Navy career advancement options

- Advancement tests
- Meritorious advancement
- Recruiting Meritorious Advancement
- Seaman-to-Admiral (STA-21)
- Selective Training and Reenlistment (STAR)

- Medical Enlisted Commissioning Program
- Officer Candidate School
- U.S. Naval Academy
- Limited Duty Officer (LDO)
- Chief Warrant Officer (CWO)
- Sailor of the Year
ACTIVITY: Count the Ways

• Which programs were unknown to you?
• In which advancement program are you most interested?
AGENDA

- Enlisted advancement options
- Paths to a commission
- Educational opportunities
ENLISTED CAREER ADVANCEMENT OPTIONS

<table>
<thead>
<tr>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare</td>
</tr>
<tr>
<td>Programs</td>
</tr>
<tr>
<td>Tools</td>
</tr>
</tbody>
</table>
OVERVIEW

Rating/pay grade cutoff score

• Final Multiple Scores
• Quotas

E-4 to E-6

• Advancement exam
• Performance evaluations
• Service in pay grade
• Awards
• Education
• Preview exams
Checklist

- Verify eligibility
- Obtain study materials
- Study
- Take exam
- Review experience
- View results
- If not selected…
SPECIAL PROGRAMS

Meritorious Advancement Program (MAP)

Recruiting meritorious advancement

Recruit division commander meritorious advancement
MERITORIOUS ADVANCEMENT PROGRAM

- CAP is now MAP
- Available E-3 to E-5
- Time in rate required
- Commands can request additional quotas

Ask your chain of command about MAP!
SPECIAL DUTY ASSIGNMENTS
13 online tools including:

- Electronic Service Record (ESR)
- Electronic Training Jacket (ETJ)
- Official Military Personnel File (OMPF)
- Performance Summary Record (PSR)
- Physical Readiness Information Management System (PRIMS)
YN CAREER PATH
(SW)

Yeoman (YN) work is primarily performed in a professional office environment, both afloat and ashore. YNs serve as office managers in support of command administrative infrastructure necessary to meet the command’s objectives. They may work independently, with little supervision or closely with others under close supervision, depending on individual assignments.

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>CAREER MILESTONES</th>
<th>AVERAGE TIME TO PROMOTE</th>
<th>COMMISSIONING OR OTHER SPECIAL PROGRAMS</th>
<th>SEA/SHORE FLOW</th>
<th>TYPICAL CAREER PATH DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-8</td>
<td>YN1, YN2, YN3</td>
<td>8.6 Yrs 4.5 2.8</td>
<td>STA-21, OCS, MECP</td>
<td>48</td>
<td>1st Shore Tour Billet: Administrative Assistant. Duty: NAVRESCEN/NAR. Qualification: NAVLEAD.</td>
</tr>
<tr>
<td>1-4</td>
<td>YN2, YN3, YNSN YNSA YNSR</td>
<td>4.5 Yrs 2.8</td>
<td>Naval Academy, NROTC</td>
<td>36</td>
<td>1st Sea Tour Billet: Administrative Assistant Duty: Ship/Squadron. Opportunity for ship-wide (out of rate) training and qualifications. Qualification: SWS/EAWS/SCW.</td>
</tr>
</tbody>
</table>

The table outlines the career path milestones, average time to promote, commissioning or other special programs, and sea/shore flow for both 4-8 and 1-4 years of service.
### LEARNING AND DEVELOPMENT ROADMAP

#### SKILL TRAINING
(Schools, courses and assignments directly related to occupation)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yeoman ‘A’ School</td>
<td>Meridian, MS</td>
<td>A-510-0012</td>
<td>CBT</td>
<td></td>
</tr>
</tbody>
</table>

#### RECOMMENDED SKILL TRAINING

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE/ACE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office Procedures</td>
<td>NKO</td>
<td>002AO01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directives Maintenance</td>
<td>NKO</td>
<td>002DM01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endorsements to Standard Navy Letters</td>
<td>NKO</td>
<td>002ES01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Admin Naval Messages</td>
<td>NKO</td>
<td>002GN01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorandums</td>
<td>NKO</td>
<td>002MM01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Files</td>
<td>NKO</td>
<td>002OF01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Naval Letter</td>
<td>NKO</td>
<td>002SN01</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Location</th>
<th>CIN/CSE/ACE ID</th>
<th>Course Length</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2514 - Flag Writer</td>
<td>Meridian, MS</td>
<td>A-511-0015</td>
<td>33 days</td>
<td></td>
</tr>
<tr>
<td>9190 - Special Security Assistant</td>
<td>Norfolk, VA and San Diego, CA</td>
<td>J-246-0984</td>
<td>3 days</td>
<td></td>
</tr>
</tbody>
</table>
JOB DESCRIPTION

**Yeoman (Journeyman/Administrative Supervisor)**

Yeoman Enlisted Sailors (E5 – E6) should have a refined and seasoned understanding of standard office equipment, layout, and function. Sailors should be able to execute basic and intermediate administrative duties and responsibilities commensurate to their experience level and time in service. Additionally, the journeyman should have an exceptional understanding of the English language, and be able to communicate clearly. Sailors should be a U.S. Citizen and have a valid security clearance (no exceptions).
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. 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:
Voluntary Sea Duty Program

Sea Duty Incentive Pay

Needs of the Navy
Career needs of the Sailor
Desires of the Sailor
### DETAILING COUNTDOWN

- **18 months before PRD**: Review personal and professional information.
- **15 months**: Initiate reenlistment approval process.
- **13 months**: Submit Career Waypoint application.
- **12 months**: Consider special requests and preferences.
- **10 months**: Prepare to enter detailing window.
- **9 months**: First month of orders negotiation window.
- **7 months**: Final month of orders negotiation window.
- **6 months**: Get detailed.
- **PRD**: Execute orders!
Less than 18 months until PRD?

• This is just a recommendation
• Talk to your career counselor
ACTIVITY: Countdown to Orders

Create Timeline
Count backwards from PRD
Mark dates to complete tasks

How will this help you plan?
What will you do next?
Incentives may include:

- “A” or “C” school
- Advancement from E-4 to E-5
- SRB, if eligible

To qualify:

- First enlistment
- More than 21 months/less than six years
- Above-average performance
CAREER WAYPOINTS

C-WAY

- Balances manning
- Used to control
  - Reenlistment
  - PACT designation
  - Job Opportunities in the Navy (JOIN)
ACTIVITY: Advise Me, Please

Which opportunities interest you most?
Which tools seem the most useful?
How will you use this information?

Work in groups
Review content
Create 3 questions
Ask questions
PATHS TO A COMMISSION

Seaman to Admiral-21 (STA-21)

Medical Enlisted Commissioning Program (MECP)

Limited Duty Officer (LDO) and Chief Warrant Officer (CWO)

Officer Candidate School (OCS)

U.S. Naval Academy
### SEAMAN-TO-ADMIRAL PROGRAM

#### Key Features
- Paid at current enlisted grade
- Up to $10K annually for tuition & fees
- Performance and potential considered

#### Requirements
- U.S. citizen
- H.S. graduate
- Complete bachelor’s in 36 months
- Age requirements
- Maintain GPA 2.5
- No disciplinary actions
MEDICAL ENLISTED COMMISSIONING PROGRAM

- Full pay and benefits of your grade
- Earn Bachelor of Science in Nursing (BSN)
- Student pays tuition, fees, books and expenses
- Must pass National Counsel Licensure Examination
Key features

• 12-week training program
• Designated E-5 (or current pay grade) during OCS
• Graduate as ensign
• Four-year service obligation

Requirements

• Bachelor’s degree
• U.S. citizen
• Physically qualified
• Recommended by CO
LDOs are:

- Technical managers
- O-1 through O-6
- Division officers
- Department heads
- Officers in charge
- Executive officers
- Commanding officers
CWOs:

- Direct difficult operations
- Division officers
- Department heads
- Officers-in-charge
LIMITED DUTY & WARRANT OFFICER

Requirements:

• U.S. citizen
• No age restriction
• H.S. diploma
• Physical standards
• No disciplinary actions
• Recommendation from CO
UNITED STATES NAVAL ACADEMY

170 Sailors and Marines each year

Four-year degree

Commission as Navy ENS or Marine 2nd Lt
EDUCATIONAL OPPORTUNITIES

- Educational goals
- Best choice for your field
- Online or traditional classroom
- Interested in degree
- School’s reputation
NAVY COLLEGE PROGRAM

- Tuition assistance
- Distance learning
- Afloat college education
- United States Military Apprenticeship Program (USMAP)
- Navy Credentialing Opportunities Online (COOL)
TUITION ASSISTANCE OVERVIEW

100% toward high school diploma

Postsecondary Education

- 16 semester hours
- 24 quarter hours
- 240 clock hours
TUITION ASSISTANCE OVERVIEW

TA does not cover books or other fees

Requirements

• Accredited institution
• Courses must be semester, quarter or clock hours
• Credit earned must show on transcript
<table>
<thead>
<tr>
<th>FREQUENTLY ASKED QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>How do I get started?</td>
</tr>
<tr>
<td>When should I submit my TA application?</td>
</tr>
<tr>
<td>How do I schedule a counseling appointment?</td>
</tr>
<tr>
<td>How do I find my Navy College Office?</td>
</tr>
<tr>
<td>National vs. regional accreditation?</td>
</tr>
<tr>
<td>What are other options for paying for school?</td>
</tr>
</tbody>
</table>
ELIGIBILITY

- Active duty for length of course
- Attend accredited institution
- Receive educational counseling
- Submit all grades for TA-funded courses
- Reimburse money for failed or withdrawn courses
Start 30 days before term

Contact Navy College to select courses

Verify tuition costs

Complete application in WebTA
TA application must be approved by your command!
SERVICEMEMBERS OPPORTUNITY COLLEGES

SOC institutions

• Credit for experience and training
• Transfer credits

SOC degree network system

• College curriculum networks
• Accept others’ courses
• Continue studies at network schools
DISTANCE LEARNING PROGRAM

Combines

- Credit recommendations from JST
- College courses via
  - Internet
  - Compact disc
  - USB drive
  - Paper

- Degrees relevant to Navy ratings
- Credit for military experience and training

*Be sure distance learning is the best choice for you.*
PACE key points

• Instructor-led or distance learning
• Tuition 100% funded
• You pay for books and materials
• Undergraduate and graduate courses
• Undergrad courses through SOC schools
• Credits are transferrable
UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

Advantages

- Enhances skills
- Demonstrates motivation
- Improves opportunities
- No off-duty hours
- Free!
UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP)

Requirements

• Active duty
• Sufficient time to complete program
• High school diploma or GED
• Selected training must be primary job
Identify licenses relevant to Navy ratings

Fill gaps between military experience and credential requirements

Resources to help gain credentials

Licensure and certification

CREDENTIALING OPPORTUNITIES ON-LINE (COOL)
ACTIVITY: COOL or Not COOL?

Information resource.

COOL

Only for veterans.

NOT COOL

A site for military training materials.

NOT COOL

A professionalization tool for the Navy.

COOL

A testing center.

NOT COOL

An accrediting organization.

NOT COOL
VALUE OF CREDENTIALING

Why credential?

• Enhance military career
• May be government requirement
• Employers may pay more for credential
• Promotion opportunities

Requirements

• Education
• Training
• Work experience
• Examination
# Licenses vs. Certification

<table>
<thead>
<tr>
<th>Licenses</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administered by government</td>
<td>Granted by associations</td>
</tr>
<tr>
<td>Specific occupation</td>
<td>Qualifications set by industry</td>
</tr>
<tr>
<td>State or federal laws</td>
<td>Usually optional</td>
</tr>
<tr>
<td>Usually mandatory</td>
<td>More than one source</td>
</tr>
</tbody>
</table>
**ACTIVITY: Looking Ahead**

Three years from now, what effect will your knowledge about the Navy’s educational opportunities have on your life?

What should you be doing three months from now to achieve your educational goals?

What should you be doing three days from now to achieve your educational goals?
Enlisted career advancement options
Paths to a commission
Educational opportunities
What was your light bulb moment?