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Fill and sign not available in browser. Please download the file and work on desktop application.

# VISION CHECK WORKSHEET

Use this space to complete the Vision Check. Your presenter will guide you through this activity.



# WHAT'S YOUR MISSION? WORKSHEET

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**Your current roles (e.g., Sailor, friend, spouse, etc.):**

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**Your five-year goals:**

Where are you living?

What is your job?

What is your family situation?

What is your financial situation?

What is your level of education?

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**Family members who are affected by your career decisions:**

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**Special factors to consider when planning the future (e.g., medical needs, spouse employment, etc.):**

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**Debrief:**

What is your favorite role?

How close are you to achieving your goals?

What are you doing NOW to achieve those goals?

Do the needs of your family members change any of your goals?

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# MISSION ACCOMPLISHED! WORKSHEET

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**Create accomplishment statements using the STAR Method.**

S=Situation

T=Task

A=Action

R=Result

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**Situation:** What was your title or role?

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**Task:** What was the challenge or problem you were facing?

---

**Action:** What steps did you take to correct the problem?

1)

2)

3)

---

**Result:** What was the result of the actions you took?

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# MASTER APPLICATION WORKSHEET

## Master Application: Employment

### Instructions

Make a separate entry for each past assignment. Start with your most recent job and work back. Unpaid positions can be considered work experience.

### Job Title/Position (Primary Duty):

Department/Command:

Dates:

Salary:

Description of duties, tasks, and accomplishments:

Related training and/or courses taken:

Honors and awards:

What did you like about this job?

What did you dislike about this job?

### Job Title/Position (Primary Duty):

Department/Command:

Dates:

Salary:

Description of duties, tasks, and accomplishments:

Related training and/or courses taken:

Honors and awards:

What did you like about this job?

What did you dislike about this job?

### Job Title/Position (Primary Duty):

Department/Command:

Dates:

Salary:

Description of duties, tasks, and accomplishments:

Related training and/or courses taken:

Honors and awards:

What did you like about this job?

What did you dislike about this job?

**Job Title/Position (Primary Duty):**

Department/Command:

Dates:

Salary:

Description of duties, tasks, and accomplishments:

Related training and/or courses taken:

Honors and awards:

What did you like about this job?

What did you dislike about this job?

**Job Title/Position (Primary Duty):**

Department/Command:

Dates:

Salary:

Description of duties, tasks, and accomplishments:

Related training and/or courses taken:

Honors and awards:

What did you like about this job?

What did you dislike about this job?

**Source Document Activity: Education**

**High School**

High school(s) attended (*name and location*):

High school graduation date:

GED date:

GPA:

Honors and awards:

Clubs and organizations:

What subjects did you like most?

What subjects did you like least?

**College: Associate's Degree**

School(s) attended (*name and location*):

Year graduated:

Degree in progress:

No. of credits:

Anticipated graduation date:

Major(s): GPA:	Minor(s): GPA:
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Honors and awards:

Clubs and organizations:

What subjects did you like most?	What subject did you like least?
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**College: Bachelor's Degree**

School(s) attended (*name and location*):

Year graduated:	Degree in progress: No. of credits: Anticipated graduation date:
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Major(s): GPA:	Minor(s): GPA:
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Honors and awards:

Clubs and organizations:

**College: Graduate Degree**

School(s) attended (*name and location*):

Year graduated:

Program:  
GPA:

Honors and awards:

Clubs and organizations:

**Training (professional, technical, clerical, management, license, certificate, training program)**

Educational or training institution attended ( <i>name and location</i> ):	Service school attended ( <i>name and location</i> ):
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Dates attended:	Hours/credits completed:
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Courses:	Description of courses:
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Certificate/license earned:



**Training (professional, technical, clerical, management, license, certificate, training program)**

Educational or training institution attended <i>(name and location):</i>	Service school attended <i>(name and location):</i>
Dates attended:	Hours/credits completed:
Courses:	Description of courses:
Certificate/license earned:	

**Training (professional, technical, clerical, management, license, certificate, training program)**

Educational or Training Institution Attended <i>(name and location):</i>	Service School Attended <i>(name and location):</i>
Dates Attended:	Hours/credits completed:
Courses:	Description of courses:
Certificate/license earned:	

**Career Catalog**

**Military Service**

- Training record
- Honors and awards
- Performance reviews
- Medical record
- Personal statement of benefits and military compensation (for salary negotiations)
- Joint Services Transcript
- SF-86 Questionnaire for National Security Positions
- List of major accomplishments
- DD Form 398 – , Personnel Security Questionnaire
- DD Form 214, Certificate of Release or Discharge from Active Duty
- Leave & Earnings Statement
- DD Form 2586, Verification of Military Experience and Training

**Personal Identification**

- Birth certificate
- Proof of citizenship
- Social Security card
- Passport

**Work Experience**

- Work history (job titles, duties, employers, and accomplishments)
- Work samples
- Honors and citations
- Community activities
- Credit report

**Civilian Education & Training**

- Transcripts
- Diplomas, certificates, licenses
- Activities list

**Professional Network Activity**

What person or persons do you go to for advice, personal counsel, and/or mentoring when facing a difficult challenge or decision?

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How will you have access to those persons at your next duty station?

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How will you have access to those persons if you retire or separate from active duty?

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List ideas for maintaining future contact:

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With whom do you spend your leisure time now? Who is part of your social network? How did you meet them?

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List ideas for how you can continue these relationships at future duty stations:

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List ideas for how you can continue these relationships after you retire or separate from active duty:

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List ideas for how to establish this same type of social support in your new or future communities:

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# PLAIN TALK FOR SAILORS

## How to prepare for and take the Navy Wide Advancement Examination (NWAE)

**On time advancement is the key to a successful career.** It also is key to Navy retention programs, including Career Waypoints (CWAY). Use the information provided on this page to prepare for and take your next Navy Wide Advancement Exam.

### What actions will help you succeed?

- Verify eligibility to take the exam.
  - Follow the direction of your Educational Services Officer (ESO), Personnel Support Detachment (PSD), and/or your chain of command.
  - View the current NAVADMIN with exam dates and rating-specific information on the Navy Personnel Command (NPC) website at: <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>. Click 'New Messages' (on the right) and search for 'EXAMINATIONS'.
- Obtain your Bibliography and references.
  - Log in to Navy Knowledge Online (NKO) at [www.nko.navy.mil](http://www.nko.navy.mil). Under the 'Career Management' heading, click 'Navy Advancement Center'.
  - On the same page, view the appropriate 'Bibliography for Advancement' for your upcoming exam.
  - On the same page, view 'Rating Topics / Subtopics' for your rating and paygrade.
  - Some references may be found on NKO. Use the 'Organizations & Communities' drop-down menu (in the gray bar at the very top of the NKO homepage) to select 'Navy Ratings'. When the page opens, locate your rating and click to view rating-specific information.
  - If you are unable to locate a reference, request assistance from your supervisor.
- Develop and execute your study plan.
  - Break information into manageable chunks.
  - Schedule and maintain a routine (plan for 30-60 minute study periods).
  - Start several months ahead of time and stick to your plan.
  - Study individually, with a partner, and/or with a study group.
  - Preview – Read – Review
  - Request on-the-job training (OJT) and demonstrations from subject matter experts.
  - Ask for help when you need it.
- Be prepared for exam day.
  - The day before your exam, get a good night's sleep; eat a light breakfast on exam day.
  - Be early, bring your military ID, leave your cell phone behind.
  - During the exam, take your time, remain calm and deliberate, and trust your knowledge.
  - Read each exam question carefully, and answer every question.
  - Double-check your answer sheet before turning it in.
- View exam results.
  - Advancement results are posted on BUPERS Online (BOL) at [www.bol.navy.mil](http://www.bol.navy.mil).
  - Your profile sheet is posted on Navy Knowledge Online (NKO) at [www.nko.navy.mil](http://www.nko.navy.mil). Under the 'Career Management' heading, click 'Navy Advancement Center' then click 'Advancement Profile Sheet'.

### Do you want more detail?

The steps provided above will help you prepare for and take your Navy advancement exam. For greater detail, more information, and recommended best practices, review the following pages.

The following pages provide detailed information that will help increase your opportunity to perform well on the advancement exam.

## Verify your eligibility for advancement

- For all candidates, E4-E9, eligibility is determined by Navy Advancement Policy which is provided by BUPERS 1430.16 (series) (Enlisted Advancement Manual) and applicable NAVADMIN.
  - You must meet all eligibility requirements for the next higher rate.
  - You must meet your service in paygrade (SIPG) requirement and be recommended for promotion by your commanding officer (CO).
  - Certain ratings and rates have additional mandatory requirements established in the cycle NAVADMIN.
  - If your rating requires a security clearance, your status must be current or your exam will be invalidated.
- Prior to exam day, follow the direction of your Educational Services Officer (ESO), Personnel Support Detachment (PSD), and/or your chain of command; verify and sign your advancement worksheet; verify the exam date, time, location and required materials, and sign your worksheet.

**IMPORTANT:** Your worksheet must be accurate and completed, as it affects your Final Multiple Score.

- For E7 candidates, when exam results are released, a profile sheet is generated that displays Selection Board eligibility status.
  - Candidates must fix exam discrepancies prior to the Selection Board convening date.
  - Candidates with exam discrepancies will not be reviewed by the Board.
- For E8 and E9 candidates, although advancement does not require taking an exam, a profile sheet reflecting “selection board eligible” is required.
  - Verify that you have a current profile sheet; if you do not, there is something wrong with your eligibility for Selection Board review. Investigate immediately!

**IMPORTANT for E7/8/9 candidates:** If you receive a profile sheet that reflects selection board eligible, be aware that your eligibility status is continuously reviewed by your command and PERS-802 and can change. Therefore, you must periodically verify your status. If your status changes from selection board eligible to an invalidated status, your profile sheet will be updated, but you will not be notified. If you do not have a profile sheet reflecting selection board eligible when the Board convenes your record will not be reviewed by the Board.

## Obtain your Bibliography and References

### What is a BIB?

Your Bibliography (BIB), in addition to your Topics and Subtopics lists, provides a road map for developing your advancement exam study plan. Each BIB is exam-specific and provides a listing of all the references used to develop your advancement exam. BIBs are posted six months prior to exam administration.

There are 175 questions on your exam: 25 professional military knowledge (PMK) questions and 150 rating technical questions. Technical exam questions are developed by Fleet subject matter experts (SMEs) in your rating community during an Advancement Examination Readiness Review (AERR) Conference.

For each question, Fleet SMEs reference the content to a published source from your rating's Advancement Exam Reference List or your PMK Advancement Exam Reference List. The question is verified to ensure the answer is correct and the information is generally available to all Sailors. Questions are then selected for an exam. Each reference used for a specific exam is compiled, and the entire list becomes your exam Bibliography.

Bottom-line: If a reference is listed on your BIB, then you can expect to see exam questions regarding information contained within the reference.

- **Obtain the current Bibliography for your rating and paygrade.**
  - Log in to Navy Knowledge Online (NKO) at [www.nko.navy.mil](http://www.nko.navy.mil). Under the ‘Career Management’ heading, click ‘Navy Advancement Center’.
  - View the appropriate ‘Bibliography for Advancement (BIB)’ for your upcoming exam.
  - On the same page, view ‘Rating Topics / Subtopics’ for your rating and paygrade.
- **Obtain references listed on your BIB.**
  - Some references can be found on NKO.

- To locate enlisted rating communities of practice in NKO, use the 'Organizations & Communities' drop-down menu (in the gray bar at the very top of the NKO homepage) to select 'Navy Ratings'. When the page opens, locate your rating and click the hyperlink to go to your community.

- If you are unable to locate a reference, request assistance from your supervisor.

#### □ **Verify references used to create your exam questions.**

- Make sure you have every reference listed for your rating and paygrade.
- Occasionally, a reference may be updated or deleted. Revisit NKO periodically to verify that your BIB has not changed. If it has changed, compare your original BIB with the revised one and adjust your study plan as needed.

## **Study for your Advancement Exam**

Human beings learn in different ways, so it is important that you develop a study plan that is both comfortable for you and effective. The recommendations listed below can be used when you study by yourself, when you study with a partner, and/or when you study with a group. You should engage all methods that enable you to be knowledgeable, confident and prepared on the day of your exam.

#### □ **Develop your study plan.**

- Review references and determine how much time you need to cover each one.
- Organize references into similar topics and subtopics.
- Break information into manageable chunks.
- Determine whether you intend to study alone and/or with a study group.
- Use a calendar to schedule individual and/or group study periods leading up to the exam.
- Plan short study periods (no more than one hour each) and schedule regular breaks to reduce fatigue and to keep your mind sharp.
- Schedule your most difficult material for times when you are mentally at your best; schedule easier material for when you are mentally less efficient.

#### □ **Create a positive study environment.**

- Choose a location where you can concentrate.
- Study at the same time and in the same place.
- Eliminate distractions, such as loud music, TV or other people.
- Eat light meals and drink water instead of highly caffeinated drinks.
- Take regular breaks (at least one per hour), stand up and stretch, jog in place, complete a few push-ups, anything to keep your energy level up and your mind alert.

#### □ **Use proven study methods.**

##### **Preview**

- Preview the chapter by reading just the title, headings, and subheadings.
- Examine pictures, diagrams, tables, or graphs.
- Read the introductory and concluding paragraphs and the summary, if one is included.
- Turn each title, heading, and subheading into a question about the material you will be reading.

##### **Read**

- Do not try to read a reference from cover to cover.
- Focus on one topic at a time.
- Give attention to underlined, *italicized*, or **bold** words.
- Make notes about the text in your own words.
- Read out-loud to yourself to increase understanding and retention of hard topics.
- Reread sections that contain difficult or confusing information.
- Write down questions about information that you do not understand and ask for help when information is confusing or difficult.

##### **Review**

- Request on-the-job training (OJT) to reinforce the information you have learned from BIB references and study sessions.
- Request demonstrations from your supervisor.
- Request training from subject matter experts for Topics/Subtopics that you need to understand better.

- Review what you have read at the end of each section in the chapter.
- Create a summary sheet of highlighted material and review frequently.
- Make flashcards from your notes or create a study sheet to help memorize formulas, numbers, vocabulary, and so forth.
- Associate what you've read with something familiar. (Relating new ideas to what you already know helps improve understanding and retention.)
- Utilize learning tools such as using a song, poem or anagram to help you recall hard-to-remember information.
- Ask your supervisor for help understanding your material.
- Study the easy things first and then move to more advanced topics.
- While performing your normal duties, review and discuss your study material with others.
- Take advantage of command-sponsored training for warfare qualifications, damage control, or rating-specific Personnel Qualification Standards (PQS).

### **Tips for group study**

- Ask your supervisor to work with your study group when you encounter difficulties.
- Often it is helpful to study with other Sailors from your rating and paygrade. Together, you can help each other stay on task and focused.
- Divide information and have group members teach sections from your BIB.
- Begin each study session with a review of information you studied in your last session.
- Review flashcards you and your shipmates have developed.
- Make it fun! Use a game style format to study information.

## **Take the Advancement Exam**

- The day before your exam get a good night's sleep; eat a light breakfast on exam day.
- At most exam sites, you must wear the Uniform of the Day.
- Be early. If you are late, you will not be allowed to take your advancement exam. Typically, the command Plan of Week (POW) or Plan of the Day (POD) will indicate when and where your exam will be administered.
- Bring your military ID. You will not be able to take the exam without it.
- Leave your cell phone behind (it is not allowed in the exam area).
- The examination session lasts exactly 3 hours (180 minutes). It starts on time, and it ends on time.

### **Tips for completing your exam**

- Throughout your exam, take your time, be calm and deliberate, trust your instincts and believe that your study plan has prepared you to answer questions correctly.
- Navy examinations are made up of multiple-choice questions. Each question has four numbered responses. Each question has only one correct answer.
- Answer every question.
- Read each exam question carefully.
- Try to answer the question in your own words first, then read your answer choices.
- Use the process of elimination to remove choices and increase your odds of selecting the correct answer.
- If you find the answer, mark your choice and move to the next question.
- If you do not find the answer, do not waste time and build anxiety. Instead, go to the next question.
- Trust your knowledge and do not watch for answer patterns.
- Be careful about changing a multiple-choice answer without good reason. Your first intuition is often your best and you should change your answer only if you have sound reasoning for the change.
- If you change an answer, make sure you completely erase the answer bubble.
- If you have time, double-check your answer sheet.
  - Make sure you answered all questions.
  - Make sure the number on your answer sheet matches the number of the question you answered.
  - Make sure you marked only one answer per question.
  - Make sure you answered every question on your exam (no penalty for guessing).

## **Review your Exam experience**

Competition for advancement is tough, and only gets tougher the higher you advance. It is possible that you will take the exam several times. You can increase your score by performing the following:

### **□ Review your study plan.**

- Ask yourself whether your plan was effective and what you could have done differently.

- Make notes for improvement and use when revising your study plan based on a new BIB.

## View Advancement results

### □ Obtain results of your Advancement Exam.

- Advancement results are posted on BUPERS Online (BOL) at [www.bol.navy.mil](http://www.bol.navy.mil).

### □ Download your Profile Sheet from NKO.

- Log in to Navy Knowledge Online (NKO) at [www.nko.navy.mil](http://www.nko.navy.mil). Under the ‘Career Management’ heading, click ‘Navy Advancement Center’.
- Scroll down and click ‘Advancement Profile Sheet’ (CAC required).

### □ Review your Profile Sheet.

- For E4-E7 advancements, a profile sheet is generated when a candidate has taken an exam.
  - The profile sheet provides feedback regarding how well you performed on the exam compared with others in the same rating (e.g., a BM3 compared to all other BM3 test takers who took the same exam).
- For E7 advancements, a profile sheet is generated when:
  - You are in receipt of an “in-theater” waiver.
  - Selection Board results are published.
- For E8 and E9 advancements, a profile sheet is generated when:
  - Navy Personnel Command (NPC) determines that a candidate is “board eligible” and signals the Navy Advancement Center to generate a “board eligible” profile sheet.
  - Selection Board results are published.

**IMPORTANT for E7/8/9 candidates:** NPC continues to review eligibility status until the Selection Board convenes. The system does not automatically notify you of eligibility changes, so you should routinely monitor your profile sheet for updates.

## If you are not selected for Advancement

### □ Request a Career Development Board (CDB)

- Commands should conduct a CDB, concentrating on what you need to work on for your continued development and how to better prepare for the next advancement cycle. A CDB will help ensure that you have the proper tools to plan and study effectively.

### □ View resources provided on the NPC Selection Board website.

- Go to <http://www.public.navy.mil/bupers-npc/boards/Pages/default.aspx>.
- Use the current Selection Board’s precept to develop your career goals.



## CMS highlights, in 10 minutes or less

### Career Management System/Interactive Detailing (CMS/ID)

CMS/ID provides the ability to explore future job opportunities, identify career enhancing jobs that meet your professional and personal goals, identify the specific skills and abilities required to perform the jobs you desire, and submit your own job application.

#### Log in via **Navy Knowledge Online (NKO)**

- Go to <https://www.nko.navy.mil> and log in.
- On the Career Management tab, select [CMS - Interactive Detailing](#) and go directly to CMS/ID.
- When asked to verify your PKI certificate, choose the DoD CA-XX certificate.

#### Log in via **CMS/ID using CAC only**

- Go to <https://www.cmsid.navy.mil/jass/Index.action>.
- When asked to verify your PKI certificate, choose the DoD CA-XX certificate.
- Log in with CMS/ID user name and password.
- Your user name and password are now connected to your CAC. The next time you access the CMS/ID web site, you will need only your CAC and PIN.



### Follow the numbers for your quick tour of the Career Management System:

#### 1 Home

View your Detailer's name and contact information.

Find a tailored list of available jobs (not all jobs) for your rate and rating: Navy's Top Five Jobs, First Five Jobs Matching Your Preferences, and Incentivized Jobs. Find additional information via hyperlinks. View job detail and access job application by clicking the "Apply" button beside a job in the list.

Update your CMS/ID User Profile. (On first login you will automatically go to this page.) Select 'View My User Profile'. Enter contact information, security question, and default login, if prompted. Click 'Update'. Click 'OK' to acknowledge update message.

#### 2 Sailor Info

Communicate duty preferences and career intentions to your Detailer and Command Career Counselor. (On first login you will automatically update your preferences after completing your user profile.) You may update this information at any time.

Verify Personnel Detail from your service record that is reviewed by Detailers when making selections. Select 'Sailor Info'. Select 'View My Personnel Detail'. Verify all data is correct and up to date. Pay particular attention to PTS status, Security Clearance status, performance history, and PFA results. If you find discrepancies, contact your Personnel Office or servicing PSD to correct the primary data source (which will also update CMS/ID).

NOTE: Your 'Personnel Detail' (without name, SSN or gender) is viewable by prospective commands when you apply for jobs.

#### 3 Jobs

Search for potential jobs. Verify rating in 'Communities' list (or select a Closed Loop NEC), verify Pay Grade, then refine search criteria using 'Optional Input' choices, if desired. When ready, click 'Search.'

Click 'Activity Name' to view job details, or click "Apply" to view job details and application form. For a side-by-side job comparison, use the boxes on the left to select desired jobs. Use 'Compute Score' to view "traffic lights" indicating how well you match a prospective job.

Apply for up to five jobs. From either 'Job Comparison' or 'Job Detail,' click 'Proceed to Application', or from the job search list click "Apply" to view job details and application form. Select preference for application, submit AIP bid (if available), enter comments to Detailer, click 'Apply'. Respond to prompts until you receive confirmation of application submission. See your CCC for questions regarding Flags and Gates.

#### 4 Applications

Review status of submitted applications by selecting 'Review/Edit My Job Applications'. IMPORTANT: Current applications may be deleted or modified only during the current CMS/ID Application phase.

#### 5 Help

View FAQs and online tutorials that teach you more about using CMS/ID.

Find sources of support, should you need assistance.

# Countdown to Orders

<p><b>18 months to PRD</b></p> <p>Review personal and professional information.</p> <p><a href="https://www.cmsid.navy.mil">https://www.cmsid.navy.mil</a> (requires CAC to access)</p>	<p><b>15 months to PRD</b></p> <p>Initiate reenlistment approval process, if required.</p>	<p><b>13 months to PRD</b></p> <p>Submit C-WAY application, if required.</p>	<p><b>12 months to PRD</b></p> <p>Consider special requests, preferences.</p>	<p><b>10 months to PRD</b></p> <p>Prepare to enter your detailing window.</p>
<p><b>9 months to PRD</b></p> <p>1st month of orders negotiation window.</p>	<p><b>8 months to PRD</b></p> <p>2nd month of orders negotiation window.</p>	<p><b>7 months to PRD</b></p> <p>3rd and final month of orders negotiation window.</p>	<p><b>6 months to PRD</b></p> <p>Detailed in accordance with "Needs of the Navy."</p>	<p><b>0 months to PRD</b></p> <p>Execute orders to your new Navy job.</p>

## Links

[Career Toolbox](#)

[CMS-ID](#) (requires CAC to access)

[Detailing Countdown](#)

# APPRENTICE REGISTRATION APPLICATION

(REV 08/15)

**READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM**

- PRINT ALL INFORMATION
- ALL BLOCKS MUST BE COMPLETED OR ENROLLMENT CAN NOT BE PROCESSED

PRINT NAME	Last	First	Middle	RATE/RANK (i.e, AT3, Cpl)
REGISTRATION (HOME) MAILING ADDRESS (Street, City, State, Zip Code)				DATE OF BIRTH (MMDDYY)
APPRENTICEABLE TRADE (FULL TITLE)				AIMS CODE OF TRADE

**BRANCH OF SERVICE**

U.S. Navy

U.S. Marine Corps

U.S. Coast Guard

U.S. Army

U.S. Air Force

**ETHNIC BACKGROUND**

Caucasian/White

Black

Hispanic

Asian/Pacific Islander

Native Alaskan/Am. Indian

Other

**EDUCATION**

High School Graduate

GED

**TYPE OF LOG BOOK**

Paper Log

On-line

**CERTIFY THAT I HAVE COMPLETED THE FOLLOWING**

- As required, I have read the National Standards of Apprenticeship for the United Service Military Apprenticeship Program (USMAP) and understand its content. <https://usmap.netc.navy.mil/usmapss/static/National%20Standards.pdf>
- I have read the Work Process Schedule for the trade I am requesting and I meet the Related Instruction and Additional Requirements that are required for this trade.
- I understand that pre-registration credit is based upon the completion date of my NEC or MOS or qualifying school.

Credit for past work experience is given at time of enrollment in the form of Pre-registration Credit. Trades that require additional instruction or an NEC will be based on the date of completion of the instruction to enrollment date which must be one year to be eligible for credit for that trade. Members receive 1000 hours for each FULL year not to exceed 50 percent of the total required hours.

**MEMBER ID NUMBER**

--	--	--	--	--	--

For Coast Guard service members, the member ID number here is not the same as your Coast Guard member ID number.

Leave blank if you have not received one previously

**SIGNATURE OF REQUESTOR AND ADDITIONAL INFORMATION**

SIGNATURE	DATE SIGNED
-----------	-------------

**Email Address** (check which one is primary)

Military/Government:

Home/Personal:

**Phone Number:** (check which one is primary)

Work: (commercial)

(DSN)

Home/Cell:

Mail to: Commanding Officer  
NETPDTC USMAP  
6490 Saufley Field Road  
Pensacola, Florida 32509-5237

**PRIVACY ACT STATEMENT**

Under the authority of Title 5 USC 301, information regarding your military or other DOD status is requested on this form in order to process this form. The information will also be used to process related correspondence and to construct and maintain an official and continuing record of Apprenticeship Program participation. The Apprenticeship Participation record will not be divulged, without prior written authorization, to anyone other than those within DOD or the Department of Labor for official use in determining your status within the Apprenticeship Program. Completion of this form is voluntary; however, failure to complete the form will result in an inability to process this form.

# COOL OR NOT COOL

In understanding COOL, it is important to know what the COOL program is and also what it is *not*.

## COOL is:

- Built and maintained on the needs of the Department of the Navy.
- Intended as a workforce professionalization tool for the active duty and Reserve Navy.
- An information resource where Sailors learn what civilian credentials pertain to their military training and experience.
- A link to credentials, credentialing agencies, training, and other resources that service members use when they decide to obtain a certification.

## COOL is not:

- A credentialing agency. Service members do not get credentials from COOL.
- A testing center. Service members do not or take tests or purchase training materials through COOL.
- An accrediting organization and does not create credentialing standards.
- A repository of military training materials.
- Is not intended solely as a veterans resource. It primarily serves active-duty members.
- A duplicate of resources and tools offered through the Department of Veterans Affairs' [Veterans Employment Center \(VEC\)](#).

The Navy COOL site contains a variety of service-specific information about certifications and licenses related to military occupations. Use Navy COOL to:

- Get background information about civilian licensure and certification in general and specific information on individual credentials, including eligibility and testing requirements and resources to prepare for an exam.
- Identify licenses and certifications relevant to individual Navy ratings, designators, and collateral duties.
- Learn how to fill gaps between Navy and Marine Corps training and experience and civilian credentialing requirements.
- Learn about resources available to Sailors and Marines that can help them gain civilian job credentials.

Excerpted from [https://www.cool.navy.mil/what\\_is\\_on\\_cool.htm](https://www.cool.navy.mil/what_is_on_cool.htm)

# VA Benefits Worksheet

## POST-9/11 GI BILL

The Post-9/11 GI Bill program provides financial assistance toward tuition and fees, books, and supplies, and it provides a monthly housing allowance. Eligible service members may transfer unused Post-9/11 GI Bill benefits to an eligible spouse or child. Information about VA education programs can be found at [www.gibill.va.gov](http://www.gibill.va.gov).

## VETSUCCESS

The VetSuccess on Campus (VSOC) program aims to help veterans, service members, and their qualified dependents succeed and thrive through a coordinated delivery of on-campus benefits assistance and counseling, leading to completion of their education and preparing them to enter the labor market in viable careers. Visit <http://www.benefits.va.gov/vocrehab/vsoc.asp> for more information about VSOC.

VA also assists veterans with service-connected disabilities to prepare for, obtain, and maintain suitable employment through the Vocational Rehabilitation and Employment VetSuccess program. VetSuccess provides you with vocational counseling, job-search assistance, and other education and training services. To learn more, go to <http://www.benefits.va.gov/vocrehab/index.asp>.

\*\*VetSuccess career counseling benefits are also available to you if you recently separated from the military or are using VA education benefits, even if you do not have a service-connected disability.

## LIFE INSURANCE

- VA insurance benefits were developed in consideration of the extra risks involved in military service.
- Servicemembers' Group Life Insurance (SGLI) is a low-cost group life insurance program for service members. Coverage can be extended if the service member is totally disabled. Learn more at <http://www.benefits.va.gov/insurance/sgli.asp>.
- Servicemembers' Group Life Insurance Traumatic Injury Protection (TSGLI) is an automatic feature of SGLI that provides payments to Servicemembers who suffer losses, such as amputations, blindness, and paraplegia due to traumatic injuries.

## HOME LOANS

Veterans and active-duty, National Guard and Reserve service members may be eligible for VA's home loan program. VA loans have favorable terms, including no down payment or mortgage insurance premiums. Get more information about VA home loans at <http://www.benefits.va.gov/homeloans/>.

**Guaranteed Loans:** VA can guarantee a portion of a loan made by a private lender to help you buy a home, a manufactured home, a lot for a manufactured home, or a condominium unit for your own personal occupancy. VA also guarantees loans for building, repairing, and improving homes.

*Use this section to make notes about VA benefits of interest to you.*

---

## Education and Training

---

---

**Career and Education Counseling**

---

**Employment**

---

**Home Loan**

---

**Health Care**

---

**Other**

---

---

# WHEN I RETIRE...PART 1

*NOTE: Retirement refers to complete retirement, not just transitioning from the military.*

At what age do you hope to retire?

Where do you want to live? (e.g., city, country, mountains, beach, house, apartment, etc.)

What would your ideal day be like?

How do you spend your leisure time now?

Will you continue these same activities post-retirement?

What interests do you have that you may not have had the time or opportunity to explore while still working?

Do you have close ties to your family?

Do you have many friendships or people with whom you will socialize?

Is living with family members a goal/possibility?

Do you enjoy traveling? Do you want to increase your travel in retirement?

Will you want to go out to eat more often? Will you want to go to more movies or other entertainment events?

How will you maintain your health and fitness in retirement? Will you work out at a health club or exercise at home? Do you want to take up fitness activities?

Can you imagine a week without work? Does part-time work appeal to you?

*Now, put it all together.*

---

# WHEN I RETIRE...PART 2

*Review your retirement vision sheet and begin planning to make it a reality. If you cannot answer any of these questions, make time to meet with your Command Financial Specialist or a personal financial manager at the Fleet and Family Support Center.*

How much money will you need monthly/annually to support your desired lifestyle? How will you get this information?

What military financial benefits can you take advantage of now to begin working toward your goals?

What can you begin doing now to achieve your dream retirement?

How will you learn more about military retirement benefits?

How will you learn more about civilian retirement plans?

Where will you go for more information about planning for your financial future?

# MOC Crosswalk Worksheet

Use this worksheet to note your experience, interests, and the requirements for your desired occupations.

The MOC crosswalk process includes the following steps:

1. Examine your military experience and training record
2. Identify civilian occupations that correlate to your experience, abilities, and goals
3. Identify civilian careers that align with your experience and desires
4. Identify the education, experience, and credentials required

Where can you find your military experience and training records?

What civilian occupations relate to your experience, abilities, and goals?

What civilian occupations relate to your interests?

What education, experience, and credentials are required?



# interest profiler

Instrument \_\_\_\_\_

*a tool for career  
exploration*



U.S. Department of Labor  
Employment and Training Administration



## THE O\*NET™ CAREER EXPLORATION TOOLS

As you explore your career options, you should know that other tools will be available to help you. The **Interest Profiler** is just one of five **O\*NET Career Exploration Tools**. The other tools are:

- ▼ The **Computerized Interest Profiler** — helps you find out what your work-related interests are. It is similar to the paper-and-pencil **Interest Profiler**, except that you answer and score the questions on a computer.
- ▼ The **Ability Profiler** — helps you find out what kinds of jobs you can learn to do well. It can help you recognize where your strengths are and where you might need more training or education.
- ▼ The **Work Importance Locator** — helps you decide what is important to you in a job. It can help you identify occupations that you may find satisfying.
- ▼ The **Work Importance Profiler** — a computer-based version of the **Work Importance Locator**.

These tools give you three important pieces of information that are valuable to you when exploring careers:

- (1) what is important to you in your world of work,
- (2) what you can do well, and
- (3) what you like to do.

You may use the tools separately or together. You can use them to identify occupations in the world of work that you may want to explore.



<http://www.careeronestop.org>



<http://online.onetcenter.org>

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S/N 029-030-00001-4

# GETTING STARTED

First, write your **name** and the **date**. Then, read the section below.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## WELCOME TO THE INTEREST PROFILER

The **Interest Profiler** helps you find out what your interests are and how they relate to the world of work. It does this by asking you to answer questions that represent important interest areas. Your **Interest Profiler** scores will help you identify your strongest work-related interests. Knowing your work interests can help you decide what kinds of jobs and careers you want to explore.

You **should use** your **Interest Profiler** results to explore the world of work and identify occupations that can satisfy your particular interests. You will be able to look at the interests satisfied by occupations and compare them to your own interests. Talk to a vocational/employment counselor or teacher for more help on how to use your **Interest Profiler** results.

Your **Interest Profiler** results **should not be used** for employment or hiring decisions. Employers, education programs, or other job-related programs should not use your results as part of a screening process for jobs or training.

If you think that your **Interest Profiler** results are being used incorrectly, talk to your vocational/employment counselor, teacher, or program administrator. You can also contact the National Center for O\*NET Development for assistance.

National Center for O\*NET Development  
Attention: Customer Service  
700 Wade Avenue  
Raleigh, NC 27605

Phone: (919) 733-2790  
Fax: (919) 715-0778  
e-mail: onet@ncmail.net

Now, turn the page to learn more  
about your work-related interests!



# HINTS FOR COMPLETING THE INTEREST PROFILER

The **Interest Profiler** questions describe work activities that some people do at their jobs. Read each question carefully and decide whether or not you would like to do the activity.

## **TRY NOT TO THINK ABOUT:**

- ( 1 ) whether you have enough education or training to perform the activity, or
- ( 2 ) how much money you would make performing the activity.

**SIMPLY THINK ABOUT WHETHER YOU WOULD “LIKE” OR “DISLIKE” PERFORMING THE WORK ACTIVITY.**

## **POINTS TO REMEMBER:**

- ( 1 ) **THIS IS NOT A TEST!** There are no right or wrong answers to the questions. The goal is for you to learn more about your personal work-related interests.
- ( 2 ) **THERE IS NO TIME LIMIT** for completing the questions. Take your time.

# HOW TO COMPLETE THE INTEREST PROFILER

## THIS IS HOW TO MARK YOUR ANSWERS TO THE INTEREST QUESTIONS:

If you think you would **LIKE** the work activity,  
fill in the box containing the **L** next to the question, like this:

 L ? D

If you think you would **DISLIKE** the work activity,  
fill in the box containing the **D** next to the question, like this:

 L ? D

If you are **UNSURE** whether you would like the work activity,  
fill in the box containing the **?** next to the question, like this:

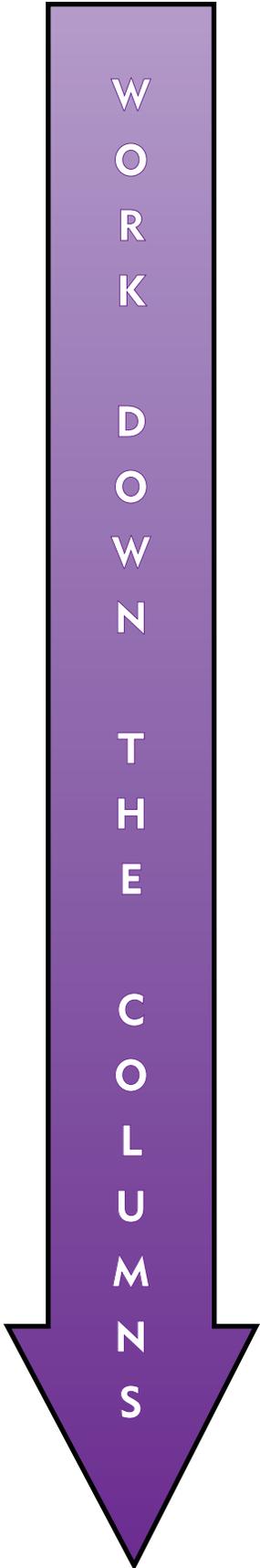
 L ? D

## ANSWER THE QUESTIONS IN THE RIGHT ORDER!

The work activity questions begin on the following page. **It is important that you work from the top to the bottom in each column of questions!**

- ( 1 ) Start with question #1 at the top of the first column and **continue down the first column** until you reach the bottom of the page.
- ( 2 ) **Then go to the top of the second column** and answer all the questions in that column until you reach the bottom of the page.
- ( 3 ) **Continue to work down each column** until you have finished all four pages of questions. Please be sure to complete all of the questions.

When you have completed the questions, you will be given instructions for scoring the results of **your Interest Profiler!**



▼ **START HERE**

1. Build kitchen cabinets	L
	?
	D
2. Guard money in an armored car	L
	?
	D
3. Study space travel	L
	?
	D
4. Make a map of the bottom of an ocean	L
	?
	D
5. Conduct a symphony orchestra	L
	?
	D
6. Write stories or articles for magazines	L
	?
	D
7. Teach an individual an exercise routine	L
	?
	D
8. Perform nursing duties in a hospital	L
	?
	D
9. Buy and sell stocks and bonds	L
	?
	D
10. Manage a retail store	L
	?
	D
11. Develop a spreadsheet using computer software	L
	?
	D
12. Proofread records or forms	L
	?
	D

Continue at the top of the next column.



13. Operate a dairy farm	L
	?
	D
14. Lay brick or tile	L
	?
	D
15. Study the history of past civilizations	L
	?
	D
16. Study animal behavior	L
	?
	D
17. Direct a play	L
	?
	D
18. Create dance routines for a show	L
	?
	D
19. Give CPR to someone who has stopped breathing	L
	?
	D
20. Help people with personal or emotional problems	L
	?
	D
21. Sell telephone and other communication equipment	L
	?
	D
22. Operate a beauty salon or barber shop	L
	?
	D
23. Use a computer program to generate customer bills	L
	?
	D
24. Schedule conferences for an organization	L
	?
	D

Continue at the top of the next column.



25. Monitor a machine on an assembly line	L
	?
	D
26. Repair household appliances	L
	?
	D
27. Develop a new medicine	L
	?
	D
28. Plan a research study	L
	?
	D
29. Write books or plays	L
	?
	D
30. Play a musical instrument	L
	?
	D
31. Teach children how to read	L
	?
	D
32. Work with mentally disabled children	L
	?
	D
33. Sell merchandise over the telephone	L
	?
	D
34. Run a stand that sells newspapers and magazines	L
	?
	D
35. Keep accounts payable/receivable for an office	L
	?
	D
36. Load computer software into a large computer network	L
	?
	D

Continue at the top of the next column.

37. Drive a taxi cab	L	?	D
38. Install flooring in houses	L	?	D
39. Study ways to reduce water pollution	L	?	D
40. Develop a new medical treatment or procedure	L	?	D
41. Perform comedy routines in front of an audience	L	?	D
42. Perform as an extra in movies, plays, or television shows	L	?	D
43. Teach an elementary school class	L	?	D
44. Give career guidance to people	L	?	D
45. Give a presentation about a product you are selling	L	?	D
46. Buy and sell land	L	?	D
47. Transfer funds between banks using a computer	L	?	D
48. Organize and schedule office meetings	L	?	D

Continue at the top of the next column.

49. Raise fish in a fish hatchery	L	?	D
50. Build a brick walkway	L	?	D
51. Determine the infection rate of a new disease	L	?	D
52. Study rocks and minerals	L	?	D
53. Write reviews of books or plays	L	?	D
54. Compose or arrange music	L	?	D
55. Supervise the activities of children at a camp	L	?	D
56. Help people with family-related problems	L	?	D
57. Sell compact disks and tapes at a music store	L	?	D
58. Run a toy store	L	?	D
59. Use a word processor to edit and format documents	L	?	D
60. Operate a calculator	L	?	D

Continue at the top of the next column.

61. Assemble electronic parts	L	?	D
62. Drive a truck to deliver packages to offices and homes	L	?	D
63. Diagnose and treat sick animals	L	?	D
64. Study the personalities of world leaders	L	?	D
65. Act in a movie	L	?	D
66. Dance in a Broadway show	L	?	D
67. Perform rehabilitation therapy	L	?	D
68. Do volunteer work at a non-profit organization	L	?	D
69. Manage the operations of a hotel	L	?	D
70. Sell houses	L	?	D
71. Direct or transfer phone calls for a large organization	L	?	D
72. Perform office filing tasks	L	?	D

Continue at the top of the next column.

73. Paint houses	L	?	D
74. Enforce fish and game laws	L	?	D
75. Conduct chemical experiments	L	?	D
76. Conduct biological research	L	?	D
77. Draw pictures	L	?	D
78. Sing professionally	L	?	D
79. Help elderly people with their daily activities	L	?	D
80. Teach children how to play sports	L	?	D
81. Sell candy and popcorn at sports events	L	?	D
82. Manage a supermarket	L	?	D
83. Compute and record statistical and other numerical data	L	?	D
84. Generate the monthly payroll checks for an office	L	?	D

Continue at the top of the next page.

85. Operate a grinding machine in a factory	L ? D
86. Work on an offshore oil-drilling rig	L ? D
87. Study the population growth of a city	L ? D
88. Study whales and other types of marine life	L ? D
89. Perform stunts for a movie or television show	L ? D
90. Create special effects for movies	L ? D
91. Help disabled people improve their daily living skills	L ? D
92. Teach sign language to people with hearing disabilities	L ? D
93. Manage a department within a large company	L ? D
94. Sell a soft drink product line to stores and restaurants	L ? D
95. Take notes during a meeting	L ? D
96. Keep shipping and receiving records	L ? D

Continue at the top of the next column.

97. Perform lawn care services	L ? D
98. Assemble products in a factory	L ? D
99. Investigate crimes	L ? D
100. Study the movement of planets	L ? D
101. Conduct a musical choir	L ? D
102. Act in a play	L ? D
103. Help people who have problems with drugs or alcohol	L ? D
104. Help conduct a group therapy session	L ? D
105. Sell refreshments at a movie theater	L ? D
106. Sell hair-care products to stores and salons	L ? D
107. Calculate the wages of employees	L ? D
108. Assist senior-level accountants in performing bookkeeping tasks	L ? D

Continue at the top of the next column.

109. Catch fish as a member of a fishing crew	L ? D
110. Refinish furniture	L ? D
111. Examine blood samples using a microscope	L ? D
112. Investigate the cause of a fire	L ? D
113. Paint sets for plays	L ? D
114. Audition singers and musicians for a musical show	L ? D
115. Help families care for ill relatives	L ? D
116. Provide massage therapy to people	L ? D
117. Start your own business	L ? D
118. Negotiate business contracts	L ? D
119. Type labels for envelopes and packages	L ? D
120. Inventory supplies using a hand-held computer	L ? D

Continue at the top of the next column.

121. Fix a broken faucet	L ? D
122. Do cleaning or maintenance work	L ? D
123. Study the structure of the human body	L ? D
124. Develop psychological profiles of criminals	L ? D
125. Design sets for plays	L ? D
126. Announce a radio show	L ? D
127. Plan exercises for disabled patients	L ? D
128. Counsel people who have a life-threatening illness	L ? D
129. Represent a client in a lawsuit	L ? D
130. Negotiate contracts for professional athletes	L ? D
131. Develop an office filing system	L ? D
132. Keep records of financial transactions for an organization	L ? D

Continue at the top of the next column.

133. Maintain the grounds of a park	L ? D
134. Operate a machine on a production line	L ? D
135. Develop a way to better predict the weather	L ? D
136. Work in a biology lab	L ? D
137. Write scripts for movies or television shows	L ? D
138. Write a song	L ? D
139. Teach disabled people work and living skills	L ? D
140. Organize activities at a recreational facility	L ? D
141. Be responsible for the operation of a company	L ? D
142. Market a new line of clothing	L ? D
143. Record information from customers applying for charge accounts	L ? D
144. Photocopy letters and reports	L ? D

Continue at the top of the next column.

145. Spray trees to prevent the spread of harmful insects	L ? D
146. Test the quality of parts before shipment	L ? D
147. Invent a replacement for sugar	L ? D
148. Study genetics	L ? D
149. Perform jazz or tap dance	L ? D
150. Direct a movie	L ? D
151. Take care of children at a day-care center	L ? D
152. Organize field trips for disabled people	L ? D
153. Sell newspaper advertisements	L ? D
154. Sell merchandise at a department store	L ? D
155. Record rent payments	L ? D
156. Enter information into a database	L ? D

Continue at the top of the next column.

157. Operate a motorboat to carry passengers	L ? D
158. Repair and install locks	L ? D
159. Study the governments of different countries	L ? D
160. Do research on plants or animals	L ? D
161. Sing in a band	L ? D
162. Design artwork for magazines	L ? D
163. Assist doctors in treating patients	L ? D
164. Work with juveniles on probation	L ? D
165. Sell automobiles	L ? D
166. Manage a clothing store	L ? D
167. Keep inventory records	L ? D
168. Maintain employee records	L ? D

Continue at the top of the next column.

169. Set up and operate machines to make products	L ? D
170. Put out forest fires	L ? D
171. Do laboratory tests to identify diseases	L ? D
172. Study weather conditions	L ? D
173. Edit movies	L ? D
174. Pose for a photographer	L ? D
175. Provide physical therapy to people recovering from an injury	L ? D
176. Teach a high-school class	L ? D
177. Sell restaurant franchises to individuals	L ? D
178. Sell computer equipment in a store	L ? D
179. Stamp, sort, and distribute mail for an organization	L ? D
180. Handle customers' bank transactions	L ? D

TURN TO THE NEXT PAGE FOR SCORING INSTRUCTIONS.

# HERE'S HOW TO SCORE YOUR INTEREST PROFILER

SCORING FLAP

**(1)** Count the number of “Likes” you filled in for both rows of green questions on pages 4 & 5 and write that number in the first green box on the INSIDE of this scoring flap.

**(2)** Then turn to pages 6 & 7. Count the number of “Likes” you filled in for both rows of green questions on pages 6 & 7 and write that number in the second green box on the INSIDE of this scoring flap.

**(3)** Add the numbers in the two green boxes and write the total in the white box just below the two green boxes on the INSIDE of this scoring flap.

**(4) REPEAT STEPS 1, 2, AND 3 FOR:**

- the pink questions,
- the orange questions,
- the purple questions,
- the yellow questions, and
- the blue questions.

You will have six scores when you have finished.

**(5)** Look at the example to your left. It shows you how to score your Interest Profiler.

After you score your Interest Profiler, look at your Interest Profiler Score Report to learn what your scores mean and how to use them to explore careers.

**OPEN THIS FLAP AND BEGIN SCORING**

## SCORING TIP!

It is important to make sure you count the number of LIKES correctly. Double-check your totals.

Count the number of "Likes" you filled in for both rows of green questions on pages 4 & 5, and write that number here. 	
Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of green questions on pages 6 & 7, and write that number here. 	
Now, <b>add</b> the numbers in the two green boxes and write the total here. This is your <b>REALISTIC</b> score. 	

Turn to pages 4 & 5. Count the number of "Likes" you filled in for both rows of pink questions on pages 4 & 5, and write that number here. 	
Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of pink questions on pages 6 & 7, and write that number here. 	
Now, <b>add</b> the numbers in the two pink boxes and write the total here. This is your <b>INVESTIGATIVE</b> score. 	

Turn to pages 4 & 5. Count the number of "Likes" you filled in for both rows of orange questions on pages 4 & 5, and write that number here. 	
Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of orange questions on pages 6 & 7, and write that number here. 	
Now, <b>add</b> the numbers in the two orange boxes and write the total here. This is your <b>ARTISTIC</b> score. 	

Turn to pages 4 & 5. Count the number of "Likes" you filled in for both rows of purple questions on pages 4 & 5, and write that number here. 	
Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of purple questions on pages 6 & 7, and write that number here. 	
Now, <b>add</b> the numbers in the two purple boxes and write the total here. This is your <b>SOCIAL</b> score. 	

Turn to pages 4 & 5. Count the number of "Likes" you filled in for both rows of yellow questions on pages 4 & 5, and write that number here. 	
Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of yellow questions on pages 6 & 7, and write that number here. 	
Now, <b>add</b> the numbers in the two yellow boxes and write the total here. This is your <b>ENTERPRISING</b> score. 	

Turn to pages 4 & 5. Count the number of "Likes" you filled in for both rows of blue questions on pages 4 & 5, and write that number here. 	
Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of blue questions on pages 6 & 7, and write that number here. 	
Now, <b>add</b> the numbers in the two blue boxes and write the total here. This is your <b>CONVENTIONAL</b> score. 	

When you have finished scoring, go to your Interest Profiler Score Report.

# SCORING EXAMPLE

## STEP 1

Kim counted the number of "Likes" she had filled in for both rows of questions in the green band on pages 4 and 5. She had 7 "Likes". She wrote that number in the first green box on the scoring flap. (Keep in mind that the number of "Likes" you marked may be different than the example.)

**START HERE**

1. Build kitchen cabinets	L	2	D
2. Guard money in an armored car	L	2	D
3. Study space	L	2	D

PAGE 4

13. Operate a dairy farm	L	2	D
14. Lay bricks or tile	L	2	D
15. Study the history of past civilizations	L	2	D
25. Monitor a machine on an assembly line	L	2	D
26. Repair appliances	L	2	D
27. Develop a new medicine	L	2	D
37. Drive a taxi cab	L	2	D
38. Install flooring in houses	L	2	D
39. Study ways to reduce pollution	L	2	D
48. Raise fish in a fish hatchery	L	2	D
49. Build a brick walkway	L	2	D
51. Determine the	L	2	D
61. Assemble electronic parts	L	2	D
62. Drive a truck to deliver goods to offices and homes	L	2	D
63. Diagnose and treat sick animals	L	2	D
72. Paint houses	L	2	D
74. Enforce fish and game laws	L	2	D
75. Conduct chemical experiments	L	2	D

PAGE 5

**SCORING TIP!**  
It is important to make sure you count the number of LIKES correctly. Double-check your total.

Count the number of "Likes" you filled in for both rows of green questions on pages 4 & 5 and write that number here. Turn to pages 6 & 7. Count the number of "Likes" you filled in for both rows of green questions on pages 6 & 7 and write that number here. Now, add the numbers in the two green boxes and write the total here. This is your REALISTIC score.

Turn to page 6 and write the number here.

Turn to page 7 and write the number here.

7

## STEP 2

Next, Kim counted the number of "Likes" she had filled in for both rows of questions in the green band on pages 6 and 7. She had 10 "Likes". She wrote that number in the second green box on the scoring flap.

PAGE 6

85. Operate a grinding machine in a factory	L	2	D
86. Work on an offshore oil-drilling rig	L	2	D
87. Study the population growth of a city	L	2	D
97. Perform lawn care services	L	2	D
98. Assemble products in a factory	L	2	D
99. Investigate	L	2	D
109. Catch fish as a member of a fishing crew	L	2	D
110. Refinish furniture	L	2	D
111. Examine blood smears using a microscope	L	2	D
121. Fix a broken faucet	L	2	D
122. Do cleaning or maintenance work	L	2	D
123. Study the structure of the human body	L	2	D
133. Maintain the grounds of a park	L	2	D
134. Operate a machine on a production line	L	2	D
135. Develop a way to better protect water	L	2	D
145. Spray trees to prevent the spread of harmful insects	L	2	D
146. Test the quality of ports before shipment	L	2	D
147. Invent a	L	2	D
157. Operate a motorboat to carry passengers	L	2	D
158. Repair and install locks	L	2	D
159. Study the governments of different countries	L	2	D
169. Set-up and operate machines to make products	L	2	D
170. Put out forest fires	L	2	D
171. Do laboratory tests to identify diseases	L	2	D

PAGE 7

**SCORING TIP!**  
It is important to make sure you count the number of LIKES correctly. Double-check your total.

Count the number of "Likes" you filled in for both rows of green questions on pages 6 & 7 and write that number here. Turn to pages 4 & 5 and write that number here. Now, add the numbers in the two green boxes and write the total here. This is your REALISTIC score.

Turn to page 4 and write the number here.

Turn to page 5 and write the number here.

10

17

## STEP 3

Finally, Kim added the numbers in the first and second green boxes and wrote the total in the white box. Kim's "Realistic" score is 17.

(Remember, your score will probably be different.)

# BRIDGE THE GAP WORKSHEET

Complete the "Where am I now" column, the "Where am I going" column, and then fill the gap by completing the "What do I need to fill in the gap" column.

Where am I now?	What do I need to fill in the gap?	Where am I going?
Current MOS: _____ <i>Use VMET, service transcripts, master application, and evaluations to complete this column.</i>		Civilian Occupation: _____ <i>Use My Next Move for Veterans and O*NET to complete this column.</i>
Experience and skills I have:	Experience and skills I need to obtain:	Experience and skills this occupation requires:
Education and training I have:	Education and training I need to obtain:	Education and training this occupation requires:
Credentials (licenses, certifications, apprenticeships) I have:	Credentials (licenses, certifications, apprenticeships) I need to obtain:	Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:

<p>Area of Interest: _____</p> <p><i>Use results of O*NET Interest Profiler to complete this section.</i></p>		<p>Civilian Occupation: _____</p> <p><i>Use My Next Move for Veterans and O*NET to complete this column.</i></p>
<p>Experience and skills I have:</p>	<p>Experience and skills I need to obtain:</p>	<p>Experience and skills this occupation requires:</p>
<p>Education and training I have:</p>	<p>Education and training I need to obtain:</p>	<p>Education and training this occupation requires:</p>
<p>Credentials (licenses, certifications, apprenticeships) I have:</p>	<p>Credentials (licenses, certifications, apprenticeships) I need to obtain:</p>	<p>Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:</p>

# HELLO, MY NAME IS... WORKSHEET

The following are some dos and don'ts for creating a powerful 30-second commercial.

## DO

- **Do** make your commercial sound effortless, conversational, and natural.
- **Do** write and rewrite your speech, sharpening its focus and eliminating unnecessary words.
- **Do** avoid a commercial that will leave the listener mentally asking, "So what?"
- **Do** consider including a compelling "hook" that will engage the listener, prompt questions, and keep the conversation going.
- **Do** be warm, friendly, confident, and enthusiastic.
- **Do** take it slowly.
- **Do** maintain eye contact with your listener.
- **Do** research the organization and incorporate that knowledge into your speech.
- **Do** practice your speech.
- **Do** focus on how you can benefit employers and help them solve their problems.
- **Do** end with an action request, such as asking for a business card or interview appointment.

## DON'T

- **Don't** ramble. Familiarizing yourself as much as possible with your speech will help keep you from getting off track.
- **Don't** miss out during networking opportunities by not having a well-honed elevator speech.
- **Don't** rush through the speech; pause briefly between sentences. Breathe.
- **Don't** get bogged down with industry jargon or acronyms.
- **Don't** let your speech sound canned or stilted.
- **Don't** hesitate to develop different versions of your Elevator Speech for different situations and audiences.
- **Don't** be afraid to leave your Elevator Speech as a voice message.
- **Don't** focus just on yourself, an approach that will almost assure a "so what?" reaction.
- **Don't** forget to include your competitive advantage—how you can perform better than anyone else.
- **Don't** forget to update your commercial as your skills change.

To create your 30-second commercial, answer the following:

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**Who am I? (Introduce yourself)**

---

**What field or industry am I in?**

---

**What position am I in? In what capacity do I serve?**

---

**What makes me different from the competition?**

---

**What benefits can employers derive from skills based on my proven accomplishments?**

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**In a job-hunting situation, the listener's question may be, "Why should I hire you?"**

---

**Now, put it all together.**

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# SEVEN UP! WORKSHEET

## The seven most important things I learned in *21st Century CONSEP*

1.

2.

3.

4.

5.

6.

7.

## The seven things about which I want to know more

1.

2.

3.

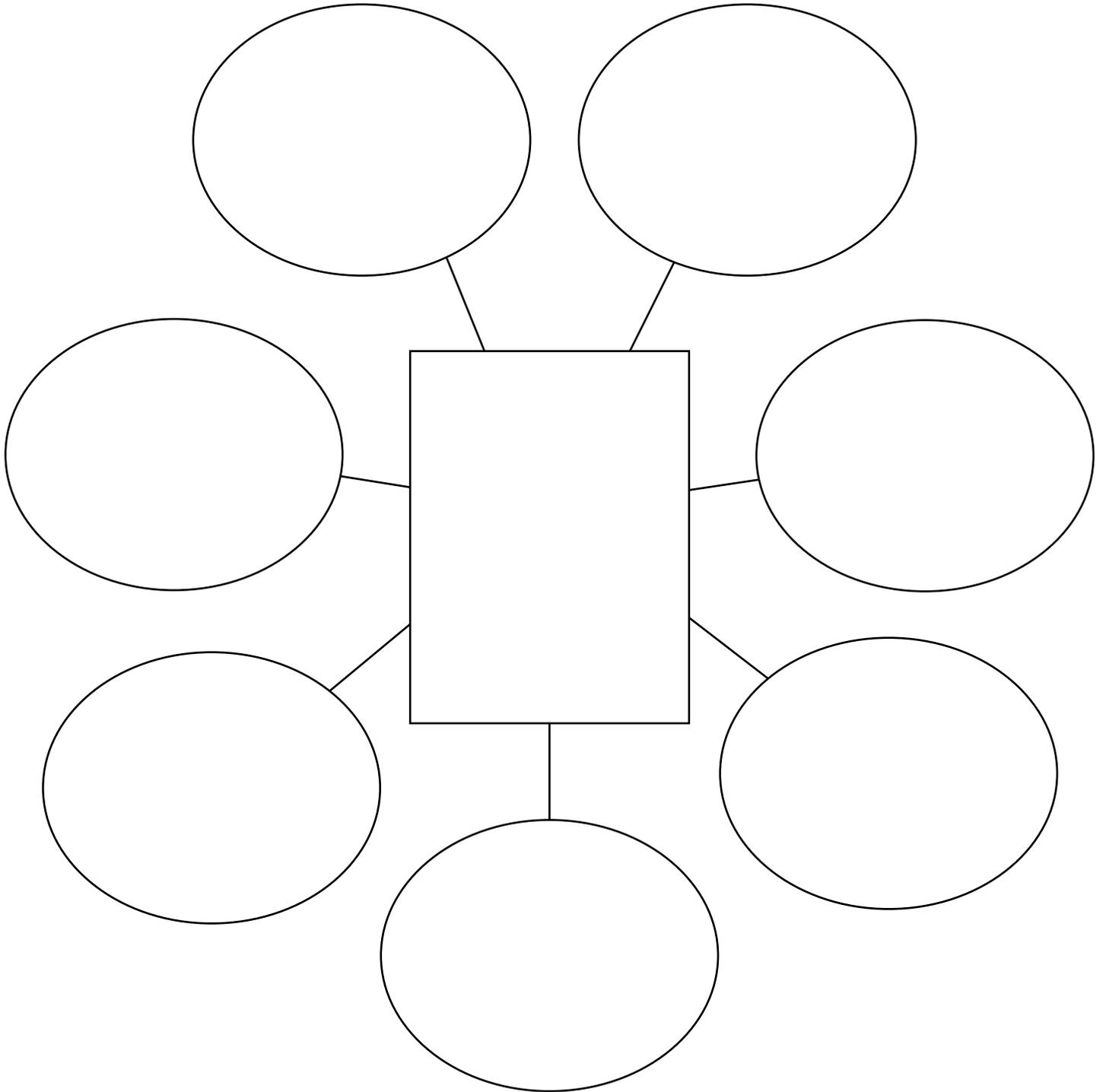
4.

5.

6.

7.

# SEVEN UP! WORKSHEET



## 21ST CENTURY CONSEP RESOURCES

**CMS-ID Essentials** [http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Documents/CMS-ID%20Essentials%20\(jun%2011\).pdf](http://www.public.navy.mil/bupers-npc/enlisted/cmsid/Documents/CMS-ID%20Essentials%20(jun%2011).pdf)

**CNIC Transition Assistance** [http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/transition\\_assistance.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance.html)

**Cost of Living Calculators** <http://www.state.gov/m/fsi/tc/79700.htm>

**Defense Finance and Accounting Service** <http://www.dfas.mil/militarymembers.html>

**Detailing Countdown** [http://www.public.navy.mil/usff/Documents/detailing\\_countdown.pdf](http://www.public.navy.mil/usff/Documents/detailing_countdown.pdf)

**Employer Health Benefit Survey** <http://kff.org/report-section/ehbs-2014-summary-of-findings>

**Enlisted Advancement Manual** [www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1430.16F.pdf](http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1430.16F.pdf)

**Federal Housing Finance Agency Loan Limits** [www.fhfa.gov/DataTools/Downloads/Pages/Conforming-Loan-Limits.aspx](http://www.fhfa.gov/DataTools/Downloads/Pages/Conforming-Loan-Limits.aspx)

**Fleet and Family Readiness Personal Finances**  
[http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/personal\\_finances.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/personal_finances.html)

**GI Bill Comparison Tool** <http://department-of-veterans-affairs.github.io/gi-bill-comparison-tool>

**GI Bill** <http://www.benefits.va.gov/gibill>

**LinkedIn** <https://www.linkedin.com>

**My Next Move for Veterans** <http://www.mynextmove.org/vets>

**National Resource Directory** <https://www.ebenefits.va.gov/ebenefits/nrd>

**Navy College** <https://www.navycollege.navy.mil/index.html>

**Navy College Office Locator** <https://www.navycollege.navy.mil/findnco.html>

**Navy College Program Distance Learning Partnership Schools** [https://www.navycollege.navy.mil/ncpdlp\\_schools.html](https://www.navycollege.navy.mil/ncpdlp_schools.html)

**Navy COOL** <https://www.cool.navy.mil/usn/index.html>

**Navy Knowledge Online (NKO)** <https://www.nko.navy.mil>

**O\*NET** <https://www.onetonline.org>

**O\*NET Interest Profiler** <http://www.mynextmove.org/explore/ip>

**Officer Candidate School (OCS)** <http://www.ocs.navy.mil/leadership.htm>

**Pay Calculator** <http://www.moaa.org/calculators/MilitaryPay.html>

**Pension Availability** <http://pensionretirement.com/pension-availability>

**Plain Talk for Sailors: Career Waypoint – PACT Designation**

[http://www.public.navy.mil/bupers-npc/career/toolbox/Documents/PlainTalk\\_CWAY-PACT\\_JUL2013.pdf](http://www.public.navy.mil/bupers-npc/career/toolbox/Documents/PlainTalk_CWAY-PACT_JUL2013.pdf)

**Plain Talk for Sailors: Preparing for Advancement Exams**

[http://www.public.navy.mil/bupers-npc/career/toolbox/Documents/PlainTalk\\_Advancement\\_JAN2015.pdf](http://www.public.navy.mil/bupers-npc/career/toolbox/Documents/PlainTalk_Advancement_JAN2015.pdf)

**Post-9/11 GI Bill** [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)

**Replace lost documents at USA.gov** <https://www.usa.gov/replace-vital-documents>

**Sailor Career Toolbox** [http://www.public.navy.mil/bupers-npc/career/toolbox/Documents/Sailor%20Toolbox%20-%20Information%20Sheet%20\(22%20FEB%202016\).pdf](http://www.public.navy.mil/bupers-npc/career/toolbox/Documents/Sailor%20Toolbox%20-%20Information%20Sheet%20(22%20FEB%202016).pdf)

**Seaman to Admiral-21 (STA-21)** <http://www.sta-21.navy.mil/about.html>

**Servicemembers' Group Life Insurance** <http://www.benefits.va.gov/insurance/sgli.asp>

**SGLI Premium Table** [www.benefits.va.gov/insurance/sgli.asp](http://www.benefits.va.gov/insurance/sgli.asp)

**SOC DNS Guaranteed Transfer Courses** <http://www.soc.aascu.org/socdns/GrntdTransfCrs.html>

**Tuition Assistance** [https://www.navycollege.navy.mil/ta\\_info.html](https://www.navycollege.navy.mil/ta_info.html)

**Tuition Assistance Special Request Chit** [https://www.navycollege.navy.mil/pdfs/Special\\_Request\\_Chit-Example1.pdf](https://www.navycollege.navy.mil/pdfs/Special_Request_Chit-Example1.pdf)

**United States Naval Academy** <http://www.usna.edu/Admissions/Steps-for-Admission/Active-Duty-Service-Applicants.php>

**USMAP Apprentice Registration Application Form** [https://usmap.netc.navy.mil/usmapss/static/1560\\_1.pdf](https://usmap.netc.navy.mil/usmapss/static/1560_1.pdf)

**VA eBenefits** <https://www.ebenefits.va.gov/ebenefits/homepage>

**VA Health Benefits** <http://www.va.gov/healthbenefits/apply/veterans.asp>

**VA Home Loans** <http://www.benefits.va.gov/homeloans>

**VA Regional Benefit Office locator** <http://www.benefits.va.gov/benefits/offices.asp>

**VA Vocational Rehabilitation** <http://www.benefits.va.gov/vocrehab/index.asp>

**Veteran ementor** <https://ementorprogram.org/p/veteran/about>

**Verification of Military Experience and Training (VMET)** [https://www.dmdc.osd.mil/tgps/pages/VMET/access\\_dd2586.xhtml](https://www.dmdc.osd.mil/tgps/pages/VMET/access_dd2586.xhtml)

**VetSuccess on Campus** <http://www.benefits.va.gov/vocrehab/vsoc.asp>

**WebTA** <https://myeducation.netc.navy.mil>

**WebTA User Guide** [https://www.navycollege.navy.mil/docs/WebTAUserGuideforSailors-NOV2012\\_v6.pptx](https://www.navycollege.navy.mil/docs/WebTAUserGuideforSailors-NOV2012_v6.pptx)