



# Navy Career Circular

*(A Career Counseling Publication)*

*Chief of Naval Operations*

Issue 1 CY08

JAN 2008

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*Sgt. David Hawkins (OPNAV N85) was selected as the OPNAV Junior "Sailor of the Quarter" for Jul - Sep 2007. VADM J. Stufflebeem (Director, Navy Staff) presents a plaque in a ceremony held Nov 14, 2007 in the Pentagon.*



# What's New?

## **Advancement Examination Development Conference (AEDC) Schedule and Request for Nomination of Subject Matter Experts**

NAVADMIN 017/08 announces the April to September 2008 AEDC schedule. The two-week conferences are held at Naval Education and Training Professional Development and Technology Center (NETPDTC) onboard Saufley Field in Pensacola, FL. Active Duty Chiefs, E7 – E9, are requested to volunteer to serve as subject matter experts for the AEDC in their respective ratings.

## **Uniform Update**

NAVADMIN 004/08 supersedes NAVADMIN 351/06 and announces the revised implementation plan for the new E1 through O10 Navy Working Uniform (NWU), the E1 through E6 year-round Service Uniform (SU), and the Navy Physical Training Uniform (PTU).

## **FY-08 National Defense Authorization Act Expiration of Authority for Payment of Certain Bonuses Under New Contracts**

NAVADMIN 366/07 provides implementing guidance during the period between the expiration of authorities to approve certain bonuses and special pay programs, and the enactment of a FY-08 National Defense Authorization Act (NDAA) or other legislation that extends required authorities. Bonuses are considered on a case by case basis until this NDAA is approved.

## **Rating Entry for General Apprentices (REGA)**

NAVADMIN 363/07 updates REGA information for Navy Apprentice Sailors. Be aware that the list of ratings requiring approval prior to participation continues to increase. 1306/7's must be submitted requesting exam approval in the "APPRV REQD" ratings prior to taking the exam or results will be invalidated.

## **Navy Individual Augmentee Combat Skills Training (NIACT)**

NAVADMIN 355/07 announces the minimum training requirements for Joint Manning Document (JMD) sourced Navy Individual Augmentees (IA) and all Sailors who are deployed ashore in support of operation Iraqi Freedom/Operation Enduring Freedom (OIF/OEF) for more than 30 days. Regardless of sourcing origin, all Navy IA's, Ad Hoc assignments, or in lieu of forces will attend NIACT or equivalent training.

## **March 2008 (Cycle 199) Navy-wide Petty Officer (E4-E6) Advancement Examinations for USN, USNR (Active), Full Time Support (FTS), and Canvasser Recruiter (CANREC) Sailors**

NAVADMIN 349/07 announces items of interest for the March 2008 Advancement exams.

## **Administration of the Navy-Wide Advancement Exam for Sailors in Iraq, Afghanistan, and the HOA**

NAVADMIN 336/07 updates options available for administering Navy-wide exams to Sailors who are deploying to the above listed areas. This supersedes NAVADMIN 139/07 and BUPERSINST 1430.16F, Navy Advancement Manual.

## **Rating Merger Update and Overview**

NAVADMIN 319/07 provides an update regarding the proposed mergers within the IC/ET and Engineering communities, summarizes recent rating mergers, provides the status of ongoing merger plans and communicates the strategy associated with the Navy's decisions to merge ratings.

## **Navy Uniforms**

NAVADMIN 311/07 announces increased annual Clothing Replacement Allowance (CRA) for Active Component enlisted Sailors E1-E9. Increased FY-08 and FY-09 CRA rates are part of the Navy's plan to facilitate the introduction of new Navy uniforms during the next two years. Timing of the CRA increase

ensures eligible Sailors have the funds available for purchase of these new uniforms when they are introduced to the fleet.

### **Navy Uniform Board**

NAVADMIN 310/07 announces the Navy Uniform Board. Task Force Uniform is disestablished. NAVADMIN discusses functions of the Navy Uniform Board.

### **Career Schools Listing (CSL) for STAR and SCORE Programs**

NAVADMIN 307/07 updates the CSL for STAR and SCORE Programs. Surface ratings affected are AE, AT, ET, FC, GM, HM, IC, NAC, and PR (PS-2905 has been removed). Submarine ratings affected are EM, ET, FT, MM, MT, and STS.

### **Change to E7 Final Multiple Score (FMS)**

NAVADMIN 301/07 announces a change to the E7 FMS effective with the Active/Full Time Support (FTS) Exam Cycle 198 (January 08) and Reserve Exam Cycle 082 (February 08) Advancement Exams. More on this in the "By the Way..." section.

### **Education Points for E4-E6 Final Multiple Score (FMS) and Emphasis on Education for E7-E9 Selection Board Precepts**

NAVADMIN 301/07 announces the introduction of education points in the E4-E6 FMS, and reiterates a continued emphasis on education in E7-E9 Selection Board Precepts. Effective with the Active/Full Time Support (FTS) Cycle 200 (September 2008) and Reserve Cycle 083 (August 2008) Advancement Exams, Sailors competing for advancement to paygrades E4-E6 will be awarded two points for an accredited Associates Degree, and four points for an accredited Baccalaureate Degree or above. These points are separate from the awards total (10 points for E4/E5 and 12 points for E6) with a maximum of four points earned (member with both an AA/AS degree and a BA/BS degree will only get four points). (Reserve Component refer to the Reserve News section of this Circular for more info).

### **Enlisted Advancement Overview**

NAVADMIN 300/07 provides an overview of past and future enlisted advancement system changes.

### **Department of the Navy (DON) Personally Identifiable Information (PII)**

ALNAV 070/07 Commanding Officers/Officers-In-Charge will ensure that all assigned personnel (civilian, military, and contractors) that have access to personally identifiable information complete 2007 Privacy 101 and 103 training at <http://privacy.navy.mil> or <https://hqdot.hqmc.usmc.mil/pii.asp>. For designated personnel, this training must be completed no later than 1 Jan, 2008 and annually thereafter. Supervisors must also complete 2007 Privacy 102 training. Individual auditable records of completion will be maintained by the Command Training Officer or the Contracting Officer Representative in the case of contractor personnel.

### **Navy funding opportunities for enlisted credentialing exams (Navy COOL)**

NAVADMIN 293/07 states that effective immediately, Navy will fund examination fees for occupational credentials which are closely aligned with a Sailor's rating.

### **Traffic Risk Planning System (TRIPS)**

NAVADMIN 290/07 covers the TRIPS on-line, survey-style risk-assessment tool that helps Sailors recognize and manage the risks they face while driving long distances. For more info, refer to the NAVADMIN or go to the TRIPS function through NKO. Remember, those that fail to plan, plan to fail.

### **National Call to Service (NCS) Update**

NAVADMIN 289/07 establishes new transition procedures for Sailors in the National Call to Service (NCS) Program. These changes will be incorporated in MILPERSMAN 1133-080. For those NCS Sailors whose EAOS is on or before 31 Jan 2008, refer to NAVADMIN 189/06.

### **FY-08 Schedule for Senior Enlisted Leadership Course / CIN S-500-0017**

NAVADMIN 283/07 announces the FY-08 schedule for course above. Naval Justice School is offering the course, a seminar in military justice and civil law, to senior enlisted leaders of all branches of service (E-8/E-9). E-7 may attend on a space available basis. Prior attendees have given the course outstanding marks for increasing awareness of current legal issues and promoting efficiency in handling legal matters. This course is not a substitute for the Legal Officer Course (S-SF-0014) or the Legal Clerk Course (S-512-0009). Travel and per diem costs are the responsibility of individual commands.

### **FY-08 General Military Training (GMT)**

NAVADMIN 268/07 publishes FY-08 General Military Training (GMT) Requirements.

**To Access NAVADMINS go to**

**<http://www.npc.navy.mil/ReferenceLibrary/Messages/>**

## **Useful Info**

This month's piece involves reenlistments and extensions. I have dealt with many Sailors that are not tracking how many extensions they have "in the books". IAW MILPERSMAN 1160-040, you can have a maximum of 48 months worth of extensions per enlistment; this is statutory IAW Title 10 of the US Code, Chapter 509). This is especially important to those that are approaching retirement (and or High Year Tenure).

Here is an example: YN1 Bob Sailor's ADSD is 881211 (YYMMDD). His EAOS is 070519. He has 47 months of extensions. His HYT date is 081210. He has just put his Command Career Counselor in a bind. Don't let this happen to you!

Reenlist when possible. This does two things:

1. It updates your permanent service record (less stuff to send in to the board).
2. It resets your extensions.

Reenlistments can be for 2-6 years (you can not exceed HYT). There are times when extending for the OBLISERV is convenient. Reenlist prior to the extension taking effect and as long as you reenlist for more time than the extensions commit you to, they will be cancelled.

Example: YN1 Bob Sailor's EAOS is 080707. His PRD is Jan 2008. He receives orders to OBLISERV for 36 months. Member signs the NAVPERS 1070/621 (Agreement to Extend Enlistment form). The extension will take effect 080708. Member checks into his next command on Feb 2008 and reenlists for four years (which exceeds the 36 month extension) thus cancelling the extension.

Extensions are a convenience, but should be used sparingly. Like leave, you should have extensions available to you for unexpected situations.

# Career Counseling Calendar

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

DATE	EVENT	REMARKS
1 Feb 2008	E-8/E-9 Packages Due	Package must be <b>postmarked</b> by this date
3 Mar 2008	E-8/E-9 (Reserve) Board convenes	
6, 13, 20 Mar 2008	E-6/E-5/E-4 Advancement Exams respectively	
31 Mar 2008	E-9 Board convenes	
21 Apr 2008	E-8 Board convenes	

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

## 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.

✚ You have from 9-5 months to make selections.

### CMS SCHEDULE

	Reqs Open
	Detailers make selections
	Reqs for Command comments
	Requisition scrub
	CMS down for maint

\*\*\* APPLICATION RESULTS ARE AVAILABLE BEGINNING AT 1630 ON THE DAY THE DETAILER SELECTION PHASE ENDS AND REMAIN POSTED UNTIL THE NEXT MONTHS REQUISITION SCRUB\*\*\* (Area highlighted in pink)

FEBRUARY 2008													
SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
										1530	1630	1	2
0000	3	0000	4	5	6	1700	1800	7	8	9	10	11	12
13	14	15	16	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	32	33	34	35	36	37	38	39	40

## *Transition News*

Ruehlin Transition Seminar is a little known program for those senior officer (O-5 and above) and enlisted (E-7 and above) personnel that provides unique insight into career transition. The course combines a professional private sector transition training program with the unique job hunting situations senior Navy personnel will face. The result is an intense training experience that prepares the member for all phases of career transition. The focus of the program is strictly on the practical aspects dealing with the process of managing a career and finding the right job. **THIS IS NOT A SUBSTITUTE FOR TAP!** The course is focused on teaching the process of transitioning from the government to a private sector career.

Due to the high concentration of Navy Officers in OPNAV, we hold four classes a year for the officers (O-5 / O-6) in OPNAV and one Senior Enlisted Class (E7 – E9). Before coming to OPNAV, I had no idea what the program was. The course critiques from the students provide firm testimony to the value of the class.

John Ruehlin is a retired Rear Admiral, USN, SC. He has been successful in the civilian sector and started up Ruehlin Associates in 1994 to provide career planning and management assistance for senior officers, including Flag and General Officers, and senior enlisted personnel of all services.

If you are interested in the program (or getting the program to your command), contact Ken McGhee at (619) 464-4047 for more information. <http://www.ruehlinassociates.com>

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## *Reserve News*

When I started this newsletter, I was asked by the Reserve Component Sailors for more reserve info. I was also asked by the Navy Recruiters to help put the word out to those thinking about separating. We tend to take our reserve forces for granted and I have already implemented changes to this newsletter to correct this.

### ***Education Points for E-4 thru E-6 Final Multiple***

Starting with the **Aug 2008** advancement exams, Navy Reserve Component (RC) personnel will be able to receive education points for degree completion. Many E-4 thru E-6 RC personnel have degrees already.

In the past it only took an RC Sailor to show the Navy Operational Support Center (NOSC) the degree they had obtained and it was updated into the NSIPS system. This is no longer an option.

IAW NAVADMIN 301/07, in order to update your record the Sailor needs to have their college or university send an official transcript to:

NAVY COLLEGE CENTER, N211  
VOLED DETACHMENT, CPPD  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FL 32509-5204

The Navy College Center will validate the transcript and enter education data into the Navy College Management Information System (NCMIS).

## By the Way...

The recent changes to the January 2008 CPO exam are significant. Previously, the difference in points between a Promotable eval and an Early Promote eval was 6 points. This left the Sailor to score well on the test to be Selection Board Eligible. New FMS Computation is as follows:

Factor	Computation	Maximum Points	Percentage
PMA	(PMA*50)-120	80	50%
Exam SS	As indicated on profile	80	50%
Total		160 (vice 132 on previous exams)	

I have pasted a slide from the Navy Enlisted Advancement Brief (many thanks to NCCS Peter Pappas, retired) to show the significance here. The slide represents the last DCC CPO exam (Jan 2007). Gold represents Selection Board Eligible. #181 on the far right made Board, but probably wasn't competitive with a 2.80 PMA. On the other hand numerous DC1's with PMA's of 3.93 didn't make board due to poor test scores. There is no excuse for not studying, but the test is just a "ticket to the dance" and plays no role in the selection board process in June.

FMS RANK				FMS RANK				FMS RANK				FMS RANK			
CURRENT	PROPOSED	SS	PMA	CURRENT	PROPOSED	SS	PMA	CURRENT	PROPOSED	SS	PMA	CURRENT	PROPOSED	SS	PMA
242	172	47.51	3.93	116	93	55.47	3.87	280	235	46.78	3.85	467	466	30.85	3.67
243	173	47.51	3.93	117	94	55.47	3.87	345	284	43.16	3.85	6	18	77.92	3.66
271	194	46.06	3.93	127	100	54.75	3.87	354	297	42.44	3.85	32	83	66.34	3.66
336	241	42.44	3.93	128	101	54.75	3.87	.	.	.	.	139	226	56.92	3.66
337	242	42.44	3.93	140	117	54.02	3.87	.	.	.	.	239	312	51.13	3.66
362	258	40.99	3.93	141	118	54.02	3.87	.	.	.	.	221	296	52.58	3.65
363	259	40.99	3.93	142	119	54.02	3.87	451	416	33.02	3.85	323	383	46.78	3.65
364	260	40.99	3.93	150	126	53.30	3.87	145	137	54.02	3.84	324	384	46.78	3.65
392	292	38.82	3.93	151	127	53.30	3.87	237	212	48.96	3.84	26	105	67.79	3.60
409	322	37.37	3.93	152	128	53.30	3.87	4	5	77.20	3.80	67	189	62.72	3.60
445	381	33.02	3.93	153	129	53.30	3.87	.	.	.	.	112	236	59.09	3.60
8	4	73.58	3.90	163	135	52.58	3.87	.	.	.	.	148	263	56.92	3.60
13	11	68.51	3.90	175	149	51.85	3.87	.	.	.	.	162	269	56.20	3.60
23	22	64.89	3.90	176	150	51.85	3.87	279	257	47.51	3.80	230	333	52.58	3.60
24	23	64.89	3.90	177	151	51.85	3.87	290	265	46.78	3.80	240	347	51.85	3.60
45	38	61.27	3.90	194	165	51.13	3.87	291	266	46.78	3.80	261	354	51.13	3.60
52	41	59.82	3.90	206	174	50.40	3.87	292	267	46.78	3.80	269	362	50.40	3.60
62	43	59.09	3.90	207	175	50.40	3.87	293	268	46.78	3.80	270	363	50.40	3.60
81	54	57.65	3.90	222	183	49.68	3.87	299	276	46.06	3.80	285	372	49.68	3.60
99	65	56.20	3.90	223	184	49.68	3.87	300	277	46.06	3.80	286	373	49.68	3.60
158	114	52.58	3.90	233	196	48.96	3.87	301	278	46.06	3.80	308	389	48.23	3.60
159	115	52.58	3.90	236	200	48.58	3.87	302	279	46.06	3.80	322	402	47.51	3.60
170	124	51.85	3.90	262	211	47.51	3.87	303	280	46.06	3.80	335	407	46.78	3.60
171	125	51.85	3.90	272	223	46.78	3.87	310	289	45.33	3.80	360	417	45.33	3.60
213	162	49.68	3.90	287	232	46.06	3.87	311	290	45.33	3.80	361	418	45.33	3.60
214	163	49.68	3.90	288	233	46.06	3.87	.	.	.	.	373	428	44.61	3.60
215	164	49.68	3.90	325	261	43.89	3.87	.	.	.	.	391	440	43.16	3.60
249	195	47.51	3.90	348	281	42.44	3.87	.	.	.	.	408	445	41.71	3.60
294	222	45.33	3.90	374	310	40.99	3.87	254	274	49.68	3.73	422	449	40.26	3.60
304	230	44.61	3.90	396	345	38.82	3.87	267	285	48.96	3.73	423	450	40.26	3.60
305	231	44.61	3.90	438	397	34.47	3.87	268	286	48.96	3.73	434	453	38.82	3.60
381	293	40.26	3.90	462	435	30.85	3.87	281	300	48.23	3.73	444	455	37.37	3.60
388	309	39.54	3.90	473	452	25.78	3.87	282	301	48.23	3.73	449	456	36.64	3.60
395	324	38.82	3.90	49	44	60.54	3.86	283	302	48.23	3.73	454	459	35.92	3.60
404	331	38.09	3.90	75	60	58.37	3.86	295	313	47.51	3.73	457	461	35.19	3.60
432	368	35.19	3.90	76	61	58.37	3.86	.	.	.	.	459	463	34.47	3.60
433	369	35.19	3.90	107	84	56.20	3.86	.	.	.	.	460	464	34.47	3.60
436	382	34.47	3.90	165	141	52.58	3.86	.	.	.	.	461	465	34.47	3.60
442	388	33.75	3.90	196	169	51.13	3.86	218	275	52.58	3.67	470	469	30.85	3.60
447	396	33.02	3.90	245	209	48.23	3.86	229	288	51.85	3.67	471	470	30.85	3.60
458	415	30.85	3.90	34	39	63.44	3.85	238	305	51.13	3.67	472	471	30.12	3.60
192	155	51.13	3.88	98	82	56.92	3.85	255	314	50.40	3.67	476	475	24.33	3.60
333	262	43.16	3.88	157	138	53.30	3.85	256	315	50.40	3.67	147	295	57.65	3.55
17	15	67.79	3.87	185	167	51.85	3.85	257	316	50.40	3.67	186	401	57.65	3.40
29	31	64.16	3.87	201	176	51.13	3.85	258	317	50.40	3.67	209	434	56.92	3.35
30	32	64.16	3.87	210	186	50.40	3.85	284	341	48.96	3.67	289	458	54.02	3.25
56	50	59.82	3.87	211	187	50.40	3.85	296	349	48.23	3.67	129	439	63.44	3.20
92	74	56.92	3.87	212	188	50.40	3.85	.	.	.	.	375	473	49.68	3.20
93	75	56.92	3.87	225	198	49.68	3.85	.	.	.	.	452	476	43.16	3.07
114	91	55.47	3.87	226	199	49.68	3.85	.	.	.	.	181	474	65.61	2.80
115	92	55.47	3.87	248	216	48.23	3.85	453	454	35.19	3.67	435	477	52.58	2.53

## *Final Note*

I have never claimed to be the smartest guy around. I don't think up everything that I push out. If someone has a good idea, I will "adopt it" and give due credit to the person. The idea for this Circular came from my previous ISIC, NCC(SW/AW) Jason Lewis of COMVAQWINGPAC in Whidbey Island, WA. Why reinvent the wheel when I could just mold it to my specifications? Thanks for the idea, the templates and permission to use them Chief.

I want to put forth one more thing. As you may or may not know, David DuBois was an NCCS and a previous Detailer prior to working at CNIC (Commander Navy Installations Command). As I was digging through my desk, I came upon his "Pledge of Service (Ten Commandments of the Counselor)". I modified it a bit for these changing times and have included it here.



## The Counselor

### **The Pledge of Service (Ten Commandments of the Counselor)**

1. The customers are most important to our operation.
2. The customers are not dependent on us; we are dependent on them.
3. The customers are not an interruption of our work; they are the purpose of it.
4. The customers do us a favor when they call; we are not doing them a favor by serving them.
5. The customers are a part of our business – not "outsiders".
6. The customers are not a cold statistic; they are flesh and blood human beings with feelings and emotions like our own.
7. The customers are not someone to argue or match wits with.
8. The customers are people who bring us their wants; our job is to satisfy their needs.
9. The customers are deserving of the most courteous and attentive treatment we can give them.
10. The customers are the lifeblood of this rating and every command.

By NCCS(SW) D. M. Dubois  
(former NC Detailer)

modified by NC1(SW/AW) C. B. Tibbetts  
(OPNAV CCC)

If you would like to access past Circular's, they are now archived at the Navy Counselors Association website: <http://www.usnca.org> Click on News (thanks to NCCM Michael Doyle, retired).

I am always open to suggestions and inputs. If you have something that you would like to include in a future edition, email it to me at [charles.tibbetts@navy.mil](mailto:charles.tibbetts@navy.mil). I never take credit for someone else's work. If the info is worthwhile and **FACTUAL**, then I am open to it. This Circular is based on facts.



*YN2(SW) Regina Chandra of OPNAV N3/5 reenlisted November 16, 2007 at the Navy Memorial in Washington, DC. She is transferring to Navy Special Warfare Development Group in Dam Neck, VA.*