL 32509-5243 using the following stock numbers.

- (1) Apprentice Registration Application (CNET 1560/1) – DANTES Stock No. 0400.
- (2) Apprentice Progress/Status Report (CNET 1560/2) – DANTES Stock No. 0401.

NOTE: If you do not have the authority to order forms through DANTES, contact your local Navy College Office for a supply.

The Work Experience Hourly Record (CNET 1560/3) and Work Processes Schedules are available on the USMAP web site link at "FORMS."

A training WIZARD providing instruction for filling out the Work Experience Hourly records and completing the Apprentice Progress/Status Report form is available on the USMAP web site link at "FORMS." A CD copy of this WIZARD can be obtained by contacting the USMAP office. **NOTE: You will need Microsoft Explorer or Netscape browser to access this program.**

ESOs, CCCs, and Navy College Office education specialists/guidance counselors may obtain promotional pamphlets and information packages for their commands by contacting the USMAP office at DSN 922-1001 extension 1817/1741 or commercial (850) 452-1001 extension 1817/1741.

Q21. When a member enrolled in the United Services Military Apprenticeship Program completes all of the requirements, what type of certificate is he or she awarded?

Q22. What, if anything, does it cost a member to enroll in the United Services Military Apprenticeship Program?

DEPARTMENT OF VETERANS' AFFAIRS EDUCATIONAL ASSISTANCE PROGRAMS

Learning Objectives: *Identify the basic Department of Veterans' Affairs educational assistance programs available for in-service and veteran personnel.*

Veterans' Affairs (VA) educational assistance refers to the financial aid available to pay for eligible veterans and active-duty personnel to attend school.

Veterans' educational assistance is available primarily through the following programs:

- Post-Vietnam Era Veterans' Educational Assistance (VEAP).
- Montgomery GI Bill (MGIB).

The following paragraphs contain basic information on these programs. The ESO can obtain detailed information from the local Navy College Office, CCC, VA office, the institution the student is going to attend, or Navy Personnel Command, PERS- 604, at DSN 882-4258/59 or 901-874-4258/59. If you have access to the Internet, you can examine the Department of Veterans' Affairs Educational Assistance Programs home page at **web site** www.gibill.va.gov.

POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM

The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) is a voluntary, contributory educational financial assistance program. It is available for personnel who entered the Navy during the period from 1 January 1977 through 30 June 1985. Personnel who elected to take part in this program contribute between \$25 and \$100 per month for a minimum of 12 months or make lump sum payments as desired. The member's total contribution cannot exceed \$2,700. Only active-duty members may make contributions. For every dollar the member contributes, the Navy contributes a matching two dollars. Thus, a person's contribution of \$2,700 will provide a total benefit of \$8,100 in the education fund. The member receives direct payment of benefits after the school confirms the member's enrollment in training.

Active-duty personnel may disenroll and request a refund of unused contributions. OPNAVINST 1780.2 contains more detailed information about the procedures for accomplishing these actions.

MONTGOMERY GI BILL ACT OF 1984

Beginning on 1 July 1985, non-prior service members entering active duty began receiving educational benefits under the Montgomery GI Bill (MGIB). Service members eligible for the Vietnam Era GI Bill may also be eligible to receive benefits under the MGIB.

Members may use their in-service benefits after 2 years of active duty. They must use all benefits within 10 years after the date of last discharge or release from active duty.

Those who began active duty after 30 June 1985 automatically incur a monthly pay reduction of \$100

per month for 12 months unless they elect not to take part in this program. Service members must make this one-time, irrevocable decision when they begin active duty. Officer candidates make this decision at the time of their commissioning.

Vietnam Era GI Bill personnel do not have to contribute to the program to remain eligible. They receive one-half of their Vietnam Era GI Bill entitlement rate that was effective 31 December 1989 plus the basic MGIB rate. This payment may not exceed 36 months or the number of months of remaining Vietnam Era entitlement; whichever is less. The total entitlement used under both bills cannot exceed 48 months.

SELECTED RESERVE AND NATIONAL GUARD BENEFITS UNDER THE MGIB

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

- Be a high school graduate or have a GED equivalency certificate.
- Have completed 180 days of consecutive Reserve component service before drawing benefits (computed from the date of the oath of enlistment).
- Not have an ROTC scholarship.
- Agree to enlist, extend, or reenlist for 6 years.

Students must complete a DD Form 2384, Notice of Eligibility, to begin the process. After signing a Form 2384, students should verify the acceptability of proposed courses with the Veterans' Affairs Office at their school. The school must certify the student's training to the VA. The processing normally takes about 1 month. Reservists do not have to pay any money to participate.

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

Q23. The Post-Vietnam Veterans' Educational Assistance Program is available for personnel who entered the Navy during what time period?

Q24. Selected Reserve and National Guard personnel became eligible for educational benefits under the Montgomery GI Bill in what year?

SUMMARY

The Navy provides educational benefits to members through the ESO, CCC, Navy College Offices, and DANTES. ESOs must make sure all persons are aware of these benefits. ESOs should guide Navy people as they pursue the various voluntary education programs. ESOs and civilian education specialists/guidance counselors should assist naval personnel in selecting the goals that are right for them. As an ESO you will find it rewarding to help personnel attain their goals.

Because of the many instructions and publications that govern educational programs, ESOs must have up-to-date information. They should check with the local Navy College Office or the VA to get the latest educational benefits information. ESOs should also make every effort to attend the ESO workshops offered by Navy College Offices at various locations around the world.

To find out where the Navy College Offices are located and points of contacts at these offices, access the Navy College Program **web site**.

REFERENCES USED TO DEVELOP THIS CHAPTER

Navy Voluntary Education Program, CNETINST 1560.3D, Chief of Naval Education and Training, Pensacola, Fla., 1991.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 2

A1. *Offers educational opportunities to meet the individual needs and interests of Navy personnel.*

- A2. *SMART transcript*
- A3. *Navy College Office.*
- A4. *The Educational Services Officer.*
- A5. *The local Navy College Offices.*
- A6. *Active Duty service members.*
- A7. *75% , not to exceed \$187.50 per credit hour nor to exceed \$3,500.00 per individual per fiscal year.*
- A8. *Chief of Naval Operations.*
- A9. *Academic Skills.*
- A10. *40 hours.*
- A11. *15 students.*
- A12. *NCPACE.*
- A13. *Computer-delivered courses.*
- A14. *2-3 months.*
- A15. *1,250.*
- A16. *Associate degree.*
- A17. *Bachelor's degree.*
- A18. *DANTES Examination Program Handbook (DEPH).*
- A19. *Qualification of personnel for college admission and for some officer accession programs.*
- A20. *36.*
- A21. *A Certificate of Completion of Apprenticeship in the appropriate trade.*
- A22. *Nothing.*
- A23. *From 1 January 1977 through 30 June 1985.*
- A24. *1 July 1985.*

CHAPTER 3

PROFESSIONAL DEVELOPMENT EDUCATION PROGRAMS

Well-educated, career-minded people are in great demand in today's rapidly expanding and technologically advanced Navy. The complex weapons systems in the Navy's ships, aircraft, and submarines are marvels of high-tech engineering. They need specially trained and educated people to operate them.

The Navy has a variety of professional development programs available to qualified officer and enlisted personnel. The programs are designed to help Navy people further their education and professional competence. The Navy E-Learning program is an education program designed for both officer and enlisted.

Other opportunities discussed in this chapter include Enlisted to Officer commissioning programs:

- United States Naval Academy.
- Naval Reserve Officers Training Corps (NROTC) Scholarship Program.
- Broadened Opportunity for Officer Selection and Training (BOOST).
- Seaman to Admiral Program (STA).
- Officer Candidate School (OCS) Program.
- Enlisted Commissioning Program (ECP).
- Medical Enlisted Commissioning Program (MECP).
- Medical Service Corps In-Service Procurement Program (MSC IPP).
- Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) Programs.

And continuing education programs for officers:

- Graduate Education Voucher Program.
- Officer Law Education Program.
- White House Fellows Program.
- Scholarship Program.
- Naval Postgraduate School, Monterey.

- Defense Language Program.
- Junior and Senior Service Colleges.

NAVY ON-LINE EDUCATIONAL PROGRAM

Learning Objectives: *Identify the on-line Navy learning programs available to enlisted and officer personnel to further their education and increase their potential for advancement and promotion.*

NAVY E-LEARNING

The Navy E-Learning web site was being brought on-line as this course was being released. It replaces the Navy Learning Network and the NETg web sites. The Navy E-Learning web site was designed to contain military courses developed to run via the web, the entire information technology library from NETg (over 800 courses), and the entire Skillsoft business and professional development library (over 350 courses). It offers increased portal functionality, user tools, customized reporting, personalized transcripts, course completion certificates, and numerous references and links. It will continue to grow with new features such as, streaming video, virtual classrooms and more in the near future. All courses are tuition-free to DoN personnel. Courses are pre-paid or funded separately by the Navy. None of the courses require additional materials or textbooks. The Navy E-Learning Internet address is www.navylearning.navy.mil for use from .mil computers or www.navylearning.com to use from home computers.

Some of the reasons people like online training are:

- **Timeliness** — Online training is available 24 hours a day, 365 days a year so the student can access lessons and information when needed.
- **Accessibility** — Online training is accessible from anywhere in the world with Internet access. NETg and SkillSoft courses are playable on most computer systems (be sure to check system

requirements before registering). Courses may be taken on more than one computer, such as a computer at the office and one at home.

- Flexibility —Online training allows students to set their own paces, “test out” of portions of courses where they already have knowledge, or only access the portions of a course of immediate interest. Online training may also be used to reinforce classroom or on-the-job training. Courses may be stopped and resumed as many times as desired. Courses may even be repeated or accessed many times as a learning aid.

Q1. An individual signing up for Navy E-Learning will have to pay how much per course?

ENLISTED TO OFFICER COMMISSIONING PROGRAMS

There are many enlisted Sailors with the potential and leadership ability to become Naval officers. The Navy, realizing this pool of talent, has several different types of commissioning programs available to enlisted personnel. As the ESO it is your responsibility to help match the candidate with the most appropriate commissioning program. These programs are briefly discussed here, for in-depth application procedures and forms, see OPNAVINST 1420.1, *Enlisted to Officer Commissioning Programs Application Administrative Manual*.

THE U.S. NAVAL ACADEMY (USNA) AND NAVAL ACADEMY PREPARATORY SCHOOL (NAPS)

The U.S. Naval Academy (USNA), located in Annapolis, Maryland, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room, and board. Candidates report to the Naval Academy in July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. A small percentage of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as

Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment as an officer.

The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the U.S. Naval Academy. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board the Naval Education and Training Center, Newport, Rhode Island. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in July.

Applicants are strongly encouraged to apply to all categories of nominations for which they qualify. All categories of nomination are listed in Appendix A of OPNAVINST 1420.1, or in the Admissions Chapter of the Naval Academy Catalog. Catalogs can be obtained by calling (410) 293-4361 or DSN 281-4361 or by writing to USNA Admissions Office, 117 Decatur Road, Annapolis, MD 21402.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within 3 years before application.
- At least 17 years of age and must not have passed their 23rd birthday on 1 July of the year entering the Naval Academy. Age restrictions cannot be waived.
- Unmarried, not pregnant, and have no legal responsibility to support children or other individuals.
- Physically qualified.
- High school graduates or holds a GED and is scholastically qualified by USNA’s admissions board.
- Officially nominated from one of the many nomination sources available. Appendix A of OPNAVINST 1420.1 lists these sources.
- Recommended by their commanding officer.

Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 3.

Q2. Where is the United States Naval Academy (USNA) located?

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) SCHOLARSHIP PROGRAM

The purpose of the NROTC Scholarship program is to educate and train well-qualified young men and women for careers as commissioned officers of the Navy's Unrestricted Line and Nurse Corps. The NROTC Scholarship Program primarily focuses on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities. Some scholarships for non-technical degrees are offered as well, but greater emphasis is given to technical majors to meet the increasing demand for technical training in the Fleet. The Unrestricted Line offers opportunities in Surface Warfare, Submarines, Aviation, Special Warfare, and Special Operations. Nurse Corps option graduates receive commissions in the Nurse Corps. Initial appointments are in the grade of Ensign, United States Naval Reserve with a minimum service obligation of 4 years.

The four-year and two-year NROTC Scholarship programs provide qualified students with tuition, books, instructional fees, uniforms, and a subsistence allowance of \$200 per month. Room and board expenses are not provided. Enlisted personnel selected for and enrolled in NROTC Scholarship programs are released from active duty and are not eligible for active duty pay and allowances, medical benefits, or other active duty entitlements while in these programs.

Scholarship students must successfully complete naval science courses, drills, and summer training before graduation from college. Selectees must attend classes full-time during the academic year.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within 3 years before application.
- Under 27 years of age on 30 June of the year in which eligible for commissioned status. Age waivers may be granted for prior active military service, on a month-for-month basis, computed as of 1 September of the year of enrollment in

NROTC, provided the applicant will not reach his/her 30th birthday by 30 June of the year in which graduation and commissioning are anticipated.

- High school graduates or hold a GED and are scholastically qualified.
- Physically qualified for NROTC program as determined by the Physical Medical Review Board.
- Recommended by their commanding officer.
- Four-year applicants must have less than 30 semester hours or 45 quarter hours of college work completed by the fall of the year in which they will attend college.

Applications must be received by 15 March for two-year applicants and 31 January for four-year applicants before the year in which the applicant desires admission. Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 4.

Q3. To be eligible for the NROTC Scholarship Program, applicants must be under what age?

Q4. How much subsistence allowance does an NROTC student receive each month?

THE BROADENED OPPORTUNITY FOR OFFICER SELECTION AND TRAINING (BOOST) PROGRAM

The Broadened Opportunity for Officer Selection and Training (BOOST) program is a college preparatory program, which prepares applicants for entry into the NROTC Scholarship program or the U.S. Naval Academy. BOOST provides a commissioning opportunity to Fleet Sailors who have demonstrated the qualities necessary for careers as Navy Unrestricted Line officers or as Nurse Corps officers, but whose past academic performance does not qualify them for immediate selection into an officer accession program. The BOOST program is a significant contributor to minority NROTC accessions, and therefore minority personnel are strongly encouraged to apply.

BOOST is located at the Naval Education and Training Center, Newport, Rhode Island. It provides a rigorous 10-month college preparatory curriculum consisting of mathematics, English, science, computer science, and military training.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action 3 years before application.
- Under 22 years of age on 30 June of the year they will begin BOOST. Age waivers of one month for each month of active duty up to 36 months can be granted.
- High school graduates or hold a GED and are scholastically qualified.
- Physically qualified.
- Recommended by their commanding officer.

Applications must be received not later than 1 October of the year in which the applicant desires acceptance into the program. Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 5.

Q5. Prospective NROTC Scholarship Program applicants must be under what age on 30 June of the year they plan to enter the BOOST program?

Q6. At what location is BOOST training conducted?

SEAMAN TO ADMIRAL (STA) PROGRAM

The Seaman to Admiral (STA) Program is a full-time undergraduate education and follow-on commissioning program applicable to enlisted personnel of the Regular Navy and the Naval Reserve including Training and Administration of the Reserve (TAR) personnel and Selected Reserve (SELRES) personnel.

Personnel selected for the Seaman to Admiral program are provided a maximum of 36 months to complete a baccalaureate degree with benefits that include tuition, mandatory fees, book allowance, and full Navy pay and benefits in current paygrade as well as opportunities to advance in enlisted rank while in school. Following degree completion, selectees will be transferred to Officer Candidate School (OCS) and upon successful completion of OCS, are commissioned as naval officers in the Unrestricted Line. Initial appointments are as Ensigns, U.S. Naval Reserve with a minimum service obligation consistent with assigned designator.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within 3 years before application.
- At least 22 years of age, but not have reached their 27 birthday by September of the application year.
- Serving on active duty or TAR status in paygrade E-4 or above with at least four years of active duty as of 30 September in the year before applying for the program.
- High school graduates or hold a GED and are scholastically qualified.
- Physically qualified.
- Recommended by their commanding officer.

Applications must be received by 1 July of the year in which the applicant desires acceptance into the program. Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 6.

Q7. What is the maximum age limit to apply for the Seaman to Admiral Program?

OFFICER CANDIDATE SCHOOL (OCS) PROGRAM

OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the Unrestricted Line, Restricted Line and certain Staff Corps designators. Appendix O of OPNAVINST 1420.1 provides a description of the designators open to qualified candidates. OCS is a 13-week program of concentrated officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida.

Enlisted applicants selected for the program who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensigns, U.S. Naval Reserve, and incur a minimum active duty obligation of 4 years. Certain designators

incur greater minimum active duty obligation because of follow-on training required for that designator.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within 3 years of application.
- Possess a baccalaureate degree or advanced degree from an accredited institution.
- At least 19 years old and meet designator specific age limitations, which are outlined in NAVPERS 158391.
- Meet specific program qualifications and aptitude scores.
- Physically qualified.
- Recommended by their commanding officer.

Applications are accepted continuously throughout the year. Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 7.

ENLISTED COMMISSIONING PROGRAM (ECP)

ECP provides a full-time opportunity to complete requirements for a baccalaureate degree and to earn a commission in the Unrestricted Line. ECP is open to eligible active duty Navy enlisted personnel who have earned previous college credit, but less than a baccalaureate degree. Prospective candidates must have 30 semester hours or 45 quarter hours of fully transferable college credit that can be applied to a selected major of study toward completion of a baccalaureate degree.

The ECP program offers several options for prospective candidates, which include Basic ECP, Aviation Option ECP (AECP), Nuclear Option (NECP), and Civil Engineer Corps Option ECP (ECP-CEC).

1. Basic ECP provides an opportunity to earn a commission in one of the Unrestricted Line communities.
2. AECP. While the basic ECP provides opportunity for pilot designation, as well as other Unrestricted Line designators, graduates

of AECP will be designated solely as Student Naval Aviators (Pilots).

3. NECP. There are two different commissioning options available to a NECP officer candidate. The majority of officer candidates will be commissioned through Officer Candidate School following receipt of their degrees. In addition, a candidate can be commissioned at the host NROTC unit after completion of the required Naval Science courses.
4. ECP-CEC. Applicants selected by the ECP-CEC board will be designated Civil Engineer Corps officers upon commission.

Selectees will be ordered to an NROTC host university. Basic ECP and AECP selectees attend the Naval Science Institute (NSI) at Newport, Rhode Island, enroute to their host university. The NSI program is an intensive 6 ½-week academic program, which fulfills the first 2 years of Naval Science instruction for commissioning through the NROTC unit.

ECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in ECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits; however, students are not eligible for benefits under the Tuition Assistance program.

Selectees are required to complete degree requirements for non-technical degrees in not more than 30 calendar months, or technical degrees in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

Graduates from Basic ECP and AECP are commissioned as Ensigns, United States Naval Reserve, and serve on active duty with a minimum service obligation of 4 years.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within 3 years before application.

- At least 22 years of age by 1 November of the year in which applying for the program and be able to complete degree requirements and be commissioned before their 31st birthday.
- Have completed at least 4 years of active service in the Navy or Naval Reserve as of 1 September in the year the application is made.
- Have completed sufficient undergraduate course work no later than 4 December of the year in which they are applying for the program to complete requirements for a non-technical degree in 30 months or a technical degree in 36 months.
- Physically qualified.
- Recommended by their commanding officer.

Applications must be received before 1 November of the year in which applicants desire acceptance into the program. Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, Basic ECP chapter 8; AECP Option chapter 9; NECP Option chapter 10; and ECP-CEC Option chapter 11.

Q8. To qualify for the Enlisted Commissioning Program, a person must be at least what age?

Q9. What Navy educational benefits can be used while enrolled in the Enlisted Commissioning Program?

MEDICAL ENLISTED COMMISSIONING PROGRAM (MECP)

MECP is a Nurse Corps commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in the Nurse Corps. This program is not intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialties.

Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in MECP. If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits; however, students are

not eligible for benefits under the Tuition Assistance program.

Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

Graduates from MECP are commissioned as Ensigns, in the Nurse Corps, United States Naval Reserve, and incur an eight-year obligation of which a minimum of 4 years must be served on active duty.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within the 3 years before application.
- Serving on active duty in the U.S. Navy, U.S. Marine Corps, or Naval Reserve. Reservists on Active Duty for Special Work (ADSW) or Canvasser Recruiters are not eligible for the program.
- Must have completed at least 3 years active service as of 1 October of the fiscal year in which the selection board is held.
- Must be able to complete the nursing degree requirements and be commissioned before their 35th birthday.
- High school graduates or hold a GED and are scholastically qualified.
- Able to complete the requirements for a baccalaureate degree in nursing within 36 consecutive months from the date of enrollment into the MECP.
- Physically qualified.
- Recommended by their commanding officer.

Applications must be received before 1 October of the year in which the applicant desires selection to the program. Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 12.

Q10. A person completing the requirements of the Medical Enlisted Commissioning Program will receive what type of degree?

MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM (MSC IPP)

MSC IPP for Health Care Administration (HCA) and Physician Assistant (PA) provides a pathway to officer commissions for active duty enlisted personnel who meet eligibility criteria for Health Care Administration or Physician Assistant.

Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level.

Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books and other expenses incurred while participating in the program. If eligible, students may use the VEAP or MGIB educational benefits; however, students are not eligible for benefits under the Tuition Assistance program. Selectees are required to complete degree requirements in not more than 36 calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected. Once they complete their degrees they will be commissioned as Lieutenant (junior grade), Medical Service Corps.

Basic Eligibility Requirements. Applicants must be:

- Citizens of the United States and cannot be waived.
- Of good moral character and have no record of disciplinary action within the last 3 years before application.
- Serving on active duty in the U.S. Navy or Naval Reserve at time of application.
- Serving in paygrade E5 through E9.
- Not have reached their 35th birthday by time of initial appointment.
- Possess qualifying degree for Health Care Administration or Physician Assistant or possess the minimum amount of transferable college credit.

- Physically qualified.
- Recommended by their commanding officer.

For the active duty IPP, Chief of Naval Personnel (PERS-811) must receive applications not later than the date announced in the NAVADMIN for the year's board (normally on 1 November of the fiscal year in which the application is made). Additional academic and program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 13.

Q11. The HealthCare Administration Section of the Medical Service Corps is available to which paygrades?

LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAMS

The opportunity to receive a commission as an officer in the Navy has never been better than it is today. Two of the most popular programs leading to a commission are the Chief Warrant Officer (CWO) Program and the Limited Duty Officer (LDO) Program.

The Navy recognizes a need for CWOs to serve as officer technical specialists and LDOs to serve as officer technical managers. The LDO and CWO Programs are the primary enlisted-to-officer programs sponsored by the Navy that do not require a college education. Competition in both of these programs has been and will continue to be particularly keen. Interested persons should begin preparation early in their careers. Increased knowledge gained through occupational experience and specialized training through schools and NRTCs should be sought by all potential candidates to better prepare for officer status.

Limited Duty Officer Program

The Limited Duty Officer (LDO) Program provides a path of advancement for PO1 through SCPO and CWO. The program leads to a commission as a temporary ensign or lieutenant junior grade (as applicable) in the Regular Navy or Naval Reserve.

The applicant must meet the following eligibility requirements to apply for the LDO Program:

- Be a U.S. citizen.
- Be serving on active duty in the Regular Navy, Naval Reserve, or TAR Program at the time of application and, if selected, remain on active duty until the appointment is tendered.

- Be physically qualified for appointment to LDO per the physical standards outlined in the *Manual of the Medical Department*.
- Be a high school graduate or possess the service-accepted equivalent.
- Have no record of conviction by courts-martial, NJP, or conviction by a civil court for any offense other than minor traffic violations for 2 years as of 1 October of the year in which application is made. DUI violations will be considered major traffic violations, and are disqualifying if within the 2-year period specified above.
- Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.
- Be recommended by the commanding officer.
- Not exceed the HYT requirements.
- Be serving as a PO1, CPO, or SCPO on 1 October of the year in which application is made. If a PO1, must have served in that capacity for at least 1 year as of 1 October of the year in which application is made.
- Have completed at least 8 years, but not more than 16 years, of active naval service on 1 October of the year in which application is made.
- If a PO1, must have completed all requirements for advancement to CPO, with the exception of time in paygrade, and successfully competed in the annual Navywide advancement examination cycle administered in January of the year of application.

A candidate whose final multiple is equal to, or greater than, the minimum final multiple required for SELECTION BOARD ELIGIBLE will be designated LDO SELECTION BOARD ELIGIBLE. A PO1 who is presently authorized advancement to CPO is exempt from the CPO Navywide examination qualification.

CPOs and SCPOs with at least 12 years, but not more than 16 years, of naval service may apply for LDO and CWO in the same application year. However, they may only request one designator for each program.

Chief Warrant Officer Program

The Chief Warrant Officer (CWO) Program provides a direct path of advancement for outstanding enlisted personnel.

To be eligible for appointment, an applicant must meet the following requirements:

- Be a U.S. citizen.
- Be serving on active duty as a MCPO, SCPO, or a CPO (includes E-6 personnel selected for advancement to E-7), in the Regular Navy, Naval Reserve, or Training and Administration of Reserves (TAR) Program at the time of application and, if selected, remain on active duty until the appointment is tendered.
- Fleet Reserve personnel on active duty must request authority from PERS-82 for reenlistment in the Regular Navy and be reenlisted USN to be eligible to apply for the Active Duty CWO program.
- Be physically qualified for appointment as a CWO per the physical standards outlined in the *Manual of the Medical Department*.
- Be a high school graduate or possess the service-accepted equivalent.
- Have no record of conviction by courts-martial, non-judicial punishment (NJP), or conviction by a civil court for any offense other than minor traffic violations for 2 years as of 1 October of the year in which application is made. Driving under the influence (DUI) violations will be considered major traffic violations, and are disqualifying if within the 2-year period specified above.
- Be of good moral character and of unquestioned loyalty to the United States as determined by interview and investigation.
- Not exceed high-year tenure (HYT).
- Be recommended by the commanding officer for each designator requested.
- Have completed at least 12 years, but not more than 24 years, of active service on 1 October of the year application is made.

The following policies apply to the LDO and CWO Programs:

- No age stipulation is required for LDO/CWO candidates.
- The number of times an LDO/CWO candidate may apply from the same enlisted paygrade is unrestricted.

- E-6/7/8 candidates with 8 to 16 years of service are eligible for LDO Ensign (ENS).
- E-7/8 candidates with 12 to 24 years of service are eligible for CWO2.
- E-9 candidates with 2 years in grade and not more than 24 years of service are eligible for CWO3.
- The time-in-rate (TIR) date is used to compute minimum and maximum eligibility.
- Candidates for CWO2 and CWO3 compete on an equal basis.
- The terminal eligibility date is extended to 1 October of the year of application.
- After 1 year of service as a CWO, a person may compete for selection to LDO at paygrade O-2.
- Prior military service that parallels current service can be counted to meet minimum eligibility requirements.

Application deadlines

- Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-811D) and postmarked not later than 1 August of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be received not later than 1 January of the calendar year the selection board convenes.
- Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-92D) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be received not later than 1 April of the calendar year the selection board convenes.

When candidates are selected for CWO or LDO, the ESO should provide them with a copy of *Useful Information for Newly Commissioned Officers*, NAVEDTRA 12967. The ESO should also provide them with the following information:

- Newly commissioned CWOs and LDOs attend officer indoctrination school at Naval Air Station Pensacola, Florida. The school consists of 5 weeks of instruction. Instruction emphasizes oral and written communication, administrative and legal procedures, Navy programs and topics, military duties and courtesies, sea power and

Leadership Training Course, specifically designed for their experience levels.

- CWO candidates receive CWO sea pay—a monthly amount plus \$100 for those persons with over 2 consecutive years of sea duty.
- LDO candidates receive LDO sea pay—a monthly amount plus \$100 for those persons with over 3 consecutive years of sea duty.
- A CWO with 3 years of commissioned service is eligible to retire as a CWO with 20 years of total service. (Because of a misunderstanding of the existing law, many people erroneously believe a CWO must have 10 years of commissioned service.)

Additional program eligibility requirements are specified in greater detail in OPNAVINST 1420.1, chapter 14.

Q12. What instruction covers the application procedures for the LDO/CWO programs?

OFFICER EDUCATION PROGRAMS

Learning Objectives: *Identify programs available to qualified officers to continue their education.*

There are several programs for continuing education available to officers. As the ESO it will be important for you to have a basic knowledge of these programs. The ESO will also be responsible for knowing where to obtain the procedures for applying for these programs.

GRADUATE EDUCATION VOUCHER PROGRAM

The Graduate Education Voucher (GEV) Program (formerly the Tuition Assurance-TASS Program) provides unrestricted line officers (URL) the opportunity to pursue a graduate degree. The GEV Program provides up to \$40,000 for two years of off-duty graduate education for O-3 active duty list URL officers from the 1110, 1120, 1130, 1140, and 13XX communities with demonstrated superior performance and upward career mobility. For more information on the GEV Program visit the **web site:** www.nps.navy.mil/code031a.

OFFICER LAW EDUCATION PROGRAM

The Officer Law Education Program allows selected naval officers to enter an American Bar

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

Selectees must meet the following basic eligibility requirements:

- Be a citizen of the United States
- Be on active duty in a commissioned officer status (O-3 or below)
- Have a baccalaureate degree from an accredited institution
- Have served on active duty for a period of not less than 2 years, or more than 6 years (in an officer or enlisted status), at the time the law education begins
- Be able to complete 20 years of active service as a commissioned officer before their 55 birthday

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

SECNAVINST 1520.7 contains eligibility requirements and application procedures.

Q13. For each year of legal training received, a selectee for the Officer Law Education Program must commit to at least how many years of obligated service?

WHITE HOUSE FELLOWS PROGRAM

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

House fellow. They must serve this time in addition to any previously incurred service obligation.

The basic eligibility requirements for the program are as follows:

- Must be career motivated
- Must have demonstrated unusual ability, high moral character, outstanding motivation, and a broad capacity for leadership
- Must show exceptional promise of future development
- Must be dedicated to the institutions of the United States

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

In addition to the basic eligibility requirements, the candidates' maturity and experience level play a significant role in their selection. Another selection factor is the candidates' capability to contribute to the program. Selection also depends on the candidates' ability to use the program experience to benefit the Navy and their continuing Navy career.

An annual BUPERS Notice 1560 issues eligibility requirements and application procedures. For further information, write to The President's Commission on White House Fellowships, 712 Jackson Place NW, Washington, DC 20503.

Q14. How long do selectees for the White House Fellows Program serve?

SCHOLARSHIP PROGRAM

The Scholarship Program permits selected officers to accept scholarships, fellowships, and grants from eligible donors. Business groups operating for profit, foreign governments, and political organizations are not eligible donors. Eligible donors include the following:

- Tax-exempt corporations, foundations, funds, or educational institutions organized primarily for scientific, literary, or educational purposes
- Similar organizations that would qualify as tax exempt if they were not foreign

- Other organizations approved by the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics)

The selectees' field of study should correspond with their designator and prospective future assignments. Graduate study must lead to qualification in subspecialties required in the officers' designator.

Officers selected for this program serve on active duty following graduation. They serve for a period three times the length of the period in the program, in addition to any other prior service obligation. Obligated service is NOT incurred under the following conditions:

1. The scholarship award is made in recognition of outstanding performance and if its acceptance does not require relief from regular military duty for more than 26 weeks, or
2. The purpose of the scholarship is to permit the officer to work on a project of value to the United States rather than fulfill the requirements of an academic degree

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

Q15. Are business groups operating for profit, foreign governments, and political organizations eligible donors for the Scholarship Program?

NAVAL POSTGRADUATE SCHOOL, MONTEREY

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

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

Q16. At what level do Naval Postgraduate School Programs meet subspecialty billet requirements for officer education programs?

DEFENSE LANGUAGE PROGRAMS

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

Q17. Defense Language Programs offer instruction in approximately how many languages?

JUNIOR AND SENIOR SERVICE COLLEGES

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

- College of Naval Warfare, Newport, RI,
- College of Naval Command and Staff, Newport, RI,
- Naval Staff College, Newport, RI,
- Naval Command College, Newport, RI,
- Armed Forces Staff College, Norfolk, VA,
- Industrial College of the Armed Forces, Fort McNair, Washington, D.C.,
- National War College, Fort McNair, Washington, D.C.,
- Marine Corps Command and Staff College, Quantico, VA,

- Army War College, Carlisle Barracks, PA,
- Army Command and General Staff College, Fort Leavenworth, KS,
- Air War College, Maxwell AFB, AL, and
- Air Command and Staff College, Maxwell AFB, AL.

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

Q18. What is the purpose of Junior and Senior Service Colleges courses?

SUMMARY

The Navy puts great emphasis on professional development. The competition for these professional development programs is keen. The ESO should help an applicant choose the program for which he or she is most qualified. Applicants who are not selected the first time should continue to apply for programs. The educational and advancement opportunities in the Navy are almost unlimited.

REFERENCES USED TO DEVELOP THIS CHAPTER

- Enlisted to Officer Commissioning Programs Application Administrative Manual*, OPNAVINST 1420.1, Office of the Chief of Naval Operations, Washington, D.C., 2000
- Graduate Education*, OPNAVINST 1520.23B, Office of the Chief of Naval Operations, Washington, D.C., 1991
- Law Education Program*, SECNAVINST 1520.7E, Office of the Secretary of the Navy, Washington, D.C., 1992.
- Management of the Defense Foreign Language Program*, OPNAVINST 1550.7B, Headquarters Departments of the Army, the Navy, and the Air Force, Washington, D.C., 1987.

Management of the Defense Language Program, CNETINST 1550.9C, Chief of Naval Education and Training, Pensacola, Fla., 1996.

Naval Military Personnel Manual (MILPERSMAN), NAVPERS 15560C, Naval Military Personnel Command, Washington, D.C., 1998.

Scholarship Program, OPNAVINST 1520.24B, Office of the Chief of Naval Operations, Washington, D.C., 1998

White House Fellows Program, BUPERSINST 1560.20E, Bureau of Naval Personnel Command, Washington, D.C., 1997.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 3

- A1. *Courses are free for the individual.*
- A2. *Annapolis, Maryland.*
- A3. *27.*
- A4. *\$200.00.*
- A5. *22 years old.*
- A6. *Naval Educational and Training Center, Newport, R.I.*
- A7. *27.*
- A8. *22 years of age.*
- A9. *VEAP or MGIB educational benefits.*
- A10. *Baccalaureates degree in nursing.*
- A11. *E-5 through E-9.*
- A12. *OPNAVINST 1420.1.*
- A13. *2 years.*
- A14. *1 year.*
- A15. *No.*
- A16. *At the master's and doctoral levels.*
- A17. *41.*
- A18. *To improve the professional competence of officers to assume higher responsibility and higher command positions.*

CHAPTER 4

PREPARING FOR ADVANCEMENT

The educational services officer (ESO) should be familiar with the different types of NRTCs available to both officer and enlisted personnel. He or she should know how they are administered and who administers them.

The ESO should understand the role Nonresident Training Courses (NRTCs) play in the advancement process and in the training of enlisted and officer personnel. He or she should also be familiar with the proper procedures for obtaining and grading these courses. The basic reference for NRTCs is the *Catalog of Nonresident Training Courses*, NAVEDTRA 12061. The latest copy of this reference may be found at www.advancement.cnet.navy.mil.

In this chapter we will be discussing the following information:

- The purpose of nonresident training courses.
- Procedures for ordering training materials.
- Procedures for administering courses.
- Procedures for ordering and controlling answer keys.
- Procedures for grading courses.
- The purpose of distribution statements.
- Central enrollment.
- The purpose and use of occupational standards and naval standards.
- Publications used to prepare for advancement.

NONRESIDENT TRAINING COURSES (NRTC)

Learning Objectives: *Identify the general purposes, components, and format of NRTCs; explain the different components of administering the NRTC program and NRTC answer keys; explain the purpose of Distribution Statements.*

NONRESIDENT TRAINING COURSE (NRTC)

An NRTC (formerly “Rate Training Manuals,” “TRAMANS,” or “Correspondence Courses”) is a

self-study package designed to help a student acquire Navy professional or military knowledge. The package normally consists of a course text and a set of course assignments, and may be delivered in hard copy, electronically, or both. In some cases the text for an NRTC may be an existing manual, instruction, or an off-the-shelf commercial textbook. An end of course test (EOC) may be included for some courses.

NRTCs Provide:

- Enlisted personnel: A source of study for advancement-in-rate examinations and self-improvement.
- Officer and enlisted personnel: A source of information about the professional and military skills and knowledge required by enlisted ratings.
- U.S. Naval Reservists (USNR): The capability to enhance their professional and military skills and knowledge and the opportunity to earn retirement points.
- Commanding officers: A means of monitoring professional knowledge of enlisted personnel.

NRTC Types. There are two types of NRTCs:

- NRTCs with assignments and text. In this case, text and assignments are developed together as a package. The text provides an organized presentation of the subject matter. It contains learning objectives and may contain embedded questions, review questions, assignments, and other exercises designed to assist the learner. Throughout the text, the learner is provided with references to related publications for further study. The text should be used as the source of information for answering questions in associated assignments or EOC tests.
- NRTCs with assignments based on other publications. Some NRTCs consist only of assignments that are written for existing directives, instructions, manuals, commercial textbooks, etc.

NRTC Content. Some NRTCs are occupational; that is, they are developed for specific ratings (i.e., MN, BM, QM, etc.) or communities of ratings with shared occupational knowledge (i.e., electricity/electronics: ET, EM, AT, STG, etc.). Other courses cover military knowledge information and are applicable to all ratings. Both occupational and military knowledge NRTCs often refer the learner to other publications for additional or detailed information.

NRTC Formats. Texts and course assignments may be issued as merged documents or as two or more separate publications. Some NRTCs are issued as two or more “volumes” if necessary to adhere to binding restrictions; others are issued as a series of “modules” if the subject matter is related. NRTCs are designed and delivered in formats that best suit the learning environment and needs of the target audience and efficient management of Navy resources.

Q1. NRTCs normally consist of two major components. Name these two components.

Q2. Many enlisted personnel use NRTCs as a source for _____ study.

ORDERING NONRESIDENT TRAINING COURSES

The most common NRTC that ESOs must order are the courses that are recommended for advancement in rate. These NRTCs are listed in the *Catalog of Nonresident Training Courses*, NAVEDTRA 12061. This catalog also explains how to procure each course and how each course is administered. This catalog is produced by the Naval Education and Training Professional Development and Technology Center (NETPDTC). This catalog is your most important reference when dealing with NRTCs. You can access this catalog for view or download at NETPDTC’s web site. The catalog contains a wealth of information that will help you maintain the courses needed to support your command. **YOUR JOB AS AN ESO WILL BE MUCH EASIER IF YOU ARE THOROUGHLY FAMILIAR WITH THE CONTENTS OF THIS CATALOG!**

Plan Ahead. You should refer to your command’s Enlisted Distribution and Verification Report (EDVR) to identify the different rates/ratings, and the number of personnel in each rate/rating, that your office must support. Using EDVR data, you should be able to accurately project the types and numbers of courses you’ll need for a given year. Keep in mind that certain

courses such as the military requirements courses (i.e. Military Requirements for PO3, PO2) and apprenticeship courses (AN, FN, SN) are used by most ratings.

How to Order. The front matter of the catalog contains a section titled “INFORMATION ABOUT ORDERING PRODUCTS.” This section explains WHO can order, HOW to order, and WHERE to order from. This section also provides tips on ordering, how to order, points of contact for order assistance, and samples of how to format orders. You should become very familiar with this section of the catalog.

Q3. Name the publication that lists current NRTCs and explains the NRTC ordering process.

ADMINISTERING COURSES

Completing Courses. Courses received by the command should be given to the students in a timely manner. The ESO should advise the students to follow the procedures outlined in the front matter of each course assignment booklet. The students may refer freely to texts and reference materials in completing their courses. They may seek advice and instructions from others.

Classified Courses. Classified courses are shipped to the “Commanding Officer - Attention: Security Officer.” Before ordering a classified course, ESOs should ensure:

- The student has a legitimate need for the course and the appropriate security clearance.
- Safeguards are available to provide required protection for the course.
- Classified courses are stowed, controlled, and destroyed in the same manner as other classified materials.

Answer Sheets. One answer sheet is provided in the back of each NRTC. This sheet may be duplicated for local use. You can also order answer sheets, NAVEDTRA 1430/5, via the supply system under stock number 0502-LP-216-0100. You can also download answer sheets from NETPDTC’s web site (see above).

Answer Keys. Ordering. Local commands administer and grade NRTCs. Answer keys for NRTCs may be ordered in the same manner as the NRTC. Commands may order ONLY one (1) answer key for each course administered at that command. **ANSWER KEYS ARE NOT ORDERED FROM NETPDTC.** All

answer keys must be controlled and maintained by a commissioned officer, designated Chief Petty Officer (E-7/8/9) or an ESO at all times. The ESO retains the NRTC answer keys listing the correct answer to each question.

Controlling. Answer keys must be closely controlled. Answer keys require the same security as advancement examinations (BUPERSINST 1430.16). Report loss of answer keys in the same manner as reporting a lost advancement examination. Destroy answer keys using local instructions for destroying classified material. ESOs should keep answer keys in a locked safe and closely supervise access. Such control and supervision should not adversely affect any of the following situations:

- Divisional sub-custody of answer keys to commissioned officers or designated CPOs
- Actual grading by selected enlisted personnel, under the direct and continuous supervision of a commissioned officer or designated CPOs and ESO
- Local duplication of answer keys, provided they receive the same security as the originals

Q4. True or False. You may locally duplicate the answer sheet provided in the back of an NRTC.

Q5. True or False. Answer keys should be provided the same protection as advancement exams.

GRADING COURSES

The passing score for each NRTC assignments is 3.2. A student who gets a failing score on any assignment must rework that failed assignment. The maximum score on a resubmission is 3.2.

- ESOs record and report grades as follows:
- Officer—Page 1070/613
- Enlisted—Page 1070/604
- Naval Reserves report grades via Reserve Standard Training Administration and Readiness Support (RSTARS)

You may inform students of the correct answer to any question they answer incorrectly, and, you may inform the student on what page they may find the correct answer. Do not return graded answer sheets to the student. Graded answer sheets are destroyed by the ESO.

ESOs at Naval Reserve centers, Naval Air Stations, and other Reserve-affiliated activities should ensure inactive-duty reservists receive appropriate retirement points for courses they take. The ESO should refer to NAVEDTRA 12061 to verify proper retirement point credit.

Q6. What is the passing score for all assignments and courses?

DISTRIBUTION STATEMENTS

The Naval Education and Training Professional Development and Technology Center (NETPDTC), assigns distribution statements to all NRTCs. ESOs should be familiar with the various distribution statements. They are used to determine who is authorized to request certain publications. The following is a brief summary of each statement:

- Distribution Statement A: Approved for public release; distribution is unlimited.
- Distribution Statement B: Distribution authorized to U.S. government agencies only.
- Distribution Statement C: Distribution authorized to U.S. government agencies and their contractors.
- Distribution Statement D: Distribution authorized to DoD and DoD contractors only.
- Distribution Statement E: Distribution authorized to DoD components only.

For comprehensive information on distribution statements, refer to DoD Directive 5230.24 and SECNAVINST 5510.36.

Q7. An NRTC that is approved for public release will have what distribution statement?

CENTRAL ENROLLMENT—CHANGES IN COURSE ORDERING PROCEDURES

Nonresident training courses (NRTCs) are normally ordered by individual commands that use the Naval Supply System MILSTRIP ordering process. That process is being phased out as current stocks are depleted. This process is gradually giving way to a centralized ordering and enrollment process that features direct contact between the Fleet and the Navy Advancement Center. Sailors will “enroll” in courses instead of “ordering” a course as before. Once a Sailor is enrolled in a course, the Navy Advancement Center will print and ship the course. Once enrolled, the Navy

Advancement Center will also grade the courses and provide course completion confirmation. Sailors will have the ability to grade their assignments instantly by logging on and entering the answers directly into our web site, www.courses.cnet.navy.mil. Assignment answer sheets may also be mailed to the Navy Advancement Center for grading. However, the Navy Advancement Center will only accept answer sheets the student received with the course and for the entire course at one time.

OCCUPATIONAL STANDARDS AND NAVAL STANDARDS

Learning Objectives: *Identify naval standards and occupational standards; determine the purpose of each set of standards.*

Volume I of the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, fully describes both occupational standards and naval standards. Before preparing personnel for advancement, the ESO should know the difference between an occupational standard and a naval standard.

OCCUPATIONAL STANDARDS

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

NAVAL STANDARDS

Naval standards (NAVSTDs) are the minimum non-rating-specific skill and knowledge requirements for enlisted personnel in paygrades E-2 through E-9. For example, all first class petty officers must know how to write performance evaluations. Naval standards together with occupational standards form the basis for implementing and supporting actions for

enlisted manning, distribution, recruit training, military requirement training, and advancement. They also express requirements for skill or knowledge and abilities those individuals must be proficient in, even though their present duty assignment may not require the use of that skill or knowledge. Enlisted personnel are required to demonstrate the capability to perform a skill or their attainment of knowledge described by a naval standard as part of their advancement process. Naval standards also cover essential virtues of pride of service in support of the oath of enlistment. All of these standards directly contribute to the mission of the Navy.

Q8. Occupational standards and naval standards are fully described in what volume of NAVPERS 18068?

PUBLICATIONS USED TO PREPARE ENLISTED PERSONNEL FOR ADVANCEMENT

Learning Objectives: *Identify the role the Bibliography (BIB) for Advancement-In-Rate Exam Study and the Advancement Handbooks play in the Navy advancement system and how to obtain them; identify Personnel Qualification Standards (PQS) and the roles they play in training; identify the Petty Officer Indoctrination Course (POIC) and the Chief Petty Officer Indoctrination Course (CPOIC); and explain the course-ordering procedures.*

The ESO should have all of the publications needed to assist personnel in their advancement. We will discuss the most important publications in the following paragraphs.

BIBLIOGRAPHY FOR ADVANCEMENT-IN-RATE EXAM STUDY

The *Bibliography (BIB) for Advancement-In-Rate Study* is the basic reference for all rates and ratings. BIBs are developed by the exam writer (a chief petty officer) to help Sailors study for the advancement-in-rate examination. BIBs are a list of references that include training courses (NRTC), instructions, technical manuals, guides, and other publications commonly used in a rating. BIBs for all ratings will be available **ONLY IN ELECTRONIC FORMAT** and will be posted (issued) **THREE** times a year. The E4/E5/E6 BIBs will be posted in March and September and the E7 is posted in July.

When BIBs are issued:

- BIBs posted in March will be for active duty E4/E5/E6 September exams and for Selective Reserve E4/E5/E6 February exams (for the following year).
- BIBs posted in July will be for active duty E7 exams and for Selective Reserve E7 February exams (for the following year).
- BIBs posted in September will be for active duty E4/E5/E6 March exams and for Selective Reserve E4/E5/E6 August exams (for the following year).

BIBs are available only in electronic format from the following sources:

- NETPDTC Advancement web page—www.advancement.cnet.navy.mil.
- NETPDTC Bulletin Board DSN 922-1394/1820 or commercial (850) 452-1394/1820.
- Streamlined Automated Logistic Transmission System (SALTS)—For information on how to access SALTS, see your supply department, or call DSN 442-1112 or commercial (215) 697-1112.

Q9. BIBs for all ratings will be posted (issued) how many times a year?

ADVANCEMENT HANDBOOKS

Advancement Handbooks were developed to help Sailors focus their study efforts for Navywide advancement-in-rate examinations. The Advancement Handbook provides skills and knowledge components for each paygrade in each rate. The design of the Advancement Handbooks is set up to present general skill areas that are broken down into specific skills or task expected of a rate. Next it describes the knowledge level of that task and the references that support or teach the task. Finally, it describes the types of questions that may appear on examinations. The BIBs together with Advancement Handbooks form a comprehensive examination study package. Advancement Handbooks are only available in electronic format on NETPDTC's website.

MANDATORY TRAINING COURSE REQUIREMENTS

There is no longer a requirement for ESOs to verify the completion of NRTC's (formerly Rate Training

Manuals) for candidates to participate in the Navywide examinations. HOWEVER, to compete for promotion to the next higher paygrade, personnel must demonstrate that they have the knowledge and competence to successfully perform at the next higher level. It is recommended that they demonstrate this ability, in part, by completing NRTC's.

PERSONNEL ADVANCEMENT REQUIREMENTS

Personnel Advancement Requirements (PARs) are no longer required for advancement. HOWEVER, the performance tests required by some ratings are still a valid requirement for advancement. Ratings requiring completion of a performance test can be found in NAVPERS 18068F.

PERSONNEL QUALIFICATION STANDARDS

The Personnel Qualification Standards (PQS) Program qualifies officer and enlisted personnel to perform certain duties. PQS is a compilation of the knowledge and skills personnel must have to qualify for a specific watchstation, maintain specific equipment, or perform as a team member within a unit. The ESO should know where to find PQS materials. The *Personnel Qualification Standards Catalog*, NAVEDTRA 43100-5, contains a key word listing of all PQS requirements and PQS supplementary products, their NAVEDTRA numbers, and their stock numbers.

PQS is also available in electronic format from the following sources:

- NETPDTC web page.
- NETPDTC Bulletin Board DSN 922-1394/1820 or commercial (850) 452-1394/1820.
- Streamlined Automated Logistic Transmission System (SALTS)—For information on how to access SALTS, see your supply department, or call DSN 442-1112 or commercial (215) 697-1112.

Q10. A key word listing of all PQS requirements and PQS supplementary products, their NAVEDTRA numbers, and their key stock numbers are located in which publication?

PETTY OFFICER AND CHIEF PETTY OFFICER INDOCTRINATION COURSES

Completion of the *Petty Officer (POIC)* and *Chief Petty Officer Indoctrination Courses (CPOIC)* are mandatory for new third class petty officer and chief petty officer selectees. E-4 and E-7 selectees may not be frocked or advanced until they have completed the appropriate course. However, commanding officers of training commands may authorize frocking for student CPO selectees before they complete the *CPOIC* if the course is not available at the training command. Although a temporary waiver may be granted for frocking purposes, completion of the *CPOIC* is required before the advancement is effected. Personnel in training commands and accelerated advancement programs must also complete the *POIC* before frocking or advancement to petty officer third class. Personnel must complete the *POIC* even if they are advanced to Third Class Petty Officer by programs other than the Navywide advancement examination.

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

The *CPOIC* and *POIC* onboard training packages consist of two components: the Student's Journal (S.J.) and the Instructor's Guide (I.G.).

The S.J. is a narrative text presented in a modified outline format. It includes a topical outline, a course overview, key points, supplemental readings, and references. Each page contains space for student notes. The S.J. becomes the property of the student upon completion of the course.

The I.G. is the "working document" for the instructor. It contains all the information found in the S.J. in an outline format. It also contains questions the instructor may use to stimulate classroom discussion. The I.G. should be "personalized" to fit the policy, doctrine, and climate of the command.

Petty Officer Indoctrination Course

The *POIC* is a 22-hour onboard training course covering a wide range of subject matter areas. The I.G. (NAVEDTRA 38201) and S. J. (NAVEDTRA 38200) are divided into the following nine units of instruction:

1. Roles and responsibilities of a petty officer.
2. Developing leadership and management skills.
3. Basic needs and human behavior.
4. Communicating with others.
5. Standards in the Navy.
6. Counseling.
7. Discipline.
8. Military justice and the petty officer.
9. Pride, professionalism, and personal excellence.

Chief Petty Officer Indoctrination Course

The *CPOIC* is a 25-hour onboard training course designed to prepare newly selected CPOs for transition from PO1 to CPO. The course is designed to answer as many questions as possible regarding this major milestone in a Navy person's career. The I.G. (NAVEDTRA 38203) and S.J. (NAVEDTRA 38202) are divided into the following 10 subject matter areas:

1. Introduction to the Chief Petty Officer Indoctrination course.
2. Professionalism.
3. Communication skills.
4. Management skills.
5. Leadership skills.
6. Command climate.
7. Counseling.
8. Chief petty officer's quarters and messes.
9. Navy programs and policies (for example, the Substance Abuse, and Sexual Harassment Programs).
10. CPO uniforms history, requirements, and regulations.

Ordering CPOIC and POIC Publications

Since the *CPOIC* and *POIC* publications are updated annually, the ESO should order new S.J.s and

I.G.s for each CPO advancement cycle. The normal issue for each training package is 1 I.G. for every 15 S.J.s. The ESO should order the courses using the electronic MILSTRIP format. Your supply department should be able to provide you assistance with the MILSTRIP. The *Catalog of Nonresident Training Courses*, NAVEDTRA 12061, provides detailed ordering procedures.

Q11. Can E-4 personnel be frocked or advanced without completing the Petty Officer (POIC) Indoctrination course?

Q12. Who can authorize frocking for student CPO selectees before they complete the CPOIC if the course is not available at the training command?

Q13. How many components do the CPOIC and POIC onboard training packages consist of?

SUMMARY

The ESO works extensively with the Nonresident Training Courses. All Navy personnel will need to take a course at some time. The ESO needs to know how to obtain the courses and how to administer them. The *Catalog of Nonresident Training Courses*, NAVEDTRA 12061, contains the most current titles, NAVEDTRA numbers, and stock numbers.

The Advancement Handbook and the Bibliography for Advancement-In-Rate Study are the most important study guides available for enlisted personnel preparing for advancement. Advancement Handbooks provide a year-round study guide and the BIBS provide a more detailed list of references to study right before the examination. NETPDTC publishes the Advancement Handbooks and Bibliography for Advancement-In-Rate for each rating. BIBs list

publications (called references for advancement exam study purposes) commonly used in a rating. The exam writer (a chief petty officer) to support exam questions uses these same references; exam candidates are, therefore, strongly urged to study them. These Handbooks and BIBs are not distributed automatically; therefore, the ESO is responsible for ensuring they are available to command personnel.

The CPOIC and POIC must be available after each exam cycle. E-3 and E-6s cannot be frocked or advanced without completing the appropriate course.

REFERENCES USED TO DEVELOP THIS CHAPTER

Department of the Navy Information and Personnel Security Program, SECNAVINST 5510.36, Office of the Chief of Naval Operations, Washington, D.C., 1999.

Catalog of Nonresident Training Courses, NAVEDTRA 12061, Naval Education and Training Professional Development and Technology Center, Pensacola, Fla., 2001.

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, NAVPERS 18068F, Bureau of Naval Personnel, Washington, D.C., 1997.

MILSTRIP/MILSTRAP Desk Guide, NAVSUP Publication 409, Navy Supply Systems Command, Arlington, Va., 1993.

Personnel Qualification Standards Catalog, NAVEDTRA 43100-5K, Naval Education and Training Professional Development and Technology Center, (Code N34), Pensacola, Fla., 1996.

**ANSWERS TO EMBEDDED
QUESTIONS**

CHAPTER 4

- A1. *Text and assignments.*
- A2. *Advancement exam.*
- A3. *Catalog of Nonresident Training Courses, NAVEDTRA 12061.*
- A4. *True.*
- A5. *True.*
- A6. *3.2.*
- A7. *Distribution Statement A.*
- A8. *Volume I.*
- A9. *Three times a year.*
- A10. *The Personnel Qualifications Standard Catalog, NAVEDTRA 43100-5.*
- A11. *No.*
- A12. *Commanding officers of training commands.*
- A13. *Two.*

CHAPTER 5

NAVY ENLISTED ADVANCEMENT SYSTEM (NEAS)

The Navy Enlisted Advancement System (NEAS) is the most formal advancement system of the armed services. It is unlike any of the other services. The majority of Navy advancement opportunities depend on each member's final multiple score in a Navywide competitive advancement cycle. The final multiple score measures whether the person as a whole is the best qualified person for advancement. The score is based on a combination of the person's performance, experience, and knowledge.

A Sailor cannot be advanced to paygrades E-4, E-5, E-6, or E-7 without taking an advancement examination, except those in special programs. Candidates for chief petty officer (E-7) take the exam to become SELECTION BOARD ELIGIBLE (SBE). E-7 candidates are designated SBE if their final multiple score (FMS) is in the top 60 percent for their rating.

Personnel in paygrades E-1, E-2, E-7, E-8, and E-9 do not take Navywide examinations for advancement. The Naval Military Personnel Manual (MILPERSMAN) gives commanding officers the authority to advance qualified enlisted personnel to E-2 and E-3 without numerical limitations. No exam is required for advancement to E-2 or E-3. E-8 and E-9 candidates are designated SBE on the basis of their commanding officer's recommendation.

The Naval Education and Training Professional Development and Technology Center (NETPDTC), Pensacola, Florida, develops, publishes, and distributes Navywide advancement-in-rate examinations. Chief petty officers from each Navy rating at NETPDTC, develop challenging examinations that afford enlisted personnel, Navywide, equal opportunities to compete for advancement with all others in their respective ratings and rates. For example, a Boatswain's Mate second class (BM2) serving in the Far East and a BM2 serving in the Mediterranean will take an identical Boatswain's Mate first class (BM1) advancement examination on the same day.

Before personnel can take part in a Navywide competitive examination, appear before any selection board, or be advanced, the commanding officer must recommend them for advancement. The educational

services officer (ESO) should ensure personnel are fully qualified for advancement. ENSURING THAT THE BEST QUALIFIED INDIVIDUALS ARE RECOMMENDED AND PROMOTED is the goal of every commanding officer.

In this chapter we will discuss the following information covered under the NEAS:

- Definitions used in the Navy Enlisted Advancement System (NEAS).
- Advancement qualification requirements.
- Special advancement requirements.
- Factors that determine the final multiple score for advancement.
- Advancement requirements for regular candidates.
- Advancement for early candidates.
- High-year tenure.
- Change in rate or rating.
- Selection board advancement.
- Command Advancement Program.
- Accelerated Advancement Program.
- Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs.
- Selective Conversion and Reenlistment (SCORE) Program.
- Selective Training and Reenlistment (STAR) Program.

COMPONENTS OF THE NAVY ENLISTED ADVANCEMENT SYSTEM

Learning Objectives: *Upon completion of this chapter, you should be able to identify the Navy Enlisted Advancement System (NEAS); identify advancement as a milestone in a naval career; determine the objectives of the NEAS; identify the qualifications necessary for advancement; identify the different methods and programs of advancement; identify the responsibilities*

of the ESO necessary for advancement; and identify the methods of obtaining a change in rate or rating.

The objective of the NEAS is to advance the best qualified petty officers to operate the Navy's ships, planes, and shore stations. Advancements provide opportunities for qualified enlisted personnel to progress to higher levels of responsibility and authority throughout their Navy careers.

The *Advancement Manual*, BUPERSINST 1430.16, governs the NEAS. In addition to this basic reference, a NAVADMIN message is issued before each advancement cycle. This message announces the schedule of the examinations and provides other pertinent information.

The ESO should carefully review the *Advancement Manual* and NAVADMIN message to ensure the command follows the proper procedures for each cycle.

Q1. What is the primary objective of the Navy Enlisted Advancement System?

DEFINITIONS USED IN THE NAVY ENLISTED ADVANCEMENT SYSTEM

Definitions basic to an understanding of the Navy rating structure and the NEAS include such terms as occupational fields; general, service, and emergency ratings; petty officers; apprenticeships (designated strikers); and so forth. These are the basic terms that are used in the NEAS as defined below.

Occupational Fields

Broad grouping of similar occupations are used by manpower, personnel, and training managers to organize the analysis, management, and administration of Navy ratings. There are 23 such groupings. Examples are General Seamanship (BM and SM); Ordnance Systems (GM, MN, MT, and TM); and Logistics (DK, MS, SH, and SK).

Ratings

Ratings are broad enlisted career fields. They identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purpose of career development and advancement. The three types of ratings (general, service, and emergency) are described below:

- **General Ratings.** General ratings identify personnel by occupation. They provide the primary means of identifying billeted requirements and personnel qualifications.

Boatswain's Mate (BM) is an example of a general rating. Some ratings are combined at paygrades E-7, E-8, or E-9 to form broader career fields when the occupational content is similar. This provides for progressively higher levels and scopes of authority and responsibility. An example of this is the combination of the Construction Electrician (CE) rating and the Utilitiesman (UT) rating to form the Utilities/Constructionman (UC) at the Master Chief Petty Officer (MCPO) level.

- **Service Ratings.** Service ratings are subdivisions of certain general ratings. The service rating may be established at any paygrade up to E-9. Gas Turbine Systems Technician (GS) is an example of a general rating, which contains two service ratings. Gas Turbine Systems Technician (Electrical) (GSE) and Gas Turbine Systems Technician (Mechanical) (GSM).
- **Emergency Ratings.** Emergency ratings are career fields encompassing skills or qualifications that do not require identification by a rating during peacetime, but are required in wartime. Currently, there are no emergency ratings.

Rate

Rate identifies personnel occupationally by paygrades E-1 through E-9. Rate reflects levels of aptitude, training, experience, knowledge, skill, and responsibility. Enlisted rates are divided into three groups: General (E-1 through E-3 apprenticeships), petty officers (E-4 through E-6), and chief petty officers (E-7 through E-9).

ADVANCEMENT QUALIFICATION REQUIREMENTS

To be qualified for advancement, a member must meet the following requirements:

- Be recommended by the commanding officer.
- Have minimum Time-in-Rate (TIR). (See the *Advancement Manual* for TIR waivers.)
- Be in the proper path of advancement.
- Meet special requirements (citizenship, security, medical, and so forth) for certain ratings.
- Successfully complete service school, if required.

- Complete mandatory Leadership Training Course (LTC) for LPO and CPO prerequisite courses.
- Be enlisted warfare qualified. (Refer to applicable warfare instruction for mandatory requirement as they apply to advancement eligibility.)
- Have evaluation completed within computation period for advancement cycle.
- Have eligibility documented by service record entry.
- Pass the Navywide advancement-in-rate examination.
- Not be involved in circumstances that render candidate ineligible for advancement.
- Not be a selectee for LDO or CWO.
- Not have pending request for “voluntary” (or high-year tenure (HYT) mandated) transfer to Fleet Reserve (E-7/8/9 candidates.)
- Naval Reservists: Must maintain satisfactory drill participation in the Naval Reserve.
- After selection for advancement to PO3 or CPO, must complete the *Petty Officer Indoctrination Course (POIC)* or *Chief Petty Officer Indoctrination Course (CPOIC)*.

The *Advancement Manual*, BUPERSINST 1430.16, discusses in detail the requirements for advancement.

SPECIAL ADVANCEMENT REQUIREMENTS

Many times non-designated strikers complete the required courses for a rating without confirming if the rating they desire to strike for is open or closed. *Rating Entry for General Apprentices (REGA)*, *Career Reenlistment Objectives (CREO)*, a periodic NAVADMIN message, govern the different rating entries. ESOs should encourage non-designated strikers to strike for OPEN ratings since these ratings provide the best opportunities for advancement. ESOs must be aware that manpower requirements for junior-level rating entries fluctuate with the overall needs of the Navy.

The CNO periodic NAVADMIN messages use two major categories of rating control (open and closed) to identify Navy manpower needs. The rating-entry

categories from the apprenticeship level to petty officer third class (PO3) may be either open or closed. An OPEN rating is open to non-designated personnel. A CLOSED rating means no E-4 rating entry opportunities or the rating is over-manned at the E-4 level. There are other categories such as non-designated strikers requiring Navy Personnel Command (COMNAVPERSCOM) approval for rate entry or that the rating is being disestablished or merged with another rating.

Periodic NAVADMIN messages list all rating-entry categories. The ESO should be aware of the rules that apply to personnel desiring to enter any rating. He or she may serve as a member of the command striker selection board. The ESO should know what special advancement requirements exist for certain ratings. Those special requirements may include completion of service schools, U.S. citizenship, and a specific security clearance.

Service School Requirements

Some ratings require personnel to complete an “A” school before they can take the examination for paygrade E-4. The periodic *Rating Entry for General Apprentices (REGA)* and *Career Reenlistment Objectives (CREO)* NAVADMIN message contains a list of those ratings. Some ratings require personnel to complete more advanced schools and courses before advancing beyond a certain paygrade.

Citizenship and Security Clearance Requirements

Some ratings require a person to be a U.S. citizen and be eligible to receive a clearance for access to classified information. The *Advancement Manual* and *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards* list those ratings.

Generally, only U.S. citizens are assigned sensitive duties or granted access to classified information. About one-half of the Navy’s ratings require access to classified information. For that reason, immigrant aliens generally may not enter into ratings requiring access to classified information unless they expect to gain citizenship.

Q2. The ratings that require persons to be a U. S. citizen can be found in what publication?

Q3. Approximately what percentage of the Navy’s ratings requires access to classified information?

FACTORS THAT DETERMINE THE FINAL MULTIPLE SCORES FOR ADVANCEMENT

Advancements are not automatic. Although members must meet certain requirements to qualify for advancement, meeting those requirements does not guarantee advancement. Certain factors are used to determine which members, out of all of those qualified, will actually be advanced in rate.

After the member has qualified for advancement and passed the Navywide advancement examination, the final multiple score (FMS) is computed. The FMS computation is based on three factors: performance + experience + knowledge. Performance is shown in the person’s day-to-day performance, work ethic, achievements, and so forth, and is documented in their performance evaluations. Service in paygrade (SIPG) indicates experience. Knowledge is reflected as examination performance. Candidates may also earn PNA (Passed, but Not Advanced) points that are calculated into the FMS. PNA points are awarded to candidates who pass the exam but are not advanced,

and for a relatively high performance mark average (PMA) compared to others who participated in the same examination. FMS results for all candidates are rank-ordered from the top to the bottom score – or from the most qualified to the least qualified. For example: There are 500 candidates for BM3 who meet all eligibility criteria for a given advancement cycle. However, there are only 400 vacancies to be filled. The rank-ordering process identifies the top 400 (based on FMS) who will actually be advanced.

The E4/E5, E6, and E7 columns under the Maximum Points (%) heading of table 5-1 show the maximum examination standard score is 80. The examination standard score points count 34 percent of the E4/E5 total FMS. The performance factor for E4/E5 allows for a maximum of 84 points, or 36 percent of the FMS. The remaining 30 percent of the total FMS is based on a combination of the SIPG, awards, and PNA points.

Table 5-1.—Final Multiple Score Computation

FACTOR	EXAM PAYGRADE	COMPUTATIONS	MAXIMUM POINTS (%)		
			E-4/5	E-6	E-7
Standard Score (SS)	All	Indicated on Exam Profile Sheet	80(34%)	80(30%)	80(60%)
Performance	E-4/5 E-6 E-7	PMA x 60 – 156 PMA x 60 – 130 PMA x 13	84(36%)	110(41.5%)	52(40%)
Service in Paygrade (SIPG) (Max 7½ years)*	E-4/5 E-6	2 x SIPG + 15 2 x SIPG + 19	30(13%)	34(13%)	
Awards	E-4/5 E-6	Values for awards in Adv Manual	10(4%)	12(4.5%)	
PNA pts	E-4/5 E-6	2 x PNA indicated on profile sheet	30(13%)	30(11%)	
Max. FMS Possible	All		234 (100%)	266 (100%)	132 (100%)
When converting months to decimal equivalents for SIPG, use the following conversion table:					
<u>Month / Fraction</u>	<u>Month / Fraction</u>	<u>Month / Fraction</u>	<u>Month / Fraction</u>		
1 / .08	2 / .17	3 / .25	4 / .33		
5 / .42	6 / .50	7 / .58	8 / .67		
9 / .75	10 / .83	11 / .92			

Using the following values, table 5-2 explains the FMS computation for a candidate competing for advancement to E-6.

- Examination standard score (SS) = 56
- Performance mark average (PMA) = 3.65
- Service in Paygrade (YR/MO) (SIPG) = 03/07
- Awards = 8.0
- Passed Not Advanced points (PNA) = 6

Q4. After a member has qualified for advancement and passed the Navywide advancement exam, the final multiple score (FMS) is computed. The FMS is based on what three factors?

REQUIREMENTS FOR REGULAR CANDIDATES

The Department of Defense (DoD) prescribes the minimum total active federal military service (TAFMS) a person must have to compete as a REGULAR CANDIDATE for advancement. The *Advancement Manual* provides detailed information about TAFMS. The TAFMS requirements for advancement to paygrades E-2 through E-9 are listed in Table 5-3.

ADVANCEMENT REQUIREMENTS FOR EARLY CANDIDATES

Some Sailors may not have the minimum TAFMS required to be regular candidates but may qualify in all

other respects. If recommended by their commanding officers, such Sailors may compete as EARLY CANDIDATES. The design of the early advancement process, available to all enlisted Navy personnel, allows top performers to advance early in their careers.

DoD manning restrictions determine the number of advancement quotas early candidates may fill. The quotas are restricted to a maximum of 20 percent of the total enlisted forces for E-4 and 10 percent for E-5 through E-9.

To become a selectee as an early candidate, a person may need a higher FMS than regular candidates competing for the same rate. That is because the early candidate “eligibility zone” and regular candidate “cut score” may be established at different FMS levels. (See table 5-4.)

Q5. DoD manning restrictions determine the number of advancement quotas early candidates may fill. The quotas are restricted to a maximum of 20% of the total enlisted forces for E-4 and a maximum 10% for what paygrades?

HIGH-YEAR TENURE

High-year tenure (HYT) is the maximum time allowed between paygrades for professional growth (advancement in rate) to occur. HYT for E-4 is 12 years; for E-5 is 20 years; for E-6 is 22 years; for E-7 is 24 years; for E-8 is 26 years; for E-9 is 30 years. Enlisted members cannot remain on active duty

Table 5-2.—Sample FMS Computation

Table 5-2 explains the final multiple score computation for an E-6 candidate using a step-by-step process using the values above for each factor.			
FACTOR	POINTS RECEIVED		HOW POINTS WERE DETERMINED
SS	56.00		Profile Sheet
PMA	89.00	=	3.65 x 60 – 130
SIPG	26.16	=	3.58 x 2 + 19
Awards	08.00	=	3 Good Conducts 1 NAM
PNA	12.00	=	2 x PNA points on profile sheet from previous E-6 exams
TOTAL	191.16		Out of a maximum possible 266

Sample computation for E-6

Table-5-3—TAFMS Requirements

TAFMS MINIMUM TO BE A REGULAR CANDIDATE			
<u>PAYGRADE</u>	<u>TAFMS</u>	<u>PAYGRADE</u>	<u>TAFMS</u>
E-2	6 months	E-6	7 years
E-3	1 year	E-7	11 years
E-4	2 years	E-8	16 years
E-5	3 years	E-9	19 years

Table-5-4—Examples of FMS Rank-Ordered Candidates

EXAMPLE OF FMS RANK-ORDERED CANDIDATES			
CANDIDATE	FMS	STATUS	ZONE STATUS
1	207.65	Selectee	EARLY CANDIDATE ELIGIBILITY ZONE (Minimum required 195.16)
2	E201.65	Selectee	
3	E197.18	Selectee	
4	195.10	Selectee	
5	193.16	Selectee	REGULAR CANDIDATE SCORE ZONE (Minimum required 168.88)
6	190.16	Selectee	
7	E188.30	PNA	
8	183.03	Selectee	
9	182.15	Selectee	
10	E179.32	PNA	
11	178.21	Selectee	
12	177.85	Selectee	
13	172.03	Selectee	
14	171.66	Selectee	
15	168.88	Selectee	
16	168.83	PNA	PNA ZONE
17	E160.88	PNA	
18	160.00	PNA	
19	154.63	PNA	
20	Fail	Fail	FAIL ZONE

beyond their HYT without an approved waiver from Navy Personnel Command. E-7/8/9 candidates who submit a Fleet Reserve request for their HYT will remain eligible for selection board consideration if they reach HYT by 30 June for E-7 and 31 August for E-8/9 of the year considered for advancement. If they exceed those dates, candidates will be considered voluntary (not HYT mandated) and ineligible to compete for advancement. For detailed information, refer to OPNAVINST 1160.5.

CHANGE IN RATE OR RATING

A change in rating is a lateral change in an occupational skill without a change in paygrade. An example is a change from Boatswain’s Mate second class to Religious Program Specialist second class.

The Navy makes a change in rating possible for people who wish to get into an area in which they have the greatest aptitude and interest. Naturally, the Navy’s requirements will take precedence over a person’s wishes if the two interests conflict.

Requests should be for a rating that is untermanned, Career Reenlistment Objectives (CREO) Category 1, as defined in the most current CREO NAVADMIN message. Requests from members serving in a rating that is untermanned, or who possess specialty skills or Navy Enlisted Classifications (NECs) that are in short supply, will only be considered when unique circumstances exist.

Commanding officers have the authority to laterally change apprenticeships in paygrades E-1, E-2, and E-3 within the Seaman, Fireman, and Airman apprenticeships. For example, they could allow a person to change from Seaman to Airman or Fireman to Seaman. The commanding officer may authorize such changes only under the following conditions:

- The member requests a change.
- A greater need exists in the requested apprenticeship.
- A valid billet exists within the command.
- The member is fully qualified for the new apprenticeship.

All other administrative changes in rate or rating are authorized in one of the following ways:

1. Under special conversion programs (such as SCORE), through formal schools.
2. By the Chief of Naval Personnel (PERS-815), through a person's direct conversion or successful competition in a Navy advancement exam cycle or by in-service training.

A person who applies for a change in rating must meet the following requirements:

- Be a PO1 or below.
- Have less than 12 years of active naval service.
- Request a rating and paygrade that needs additional personnel and appears on the open rating/skills list.
- Must have served a minimum of 24 months in the present rating before becoming eligible for conversion to another rating. This requirement will be waived for those first term personnel unable to receive an Enlisted Navy Career Options for Reenlistment (ENCORE) program quota in their present rating.
- Satisfy all eligibility requirements for the rating requested as defined in the *Advancement Manual*.

- Meet the minimum Armed Services Vocational Aptitude Battery (ASVAB) scores required for entry into the school for the rating requested.
- Have no non-judicial punishment or convictions in civilian or military courts for the past 18 months.
- Be recommended by the commanding officer.

Q6. Commanding officers have the authority to laterally change the apprenticeships of personnel in what paygrades?

SELECTION BOARD ADVANCEMENTS

A board meets in March to select MCPOs and then continues to select SCPOs. A separate board meets in June to select new CPOs. At those times, the selection board receives the records of candidates who have met all of the requirements for advancement and have been designated SELECTION BOARD ELIGIBLE (SBE). The selection board then selects those candidates who are the most qualified for advancement to CPO, SCPO, and MCPO.

The ESO should be familiar with the selection process and should be able to answer the questions candidates ask. For example, candidates may ask: Why wasn't I selected? What are they looking for? What does it take to be advanced? or How can I improve my chances of being selected? The ESO should guide candidates in their efforts to make themselves SELECTION BOARD ELIGIBLE and to improve their opportunities for selection.

Candidates who are selected can be justifiably proud. At the same time, those not selected should not be discouraged. Candidates should be encouraged to continue to improve their selection chances by determining their weakest traits and improving them. The difference between being selected or not being selected could be the result of that extra course the selectee completed. It could also be the result of qualifying as an enlisted specialist in aviation, submarines, or surface warfare. The selection board is responsible for selecting the well-rounded person, not the person who concentrates on one singular area of expertise.

Composition of the E-7 and the E-8/9 Selection Boards

Each selection board consists of a captain, who serves as president, a junior officer, who serves as recorder, and officers and master chief petty officers,

who serves as board members. Additionally, a sufficient number of assistant recorders ensure the smooth handling and accounting of records.

The board is divided into panels responsible for reviewing the records of individuals in one general professional area, such as deck, engineering, and medical/dental. Each panel consists of at least one officer and one master chief.

The Enlisted Community Manager (ECM) establishes a maximum advancement quota for each rating. The Commander, Naval Reserve Force (COMNAVRESFOR) establishes quotas for drilling Naval Reserve personnel. The quotas are to be filled by the “best” qualified candidates competing for advancement. Although the quota may not be exceeded, should a panel determine that there is an insufficient number of “qualified” candidates in a rating, the panel may recommend leaving part of the quota unfilled. The Department of Defense has established the TAFMS requirement, which personnel must normally meet before they can advance to any paygrade. No more than 10 percent of the total number of members in any chief paygrade may have less than the prescribed TAFMS. This quota is provided to the board on an “allowable early paygrade quota” for each rate. Some panels will select fewer than others because the average time in service of candidates varies from rating to rating.

Guidelines Provided to Selection Board Members

The selection board is convened by the Chief of Naval Personnel (CHNAVPERS). Each year a precept is prepared that outlines the selection process and gives guidance and general information, such as general selection criteria and equal opportunity, to the board. During the first day of convening, the board establishes internal ground rules and minimum selection criteria, which each member uses when screening the records and candidates. The rules/criteria are applied equally to each candidate within a rating. Application may vary slightly from rating to rating for many reasons, such as sea duty or lack of it, supervisory opportunities, schooling available, and rotation patterns. (The board is given the freedom within the guidelines of the precept to establish its own internal working, therefore ensuring the dynamic nature of the selection process.) Orientation briefings that cover a wide range of subjects, such as microfiche errors and TAFMS, are given to the board. During the first two days, the panel members acquaint themselves with the

various materials they will be using and practice evaluating test records. Contained in the precept is the oath to be administered to the board members and recorders. The precept also outlines the expected conduct and performance of individuals serving with the board. The proceedings and recommendations of the board may not be divulged, except as authorized and approved by CHNAVPERS.

Primary Factors Considered by Selection Boards

For each candidate, there is a folder that contains the microfiche record (1E and 2E fiche only), member’s correspondence to the board, and an Enlisted Summary Record (ESR). The panel uses the ESR to note the candidate’s test score (E-7 board only), rate, and unit identification code (UIC). A panel member then reviews each record. At least 5 years of evaluations are reviewed. Depending on the keenness of competition, panel members may go further back to establish trends and break ties. Each candidate receives two reviews from two different panel members. If there is a significant difference between the two panel members’ scores, a third member reviews the record. Until the established deadline is published in the applicable NAVADMIN message, all correspondence received on a candidate is forwarded to the panel along with a microfiche record. Awards and qualifications earned after this deadline date may be submitted via message to COMNAVPERSCOM (PERS-852 or PERS-862 for reserves). Below are some of the factors considered by the E-7 and E-8/9 boards. The considerations change slightly from year to year and in no way should be considered the ONLY factors influencing selection:

- Sustained superior performance. This is the single most important factor influencing selection.
- Professional performance. Significant emphasis is placed on professional performance at sea. Although it is not necessary that a candidate presently be serving in a sea duty billet, it is a positive when a candidate’s record reflects demonstrated evidence of professional and managerial excellence at sea or in isolated duty assignments. It is recognized that some ratings do not offer a broad opportunity for sea duty, particularly at the senior levels, and that is taken into account. Additionally, while a variety of duty assignments, especially sea duty, is highly desired, individuals having less variety but

equally demanding tours may be equally “best qualified.” In that respect, Navy members may be assured that their careers will not be unfavorably affected by service over extended periods in important assignments to which they have been ordered to meet the needs of the Navy.

- Special tours. Candidates presented to the board compete within their rating. It is recognized, however, that they are frequently detailed to duty outside their rating specialties. Many such types of duty require selectivity in assignment and special qualifications. Therefore, due consideration is given to those candidates who serve in the demanding tours of duty as instructor, recruiter, career counselor, recruit company commander, duty in the Human Goals Programs, and all other tours requiring special qualifications.
- Education. Consideration is given to improving education level. That includes both academic and vocational training, whether such education is gained as a result of the individual’s initiative during off-duty hours or as a participant in a Navy-sponsored program.
- Evaluations/fitness reports and the total person concept. Evaluations and fitness reports are closely reviewed for both marks and narrative. Trends are identified. The marks and narrative must correspond on the evaluation/fitness report. **THE SINGLE MOST IMPORTANT FACTOR INFLUENCING SELECTION IS SUSTAINED SUPERIOR PERFORMANCE OF DUTY.** Peer group ranking also gives the board members an indication of how candidates compare with their peers. Personal decorations, letters of commendation/community involvement also reflect a well-rounded individual. The “total concept” is important.
- Duty assignments. Duty assignments and history of duties performed can be determined from the service record transfers and receipts page and the job description on the evaluations. Using this data, the board members can determine whether or not individuals are performing duties commensurate with their rate and whether professional growth expectancies are being met.
- Weight standards. Failure to meet the Navy’s weight/physical readiness test (PRT) standards

may render candidates ineligible. Refer to OPNAVINST 6110.1.

- Alcohol-related misconduct or poor performance. Advancement will not be denied solely on the basis of prior alcoholism or alcohol abuse, provided the member has participated in successful treatment and recovery. Any misconduct or reduction in performance resulting from alcoholism or alcohol abuse, however, must be considered in determining fitness for advancement.
- Behavior problems. Individuals who have had disciplinary problems, have received letters of indebtedness, or have other record entries relevant to behavioral difficulties, such as drug abuse, demonstrated racial, sexual, or religious discrimination, will find the path to E-7/8/9 more difficult than those with clear records. Once those problems are overcome, however, the single most important selection factor is still **SUSTAINED SUPERIOR PERFORMANCE.**
- Test scores (E-7 only). Test scores are also taken into account since they give an individual’s relative standing on the examination when compared to the other candidates.

Slating Process

Once review of the entire rating is complete, the panel arranges all of the candidates from top to bottom. This is called *slating*. Once slating is completed, the entire board is briefed as to the number of candidates, and the background of individuals recommended and not recommended for selection. During the briefing, no names are used and the entire board votes on the slate, which must be accepted by a board majority. After the board approves all of the slating, all members and the president sign a written report of the board’s recommendations for selectees and the report is submitted to CHNAVPERS for approval. The content of the report must certify that the board complied with all instructions and directions contained in the precept and that the board carefully considered the case of every candidate whose name was furnished for review. Upon CHNAVPERS approval of the selectees, a NAVADMIN message is prepared and released to announce the selectees.

During the board’s deliberations, records may be encountered that clearly indicate substandard performance or, in the board’s judgment, questionable advancement recommendations. In such cases, the

board is directed to identify and list those candidates. This list includes the candidate's name, activity, reporting senior, and concise summary of circumstances. Depending on the circumstances, such candidates will either be referred to the Quality Control Review Board or the command will be identified to senior echelon commanders for action deemed appropriate.

Preparing for the Selection Board

Candidates should ensure their COMNAVPERS-COM official microfiche records and enlisted summary record (ESR) is current, complete, and in proper order. Candidates should order a copy of their microfiche records and ESR from PERS-313C at least 6 months before the board convenes. They should then review their records carefully to ensure all pertinent information is included.

Candidates should ensure their evaluations/fitness reports are typed properly, with no misspellings or other typographical errors. These errors are as much the responsibility of the candidates as the command. They should also ensure the evaluation covers the correct period of time.

Candidates should seek challenging assignments, increased responsibilities, and demanding and taxing leadership positions. Many candidates are content with a repetitive type of assignment. They would increase their advancement opportunities by maintaining a rotation of assignments.

Before evaluations/fitness reports are written, candidates should submit all pertinent information. Pertinent information should include special qualifications earned during the reporting period, awards received, and all significant professional achievements. Candidates should list educational achievements, including Navy schools, NRTCs, and civilian-sponsored courses completed during the reporting period. They should also list collateral duties, command and community involvement, and any other information candidate's feel is noteworthy.

An evaluation/fitness report should emphasize the person's ability, potential, and willingness to accept positions of leadership and management. It should specifically indicate why the person should be advanced.

Commanding officers should ensure marks are assigned properly. That enables selection boards to distinguish the top runners from the average

candidates. The top performers in a command should be ranked against their peers. Command master chiefs, senior chiefs, or command chiefs should take part in the evaluation/fitness report process. A reliable evaluation system requires the coordination and cooperation of the entire chain of command. A good evaluation system, in turn, ensures a good promotion and selection process.

Commands should ensure all evaluations are proofread for accuracy. Many times evaluations are incomplete, which creates problems for selection boards. Reconstruction of a member's career and performance is difficult enough without requiring the board to guess about areas left incomplete. Since evaluation comments must be limited to the space provided (no continuation sheets are authorized), commands should use clear and concise language. They should not use unusual abbreviations or acronyms, particularly those developed locally or of a transitory nature.

Q7. Who serves as the president on an E-8/9 selection board?

Q8. Who serves as the recorder on an E-8/9 selection board?

Q9. What is the single most important factor influencing selection to E-7, E-8, or E-9?

Q10. E-7, E-8, and E-9 candidates should ensure their Naval Personnel Command (COMNAVPERSCOM) official microfiche records and enlisted summary record (ESR) is current, complete, and in proper order. Candidates should order a copy of their microfiche records and ESR from PERS-313C at least how many months before the board convenes?

ADVANCEMENT PROGRAMS OTHER THAN NAVYWIDE EXAMINATIONS

Learning Objectives: *Identify different methods and programs of advancement; and identify programs for obtaining a change in rate or rating.*

COMMAND ADVANCEMENT PROGRAM

The *Command Advancement Program (CAP)*, BUPERSINST 1430.17, authorizes commanding officers to advance a small percentage of their assigned enlisted personnel in recognition of superior performance. Personnel in paygrades E-3, E-4, and E-5 may be advanced to the next higher paygrade under

this program. The program is designed to function in conjunction with, but not to replace the Navy's established advancement system.

To qualify for the Command Advancement Program, a Navy member must meet the following requirements:

- Must be permanently or temporarily assigned (minimum of 30 consecutive days) to a command designated as sea duty. Chapter 3 of the *Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909, explains duty type codes.
- Meet TIR requirements on or before the effective date of advancement:
- Meet all school, course-completion, citizenship, and security requirements.
- Complete all other requirements required for normal advancement, with the exception of advancement examination participation.
- Meet health and physical readiness requirements for advancement.

Q11. To be considered for advancement under the Command Advancement Program, personnel must be serving in which paygrades?

ACCELERATED ADVANCEMENT PROGRAM

The Accelerated Advancement Program provides an opportunity for graduates of certain class "A" schools (other than the Advanced Electronics Field [AEF], Advanced Technical Field [ATF], or Nuclear Field [NF] programs) to elect accelerated advancement to petty officer third class without competing in Navywide advancement examinations.

Training school COs are authorized to advance the number one "A" school graduate to the next higher paygrade not to exceed E-3. Time-in-rate (TIR) requirements for the purpose of this advancement are waived. Effective date of advancement will be the date of graduation. Furthermore, the number one student may also be included as a candidate for accelerated advancement to E-4.

Training school COs may recommend the upper 10 percent of the qualified candidates in each "A" school graduating class for the Accelerated Advancement Program. Members recommended must elect to participate in the program before or upon graduation from an "A" school.

Advancements for personnel may be effected at their first duty station after a 4 to 10-month observation period. Candidates must have graduated in the top percentile as established by the specific school as outlined in *Navy Military Personnel Manual (MILPERSMAN)*, NAVPERS 15560, and Article 1430-010. They must be recommended by the training school's commanding officer and meet body fat and physical readiness standards of OPNAVINST 6110.1. Before advancement to E-4, candidates must complete the *POIC*. TIR is waived for members being advanced under the provisions of accelerated advancement. In other words, accelerated advancement to E-4 may be effected for qualified candidates whether or not they are serving in paygrade E-3.

Q12. The Accelerated Advancement Program provides an opportunity for certain members to elect accelerated advancement to what paygrade?

ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD, AND NUCLEAR FIELD PROGRAMS

The Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) programs are incentives for the enlistment or reenlistment of enlisted men and women in the Navy. These programs are designed to provide technical or nuclear-trained personnel for the naval service.

Personnel may only request enrollment into AEF or ATF as an enlistment program or while at recruit training commands or naval training activities. Training is categorized in two phases: "A" school initial training and "C" school advanced training.

Personnel are authorized guaranteed advancement to E-4 upon successful completion of Phase I training for AEF or ATF programs and NF "A" school training for NF programs. They must have the commanding officer's recommendation and all requirements for advancement in rate, including TIR, course completion, performance appraisal reviews, performance tests (if required), and meet body fat and physical readiness standards of OPNAVINST 6110.1. Before advancement to E-4, candidates must also complete the *POIC*. Participation in the Navywide examination is not required. Personnel will be advanced on the 16 of the month when TIR eligible according to BUPERSINST 1430.16. See *MILPERSMAN*, Article 1510-030, for more details on

the Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs.

Q13. Under the AEF and ATF programs, personnel are authorized guaranteed advancement to E-4 upon successful completion of what training?

SELECTIVE CONVERSION AND REENLISTMENT PROGRAM

MILPERSMAN, Article 1160-090, lists the requirements for advancement under the Selective Conversion and Reenlistment (SCORE) Program. This program provides possible advancement to PO3 or PO2 upon a person's satisfactory completion of either a class "C" school or a class "C" school package. Always refer to *MILPERSMAN*, Article 1510-020, for the current listing of available class "C" school packages.

Q14. Under the SCORE Program, a person can be automatically advanced to what paygrade?

SELECTIVE TRAINING AND REENLISTMENT PROGRAM

MILPERSMAN, Article 1160-100, governs the advancement authority for the Selective Training and Reenlistment (STAR) Program. The STAR Program guarantees a PO3 advancement to PO2 upon completion of a class "C" school or "C" school package. It also guarantees advancement to PO3 upon completion of Phase I of an AEF class "A" school based on automatic advancement procedures for the AEF Program.

SUMMARY

The Navy Enlisted Advancement System (NEAS) provides credit for performance, knowledge, and experience. The system guarantees that all candidates competing for a specific rate have equal advancement opportunity.

Who, then, are the people being advanced? Basically, they are the people who are self-motivated and have prepared themselves for advancement. They were not content just to qualify; they went the extra mile in their training. Through their extra effort in training and work experience, they developed greater skills, learned more, and accepted more responsibility. The secret to their success is sustained superior performance.

ESOs should be a guiding influence for personnel striving for advancement. Since personnel will ask

them many questions about the various advancement programs, ESOs should be prepared with up-to-date information.

REFERENCES USED TO DEVELOP THIS CHAPTER

Advancement Manual, BUPERSINST 1430.16, Bureau of Naval Personnel, Washington, D.C., 1991.

Command Advancement Program (CAP), BUPERSINST 1430.17E, Bureau of Naval Personnel, Washington, D.C., 1994.

Enlisted Transfer Manual (TRANSMAN), NAVPERS 15909G, Naval Military Personnel Command, Washington, D.C., 2001.

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068F, Vol. 1, Bureau of Naval Personnel, Washington, D.C., 1997.

Naval Military Personnel Manual (MILPERSMAN), NAVPERS 15560C, Bureau of Naval Personnel, Washington, D.C., 1997.

Navy Performance Evaluation and Counseling (EVAL Manual), BUPERSINST 1610.10, Bureau of Naval Personnel, Washington, D.C., 1995.

Rating Entry for General Apprentices (REGA) and Career Reenlistment Objectives (CREO), NAVADMIN message (published annually), Office of the Chief of Naval Operations, Washington, D.C., 2000.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 5

- A1. *To advance the best qualified petty officers to operate the Navy's ships, planes, and shore stations.*
- A2. *Advancement Manual.*
- A3. *50 percent.*
- A4. *Performance, experience, and knowledge.*
- A5. *E-5 through E-9.*
- A6. *E-1, E-2, and E-3*

A7. A captain.

A8. A junior officer.

A9. Sustained superior performance.

A10. 6 months.

A11. E-3, E-4, or E-5.

A12. E-4.

A13. Phase I.

A14. E-4 or E-5.

CHAPTER 6

EXAMINATION PROCEDURES

In this chapter we will discuss the Navywide advancement examinations and the procedures to be followed in administering them. We will also discuss the role educational services officers (ESOs) play if assigned this duty. Depending on the command, an ESO could be responsible for all or only a portion of the examination administration. We will cover the three basic stages of the examination process—preexamination procedures, examination day procedures, and post-examination procedures.

PRE-EXAMINATION PROCEDURES

Learning Objectives: *Identify pre-examination procedures and identify the procedures to be followed in preparation for the administration of examinations.*

Before each examination cycle, ESOs should review the pre-examination procedures outlined in the *Advancement Manual*, BUPERSINST 1430.16, and the relevant NAVADMIN message. Examination candidates must be recommended for advancement and must have completed all eligibility requirements. When reviewing the pre-examination procedures, be sure the following steps have been taken:

- Performance tests have been made available and administered for the required ratings.
- Eligibility requirements for advancement have been or will be met by the deadlines stated in the applicable NAVADMIN message for that specific examination cycle.
- Examination worksheets have been completed properly.
- The complete examination process has been carried out according to the pertinent directives.

Q1. Before each examination cycle, ESOs should review the pre-examination procedures outlined in what instruction?

EXAMINATION RESPONSIBILITY

The commanding officer (CO) or officer in charge (OIC) is ultimately responsible for the custody and administration of Navywide examinations. However, the CO with responsibility for custody and

administration of Navywide examinations will designate in writing those personnel authorized to accept, handle, and administer Navywide examinations. Personnel working with examinations must have a current security clearance that permits them to administer classified examinations. Normally, this person is the ESO. Responsibilities include assigning proctors, administering examinations, furnishing the necessary materials, and giving complete instructions on examination procedures. The ESO will also forward Navywide examinations to other activities for administration to personnel who have transferred or to those in a transient or leave status.

Q2. The custody and administration of Navywide examinations is the responsibility of whom?

APPRENTICESHIP EXAMINATIONS

Apprenticeship examinations are no longer administered.

PERFORMANCE TESTS

The *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, contains a list of the required performance tests. Completion of mandatory performance tests is required before participation in a Navywide advancement-in-rate examination for some ratings. Performance tests are graded locally on a pass/fail basis. Successful completion of the performance test is entered in the person's service record on NAVPERS 1070/604.

DETERMINING CANDIDATES' ELIGIBILITY TO TAKE THE ADVANCEMENT EXAMINATION

The ESO must order a specific test for each person; some rates, depending on sub-specialties, have more than one test available; and non-designated strikers need to be recommended for a specific rate. It is strongly recommended the ESO deliver a report of personnel who are time-in-rate eligible for the next exam to tenant commands and/or department. The

tenant commands and/or departments should review the list, annotate who is recommended and which test they will be taking, and return a completed list to the ESO. The departments recommending the candidates should verify their eligibility.

The command should set a deadline for the completion of all requirements before the examination date. The deadline is usually 4 weeks before the first day of the month in which the examination will be administered. This allows prospective candidates time to plan for completion of requirements such as training courses and performance tests. Though candidates must meet eligibility requirements by the deadline, examinations may be ordered for prospective candidates who have not completed all eligibility requirements.

The recommendation lists should be filed for future reference and for verification purposes. Departments should then be notified of ineligible personnel and reason the members are ineligible.

Although candidates for senior and master chief petty officer are no longer required to take the advancement examination, they must meet all eligibility requirements. These eligibility requirements include the recommendation of the CO.

Q3. When should commands set deadlines for the completion of all requirements before the examination date?

PREPARATION OF NAVYWIDE ADVANCEMENT EXAMINATIONS

NETPDTC, Pensacola, Florida, prepares all Navywide advancement examinations. Subject matter experts (SMEs) in the top three enlisted paygrades (E-7/8/9) develop advancement-in-rate examinations for E-4 through E-7. Rating questions are supported by occupational standards (OCCSTDs) and military requirement questions are supported by naval standards (NAVSTDs). Both types of questions are also supported by references listed in a rating's Bibliography for Advancement-in-Rate Study (BIB).

Q4. What command prepares all Navywide advancement examinations?

EXAMINATION ORDERING INSTRUCTIONS

NETPDTC ships examinations only to those activities listed with unit identification codes (UICs) in the *Comptroller Manual*, Volume 2, and with mailing addresses listed in the *Standard Navy Distribution List*, Parts 1 and 2. For proper and timely distribution of

examinations, NETPDTC maintains both the UIC and the address of the activity in an automated address file. Commands such as PSDs that maintain service records for other activities normally order examinations for those activities. Parent activities (PSDs and major commands) should verify all of the information listed on the verification sheet, distributed annually to all commands. Activities should then submit the NETPDTC Automated Mailing Address Input, NETPDTC Form 1400/1, shown in figure 6-1. Although the verification sheet may correctly list all UICs, commands should submit a report to NETPDTC to verify that the listing is correct. This report allows NETPDTC to account for all activities.

NETPDTC (N321) forwards the initial results from the previous examination cycle along with an ordering letter for the next examination cycle. The letter provides ordering information and includes an enclosure needed to order examinations for the next examination cycle. The enclosure lists examinations available for the next examination cycle. Commands not in receipt of examination results should request ordering instructions from NETPDTC (N321) at least 3 months before the scheduled examination date of the next examination cycle.

The *Advancement Manual* contains detailed instructions for ordering advancement examinations. The **preferred method for ordering examinations is via the Internet** at: <http://neason.cnet.navy.mil/cgi-bin/>. (Only Internet Explorer 4.0 or higher may be used. Additionally, do not use www in front of the web address.) A password must be obtained before accessing the exam order web page. To obtain a password, e-mail the request to: exam-ordering.n321@cnet.navy.mil. If your command does not have Internet capability, **the second method to order exams is via naval message**. Procedures and format for ordering examinations by message are available in the *Advancement Manual*. Always enter ratings in alphabetical order.

The ESO may be required to determine the number of examinations to order for the command. To determine the number, the ESO should review the recommendation lists and determine the number of eligible candidates, including those E-7 candidates taking the test for Limited Duty Officer (LDO) application only. Verify the prospective gains list of the command's Enlisted Distribution Verification Report (EDVR), identifying new future gain personnel. **DO NOT ORDER EXAMINATIONS IN EXCESS OF EXPECTED REQUIREMENTS.**

NETPDTC
AUTOMATED MAILING ADDRESS INPUT

DATE:-----

USE THIS FORM TO NOTIFY NETPDTC OF A CHANGE OF ADDRESS. COMPLETE THE APPROPRIATE SECTIONS OF THIS FORM (use reverse side if necessary); FORWARD TO THE FOLLOWING ADDRESS:

COMMANDING OFFICER, NETPDTC (N321), 6490 SAUFLEY FIELD ROAD, PENSACOLA FL 32509-5240

ACTIVITY INFORMATION

UNIT IDENTIFICATION CODE (UIC): _____ MESSAGE SHORT TITLE (DPVS): _____

COMPLETE MAILING ADDRESS (SNDL): _____

ACTIVITY(IES) SUBORDINATE TO ABOVE ACTIVITY

IF ABOVE COMMAND IS PARENT ACTIVITY, COMPLETE THE FOLLOWING INFORMATION. LIST THE COMMANDS FOR WHICH ENLISTED SERVICE RECORDS ARE MAINTAINED AND ENLISTED EXAMINATION RESULTS ARE RECEIVED.

<u>UIC</u>	<u>SHORT TITLE (DPVS)</u>	<u>COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TENANT ACTIVITY

IF A TENANT ACTIVITY, PROVIDE THE FOLLOWING INFORMATION FOR THE COMMAND THAT MAINTAINS YOUR ENLISTED SERVICE RECORDS AND RECEIVES YOUR ENLISTED EXAMINATION RESULTS:

<u>UIC</u>	<u>SHORT TITLE (DPVS)</u>	<u>COMPLETE MAILING ADDRESS (SNDL) INCLUDE 9-DIGIT ZIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature (Authorized Official)

NETPDTC FORM 1400/1 (11/96)

ESOF0602

Figure 6-1.—NETPDTC Automated Mailing Address Input.

The correct naval message address for ordering Navywide examinations is: NETPDTC PENSACOLA FL//N321//.

Commands should use the following address for mailing to NETPDTC:

Commanding Officer
NETPDTC N321
6490 Saufley Field Road
Pensacola, Florida 32509-5240

**ORDERING EXAMINATIONS FOR
NUCLEAR-POWERED SUBMARINES**

ESOs aboard nuclear-powered submarines should order examinations by standard ordering procedures if their operating schedules permit. However, if their operating schedule prevents them from receiving regular examinations on time, they should submit an early request for examinations to be administered during patrol. The ESO should forward an

examination order to NETPDTC specifying a deadline delivery date. Ensure enough lead-time to allow for processing and mail delivery. Since examinations are now printed on demand, regular examinations can normally be provided in most cases. If regular examinations cannot be printed and shipped in time to meet the deadline provided, substitute examinations will be shipped.

Nuclear submarines deploying before receipt of examinations should notify NETPDTC of non-receipt. They will then receive substitute examinations to administer after they complete the patrol.

PREPARATION FOR THE ADMINISTRATION OF NAVYWIDE EXAMINATIONS

Once they have ordered examinations, commands should follow certain procedures to properly prepare for the administration of the examination. The first procedure we will cover is the preparation of the Recommendation for Advancement-in-Rate or Change of Rating (Worksheet), NAVEDTRA Form 1430/2. Lengthy delays in examination results will occur if incorrect information is transcribed from the worksheet onto the answer sheet forwarded to NETPDTC. Carefully screen the administrative section of each answer sheet to ensure all the correct information has been properly transferred from the worksheet and all circles have been completely and correctly darkened.

PREPARATION OF THE WORKSHEET

An Advancement-in-Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, should be prepared by the ESO for each candidate who will take the Navywide advancement examination. The *Advancement Manual*, BUPERSINST 1430.16, contains detailed instructions for preparing the worksheet. Worksheets for eligible candidates should be prepared at least 1 month before the scheduled examination date. That includes worksheets for members in paygrade E-6 who have applied for the LDO Program. Preparing the worksheets in advance decreases the chances of computation errors and incorrect transcription of service record information onto the worksheet.

After the ESO has completed the worksheets, candidates should review them for accuracy of the

information transcribed from their service records and sign them prior to or at the examination site at the discretion of the administering command. Inaccurate information could prevent a fully qualified candidate from being advanced.

ESOs and candidates use the worksheets as a check-off list when transferring the information from the worksheet to the examination answer sheet. The worksheet information is transferred to the answer sheet on the scheduled E-4 through E-7 examination administration dates. After completion of the examination, the worksheets should be retained for 2 years by the administering command.

NOTE: The Advancement-in-Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, has been modified and may be deleted in the near future. Be sure to review the pre-examination procedures outlined in the latest Exam NAVADMIN message.

Care should be taken not to damage the answer sheet. Stray marks on the answer sheet or tears in the paper could delay examination results.

Q5. Detailed instructions for preparing the Recommendation for Advancement-in-Rate or Change of Rating (Worksheet) can be found in what publication?

ACCOUNTABILITY OF EXAMINATIONS BEFORE ADMINISTRATION

If you are designated as the custodian of examination materials, you will be responsible for their security and accountability. Examination materials include all examinations and related materials, such as completed answer sheets.

The security of examinations does not stop upon the completion of an exam cycle. A designated commissioned officer, warrant officer, chief, senior chief, master chief petty officer or civilian must have custody of all performance tests and advancement examinations.


RECEIPT OF EXAMINATIONS FROM NETPDTC

Upon receipt and before administration of the exams, commands must inspect the packages for evidence of tampering. The number of exams included in the package must match the number listed on the examination packing list (fig. 6-2). Also, the

WYE08R01 PRECOMUNIT NEVERSAIL SEP 94 00000 364502
 ORDERED BY PRECOMUNIT NEVERSAIL

07/29/94

NAVAL EDUCATION AND TRAINING PROFESSIONAL
 DEVELOPMENT AND TECHNOLOGY CENTER



WARDACPNCLA 108611/22/10-77)

Date 16 AUG 94

FIRST ENDORSEMENT
 NETPMSA Ltr.

SERIAL	OF
364502	29 JUL 94

From:

Officer in Charge
 PRECOM Unit
 USS NEVERSAIL

To:

Commanding Officer
 NETPDTG
 6490 Sauley Field RD
 Pensacola, Florida 32509-5240

Subj: Examinations, Receipt of

1. Receipt of the above examinations is acknowledged.
2. A careful inspection of the examination packages disclosed no evidence of tampering with the seals or the wrapping.
3. The examinations were received and checked against shipping list by a commissioned or warrant officer or designated civilian employee.
4. Examinations have been handled and are being stowed in accordance with current examination security regulations.
5. If this listing is classified, it may be downgraded to unclassified upon detachment of the examination(s).

/s/ A. B. Seanar
 By Direction
 (Signature of Commanding Officer)

SIGN LAST PAGE ONLY

SHEET NO. 95

ACTIVITY NAME	UIC	ORD.NO						
RATE	1	2	3	4	5	6	TOTAL	
EXAMS FOR CYCLE 144 - ACTIVE DUTY EXAMS								
ET2	1445091						1	
FC2	1441776	1441777	1441778	1441779	1441780	1441781	6	
STG2	1440735	1440736					2	
	TOTAL	EXAM BOOKLETS FOR PAY GRADE E-5						9
RM1	1443298						1	
STG1	1440543						1	
	TOTAL	EXAM BOOKLETS FOR PAY GRADE E-6						2
	TOTAL	EXAM BOOKLETS FOR THIS ACTIVITY						11
FINAL PACKAGE								
ANSWER SHEET PACKAGES								
SIZE	"10"	"25"	"50"	"100"	"150"			
NUMBER	02	00	00	00	00			
REGISTER NUMBER R-645-717-654								
ABOVE ADVANCEMENT EXAMINATIONS ARE TO BE ADMINISTERED ONLY TO ACTIVE DUTY CANDIDATES AND ONLY ON REGULAR SCHEDULED ADMINISTRATION DATE OR AS AUTHORIZED BY CHAPTER 7 OF ADVMAN.								

PACK3 FORM - LASER PRINT (8-92)

ESOF0606

Figure 6-2.—Examination packing list.

examination serial numbers on the packing list and on the examination booklets must match. The preprinted endorsement on the last page of the RECEIPT COPY of the enclosed packing list must be signed and must be returned immediately to NETPDTG (N321) by regular mail.

In the case of missing examinations, evidence of tampering, or any other discrepancies, submit a detailed message or letter report to Navy Personnel Command (COMNAVPERSCOM) (PERS-852), and a copy to NETPDTG (N321), as soon as possible. The letter should be assigned Report Symbol OPNAV 5510-6B.

TRANSFER OF EXAMINATIONS

Examinations may be transferred between activities when personnel transfer or depart on leave before the administration date or when commands have spare exams. However, the transferring commands must ensure that receiving commands are able to administer examinations. Commanding officers are responsible for liaison between the local ESO and the ESO agreeing to administer an examination before forwarding exams. If the member reports to an activity supported by a PSD, forward the examination and worksheet to the PSD, not to the parent command. Activities should not transfer examinations to commands that are not under naval jurisdiction without prior approval of COMNAVPERSCOM (PERS-852 or PERS-862 for Reservist).

Candidates frequently transfer or depart on leave before their scheduled examination date. In such cases, the ESO will forward the examinations and worksheets (NAVEDTRA 1430/2) with a letter of transmittal to the examining activity. The letter of transmittal and the examinations must be placed in a double envelope. The inner envelope must be marked as follows: NAVYWIDE EXAMS. DELIVER IMMEDIATELY TO A COMMISSIONED OFFICER. TO BE OPENED ONLY BY AN OFFICIAL WHO MEETS THE REQUIREMENTS OF BUPERSINST 1430.16. The inner envelope shall also show the address and classification. Address the sealed outer cover in the normal manner and give no indication as to the contents or classification of the package. The examination must be hand-carried by an official who meets the requirements of the *Advancement Manual*, BUPERSINST 1430.16, or transferred by registered mail or Government Contracted Overnight delivery.

The letter of transmittal (fig. 6-3) should explain the reason for the transfer of the examination. It should also state that the person is eligible to take the exam and has been recommended for advancement. If the advancement examination contains classified information, the letter must state that the person taking the examination has the required security clearance. (The *Enlisted Transfer Manual* provides guidance for certifying a person's eligibility for access to classified material.) A copy of the candidate's leave papers or standard transfer orders (including leave address and telephone number) should be forwarded with the worksheet and the examination.

NOTE: Regular leave or PCS leave/travel are not valid reasons for requesting substitute exams.

Candidates must be informed of examination forwarding procedures so that they can arrange to report to their examining activity on the scheduled examination date. Ensure the candidates' leave papers or standard transfer orders contain the date of the examination and the designated activity that will administer the examination. Candidates should understand that additional travel to the examining site will be at their expense and is not reimbursable. Failure to report to the designated activity normally disqualifies the candidate for a substitute examination.

Q6. When transferring an examination under a letter of transmittal, what manual provides guidance for certifying a person's eligibility for access to classified materials?

STOWAGE OF EXAMINATIONS

The official who is responsible for the stowage and custody of examination materials must meet the requirements of BUPERSINST 1430.16. The color of the plastic envelope identifies the classification of the examinations: SECRET—RED; CONFIDENTIAL—BLUE; and FOR OFFICIAL USE ONLY (FOUO)—BLACK. Both upon receipt and before administration, all examination envelopes should be inspected for evidence of tampering.

All examination materials should be stowed in a safe, vault, or some other locked space secured with a three-tumbler combination lock. The lock should be accessible only to an official who meets the requirements of BUPERSINST 1430.16.

Except as specified in BUPERSINST 1430.16, examinations or performance tests must not be available to enlisted personnel authorized to participate.

Q7. What is the classification of an examination enclosed in a blue plastic envelope?

REPORT OF LOST OR COMPROMISED EXAMINATIONS

If a loss or a compromise of a Navywide advancement-in-rate examination or a performance test is discovered or circumstances indicate that loss or compromise is possible, forward a preliminary report to COMNAVPERSCOM (PERS-852 or PERS-862), with a copy to NETPDTC and the administrative superior using Report Symbol OPNAV 5510-6B for

1418
Ser
Date

REGISTERED MAIL

(Appropriate markings such as **CONFIDENTIAL** or **SECRET--(Unclassified upon removal of enclosure (1) or FOR OFFICIAL USE ONLY** [if examinations contain no classified information])

From: Commanding Officer, USS FREMONT (APA 44) (99999)
To: Commanding Officer, USS HANSON (DD 832) (88888)

Subj: FORWARDING OF NAVYWIDE ADVANCEMENT-IN-RATE EXAMINATIONS FOR ADVANCEMENT (OR CHANGE) IN RATE

Ref: (a) BUPERSINST 1430.16E

Encl: (1) Examination Booklet(s)
(2) NAVPERS 1430/2 Worksheets
(3) Copy of leave papers/PCS orders (when applicable)

1. Enclosures (1) through (3) are forwarded for the candidates listed below per reference (a). Candidate(s) indicated by an asterisk have NAVPERSCOM authorization to compete for change in rating:

	<u>NAME</u>	<u>SSAN</u>	<u>PRESENT RATE</u>	<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>
1.	JONES, Mary P.	000-00-0000	SN	BM3	1470101
2.	SEAMAN, John P.	111-11-1111	SK3	DK2	1470745

2. The above named personnel are eligible for advancement (or change) in rate and are recommended for participation in the examination to be administered on date and date.¹

3. Request receipt of the above examinations be acknowledged by completing the first endorsement below.

(Signature of Commanding Officer or official with by direction authority)

1418
Ser
Date

FIRST ENDORSEMENT

From: Commanding Officer, USS HANSON (DD 832) (88888)
To: Commanding Officer, USS FREMONT (APA 44) (99999)

1. Receipt of the examinations listed in paragraph 1 is acknowledged.

(Signature of Commanding Officer or official with by direction authority)

¹In case of a person in a transient or leave status who will take an examination containing classified information, add the certification of the candidate's eligibility for access to classified information.

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Figure 6-3.—Sample letter of transmittal for forwarding examinations.

further direction. In amplification of the preliminary report, convene a judge advocate general (JAG) investigation submitting advance copies of the completed report to COMNAVPERSCOM (PERS-852 or PERS-862) and NETPDTC.

EXAMINATION ADMINISTRATIVE PROCEDURES

As examination time approaches, certain administrative matters should be completed. About 2 months before the scheduled examination

administration date, review the directives and any new procedures introduced into the system by the NAVADMIN message for the examination cycle. During this time make the following preliminary arrangements:

- Arrange for sufficient space to accommodate examinees comfortably.
- Assign proctors to help administer the examinations (1 proctor for every 25 candidates).

- Ensure all materials required to administer the exam are available.
- Provide secure stowage for examinations and related examination materials.
- Ensure a copy of the latest examination instructions, the latest NAVADMIN message, and the general and verbatim instructions are available.

Approximately 10 days before the scheduled date of the examination, ESOs should:

- Ensure all examinations are accounted for.
- Ensure that an examination is available for each candidate with a worksheet. If necessary, obtain an examination. Comply with BUPERSINST 1430.16, concerning duplicate use of an examination or order of a substitute examination.
- Ensure that no more than two candidates will use the same examination booklet.
- Recheck the worksheets for errors and make needed corrections.
- Prepare a seating arrangement that will provide maximum comfort consistent with the space accommodations. The seating should be arranged so those candidates taking examinations in the same ratings do not sit next to or across from one another. Seat candidates so classified material is not subject to compromise.
- Advise commands to revise watchbills and special duty assignments, and so on, to prevent candidates from being penalized by lack of sleep, late reporting, and so forth, and to decrease or eliminate the need for substitute examinations.

On the day examinations are administered, the ESO will ensure that each candidate is provided any or all of the following materials:

- Candidate's completed worksheet.
- One unopened examination for the appropriate rating and paygrade.
- One answer sheet. Only the NETPDTC 1430/2, answer sheets is authorized. The NAVADMIN announcing the examinations, normally identify the color of the answer sheet.

- Scratch paper. Normally, two sheets are sufficient. The proctors can provide more if needed.
- Two lead pencils. Candidates **MUST** use a #2 or electrographic black lead pencil. Using a pencil other than #2 or electrographic may cause the answer sheet to be improperly processed.
- A smooth, firm surface on which to complete the answer sheet. Completing answer sheets on any type of soft table covering will result in marks that will not be properly processed.
- Two maneuvering board sheets (DMA Form 5090), parallel rules, and dividers, as appropriate, for BM, ET (submarine), FT, MN, OS, QM, and SM candidates. Bearing rate computer for FT candidates.
- Two sheets of musical manuscript paper for candidates taking the MU examination.
- U.S. Navy calculator or slide rule for vertical aerial photography for PH and IS candidates.

Candidates may use log tables and slide rules. Musicians are **NOT** authorized to use "musical slide rules." Quartermasters are **NOT** authorized to use "nautical slide rules."

Battery-operated electronic calculators (with any number of keys) of the **NON-PROGRAMMABLE** variety may be used by all candidates. Calculators with permanently stored memory are not authorized. Each candidate must provide a calculator for his or her own use.

Other than the preceding items, no other examining materials or instruments will be allowed into the examination room. Proctors should ensure that all candidates observe these regulations during the administration of the examination.

ADVANCEMENT-IN-RATE EXAMINATION SCHEDULE

Examinations will normally be administered by paygrade on the days indicated in the following schedule (table 6-1). The NAVADMIN message issued for that specific examination cycle will announce any deviations from this schedule. Deviations from the announced schedule may only be made as outlined in the *Advancement Manual*.

NOTE: Although no examination is administered for senior and master chief petty officers, commands

Table 6-1.—Advancement-in-Rate Examination Schedule

(Days below may be changed as announced)				
RATE	ACTIVE DUTY		INACTIVE DUTY NAVAL RESERVIST	
	MARCH	SEPTEMBER	FEBRUARY	AUGUST
PO1	1st Tuesday	1st Thursday	During month	During month
PO2	2nd Tuesday	2nd Thursday		
PO3	3rd Tuesday	3rd Thursday		
CPO	JANUARY		FEBRUARY	
	3rd Thursday		During month	
NOTES:				
<ol style="list-style-type: none"> 1. All TAR personnel will take the same examination as other active duty personnel, but will compete for vacancies within the personnel allowance of the TAR program. 2. CANREC personnel on continuous active duty for 1 year or more will also participate in the active duty examination, but will compete for vacancies with the personnel allowance of their respective programs. 3. Drilling Naval Reservists and personnel on Annual Training (AT) or Active Duty Training (ADT) will participate in the inactive examination and compete for vacancies within the Selected Reserve community. 4. ADSWIOYR personnel will participate in the inactive duty examination regardless of length of continuous active duty and will compete for vacancies within the Selected Reserve community. 5. Inactive Reserve candidates will participate in the E-4 through E-7 Selected Reserve examinations during the months of February and August, or as announced in the respective NAVADMIN. 				

must follow certain requirements, each advancement cycle, for these two paygrades. Approximately mid to late August each year, commands receive the NAVADMIN message, which provides the basic eligibility requirements for senior and master chief petty officers. It also provides information and procedures to be used for that particular advancement cycle.

RECOMMENDED TIME SCHEDULE FOR ADMINISTRATION OF EXAMINATIONS

The commanding officer of each activity schedules the exact time of day Navywide examinations will be administered. However, the commanding officer must not allow candidates to exceed the time limit of 3 hours for Navywide examinations or allow them to take any breaks. Take care that nearby activities do not conduct examinations

at such time that compromise is possible. Unless deviation is necessary, follow this schedule:

- 0730 Candidates muster (military ID cards required). Proctors muster at the same time.
- 0745 After candidates are seated, sealed examinations, worksheets, and all other materials required for administering the examination are distributed.
- 0800 The General and Verbatim Instructions for the Administration of Navywide Advancement Examinations are read (verbatim instructions are provided by NETPDTC). The verbatim instructions tell candidates how to fill in the answer sheets from the information provided on the worksheets, as well as, other pertinent information.
- 0830 The examination begins. TIME LIMIT: 3 HOURS.
- 1130 The examination ends.

Q8. What is the maximum time allowed for candidates to complete the Navywide advancement examinations?

EXAMINATION DAY PROCEDURES

Learning Objectives: Identify administration procedures to be followed during administration of examinations; identify examination completion procedures; identify and recognize how to forward examinations to NETPDTC.

On the date the examination is administered, the ESO should muster the candidates and seat them in the examination room according to the preplanned arrangements. After distributing the required examination materials, a member of the examining board will read the General and Verbatim Instructions for the Administration of the Examinations. The reading of the verbatim instructions should be clear and concise. Enough time should be allowed between each step of the instructions to allow candidates to complete each block on the answer sheet.

The examination room must be under the direct supervision of at least one member designated in writing by the commanding officer. Proctors are assigned to assist the ESO. At least 1 proctor should be provided for every 25 candidates. Officers, chief petty officers (E-7/8/9) and designated civilians may serve as proctors for examinations. For information on assigning proctors, refer to the *Advancement Manual*.

Before each examination is administered, the command should provide guidelines for proctors to follow, including the following:

- Ensure the health and comfort rules are understood and in agreement with command and Navy policy.
- Ensure candidates bring no unauthorized materials, such as NRTCs and notes, into the examining room.
- Help distribute all examining materials (pencils, examination booklets, worksheets, scratch paper, and so forth).
- Perform an individual ID card check to verify each candidate's identity before issuing that person an examination booklet.
- Randomly inspect the answer sheets while the candidates complete the administrative section as the verbatim instructions are being read.

Ensure candidates darken answer sheet circles sufficiently to be detected by scanning equipment.

- Patrol the examining room to guard against cheating.
- Escort candidates to and from the examining room if the need arises for health or comfort trips outside the examining room.
- Interpret the meaning of the information on the examination booklet cover for the candidates if necessary; however, DO NOT DISCUSS, INTERPRET, OR ANSWER EXAMINATION QUESTIONS IN ANY WAY! (Proctors may explain the meaning of the instructions on the face of the examination booklet. They may NOT interpret examination questions, engage in a discussion about questions, or assist the candidates in any way in their solutions. Examination questions must NEVER be read to the candidates.)
- Seek any further assistance necessary from the ESO if in doubt about any portion of the exam administration.

The authority for oral administration of examinations, if requested, and with ample justification is from PERS 852 or 862. If authorized, a commissioned officer will read examination questions and answers without interpretation or explanation. The individual will be examined on the regularly scheduled examination date in a separate space from other candidates. Refer to the *Advancement Manual* for additional guidance.

Candidates are not permitted to leave the examination room before completing their examination except for emergencies. If a candidate must leave the room, a proctor must accompany him or her. A proctor must take possession of all examining materials during the candidate's absence. Any candidate who leaves the examination room without permission will be disqualified. If this situation occurs, the procedures outlined in the *Advancement Manual* should be followed.

In case of emergency, such as a fire alarm, the candidates will place the worksheet, answer sheet, and scratch paper inside the examination booklet and leave it on the table. Candidates will depart the examination area via designated exits and muster at a designated area. Ensure all candidates understand that no talking is permitted during the emergency and while waiting to

return to the examination area. The examining proctors will collect all examinations booklets, ensuring the worksheet, answer sheet, and scratch paper is in each booklet. Upon conclusion of the emergency situation, candidates will return to the examination area and await further instructions.

Q9. During the administration of Navywide advancement examinations, 1 proctor should be provided for a maximum of how many candidates?

Q10. What enlisted paygrades may serve as proctors for E-4 through E-7 Navywide advancement examinations?

Q11. For information on assigning proctors for Navywide advancement examinations, you should refer to what publication?

EXAMINATION COMPLETION PROCEDURES

Upon completion of the examination, candidates must turn in all examination materials to a proctor as they exit the room. The proctor will collect all examination material, ensure that the answer sheet is complete, and that all items circled by the candidate on the worksheet are clearly understood so that corrections or additions may be made by the ESO. Corrections should be made to the answer sheet based on the *Advancement Manual*.

Before forwarding answer sheets, the ESO will review all answer sheets for accuracy and completeness. The ESO will resolve all items circled by the candidate on the worksheet, and check each entry and blackened circle for accuracy with the exception of the answer portion of the answer sheets. Turn verified answer sheets over to the person designated to prepare the transmittal for forwarding to NETPDTC. Only officers, designated chief petty officers (E-7/8/9), and designated civilian employees may handle the answer sheets until they are deposited as registered mail in the U. S. postal system or government contracted overnight delivery.

As the candidates leave the examining room, a proctor should ensure the candidates have taken the following actions:

- Transferred all information from the worksheet to the answer sheet.
- Made no changes on the worksheets that affect the final multiple score.

- Darkened in the circles properly below each response area.
- Turned in all testing materials, including scratch paper.

EXAMINATION ACCOUNTABILITY AFTER THE EXAMINATION

After the examination has been administered, all examination booklets, used and unused, and scratch paper are destroyed. They are destroyed by burning or by alternate methods as outlined in the *Department of the Navy Information Security Program Regulation, SECNAVINST 5510.36*, and other pertinent directives.

Examinations must be destroyed in the presence of at least two witnesses—officers, chief petty officer (E-7/8/9), or designated civilians.

Q12. After the administration of Navywide examinations, all examination booklets, used and unused, and scratch paper must be destroyed as outlined in what instruction?

PREVENT DISCREPANCIES

Preventing discrepancies is the responsibility of every ESO. The best practice to keep discrepancies at a minimum is to follow the steps listed below:

- First, obtain the information for completing the Worksheet from the service record.
- Second, verify the information against the Enlisted Master File (EMF) or command EDVR
- Third, if there is a disagreement between the information in the service record and the EMF, determine which is correct and then either enter the correct information in the service record or submit corrections to update the EMF.
- Fourth, have candidates verify and sign worksheets before exam day. Errors candidates discover on their worksheets can be checked, verified, and corrected before exam day.
- Finally, after the member takes the exam, verify the information from the worksheet was correctly copied to the answer sheet; this would include verifying the bubbles were correctly filled in on the answer sheet. **NOTE:** Use proctors to help verify the information was correctly transcribed to the answers sheets as they are turned in at the exam sites.

FORWARDING OF EXAMINATION MATERIALS TO NETPDTC

After the examination, all completed answer sheets are handled and stowed as described in the *Advancement Manual*.

Forward examination returns for each paygrade to NETPDTC by U.S. registered mail or government contracted overnight delivery within 7 working days after the administration of the examinations. The answer sheets and report of destruction/administration must be sent to NETPDTC by a letter of transmittal. Do not fold or staple answer sheets. Protect answer sheets with cardboard backing. The total number of examinations reported as destroyed or transferred must match the total number in the Examination Packing List (fig. 6-2). The number reported must also include examinations received from other commands. **Verify the number of answer sheets against the number on the transmittal letters.** A common mistake is when the letter is prepared before the exam is given and then a candidate does not take the exam and the candidate's name is left on the letter. Ensure names and numbers on the letters match the answer sheets.

Separate letters of transmittal, assigned Report Symbol COMNAVPERSCOM 1418-1, should be prepared for each paygrade. The letter of transmittal should list all used, unused, or transferred examinations, including the rate abbreviation, examination series, and examination serial number. The letter should list candidates alphabetically by name on enclosure (2), as shown in figure 6-4. When personnel from more than one activity have been examined, the candidates should be grouped by activity, as shown on enclosure (2) of the transmittal letter.

NOTE: Transmittal letters for February and August reserve examinations should contain answer sheets for all paygrades. Do not prepare separate letters.

The original letters of transmittal are sent to Commanding Officer, NETPDTC (N322), 6490 Saufley Field Road, Pensacola, FL, 32509-5126, by registered mail or government contracted overnight delivery. Copies of the report of destruction should **NOT** be sent to COMNAVPERSCOM or the command's administrative superior unless otherwise directed. The answer sheets should **NOT** be folded or stapled and should be enclosed in cardboard backing for protection.

The command must keep copies of the reports of destruction and receipts for transfer of examinations on file as an official record for 2 years.

POST-EXAMINATION PROCEDURES

Learning Objectives: *Identify the post-examination procedures to be followed; identify the procedures to be followed when requesting substitute examinations.*

After the examination cycle, certain procedures must be followed. These procedures ensure that examination results are received for each candidate and that candidates selected for advancement are advanced correctly. They also ensure that service record entries are completed properly.

RESULTS OF NAVYWIDE ADVANCEMENT EXAMINATIONS

After the examination, the candidates and the commands anxiously await the examination results. NETPDTC publishes the E-4 through E-6 exam results. Commands receive the results approximately 3 months after the candidates take their examinations. Chief petty officer candidates normally wait approximately 2 months for SELECTION BOARD ELIGIBILITY results. They then wait another 4 months, while the selection board completes the selection process, to find out whether they are SELECTEES. Senior and master chief petty officer candidates are recommended and nominated in November of each year. They normally find out whether they are selectees about 6 months later.

NETPDTC issues examination results and advancement authority to individual commands by the Examination Status Verification Report (ESVR), Rating Change Authorization (RCA), data mailer, message, or letter. The examination results forwarded to each command consist of the ESVR, RCA, and Examination Profile Information Form. (See figs. 6-5 through 6-7.) Results for candidates who took a substitute examination are normally issued by data mailers (data mailers provide the same information as the Examination Profile Information Form (fig. 6-7) but include examination results). Once the RCA and the ESVR are verified, they should be posted on the command's bulletin board.

Examination Status Verification Report

The ESVR (fig. 6-5) lists all personnel not listed on the RCA whose status is one of the following:

- Selectee

1430
Ser
Date

Report Symbol BUPERS 1418-1

REGISTERED MAIL
FOR OFFICIAL USE ONLY

From: (Command)
To: Commanding Officer, Naval Education and Training Professional Development and Technology Center
(N322), 6490 Saufley Field Road, Pensacola, FL 32509-5126

Subj: CYCLE #___ EXAMINATION RETURNS FOR PAYGRADE E-__

Ref: (a) BUPERSINST 1430.16E

Encl: (1) #___ Examination Returns (answer sheets)
(2) Listing by Activity
(3) Listing of Unused and Transferred Examinations
(4) Listing of Early Promote Time in Rate Waiver Candidates

1. Enclosures (1) through (4) are forwarded per reference (a).
2. All examination envelopes were given to the candidates with seals unbroken and opened by the candidate concerned in the examination room in the presence of a member designated by the CO/OiC.
3. (Strike out this paragraph, if not applicable.)The candidates listed in enclosure (2) whose examination serial numbers are identified by (DUP) used the duplicate method of an examination. Test booklets were examined and markings, if any, were removed before use by the second candidate.
4. All examination booklets for personnel listed in enclosure (2), and all complete examinations listed in enclosure (3) as being unused, have been destroyed by (method of destruction) in the presence of the authorized personnel whose signatures follow:

Name, Rank

Name, Rank

5. The examinations of the personnel listed in enclosure (2) were conducted as outlined in chapter 6 of reference (a).
6. (Strike out this paragraph, if not applicable.) Enclosure (4) lists candidates who were granted TIR waiver per paragraph 216g(1) of reference (a).

(Signature of CO/OiC
or official with by direction authority)

Figure 6-4.—Sample letter of transmittal forwarding advancement examinations for E-4/5/6/7 candidates.

- Passed, but not advanced (PNA)
- Failed
- Examination invalidated
- A discrepancy exists preventing publication of valid results

Upon receipt of the ESVR, the command must verify it against the information on the candidate's worksheet. The command also uses it to verify that the personnel listed are still recommended for advancement. This report is not to be confused with the command Enlisted Distribution Verification Report (EDVR).

<u>LISTING BY ACTIVITY</u>					
ACTIVITY AND CODE			(3) ANSWER SHEETS		
USS FORMAT 1111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT, P.	444-44-4444	IT1	ITC	1061078	USN
DOE, J.	333-33-3333	MU1	MUC	1060089 (DUP)	USN
DOOR, W.	666-66-6666	MU1	MUC	1060089 (DUP)	USN
ACTIVITY AND CODE			(1) ANSWER SHEET		
USS NEVERSAIL 22222					
BRUSH, F.	777-77-7777	PN1	PNC	1062456	USN
Enclosure (2)					
NOTE: Those commands that maintain large volumes of service records and service large volumes of tenant activities may alter enclosure (2) of figure 6-1 as above. All candidates may be grouped together alphabetically, but an additional column (parent command UIC) must be added and correct UIC for each candidate entered.					
<u>UNUSED EXAMINATIONS:</u>					
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>		
ABHC	1062004, 106200	BMC	1065330, 1065331		
QMC	1060560	CTRC	1060235		
<u>TRANSFERRED EXAMINATIONS:</u>					
<u>EXAM RATE</u>	<u>EXAM SERIAL NUMBER</u>	<u>TRANSFERRED TO (UIC)</u>			
STSC	1060136	USS NEVERSAIL - XXXXXX			
Enclosure (3)					
<u>"EP" TIR WAIVERS</u>					
ACTIVITY AND CODE					
USS FORMAT 11111					
NAME (ALPHABETIC ORDER)	SOCIAL SECURITY NUMBER	PRESENT RATE	EXAM RATE	SERIES AND EXAM SERIAL NUMBER	BRANCH OF SERVICE
BOAT, P.	444-44-4444	IT1	ITC	1061078	USN
Enclosure (4)					

Figure 6-4.—Sample letter of transmittal forwarding advancement examinations for E-4/5/6/7 candidates.—Continued

Rating Change Authorization

The RCA (fig. 6-6) is the actual authorization for advancement of candidates. The command must verify this report upon receipt; no candidate may be advanced until all information has been verified.

The RCA lists all personnel being advanced on the 16th of a particular month. For instance, all personnel being advanced on 16 February will be on the same RCA; all personnel being advanced on 16 October will be on a separate RCA; and so forth. If the command

has no one being advanced during any given month, no RCA will be issued.

Advancement authorization for personnel who took a late examination will be forwarded by a data mailer.

Examination Profile Information Form and Data Mailer

The Examination Profile Information Form and Data Mailer (fig 6-7) are basically identical in

CYCLE 168 (SEP 00)		EXAMINATION STATUS VERIFICATION REPORT												DEC 01 2000		
UIC 20632 USS SAIPAN		THIS REPORT DOES NOT CONSTITUTE AUTH FOR ADV, CHG OF RATE, OR STKR DESIG. VERIFY ALL FMS DATA PRIOR TO EFF ANY ACTION. TO CLEAR DISCREPANCIES, SUBMIT INFO/ DOCUMENT BY LTR OR MSG, REFER PARA 427 ADVMAN.														
-----VERIFICATION DATA-----																
NAME	SSN	PRATE	ERATE	BR/CL	C D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A	STATUS
BOAT PAUL	555-55-5555	IT2	IT1	USN		C	00	1502	0000	0506	0000	06.0		3.94		PNA-PTS 1.5/0.5
BRUSH FLOSS	777-77-7777	MS3	MS2	USN		A	00	0400	0000	0106	0000	00.0	2	3.65		PNA-NO PTS
DOE JANE	222-22-2222	AO3	AO2	USN		N	00	0206	0000	0100	0000	00.0		3.92	E	PNA-PTS 1.5/0.5
DOOR WATER	666-66-6666	HN	HM3	USN		C	00	0302	0000	0108	0000	01.0		3.83		PNA-PTS 0.5/0.5
PISTOL VERY	888-88-8888	ET3	ET2	USN		A	00	0409	0000	0400	0000	02.5	6	3.85		PNA-PTS 0.0/0.5

ESOF0609

Figure 6-5. Sample copy of an examination Status Verification Report (ESVR)

CYCLE 168 (SEP 00)		RATING CHANGE AUTHORIZATION												DEC 01 2000				
UIC 20632 USS SAIPAN		ADVANCEMENTS/STRIKERS/CHANGES OF RATE EFFECTIVE 01/16/01																
PROVIDED ELIGIBILITY IS MAINTAINED, CANDIDATES LISTED ARE AUTHORIZED ADVANCEMENT, STRIKER DESIGNATION, OR CHANGE OF RATE. VERIFY ALL FMS DATA PRIOR TO EFFECTING ACTION. AUTHORITY IS NETPDTC ADV LTE 1-01																		
-----VERIFICATION DATA-----																		
NAME	SSN	PRATE	AUTH RATE	BR/CL	C D	S	AW	TAS	DTIS	SIPG	DSPG	PNA	GRP	PERF	E A			
CHRISTMAS MARY	111-11-1111	ABHAN	ABH3	USNR		N	00	0200	0000	0200	0000	02.5		4.00				
DOE JOHN	333-33-3333	FN	MM3	USNR		N	00	0109	0000	0008	0000	00.0	5	3.97				
FROST JACK	999-99-9999	AN	ABE3	USN		N	00	0201	0000	0006	0000	00.0		3.92				
SEAMAN ABLE	123-45-6789	MM3	MM2	USN		A	07	0307	0000	0200	0000	05.0	5	3.95				
THE DATE(S) (ADSDA AND/OR TIRDA) OR BR/CL (BR/CLR) ON THE ANSWER SHEET FOR THE CANDIDATE(S) LISTED BELOW IS/ARE IN DISAGREEMENT WITH THE DATE(S) AND/OR BR/CL CONTAINED IN THE NAVY MASTER FILE. TAS AND/OR SIPG AND EXAMINATION RESULTS HAVE BEEN CALCULATED AND DETERMINED USING MASTER FILE DATA. REFER TO PARAGRAPH 425. ADVMAN FRO CORRECTIVE ACTION IF MASTER FILE DATA IS IN ERROR. "OK" INDICATES DATE(S)/BR/CL AGREE.																		
NAME	SSN	PRATE	ERATE	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CL	BR/CL	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CL	BR/CL	
CHRISTMAS MARY	111-11-1111	ABHAN	ABH3	OK	OK	0200	OK	OK	0200	USNR	USN	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CL	BR/CL
DOE JOHN	333-33-3333	FN	MM3	92/09/23	92/06/10	0109	93/11/01	93/01/01	0008	USNR	USN	ADSDA	TAS	TIRDE	TIRDA	SIPG	BR/CL	BR/CL

ESOF0610

Figure 6-6.—Sample copy of a Rating Change Authorization (RCA).

appearance. The Examination Profile Information Form provides the candidates with information on how well they performed on the examination as compared with other candidates who took the same examination. In addition to subject matter tested, profile information forms report the candidate's Exam Standard Score; Performance Mark Average; Service in Paygrade; Awards; Passed, Not Advanced Points; Final Multiple and Minimum Multiple Required. Candidates will

also be able to see the score breakdown by section. The title of each section will be listed, followed by the number of questions in that section, and the member's score and percentile. It does not indicate the FMS for a member who fails the examination or participates for lateral conversion. It also doesn't list the FMS if a member is in a discrepancy status or if the examination has been invalidated. Copies of profile forms are NOT retained by NETPDTC.

DEPARTMENT OF THE NAVY
 NAVAL EDUCATION AND TRAINING PROFESSIONAL DEVELOPMENT AND TECHNOLOGY CENTER
 6490 SAUFLEY FIELD ROAD, PENSACOLA, FL 32509-5240

PRESENT EXAM BRANCH SERIAL

FROM: COMMANDING OFFICER RATE RATE GROUP CLASS CYCLE NO. DATE UIC CODE

TO: MR2 MR1 2 USN 175 1750057 MAR02 20632 FN

SUBJ: EXAMINATION PROFILE INFORMATION AND EXAM STATUS

FINAL MULTIPLE FACTOR SCORE BREAKDOWN	Exam Standard Score	PMA	Serv. In Pay Grade	Awards	PNA	Your Final Multiple	Minimum Multiple Req'd		
		(Eval Avg)	(YYMM)						
YOUR multiple broken down by each factor	58.16	98.00 (3.80)	34.00 (0706)	4	20.0	214.16	214.16		
AVERAGE of candidates advanced in your rate	58.16	98.00 (3.80)	34.00 (0706)	4	20.0	PAGE: 1			
PNA POINT BREAKDOWN				CYCLE 165	CYCLE 167	CYCLE 168	CYCLE 171	CYCLE 172	TOTAL
PNA POINTS EARNED FROM YOUR PREVIOUS EXAMS/PMAs THAT WERE APPLIED TO THIS EXAM'S FINAL MULTIPLE SCORE				2.0	2.0	2.0	2.5	1.5	10.0
PNA POINTS EARNED FROM THIS EXAM ADMINISTRATION THAT WILL APPLY TOWARD YOUR FMS ON THE NEXT EXAM				FROM EXAM STANDARD SCORE			FROM PNA	TOTAL	

EXAMINATION SCORE BREAKDOWN BY SECTION

NO.	TOPIC	NUMBER OF QUESTIONS	YOUR SCORE	YOUR %ILE
1.	BLUEPRINTS	10	8	80
2.	CUTTERS	9	6	67
3.	MATH	11	6	55
4.	GRINDERS	10	8	80
5.	LATHES	9	8	89
6.	MILLS	11	7	64
7.	THREADS	8	6	75
8.	QUALITY ASSURANCE	12	9	75
9.	GEARS	10	7	70
10.	METAL	10	8	80
11.	UNIFORMS	10	7	70
12.	CUSTOMS AND TRADITIONS	9	7	78
13.	SAFETY	11	7	64
14.	FIRST AID	10	8	80
15.	LEADERSHIP	9	8	89
16.	SECURITY	11	6	55
17.	NAVAL ORGANIZATION	8	7	88
18.	DAMAGE CONTROL	12	9	75
19.	PHYSICAL FITNESS	10	9	90
20.	MILITARY CONDUCT	10	9	90

YOUR OVERALL PERCENTILE WAS 79. YOU SCORED HIGHER THAN 79 PERCENT OF THE CANDIDATES IN YOUR RATE WHO TOOK THIS EXAM.

Total number of exam questions may not always equal 200 due to deletions. Deleted questions result if equipment or procedures become obsolete between the time the exam is written and the time the exam is taken. Deletions do **NOT** change a candidate's chance for advancement. The standings are based on over 90% returned answer sheets. No change occurs with all returns in.

STATUS: PASS

CONTACT YOUR ESO FOR MORE INFORMATION ABOUT DATA USED FOR YOUR MULTIPLE CALCULATION. **DO NOT USE THIS SHEET TO STUDY FOR THE NEXT EXAM. EXAM CONTENT VARIES FROM ONE EXAM SERIES TO ANOTHER. THIS SHEET CONTAINS THE TOPICS THAT WERE USED IN THIS EXAM ONLY AND MAY OR MAY NOT APPEAR ON FUTURE EXAMS. TO CHECK FUTURE EXAMS, GO TO NETPDTIC WEB SITE UNDER BIBS AT WWW.ADVANCEMENT.CNET.NAVY.MIL.**

INFORMATION:

I. COMMENCING WITH THE CPO EXAM IN JANUARY 2002, ALL EXAMS WILL CONSIST OF 200 QUESTIONS.

Figure 6-7.—Sample copy of an Examination Profile Information Form and Data Mailer.

The Data Mailers provides all the same information but are sent whenever a candidate participated in a substitute examination or if the member's examination record is changed. Changes

could include clearing a discrepancy or having the results forwarded to a different UIC. Data Mailers have a date and a reference and are sent individually.

NOTE: Figure 6-7 is an example of what the new Profile Information Forms and Data Mailers will look like after the January 2002 examination. These new forms are very similar to the old forms but have been changed to accommodate the 200 questions exams.

Q13. Senior and master chief petty officer candidates for advancement are recommended and nominated in what month of each year?

Q14. The results of the Navywide advancement examinations are published by which activity?

Q15. The examination results forwarded to each command consist of what items?

COMMAND ACTION UPON RECEIPT OF EXAMINATION RESULTS

If the commanding officer withdraws a member's recommendation for advancement after receipt of advancement authorization or selectee notification, the following steps must be taken:

1. Prepare an Enlisted Performance Evaluation or FITNESS Report with an "X" in the "Significant Problems" block per BUPERSINST 1610.10.
2. Service record entries must be recorded on NAVPERS Form 1070/613 as shown in the *Advancement Manual*. The NAVPERS 1070/613 must be signed by the member's commanding officer; this authority may not be delegated.
3. A service record entry stating that the member has been informed of the right to request redress under Article 138 of the *Uniform Code of Military Justice (UCMJ)* must be prepared. The member's signature is required to acknowledge this entry. The inadvertent omission of this notification or acknowledgement could affect the commanding officer's withdrawal of the advancement authorization or withholding of the advancement.
4. If a member has taken an E-4/5/6 advancement examination and the results have not been published, a message must be sent to Commanding Officer, NETPDTC (N321), invalidating the member's advancement examination results. If a member has been validated for E-8/9, send message notification to COMNAVPERSCOM (PERS-852 or PERS-862), with information copy to NETPDTC

(N321). The message should include the reason the examination results were invalidated and a statement that the invalidation was done according to the *Advancement Manual*. Request for invalidation should be submitted as soon as possible to preclude possible loss of advancement quotas.

5. Notification to withhold/withdraw advancements should be submitted no later than 2 days before the effective date of advancement where possible.

If a person listed on the RCA or ESVR was advanced under the provisions of the CAP, STAR, SCORE, or other authorized programs after taking the Navywide exam, a message must be sent to Commanding Officer, NETPDTC (N321), and information copy to COMNAVPERSCOM (PERS-852 or PERS-862). The message should request invalidation or cancellation of the advancement authorization or removal of the person from selection-board-eligible status. Ensure immediate submission of these requests. Delay in submission can cause possible loss of advancement quotas.

The ESO may find persons listed on the RCA or ESVR who are not attached to the command. The ESO may also find that newly reported members to the command are not listed on the RCA or ESVR. The names of these personnel and other pertinent information about them should be sent to NETPDTC (N321).

Some commands do not always verify the RCA or ESVR upon receipt. That is unfortunate because many times errors occur that makes a difference in a candidate's advancement status. The ESVR contains examination results and multiple factors for all candidates except those listed on the RCA; however, it cannot be used as the authorization for advancement.

Some candidates participating in the E-4 through E-6 advancement examinations may have received a relatively high test score or an exemplary performance mark average on past examinations. Passed, but not advanced (PNA) points are awarded to those candidates. The maximum number of PNA points a person can attain for one exam cycle is 3.0, awarded in increments of one-half point. NETPDTC automatically credits PNA points earned for the most recent five of the last six exams in which a candidate participated. The FMS factor for PNA points is achieved by doubling the earned PNA points. The

maximum PNA point credit candidates may earn is 30 points.

NOTE: PNA point credit is now attained from the social security number only. It is no longer necessary to notify NETPDTC to credit PNA points for candidates who have had name changes.

Action for Personnel Transferred

Examination results of personnel who are no longer attached to your command may be found when the RCA or ESVR is verified. These candidates have been transferred to a new duty station, separated from active duty, or discharged. Service record entries for these people should be made after the Navywide examinations have been administered and before the exam results are received.

- If a candidate is transferred to another duty station before receipt of exam results ESVR or RCA, the transferring command will ensure a copy of the completed worksheet is filed in the field service record. The transferring command must notify NETPDTC (N321) via message (information copy to new command) to forward results to the activity to which member transferred.
- For candidates transferred in a selectee status, before receipt of authorized advancement date (RCA), the transferring command will ensure a copy of the completed worksheet and copy of ESVR is filed in the field service record, notify NETPDTC (N321) via message (information copy to new command) to forward the RCA to the activity to which transferred.
- If a candidate is authorized advancement or change in rating, but is transferred after receipt of rate change authority (RCA) and before the effective date of advancement, the transferring command will ensure a copy of the RCA and a copy of the completed worksheet is filed in the field service record with the transfer evaluation.
- For personnel being released from active duty/discharged, the separating command will forward results to the member's home of record or address designated by the member. COs/OICs will inform advancement selectees who are being discharged or released to inactive duty that advancement may be effected upon return to active duty or affiliation with a USNR unit. Commands must ensure examinations are

invalidated for personnel separated before publication of examination results.

NOTE: NETPDTC should be notified at this time to forward results to the member's new command.

Frocking of Enlisted Personnel

Frocking is an administrative authorization to assume the title and wear the uniform of a higher paygrade without entitlement to the pay and allowances of that grade. Frocking provides early recognition for members selected for petty officer third class through master chief petty officer. After verifying individual eligibility data, members may be frocked as follows:

- Qualified E-8/9 selectees may be frocked upon receipt of selection notification by the CNO NAVADMIN message.
- Qualified E-7 selectees may be frocked no earlier than the first advancement increment (normally 16 September). Before they may be frocked, selectees must complete the *Chief Petty Officer Indoctrination Course*. If the course is not available at a training command, the commanding officer may authorize frocking for selectees before they complete the indoctrination course.
- Qualified E-5/6 selectees may be frocked after the command receives the naval message from NETPDTC or RCA/ESVR/Data Mailer and all advancement data has been verified as correct.
- Qualified E-4 selectees, including those in a training status, may be frocked after the command receives the naval message from NETPDTC, or RCA/ESVR/Data Mailer and all advancement data has been verified as correct provided selectees complete the *Petty Officer Indoctrination Course*.

Frocking does not change the permanent status of a member nor authorize payment of entitlements governed by statute or regulation and is subject to restriction as follows:

- Enlisted members selected for officer appointments may not be frocked.
- Navy members serving in joint commands may be frocked with the concurrence of the joint command.
- Members may elect not to accept frocking.

- Frocked members are entitled to military identification cards and certain privileges of the higher paygrade, that is, clubs, messing, berthing, housing, and parking privileges except as restricted by law.
- The weight limit of household goods on permanent change of station (PCS) orders is the weight limit authorized for the permanent paygrade.
- Any administrative or punitive action is based on the member's permanent paygrade.
- Frocked members shall purchase additional uniforms and insignia at their own expense. Payment of any uniform allowance is authorized only on permanent advancement.
- If a frocked member's recommendation for advancement is withdrawn, the frocked rate shall be vacated.
- Members must meet the physical fitness weight/body fat requirements of OPNAVINST 6110.1 to be frocked.
- All diary entries and pay action documents will reflect the permanent paygrade.
- Performance evaluations shall be prepared in the member's frocked paygrade per BUPERSINST 1610.10.

To effect frocking, commands must make the following service record entries:

[DATE]: Selectee for advancement to [RATE] from participation in Cycle__ Navywide examination held on [DATE] and frocked to that rate per BUPERSINST 1430.16.

[Signature of official with by direction authority]

[DATE]: I understand frocking is an administrative authorization to wear the uniform and insignia of a higher rate without entitlements or allowances of the frocked paygrade. I further understand that the frocked paygrade is effected at my option and that no increased pay and allowance accrue to me and that any cost for additional uniforms or insignia incident to my being frocked will be defrayed by me, and that no retroactive pay, allowances, or reimbursements are authorized. I understand that my frocked rate may be vacated by my commanding officer. I volunteer to be frocked to the rate of [RATE].

[Member's signature]

Effecting Advancements

Advancements to all petty officer grades are effected on the 16th of the month. The member's relative FMS among contemporaries who took the same Navywide competitive examination for advancement determines the effective date of advancement to paygrades E-4 through E-6. For members selected for advancement to paygrades E-7 through E-9, their seniority among contemporaries in the same rate determines their effective advancement date. The effective date of advancement authorized in the advancement notification is the earliest date on which the member may be advanced. The commanding officer may effect advancement on a later date for a specific cause. However, the commanding officer may not delay a member's authorized advancement for the express purpose of according the member future monetary gain or other personal benefit. That could include delaying advancement until the member's expiration of enlistment so that the member could receive the full reenlistment bonus. If a member's advancement is withheld beyond the authorized effective date, the procedures in the *Advancement Manual* should be followed.

Q16. A person can attain a maximum of how many PNA points for one Navywide examination cycle?

Q17. Before an E-7 selectee can be frocked, he or she must complete what course?

SUBSTITUTE EXAMINATIONS

Substitute examinations are administered to individual candidates who, through no fault of their own, were unable to take the examination at the regularly scheduled time.

Justification of Requests for Substitute Examinations

Requests for substitute examinations must justify the circumstances preventing the candidate from taking the regular examination. They must also justify the reasons for noncompliance with the regular exam schedule. Requests are considered on individual merit.

Administrative delays in submitting requests to COMNAVPERSCOM for waiver of eligibility requirements for advancement, change in rate, or request for service record information sometimes occur. However, such delays are not justification for a substitute examination. Each request for substitute

examinations must contain valid justification based on the following criteria:

- The candidate concerned must have been recommended for advancement and eligible to take the regularly scheduled examination.
- The candidate's absence from the regularly scheduled examination must have been through no fault of his or her own. In general, the absence should be the result of one of the following circumstances:
 - Emergency leave (normally annual leave or PCS leave is not adequate justification unless extenuating circumstances are involved). When a candidate is on emergency leave on the exam administration date, a substitute examination should be ordered on that date.
 - Sick in quarters (SIQ) or hospitalization. A statement by a medical officer must verify that taking the regularly scheduled examination would have been harmful to the candidate's health.
 - Operational commitment. The commitment must be of such a nature that a short delay in the administration of the regular examination series was not feasible.

The command's inability to determine a candidate's exact date of return to the command should not prevent the ordering of a substitute examination before or within a day or two after the regularly scheduled advancement examination. The substitute examination should be administered as soon as possible after the candidate's return.

Requests for Substitute Examinations

Requests for substitute examinations often result from administrative errors or poor administrative planning on the part of individual commands. Therefore, commands are urged to anticipate requirements for substitute examinations, when possible, before the regular examination dates. The need for a substitute examination can normally be determined before or within a day or two after the scheduled Navywide advancement examination.

Substitute examinations should be ordered by message only. Requests should list the required examinations alphabetically by rating and give justification in each case. Enclosure (1) to the NETPDTC ordering letter lists all available

examinations. Requests for substitute examinations must info the command's immediate superior and COMNAVPERSCOM.

NETPDTC is the approving authority for all substitute examinations. Refer to the *Advancement Manual* and the respective NAVADMIN message for deadline dates for ordering substitute examinations.

Requests for substitute examinations will be disapproved if submitted after the respective deadline. Requests must contain both the circumstances precluding the candidate's regular participation and reasons for non-compliance. Requests are considered on individual merit. COMNAVPERSCOM (PERS-852/862) will act on questionable cases. In cases of denial, instruct members to participate in the next advancement cycle and, if a selectee, petition the Board for Correction of Naval Records (BCNR) for possible backdating of the prospective effective date.

Administration of Substitute Examinations

Substitute examinations should be administered and the answer sheets returned to NETPDTC as soon as possible. The procedures for accountability, administration, and processing of substitute examinations are the same as those for regular Navywide advancement examinations. The *Advancement Manual* outlines these procedures. Refer to the *Advancement Manual* and respective NAVADMIN message for administration deadlines.

Q18. What command is the approving authority for all Navy substitute advancement examinations?

ESO Exam Calendar

Table 6-2 (Active and TAR) and 6-3 (Reserves) provide a list of when each of the activities or events discussed in this chapter should be accomplished. These calendars should be used as guidance only. The *Advancement Manual* and the NAVADMIN for each examination cycle will provide the most current information. These calendars are also available on NETPDTC's *Advancement* web site under the Exams & Tests button.

SUMMARY

Navywide advancement examinations are like stepping stones to every enlisted member in the Navy. Members normally must successfully compete in each examination, from petty officer third class to chief

Table 6-2.—ESO Exam Calendar for Active and TAR

JANUARY
Complete Exam Order for E-4/5/6 March Exams by 1 February
Prepare worksheets for March Exams
Administer E-7 Exams -Third Thursday
Mail E-7 answer sheets and destroy E-7 Exams within 7 workdays
Order E-7 Substitute exams by 31 January
FEBRUARY
Review and answer E-7 early discrepancies messages (if any)
January Substitute Exam – Administer by 28 February for E-7 candidates
Complete worksheets for March Exams
Make exam day preparations for March Exams
Active E-9 Selection Board
MARCH
Administer E-6 Exams - First Tuesday
Mail E-6 answer sheets and destroy E-6 Exams within 7 work days
Administer E-5 Exams - Second Tuesday
Mail E-5 answer sheets and destroy E-5 Exams within 7 work days
Administer E-4 Exams - Third Tuesday
Mail E-4 answer sheets and destroy E-4 Exams within 7 work days
Review and answer E-4/5/6 early discrepancies messages (if any)
Order substitute exams by 31 March
Active E-8 Selection Board
APRIL
March Substitute Exam – Administer by 30 April for March cycle
Active Special E-7 Selection Board
MAY
Receive E-7 January Exam results – ESVR
Correct discrepancies/disagreements from January Exams
JUNE
Receive March Exam results – ESVR
Correct discrepancies/disagreements from March exams
Receive recommendations for E-4/5/6 participation in September Exam
Order E-4/5/6 September Exams
Limiting Date for previous September Exam
JULY
Complete Exam Order for E-4/5/6 September Exams by 1 August

Table 6-2.—ESO Exam Calendar for Active and TAR Continued

JULY (continued)
Complete Exam Order for E-4/5/6 September Exams by 1 August
Prepare worksheets for September Exams
Active E-7 Selection Board
AUGUST
Complete worksheets for September exams
Make exam day preparations for September Exams
Limiting date for previous January E-7 Exams
SEPTEMBER
Administer E-6 Exams - First Thursday
Mail E-6 answer sheets and destroy E-6 Exams within 7 work days
Administer E-5 Exams - Second Thursday
Mail E-5 answer sheets and destroy E-5 Exams within 7 work days
Administer E-4 Exams - Third Thursday
Mail E-4 answer sheets and destroy E-4 Exams within 7 work days
Review and answer E-4/5/6 early discrepancies messages (if any)
Order substitute exams by 30 September
OCTOBER
Receive recommendations for E-7 participation for January Exam
September Substitute Exam – Administer by 31 October
NOVEMBER
Order E-7 January Exams
Prepare worksheets for E-7 January Exams
Active E-8/9 Special Selection Board
DECEMBER
Receive September Exam Results – ESVR
Correct discrepancies/disagreements from September Exams
Complete exam order for E-7 January Exams by 16 December
Complete worksheets for E-7 Exams
Make Exam day preparations for January Exams
Receive recommendations for E-4/5/6 participation for March Exam
Order E-4/5/6 March Exams
Limiting Date for previous March Exam – 31 December
Receive and Review ESVR for TIR eligible E-8/9 Active personnel

Table 6-3.—ESO Exam Calendar for Reserve

JANUARY
Complete E-4/5/6/7 February Exam Order by 15 January
Complete worksheets for Reserve’s February Exams
Make exam day preparations for February Exams
FEBRUARY
Administer Reserve E-4/5/6/7 Exams - all month
Mail Reserve answer sheets
Reserve E-8/9 Selection Board
MARCH
Review and answer E-4/5/6/7 early discrepancies messages (if any)
APRIL
MAY
Receive February Exam results – ESVR
Correct discrepancies/disagreements from February Exams
JUNE
Receive recommendations for E-4/5/6/7 participation for August Exams
Order E-4/5/6 Reserve Exams for August Exams
Prepare worksheets for Reserve E-4/5/6 August Exams
Reserve E-7 Selection Board
Limiting Date for previous August Exam
JULY
Complete E-4/5/6 Reserves Exam Order by 15 July
Complete worksheets for Reserves August Exams
Make exam day preparations for August Exams
AUGUST
Administer Reserve E-4/5/6 Exams - all month
Mail Reserves answer sheets
Limiting date for previous February E-7 Exams
SEPTEMBER
Review and answer E-4/5/6 early discrepancies messages (if any)
OCTOBER
Validation of all TIR eligible E8/9’s SELRES by 16 October
NOVEMBER
DECEMBER
Receive August Exam results – ESVR
Correct discrepancies/disagreements from August Exams
Receive recommendations for E-4/5/6/7 participation for February Exams
Order E-4/5/6/7 Reserve Exams for February Exams
Prepare worksheets for Reserve E-4/5/6/7 February Exams
Limiting Date for previous February Exam – 31 December

petty officer, to advance in rate. Therefore, examinations should be ordered on time and administered properly. The command should publicize the results as soon as it receives them.

Proper procedures must be followed before, during, and after each examination cycle. By following these procedures, the ESO can prevent the loss or possible compromise of an examination.

REFERENCES USED TO DEVELOP THIS CHAPTER

Advancement Manual, BUPERSINST 1430.16D, Bureau of Naval Personnel, Washington, D.C., 1991.

Command Advancement Program (CAP), BUPERSINST 1430.17E, Bureau of Naval Personnel, Washington, D.C., 1994.

Department of the Navy Information and Personnel Security Program Regulation, SECNAVINST 5510.36, Office of the Chief of Naval Operations, Washington, D.C., 1999.

Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volumes 1 and 2, NAVPERS 18068F, Bureau of Naval Personnel, Washington, D.C., 1997.

Navy Military Personnel Manual (MILPERSMAN), NAVPERS 15560C, Bureau of Naval Personnel, Washington, D.C., 1998.

Navy Performance Evaluation and Counseling (EVAL Manual), BUPERSINST 1610.10, Bureau of Naval Personnel, Washington, D.C., 1995.

Pay/Personnel Administrative Support System (PASS) Management Manual, OPNAVINST

1000.23B, Office of the Chief of Naval Operations, Washington, D.C., 1993.

ANSWERS TO EMBEDDED QUESTIONS

CHAPTER 6

- A1. *BUPERSINST 1430.16.*
- A2. *The commanding officer or officer in charge.*
- A3. *4 weeks before the first day of the month when the exams will be administered.*
- A4. *NETPDTC.*
- A5. *Advancement Manual.*
- A6. *Enlisted Transfer Manual.*
- A7. *Confidential.*
- A8. *3 hours.*
- A9. *25 candidates.*
- A10. *E-7s, E-8s, and E-9s.*
- A11. *Advancement Manual.*
- A12. *OPNAVINST 5510.36*
- A13. *November.*
- A14. *NETPDTC.*
- A15. *The ESVR, RCA, and Examination Profile Information Form.*
- A16. *3.0 points.*
- A17. *Chief Petty Officer Indoctrination Course.*
- A18. *NETPDTC.*

Assignment Questions

Information: The text pages that you are to study are provided at the beginning of the assignment questions.

ASSIGNMENT 1

Textbook Assignment: “Educational Services Officer Fundamentals,” chapter 1, pages 1-1 through 1-6; and “Navy College Programs and Educational Benefits,” chapter 2, pages 2-1 through 2-14.

- 1-1. The duties and responsibilities of an educational services officer (ESO) are defined in what publication?
1. The Standard Organization and Regulations of the U.S. Navy
 2. The Advancement Manual
 3. The Public Affairs Policy and Regulations
 4. The Naval Military Personnel Manual
- 1-2. Who is the liaison between the command and the Navy College Office?
1. The Commanding Officer
 2. The Executive Officer
 3. The Training Officer
 4. The Educational Services Officer
- 1-3. To obtain information on procedures for the administration of the Navy enlisted advancement system, you should refer to what publication?
1. NAVEDTRA 12061
 2. BUPERSINST 1430.16
 3. OPNAVINST 1500.45
 4. NAVPERS 15878
- 1-4. To get detailed information on setting up a library multimedia resource center (LMRC), you should write to what command?
1. The Chief of Naval Operations
 2. The Naval Education and Training Professional Development and Technology Center
 3. The Chief of Naval Personnel
 4. The Chief of Naval Education and Training
- 1-5. Personnel should receive counseling about the Navy College Program within what maximum number of days after reporting to their first permanent duty station?
1. 10
 2. 21
 3. 30
 4. 45
- 1-6. Navy personnel may receive academic credit from civilian schools for certain Navy training based on recommendations made by what institution?
1. Navy College Office
 2. Chief of Naval Education and Training
 3. American Council on Education
 4. DANTES

- 1-7. What Navy College Program shows Sailors how they will continue to earn college credit as they advance in the Navy?
1. American Council on Education
 2. DANTES
 3. DSST
 4. Rating roadmaps
- 1-8. What does a SMART transcript provide a Sailor?
1. A record of the service member's military experiences
 2. A record of college courses taken while in the military only
 3. A record of NCPACE courses completed only
 4. A record of all college courses the service member has completed only
- 1-9. Official SMART transcripts are sent to whom?
1. Educational institutions
 2. Educational Service Offices
 3. Service members
 4. Navy College Office
- 1-10. What organization can grant academic credit for military experience?
1. The Navy College Office
 2. The American Council on Education
 3. The institution where a member is seeking admission
 4. The Chief of Naval Education and Training
- 1-11. The ESO should refer members who wish to pursue higher education to what organization?
1. The Navy College Office
 2. The Chief of Naval Education and Training
 3. The Naval Education and Training Program Development and Technology Center
 4. The American Council on Education
- 1-12. If Navy College Office counselors are unavailable, who should help members with information, assistance, and reference material?
1. The command career counselor
 2. The personnel officer
 3. The departmental career counselor
 4. The educational services officer
- 1-13. Who schedules ESO workshops at most major installations?
1. The Educational Services Officer
 2. The Navy College Office
 3. The Commanding Officer
 4. The Command Master Chief
- 1-14. The tuition assistance program is designed to provide which of the following services?
1. Financial assistance for active duty service members pursuing voluntary education goals during off-duty hours
 2. Financial assistance program for retired military personnel pursuing voluntary education goals
 3. Financial assistance for active duty service members pursuing voluntary education goals during normal working hours
 4. All of the above

- 1-15. To be eligible for tuition assistance, a Navy reservist must be ordered to active duty for what minimum period of time?
1. 60 days
 2. 90 days
 3. 120 days
 4. 180 days
- 1-16. To receive tuition assistance, the member must be attending an accredited institution. What organization should be contacted to determine if the institution is accredited?
1. The Navy College Office
 2. American Council on Education
 3. The Chief of Naval Education and Training
 4. The Educational Service Officer
- 1-17. A commissioned officer applying for tuition assistance must agree to remain on active duty for at least how many years, if any, after completion of the course?
1. 1 year
 2. 2 years
 3. 3 years
 4. None
- 1-18. What is the maximum amount of tuition assistance that may be provided per semester hour for undergraduate courses?
1. 90% of tuition not to exceed \$150.00
 2. 80% of tuition not to exceed \$285.50
 3. 75% of tuition not to exceed \$187.50
 4. 50% of tuition not to exceed \$200.00
- 1-19. What is the maximum amount of tuition assistance that may be provided to a member in a fiscal year?
1. \$600.00
 2. \$1,000.00
 3. \$2,700.00
 4. \$3,500.00
- 1-20. Tuition assistance for a vocational or technical course will pay what maximum percentage, if any?
1. 75%
 2. 50%
 3. 100%
 4. None
- 1-21. The Tuition Assistance Program will fund 100% of what courses?
1. Vocational
 2. Undergraduate
 3. Independent study
 4. High school completion
- 1-22. Who may impose policy changes on the level of funding and the priorities for authorizing tuition assistance?
1. The Chief of Naval Operations
 2. The Chief of Naval Education and Training
 3. The Secretary of the Navy
 4. The Naval Education and Training Professional Development and Technology Center
- 1-23. When, if ever, should applicants submit an application for tuition assistance to a Navy College Office?
1. On class convening date
 2. Before class completion date
 3. Before class convening date
 4. Never; applications should be submitted directly to the school
- 1-24. What, if anything, does academic skills training cost the member?
1. Tuition only
 2. Tuition, books and lab fees
 3. Registration fee only
 4. Nothing

- 1-25. The Academic Skills Program provides computer courses and instructor-taught classes for which of the following education levels?
1. Undergraduate
 2. Graduate
 3. Vocational
 4. Pre-college
- 1-26. The Academic Skills Program computer instruction for shore commands is provided through what organization?
1. The Educational Services Office
 2. The Navy College Learning Centers
 3. The DANTES Office
 4. The Personnel Support Detachments
- 1-27. The Navy College Learning Center provides facilitated computer learning centers that are open a minimum of how many hours a week?
1. 10
 2. 24
 3. 30
 4. 40
- 1-28. Navy College Learning Program courses require students to attend what minimum number of class hours?
1. 20
 2. 25
 3. 45
 4. 40
- 1-29. Under the Academic Skills Instructor Program, a class may have a maximum of how many students?
1. 15
 2. 20
 3. 25
 4. 30
- 1-30. Information concerning Academic Skills enrollment can be obtained through what office?
1. The Navy College Office
 2. The Personnel Office
 3. The Administrative Office
 4. The DANTES Office
- 1-31. What program provides college courses for students while assigned to a ship or at a remote site?
1. STAR
 2. SCORE
 3. SRB
 4. NCPACE
- 1-32. Under the Navy College Program for Afloat College Education, service members are NOT required to pay which of the following fees?
1. Tuition
 2. Textbook
 3. Workbook
 4. Lab fees
- 1-33. What is the minimum number of students required for a Navy College Program for Afloat College Education instructor taught class?
1. 8
 2. 10
 3. 12
 4. 15
- 1-34. ESOs planning Navy College Program for Afloat College Education courses should seek advice from what institution?
1. The Navy College Office
 2. The Chief of Naval Education and Training
 3. The DANTES Office
 4. The American Council on Education

- 1-35. Before a scheduled deployment, the ESO should coordinate and plan Navy College Program for Afloat College Education courses within what time frame?
1. 2-3 months
 2. 4-5 months
 3. 6-7 months
 4. 8-9 months
- 1-36. When Navy College Program for Afloat College Education civilian instructors are aboard ships, they are entitled to officer accommodations and given what equivalent civil service grade?
1. GS-7
 2. GS-9
 3. GS-11
 4. GS-12
- 1-37. Which of the following types of degrees can be earned under the SOCNAV-2 program?
1. Associate
 2. Bachelor
 3. High School Equivalency
 4. Master
- 1-38. Servicemembers Opportunity College (SOC) institutional members collectively offer which of the following degrees?
1. Master only
 2. Associate only
 3. Baccalaureate only
 4. Both 2 and 3 above
- 1-39. Sailors interested in establishing a SOCNAV agreement should contact what office?
1. The Educational Services Office
 2. The DANTES Office
 3. The Navy College Office
 4. The College Administration Office
- 1-40. What is the Navy College Rating Partners program designed to provide Sailors?
1. Rating related degrees
 2. Courses through distance learning
 3. Credit for military professional training and experience
 4. All of the above
- 1-41. The examinations provided by DANTES are available to which of the following personnel?
1. Active-duty and reserve military personnel
 2. All DoD personnel
 3. Both 1 and 2 above
 4. Any federal government employee
- 1-42. Qualification for college admission is based on the applicants' scores on which of the following exams/tests?
1. The American College Testing (ACT) examination
 2. The Excelsior College Examination
 3. The Armed Services Vocational Aptitude Test Battery (ASVAB)
 4. The College Level Examination Program (CLEP)
- 1-43. The CLEP general examinations consist of a battery of how many tests?
1. Nine
 2. Five
 3. Three
 4. Four
- 1-44. The CLEP general examinations measure achievement in basic areas usually covered in what year(s) of college?
1. The first year only
 2. The first two years only
 3. The first three years only
 4. The first four years

- 1-45. Approximately what maximum percentage of Navy examinees successfully passes the CLEP tests?
1. 10%
 2. 50%
 3. 30%
 4. 70%
- 1-46. DANTES Subject Standardized Tests include a series of examinations in what areas?
1. Traditional CLEP
 2. High school equivalency
 3. Under-graduate level
 4. Graduate level
- 1-47. The DANTES Subject Standardized Tests include approximately what total number of subjects?
1. 10
 2. 36
 3. 50
 4. 76
- 1-48. When administering a DANTES Subject Standardized Test, what, if any, is the maximum time limit the member has to complete the test?
1. 1 hour
 2. 2 hours
 3. 3 hours
 4. None; DANTES Subject Standardized Tests are not timed
- 1-49. PRAXIS Series Examinations are used by some states for what type of certification?
1. Teacher certification
 2. Apprenticeship certification
 3. College admission certification
 4. GED certification
- 1-50. What organization is authorized to administer certification examinations in professional and technical areas?
1. CNET
 2. The Navy College Office
 3. DANTES
 4. The American Council on Education
- 1-51. Of the 30 professional and technical certification examinations available, the American Council on Education (ACE) has reviewed a total of how many for college credit?
1. Thirty
 2. Seven
 3. Three
 4. Four
- 1-52. The central point of contact for information about all components of the Navy College Program is what organization?
1. The Navy College Center
 2. CNET
 3. DANTES
 4. The American Council on Education
- 1-53. To enroll in the United Services Military Apprenticeship Program, an enlisted member must meet which of the following requirements?
1. Served on active duty for a minimum of 3 years
 2. Have at least 12 semester hours of college
 3. Be a graduate of a military or related school applicable to the apprenticeship trade
 4. All of the above

- 1-54. When a member enrolled in United Services Military Apprenticeship Program completes all requirements, what type of degree or certificate is he or she awarded?
1. An associate of arts degree in the appropriate field
 2. An associate of science degree in the appropriate field
 3. A certificate of completion of apprenticeship from the Secretary of Labor
 4. A certificate of completion of apprenticeship from the Chief of Naval Education and Training
- 1-55. What, if anything, does it cost a member to enroll in the United Services Military Apprenticeship Program?
1. \$25.00
 2. \$50.00
 3. \$75.00
 4. Nothing
- 1-56. The amount of time it takes a member to complete the United Services Military Apprenticeship Program is dependent on which of the following factors?
1. The amount of time the member is able to attend classes
 2. The amount of on-the-job time the member applies to the rating
 3. Both 1 and 2 above
 4. The member's payment of the monthly fees
- 1-57. The Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) is available for personnel who entered the Navy during what time period?
1. 1 January 1966 through 30 June 1975
 2. 1 January 1977 through 30 June 1985
 3. 1 July 1975 through 31 December 1976
 4. 1 July 1985 through 31 December 1990
- 1-58. Under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), personnel contribute between \$25.00 and \$100.00 per month for a minimum of what number of months?
1. 24
 2. 36
 3. 12
 4. 18
- 1-59. Under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), a member's total contribution cannot exceed what amount?
1. \$1,500.00
 2. \$1,700.00
 3. \$2,500.00
 4. \$2,700.00
- 1-60. Under the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP), for every dollar the member contributes, the Navy contributes what specific amount?
1. \$1.00
 2. \$2.00
 3. \$3.00
 4. \$4.00

1-61. Under the Montgomery GI Bill Act of 1984, active duty members may use their in-service benefits after a minimum of how many years of active duty?

1. 5
2. 2
3. 3
4. 4

1-62. After release from active duty, participants in the Montgomery GI Bill program have a maximum of how many years to use their benefits?

1. 5
2. 10
3. 15
4. 20

1-63. Sailors eligible for the Vietnam Era GI Bill must make what minimum contribution, if any, to receive benefits under the Montgomery GI Bill?

1. \$600
2. \$1200
3. \$2700
4. None

ASSIGNMENT 2

Textbook Assignment: “Professional Development Education Programs,” chapter 3, pages 3-1 through 3-12; and “Preparing for Advancement,” chapter 4, pages 4-1 through 4-8.

- 2-1. Which of the following regulations apply to the Navy E-Learning web site?
1. There is a small registration fee
 2. Courses are paid for by the Navy
 3. Students must pay for text books only
 4. Students must pay for certification test
- 2-2. The Navy E-Learning web site provides which of the following benefits to Sailors?
1. Students may “test out” of portions of the courses
 2. Courses may be stopped and resumed at a later date
 3. Courses may be repeated
 4. All the above
- 2-3. Graduates from the Naval Academy have what minimum number of years of combined obligated service?
1. 5 years active; 3 years reserve
 2. 6 years active; 2 years reserve
 3. 8 years active; 0 years reserve
 4. 4 years active; 4 years reserve
- 2-4. Students at the Naval Academy Preparatory school are in what type of duty status?
1. Midshipman
 2. Active duty enlisted
 3. Reserve enlisted
 4. Civilian
- 2-5. What is the minimum age restriction, if any, for entering the Naval Academy?
1. 17
 2. 18
 3. 19
 4. None
- 2-6. Applicants for the U.S. Naval Academy may have what maximum number of dependents, if any?
1. One
 2. Two
 3. Three
 4. None
- 2-7. Initial appointment in the Navy through the NROTC Navy-Option and Nurse Corps Option Scholarship program is in what paygrade?
1. O-1
 2. O-2
 3. O-3
 4. O-4
- 2-8. An active duty member selected for an NROTC scholarship will receive which of the following benefits?
1. Allowed to remain on active duty
 2. Receive full pay and allowance in current paygrade
 3. Authorized room and board expenses
 4. Free tuition, books, and instructional fees

- 2-9. To be eligible for the NROTC Scholarship program, applicants, without a waiver, can NOT have reached their 27th birthday before which of the following events?
1. Date of application
 2. Date school starts
 3. 30 June of their senior year of college
 4. 30 June in the year in which they are eligible for commissioning
- 2-10. What program specifically prepares selected applicants for entry into the NROTC Scholarship program or the U.S. Naval Academy?
1. STAR
 2. SCORE
 3. BOOST
 4. NCPACE
- 2-11. Where is BOOST training conducted?
1. Pensacola, FL
 2. Norfolk, VA
 3. Newport, RI
 4. San Diego, CA
- 2-12. The BOOST program provides college preparatory curriculum for a total of how many months?
1. 6
 2. 10
 3. 12
 4. 18
- 2-13. Which of the following basic eligibility requirements is required for all candidates applying for enlisted to officer commissioning programs?
1. Must be a college graduate
 2. Must be on active duty
 3. Must be at least 21 years of age
 4. Must be a U.S. citizen
- 2-14. Under the Seaman to Admiral program, selectees are provided a maximum of how many months to complete a baccalaureate degree?
1. 12
 2. 24
 3. 36
 4. 48
- 2-15. Enlisted candidates selected for the Seaman to Admiral program are entitled to which of the following benefits while attending school?
1. Paid tuition
 2. Full Navy pay
 3. Opportunity to advance in paygrade
 4. All the above
- 2-16. OCS is a commissioning program available for which of the following individuals?
1. Graduates from NROTC only
 2. Anyone who possesses a baccalaureate degree
 3. BOOST graduates only
 4. Selectees for CWO or LDO
- 2-17. Enlisted personnel with previous college credits can complete requirements for a baccalaureate degree and commission under which of the following programs?
1. STAR
 2. ECP
 3. SCORE
 4. NCPACE

- 2-18. ECP selectees are entitled to which of the following benefits?
1. They will be designated as commissioned officers upon enrollment
 2. They will receive the pay and allowances of an Ensign upon enrollment
 3. Both 1 and 2 above
 4. They will retain their enlisted grade and eligibility for advancement
- 2-19. ECP selectees are required to complete degree requirements for non-technical degrees in what maximum number of months?
1. 24
 2. 30
 3. 36
 4. 42
- 2-20. To be eligible for ECP, personnel must meet which of the following requirements?
1. Be a U.S. citizen
 2. Be at least 26 years of age
 3. Have completed at least 6 years of active service
 4. All of the above
- 2-21. The Medical Enlisted Commissioning program is available to personnel in which of the following ratings?
1. HM only
 2. HM and DT only
 3. DT only
 4. All ratings
- 2-22. A person completing the requirements of the Medical Enlisted Commissioning program will receive what type of degree?
1. An Associate of Science Degree in Nursing
 2. A Baccalaureate in Nursing
 3. A Masters of Science Degree in Nursing
 4. An Associate of Science Degree in Medical Technology
- 2-23. Candidates participating in the Medical Enlisted Commissioning program are authorized to use which, if any, of the following programs?
1. MGIB
 2. TA
 3. BOOST
 4. None of the above
- 2-24. The Healthcare Administration Section of the Medical Service Corps provides a path of advancement to a commission for any enlisted member in which, if any, of the following paygrades?
1. E-3 and below
 2. E-4
 3. E-5 through E-9
 4. None
- 2-25. To be eligible for the Physician's Assistant program, an enlisted member must be in at least what paygrade?
1. E-1
 2. E-3
 3. E-4
 4. E-5

- 2-26. A college degree is NOT required for which of the following officer programs?
1. The Limited Duty Officer program
 2. The White House Fellows program
 3. The Advanced Education program
 4. The Defense Language program
- 2-27. A PO1 applying for the LDO program must meet which of the following requirements?
1. Be a college graduate
 2. Be under 30 years of age
 3. Completed all requirements for CPO except TIR
 4. Must be recommended by the Chief of Naval Education and Training
- 2-28. Under the LDO Program, an applicant must have completed at least how many years of active naval service?
1. 8
 2. 10
 3. 12
 4. 14
- 2-29. To apply for the LDO and CWO programs in the same year, CPOs must have at least how many years of naval service?
1. 10
 2. 12
 3. 14
 4. 16
- 2-30. Candidates applying for both the LDO and CWO programs in the same year may NOT have more than how many total years of active naval service?
1. 10
 2. 12
 3. 16
 4. 24
- 2-31. Under the CWO program, an applicant must meet which of the following requirements?
1. Be a U.S. citizen
 2. Be serving on active duty as an E-6
 3. Be a college graduate
 4. Be less than 35 years old
- 2-32. Under the CWO program, an applicant must have completed at least how many years of active naval service?
1. 8
 2. 10
 3. 12
 4. 16
- 2-33. After 1 year as a CWO, a person may complete for selection to LDO at what specific paygrade?
1. O-1
 2. O-2
 3. O-3
 4. O-4
- 2-34. Newly commissioned CWOs and LDOs attend officer indoctrination school at what location?
1. Pensacola, FL
 2. Great Lakes, IL
 3. San Diego, CA
 4. Norfolk, VA
- 2-35. How many total weeks of instruction are provided at the CWO and LDO indoctrination school?
1. 5
 2. 2
 3. 3
 4. 4

- 2-36. To retire as a CWO, a person with at least 20 years of total active service must have served at least how many years as a CWO?
1. 5
 2. 2
 3. 3
 4. 10
- 2-37. What instruction covers the application procedures for the CWO program?
1. OPNAVINST 1430.5
 2. BUPERSINST 1616.9
 3. BUPERSINST 1430.17
 4. OPNAVINST 1420.1
- 2-38. For two years of graduate education, the Graduate Education Voucher program provides how much maximum funding?
1. \$10,000
 2. \$25,000
 3. \$40,000
 4. \$50,000
- 2-39. Selectees for the Officer Law Education program may pursue what type(s) of degree?
1. A bachelor of science
 2. A bachelor of criminology
 3. Both 1 and 2 above
 4. A bachelor of laws or juris doctor degree
- 2-40. Selectees for the White House Fellows program normally serve for what specific number of years?
1. One
 2. Two
 3. Three
 4. Four
- 2-41. Which of the following programs permits selected officers to accept scholarships, fellowships, and grants from eligible donors?
1. The Advanced Education program
 2. The Scholarship program
 3. The College Degree program
 4. The White House Fellows program
- 2-42. The Naval Postgraduate School program meets subspecialty billet requirements for officer education programs at which of the following levels?
1. Masters level only
 2. Doctoral level only
 3. Both Masters and Doctoral levels
 4. Post-doctoral level
- 2-43. Officers selected for the Defense Language program must agree to serve on active duty for what minimum length of time after graduation?
1. A time equal to the length of time of the instruction received
 2. A time equal to twice the length of time of the instruction received
 3. 2 years
 4. 4 years
- 2-44. What publication lists the latest available Nonresident Training Courses?
1. NAVPERS 15560
 2. NAVEDTRA 12061
 3. BUPERSINST 1430.16
 4. NAVPERS 15878

- 2-45. To identify the rates/rating and the number of personnel in each rate/rating that your ESO office supports, you should consult what publication?
1. The Officer Distribution Control Report (ODCR)
 2. The Enlisted Distribution and Verification Report (EDVR)
 3. The Activity Manning Document (AMD)
 4. The Advancement Manual
- 2-46. Classified correspondence courses received by a command have been released to whose custody?
1. The student's commanding officer
 2. The student's department head
 3. The educational services officer
 4. The student
- 2-47. Which of the following actions is NOT authorized when handling NRTC answer keys?
1. Local duplication
 2. Use by enlisted personnel for grading
 3. Provide the same security as given to advancement examinations
 4. Grant sub-custody to department training petty officer
- 2-48. What is the minimum passing grade for each assignment of an NRTC?
1. 3.0
 2. 3.2
 3. 3.4
 4. 3.8
- 2-49. What should be done with the NRTC answer sheets after they have been graded?
1. Returned to the student
 2. Kept in command files
 3. Filed in member's service record
 4. Destroyed
- 2-50. An NRTC that is approved for public release will have what distribution statement?
1. Distribution Statement A
 2. Distribution Statement B
 3. Distribution Statement C
 4. Distribution Statement D
- 2-51. An NRTC that is approved for distribution to DoD and DoD contractors only will have what distribution statement?
1. Distribution Statement A
 2. Distribution Statement B
 3. Distribution Statement C
 4. Distribution Statement D
- 2-52. For comprehensive information on distribution statements, you should refer to which of the following instructions?
1. BUPERSINST 1616.9
 2. OPNAVINST 1430.5
 3. SECNAVINST 5510.36
 4. BUPERSINST 1430.16
- 2-53. Sailors who use Central Enrollment to obtain NRTCs will have their courses graded by what activity?
1. Command ESO
 2. Navy Advancement Center
 3. Chief of Naval Education and Training
 4. Personnel Office

- 2-54. What publication prescribes enlisted skill requirements?
1. The Manual of Navy Enlisted and Personnel Classifications and Occupational Standards
 2. The Retention Team Manual
 3. The Naval Military Personnel Manual
 4. The List of Training Manuals and Correspondence Courses
- 2-55. Occupational standards and naval standards are fully described in what volume of NAVPERS 18068?
1. Volume I
 2. Volume II
 3. Volume III
 4. Volume IV
- 2-56. What are occupational standards?
1. The maximum skills required for each rating
 2. The minimum skills required for each rating
 3. Writing skills required for performing work within a rating
 4. The tools required for performing work within a rating
- 2-57. What are naval standards?
1. The maximum non-rating-specific skills required for enlisted personnel at each paygrade
 2. The minimum non-rating-specific skills required for enlisted personnel at each paygrade
 3. Non-rating-specific writing skills required for performing work within each paygrade
 4. The tools required for performing non-rating-specific work within each paygrade
- 2-58. Who develops the Bibliography for Advancement Study?
1. The advancement exam writer (a chief petty officer, E-7/8/9)
 2. The primary advisor for the rating
 3. The technical advisor for the rating
 4. An exam instructional systems specialist
- 2-59. At least how often are Bibliography for Advancement Studies issued?
1. Five times a year
 2. Six times a year
 3. Three times a year
 4. Four times a year
- 2-60. Bibliography for Advancement Studies are available from which of the following sources?
1. Naval Education and Training Program Development and Technology Center's web site
 2. The Catalog of Nonresident Training Courses
 3. Bureau of Naval Personnel web site
 4. The Advancement Manual
- 2-61. Advancement Handbooks are designed to provide which of the following benefits to Sailors?
1. A focus for exam study
 2. A replacement for NRTCs
 3. A replacement for BIBs
 4. An instructional training for exams
- 2-62. A key word listing of all PQS requirements and PQS supplementary products, their NAVEDTRA numbers, and their key stock numbers are located in what publication?
1. NAVEDTRA 12061
 2. NAVEDTRA 43100-5
 3. NAVSUP 2002
 4. OPNAVINST 5510.1

2-63. Who should be the organizational coordinator for the Petty Officer Indoctrination Course?

1. Educational Services Officer
2. Command Master Chief
3. Executive Officer
4. Division Leading Chief

2-64. The Petty Officer Indoctrination Course is updated how often?

1. Every exam cycle
2. Every year
3. Every two years
4. Only as required

ASSIGNMENT 3

Textbook Assignment: “Navy Enlisted Advancement System (NEAS),” chapter 5, pages 5-1 through 5-13; and “Examination Procedures,” chapter 6, pages 6-1 through 6-24.

- 3-1. To be designated selection board eligible, E-7 candidates’ FMS must be above what minimum percent for their rating?
1. 50%
 2. 60%
 3. 75%
 4. 80%
- 3-2. What is the primary objective of the Navy Enlisted Advancement System?
1. To advance the best qualified petty officers to operate the Navy’s ships, planes, and shore stations
 2. To identify incompetent personnel
 3. To advance all personnel as quickly as possible
 4. To reward personnel for outstanding performance
- 3-3. Which of the following ranks or ratings is an example of a service rating?
1. E-5
 2. PO2
 3. GSE2
 4. PN2
- 3-4. What periodic NAVADMIN identifies advancement opportunities for different ratings?
1. The Navy Leadership Continuum Report
 2. The Selective Reenlistment Bonus (SRB)
 3. The Rating Entry for General Apprentices and Career Reenlistment Objectives (REGA/CREO)
 4. The Navywide Advancement Examination announcement
- 3-5. Ratings requiring “A” school completion before taking the PO3 advancement examination are identified in what periodic NAVADMIN?
1. The Navy Leadership Continuum Report
 2. The Selective Reenlistment Bonus (SRB)
 3. The Rating Entry for General Apprentices and Career Reenlistment Objectives (REGA/CREO)
 4. The Navywide Advancement Examination announcement
- 3-6. The ratings that require a person to be a U.S. citizen can be found in which of the following manuals?
1. Advancement Manual
 2. Total Force Manpower Management Systems Manual
 3. Standard Organization and Regulations of the U.S. Navy Manual
 4. Naval Military Personnel Manual

- 3-7. Approximately what percentage of the Navy's ratings requires access to classified information?
1. 50%
 2. 35%
 3. 25%
 4. 75%
- 3-8. The final multiple score (FMS) is based on which of the following factors?
1. Performance only
 2. Experience only
 3. Knowledge only
 4. Performance, experience, and knowledge
- 3-9. What is the maximum standard score for Navywide advancement examinations?
1. 80
 2. 100
 3. 150
 4. 200
- 3-10. Which of the following factors is NOT used to compute the final multiple score (FMS)?
1. Service in paygrade (SIPG)
 2. Passed not advanced (PNA) points
 3. Time in service (TIS)
 4. Examination standard score (SS)
- 3-11. Manning restriction limits the E-4 advancement quotas for early candidates to a maximum of what percentage of the total enlisted force?
1. 10%
 2. 20%
 3. 25%
 4. 50%
- 3-12. Commanding officers have the authority to laterally change the apprenticeship of personnel in which of the following paygrades?
1. E-1 only
 2. E-2 only
 3. E-3 only
 4. All of the above
- 3-13. Before the commanding officer can laterally change the apprenticeship of a person, which of the following conditions must be met?
1. The member must request the change
 2. The member must attend the appropriate apprenticeship training
 3. The command must have an excess of personnel in the apprenticeship the member is changing from
 4. The member must have at least 3 years active naval service
- 3-14. A person who applies for a change in rating must meet which of the following requirements?
1. Not have any NJPs for the past 36 months
 2. Be a PO1 or below
 3. Have more than 12 years of active naval service
 4. Be recommended by the ESO
- 3-15. The president of an E-8/9 selection board is an officer of what grade?
1. A captain
 2. A lieutenant commander
 3. A commander
 4. A lieutenant

- 3-16. Which of the following personnel serve as board members on an E-7 selection board?
1. Officers only
 2. Master Chief Petty Officers only
 3. Officers and Master Chief Petty Officers
 4. Senior and Master Chief Petty Officers
- 3-17. Who establishes the maximum selection quotas of E-7/8/9s for each rating?
1. The Enlisted Community Managers (ECM)
 2. The Chief of Naval Education and Training
 3. The Master Chief Petty Officer of the Navy
 4. The selection board members
- 3-18. E-7 selection board members review at least how many years of a candidates performance evaluations?
1. Six
 2. Five
 3. Three
 4. Four
- 3-19. What is the single most important factor influencing selection to E-7/8/9?
1. College credits earned
 2. Sustained superior performance
 3. Total amount of sea duty
 4. Types of duty
- 3-20. E-7/8/9 candidates should order a copy of their microfiche records at least how many months before a selection board convenes?
1. Three
 2. Six
 3. Twelve
 4. Eighteen
- 3-21. To be considered for advancement under the Command Advancement Program, personnel must be serving in which of the following paygrades?
1. E-1 or E-2
 2. E-4 only
 3. E-3, E-4, or E-5
 4. E-4, E-5, or E-6
- 3-22. To be eligible for the Command Advancement Program, candidates must be assigned to duty stations designated as what type of duty?
1. Sea duty
 2. Shore duty
 3. Overseas duty
 4. All the above
- 3-23. The Accelerated Advancement Program provides an opportunity for recommended candidates to elect accelerated advancement to what paygrade?
1. E-4
 2. E-5
 3. E-6
 4. E-7
- 3-24. Commanding officers of training schools may recommend candidates in each "A" school graduating class for the Accelerated Advancement Program. What is the maximum percentage of each class eligible for this program?
1. 2%
 2. 5%
 3. 10%
 4. 20%

- 3-25. Advancement for personnel recommended for the Accelerated Advancement Program may be effected at their first duty station after what minimum observation period?
1. 1 to 3 months
 2. 4 to 10 months
 3. 11 to 18 months
 4. 19 to 24 months
- 3-26. If all other requirements have been met, personnel who successfully complete Phase I training in the Advanced Electronic Field Program are authorized advancement to what paygrade?
1. E-3
 2. E-4
 3. E-5
 4. E-6
- 3-27. Under the SCORE program, a person can be automatically advanced to which of the following paygrades?
1. E-3
 2. E-6
 3. E-5
 4. E-7
- 3-28. The custody and administration of Navywide advancement examinations is the ultimate responsibility of which of the following officers?
1. Personnel officer
 2. Legal officer
 3. Commanding officer
 4. Educational services officer
- 3-29. A list of ratings requiring a performance test before participating in a Navywide advancement examination is in which of the following publications?
1. The Catalog of Nonresident Training Courses
 2. Naval Military Personnel Manual
 3. Advancement Manual
 4. Navy Enlisted Manpower and Personnel Classification and Occupational Standards
- 3-30. What organization prepares all Navywide advancement examinations?
1. NAVPERSCOM
 2. CNET
 3. NETPDTC
 4. DANTES
- 3-31. What publication contains detailed instructions for ordering Navywide advancement examinations?
1. The Advancement Manual
 2. The Catalog of Nonresident Training Courses
 3. The Department of the Navy Information and Personnel Security Program Regulations
 4. The Navy Enlisted Manpower and Personnel Classification and Occupational Standards
- 3-32. When ordering Navywide advancement examinations, which of the following formats is the preferred method commands should use?
1. NETPDTC Order Form 1418/6
 2. E-mail
 3. Naval message
 4. Internet ordering web site

- 3-33. When ordering Navywide advancement examinations by message, the request should be listed in what order, if any?
1. Paygrade
 2. Alphabetical by candidates last name
 3. Alphabetical by rating
 4. None
- 3-34. Detailed instructions for preparing the Recommendation for Advancement in Rate or Change of Rating (worksheet) can be found in which of the following publications?
1. Bibliography for Advancement Study
 2. Advancement Manual
 3. Naval Military Personnel Manual
 4. Enlisted Transfer Manual
- 3-35. Upon completion of the Navywide advancement examination, what action should be taken with the worksheet?
1. Retained in command files for 2 years
 2. Destroyed
 3. Filed in member's service record
 4. Mailed to NETPDTC
- 3-36. Upon receipt of Navywide advancement examinations, when, if ever, should the receipt copy of the packing list be signed and returned to NETPDTC?
1. Only if evidence of tampering is discovered
 2. Only if the examination serial numbers on the list do not match the packing list
 3. Immediately upon inspection of the package content
 4. Never
- 3-37. When evidence of tampering is noted upon receipt of Navywide advancement examinations, the command should take what action?
1. Submit a detailed message to BUPERS, copy to NETPDTC
 2. Convene a JAG investigation
 3. Both 1 and 2 above
 4. Submit a detailed message to the ISIC and NETPDTC
- 3-38. When transferring an examination under a letter of transmittal, guidance for certifying a person's eligibility for access to classified materials is in what publication?
1. Advancement Manual
 2. Naval Military Personnel Manual
 3. Enlisted Transfer Manual
 4. Advancement Handbook
- 3-39. Which of the following policies applies to candidates participating in the Navywide advancement examination while in a PCS status?
1. Candidates receive additional funding for travel to examination site
 2. Candidates will be charged leave for exam day
 3. Candidates receive an extra travel day
 4. Candidates will be reimbursed for all additional expenses incurred
- 3-40. The official responsible for the stowage and custody of examination materials must meet the requirements of what publication?
1. BUPERSINST 1616.9
 2. OPNAVINST 1000.23
 3. OPNAVINST 5510.36
 4. BUPERSINST 1430.16

- 3-41. What is the classification of a Navywide advancement examination in a red plastic envelope?
1. Confidential
 2. Top secret
 3. Secret
 4. Unclassified
- 3-42. What is the classification of a Navywide advancement examination in a blue plastic envelope?
1. Confidential
 2. Top secret
 3. Secret
 4. Unclassified
- 3-43. In case of lost or compromised examinations materials, which of the following actions must be taken?
1. A preliminary report must be forwarded to COMNAVPERSCOM only
 2. A JAG investigation must be initiated only
 3. Both 1 and 2 above
 4. NETPDTC Form 1430/2 must be completed and forwarded to CNET
- 3-44. During the administration of Navywide advancement examinations, one proctor should be provided for a maximum of how many candidates?
1. 25
 2. 30
 3. 45
 4. 50
- 3-45. On Navywide advancement examination days, if required by the candidates, ESOs are responsible for providing all EXCEPT which of the following items?
1. Maneuvering board sheets
 2. Slide rule for vertical aerial photography
 3. Parallel rules
 4. Non-programmable calculators
- 3-46. What advancement examination is normally administered on the first Tuesday in March?
1. PO1
 2. PO2
 3. PO3
 4. CPO
- 3-47. What is the maximum time allowed for candidates to complete a Navywide advancement examination?
1. 1 hour
 2. 2 hours
 3. 3 hours
 4. 4 hours
- 3-48. Which of the following personnel may serve as proctors for E-4 through E-7 Navywide advancement examinations?
1. Officers and designated civilians only
 2. E-7/8/9s only
 3. E-7/8/9s and officers only
 4. E-7/8/9s, officers, and designated civilians

- 3-49. For information on assigning proctors for Navywide advancement examinations, you should refer to what publication?
1. The Advancement Manual
 2. The Advancement Handbook
 3. The Bibliography for Advancement Study
 4. The Command Activity Manning Document
- 3-50. During Navywide advancement examinations, proctors may NOT take which of the following actions?
1. Patrol the examining room
 2. Interpret examination questions
 3. Explain the meaning of instructions on the face of the examination booklet
 4. Escort candidates to and from the examining room
- 3-51. The authority for administering Navywide advancement examinations orally must be requested from what command?
1. NETPDTC
 2. CNET
 3. NAVPERSCOM
 4. The first Flag Officer in the Chain-of-Command
- 3-52. After administration of the Navywide advancement examination, all examination booklets must be destroyed by methods outlined in what instruction?
1. CNETINST 1560.3
 2. OPNAVINST 1520.30
 3. SECNAVINST 5510.36
 4. OPNAVINST 3510.2
- 3-53. When Navywide advancement examinations are destroyed, at least how many persons must be present?
1. 1
 2. 2
 3. 3
 4. 4
- 3-54. Who is responsible for ensuring exam discrepancies are prevented or cleared?
1. Exam candidates
 2. ESO
 3. NETPDTC
 4. Exam proctors
- 3-55. After Navywide advancement examinations are administered, the answer sheets are sent to what command for grading?
1. NETPDTC
 2. CNET
 3. CNTECHTRA
 4. NAVPERSCOM
- 3-56. After the administration of Navywide advancement examinations, the answer sheets must be mailed within what time frame?
1. Within 7 working days
 2. Within 2 working days
 3. Within 5 consecutive days
 4. Within 7 consecutive days
- 3-57. Commands must keep copies of the report of destruction and transfer of Navywide advancement examinations for at least how long?
1. 1 year
 2. 2 years
 3. 3 years
 4. 4 years

- 3-58. The results of the Navywide advancement examination are published by what command?
1. CNET
 2. NETPDTC
 3. CNTECHTRA
 4. NAVTASC
- 3-59. The Navywide advancement examination results forwarded to each command consist of which of the following documents?
1. Examination Status Verification Report (ESVR)
 2. Rate Change Authorization (RCA)
 3. Examination Profile Information Form
 4. All of the above
- 3-60. The Rate Change Authorization (RCA) lists all personnel being advanced on what specific day of the month?
1. First day
 2. 15th day
 3. 16th day
 4. Last day
- 3-61. What document provides a comparison of a Navywide advancement candidate's FMS and the average of candidates advanced in that rate?
1. The Examination Status Verification Report (ESVR)
 2. The Rate Change Authorization (RCA)
 3. The Examination Profile Information Form
 4. The NAVEDTRA 1430/2 Worksheet
- 3-62. An examination profile information form will indicate the Final Multiple for which of the following candidates?
1. Member failed the examination
 2. Member participated for lateral conversion
 3. Member in a discrepancy status
 4. Member passed but was not advanced
- 3-63. Personnel who took the substitute Navywide advancement examination and are authorized advancement will receive their authorization by which of the following means?
1. Data mailer
 2. E-mail
 3. Personal letter
 4. Naval message
- 3-64. After participating in a Navywide advancement examination, and before results are published, which of the following candidates would NOT be required to have the examination invalidated?
1. Member was CAP advanced
 2. Member received a suspended reduction in rate at NJP
 3. Member separated from the Navy
 4. All the above
- 3-65. A candidate may earn a maximum of how many PNA points for one Navywide advancement examination cycle?
1. 1.0
 2. 2.5
 3. 3.0
 4. 4.5

- 3-66. What is the maximum number of PNA points that can be credited to a candidate's FMS?
1. 10
 2. 12
 3. 15
 4. 30
- 3-67. An enlisted member who is frocked is entitled to which of the following benefits?
1. Authorized to assume the title and wear the uniform of a higher paygrade
 2. Entitled to the pay and allowances of the higher paygrade
 3. Authorized the household goods weight allowance for PCS moves of the higher paygrade
 4. All the above
- 3-68. Before an E-7 selectee can be frocked, what course must be completed?
1. The Basic Communication Doctrine
 2. The Navy Leadership Continuum
 3. The Chief Petty Officer Initiation
 4. The Chief Petty Officer Indoctrination
- 3-69. When an enlisted member is eligible to be frocked, which of the following policies applies?
1. Enlisted members selected for officer appointment may be frocked
 2. Members may elect not to be frocked
 3. E-4/5/6 selectees must attend the appropriate Petty Officer Indoctrination before being frocked
 4. All of the above
- 3-70. What, if any, service record page entry(s) is/are required to frock a member?
1. Page 4 only
 2. Page 13 only
 3. Page 4 and 13
 4. None
- 3-71. A request for a substitute Navywide advancement examination may be justified for which of the following reasons?
1. The candidate was on annual leave
 2. The candidate was in a PCS status
 3. The candidate was on emergency leave
 4. Both 2 and 3 above
- 3-72. Substitute Navywide advancement examinations should only be ordered using what format?
1. NETPMSA Examination Order Form (NETPMSA 1418/6)
 2. Letter
 3. E-mail
 4. Naval message
- 3-73. A request for substitute Navywide advancement examinations must also inform what command?
1. Immediate Superior (ISIC)
 2. NETPDTC
 3. CNET
 4. EPMAC
- 3-74. What command is the approving authority for all substitute Navywide advancement examinations?
1. CNET
 2. CNTECHTRA
 3. NETPDTC
 4. NAVPERSCOM

