

# CHAPTER 4

## PROFESSIONAL RESPONSIBILITIES

### LEARNING OBJECTIVES

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

1. Identify the petty officer responsibilities.
2. Explain how to supervise personnel awarded extra military instruction (EMI), extension of work hours, or withholding of privileges.
3. Describe the various watch organizations.
4. Identify the personnel qualification standards and organization.
5. Explain how to review an enlisted service record.
6. Describe the personnel advancement requirements system.
7. Describe the application procedures for the limited duty officer (LDO) and chief warrant officer (CWO) programs.
8. Identify the duties of the training petty officer.
9. Describe the procedures for presenting personnel for quarters, inspections, and ceremonies.

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Any man who may be asked in this century what he did to make his life worthwhile, I think he can respond with a good deal of pride and satisfaction . . . "I served in the United States Navy. "

—John F. Kennedy  
35th President of the  
United States

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In this chapter we will give you a brief overview of the duties of a petty officer first class.

As a senior petty officer, you should have a thorough knowledge of the various programs that pertain to the responsibilities of that position.

### PETTY OFFICER RESPONSIBILITIES

To make you aware of your responsibility as a petty officer, we will cover in-depth the

leadership areas the Navy has entrusted to all its petty officers. Most of the information will focus on the leading petty officer (LPO).

### TYPES OF AUTHORITY

There are two distinct types of authority:

1. General
2. Organizational

In the following paragraphs we will show you how these two types of authority are used to give you a better idea of how you fit into the Navy's leadership structure.

### General

General responsibilities and duties of all officers and petty officers in the Navy are listed in article 141.4 of the *Standard Organization and Regulations of the United States Navy*, OPNAVINST 3120.32B.

Article 141.4 requires all personnel to “show in themselves a good example of subordination, courage, zeal, sobriety, neatness, and attention to duty. All persons in the naval service shall aid, to the utmost of their ability and extent of their authority, in maintaining good order and discipline as well as other matters concerned with efficiency of the command.” The extent of the authority given to naval personnel to fulfill their general duties is set forth in article 1020 of *United States Navy Regulations (Navy Regs)*. Article 1020 gives all persons in the naval service the right to exercise authority over all subordinate personnel. This authority is supported by article 1122, which charges all persons within the naval service to obey readily and strictly, and to execute promptly, lawful orders of their superiors.

### **Organizational**

Organizational authority held by all officers and petty officers is derived from each person's assigned billet within a particular command. Command organizational structure is based on guidance from the *Standard Organization and Regulations of the U.S. Navy (SORN)*, OPNAVINST 3120.32B. The organizational structure is set forth by the organizational manual for each command, department, and division. The organizational structure defines the levels of organization to which each is subordinate. It also invests in each level the authority that is necessary to fulfill assigned duties and responsibilities. The source of this authority rests in article 1037 of *Navy Regs*. Article 1037 grants petty officers at each level the necessary authority for the performance of their duties.

### **LIMITATIONS OF AUTHORITY**

Authority includes the right to require actions of others. Actions of others are directed by oral or written orders that are subject to general LIMITATIONS of AUTHORITY. Orders must be lawful since subordinates are only required to obey lawful orders (article 1132, *Navy Regs*). Orders must not be characterized by harsh or erratic conduct or abusive language (article 1023, *Navy Regs*). Since authority is given only to fulfill duties and responsibilities, only the authority necessary to complete the tasks assigned can be delegated; authority should never be delegated beyond the lowest level of competence.

Punishment may only be awarded through the judicial process or nonjudicially through

article 15 of the *Uniform Code of Military Justice (UCMJ)*. Authority to administer nonjudicial punishment is carefully reserved by the *UCMJ* for certain commanders, commanding officers, and officers in charge. Petty officers have authority to take certain measures to correct minor infractions that do not merit punishment under article 15. They have authority to correct subordinates who are deficient in the performance of their military duties and in the performance of their work assignments. However, many petty officers do not understand what measures they may take to correct their subordinates. As a result each command differs in the application of these measures, and petty officers do not always know the extent of their authority.

As a leading petty officer, you should be thoroughly familiar with the tools available to you to correct military deficiencies in your personnel. You should also know the proper procedures for applying these corrective measures.

Two of the most common measures used to correct military duty deficiencies are the withholding of privileges and extra military instruction (EMI). Another measure that is corrective in nature, but is not used to correct a deficiency, is the extension of working hours. These three management tools are discussed in the following paragraphs.

### **Extra Military Instruction**

People often confuse EMI and extra duty. Extra duty is work assigned that is completely outside one's normal duties. Extra duty is punitive in the legal sense and is only awarded as nonjudicial punishment or as a result of a court-martial.

EMI is a lesson in a phase of military duty designed to correct a deficiency of performance. EMI is nonpunitive in the legal sense and is sanctioned by the *Manual for Courts-Martial (MCM)*; however, it may be viewed as inconvenient or unpleasant. EMI is assigned informally, usually by the division chief if authorized by the commanding officer. EMI can only be given to correct an observed deficiency logically related to the deficiency. It is a bona fide training device intended to improve the efficiency of a command or unit.

EMI within the Navy is assigned, when required, with the following limitations:

- It will not normally be assigned for more than 2 hours per day.

- It may be assigned at a reasonable time outside normal working hours, but will not be used to deprive a person of normal liberty. A person who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

- The duration of EMI will be limited to the period of time required to correct the training deficiency.

- It should not be assigned on the individual's Sabbath. Only commanding officers and officers in charge have the authority to assign EMI to be performed after working hours. However, this authority may be delegated to officers and petty officers in connection with duties and responsibilities assigned to them. The administration of EMI is monitored by superiors in the chain of command as part of their supervisory duties.

The authority to assign EMI is normally not delegated below the chief petty officer (CPO) level. However, in exceptional cases in which qualified petty officers are filling CPO billets in an organizational unit (division, major work center, or comparable organization) that contains no CPO, authority may be delegated to a mature senior petty officer. This authority to assign EMI may be withdrawn from petty officers at any time by the commanding officer or officer in charge.

### **Withholding of Privileges**

Withholding of privileges is a nonpunitive measure, authorized by the Manual for Courts-Martial (MCM), that may be used by superiors to correct infractions of military regulations or performance deficiencies. A privilege is a benefit provided for the convenience or enjoyment of an individual. Examples of privileges that may be withheld as nonpunitive measures are special liberty, exchange of duty, special pay, special command programs, base or ship library use, base or ship movies, base parking, and base special services events.

The final authority to withhold a privilege, however temporary, rests with the level of authority that grants the privilege. In many cases, the authority of officers and petty officers to withhold privileges is limited to recommending that action via the chain of command to the appropriate authority. As a petty officer, you are authorized and expected to recommend such

action when necessary to correct minor infractions and to increase the efficiency of the command.

Authority to withhold privileges of personnel in a liberty status rests with the commanding officer or officer in charge. Such authority may, however, be delegated to the appropriate level.

### **Extension of Working Hours**

Depriving an individual of liberty or privileges as a punishment for any offense or substandard performance of duty is illegal, except as specifically authorized under the UCMJ. However, you can require personnel to perform tasks efficiently and insist that those tasks be done in a timely manner. Therefore, requiring personnel to remain on board outside of regular working hours to perform necessary tasks is not punishment. Personnel can be required to stay on board to complete work assignments that should have been completed, to complete additional essential work, or to maintain a required level of operational readiness.

Commanding officers and officers in charge may grant officers and petty officers the authority to extend working hours as needed. Good leadership and management practices require that the impact of readiness requirements and work requirements on liberty be reviewed continually. As a supervisor, you are expected to inform your immediate superiors of your plans to have personnel work beyond working hours.

## **DUTIES AND RESPONSIBILITY**

As a petty officer first class, you will be the division leading petty officer (LPO), or you will be in line for the position. The division LPO is the enlisted assistant to the division officer. You will represent the division officer to the division and the division to the division officer. You will also be entrusted with the supervisory task of running the division. Therefore, you should be familiar with the duties and responsibilities of your division officer as well as your own.

### **Duties**

The division officer's duties, responsibilities, and authority are outlined in the SORN. It is available at your ship's or station's admin office. Be sure to review the division officer's duties, responsibilities, and authority.

The division officer appoints the division LPO. This person is normally the senior CPO or

senior petty officer in the division. The LPO assists the division officer in his or her duties and in supervising and training division personnel. Some of the specific duties and responsibilities of the division LPO are as follows:

- Assists the division officer in preparing watch and liberty lists
- Assists in assigning personnel to cleaning stations and supervises assigned personnel in performing their cleaning duties
- Prepares and submits supply requisitions to the division officer
- Assists in training division personnel
- Assigns tasks and supervises the performance of division personnel
- Supervises the division damage control petty officer
- Performs such other duties as may be assigned

The division LPO reports to the division officer. The section leaders, the work center supervisors, and the division damage control petty officer report to the LPO.

### **Assigning Division Responsibilities**

As the LPO or as one of the senior petty officers in the division, you will probably have some input on the assignment of personnel to billets. Keep in mind that each job given your division and each duty for which your division is responsible must be assigned to a specific person. Make sure the person assigned is qualified to do the job. For example, assume that the special sea detail bill assigns the billet of telephone talker on the forecastle to a seaman from your division. Since the seaman is from your division, you should assign a petty officer to instruct that person in proper phone-talking procedures. You should also make sure trained replacements are available.

When assigning duties, you should follow this three-step approach: (1) assign the personnel, (2) assign petty officers to supervise the personnel, and (3) be prepared with trained replacements when personnel are transferred or absent. The responsibilities you assign must be clear-cut. If the job is a big one, a person will likely need

help; but even if more than one person is assigned, one person must be held responsible for the job.

The same detail should not be assigned to several people. For example, closing (or shutting) a watertight door should not be left to the compartment cleaners who work nearby. One person should be assigned to check the door each time it is to be closed. Other crew members may close it, but only one person should be responsible for closing it. No matter how obvious or easy a job appears to be, never take it for granted. Always make one person responsible for it.

All members of your division should know to whom they report and who reports to them; in other words—who is in charge of whom and when they are in charge.

Responsibility must be matched by authority. If you are the LPO, you hold your work center supervisors responsible for the efficiency of their crews. You should also give them freedom to assign and train their personnel. Let them recommend training schedules and take their recommendations into consideration when evaluating the performance of their personnel. Permit them to endorse or reject special requests submitted by their personnel. Make it clear to them and to their people that only in unusual cases will you go against the supervisor's recommendations.

### **ASSIGNMENTS**

The responsibilities you assign must be clear-cut. If the job is a big one, a person will likely need help; but even if more than one person is assigned, one person must be held responsible for the job.

#### **Personnel**

When you assign personnel a job, the qualifications of the people assigned must be carefully considered. If you assign a person to a job who does not possess the proper qualifications, just to fill a numerical billet, that job is destined for failure.

#### **Supervisor**

Petty officers you assign to supervise jobs should be qualified to do that particular job and qualified to train others to do the same job. Petty officers that you assign to the various work groups must have your full support. They should be included in any discussion in the assignment of

their personnel. They should have the freedom of making changes concerning their personnel and work stations and have the authority to train their personnel. They should also be able to make recommendations to training schedules.

### **Replacement Personnel**

A fact of life in the Navy is the transfer of trained personnel. The secret to trained personnel is cross-training your people. Make sure each person knows the other person's job. If you cross-train replacements for a particular job, they will be qualified to do the job. If the individual is not qualified, he or she should be assigned to a qualified person and remain with that individual until the job is understood. You and your division officer can then be confident of that person's abilities if a plan of action is used to train your division personnel.

### **WATCH ORGANIZATION**

The term *duty* has been defined in many different ways, with most definitions centering around an assigned task or place of service. The best definition of a duty is something that a person is expected or required to do by moral or legal obligation—an action or task required by one's position. Most of us are familiar with duty because we stand duty in addition to our regular work. But duty includes much more than simply standing a watch. Basically, we could divide duties into two categories, MILITARY (watches and so forth) and ADMINISTRATIVE (making watch bills, writing evals, giving work assignments, and so forth). A petty officer first class must be qualified to perform the duties in both categories.

A ship's watch organization is second in importance only to the organization for battle. Great care is exercised in establishing the watch organization and in making sure all crew members understand their duties, responsibilities, and authority to make decisions.

Personnel on watch are entrusted with the safety of the ship, its equipment, and its personnel. Confusion or conflict among watch standers can result in serious casualties or the loss of the ship. In many naval disasters the people

at fault either were not aware of their duties and responsibilities or they did not think they had the authority to act. On the other hand, serious damage and loss of life have been averted by the timely action of watch standers working together as a coordinated team.

### **WATCH, QUARTER, AND STATION BILL**

The watch, quarter, and station (WQS) bill is the commanding officer's summary of personnel duty assignments and stations. This bill displays your duties for each emergency and watch condition. It also shows your duty requirements in administrative and operational bills. The primary purpose of the WQS bill is to inform all division personnel of their assignments. Division officers prepare, complete, and detail WQS bills. Once approved, these bills are posted in a prominent place within the division. The WQS bill shows name, rate, billet number, bunk, and locker number of each person in the division. In addition, it indicates each person's battle station (conditions 1, 2, 3), fire station, fire and rescue station, collision station, abandon ship station (with equipment to be provided), special station for getting underway and anchoring, sea watch station, in-port watch station, and cleaning station.

Based on the battle bill, the details of duties performed by the divisions are found in the general WQS bill. Watches, quarters for berthing and messing, and stations for battle emergencies, as well as routine work, are some of the duties included in the bill.

Based on the general WQS bill, the assignments of stations and duties to all individuals, by name, are set forth in appropriate bills for each division of the ship. These bills should be conspicuously posted and kept up to date.

The executive officer is responsible for maintaining a master WQS bill for the ship. Division officers are responsible for detailed WQS bills for the personnel in their division. These bills must be approved by the executive officer. Since the ship's master WQS bill must accurately reflect all division assignments, any changes to the WQS bill must also be approved by the executive officer.

Figure 4-1 shows a sample WQS bill for personnel in the first section of the first division. The billet number consists of either four numerals or a letter and three numerals. The first numeral or letter indicates each person's division; the second numeral indicates the watch or duty section; and the last two numerals indicate each person's seniority in the section. For example, in billet number 1101, the first numeral (1) indicates the person is in the first division; the second numeral (1) that the person is in the first section; and the last two numerals (01) indicate the person is the most senior person in the section. The department is not specified here because the first division is always the deck department. Other columns allow for entry of the information from each of the ship's bills. Titles for the headings in each column are the same as the bill, as defined in the *Ship's Organization and Regulations Manual (SORM)*. The division officer is responsible for making sure personnel know what their duties are. One useful way to accomplish this is to give each person a pocket WQS bill (fig. 4-2) listing the person's duties as shown on the division WQS bill.

As the ship's manning changes and as personnel are reassigned, the division officer has to continually update the WQS bill. The division

officer must maintain a balance of skills in each section and arrange each section in order of seniority from top to bottom. These sections represent watch sections underway and duty sections in port, except for all-hands evolutions like the special sea detail. The WQS bill also has to be updated when annual leave or illness changes the composition of the bill. For example, suppose a Gunner's Mate (Guns) Seaman (GMGSN) in your division is sent to school. If the GMGSN is replaced by a new SA, you will have to give the Gunner's Mate's assignments on the WQS bill to another experienced person while the SA is in training. Therefore, the school assignment of the GMGSN has forced you to make changes to your divisional bill.

Changes in the watch bill made by the senior watch officer for the ship require corresponding changes to the master and divisional WQS bills.

The division notebook is used for transferring information from the battle bill and ship's bills to the WQS bill. The division notebook is divided to allow one part for each condition of readiness and each ship's bill. Stations and duties for which the division is responsible are entered in each part of the book. Next to those entries are the names of the personnel to whom the division officer assigns each function. In other words, the division

EMPLOYEE		ALLIANCE		MILITARY		DATE		SECTION		DIVISION		COMPT	
BILLET		NAME		RANK		RATE		CLEAN STATION		BATTLE STATIONS		FIRE	
1101	BOE, J.A.	CPD	10	BAC	BAC	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1102	FROS, J.R.	#1	1	BMB	BML	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1103	POOR, N.T.	2	2	GM	GM	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1104	CHRISTMAS, M.	6	6	GS	GS	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1105	DOE, J.B.	9	9	SN	SN	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1106	BOATE, J.T.	4	4	SN	SN	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1107	SLAMAN, A.B.	8	8	SN	SN	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1108				SN	MT 32	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1109	PISTOL, V.C.	7	7	SN	SN	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1110	BRUH, F.A.	11	11	SN	SN	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg
1111	BOAT, P.T.	13	13	SN	SA	in chg	in chg	in chg	in chg	in chg	in chg	in chg	in chg

Figure 4-1.—Watch, quarter, and station bill.

USS		
NAME		RATE
Division	Section	Billet No.
Compt. No.	Bunk No.	Locker No.
Cleaning Station		
CONDITION I (GQ)		
CONDITION II		
CONDITION III		
Self Defense Force		
Special Sea Detail		
Watch Detail (At Sea)		
(Fold)		(Fold)
Watch Detail (In Port)		
Visit and Search, Boarding and Salvage		
Emergency Station (Abandon Ship)		
Emergency Getting Underway		
Fire (Sea)		
Fire (Port)		
Man Overboard		
Rescue and Assistance		
Collison		

Figure 4-2.—Pocket WQS bill.

notebook contains the “working copy” of the WQS bill, modified to suit the needs of the division officer. Also, it serves as a guide and checkoff during drills. Each section leader should have a notebook containing the names of the personnel in the section and their assignments.

Assignment to a duty in a ship’s bill is normally indicated in the WQS bill. Stations assigned and duties to be performed are noted opposite the person’s name in the appropriate columns. However, certain other assignments to watches and duties are not noted in the WQS bill—these assignments are published in the plan of the day.

## EMERGENCY BILLS

Emergency bills are probably the most important of all shipboard bills because they spell out responses to emergency situations that affect all hands. All crew members must know their assignments and responsibilities for each emergency bill.

Emergency bills serve as check lists and as guides in assigning people to emergency stations. Emergency bills also serve as guides in training personnel to combat emergencies when the danger of loss of life or of the ship exists. All ships have the following emergency bills:

- General emergency
- Man overboard
- Chemical, biological, and radiological defense
- Emergency destruction
- Fire

Additionally, ships with nuclear reactors or weapons have emergency bills to cover the possibility of a nuclear accident within the ship. Let’s look at four common emergency bills.

### General Emergency Bill

The general emergency bill organizes the crew to handle the effects of a major emergency or disaster aboard ship. Situations like collisions; grounding; explosions; chemical, biological, and radiological (CBR) contamination; earthquakes; tidal waves; storms; or battle damage are included. The bill also provides for the orderly abandoning of ship, if necessary, and for salvage of the ship, if possible.

A general emergency bill cannot give detailed duties for every possible emergency that could occur. However, the training program to prepare for emergencies is a long-range one, and instruction for all types of emergencies is given both in schools and aboard ship. All personnel are trained in fire fighting, basic damage control, and CBR defense in shore-based schools. All officers and LPOs must train their personnel in procedures to control the effects of any emergency.

### Man Overboard Bill

This bill is used to organize all hands for recovery of personnel who are lost overboard. All

individuals aboard ship should be instructed in the action they should take if they see someone fall overboard. They should also understand what action they can expect the ship to take to rescue the person. Frequent drills and instructions in watch sections are held to ensure the successful rescue of personnel lost overboard.

When the word is passed that a person has fallen overboard, you should immediately muster your division and report it to the division officer, who reports it to the department head.

Anyone who sights a person overboard should immediately

1. call out, "MAN OVERBOARD, PORT (or STARBOARD) SIDE";
2. notify the OOD in the quickest manner possible; and
3. if near a life ring or other life saving equipment, throw or release the equipment as near to the person as possible.

### **CBR Defense Bill**

The purpose of the CBR defense bill is to prescribe procedures and responsibilities for defensive measures against CBR (or any combination of the CBR) attack. This bill describes procedures to minimize the effects of a CBR attack so that the ship's mission can still be accomplished. The damage control assistant (DCA) is responsible for administering the bill. As the division LPO, you should make sure your personnel know where their battle, ready shelter, deep shelter, and decontamination stations are and the routes to them. You will assist the division officer in CBR training matters and evaluate the abilities of your personnel in CBR defense procedures.

### **Emergency Destruction Bill**

All commands located outside the United States and its territories, all "deployable commands, and all commands holding Communications Security (COMSEC) material must have an emergency destruction bill.

Emergency destruction of classified material is necessary to prevent its capture by an enemy. Destruction plans call for the highest degree of individual initiative in preparing for and in actually commencing the required destruction. All personnel must realize that in emergencies subjecting classified material to compromise through capture, they must start necessary

destruction under the plan without waiting for specific orders.

The order in which classified material is to be destroyed under emergency conditions should be determined in advance and the material so marked and stored. Classified matter is destroyed in order of classification—highest classification first.

Destruction by fire is the traditional method for all combustible materials. Oil or chemicals may be used to aid in burning. Classified equipment must be smashed beyond recognition, and unclassified equipment should be demolished beyond repair.

A sufficient number of destruction tools—including sledgehammers, screwdrivers, axes, and wire cutters—are always kept in equipment spaces for use in emergency destruction.

The priorities for emergency destruction are as follows:

1. Priority One. Top Secret material in the following order: (1) COMSEC material, (2) special access material, (3) other material
2. Priority Two. Secret material in the following order: (1) COMSEC material, (2) special access material, (3) other material
3. Priority Three. Confidential material in the following order: (1) COMSEC material, (2) special access material, (3) other material

## **PERSONNEL QUALIFICATION STANDARDS**

The Personnel Qualification Standards (PQS) Program is a qualification system for personnel to perform certain duties. A PQS lists the minimum knowledge and skills required to qualify for a specific watch station, maintain specific equipment, or perform as a team member within a unit. The PQS Program is not a training program, but it does provide objectives to be met through training. A PQS is most effective when it is used as a key element of a well-structured and dynamic unit training program

The PQS program is established in units throughout the Navy. It is used by the air, surface communities, and the Coast Guard. It provides qualification standards and a method of recordkeeping for training. PQS use is required in units to which it is applicable, unless suspended by fleet commanders in chief. It is not applicable to nuclear propulsion or the fleet ballistic missile (FBM) weapons systems.

Several significant benefits are derived from the PQS program, such as the following:

- Establishing individual qualification goals and time tables
- Effectively monitoring and recording individual qualification progress
- Managing overall training programs
- Establishing a library of technical references and training materials
- Establishing a program to prepare supervisory personnel as PQS qualifiers
- Telling the trainees what they must learn
- Placing the responsibility for learning on the trainees
- Providing a specific knowledge and task inventory that can be used at all levels to evaluate combat readiness

Each PQS requirement is designed to guide trainees toward a specific qualification goal by telling them exactly what they must learn to achieve that goal. Each qualification standard is divided into the following three main subdivisions:

100 Series—Fundamentals

200 Series—Systems

300 Series—Watch Station/Maintenance Action

## **THE 100 SERIES—FUNDAMENTALS**

Each PQS begins with a Fundamentals (100 Series) section. This section covers basic knowledge needed to understand the specific equipment or duties and provides an analysis of those fundamentals that broadly apply. The Fundamentals section serves as a self-study aid for the trainee who has not received formal school training or for the graduate who wishes to review the subject matter taught in the school.

A portion of the Fundamentals section of each PQS may be devoted to expanding the trainee's vocabulary by calling for definitions of technical terms used throughout the standard. Because the safety of personnel is always a concern, the first Fundamentals section of each PQS addresses the

safety precautions that must be mastered before performing the watch station/work station or maintenance action requirements. Specific or unique safety precautions that apply to a particular piece of equipment or system are addressed in the Systems section (200 Series) of each PQS.

## **THE 200 SERIES—SYSTEMS**

In the Systems (200 Series) section, each PQS breaks down the subject equipment or duties into smaller, more easily understood sections called systems. When the equipment or duties are broken down, many smaller functional systems are revealed for in-depth study. Simpler systems can be identified and quickly covered. This permits greater emphasis on a more significant or complex system.

A system is arranged for learning in two levels, components and component parts. The trainee needs only to master these levels to be able to analyze and understand the organization of the equipment or duties. A PQS will list only those items that must be understood for proper operation and/or maintenance. It will not include every item appearing on a parts list in the technical manuals.

PQS requirements follow the law of primacy (first things first). If the trainees focus on learning how the equipment functions during operation, they will be better able to identify problems as they develop or even before they occur. Trainees taught in this manner should also be able to successfully control or prevent casualties.

## **THE 300 SERIES—WATCH STATION/MAINTENANCE ACTION**

This section tests the trainee's readiness to perform a designated task. The terminology used in the PQS considers a sailor to be "on watch" whenever operating equipment, whether "on shift," "on call," or "in the shop." The goal of the Watch Station/Maintenance Action section is to guide the trainee in categorizing, analyzing, and performing the step-by-step procedures required to qualify.

## **IMPLEMENTING PQS**

PQS serves as an excellent framework upon which to build a unit's training and qualification program. However, if PQS implementation consists of little more than issuing PQS materials

to trainees with no further assistance, the PQS program can be counterproductive. The *Personnel Qualification Standards Catalog*, NAVEDTRA 43100-5E, issued annually in October, contains a listing of PQS products. Quarterly updates are issued that contain new, revised, and deleted documents; PQS workshops scheduled; and other pertinent information affecting the development of production of PQS. Quarterly updates are distributed in February, May, and August. Figure 4-3 illustrates a maintained PQS chart.

### PQS Indoctrination

The division officer or leading CPO/LPO should conduct individual interviews with newly reporting personnel to evaluate their past experiences, qualifications, and general background. After the PQS program and command's policy have been explained, a PQS package is provided along with expected completion dates for fundamentals, systems, and qualification goals. Trainees must also be advised as to how much time they should spend each week on training to accomplish the established goals. This procedure will ensure they know *what* they are qualifying for and *when* they are required to have their qualification completed.

### Establishing Time Limits

Specific time limits for qualification should be established by department heads and division

officers for each qualification requirement. Time limits assigned should consider the deployment schedule and allow appropriate time to become qualified. The time limit also provides a means for the department head, division officer, and other supervisory personnel to check individual progress. A time limit can serve as a goal to instill motivation in each individual and the spirit of competition within the work center.

### Qualification Process

When you assign qualification requirements, you must ensure prerequisite and concurrent items are completed in the proper sequence. When assigning more than one watch station/maintenance action or section for completion, specify which should be completed first.

As a supervisor, you must instill safety into the very fabric of the qualification process. Keep in mind that all safety requirements must be completed before performing any of the required qualification tasks.

### Interim Qualification

Situations may arise when watch standers must be qualified on an interim basis before the

USS MIDWAY (CV41) A1MD POWER PLANT IM-3 DIV.		QUALIFICATIONS PROGRESS RECORD										
		LAST UPDATE JULIAN DATE	INDOCTRINATION	PLANE CAPTAIN 2402	ENGINE OPERATOR 3401	POWER PLANT MAINT. TECH 3402	JET & CALIBRATION ANALYST 3403	TEST CELL OPERATOR 3404				
POINT TOTALS			75	190	200	120	200					
②	ADC FROST	6345 6009	6058 6151	6170 6210			6064					
	AD1 DOE	6340 6035	6058 6151	6048 6150		6064						
	AD2 BRUSH	6343 6036	6041 6129	6301 6347	6061 6230							
	AD2 DOOR	6340 6091	6228 6330	6031 6213								
	AD3 PISTOL	6341 6094	6124 6210	6001 6156	6061 6230							

Figure 4-3.—PQS progress record.

completion of PQS. Department heads may do this by giving an oral or written examination to determine if a satisfactory knowledge level of watch station requirements has been attained. If it is satisfactory, a recommendation is made to the commanding officer that the individual be granted an interim qualification for a specific watch station. If the commanding officer approves, an interim qualification letter is placed in the member's service record. Examples of a situation in which interim qualification may be appropriate are shown below:

- When it is necessary to use a watch stander who has not yet achieved final qualification to fill a more demanding billet

- When a newly reporting individual who has not yet achieved final qualification in the particular watch station but possesses a prior qualification from a previous command must be used as a watch stander

### **Final Certification and Watch Station Sign-off**

All final certifications and watch station qualifications must be signed off at the permanent duty station. Every PQS specifies the title of the certifying officer for each qualification. If the commanding officer is specified as the certifying officer but feels that the certifying officer should be a department head, then the commanding officer may delegate certification authority. To make sure there is no confusion, the commanding officer should delegate this authority in writing. On large ships, the damage control assistant may be designated as the certifying officer for damage control PQS.

### **Oral Examining Boards and Written Examinations**

Qualification requirements for all oral examining boards and written examinations should be designated by both the ship and squadron and their appropriate type commander.

Often the final step in PQS watch station qualifications is an oral examining board. The exact membership of each examining board is determined by the command. A single board could have as few as two or as many as eight members. A written examination or preboard oral examination may be used as part of the oral examining board. The command may develop its

own exam questions or use established questions from the appropriate PQS. In general, the examining board should consist of the following:

- At least one qualified officer of the deck (OOD), engineering officer of the watch (EOOW), or tactical action officer (TAO) when the watch station is under that officer's direct supervision

- Members of applicable training teams

- Division officer or department head responsible for the watch station when an E-6 or above is qualifying

The oral examining board should determine the scope of the board and questions from the applicable PQS to determine the trainee's qualification. Oral boards should include the trainee's demonstration of equipment operation when appropriate.

## **ORGANIZATION**

The PQS organization reaches from the commanding officer to the petty officer that serves as the qualifier. This program helps you develop skills that are necessary to perform your assigned tasks. It is a list of the minimum knowledge and skills required to qualify for a specific watch station, maintain specific equipment, or perform as a team member in a unit.

### **Qualifiers**

A qualifier is the acknowledged expert in a specified area of qualification. The responsibilities of the qualifier are significant. A qualifier must be current in the technical and safety requirements of assigned areas and be aware of the problems that face a trainee. The qualifier must follow command directives with regard to standard answers, keeping in mind that consistency is important. The qualifier should understand all reference material and, when necessary, guide the trainees to the reference material. The qualifier should remember that the ultimate goal of the program is to develop adequate numbers of qualified watch standers, operators, and maintenance personnel to do the job. Qualifiers should help their shipmates but **SHOULD NOT GIVE THEIR SIGNATURES AWAY.**

PQS qualifiers normally will be E-5 or above and, as a minimum, must have completed the PQS they are assigned. The role of the qualifying

senior petty officer in the PQS approach to training is extremely important. Qualifiers must exercise quality control over the PQS program and serve as a point of reference to assist the trainees in acquiring the knowledge and skills they could not gain on their own. To ensure uniformity and program quality, select and authorize only a limited number of personnel to verify completion of portions of the PQS. Those petty officers authorized to sign qualification items should be designated in writing.

### **Work Center Supervisor**

The work center supervisor introduces trainee's to the PQS program and recommends and monitors the goals for each individual. Goals must be challenging, realistic, and attainable in a reasonable time frame. The work center supervisor is the key to ensuring that PQS is successful.

If administered with insight, PQS can be a helpful tool that can fit into the unit's overall training program. The supervisor is responsible for the accuracy, updating, and tailoring of PQS to fit the unit's needs. The supervisor should also initiate appropriate feedback to the PQS development group. (Feedback forms are located in the back of each PQS package. ) Supervisors should motivate personnel by helping them set goals, showing interest in their individual efforts, and following all trainees' progress. The supervisor must be aware of who is and who is not progressing and who needs counseling or individual instruction. As the supervisor, you must be totally familiar with the duties, responsibilities, and assignments of the divisional qualifiers. The unit's PQS program cannot be successful without solid planning and quality control. The work center supervisor should perform the following duties:

- Supervise work center PQS
- Assist designated qualifiers and trainees as needed
- Assign requirements and PQS goals to individual trainees following departmental guidance
- Supervise qualifiers
- Make sure a reference library is maintained

### **Division Officer and Division Chief Petty Officer**

Division officers play a primary role in the administration of the PQS effort. With the assistance of the division CPO, the division officer should assign divisional watch stations, establish PQS goals, make sure that answers to PQS items are standardized, monitor PQS progress, and initiate appropriate service record entries for all qualifications achieved. Additionally, the division officer should make reports (monthly is recommended) via the chain of command on the status of PQS qualification for all division watch stations. Divisional PQS qualifiers, leading chief petty officers/petty officers, and key watch standers in the division assist the division officer in qualifying division personnel. They do this by checking and signing qualifications and updating and maintaining the PQS progress chart. The division officer/division CPO should do the following:

- Recommend to the department head the entry level of newly assigned personnel
- Recommend to the department head the assignment of division qualifiers
- Monitor the progress of division personnel toward PQS goals as shown on the progress charts
- Keep the department head informed on the status of division personnel and adjust goals when necessary
- Integrate PQS status with routine administration of special request, early liberty approvals, and so forth
- Recommend final qualification to the department head
- Make sure page four service record entries are made for completed PQS qualifications
- Recommend to the department head any required tailoring of individual PQS packages
- Make sure enlisted evaluations reflect PQS qualification accomplishments
- Maintain divisional training files on each individual

## **Department Head**

The department head implements and supervises the execution of PQS topics that pertain to the department. The department head also qualifies personnel for watch stations and for equipment/systems operations. The department head should do the following:

- Set standards and monitor the department's PQS program
- Approve watch station qualification and recommend final qualification to the commanding officer or approve final qualification if so designated
- Designate in writing those individuals who serve as qualifiers
- Coordinate with division officers, CPOs, and LPOs the watch station qualifications and advancement goals of departmental personnel
- Approve division's recommendations for tailoring PQS standards and standard answers
- Recommend interim qualification of watchstanders, as necessary
- Serve as chairman of the departmental examining board (if such a board is required)

## **PQS Coordinator**

Another key individual in PQS matters is the command's PQS coordinator. The PQS coordinator (either an officer or senior petty officer) should be the focal point for all PQS matters that transcend the departmental level. The PQS coordinator is responsible for ordering all departmental PQS materials. In this latter role, the coordinator should order and store all-hands PQS materials, such as general damage-control and 3-M materials. The PQS coordinator should be a senior petty officer who is highly interested in training. In addition, the coordinator should have sufficient onboard experience to be familiar with each department's training and qualification

program. The PQS coordinator should perform the following duties:

- Maintain the basic system references
- Maintain PQS software (standards, progress charts, and so forth)
- Order sufficient, but not excessive, quantities of all-hands PQS materials, 3-M materials, and so forth
- Function as the central point for ordering all PQS materials
- Advise the executive officer and planning board for training on all PQS matters
- Prepare any external PQS reports for the command when directed by higher authority

## **Executive Officer/Training Officer**

The executive officer/training officer is responsible for formulating and administering the unit's training program. PQS should be an important part of that program. The executive officer/training officer should do the following:

- Act as an overall training supervisor
- Maintain and update the unit's instruction on PQS and the unit's notice designating the qualifiers
- Monitor the PQS program through the PQS coordinator and the planning board for training and review progress reports/charts
- Reinforce command emphasis on PQS by linking it to routine administrative practices, the granting of special requests, the recommendation for advancement, and so forth

## **Commanding Officer**

The key ingredient to a successful PQS program is the personal involvement of the commanding officer. The commanding

officer gets personally involved by carrying out the following:

- Establishing a PQS organization
- Serving as the final qualification authority for the command (final sign-off may be delegated, but no lower than department head level)
- Designating (in writing) those individuals authorized to act as qualifiers
- Establishing an appropriate means of recognizing the achievement of qualification goals

### **ENLISTED SERVICE RECORDS**

The enlisted service record is maintained within a brown manila folder, NAVPERS 1070/600. This folder has a tab for recording the name and social security number of the enlisted person for whom the folder is prepared. Both halves (sides) of an opened folder are equipped with fasteners for filing the service record pages and other official and unofficial papers.

Service record pages and the information contained in these pages are a vital and permanent part of your enlisted service record. While on active duty, the contents of your record are used by the command to aid in determining your next billet assignment and to help make such administrative decisions as determining eligibility for advancement, qualification for training opportunities, or eligibility for transfer to the Fleet Reserve or for retirement from the naval service. Even after you have been separated from the Navy, the contents of the service record remain important to you and your dependents because eligibility for veteran's benefits is determined from information contained in the record. The contents of the service record are also important to your survivors if you die while on active service or after separation from the service.

The left side of the folder contains official and unofficial papers that are required for record purposes or for safekeeping. These papers may include the original or a copy of standard transfer orders with copies of the endorsements and travel claims, discharges, statements of service, correspondence course completion letters, reports of examination (other than medical), service school certificates and diplomas, and reports of separation from the military service.

The actual service record is on the right side of the folder. The Enlistment Contract (DD Form 4), which is the first page of the enlisted service record, is the bottom page of the service record. Subsequent pages are placed on top of the DD Form 4 in the order shown. Because of the volume of entries, some pages of the service record require continuation sheets. Beginning with the first (or bottom) page of the enlisted service record, the pages are arranged in the following order:

- DD Form 4, Enlistment or Reenlistment Agreement—Armed Forces of the United States (Page 1)
- NAVPERS 1070/601, Immediate Reenlistment Contract (Page 1)
- NAVPERS 1070/621, Agreement to Extend Enlistment (Page 1A)
- NAVPERS 1070/622, Assignment to and Extension of Active Duty (Page 1B)
- VA Form 29-8286, SGLI Certificate of Membership
- NAVPERS 1070/602, Dependency Application/Record of Emergency Data (Page 2)
- NAVPERS 1070/603, Enlisted Classification Record (Page 3)
- NAVPERS 1070/604, Navy Occupation/Training and Awards History (Page 4)
- NAVPERS 1070/605, History of Assignments (Page 5)
- NAVPERS 1070/606, Record of Unauthorized Absence (Page 6)
- NAVPERS 1070/607, Court Memorandum (Page 7)

- NAVPERS 1070/613, Administrative Remarks (Page 13)
- NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Page 14)

When your PARs have been satisfactorily completed, you should make a copy of the PARS sign-off sheet. The original should be given to the educational services officer for entry into your record.

### PATHS TO A COMMISSION

### PERSONNEL ADVANCEMENT REQUIREMENTS

The Personnel Advancement Requirements (PARs) must be completed and signed off by proper authority before you can participate in the Navywide advancement exam. The PARs are used to verify your ability to perform the tasks required by your occupational standards (OCCSTDs). You should approach your PARs in a systematic manner because the Navywide advancement exams are based on OCCSTDs. The sign-off sheet varies with each rating. It is a list of rating requirements (OCCSTDs) you must know in a particular rating to advance in rate.

The opportunity for receiving a commission as an officer in the Navy has never been better than it is today. Two of the most popular programs leading to a commission, the Chief Warrant Officer (CWO) Program and Limited Duty Officer (LDO) Program, are discussed in the following paragraphs. The Medical Service Corps, the Enlisted Commissioning Program, and Officer Candidate School will also be covered.

The Navy has realized a continuing need for CWO to serve as officer technical specialists and LDO to serve as officer technical managers. Figure 4-4 shows paths of advancement for enlisted personnel to CWO and/or LDO. The Limited Duty Officer and Chief Warrant Officer

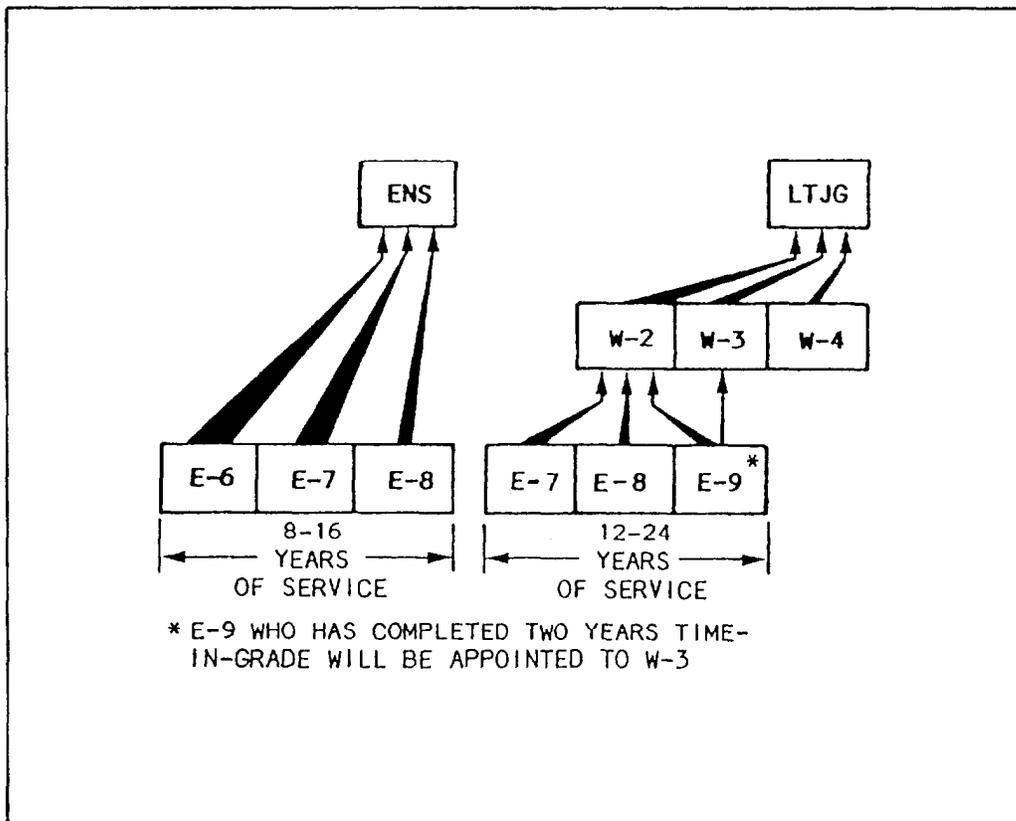


Figure 4-4.—Path of advancement from enlisted to chief warrant officer and limited duty officer.

Programs are the primary enlisted-to-officer programs sponsored by the Navy that do not require a college education. Figure 4-5 shows the CWO/LDO category to which each enlisted rating may advance. Competition for entrance into both of the programs

has been, and will continue to be, particularly keen. If you are interested in applying for these programs, you should begin preparing early in your career. To better prepare to become an officer, you should increase your

<b>NORMAL PATH OF ADVANCEMENT TO CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER</b>		
<b>ENLISTED RATING</b>	<b>CWO CATEGORY AND OFFICER DESIGNATOR</b>	<b>LDO CATEGORY AND OFFICER DESIGNATOR</b>
	Surf/Sub	Surf/Sub
BM, OM, SM	BOATSWAIN (711X/721X)	DECK (611X/621X)
OS/EW/OT*	OPERATION TECH (712X)	OPERATIONS (612X)
BT, IC, EN, MM, GS, EM	ENGINEERING TECH (713X/723X)	ENGINEERING/REPAIR (613X/623X)
ML, PM, HT, DC, OM, IM, MR	REPAIR TECH (714X/724X)	
GMG, GMM, GM, FTB*, WT, FC*, MT, FTG*, TM*, FT*	ORDNANCE TECH (716X/726X)	ORDINANCE (616X/626X)
MN, TM% ST, DS*, FTG*, FTB*, FC*, OT*, ET, FT*	UNDERWATER ORDNANCE TECH (717X/727X)	ELECTRONICS (618X/628X)
RM	COMMUNICATION TECH (719X/729X)	COMMUNICATIONS (619X/629X)
	<b>AVIATION</b>	<b>AVIATION</b>
ALL RATINGS €\$	N/A	LDO AVIATOR (630X)
ABE, ABE, ABH, AB	AVIATION BOATSWAIN (731X)	AVIATION DECK (631X)
AW	AVIATION OPERATIONS TECH (732X)	AVIATION OPERATIONS (632X)
AD, AME, AMH, AMS, AM, PR, AS, AZ, AFCM	AVIATION MAINTENANCE TECH (734X)	AVIATION MAINTENANCE (634X)
AO, WT*	AVIATION ORDNANCE TECH (736X)	AVIATION ORDNANCE (636X)
AT, AE, AVCM	AVIATION ELECTRONICS TECH (738X)	AVIATION ELECTRONICS (638X)
AC	AIR TRAFFIC CONTROL TECH (739X)	AIR TRAFFIC CONTROL (639X)
	<b>GENERAL SERIES</b>	<b>GENERAL SERIES</b>
*MM, EM, ET, IC	NUCLEAR POWER TECH (740X)	NUCLEAR POWER (640X)
LI, JO*, PC, PN, YN, LN*, RP	SHIP'S CLERK (741X)	ADMINISTRATION (641X)
DP, DS*	DATA PROCESSING TECH (742X)	DATA PROCESSING (642X)
MU	N/A	BANDMASTER (643X)
CT@	CRYPTOLOGIC TECH (744X)	CRYPTOLOGY (644X)
IS*	INTELLIGENCE TECH (745X)	INTELLIGENCE (645X)
AG	AEROGRAPHER (746X)	METEOROLOGY/OCEANOGRAPHY (646X)
PH, IS*, JO*, DM*	PHOTOGRAPHER (747X)	PHOTOGRAPHY (647X)
ANY RATING QUALIFIED IN EOD	EXPLOSIVE ORDNANCE DISPOSAL TECH (748X)	EXPLOSIVE ORDNANCE DISPOSAL (648X)
MA	SECURITY TECH (749X)	SECURITY (649X)
	<b>STAFF CORPS</b>	<b>STAFF CORPS</b>
DK, SK, SH, AJ MS*	SUPPLY CORPS WARRANT (SC) (751X)	SUPPLY (SC) (651X)
MS*	FOOD SERVICE WARRANT (SC) (752X)	
DM*, BU, CE, CM, UT, EA, EO SW, CUCM, EQCM, UCCM	CIVIL ENGINEER CORPS WARRANT (CEC) (753X)	CIVIL ENGINEER (653X)
HMS\$	PHYSICIAN'S ASSISTANT (PA) (754X)	N/A
LN*	N/A	LAW (655X)
<p>NOTES:</p> <ul style="list-style-type: none"> <li>• Normal path is more than one category</li> <li>@ Only CT personnel may apply</li> <li>* Exclusive path of advancement for personnel in these rating who hold a valid nuclear power program NEC</li> <li>€ Less personnel holding valid nuclear power program NEC</li> <li>\$ Application procedures published separately</li> <li>% 717X-MN Path of Advancement; 727-TM Path of Advancement</li> <li>MA &amp; NC may apply under previous rating or any designator for which qualified.</li> </ul>		

**Figure 4-5.—Normal path of advancement to chief warrant officer and limited duty officer.**

knowledge by on-the-job training and specialized training through schools and correspondence courses.

A list of the recommended correspondence courses is given at the end of this discussion. As you can see, the list is somewhat lengthy; so the earlier you start preparing yourself for the CWO and LDO programs, the better prepared you will be. In addition to being better prepared for CWO or LDO, you also improve your chances of selection to the more senior petty officer rates by completing as many of these courses as possible. Selection boards for CPO, senior chief petty

officer (SCPO), and master chief petty officer (MCPO) place a great deal of weight on your efforts to broaden your education. Figure 4-6 provides good advice for preparing for CWO and LDO programs.

### **CHIEF WARRANT OFFICER PROGRAM**

The Chief Warrant Officer Program provides a direct path of advancement to CWO for outstanding enlisted personnel on active duty in the Regular Navy or Naval Reserve.

#### **COMMENCE EARLY**

- Get started as a junior petty officer
- Make seniors aware of short & long term goals.

#### **EVALUATIONS**

- No substitute for outstanding record
- Accumulate high marks early
- Maintain steady trend
- Demonstrated initiative/leadership
- Personal and physical appearance
- Marks and write-up must match
- Ensure complete and accurate before you sign

#### **CAREER PATTERN**

- Good sampling of sea/shore tours
- Increasing responsibility in a variety of assignments
- Well rounded individual

#### **DISCIPLINE**

- No negative trends
- NJP early in career not serious
- General, Special or Summary Court-martial or conviction by civil court (other than minor traffic violations) in last two years— not eligible to compete

#### **PROFESSIONAL IMPROVEMENT**

- Documented professional performance
- Be a standout—do more than your job
- Officer/enlisted correspondence courses
- College credits
- Good standing in schools attended

#### **AWARDS/COMMENDATIONS**

- Documented in evaluations

#### **APPLICATIONS**

- Follow format in NMPC 1120 Notice exactly
- Brief and grammatically correct statement of why you desire a commission
- Quality control—neat and accurate
- Reflects your administrative ability

#### **CO's ENDORSEMENT**

- Should stress qualifications for designator applying for and potential to serve as a commissioned officer
- No longer than a page and a half
- Significant in selection process
- \*\*Obtain copy of your microfiche record and ensure complete and accurate

**THE MOST IMPORTANT FACTOR IN SELECTION IS SUSTAINED SUPERIOR PERFORMANCE**

Figure 4-6.—Preparing for CWO/LDO selection.

To be eligible for appointment, applicants 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 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 2 years preceding the date of 16 January of the year of application
- Be recommended by their commanding officer
- Must have completed at least 12 years, but not more than 24 years, of active service on 16 January of the year in which application is made

NAVMILPERSCOMINST 1131.1A spells out the application procedures for active and inactive duty personnel for the Chief Warrant Officer Program.

### **CHIEF WARRANT OFFICER PHYSICIAN'S ASSISTANT PROGRAM**

The Navy uses the Commissioned Warrant Officer Physician's Assistant Program to supply nonphysician primary health care providers who are trained to act as physician extenders in the Navy health care system. Physician's assistants are technical officer specialists with the academic and practical training to provide primary patient care services under the supervision of a physician. Their duties require extensive knowledge of a specific occupational field, are technically oriented, and are repetitive in nature.

The training program takes 60 weeks and consists of dietetic training and clinical rotations. Physician's assistants retain their permanent enlisted paygrade while enrolled in the training program. Upon completion, each physically

qualified selectee will be commissioned in the grade of CWO (W-2).

Enlisted Hospital Corpsmen in the Regular Navy, Naval Reserve on active duty, and TAR program may apply. You must be a CPO with between 12 and 24 years of active naval service by the date of commissioning and be a graduate of Advanced Hospital Corps School (NEC 8425), Medical Services Technician School, or Nuclear Submarine Medicine Technician School (NEC 8402). An annual NAVMILPERSCOM notice will solicit applications and announce application deadlines for the in-service procurement board.

### **THE LIMITED DUTY OFFICER PROGRAM**

The LDO Program provides a path of advancement for PO1 through SCPO and CWO 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, 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 2 years preceding 16 January of the year in which application is made.
- Be recommended by the commanding officer.
- Be serving as a petty officer first class or CPO/SCPO on 16 January 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 16 January 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 16 January of the year in which application is made.

- (PO1 applicants only) Complete all requirements for advancement to CPO, with the exception of time in paygrade, and successfully compete in the annual Navywide advancement examination administered in January of the year of application. A candidate whose final multiple is equal to, or greater than, the lowest 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.

- 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 only one designator for each program may be requested.

For application procedures and eligibility requirements, see NAVMILPERSCOMINST 1131.1A.

### LDO and CWO Programs

Relatively recent changes in the LDO and CWO programs include:

- No age stipulation for LDO/CWO candidates.

- No restriction on the number of times an LDO/CWO candidate may apply from the same enlisted pay grade.

- E6/7/8 with 8-16 years service are eligible for LDO ENS.

- E7/8 with 12-24 years service are eligible for CWO2.

- Minimum and maximum eligibility computed from time-in-rate date.

- E9 with two years in grade and not more than 24 years service are eligible for CWO3.

- Candidates for CWO2 and CWO3 compete on an equal basis.

- Terminal eligibility date extended to 1 July of year of application.

- After two years as a CWO, CWO's can compete for selection to LDO LTJG.

- Eligibility for temporary promotion of CWO2 to CWO3 and CWO3 to CWO4 reduced to three years with deep selection available at the two-year mark.

- Prior military service that parallels current service counted to meet minimum eligibility requirement.

- Upon promotion to LT, those LDO's commissioned after 15 September 1981 must accept permanent appointments. This applies also to CWO's selected after 15 September 1981 and subsequently selected for LDO status. ALL LDO's and those CWO's selected for LDO status who were commissioned prior to 15 September 1981 will have the option of accepting permanent LDO status or remaining temporary LDO's.

- Officer indoctrination school (OIS)—four weeks of instruction for newly commissioned CWO's and LDO's at Pensacola emphasizing oral and written communication, administrative and legal procedures, Navy programs and topics, military duties and courtesies, and seapower.

- NAVLEAD (specifically designed for their experience levels) two weeks of instruction at Pensacola following OIS.

- CWO sea pay—as much as \$500 a month years of sea duty.

- LDO sea pay—as much as \$340 a month.

- Two years (not 10) commissioned service establishes eligibility to retire as CWO with 20 years total service.

- Local commands are required to convene a board of officers to screen all applicants to ensure that only the best qualified are recommended.

- Full length, 8 × 10 or 5 × 7 black and white photographs (front and side views) in dress uniform, uncovered, required with application.

## **MEDICAL SERVICE CORPS**

Senior Hospital Corpsmen (HM) and Dental Technicians (DT) who possess the necessary qualifications and motivation have an opportunity to compete for commissions in the Medical Service Corps. Programs leading to Regular and Reserve commissions are available to PO1 through MCPO HMs and DTs and to other Navy members with college degrees in medical fields.

## **ENLISTED COMMISSIONING PROGRAM**

The Enlisted Commissioning Program (ECP) is open to all male and female U.S. citizens on active duty. It provides a full-time opportunity for the completion of a baccalaureate degree leading to an appointment in the unrestricted line of the Regular Navy as an ensign. Degrees must be in a discipline that has direct application to the unrestricted line community. Before detachment from their present command, ECP selectees will have a 6-year active service obligation. Selectees receive full pay and allowances but must pay all education expenses. Following degree completion, candidates are ordered to Officer Candidate School (OCS) or Aviation Officer Candidate School (AOCS). Upon completion of OCS or AOCS, a minimum of 4 years' active commissioned service is required.

To be eligible, applicants must meet the following requirements:

- Be a U.S. citizen.
- Be an enlisted member of the Navy or Naval Reserve on active duty and have completed at least 4 years, but not more than 11 years, of active service as of 1 September of the year of enrollment.
- Have completed sufficient undergraduate course work to complete requirements for a nontechnical degree in 30 months or a technical degree in 36 months.
- Be at least 22 years of age, able to complete degree requirements, and commissioned before 33rd birthday.
- Have a cumulative grade point average of 2.5 or better on a 4.0 scale based on grades of all courses taken.

- Have a minimum SAT score of 430 verbal/520 math or a minimum ACT score of 19 English/24 math.

- Meet physical standards for officer candidates.

- Have no record of conviction by courts-martial, nonjudicial punishment, or civil court for other than minor traffic violations during the preceding 2 years. Have no record of a felony conviction, regardless of the date, or any record of drug abuse while in an enlisted status.

- Be recommended by the commanding officer.

## **OFFICER CANDIDATE SCHOOL**

The OCS program provides 16 weeks of officer indoctrination training for enlisted personnel who possess a baccalaureate degree or higher. Upon graduation the candidate will be commissioned as an ensign USNR.

To be eligible, applicants must meet the following requirements:

- Be an enlisted person in any rating or paygrade.

- Meet age requirements. Be at least 19 years old and not have passed their 29th birthday by commissioning date. This age limit is extended for prior active service personnel on a month-to-month basis for up to 24 months.

- Be entitled to an honorable discharge and have 6 months of obligated service remaining on current enlistment.

For further information on OCS, consult OPNAVINST 1120.2A.

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**TRAINING PETTY OFFICER**

The training petty officer (TPO), one of the most important petty officers in a work center, is the backbone for all divisional personnel qualification programs. The TPO ensures training of personnel to operate and maintain their equipment and related systems. This is the prime factor affecting the operational readiness and performance of the command. Significant importance to readiness are operator and maintenance personnel, in rate and Navy enlisted classification code (NEC) training, watch station qualification, and maintaining watch station proficiency. TPOs administer training within the division by planning, developing, and coordinating the division training program to include general military training (GMT), individual watch station qualification, and operator and team proficiency in subsystems.

**TRAINING SCHEDULE**

TPOs develop annual, monthly, and weekly training schedules to help implement daily training. All training is recorded when held and entered in divisional training records, PQS books, PQS charts, and source records. Training should not conflict with daily work schedules and should be scheduled so that all personnel are present for training.

**SCHEDULE TRAINING EVENTS AND LECTURES**

Great care and thought should go into drafting a training schedule. Schedules should be made out using times that will not conflict with your scheduled work assignments. Most TPOs schedule

training immediately following morning quarters or after the noon meal. All GMT should be given at a time when experienced personnel will be available to give the necessary training. GMT will at times require persons from outside your division.

### **ENTER ALL TRAINING IN EACH MEMBER'S TRAINING RECORD**

Another very important part of a TPO's job is to enter the training lecture in each member's training record. The TPO should be the only person making entries in the training records. Figure 4-7 illustrates an individual training record form that is used in each member's training record to document training.

### **PRESENTING PERSONNEL FOR QUARTERS, INSPECTIONS, AND CEREMONIES**

As LPO, you may be required to form your division for inspections, command ceremonies, and at morning quarters. You should know the proper procedures and commands to form your division. You may also need to march the division from one place to another.

You probably remember most of the drilling movements from boot camp. However, as a refresher you should review close-order drill in *Military Requirements for Petty Officer Third Class*, NAVEDTRA 12044.

### **QUARTERS**

Depending upon the type of ship and its operating schedule, quarters for muster and inspection are held each workday before 0800. Regular divisional quarters may be held for the following occasions:

- Fair weather parade
- Foul weather parade
- Personnel inspections
- Mustering on station

The following procedures are followed for divisional quarters.

#### **Fair Weather Parade**

The boatswain's mate of the watch announces over the 1MC, ALL HANDS TO QUARTERS FOR MUSTER, INSTRUCTION, AND INSPECTION. All hands then fall in ranks at attention. As the division LPO, you should conduct an immediate muster, fill out the muster report, and have it delivered to the division officer before officers' call. During the time the division officer is attending officers' call, you can read the plan of the day. Upon return of the division officer, call the division to attention for instruction and inspection. Divisions are inspected daily by the division officer, department head, or executive officer. On completion of quarters, the division officer commands, Division, LEAVE YOUR QUARTERS. All hands then salute and leave quarters.

#### **Foul Weather Parade**

The procedures prescribed above are the same for foul weather parade, except that a protected area is designated for quarters.

#### **Personnel Inspections**

The procedure for personnel inspections is the same as for regular divisional quarters at fair or foul weather parade.

#### **General Assembly**

QUARTERS FOR ASSEMBLY is ordered when the crew is addressed as a unit. The crew is paraded following unit instructions. The crew should be called to attention at the approach and departure of the captain.

#### **Locker and Seabag Inspection**

As the division LPO, you maybe required to conduct locker and seabag inspections for the division officer. *U.S. Navy Uniform Regulations* states:

Commanding officers shall require the clothing of all nonrated personnel to be inspected by division officers at regular intervals to ensure that each person possesses his prescribed outfit. Clothing of petty officers may be inspected on an individual basis, if appropriate.



Locker and seabag inspections are held for several reasons. One reason is that living spaces aboard ship are limited. Some of our younger people have never learned to keep their personal gear in order. They must learn to stow their lockers neatly and keep possessions to a minimum. If they are allowed to live in a disorganized manner, gear will be left adrift and may be stolen. Your people receive a clothing allowance, so there is no reason they cannot maintain a full regulation seabag. All clothing should be properly marked to discourage illegal "borrowing." Your division will present a much better appearance at quarters if all hands are in properly marked regulation uniforms, *U.S. Navy Uniform Regulations*, NAVPERS 15665G, lists all required seabag items and correct marking procedures.

### SUMMARY

Professional responsibilities are the same as those of senior petty officers in every rating. Your advancement to petty officer first class will be a significant milestone in your naval career. You will now plan and supervise the work and teach new skills. You are responsible for keeping abreast of the latest information concerning educational and career opportunities so that you can share this information with your junior personnel. Your people will look to you for guidance when considering the Navy as a career. Your credibility is on the line each time you answer a question so make sure you have the correct information.

In this chapter we briefly presented your responsibilities toward your personnel including personnel awarded EMI, extension of working hours, and the withholding of privileges. We discussed watch organization including the WQS bill. POS programs were discussed and advancement requirements explained to you. You know how to properly screen enlisted service records and understand the importance of the record. You should know the application procedures for LDO and CWO within the naval structure. We discussed the importance of the TPO and training

within the division. The presentation of your division for quarters, inspections, and ceremonies were presented. As a senior petty officer, you should know these responsibilities so that you can provide accurate information to your personnel.

### REFERENCES

*Personnelman 3 & 2*, NAVEDTRA 10254-D1, Naval Education and Training Program Management Support Activity, Pensacola, Fla., 1987.

### SCUTTLEBUTT

The origin of the word *scuttlebutt*, which is nautical parlance for a rumor, comes from a combination of "scuttle," to make a hole in the ship's side causing her to sink, and "butt," a cask or hogshead used in the days of wooden ships to hold drinking water; thus the term *scuttlebutt* means a cask with a hole in it. "Scuttle" describes what most rumors accomplish if not to the ship, at least to morale. "Butt" describes the water cask where men naturally congregated, and that's where most rumors get started. The terms *galley yarn* and *messdeck intelligence* also mean the spreading of rumors and many, of course, start on the messdeck.

