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UNITED STATES NAVY
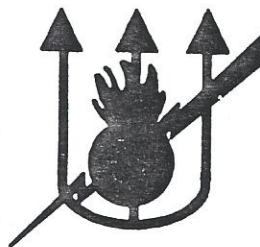
Advancement Handbook For Petty Officers

WEAPONS TECHNICIAN (WT)

INCLUDES PARs (PERSONNEL ADVANCEMENT REQUIREMENTS)

NAME/RATE

**EFFECTIVE
1 JANUARY 1993**

EFFECTIVE 1 JANUARY 1993
YOU ARE RESPONSIBLE FOR THE FOLLOWING ADVANCEMENT
INFORMATION CONTAINED IN THIS HANDBOOK:

NAVAL STANDARDS
OCCUPATIONAL STANDARDS
PERSONNEL ADVANCEMENT REQUIREMENTS (PARs)

PURPOSE OF THE BIBLIOGRAPHY

The bibliographies listed in this handbook support both Naval Standards and Occupational Standards. Therefore, in studying for advancement, you should become familiar with the Naval Standards and Occupational Standards for your rating up to and including the rate for which you are studying. The training manuals, instructions, and other publications listed in these bibliographies and the specific referrals included in them are strongly recommended as study material for advancement.

Everyone competing in a Navywide Advancement Examination has been certified by their commanding officer to be qualified for advancement. The Navywide Advancement Examination is designed to RANK-ORDER qualified candidates. For this reason, the bibliographies provided are only starting points for advancement examination study. They are NOT total bibliographies.

If you want to rank in the area where the most advancement occurs, you should study other job-related references in addition to those provided and have a thorough working knowledge of your present rate, your lower rates, and the rate for which you are competing.
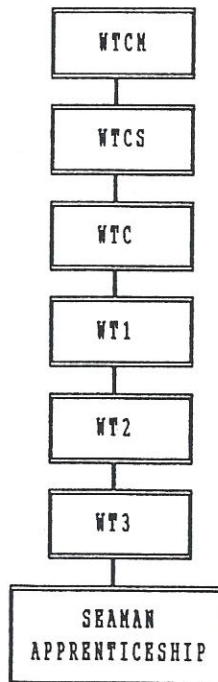
WEAPONS TECHNICIAN (WT)

SCOPE OF RATING

Weapons Technicians (WT) perform organizational, intermediate and depot maintenance on nuclear weapons and components; store, inspect, test, adjust, repair and package nuclear weapon components and associated equipment; assemble, disassemble and convert nuclear weapons, warheads and/or components; maintain magazines, assembly and storage areas; maintain sprinkler and alarm systems.

CAREER PATTERN

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Normal path of advancement to Chief Warrant Officer and Limited Duty Officer categories can be found in NAVMILPERSCOMINST 1131.1.

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INTRODUCTION

The Navy is interested in your advancement and so are you. You wouldn't be reading this handbook if you weren't. The Navy has prepared this handbook to help you prepare for advancement. The handbook has four parts:

PART A. NAVY ADVANCEMENT SYSTEM

Part A provides you with information about advancement paths, eligibility requirements for advancement, professional development, exams, and exam scoring.

PART B. NAVAL STANDARDS AND BIBLIOGRAPHY

Part B contains your Naval Standards (NAVSTD) and their supporting bibliography. By studying the bibliography you will gain the knowledge required of you by the NAVSTDs. You will be tested on your knowledge of NAVSTDs on the required Military/Leadership exam (for PO3, PO2, PO1, and CPO).

PART C. BIBLIOGRAPHY FOR OCCUPATIONAL STANDARDS

Part C contains your Occupational Standards (OCCSTDs) supporting bibliography. By studying the bibliography you will gain the knowledge required of you by the OCCSTDs. You will be tested on your knowledge of your OCCSTDs on the required rating exam (for PO3, PO2, PO1, and CPO).

PART D. OCCUPATIONAL STANDARDS AND PARs

Part D contains your OCCSTDs and Personnel Advancement Requirements (PARs). OCCSTDs state what tasks you are required to be able to perform in your rating. All Navywide advancement exams are based on OCCSTDs. You must complete your PARs to become eligible for advancement. A PAR signature/date entry is used to document your performance of tasks stated in each OCCSTD.

PART E. PARs CERTIFICATION DOCUMENTS AND ELIGIBILITY REQUIREMENTS CHECKLIST

Part E contains PARs certification documents and an Eligibility Requirements Checklist. Your completion of ALL PARs is certified on the PARs Completion Certification by your division or supervising officer.

PATHS OF ADVANCEMENT

Your opportunity to advance depends on current and future vacancies within your rating. However, your ability to advance depends on you - your KNOWLEDGE, PERFORMANCE, and EXPERIENCE.

NAVY ADVANCEMENT SYSTEM

The office of the Chief of Naval Operations monitors current and future vacancies in the Navy. The vacancies are converted to quotas for each rate in all Navy ratings. These quotas are used to determine the number of selectees for advancement in each advancement cycle.

Your ability to fill one of the quotas in your rating depends on how well you know and do your job and on your initiative and readiness for advancement. The Navy provides you with challenging training, work, and opportunities to show your desire and readiness to advance. Finally, your seniors are interested in seeing you advance. They provide feedback to you on your readiness through personal contact and performance evaluations. The rest is up to you.

ADVANCEMENT PATHS

You will find the path of advancement (career pattern) chart for your rating located on page i in the front of this handbook. By path of advancement, we mean the path you would normally follow from recruit to master chief petty officer and on to chief warrant and limited duty officer programs.

In most ratings you progress from PO3 through MCPO in the same GENERAL RATING. However, some general ratings do not start at PO3. For example, the Navy Counselor (NC) rating path begins at NC1 and goes to NCCM. Other general ratings compress at certain paygrades. For example, Patternmaker (PM) and Molder (ML) are two general ratings that compress to form MLCS at the SCPO level. Also, some general ratings have SPECIALTY AREAS, each of which has individual OCCSTDs. For example, the Aviation Antisubmarine Warfare Operator (AW) rating has three specialty areas: AWA (Acoustics), AWH (Helicopter), and AWN (Nonacoustic).

Other general ratings contain SERVICE RATINGS. Sailors in service ratings are specialists in specific areas within a general rating. An example of a general rating with service ratings is Gunner's Mate (GM): GMG and GMM are service ratings that form two paths of advancement within the GM general rating. GMG and GMM start at third class and continue to first class. They compress at chief (GMC).

Persons in a rating that compresses must be prepared in all branches of the rating that lead to the compression rate. That is, the GMC is responsible for both GMG and GMM rating skills.

ADVANCEMENT PROCEDURES

To be advanced, you must meet eligibility requirements which will be explained later in this handbook. But first, let's look at the general requirements you must meet to become a selectee:

1. Complete requirements needed to qualify for advancement. (See Table 1 in Part E.)

2. Pass the Navywide advancement exam.

3. Have a final multiple score (FMS) high enough to get one of the quotas.

This may sound like a lot of work; but remember, the Navy has a serious mission that requires well-prepared men and women who can get the job done. It doesn't need people who don't know their jobs and/or lack dedication. Others who have already moved up the advancement ladder have found that the work was worth it.

Final Multiple Score (FMS)

After you have qualified for advancement and have taken and passed your exam, your FINAL MULTIPLE SCORE (FMS) is computed. Your FMS is used to rank-order you against all other candidates who took the same exam. If your FMS is above the cut score, you will be advanced. Your FMS is computed by using three factors: EXPERIENCE + PERFORMANCE + EXAM SCORE.

Special Advancement Procedures

The following special advancement programs may be used in specific cases to advance qualified personnel: Command Advancement Program (CAP), Accelerated Advancement Program, Selective Conversion and Reenlistment (SCORE) Program, Selective Training and Reenlistment (STAR) Program, and Advanced Electronics Field/Advanced Technical Field (AEF/ATF) Program. Selectees for CNO Sailor of the Year (SOY) are also eligible for advancement. See your career counselor or educational services officer (ESO) for more information on these special category advancement programs.

EXAMS

Now let's discuss the two types of exams you will take in the normal advancement procedure: MILITARY/LEADERSHIP exams and NAVYWIDE ADVANCEMENT exams.

Military/Leadership Exams

Military/Leadership exams are qualifying exams. Commanding officers use them as a part of the overall qualifying process to determine your qualifications for advancement. When you pass your Military/Leadership exam, you demonstrate the minimum knowledge required of you by Naval Standards for the next higher paygrade. Military/Leadership exams are administered and graded by your command. An entry is made in your service record when you pass the exam.

Navywide Advancement Exams

Navywide advancement exams are used to rank-order all candidates who are (1) fully qualified for advancement, (2) capable of performing at the next higher rate, and (3) recommended for advancement by their commanding officers. These exams test much more than just minimum knowledge. By including questions above the minimum knowledge level, these exams are able to rank-order all candidates, Navywide, from most qualified to least qualified for advancement.

Navywide advancement exams are given according to a set schedule at locations and times that are announced in your Plan of the Day. Active duty exams are given in March and September for petty officer third class, petty officer second class, and petty officer first class, and in January for chief petty officer. Reservist exams are given in February for petty officer third class through chief petty officer and in August for petty officer third class through petty officer first class.

PERSONNEL ADVANCEMENT REQUIREMENTS (PARs)

Your PARs (located in Part D) are used to verify your ability to perform tasks required by your OCCSTDs. As you work your way through your PARs, don't forget that Navywide advancement exams are also based on the same OCCSTDs. Be sure to approach your PARs preparation systematically, not hurriedly or at the last minute. PARs completion is required for advancement to E-4 through E-7.

TRAINING MANUALS

Training Manuals (TRAMANs) for your rating present information based on your Occupational Standards. By studying your TRAMAN you will be able to learn important information about your rating and its OCCSTDs. You will need that information to assist in completing your PARs and preparing for Navywide advancement exams.

Other TRAMANs are written to cover NAVSTDs. These are the Military Requirements TRAMANs for Petty Officer Third Class through Senior/Master Chief. There are no PARs for NAVSTDs; but, by studying the military requirements TRAMANs, you can prepare yourself to pass your Military/Leadership exam.

All TRAMANs are prepared for individual study. They present realistic information about your rating and Navy life. However, they do not provide for practice or demonstration of what you have learned. To get the most out of your TRAMAN, complete the related Nonresident Training Course (NRTC). The NRTC provides supporting questions for you to check your knowledge of the information presented in the TRAMAN. The grade you receive on your NRTC gives you and your commanding officer an indication of knowledge gained from the TRAMAN.

MANDATORY (*) TRAMANs

You must complete certain mandatory TRAMANs as part of your advancement eligibility requirements. Mandatory TRAMANs are marked with an asterisk (*) in BIBLIOGRAPHIES for NAVSTDs and OCCSTDs in Parts B and C of this handbook. They are also located in the Bibliography for Advancement Study, NAVEDTRA 12052.

Mandatory TRAMANs are listed at the lowest rate or paygrade to which they apply.

Satisfying Mandatory TRAMAN Requirements

According to the Advancement Manual, you can satisfy mandatory TRAMAN requirements by completing the NRTC or by completion of certain type of service schools. These methods are explained in the following sections.

SATISFYING MANDATORY TRAMAN REQUIREMENTS—NRTC COMPLETION. The most commonly used method to meet this requirement is to pass the NRTC based on the mandatory TRAMAN. In completing the NRTC, be sure you know what rate requirement you are satisfying. This is important because some TRAMANs apply to a single rate; others apply to two rates.

If you successfully complete a single-rate NRTC, based on either a single-rate or multiple-rate TRAMAN, you satisfy the mandatory TRAMAN requirements only for that rate. For example, completing the NRTC for AK3 satisfies the requirement only for AK3. However, if you complete the NRTC written for two or more rates, you satisfy the requirements for all rates listed on the NRTC. An example would be

completion of the MM 3&2 NRTC, which would satisfy the requirements for both MM3 and MM2.

CAUTION: If you were exempted from completing mandatory TRAMAN requirements for your last advancement, you may still be responsible for mandatory TRAMAN requirements for the next higher rate. For example, a third class who was automatically advanced after completing Class "A" school may not have been required to complete the 3&2 TRAMAN as an eligibility requirement for advancement to third class. However, to be eligible for second class, the 3&2 TRAMAN requirement must be satisfied because it was not met before. See the latest BUPERSNOTE 1418/NAVADMIN and your ESO for specific cases in which exemptions or waivers from mandatory TRAMAN requirements may exist and to determine your eligibility requirements.

SATISFYING MANDATORY TRAMAN REQUIREMENTS— SUCCESSFUL COMPLETION OF CLASS "A" OR "C-7" SERVICE SCHOOLS. Satisfactory completion of a Class "A" service school satisfies the mandatory rating TRAMAN requirements for third class. This does NOT satisfy the mandatory military requirements TRAMAN for PO3.

Satisfactory completion of a "C-7" service school satisfies mandatory rating TRAMAN requirements for applicable second and first class rates. It does NOT satisfy mandatory military requirements TRAMANs for PO2 or PO1. See your ESO for more information.

REQUIRED SERVICE SCHOOLS

Some ratings require Class "A" school completion before you can compete for advancement to third class. The following ratings require satisfactory completion of advanced schools for second class or above (See your ESO for more information on school requirements.):

AGC..............Meteorological Oceanographic
                 Analysis Forecaster
LN2..............Naval Justice School
MUC..............Assistant Bandleader Course or
                 Intermediate Course (if course
                 completed before Jul 86)
MUCS and MUCM....Assistant Bandleader Course

CITIZENSHIP/SECURITY CLEARANCE REQUIREMENTS FOR CERTAIN RATINGS

Generally, only U.S. citizens are assigned sensitive duties or granted access to classified information. Approximately one-half of the Navy's ratings require access to classified information. For this reason, aliens generally are not permitted entry into ratings requiring access to classified information, unless citizenship is imminent. You can find information on citizenship and security clearance requirements for your rating on page ii.

MINIMUM PERFORMANCE REQUIREMENTS

The minimum performance mark average (PMA) to be eligible to take the E-4 through E-6 advancement exam is 3.0. PMA is figured by adding all trait marks assigned in the present paygrade (including those prepared while serving in frocked status) received during the computation period specified in the respective CNO NAVADMIN based on the below minimum time in rate periods:

E-4, 6 months as E-3   E-6, 3 years as E-5
E-5, 1 year as E-4   E-7, 3 years as E-6

The total of all marks on all valid evaluations (excluding traits marked NOB) are then divided by the number of marks to attain a PMA. PMA is not required for E8/9 advancement candidates.

SPECIAL REQUIREMENTS FOR CERTAIN RATINGS

Special requirements exist for certain ratings. You can find out more about your special requirements on page ii of this handbook and in NAVPERS 18068F.

MINIMUM TIME IN RATE (TIR)

Time in rate (TIR) is determined by your service in paygrade (SIPG) plus, if eligible, USNR drill service in paygrade (DSPG).

Total Active Federal Military Service (TAFMS)

The Department of Defense (DOD) prescribes the Total Active Federal Military Service (TAFMS) as the minimum service you must have to compete as a REGULAR CANDIDATE for advancement. The TAFMS requirements for advancement to paygrades E-4 through E-9 are shown below.

PAYGRADE	TAFMS
E-4	2 Years
E-5	3 Years
E-6	7 Years
E-7	11 Years
E-8	16 Years
E-9	19 Years

If you qualify in all other respects and are recommended by your commanding officer, but do not have the minimum TAFMS required to be a regular candidate, you may still be able to compete as an EARLY CANDIDATE. However, the number of advancement quotas that may be filled by early candidates is determined by DOD manning restrictions to a maximum of 20% of the total enlisted forces for E-4, and 10% for E-5 through E-9.

To become a selectee as an early candidate, you may need a higher final multiple score (FMS) than regular candidates competing for the same rate. This is because the early candidate "eligibility zone" and regular candidate "cut score" may be established at different FMS levels. Look at the example on the next page.

The example lists the FMS and SELECTEE/PNA/FAIL status for 20 candidates. There were 5 early candidates (an "E" appears in front of their FMS scores) and 15 regular candidates. Because of the manning restrictions mentioned earlier, the early candidate eligibility zone was set higher than the regular candidate cut score. Notice that two of the early candidates scored high enough to be selectees. But although two other early candidates scored higher than the cut score for regular candidates, they were not selectees because they were not within the early candidate eligibility zone. This example shows the importance of working to obtain the

highest possible FMS, whether you are an early or a regular candidate.

EXAMPLE.—RANK-ORDERED FMS SCORES

CANDIDATE	FMS	STATUS
1	207.65	SELECTEE
2	E201.65	SELECTEE
3	E197.18	SELECTEE
4	195.16	SELECTEE
EARLY CANDIDATE ELIGIBILITY ZONE		
5	193.16	SELECTEE
6	190.61	SELECTEE
7	E188.30	PNA
8	183.03	SELECTEE
9	182.15	SELECTEE
10	E179.32	PNA
11	178.21	SELECTEE
12	177.85	SELECTEE
13	172.03	SELECTEE
14	171.66	SELECTEE
15	168.88	SELECTEE
REGULAR CANDIDATE CUT SCORE		
16	168.83	PNA
17	E160.88	PNA
18	160.00	PNA
19	154.63	PNA
20	FAIL	FAIL

BE RECOMMENDED BY THE COMMANDING OFFICER

The recommendation of your commanding officer is the most important eligibility requirement in the Navy advancement system. It is not automatic upon completion of meeting other eligibility requirements. It shows that you have convinced the chain of command, including the commanding officer, that you have the ability to perform the work and assume the duties of the next higher rate, particularly in terms of leadership and personal integrity.

PASS MILITARY/LEADERSHIP EXAMINATION FOR PO3, PO2, PO1, OR CPO

As mentioned earlier, you must demonstrate your knowledge of (NAVSTDs) by passing a Military/Leadership exam as part of your qualifications for advancement (PO3 through CPO). This exam has 100 questions and you have 2 hours to complete it.

COMPLETE LPO NAVY LEADER DEVELOPMENT PROGRAM (NLDP) FOR CPO CANDIDATES AND CPO (NLDP) FOR SCPO CANDIDATES

Candidates for the CPO exam must complete the LPO NAVLEAD course prior to 1 January of the exam year. Candidates for SCPO selection must complete the CPO NAVLEAD course prior to 1 October of the nomination year for advancement.

OBLIGATED SERVICE REQUIREMENTS FOR ADVANCEMENT

Most ratings have no obligated service requirement to accept advancement to paygrades up to and including E-6. There are, however, exceptions to this in the Five-Year Obligor Program's ratings. The ratings of AC, AW, BU, CE, CM, DP, EA, EO, JO, PH, SW, and UT require an aggregate of 5 years obligated service upon entry into the rating. You should check with your educational services officer for the latest requirements of your rating.

CANDIDATES FOR E-7/8/9 CANNOT HAVE PENDING REQUEST FOR TRANSFER TO THE FLEET RESERVE

If you are a selectee for advancement to E-7, E-8, or E-9, you must agree to remain on active duty for a minimum of 2 years from the effective date of your advancement or to the date on which you will complete 30 years' total service for retirement purposes, whichever is earlier.

MEET PHYSICAL READINESS REQUIREMENTS

There are special fitness requirements for advancement. Personnel who are classified as obese, have failed the Physical Readiness Test (PRT) for the third consecutive time, or are overfat for the third PRT cycle will not be recommended for advancement. Check with your Physical Fitness Coordinator for specific information.

PROFESSIONAL DEVELOPMENT

Two of the most important aspects of your professional development are SUSTAINED SUPERIOR PERFORMANCE and STUDYING FOR ADVANCEMENT. Sustained superior performance is shown by your job performance. The studying you have done is reflected by your exam performance, rating knowledge, and work performance.

SUSTAINED SUPERIOR PERFORMANCE

Your key to success in the Navy is a sustained superior performance. You can be a top performer among your peers by reaching for your full potential. Remember, the higher your advancement goal, the stiffer the competition. Your performance evaluations must show that you are among the best in the Navy, not just at your present command. The Navy wants and promotes people with a record of doing the job well. That means doing the job well on shore or at sea. Your performance is reported in your performance evaluation, which is used in the calculation of your (FMS). Let's look at evaluations to see their impact on advancement.

Your Performance Evaluations

Your Enlisted Performance Evaluation Report is the most significant management tool in your service record. It is one of the first documents used by your superiors to make advancement decisions about you because it is a continuous record of your performance. You can influence what goes into your evaluation by having sustained superior performance. In plain words, always do top-notch work.

Performance Mark Average (PMA) Factor

Your performance evaluation marks are converted to a performance mark average (PMA), which is one of the most important factors used to compute your FMS. Remember that FMS is used to rank-order you against all other candidates who took the same exam. To give you some idea of the impact your performance has on your FMS (and your chances for advancement), consider the

following figures: If you are a candidate for PO3 or PO2, 30% of your FMS is based on your performance; if you are a PO1 candidate, it is 35%; for CPO, it is 40%. PERFORMANCE IS IMPORTANT!!

STUDY

The amount and quality of studying you do have a direct effect on your ability to perform in a superior manner on the job. In preparing yourself to be a top performer, you should concentrate on four major study areas: (1) Information about your job, (2) command responsibilities, (3) OCCSTDs, and (4) NAVSTDs. The following sections will provide information to help you study to satisfy OCCSTDs and NAVSTDs requirements.

Naval Standards (NAVSTDs)

NAVSTDs describe knowledges and abilities required of every enlisted person in the Navy. They are reprinted in paygrade order in Part B of this handbook. Each NAVSTD is listed individually. The associated bibliography is also printed in Bibliography for Advancement Study, NAVEDTRA 12052.

NAVSTDs are cumulative; that is, as you advance in paygrade, you are responsible for NAVSTDs in the paygrade you are trying for, your present paygrade, and all paygrades below. You will be tested on your knowledge of NAVSTDs on Military/Leadership exams for PO3 through CPO as part of your eligibility requirements.

Occupational Standards (OCCSTDs)

OCCSTDs describe minimum requirements for skills expected of you in your rating and are written as task statements. They are reprinted in Part D of this handbook. They form the foundation of a well planned system that dovetails your training, advancement, and job assignments. In addition to describing tasks expected of you, OCCSTDs also indicate general paygrade responsibility levels. For example, routine tasks are placed at lower paygrades; more difficult tasks and those that require additional experience or supervisory ability are placed at higher paygrades. OCCSTDs, like NAVSTDs, are cumulative. That means as you advance in your rating, you are responsible for the OCCSTDs of the rate you are trying for, your present rate, and all lower rates.

HOW YOU USE OCCSTDs.

OCCSTDs state the tasks you must be able to perform in each rate of your rating. To help you learn how these tasks apply to you, you should view them through the SCOPE OF YOUR RATING. The scope of your rating is a brief general statement about the normal responsibilities of your rating. It is located at the beginning of this handbook on page i.

Before we continue, it's time you looked over your OCCSTDs and Scope and Career Pattern of the Rating (see Part D of this handbook for OCCSTDs and page i for your Scope and Career Pattern of the Rating). Page ii contains Special Requirements of the Rating. OCCSTDs are presented with your PARs signature/date lines. OCCSTDs are grouped under TOPIC TITLES, which are identified by an alphabetical letter. Each OCCSTD within a topic is identified by a three-digit number that is followed by the task statement. Now that you've seen your OCCSTDs, let's continue by telling you how you show your ability to perform the tasks stated in your OCCSTDs.

DEMONSTRATE ABILITY TO PERFORM OCCSTDs BY COMPLETING PARs. Your Personnel Advancement Requirements (PARs) provide you with a way to demonstrate your ability to perform your OCCSTDs. We discussed this earlier.

Bibliographies For NAVSTDs And OCCSTDs

In general, the bibliographies for NAVSTDs and OCCSTDs provide you with a BASIC BIBLIOGRAPHY (references) for advancement study. Training manuals (TRAMANs), instructions, technical manuals, and other publications are listed. You should consider the basic bibliography as the starting point in your study for advancement.

USE THE LATEST EDITIONS OF ALL REFERENCES. The references listed in NAVSTD and OCCSTD bibliographies were effective at the time of printing. Because of frequent changes that occur to many of these publications, you should always study, and are never penalized on an Advancement exam for studying, a later edition of a text or change to any instruction listed.

SPECIFIC REFERRALS NOT LISTED IN THE BIBLIOGRAPHIES. When we said that bibliographies contained basic references, we were reminding you that there are additional references to know about and study. References that fall into this category are called SPECIFIC REFERRALS.

You will not find specific referrals listed in your bibliography. You will only discover them as you study references from the basic bibliographies for OCCSTDs and NAVSTDs. For example, say you are studying a topic in one of your TRAMANs and you see a reference to another publication. THIS IS A SPECIFIC REFERRAL AND YOU SHOULD TAKE THE TIME TO LOOK IT UP. The intent of the author in citing a specific referral is usually to provide you with additional or clarifying information. It would be impossible to list for you all specific referrals you might find in your study. But, no matter where you find them, be sure you consider them part of your study material.

WHERE YOU CAN FIND BIBLIOGRAPHIES FOR NAVSTDs AND OCCSTDs. Supporting bibliographies for NAVSTDs and OCCSTDs can be found in this handbook and in the Bibliography for Advancement Study, NAVEDTRA 12052. (They are exact duplicates.) That publication lists bibliographies for all rates and ratings in the Navy. It is most often located in personnel, PSD, or ESO offices.

PREPARING FOR ADVANCEMENT

Studying for advancement is easier if you know the answers to these three questions: (1) Where do I start? (2) What is the purpose of my study? and (3) How do I prepare for exam day?

WHERE TO START

Be prepared to study hard if you want to advance. Start by reading this handbook. It contains your OCCSTDs and supporting bibliography, your rating path, and the Scope of the Rating.

PROFILE forms from your previous exams will point out your strengths and weaknesses on the last exam. Use this information to improve yourself. It is a report (like a report card) of how well you did on the previous exam in comparison to all other candidates. However, it will not tell you what will be on the next exam.

WHAT IS THE PURPOSE OF YOUR STUDY

You should know what skills and abilities are expected of you. Your OCCSTDs are listed for you in Part D. Remember, OCCSTDs are a listing of the minimum skills required of you to qualify for advancement.

Your bibliography puts you in touch with references that support the OCCSTDs in your rate. Your bibliography lists the mandatory (^) and recommended TRAMANs and other reference materials. Remember to study all the publications, manuals, and directives in the bibliography for your next higher rate and for all lower rates. STUDY THE LATEST EDITIONS OF ALL REFERENCES. Be sure you study any specific referrals mentioned in your references. You can gain additional knowledge from specific referrals that will separate you from less motivated candidates. Being just minimally prepared for the exam may not be good enough.

THINKING ABOUT THE EXAM

The advancement exam will have 150 multiple-choice questions, each with four answer choices. The exam is given to everyone on the same day, worldwide. Don't forget that this is a RANK-ORDERING exam. How high do you want to be rank-ordered? Just "getting by" or doing "OK" may not be good enough to advance.

EXAM DAY

Watch the Plan of the Day to be sure you know exactly when and where the exam will be held. On exam day, be on time. Have your ID card. Follow instructions exactly.

DURING THE EXAM

You will have 3 hours to complete the exam. During the exam, don't get bogged down on questions you can't answer right away. Move on. Return to the tough questions after you've answered those that are easier for you. Make sure you answer every one of the questions--don't leave any blanks. There is no penalty for guessing.

FILLING IN YOUR ANSWER SHEET

Fill in your answer sheet carefully. Be very sure to blacken correct circles in the correct columns of your answer sheet. Circles that are not blackened correctly cause 80% of all discrepancies. Erase mistakes cleanly. Mistakes can cause administrative errors on your exam answer sheet. Remember, exams are graded by a computer. Finally, be sure to return all testing material to the exam proctor when you leave.

GOOD LUCK ON THE EXAM

You have but one job during the exam--doing the best you can do. If you've done your homework, you should fare well.

AFTER THE EXAM

Keep on doing your job the best you can. Many exams must be graded and the Navy grades them as quickly as possible. The results will be reported to you as soon as possible.

When you have finished the exam, your answer sheet will be forwarded to the Naval Education and Training Program Management Support Activity (NETPMSA) in Pensacola, Florida. NETPMSA will score your exam, compute your final multiple score (FMS), and report the results to your commanding officer. (We'll talk about your FMS shortly).

EXAMINATION SCORES

When your exam is scored, your raw score is converted to a standard score that ranges from 20 to 80. Standard scores are used rather than raw scores to ensure that all exams measure or compare each candidate's performance on the exam in the same way. After your exam is graded and converted to a standard score, your FMS is calculated. Your FMS is used to rank-order you against all other candidates who took the same exam as you did.

PASSING THE EXAM

If you pass the exam, CONGRATULATIONS! The Chief of Naval Operations determines the number of vacancies in the rate for which you are competing on the basis of current and prospective losses. If the number of candidates who passed the exam for your rate exceeds the number of vacancies (quotas), then your FMS is used to rank-order you against your competitors and your selection will depend upon your rank-order, and established quota. If your FMS ranks you higher than the quota cutoff and you are a regular candidate, then you will be selected for advancement. If your FMS is below the cutoff, you will be passed but not advanced (PNA). Early candidates are subject to DOD limitations discussed earlier. More about quotas and multiples is discussed below.

THE "WHOLE PERSON" CONCEPT OF MULTIPLE FACTORS

Being rank-ordered and selected from among other qualified, test-passing candidates is based on the "WHOLE PERSON CONCEPT." This concept considers three factors (KNOWLEDGE, PERFORMANCE, AND EXPERIENCE) for all candidates in determining who will be selectees. Numerical values are assigned for each of the three factors in final multiple scores.

You should concern yourself with all three of these multiple factors. Your exam score reflects your knowledge factor. Your performance factor (PMA) is based on your performance evaluations. This factor should reflect sustained superior performance. Your

experience factor is made up of awards, which reflect your superior achievements; length of service and time in rate, a reflection of your level of experience; and PNA points, which are credited from previous exam cycles. Table 1 shows how your final multiple score is developed using the three factors of exam score, performance, and experience.

PNA Points

PNA points are very valuable, especially in ratings where the vacancies are few. If you pass the exam, but are not a selectee, you may receive PNA points toward the next advancement exam cycle.

Except for those personnel who have had a name change, PNA points are automatically included in the FMS for any E-4 through E-6 candidate. PNA points are given to any candidate who achieved a relatively high exam score and/or had a relatively high performance mark average (PMA) on a previous exam cycle for the same rate, but was not advanced because of quota limitations. You can receive a maximum of three PNA points for any one advancement exam cycle. Ensure your command notifies NETPMSA if you have had a name change so your previous PNA points can be included in your FMS.

PNA points are computed in fractions of one-half point to a maximum of 1.5 points in each of the two areas (test score PNA points and performance mark average PNA points). PNA points are cumulative over the most recent five exams of

the last six exam cycles. The maximum cumulative PNA points that may be credited to an E-6 candidate is 12 points; for E-4 and E-5 candidates, the maximum is 10 points. PNA points are credited as follows:

RELATIVE TEST SCORE	PNA POINTS CREDITED
Top 25 percent	1.5
Next 25 percent	1.0
Next 25 percent	0.5

RELATIVE PERF MARK AVG	PNA POINTS CREDITED
Top 25 percent	1.5
Next 25 percent	1.0
Next 25 percent	0.5

Maximum Final Multiple Score (FMS)

Let's look at possible FMS scores for those with top exam scores and superior performance. For E-4 or E-5, a standard score of 80 (the highest you can receive) on the exam and maximum point values for each of the other factors would yield an FMS as high as 230 for E-4 and E-5; 264 for E-6; and 132 for E-7. Few score that high, but it's smart thinking to be the best you can be in your performance and on the exam--the competition gets sharper the higher in rate you go. Refer to Table 1 to see how FMS is computed.

TABLE 1.--COMPUTING YOUR FINAL MULTIPLE

FACTOR	EXAM PAYGRADE	COMPUTATION	MAXIMUM POINTS (%) E-4/5	E-6	E-7
Standard Score (SS)	All	Indicated on Exam Profile Sheet	80(35%)	80(30%)	80(60%)
Performance	E-4/5	PMA x 60-170	70(30%)		
	E-6	PMA x 60-148		92(35%)	
	E-7	PMA x 13			52(40%)
Length of Service (LOS)*	E-4/5	(TAS-SIPG)+15	30(13%)		
	E-6	(TAS-SIPG)+19		34(13%)	
Service in Paygrade (SIPG) (Max 7 1/2 yrs)*	E-4/5	2 x SIPG +15	30(13%)		
	E-6	2 x SIPG +19		34(13%)	
Awards	E-4/5	Values in	10(4.5%)		
	E-6	Adv. Manual		12(4.5%)	
PNA Pts.	E-4/5	See past	10(4.5%)		
	E-6	Profile form		12(4.5%)	
Max. FMS Possible	All		230 (100%)	264 (100%)	132 (100%)

* After calculating LOS and SIPG by using years/months, convert final LOS and SIPG years/months figures to decimal by using the following conversions:

Month	Fraction	Months	Fraction	Months	Fraction
1	.08	5	.42	9	.75
2	.17	6	.50	10	.83
3	.25	7	.58	11	.92
4	.33	8	.67		

E-7 CANDIDATES

Only two factors are included in the FMS for paygrade E-7 candidates: <u>performance mark average</u> (PMA) and <u>exam standard score</u>. When you receive your exam results on your Profile form, your status will be one of the following: SELECTION BOARD ELIGIBLE, SELECTION BOARD INELIGIBLE, or FAIL.

If you are Selection Board Eligible, your service record goes before the Chief Petty Officer Selection Board. This board reviews your service record and those of all others within your rating who were also selection board eligible to determine who will become selectees. A NAVOP announces selectees. An excellent discussion of selection board procedures can be found in <u>Military Requirements for CPO</u>, NAVEDTRA 12047.

E-8 AND E-9 CANDIDATES

Final multiple scores are not computed for advancement to E-8 and E-9. Unlike E-7, you do not take an exam. You become selection board eligible on the basis of your commanding officer's recommendation. (Candidates for E-8 selection must complete CPO NAVLEAD course prior to 1 October of the nomination year). Your record is screened by the E-8/E-9 Selection Board, and names of selectees are announced in a NAVOP.

SELECTION

If you have been selected for advancement you may have to wait before you are actually advanced. Advancements are subject to a ceiling control on the number of advancements per fiscal year. (The Chief of Naval Operations specifies the number of advancements per month that may be made within each paygrade and branch/class. The Naval Education and Training Program Management Support Activity fair-shares proportionally by rate those advancements to selectees.) Selectees are advanced in INCREMENTS. E-4 through E-9 advancements are made in two SEGMENTS consisting of monthly increments (see Table 2).

TABLE 2.--SEGMENTS AND INCREMENTS FOR ADVANCEMENT

CANDIDATES FOR	EXAM OR NOMINATION	SEL BRD CONVENES	SELECTEES NOTIFIED	ADVANCEMENT INCRMTS/SEGMTS
E-4/5/6	MAR / SEP	NA / NA	JUN SEP DEC MAR	JUL-SEP (1st) OCT-DEC (2nd) JAN-MAR (1st) APR-JUN (2nd)
E-7	JAN	JUN	AUG FEB	SEP-FEB (1st) MAR-AUG (2nd)
E-8/9	NOV[1]	MAR	JUN DEC	JUL-DEC (1st) JAN-JUN (2nd)

[1]Month of nomination for advancement by commanding officer.

REPORTING RESULTS OF SELECTIONS

You may expect to be notified by NETPMSA of your status about 3 months after your exam. If you passed and your FMS is high enough, you may be advanced in the first segment. You also will be told in which month you will be advanced. If your FMS was closer to the minimum multiple required to be advanced, you would probably be designated as a selectee in the initial publication and would be advanced in the second segment and would be notified at a later date by NETPMSA of your advancement date. If you are an E-7 candidate, NETPMSA will let you know if you did well enough on the exam to be considered for the selection board, which convenes in June. The E-8/E-9 selection board meets in March. E-7, E-8, and E-9 advancement dates are based on seniority rather than FMS.

NOTIFICATION OF RESULTS

When exam results arrive at your command, you will be given your EXAMINATION PROFILE INFORMATION FORM (see Fig 1.) and your SUBJECT MATTER SECTION IDENTIFICATION SHEET (see Fig 2.), which comes from the back of your exam, sometimes called the "tear-off sheet." Compare your Profile form to the Subject-Matter Section Identification Sheet to evaluate your exam performance (E-8 and E-9 candidates do not receive these forms).

ADVANCEMENT

Remember, although NETPMSA issues the authority to advance you, your commanding officer is the one who will actually award the advancement, provided you have maintained your eligibility up to the effective date of advancement.

FROCKING

Frocking is an administrative authorization to assume the title and wear the uniform of a higher paygrade without entitlement to the pay and allowances of that grade. Frocking provides early recognition for members selected for petty officer third class through master chief petty officer. After verifying your eligibility data, you may be frocked as follows:

E-4 Frocking

Qualified E-4 selectees may be frocked no earlier than the first advancement increment (16 Jan or 16 Jul) and after completing the Petty Officer Indoctrination Course (POIC) or as specified in the respective CNO NAVADMIN procedures.

E-5/6 Frocking

Qualified E-5/6 selectees/advancees may be frocked once the data on the Examination Status Verification Report (ESVR)/Rating Change Authorization (RCA) announcing selectee/advancee status has been verified.

E-7 Frocking

Qualified E-7 selectees may be frocked no earlier than the first advancement increment (16 Sep) and after completing the Chief Petty Officer Indoctrination Course (CPOIC). Commanding officers of training commands may authorize frocking for student CPO selectees before they complete the CPOIC if the course is not available at the training command.

E-8/9 Frocking

Qualified E-8/9 selectees may be frocked upon receipt of the selection board NAVOP and upon verification of eligibility.

SELF-EVALUATION

If you were not selected this time, begin now to become better prepared for advancement. Identify your weaknesses. Study up on your OCCSTDs and use your bibliography to identify study materials. Improve your professional performance. Many good performers who are now your seniors were not advanced the first time they were eligible, but they stuck with it and were advanced. Remember, advancement in the Navy is competitive, not impossible.

DEPARTMENT OF THE NAVY

NAVAL EDUCATION AND TRAINING PROGRAM
MANAGEMENT SUPPORT ACTIVITY
PENSACOLA, FLORIDA 32509

FROM: COMMANDING OFFICER

| | | SERIES/DATE | ACTIVITY | CODE |

TO: DOE JAMES CARL   987654321   YN2   YN1   1110057-MAR 86   99119

(5) SUBJ: EXAMINATION PROFILE INFORMATION
EARNED PNA PTS (INCL'D IN FMS) * C108-2.0 * C107-0.0 * C104-0.0 * C103-1.5 * C100-2.0
PROJECTED PNA PTS. - C111-1.0/0.5

THE INFORMATION PROVIDED BELOW IS A PROFILE OF YOUR RELATIVE STANDING WITH ALL OTHERS IN YOUR RATE IN EACH SUBJECT-MATTER SECTION. THE INFORMATION IS TO BE USED WITH THE SUBJECT-MATTER IDENTIFICATION SHEET FOR THE EXAMINATION SERIES INDICATED. STANDINGS ARE BASED ON OVER 90% RETURNS; NO SIGNIFICANT CHANGE WITH ALL RETURNS IN.

EXAMINATION STATUS	YOUR FINAL MULTIPLE	MINIMUM MULTIPLE REQUIRED	SECTION	1	2	3	4	5	6	7	8	9	10	11	12	PAGE
PASS/SS 56	197.28	115.36	STANDING	L	H.A	A	E	S	L.A	A	–	–	–	–	–	001

S (Superior)=upper 10%   HA (High Average)=upper 40%   L (Low)=lower 30%
E (Excellent)=upper 20%   A (Average)= middle   P (Poor)=lower 20%
H (High) = 30%   LA (Low Average)=lower 40%   VP (Very Poor)=lower 10%

COPY TO SERVICE RECORD   CODE INTERPRETATION

YOU MAY CONTACT YOUR ESO FOR DATA USED FOR YOUR MULTIPLE COMPUTATION

1. **EXAMINATION STATUS.** --Shows whether you passed or failed and your exam standard score. For example, PASS/SS 56 would mean that you passed the exam and your standard score was 56.

2. **YOUR FINAL MULTIPLE.** --Shows your final multiple score (FMS).

3. **MINIMUM MULTIPLE REQUIRED.** --Shows the minimum FMS required for advancement in your rate. If your final FMS was equal to or higher than this figure, you are selected for advancement.

4. **SECTION/STANDING 1-12.** --Shows exam section and your standing compared to others who took the same exam. Section number corresponds with "Examination Section" on SUBJECT-MATTER IDENTIFICATION sheet.

5. **PNA POINTS ASSIGNED.** --Shows PNA points you previously received (included in your FMS) and projected PNA points from this exam for the next exam cycle. Automatically added to your FMS on the next exam.

Figure 1. - Examination Profile Information Form

SUBJECT-MATTER SECTION IDENTIFICATION FOR ALL

XYZ3

EXAMINATIONS WITH SERIAL NUMBERS FROM

1360001 TO 1369999

1. This examination is divided into SUBJECT-MATTER SECTIONS and SUBSECTIONS. The numerals or letters in parentheses following each subsection refer to the broad occupational standards titles listed in section I of the Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068 (Current Series). Under these broad occupational standards titles, you should find applicable Occupational Standards related to the subsections. These Occupational Standards are reprinted in the Advancement Handbook for Petty Officers for your rating, and may be obtained from your ESO.

2. The SUBJECT-MATTER IDENTIFICATION SHEET is to be retained by your command until receipt of your examination results and your EXAMINATION PROFILE INFORMATION FORM. Fill in your NAME, RATE, SSN, DIV, and SHIP/STA in the spaces provided below before handing this sheet to your exam proctor.

3. Your EXAMINATION PROFILE INFORMATION FORM (explained on the back of this sheet) will be sent to you by separate correspondence. Using the SUBJECT-MATTER IDENTIFICATION SHEET and your EXAMINATION PROFILE INFORMATION FORM will assist you in identifying your strengths and weaknesses in comparison with all other candidates who took this examination.

Under authority of Title 5 USC 301, information regarding your military status is requested on this Subject Matter Section Identification sheet. The information will be used to match exam results and exam profile information to the subject matter sections covered on your exam. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

EXAMI-NATION SECTION	SUBJECT-MATTER SECTION TITLE	SUBJECT-MATTER SUBSECTIONS AND (LETTER OR NUMERICAL IDENTIFICATION OF BROAD OCCUPATIONAL STANDARDS TITLES)
1	FOOTBALL	XXXXX, XXXXX
2	BASEBALL	XXXXX, XXXXX, XXXXX, XXXXX
3	GOLF	XXXXX
4	TENNIS	XXXXX, XXXXX, XXXXX
5	VOLLEYBALL	XXXXX, XXXXX
6	SOCCER	XXXXX, XXXXX, XXXXX, XXXXX, XXXXX
7	BASKETBALL	XXXXX, XXXXX, XXXXX
8	SOFTBALL	XXXXX, XXXXX
9	BADMITTON	XXXXX, XXXXX, XXXXX, XXXXX
10	BOWLING	XXXXX

DIV ___ NAME ___

SHIP/STA ___

RATE ___

SSN ___

Figure 2.--Subject Matter Identification Sheet

Part B provides a complete copy of the NAVAL STANDARDS (NAVSTDs) and supporting bibliography for paygrades E-4 through E-9.

NAVAL STANDARDS

NAVSTDs are <u>minimum</u> skills and knowledge, other than those defined by Occupational Standards (OCCSTDs), that are essential to the overall effectiveness of enlisted personnel in the performance of duty. They encompass military requirements; essential virtues of pride of service in support of the oath of enlistment; maintenance of good order and discipline; and basic skills and knowledge, pertaining to the well-being of Navy personnel, which directly contribute to the mission of the Navy. You are required to demonstrate the knowledge described by NAVSTDs for advancement. NAVSTDs are <u>cumulative</u>; that is, you are responsible for the NAVSTDs of the paygrade you are trying for, your present paygrade, and all lower paygrades.

BIBLIOGRAPHY FOR NAVAL STANDARDS

The supporting bibliography for NAVSTDs has been selected to provide you with the references you need to understand each NAVSTD. Supporting bibliography for all E-4 through E-9 NAVSTDs is presented in the BIBLIOGRAPHY at the beginning of Part B. The Bibliography is <u>cumulative</u>; that is, if a reference was previously listed for a lower paygrade, then it will not be listed again in higher paygrades.

Certain training manuals are MANDATORY. They are marked with an asterisk (*) in the Bibliography and in the <u>Bibliography for Advancement Study</u>, NAVEDTRA 12052. YOU MUST SATISFY MANDATORY TRAMAN REQUIREMENTS.

BIBLIOGRAPHY

THE FOLLOWING IS THE BASIC BIBLIOGRAPHY FOR E-4 through E-9.
<u>MANDATORY</u> REQUIREMENTS ARE MARKED WITH AN ASTERISK (*)

E-4

   * Military Requirements for PO3, NAVEDTRA 12044 (NRTC NAVEDTRA 82044)

E-5   (E-4 BIBLIOGRAPHY AND THE FOLLOWING)

   * Military Requirements for PO2, NAVEDTRA 12045 (NRTC NAVEDTRA 82045)

E-6   (E-4 AND E-5 BIBLIOGRAPHIES AND THE FOLLOWING)

   * Military Requirements for PO1, NAVEDTRA 12046 (NRTC NAVEDTRA 82046)

E-7   (E-4 THROUGH E-6 BIBLIOGRAPHIES AND THE FOLLOWING)

   * Military Requirements for CPO, NAVEDTRA 12047 (NRTC NAVEDTRA 12047)

E-8   (E-4 THROUGH E-7 BIBLIOGRAPHIES AND THE FOLLOWING)

   * Military Requirements for Senior and Master CPO, NAVEDTRA 12048 (NRTC NAVEDTRA 82048)

E-9   (E-4 THROUGH E-8 BIBLIOGRAPHIES)

903-DRILL AND FORMATION
903401 CONDUCT CLOSE-ORDER DRILL

904-UNIFORMS
904401 KNOW HOW TO PROPERLY WEAR PETTY OFFICER INSIGNIAS

906-WATCHSTANDING
906401 STAND PETTY OFFICER MILITARY WATCHES (PETTY OFFICER OF THE WATCH, MASTER AT ARMS, POLICE
       PETTY OFFICER, SHORE PATROL, ETC.)

911-SAFETY
911402 KNOW HOW TO HANDLE AND STOW HAZARDOUS MATERIALS
911403 TAG-OUT EQUIPMENT

913-SURVIVAL
913401 KNOW THE RESPONSIBILITIES AND AUTHORITY OF THE SENIOR PERSON IN A SURVIVAL SITUATION

914-CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) DEFENSE
914401 PERFORM DUTIES OF MONITORING AND DECONTAMINATION TEAM MEMBER

921-DAMAGE CONTROL
* 921403   PLOT PROGRESS OF DAMAGE CONTROL EFFORTS
* 921404   KNOW THE DUTIES AND RESPONSIBILITIES OF DAMAGE CONTROL EMERGENCY PARTIES
* 921441   MAINTAIN DAMAGE CONTROL FITTINGS AND EQUIPMENT

922-SURFACE PRESERVATION
922401 KNOW WHICH CLEANING SOLVENTS TO USE AND ISSUE THEM FOR USE IN INTERIOR/EXTERIOR SPACES
922402 IDENTIFY FIXTURES AND DEVICES TO WHICH PAINT OR LIQUID CLEANERS SHOULD NOT BE APPLIED

930-MILITARY CONDUCT & JUSTICE
930401 PREPARE A REPORT OF OFFENSE

941-CAREER INFORMATION
941402 KNOW HOW ENLISTED ASSIGNMENTS ARE MADE
941404 KNOW THE PROGRAMS FOR AWARDS, COMMENDATIONS, AND PERSONNEL RECOGNITION
* 941405   KNOW THE REQUIREMENTS FOR ENLISTED WARFARE SPECIALIST DESIGNATION
941407 KNOW THE OPTIONS FOR APPLYING FOR SPECIAL PROGRAMS AND/OR PROJECT DUTY ASSIGNMENTS
941408 KNOW THE FUNCTION AND USE OF THE NAVY ENLISTED CLASSIFICATION SYSTEM
941441 KNOW THE INCENTIVES FOR A NAVY CAREER
941442 PREPARE DUTY PREFERENCE FORMS
941443 PROVIDE WRITTEN INPUTS FOR ENLISTED EVALUATIONS
941444 KNOW THE PROGRAMS FOR COUNSELING AND TREATING PERSONNEL WITH DRUG AND/OR ALCOHOL PROBLEMS
941445 KNOW THE PURPOSE OF AND BENEFITS AVAILABLE THROUGH THE VETERANS ADMINISTRATION

942-TRAINING
942401 ASSIST IN INDOCTRINATING NEWLY REPORTING PERSONNEL

944-MANAGEMENT
944401 REQUISITION AND OBTAIN SUPPLIES AND MATERIAL THROUGH THE NAVY SUPPLY SYSTEM
944402 PERFORM THE BASIC PROCEDURES USED IN THE MAINTENANCE MATERIAL MANAGEMENT (3M) SYSTEM
944403 MAINTAIN MANUALS, PUBLICATIONS AND DIRECTIVES

951-SEA POWER
951401 KNOW THE COMPONENTS OF UNITED STATES SEA POWER: NAVY, MERCHANT MARINE, COAST GUARD
       AND MILITARY SEALIFT COMMAND

960-LEADERSHIP
960401 KNOW THE FUNDAMENTALS OF LEADERSHIP
960402 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS:

A.   TRANSLATING ASSIGNMENTS FROM THE IMMEDIATE SUPERVISOR INTO SPECIFIC TASKS FOR
      SUBORDINATES (E.G. REPAIR TEAM, WORK PARTY, WATCH, ETC.)
B.   DETERMINING AVAILABILITY OF SUPPLIES/EQUIPMENT/TOOLS REQUIRED BY SUBORDINATES
      PRIOR TO ASSIGNING TASKS
C.   GIVING SPECIFIC DIRECTION TO SUBORDINATES PERFORMING TASKS (E.G. REPAIR TEAM, WORK
      PARTY, WATCH, ETC.)
D.   DEMONSTRATING TO ASSIGNED SUBORDINATES PROCEDURES TO BE USED IN ACCOMPLISHING
      ASSIGNED TASKS
E.   ENSURING THAT SUBORDINATE PERSONNEL USE PROPER EQUIPMENT/TOOLS/SUPPLIES WHILE
      PERFORMING ASSIGNED TASKS
F.   ENSURING THAT SUBORDINATES ARE USING CORRECT AND SAFE PROCEDURES WHILE
      ACCOMPLISHING ASSIGNED TASKS
G.   MEASURING PROGRESS OF SUBORDINATES ON TASKS ASSIGNED
H.   GIVING SUBORDINATES IMMEDIATE FEEDBACK ON QUALITY DURING PERFORMANCE OF ASSIGNED
      TASKS
I.   ESTIMATING COMPLETION TIME OF TASKS ASSIGNED TO SUBORDINATES
J.   REPORTING TO IMMEDIATE SUPERVISOR STATUS OF TASKS ASSIGNED TO SUBORDINATES

* CONSTRUCTION RATINGS EXEMPT

960402 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS: (Continued)

L.   APPRISING IMMEDIATE SUPERVISORS ON PERFORMANCE OF SUBORDINATES
M.   RESOLVING CONFLICT OR DIFFERENCES AMONG SUBORDINATES INVOLVED IN TASK PERFORMANCE
N.   PROVIDING INFORMAL REWARD/RECOGNITION TO SUBORDINATES
K.   OBTAINING AND EVALUATING SUGGESTIONS TO IMPROVE TASK PERFORMANCE FROM ASSIGNED
     SUBORDINATES AND MAKING RECOMMENDATIONS AS APPROPRIATE TO SUPERIORS IN THE CHAIN
     OF COMMAND

960403 KNOW THE AUTHORITY AND RESPONSIBILITY OF A PETTY OFFICER
960404 KNOW EQUAL OPPORTUNITY AND HUMAN RIGHTS ELEMENTS OF LEADERSHIP

990-PROGRAMS AND POLICIES
990401 KNOW THE PURPOSE AND PROCEDURES FOR IMPLEMENTING THE PRIDE, PROFESSIONALISM AND
       PERSONAL EXCELLENCE PROGRAMS
990402 KNOW THE PETTY OFFICERS RESPONSIBILITY IN THE NAVY'S DRUG AND ALCOHOL ABUSE
       PREVENTION AND CONTROL PROGRAM
990405 KNOW OPPORTUNITIES AVAILABLE IN THE NAVAL RESERVE PROGRAM
990441 KNOW OPPORTUNITIES AVAILABLE THROUGH THE MILITARY CASH AWARDS PROGRAM

*** START OF NEW PAYGRADE ***

PAYGRADE E-5

911-SAFETY
911501 PERFORM DUTIES OF ELECTRICAL SAFETY PETTY OFFICER
911502 SUPERVISE WORK CENTER AND JOB SITE SAFETY
911503 INSTRUCT PERSONNEL IN WORK RELATED HAZARDS, SAFETY PRECAUTIONS AND IN THE USE AND
       MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

914-CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) DEFENSE
914501 INSTRUCT PERSONNEL IN THE USE OF CBR PROTECTIVE CLOTHING AND EQUIPMENT FOR EACH
       LEVEL OF MISSION ORIENTED PROTECTIVE POSTURE (MOPP)

921-DAMAGE CONTROL
* 921501   PERFORM THE DUTIES OF DUTY DIVISION DAMAGE CONTROL PETTY OFFICER (DUTY DDCPO)

941-CAREER INFORMATION
941504 KNOW THE INCENTIVES FOR REENLISTMENT, EDUCATION AND SPECIAL DUTY
941505 KNOW THE PURPOSE OF THE PETTY OFFICER QUALITY CONTROL REVIEW BOARD
941541 PROVIDE INFORMATION ON FINANCIAL MANAGEMENT TO JUNIOR PERSONNEL

942-TRAINING
942502 TRAIN PERSONNEL USING DEMONSTRATION, DISCUSSION AND LECTURE METHODS
942504 MAINTAIN QUALIFICATION RECORDS

944-MANAGEMENT
944501 PREPARE DRAFT INPUTS FOR ENLISTED PERFORMANCE EVALUATIONS

953-ORGANIZATION
953501 KNOW THE NAMES, ABBREVIATIONS AND BROAD RESPONSIBILITIES OF COMMANDS WITHIN THE
       DEPARTMENT OF THE NAVY, SHORE ESTABLISHMENTS AND OPERATING FORCES

960-LEADERSHIP
960501 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS:

A.   DEVELOPING FIRST DRAFT OF SHIFT, OFFICE, OR WORKCENTER DAILY WORK SCHEDULES
B.   TRANSLATING DAILY WORK REQUIREMENTS FROM IMMEDIATE SUPERVISOR INTO SPECIFIC
     ASSIGNMENTS FOR SUBORDINATES
C.   ESTIMATING TIMELINES FOR ACCOMPLISHMENT OF TASKS
D.   EVALUATING SPECIFIC ASSIGNMENTS IN ORDER TO DETERMINE RESOURCES REQUIRED TO
     ACCOMPLISH ASSIGNED TASKS
E.   COORDINATING AVAILABILITY OF TOOLS, SUPPLIES, EQUIPMENT AND PARTS TO PERFORM
     REQUIRED TASKS
F.   DIRECTING DAILY WORK ASSIGNMENTS IN ACCORDANCE WITH ESTABLISHED TIMELINES
G.   EVALUATING SUBORDINATE QUALIFICATIONS TO PERFORM TASKS
H.   COUNSELING SUBORDINATES ON PROFESSIONAL PERFORMANCE
I.   RECOMMENDING TO THE IMMEDIATE SUPERVISOR, FORMAL REWARD/RECOGNITION FOR
     SUBORDINATES
J.   EVALUATING COMPLETED ASSIGNMENTS OF SUBORDINATES FOR QUALITY, COMPLETENESS, AND
     TIMELINESS

980-SECURITY REQUIREMENTS
980501 TRAIN PERSONNEL IN THE SAFEGUARDS AGAINST TERRORISM

990-PROGRAMS AND POLICIES
990501 KNOW THE PROGRAMS AND POLICIES OF COMMAND MANAGED EQUAL OPPORTUNITY

*** START OF NEW PAYGRADE ***

PAYGRADE E-6

901-WATCH, QUARTER & STATION
901601 PREPARE A DIVISIONAL WATCH, QUARTER AND STATION BILL
901642 MAINTAIN A DIVISIONAL WATCH, QUARTER AND STATION BILL

903-DRILL AND FORMATION
903601 PREPARE PERSONNEL FOR PRESENTATION AT INSPECTIONS, QUARTERS AND CEREMONIAL EVENTS

904-UNIFORMS
904641 CONDUCT SEABAG INSPECTIONS

906-WATCHSTANDING
* 906601   STAND WATCHES AS JUNIOR OFFICER OF THE DECK (JOOD) IN PORT
906641 STAND DUTY AS A SECTION LEADER

911-SAFETY
911601 PERFORM DUTIES OF A DIVISIONAL SAFETY PETTY OFFICER
911602 CONDUCT JOB SAFETY ANALYSIS
911603 AUDIT TAG-OUT LOG
911604 PERFORM DUTIES OF HAZARDOUS MATERIAL/HAZARDOUS WASTE PETTY OFFICER
911641 CONDUCT SAFETY AWARENESS TRAINING

913-SURVIVAL
913641 TRAIN PERSONNEL IN BASIC SURVIVAL PROCEDURES

914-CHEMICAL, BIOLOGICAL, RADIOLOGICAL (CBR) DEFENSE
914641 INSTRUCT PERSONNEL ON ENTERING, EXITING AND PERSONAL CLEANSING IN THE COLLECTIVE
       PROTECTIVE SYSTEM (CPS) DECONTAMINATION STATION

921-DAMAGE CONTROL
* 921603   KNOW THE DUTIES OF THE DIVISION DAMAGE CONTROL PETTY OFFICER (DDCPO)

930-MILITARY CONDUCT & JUSTICE
930641 KNOW THE PROCEEDINGS FOR THE CONDUCT OF MAST

941-CAREER INFORMATION
941603 KNOW HOW TO APPLY FOR LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) PROGRAMS
941641 INDOCTRINATE PERSONNEL ON NAVY PROGRAMS AND POLICIES
941642 SUPERVISE THE ADMINISTRATION OF THE PERSONNEL ADVANCEMENT REQUIREMENTS (PARS)
       SYSTEM WITHIN THE DIVISION
941643 REVIEW ENLISTED SERVICE RECORDS

942-TRAINING
942601 SUPERVISE DIVISIONAL PERSONNEL QUALIFICATION STANDARDS (PQS) SYSTEM
942602 PERFORM THE DUTIES AND RESPONSIBILITIES OF THE TRAINING PETTY OFFICER

944-MANAGEMENT
944601 WRITE ENLISTED PERFORMANCE EVALUATIONS
944602 KNOW THE RESPONSIBILITY OF SIGNATURE (BY DIRECTION) AUTHORITY
944603 PROVIDE SUPERVISION FOR INDIVIDUALS ASSIGNED EXTRA MILITARY INSTRUCTION, EXTENSION
       OF WORKING HOURS AND WITHHOLDING PRIVILEGES
944604 PERFORM THE DUTIES AND KNOW THE RESPONSIBILITIES OF THE LEADING PETTY OFFICER
944605 PREPARE ROUTINE NAVAL CORRESPONDENCE AND MESSAGES
944641 DEVELOP, ESTABLISH, AND MONITOR WORK CENTER GOALS AND OBJECTIVES

951-SEA POWER
951601 KNOW THE OPERATIONAL COMPONENTS OF U.S. NAVY IN SEAPOWER: STRIKING FORCES, TRIAD,
       WEAPONS AND SYSTEMS, GEOGRAPHIC AREAS OF CONCERN AND OPERATIONAL READINESS

960—LEADERSHIP
960601 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS:

A. REVIEWING OPERATIONAL SCHEDULES TO BUILD SHIFT, OFFICE, OR WORKCENTER SCHEDULES
B. DEVELOPING SHIFT, OFFICE, OR WORKCENTER DAILY WORK SCHEDULE
C. PROMULGATING SHIFT, OFFICE, OR WORKCENTER, DAILY WORK SCHEDULE
D. ASSIGNING RESPONSIBILITY FOR ACCOMPLISHMENT OF SHIFT, OFFICE OR WORKCENTER WORKSCHEDULES
E. ESTABLISHING SHIFT, OFFICE OR WORKCENTER WORK REQUIREMENTS
F. ASSESSING SHIFT, OFFICE OR WORKCENTER MATERIAL AND PERSONNEL READINESS
G. REPORTING SHIFT, OFFICE OR WORKCENTER MATERIAL AND PERSONNEL READINESS TO IMMEDIATE SUPERVISOR
H. PRIORITIZING OVERALL SHIFT, OFFICE OR WORKCENTER TASKS
I. TRANSLATING RESULTS OF DIVISION WORKLOAD PLANNING MEETINGS INTO SHIFT, OFFICE OR WORKCENTER WORK SCHEDULES
J. ASSIGNING WORK LOCATIONS TO MEMBERS OF A SHIFT, OFFICE, OR WORKCENTER
K. DELEGATING SHIFT, OFFICE, OR WORKCENTER TASKS TO SUBORDINATE MEMBERS
L. ESTABLISHING SHIFT, OFFICE, OR WORKCENTER TIMELINES
M. RECOMMENDING SUBORDINATES FOR ASSIGNMENT TO COMMAND OR DEPARTMENTAL COLLATERAL DUTIES
N. TRACKING PROGRESS OF OVERALL SHIFT, OFFICE OR WORKCENTER WORK EFFORTS
O. COUNSELING SUBORDINATES ON GENERAL PERFORMANCE
P. WRITING FIRST DRAFT RECOMMENDATIONS FOR REWARD/RECOGNITION FOR ASSIGNED SUBORDINATES
Q. IDENTIFYING SHIFT, OFFICE, OR WORKCENTER MANPOWER/PERSONNEL REQUIREMENTS AND OR DEFICIENCIES
R. PROVIDING RATING SPECIFIC EXPERTISE TO SUBORDINATES WHERE NEEDED TO ACCOMPLISH TASKS
S. PROVIDING INPUT TO IMMEDIATE SUPERVISOR IN THE DEVELOPMENT OF POLICY

960602 ASSESS OWN LEADERSHIP AND MANAGEMENT SKILLS

980—SECURITY REQUIREMENTS
980601 TRAIN PERSONNEL IN SECURITY REQUIREMENTS REGARDING:

A. VISITS TO SHIP OR COMMAND
B. VISITORS WITH AND WITHOUT VISIT CLEARANCES
C. UNAUTHORIZED VISITORS
D. SECURITY WATCHES IN U.S. AND FOREIGN PORTS

990—PROGRAMS AND POLICIES
990602 KNOW THE SUPERVISORY RESPONSIBILITIES FOR COMMAND MANAGED EQUAL OPPORTUNITY PROGRAMS
990603 KNOW THE PROGRAMS AND POLICIES FOR IDENTIFYING AND PROVIDING TREATMENT FOR DRUG AND ALCOHOL ABUSERS
990641 KNOW THE PURPOSE AND PROCEDURES FOR THE COMMAND ASSESSMENT TEAM (CAT)
990642 KNOW THE PURPOSE AND PROCEDURES FOR THE COMMAND TRAINING TEAM (CTT)

*** START OF NEW PAYGRADE ***

PAYGRADE E-7

901—WATCH, QUARTER & STATION
901741 ASSIGN PERSONNEL TO A WATCH, QUARTER AND STATION BILL

903—DRILL AND FORMATION
903741 PRESENT PERSONNEL AT INSPECTIONS, QUARTERS AND CEREMONIAL EVENTS

904—UNIFORMS
904701 KNOW HOW TO PROPERLY MARK, WEAR AND MAINTAIN CPO UNIFORMS
904741 CONDUCT PERSONNEL INSPECTIONS

906—WATCHSTANDING
906742 STAND WATCH AS DIVISIONAL DUTY OFFICER
906743 STAND WATCHES AS OFFICER OF THE DECK (OOD) IN PORT

911—SAFETY
911701 CONDUCT PRELIMINARY INVESTIGATION OF PERSONAL INJURY OR DEATH
911705 SUPERVISE NAVY'S SAFETY PROGRAMS WITHIN OWN UNIT

913-SURVIVAL
913741 SUPERVISE BASIC SURVIVAL TRAINING

921-DAMAGE CONTROL
* 921701   KNOW THE DUTIES AS THE DEPARTMENTAL DAMAGE CONTROL CHIEF PETTY OFFICER (DDCCPO)

930-MILITARY CONDUCT & JUSTICE
930701 CONDUCT PRELIMINARY INVESTIGATION OF OFFENSES
930703 KNOW THE PURPOSE AND CONTENT OF NAVY REGULATIONS

941-CAREER INFORMATION
941701 PROVIDE CAREER INFORMATION TO JUNIOR PERSONNEL
941703 KNOW THE ROLES AND FUNCTIONS OF THE CHIEF, SENIOR CHIEF AND MASTER CHIEF PETTY OFFICER
941704 KNOW THE PROCEDURES FOR ADVANCING AND SELECTING CHIEF, SENIOR CHIEF, AND MASTER
       CHIEF PETTY OFFICERS
941741 KNOW THE NAVY FLEET RESERVE AND RETIREMENT PROGRAMS

942-TRAINING
942701 PLAN AND DIRECT PERSONNEL TRAINING
942741 TRAIN JUNIOR OFFICERS

944-MANAGEMENT
944701 PREPARE AND SUBMIT BUDGET REQUESTS
944702 SUPERVISE THE PROCUREMENT, CARE, PRESERVATION, STOWAGE, INVENTORY, AND DISPOSAL
       OF STORES, EQUIPMENT AND REPAIR PARTS
944704 PREPARE AND PRESENT BRIEFINGS
944705 REVIEW NAVAL CORRESPONDENCE AND MESSAGES
944706 PROVIDE GUIDANCE TO PERSONNEL PREPARING ENLISTED PERFORMANCE EVALUATIONS
944707 COUNSEL PERSONNEL ON THEIR ENLISTED PERFORMANCE EVALUATIONS
944709 INTERVIEW, EVALUATE AND ASSIGN PERSONNEL
944741 REVIEW ENLISTED EVALUATIONS FOR ACCURACY AND COMPLETENESS
944742 SUPERVISE THE ADMINISTRATION OF THE MAINTENANCE AND MATERIAL MANAGEMENT (3M)
       SYSTEM WITHIN THE DIVISION
944743 DEVELOP, ESTABLISH AND MONITOR DIVISIONAL GOALS AND OBJECTIVES

951-SEA POWER
951701 KNOW THE CHALLENGES TO UNITED STATES SEA POWER

953-ORGANIZATION
953701 REVIEW AND SUBMIT CHANGES TO COMMAND'S STANDARD ORGANIZATION AND REGULATIONS MANUAL
       (SORM)
953741 KNOW THE CONTENT OF THE STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM) OF THE U.S.
       NAVY

960-LEADERSHIP
960701 APPLY SOUND LEADERSHIP PRACTICES TO MANAGERIAL ABILITIES, DEMONSTRATING PERSONAL
       CHARACTERISTICS THAT SUPPORT COMMAND LEADERSHIP AND MANAGEMENT POLICIES
960702 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS:

A.   TRANSLATING COMMAND OR DEPARTMENTAL INSTRUCTIONS AND DOCUMENTS INTO DIVISION WORK
     REQUIREMENTS
B.   REVIEWING OPERATIONAL SCHEDULES TO BUILD DIVISION WORK SCHEDULES
C.   ESTABLISHING DIVISION WORK REQUIREMENTS
D.   PRIORITIZING OVERALL DIVISION TASKINGS
E.   COORDINATING WORK WITH OTHER DIVISIONS
F.   ESTABLISHING DIVISION TIMELINES
G.   ASSESSING DIVISION MATERIAL AND PERSONNEL READINESS
H.   REPORTING DIVISION MATERIAL AND PERSONNEL READINESS TO DEPARTMENT
I.   ASSIGNING RESPONSIBILITY FOR ACCOMPLISHMENT OF DIVISION WORK SCHEDULES
J.   DELEGATING AUTHORITY AND RESPONSIBILITY FOR DIVISION FUNCTIONS TO SUBORDINATES
K.   PROVIDING GUIDANCE TO LPO ON TASK PERFORMANCE
L.   MONITORING ASSIGNMENT AND UTILIZATION OF DIVISION PERSONNEL
M.   TRACKING PROGRESS OF OVERALL DIVISION WORK EFFORTS
N.   EVALUATING STATUS AND IMPACT OF DIVISION WORK ON OTHER DIVISIONS
O.   REVIEWING/EDITING/FORWARDING RECOMMENDATIONS FOR FORMAL REWARDS/RECOGNITION FOR
     SUBORDINATES
P.   ASSISTING THE BRANCH OR DIVISION OFFICER IN DEVELOPMENT OF POLICY
Q.   MONITORING WORKCENTER OR OFFICE PROGRAMS (QUALITY, TRAINING, SAFETY, ETC.) AND
     DIRECTING ADJUSTMENTS WHEN NEEDED
R.   DEVELOPING PLAN OF ACTION AND MILESTONES (POA&M)

960703 SERVE AS ENLISTED MEMBER ON COMMAND GENERAL MESS ADVISORY BOARD AND MESS AUDIT BOARD
       AFLOAT

* CONSTRUCTION RATINGS EXEMPT

970-INTERNATIONAL AGREEMENTS
970701 TRAIN PERSONNEL ON THE STATUS OF FORCES AGREEMENT CONCERNING MEMBERS OF ARMED
       FORCES IN FOREIGN COUNTRIES

980-SECURITY REQUIREMENTS
980701 TRAIN PERSONNEL IN THE FOLLOWING ASPECTS OF THE U.S. NAVY INFORMATION AND
       PERSONNEL SECURITY PROGRAM:

   A.   BASIC POLICY
   B.   COMPROMISE AND OTHER SECURITY VIOLATIONS
   C.   COUNTERINTELLIGENCE MATTERS TO BE REPORTED TO NAVAL INVESTIGATIVE SERVICE
   D.   CLASSIFICATION, DECLASSIFICATION, DOWNGRADING AND UPGRADING OF CLASSIFIED MATTER
   E.   MARKING OF CLASSIFIED MATERIAL
   F.   DISSEMINATION OF CLASSIFIED MATERIAL
   G.   SAFEGUARDING OF CLASSIFIED MATERIAL
   H.   DISPOSAL OF CLASSIFIED MATERIAL
   I.   DESTRUCTION OF CLASSIFIED MATERIAL
   J.   PERSONNEL CLEARANCES
   K.   ACCESS TO CLASSIFIED MATERIAL
   L.   ADP SECURITY

990-PROGRAMS AND POLICIES
990701 KNOW THE PROGRAM FOR CASUALTY ASSISTANCE CALLS
990702 KNOW THE SUPERVISORY RESPONSIBILITIES FOR IMPLEMENTING OVERSEAS DUTY SUPPORT PROGRAM
990703 KNOW THE SUPERVISORY RESPONSIBILITIES IN THE NAVY'S PRIDE, PROFESSIONALISM AND
       PERSONAL EXCELLENCE PROGRAMS
990705 SUPERVISE DIVISIONAL INTEGRITY AND EFFICIENCY (FRAUD, WASTE AND ABUSE) PROGRAMS
990741 KNOW THE SOURCES OF INFORMATION CONCERNING SERVICES AVAILABLE TO FAMILIES
990742 KNOW THE SERVICES AVAILABLE TO NAVY PERSONNEL WITHIN THE MORALE, WELFARE AND
       RECREATION DEPARTMENT AND NAVY RESALE ORGANIZATION

*** START OF NEW PAYGRADE ***

PAYGRADE E-8

901-WATCH, QUARTER & STATION
901841 REVIEW AND MONITOR ASSIGNMENT OF PERSONNEL TO THE WATCH, QUARTER AND STATION BILL

903-DRILL AND FORMATION
903841 PLAN FOR INSPECTIONS, QUARTERS AND CEREMONIAL EVENTS

904-UNIFORMS
904841 MAKE RECOMMENDATIONS ON UNIFORM MATTERS THROUGH THE CHAIN OF COMMAND

906-WATCHSTANDING
906841 STAND WATCH AS DEPARTMENTAL DUTY OFFICER

911-SAFETY
911803 ORGANIZE, SCHEDULE AND EVALUATE SAFETY AND INSPECTION PROGRAMS
911841 ADVISE SAFETY OFFICER ON MATTERS PERTAINING TO THE NAVY OCCUPATIONAL SAFETY AND
       HEALTH DEFICIENCY ABATEMENT PLAN (NAVOSHDAP)

921-DAMAGE CONTROL
* 921841   KNOW THE DUTIES OF MEMBERS OF THE DAMAGE CONTROL TRAINING TEAM

930-MILITARY CONDUCT & JUSTICE
930841 CONDUCT DISCIPLINARY REVIEW BOARDS

941-CAREER INFORMATION
941841 KNOW THE FLEET OR FORCE AND COMMAND MASTER CHIEF PROGRAMS
941842 KNOW THE ROLES AND FUNCTIONS OF COMMAND MASTER CHIEF (CMC)
941843 MONITOR THE COMPLETION OF PARS WITHIN DIVISION AND/OR DEPARTMENT

942-TRAINING
942801 ORGANIZE, SCHEDULE AND EVALUATE TRAINING PROGRAMS

944-MANAGEMENT

944801 SUPERVISE PREPARATION FOR ADMINISTRATIVE, MATERIAL AND/OR OPERATIONAL READINESS INSPECTIONS
944802 MONITOR SPECIAL, NEC AND RATING RELATED TRAINING REQUIREMENTS AND REQUEST SCHOOL QUOTAS
944803 APPLY APPROPRIATE TECHNIQUES FOR FISCAL RESPONSIBILITY, PRODUCTION EFFICIENCY AND PERSONNEL ADMINISTRATION
944804 PERFORM THE DUTIES OF A DIVISION OFFICER
944805 PROVIDE INPUT TO MANPOWER AUTHORIZATION CHANGE REQUESTS
944806 COORDINATE THE IMPLEMENTATION OF DIRECTIVES, INSTRUCTIONS, REGULATIONS, BILLS AND TRAINING PLANS
944841 PREPARE POINT PAPERS, INSTRUCTIONS, DIRECTIVES AND REPORTS
944842 REVIEW ENLISTED DISTRIBUTION AND VERIFICATION REPORTS (EDVR) FOR ACCURACY AND COMPLETENESS AND REPORT DISCREPANCIES
944843 MONITOR LEAVE AND LIBERTY SCHEDULES

953-ORGANIZATION

953801 KNOW THE MISSION AND FUNCTION OF: SECRETARY OF DEFENSE, SECRETARIES OF THE MILITARY DEPARTMENTS, JOINT CHIEFS OF STAFF, UNIFIED AND SPECIFIED COMMANDS AND THE U.S. ARMED FORCES

960-LEADERSHIP

960801 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS:

A. COORDINATING WORK SCHEDULING AT THE DEPARTMENT LEVEL
B. PROVIDING PROGRAM AND TECHNICAL DIRECTION AT THE DEPARTMENT LEVEL
C. TRANSLATING COMMAND OR DEPARTMENT INSTRUCTIONS AND DOCUMENTS INTO DEPARTMENT WORK REQUIREMENTS
D. ESTABLISHING DEPARTMENT WORK REQUIREMENTS
E. ASSESSING DEPARTMENT MATERIAL AND PERSONNEL READINESS
F. ASSIGNING RESPONSIBILITY FOR ACCOMPLISHMENT OF DEPARTMENT WORK SCHEDULES
G. PRIORITIZING OVERALL DEPARTMENT WORK
H. DELEGATING AUTHORITY AND RESPONSIBILITY FOR DEPARTMENT FUNCTIONS TO SUBORDINATES
I. ESTABLISHING DEPARTMENT TIMELINES
J. COORDINATING DEPARTMENT WORK WITH OTHER DEPARTMENTS
K. REVIEWING OPERATIONAL SCHEDULES TO BUILD DEPARTMENT WORK SCHEDULES
L. PROVIDING GUIDANCE ON TASKS PERFORMANCE TO DIVISION CHIEF'S
M. MONITORING ASSIGNMENT AND UTILIZATION OF DEPARTMENT PERSONNEL
N. TRACKING PROGRESS OF OVERALL DEPARTMENT WORK EFFORTS
O. EVALUATING STATUS AND IMPACT OF DEPARTMENT WORK ON OTHER DEPARTMENTS
P. ENSURING THAT DIVISION SUPERVISORS SUBMIT RECOMMENDATIONS FOR FORMAL REWARDS OR RECOGNITION FOR THEIR SUBORDINATES
Q. ASSISTING THE DEPARTMENT HEAD IN DEVELOPMENT OF POLICY
R. MONITORING POLICY BEING DEVELOPED AT SUBORDINATE LEVELS
S. MONITORING DEPARTMENT PROGRAMS (QUALITY, TRAINING, SAFETY, ETC.) AND DIRECTING ADJUSTMENTS WHEN NEEDED

*** START OF NEW PAYGRADE ***

PAYGRADE E-9

901-WATCH, QUARTER & STATION

901941 COORDINATE THE PREPARATION AND ASSIGNMENT OF PERSONNEL TO THE WATCH, QUARTER AND STATION BILL
901942 ADVISE THE CHAIN OF COMMAND ON ALL MATTERS PERTAINING TO THE WATCH, QUARTER AND STATION BILL

903-DRILL AND FORMATION

903941 COORDINATE THE PREPARATIONS FOR INSPECTIONS, QUARTERS AND CEREMONIAL EVENTS

904-UNIFORMS

904942 KNOW THE PROCEDURES FOR PROVIDING INPUT TO NAVY UNIFORM BOARD ON RECOMMENDED CHANGES TO NAVY UNIFORMS

906-WATCHSTANDING

906941 COORDINATE ENLISTED WATCHBILLS

911-SAFETY

911901 DEVELOP AND MONITOR SAFETY AND INSPECTION PROGRAMS
911903 KNOW THE PURPOSE AND FUNCTION OF THE SENIOR ENLISTED MEMBER OF THE COMMAND SAFETY COUNCIL

930-MILITARY CONDUCT & JUSTICE

930941 ADVISE CHAIN OF COMMAND ON MATTERS PERTAINING TO GOOD ORDER AND DISCIPLINE

941-CAREER INFORMATION
941941 KNOW THE ROLES AND FUNCTIONS OF THE MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON)
941942 KNOW THE ROLES AND FUNCTIONS OF THE CHIEF OF NAVAL OPERATIONS MASTER CHIEF PETTY
       OFFICER (MCPO) ADVISORY PANEL
941943 PROVIDE FINANCIAL MANAGEMENT COUNSELLING TO SUBORDINATES AND PEERS

942-TRAINING
942901 DEVELOP AND MONITOR TRAINING PROGRAMS
942941 PROVIDE INPUTS TO AND MONITOR COMMAND INDOCTRINATION AND TRAINING PROGRAMS
942942 KNOW THE DUTIES AND RESPONSIBILITIES OF THE COMMAND PLANNING BOARD FOR TRAINING

944-MANAGEMENT
944901 REVIEW CONTENT OF COMMAND'S MANNING DOCUMENTS AND MAKE RECOMMENDATIONS FOR CHANGE
944902 FORECAST REQUIREMENTS FOR PERSONNEL, EQUIPMENT AND MATERIAL
944903 PREPARE, REVISE AND MONITOR BUDGETS
944904 PREPARE STAFF STUDIES
944906 DEVELOP, ESTABLISH AND MONITOR IMPLEMENTATION PLANS FOR COMMAND GOALS AND OBJECTIVES
944941 PROVIDE INPUTS TO UPDATE REQUIRED OPERATIONAL CAPABILITIES (ROC) AND PROJECTED
       OPERATIONAL ENVIRONMENT (POE)
944942 SERVE AS A MEMBER OF THE ENLISTED PERFORMANCE RANKING BOARD AND RANK PERSONNEL AS
       PART OF THEIR ENLISTED PERFORMANCE EVALUATION

953-ORGANIZATION
953941 ENSURE COMPLIANCE WITH COMMAND STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

960-LEADERSHIP
960941 PROVIDE GUIDANCE TO JUNIOR OFFICERS IN DEVELOPING LEADERSHIP SKILLS
960942 PROVIDE GUIDANCE TO SENIOR ENLISTED IN DEVELOPING LEADERSHIP SKILLS
960943 ADVISE OFFICERS ON ENLISTED PERSONNEL MATTERS
960944 PROVIDE LEADERSHIP IN THE CHIEF PETTY OFFICERS MESS
960945 APPLY THE FOLLOWING LEADERSHIP AND SUPERVISORY SKILLS:

   A.   TRANSLATING NAVY AND COMMAND POLICIES INTO UNIT REQUIREMENTS
   B.   ASSESSING COMMAND/UNIT MATERIAL AND PERSONNEL READINESS
   C.   ASSIGNING RESPONSIBILITY FOR ACCOMPLISHMENT OF UNIT WORK SCHEDULES
   D.   REVIEWING, RECOMMENDING, AND MONITORING IMPLEMENTATION OF POLICY STATEMENTS,
        OPERATION ORDERS AND DIRECTIVES
   E.   COORDINATING WORK REQUIREMENTS WITHIN AND BETWEEN DEPARTMENT LINES
   F.   COUNSELING SENIOR PERSONNEL ON PROFESSIONAL, PERSONAL, AND PERFORMANCE MATTERS
   G.   COUNSELING ENLISTED PERSONNEL AND RESOLVING PERSONAL/PROFESSIONAL PROBLEMS COMMAND
        WIDE
   H.   REFERRING PERSONNEL WITH PROBLEMS BEYOND THE CAPABILITY OF THE COMMAND APPROPRIATE
        RESOURCES

990-PROGRAMS AND POLICIES
990942 PERFORM DUTIES OF CASUALTY ASSISTANCE CALLS OFFICER (CACO)

Part C provides the supporting bibliography for Occupational Standards (OCCSTDs).

BIBLIOGRAPHY FOR OCCUPATIONAL STANDARDS

Supporting bibliography for OCCSTDs has been selected to provide you with the references you need to understand each OCCSTD. This Bibliography is cumulative; that is, if a reference was previously listed for a lower rate, then it will not be listed again for a higher rate.

Certain training manuals in the bibliography are MANDATORY REQUIREMENTS. Mandatory requirements are marked with an asterisk (*). They are also marked in the Bibliography for Advancement Study, NAVEDTRA 12052. YOU MUST SATISFY MANDATORY REQUIREMENTS.

OCCUPATIONAL STANDARDS

Occupational Standards (OCCSTDs) express the Navy's minimum requirements for enlisted occupational skills. Individual OCCSTDs must be used in conjunction with the SCOPE OF THE RATING, which is at the beginning of this handbook. OCCSTDs state what tasks you must be able to do in your rate or rating. OCCSTDs are cumulative; that is, you are responsible for OCCSTDs for the rate you are trying for, your present rate, and all rates below.

DEVELOPMENT OF OCCUPATIONAL STANDARDS

OCCSTDs are developed by the Bureau of Naval Personnel Detachment Navy Occupational Development and Analysis Center (NODAC). NODAC produces OCCSTDs from replies to a written survey questionnaire by enlisted personnel in each Navy rate and rating. The questionnaire, known as the Navy Occupational Task Analysis Program (NOTAP) booklet, asks members of the targeted rating to answer questions that identify what they do and how often they do it. Replies are sorted into task lists that represent the minimum abilities, skills, and knowledges required for each paygrade within the rating. The OCCSTDs are derived from the tasks.

NODAC conducts a NOTAP survey of each rating about every 4 years. You may be asked to participate. If you are, take the task seriously. It is very important that you respond to each survey question as accurately as you can. NODAC will develop OCCSTDs for your rate based on the information you and others in your rating provide. These new OCCSTDs will then be used for years to come. They will be used to define occupational requirements for training, duty assignments, and advancement in rate.

BIBLIOGRAPHY

THE FOLLOWING IS THE BASIC BIBLIOGRAPHY FOR WT.
<u>MANDATORY</u> REQUIREMENTS ARE MARKED WITH AN ASTERISK (*).

WT3

*   WT 3&2, NAVEDTRA 10125-E1

    Navy Nuclear Weapons Security Manual (U), OPNAVINST
    C8126.1

    Nuclear Weapons Radiological Controls Program, NAVSEA
    TW120-AA-PRO-010

    Nuclear Weapons Handling Equipment, SWOP H Series
    NAVSEASYSCOM Shipboard Handling Manuals, NAVSEA
    SG420-XX-XXX-010/(C)(Ship)

    General Information on the Navy Bomb Dummy Unit (BDU)
    Trainers, BDU-6/E, BDU-11/A/E, BDU-20/C, BDU-24/C, and
    BDU-36/C (B43, B57, and B61), NAVAIR 11N-1BDU-0

    Nuclear Weapons--Bombs, SWOP B Series

    Nuclear Weapons--Warheads, SWOP W Series

    Ammunition Afloat, NAVSEA OP 4

    Ammunition and Explosives Ashore, NAVSEA OP 5, Vol 1

    Unsatisfactory/Information Reports (UR/IR), SWOP 5-8

    Nuclear Weapons Nomenclature, SWOP 4 Series

    Nuclear Weapons Test Equipment, SWOP T Series

    Tools and Their Uses, NAVEDTRA 10085-B2

BIBLIOGRAPHY

Emergency Destruction of Nuclear Weapons, SWOP 50-8

General Instructions Applicable to Nuclear Weapons, SWOP 35-51

Basic Machines, NAVEDTRA 10624-A1

Nuclear Weapons Shipment, SWOP 45 Series

Ships' Maintenance and Material Management (3-M) Manual, OPNAVINST 4790.4B

Inspection Records, SWOP 35-7

Fluid Power, NAVEDTRA 12964

Instruction Book, Magazine Sprinkler System, NAVSEA 0348-LP-078-1000

NSTM, Chap 079, Vol 2, Damage Control--Practical Damage Control, NAVSEA S9086-CN-STM-020

NSTM, Chap 9930, Firefighting--Ship, NAVSEA 0901-LP-930-0003

Nuclear Ordnance General Information, SWOP 50-1

Blueprint Reading and Sketching, NAVEDTRA 10077-F1--Chaps 1 through 3 and 7

Numerical Index to Joint Nuclear Weapons Publications (including related publications) (Navy Supplement), SWOP 0-1B

Department of the Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1H

BIBLIOGRAPHY

WT2   (WT3 BIBLIOGRAPHY AND THE FOLLOWING)

*   WT 3&2, NAVEDTRA 10125-E1[1]

    Joint Reporting Structure (JRS), Vol II, Pt 4 (NUREP),
    JCS Pub 1-03.7

    Department of Defense Nuclear Weapons Technical
    Inspection System, SWOP 25-1

    Emergency Destruction of Nuclear Weapons Afloat, SWOP
    51-1

    Surface Ship Damage Control, NWP 62-1

    Motor Vehicle Driver's Handbook--Ammunition, Explosives,
    and Related Hazardous Materials, NAVSEA OP 2239

WT1   (WT3 AND WT2 BIBLIOGRAPHIES AND THE FOLLOWING)

*   WT 1&C, NAVEDTRA 10126-E

    Field Modernization and Retrofit Orders, SWOP 40-1

    United States Navy Ordnance Safety Precautions, NAVSEA OP
    3347

    Maintenance Policies, Plans, and Procedures and
    Transshipment Inspection Procedures, SWOP 40-13

    Loading and Underway Replenishment of Nuclear Weapons,
    NWP 14-1(E)

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[1] Not required if completed previously.

BIBLIOGRAPHY

Alarm System Security FZ Tech Manual, NAVSEA
SE168-AA-MMA-010

General Information on the Navy Nuclear Weapons Stockpile
Evaluation and Reliability Assessment (SEARA) Program,
SWOP 40-2

Ship Configuration and Logistics Support Information
System (SCLSIS), NAVSEA 50752-AA-SPN-010/SCLSIS

WTC   (WT3, WT2, AND WT1 BIBLIOGRAPHIES AND THE FOLLOWING)

* WT 1&C, NAVEDTRA 10126-E[1]

NSTM, Chap 793, Security of Stowed Nuclear Weapons,
NAVSEA S9086-1A-STM-000

Nuclear Weapons Supply--General, SWOP 100 Series

Navy Transportation Safety Handbook for Hazardous
Materials, NAVSEA OP 2165, Vol 1

Minimum Criteria and Standards for Navy and Marine Corps
Nuclear Weapons Accident and Incident Response, OPNAVINST
3440.15

Special Incident Reporting (OPREP-3) Procedures,
OPNAVINST 3100.6

Department of the Navy Security Classification Guidance
for Nuclear Warfare Programs (U), OPNAVINST S5513.9

Preparation and Use of Check Sheets by Nuclear Weapons
Shore Activities, NAVSEAINST 8110.1

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[1] Not required if completed previously.

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Personnel Security Investigations and Personnel
Clearances for Navy Personnel, BUPERSINST 5521.2

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Navy Nuclear Weapons Safety Program, OPNAVINST 8110.18

Naval Sea Systems Command Metrology and Calibration
Program, NAVSEAINST 4855.6

WTCS   (WT3, WT2, WT1, AND WTC BIBLIOGRAPHIES AND THE FOLLOWING)

Policy and Responsibilities for Processing Planned
Maintenance System (PMS) Technical Feedback Reports,
NAVSEAINST 4790.3

Safety Studies and Reviews of Nuclear Weapon Systems,
OPNAVINST 8110.20

Nuclear Weapon Personnel Reliability Program (PRP),
OPNAVINST 5510.162

Waivers and Exemptions of Explosive Safety Requirements;
Policies and Procedures for Requesting, OPNAVINST 8023.20

Department of the Navy Correspondence Manual, SECNAVINST
5216.5C

Department of the Navy Directives Issuance System,
SECNAVINST 5215.1C

WTCM   (WT3, WT2, WT1, WTC, AND WTCS BIBLIOGRAPHIES AND THE
FOLLOWING)

Nuclear Weapons Safety, Technical Training, and
Certification Program, NAVSEAINST 8120.2

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Nuclear Warfare Operations, NWP 28(E)

Naval Atomic Planning, Support, and Capabilities Report (NAPSAC); Preparation, Implementation, and Review of (U), OPNAVINST C8110.3

Nuclear Explosion Environment, NWP 28-2

Processing Nuclear Weapons Segments of Coordinated Shipboard/Shorebased Allowance List, SPCCINST 4441.156

PART D
OCCUPATIONAL STANDARDS AND PARS

Part D provides Occupational Standards (OCCSTDs) and Personnel Advancement Requirements (PARs).

PERSONNEL ADVANCEMENT REQUIREMENTS (PARS)

Personnel Advancement Requirements (PARs) provide a method to check your ability to perform the tasks stated in the OCCSTDs. ALL PARs must be completed as an advancement requirement.

PARS SUPERVISOR SIGN-OFF SHEETS

The Supervisor Sign-Off Sheets contain a signature and date entry line. This is used to document your performance of tasks stated in each OCCSTD.

PARS COMPLETION CERTIFICATE AND MEMORANDUM

A PARs completion certificate is provided in Part E. Your completion of all PARs is certified on this form by your division or supervising officer. Also included in Part E is a PARs Completion Memorandum for informing your personnel office when you complete your PARs.

OCCUPATIONAL STANDARDS/PERSONNEL ADVANCEMENT REQUIREMENTS
SUPERVISOR SIGN OFF SHEET

WEAPONS TECHNICIAN THIRD CLASS (WT3)

	SIGNATURE	DATE

A. WEAPONS HANDLING

A500	PACKAGE AND UNPACKAGE NUCLEAR WEAPONS AND COMPONENTS		
A501	OPERATE HANDLING EQUIPMENT APPLICABLE TO NUCLEAR WEAPONS		
A502	STOW NUCLEAR WEAPONS		

B. ORDNANCE MAINTENANCE

B503	INSPECT MAGAZINES AND RECORD TEMPERATURES		
B504	PERFORM MODERNIZATION ON NUCLEAR WEAPONS AND COMPONENTS		
B505	PERFORM STORAGE MONITORING TEST ON NUCLEAR WEAPONS AND COMPONENTS		
B506	PAINT AND STENCIL ASSEMBLED WEAPONS		

C. SECURITY

| C507 | SAFEGUARD NUCLEAR WEAPONS AND CLASSIFIED MATERIAL | | |

D. MECHANICAL MAINTENANCE

D508	OPERATE TORQUING TOOLS		
D509	REPAIR SEALING SURFACES, MATING AREAS AND THREAD		
D510	REPLACE FASTENING HARDWARE AND SEALS		
D511	REPLACE PIPES, FITTINGS, SEALS AND GASKETS		
D512	MAINTAIN SECURITY LOCKS		

E. ELECTRICAL/ELECTRONIC MAINTENANCE

E513	INSPECT AND CLEAN COMPONENTS OF ELECTRICAL EQUIPMENT		
E514	TEST FOR SHORTS, GROUNDS AND CONTINUITY		
E515	REPLACE ELECTRICAL COMPONENTS		
E516	INSTALL AND REMOVE DUST COVERS AND SHORTING PLUGS		

F. ELECTRO/MECHANICAL MAINTENANCE

| F517 | PERFORM PREVENTIVE MAINTENANCE ON HANDLING EQUIPMENT | | |
| F518 | USE AND CARE FOR PNEUMATIC AND ELECTRICAL POWERS TOOLS | | |

G. TEST EQUIPMENT

| G519 | OPERATE MEASURING DEVICES | | |

H. HYDRAULIC/PNEUMATIC MAINTENANCE

| H520 | TEST HYDRAULIC/PNEUMATIC ORDNANCE EQUIPMENT AND RECORD RESULTS | | |
| H521 | PERFORM PREVENTIVE MAINTENANCE ON HYDRAULIC EQUIPMENT | | |

OCCUPATIONAL STANDARDS/PERSONNEL ADVANCEMENT REQUIREMENTS
SUPERVISOR SIGN OFF SHEET

WEAPONS TECHNICIAN THIRD CLASS (WT3) (Continued)

	SIGNATURE	DATE

I. QUALITY ASSURANCE

I522   PERFORM RECEIPT AND PRESHIPMENT INSPECTIONS

J. CORROSION CONTROL

J523   DETECT AND TREAT CORROSION

L. DAMAGE CONTROL

L524   OPERATE MAGAZINE FIREFIGHTING SYSTEMS
L525   PERFORM PREVENTIVE MAINTENANCE ON MAGAZINE FIREFIGHTING SYSTEMS

M. SAFETY

M526   PERFORM NUCLEAR WEAPONS ACCIDENT RESPONSE AND DECONTAMINATION
PROCEDURES
M527   COMPLY WITH NUCLEAR WEAPONS SAFETY STANDARDS

P. TECHNICAL ADMINISTRATION

P528   MAINTAIN TEST EQUIPMENT CALIBRATION SCHEDULES
P529   USE DRAWINGS
P530   PREPARE UNSATISFACTORY REPORTS/INFORMATION REPORTS (UR/IR)

S. LOGISTICS

S531   INVENTORY TOOLS AND PORTABLE TEST EQUIPMENT
S532   PACKAGE, PROCESS AND DOCUMENT REPAIRABLE FOR TURN IN
S533   ORDER AND MAINTAIN CONSUMABLE SUPPLIES

* * * START NEW PAYGRADE * * *

WEAPONS TECHNICIAN SECOND CLASS (WT2)

	SIGNATURE	DATE

B. ORDNANCE MAINTENANCE

B534   REPLACE NUCLEAR WEAPONS COMPONENTS
B535   INSPECT NUCLEAR WEAPONS, COMPONENTS AND EQUIPMENT

WEAPONS TECHNICIAN SECOND CLASS (WT2) (Continued)

		SIGNATURE	DATE

C. SECURITY

| C536 | MONITOR COMPLIANCE WITH REGULATIONS CONCERNING THE SAFEGUARDING OF CLASSIFIED INFORMATION AND NUCLEAR WEAPONS | _____ | _____ |
| C537 | COMPLY WITH PROCEDURES FOR THE USE, STOWAGE AND SECURITY OF EMERGENCY DESTRUCT MATERIAL | _____ | _____ |

E. ELECTRICAL/ELECTRONIC MAINTENANCE

| E538 | WIRE WRAP CONNECTIONS | _____ | _____ |
| E539 | TEST ALARMS AND SENSING SYSTEMS | _____ | _____ |

L. DAMAGE CONTROL

| L540 | REPAIR MAGAZINE FIREFIGHTING SYSTEMS | _____ | _____ |
| L541 | CARRY OUT INITIAL RESPONSE PROCEDURES IN THE EVENT OF AN ACCIDENT OR INCIDENT | _____ | _____ |

O. GENERAL ADMINISTRATION

| O542 | MAINTAIN PUBLICATIONS | _____ | _____ |
| O543 | PREPARE NUCLEAR WEAPONS CHECK SHEETS | _____ | _____ |

P. TECHNICAL ADMINISTRATION

P544	COMPLETE PLANNED MAINTENANCE DATA SYSTEMS (MDS) FORMS	_____	_____
P545	COMPLETE PLANNED MAINTENANCE SYSTEMS (PMS) FEEDBACK REPORTS	_____	_____
P546	COMPLY WITH REQUIREMENTS FOR DOD NUCLEAR WEAPONS TACTICAL INSPECTION	_____	_____

S. LOGISTICS

| S547 | INVENTORY INSTALLED EQUIPMENT AND VERIFY PART SUPPORT IN COSAL | _____ | _____ |
| S548 | ORDER PARTS AND TOOLS | _____ | _____ |

* * *   START NEW PAYGRADE   * * *

WEAPONS TECHNICIAN FIRST CLASS (WT1)

		SIGNATURE	DATE
B. ORDNANCE MAINTENANCE			
B549	IDENTIFY DAMAGED EXPLOSIVE ORDNANCE COMPONENTS	_____	_____
I. QUALITY ASSURANCE			
I550	CONDUCT QUALITY ASSURANCE INSPECTIONS	_____	_____
K. MAINTENANCE PLANNING			
K551	PREPARE PLANNED MAINTENANCE SCHEDULES	_____	_____
K552	REVIEW COMPLETED MAINTENANCE DATA SYSTEM (MDS) FORMS	_____	_____
M. SAFETY			
M553	ENSURE COMPLIANCE WITH NUCLEAR SAFETY RULES	_____	_____
N. MANAGEMENT AND SUPERVISION			
N554	COORDINATE AND DIRECT MAINTENANCE OF MAGAZINES AND SPACES	_____	_____
N555	IMPLEMENT LOADING AND STOWAGE PLANS	_____	_____
N556	SUPERVISE MODERATION, ALTERATIONS AND MODIFICATIONS	_____	_____
N557	SUPERVISE CREW IN TRANSFERRING, HANDLING AND STOWAGE OF NUCLEAR WEAPONS	_____	_____
P. TECHNICAL ADMINISTRATION			
P558	PREPARE AND MAINTAIN RECORDS AND REPORTS FOR NUCLEAR WEAPONS AND COMPONENTS	_____	_____
Q. TRAINING			
Q559	INSTRUCT PERSONNEL ON MAINTENANCE AND TESTING PROCEDURES	_____	_____
Q560	INSTRUCT PERSONNEL ON RADIATION DETECTION AND DECONTAMINATION PROCEDURES	_____	_____
Q561	INSTRUCT PERSONNEL ON SAFETY AND SECURITY PROCEDURES	_____	_____
S. LOGISTICS			
S562	CHANGE THE ALLOWANCE PARTS LIST OR ALLOWANCE EQUIPMENT LIST ITEMS	_____	_____
S563	POST CHANGES TO SHIPS CONFIGURATION AND LOGISTICS SUPPORT INFORMATION SYSTEMS (SCLSIS)	_____	_____

* * *   START NEW PAYGRADE   * * *

CHIEF WEAPONS TECHNICIAN (WTC)

	SIGNATURE	DATE

A. WEAPONS HANDLING

A564   ORGANIZE RECEIPT AND STORAGE OF NUCLEAR WEAPONS AND COMPONENTS

E. ELECTRICAL/ELECTRONIC MAINTENANCE

E565   ANALYZE DISCREPANCY TRENDS AND RECOMMEND CORRECTIVE ACTION

I. QUALITY ASSURANCE

I566   INSPECT COMPLETED MODERATIONS
I567   MONITOR QUALITY ASSURANCE PROGRAM
I568   INSPECT NUCLEAR WEAPONS MATERIAL STOWAGE, SPACE LAYOUT AND
       STOREROOM MAINTENANCE

K. MAINTENANCE PLANNING

K569   REVIEW OVERHAUL WORK PACKAGE
K570   REVIEW PLANNED MAINTENANCE SCHEDULES
K571   VERIFY ACCURACY OF PLANNED MAINTENANCE SYSTEM PACKAGE

N. MANAGEMENT AND SUPERVISION

N572   COORDINATE REPAIR AND CALIBRATION OF TEST EQUIPMENT
N573   SUPERVISE NUCLEAR WEAPONS RESPONSE AND DECONTAMINATION PROCEDURES
N574   SUPERVISE NUCLEAR WEAPONS INSPECTION PROCEDURES
N575   SUPERVISE THE MAINTENANCE PROGRAM FOR NUCLEAR WEAPONS SYSTEMS
N576   SUPERVISE THE MAINTENANCE OF HYDRAULIC/PNEUMATIC SYSTEMS AND
       EVALUATE PROCEDURES
N577   SUPERVISE MAINTENANCE OF ELECTRICAL SYSTEMS AND EVALUATE
       PROCEDURES

O. GENERAL ADMINISTRATION

O578   PREPARE REPORTS
O579   INITIATE AND IMPLEMENT PLANS FOR INITIAL RESPONSE IN THE EVENT OF
       A NUCLEAR ACCIDENT/INCIDENT

P. TECHNICAL ADMINISTRATION

P580   ANALYZE DISCREPANCY TRENDS AND DETERMINE CORRECTIVE ACTION
P581   ORGANIZE AND SUPERVISE MAINTENANCE OF A TECHNICAL LIBRARY

CHIEF WEAPONS TECHNICIAN (WTC) (Continued)

	SIGNATURE	DATE

P. TECHNICAL ADMINISTRATION (Continued)

P582 PREPARE INITIAL CASUALTY REPORTS, CASUALTY REPORT UPDATES AND
CORRECTION REPORTS
P583 VERIFY NUCLEAR WEAPONS CHECK SHEETS
P584 DIAGNOSE EFFECTS OF ENVIRONMENTAL CONDITIONS UPON OPERATIONS OF
NUCLEAR WEAPONS EQUIPMENT

Q. TRAINING

Q585 SUPERVISE TRAINING BOARDS

S. LOGISTICS

S586 IMPLEMENT PROCEDURES FOR LOGISTICS MOVEMENT OF NUCLEAR WEAPONS

* * * START NEW PAYGRADE * * *

SENIOR CHIEF WEAPONS TECHNICIAN (WTCS)

K. MAINTENANCE PLANNING

K587 ADMINISTER A LONG-RANGE PLANNED MAINTENANCE PROGRAM

N. MANAGEMENT AND SUPERVISION

N588 EVALUATE EFFECTIVENESS OF SAFETY AND INSPECTION PROGRAMS
N589 PROVIDE INFORMATION AND ADVISE ON UTILIZATION, CAPABILITIES,
RELIABILITY AND OPERATIONS
N590 PREPARE ORDNANCE LOADING AND STOWAGE PLAN
N591 SUPERVISE THE NUCLEAR WEAPONS SAFETY PROGRAM
N592 COORDINATE WEAPON OVERHAUL AND REPAIR

O. GENERAL ADMINISTRATION

O593 ANALYZE RECORDS AND REPORTS
O594 WRITE CORRESPONDENCE
O595 WRITE DIRECTIVES AND INSTRUCTIONS

SENIOR CHIEF WEAPONS TECHNICIAN (WTCS) (Continued)

P. TECHNICAL ADMINISTRATION

P596   MONITOR SHIPALTS AND PREPARE ALTERATION REPORTS
P597   REVIEW AND SUBMIT NUCLEAR WEAPONS REPORTS

Q. TRAINING

Q598   ORGANIZE AND SCHEDULE TRAINING PROGRAMS AND EVALUATE
       EFFECTIVENESS

* * *   START NEW PAYGRADE   * * *

MASTER CHIEF WEAPONS TECHNICIAN (WTCM)

N. MANAGEMENT AND SUPERVISION

N599   ESTABLISH GOALS, OBJECTIVES AND PRIORITIES
N600   PLAN, ORGANIZE, IMPLEMENT AND CONTROL ACTIVITIES
N601   REVIEW PERSONNEL, EQUIPMENT AND MATERIAL REQUIREMENTS
N602   REVIEW POLICY STATEMENTS, OPERATIONS ORDERS AND DIRECTIVES
N603   EVALUATE NEW TRENDS IN WEAPONS AND WEAPONS SYSTEMS

O. GENERAL ADMINISTRATION

O604   PREPARE STAFF STUDIES

R. FINANCIAL CONTROL

R605   DEVELOP OPERATING BUDGETS AND MONITOR EXPENDITURES

T. PLANNING AND ESTIMATING

T606   FORECAST FUTURE REQUIREMENTS

U. OPERATIONAL PLANNING

U607   ADVISE COMMAND OF TECHNICAL AND OPERATIONAL UTILIZATION OF
       NUCLEAR WEAPONS

INFORMATION FOR SUPERVISORS

When the individual comes to the supervisor for a check out of a specific PAR, it is the supervisor's responsibility to verify that the individual can perform the task stated in the Occupational Standard. For some OCCSTDs, this evaluation may be difficult. In such cases, base the evaluation on the individual's performance in related areas or on training. The task should be signed off by the supervisor after the individual satisfied the task requirements.

INFORMATION FOR DIVISION/SUPERVISING OFFICERS

When the individual completes all PARs requirements for their next rate, it is the division officer's or supervising officer's responsibility to:

1. Sign off PARS Completion Certification section below.

2. Complete and forward the PARs Completion Memorandum (see last page of this handbook) to the individual's personnel office for service record entry.

3. When the PARs Completion Memorandum is returned, ensure it is placed in the individuals training record.

PARS COMPLETION CERTIFICATION

Date: _____

_____ / _____ has completed
(Name)   (Current Rate)

PARs for _____
(Next Rate)

_____
(Division / Supervising Officer)

ELIGIBILITY REQUIREMENTS FOR ADVANCEMENT

Use the following checklist, along with the Table 1 on the next page, to track your progress for becoming eligible for advancement:

REQUIREMENT	STATUS
1. Complete PARs, including performance test, if applicable (See Part D and Page ii)	
2. Complete mandatory TRAMAN requirements (See Parts B and C)	
3. Successfully complete service school, if required	
4. Meet citizenship or security clearance requirements for advancement in certain rates or ratings	
5. Meet minimum performance criteria	
6. Be in the proper path of advancement (See Page i)	
7. Fulfill special requirements for certain ratings	
8. NOT BE involved in circumstances that render you ineligible for advancement	
9. NOT BE a selectee for appointment to temporary officer or warrant officer status	
10. Meet minimum time in rate requirements (TIR) (See Table 1)	
11. Be recommended by your commanding officer	
12. Pass Military/Leadership examination for PO3, PO2, PO1, or CPO, as appropriate	
13. If a candidate for E-7/8/9, NOT have pending request for transfer to the Fleet Reserve	
14. Complete Indoctrination Course for Petty Officer Third Class (POIC) or Chief Petty Officer (CPOIC)	
15. Complete applicable NAVY LEADER DEVELOPMENT PROGRAM (NLDP) training course	
16. Meet physical readiness standards and rating specific physical requirements, if applicable	

TABLE 1.--ELIGIBILITY INFORMATION

PAYGRADE	E-1 TO E-2	E-2 TO E-3	E-3 TO E-4	E-4 TO E-5	E-5 TO E-6	E-6 TO E-7	E-7 TO E-8	E-8 TO E-9
PAR			PARs MUST BE COMPLETED FOR ADVANCEMENT TO E-4 THROUGH E-7					
MANDATORY TRAMANs		MANDATORY (*) PUBLICATIONS FOR ALL RATES MUST BE COMPLETED TO QUALIFY FOR ADVANCEMENT, EXCEPT AS NOTED IN TEXT						
MANDATORY SERVICE SCHOOLS			CLASS A SCHOOL FOR SOME RATINGS	LN2		AGC MUC	MUCS MUCM	
CITIZENSHIP /SECURITY	CITIZENSHIP AND SECURITY REQUIREMENTS FOR RATINGS OUTLINED ON PAGE ii							
MINIMUM PERFORMANCE CRITERIA	3.0 MINIMUM PMA							
PERF TEST			SPECIFIED RATINGS MUST COMPLETE APPLICABLE PERFORMANCE TESTS BEFORE TAKING NAVYWIDE ADVANCEMENT EXAMINATION					
PROPER ADV PATH	ALL CANDIDATES MUST ADVANCE WITHIN THE PROPER PATH OF ADVANCEMENT							
FULFILL SPECIAL REQ	SPECIAL REQUIREMENTS FOR RATINGS OUTLINED ON PAGE ii							
INELIGIBILITY	NOT BE IN CIRCUMSTANCES THAT RENDER INELIGIBILITY FOR ADVANCEMENT							
OFFICER SELECTEES	NOT ELIGIBLE FOR ADVANCEMENT IF SELECTEE FOR LDO OR CWO							
TIME IN RATE (TIR)	9 MOS. AS E-1	9 MOS. AS E-2	6 MOS. AS E-3	12 MOS. AS E-4	36 MOS. AS E-5	36 MOS. AS E-6	36 MOS. AS E-7	36 MOS. AS E-8
CO RECOMMENDATION	ALL CANDIDATES REQUIRE THE COMMANDING OFFICER'S RECOMMENDATION							
EXAMS		APPRENTICE EXAMS [3]	PASS MILITARY/LEADERSHIP EXAMS FOR PAYGRADES E-4 THROUGH E-7					
			PASS NAVYWIDE ADVANCEMENT-IN-RATE EXAM (E-4 THROUGH E-7)					
OBLIGATED SERVICE REQUIRED				FIVE-YEAR OBLIGOR PROGRAM REQUIREMENTS OUTLINED ON PAGE A-10		E-7/8/9 CANDIDATES MUST HAVE 2 YEARS REMAINING OBLIGATED SERVICE TO ACCEPT APPOINTMENT TO A CPO PAYGRADE [2]		
CPOI CPOIC			COMPLETE POIC [4]			COMPLETE CPOIC [4]		
LPO (NLDP) CPO (NLDP)						COMPLETE [5] LPO(NLDP)	COMPLETE [6] CPO(NLDP)	
PHYSICAL READINESS STANDARDS	NOT FAIL PRT FOR THIRD TIME NOT OVER-FAT FOR THIRD PRT CYCLE NOT BE CLASSIFIED AS OBESE							

1 SEE YOUR ESO FOR EXCEPTIONS, MORE INFORMATION, AND/OR UPDATES.
2 PERSONNEL RETIRING AFTER 30 YEARS ARE NOT OBLIGATED TO FULFILL THE 2-YEAR REQUIREMENT.
3 FOR E-2 TO E-3, NAVY APPRENTICESHIP (E-3) EXAMS OR LOCALLY PREPARED TESTS MAY BE USED.
4 SELECTEES MUST COMPLETE POIC OR CPOIC PRIOR TO FROCKING OR ADVANCEMENT.
5 JAN 92 CANDIDATES COMPLETE PRIOR TO 1 JAN 92 (SEE PAGE A-10).
6 CY-92 CANDIDATES COMPLETE PRIOR TO 1 OCT 91 (SEE PAGE A-10).