

CHAPTER 5

CAREER INFORMATION AND TRAINING

LEARNING OBJECTIVES

Upon completion of this chapter, you should be able to do the following:

1. Recognize career information to be provided to junior personnel.
2. Identify the roles and functions of chief petty officers.
3. Identify the Navy retirement programs.
4. Explain how to plan and conduct training.

Chief, senior chief, and master chief petty officers each have a distinct role and function within the Navy. You should be aware of the responsibilities associated with these positions as you advance. One of your responsibilities is to be able to provide junior personnel with career information.

The first part of this chapter presents information you and your junior personnel need to know as you develop your naval career. It explains the traditional benefits, entitlements, education, commissioning programs, and health care available.

Since you will retire at some point in your career, you also need to know about your retirement benefits. You may decide to retire with only 20 years of service or wait to retire with 30 years of service. In either case you need to know what retirement benefits you will have so that you can plan for retirement. This text provides a brief overview of the retirement program. Since junior personnel also need to plan for retirement, you should be able to present them with this information.

The last part of this chapter covers training programs. It explains how you can plan and direct personnel training within your division or work center. It also discusses your responsibility in training junior officers to conduct Navy business.

CAREER INFORMATION

An important job of a chief petty officer is to provide junior personnel with accurate information about the advantages and the development of a Navy career. Before you can provide junior personnel with accurate career information, you need to interview them about their background, their interests, and their qualifications. Based on that information, you can counsel personnel about the various career development programs and training available to help them advance. You can also counsel with them about the many duty assignments, benefits, and entitlements the Navy offers. Plan to conduct the first career counseling session about 2 years into their career.

THE INTERVIEW

The purpose of an interview with your junior personnel is to inform them about the Navy and the benefits they are entitled to. You may conduct informal and formal interviews.

The informal interview often takes place on the deck or in a lounge when counselees ask you questions about specific programs. This type of interview is difficult because you may not know if they qualify for certain programs. When you conduct informal interviews, follow the policy of giving a general overview of programs and getting back to the counselees with specific details. When

you research the specific details of the programs the people ask about, check to see if they qualify for those programs.

Conduct the formal interview in a quiet setting, such as a private office. Before you interview people, review their service record, prepare background information, and identify programs for which they qualify. At the start of an interview, describe why you are conducting the interview. Then follow the same procedure you would use in conducting a counseling session, as described in chapter 4. Ask questions and then rephrase the answers to ensure you understand what was said. Let personnel describe their interests and goals. Then be sure you discuss projected rotation dates (PRDs).

Status and Goals

Determine the status and goals of your personnel during the interview. What types of programs is the counselee qualified for? How far along has the person progressed toward a college degree or advancement? Has the individual qualified for special schooling?

Ask counselees to state their career goals. If counselees have set goals they cannot easily reach or for which they do not qualify, help them modify those goals. If a person's goal is a college degree, find out how much credit the individual can receive for Navy schools. See if the counselee could receive an associate degree by taking one or two Program for Afloat College Education (PACE) courses? If a person wishes to attend a certain A or C school, determine if the person will need to extend his or her enlistment.

Sea and Shore PRDs

Inform counselees of the sea and shore rotation of their specific rating. The sea and shore rotation changes periodically, but persons may not be aware of the change. Also, when personnel apply for certain programs, such as the Selective Training and Reenlistment (STAR) Program or Selective Conversion and Reenlistment (SCORE) Program, the sea or shore rotation could change. Let counselees know when they are due to rotate to a new command. Projected rotation dates (PRDs) can be changed to match school quotas.

SELECTIVE TRAINING AND REENLISTMENT PROGRAM

The Selective Training and Reenlistment (STAR) Program offers career designation to first-term members who reenlist and establish career eligibility for the following incentives:

- Guaranteed assignment to a class A or C school or C school package
- Guaranteed advancement to petty officer second class if eligible after completion of C school or the C school package listed on the current career school listing
- Guaranteed advancement to petty officer third class after completion of Phase I of Advanced Electronics Field A school
- Selective reenlistment bonus (SRB) if eligible

SELECTIVE CONVERSION AND REENLISTMENT PROGRAM

The Selective Conversion and Reenlistment (SCORE) Program offers the following career incentives to members who reenlist for conversion to critically undermanned ratings:

- Guaranteed assignment to A school with automatic rating conversion upon graduation
- Guaranteed assignment to an appropriate C school or C school package if available
- Automatic advancement to petty officer second class upon completion of C school or the C school package as indicated on the current career schools listing in the *Naval Military Personnel Manual* (NAVPERS 15560A)
- SRB if eligible

TRADITIONAL BENEFITS

Traditional benefits are for all persons in the Navy, regardless of rank or rate. These benefits include leave, recreation, family services, Navy lodging, and low-cost life insurance.

Leave

Each person in the naval service earns 30 days of paid leave each year in addition to holidays. A person would have to work many years to earn a benefit of that size in the civilian sector.

Recreation

Many naval stations, bases, and airfields have outstanding recreational facilities armed forces personnel and their families can use at no cost or at a nominal cost. The quality of facilities varies with each site; however, most facilities rival those found in the civilian sector. Additionally, many commands allow service members to take part in intramural sports during working hours.

Family Services

Family Service Centers (FSCs) provide services, information, and referral on a full range of family-related resources, organizations, and programs. The many internal and external family service programs FSCs offer include the following:

- American Red Cross
- Navy Sponsor Program
- Chamber of Commerce
- United Services Organizations (USO)
- Navy League
- Volunteer programs
- Navy Relief Society
- Wives clubs
- Family Ombudsman programs
- Family information schools
- Public Affairs Office
- Personal and family enrichment programs
- Financial counseling and education
- Child care information and services
- Relocation information and services

- Emergency services and assistance
- Special needs family information
- Retired personnel information
- Welcome aboard packages
- Hospitality kits
- Wifeline publications
- Sponsor Program guidance and assistance

Navy Lodge

Navy lodges provide temporary, inexpensive housing for military personnel and their families for up to 30 days during permanent change of station transfers. Under hardship conditions the local commander may authorize an extension on a case-by-case basis. Lodging for military personnel and their families, relatives, and guests is provided for short visits. Retired military personnel and their families may stay at the Navy lodge on a space-available basis. Transient military personnel on temporary duty orders may use the Navy lodge if the bachelor facilities are full. The toll free telephone number for the Navy Lodge is 1-800-Navy-Inn (1-800-628-9466).

Low-Cost Life Insurance

An overlooked benefit of being in the Navy is low-cost life insurance. Many servicemen's benefit organizations offer excellent low-cost life insurance. You should comparison shop to receive the best overall value. The Navy officially recognizes and endorses only two sources of low-cost life insurance for active-duty personnel: Serviceman's Group Life Insurance (SGLI) and the Navy Mutual Aid Society.

SERVICEMAN'S GROUP LIFE INSURANCE (SGLI). —SGLI is available to personnel serving on active duty, serving on active duty for training, or performing inactive duty for training. Coverage is available while personnel are on active duty and up to 120 days after separation. The cost is \$.40 a month per \$5,000 of coverage to a maximum of \$100,000. Personnel automatically receive maximum coverage upon entering the service.

NAVY MUTUAL AID SOCIETY. —The Navy Mutual Aid Society is the only organization

Table 5-I.-Cost of Term Insurance Offered by the Navy Mutual Aid Society

| WHILE ON ACTIVE DUTY OR ANNUAL TRAINING | | | |
|--|--------------------|---------------------|---------------------|
| AGE | BASIC UNIT | BASIC + SUPP 1 | BASIC + SUPP 1&2 |
| under 26 | \$105,000(71,000)* | \$225,000(143,000)* | \$370,000(230,000)* |
| 26-29 | 105,000(71,000)* | 200,000(128,000)* | 310,000(194,000)* |
| 30-34 | 75,000(53,000)* | 135,000(89,000)* | 210,000(134,000)* |
| 35-39 | 75,000 | 115,000 | 165,000 |
| 40-44 | 75,000 | 102,000 | 135,000 |
| 45-49 | 75,000 | 88,000 | 105,000 |
| 50-54 | 75,000 | 82,000 | 90,000 |
| 55-59 | 75,000 | 80,000 | 87,000 |
| 60-64 | 75,000 | 79,000 | 84,000 |
| 65-69 | 75,000 | 78,000 | 81,000 |
| 70 + | 75,000 | 76,000 | 78,000 |
| Monthly Premium Nonsmoker All Ages | \$ 8.00 | \$15.00 | \$22.00 |
| Net Cost After Refund** | \$ 3.00 | \$ 6.50 | \$10.75 |
| Monthly Premium Smoker All Ages | \$10.40 | \$19.50 | \$28.60 |
| Net Cost After Refund** | \$ 5.40 | \$12.45 | \$20.15 |
| *Reduced benefits applicable only to members under age 35 who die as a result of a military aviation incident while a member of the flight crew. | | | |
| **Based on current cash refund for those on active duty 31 December 1989. | | | |
| NOT ON ACTIVE DUTY OR ANNUAL TRAINING (Retirees/Separatees/Spouses) | | | |
| AGE | BASIC UNIT | BASIC + SUPP 1 | BASIC + SUPP 1&2 |
| under 30 | \$75,000 | \$175,000 | \$300,000 |
| 30-34 | 70,000 | 130,000 | 205,000 |
| 35-39 | 60,000 | 105,000 | 160,000 |
| 40-44 | 50,000 | 81,000 | 120,000 |
| 45-49 | 35,000 | 57,000 | 85,000 |
| 50-54 | 25,000 | 41,000 | 60,000 |
| 55-59 | 16,000 | 27,000 | 41,000 |
| 60-64 | 13,000 | 22,000 | 33,000 |
| 65-69 | 5,000 | 9,000 | 13,000 |
| 70 + | 2,000 | 3,000 | 5,000 |
| Monthly Premium Nonsmoker All Ages | \$ 8.00 | \$15.00 | \$22.00 |
| Net Cost After Refund* | \$ 8.00 | \$12.90 | \$18.25 |
| Monthly Premium Smoker All Ages | \$10.40 | \$19.50 | \$28.60 |
| Net Cost After Refund* | \$10.40 | \$17.40 | \$24.85 |
| *Based on current cash refund | | | |

offering supplemental insurance formally recognized and endorsed by the Navy. Formed in July 1879, the society is a nonprofit, tax exempt, voluntary membership association of sea service personnel and their families. The Chief of Naval Operations (CNO) traditionally serves as the Chairman of the Board of Directors.

The purpose of the Navy Mutual Aid Society is to provide members, their dependents, or their beneficiaries aid through low-cost life insurance. It also helps dependents and beneficiaries secure, at no cost, the federal benefits to which they are entitled.

While on active duty, you carry level term insurance (basic coverage only); after separation, it changes to decreasing term. Cost varies for smokers and nonsmokers and includes a yearly refund (see table 5-1). The toll free number for the Navy Mutual Aid Society is 1-800-628-6011.

ENTITLEMENTS

Naval personnel are guaranteed certain benefits not always offered by the civilian community: shipment of household effects, travel, survivor benefits, and retirement.

Household Effects

The Navy will pay for the movement of household effects in connection with a permanent change of station move. You may also elect to move your household effects yourself and be reimbursed by the government. Weight allowances vary with paygrade. Under certain conditions you may be authorized to place excess household goods in storage at government expense.

Personnel authorized travel for dependents and those persons who own a house trailer may be authorized a trailer allowance. Generally, payment is limited to the cost of moving the trailer and cannot exceed the cost to move the member's authorized household goods weight allowance.

Travel

During a permanent change of station move, you are eligible for monetary allowance in lieu of transportation (MALT) plus per diem. Per diem is an amount of money used to reimburse you for lodging, meals, and other incidental expenses incurred during travel under orders. You receive MALT in the form of cash payments when the government does not provide transportation.

Dependents are allowed transportation at government expense whenever you make a permanent change of station move.

You may be entitled to a dislocation allowance to partially reimburse you for expenses incurred during a permanent change of station move. Dislocation allowance is equal to 1 month's basic allowance for quarters (BAQ) for your dependency status and paygrade.

Because the amount of money allowed with a permanent change of station move varies, check with your disbursing officer to ensure you receive the full amount.

You and your family can take advantage of low-cost air transportation provided by space-available (Space-A) flights on military aircraft. Since some restrictions apply to Space-A travel, you should obtain a Space-A pamphlet from the Air Force or nearest military terminal if you are interested.

Survivor Benefits

Your dependents are entitled to certain benefits if you die on active duty. These benefits include a death gratuity, servicemen's group life insurance, dependency and indemnity compensation (DIC), and social security. Your spouse would receive a one-time payment of \$3,000 death gratuity, \$255 social security, and \$100,000 servicemen's group life insurance. Your spouse would then receive monthly payments from Social Security and dependency and indemnity compensation. The amount of the monthly payments depends on the number and age of your children, your paygrade, and your base pay. Your local Family Service Center or professional organization can compute the monthly payments your spouse would receive.

Retirement

Everyone on active duty who meets the high-year tenure requirements has the opportunity to retire after 20 years of active federal service. All personnel on active duty who meet the high-year tenure requirements must retire after 30 years of active federal service unless they have a waiver. Retirement will be discussed in greater detail later in this chapter under "Fleet Reserve and Retirement."

SELECTIVE REENLISTMENT BONUS (SRB)

Selective reenlistment bonuses are paid to service members as an incentive to stay in the Navy. The amount paid depends on how critically manned the rating is. Service members eligible for SRB will fall into one of three separate zones.

Zone A is for people who have completed 21 months of continuous active naval service, but not more than 6 years of continuous active naval service.

Zone B is for people who have completed 6 but not more than 10 years of active military service immediately preceding the date of reenlistment.

Zone C is for people who have completed 10 but not more than 14 years of active military service on the date of reenlistment.

Check with your career counselor to determine what zone, if any, you are eligible for. The amount of money paid varies periodically with the needs of the Navy. Your career counselor and disbursing clerk can help you determine the amount of money you are eligible to receive.

NAVY SCHOOLING

Most people associate Navy schools with A or C schools. You can receive many schools of short duration through use of the Navy Fleet Training Centers (FTCs), Mobile Technical Units (MOTUs), and Shore Intermediate Maintenance Activities (SIMAs). The schools range from 1 day to 2 weeks in duration. You can arrange for classes through the quota control office at the school. You need only receive permission from your command to attend.

You can arrange to attend class A and C schools through your detailer as a condition of your reenlistment.

ADVANCEMENT

Advancement is based on the needs of the Navy, your advancement examination score, the awards you have received, and your length of service. E-7 and E-8 advancements are based on sustained superior performance as evaluated by a selection board.

EDUCATION

Education is becoming more important to the Navy and American society in general as job

complexity increases. The Navy offers a wide variety of programs designed to assist you in pursuing off-duty education.

Tuition Assistance

The Tuition Assistance (TA) Program provides in-service financial assistance to all personnel wishing to take part in voluntary off-duty education. It does not affect VA educational entitlements. Commissioned and chief warrant officers who complete a TA-funded course incur a 2-year obligation following completion of the course. TA is the major financial support system by which active-duty personnel can continue their education during off-duty hours.

Approved institutions include regionally accredited colleges and universities, trade and technical schools accredited by the National Association of Trade and Technical Schools (NATTS), schools accredited by the Association of Independent Colleges and Schools (AICS), and regionally accredited secondary and post secondary schools. *Accredited Institutions of Post Secondary Education*, published annually by the American Council on Education, contains a complete listing of eligible tuition assistance institutions.

The TA Program provides the following funding:

1. Seventy-five percent of tuition costs for all active-duty personnel regardless of rank, paygrade, or length of service
2. One hundred percent of tuition costs for courses leading to a high school diploma
3. Expenses for instructional fees, such as lab, shop, and studio fees, and consumable materials required for completion of a course, provided these costs are customary for like courses on the main campus (The program will not pay for books or other administrative fees levied by the institution.)

When TA funds are constrained, the Chief of Naval Operations may impose policy changes on the level of funding and the priorities for authorizing TA.

Program for Afloat College Education (PACE)

The Navy organized a program of studies for the crews of Polaris submarines to provide a

productive off-duty, off-watch activity. The original program, known as the Program for Afloat College Education, or PACE, was expanded in the 1970s to include surface ships. Through PACE, the Navy contracts with civilian colleges to provide instructors to teach college courses aboard deployed ships. PACE is designed to provide shipboard personnel with educational opportunities comparable to those available to personnel stationed ashore. Whether or not a particular ship offers PACE courses is up to the commanding officer.

National Apprenticeship Program

The National Apprenticeship Program is designed to provide a way for skilled Navy technicians to gain journeyman status with the Department of Labor in a recognized civilian trade. The apprenticeship program has two objectives. The first objective is to develop Navy-oriented journeymen to use their technical skills within the Navy. The second is to enable those journeymen to qualify for civilian employment upon retirement or expiration of enlistment. Meeting the standards of the apprenticeship program can also lead to an advancement in rating. The National Apprenticeship Program benefits the Navy and its personnel in the following ways:

- Provides the opportunity for Navy personnel to qualify as journeymen in selected trades
- Supports advancement in rating
- Instills job pride
- Provides civilian recognition of Navy skills
- Encourages reenlistment

The Chief of Naval Education and Training identifies the trades to be considered as apprentice occupations within the active-duty Navy. Although the Navy ratings eligible for this program are limited, additional ratings are being added. For further information about the National Apprenticeship Program, see the *Educational Services Officer*, NAVEDTRA 10460-A.

Defense Activity for Non-Traditional Education Support (DANTES)

The Defense Activity for Non-Traditional Education Support (DANTES) is a Department

of Defense (DOD) agency that supports the voluntary education programs of each military service, including Reserve personnel. DANTES was authorized by the Department of Defense after the disestablishment of the old United States Armed Forces Institute (USAFI). DANTES is located at the Naval Education and Training Program Management Support Activity, Pensacola, Florida. The Department of the Navy is designated as the executive agent for DANTES. DANTES services include, but are not limited to, the following:

- Providing a wide range of examination and certification programs
- Operating an independent study support system
- Providing for the evaluation of military learning experiences
- Providing educational and informational materials
- Providing support for new educational development activities

Through DANTES, service members have the same nontraditional educational advantages as their civilian counterparts. To accomplish its mission, DANTES has negotiated contracts to administer the following services:

- General and subject examinations for the College Level Examination Program (CLEP), which allow the member to receive college credit without taking the course
- Academic and technical college DANTES Subject Standardized Tests (DSSTs)
- College entrance examinations including Scholastic Aptitude Tests (SAT) and the American Council on Education (ACE) guide series
- General Educational Development (GED) tests (high school equivalency)
- Independent study courses for credit
- Experiential Learning Assessment (ELA) Program (used by many colleges and universities to evaluate college-equivalent prior learning attained by students outside the classroom)

Servicemembers Opportunity College (SOC)

The Servicemembers Opportunity College (SOC) consists of a national group of more than 450 colleges. These colleges have agreed to cooperate with the Department of Defense (DOD), the military services, and the Coast Guard to support voluntary education programs. SOC members include universities, 4-year and 2-year colleges, and technical institutes. SOC members subscribe to specific principles and criteria to ensure that high-quality academic programs are available to military students.

Navy Associate Degree Program (SOCNAV)

The Navy Associate Degree Program (SOCNAV) is the associate degree program for the Navy coordinated by SOC. It consists of groups of accredited colleges offering associate degree programs on or accessible to Navy installations worldwide. The associate degree programs are offered in fields of study relating to the members' ratings. A plan for a 4-year baccalaureate degree program, similar to the associate degree program, is being considered. Within each of the curriculum areas, the member colleges guarantee to accept each others' credits for transfer. An official evaluation of all prior learning is issued by the "parent" college as a SOCNAV Student Agreement. This agreement serves as the student's academic plan and contract for the degree.

Presently, SOCNAV includes 41 colleges supporting 10 networks (each consisting of separate curriculum areas) at over 100 Navy installations. All SOCNAV networks relate to military occupations.

Montgomery GI Bill (MGIB) Act of 1984

Beginning on 1 July 1985, nonprior service members entering active duty began receiving educational benefits under the Montgomery GI Bill (MGIB). Service members eligible for the Vietnam Era GI Bill also became eligible to receive benefits under the MGIB as of 1 January 1990. Service members who entered active duty after 31 December 1976 and are eligible for the Veterans' Educational Assistance Program (VEAP) are not eligible. Beginning 1 July 1985 Selected Reserve and National Guard personnel also became eligible for certain MGIB benefits.

The MGIB provides for basic financial assistance in the amount of \$300 per month for 36 months. Members may use their educational benefits while in service after 2 years of active duty. Members must use all benefits within 10 years after the date of their last discharge or release from active duty.

Those who began active duty after 30 June 1985 automatically incur a monthly pay reduction of \$100 per month for 12 months unless they elect not to take part in this program. Service members must make this one-time, irrevocable decision when they begin active duty. Officer candidates make this decision at the time of their commissioning. Vietnam Era GI Bill personnel are not required to contribute to the program to remain eligible.

Service members who do not meet the criteria to convert benefits retain Vietnam Era GI Bill benefits, which they must use by 31 December 1989.

Those persons who were on active duty on 1 July 1988 retain Vietnam Era benefits and are covered by the new GI Bill.

On 1 January 1990 eligible members were automatically covered by the MGIB at a rate of \$300 per month plus one-half of their Vietnam Era GI Bill entitlement rate that was effective 31 December 1989. This payment may not exceed 36 months or the number of months of remaining Vietnam Era entitlement, whichever is less. The total entitlement used under both bills cannot exceed 48 months.

DUTY ASSIGNMENTS

You have the opportunity to work with your detailer to receive a favorable set of orders. Under the Guaranteed Assignment Retention Detailing (Guard) III program, you may be able to receive two guaranteed duty assignments. You must use the first Guard III assignment during your first reenlistment. You can use the second Guard III assignment anytime up to your 25th year of service.

COMMISSIONING PROGRAMS

The Navy offers many ways for young enlisted personnel to join the officer ranks. Young sailors can apply for the Naval Academy or the Broadened Opportunity for Officer Selection and Training (BOOST) Program or seek a college degree and apply for a direct commission. Senior enlisted personnel can apply for the Chief

Warrant Officer Program, Limited Duty Officer Program, or other commissioning programs if eligible.

United States Naval Academy (USNA)

The Navy's own undergraduate professional college, the United States Naval Academy (USNA) in Annapolis, Maryland, is the academic training ground for future naval officers. The Academy prepares young men and women, morally, mentally, and physically to be professional officers in the Navy or Marine Corps. The following features are characteristic of the Academy:

- It is the Navy's own undergraduate professional college.
- Candidates are nominated from several sources.
- It offers 4 years of college leading to a commission in the Navy or Marine Corps.

The Academy is one of those exceptional education programs available to enlisted men and women in the Navy. Keen chief petty officers and good command personnel are required to identify young enlisted men and women who are potential candidates for this program. Even if an applicant is not selected for direct entry into the Naval Academy, each candidate is automatically considered for entrance into the Academy's preparatory school.

High school students and active-duty military personnel may be nominated to the Academy by the President or Vice President of the United States; a senator; a congressional representative; or by civil officials of Puerto Rico, the Virgin Islands, Guam, or American Samoa. High school students should begin the application process in their junior year. Applicants must meet the following basic eligibility requirements:

- Be a citizen of the United States
- Have good moral character
- Be unmarried and have no dependents
- Be at least 17 years of age and not have reached the 22nd birthday on 1 July of the year of admission to the Naval Academy
- Qualify scholastically, physically, and medically

The Chief Warrant Officer (CWO) Program

The Chief Warrant Officer Program provides outstanding active-duty Regular Navy or Naval Reserve personnel a direct path of advancement to chief warrant officer.

To be eligible for appointment, an applicant must meet the following requirements:

- Be a U.S. citizen
- Be serving on active duty as a CPO, an SCPO, or an MCPO in the Regular Navy, Naval Reserve, or Training and Administration of Reserves (TAR) program at the time of application
- Be physically qualified for appointment as a chief warrant officer
- Be a high school graduate or possess the service-accepted equivalent
- Have no record of conviction by court-martial or of conviction by civil court for any offenses other than minor traffic violations for 4 years preceding 1 October of the year of application
- Be recommended by the commanding officer
- Must have completed at least 12 years, but not more than 24 years, of active service on 1 October of the year application is made

The Limited Duty Officer (LDO) Program

The Limited Duty Officer (LDO) Program provides a path of advancement for PO1s through SCPOs and chief warrant officers to commissioning as a temporary ensign or lieutenant junior grade (as applicable) in the Regular Navy or Naval Reserve.

The applicant must meet the following eligibility requirements to apply for the LDO Program:

- Be a U.S. citizen
- Be serving on active duty in the Regular Navy, Naval Reserve, or TAR program at the time of application (If selected, inactive Reserve personnel must remain on active duty until appointment is tendered.)

- Be physically qualified for appointment to LDO
- Be a high school graduate or possess the service-accepted equivalent
- Have no record of conviction by court-martial or of conviction by civil court for any offense other than minor traffic violations for 4 years preceding 1 October of the year in which application is made
- Be recommended by the commanding officer
- Be serving as a PO1, CPO, or SCPO on 1 October of the year in which application is made (If a PO1, the applicant must have served in that capacity for at least 1 year as of 1 October of the year in which application is made.)
- Have completed at least 8 years, but not more than 16 years, of active naval service on 1 October of the year in which application is made
- (PO1 applicants only) Have completed all requirements for advancement to CPO, with the exception of time in paygrade, and successfully competed in the annual Navy-wide advancement examination cycle administered in January of the year of application (A candidate whose final multiple is equal to, or greater than, the minimum final multiple for PASS SELECTION BOARD ELIGIBLE will be designated LDO SELECTION BOARD ELIGIBLE. A PO1 who is presently authorized advancement to CPO is exempt from the CPO Navywide examination qualification.)
- The number of times an LDO/CWO candidate may apply from the same enlisted paygrade is unrestricted.
- E-6s, E-7s, and E-8s with 8 to 16 years of service are eligible for LDO Ensign.
- E-7s and E-8s with 12 to 24 years of service are eligible for CW02.
- E-9s with 2 years in grade and not more than 24 years of service are eligible for CW03.
- The time-in-rate date is used to compute minimum and maximum eligibility.
- Candidates for CW02 and CW03 compete on an equal basis.
- After 2 years as a CWO, a person may compete for selection to LDO at paygrade O-2.
- Prior military service that parallels current service can count toward minimum eligibility requirements.

Broadened Opportunity for Officer Selection and Training (BOOST)

The BOOST Program provides qualified and selected candidates a special opportunity. It offers them the educational “boost” they need to obtain a scholarship to the Naval Reserve Officer Training Corps (NROTC) or entry into the Naval Academy. It is designed to accomplish the following goals:

- Provide an opportunity for educationally or financially disadvantaged enlisted personnel to apply for either an NROTC scholarship or entry into the Naval Academy
- Provide college preparatory instruction

Some ambitious young men and women, are not adequately prepared to compete on an equal

CPOs and SCPOs with at least 12 years, but not more than 16 years, of naval service may apply for LDO and CWO in the same application year, but may request only one designator for each program.

The following policies apply to the LDO and CWO Programs:

- No age stipulation is required for LDO/CWO candidates.

basis with other students applying for NROTC scholarships or admission to the Naval Academy. The BOOST Program gives these young people every opportunity to succeed. This program is a major part of the Navy's affirmative action plan. Interested minority personnel are strongly encouraged to apply.

The BOOST Program provides successful students with a 4-year undergraduate education. It opens a direct pathway for enlisted personnel to attain professional status as Navy officers after graduation from college. The program helps these people acquire the scholastic skills and academic credentials that place the BOOST graduates on a par with their college-bound peers. Before helping personnel apply for the BOOST Program, you should ensure applicants are genuinely interested in pursuing a Navy career. Those persons selected are expected to enter college well prepared to meet the academic challenges and demands of a commissioning education program.

BOOST training is conducted at Service School Command, NTC, San Diego, California. The curriculum concentrates on mathematics; physical and social sciences; and the communication skills of reading, writing, listening, and speaking. Educational and personal counseling, development of study skills, and time management are also included in the program. The length of BOOST school instruction is normally 12 months. The basic eligibility requirements are as follows:

- Have U.S. citizenship
- Be at least 17 years of age (Maximum age requirements for BOOST students are contingent upon eligibility for at least one of the related officer procurement programs.)
- Be serving on active duty in the Navy or Naval Reserve and have 36 months of obligated service as of 1 June of the year in which BOOST training commences (If selected for NROTC or nominated for appointment to the Naval Academy, the member must agree to incur 4 years of obligated service on completion of BOOST.)
- Meet physical standards as prescribed in the *Manual of the Medical Department, U.S. Navy*
- Have no record of conviction by court-martial or by civil court for other than minor traffic violations
- Have no record of violations of article 15 of the *Uniform Code of Military Justice (UCMJ)* for 2 years preceding entry into BOOST school
- Be a high school graduate or possess a GED equivalency certificate (Selected applicants not meeting this requirement will satisfy the requirement during BOOST school based upon their military educational experience and GED test results.)
- Have achieved minimum test scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) within 12 months preceding application deadline date (Article 1020360 of the *Naval Military Personnel Manual (MILPERSMAN)* contains minimum test scores.)
- Be recommended by the commanding officer

The *MILPERSMAN* contains additional information on the BOOST Program. OPNAV Notice 1500 announces eligibility requirements and application procedures yearly, normally around June or July.

Direct Commission

Enlisted personnel who have a baccalaureate or higher degree from an accredited institution are eligible to apply for a direct commission through the U.S. Naval Reserve Officer Program. Generally the age limit is 30 years; however, some programs allow a maximum age of 36. Refer to OPNAVINST 1120.2A and *MILPERSMAN*, article 1020100, for more details; or contact an officer recruiter.

DEPENDENT CARE POLICY

Dependents of active-duty, retired, or deceased military personnel are eligible for care under the Uniformed Services Health Benefits Program

Table 5-2.-Eligibility for USHBP

| ELIGIBLE PERSON | UNIFORMED SERVICES FACILITIES | CHAMPUS | | |
|--|---------------------------------|---|------------|---------------------|
| | | Basic Program | | Handicapped Program |
| | Inpatient/Outpatient Benefits | Inpatient | Outpatient | |
| Spouse or Child of active-duty member | Yes, on a space-available basis | Yes - but may need non-availability statement | Yes | Yes |
| Retired member | Yes, on a space-available basis | Yes | Yes | No |
| Spouse or Child of retired or deceased member | Yes, on a space-available basis | Yes | Yes | No |
| Dependent parent or parent-in-law of active-duty or retired member | Yes, on a space-available basis | No | | No |

(USHBP) (table 5-2). Dependents can receive health care at military facilities on a space-available basis or can obtain care through the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS).

CHAMPUS

Through CHAMPUS the government shares the cost of medical care from civilian hospitals and doctors. Although CHAMPUS is an excellent health care plan, you need to know the following limitations on its coverage:

- Pays 80 percent of the allowable cost.
- Requires a deductible of \$150 per person or \$300 per family each year (1 Oct. to 30 Sep.).
- Pays for prescriptions filled by civilian pharmacies when the medication is not carried at a military hospital.
- Imposes a catastrophic cap of \$1,000 for active-duty personnel and \$10,000 per year for retired personnel.
- Pays for outpatient care in civilian hospitals; pays for in-patient care only if

a nonavailability statement is obtained from a military hospital before the patient is admitted

The *CHAMPUS Handbook*, available from your local military hospital, fully explains CHAMPUS benefits. Consult your local CHAMPUS representative if you have questions.

FINANCIAL COUNSELING

Your local command financial counselor, Family Service Center, and credit union provide financial counseling. Additionally, many military professional organizations provide financial counseling to members at no charge.

Financial counseling is one of your benefits. Use it if you need it or if you would just like to find a better way of handling your finances. Never provide financial counseling to your subordinates, even if they request it. Refer them to one of the organizations just mentioned.

ROLES DURING CAREER PROGRESSION

Your role and function as a chief petty officer will progress through three distinct phases

during your career. The three phases are chief, senior chief, and master chief petty officer. This section will examine the roles and functions of chief petty officers, senior chief petty officers, master chief petty officers, and command master chief petty officers.

CHIEF PETTY OFFICERS

Chief petty officers are the technical authorities, experts, and supervisors within a rating. CPOs have the technical expertise to perform and supervise all tasks normal to their rating. CPOs provide the direct supervision, instruction, and training of lower rated personnel.

SENIOR CHIEF PETTY OFFICERS

Senior chief petty officers are the senior technical supervisors within a rating or an occupational field. SCPOs have the primary responsibility for supervising and training enlisted personnel oriented to system and subsystem maintenance, repair, and operation, rather than individual unit work. Based on wide-ranging experience and specialized training, SCPOs provide the command with a higher level of technical and managerial expertise than is expected at the E-7 level.

MASTER CHIEF PETTY OFFICERS

Master chief petty officers are the senior enlisted petty officers in the United States Navy. As such, MCPOs are vested with special command trust and confidence extending to administrative and managerial functions involving enlisted personnel. Based upon experience, proven performance, and technical knowledge necessary for advancement to the grade of MCPO, members of that rate within a command hold the senior enlisted positions. They help to form and execute policy within their occupational field or across the full Navy spectrum.

COMMAND MASTER CHIEF

The title of command master chief does not reflect a paygrade higher than E-9. Instead the title identifies the MCPO who serves as the senior enlisted adviser in setting command policies about the morale, use, and training of all enlisted personnel. As such, the command master chief has direct access to the commanding officer. Additionally, the command master chief is

responsible for carrying out established command policy in specific areas as directed by the commanding officer and the executive officer. The command master chief takes precedence over all enlisted members within a command.

THE SELECTION PROCESS

Military Requirements for Petty Officer Third Class provided you with a basic explanation of the Navy's advancement system, requirements for advancement, and advancement procedures.

The requirements and procedures for advancement to chief petty officer are essentially the same as for all other rates. However, to advance above petty officer first class, you have an additional hurdle—the CPO selection board.

When you are being considered for advancement to CPO, you receive credit for how much you have achieved in the areas of performance, knowledge, and seniority. Your final multiple score is generated from these three factors. If your final multiple score is high enough, you will be designated Pass Selection Board Eligible (PASS SELBD ELIG). That means your name will be sent to the Chief Petty Officer Selection Board, a board charged with considering all eligible candidates for advancement to CPO. This board issues advancement authorizations for those being advanced to CPO.

COMPOSITION OF THE E-7 BOARD

Each selection board consists of a captain who serves as president, a junior officer who serves as recorder, and officers and master chief petty officers who serve as board/panel members. Additionally, a sufficient number of assistant recorders (E-7s, E-8s, or E-9s) ensure the smooth handling and accounting of records. The exact size of the board varies, but each board usually consists of about 50 members. The recorder divides the board members into panels. Each panel is responsible for reviewing the records of candidates in one general professional area; that is, deck, construction, medical/dental, and so on. Each panel consists of at least one officer and one master chief.

The Chief of Naval Personnel (CNP) establishes a maximum quota for each rating and gives the number of selection possibilities to each panel. Each panel must fill the quota with the best qualified candidates competing for advancement, but must not exceed the quota. However, if a

board finds that not enough candidates are “best qualified,” the panel may leave part of the quota unfilled.

Across the Navy, advancement depends on vacancies. That applies not only to E-7 and E-8/E-9 advancement, but to E-4 through E-6 advancement as well. Several significant factors are considered when quotas are established. Two of these factors are current inventory and the total projected losses and gains.

Current Inventory

Current inventory is the current number of personnel on board versus the CNO requirements for a rating. Only a certain percentage of the Navy’s total end strength may be chief petty officers in each rating.

Total Projected Losses and Gains

Losses reflect the personnel who will be leaving the Navy during the advancement cycle; for example, those entering the LDO/CWO Program or those who are lost because of demotion or death. Gains reflect those who will enter a paygrade during the advancement cycle, such as those on voluntary recall to active duty and those remaining to be advanced from the previous advancement cycle.

EARLY SELECTEE QUOTAS

The Department of Defense has established the total active federal military service (TAFMS) requirement. For example, the TAFMS requirement for E-7 is 11 years. However, the Department of Defense allows some candidates to advance early. An early advancement candidate is one who does not meet the TAFMS requirement.

The number of early selectee quotas available to the selection board is limited. No more than 10 percent of the total number of sailors in the E-7, E-8, and E-9 paygrades may have less than the prescribed TAFMS. The Chief of Naval Personnel closely monitors this requirement. The Chief of Naval Personnel informs the board of the percentage that can advance early without exceeding the quota set by the Department of Defense. The percentage is an overall board figure, not a quota for each.

The Navy places significant emphasis on professional performance at sea. A candidate need not be serving in a sea duty billet at the time of

evaluation to be considered for advancement; however, records should show the candidate has acted in a professional manner and has proven to be a good manager at sea or in isolated duty assignments. Persons who have had a variety of duty assignments, especially sea duty, are highly desirable candidates because of their broader professional experience. Those having less variety of duty assignments but demanding tours maybe equally “best qualified.” Navy members can be assured that assignments for extended periods to meet the needs of the Navy will not adversely affect their careers.

Candidates presented to the board compete within their individual ratings. However, the Navy recognizes that candidates are frequently detailed to duty outside of their rating specialties. Many such types of duty require selectivity in assignment and special qualifications. Therefore, special consideration is given to those candidates who have served in special assignments outside of their rating or who have experienced demanding tours of duty, such as instructor or recruiter.

Special consideration is also given to candidates who improve their educational level. Personnel may take part in either academic or vocational training and may participate of their own initiative during off-duty hours or in a Navy-sponsored program.

The transfers and receipts page of the service record and the job descriptions on the evaluations show a person’s duty assignments and a history of the duties performed. Using this information, board members can tell whether or not persons are performing the required duties of their individual rates and are meeting professional growth expectancies.

Failure to meet the Navy’s weight standards does not hinder selection opportunity. However, if a person is selected, advancement is withheld until current weight standards are met.

Advancement will not be denied solely on the basis of prior alcoholism or alcohol abuse if the member has taken part in successful treatment and recovery.

Some persons might have a record of disciplinary problems. They might have received letters of indebtedness or have been involved in other behavioral difficulties, such as drug abuse or racial, sexual, or religious discrimination. Those persons will find the path to chief petty officer more difficult than those with clear records. However, once they overcome these problems, the single most important selection factor is still sustained superior performance.

Test scores on the examination are also taken into account since they give the member's relative standing as compared to that of the other candidates. Therefore, be sure you STUDY for the examination.

The single most important factor influencing selection is sustained superior performance of duty. Sustained superior performance is a "total person" concept. The board looks at how the member performs under various circumstances, duty assignments, job assignments within the command, and so on. It also considers personal decorations, letters of commendation and appreciation, and command and community involvement. Performing well in all assignments is important regardless of how difficult or boring an assignment may be.

OTHER AREAS CONSIDERED IN THE SELECTION PROCESS

The following outlines other areas the board considers in the selection process:

The Performance Evaluation

Objective Review:

Overall marks for a specified period; for example, all service in current paygrade for a period of 5 years

Leadership/interpersonal relations traits

Disciplinary record

Subjective Review:

Marks too high or low?

How closely do marks and narrative agree?

How well did the candidate perform in and out of rating in special assignments?

If candidate had supervisory experience, how well did the person perform as a supervisor?

Number of people supervised and under what conditions.

Working in a position above, below, or in paygrade.

Career History

Sea/shore duty mix. Any sea duty? When? If not, then overseas or isolated duty?

Leadership position ever held?

No opportunity yet to supervise. Is this compensated for by leadership in job or non-job related activities (chairman for Navy Relief, Combined Federal Campaign, and so on; office held in PTA, civic organization, church organizations, and so on)?

Special skills (SEAL, EOD, diver, recruiter, recruit company commander, human goals, NECs, and so on).

Special qualifications (officer of the deck, training PO/CPO, aircrew, surface warfare qualified, submarine qualified, and so on).

Special duty (Diego Garcia, Personnel Exchange Program, embassy duty, White House, major staff, and so on).

Potential

Leadership/performance trend

Surfaces early?

Newcomer?

Latecomer?

Bounced back after problems resolved?

Personal initiative as demonstrated by the following:

Command/community involvement

Educational achievement (of any sort)

Personal awards, commendations, beneficial suggestions, awards from civilian community, and so on

SLATING

Once scoring of each rating is completed, the panel arranges the names of all the candidates by their numerical score from the highest to the lowest. That is called slating. The panel then

decides what the cutoff score will be for non-promotable (those who do not warrant promotion even if the quota would allow it), promotable (those who warrant promotion), and selectees. Once slating is completed, the entire board is briefed on the structure of the rating, its job, its peculiarities, the number of candidates, and the background of those selected and not selected for promotion. The names of the candidates are not used during this briefing; the entire board votes on the slate. The slate must be accepted by a majority vote of the board. The slate is then turned over to the president of the board.

SUBSTANDARD RECORDS BEFORE THE BOARD

During the course of the deliberations, the board may encounter records that clearly indicate substandard performance or, in the board's judgment, questionable advancement recommendations. In these cases, the board is directed to identify and list those candidates. This list includes the candidate's name, activity, reporting senior, and a concise summary of circumstances. Depending on the circumstances, either such candidates will be referred to the Quality Control Review Board or the commands of the candidates will be identified to senior echelon commanders for appropriate action.

NAVOP TO THE FLEET/REPORT TO CHIEF OF NAVAL PERSONNEL

After all of the ratings have been completed and approved by the board, a NAVOP (message) is prepared to announce the selectees. Before release of the board's findings, the board president and all board members sign a written report of the findings and submit it to the Chief of Naval Personnel (CNP) for approval. The content of the report must certify that the board complied with all instructions and directions contained in the precept and that the board carefully considered the case of every candidate whose name was furnished for review. If CNP approves the NAVOP, it is then transmitted to the fleet.

WHAT YOU CAN DO TO IMPROVE YOUR CHANCES OF SELECTION

Sailors who decide to make a career of the Navy and immediately start "turning to" can get

a head start with selection boards. Here are some things you can do to improve your chances before the board:

1. Remember that sustained superior performance is the single most important factor influencing your advancement opportunities.

2. Use your Enlisted Duty Preference Form wisely. You will be better off to request a demanding job assignment instead of just a geographic location you would like. Try to get into a supervisory position, or request a small duty station where your potential can be recognized early. Once your potential is documented, shoot for larger stations where the operating tempo is greater and where you will supervise a larger number of subordinates. Request sea duty and overseas shore duty assignments. Do your best in each job. Go that extra step for professional excellence.

3. Try to rotate following the pattern of your rating. If you are due duty outside of the United States (OUTUS), go overseas. If you are due sea duty, go. Don't try to avoid it. Going to sea and performing well will help your chances of promotion if your prior performance was outstanding. One outstanding evaluation at sea, however, will not get you promoted if your performance before going to sea duty was marginal.

4. Keep a personal record of your accomplishments throughout the evaluation period. When you are asked for input to your evaluation, submit a NAVPERS 1616/21 on which you summarize your activities for the year. Be sure your input addresses all the accomplishments you feel are significant, such as self-improvements, accomplishments, your supervisory ability, and your initiative. Make sure you submit factual input and provide details. That will decrease the chances of your omitting pertinent information when your input is translated into a smooth on the evaluation report. The purpose of the evaluation is to provide a comprehensive and objective analysis of you and your performance. Be sure your input to the smooth evaluation clearly depicts specific accomplishments.

5. The importance of the enlisted evaluation cannot be overstressed. From the beginning of the selection board process, the evaluation is as critical to the upward mobility of personnel to senior enlisted grades as is the fitness report to officer promotion. Ensure your evaluations are typed properly with no misspellings or other clerical errors. Remember that you are going to sign your evaluation; clerical errors, misspellings, and so on,

are as much your fault as your command's. Make sure your evaluation covers the correct period of time. Be sure to list all collateral duties, awards, education (both military and off-duty), special qualifications, outside activities, community involvements, and so on. Emphasize your abilities, potential, and willingness to accept positions of leadership and management. Do not write about how well the ship did on a deployment, an inspection E award, a unit commendation, and so on; but tell exactly what jobs you had and how well you performed them.

6. Very important! Get a copy of your Bureau of Naval Personnel (BUPERS) official microform service record, and ensure it is up to date and in proper order. Do that at least 6 months before the date the board is to convene and at least once during each enlistment. To request a FREE copy of your record, write to the following address:

Bureau of Naval Personnel
Attn: PERS 313D
Navy Department
Washington, DC 20370

Refer to *MILPERSMAN*, article 5030150, for additional ordering instructions.

In your letter of request, include your full name, rate, social security number (SSN), and the address where you wish the record to be mailed. Be sure to sign your full name to the letter. You should receive the microform record in about 6 weeks. When it arrives, look it over carefully; make sure your SSN and name are correct on each microfiche page. Then review the contents of the record to make sure each service record page is yours.

MICROFORM RECORDS

The microform record is broken down into three separate microfiche as follows:

| <u>FICHE</u> | <u>ROW</u> | |
|--------------|------------|-------------------------------|
| 1E | | PROFESSIONAL SERVICE HISTORY |
| | A | Procurement |
| | B | Classification and assignment |
| | C-D | Administrative remarks |
| | E-F | Separation and retirement |
| | G | Miscellaneous |

| <u>FICHE</u> | <u>ROW</u> | |
|--------------|------------|---|
| 2E | | PERFORMANCE EVALUATION AND TRAINING DATA |
| | A-C | Enlisted performance data |
| | D | Training and education |
| | E | Awards, medals, and commendations |
| | F-G | Adverse information, nonjudicial punishment (NJP), courts-martial |
| 3E | | PERSONAL DATA |
| | A | Record of emergency data/beneficiary slip |
| | B | Record changes |
| | C | Security clearances and investigations |
| | D | Security miscellaneous |
| | E | Medical data |
| | F | Out-of-service inquiries/responses |
| | G | Miscellaneous |

If you have broken service, you may have a microfiche page 4E. This fiche contains documents received after your discharge. The documents do not appear in any particular order. Not all personnel with broken service have a page 4E fiche.

NOTE: The 3E and 4E microfiche are not routinely given to the selection boards but may be obtained if deemed necessary.

The following information is provided to help you put your record in order. Refer to Document *Submission Guidelines for Military Personnel Records System* (NMPCINST 1070.1A) for specifics.

1. Enlisted microform records are normally updated at the end of each enlistment or reenlistment. At that time, your local command takes the old page 4s, 5s, 9s, 13s, and so on, from your paper record and forwards them to BUPERS for filming in the master record. Letters of commendation or appreciation are not in your master

microform record if they were issued after 1976. They should be mentioned in your evaluation.

2. Only E-5 and above evaluations are filmed in your official record. Make sure they are all there.
3. All personal decorations, unit commendations, and letters for Sailor of the Month/Quarter/Year should be in your record.
4. Remember that poor quality documents cannot be filmed. Copies should be legible and of standard size (not reduced) to ensure the best copy.

How To Update Your Record

If you find errors or missing documents that qualify for inclusion in your record, you need to assemble a corrected package to send to BUPERS. If you are selection board eligible, you should submit a duplicate package to the board. Make sure each document is legible and your name and SSN appear on each. Outline any other errors found in your record on a letter of transmittal and mail to the following address:

Bureau of Naval Personnel
Attn: PERS 313D, Room 3038
Navy Department
Washington, DC 20370

The Selection Board Package

The selection board package should contain copies of any documents sent to update your microfiche record. It should also contain any others you feel are pertinent to the board's consideration, including page 4s, 9s, and so on, from your current enlistment and letters of commendation and appreciation. (NOTE: If you desire confirmation of receipt of your package by the selection board, make sure you enclose a second copy of your forwarding letter and a self-addressed stamped envelope.) Send this package to the following address:

President, FY - E-7 or E-8/E-9 (as applicable)
Selection Board (Active)
Bureau of Naval Personnel
(Attn: PERS 262, Room 4631)
Navy Department
Washington, DC 20370

The Bureau of Naval Personnel recommends you mail your microfiche update and selection board packages separately and by certified mail.

Documents submitted to the board will be reviewed with your record and then discarded upon adjournment of the board. These documents are not forwarded to micromation for filming in your record.

PREPARING FOR THE EXAMINATION AND SELECTION BOARD

Now is the time to start studying for the exam for CPO, even if you don't plan to take it for a year or so. Keep notes on the changes that occur in your rating until you are eligible for the exam; then get a bibliography and STUDY. Remember, your exam score does count. The E-7 paygrade is considered to be the senior "technical" rate in the Navy. No plans are afoot to eliminate the professional test that qualifies you as a selection board eligible candidate.

FLEET RESERVE AND RETIREMENT

One of the major attractions of the military career has always been the military retirement package. Most members become eligible for retirement after 20 years of service, regardless of age, rate, or rank. Military rights and benefits provide not only an element of security, but also an opportunity to embark on a second career while still enjoying many benefits of the first.

In this section, we will discuss the Fleet Reserve and retirement. We will present the benefits you will receive upon retirement and tell you where to go for help or information.

Before making a decision to retire, you should talk with your career counselor about your retirement rights and benefits and how to apply for retirement or transfer to Fleet Reserve. You should also make every effort to attend a retirement seminar given at your command. You will be given useful information that may help you in making your decision.

Certain changes to the military retirement system have been proposed. To ensure your retirement rights and benefits information is up to date, contact your command career counselor.

CATEGORIES OF RETIREMENT

There are different categories of retirement. This section will briefly describe the Fleet Reserve, the Regular Navy Retired List, the Naval Reserve

Retired List, the Retired Reserve, Temporary Disability Retired List, and the Permanent Disability Retired List.

Fleet Reserve

The Fleet Reserve was established to provide experienced personnel in the first stages of mobilization during an emergency or in time of war. Therefore, the Fleet Reserve is made up of former enlisted members of the Regular Navy or Naval Reserve who can fill such billets without further training.

As an enlisted member of the Regular Navy and Naval Reserve, you are eligible for transfer to the Fleet Reserve upon the completion of at least 20 years of active service in the armed forces. While serving as a Member of the Fleet Reserve, you may be ordered to active duty without your consent. After you have completed 30 years of service (which includes active-duty and Fleet Reserve time combined), you will be transferred to the retired list.

Regular Navy Retired List

Any enlisted member of the Regular Navy who has completed at least 30 years of active federal service may be retired upon application. Unlike transfer to the Fleet Reserve, the 30-year retirement is a right guaranteed by law. As a retired member, you may be ordered to active duty in time of war or national emergency at the discretion of the Secretary of the Navy. You may not be ordered to active duty under any other conditions without your consent.

Naval Reserve Retired List

The Naval Reserve Retired List is composed of members of the Naval Reserve who are entitled to receive retired pay. Retired members of the Naval Reserve may be ordered to active duty without their consent. However, this may only be done if the Secretary of the Navy, with the approval of the Secretary of Defense, determines that the Navy does not have enough qualified reservists in an active status.

Retired Reserve

The Retired Reserve consists of reservists who have been transferred to the Retired Reserve List without pay.

Temporary Disability Retired List

The Temporary Disability Retired List consists of members who are temporarily unable to perform the duties of their rank or rating because of a permanent physical disability. See *Disability Separation*, NAVEDTRA 46601F, for more information.

Permanent Disability Retired List

The Permanent Disability Retired List consists of members who are permanently unable to perform the duties of their rank or rating because of a physical disability. See *Disability Separation*, NAVEDTRA 46601F, for more information.

BENEFITS OF RETIREMENT

Retirement benefits available at the conclusion of a Navy career are, in many respects, superior to similar plans in civilian life. On a day-to-day basis, the most important difference is that service members pay nothing toward the accumulation of their benefits.

Retired personnel and their dependents are entitled for life to many of the same medical and dental services provided their active-duty counterparts. However, these benefits have been severely curtailed during recent years. They also have the privilege of making purchases in commissaries, exchanges, and ship's service stores. Retired members have the privilege to use U.S. armed forces' base facilities subject to the availability of space and facilities, the capabilities of the command, and any overseas agreements.

Retired personnel often do not realize they may be entitled to many benefits from the Department of Veterans Affairs (VA) and from the state in which they reside. These benefits may include employment counseling, home and farm loans, unemployment compensation, burial rights, and VA benefits for veterans with disabilities.

Medical Care

As a retired service member, you and your dependents remain eligible for the Uniformed Services Health Benefits Program (USHBP). This program provides medical care through uniformed services medical facilities on a space-available basis. That means if the facilities and their staffs are available after the treatment of active-duty members, they may provide care for retired service members and their dependents.

If space is not available or if a facility does not exist close to a retired member or a dependent, CHAMPUS provides for partial payment of civilian health care. Through CHAMPUS, uniformed services retired members and their families have one of the best health plans available anywhere. CHAMPUS shares most health care costs from civilian hospitals and doctors when a person can't get care through a military hospital or clinic. CHAMPUS covers most health care that is medically necessary.

You may want to consider purchasing a supplemental CHAMPUS insurance plan when you retire, if you do not already have one. Your coverage under CHAMPUS is slightly different from that you had while on active duty; you need to know those differences before using it. Once you retire, CHAMPUS coverage for you and your dependents is limited as follows:

- Pays up to 75 percent of the outpatient charges for you and your dependents, once a \$150 per person or \$300 per family deductible is met; pays up to 75 percent of inpatient (hospital) charges, with no deductible
- Does not cover all health care
- Pays only for medically necessary care and services provided at an appropriate level of care
- Does not cover certain people (active-duty service members, parents, parents-in-law, and persons eligible for Medicare)

Survivor Benefit Plan

A program that assures financial protection for survivors of retired uniformed service members went into effect on September 21, 1972, as Public Law 92-425. This program, called the Survivor Benefit Plan (SBP), provides an annuity income for survivors of retired uniformed service members.

Until passage of this law, the retired pay of retired members of the uniformed services ended with their death, unless they had elected voluntarily to participate in the Retired Serviceman's Family Protection Plan. Therefore, surviving members of a retiree's family often found themselves with little or no income following the retiree's death. SBP fills that financial gap in the area of service benefits.

As a prospective retiree, your family is automatically covered under SBP at the time of your retirement. You may elect SBP coverage to guarantee your family receives 55 percent of your maximum retired pay to a minimum amount designated by law. You also have the option to decline any coverage under this plan. If you have no spouse or dependent child at retirement time, you can join the plan at that time by naming as beneficiary a person who has an insurable interest in you. You can begin participation later if you acquire a spouse or child after retiring.

If you elect not to participate in SBP or elect a lesser coverage, your spouse must sign a spousal concurrence statement.

Several SBP options are available to you. You may select only one of the following options:

- Spouse only or former spouse only—These two choices provide a monthly SBP check to your spouse or former spouse for life in the event of your death. If your spouse or former spouse remarries before age 55, the payments are suspended; but if that marriage ends, the SBP payments start again. Former spouse elections must be voluntary. If you agree to make former spouse election as part of a divorce agreement or court decree, then that election can be enforced and you must honor that election.

- Spouse and children or former spouse and children—In these two cases, your spouse or former spouse is the primary beneficiary; the children are paid an annuity only if your spouse or former spouse remarries before age 55 or dies.

- Children only—Your children are covered until age 18, or age 22 if full-time students. Disabled children are paid for life if their disability causes them to be incapable of self-support. The disability must have been incurred when the child was under the age of 18 or before age 22 while attending school full time.

- Persons with insurable interest—You may elect SBP to cover a beneficiary who has a legitimate financial interest in your continued life. This beneficiary is normally a close family member, such as a parent or sibling. The beneficiary receives 55 percent of the retired pay remaining after the premium deduction is made.

Since the federal government pays a substantial part of the SBP cost, you give up only a small part of your retired pay to provide maximum coverage for dependents.

TRANSFER TO FLEET RESERVE

A transfer to the Fleet Reserve requires that you complete 2 years at your duty station and submit the application no sooner than 6 months or later than 12 months before your requested transfer date. Send applications for Fleet Reserve to the Chief of Naval Personnel (PERS-273). Submit NAVPERS 1830/1 in quadruplicate and NAVPERS 1070/621 (Agreement to Extend) or NAVPERS 1070/622 (Agreement to Recall or Extend Active Duty) as appropriate. Refer to *MILPERSMAN*, article 3855180, for more detailed information.

TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY

You will be transferred to Fleet Reserve on the last day of the month (date stated on NAVPERS 1830/2) only upon the authority of BUPERS except as follows:

- You are undergoing medical treatment not involving Physical Evaluation Board proceedings or appearance before a medical board requiring departmental action and you consent to remain on active duty.

- You request or are involved in a Physical Evaluation Board or appearance before a medical board requiring departmental action; you will be transferred only after final action is completed and instructions are received from BUPERS.

- You are awaiting disciplinary proceedings, serving a sentence of a court-martial, awaiting civil action, awaiting action on an administrative discharge, or awaiting a checkage of pay on date of transfer.

- Your service is required because of urgent operational commitments; commanding officers may defer the transfer to Fleet Reserve for 30 days.

MILPERSMAN, article 3855240, provides an in-depth explanation.

PHYSICAL FITNESS REGARDING FLEET RESERVISTS

Fleet reservists must notify the Commanding Officer, Naval Reserve Personnel Center, New Orleans, of any significant change in their physical

fitness that would result in their transfer to a retired list. Reservists found unfit for duty are transferred from the Fleet Reserve to the retired list of the Regular Navy or Retired Reserve as appropriate. See *MILPERSMAN*, article 3855260, for more information.

PHYSICAL EXAMINATION IN CONNECTION WITH RETIREMENT

You must have a physical examination 6 months before your retirement date to allow for the treatment of minor health problems or to identify health problems that would qualify you for a disability retirement. See *MILPERSMAN*, article 3860160, for more information.

MATERIALS AVAILABLE TO ASSIST MEMBERS SCHEDULED FOR FLEET RESERVE OR TRANSFER TO FLEET RESERVE

Your command career counselor or Family Service Center should have available publications about retirement. Many commands conduct a mandatory retirement seminar that personnel must attend within 6 months of their retirement date (see OPNAVINST 1720.3D). The retirement seminar is an excellent source of information.

The following are some publications about retirement that you can get through the Navy supply system:

- *Disability Separation*, NAVEDTRA 46601 F; national stock number (NSN): 0503-LP-212-6100
- *Once a Veteran*, NAVEDTRA 46602D; NSN: 0503-LP-211-8400
- *SBP Made Easy, The Survivor Benefit Plan*, NAVEDTRA 46605E; NSN: 0503-LP-003-0295
- *Navy Guide for Retired Personnel and Their Families*, NAVPERS 15891F; NSN: 0500-LP-345-1022

PRESEPARATION CEREMONY

If desired, a person may request a pre-separation ceremony before transfer to the Fleet Reserve or the Retired List; however, participation in a formal ceremony is not mandatory. *MILPERSMAN*, article 3810200, lists items to be presented to a person transferring to the Fleet Reserve or the Retired List.

COMPUTATION OF RETAINER PAY

Various methods are used to compute retainer pay. The method used depends on the date a person entered the Navy. Your local career counselor can help you compute your retainer pay. Direct questions about retainer pay to the Defense Finance Center, Retired Pay Division.

TRAVEL OR RESIDENCE OUTSIDE OF THE UNITED STATES

Fleet reservists not on active duty must inform the Commanding Officer, Naval Reserve Personnel Center, of their plans to travel or reside outside of the United States for a period of 30 days or more. Fleet reservists who plan to travel or reside in a given country for 6 months or more must report their plans to the Naval Attache, Senior Naval Officer, or Senior Military Attache of the United States as appropriate. A change of permanent mailing address must be reported to Defense Finance and Accounting Service, Cleveland Center, Retired Pay Division, Cleveland. See *MILPERSMAN*, article 3855280, for more information.

PLACE OF SEPARATION

MILPERSMAN, article 3640476, describes the requirements for a command to serve as the place of separation for persons transferring to the Fleet Reserve or retiring. Whether a command can serve as the place of separation depends on three conditions: (1) if the command can process for separation, (2) if the command is inside or outside of CONUS, and (3) if the person takes retirement or separation leave. Basically, persons transferring to the Fleet Reserve or retiring will receive reimbursement for expenses to move to the place where they entered the Navy or to their permanent home of choice.

RETIREMENT LEAVE

Retirement leave is normally granted depending upon the needs of the Navy. If you desire retirement leave, submit a notification to BUPERS (PERS-27) at the same time you submit your request for transfer. That will ensure retirement orders are issued before your leave begins. Your commanding officer or reporting senior must grant approval of retirement leave.

You may sell back up to 60 days' leave during your career. Leave accrued before 1 September 1976 (saved leave) includes base pay, basic allowance for quarters (BAQ), and basic allowance for subsistence (BAS) when sold back. Leave accrued after 1 September 1976 includes base pay only when sold back. See *MILPERSMAN*, article 3860220, for more information.

TRAINING

As a chief petty officer, one of your most important administrative duties will be to plan and direct training programs. The Navy suffers from a rapid turnover of personnel; therefore, if we are to have properly trained people, we must make training a continuing program.

You, as a chief petty officer, will be responsible for planning and directing personnel training and training junior officers within your division.

TRAINING PLAN

You will need to develop a training plan if your command does not have one already. If a training plan is in place, you may only need to periodically update the plan to keep it current. Training plans can be divided into long-range and short-range plans.

The department head and training officer are responsible for the long-range training plan. Your role is to provide input to the department head through the division officer. The long-range training plan consists of general military training and unit level training. The training officer consolidates the training requirements for the unit and presents the plan to the executive officer for review. The long-range training plan is then presented to the commanding officer for approval.

The short-range plan is used to schedule training within your division. Pay careful attention to scheduling to avoid conflicts with other divisions. The short-range training plan should include the following documents:

- The Quarterly Employment Schedule
- The Quarterly Training Plan
- The Monthly Training Plan
- The Weekly Training Schedule

Refer to *Standard Organization and Regulations of the U. S. Navy*, OPNAVINST 3120.32B, for a detailed explanation of how to prepare the Quarterly and Monthly Training Plan and Weekly Schedule.

PLANNING AND DIRECTING TRAINING

Before you begin planning, set a training goal. Then plan divisional training to meet that goal. Be sure to allow time for training in personnel qualification standards (PQS) and the planned maintenance system (PMS). Also allow time for general military training (GMT).

GMT is training of a general nature in areas such as financial responsibility, sex education, Family Service Center services, and Navy Relief. Your command's training officer should have a set of GMT lectures and the schedule for the command GMT. Conduct additional GMT when needed.

An Effective Training Program

An effective training program has three basic features: (1) compatibility, (2) evaluation and instruction, and (3) analysis and improvement.

Compatibility means the training program must work within the command's framework and schedule. Make sure the type of training required will fit into the future schedule of your command.

Instruction involves the actual training of personnel. Make sure the instructors responsible for conducting the training or signing qualifications are knowledgeable and capable of clearly communicating the subject matter. Evaluation checks the progress of each person and the ability of division personnel to function together efficiently and safely as a team. Evaluate the instruction to be sure personnel are being properly trained.

Analysis consists of observing group and individual performance and comparing the results with standard criteria. Improvements consist of steps needed to make training more effective.

To develop an effective division training program, make sure it includes the following elements:

- **Dynamic instruction**—Provide instructors who give well-prepared and professional presentations. The instructor should give the impression of having a high degree of knowledge on the subject.

- **Positive leadership**—Show an interest in the training program. Make sure persons giving the lectures and signing qualifications can communicate well with others and have the practical skills needed.

- **Personal interest**—Set realistic training goals and monitor individual progress. Determine why a person is below standard and take remedial action as require to bring the person to the proper level of training. Acknowledge personal achievements with rewards, if appropriate, at divisional quarters.

- **Quality control**—Encourage the chain of command to become involved in the training process by testing individuals or having them demonstrate the knowledge level they are credited with having.

- **Technical support**—Make sure manuals, technical publications, operating procedures, safety precautions, and other references required for training are available and current.

- **Regular schedule**—Set aside a time every week for training, preferably on the same day and time.

Methods of Training

Although you can use various methods to conduct training, you should use a method of training that meets your objective. When conducting formal, structured training, use standard lesson plans. You will find the following methods effective aboard ship:

- **On-the-job-training**—Use on-the-job training (OJT) as a personalized means of teaching and developing professional skills. Use it to teach personnel how to perform daily tasks such as those involved in making Planned Maintenance System (PMS) checks and meeting Personnel Qualification Standards (PQS). One of the benefits of OJT is that you can quickly measure results. Taking time to log the amount of time your subordinates spend on OJT provides a more accurate measure of division training.

- **Team Training**—Conduct team training in watch or battle station assignments through drills and exercises in port or under way. Take advantage of training offered by local fleet

training centers. Also, schedule team training through your command's planning board for training if appropriate.

Self-study—Encourage subordinates to obtain training through self-study. Self-study materials include correspondence courses, onboard training packages, and computer-guided instruction. Arrange for tutoring if necessary.

Classroom—Conduct classroom training when you need a controlled environment for formalized instruction. Use formalized lesson plans and be sure you have enough reference material for the students. Conducting classroom training aboard ship is difficult because of space restrictions, noise, and interruptions.

TRAINING JUNIOR OFFICERS

Commanding officers are charged with the responsibility of training junior officers under their command by *U.S. Navy Regulations, 1990*, article 821, "Training and Education." Your responsibility is to ensure the junior officer is trained properly.

Purpose

Your first question may be "If training junior officers is not part of my job description, then why should I?" The answer is to prepare the junior officer to fulfill the role of division officer, department head, executive officer, and commanding officer. How you treat and train junior officers has an impact on how they view both the chiefs' community and the enlisted ranks.

Scope of Training

Your role is to train junior officers to make competent decisions in your professional area and to give them confidence in your expertise as the chief. Show your junior officers how to carry out duties in a professional manner; that is, by doing jobs the "NAVY" way. Be diplomatic in your approach, and preach doing things by "the book."

Responsibility of the Chief

Your responsibility is to keep junior officers from making mistakes in judgment. You also

provide the foundation for them to develop into commanding officers you would enjoy working for as a chief. Teach junior officers how to be a division officer. Running the division while your junior officers work on qualifications is part of your job. Take time to explain the proper steps involved in specific tasks. Do not criticize the junior officers lack of knowledge. Any complaints you have with your junior officers could be your fault because you failed to teach them properly.

SUMMARY

Since you will provide informal counseling to junior personnel on career information, take time to learn the various programs available. Checking the details of the program in question before giving an answer will save you embarrassment. The most effective counseling takes place in a formal setting. You can then check the qualifications of the person and review the programs he or she is interested in.

Chief petty officers progress through well-defined roles during their career. The chief is a technical expert. The senior chief becomes more involved in personnel management and is a systems expert. The master chief is primarily involved with personnel management on a ship-board level.

After 20 years of service, Regular Navy personnel become eligible for transfer to the Fleet Reserve. After a 30-year total of active and inactive service, they are placed on the retired list. Navy personnel are placed on one of six basic types of retired lists: Regular Navy Retired List, Naval Reserve Retired List, Retired Reserve, Fleet Reserve, Temporary Disability Retired List, and the Permanent Disability Retired List.

Training is an important part of every chief's job. The Navy has a high rate of turnover within commands. Commands must conduct training to be operationally ready at all times. As a chief petty officer, you will also train junior officers. Your objective is to provide the junior officer with the knowledge gained from your years of experience. The officers you train today will have an impact on the Navy's future as they progress in grade.

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