



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

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IN REPLY REFER TO

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AD-A213 665

MEMORANDUM FOR THE DISTRIBUTION

Subj: CAREER COUNSELING INFORMATION

Encl: (1) Retention Information FY-89-3

1. Enclosure (1) is provided for use by your Command Retention Team.

D. A. GILES
Head, Accessions and Retention
Plans and Policy Branch

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ENLISTED LEADER DEVELOPMENT

LMET was established ten years ago to improve our enlisted leadership. Unfortunately, only 44 percent of our PO1 and 25 percent of our CPOS have attended their respective LPO/CPO courses.

Following a thorough review of all aspects of navy enlisted leadership training, major revisions have been approved to existing programs in order to revitalize leader development at every level of the chain of command and increase formal leadership training throughout. The current LMET program will be replaced with a comprehensive Career Leader Development Program (CLDP).

CLDP will include Petty Officer Indoctrination Course (POIC); Chief Petty Officer Indoctrination Course (CPOIC); Leading Petty Officer Course (LPO); Chief Petty Officer Course (CPO); Command Master Chief Course; and other leader development initiatives, e.g. Command Indoctrination.

Providing quality one-week LPO and CPO courses will minimize the impact on personnel and resources while significantly increasing student participation. In addition to meeting current LMET goals, the new courses will be more demanding and focused on proven Navy leadership principles. The new one-week LPO and CPO courses should be fully on-line, replacing the two-week LPO and CPO LMET courses, by March 1990. The current LPO and CPO LMET courses will continue until the new courses are on-line.

Beginning FY-92, all PO1 personnel must have completed, by their terminal eligibility date (1 Jan 92 for FY-92), the new one-week LPO (CLDP) or LPO LMET to be eligible for advancement to CPO.

Beginning FY-92, all CPO personnel must have completed, by their terminal eligibility date (1 Oct 91 for FY-92), the new one-week CPO (CLDP) or CPO LMET to be eligible for advancement to senior chief.

Requests for waiver of the above eligibility requirements will be considered upon application to Commander, Naval Military Personnel Command, based upon the following criteria:

- a. Remote location/isolated duty
- b. Extended hospitalization
- c. Members attached to forward deployed units with courses not available.
- d. Other exceptional circumstances (command endorsed).

NEW FLEET LIAISON BRANCH IN NMPC

The Fleet Liaison Branch (N-4011) has been established to give commanding officers a point of contact in NMPC able to provide rapid response and perform needed coordination within the enlisted detailing system.

Fleet Liaison Branch is headed by an officer experienced in all facets of NMPC enlisted detailing matters, and assisted by a team of senior enlisted personnel experts. Their function is to assist commands with difficult assignment issues that fall short of the flag level review category. Their involvement may, in some cases, solve problems before flag level reviews are necessary. They can also assist in matters that don't normally surface other ways such as the need for an individual with special experience due to a particular project or manning problem in a unit.

Fleet Liaison Branch is for use by CO/XO/OIC only. Individuals will continue to have their rating detailers as their points of contact in NMPC. Issues regarding manning priorities, EDVR verification and routine placement will continue to be handled in accordance with the present system by manning control authorities, TYCOMS and EPMAC. CO/XO/OIC'S are still welcome to send personal messages and letters to specific officers/detailers within NMPC. The new branch simply provides the ability to contact a group within NMPC chartered to take the issue directly to the decision maker, do any needed coordination, and get commands a rapid solution to particularly difficult problems. It is intended to save time and provide the best personnel service possible.

NMPC-4011 phone numbers are COMM (202) 694-8543 or A/V 224-8543. Head of the branch is CDR S. H. Spayd.

AMH AND AMS ADVANCEMENT OPPORTUNITIES

There are too many designated AMH (+140) and AMS (+455) strikers:

- Advancement opportunity will be reduced in the AMH service rating for one advancement cycle and in the AMH service rating for two advancement cycles.

- Very few non-designated airmen will become designated strikers by taking the AMH/AMS E-4 advancement exam.

- Both AMHAN and AMSAN personnel are encouraged to strike for ASE or ASM if they wish to improve their opportunity for advancement.

There are vacant TAR AMS billets. USN conversions are encouraged.

SUADPS-RT AK/SK

Special Duty Assignment Pay (SDAP) was approved for AKs and SKs serving in SUADPS-RT NEC SK-2824 and SK-2825 billets effective in March 1989. The award levels are:

SK-2824 \$55.00 per month
SK-2825 \$110.00 per month

The requirements to qualify for SDAP are (1) you must hold the NEC and (2) be serving in a designated billet calling for the NEC. Consult OPNAVINST 1160.6A for details.

DK NEC 2905,

NEC DK-2905, Afloat Automated Systems Specialist, was approved in June 89. The NEC will be awarded to DKs in paygrades E-5 through E-9 who graduate from the Senior DK Course (A-542-0015) at Norfolk or San Diego. The course is 5 weeks long and either PCS or TAD quotas can be obtained through NMPC-405D. Personnel attending the course must be either serving at sea or enroute to sea duty.

AK CAREER OPTIONS

Women serving as AKAN or AK3 - take note! The number of women in the AK rating exceeds the goal. Lateral rating conversion may be the answer to enhancing your career options. The opportunity for women in the SK rating is tremendous! There was 100% advancement opportunity to SK3 in the March 89 exam cycle. Lateral conversion to SK offers you the chance to improve your advancement opportunity as well as expand the types of assignments from which to build your career. Training, advancement and challenging assignments are the opportunities available through lateral conversion. For more information, contact the Supply Enlisted Community Manager.

DETAILERS EXTEND HOURS FOR WESTPAC SAILORS

Sailors in the Far East will be able to reach their detailers in Washington during western pacific morning hours.

Naval Military Personnel Command is trying a temporary measure where twice a month, detailers in all officer and enlisted shops will extend their hours until 2200 (eastern daylight time), 1000 in the Philippines. This will give Westpac sailors the chance to discuss orders and upcoming duty station changes during their morning hours rather than attempting to call in the middle of the night.

For the months of July, August and September detailers will man their offices on the second and fourth Wednesday of each month. If enough sailors take advantage of this, it will become permanent.

SRB AND CREO FOR ET - HOW THEY ARE RELATED

A number of initiatives have been implemented over the past two years to improve the health and welfare of the "conventional" ET rating. While advancements have been bolstered and "A" School input increased, the most visible initiative has been the recent reinstatement of Selective Reenlistment Bonus (SRB) at 3/2/1 for Zones A, B, and C respectively.

With the emphasis on increasing the rating inventory and retaining more ETs, why is CREO (Career Reenlistment Objective) set at "E" for ET3s? Simply stated, we are trying to ensure that our career force is comprised of knowledgeable ETs with a proven performance record who will remain competitive for advancement throughout their careers. A few points to consider:

- Since advancement to ET3 upon successful completion of the "A" school is automatic for the 6YO ET, the individual who reaches the six-year EAOS as an E4 is approximately two years behind his/her E5 peers. (Average advancement point to ET2 is 4.2 years active service).

- The ET3 who desires to reenlist prior to the two year extension becoming operative has not demonstrated the professional growth desired.

- The two additional years experience is generally sufficient to support advancement to E5.

- Of the ETs who are at their sixth year of service, 9% are already ET1, 71% are ET2, and 20% remain ET3 or below.

- CREO for ET2 is "C". This individual has scored a high enough multiple to be advanced to E-5 and has demonstrated the performance level and rating knowledge to be competitive.

- Only 14% have achieved this level prior to their extension becoming operative.

ET3s who desire to reenlist will be reviewed on a case-by-case basis by NMPC-212, the ET Detailer, and the ET Enlisted Community Manager. We are looking for a strong performance record and, if ashore, the willingness to accept sea duty assignment.

Given the above data, ET3s who are attempting to reenlist "early" (prior to their two-year Advanced Electronic Field training extension taking effect) to take advantage of SRB will generally be advised to use their remaining obligated service to make ET2.

If you have any further questions on this issue, please contact the ET Community Manager at Autovon 224-6855.

MANAGEMENT OF PREGNANT SERVICEWOMEN

OPNAVINST 6000.1A of 21 Feb 89 and NMPCMAN Art. 360220, ch 4 of 12 Sep 88 are your primary resources. Specific questions and comments should be directed to the Chief of Naval Operations (OP-13B1), Washington, D.C. 20350-2000, A/V 224-6861/62/56.

Revision A of the OPNAVINST 6000.1 emphasizes the responsibilities of the individual, the commanding officer, the medical health care provider and the occupational health professional. Key points include:

1. Pregnancy is not an excuse to get out of fulfilling a member's obligation, i.e. sea duty, or out of the Navy.
2. Requests for separation will not normally be approved. However, commanding officers, with Special Court Martial convening authority may separate a member if they deem it in the best interests of the service, in accordance with NMPCMAN Art. 3620220.
3. Pregnant women sent ashore will return to sea to complete their obligated sea duty four months after the birth of the child, when the medical condition no longer exists, i.e. miscarriage, or earlier, if the woman volunteers.
4. Work reassignments will be made, if necessary, by the commanding officer after consulting with the medical health care provider and the occupational health specialist. The overriding concern is the safety and health of the pregnant servicewoman and that of her unborn child.
5. Pregnant servicewomen will not remain aboard ship if: (1) the ship is deploying to an area greater than 3 hours away from a treatment facility capable of evaluation and stabilizing obstetric emergencies, (2) the woman is in her 20th week of pregnancy or later.
6. Pregnancy is considered disqualifying for designated flight status personnel, including air controllers. Waivers may be requested, and in an uncomplicated pregnancy, are normally granted. A Local Board of Flight Surgeons (LBFS) may issue an "up chit" until final waivers are granted by Naval Aerospace Medical Institute (NAMI).
7. Pregnant servicewomen stationed at an overseas duty station without adequate OB/GYN care or available housing will return to CONUS prior to their 20th week.
8. Convalescent leave will normally be granted by the Commanding Officer upon the advice of the attending physician for 42 days following an uncomplicated delivery.

NAVOP Q75/89

Subj: AVIATION AVIONICS RATING MERGER

1. The Secretary of the Navy approved combining the AT, AQ, AX, and AV ratings into two ratings: Avionics Maintenance Technician (AV) and Aviation Electronics Technician (AT). The expansion of the AE rating to include E-9 (AECM) was also approved. Transition to the new rating structures is expected to be completed by mid 1991. This new rating structure is a key part of the plan to support naval aviation maintenance requirements into the next century. Each individual in the ratings affected will have the opportunity to submit his or her preference for their new rating based on training and experience. A selection board will determine final rating assignments.
2. The new AV and AT ratings will include men and women in paygrades E-1 through E-9. The AV rating will perform organizational level maintenance while the AT rating will perform intermediate level maintenance. The AV and AT ratings will use the existing AQ and AT rating badges respectively.
3. The method for rating selection will be announced via separate correspondence. An essential element of the conversion process will be each individual's Navy Enlisted Classifications (NEC'S). Commands and individuals are encouraged to verify local records for correct NEC entries and send changes IAW the NEC Manual (NAVPERS 180683) to update the enlisted master record prior to January 1990. Lateral conversion opportunities between the new AV and AT ratings will continue to be available after the rating merger has been completed.
4. No reassignments will be made solely because of the rating merger. Personnel will be reassigned at their established PRD.
5. Advancement opportunity is not expected to change as a result of the merger and will be monitored closely during the transition. New occupational standards (OCCSTDS) are expected to be given in March 1991.
6. Extensive transition planning is underway to minimize disruptions to commands and our people. Everyone will be kept informed on the progress of this conversion. The new AV and AT ratings will be at the forefront of advances in aviation electronics and technology.

RECRUITER FACT CARD FOR THE MASTER-AT-ARMS (MA) RATING.

The Master-At-Arms rating is open to incoming recruits only through the Targeted "A" School Program (TASP). Male and female E-3's who are eligible for advancement to E-4 who desire to become MA's can apply for fleet "A" School seats for entry into the MA rating. E-3's who attend MA "A" School are advanced to MA3 on the successful completion of MA "A" School. Male and female petty officers who desire to be MA's can apply for conversion to MA. If their conversion request is approved, they will become MA's on the successful completion of the MA "A" School.

The Master-At-Arms rating requires knowledge of the Navy organization, including personnel, administrative procedures and policies. Petty officers applying for conversion to Master-At-Arms must have demonstrated sustained superior performance in a wide range of duty assignments that would have provided them firsthand knowledge of varied aspects of Navy life. Exceptional leadership qualities are especially desired in personnel enlisted as MA's.

Masters-At-Arms perform duties related to physical security, law enforcement and anti-terrorism aboard ships and at shore facilities in the continental United States and overseas. They often work for the Executive Officer of a ship or shore activity and assist in maintaining law and order and general military discipline. They ensure that general orders and directives are carried out in an orderly fashion.

WHAT THEY DO:

- Enforce rules and regulations to maintain military discipline.
- Perform physical security duties.
- Conduct preliminary investigations.
- Organize and train personnel assigned to security and overseas shore patrol duties.
- Conduct crime prevention programs.
- Operate afloat brigs.
- Assist in crowd control and confrontation situations.
- Handle and care for dogs that detect narcotics and explosives.
- Guard/transport personnel in custody.
- Prepare investigative reports.

DECLARIFICATION OF LATERAL CONVERSIONS INTO THE RELIGIOUS PROGRAM SPECIALIST (RP) RATING

1. An upcoming NAVOP will fully explain these changes:

a. No more women will be accepted into the rating at the E4-E9 level. We are presently exceeding current female goals at these paygrades.

b. Lateral Conversion (men and women) in paygrades E4-E9 is closed at present. E-3 and below (non-designated) packages will be accepted by NMPC 483 and considered on a case-by-case basis. NMPC-483 does request a recommendation by OP-097E.

c. E4-E9 active duty Marines (Administrative Clerk/MOS 0151) will be considered on a case-by-case basis as inter-service transfer. They are not considered as NAVET/OSVET while on active duty. They are considered OSVETS when they leave the Corps at EAOS. They will not be permitted to enter the RP rating as an OSVET under current guidance.

MEDICAL SERVICE CORPS ENTRY AGE STANDARD

1. Effective immediately for the remainder of FY-89, an applicant for the active component of the Medical Service Corps (MSC) may be appointed if he or she is able to attain 20 years of continuous active service by age 60 and is being appointed in one of the following specialties:

- a. Industrial Hygiene
- b. Occupational Therapy
- c. Optometry
- d. Pharmacy
- e. Physician Assistant
- f. Social Work

Specialties so affected in FY-90 will be promulgated once MSC goals are known.

2. Points of contact for area staff are CDR Almgren, CNRC Code 20R, A/V 226-4080 or COMM (202) 696-4080 and CDR Breeding, CNRC Code 315, A/V 226-4926 or COMM (202) 696-4926.

***** NEW STOCK NUMBER FOR NCI & C PART II IS: *****
S/N 0507-LP-218-8300
or
NAVEDTRA 010-02-69-89

SELECTIVE REENLISTMENT BONUS UPDATE

There are many questions and rumors about SRB in the fleet. Hopefully, this will clear up some of the confusion.

- SRB is alive and well. In fact, too well. Because of the high number of SRB reenlistments in FY-89, we have had to limit the number of people with EAOS in FY-90 who reenlist for SRB in FY-89. Two important points:

- Anyone with an EAOS in FY-89 can reenlist now.
- No one will lose any money.

- Early reenlistment will be approved if you have an FY-90 EAOS, but must reenlist because:

- You will pass through an SRB Zone before 1 October;
- You must have obligated service for school convening before 1 October;
- You must have obligated service for PCS transfer before 1 October;
- You must have obligated service for advancement to E-7/8/9.

- By waiting, until 1 October, most members will get a larger SRB award, since they will have less obligated service remaining on their current enlistment.

- A new SRB plan will be promulgated in September, to be effective 1 October for increases, 1 November for decreases. Therefore, members with FY-90 EAOS will be able to choose the plan most advantageous. No one will lose!

- Requests for exceptions to this policy should be sent via message to CNO OP ZERO ONE WASHINGTON DC. Place OP-134F at the consideration based on the reasons submitted.

ENLISTED SEPARATION QUESTIONNAIRE
Results thru Third Quarter FY-89

ALL NAVY CUMULATIVE RESULTS

CUM FY-89 RANKING	DESCRIPTION	CUM FY-88 RANKING
1	Dislike family separation	1
2	Pay is too low	2
3	I want to live some place permanently	3
4	Lack of recognition for doing a good job	4
5	Not being treated with respect	6
6	Too many petty regulations	5
7	Too much unfair treatment	7
8	Dislike sea duty	8
9	Not enough chance to do more interesting/ challenging work	10
10	Can't get the education or skills that I want	11

ENLISTED RETENTION QUESTIONNAIRE
Results thru Third Quarter FY-89

ALL NAVY CUMULATIVE RESULTS

1	For job security	1
2	To qualify for a reasonable retirement	2
3	To get more skill training	3
4	To serve my country	4
5	To apply the knowledge and skill I have developed	5
6	For the advancement opportunities	6
7	To get more of a formal education	8
8	Because of the meaningful and challenging work	7
9	Because of medical benefits	10
10	Because I'm proud to wear the uniform	9

COMMAND FITNESS COORDINATOR TRAINING MANUAL

A new command fitness coordinator (CFC) reference and training manual is available to help commands conduct the physical readiness program. It includes information on exercise leadership, injury prevention/management, nutrition/weight control, fitness testing, body composition, risk factors/health appraisal, exercise in extreme environment and PRT administration.

This manual helps prepare CFC'S for American College of Sports Medicine (ACSM) certification as a Navy exercise leader. Certification requirements are E-5 or above, current CPR certification, passed the most recent PRT, meets body fat standards and recommended by CO.

Training manuals and ACSM certification will help commands conduct safe, effective fitness programs. Order manuals from Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120 (S/N 0500-LP-175-4200). Point of contact is LCDR Ed Marcinik (NMPC-68) AUTOVON 224-5742; COMMERCIAL (202) 694-5742.

PHYSICAL READINESS PROGRAM COMPUTER SOFTWARE

The Navy Physical Readiness Program (OPNAVINST 6110.1C) requires that all personnel have their body fat assessed and participate in physical readiness test (PRT) twice each year. Naval Military Personnel Command, NMPC-68, has developed a computer software package that will: (1) calculate percent body fat, (2) calculate total PRT points and category, (3) Identify PRT failures, overfat and obese personnel, (4) track personnel for consecutive PRTS, (5) produce a command summary report, and (6) list personnel by officer/enlisted, age group, PRT category, overfat, obese, department, or division. The software is also programmed to provide letters of recognition and appropriate page 13 entries. This fully menu driven package is very user friendly and contains an installation program and full documentation. The software package does not replace the required documentation in OPNAVINST 6110.1C, e.g. risk factor screening/physical readiness test results form.

This package is compatible with all IBM PC and all clones claiming compatibility. All Zenith 150 and 248 model computers are also compatible. A minimum of one floppy disk drive, 320K of random access memory (RAM) and an IBM compatible DOT matrix printer with tractor paper feed is required to effectively utilize this software.

To obtain a copy of the Physical Readiness Program software package, commands may send a blank 5 1/4 inch floppy disk, a self-addressed disk mailer, command name, address, phone number, and point of contact to Naval Military Personnel Command, NMPC-68, Rm G809, Washington, D.C. 20370-5605. The point of contact is CDR D. Spillane (NMPC-68), (A) 224-5742, (COMM) (202) 694-5742.

HEALTH AND PHYSICAL READINESS VIDEOS

Videos are available for temporary loan from Navy libraries. Consult OPNAV-P09B1-01-88, movie catalog and address requests to:

COMMANDING OFFICER
NAVAL EDUCATION, TRAINING AND SUPPORT CENTER ATLANTIC
NAVAL STATION, BLDG W313
NORFOLK, VA 23511

COMMANDING OFFICER
NAVAL EDUCATION, TRAINING AND SUPPORT CENTER PACIFIC
FPO SAN DIEGO, CA 92132

VIDEO	SAVPIN NO.
- NAVY PHYSICAL READINESS PROGRAM	802966DN
Presentation of OPNAVINST 6110.1 series, purposes, policies, procedures, and documentation of the physical readiness test and percent body fat. Audience: Command Fitness Coordinators (CFC), CFC Assistants, and all Navy personnel.	
- GENERAL MILITARY TRAINING, QUALITY OF LIFE	
-- BACK INJURY PREVENTION	803503DN
-- STRESS MANAGEMENT	803505DN
-- PHYSICAL FITNESS AND SPORTS HEALTH AND PHYSICAL READINESS	803506DN
-- NUTRITION AND WEIGHT/FAT CONTROL	803507DN
-- DRUG AND ALCOHOL ABUSE ZERO TOLERANCE	803508DN

HEALTH AND PHYSICAL READINESS PUBLICATIONS

These publications are available from Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120-5099.

	STOCK NUMBER
- GOOD NUTRITION	0506-LP-800-0020
- THE JOY OF JOGGING	0506-LP-800-0050
- WALKING FOR FUN AND FITNESS	0506-LP-800-0055
- FUN, FITNESS AND YOUR FEET	0506-LP-800-0060
- PHYSICAL FITNESS AND YOUR HEART	0506-LP-800-0010
- SMOKING AND YOUR HEART	0506-LP-800-0065
- STOP SMOKING	0506-LP-800-0035
- U.S. NAVY WAY TO A HEALTHY BACK	0506-LP-800-0790
- ABOUT BACK PROBLEMS	0506-LP-800-0070
- ABOUT STRESS MANAGEMENT	0506-LP-800-0000
- ABOUT WELLNESS	0506-LP-800-0005
- YOU AND YOUR BLOOD PRESSURE	0506-LP-800-0040
- COMMAND FITNESS COORDINATOR REFERENCE AND TRAINING MANUAL	0500-LP-175-4200

HEALTH AND FITNESS

The following articles were provided by LCDR Edward J. Marcinik, MSC, USN, Health & Physical Readiness Division, NMPC (N-68), Washington, D.C. 20370-5605. Taking under consideration that summer months are the period of year most people are actively involved in some phase of physical training, the following information is provided:

NAVY PERCENT BODY FAT STANDARDS

In June of 1981, the Department of Defense (DOD) issued a new directive updating DOD policy governing physical fitness and weight control for the series. One of the changes in this directive was a change from height/weight to body weight contributed by fat (so called "percent body fat") as the basis for implementing weight control policy.

There are several reasons for measuring percent body fat rather than using height/weight tables. The body is composed of fat and lean (muscle) tissue. Percent body fat is expressed as a percentage of the total body weight. Obesity is an excess of body fat frequently resulting in a significant impairment of health. Obesity (excess body fat) is clearly associated with high blood pressure, diabetes, and heart disease as described by the National Institutes of Health Conference on Obesity. Fat is clearly the culprit, not total body weight. Overweight is the condition in which a member's weight exceeds the average weight-for-height table based on insurance industry standards. Although height/weight tables are still used to assess the extent of "overweightness" based on age and body size, these tables often do not provide accurate information on the amount of fat on the body. It is possible to be overweight and not be overfat, i.e. wrestlers and bodybuilders.

The Navy's scientifically based circumference (tape measure) method accurately measures an individual's percent body fat. The Naval Health Research Center, San Diego, has conducted extensive research using actual Navy service members to define the existing body fat equations. The tables were incorporated into the current OPNAVINST 6110.1C of August 1986. The circumference method (tape measure) uses the neck, abdomen, and height measurements to determine percent body fat for males. The Navy's tape measure method has a .90 correlation with underwater weighing, which is more accurate than the DOD requirement of .85 correlation. The Army and Marine Corps have also conducted similar body composition studies and have adopted percent body fat standards using circumference measurements based on this research.