



Navy Career Circular

(A Career Counseling Publication)

Chief of Naval Operations

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|--------------|---------------------------|--|--------------------------|
| CNO | ADM M. G. Mullen | VCNO | ADM R. F. Willard |
| DNS | VADM M. P. Fitzgerald | Deputy DNS | CAPT W. F. Moran |
| MCPON | MCPON(SW/FMF) J. R. Campa | CMC | CMDCM(SW/AW) R. L. Smith |
| CCC | NC1(SW/AW) C. B. Tibbetts | charles.tibbetts@navy.mil | (703) 614-8653 |

Inside This Issue

Page

| | |
|------------------------------|---|
| - What's New? | 2 |
| - Useful Info | 3 |
| - Career Counseling Calendar | 3 |
| - Transition News | 3 |
| - CMS Schedule | 4 |
| - Education News | 5 |
| - Navy Reserve News | 6 |
| - PS Rating Manning | 7 |



*FLTCM(AW/SW/SS/PJ) McCalip, of MPT & E, provides useful information on CPO Boards to the board eligible First Classes in the Pentagon.
(OPNAV, SECNAV, JS, OSD/WHS, DIA)*

What's New?

Flying Chief Warrant Officer Program

Part 2 of this program is underway. Last year there were 10 Pilots and 4 NFO's selected. The pilot program will close out this year by selecting another 10 Pilots and 6 NFO's. [NAVADMIN 013/07](#) outlines the specifics of the program. *Due date for packages is 16 June 2007.*

Reserve Affiliation bonuses and Montgomery GI Bill for selected Reserve enlisted personnel

[NAVADMIN 065/07](#) announces lump sum enlistment bonuses (up to \$20,000) for affiliating with the Navy Reserves in select ratings. Sailors affiliating in the above mentioned ratings may also apply for the Montgomery GI Bill Kicker. For more info, go to the NAVADMIN or contact your nearest Navy Recruiter.

Message for the Personnel Specialist (PS) Community Manager

The PS community will undergo a transformation over the next several years. The primary aspect of the transformation is the PSD Afloat initiative. The PSD Afloat initiative will reduce the PS manning and remove the majority of Personnel functions from ships, squadrons and other deployed units. This will cause the rate to be more shore intensive. As the billets are moved ashore over the next several years, the rating will become increasingly smaller as civilian substitutions take place at PSD Afloat and in other PS jobs. The civilian substitution process will begin in FY '08 and will probably take about 4 years to fully execute. In order to attain this reduced inventory need, the Enlisted Community Managers will make every effort to approve conversion requests from PS' into CREO 1 or 2 ratings, when the Sailor is fully qualified for the requested rate. However, PS' will continue to fill a crucial role in our Navy and the Enlisted Community Manager will ensure that we retain the correct mix of talent in order to continue providing the outstanding support the Navy has come to enjoy, and expects, from this dedicated group of Sailors.

I'd like to also remind sailor's choosing to separate that they have another option available to them in order to continue to serve where needed; they may opt to further their career in the Navy Reserve. Conversion opportunities exist under the RESCORE-R program, and if converting to a critical skill, Sailor's may receive up to 20 thousand dollars in bonus entitlements. Sailors may also be eligible for a two year mobilization deferment.

CCC note: I have included the current PS manning with this newsletter.

Senior Enlisted Academies (SEA) update

"Senior Enlisted Academies provide an opportunity for master, senior, and chief petty officers to engage in studies that broaden their educational experience and assist in fulfilling leadership and managerial responsibilities." Quoted from the new [MILPERSMAN Article 1306-925](#). In a change this year, 10 E-7 seats will be available per class (Navy classes only as Sailors can attend class at the Air Force Senior Non-Commissioned Officer Academy (AFSNCOA) or the Army Sergeants Major Academy). There is a required OBLISERV of 12 months for the SEA or AFSNCOA and 36 months for the Army Sergeants Major Academy. For more info, go to [MILPERSMAN Article 1306-925](#) or contact your CCC.

Deployability and Employability

In accordance with [NAVADMIN 051/07](#), effective immediately, the traditional 50 percent time-in-homeport standard is reaffirmed. The 56-day minimum for deployment length is eliminated. Any time spent on deployment will be counted as deployed time, even if only for one day. At the same time, if a unit is expected to deploy more than once between maintenance phases, the maximum planned deployment length will be 6 months. If only one deployment is planned between maintenance periods, then the maximum planned deployment length will be 7 months. We will endeavor to schedule 6 month maximum deployment lengths to the extent possible.

To Access NAVADMINS go to
<http://www.npc.navy.mil/ReferenceLibrary/Messages/>

Useful Info

Everyone Sailor has heard the words, “your service record is your responsibility.” All too often discrepancies are not corrected before a Board convenes or discrepancies are not known. When I was a BT3 onboard my first ship, I made it a habit to check my record every six months. With our records being held at PSD Anacostia, this becomes a little more difficult, but you should check your record at a minimum annually. The following link is the “Last minute link” to check discrepancies involving eval/fitreps: https://www.npc.navy.mil/Apps/SB_Discrepancy_list/ Check this site out **EVERYDAY** the week prior to the board convening.

NPC recommends checking your Enlisted Summary Record (ESR) and Performance Summary Record (PSR) six months prior to board convening date. You can check both of these at the Bupers Online webpage (BOL): <https://www.bol.navy.mil>

Mailing address to fix discrepancies to your ESR/PSR can be found here: <http://www.npc.navy.mil/CareerInfo/RecordsManagement/>

Additional info on boards and how to prepare for them can be found at this site: <http://www.npc.navy.mil/AboutUs/NPC/PublicAffairs/NewsDetails/UpdateRecords.htm>

Career Counseling Calendar

Below are reminders of events coming up and some good tips for helping out your Sailors

| <u>DATE</u> | <u>EVENT</u> | <u>REMARKS</u> |
|-------------|---|--|
| 02 Apr 2007 | Board convenes for MCPO | |
| 16 Apr 2007 | Board convenes for SCPO | |
| 11 May 2007 | CPO Packages Due | Package must be postmarked by this date |
| 21 May 2007 | Board convenes for FTS and Reserve CPO | |
| 16 Jun 2007 | Flying Warrant Packages Due | Package must arrive by this date |
| 25 Jun 2007 | Board convenes for CPO | |
| 25 Jun 2007 | 19 th Annual Navy Counselors Association Symposium | Info in NAVADMIN 076/07 |
| 01 Jul 2007 | STA-21 Packages Due | Package must be postmarked by this date |
| 16 Jul 2007 | Board convenes for Flying Warrant | |

****If you have helpful Career Counseling best practices or tips, please send them in****

Transition News

VMET- Utilizing your free resources to build an effective resume'

One of the toughest things you'll ever have to do upon getting out of the Navy (because you most likely have not done one for a long time- if ever), is write a resume'. TAP class does an outstanding job in teaching resume' preparation and is recommended to take TAP early to give time to prepare for important transition tasks like this.

An excellent tool for putting together your resume' is by using your Verification of Military Education and Training form, or VMET. In November of 1990, VMET was established into public law to assist transitioning service members by taking their military education/training and translating it into information the civilian community would understand and relate to.

How do I obtain a copy of my VMET form? To obtain a copy or view your VMET form, go to: www.dmdc.osd.mil/vmet/ . From here you can log in using your CAC card or My Pay Pin. Once inside, click on "Request Document". This document will contain excellent terms and phrases for generating a quality resume' that an employer can understand.

What kind of information is contained on the VMET form? The VMET form contains the history of your military experience and training and gives a detailed description of these entries. Additionally, civilian related occupation codes from DOT and O*NET are included for further reference and use in developing your resume'.

There are many excellent resources to help you create an incredible resume. Some good places to start (after TAP) are:

- **Wall Street Journal:** <http://www.careerjournal.com/jobhunting/resumes/?cjpos=help>
- **The Riley Guide:** <http://www.rileyguide.com/letters.html>
- **Monster.com:** <http://www.monster.com/>
- **Military.com:** http://www.military.com/Careers/Content1?file=resume_center.htm&area=Reference

These are just a few great resources to help create an impressive resume to land that great job once you transition!



Up for orders?

✚ To view the current job requisitions log onto Career Management System at: <https://www.cmsid.navy.mil/jass/> or log into NKO and access it from there.

✚ You may submit up to 5 choices of orders per req cycle

✚ Reqs have to be submitted through your CCC.

CMS SCHEDULE

| | | |
|--|----------------|------------|
| | Reqs Open | (1630 CST) |
| | Reqs Closed | (0500 CST) |
| | Results Posted | (1630 CST) |

| APRIL 2007 | | | | | | |
|------------|-----------------|-----------------|-----------|----------|----------------|----------|
| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
| 1 | 2 | 3 | 4 | 5 | 6 1530 1630 | 7 |
| 8 | 9 | 10 1700 1800 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 0500 0500 | 25 | 26 | 27 | 28 |
| 29 | 30 0500 0500 | | | | | |

Education News

11 GI Bill Benefits you may not have heard about!

Most people know the basics of what the GI Bill will cover, but it is a much more versatile program than most people are aware! The obvious coverage includes enrollment in community colleges, 4-year Universities and advanced degree programs. This flexible benefit additionally covers these 11 other programs that can help you grow and succeed:

1. **Non-College Degrees**- Non college degrees include vocational training in such areas as:
 - a. EMT Certification
 - b. Barber/Beauty College
 - c. Truck Driving
 - d. Heavy Equipment Operator
 - e. and the like...



Non-college degree money is paid out depending on the amount of clock hours attended each month.

2. **On the Job/Apprentice Training**- If you get out and become employed as an apprentice or OJT type of job, the GI Bill will pay 85% of the full rate for the first 6 months of training, 65% of the full rate for the next 6 months and 45% of the full rate for the remaining amount of your MGIB. Examples of OJT/Apprenticeship training are:
 - a. Union plumber, mason, carpenter, etc.
 - b. Hotel management
 - c. Firefighter
3. **Flight Training**- For military members who hold a private pilot's license and desire to gain additional certification for dual engine, instrument, commercial, rotary wing and other advanced tickets, the MGIB is a great opportunity. The VA will pay for 60% of the approved charges for these certifications.
4. **Correspondence Training**- VA will reimburse 55% of correspondence training taken.
5. **National Testing Program**- Service members can claim reimbursement for National Tests taken such as: **SAT, ACT, GRE, GMAT, LSAT, CLEP, DANTES** and other like tests. ***While on active duty, these are all free!***
6. **Licensing and Certification**- Licensing and certification testing will be reimbursed (up to \$2000 per test). To search for a VA approved test, you can go here:
<http://www.gibill.va.gov/Education/LCweb/search.asp>
Examples of authorized tests include: CPA, Microsoft certifications, Six Sigma, Project Management, CFP, CompTIA certification and hundreds more!
7. **Entrepreneurship Training**- For those interested in starting their own business when they transition from the Navy, the VA will pay for courses used to learn about any aspect of small business operation and start-up. The VA only pays for approved courses provided by Small Business Development Centers (ran by the SBA) or Veterans Corporation.
8. **Work-Study Program**- For more info on work-study go to:
<http://www.gibill.va.gov/pamphlets/wkstud.htm>
9. **Co-op Training**- Co-op training is a versatile program that allows you to work and go to school at the same time and receive full time rates!
10. **Accelerated Payment**- There are many high tech (high-cost) programs out there that the VA will pay 60% of the tuition costs (lump sum). The information on this program is extensive. For more info go to:
<http://www.gibill.va.gov/pamphlets/acceleratedpayinfo.htm>
11. **Tutorial Assistance**- Tutorial assistance is available if a service member is receiving VA educational assistance at the half-time or more rate and are having difficulty in a subject making tutoring necessary.

For Additional Information on these programs go to: http://www.gibill.va.gov/GI_Bill_Info/programs.htm

Reserve News

When I started this newsletter, I was asked by the Reservists for more reserve info. I was also asked by the Navy Recruiters to help put the word out to those thinking about separating. NCC Jackie O'Kelley of NRD Richmond has been nice enough to provide some info. Next month will have information on Full Time Support (FTS). We tend to take our reserve forces for granted and I have already implemented changes to this newsletter to reflect this.

Prior Service Veterans

Serving part-time in the Navy Reserve allows you to pursue the advantages of civilian life while enjoying the camaraderie, challenges and many benefits of the military. As a Reservist, you will proudly serve your country as you increase your overall opportunities for success.

By joining the Navy Reserve, you have shown your dedication and commitment. In exchange, you will be paid accordingly and rewarded with benefits designed to help you succeed in both your military and civilian life.

Navy Reservists serve as both enlisted personnel and officers, depending on their qualifications and interests. As an Officer in the Navy Reserve, you'll need a college degree; enlisted members need at least a high school diploma.

We also know that you may want to explore different challenges and undergo new training. Therefore, if you qualify, you can cross-train into a new military job.

The Best of Both Worlds

Affiliate with us today to continue to proudly serve your nation as you advance every aspect of your life and career. In addition to all of this, your military training, background, and advanced leadership skills will be highly sought after by civilian employers.

Many Advantages for Veterans

- Maintain your rank (in most cases)
- No need to repeat basic training
- Continue to proudly serve your country
- Continue or recapture the camaraderie of service
- Continue to build on the professional expertise and leadership skills you've acquired
- Earn points for retirement every time you drill
- Receive retirement pay at age 60, after 20 years of credible service
- Receive four days pay for two drilling days
- Build upon your Montgomery GI Bill benefits
- Tax-free Navy Exchange and commissary privileges
- Low-cost insurance options, including up to \$400,000 in life insurance

Veterans affiliating upon release of active Duty qualify for a 2 year deferment from involuntary mobilization.

To find out more, call your local Navy Reserve Office:

Metro DC / North VA - Anacostia Annex (202) 433-0834 Gaithersburg/Bethesda - (301) 319-8508

Adelphi, MD / surrounding area - (301) 394-5851 Andrews AFB / Northern MD - (301) 736-1865



Personnel Specialist (PS)



MANNING: (as of 20 Feb 07, EPA OCT 06)

♦Overall:105.2% ♦Sea:124.5% ♦Shore:94.6%

| PG | E1-3 | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 |
|-------|--------|--------|--------|--------|--------|--------|--------|
| RATE | 169.0% | 99.3% | 96.5% | 96.5% | 83.7% | 96.4% | 96.2% |
| SEA | 202.0% | 141.0% | 105.0% | 101.0% | 115.0% | 89.0% | 125.0% |
| SHORE | 169.6% | 82.2% | 87.9% | 90.4% | 75.2% | 102.8% | 80.0% |

RETENTION: (Rolling 12 mos as of 20 FEB 07)

| | REENL | RET | ATTR |
|--------|-------|-------|------|
| Zone A | 61.6% | 47.0% | 6.1% |
| Zone B | 81.1% | 58.8% | 1.5% |
| Zone C | 90.4% | 78.7% | 6.8% |

ADVANCEMENTS (%) : (TTA as of 30SEP06)

| | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 |
|-----------|-------|-------|-------|-------|------|------|
| CYCLE 192 | 15.8% | 4.8% | 2.7% | 60.0% | | |
| ALNAV | 35.3% | 19.3% | 11.4% | | | |
| TTA(yrs) | 2.8 | 4.9 | 9.7 | 15.3 | 19.2 | 21.6 |

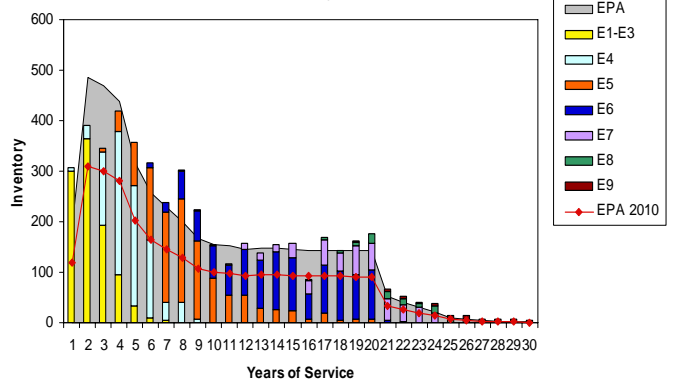
SEA/SHORE ROTATION:

| | E1-3 | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 |
|------|-------|-------|-------|-------|-------|-------|-------|
| 2006 | 36/24 | 36/24 | 36/36 | 36/36 | 36/36 | 36/36 | 36/36 |

| CREO | NON DESIGN | ADV/OPP | CREO/CAT |
|------|------------|----------|----------|
| PS | CLOSED | E4/E5/E6 | E4/E5/E6 |
| | | | 3 3 3 |

Updated: 2 Mar 07 (formerly PN/DK)

LOS Analysis



PS PTS Results from Feb 05 - Jan 07

