

Advancement
& Officer
Programs



CCC &
ESO For
Dummies

Sept 2010 MONTHLY COUNSELING DIGEST Vol. 52

Advancement & Commissioning

Everything a Sailor & an ESO Need To Know in moving up the ladder from Seaman Recruit to Admiral.

From E1 to CPO to Admiral, you have an opportunity. Only in the Navy.



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This month's Career Wise was made with Sailor's full potential in mind. It's just a matter of being informed on what Navy has to offer in terms of promotion or how to move up in the chain whether through enlisted path or towards becoming an officer, the Navy has many options: Navywide Advancement Exam (from E3 to E7), CPO & LDO/CWO Board (E6-E9), Stay-21 (from E1-E9) or Naval Academy – for those who are ready for college & Officer Candidate School for those with college degrees. Navy continues to screen the best with an option to convert to another rating through Perform To Serve and Continuation Board to make more competitive and give room for promotion to other E6-E9 personnel. Your Command Career Counselor can help you establish a strong foundation through mentorship & Career Development Board (see August 2010 edition of Career Wise) using this as a guide. Educational Services Officer can also browse through on advancement exam for guidance – NCC(AW/SW/SCW) Astro, CCC, CVW-11 onboard USS Nimitz

- These are required reading & access for all ESOs:**
1. NEAS Advancement website for exam ordering Time-in-Rate listing, exam results & other educational or advancement inquiry.
 2. Exam instructions downloaded from <https://www2.netc.navy.mil/advancement>
 3. Advancement Manual (BUPERSINST 1430.16F)
 4. Latest Exam NAVADMIN that is usually published 3 months prior to every exam cycle.

ADVANCEMENT EXAMS AND IA DEPLOYMENTS

If a Sailor misses an exam(s) while being deployed "Boots on Ground" in Iraq, Afghanistan or Horn of Africa, the first thing they need to do is take the next available exam. When the ESO sends the answer sheet to be scored with a transmittal letter, they will also need to send an exam worksheet for each of the exam(s) missed that includes what the Sailor's PMA, awards and SIPG WOULD have been IF they took that missed exam(s). The FMS from the exam taken is not used to compare with the FM required of the exam missed. The FMS is recalculated using the standard score of the exam taken and the PMA, awards and SIPG from the worksheets submitted and compared to the FMS of the exams missed. If that FMS equals or exceeds the FM Required for the exam missed, then the Sailor will be advanced of that exam, if not, they may earn PNA points. A new profile sheet will be created for the exam missed.

IMPORTANT NETPDC POINTS OF CONTACT

- Exam Ordering, Registration and UIC Maintenance
(850) 452-1252 (DSN 922) sfly_N321_exam_order@navy.mil
- SI Exam Ordering
(850) 452-1620 (DSN 922) sfly_cryptologic_products@navy.mil
- Exam Discrepancies
(850) 452-1252 (DSN 922) sfly_N321_discrepanc@navy.mil
- Answer Sheet Status and AFCT Inquires
(850) 452-1001, opt 3, x 1404/1522 or 1537 sfly_exam_question@navy.mil

1. The following are directions to ensure your worksheet is verified correctly to prevent any problems on exam day & re-computation after results day:

- a. Ensure your name and social security number are correct. If entered incorrectly on your exam answer sheet your exam will not be scored.
- b. Exam rate. Ensure your exam rate is for the correct paygrade. This is not your current rate, it is for the next higher rate. For submarine ET's and MM's ensure you have the proper test listed. i.e. MME (Auxiliary), MMN (Nuke), MMW (Torpedoman) or ETV (Navigation), ETR (Radio/Comm), ETN (nuke). If you do not have the correct exam rate listed, you will receive the wrong exam on test day.
- c. Award points. Ensure your ESR is up-to-date as this is where we pull most award information from. If you have awards not listed, you will need to bring a copy to correct your worksheet.
- d. PMA. Your PMA is calculated from all evals in your current paygrade during a specific period. The PMA is calculated from your promotion recommendation, not your overall trait average. All evals during the period are averaged to give you the final PMA.

For example only: on September 2010 (Cycle 208) exam eval dates:

- E4 1 Jan 10 – 31 Aug 2010
- E5 1 Jun 09 – 31 Aug 2010
- E6 1 Sep 07 – 31 Aug 2010

Significant Problems (SP) = 2.00

Progressing (PR) = 3.00

Promotable (P) = 3.60

Must Promote (MP) = 3.80

Early Promote (EP) = 4.00

We may encounter many defeats but we must not be defeated.- *Maya Angelou*

	PRESENT RATE:	DATE ADV:	NEXT RATE:
1.	TIR	_____	_____
2.	SIPG	_____	_____
2.	DATE SIPG MET	_____	_____
3.	EXAM/LIST BEFORE STEP	_____	_____
4.	TED	_____	_____
	TIR =	_____	_____
	ACTUAL SIPG ON W/S	_____	_____

ESO Tools

Suggested Script for a FROCKING CEREMONY

1. Verify BOL for "Selectee" Results
2. Prepare Frocking Letters as soon as the results are out and after verification if:
 - Member has passed the PRT
 - No recent Adverse Eval (Not Recommended for Advancement)
3. Prepare the Page 13
4. Prepare and schedule for Petty Officer Indoc for all PO3 Selectees
5. Coordinate with CO, XO, CMC for frocking schedule
6. Confirm the schedule and advise all selectees via chain-of-command.
7. Request and schedule a photographer in writing.
8. Ensure location, frocking letters, personnel are all set at a minimum 1 day prior. Be at the location 30 minutes prior to ceremony for preparation.
9. Ensure the following during the ceremony are ready 30 minutes prior:
 - All Frocking letters signed by CO in binder arrange in sequence of formation
 - Advancement Page 13
 - Read book binder that should include:
 - Copy of frocking letter, each paygrade only
 - List of Selectees in order of formation
 - CMC with PO badges
 - Photographer
 - Optional: Podium, formation of guest, etc.
10. Line up all selectees, from left PO3 to PO1 according read book

There needs to be bolder thinking, ... on how to measure the quality of life of men and women in the work force. Currently, success is measured by material advancements. We need to readjust the definition of success to account for time outside of work and satisfaction of life, not just the dollars-and-cents bottom line. - Betty Friedan (1921 - 2006)

If you did not make it or PNA'd the exam, there are some things to evaluate & consider:

- How much exam points did you miss based on your Final Multiple Score (FMS). If less than 2 points, verify your worksheet and use the following table to recompute your FMS on your profile sheet:

E6 EXAM COMPUTATION		
PMA	4.00	116.00
SIPG	3	12.50
AWARDS	12	12
AA=2/BA=4	4	4
PNA	0	0
TOTAL PTS FOR EXAM		144.50
MINIMUM MULTIPLE REQUIRED		205.00
SCORE NEEDED TO ADVANCE		
EXAM SCORE		65.00
MULTIPLE SCORED		209.50

E4/E5 EXAM COMPUTATION		
PMA	4.00	90
SIPG	1	8.50
AWARDS	10	10
AA=2/BA=4	4	4
PNA	0	0
TOTAL PTS FOR EXAM		112.50
MINIMUM MULTIPLE REQUIRED		122.00
SCORE NEEDED TO ADVANCE		
EXAM SCORE		0.00
MULTIPLE SCORED		112.50

SIPG Calculation	
Months	Fraction
1	0.08
2	0.17
3	0.25
4	0.33
5	0.42
6	0.50
7	0.58
8	0.67
9	0.75
10	0.83
11	0.92
1 YEAR	1.00

- Start downloading the latest Bibliography for the next exam cycle and focus on your weak points.



Before the Exam

- Know your Time-In-Rate by using the table below.
- Download the most current Bibliography.
- Verify your worksheet with current eval & awards documented.

TIME IN RATE AND EXAM COMPUTATION TABLE

If Your Effective Date for E4		Your TIR	Must Have 1 Year		To Participate in the E5	
is Between:		Date is:	SIPG by the TED of:		Exam Given:	
(YY MM DD)	(YY MM DD)	(YY MM DD)	(YY MM DD)		(YY MM)	(Cycle)
08 01 01	08 06 30	08 01 01	09 01 01		08 09	200
08 07 01	08 12 31	08 07 01	09 07 01		09 03	203
09 01 01	09 06 30	09 01 01	10 01 01		09 09	204
09 07 01	09 12 31	09 07 01	10 07 01		10 03	207
10 01 01	10 06 30	10 01 01	11 01 01		10 09	208
10 07 01	10 12 31	10 07 01	11 07 01		11 03	211
11 01 01	11 06 30	11 01 01	12 01 01		11 09	212
If Your Effective Date for E5		Your TIR	Must Have 3 Years		To Participate in the E6	
is Between:		Date is:	SIPG by the TED of:		Exam Given:	
(YY MM DD)	(YY MM DD)	(YY MM DD)	(YY MM DD)		(YY MM)	(Cycle)
07 01 01	07 06 30	07 01 01	10 01 01		09 09	204
07 07 01	07 12 31	07 07 01	10 07 01		10 03	207
08 01 01	08 06 30	08 01 01	11 01 01		10 09	208
08 07 01	08 12 31	08 07 01	11 07 01		11 03	211
09 01 01	09 06 30	09 01 01	12 01 01		11 09	212
09 07 01	09 12 31	09 07 01	12 07 01		12 03	215
10 01 01	10 06 30	10 01 01	13 01 01		12 09	216
If Your Effective Date for E6		Your TIR	Must Have 3 Years		To Participate in the E7	
is Between:		Date is:	SIPG by the TED of:		Exam Given:	
(YY MM DD)	(YY MM DD)	(YY MM DD)	(YY MM DD)		(YY MM)	(Cycle)
08 01 01	08 06 30	08 01 01	10 01 01	EP	09 01	202
08 01 01	08 06 30	08 01 01	11 01 01		10 01	206
09 01 01	09 06 30	09 01 01	11 01 01	EP	10 01	206
09 01 01	09 06 30	09 01 01	12 01 01		11 01	210
10 01 01	10 06 30	10 01 01	12 01 01	EP	11 01	210
10 01 01	10 06 30	10 01 01	13 01 01		12 01	214
11 01 01	11 06 30	11 01 01	13 01 01	EP	12 01	214
11 01 01	11 06 30	11 01 01	14 01 01		13 01	218
12 01 01	12 06 30	12 01 01	14 01 01	EP	13 01	218
12 01 01	12 06 30	12 01 01	15 01 01		14 01	222
13 01 01	13 06 30	13 01 01	15 01 01	EP	14 01	222

Here is a suggested timeline for ESO, Sailor & COC in order to prepare for an efficient Navywide exam.

- March & September: Navywide Exam on 1st, 2nd & 3rd Thursdays (E6, E4 & E5).
- April & October: Verify NEAS for discrepancy, Time & Rate eligibles listings are posted (either via NEAS & FLTMPs, use both for verification). Publish & Review of Bibliography.
- May & November: Prepare for frocking. Study plan set.
- June & December: Study plan. Frocking. Publish list of eligibles for September exam. Verify Profile sheets.
- July & January: Preparation and signing of Worksheet.
- August & February: Deadline for exam ordering. Seating arrangement.
- October: Publish TIR for CPO eligibles
- November: Order of Exam
- December: Worksheet signing for CPO eligibles
- January: Navywide exam for CPO.

If Your Effective Date for E7		Your TIR	Must Have 3 Years		Need to Validate ESVR	
is Between:		Date is:	SIPG by the TED of:		For E8 in:	
(YY MM DD)	(YY MM DD)	(YY MM DD)	(YY MM DD)		(YY MM)	(Cycle)
07 09 01	08 08 31	07 09 01	10 10 01		09 11	205
08 09 01	09 08 31	08 09 01	11 10 01		10 11	209
09 09 01	10 08 31	09 09 01	12 10 01		11 11	213
10 09 01	11 08 31	10 09 01	13 10 01		12 11	217
11 09 01	12 08 31	11 09 01	14 10 01		12 11	221
12 09 01	13 08 31	12 09 01	15 10 01		14 11	225
13 09 01	14 08 31	13 09 01	16 10 01		15 11	229
14 09 01	15 08 31	14 09 01	17 10 01		16 11	233
15 09 01	16 08 31	15 09 01	18 10 01		17 11	237
If Your Effective Date for E8		Your TIR	Must Have 3 Years		Need to Validate ESVR	
is Between:		Date is:	SIPG by the TED of:		For E9 in:	
(YY MM DD)	(YY MM DD)	(YY MM DD)	(YY MM DD)		(YY MM)	(Cycle)
08 07 01	09 06 30	08 07 01	11 10 01		10 11	209
09 07 01	10 06 30	09 07 01	12 10 01		11 11	213
10 07 01	11 06 30	10 07 01	13 10 01		12 11	217
11 07 01	12 06 30	11 07 01	14 10 01		12 11	221
12 07 01	13 06 30	12 07 01	15 10 01		14 11	225
13 07 01	14 06 30	13 07 01	16 10 01		15 11	229
14 07 01	15 06 30	14 07 01	17 10 01		16 11	233
15 07 01	16 06 30	15 07 01	18 10 01		17 11	237

Yesterday I was a dog. Today I'm a dog. Tomorrow I'll probably still be a dog. Sigh! There's so little hope for advancement. - Charles M. Schulz (1922 - 2000), (Snoopy)

Tracking & Tools to Advancement

The LaDR provides detailed information on training and advanced education opportunities. It provides Sailors a visual guide to track their career, and helps the Navy get the right Sailor, with the right knowledge, skills and abilities at the right point in their career.

•The ELDS Team has created a Learning and Development Roadmap (LaDR – pronounced LADDER) for Sailors in all Navy Ratings to use. The LaDRs are located on NKO under the Career Management Tab.

• Each LaDR gives Sailors a checklist to see where they are, and where they need to go for personal and professional success.

•The major sections of the Learning and Development Roadmap (LaDR) are:

- oRequired Skills Training
- oRecommended Skills Training
- oNEC Opportunity
- oJob Description
- oRecommended Billets
- Personal and Professional Development
- oCareer Development Board
- oQualifications
- oCertifications (Navy COOL)
- oStay Navy (Retention Tools)
- oVoluntary Education
- oCollege Courses and Degrees
- oSeparation/Retirement (Transition Tools)
- Professional Military Education (PME)
- oRequired Navy PME
- oRequired Community PME
- oRecommended Navy PME
- oRecommended Community PME
- oEducation Requirements
- oNavy Professional Reading Program
- oRecommended Community Reading

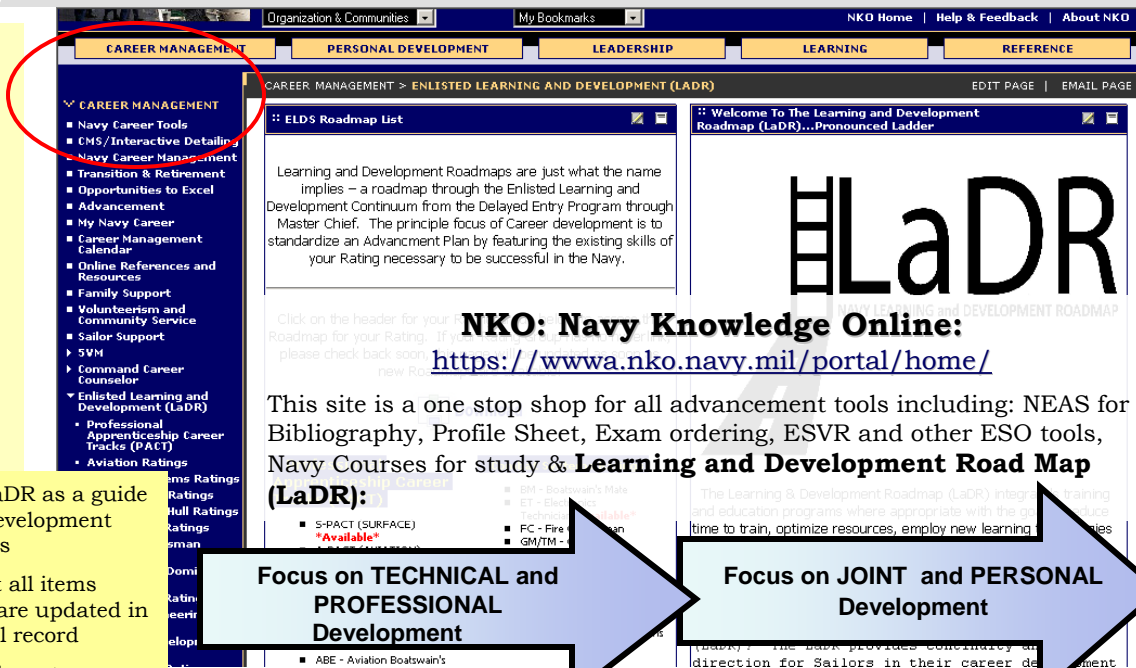
•Use the LaDR as a guide to career development and success

•Verify that all items completed are updated in their official record

•Provide relevant feedback on the LaDR via the chain of command and NKO Enlisted Learning and Development Strategy web page

•Comply with all time sensitive items in the LaDR so as to not miss out on opportunities for:

- Reenlistment (Perform to Serve gates)
- Advancement
- Choice orders



Focus on **TECHNICAL** and **PROFESSIONAL** Development

Focus on **JOINT** and **PERSONAL** Development

Primary
Apprentice
(E1-E4)

Intermediate
Journeyman
(E5-E6)

Senior
Master
(E7-E9)

Opportunities available through Multiple Delivery Methods: Resident, Non-Resident, Full-time, Part-time, Off-Duty, & Web-Based, Refs: CJCSI 1805.1 EPMEP; OPNAVINST 1500.77 LaDR

For higher SAT / ACT, ASVAB & Improve your basic testing skills:

Online Academic Skills Courses

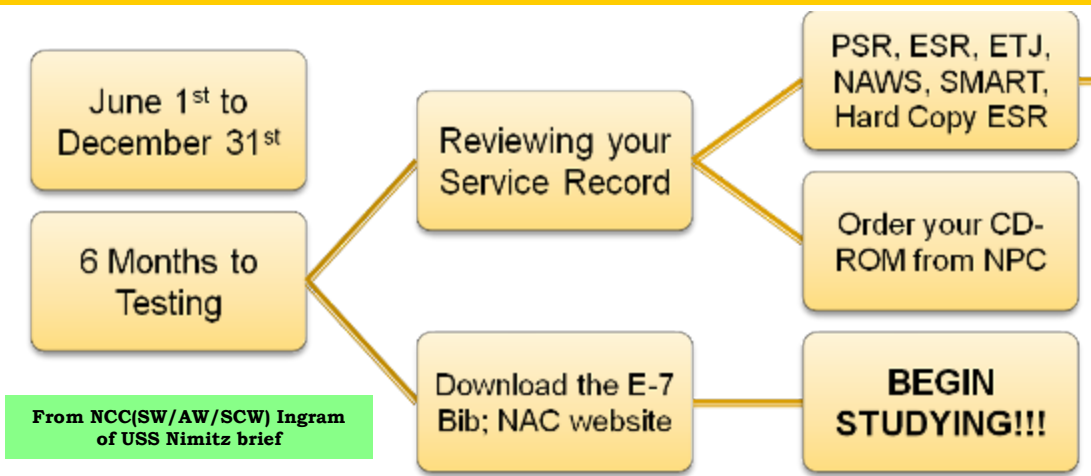
Peterson's Online Academic Skills Course (OASC) is a new On Line Academic Skills program for active duty personnel, family members and civilian employees. OASC is designed for individuals in the U.S. military who want to build their reading comprehension, vocabulary, and math skills to pass exams, enhance job performance, advance their careers, or continue their education. Visit <http://www.petersons.com/dantes> for details.



Selection Boards: Improve your Chances



Preparing for CPO or Selection Board (1st Phase)

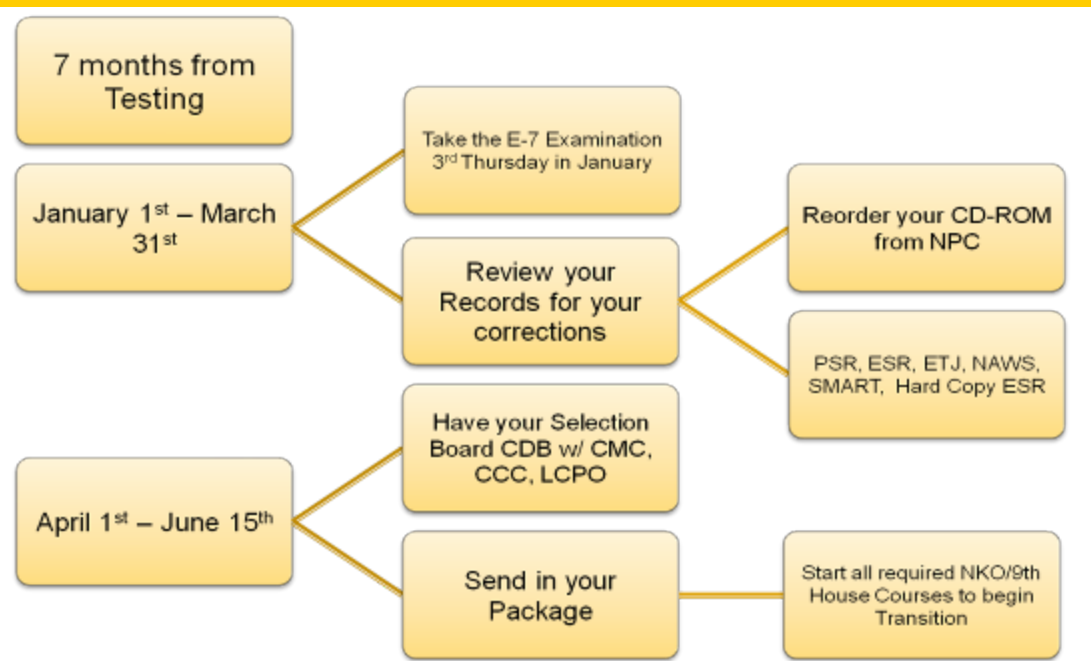


From previous 2010 CPO Board as briefed by CNP:

Successful records:

1. The evaluations that were written with clear understanding that a board member is one of the intended recipients were the most effective.
2. Consistent, recognized sustained performance was the number one consideration for selection.
3. High impact, advance qualifications.
4. Concurrent evaluations from IA/GSA tours where a candidate clearly demonstrated superior performance did not necessarily overcome average performance over the course of the five year window.
5. Specific, concise bullets were the easiest to interpret and most effective for consideration.

Preparing for CPO or Selection Board (2nd Phase)



Unsuccessful:

1. Evaluations that left performance open for interpretation was the number one detractor. Commanding Officers need to ensure they use their evaluations for the purpose of selecting the Navy's future leaders.
2. Missing evaluations though probably at less than 15%, added additional time to review and in some instances particularly for candidates "in the crunch" did factor in deliberations.
3. Unexplained downgrade was difficult to interpret and should not be left for board member to determine why.
4. Lack of quantitative performance.
Note: NJP Justifications must be clear. This can hurt chances as much as help chances for advancement if there is a recent NJP with no explanation in the evaluation.

Sustained Superior Performance: Key to Success

A consistent good Performance Evaluation E4-E9 can get you far. Here are great examples:

From FY10 CPO Board presentation:

- Professional Maturity and Experience
 - History of assignments (normal sea/shore rotation)
 - Diversity of duty (FFG, CVN, LHA, Forward Deployed)
 - Out of rate assignments
- Warfare Qualifications
 - Warfare designators can be attained, it is a requirement to qualify
- Special Qualifications
 - NAC, MTS, ATS, EOOW, or CSOW
- Awards
 - Personal awards in current pay grade carries more weight
- Education - Schools, Courses, etc
 - Advanced degree
 - Professional Military Education (“A” school, NECs)

- Leadership –
 - Quantifying impact is the key
 - Bad – “Through his efforts this DDG has received the Golden Anchor Award for the past two years”
 - Good – “ Through his direct engagement as Chairman of all CDBs, 9 of 10 Sailors have met PTS requirements, 7 of 8 (88%) E-5s were advanced to E-6 (Flt Avg 30%), and 4 of 6 (66%) E-6’s were advanced to CPO (Flt Avg 33%).
- Documented performance – Remember that technical ability at the SCPO/MCPO level should be a given.
 - The PROMOTABLE of 15 who “has my strongest recommendation for advancement to MCPO” has sent a mixed signal to the board and appears to be written for the member, not the board
- Accepts responsibilities/collateral duties –
 - Training teams within one’s rating are expected and don’t break someone out
 - Command-wide (or large department-wide) duties and how they are quantified do break someone out and are key
 - Good – “As Command DAPA for this 274 person crew, there has been a 74% decrease in alcohol-related incidents during this reporting period”
 - No good – “As a member of the STT, was instrumental in the successful completion of all ATG events and ISIC NAVCERT

Example Remarks:

*** #1 of 20 OUTSTANDING FIRST CLASS PETTY OFFICERS**** He has my strongest possible recommendation for promotion to CPO or selection for LDO.

NEVERSAIL Sailor of Year for 2008

-PROFESSIONAL MANAGER & LEADER. Planned and executed an aggressive work load for Repair Division during NEVERSAIL limited availability. Through his efforts the division completed 300 work requests, including the installation of 21 reducing/relief isolation valves and the replacement of #2 CHT pump.

-EXCEPTIONAL TRAINER. Hand picked as a DCTT member, he provided training and oversight to 40 Sailors in two repair lockers. His dedication significantly contributed to NEVERSAIL Battle E and Red DC awards.

-STAND-OUT MENTOR. Dedicated numerous hours in providing sound counsel and guidance to junior personnel, promoting professional growth and development. Under his supervision his division achieved a 80 percent increase in retention and a 90 percent increase in advancement rates. BATTLE PROVEN LEADER already performing at the level of a CPO. PROMOTE NOW!

- **Score Sheet used for grading (precept)**

- Performance Eval
 - Promotion recommendation
 - Performance mark relative to summary group
 - Leadership/Sailorization
 - Narrative/performance documented/achievement
 - Accept responsibilities/collateral duties
- Career History
 - Operational vs. Non-Operational (Sea-Shore)
 - Arduous duty or command deployments – **IA, Unit deployment**
 - Special qualifications
- Awards (more points in current pay grade)
- Education
- Community involvement
- Adverse information (NJP, PFA or missed quals)
- Potential **Subjective**



Other considerations and factors

- Collateral Duties (esp. command-wide w/mission impact)
 - 3M Coordinator
 - PRT Coordinator
 - Urinalysis Coordinator
 - Professional Development Board
- Overseas and Arduous Duty
- Individual Augmentation (IA)
 - Superior performance, even if outside of normal career path.
- Leadership in Diverse Organizations

Factors considered for Continuation of Senior Enlisted Personnel with 19+ Years of Service.

Documented misconduct and substandard or marginal performance will remain the primary reasons board-eligible Sailors are not continued. The board will consider as indicators these factors with the entire record and use its judgment to select for continuation those whose service is in the best interests of the Navy:

- Documented misconduct involving either UCMJ (NJP) or civilian offenses.
- Moral or professional dereliction such as relief for cause or detachment for cause.
- Evaluation/Fitness Report continuity gaps of greater than 90 days.
- Evaluation/Fitness Report, during the period reviewed, with marks suggesting substandard or marginal performance of duty.
- Any documented circumstance related to performance which results in a Sailor's inability to perform in their rating/duties.
- Other documented substandard or marginal performance indicators that the Sailor's continuation may be inconsistent with national security interests or may otherwise not be in the best interest of the Navy.

From Continuation Board brief by CNP:

The board's focus will be performance within the last five years, or since advancement to current grade (E-7/E-8/E-9), whichever is later. Those not selected for continuation will have the unearned portion of any Critical Skills Retention Bonus (CSRB) recouped based on the date of separation.

Other Advancement ONLINE TOOLS

GET A DEGREE: GET up to 4 Points for Advancement. Use these Tools:

Sailor/Marine American Council on Education Registry Transcript (SMART)

<https://smart.navy.mil> (NKO Accessible)

• SMART documents college courses, degrees and certifications completed on active duty through Tuition Assistance or the Navy College Program for Afloat College Education (NCPACE), and all other college courses completed at institutions accredited by a regional, national or professional accrediting agency recommended by the U.S. Department of Education. SMART provides recommended college credit for your military occupational experience and training. Recommendations are made by the American Council on Education (ACE).

Recommended Actions: Review your SMART to verify data accurately reflects your training and education. Take all necessary actions to ensure your SMART is current, accurate and complete. Use correction procedures identified on the SMART Welcome page (see SMART Correction Procedure)

Electronic Service Record (ESR)

<https://nsips.nmci.navy.mil>

The ESR is an online version of your service record & replaces the paper record used in the past.

Recommended Actions: Review ESR pages, then work with your personnel office to ensure data accurately reflects your personal and professional achievements. Take all necessary actions to ensure your ESR is current, accurate and complete. Once your account is created, scroll to the top of the page and look for a message announcing that your account was successfully created. Return to the NSIPS login page and log in to your ESR. Contact the NSIPS help desk Call 877-589-5991, Option 2 or DSN 647-5442, Option 2 Send email to nsipshelpdesk@navy.mil



ETA: Electronic Tuition Assistance

<https://eta.cnet.navy.mil>

The Tuition Assistance (TA) program operated by Navy College is going digital. By Jan. 1, 2010 Sailors will be required to create and submit an application for Web Electronic Tuition Assistance (Web ETA). After Sailors fill out an application request online and their command approves the application, an electronic copy will be sent to the servicing Navy College Office. Once an account is created, Sailors can track the money they spend and how many classes they take, which gives them responsibility and control in pursuit of a higher education.

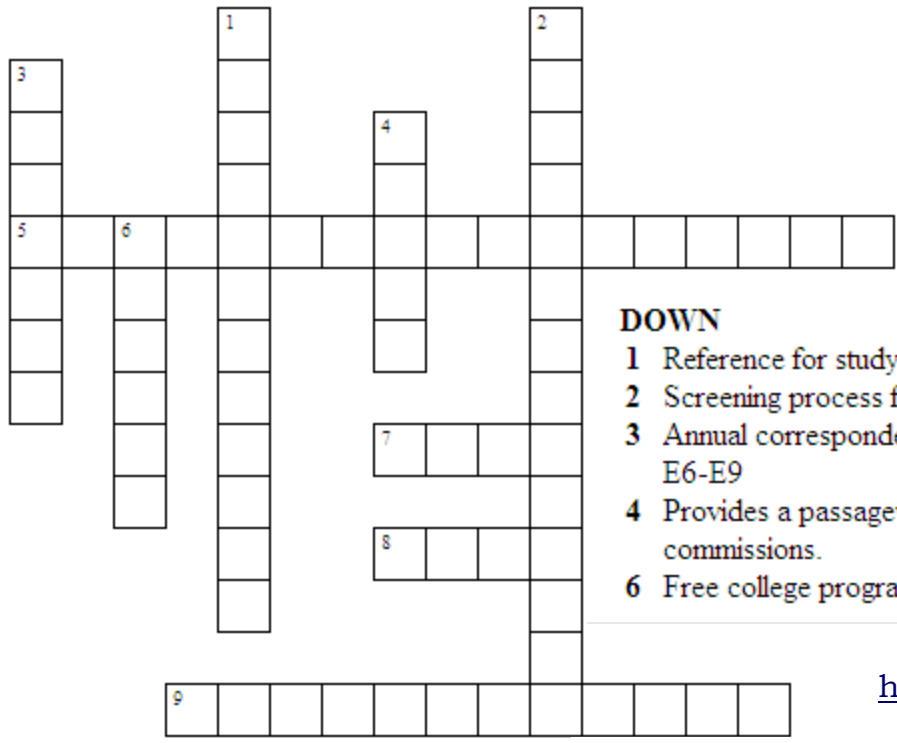
Web Enabled Record Review (WERR)

<https://www.bol.navy.mil> (NKO Accessible) Click Web Enabled Record Review.

•WERR allows review of documents in your official military personnel file (OMPF). These are the same documents reviewed by selection board members when considering candidates for advancement and special programs. WERR also provides the ability to download and print service-record documents for personal and professional use.

Recommended Actions: Review WERR to verify your personnel file is accurate and complete. Ensure WERR does not include documents that belong to someone. Take all necessary actions to correct and/or update your files. Use correction procedures identified via the WERR FAQ hyperlink. Send requests for corrective actions and authoritative documents to mill_ompf_chg@navy.mil.

ADVANCEMENT & COMMISSIONING



DOWN

- 1 Reference for study materials for every advancement exam cycle.
- 2 Screening process for Sailors with less than 14 years.
- 3 Annual correspondence that details advancement and selection board requirements for E6-E9
- 4 Provides a passageway for qualified Sailors to receive college educations and Navy commissions.
- 6 Free college program onboard ships or type 2 sea duty.

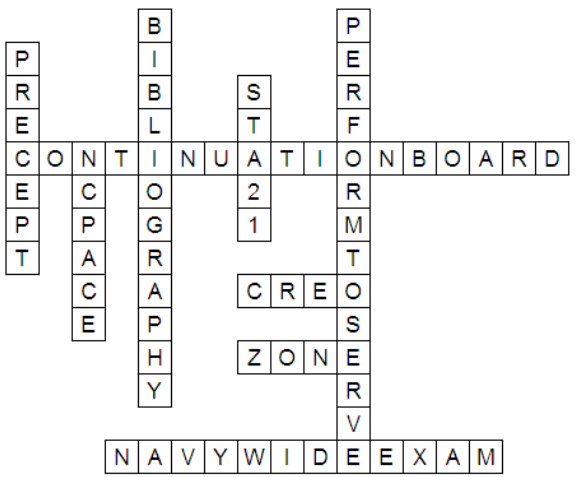
<http://www.facebook.com/CAREERWISE>



ACROSS

- 5 Documented misconduct and substandard or marginal performance will remain the primary reasons board-eligible Sailors are not continued.
- 7 Manning group based on quota required for advancement and conversion.
- 8 3 categories required every 6 years for PTS.
- 9 Required test for advancement from E4-E6.

Answer



Adulthood isn't an award they'll give you for being a good child. You can waste... years, trying to get someone to give that respect to you, as though it were a sort of promotion or raise in pay. If only you do enough, if only you are good enough. No. You have to just... take it. Give it to yourself, I suppose. Say, I'm sorry you feel like that and walk away. But that's hard. - Lois McMaster Bujold, A Civil Campaign, 1999

Commissioning Program



UNITED STATES NAVAL ACADEMY

HONOR... COURAGE... COMMITMENT

From Naval Academy Website & Brief: 2010



Enlisted members who apply to the U.S. Naval Academy and are not selected for direct entry are automatically considered for entrance into NAPS. To be considered for NAPS, applicants should not have passed their 22nd birthday on 1 July of the year that they will enter NAPS.

Detailed nomination procedures and sample formats for each nomination category are provided in the Naval Academy catalog, or on the Naval Academy's web page at www.usna.edu.

Those applying to STA-21 this year should also apply to the Academy - if they meet the age and dependant requirements. If they are receiving endorsement from their commands for STA-21, then filling out an application to USAN will be easy. Fill out a Preliminary Application (this will qualify you to be an "official candidate"): <http://www.usna.edu/Admissions/steps3.htm>

For more information about the Naval Academy, read: OPNAVINST 1420.1A
http://www.usna.edu/Admissions/documents/Final%20CH%203%20USNA_NAPS.doc

All applicants must obtain a nomination from an official source. Applicants should apply to all categories of nominations for which they qualify. The Secretary of the Navy may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Fleet applicants MUST apply for a SECNAV nomination. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officer, and have maintained efficiency in drill attendance with their Reserve unit. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota.

Let the journey begin...

"The Naval Academy is seeking highly motivated, well-rounded applicants who excel not only academically, but also in athletics, leadership, and service. If you have a strong will to achieve, desire a real challenge, and want to be a leader serving your country, the opportunity of a lifetime could begin for you at the United States Naval Academy. It is one of the greatest adventures you could possibly imagine!"

- CAPT Stephen B. Latta, USN (Ret)
Dean of Admissions





The Seaman to Admiral (STA-21) commissioning program, which provides a passageway for qualified Sailors to receive college educations and Navy commissions. It is open to enlisted personnel of all pay grades and ratings. All STA-21 officer candidates attend the Naval Science Institute (NSI) course at Officer Training Command, Newport, R.I., prior to beginning college studies at an NROTC-affiliated college or university. NSI is an eight-week course of intense officer preparation and indoctrination. Course enrollment is timed to allow college. The deadline for applications is usually July 1 of every FY. Application packages must be postmarked on or before the deadline date. Deadline for submission of additional documentation to an applicant's package is usually August 1.

What makes the STA-21 Program so different from most of the other commissioning programs is its fairness to the Sailor. Some of the previous enlisted commissioning programs required Sailors to pay their college tuition by themselves. Others removed the student from active duty status, thus taking away any source of income. The STA-21 Program will keep all participants on active duty at their current enlisted pay grade. This means they will receive all the pay, allowances, benefits, and privileges they currently enjoy and will still be eligible for enlisted advancement while in the program. In addition, the Sailors will receive up to \$10,000 per year to cover tuition, books, and fees. The Sailor will pay any costs above \$10,000 per year. Participants attending inexpensive universities that do not require use of the entire \$10,000 for any year will not be able to keep the difference.

Although the applicant's history of fleet performance will receive consideration during the selection process, emphasis will be placed on the identification of those applicants who possess the academic and leadership potential necessary to become outstanding Naval officers.

Questions concerning this program should be directed to command career counselors or to Naval Service Training Command Officer Development Division at (850) 452-9563. For more information about eligibility requirements, visit <https://www.sta-21.navy.mil>.

The STA-21 program is managed and administered by the [Naval Service Training Command \(NSTC\)](#), Officer Development (OD). To maximize efficiency of the office staff and minimize the number of information requests, please explore the STA-21 web site (especially the [FAQ page](#)) to answer as many of your questions as possible. In the event you have a question that you can't find an answer to, please utilize the email address below rather than contacting us via telephone. This will allow us to research your question.

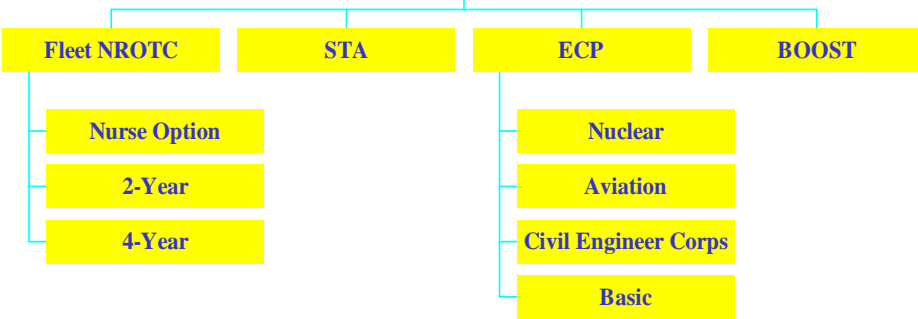
There are several ways to contact the STA-21 office:

- E-mail: PNSC_STA21@navy.mil
 - Phone: **Application Information:** Commercial: (850) 452-9563 DSN: 922-9563
 - Selectees/Alternates Information:** Commercial: (850) 452-9433/9419/5166; DSN: 922-9433/9419/5166
- Folder Mail: Commander, Naval Service Training Command (OD2), 250 Dallas Street, Suite APensacola, FL 32508-5268

Think not of yourself as the architect of your career but as the sculptor. Expect to have to do a lot of hard hammering and chiseling and scraping and polishing. ~ BC Forbes



STA-21



BENEFITS

- A full-time UNDERGRADUATE education and follow-on commissioning program
- Applicable to enlisted personnel of the regular Navy and Naval Reserve on active duty
- Selectees are provided a maximum of up to 36 months to complete a baccalaureate degree
- Upon degree completion, selectees will become commissioned officers
- Pay ALL sailors their full pay, allowances,) for tuition, books and fees
- Include tailored and benefits
- Provide up to \$10K per year (paid to the university preparatory program
- Allow sailors to start school year-round

CORE OPTIONS

- Able to complete degree by age 27. Waiver may be granted up to age 29.
- Must be able to complete requirements for baccalaureate degree in 36 months.
- Must complete two semesters of calculus and calculus-based physics. Grade of 2.0 (C or better).
- Maintain a grade point average of 2.5 or better on a 4.0 scale.
- To commission, must pass medical standards IAW the Medical Manual, Chapter 15.
- Incur a five year active duty obligation upon commissioning. Visit <https://www.sta-21.navy.mil> for various Program Options.

REQUIREMENTS

- U.S. citizen. No waivers!
- Recommended by CO.
 - Good moral character, officer potential, academic ability, and unquestionable loyalty.
- Active duty member of the Navy or Naval Reserve
 - Including FTS, National Call to Service, and SELRES (**Re-enlist into Active Duty**)
 - Not ACDUTRA or AT
- Able to complete degree in 36 months or less.
- High School Grad./GED
- Able to be commissioned prior to 27th birthday.
 - Age requirements for certain STA-21 option programs differ.
- Maintain a cumulative GPA of 2.5/4.0 while enrolled.
 - Nuclear/CEC/Medical 3.0/4.0
- Must be physically qualified and passed last 3 PFAs.
- SAT – V 500/M 500 or ACT – E 20/M 21 –No waivers for test scores. –Nuclear 1140 SAT (comb) or 50 ACT (comb M/E) •No record of courts-martial or civilian felony convictions.
- No record of DWI/DUI within the three (3) years preceding application deadline. –Substantiated drug/alcohol incident while in enlisted status will be assessed.
- No record of disciplinary action under Article 15, UCMJ, or conviction by civil court for misdemeanors (except minor offenses <\$300) during the three (3) years preceding application deadline.
- Students presently enrolled in other officer accession programs are not eligible.

PROGRAM APPLICATION

- Part 1 –On-Line: <https://www.sta-21.navy.mil>
- Statistical Data •Check Application Status
- Update Application
- Part 2 –Mail-In Portion: –Naval Service Training Command OD2 (STA-21) 250 Dallas Street, Ste. A Pensacola, FL 32508-5268

For NROTC visit:

https://www.nrotc.navy.mil/pdfs/Application_Checklist.pdf

A thinker sees his own actions as experiments and questions--as attempts to find out something. Success and failure are for him answers above all. - *Friedrich Nietzsche*



Limited Duty & Warrant Officer Program

FY12 LDO/CWO: Now seeking E6 to E9 applicants. Applications must be postmarked nlt 1 October 2010. For details go to:

[Http://www.Npc.Navy.Mil/Boards/Administrative/Ldocwo.Htm](http://www.npc.navy.mil/boards/administrative/ldocwo.htm)

The LDO/CWO In-service Procurement Board is conducted once a year by PERS-803, in January. FY-12 LDO/CWO message has been released, **NAVADMIN 261/10**. **Here are the FY-12 Changes:**

NOTE: Interviewer's Appraisal Sheet-"Potential" block **MUST BE MARKED** for LDO/CWO applicants. NAVCRUIT 1131/5 (Rev 8-07) or NAVCRUIT 1100/13 (Rev 3-81) **will be accepted** for the FY12 board.

- There are specific guidelines for application. Please consult [OPNAVINST 1420.1B](#) (Chapters 7 and 2, Appendix F) concerning general application procedures for the programs. ****This is a large .pdf file and may take time to load.**
- There is an Command Application Review Checksheet available in the "Application Help" box to the right to assist with package preparation.

Commands should include a copy of this checksheet in each application with their package review annotations. It may be stapled to the inside of the folder (left side).

- For those interested in the Flying CWO program please contact PERS-43 at the following number: (901) 874-3964 DSN: 882-3964 Reservists interested in the Reserve LDO program need to contact PERS-92 (901) 874-3130/DSN: 882. Their web page is: [Reserve LDO/CWO Procurement Board](#). **New Application Form** is available in the Application Help Box.

From the Selection Board LDO NPC Website & Various email

MUSTANG

- Provides a commissioning path for outstanding E6-E9's and CWO's
- To perform in management positions requiring strong technical backgrounds outside the normal development pattern of Unrestricted Line Officers, Restricted Line Officers or Staff Corps Officers.
- Has the opportunity to serve as a commanding officer ashore, depending on the designator, individual qualifications and billet requirements.

ELIGIBILITY or REQUIREMENTS

- U.S. citizen (legal requirement for all commissioned officers)
- High school graduate or GED
- Meet physical standards. Also, applicants must meet physical fitness standards of satisfactory-medium or higher at the time of application and appointment.
- Must be recommended by commanding officer
- No court martial or civilian conviction for other than minor offenses or NJP for 3 years prior to 1 October of year applying
- At least 8, but not more than 16 years of active naval service prior to 1 Oct of year of FY for which applying.
- No age restriction
- Serving as a MCPO, SCPO, CPO or PO1. PO1s must complete all eligibility requirements for E-7 (except TIR and Leadership Training Continuum) and must successfully compete in the annual Navy-wide examination for advancement to CPO and receive a minimum final multiple required for E-7 selection board eligibility.

From recent CNRC Briefings 2009

Officer Candidate School (OCS)

BASIC APPLICATION:

- **Application Checklist (NC 1131/56)** (Click hyperlink)
- OPNAV 1420.1A - Officer Programs Application (Rev. 07-02)
- CO'S and XO's email addresses: in block 11 of page 1 (A MUST FOR NOTIFICATION OF FINAL SELECT/NON SELECT RESULTS)
- PRT Coordinator's name printed and signed/dated on Page 2 of application.
- Security Manager's name printed and signed/dated on Page 5 of application
- Question 35 in application must be initialed by member and match CO's endorsement pg 9 of application
- Applicant's signature on Page 6 of application
- Commanding Officer's signature/dated on Page 10 of application (ensure CO includes available transfer date)
- Financial Statement completed – pay close attention to question 5 (N/A is acceptable), if the answer is “NO”, then a separate statement from member is needed of who is to be paid, when do they plan to have it paid off, how much is own, who are they paying off the debt, why they got in this situation and what have they learned from it.
- Officer Interviews. Must have minimum of 3 interviews by officers in pay grade of LT or higher (must include one interview for each designator applying for. Hint: O5 and above looks better)

- **CEC APPLICANTS** must have interview from CEC Accessions officer (list is provided below). Engineering Degree must be from a ABET accredited school when applying for CEC
- **CEC Accession Officers:** website www.cec.navfac.navy.mil
- **NORTHEAST:** LT Amy Honek Work: (847)688-2600 ext-126 Cell: (847)971-0344 Email: amy.yoon@navy.mil
- **SOUTHEAST:** LT Gary Nunn Work: (817)264-1081 Cell: (817)822- 8167 Email: gary.nunn@navy.mil
- **WEST:** LT Bill Wohead Work: (619)532-3859 Email: william.w.wohead@navy.mil
- **Evidence of Citizenship Form (NC 1100/25)** if applicable (required for all Naturalized Citizens)
- (use the format the Nuclear Power Security Questionnaire if Naturalized)
- **Copies of Official Transcripts** include all front and reverse sides for each college attended (if your university doesn't give GPA on transcripts you must obtain a letter from the institute stating your GPA, conferred date with major). Must have **completed** all requirements for a BA/BS degree. Do not have them mailed to NRC. Have them mailed to yourselves and simply out them in your envelope when mailing.
- **Foreign Degrees:** If mbr has foreign degree, original and translated copies of both college and High school transcripts along with any certificates and or diplomas must be submitted for our education department to evaluate. Outside evaluations of degrees are welcome to be submitted but will not be used by CNRC that degree requirements are met. Our education department still must verify transcripts. Ensure copy back side of transcript is included.
- **Copies of last 3 evaluations:** Note-Some have not been in the Navy long enough for 3 evaluations. Make copies (no back to back copies) ensure evals have block 50 Summary Group Average filled out, this always helps. Have your command ensure that your actual ranking is on block 43: (example: 10 of 100)

- **Request ASTB** – result letter from NOMI. POC: Mrs. Joyce Wrightwayne joyce.wrightwayne@med.navy.mil @ (850)-452-2257 ext 1091
- (This email is also good for requesting the nearest place to take the test)
- **Request JPAS** – submit printout of JPAS Personnel Summary page only (Security Manager can give you this printout)
- **SPORTS** – This helps ensure it's in your evals expand on it. Show involvement (team player)
- **Study Guides:** Available at Barnes and Nobles or the local library from ARCO (Military Flight Aptitude Test all branches), (and the Officer Aptitude Test). Recommend you take all parts of the test this way you can qualify for more designators (since you can only take the exam 3 times in your life) no waivers.

PILOT/NFO

- **Anthropometric Measurements (NC1131/12)**
- **EOD/SEAL**
- **EOD physical fitness test (NC1131/6)**
- **SEAL physical fitness test (NC1131/6)**
- **NUCLEAR POWER SUB/SWO**
- **ACT/SAT SCORES**
- **Nuclear Power Security Questionnaire**
- **Nuclear Power Pre-Service Drug Abuse Statement** if applicable
- All NUC's will need SSBI investigation open at OPM prior to OCS

IW/CRYPTO: Designator (16400)

From recent CNRC Briefings 2009

OCS Officer Designators (1)

SWO-IP: Designator (11603)

- Age: Max 35
- Education: BA/BS in Computer Science, Computer or Electrical Engineering, Mathematics, Physics, Information Systems or Operations is preferred. Min GPA 2.2, C+ average in Calculus series and Calculus-based Physics.
- Test-ASTB: OAR-35
- Information Professional option: Ensign, USN, Surface Warfare Officer Student, Designator 11600, upon completion of Officer Candidate School. These officers are assigned to Division Officer Afloat duties of a fleet unit where they will complete an initial Unrestricted Line (URL) experience tour in order to attain Surface Warfare qualification.
- Officers will be automatically redesignated to IP upon completion of Surface Warfare qualification and will be assigned to future duties as a Special Duty Officer Information Professional at the completion of their initial tour.
- Officers who no longer desire to execute their option to redesignate to IP shall submit a letter to Navy Personnel Command, Surface Officer Distribution Division (PERS-412) via Information Warfare Distribution Branch (PERS-471) stating their desire to remain Surface Warfare Officer. The letter must be endorsed by the officer's Commanding Officer.

PILOT: Designator (13900)

- Age: 19-27.
- Vision: 20/40 correctable to 20/20. Color vision req'd. Depth perception req'd.
- Education: BA/BS degree (Degrees in technical disciplines preferred) Minimum GPA 2.5
- Test-ASTB: Minimum AQR=4, PFAR=5, OAR=35.
- Obligation: 8 years after flight school. Needs NACLCL investigation completed.
- It helps to have flight license, command involvement, recommendation letters, and interviews by LCDR or above.
- NFO: Designator (13700)
- Age: 19-27
- Vision: Correctable to 20/20. Color Vision req'd. Depth perception not req'd.
- Education: BA/BS (Degrees in technical disciplines preferred). Minimum GPA 2.5.
- Test-ASTB: Minimum AQR=4, FOFAR=5, OAR=35.
- Obligation: 6 years. Needs NACLCL investigation completed.

- Citizenship: All immediate family must be US Citizens
- Age: Must be at least 19 but less than 35 years of age at time of commissioning.
- Education: Graduate of an accredited college or university with a technical degree (electrical engineering, computer science or mathematics preferred)
- Needs SSBI investigation completed.

INTEL: Designator (16300)

- Age: 19-41
- Education: BA/BS degree (Prefer degree in history, political science). Minimum GPA 2.0
- Test-ASTB: OAR 35, AQR=3, PFAR=3, FOFAR=3
- Needs SSBI investigation completed.

PAO: Designator (16500)

- Age: Must be at least 19 but less than 35 years of age at time of commissioning.
- Education: Graduate of an accredited college or university with a degree in communications, journalism, broadcasting, public relations, English, speech, or related field; other liberal arts degrees and experience in a communication field will be considered.
- Fleet preferred JO/PH. Applications accepted 15AUG till 31OCT of each year. Board meets once a year in NOV. Needs NACLCL investigation completed. Need 5X7 photo full length front and profile.

SWO: Designator (11600)

- Age: 19-29
- Vision: Correctable to 20/20. Color vision req'd
- Education: BA/BS degree. Minimum GPA 2.0.
- Test-ASTB: OAR-35
- To be competitive, must have strong leadership, command involvement and very strong evals. Needs NACLCL investigation completed.

SWO-EDO: Designator (11602)

- Age: Must not have passed their 29th birthday upon Commissioning.
- Education: BS in Engineering or Physical Science. Min GPA 3.0 with a class standing in top 25%.
- Test-ASTB: OAR-35
- Engineering Duty Officer option: Ensign, USN, Surface Warfare Officer Student, Designator 11600, upon completion of Officer Candidate School. These officers are assigned to Division Officer Afloat duties of a fleet unit where they will complete an initial Unrestricted Line (URL) experience tour in order to attain Surface Warfare qualification.
- Officers will be automatically redesignated to EDO upon completion of Surface Warfare qualification and will be assigned to future duties as a Special Duty Officer Engineering Duty Officer at the completion of their initial tour.
- Officers who no longer desire to execute their option to redesignate to EDO shall submit a letter to Navy Personnel Command, Surface Officer Distribution Division (PERS-412) via Information Warfare Distribution Branch (PERS-471) stating their desire to remain Surface Warfare Officer. The letter must be endorsed by the officer's Commanding Officer.

OCS Officer Designators (2)

AMDO: Designator (15200)

- Age: 19-35
- Vision: Color Vision req'd. Depth perception not req'd.
- Education: BA/BS in TECH/ENGINEERING field. Minimum GPA 2.0.
- Test-ASTB: Minimum OAR=40, AQR=3.
- Obligation 4 years. Needs NACLIC investigation completed.
- Experience in the aviation field.

SUPPLY: Designator (31000)

- Age: 19-29
- Vision: Correctable to 20/20.
- Education: BA/BS degree (business with finance emphasis preferred).
- Test-ASTB: OAR=35
- Obligation: 4 years. Needs NACLIC investigation completed.

SPECIAL WARFARE (SEAL): Designator (11800)

- Age: 19-29
- Vision: Correctable to 20/20. Must be at least 20/40 in better eye and 20/70 in worst eye. Color vision required. PRK waiver possible.
- Education: BA/BS. Min GPA 2.0.
- Test-ASTB: OAR-35
- Obligation 4 years.

SPECIAL OPERATIONS (Diving/Salvage): Designator (11900)

- Age: 19-29
- Vision: Correctable to 20/20. Must be at least 20/40 in better eye and 20/70 in worst eye. Color vision required. PRK waiver possible.
- Education: BA/BS. Min GPA 2.0.
- Test-ASTB: OAR-35
- Obligation 4 years.

CIVIL ENGINEER CORPS: Designator (51000)

- Age: 19-35
- Education: Graduate of a ABET or NAAB accredited school
- Test-ASTB: OAR-35
- Obligation: 4 years
- Additional documents are required for all NUC programs. Prior to submission, contact Mr. Elam at (901)874-9274 to obtain these documents.
-

NUPOC SUB: Designator (11701)

- Age: At least 19 and less than 29 at time of Commission.
- Vision/Medical: Correctable to 20/20. Color vision req'd. PRK and Lasik only eye surgeries waivable. No Asthma after age 12. No history of Psychiatric problems. No history of organ or gastrointestinal diseases.
- Education: BA/BS/MS in any major. Technical majors (Math, Physics, Engineering, and Chemistry) preferred. Within 2 ½ years of graduation (1yr-MS), with a minimum grade of "C" or better for: 1 yr Calculus; 1 yr Calculus-based Physics. Competitive 3.3+ GPA.
- Obligation: 5 years

NUPOC-SURFACE: Designator (11601)

- Age: At least 19 and less than 29 at time of Commission.
- Vision/Medical: Correctable to 20/20. Color vision req'd. PRK and Lasik only eye surgeries waivable.
- Education: BA/BS/MS in any major. Technical majors (Math, Physics, Engineering, and Chemistry) preferred. Within 2 ½ years of graduation (1yr-MS), with a minimum grade of "C" or better for: 1 yr Calculus; 1 yr Calculus-based Physics. Competitive 3.3+ GPA.
- Obligation: 5 years

NAVAL REACTORS ENGINEER: Designator (12000)

- Age: At least 19 and less than 29 at time of Commission
- Education: BA/BS/MS in a technical major: Math, Physics, Engineering, and Chemistry. Within 1 year of graduation (1yr-MS), with a minimum of: 1 yr Calculus; 1 yr Calculus-based Physics; "B" or better in all technical courses. Competitive GPA= 3.3+; top 10% of class.
- Obligation: 5 years

NUCLEAR POWER SCHOOL INSTRUCTOR: Designator (12001)

- Age: At least 19 and less than 29 at time of Commission
- Education: BA/BS/MS in a technical major: Math, Physics, Engineering, and Chemistry. Within 2 1/2 years of graduation (1yr-MS), with a minimum of: 1 yr Calculus; 1 yr Calculus-based Physics; "B" or better in all technical courses. Competitive GPA= 3.3+.
- Obligation: 4 years

From recent CNRC Briefings 2009

Tips for Submitting an OCS or other Commissioning Package

Order of paperwork when submitting for faster processing:

From recent CNRC Briefings 2009

Application process:

Application received by Processor and reviewed for completeness. Application is then scanned into an electronic file, forwarded to Program Manager. PM ensures member meets minimum requirements for the programs applying for and sends to the board. If board recommends selection, medical documents are sent to our medical department to ensure member is physically qualified for OCS, if member is physically qualified it is returned to the Program Manager for his vote, he is also required to ensure the **security clearance is completed**, then you are given an OCS date, the Processor will complete the select letter and send to the Division Officer for their vote and signature, when the letter is signed, an advance copy of the select letter, welcome aboard letter to OCS and the service agreement is emailed to the CO so they can inform member of selection. We request OCS orders from BUPERS at this time. **If member is a (TAR/FTS) he/she will have to reenlist for OCS as a USN (BUPERS can't cut orders unless member is Branch Class 11 and system is updated.** Orders for TAR/FTS can not be cut until Branch Class 11 is complete.

Results of the board will not be given to members. Only your CCC or an E7 and above can request status of your application. Give it a good 12 to 16 weeks before they start making requests. Please don't have more than 1 person calling on your application. NRC POC: Mr. Homer Elam email: homer.elam@navy.mil 901-874-9274

Submit your input, ideas & questions at lazaro.astro@navy.mil or go to www.facebook.com/careerwise

- Application pages 1
- ASTB scores
- JPAS printout (personnel summary only)
- Application pgs 2-10 and 14. Do not put the CO's endorsement pg's 9 and 10 at the beginning of the application. Put in order.
- Example: Page 1, ASTB Scores, JPAS printout, pages 2,3,4,5,6,7,8,9,10,14
- Interviews
- Evaluations (single pages no back to back)
- Transcripts (originals are required with raised seal)
- Awards
- Recommendations (letters of recommendation need to be included with the application not mailed separately and they need to be address to OCS BOARD)
- Anthropometric Measurements (if applicable)
- Nuclear Drug form/security form (NUC programs only)
- Last 3 PRIMS printouts
- SMART transcripts (printed from computer – all three sections)
- Extra Misc. forms
- Copy of Birth Certificate
- DD Forms 2808 and 2807-1 and EKG w/Interpretation and blood work to include HIV results (under 2 years old) **if female please include results of PAP and pregnancy test.**
- All personnel selected to OCS must have a NACLCL or SSBI (depending on the program) open investigation by OPM at a minimum prior to transfer to OCS, this could take as long as 6 months. We prefer that you get this started ahead of time. Contact your Security Manager for completion and submission of required form for NACLCL/SSBI background investigation.
- Address to mail application:
 - Commander
 - Navy Recruiting Command
 - C/O HOMER ELAM
 - Code N315
 - 5722 Integrity Dr
 - Millington TN 38054-5057
- *Do not have transcripts mailed to Navy Recruiting Command. Place in your application in original sealed envelope. The NRC processor will open and place in your application.**

More Tips for OCS & Commissioning Packages

From recent CNRC Briefings 2009

MEDICAL DOCUMENTS/ EXPLANATION

- Report of Medical Examination (DD 2808) include all attachments & consults, must be less than 2 years old and signed by credentialed provider
- Report of Medical History (DD 2807-1) under 2 years old
- Color vision for Pilot and NFO applicants
- Depth Perception for Pilot
- HIV and LAB results have dates
- Eye surgery (need all paperwork from first appointment to completion)
- Females (need pap and pregnancy test results)
- EKG with interpretations

HELPFUL HINTS FOR COMPLETING YOUR KIT:

- No back to back copies
- No staples
- No paperclips
- No page protectors
- Must be commissioned by age? means (Have been selected and completed OCS before that age)
- Pages don't have to be stamped enclosure
- Don't put CO's endorsement Pages 9 and 10 of the application at the beginning of the application. Put in the orders stated below.
- Don't send copies of Page 4, 5, 9 from your service record if the information is already in the body of the application
- NO COVER LETTER
- Do not need your high school transcripts
- Ensure you tell your homeport in the address on block 11 of application (if on a ship or squadron)

A 24 month age waiver is possible with prior service depending on the needs of the community you are asking to be reviewed by.



Courtesy of Navy Times



For you to be successful, sacrifices must be made. It's better that they are made by others but failing that, you'll have to make them yourself. - Rita Mae Brown

<http://www.facebook.com/CAREERWISE>

facebook

The price one pays for pursuing any profession or calling is an intimate knowledge of its ugly side. - James Baldwin



NPC's Latest Information on Career

LATEST MUST READ ENLISTED NAVADMIN. Click the Hyperlink

- | • Message # | Subject | Date |
|-------------|---|------------|
| •298/10 | <u>Annual Navy Personnel For The Advanced Military Visual Journalism Training Program</u> | 09/02/2010 |
| •297/10 | <u>Family Advocacy Program Interim Policy Revisions</u> | 09/02/2010 |
| •295/10 | <u>Family Readiness Communications Policy</u> | 08/31/2010 |
| •294/10 | <u>Recruiting Enlistment And Affiliation Bonuses For Selected Reserve Enlisted Personnel</u> | 08/31/2010 |
| •293/10 | <u>Submarine Support Incentive Pay Program</u> | 08/30/2010 |
| •289/10 | <u>Family-gram 06-10 Command Sponsor Program And Spouse Employment</u> | 08/30/2010 |
| •288/10 | <u>2010 National Pow/Mia Recognition Day</u> | 08/27/2010 |
| •287/10 | <u>Navy Uniform Update - Navy Working Uniform (Nwu)</u> | 08/27/2010 |
| •286/10 | <u>Revised E5 Promotion Recommendation Rules</u> | 08/26/2010 |
| •281/10 | <u>Leave Carryover Extension</u> | 08/23/2010 |
| •276/10 | <u>Fy-11 Performance-based Board For Continuation Of Senior Enlisted With 19 Years Of Service</u> | 08/18/2010 |
| •271/10 | <u>Lump Sum Pay Increase For August 2010 Advancees</u> | 08/12/2010 |
| •270/10 | <u>Next Generation Enterprise Network (Ngen) System Program Office (Spo) Disestablishment</u> | 08/12/2010 |
| •269/10 | <u>Fy-11 Active-duty Navy E7 Selection Board Results</u> | 08/11/2010 |
| •268/10 | <u>Navy Enlisted Warfare Qualification Programs.</u> | 08/10/2010 |
| •267/10 | <u>Fy12 Inactive Duty Navy Reserve Limited Duty Officer And Chief Warrant Officer Board</u> | 08/10/2010 |
| •266/10 | <u>Crime Reduction Program Introduces The Gang Awareness Campaign</u> | 08/10/2010 |
| •65/10 | <u>Navy Uniform Update - Navy Working Uniform Type Iii</u> | 08/06/2010 |

Navywide Exam 2010 will be held on Sept 2 (E6), Sept 9 (E5) & Sept 16.

Tools, Verify Awards & Obtain Certifications

Certification

Navy Credentialing Opportunities On-Line

BENEFITS

<https://www.cool.navy.mil>

• Navy COOL explains how you can meet civilian certification and licensure requirements related to your rating, job, designator and occupation. Navy COOL provides the ability to accomplish the following: Get background information about civilian licensure and certification. Learn how to fill gaps between Navy training and experience and civilian credentialing requirements. Learn about resources available that can help you gain civilian job credentials. Identify resources available to fund for credentialing exams, such as the Navy-funded credentialing program, GI Bill, and DANTES.

Recommended Actions: Identify and earn national certification, and/or federal and state licensure. Identify apprenticeship trades related to your rating, then enroll in USMAP to earn a nationally recognized "Certificate of Completion" from the U.S. Department of Labor. For help contact the Global Distance Support Center: 877-418-6824, Option 3, Option 0. Call DSN 510-428-6824, Option 3, Option 0 or send email to help@anchordesk.navy.mil or contact the Credentialing Program Office at 850-452-6683

ONLINE TOOLS

STAYNAVY: One Stop for all the Tools

<http://www.npc.navy.mil/CareerInfo/StayNavyTools/>

The StayNAVY website is a career resource provided by the Navy Personnel Command's Center for Career Development (CCD). Information and hands-on tools are available to assist you with your career planning and development. This site contains content relevant to active duty, reservists, and family members. On the left-hand side you will find links to StayNAVY's various career resources. For personalized career information select the Career Tools link.

Navy Department Awards Web Service (NDAWS)

<https://awards.navy.mil>

Conduct Personal Awards Query to verify all your awards are present. Conduct Unit Awards Query to identify unit awards you may have received. Take all necessary actions to ensure NDAWS is current, accurate and complete. Use correction procedures provided. Go to NDAWS. Under REFERENCE ITEMS heading, click Updating Personal Awards.

Certification

USMAP: Apprenticeship

<https://usmap.cnet.navy.mil>

• A training system by which active duty service members can earn certification for skills learned through documented work experience (On-The-Job-Training) and related technical instruction. The USMAP allows for registered certification of the service member's military training and work experience to achieve recognition equal to his / her civilian counterpart.

CANTRAC: Navy School Listing

<https://cetarsweb.cnet.navy.mil>

Catalog of Navy Training Courses (CANTRAC) contains information on all formal Navy Schools. Location, NEC, Schedules and other pertinent information on "A" school to "C" School are described in details on this CAC-PKI only access secured website

PCS CMS-Interactive Detailing, CREO & Perform To Serve

SEPTEMBER 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	1530 (CST) 1630 (CST) 3	4
0000 (CST) 5	0000 (CST) HOLIDAY 6	7	8	1700 (CST) 1800 (CST) 9	10	11
12	13	14	15	16	17	18
19	20	21	0330 (CST) 0500 (CST) 22	23	24	25
26	27	28	29	30		

If PRD Month Is:	Negotiation Begins With First Day Of CMS/ID Cycle In:	Negotiation Ends On Last Day Of CMS/ID Cycle In
January	April	July
February	May	August
March	June	September
April	July	October
May	August	November
June	September	December
July	October	January
August	November	February
September	December	March
October	January	April
November	February	May
December	March	June

YOUR BODY FAT & PHYSICAL READINESS AFFECTS YOUR ADVANCEMENT. VERIFY YOUR PRIMS: Physical Readiness Information Management System

Log in to BUPERS OnLine (BOL) at <https://www.bol.navy.mil>. Click PRIMS

Recommended Actions: Verify PRIMS data, which is reviewed as part of the advancement, promotion, and detailing process. See your Command Fitness Leader to update PRIMS data. Contact the NPC Customer Service Center: Call 866-827-5672 or DSN 882-5672 or Send email to cscmailbox@navy.mil. Contact the PRIMS help desk: Call 901-874-2229, Option 2 (commercial) or DSN 882-2229, Option 2 or Send email to mil_prims@navy.mil

PTS is being integrated into the Fleet - Rating Identification Engine (RIDE) on 01 October 2010. The following is the system plan for the integration:

- 01 September - PTS system is taken down to process August applications.
- 13-14 September - PTS comes back on-line in a "VIEW ONLY" capability so Commands can review results. No applications will be submitted for the month of September.
- 30 September - PTS website will be deactivated.
- 01 October - PTS is incorporated into Fleet RIDE. Reenlistment applications accepted through Fleet RIDE program. Submission procedures will be provided via the NPC website.

Active Duty CREO Rating Manning

	E-4	E-5	E-6
ABE	2	2	2
ABF	2	2	2
ABH	2	2	3
AC	3	2	2
AD	3	2	2
AE	2	2	2
AG	2	2	2
AM	3	2	3
AME	3	2	2
AO	2	2	3
AS	2	3	3
AT	2	2	2
AWF	1	1	2
AWO	1	1	2
AWR	3	2	3
AWS	1	3	2
AWV	1	2	2
AZ	2	3	2
BM	2	2	2
BU	2	2	2
CE	2	2	3
CM	2	2	2
CSgrp1	2	2	2
CSgrp2	2	2	3
CTI(1)	1	1	1
CTI(2)	1	1	1
CTI(3)	1	2	3

CTI(4)	1	3	3
CTI(5)	1	2	2
CTI(6)	1	2	1
CTM	1	1	2
CTN	1	1	2
CTR	1	1	2
CTT	1	1	3
DC	2	2	3
EA	2	3	3
EM	3	2	2
EN	2	2	2
EO	2	2	3
EOD	1	2	2
ET	1	2	2
ET Radio	1	1	1
ETV	1	2	2
FCgrp1	1	2	2
FCgrp2	1	2	2
FT	2	2	2
GM	2	3	2
GSE	2	2	3
GSM	2	3	2
HM	2	2	2
HT	2	2	3
IC	2	3	2
IS	1	2	2
IT	1	2	2
LN	2	2	3

LSgrp1	2	2	2
LSgrp2	2	2	2
MA	3	3	3
MC	1	3	2
MM	3	2	3
MME	2	2	3
MMW	1	2	2
MN	1	2	2
MR	3	3	3
MT	1	2	2
MU	1	3	3
NCC	2	2	1
NCR	2	2	1
ND	1	3	1
OS	2	2	2
PR	2	3	2
PS	3	3	3
QM	3	3	3
RP	2	3	2
SB	1	2	1
SH	3	2	3
SO	1	2	1
STG	2	2	3
STS	1	2	3
SW	2	2	2
UT	2	1	2
YN grp 1	1	2	2
YN grp 2	2	3	2

CREO 3 and some ratings require STE approval from NPC. Career Matrix (including CREO 3) & complete list for PTS & Conversion is updated monthly via: NPC Website: http://www.npc.navy.mil/CareerInfo/EnlistedCareerProgression/Reenlistments_Extensions/default.htm
 OR BOL: Via CAC Login and click on "Rate Manning Management" from the main menu



Various NPC notes &
Email from USFF &
AIRPAC

All the news you need to know Digested for You

Latest on Programs & Tools, College & Education, NAVADMIN, Advancement & Special Programs, CMS-ID, CREO

Navy Tightens Recommendations Standards for E-5 Sailors

In an effort to more clearly define top-performing Sailors, the Navy is revising the E-5 periodic evaluations beginning March 15, 2011, with a mandatory "ranking" requirement. The total number of "early promote" and "must promote" recommendations cannot exceed 60 percent. As the Navy continues centering its attention on performance, it is more important than ever for Sailors to ensure their records are up-to-date and accurate. The Electronic Service Record can be viewed at <https://nspics.nmci.navy.mil> and Official Military Personnel Files are available on BUPERS Online, <https://www.bol.navy.mil/>. For more information, visit the Navy Personnel Command website, <http://www.npc.navy.mil/CareerInfo/PerformanceEvaluation/FAQ.htm>.

Mandatory use of Electronic Leave via NSIPS (Electronic Service Record)

Effective July 31st and fully utilized by October 31st, 2010: All shore commands will use E-Leave to request, track and manage leave once their Command Leave Administrator (CLA) completes initial setup within the Navy Standard Integrated Personnel System (NSIPS) application. The Navy requires all PSDs, CSDs and shore commands to be fully using E-Leave by Oct. 31. Sailors, reviewers and approvers can access E-Leave through NSIPS at <https://nspics.nmci.navy.mil>.

Integration and delivery on all BUPERS Messages

All unclassified message traffic from BUPERS and NPC, including permanent change of station orders, will be sent via command e-mail through the Official Information Exchange (OIX) **effective August 1st**. This change is a result of Navy ending support for the Defense Messaging System (DMS). For details read NAVADMIN 249/10: </NR/rdonlyres/52525881-5BE8-4B4F-8443-522EB49CF06B/0/NAV10249.txt>



Hire A Hero is a nationwide resource connecting the growing number of unemployed veterans with job opportunities, education, training, social services, and counseling with the goal of providing consistent support throughout the veteran's career. Placement achievements are based upon using Web 2.0 professional network technology that creates a platform to allow veterans to connect with other veterans. For more information, visit the Hire A Hero website, <http://www.hireahero.org/>

NSIPS Help Desk Contact Information: Toll Free: 877-589-5991, Comm: 504-697-5442, DSN: 647-5442, Fax: Comm: 504-697-3007/0342. DSN: 647-3007/0342. e-mail: Nsipshelpdesk@navv.mil

Navy Special Needs Family Liaisons

Exceptional Family Member Program liaisons are now located at the Fleet and Family Support Centers in Norfolk, Jacksonville, San Diego, Bremerton and Washington, D.C. to increase support to Sailors and their families with special needs. By the end of October 2010, EFMP liaisons will be available to assist with information and referral at all Fleet and Family Support Centers. The Navy developed the Exceptional Family Member Program to support families with special needs and assure continuity of care. Special needs include any special medical, dental, mental health, developmental or educational requirement, wheelchair accessibility, adaptive equipment or assistive technology devices and services. For more information, visit the Navy Exceptional Family Member Program webpage, <http://www.npc.navy.mil/CommandSupport/ExceptionalFamilyMember/>



College, Training &

EDUCATION

Apply for TA on the Web

Sailors should apply for Tuition Assistance (TA) through the Web Tuition Assistance (WebTA) system:

<https://myeducation.netc.navy.mil/consentbanner.html>. WebTA eliminates paper TA applications by allowing Sailors to apply for TA electronically.

WebTA In a Nutshell

- 1) Go to [Navy College homepage](#) to access WebTA via MyEducation.
- 2) Fill out online application and email to your CO or By Direction Authority for approval.
- 3) CO approves application with electronic signature and forwards to Navy College.
- 4) Navy College approves TA request by electronic signature and forwards authorization to student's WebTA account.
- 5) Student logs on to his WebTA account, prints TA authorization and submits to school.

Sailors must follow these rules to use WebTA:

- 1) Remain on active Duty for duration of course.
- 2) Receive academic advisement & TA policy counseling with Navy College within the past year.
- 3) No outstanding TA Waivers or missing/overdue grades.
- 4) Must not owe money to the Navy for previously funded courses.
- 5) Must not be maxed out on fiscal year TA quota credits.
- 6) Not in STA-21, GEV, AEV programs

Command Endorsement

After filling out the WebTA application Sailors must email it to the CO or by direction authority for approval via electronic signature.

Commanding officers & OICs need to identify the email address of their unit's endorsing TA authority and provide this information to its WebTA applicants.

Changes on Tuition Assistance funding effective

October 1st: Per NAVADMIN 245/10, funding for TA will be allocated quarterly based on historic usage rates and remaining available funds. When this allocation is reached, no further TA applications will be processed for the remainder of that quarter. [Click NAVADMIN for details](#)

Reposted Information

Fax Your Grades!

As spring semester comes to a close you should fax your grade report to Pensacola if you used Navy Tuition Assistance (TA). The Navy holds each Sailor responsible for submitting a grade report. After you fax your grade report check [MyEducation](#) to see if the grade was posted to your TA account. Call NCO if your grade is not posted within 7 days. The fax number to Pensacola is (850) 452-1149. Be sure your grade report is a clean, bold copy containing your name and the last four of your SSN.

LaDr Sponsor & Training Commands

Learning Centers	Enlisted Communities	Rating
Center for Seabees and Facilities Engineering	Seabees	BU, CE, CM, EA, EA, EO, SW, UT
Center for SEAL/SWCC	Spec-War	SO, SB
Center for Information Dominance	Cryptological	CTI, CTM, CTN, CTR, CTT, IT
Center for Naval Aviation Technical Training	Aviation	ABE, ABF, ABH, AC, AD, AE, SG, AM, AME, AO, AS, AT(I) (O), AWF, AWO, AWR, AWS, AWW, AZ, PR
Naval Recruiting	NC	NC(R)
Center for Personal and Professional Development	NC	NC(C)
Center for Naval Intelligence	IS	IS
Center for Surface Combat Systems	Surface Combat	BM, ET, FC, GM, IC, MN, OS, QM, STG
Center for Submarine Learning	Submarines	ET COMMS, ET NAV, FT, MM AUX, MM WEP, MT, STS
Center for Naval Engineering	Engineering	DC, EM, EN, GSE, GSM, HT,MM, MR
Center for Security Forces	MA	MA
Center for Service Support	Admin & Supply	CS, LN, MC, MU, LS, PS, RP, SH, YN
Center for EOD and Diving	EOD / ND	EOD, ND
Navy Medicine MPT&E	HM	HM
Center for Nuclear Power Training	NUCs	SUBMARINE: EM, ET, MM, MM (ELT) SURFACE: EM, ET, MM, MM (ELT)



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Did you read Career Wise today?

Last Word

7 Tips in Preparing a CPO, LDO, CWO or OCS Package

When I got my college and masters degree as an E5 and even Sailor of the Year, I was a convinced I can become an officer. I was not, but I was settled when I was promoted to Chief and I know why I made chief and these are the same reasons. But looking back I see some of the errors I made and would like to share so that you don't make the same mistake I did when you put a CPO Package or application for Commissioning:

1. Establish a good network – don't ever burn bridges because a community is small and strong enough to get your reputation out there as a team player.
2. Get a mentor – a more senior chief or officer can walk you through on what you will need to establish a better package.
3. Show leadership – although I had an LPO experience from previous command, not having an LCPO or directly supervising LPOs and big department will not give me an edge towards other Admin LDO.
4. Earn credentials that show your priority – the chairman of the appraisal board said that not having a Surface Warfare pin, even though I have the college shows where my priorities are. I lacked the zeal for Navy tradition.
5. Pay attention to detail. Particularly in your package, the off marks, typos, reference must all be accurate. Have at least 3-5 sets of "eyes" to look through your package: an admin officer, LDO, a senior Yeoman should be helpful in giving your tips.
6. Use your resources. In setting up your board and package don't rely on yourself alone. Show a team player effort by seeking assistance of other shipmates.
7. Look for the long term plan. Don't just apply for OCS or LDO just because you want that position. Consider your family and other goals and include them in your plan. (by a Sailor Chief)

Ask for 2010 Career Wise back issues:

- August - Career Development Board
- July - Post 9-11 GI Bill updated edition
- June - Family edition
- May - Deployment edition
- April - Detailers edition
- March - Career Guide
- February - Career Tools Online
- December - Post 9-11 GI Bill

This NCW Newsletter is Monthly. To request for copy email NCC Astro via NMCI Global

<http://www.facebook.com/careerwise>

We feed you the right information from A to Z @ the right time. Arm your Sailors, your leaders & yourself with Navy Career Wise.

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Navy Career Wise

Since 2005

Advancement
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Dependents
Education
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GI Bill
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Joint Forces duty
Knowledge Online (NKO & AKO)
Leave & Earnings
Military Personnel Issues
Navy Personnel Command
Overseas Duty (OSA)
Pay & Allowances
Quality of Life
Reenlistments & Retirements
Special Programs & SRB
Transition
Uniform
Veteran Affairs (VA)
Welfare (MWR)



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If you are a Facebook Page expert and has solid CCC experience & would like to join the team, let us know. Email NCC Astro via NMCI Global.

To contribute or comment: post it at our Wall at www.facebook.com/careerwise