

# Career Handbook 2009

A Supplement To **All HANDS**  
MAGAZINE OF THE U.S. NAVY







Photo by MC2 Class Jeremy L. Grisham

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This handbook is intended as a reference on current Navy programs and career opportunities available to the Fleet. The information provided is current as of the time of printing. Changes to programs are announced through official Naval messages and instructions. Unless otherwise noted, articles and information in this handbook may be reprinted and disseminated without permission.

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Photo by MC3Jan Schoeneberg





# Brilliant on the Basics

Starting on day one of a Sailor's career, personal interaction between the chain of command helps shape the Sailor's expectations and is critical to personal and family readiness which, in turn, is vital to combat readiness. Bottom line: we will take care of the Navy's most important asset – our people. Brilliant on the Basics helps the commands execute the six basic elements of a successful career development program:

- S- Sponsorship
- A- Assign Mentor
- I- Indoctrination
- L- Leadership (Career Development Boards)
- O- Ombudsman (Family Support Group)
- R- Recognition

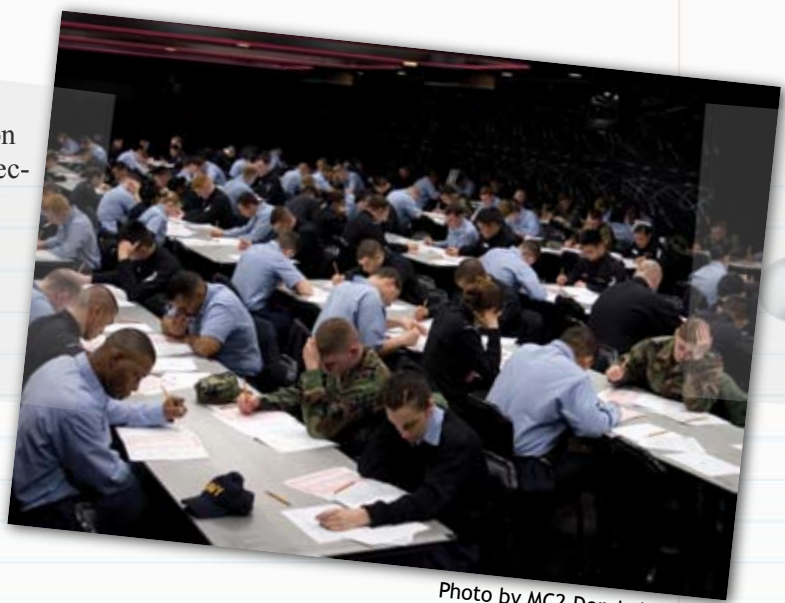


Photo by MC2 Derek J. Hurder

## Command Sponsorship and Indoctrination

Command Sponsor and Indoctrination Programs represent the difference between good commands and great commands. It is mandatory that commands provide the best possible support for newly arriving shipmates and their families.

### Sponsor Program

Proactive contact between sponsor, ombudsman and the incoming Sailor or Navy family resolves many issues before arrival. Commands with detaching Sailors must obtain positive contact with the new command before the Sailor departs.

Refer incoming Sailors to the Military Homefront Web site located at <http://www.militaryhomefront.dod.mil/moving>. Coordinate with the local FFSC for family support information and relocation resources. See OPNAVINST 1740.3C for samples of welcome letters and other information: <http://doni.daps.dla.mil/default.aspx>.

### Indoctrination Program

An effective indoctrination program says one thing: the command values the Sailor's presence, skills and talent and has a solid plan to integrate them into the team.

Command Sponsor and Indoctrination Program instruction (OPNAVINST 1740.3C). See Indoc course syllabus from the Personal Development Page: <https://wwwa.nko.navy.mil/portal/splash/index.jsp>.

#### Navy Pride and Professionalism training includes:

- Interpersonal Communications
- Command Managed Equal Opportunity, with Navy policy on sexual harassment, religious accommodation, hazing and fraternization
- Diversity
- Conflict Management
- Pride in Self; Pride in Service; Core Values
- Uniform wear
- Military etiquette, courtesies and bearing
- Violent Behavior Awareness.
- Family Readiness
- Mentorship and Role Models
- Navy Right Spirit Campaign/ Alcohol Awareness
- Suicide Awareness
- Personal Financial Management
- Operational Risk Management and Safety
- Prevention of Sexual Harassment/Sexual Assault
- Anti-terrorism/Force Protection

# Career Development Boards

CDBs enable optimal development of each Sailor's professional skills, both military and technical. They pump up unit readiness, individual upward mobility, job satisfaction and ultimately the retention of our best-qualified Sailors.

## When are CDBs required?

- When reporting (within 30 days for active duty or three drill weekends for SELRES)
- 6 Months
- 12 Months
- At 18 Months for Professional Apprenticeship Career Tracks (PACT) Sailors
- Again at 24 Months/36 Months/48 Months/60 Months
- Upon "A" School requests
- Upon special program requests
- For a commissioning program
- At Perform To Serve (PTS) decision point
- For those facing High Year Tenure (HYT)
- At transfer/separation

The Career Information Management System (CIMS) is a vital tool in this process. Those responsible for managing Sailors' careers use CIMS to track, conduct and document CDBs. For more information about CIMS, visit <http://www.npc.navy.mil/CareerInfo/StayNavyTools/CIMS/>.

See your Command Master Chief and Command Career Counselor for more information about CDBs.

Photo by Mass Communication Specialist 3rd Class Adam York

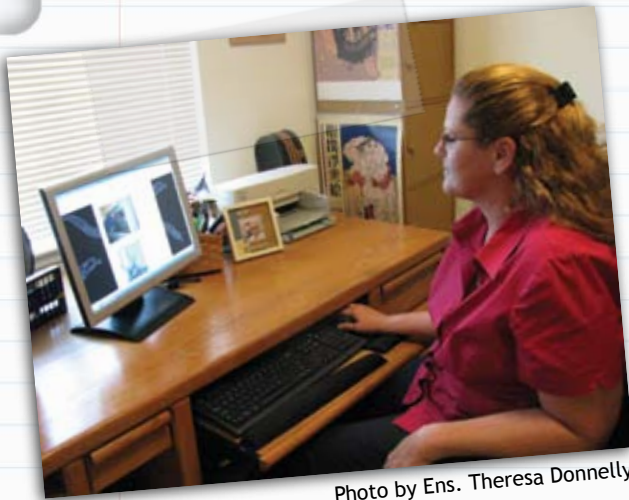


Photo by Ens. Theresa Donnelly

## Ombudsman program

The Navy Family Ombudsman Program is a Navy-wide program established to improve mission readiness through family readiness.

An Ombudsman is an appointed representative of the Commanding Officer (CO) and serves in two important roles:

- Communication link between the CO and family members.
- Information and referral specialist for the command's families.

A strong Command Ombudsman program helps ensure families have the information necessary to meet the challenges of a military lifestyle.

For more information, visit the Navy Fleet and Family Support Center homepage at <https://www.nffsp.org/skins/nffsp/home.aspx> and click on the "Ombudsman Program" in the left-hand menu bar.

## Mentorship

Successful commands have proven that those who are mentored advance through their commands ranks more quickly and more likely to complete their enlistment. A mentoring relationship is expected to:

- Provide a means for Sailors to plan and execute a fulfilling career in the Navy.
- Allow senior personnel the opportunity to share experiences and insights with those junior to them.
- Provide access to senior leadership giving junior Sailors an opportunity to see themselves in those with successful careers.
- Encourage people with similar interests and backgrounds to share their successes/lessons learned.

Find the Mentoring Guide on Navy Knowledge Online at [www.nko.navy.mil](http://www.nko.navy.mil). Once there click on "Leadership," "Navy Mentoring" and "Navy Mentoring Guide."





Photo by Mass Communication Specialist 2nd Class Joshua Wink

## Recognition

The end of a tour should not be the only time a Sailor is recognized. Recognition should be public and can include mid-tour awards, letters of commendation and appreciation and spotlighting accomplishments in command publications or other public venues.

## Advancement

**START EARLY** – don't wait until the last minute! Make sure you meet all eligibility requirements. Make sure you understand that sustained superior performance is the key. Ask for guidance during your mid-term counseling and career development boards. Ensure you have the tools to succeed (bibliography, references, AESG, schools, OJT, etc.). Every Sailor should have access to the Navy Advancements Center for:

- Advancement Exam Strategy Guide (AESG) to focus on your study plan
- Bibliography for Advancement (BIBs)
- Profile Sheets
- Courses Catalog

For access go to <https://www.advancement.cnet.navy.mil/>.



Photo by Mass Communication Specialist 1st Class John L. Beeman

### Selection boards are looking for:

- Test Score
  - ⇒ Indicator of Professional Knowledge
- Evals/Fitrepos Source Document
  - ⇒ Break Out Against Reporting Senior's Average
  - ⇒ Break Out in Numbers
- Promotion Recommendation
  - ⇒ Consistent? Improving? Declining?
  - ⇒ Break out of the pack
- Description of Duties
  - ⇒ Job Scope, Leadership, and Level of Responsibility,
  - ⇒ Impact of Position on Command Mission
  - ⇒ Difficult/Arduous Duty? Increased Responsibilities?
- Professional Maturity and Experience
  - ⇒ History of Assignments (normal sea/shore rotation)
  - ⇒ Diversity of Duty
  - ⇒ Out-of-Rate Assignments

Find more information about selection boards at <http://www.npc.navy.mil/Boards/>

## Review your service record

The following information is available on BUPERS Online for record management. BUPERS Online (<https://www.bol.navy.mil>) is your main tool for board preparation and helps you to be proactive in making the most of your promotion opportunity.

### FITREP/EVAL Continuity Report

To determine if you have any missing FITREP/EVAL go to the Performance Evaluation Continuity report located on BOL.

### PSR/ESR

Order Official Military Personnel File (OMPF) four to six months before board from <https://www.bol.navy.mil> click on "Request Record on CD." Check your PSR and ESR on <https://www.bol.navy.mil> click on "PSR/ESR."

### Official Military Personnel File/Web-Enabled Record Review

Sailors can request their Official Military Personnel File (OMPF) on CD (formerly the microfiche record) or view their OMPF through Web Enabled Record Review (WERR) located on BOL.

WERR reflects documents that have been received, reviewed and accepted as an official document in your Official Military Personnel File (OMPF). Recently submitted documents may not yet appear in your record. If documents have been sent to NPC within the past 12 months, do NOT resend at this time. They are in process.

# The Road to Chief

Chiefs represent the top three percent of the enlisted force and it is often said that “Chiefs run the Navy.” Here are some suggestions for those who want the honor of being called Chief.

**Break out:** Be the early promote. Be recognized by your leadership as the best at the command. Avoid being one-of-one. If you are one-of-one, then break out somewhere else. Serve as the Command Fitness Leader, volunteer as the Drug and Alcohol Program Advisor – show leadership in some capacity where you can be recognized.

**Show growth:** Enrich yourself at every command. If you’re on shore duty – take classes, get degrees. If you’re on sea duty, get qualifications and seek additional duties. These are the tie breakers, don’t miss them.

**Take the challenging jobs:** Follow a successful sea tour by filling a critical shore duty. Succeeding in challenging assignments makes you most competitive. Over the last five years, advancement rates for these duties have been well represented:

- Recruit Division Commander 36 percent
- Instructor 23 percent
- Recruiter 18 percent

What won’t help you make Chief:

- Passing on the hard job
- Not getting a qualification when you’ve had the chance (watch, warfare or master training specialist)
- Limited leadership or LPO experience (or doing it badly)
- Not maintaining your sea/shore flow
- PFA failure
- Non-judicial punishment/civil offenses



Photo by MC3 Kenneth R. Hendrix



# Self Service Electronic Service Record (ESR)

The ESR replaced the paper service record as the single field-level data entry point for service record maintenance.

The ESR provides individual Sailors, Personnel Support Detachments (PSD), Personnel Offices that are service record holders (PERSOFF), Navy Operational Support Centers (NOSC) and customer commands of PSD(s) with secure worldwide Internet access to personnel, training and awards data.

To view your ESR go to <https://nsips.nmic.navy.mil>. Under System Access Authorization Request (SAAR) Click on New Users ESR Self-Service and follow the appropriate instructions. See instructions listed in NAVADMIN 292/06 for additional information.

## What your ESR contains:

**Member Data Summary** – Extensive personal, career and command information about you.

**Dependency Data** – Information found in the Service Record Page 2 (NAVPERS 1070-602), Record of Dependency Application and Emergency Data - review frequently.

**SGLI** – Amount and Election Date of your Servicemen's Group Life Insurance (SGLI) coverage - keep beneficiaries updated!

**Thrift Savings Plan** – Links to DFAS My Pay where you can view the status of your Thrift Savings Plan.

**Training Summary** – Civilian, Military, and off-duty Education and Personal Qualifications Standards (PQS).

**Montgomery GI Bill (MGIB)** – Current status of Active Duty MGIB and MGIBSelected Reserve (SELRES)

**Court Memorandum** – For members in an Active Duty status, Court Memorandum records information about and disposition of Courts Martial (if any).

**Unauthorized Absence** – For members in an Active Duty status, Unauthorized Absence records periods and disposition of Unauthorized Absence (if any).

**Honors and Awards** – List of all Awards and Honors received by the member.

**Fitness Report** – All Performance Evaluations and Fitness Reports (E-5 and above) recorded in NSIPS.

**History of Assignments** – Record of Duty assignments.

**Drill Detail Summary** – For Reserve Component members, Authorized Drills and paid and non-paid drills performed each fiscal year. Contains access to previous FY Individual Drill Time Detail Summary pages.

**Billet History** – For Reserve Component members, Navy

Reserve Billet assignment history and dates assigned.

**Orders Detail** – For active duty members, details pertaining to PCS orders. Contains Order number, receiving command (UIC and name), and anticipated date of arrival or departure.

**Orders History** – For Active Component and Reserve Component members recalled to Active Duty, a history of all PCS Orders. Provides access to a printable copy of all orders.

**Administrative Remarks History** – History of the member's permanent Administrative Remarks (if any). Provides details, Administrative Remarks text and identifies the approving authority for the Administrative Remarks.

The **Electronic Service Record Task Menu** allows you to enter certain information into the Electronic Service Record. The Task menu contains seven functions:

- **Emergency Contact** – Enter or change Emergency Contact information.
- **Home and Mailing Address** – Add or modify information about your home mailing address.
- **Official Mailing Address** – Add or modify information about your official mailing address.
- **Personal Information** – Add or modify information about your Religious preference, Race and Ethnicity.
- **Other Email Addresses** – Add, delete, or modify other than official Email addresses.
- **PCS Travel** – For Active Component members, input PCS travel information.

## Perform to Serve (PTS)

Acts as a force-shaping tool by leveling rating manning from overmanned to undermanned, and acts as a quality screening by controlling reenlistments. PTS applies to first-term Sailors with less than six years active Naval service.

For more information contact your Command Career Counselor or go to <http://www.npc.navy.mil/CareerInfo/PerformtoServe/>.





## Fleet Ride

Fleet Ride is a custom Web service system that provides Sailors rating qualifications based on a detailed examination of the Mental, Medical, and Legal and Moral entry requirements for each rating.

Fleet RIDE is used to screen for rating eligibility. It helps counsel and guide first-term Sailors to new career opportunities and rating conversions.

For more information contact your Command Career Counselor or go to <https://fleetride.sscno.nmci.navy.mil>.

## Career Management System/Interactive Detailing

The Career Management System/Interactive Detailing (CMS/ID) is used by the enlisted force. CMS/ID enables Sailors to update their user profile, conduct a job search, view job details and submit job applications.

Working with Command Career Counselors and command leadership, Sailors use CMS/ID to identify available career opportunities supporting professional and personal development, and then develop goals and plans to meet career objectives.

CMS/ID shows Sailors their chances for a certain billet by displaying information used by Detailers during the selection process.

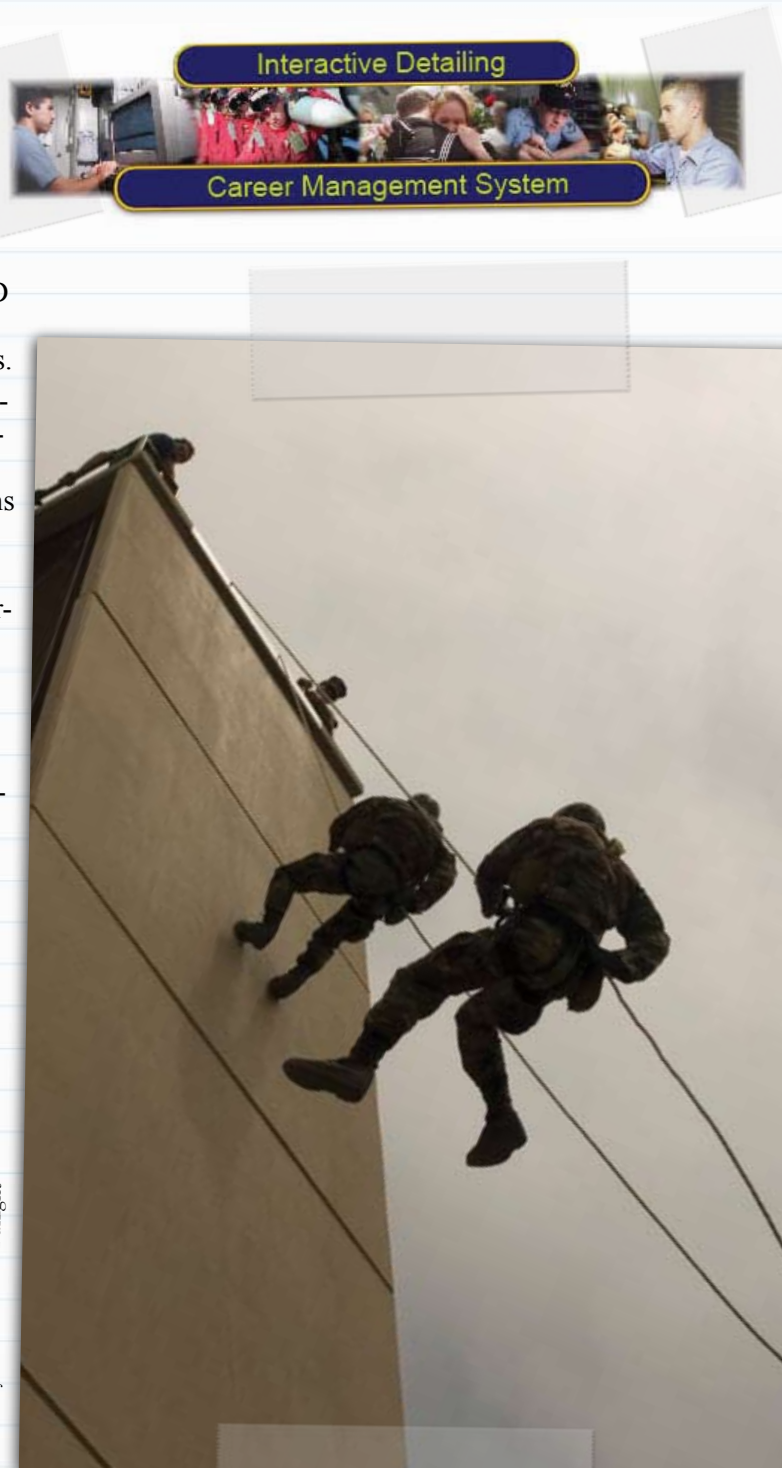
See your Command Career Counselors to review available jobs, discuss career options and goals.

CMS/ID is located at <https://www.cmsid.navy.mil/>. CMS/ID also may be launched from NKO and, eventually, via NKO at Sea.

## Career Options and Navy Skills Evaluation Program (CONSEP)

CONSEP is a four-day program that helps service members make decisions about their Navy careers. The classes feature instruction on self-assessment, financial planning, Navy options and civilian career planning. See your Fleet and Family Support Center or Command Career Counselor for course schedules and attendance requirements.

Photo by MCSN Blake Midnight





## Navy Knowledge Online – go NKO

NKO is available to anyone within the Navy and can be accessed from anywhere via the Internet. NKO links users to resources for career management, personal development, leadership, online learning courses, education, knowledge centers, libraries and communities of practice.

The portal links to more than 21 other Navy applications, like the Career Management System/Interactive Detailing (CMS/ID), more than 4,000 Navy e-Learning online courses, the Navy College website, Electronic Training Jacket (ETJ) and more. NKO is a gateway to numerous Navy websites, applications and resources – all via one logon.

Commands may host their own content within communities of practice or knowledge centers. They may have areas for both public and private groups to join discussion groups, use the Instant Messaging/Chat feature, and an inter-domain service to find someone's email address. The Reference Tab on the homepage houses links to a wealth of information and resources available for use and download, including free books and audio tapes.

NKO currently uses the DoD Defense Enrollment Eligibility Reporting System (DEERS) database to authenticate users via a user ID by logging on with their name, birthdate and SSN - all secure. PKI/CAC login is coming soon. The portal will continue to offer BOTH methods to login.

For help with NKO, check out the Tutorials, Guides and Frequently Asked Questions on the homepage. Users may access NKO via [www.nko.navy.mil](http://www.nko.navy.mil)

## Certifications/NAVY COOL

The Navy's Credentialing Opportunities On-Line (COOL) identifies civilian credentials that best map to a Sailor's rating and training. It lays out the path, work, and experience required to achieve them. The COOL web site guides Sailors seeking training paths and funding toward industry-recognized, professional certification and licensure exams. Sailors are using COOL to align with industry-recognized credentialing. This tool helps ensure Sailors have career opportunities within the Navy, as well as a successful follow-on career when they transition to the civilian workforce. For more information on Navy COOL visit <https://www.cool.navy.mil>





# Navy Physical Readiness Program

All Navy personnel shall maintain personal physical fitness by regular exercise and proper nutrition.

All leaders must aggressively integrate physical readiness activities into the workweek in the same manner as applied to meeting other mission and operational requirements.

Nutrition is a major focus of the program. We want to promote healthy lifestyle food choices.

Physical fitness is a crucial element of the Navy's mission performance and must be a part of every Sailor's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual.

Physical Fitness Assessment (PFA) includes Body Composition Assessment (BCA) and Physical Readiness Test (PRT). The PRT consists of the sit-reach, curl-ups, push-ups, and one of the following options:

- Run
- Swim
- Elliptical trainer
- Stationary cycle
- Treadmill

Notes for leaders:

- Commands are required to enter all Physical Fitness Assessment (PFA) waivers into the Physical Readiness Information Management System (PRIMS).
- An annual Physical Health Assessment (PHA) is required for all personnel.
- Sailors with three PFA failures within a four-year period will be processed for administrative separations (AD-SEP).

More information is available at: <http://www.npc.navy.mil/CommandSupport/PhysicalReadiness/>.



Photo by Mass Communication Specialist 2nd Class Erick S. Holmes

# Voluntary Education

**Tuition Assistance (TA)** is the Navy's educational financial assistance program. It provides active duty personnel funding for tuition costs for courses taken in an off-duty status at a college, university or vocational/technical institution, whose regional or national accreditation is recognized by the Department of Education. Navy TA pays for both classroom and independent study/distance learning courses, regardless of course length. The credit earned must show on the institution's transcript.

All Navy Tuition Assistance pays up-front the tuition charged by educational institutions for course enrollments. Navy TA pays 100 percent of tuition costs for courses applicable to the completion of high school diploma or equivalency certificate.

For other educational levels, there is a fiscal year credit limit of 16 Semester Hours and 24 Quarter Hours (waiver requests cannot exceed the fiscal year \$4,500 DoD program limit). For more information see the Navy College Program website <https://www.navycollege.navy.mil/> and NPC website <http://www.npc.navy.mil/CareerInfo/Education/>



Photo by MC2 Joseph M. Buliavac

**The Navy College Program (NCP)** serves as the umbrella for the components of Voluntary Education (VOLED). Sailors can earn college degrees through academic credit for Navy training, work experience, and off-duty education. Enlisted Sailors can earn points toward advancement exam multiples for AA and BA degrees.

**Navy College Offices** - staffed by civilian educational specialists are located at installations throughout the world. These offer academic counseling, testing, educational needs assessment, and development of individual and command education plans.

**Navy College Program for Afloat College Education (NCPACE)** - provides access to academic skills and college courses while deployed.

**Servicemembers Opportunity Colleges degree program for the Navy (SOCNAV)** - consists of colleges that offer associate and bachelor's degree programs on or accessible to Navy installations worldwide. These colleges have joined together to form networks in which each college accepts credits from all the others. This guarantees that Navy students and their adult family members can continue toward completion of their degrees even though the Navy may transfer them several times.

**Academic Skills** - offers on-duty instruction in reading, English and mathematics to ensure Navy personnel possess minimum skill levels necessary to successfully complete job training and qualify for advancement.

**Navy College Program Distance Learning Partnership (NCP-DLP)** - Navy partners with colleges and universities to offer degrees that make the most of recommended credit for Navy training and on-the-job experience.

**Navy College Center (NCC)** - serves as Sailor's central location for receiving and responding to questions about programs and services.

Call NCC toll-free at 1-877-253-7122 or DSN 922-1828.



Photo by MC2 James Bartels

## Post 9/11 GI Bill

The Post- 9/11 GI Bill is a new benefit providing educational assistance to individuals who served on active duty on or after September 11, 2001. For more information go to <http://www.gibill.va.gov/>.



# Pay and Benefits

## Basic Pay

Based on pay grade and time in service, basic pay is shown in the top line of your Leave and Earnings Statements (LES). For basic pay information log on to <http://www.defenselink.mil/militarypay>.

## Basic Allowance for Housing (BAH)

BAH reduces out-of-pocket expense for off-base living. This non-taxable allowance generally covers rent, utilities and renter's insurance. For details visit <http://www.defenselink.mil/militarypay/pay/bah/>.

## Basic Allowance for Subsistence (BAS)

Adjusted annually based on the cost of food. Regular BAS for enlisted is \$294.43/month and for officers is \$202.76/month. For details <http://www.defenselink.mil/militarypay/pay/bas/index.html>.

## Savings Deposit Program (SDP)

Sailors may be authorized SDP during assignments and deployments to specified locations. The program pays interest of 10 percent and allows service members to deposit a portion of current pay and allowances up to a maximum of \$10,000. Interest paid on the SDP is taxable and rules apply. Contact your local finance office prior to deployment.

## Family Subsistence Supplemental Allowance (FSSA) in addition to BAS

FSSA is an additional food allowance some large military families may qualify for and is based on total household income. Contact your Fleet and Family Support Center (FFSC) or your Command Financial Specialist for assistance in determining eligibility. For details, go to <http://www.fns.usda.gov/fns/> or <https://www.dmdc.osd.mil/fssa>.

## Federal Tax Advantage

Because some allowances are not taxable, the result is actually additional compensation. Untaxed allowances include BAS, BAH, Overseas Housing Allowance (OHA), Cost-of-Living Allowance (COLA) and Family Separation Allowance (FSA). Further tax advantages are available through participation in the Uniformed Services Thrift Savings Plan (TSP). See the Pay and Compensation Calculator on <http://www.npc.navy.mil/CareerInfo/StayNavyTools/> or choose the calculator on <http://www.defenselink.mil/militarypay/pay/bp/index.html>.

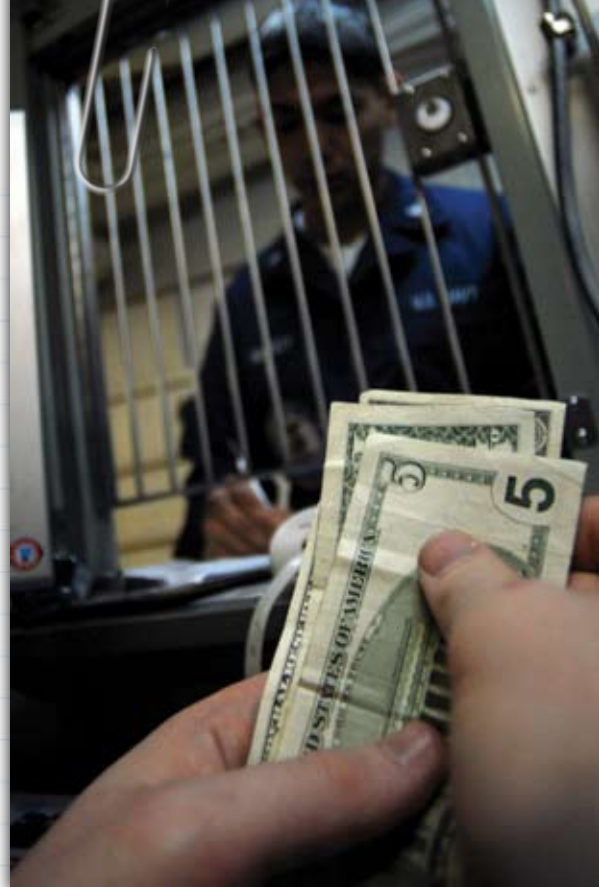


Photo by MC3 Paul J. Perkins

## Military Pay Raises

Annual military pay raises are linked to the Employment Cost Index (ECI). Military pay raises are equal to yearly increase in the ECI. However, pay raises may (and usually do) exceed these levels if authorized and funded by Congress. See [http://www.defenselink.mil/militarypay/pay/bp/05\\_annualraise.html](http://www.defenselink.mil/militarypay/pay/bp/05_annualraise.html).

## Special and Incentive Pays

Selective Reenlistment Bonuses (SRB), Initial Enlistment Bonuses (IEB), Continuation Bonuses, Accession Bonuses, Proficiency Pays, career incentive pays, deployment pays, hazardous duty pays, and other special pays based on specific qualifications. The list is not all inclusive to Special Pays. For more information, contact your local finance office or see the DoD Financial Management Regulation (DoDFMR), Chapter 7a.



Photo by Marine Cpl. Jason T. Guiliano

## Family Separation Allowance (FSA)

Compensates qualified members for added expenses incurred because of an enforced family separation. There are three categories:

- **FSA-R** may be authorized when dependent transportation, including dependents acquired after effective date of orders, is not authorized at Government expense and the dependents do not live in the vicinity of the member's permanent duty station.

- **FSA-S** applies to members serving on ships away from the homeport continuously for more than 30 days.

- **FSA-T** is if the member is on TDY away from the permanent station continuously for more than 30 days and the member's dependents are not residing at or near the temporary duty station. Family Separation Allowance is \$250 per month. See the DoD Financial Management Regulation Volume 7A, Chapter 27 for more information.



Photo by U.S. Air Force SSgt Carolyn Erfe

## Overseas Tour Extension Incentive Program (OTEIP)

OTEIP offers eligible enlisted members the opportunity to receive their choice of one of four incentive options for extension of the Department of Defense (DOD) tour length for 12 months or more.

For more information see your Command Career Counselor or MILPERSMAN Article 1306-300.

### OTEIP Options

**Option A** – \$80 per month special pay for each month during the period of the extension.

**Option B** – 30 days rest and recuperation (R&R) absence during the period of extension.

**Option C** – 15 days R&R absence plus round trip transportation at government expense from the location of the extended tour of duty to the port of debarkation in continental United States (CONUS) and return during the period of extension.

**Option D** – \$2,000 lump sum payment on the first day of the 12-month extension.



Photo by EO2 Class Jason Cummings





Photo by MC1 Carmichael Yepez

### Hardship Duty Pay (HDP)

HDP is payable to members entitled to basic pay, at a monthly rate not to exceed \$300, while the member is performing duty designated by the Secretary of Defense as hardship duty. Current rates and locations are maintained in the DoD Financial Management Regulation Volume 7A, Chapter 17.

### Combat Zone Tax Exclusion (CTZE)

Presidential Executive Order determines combat zones and the applicable dates. Earnings received while performing duties in, or in direct support of areas designated as combat zones are excluded from taxable income. Exclusion is unlimited for enlisted members and warrant officers and, for officers, was limited to \$6,867.00 per month. Visit [http://www.defenselink.mil/militarypay/pay/tax/10\\_combatzone\\_05.html](http://www.defenselink.mil/militarypay/pay/tax/10_combatzone_05.html) and DoD Financial Management Regulation Volume 7A, Chapter 44, for more information.



Photo by Marine Cpl. Jason T. Guiliano

### Imminent Danger Pay (IDP)/Hostile Fire Pay (HFP)

Used synonymously, IDP is a “threat based” pay meaning it is payable for any month the member performs duty in an IDP area (designated by DoD), where members are subject to threat of physical harm due to civil insurrection, civil war, terrorism, etc. HFP is an “event based” pay, meaning the member is exposed to an actual occurrence of hostile fire or an explosion of hostile mine. The member is entitled to HFP for the month in which the hostile fire happened, and up to 3 months afterwards while hospitalized. The rate of IDP/HFP is \$225 per month. Designated areas are listed in DoD FMR, Vol 7a, Ch 10.



Photo by MC3 Quinn Liford

### **Sea Duty Incentive Pay (SDIP)**

Sea Duty Incentive Pay (SDIP) offers extra pay of up to \$750 per month for extension and early return to sea (voluntary curtailment of shore duty). Certain pay grades, NECs and rates are targeted for SDIP – subject to change. For more information on SDIP, visit the NPC website, select Career Info, Pay and Benefits and SDIP.

### **Special Duty Assignment Pay (SDAP)**

SDAP is a monthly incentive pay to sustain manning levels and obtain high quality enlisted personnel for designated special duty assignments (SDAs). For more information on SDAP, visit the NPC website ([www.npc.navy.mil](http://www.npc.navy.mil)) select > Career Info, Enlisted Career Progression, Incentives and scroll to SDAP.

### **Critical Skills**

#### **Retention Bonus (CSRB)**

Used to ensure a complement of skills remain in military service. When a critical skill becomes scarce, the Department of Defense offers a financial incentive; some bonuses are \$20,000 or more. For more information contact your Command Career Counselor or your Enlisted Community Manager.

### **Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP)**

Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP) are entitlements to compensate service members for the inherent dangers of sea duty and incentivize consecutive sea service greater than 36 months. CSP and CSPP are detailed in Military Personnel Manual (MILPERSMAN) article 7220-060.

### **Assignment Incentive Pay (AIP)**

A detailing tool that incentivizes traditionally hard-to-fill assignments or less desirable geographic locations. For more AIP information including a listing of Maximum Bid Rates and those areas and UICs eligible for AIP, visit the NPC website, select Career Info, Pay and Benefits and AIP.

### **Foreign Language Proficiency Bonus**

Sailors who are skilled in a foreign language may be eligible for a Foreign Language Proficiency Bonus (FLPB). Sailors may receive up to \$500 per month for demonstrated proficiency in a foreign language or a maximum \$1,000 per month for more than one foreign language. Refer to OPNAVINST 7220.7F and NAVADMINs 143/06, 252/06, 072/07, and 156/08 for specific eligibility criteria.



## Medical and Dental

The TRICARE medical plan is one of the benefits afforded Active and Reserve families. TRICARE is a regionally managed health care program. Contact your Health Care Benefits Advisor at your nearest Military Treatment Facility (MTF) or Navy Reserve Activity. Remember, with life-changing events like marriage, children, parental dependency – the member must notify the Defense Enrollment Eligibility Registration System (DEERS) to sign up for health coverage. Low-cost medical and dental insurance is available to drilling Reservists. For additional information see <http://www.tricare.mil/>.

## Military Leave and Liberty

Active Duty members accumulate 2.5 days leave per month, totaling 30 days of paid leave each year. While earned leave is intended for use throughout the year, members may carry forward leave not to exceed 75 days at the end of the fiscal year. This carryover eligibility will cease on 31 December 2010 when leave carryover eligibility will be reset to 60 days. See MILPERSMAN article 1050 Leave and Liberty and NAVADMIN 221/08.



Photo by MC2 Bobby Northnagle

## Navy Exchange

The Navy Exchange Service Command (NEXCOM) manages tax-free, discounted shopping for quality goods. NEXCOM also manages Navy Lodges; Ship's Stores; the Uniform Program Management Office and Navy Family Support Programs. Revenues generated are used to support Morale, Welfare, and Recreation (MWR) programs. For more information go to the Navy Exchange Web site: <https://www.navy-nex.com/>.

## Commissary

The Defense Commissary Agency operates a worldwide chain of grocery stores serving military personnel, retirees and their families in a safe and secure shopping environment. Items are sold at cost plus a 5-percent surcharge. Shoppers save an average of more than 30 percent on their purchases compared to commercial stores, worth about \$3,000 annual savings for a family of four. For more information go the Commissary Web site: <http://www.commissaries.com/>.

## Space "A" Travel

When there's more to see and do than a port call allows – look to travel benefits of military life.

Sailors can travel on military flights around the world for free on a standby, space-available basis.

In addition, as active-duty, you will often be eligible to stay in base lodging around the world, usually at a cost much lower than you would find at a hotel off base.

For big fun, the military runs a number of affordable Armed Forces Recreation Centers: Hale Koa and Kilauea Military Camp in Hawaii; Shades of Green in Orlando and cottages worldwide to name a few.



U.S. Air Force photo





Photo by MCSN Rex Nelson

# Morale, Welfare and Rec- reation

The Navy continues to take care of its own and their families through Commander, Navy Installations Command's (CNIC) Fleet and Family Readiness programs.

The Fleet Readiness division includes fitness and sports, deployed support, the Navy Motion Picture Service, libraries, golf, bowling, marinas and outdoor recreation, the Single Sailor or Liberty program, discounted tickers through Information, Tickets and Travel, and Navy entertainment programs. MWR runs Navy Gateway Inns and Suites, formerly known as the Visitors Quarters or VQ, along with lodging services, such as campsites, hotels, cabins and

cottages. Ashore Galleys and MWR food and beverage services are also a part of the Fleet Readiness division.

Fleet and Family Support Centers offer relocation assistance, information and referral, financial management counseling, spouse employment services, family advocacy and the transition assistance program.

The Navy Housing division is responsible for the overall management of all housing Navywide, including permanent party family housing and bachelor quarters.

Family Readiness also consists of Child and Youth Programs, such as Child Development Centers, the Child Development Home Program and Youth and Teen Centers.

Visit the Navy MWR Web page at <http://www.mwr.navy.mil/>.



Photo by MC2 Steven J. Weber

## Child Care/Youth Programs

**Accessibility** - 227 facilities and 3,000 Child Development Homes worldwide and accredited commercial partnership spaces throughout the continental United States.

**Affordability** - child care based on household income.

**Quality** - Navy Child and Youth programs are among the highest quality in the nation, accredited with the National Association for the Education of Young Children (NAEYC). Child Development Home Providers are certified by the Department of Defense, applicable state licensing agencies, and are currently accrediting with the National Association for Family Child Care (NAFCC). Navy before and after-school programs are accrediting with the National After School Alliance (NAA). And, Youth programs are affiliated with the Boys and Girls Clubs of America.

**Eligibility** - available to all active duty military, activated reservists and guardsmen, DoD civilian personnel and DoD contractors, space permitting.

For more information on Fleet and Family Readiness programs visit the Fleet and Family Support Center (FFSC) Web site at <https://www.nffsp.org/skins/nffsp/home.aspx>.



Photo by John Narewski



## Family Readiness - Family Service Centers

The Navy Fleet and Family Support Program (FFSP) provides unified, customer-focused, consistent, and efficient FFSP programs and services to support sustained mission and Navy readiness. Fleet and Family Support Centers (FFSC) Navy-wide provide Sailors and families with family employment resources, deployment and mobilization support, personal financial management education, relocation assistance, transition assistance, new parent support, family advocacy programs, and counseling. FFSCs provide the right services at the right time, to strengthen personal and family resiliency to meet the unique challenges of the military lifestyle. For more information on FFSP or to locate the nearest FFSC, visit <http://www.ffsp.navy.mil>.

## Task Force Life/Work

In becoming a highly sought-after employer, the Navy seeks to create an environment that enables all workforce members to reach their personal and professional potential. This is accomplished by policies, programs, and changes to enhance life/work balance.

The primary goal is to create a menu of options that allow Sailors flexible career options. Visit <http://www.npc.navy.mil/commandsupport/taskforcelifework> for more information.

## New pregnancy/adoption policy

Known as the Postpartum Operational Deferment, the June 2007 revision of the Pregnancy and Parenthood Instruction (OP-NAVINST 6000.1C) authorized an extension of current operational deferment from 4 to 12 months for new mothers. The modifications were incorporated to reflect continued research on women and infant health. The increased operational deferment policy allows more time for families to arrange long-term child care. For more, see the Women's Policy website at <http://www.npc.navy.mil/AboutUs/BUPERS/WomensPolicy/>.

## Adoption Leave

Navy families are authorized 21 days of non-chargeable administrative leave for parents who adopt children in a DoD-qualified adoption. Details are covered in OPNAVINST 6000.1C Section 202.



Photo by MC1 Class James E. F.



Photo by MC3 David Wiscaver



# Commissioning Programs

## Seaman to Admiral-21 (STA-21)

STA-21 is an enlisted commissioning program that combines the following fleet commissioning programs:

- Seaman to Admiral (STA)
- Enlisted Commissioning Program (ECP)
- Aviation Enlisted Commissioning Program (AECP)
- Nuclear Enlisted Commissioning Program (NECP)
- Civil Engineer Corps Enlisted Commissioning Program (CECECP)
- Broadened Opportunity for Officer Selection and Training (BOOST)
- Fleet Accession to Naval Reserve Officer Training Corps (NROTC)

STA-21 students maintain full pay and allowances for their enlisted pay grades and are eligible for advancement. They will receive up to \$10,000 per year to

cover tuition, books and fees. The student will pay all additional costs above \$10,000. Tuition assistance (TA), Montgomery GI Bill (MGIB), or Veterans Educational Assistance Program (VEAP) cannot be used to pay additional costs.

For more information go to <https://www.sta-21.navy.mil/>.



Photo by MC2 Michael A. Lantron



Photo by MC3 Matthew Ebarb

## U.S. Naval Academy

The United States Naval Academy offers an outstanding opportunity for qualified enlisted members of the regular Navy, Navy Reserves, Marine Corps, and other armed forces to embark on careers as officers in the U.S. Navy or U.S. Marine Corps. For complete eligibility requirements and admission information, see OPNAVINST 1420.1 and visit the USNA Web site at [www.usna.edu](http://www.usna.edu).

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

Limited Duty Officer and Chief Warrant Officer are two separate programs that provide the Navy with officer technical managers and technical specialists who exercise leadership in key positions throughout the service. Both programs provide the opportunity for outstanding senior enlisted personnel to compete for a commission without needing a college degree. Combined, these two communities make up more than 11 percent of the officer corps. Currently a college degree is not required to apply however, a more educated force and a recognition of the professional benefits of education will certainly make a college degree required for future promotion.

For more information see the NPC Officer Assignment Web site <http://www.npc.navy.mil/Officer/>, OPNAVINST 1420.1 and applicable NAVADMIN.



# Conversion/Advancement Programs

## Selective Training and Reenlistment (STAR)

Selective Training and Reenlistment (STAR) Program offers career designation to first-term Sailors who reenlist and thereby become eligible for guaranteed assignment to Class “A” or “C” school, possible advancement, and if eligible, SRB.

For more information contact your Command Career Counselor or see MILPERSMAN Article 1160-100 and Career Schools Listing (CSL) NAVADMIN.

## Selective Conversion and Reenlistment Program (SCORE)

Sailors who reenlist to convert to an undermanned rating and have sustained superior performance may be eligible for automatic advancement via the Selective Conversion and Reenlistment (SCORE) program.

Career incentives offered by SCORE:

- Assignment to a Class “A” School, with rating conversion upon satisfactory completion of that school.
- Assignment to a Class “C” School
- Possible advancement to petty officer third class (PO3) or petty officer second class (PO2).
- Entitlement to Selective Reenlistment Bonus (SRB) if otherwise eligible.

For more information contact your Command Career Counselor or see MILPERSMAN Article 1160-090 and Career Schools Listing (CSL) NAVADMIN.



Photo by MCCS Andrew McKaskle

# Reserve - “Stay on the Team”

Sailors who continue to serve the Navy in the Navy Reserve make us stronger. The Navy capitalizes on the skills and experience that you have developed. Sailors in the Navy Reserve can earn additional monthly income, qualify for bonuses in some ratings, receive continued medical/dental benefits and become eligible for retirement.

For more information go to theNPC Web site (<http://www.npc.navy.mil>) and click on >Career Info>StayNAVY>Navy Reserve.



Photo by MC3 Christopher Blachly



Photo by Ensign Christopher Weis



# Global War on Terrorism assignments

Given the likelihood of an extended commitment to the Global War on Terrorism (GWOT) mission, the Global War on Terrorism Support Assignment (GSA) Detailing plan was developed to fold Individual Augmentee (IA) assignments into our normal distribution/detailing system. The intent of GSA detailing is provide predictability by issuing orders to an individual at the end of their tour.

GSA detailing:

- Provides Sailors increased opportunities to volunteer for a GWOT assignment at a time that works best for them.
- Provides increased manning stability and decreases the number of mid-tour "Rip to Fill" requirements.
- Sailors are assigned to GWOT support tours just like normal detailing assignments.

For more information go to <http://www.ecrc.navy.mil>.



Photo by MC1 Tiffini M. Jones

## High Year Tenure (HYT)

The High Year Tenure (HYT) program is a vital and effective force shaping tool to properly size and shape the Navy. This policy establishes standardized length of service (LOS) gates by paygrade balanced with a waiver process that allows the Navy to retain the right Sailors.

As one of the Navy's key enlisted force shaping tools, the HYT program enables viable career paths and advancement opportunity across all paygrades and LOS spectrums.

The standardized HYT gates are established to allow the Sailor greatest flexibility to Stay Navy in a stabilized Force. Through this process Navy enhances an Active Component (AC) and Reserve Component (RC) continuum of service.

Active-duty E-1 and E-2s can have a maximum of six years of service. E-3s can have six, E-4s eight, E-5s 14, E-6s 20, E-7s 24, E-8s 26 and E-9s 30. Reserve E-1 and E-2s can have a maximum of eight years of service. E-3s can have 12, E-4s can have 14, E-5s can have 22, E-6s can have 24, E-7s can have 24, E-8s can have 26 and E-9s can have 30.

There are some qualifications to these rules. Sailors should visit their Career Counselors or go to <http://www.npc.navy.mil/CareerInfo/ReservePersonnelManagement/Enlisted/HYT/>.

# Why is the Navy the “Employer of Choice?”

Navy Offers	Civilian Jobs Offer
<b>Medical Care:</b> Lifetime medical care under TRICARE program. Offers flexibility and choice of primary care provider at no cost while on active duty and at minimal cost (about \$500 a year) once retired ( <a href="http://www.tricare.mil/">http://www.tricare.mil/</a> ).	<b>Medical Care:</b> According to a Kaiser Daily Health Policy Report the average 2008 employee out-of-pocket costs for family health care increased the amount employees paid on their families' health care costs. In 2008 employees will pay an average of \$3,492 on premiums and an additional \$2,675 on out-of-pocket expenses.
<b>Dental Plan:</b> Free for active duty and dental insurance is available for family members.	<b>Dental Plan:</b> Depending on the employer, some dental plans are available at a cost-share with the employee.
<b>Short and Long-Term Disability Coverage:</b> If you are injured, you continue to receive compensation	<b>Short and Long-Term Disability Coverage:</b> Varies widely: Depending on the employer, short and long-term disability is sometimes: <ul style="list-style-type: none"> <li>• Provided by the employer</li> <li>• At cost to the employee,</li> <li>• A shared cost with the employee or not available.</li> </ul>
<b>Retirement Plan:</b> You may retire at 20 years of service with 50 percent of base pay starting the month after leaving active duty. In addition Sailors are encouraged to contribute to the <b>Thrift Saving Plan</b> for additional financial security ( <a href="http://www.tsp.gov/">http://www.tsp.gov/</a> ).	<b>Retirement Plan:</b> You may invest in a 401K. Some employers match an employee's contribution up to a certain percentage of funds once the employee is vested in the company. In most cases employees may take their 401K with them when they leave a job (although not necessarily the company's contribution to the 401K).
<b>Vacation Time:</b> 30 days paid vacation from the day you start accrued at two-and-a-half days a month.	<b>Vacation Time:</b> earned at 4-7.69 hours a pay period. In some cases you must work for six months before you start earning any vacation time.
<b>Sick Leave:</b> As needed and not charged as vacation time.	<b>Sick Leave:</b> Varies widely: <ul style="list-style-type: none"> <li>• 1.67 hours earned a pay period</li> <li>• or vacation time used for sick leave or</li> <li>• 5 days a year after six months</li> </ul>
<b>Life Insurance:</b> You may buy life insurance in \$10,000 increments up to \$400,000. The cost is very low. Additionally, family member coverage of \$100,000 for spouses and \$10,000 per child is automatic.	<b>Life Insurance:</b> In most cases life insurance is only provided for the employee at the amount of one year's annual employee salary and is not provided for families members.
<b>Tuition Assistance:</b> Pays 100 percent of tuition costs ( <a href="https://www.navycollege.navy.mil/ta1.html">https://www.navycollege.navy.mil/ta1.html</a> ).	<b>Tuition Assistance:</b> Some companies offer tuition reimbursement for continuing education if related to current position and some technical training.
<b>Housing Allowance:</b> Additional tax-free money for housing and food.	<b>Housing Allowance:</b> Employees must pay for housing and food out of their regular pay checks.



# Retirement and Retirement Planning

## Retirement Pay

One of the most attractive incentives of a military career is the retirement system that provides lifelong retirement income for those who serve 20 years active or reserve. There are three active duty retirement plans in effect -- Final Pay, High-3, and Choice of High-3 or REDUX (also called Career Status Bonus) with \$30K Career Status Bonus. Reserve retirement is based on years of qualifying service and points earned through drill participation, Active Duty days and correspondence courses. Reserve retirement is paid at age 60. To view retirement plans and an easy-to-use online calculator visit <http://www.npc.navy.mil/CareerInfo/StayNavyTools/> or <http://www.defenselink.mil/militarypay/pay/bp/index.html> and then choose the calculator.



Photo by Gary Nichols

## Career Status Bonus (CSB) or REDUX

Sailors who entered service on or after Aug. 1, 1986, can elect to receive a \$30,000 Career Status Bonus (CSB, also called REDUX) at their 15th year of service. If electing the bonus, they will retire under the CSB/REDUX retirement system instead of the High-3 system. This negative has financial consequences. More information is at [www.npc.navy.mil/AboutUs/NPC/ITIM/DataManagement/CareerStatusBonus](http://www.npc.navy.mil/AboutUs/NPC/ITIM/DataManagement/CareerStatusBonus).

## Transition Assistance Program (TAP)

TAP is a three- to four-day seminar offering training and education in a variety of subjects to ease the move into civilian life. Among the topics covered are:

- Resume writing.
- Interviewing skills.
- Veteran benefits.
- Employment resources.
- Investment and credit issues.
- Social security.

Contact your local Fleet and Family Support Center for more information.



Photo by MC3Class Josua Moore

## Thrift Savings Plan (TSP)

The TSP is a 401(k)-like savings plan which allows Sailors to contribute pretax dollars, reducing taxable income. It accumulates long-term, tax-deferred savings and earnings for a retirement nest egg, regardless of whether the Sailor remains for a full military career. Participation is through payroll deduction. Account management is simple via online interface. Useful information can be found at the following Web sites: <http://www.tsp.gov/> and <http://www.defenselink.mil/militarypay/tsp/index.html>

# Survivor Benefits

## Servicemember's Group Life Insurance (SGLI)

If you're participating in SGLI and die on active duty, your survivors receive life insurance payments. You may buy SGLI life insurance in \$10,000 increments up to \$400,000. The cost is very low. Additionally, family member coverage of \$100,000 for spouses (note that spouse coverage is limited to no more than the member's current coverage) and \$10,000 per child is automatic for all members participating in SGLI, unless you opt out. For more information about rates and programs visit <http://www.insurance.va.gov/sgliSite/default.htm>.

## Dependency and Indemnity Compensation (DIC)

Upon a Sailor's death, dependents may also receive monthly DIC payments (nontaxable) for the surviving spouse and additional funds for each surviving child. DIC is adjusted annually for inflation. See the Veterans Benefits Administration web site at <http://www.vba.va.gov/bln/21/Rates/index.htm> for more information.

## Death Gratuity

Automatic \$100,000 payment to your next-of-kin to meet immediate cash needs is made within strict timelines in the event of a Sailor's death while on active duty. See the Veterans Benefits Administration web site at <http://www.vba.va.gov/survivors/index.htm>

The primary method of payment of DG by the Defense Finance and Accounting Service-Cleveland center (DFAS-CLI) will be electronic funds transfer (EFT). See the Casualty Assistance section on the NPC Website (<http://www.npc.navy.mil/CommandSupport/CasualtyAssistance/>) for more information.

## Survivor Benefit Plan (SBP)

Your active duty pay stops when you die, but if you die on active duty with 20 or more years of service, or in the line of duty with less than 20 years of service, your surviving spouse and children are automatically protected by the SBP--at no cost to you. This is complex, so see the following Web sites for more information: <http://www.defenselink.mil/militarypay/survivor/index.html> or <http://www.npc.navy.mil/CommandSupport/CasualtyAssistance/SBP/> (NPC).

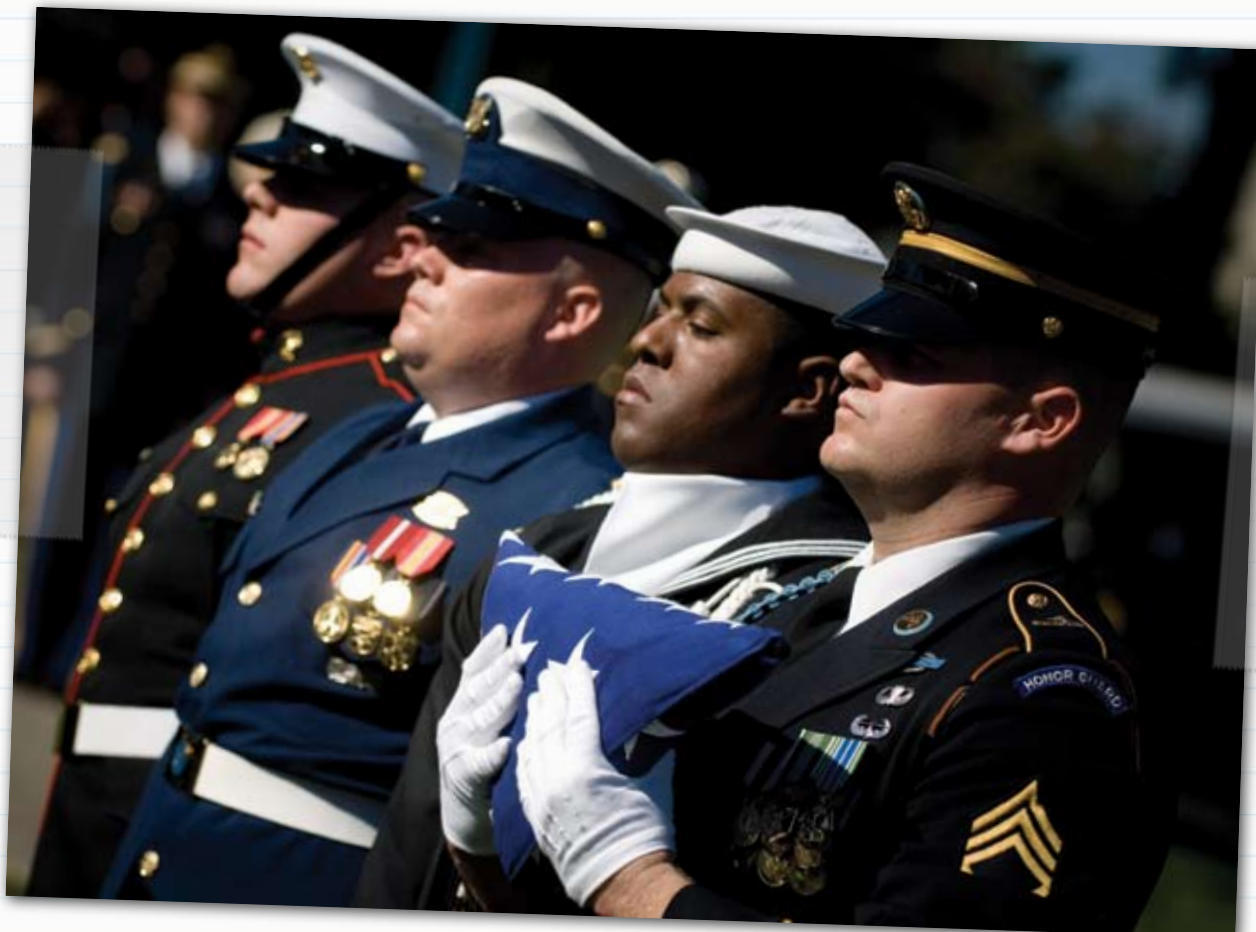


Photo by MC1 Chad J. McNeeley



# ARGUS Survey

Tell us what you think. The ARGUS Survey is a voluntary web-based questionnaire that lets Sailors give feedback at key career milestones (reassignment, promotion/advancement, reenlistment, and separation). Sailors can report the factors that influenced their career decisions. To do the 6-minute ARGUS Survey login into BOL via the <http://www.npc.navy.mil/CareerInfo/StayNavyTools/CareerTools/>.



## Navy Personnel Command (NPC) Customer Service Center (CSC)

The Navy Personnel Command Customer Service Center is the one-stop shop for all your questions. If you are unsure who to contact or where to go, call 1-866-U-ASK-NPC (1-866-827-5672) and let the customer service agents help you. You can also visit the CSC Web page at <http://www.npc.navy.mil/AboutUs/NPC/CSC/> for knowledge base information and an e-mail address.

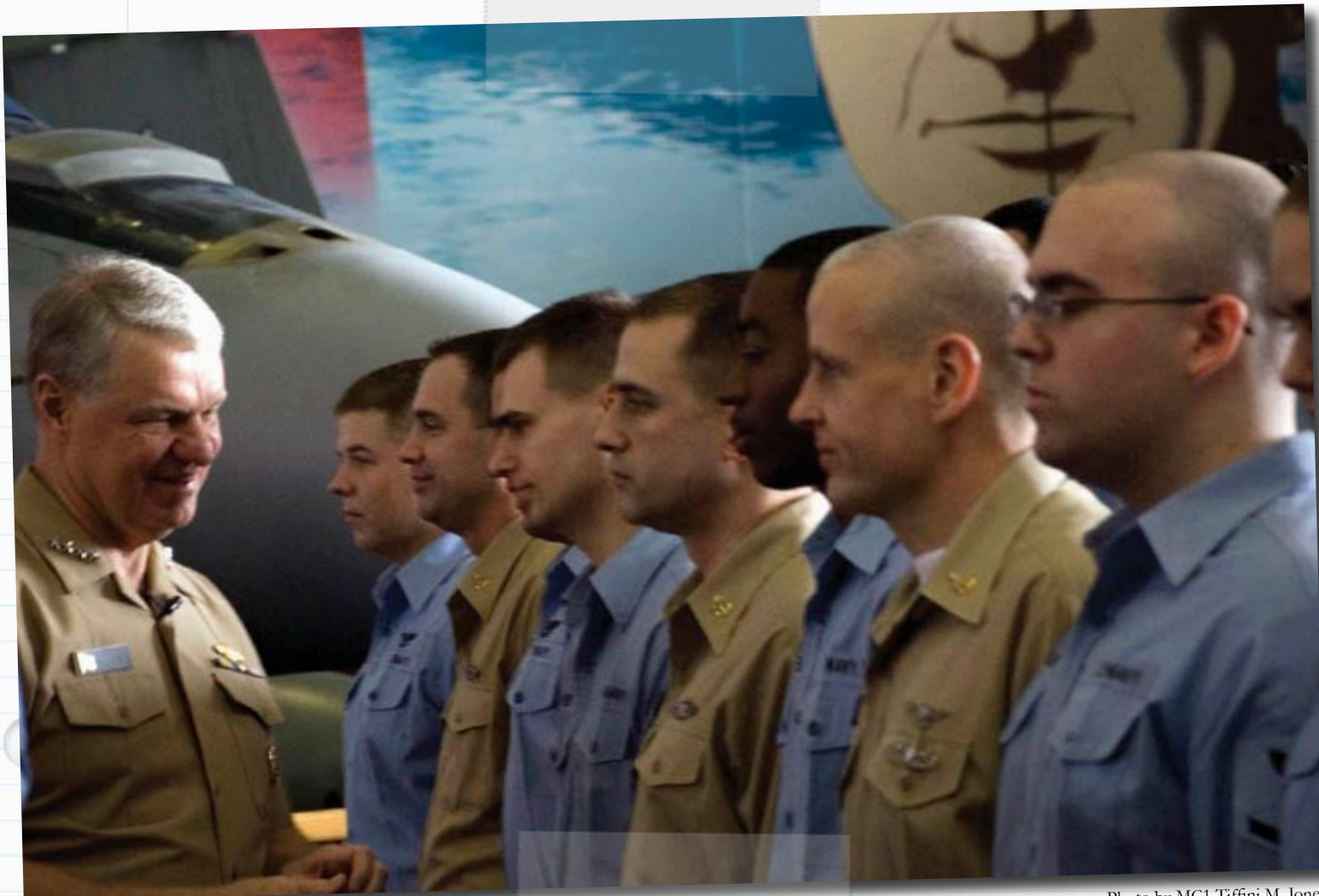


Photo by MC1 Tiffini M. Jones



