

New Sailors for Today's Navy



“I am convinced that the requirement, the imperative to attract and to retain Sailors, is without a doubt, the Navy’s biggest and most crucial challenge.”

***Admiral Vern Clark
Chief of Naval Operations***

New Sailors for Today's Navy



“The United States Navy is the envy of every other navy in the world. They don’t want to be like us -- they want to be us.”

— Admiral Leighton Smith

Record of Changes

Change #	Date of Change	Chapter - Page #	Description of Change
1.	3/01/01	Opening page	Updated CNR picture
2.	3/01/01	12-2	Change text "Accelerate your life" vice "It's your journey...Let the journey begin".
3.	3/01/01	12-7	Change text "Accelerate your life" vice "It's your journey...Let the journey begin".
4.	3/01/01	16-12	Change picture of naval vessel
5.	3/01/01	Last Page	Change text "Accelerate your life" vice "It's your journey...Let the journey begin".

Preface

USN RECRUITING FEATURES AND BENEFITS BOOK

OVERVIEW

PURPOSE: The purpose of this document is to provide Navy Recruiters an overview of how to use the *U.S. Navy Recruiting Features and Benefits Book*. Additional information is provided here on the organization of the book's content.

OVERVIEW: The *U.S. Navy Recruiting Features and Benefits Book* is one of the many tools provided to help you achieve your goals and objectives as a U.S. Navy recruiter. The book identifies:

- Core values of the Navy
- The Navy Past, Present, and Future
- Eleven key features offered by the U.S. Navy
- Special Navy Programs
- The Recruiting Process

The book is to be used as an information reference source for Navy recruiters and as a sales aid to be shared with applicants and others in their centers of influence. Here are some of the important ways you may use the book:

- Enhancement of your personal knowledge about the Navy and its offerings: By reviewing the book in its entirety you will refresh your knowledge of key information about the Navy and our recruiting process. This will assure that you are “up to speed” with the important feature and product information needed to show applicants how the Navy can meet their needs.
- Reminder of the Professional Selling Skills: Each of the eleven features sections provides a PSS INTERVIEW GUIDE page. Use this page to review and refresh your knowledge of the Need Satisfaction Selling Process. This can be done at your leisure or, if necessary, during a sales call.
- Feature Skill Guide : Each of the eleven features sections provides a FEATURE SKILL GUIDE. This guide provides possible
 - Circumstances
 - Probes
 - Needs
 - Support features
 - Concerns, any or all of which may be utilized during a sales call.

You may find the circumstances and probes particularly helpful when probing for opportunities with both Indifferent customers and with those who are initially willing to share information.

- Frequently Asked Questions: Some of the eleven features sections contain typical questions (and answers!) asked by applicants and others in their circle of influence. Review this information to strengthen your confidence in handling all of your sales calls.
- Responding to Skepticism : When a customer doubts a feature or benefit you have described, you may use the book as a proof source. Show the words and pictures offered in the relevant feature section to back-up your stated feature and benefit.

Preface

USN RECRUITING FEATURES AND BENEFITS BOOK

- Feature Cards: Use the Feature Cards (these were issued with the book) to help direct your probing strategy with an applicant. The cards can be particularly helpful if the applicant is unresponsive or indifferent. Simply spread the cards on a desk or table top telling the applicant that each card represents something of importance to many young people today, then ask him/her to take a few minutes and sort the cards in priority order based on what is important to them personally. Then begin with their number one priority and probe for a need in that area (you can use the FEATURE SKILL GUIDE page for the selected card to prompt you with the kind of probes to use). After you have a clear, mutual understanding of the first need and supported it, continue probing for a need in the area of the second card, and so forth. When the applicant signals a readiness to move ahead or has accepted the benefits you have provided, close the call with appropriate next steps for you and the applicant and check for acceptance.

- Special Navy Programs: Use this section to review Special Navy Programs and to enhance your ability to communicate the requirements of these programs and to support the needs of appropriate applicants.
Special programs include:
 - Family Life
 - Delayed Entry Program
 - Navy Nuclear Power
 - SEALs, EOD, and Navy Diver
 - Naval Academy, ROTC, and Path to Commission

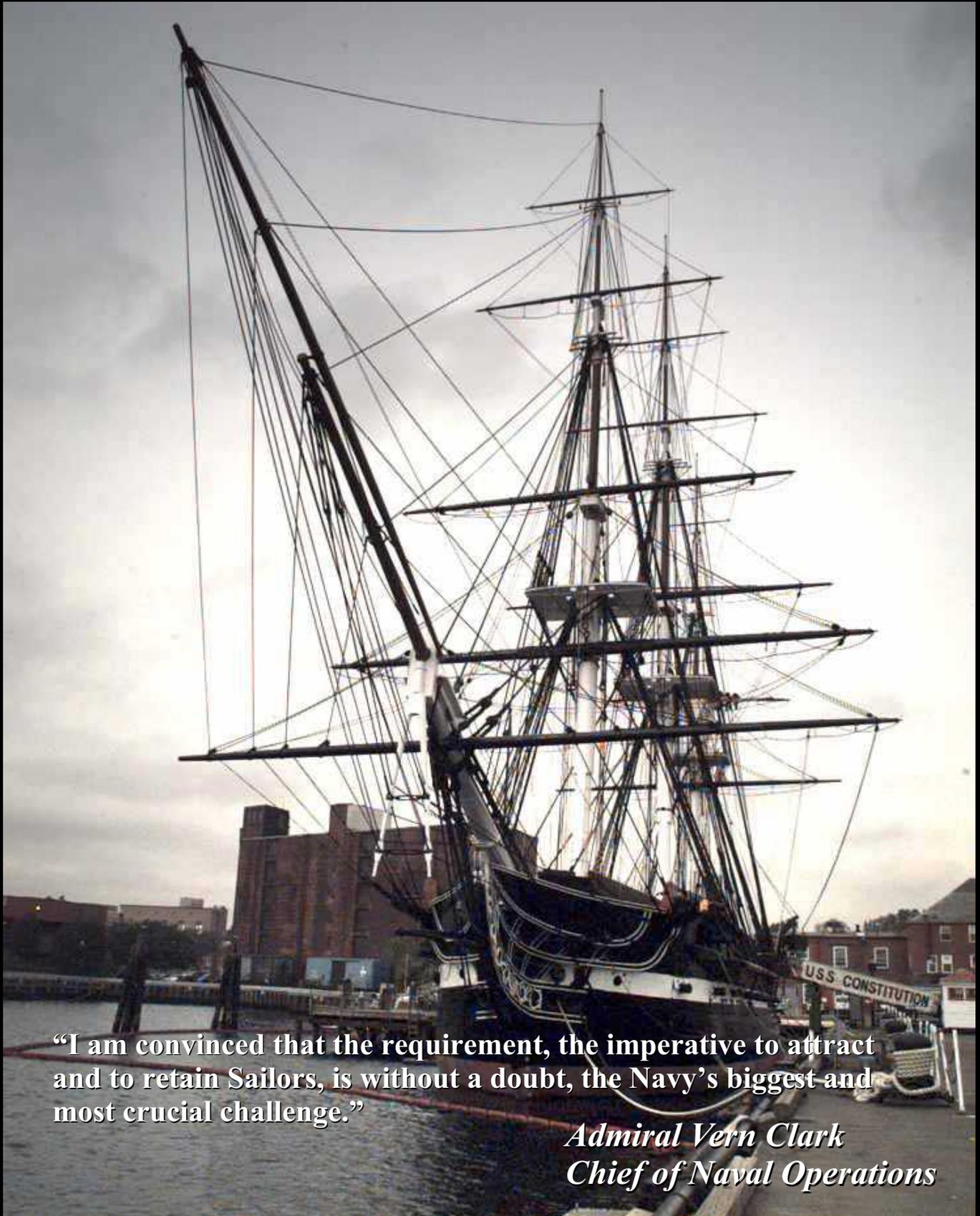
- The Recruiting Process: The Recruiting Process contains information about some of the criteria and steps in becoming U.S. Navy Sailor. Two topics are included:
 - Screening: Use this section as a ready reference when questions of eligibility arise. This section also high-lights the responsibilities of the Navy Representative and the Recruiter In Charge
 - Recruit Training: A brief overview of recruit training is provided as a guide to discussing this topic with applicants as appropriate.

As you can see the *U.S. Navy Recruiting Features and Product Book* is a diverse, multi-purpose tool that you will use over and over again. This high-quality binder with its eye-catching graphics position you as the professional person you are!

It tells those with whom you share it that the U.S. Navy has an outstanding story to tell and its recruiting force is second to none. You will want to have ready access to the book at all times so you can instantly review information about its topics, refer to it as a reminder of the Professional Selling Skills models, and as a proof source with skeptical customers.

Best wishes for great recruiting!

Navy Features and Benefits Book



“I am convinced that the requirement, the imperative to attract and to retain Sailors, is without a doubt, the Navy’s biggest and most crucial challenge.”

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Navy Features and Benefits Book

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Definitions:

Feature

~ Characteristic of your Product of Service

Benefit

~ What a feature means to a customer

Chapter 1

Pride of Belonging



Navy Features

Pride of Belonging

Challenge

Courage, Poise, and Self Confidence

Self Reliance, Self-Direction, Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Pride of Belonging Skill Guide

Possible Circumstances

- Tradition of family members in the military
- Member of clubs
- Played sports in high school
- Likes extracurricular activities
- Not a member of any of the above, but would like to be a part of an organization
- Likes uniform

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What does pride of belonging mean to you?
- What organizations do you already belong to?
- Why do you like that?
- Why is that important to you?
- What is it about the Navy as an organization that appeals to you?

Possible Needs

- Wants to be a member of an elite group
- Wants to stand out in a crowd
- Wants to be part of producing results that can't be achieved on own
- Wants respect...Be one of the best
- Wants a chance to participate/be a member of a team
- Wants father/mother to be proud
- Wants to be somebody
- Wants to be a winner
- Wants to wear the uniform that belongs to an elite organization

Possible Concerns

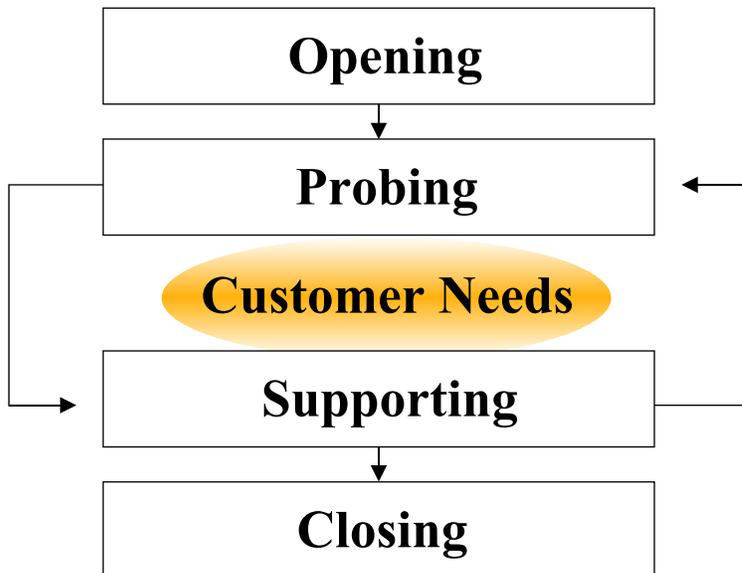
(Probe to fully understand the concern)

- Navy brainwashes kids
(MISUNDERSTANDING) Confirm need and support
- I don't want to be like everybody else
(MISUNDERSTANDING) Confirm need and support
- I'm proud now, I don't think the Navy can make that much of a difference
(SKEPTICISM) Offer proof
- I want to belong to the Navy, but recruit training is too high a price to pay
(DRAWBACK) Refocus on the bigger picture and summarize previously accepted benefits

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Pride of Belonging



Throughout the last 50 years, the Navy team has been called on more than any other service to respond to crises in distant lands in support of U.S national interests. There has and will continue to be a need for Sailors to serve on this elite team.

Pride of Belonging



Pride

- ⚓ Navy is fully engaged and forward deployed -- trained and ready*
- ⚓ We have much to be proud of*
- ⚓ Hold our heads high so that we can see past any obstacles to our destination*
- ⚓ Do the right thing*
- ⚓ Navy -- skilled people professionally executing a wide spectrum of missions*

Pride of Belonging

What good is an empty ship (or empty base?)

The Navy is a high-tech, world-wide service, operating on land and sea, in the air, and beneath the oceans. But our most important asset is not the technology or equipment. It's our people. Young people like you and your friends, ready to work together as a tightly-knit team. That's what the Navy is really all about.



What a team the Navy is!



Approximately 400,000 dedicated men and women serve on more than 300 ships and submarines, 6,000 aircraft, and at shore bases worldwide. Over 50 countries are called on each year at some 18,000 ports of call! Just imagine how much teamwork each part of that operation requires. If you liked teams or groups in school, you will find an even bigger opportunity here!

Pride of Belonging

What does it take?



Young men and women who have the potential to learn, grow, and accept responsibility. Here's the best part. Once you join the Navy -- the nation's premiere regional crisis response force -- you're a member of that team. In fact, you don't need any experience to start. You'll get all of the training you need, plus earn full pay and benefits while being a member of the most elite naval force on the planet.

How much time will I spend at sea?

It depends. Normally ships will go to sea for five days to two weeks each month for training operations. Extended operations away from home port can last up to six months. This varies depending on the mission and type of ship. Ships on six-month deployments, often spend part of the time visiting ports throughout the world.

What things are there for me to do on a ship?

Aside from your normal assigned duties in your work centers and standing watches, you'll find ample time for some leisure activities, too. That's right. There are many ways to spend your off- time. Depending on the size of the ship, you'll have access to places such as exercise rooms, libraries, video arcades, sports programs, theaters, computer rooms, dining facilities, barber shops, and stores. Many ships also provide college coursework.



Chapter 2

Challenge



Navy Features

Challenge

Pride of Belonging

Courage, Poise, and Self Confidence

Self Reliance, Self-Direction, Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Challenge Skill Guide

Possible Circumstances

- Everything comes easy, has difficulty finding challenges, gets bored easily
- Sense of accomplishment
- Looking to prove something to himself/herself
- Looking to get away from home and establish themselves in their own right

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What are some of the more challenging things you have done in the last few years?
- Do you like it when someone tells you that you can't do something?
- What kinds of things do you find challenging?
- What kinds of things do you find challenging?
- What does challenge mean to you?
- How will facing challenges prepare you to deal with the future?
- Are you looking for a physical or mental challenge? Or both?
- What is it about the Navy that you see as challenging?

Possible Needs

- Wants opportunities to excel
- Wants to be known as someone who gets things done
- Wants to do something productive with his/her life
- Wants to get in shape
- Wants to improve their mind
- Wants to test their abilities
- Wants to be known as a proven performer

Possible Concerns

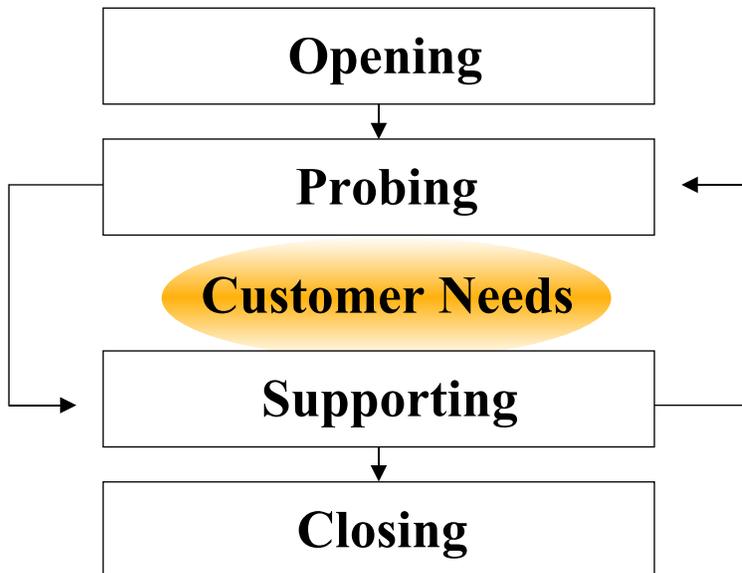
(Probe to fully understand the concern)

- Navy might be too challenging
(MISUNDERSTANDING) Confirm need and support
- I won't be able to play sports or continue athletics
(MISUNDERSTANDING) Confirm need and support
- I doubt the Navy can challenge me very much
(SKEPTICISM) Acknowledge the concern and offer proof
- I didn't think the Navy was mentally challenging
(MISUNDERSTANDING) Confirm the need and support
- I want the mental challenge, but I can't handle the physical challenge
(DRAWBACK) I want the mental challenge, but I can't handle the physical challenge

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Challenge

When you're faced with your most difficult challenges, it requires more than strength to overcome these adversities.

In a battle of wits, it's the individual with the strongest mind who wins.

If you want to strengthen your mind and body, if you're looking for a place where the muscles are strengthened and the mind is sharpened, we have a place for you in the Navy.

You'll be challenged to take your place along side the many Sailors who've come before you, to lead in a world that searches for leaders.

*We have forged leaders,
We have challenged youth,
We have provided wisdom,
We have defended the United States of America,*

Before the United States became a Nation or was known by that title ~ Over 200 years!

Come meet the challenge with us!



Challenge



“The Navy is much more than a job; much more than service to country. It is a way of life. It gets in your blood.”

*-Albert Pratt
The Honorable Assistant Secretary of the Navy,
1955*

Challenge



Challenge of Being a Sailor:

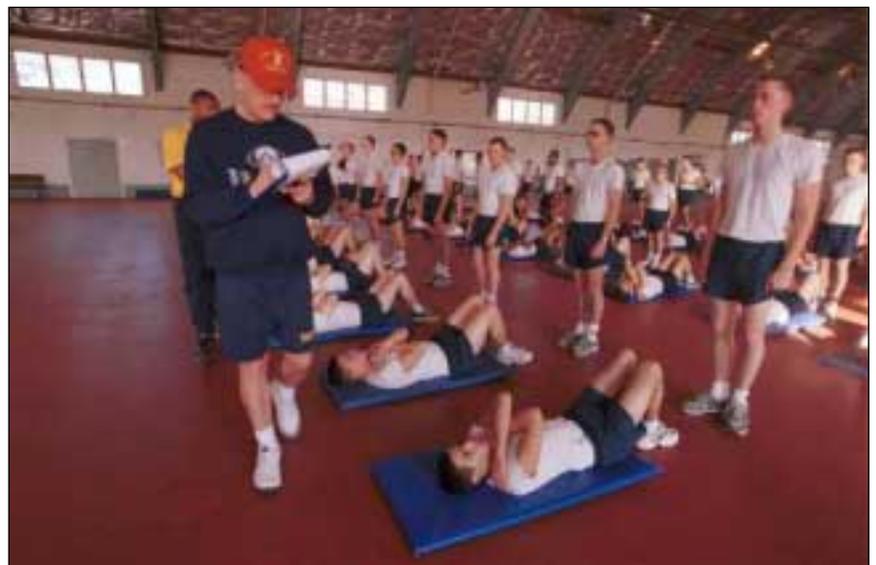
- A chance to test yourself and see what you're made of
- Gain immense personal satisfaction
- Distinguish yourself from the crowd
- Demanding mental and physical challenges that make life exciting
- The CHALLENGE of forging a team and then the determination to work as a team

Mental:

- Learn to think critically in difficult situations
- Use your imagination and initiative, be recognized and rewarded
- Learn to think fast and act decisively
- Learn to adapt quickly to changing situations
- Work on continuous self-improvement

Physical:

- Recruit Training
- Physical Training
- Physical Fitness Test
- Sports Programs with opportunities to compete



Chapter 3

Courage, Poise, & Self-Confidence



Navy Features

Courage, Poise, & Self-Confidence

Pride of Belonging

Challenge

Self Reliance, Self-Direction, Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Courage, Poise, & Self-Confidence Skill Guide

Possible Circumstances

- Clearly has courage poise and self-confidence and enjoys these traits
- Sees this as an essential part of being successful
- Not accustomed to being in front of people, gets nervous giving speeches in school
- Can't swim, fear of heights
- Lives in an environment where they might be looked down upon

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What is it about Courage, Poise and Self-Confidence that appeals to you?
- There are three items on this card, which one appeals to you? Or do all three appeal to you?
- When you think about people you know who exhibit these qualities, how do you think they developed them?
- How are you planning to develop them yourself?
- Tell me about your personal goals
- What kinds of things do you hope to do in the future? How will these qualities help you to attain them?

Possible Needs

- Wants self-confidence
- Wants to be independent
- Wants the moral courage to make the right decisions
- Wants more self esteem
- Wants to be a role model
- Wants to feel more comfortable in a variety of situations, and wants to look more confident
- Wants to have the courage and confidence to try things and experience more
- Wants to have the confidence to know that he/she will do well on job interviews after the Navy

Possible Concerns

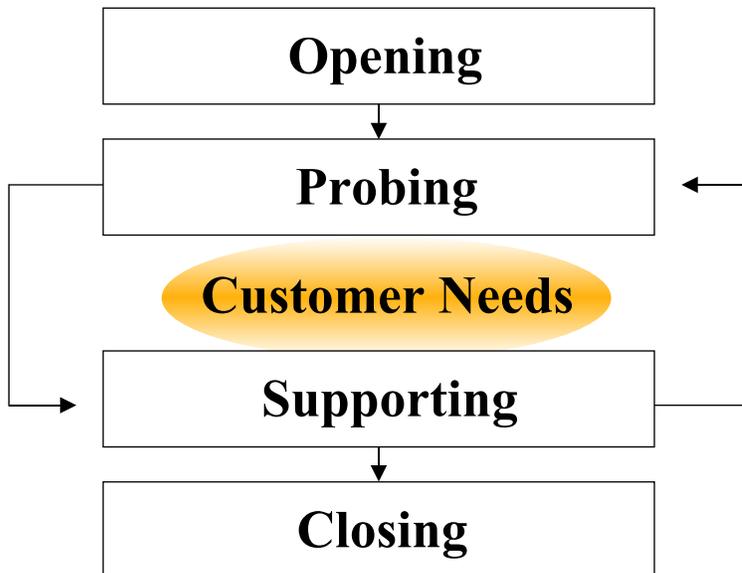
(Probe to fully understand the concern)

- I'm afraid of failing, not measuring up
(MISUNDERSTANDING) Confirm need and support
- I don't want the Navy to change me
(MISUNDERSTANDING) Confirm need and support
- I can't run, swim. I'm afraid of heights...
(DRAWBACK) Refocus on big picture and discuss previously accepted benefits
(MISUNDERSTANDING) Confirm need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
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 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Courage, Poise, & Self-Confidence

Sailors are constantly sought out for their leadership skills. When you enter the Navy, you're asked to become a part of a team. A team in where you learn from the start, to take your place as a leader.

You'll learn to accomplish the impossible and to distinguish yourself from all others.

You'll learn to follow, and in learning to follow, you'll learn to lead.

In the Navy, you'll encounter challenges from your initial training, through to your first command.

These challenges will be met in the beginning with the help of Navy trained instructors. While you're being trained to handle these challenges with Courage, Poise and Self-Confidence, you'll also be in transition.

YOU'LL become the trainer. YOU'LL very quickly be training others just as you, yourself, were trained.

Courage will come from being part of the team.

Poise will come from experience.

Self-Confidence will come as you see yourself meet challenges and lead others to do the same.



Courage, Poise, & Self-Confidence



Courage will come from being part of the team.

Poise will come from experience.

Self-Confidence will come as you see yourself meet challenges and lead others to do the same.

Courage, Poise, & Self-Confidence

Quality Training:

- Navy training is recognized worldwide
- Confidence comes from **KNOWING** you can do your job right and get it done under **ANY** condition
- Confidence will come from superb training and experience
- Confidence becomes set as you train others to meet challenges and gain experience

Courage:

- Recruit Training builds confidence and team work
- Take responsibility for your actions as well as others
- Make tough decisions when it counts
- Learn to master your fears
- Demonstrate the ability to overcome any mental or physical obstacle



Poise & Self-Confidence:

- Learn to deal effectively under pressure develop grace, and adapt to any situation.
- Use common sense and recognize your potential
- Taking the Oath of Enlistment or Commission, **DETERMINE to Support and Defend the Constitution of the United States, against all Enemies.....**



Chapter 4

Self-Reliance, Self-Direction, & Self-Discipline



Navy Features

Self-Reliance, Self-Direction, & Self-Discipline

Pride of Belonging

Challenge

Courage, Poise, & Self-Confidence

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Self-Reliance, Self-Direction, & Self-Discipline Skill Guide

Possible Circumstances

- Didn't finish college
- Hasn't applied himself/herself to their fullest potential
- Currently living with parents, limited responsibility
- Always part of a crowd
- Not sure of what they want to do in life
- Understands the importance of self-discipline
- Rarely finishes things they start

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What does this card mean to you? Why?
- What part of this card appeals to you?
- What are some of your goals?
- How do you want to accomplish this?
- How will these qualities help you to achieve that?
- Do you feel you may lack self-discipline?
- Where do you see yourself three to four years from now?
- Why is self-discipline so important?

Possible Needs

- Wants to be independent
- Wants to know they can take care of themselves
- Wants to be successful
- Wants to be in charge of their life
- Wants to accomplish tasks, and produce results
- Wants to be able to keep a job and plan for the future
- Wants motivation and guidance

Possible Concerns

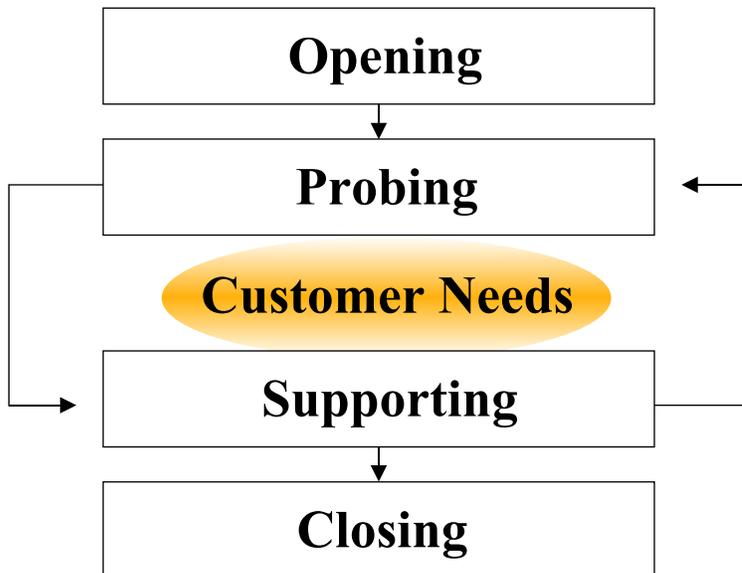
(Probe to fully understand the concern)

- I don't see how the Navy can help me with this
(**SKEPTICISM**) Acknowledge the concern and offer proof
- I think the Navy might be too structured for me
(**MISUNDERSTANDING**) Confirm need and support
- I want self-discipline, but don't want four years of boot camp
(**MISUNDERSTANDING**) Confirm need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



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Probing

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 - Needs

Supporting

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Closing

- ___ Review previously accepted benefits
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Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

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Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Self-Reliance, Self-Direction, & Self-Discipline

You know you want to be successful, however, you're not sure how to get there.

The Journey of a Thousand Miles, begins with the First Step....

You have taken that *First Step*, when you spoke with your Navy Representative.



Self-Reliance
Self-Direction
Self-Discipline:

*~ It's about doing the right thing without being told...
even if no one ever knows about it!*



Self-Reliance, Self-Direction, & Self-Discipline

Self-Discipline:

- Moral strength to do what you know is right, at ALL TIMES
- Set priorities to achieve your goals
- Perseverance to follow through on your commitments
- Do what you know needs to be done even though you may not want to



Self-Direction:

- Build your own future
- Work with people you can depend on and who know what they want
- Determine your path to success and take charge of your life
- Set personal goals and work to achieve them

Self-Reliance:

- Be a self-starter, believe in yourself, build your character, be proud of what you accomplish
- Count on YOURSELF and YOUR abilities to overcome adversity

Self-Reliance, Self-Direction, & Self-Discipline



*Lifetime Traits:
Self-starter ~ Independent ~ Morally Courageous ~ Proven Performer*

Chapter 5

Leadership & Management Skills



Navy Features

Leadership & Management Skills

Pride of Belonging

Challenge

Courage, Pride, & Self Discipline

Self Reliance, Self-Direction, Self-Discipline

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Leadership & Management Skills Skill Guide

Possible Circumstances

- Class officer, holds office in any organization at school
- Sports team captain
- Part time job during school
- Take charge type
- Family business
- Single parent household
- Limited leadership experience

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- Tell me about your leadership experiences. What did you learn from them?
- Do other kids look up to you?
- Do you follow the crowd or lead the crowd?
- Are you easily influenced by your peers?
- What does leadership or management mean to you?
- How do you see leadership or management skills benefitting you in the future?
- Do you thrive on responsibility?

Possible Needs

- Wants skills and experiences to develop natural abilities
- Likes to be or wants to be a leader/manager, or in a position of responsibility
- Wants to rise to the top in any field they choose after the Navy
- Wants skills and experience to get a good job
- Wants to set the example
- Wants to be in charge
- Wants common sense, professional leadership training

Possible Concerns

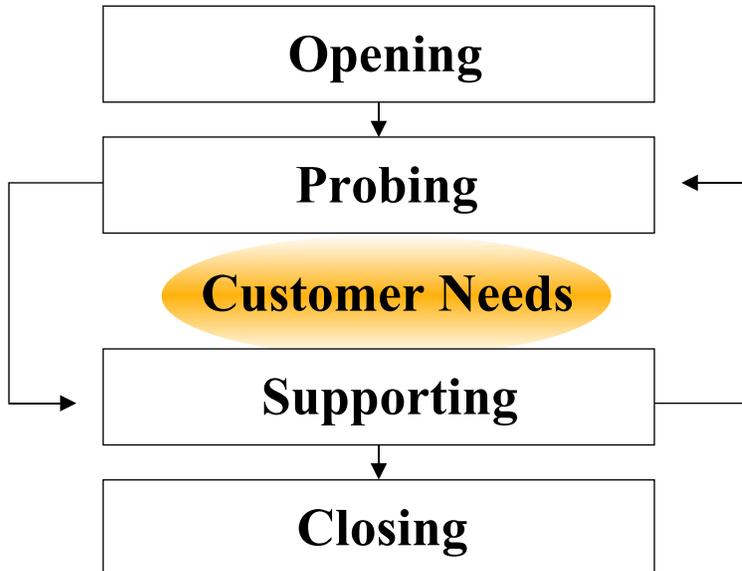
(Probe to fully understand the concern)

- I doubt that I have the ability to lead others
(SKEPTICISM) Acknowledge the concern and offer proof
- I'll be thrown into a leadership position and forced to perform without the training needed
(MISUNDERSTANDING) Confirm the need and support
- I don't see how you can teach leadership
(SKEPTICISM) Acknowledge the concern and offer proof

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Leadership & Management Skills

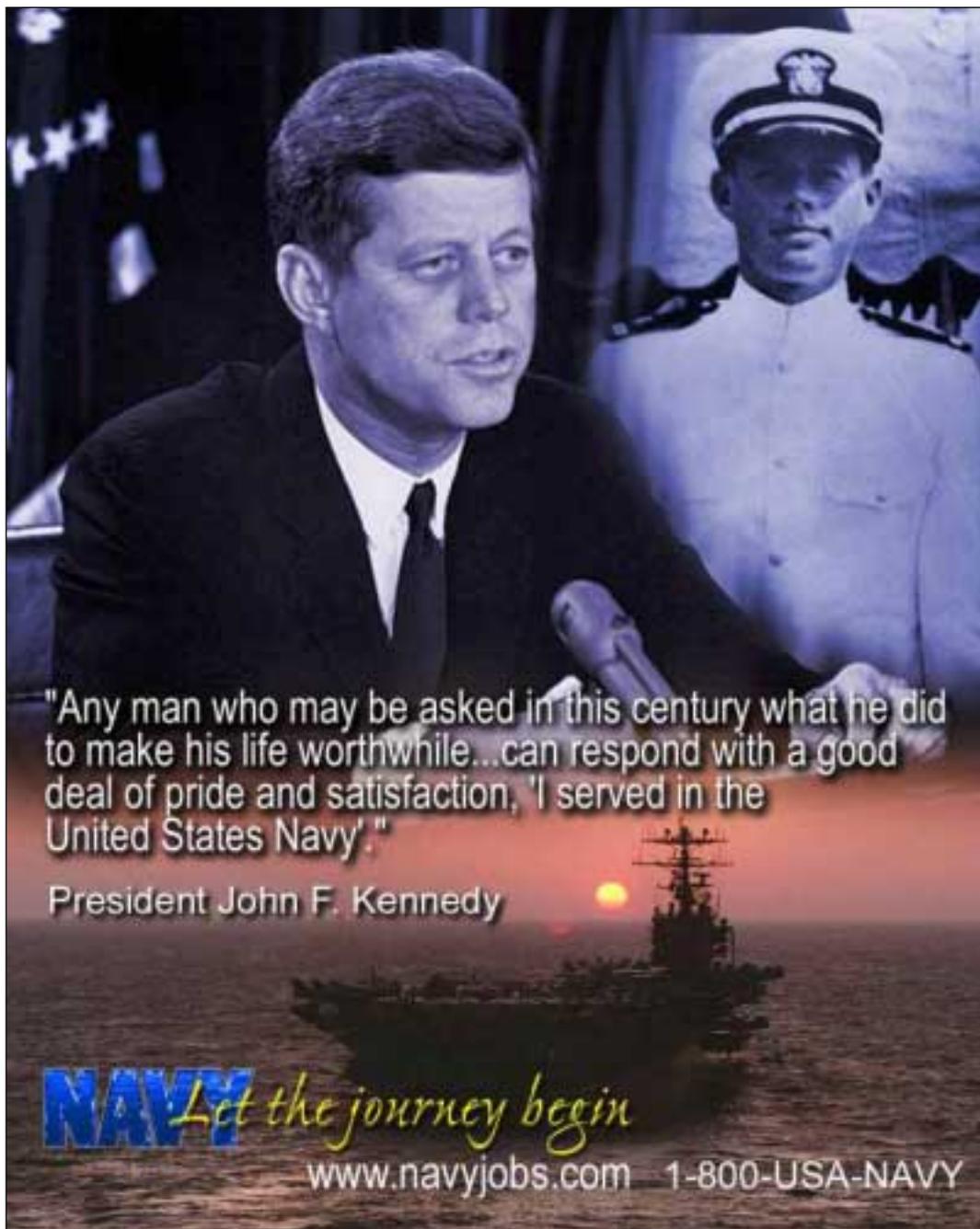
To be a leader, people must believe in you.

To accomplish that, YOU must believe in yourself.

Leaders are not born.... they're made!

The Navy is known for making Leaders!

*Six of the most recent Presidents of the United States,
developed Leadership in the Navy!*



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

President John F. Kennedy

NAVY *Let the journey begin*

www.navyjobs.com 1-800-USA-NAVY

Leadership & Management Skills



*Leadership is a Navy Tradition.
A Heritage, passed from Sailor to Sailor
since Sailors have sailed the seas!*

Leadership & Management Skills

Leadership Training and Experience Begins Early:

- Delayed Entry Program
- Recruit Training, Officer Candidate School, and Officer Indoctrination School
- Many other training opportunities



Individual Leadership is Recognized:

- Inspiring and motivating others
- Accepting responsibility, stepping forward when it counts, taking initiative
- Managing time, materials, and resources effectively
- Making the opportunity to train other Sailors

Leadership Outside the Navy:

- Exercise the Leadership and Management skills that you've demonstrated in the Navy
- Community involvement is recognized and rewarded
- Demonstrate your Civic Pride by action



Chapter 6

Technical Skills



Navy Features

Technical Skills

Pride of Belonging

Challenge

Courage, Poise, & Self-Confidence

Self Reliance, Self-Direction, Self-Discipline

Leadership and Management Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Technical Skills Skill Guide

Possible Circumstances

- Received technical training in high school
- Attended vocational technical school
- Knows of people in vocational jobs (family/friends)
- Knows of people having trouble getting a job (family/friends)
- Currently can't afford technical training

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What technical skills are you interested in?
- Tell me what comes to mind when you think about technical skills?
- Why is it important to you to acquire those technical skills?
- How do you see technical skills playing a part in your future?
- What type of experience do you have now?
- Do you like working with your hands?
- What kind of job would you eventually like to have?
- Do you like working indoors/outdoors?

Possible Needs

- Wants to be skilled and certified in a trade
- Wants training or credentials that will be appealing to future employers
- Wants specific technical training
- Wants to know that they have a skill to fall back on, or be immediately employable after leaving the Navy

Possible Concerns

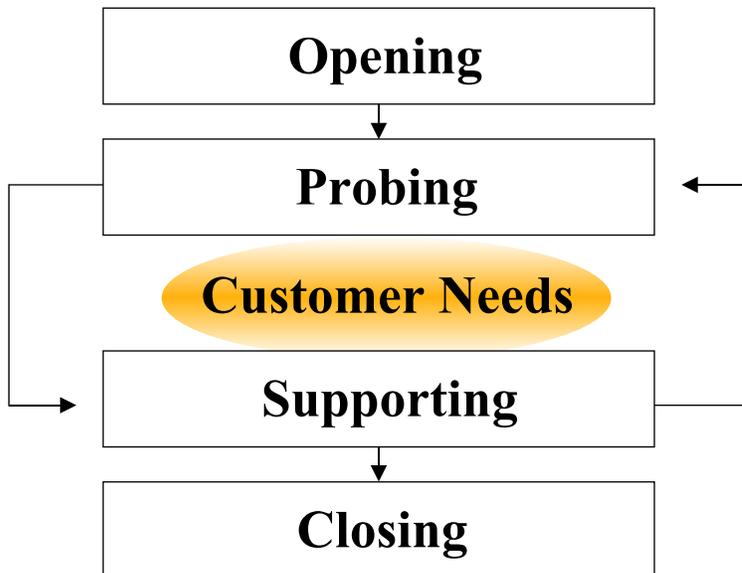
(Probe to fully understand the concern)

- I don't believe I can get official certification for a skill or trade from the Navy
(SKEPTICISM) Offer proof
- I can't get/pick the job I want (Not Available)
(DRAWBACK) Outweigh with previously accepted benefits
- You can't guarantee my job in writing
(MISUNDERSTANDING) Confirm the need and support
- I don't have the test scores/qualifications for the job I want
(DRAWBACK) Outweigh with previously accepted benefits
- A job in the Navy won't prepare me for a civilian job
(MISUNDERSTANDING) Confirm the need and support
- Another service can give me better technical training
(MISUNDERSTANDING) Confirm the need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

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- ___ Check for acceptance

Probing

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- ___ Describe relevant features and benefits
- ___ Check for acceptance

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- ___ Support the need:
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Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Technical Skills

Occupational Specialty and The Guarantee

The Guarantee

The Guarantee is a unique to the Navy. We are the only branch of the military that will guarantee you a position, not just a possible career field. This contract:

- Specifies how many years of service you are obligated to
- The specific job and career field your service will be in
- Any enlistment bonuses (or additional guarantees) that apply

50,000 JOBS IN 60 FIELDS

50,000 jobs in over 60 fields are available right now! Every year, the Navy trains people just like you in some of the hottest fields around, from computers and mechanics to communications and engineering. Here's just a partial list of the jobs you can choose from today:

- Computer and Electronics Field
- Engineering and Maintenance Field
- Flight Operations
- Tactical Information Specialists
- Special Operations
- Business Services
- Human Resource & Financial Management
- Medical/Healthcare
- Civil Engineering/Construction
- Public Affairs/Music
- Sales/Service Support/Culinary Arts
- What follows is a brief description of the training you can receive and skills you can develop in each of these areas

Technical Skills



Computer and Electronics Field

Receive training and develop skills in:

- Advanced computer systems including Local Area Network Management, computer and electrical troubleshooting and repair, operate and maintain a wide range of electrical equipment and electronic components
- Operation and maintenance of advanced weapons control systems, navigation equipment, state-of-the-art communications equipment, sophisticated computer-assisted information systems, nuclear propulsion plants

Engineering and Maintenance Field

Receive training and develop skills in:

- Operation and maintenance of nuclear propulsion plants, advanced electrical and mechanical equipment, modern conventional propulsion systems, state-of-the-art ship and aircraft control systems, vital survival equipment, intricate weapons systems
- Troubleshooting and repair of complex mechanical, electronic, and electrical equipment
- Material management, quality assurance, maintenance safety

Flight Operations

Receive training and develop skills in:

- Trouble shooting and repair of complex aviation electronics
- Testing and installation of aircraft instruments and electrical equipment
- Vital records and flight documentation to support emergency egress equipment, aeronautical systems, aircraft launched weapons, repair aircraft utility systems
- Operation and maintenance of ground support systems
- Supply inventories of spare parts
- Launch, recovery, and control of aircraft during flight operations



Technical Skills

Tactical Information Specialists

Receive training and develop skills in:

- Collecting, tracking, and processing of tactical information supporting effective employment of ships and aircraft
- Operation and maintenance of Tomahawk and/or other sophisticated weapons control systems
- Providing recommendations for tactical employment and safe navigation of ships and aircraft operating throughout the world
- Conducting intelligence operations
- Operation and maintenance of computer databases, network management



Special Operations

Receive training and develop skills in:

- Collection of intelligence vital to national security
- Conducting precise strike operations in support of national security
- Operation and maintenance of state-of-the-art communications and intelligence equipment, modern information systems
- Performance of underwater salvage, repair, maintenance, submarine rescue, surface search and rescue operations, parachuting or diving operations, reconnaissance and demolition of natural or man-made underwater obstacles

Technical Skills



Business Services

Receive training and develop skills in:

- Maintenance of records for financial budgets, preparation of financial reports
- Management of large computer databases, network management, pay and payroll information, personnel administration
- Supply system and repair parts system management
- Modern office equipment, preparation of quality assurance documentation
- Receiving official visitors, protocol, and preparation of official letters and correspondence



Human Resource & Financial Management

Receive training and develop skills in:

- Management of large computer databases, personnel and financial records, computer networks
- Pay and payroll information management, preparation of financial reports
- Processing travel requests and claims
- Performing educational and professional counseling



Medical/Healthcare

Receive training and develop skills in:

- Prevention and treatment of disease and injury, administering medications, transporting patients, performance of physical examinations, lab analysis, supervision of field treatment, health care management
- Administering dental hygiene, dental x-rays, maintenance and repair of dental equipment, prosthetic laboratory techniques, dental surgical technology

Technical Skills

Civil Engineering/Construction

Receive training and develop skills in:

- Land survey, building and facility design, blueprint production, cost analysis and management, building material selection.
- Heavy equipment operation and repair, maintenance management, and cost control
- Steel working, carpentry, masonry, plumbing, brick laying, electrical system design and construction



Public Affairs/Music

Receive training and develop skills in:

- Public relations and media, including print/radio/television journalism, public speaking, writing and editing
- Film and print production, photo lab operations, audiovisual productions, photo reconnaissance, accident investigation, and equipment repair
- Musical performance (all types of music) on stage, in concert, TV, radio, and parades; composing and arranging music, supporting military ceremonies and diplomatic functions.

Sales/Service Support/ Culinary Arts

Receive training and develop skills in:

- Stock management, accounting, cash management, repair parts management, financial and inventory control, information management, payroll management, accounting, financial reporting, and auditing
- Culinary arts and restaurant management, food preparation, menu design, food service, inventory and budget management



Technical Skills

Trade Skills and Marketability

The Navy will pay you to be trained in some of the most advanced and challenging fields existing today. With over 50,000 jobs in more than 60 different fields from aviation to construction -- there's no shortage of opportunity. You will be trained to handle every challenge that may come your way. When you're ready, you're rewarded with greater responsibility.

Possibilities abound in areas such as aviation, electronics, computer programming, and other high-tech occupations, even nuclear propulsion and advanced electronics. We can help turn raw talent into polished professionalism and prepare you not just for a career in the Navy, but give you a head start in whatever profession you choose.

A-schools (Basic)

You're guaranteed all the training you need for your entry position into the Navy. This comes through what we call our "A School" training.

- State-of-the-art training and technology
- Classroom instruction that comes with practical application
- Graduation certificate and possible college credits
- Opportunity for interservice training

Apprenticeship Programs

Here, you get to find out if a field is the right one for you. We offer:

- "Hands-on" practical experience
- The opportunity to directly learn from experienced professionals
- Lateral moves and cross training is possible

C-schools (Advanced)

We also offer three different types of advanced training:

- AEF (Advanced Electronics Fields) training, which covers areas like missile control, navigational control, communications, weapons systems, and the like
- ATF (Advanced Technical Fields) training, which covers areas like electrical systems, marine engineering, welding, and other vocational trades
- NF (nuclear field) training, which, of course, concerns itself with nuclear power and propulsion

Technical Skills

Trade Skills and Marketability

Professional instructors

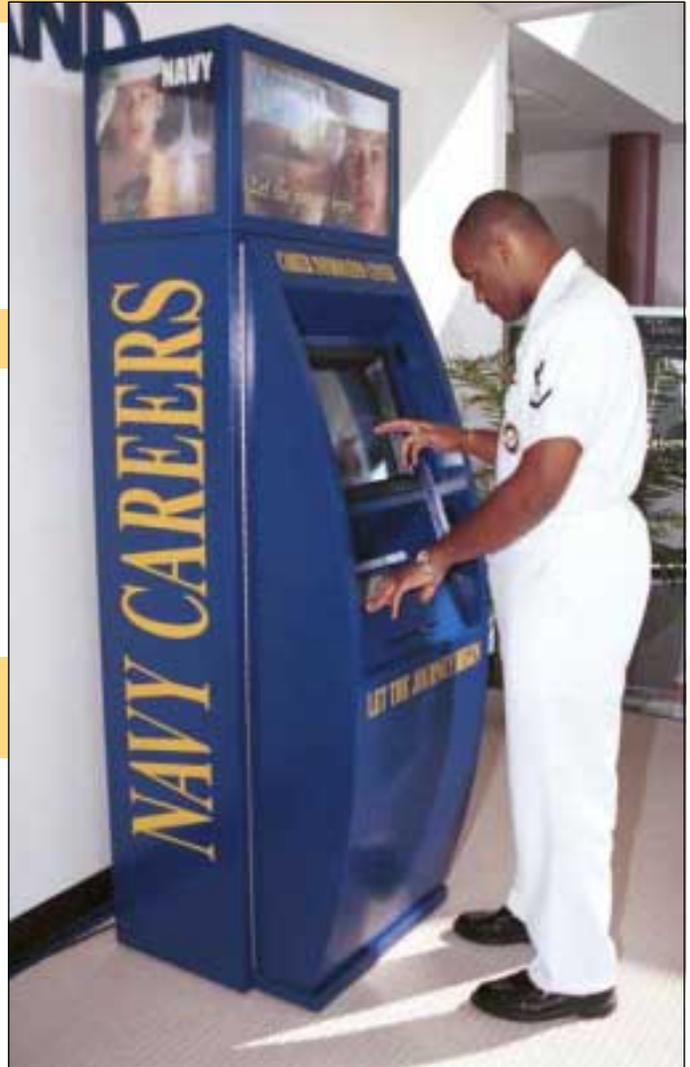
And, remember, our instructors are not only great instructors, they are also masters of the content. In fact, who knows someday you may want to teach the subject, yourself, not just do it!

Job placement is assured

If you complete all prerequisites in a satisfactory manner, the Navy guarantees the job you want. (See another section of this binder Occupational Specialties and The Guarantee for more information about that.)

With too many job opportunities after service life to count

The chart that follows shows the thousands of jobs ex-Sailors migrate to when they choose to leave the Navy.



Technical Skills

4-Year Enlistment

Next to each job is the Department of Labor number for that position.

Aviation Boatswain's Mate (ABE, ABF, ABH)

Inspector, Aircraft Launching/Arresting 806.264-014
Firefighter Crash, Fire and Rescue 373-663-010

Aviation Machinist's Mate (AD)

Tester (petrol refinery) 029.261-022
Plant Mechanic 621.281-014

Aviation Electrician's Mate (AE)

Airframe and Power Plant Mechanic 621.281-014
Electrician, Airplane 825.281-018

Aviation Storekeeper (AK)

Accountant, Budget 160.167-014
Bookkeeper 210.382-014
Accounting Clerk 216.482-010
Stock Control Clerk 219.367-034
Stock Control Supervisor 222.137-038
Parts Clerk 222.367-042
Material Clerk 222.387-034
Stock Clerk 222.387-058
Storekeeper 222.387-062

Aviation Structural Mechanic Hydraulics (AMH)

Metallurgical Technician 011.261-010
Plumbing and Hydraulic 806.381-066
Hydraulic Tester (aircraft) 621.281-014
Pneumatic Tester and Mechanic 621.381-022
Welder, Combination 819.384-010

Aviation Structural Mechanic Structures (AMS)

Assembler, Aircraft Structures 806.381-026
Metallurgical Technician 011.261-010
Plant Mechanic 621.281-014
Composite Worker 754.684.042
Welder, Combination 819.384-010

Aviation Support Equipment Technician (AS)

Supervisor, Garage 620.131-014
Automobile Mechanic 620.261-010
Aviation Support Equipment Repairer 639.281-010

Aviation Electronics Technician (AT)

Target Aircraft Technician 378.281-010
Electrical Instrument Repairer 729.281-026
Radio Mechanic 823.261-018
Electronics Mechanic 828.281-010

Boiler Technician (BT)

Inspector, Boiler 168.167-026
Engineer (water transportation) 197.130-010
Firefighter, marine 373.364-010
Fuel-System Maintenance Worker 638.381-010
Boilermaker (assembler) 805.261-014

Cryptologic Technician Administrative (CTA)

Counselor 045.107-010
Intelligence Specialist 059.267-014
Administrative Assistant 169.167-010
Administrative Secretary 169.167-014
Manager, Office 169.167-034
Clerk-Typist 203.363-010
Keypunch Operator 203.582-030
Personnel Clerk 209.362-026
Shipping Clerk 222.387-050
Router (clerical) 222.587-038
Post Office Clerk 243.367-014
Procurement Clerk 249.367-066
Intelligence Clerk 249.387-014

Cryptologic Technician Interpretive (CTI)

Interpreter 137.267-010
Translator 137.267-018
Manager, Communications Station 184.167-062

Cryptologic Technician (CTR)

Software Engineer 030.062-010
Computer Programmer 030.162-010
Programmer Analyst 030.162-014
Systems Programmer 030.162-022
Systems Analyst 030.167-014
Network Control Operator 031.262-014
User Support Analyst / Supervisor 032.132-010
Computer Security Coordinator 033.162-010
Computer Systems Hardware Analyst 033.132-010
Quality Assurance Analyst 033.262-010
Computer Security Specialist 033.362-010
Data Base Administrator 039.264-010
Data Base Design Analyst 039.264-010
Microcomputer Support Specialist 039.264-010
Intelligence Specialist 059.267-014
Teacher, Adult Education 099.227-030
Writer, Technical Publications 131.267-026
Manager, Computer Operations 169.167-082
Radio Officer 193.262-022
Radiotelegraphic Operator 193.262-030
Radio-Intelligence Operator 193.362-014
Electronic Intelligence Specialist 193.382-010
Supervisor, Telegraphic Operations 203.132-010
Cryptographic-Machine Operator 203.582-018
Telegraphic Typewriter Operator 203.582-050
Supervisor, Computer Operations 213.132-010
Administrative Clerk 249.387-014
Intelligence Clerk 249.387-014
Airborne Sensor Specialist 378.382-010

Damage Controlman (DC)

Firefighter 373.364-010

Disbursing Clerk (DK)

Bookkeeper 210.382-014
Cashier, Front Office 211.362-010
Payroll Clerk, Chief 215.137-014
Payroll Clerk 215.482-010
Accounting Clerk 216.482-010

Data Processing Technician(DP)

Systems Analyst 012.167-066
Programmer, Business 020.162-014
Programmer, Chief Business 020.167-018
Coding Clerk 209.387-010
Supervisor, Computer Operations 213.132-010
Computer Operator 213.362-010
Computer Equipment Operator 213.382-010
Tabulating Machine Operator 213.682-010
Programmer, Detail 219.367-026
Statistical Machine Servicer 633.281-030

Electrician's Mate (EM)

Electric Motor Repairer 721.281-018
Electric Motor Winder 721.484-010
Electrician 824.261-010

Engineman (EN)

Supervisor, Garage 620.131-014
Automobile Mechanic 620.261-010
Machinist, Marine Engine 623.281-026
Diesel Mechanic 625.281-010
Fuel System Maintenance Worker 638.381-010
Stationary Engineer 950.382-026
Diesel Plant Operator 952.382-010
Power Plant Operator 952.382-018

Gunner's Mate (GM)

Stock Control Clerk 219.367-034
Magazine Supervisor 222.173-018
Magazine Keeper (clerical) 222.367-038
Marksmanship Instructor 378.227-010
Rocket Engineer Component Mechanic 621.281-030
Artillery Maintenance Supervisor 632.131-010
Ordnance Artificer 632.261-018
Gunsmith 632.281-010
Gun Synchronizer 632.381-010
Ordnance Inspector 737.367-010
Electronics Mechanic 828.281-010
Missile Facilities Repairer 828.281-018

Gas Turbine Systems Technician (Mechanical) (GSM)

Gas Turbine Power Plant Mechanic 631.261-014
Power Plant Operator 952.382-018

Technical Skills

4-Year Enlistment

Next to each job is the Department of Labor number for that position.

Hull Maintenance Technician (HT)

Metallurgical Technician	011.261-010
Radiographer	199.361-010
Sheet Metal Worker	804.281-010
Shipfitter	806.381-046
Welder, Combination	819.384-010

Interior Communications Electrician (Surface) (IC)

Camera Operator, Television	143.062-022
Central Office Operator	235.462-010
Electromechanical Technician	710.281-018
Television and Radio Repairer	720.281-018
Audio-Video Repairer	729.281-010
Central Office Repairer Supervisor	822.131-010
Station Installer and Repairer	822.261-022
Central Office Repairer	822.281-014
Electrician	824.261-010

Instrumentman (IM)

Instrument Mechanic	710.281-026
Instrument Mechanic Weapons System	711.281-014
Electrical Instrument Repairer	729.281-026

Lithographer (LI)

Composing Room Machinist	627.261-010
Press Room Supervisor	651.130-010
Offset Press Operator I	651.482-010
Photographer, Lithographic	972.382-014
Bookbinder	977.381-010

Machinist's Mate (Submarines) (MMS)

Oxygen Plant Operator	552.362-014
Machinist, Marine Engine	623.281-026
Diesel Mechanic	625.281-010
Refrigeration Mechanic	637.261-026
Stationary Engineer	950.382-026
Power Plant Operator	952.382-018
Rocket Engine Component Mechanic	621.261-018
Nuclear Weapons Specialist	632.261-018
Ordnance Artificer	632.261-018
Inspector (ammunition)	737.367-010
Electronics Mechanic	828.281-010

Machinist's Mate (Surface) (MM)

Oxygen Plant Operator	552.362-014
Machinist, Marine Engine	623.281-026
Diesel Mechanic	625.281-010
Refrigeration Mechanic	637.261-026
Stationary Engineer	950.382-026
Power Plant Operator	952.382-018

Mineman (MN)

Instructor, Technical Training	166.221-010
Electromechanical Technician	710.281-018
Electronics Tester	726.261-018
Electronics Inspector	726.381-014
Electronic Equipment Repair	726.381-010
Ordnance Assembler I	736.381-010
Ordnance Assembler II	736.381-010
Ordnance Inspector	737.367-010
Electronics Mechanic	828.281-010

Machinery Repairman (MR)

Machinist	600.280-022
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Mess Management Specialist (Surface) (MS)

Manager, Fast Food Service	185.173-010
Manager, Night Club	187.167-126
Manager, Department (retail)	299.137-010
Kitchen Supervisor	310.137-014
Baker (hotel & restaurant)	313.381-010
Cook	315.361-010
Manager, Lodging Facilities	320.137-014
Cake Decorator	524.381-010

Mess Management Specialist (Submarine) (MSS)

Manager, Fast Food Service	185.173-010
Manager, Night Club	187.167-126
Manager, Department (retail)	299.137-010
Kitchen Supervisor	310.137-014
Baker (hotel & restaurant)	313.381-010
Cook	315.361-010
Manager, Lodging Facilities	320.137-014
Cake Decorator	524.381-010

Mess Management Specialist (Surface) (MS)

Manager, Fast Food Service	185.137-010
Manager, Night Club	187.167-126
Manager, Department (retail)	299.137-010
Kitchen Supervisor	310.137-014
Baker (hotel & restaurant)	313.381-010
Cook	315.361-010
Manager, Lodging Facilities	320.137-014
Cake Decorator	524.381-010

Opticalman (OM)

Precision Instrument and Toolmaker	600.280-010
Locksmith	709.281-010
Instrument Mechanic, Weapons System	711.281-014
Optical Instrument Assembler	711.381-010
Camera Repairer	714.281-014

Quartermaster (Surface) (QM)

Pilot, Ship	197.133-026
Quartermaster (water transportation)	911.363-014

Ship's Serviceman (SH)

Manager, Retail Store	185.167-046
Bookkeeper	210.382-014
Accounting Clerk	216.482-010
Stock Control Clerk	219.367-034
Storekeeper	222.387-062
Barber	330.371-010
Laundry Worker	361.685-018
Dry Cleaner (rug)	362.682-010

Storekeeper (Surface) (SK)

Manager, Retail Store	185.167-046
Bookkeeper	210.382-014
Stock Control Clerk	219.367-034
Accounting Clerk	219.482-010
Stock Control Supervisor	222.137-038
Parts Clerk	222.367-042
Shipping Clerk	222.387-050
Stock Clerk	222.387-058
Storekeeper	222.387-062
Travel Clerk	238.167-010
Cargo Agent	248.367-018
Procurement Clerk	249.367-066
Transportation Agent	912.367-014

Sonar Technician (Surface) (STG)

Microcomputer Support Specialist	039.264-010
Technical Support Specialist	033.162-018
Data Communications Analyst	031.262-010
Instructor, Technical Training	166.221-010
Computer Operator	213.362-010
Electronics Tester	726.261-018
Electronics Utility Worker	726.364-018

Sonar Technician (Submarine) (STS)

Fire Control Mechanic	632.261-014
Electronics Mechanic	828.281-010

Torpedoman's Mate (Surface)

Instructor, Technical Training	166.221-010
Rocket Engine Component Mechanic	621.281-030
Ordnance Artificer	632.261-018
Ordnance Assembler II	736.681-010
Ordnance Assembler I	736.684-010
Inspector (ammunition)	737.367-010
Electronics Mechanic	828.281-010

Torpedoman's Mate (Submarine) (TMS)

Rocket Engine Component Mechanic	621.281-030
Nuclear Weapons Specialist	632.261-018
Ordnance Artificer	632.261-018
Inspector (ammunition)	737.367-010
Electronics Mechanic	828.281-010

Yeoman (Surface) (YN)

Manager, Office	169.167-034
Legal Secretary	201.362-010
Stenographer	202.362-014
Clerk-Typist	203.362-010
Personnel Clerk	209.362-026

Yeoman (Submarine) (YNS)

Manager, Office	169.167-034
Legal Secretary	201.362-010
Shorthand Reporter	202.362-010
Stenographer	202.362-014
Clerk-Typist	203.362-010

Technical Skills

5-6 Year Programs

Next to each job is the Department of Labor number for that position.

Air Traffic Controller (AC)

Air Traffic Control Specialist, Center and Tower	193.162-018
Flight Operations Specialist	248.387-010

Equipment Operator (EO)

Crusher Operator	570.682-014
Motor Grader Operator	850.663-022
Bulldozer Operator	850.683-010
Rock Drill Operator	850.683-034
Asphalt Paving Machine Operator	853.663-010
Concrete Paving Machine Operator	853.663-014
Supervisor, Grading	859.137-010
Blaster	859.261-010
Well Drill Operator	859.363-010
Tractor Trailer	
Truck Driver	904.383-010
Truck Driver, Heavy	905.663-014
Truck Driver, Light	906.683-022
Driver Supervisor	909.137-010
Tow Truck Operator	919.663-026
Rigger	921.261-010
Industrial Truck Operator (Partial listing)	921.683-050

Builder (BU)

Estimator	160.267-018
Machinist, Wood	669.380-014
Cement Mason	844.364-010
Supervisor, Pile Driving	859.137-014
Carpenter	860.381-022
Bricklayer	861.381-014
Painter, Rough	869.664-014

Construction Electrician (CE)

Powerhouse Mechanic	631.261-014
Electrician, Powerhouse	820.261-014
Line Supervisor (light, heat and power)	821.131-014
Line Maintainer	821.261-014
Central Office Repairer Supervisor	822.131-010
Line Supervisor (Tel & Tel)	822.131-018
Station Installer and Repairer	822.261-022
Central Office Repairer	822.281-014
Line Installer Repairer	822.381-014
Electrician	824.261-010
Cable Splicer	829.361-010
Diesel Plant Operator	952.382-010
Power Plant Operator	952.382-018

Construction Mechanic (CM)

Supervisor, Garage	620.131-014
Automobile Mechanic	620.261-010
Construction Equipment Mechanic	620.261-022
Transmission Mechanic	620.281-062
Diesel Mechanic	625.281-010
Automobile Body Repairer	807.381-010
Electrician, Automotive	825.281-022
Tire Repairer	915.684-010

Utilitiesman (UT)

Treatment Plant Mechanic	630.281-038
Refrigeration Mechanic	637.261-026
Fuel System Maintenance Worker	638.381-010
Welder, Combination	819.384-010
Plumber	862.381-030
Furnace Installer and Repairer, Hot Air	869.281-010
Utilities and Maintenance Supervisor	899.131-018
Pumper	914.682-010
Stationary Engineer	950.382-026
Water Treatment Plant Operator	954.382-014
Sewage Treatment Plant Operator	955.362-010

Dental Technician (DT)

Dental Assistant	079.371-010
Medical Records Clerk	245.362-010
Dental Ceramist	712.281-010
Dental Laboratory Technician	712.381-018

Engineering Aid (EA)

Drafter, Architectural	001.261-010
Land Surveyor	018.167-018
Surveyor Assistant, Instruments	018.167-034
Construction Inspector	182.267-010
Survey Helper, Rod	869.567-010

Electronics Technician (Submarines) (ETS-5YO)

Manager, Communications Station	184.167-062
Radio Officer	193.262-022
Radiotelegraph Operator	193.262-030
Pilot, Ship	197.133-026
Supervisor, Telegraphic/Typewriter	203.132-010
Cryptographic Machine Operator	203.582-050
Central Office Operator	235.462-010
Electromechanical Technician	710.281-018
Electrical Instrument Repairer	729.281-026
Central Office Repairer / Supervisor	822.131-010
Station Installer and Repairer	822.261-022
Automatic Equipment Technician	822.281-010
Central Officer Repairer	822.281-014
Radio Mechanic	823.261-018
Electrician	824.261-010
Electronics Mechanic	828.281-010
Quartermaster (water Transportation)	911.363-014

Hospital Corpsman (HM)

Pharmacist's Assistant	074.381-010
Physical Therapist's Asst.	076.224-010
Nuclear Medical Technologist	078.361-018
Tissue Technologist	078.361-030
Electroencephalograph Technologist	078.362-022
Radiological Technologist	078.362-026
Medical Laboratory Asst.	078.381-010
Respiratory Therapist	079.361-010
Medical Assistant	079.367-010
Emergency Medical Technician	079.374-010
Surgical Technician	079.374-022
Aerospace Physiological Technician	199.682-010
Medical Records Clerk	245.362-010
Psychiatric Aide	355.377-014
Nurse Aide	355.674-014
Optician, Dispensing	713.361-014
Biomedical Equipment Technician	719.261-010
Biomedical/Photographer	719.261-010

Journalist (JO)

Screen Writer	131.087-018
Reporter	131.267-018
Producer (radio & TV)	159.117-010
Announcer (radio & TV)	159.147-010
Manager, Production (radio & TV)	184.167.074

Photographer's Mate (PH)

Screen Writer	131.087-018
Director of Photography	143.062-010
Photographer, Aerial	143.062-014
Camera Operator, TV	143.062-022
Photographer, Still	143.062-030
Photojournalist	143.062-034
Sound Mixer	194.262-018
Aircraft Photographic Mechanic	714.281-010
Camera Repairer	714.281-014
Editor, Film	962.264-010
Sensitometrist	976.381-010
Developer (photofinisher)	976.681-010

Steelworker (SW)

Safety Inspector	168.264-014
Structural Steel Worker Apprentice	801.361-018
Sheet Metal Worker	804.281-010
Welder, Combination	819.384.010

Technical Skills

Advanced Electronics Field

Next to each job is the Department of Labor number for that position.

Missile Technician (MT-AEF)

Rocket-Engine Component Mechanic	621.281-030
Ordnance Artificer	632.261-018
Electromechanical Technician	710.281-018
Electrical Instrument Repairer	729.281-026
Meteorological Equipment Repairer	823.281-018
Electronics Mechanic	828.281-010

Cryptologic Technician Maintenance (CTM-AEF)

Parts Clerk	222.367-042
Stock Clerk	222.387-058
Television and Radio Repairer	720.281-018
Electrical Instrument Repairer	729.281-026
Central Office Repairer Supervisor	822.131-101
Station Installer and Repairer	822.261-022
Automatic Equipment Technician	822.281-010
Central Office Repairer	822.281-014
Radio Mechanic	823.261-018
Meteorological Equipment Repairer	823.281-018
Electrician	824.261-010

Fire Control Technician (FT-AEF)

Fire-Control Mechanic	632.261-014
Electronics Mechanic	828.281-010

Electronics Warfare Technician (EW-AEF)

Electronics Intelligence Specialist	193.382-010
Electronics Mechanic	828.281-010

Ocean Systems Technician Maintainer (OTM-AEF)

Computer Equipment Operator	213.382-010
Electronics Mechanic	828.281-010

Sonar Technician (Surface) (STG-AEF)

Electronics Technician	003.161-014
Instrumentation Technician	003.261-010
Microcomputer Support Specialist	039.264-101
Technical Support Specialist	033.162-018
Data Communications Analyst	031.262-010
Computer Security Coordinator	033.162-010
Instructor, Technical Training	166.221-010
Computer Equipment Operator	213.282-010
Computer Operator	213.362-010
Fire Control Mechanic	632.261-014
Office Machine Servicer	633.281-018
Electromechanical Technician	710.281-018
Instrument Repairer	722.281-010
Electronics Tester	726.261-018
Electronics Utility Worker	726.364-018
Repairer, Probe Test Card, Semiconductor wafers	726.361-022
Electronics Inspector	726.381-010

Sonar Technician (Submarine) (STS-AEF)

Fire Control Mechanic	632.261-014
Electronics Mechanic	828.281-010

Strategic Weapons Systems Electronics (SWSE-AEF)

Electromechanical Technician	710.281-018
Electrical Instrument Repairer	729.281-026
Meteorological Equipment Repairer	823.281-018
Electronics Mechanic	828.281-010

Machinist's Mate (MM-ATF)

Oxygen Plant Operator	552.362-014
Machinist, Marine Engine	623.281-026
Diesel Mechanic	625.281-010
Refrigeration Mechanic	637.261-026
Stationary Engineer	950.382-026
Power Plant Operator	952.382-018

Boiler Technician (BT-ATF)

Inspector, Boiler	168.167-026
Engineer (water Transportation)	197.130-010
Firefighter, Marine	373.364-010
Fuel System Maintenance Worker	638.381-010
Boilermaker (assembler)	805.261-014
Stationary Engineer	950.382-026

Engineman (EN-ATF)

Supervisor, Garage	620.131-014
Automobile Mechanic	620.261-010
Machinist, Marine Engine	623.281-026
Diesel Mechanic	625.281-010
Fuel System Maintenance Worker	638.381-010
Stationary Engineer	950.382-026
Diesel Plant Operator	952.382-010
Power Plant Operator	952.382-018

Gas Turbine Systems Technician (Electrical) (GSE-ATF)

Gas Turbine Power Plant Mechanic	631.261-014
Power Plant Operator	952.382-018

Gas Turbine Systems Technician (Mechanical) (GSM-ATF)

Gas Turbine Power Plant Mechanic	631.261-014
Power Plant Operator	952.321-018

Hull Maintenance Technician (HT-ATF)

Metallurgical Technician	011.261-010
Radiographer	199.361-010
Sheet Metal Worker	804.281-010
Shipfitter	806.381-046
Welder, Combination	819.384-010
Plumber (construction)	862.381-030

Interior Communications Electrician (IC-ATF)

Camera Operator, Television	143.062-022
Central Office Operator	235.462-010
Electromechanical Technician	710.281-018
Television and Radio Repairer	720.281-010
Audio-Video Repairer	729.281-010
Central Office Repairer Supervisor	822.131-010
Station Installer and Repairer	822.162-022
Central Office Repairer	822.281-014
Electrician	824.261-010

Chapter 7

Educational Opportunities



Navy Features

Educational Opportunities

Pride of Belonging

Challenge

Courage, Poise, and Self Confidence

Self-Reliance, Self-Direction, & Self-Discipline

Leadership and Management Skills

Technical Skills

Professional Development

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Educational Opportunities Skill Guide

Possible Circumstances

- No other family member has attended college
- Everyone in the family has gone to college
- Friends are going to college
- Recognizes the need for higher education, but can't afford it
- Experiencing family pressure to do something with life

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- Why did you pick this card?
- How are your grades?
- Do you like school? Why?
- Do you have the money for college?
- Do you have some college credits now?
- Tell me what comes to mind when you think about education?
- How would you use a degree?
- What part does a college degree play in your long term goals?
- What are you doing to prepare yourself for college?
- What are you going to major in?

Possible Needs

- Wants a way to continue personal growth and education
- Wants to continue to grow and develop, and keep up with friends going to college
- Wants to earn college degree, live real life work experiences, and earn money simultaneously
- Wants financial assistance getting through college
- Wants an education to aid in getting a better job in the future

Possible Support Features

- Scholarships
- Tuition assistance
- Navy College Program
- Free CLEP exams
- Shipboard college courses

Possible Concerns

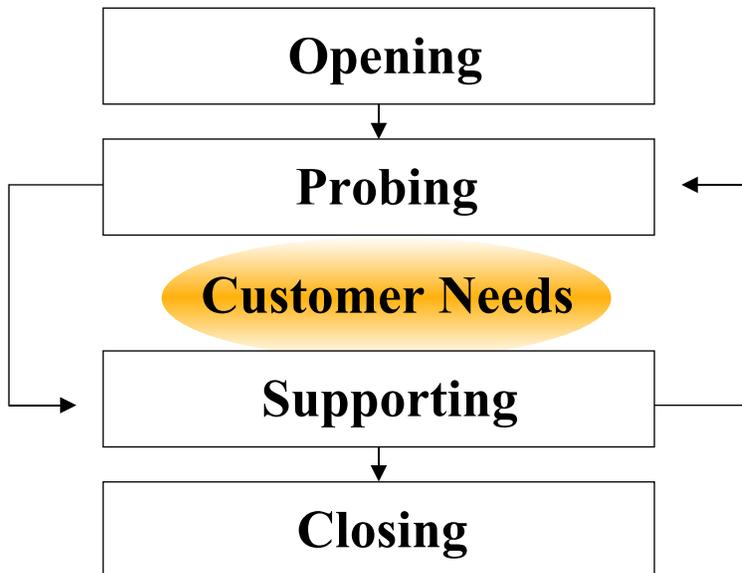
(Probe to fully understand the concern)

- I won't have time while I'm in the Navy to get an education
(MISUNDERSTANDING) Confirm the need and support
- How do I know I'll get the money I'll need
(SKEPTICISM) Offer proof
- I want to get a college education from a real college
(MISUNDERSTANDING) Confirm the need and support
- Don't want to be left behind by my peers
(MISUNDERSTANDING) Confirm the need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Educational Opportunities

Navy College Program

How can I attend school while I'm in the Navy?

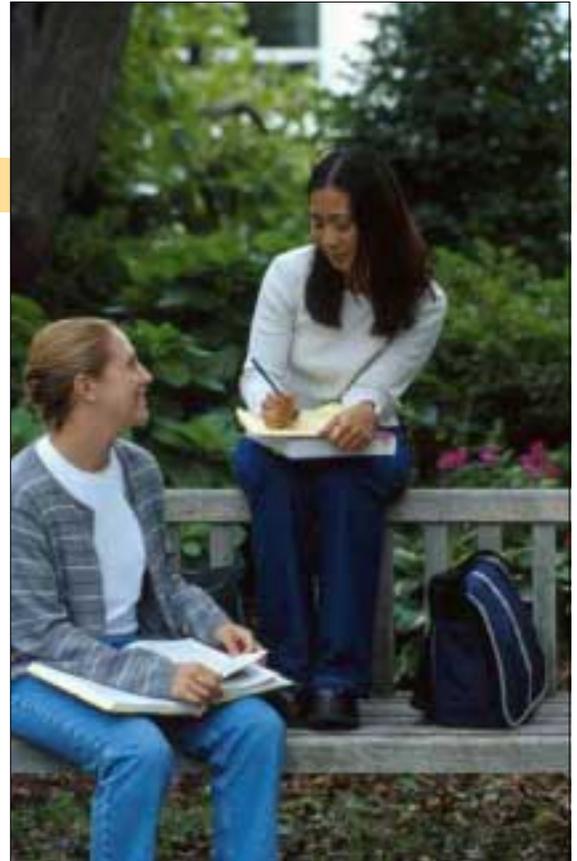
The Navy encourages continuing education, and will pay all or most of the tuition for active duty people stationed ashore who attend courses during their off-duty time at accredited colleges, universities, vocational/technical schools and business schools.

Will the Navy help me get a college education?

Today's Navy wants to help every Sailor working toward a college degree to earn one while experiencing the pride and adventure of Navy life. Through the Navy College Program, all qualified individuals have the chance to achieve their educational goals.

Participation in the Navy College Program is easy. Choosing a major is entirely up to you. It doesn't have to be related to your job specialty. You don't have to worry about application fees, or a tuition deposit. All you need to begin your educational journey with the Navy are the desire to learn, and the qualifications to enlist in today's high-tech Navy.

The Navy College Program provides transcripts good for recommended college credit for your Navy training, on the job experience and coursework. While you learn your Navy skills, you're earning valuable academic credits. The Navy College Program also minimizes much of the headache of residency requirements, credits not transferring from training or work experience. Best of all the Navy will pay three-fourths, and sometimes all, of the tuition for classes taken while on active duty.



How do I qualify for these programs?

Simply apply. Once you're on active duty in the Navy, you can request help to pay for college. If eligible for the Naval Reserve Officers Training Corps (NROTC) Scholarship Program, you can receive tuition and other financial benefits worth up to \$80,000 at one of more than 60 leading colleges and universities.

Educational Opportunities

Specific Programs Offered



If you want a college degree, one of our programs can help:

- **The Montgomery GI Bill (MGIB)**-- This program is all about you helping yourself. Upon signing up you agree to a \$50 per month contribution from your salary for 12 months. In return you earn up to \$19,000 towards your college education for use after you complete active duty. The only requirement? That you are not prior enlisted.
- **The Navy College Fund** -- In combination with the MGIB, the Navy College Fund can offer upwards to \$50,000 to those interested in pursuing mission-critical positions.
- **Associate Degree Completion Program (ADCP)** -- The Associate Degree Completion Program is the newest Navy program available for the motivated college student with greater than a year of college and who qualify for the Nuclear Field. For those that qualify, this program allows you to get paid and have Navy benefits while attending college full time.
- **Loan Repayment Program** - \$5,000 Loan Repayment option available for applicants who are non-prior service. High School Diploma Graduates with a loan guaranteed under the Higher Education Act of 1965, may apply. The applicant must qualify for Nuclear Field and other designated critical ratings as defined by the U.S. Navy and meet other eligibility requirements.

Educational Opportunities

Specific Programs Offered

Many other programs can support you as well:

SERVICE MEMBERS OPPORTUNITY COLLEGE, NAVY (SOCNAV)

SOCNAV is a worldwide network of more than 80 civilian colleges and universities from which you can earn an associate's or bachelor's degree while on active duty. It's designed to meet the needs of Sailors who start a degree program at one duty station and finish at another. Your degree program starts with a home college. After duty station transfer, you complete your program requirements with courses from any SOCNAV college. You're guaranteed credit transfer to your home college, which awards your degree.



PROGRAM FOR AFLOAT COLLEGE EDUCATION (PACE)

Earn your degree while stationed aboard a Navy ship through PACE. Courses are taught by instructors and computers. All PACE courses at sea are free. You only pay for textbooks.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

DANTES supports voluntary education programs of all active and reserve military forces. SAT, ACT and GED tests are all available to you through DANTES.

ACADEMIC SKILLS PROGRAM

Improve your reading, English and Math skills by enrolling in Academic Skills courses taught at sea and ashore at state-of-the art Academic Skills Learning Centers.

AMERICAN COUNCIL ON EDUCATION (ACE)

Earn additional college credit. Your Navy training may be recommended for credits by the American Council on Education. ACE teams review Navy technical school courses and recommend college credits that are accepted by the vast majority of colleges

TUITION ASSISTANCE

If you're interested in going to school while you're in the Navy, this program will pay up to 75 percent of the tuition for courses taken on your own time (off-duty) at accredited institutions.

Chapter 8

Professional Development



Navy Features

Professional Development

Pride of Belonging

Challenge

Courage, Poise, and Self Confidence

Self-Reliance, Self-Direction, & Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Financial Security, Advancement Benefits

Physical Fitness

Travel and Adventure



Professional Development Skill Guide

Possible Circumstances

- Present job has limited upward mobility
- Doesn't have the money for continuing education
- Family has business-wants to be prepared to take over, or run
- Has seen people in community not get anywhere, no skills to move forward
- Currently a leader, but has trouble demonstrating leadership qualities
- Experiencing family pressure to do something with life

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- Why did you pick this card?**
- What does this card mean to you?**
- Can you tell me about your current job?**
- Are you happy with what you're doing now?**
- Do you see any upward mobility in your current position?**
- Do you feel your employer is dedicated to our success, or your future?**
- Where do you see yourself headed in the future?**
- How do you think this will help you in the future?**

Possible Needs

- Wants to be respected by people they work with
- Wants to be able to work in a professional environment
- Wants to be eligible for high paying jobs
- Wants a wider variety of opportunities
- Wants to be well-rounded
- Wants to be more marketable to civilian employers
- Wants to be professionally trained

Possible Support Features

- Free Navy correspondence courses
- Off-duty education policy
- Single Sailor services
- Leadership and management training
- Special warfare designation

Possible Concerns

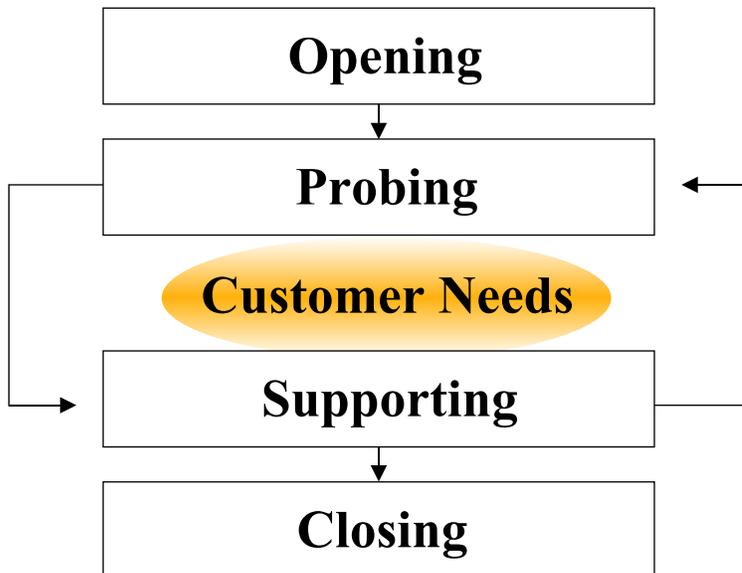
(Probe to fully understand the concern)

- Navy can't provide professional opportunities
(MISUNDERSTANDING) Confirm the need and support
- I can't believe I can transfer skills to the business environment
(SKEPTICISM) Offer proof
- My parents want me to go to college/technical training
(DRAWBACK) Outweigh with previously accepted benefits
(MISUNDERSTANDING) Confirm the need and support
- A job in the Navy won't prepare me for job in the future
(MISUNDERSTANDING) Confirm the need and support
- I can't get better opportunities in the other branches of service
(MISUNDERSTANDING) Confirm the need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Professional Development

Professional and Personal Growth

What skills will I learn?

You name it! Depending upon your interests, you can choose fields like Nuclear Engineering, Advanced Electronics, Computers and Aviation. The Navy has several jobs in over 60 fields, and with the Navy's excellent training programs, you can become the best in the field your choice!



I hear the Navy is "high-tech." What does this mean?

It means the Navy is a technologically advanced worldwide team of highly trained professionals incorporating the latest developments in training, information and equipment. And these fields include fiber optics, satellite communications, information systems, and computer training.

Are you tired of ad's that say, "College Degree or Experience Required"?

Have you found it hard to get a good job with a great future in civilian life? Do you find that too many employers demand prior experience and that, no matter how much you offer, they won't hire you without the right degree or work experience? The Navy will not only match your interests and skills, you don't need college or prior experience to land the job you really want. We'll take you today, just as you are, and give you all the education and training you need.



Professional Development

Navy Leadership

Do you feel you have leadership potential? Then you should be especially interested in the Navy.

You've most likely heard the expression, "Leaders are born, not made," or someone may have said, "That person is a born leader." There is no such thing as a born leader. Many people seem to be natural leaders because they have strong, magnetic personalities, or they may have a natural ability to learn rapidly. Those people are exceptions to the rule. Three elements make an effective Navy leader:

Developing moral principles

When we speak of moral principles, we think of honesty, integrity and loyalty. The key to leadership is the emphasis placed on personal moral responsibility. When you continually prove you are honest and loyal, your shipmates and subordinates will notice.

Setting a good personal example

You're not automatically respected as a leader just because you have the authority. You must learn to lead, not drive. By setting a good personal example you'll earn the respect and confidence of your peers and colleagues.

Developing administrative ability

The ability to administrate is not restricted to the maintenance of logs and records and other paperwork. Administrative ability is another term for good management practices. These include the ability to organize, manage and work well with people. Always remember that every person is an individual who wants to experience a feeling of worth and accomplishment. You should emphasize the individual's importance in getting the job done.

And, if you think you have these abilities, we can assure you of many leadership opportunities, no matter which career field you go in. If you want to learn more about this, refer to the section in this binder called "Naval Academy, ROTC, and Paths to a Commission."



Professional Development

"We need men and women who by their personal integrity, their sense of moral purpose and their acceptance requirement for hard work will exemplify the best in the leadership traditions of the Navy and of our country"

- Admiral Arleigh A. Burke



Chapter 9

Financial Security, Advancement, & Benefits



Navy Features

Financial Security, Advancement, & Benefits

Pride of Belonging

Challenge

Courage, Poise, and Self Confidence

Self-Reliance, Self-Direction, & Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Physical Fitness

Travel and Adventure



Financial Security, Advancement, & Benefits Skill Guide

Possible Circumstances

- Can't find a job they like
- Currently unemployed
- Just laid off from work
- Limited advancement opportunities
- Doesn't make enough money to support dependents
- Thinking about having a family
- Think they have a good job already
- Sees the value of financial security, but doesn't know what it means

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- Tell me what this card means to you?
- Do you have a job? How's it going?
- Can you make a career of this job?
- Have you been able to save any money?
- Are there advancement opportunities?
- What kind of benefits do you have?
- What kind of benefits are you looking for?
- Where do you see yourself in the future?

Possible Needs

- Wants security (job/financial)
- Wants steady income/job/insurance/benefits
- Wants promotion opportunities
- Wants to be self-sufficient, and not a burden to family
- Wants to be able to start/support family
- Wants security, and to be able to plan for the future (retirement)

Possible Concerns

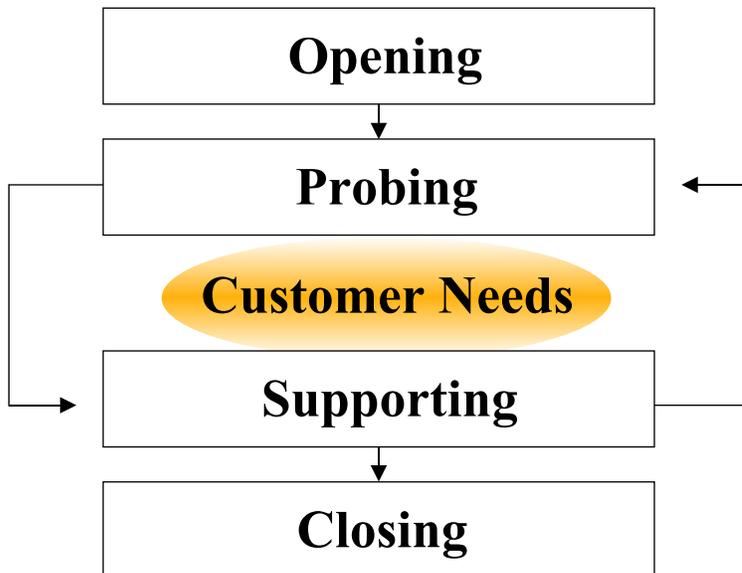
(Probe to fully understand the concern)

- Other services have better benefits/pay
(MISUNDERSTANDING) Confirm the need and support
- I have to be in the Navy a certain amount of time before I can get all the above.
(MISUNDERSTANDING) Confirm the need and support
- Navy doesn't pay enough
(DRAWBACK) Outweigh with previously accepted benefits
(MISUNDERSTANDING) Confirm the need and support
- Navy is no place to raise a family
(MISUNDERSTANDING) Confirm the need and support
- Navy are away from home/family too much
(DRAWBACK) Outweigh with previously accepted benefits
(MISUNDERSTANDING) Confirm the need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
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- ___ Describe relevant features and benefits
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Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
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 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Financial Security, Advancement, & Benefits

Pay and Advancement

What's the salary, and what about raises?

You'll start earning a basic salary, along with additional non-taxable allowances. You'll also receive additional salary increases throughout your time in the Navy, as well as annual cost of living allowance raises. Promotion also means more money. Completing college education can speed promotion. In addition, remember that the Navy offers a finer benefits package than many private employers, including 30 days of paid vacation to start!

What's this about 'pay and allowances'?

You'll receive both pay and allowances. The key difference is in taxation. Pay is taxable, allowances aren't. Allowances include on-shore housing, education, etc. And, as for on-shore housing, remember that this is adjustable based on costs around the world so that you'll get a sufficient allowance no matter where you're stationed.

Can I earn extra pay?

The Navy doesn't offer overtime or "moonlighting" opportunities, which are the normal ways civilians earn extra money. However, many in the Navy do earn extra money, either by referring friends to the Navy or by performing duties like these (each of which qualifies for extra pay):

- **Foreign Duty Pay (FDP)**, which sometimes is called Certain Places Pay, applies to enlisted members assigned permanent duty at specified locations.
- **Career Sea Pay (CSP)** is designated to compensate you for serving many tours of arduous shipboard duty throughout a career.
- **Special Duty Assignment (SDAP)** is a monthly pay for specialized fields requiring certain demanding duties or unusual levels of responsibility.
- **Selective Reenlistment Bonus (SRB)** is special pay for members in selected ratings or classifications who reenlist or extend their enlistment for at least three years.

How often will I get promoted?

Under normal circumstances, you can expect a promotion from E-1 to E-2 in nine months, from E-2 to E-3 in nine months, and from E-3 to E-4 in six months. Advancements on the basis of merit can occur in basic training to E-2 without waiting the nine months. By referring friends who join the Navy, you can be promoted even faster!

Financial Security, Advancement, & Benefits

Monthly Basic Pay Table

Effective January 1, 2000

YEARS OF SERVICE

PAY GRADE	<2	2	3	4	6	8	10	12	14	16	18	20	22	24	26
COMMISSIONED OFFICERS															
O-10	8214.90	8503.80	8503.80	8503.80	8503.80	8830.20	8830.20	9319.50	9319.50	9986.40	9986.40	10655.10	10655.10	10655.10	11318.40
O-9	7280.70	7471.50	7630.50	7630.50	7630.50	7824.60	7824.60	8150.10	8150.10	8830.20	8830.20	9319.50	9319.50	9319.50	9986.40
O-8	6594.30	6792.30	6953.10	6953.10	6953.10	7471.50	7471.50	7824.60	7824.60	8150.10	8503.80	8830.20	9048.00	9048.00	9048.00
O-7	5479.50	5851.80	5851.80	5851.80	6114.60	6114.60	6468.90	6468.90	6792.30	7471.50	7985.40	7985.40	7985.40	7985.40	7985.40
O-6	4061.10	4461.60	4754.40	4754.40	4754.40	4754.40	4754.40	4754.40	4916.10	5693.10	5693.10	6114.60	6468.90	6687.30	7015.50
O-5	3248.40	3813.90	4077.90	4077.90	4077.90	4077.90	4200.30	4427.10	4723.80	5077.50	5368.20	5531.10	5724.60	5724.60	5724.60
O-4	2737.80	3333.90	3556.20	3556.20	3622.20	3781.80	4040.40	4267.50	4461.60	4658.10	4785.90	4785.90	4785.90	4785.90	4785.90
O-3	2544.00	2844.30	3041.10	3364.80	3525.90	3652.20	3850.20	4040.40	4139.10	4139.10	4139.10	4139.10	4139.10	4139.10	4139.10
O-2	2218.80	2423.10	2910.90	3009.00	3071.10	3071.10	3071.10	3071.10	3071.10	3071.10	3071.10	3071.10	3071.10	3071.10	3071.10
O-1	1926.30	2004.90	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10	2423.10
COMMISSIONED OFFICERS WITH OVER 4 YEARS ACTIVE DUTY SERVICE AS AN ENLISTED MEMBER OR WARRANT OFFICER															
O-3E				3364.80	3525.90	3652.20	3850.20	4040.40	4200.30	4200.30	4200.30	4200.30	4200.30	4200.30	4200.30
O-2E				3009.00	3071.10	3168.60	3333.90	3461.40	3556.20	3556.20	3556.20	3556.20	3556.20	3556.20	3556.20
O-1E				2423.10	2588.40	2683.80	2781.30	2877.60	3009.00	3009.00	3009.00	3009.00	3009.00	3009.00	3009.00
WARRANT OFFICERS															
W-5												4423.80	4591.20	4724.10	4923.30
W-4	2592.00	2781.30	2781.30	2844.30	2974.20	3105.00	3235.50	3461.40	3622.20	3749.40	3850.20	3974.10	4107.00	4235.10	4427.10
W-3	2355.90	2555.40	2555.40	2588.40	2618.70	2810.40	2974.20	3071.10	3168.60	3263.40	3364.80	3495.90	3622.20	3622.20	3749.40
W-2	2063.40	2232.60	2232.60	2297.40	2423.10	2555.40	2652.60	2749.80	2844.30	2944.50	3041.10	3136.80	3263.40	3263.40	3263.40
W-1	1719.00	1971.00	1971.00	2135.70	2232.60	2328.00	2423.10	2522.70	2618.70	2716.20	2810.40	2910.90	2910.90	2910.90	2910.90
ENLISTED MEMBERS															
E-9							3015.30	3083.40	3152.70	3225.60	3298.20	3361.50	3537.90	3675.60	3882.60
E-8						2528.40	2601.60	2669.70	2739.00	2811.60	2875.50	2946.30	3119.40	3528.00	3467.10
E-7	1765.80	1906.20	1976.10	2045.70	2115.60	2182.80	2252.70	2323.20	2427.90	2496.90	2566.20	2599.50	2774.40	2912.40	3119.40
E-6	1518.90	1655.70	1724.40	1797.60	1865.40	1932.60	2003.40	2106.60	2172.90	2242.80	2277.00	2277.00	2277.00	2277.00	2277.00
E-5	1332.60	1450.50	1521.00	1587.30	1691.70	1761.00	1830.00	1898.10	1932.60	1932.60	1932.60	1932.60	1932.60	1932.60	1932.60
E-4	1242.90	1312.80	1390.20	1497.30	1556.70	1556.70	1556.70	1556.70	1556.70	1556.70	1556.70	1556.70	1556.70	1556.70	1556.70
E-3	1171.50	1235.70	1284.60	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90	1335.90
E-2	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40	1127.40
E-1>4	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60	1005.60
E-1<4	930.30														
C/S \$12,488.70				M/S \$4,719.00											

Financial Security, Advancement, & Benefits

Rank Insignia of Navy Enlisted

The use of the word "rank" for Navy enlisted personnel is incorrect. The term is "rate." The rating badge -- a combination of rate (pay grade) and rating (specialty) is worn on the left upper sleeve of all uniforms in grades E-4 through E-6. Group rating marks for E-1 (optional through E-3) are worn on dress uniforms only. Chief Petty Officers (E-7 through E-9) wear collar devices on their white and khaki uniforms, and rating badges on their Service Dress Blues.

Pay Grade	Rate	Abbreviation	Upper Sleeve	Collar & Cap
E-1	Seaman Recruit	SR		None
E-2	Seaman Apprentice	SA		None
E-3	Seaman	SN		None
E-4	Petty Officer Third Class	PO3		
E-5	Petty Officer Second Class	PO2		
E-6	Petty Officer First Class	PO1		
E-7	Chief Petty Officer	CPO		

Financial Security, Advancement, & Benefits

Rank Insignia of Navy Enlisted (continued)

Pay Grade	Rate	Abbreviation	Upper Sleeve	Collar & Cap
E-8	Senior Chief Petty Officer	SCPO		
E-9	Master Chief Petty Officer	MCPO		
E-9	Master Chief Petty Officer of the Navy	MCPON		



Financial Security, Advancement, & Benefits

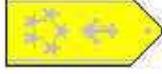
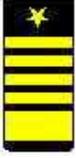
Rank Insignia of Navy Commissioned and Warrant Officers

Navy officers wear their rank devices in different places on their uniforms, depending upon the uniform. The three **basic** uniforms and the type of rank devices are: **khakis** (a working uniform) - pins on the collar; **whites** - stripes on shoulder boards; and, **blues** - stripes sewn on the lower sleeve. Shoulder boards are also worn on bridge coats and reefers. The collar devices are also worn on the right side of the garrison cap (miniature officers's crest is worn on the left) and slightly larger devices are worn on the epaulets of the raincoat and working jacket.

Pay Grade	Rank	Abbreviation	Collar	Shoulder	Sleeve
O-1	Ensign	ENS			
O-2	Lieutenant Junior Grade	LTJG			
O-3	Lieutenant	LT			
O-4	Lieutenant Commander	LCDR			
O-5	Commander	CDR			
O-6	Captain	CAPT			

Financial Security, Advancement, & Benefits

Rank Insignia of Navy Commissioned and Warrant Officers(continued)

Pay Grade	Rank	Abbreviation	Collar	Shoulder	Sleeve
O-7	Rear Admiral (lower half)	RDML			
O-8	Rear Admiral (upper half)	RADM			
O-9	Vice Admiral	VADM			
O-10	Admiral	ADM			
O-11	Fleet Admiral*	FADM			

*The rank of Fleet Admiral has been reserved for war time use only. The last Fleet Admirals were in World War II. Fleet Admirals during that war were Chester W. Nimitz, William D. Leahy, Ernest J. King, and William F. Halsey

Financial Security, Advancement, & Benefits

Rank Insignia of Navy Commissioned and Warrant Officers(continued)

Pay Grade	Rank	Abbreviation	Collar	Shoulder	Sleeve
W-1*	Warrant Officer	WO1			
W-2	Chief Warrant Officer	CWO2			
W-3	Chief Warrant Officer	CWO3			
W-4	Chief Warrant Officer	CWO4			



Financial Security, Advancement, & Benefits

The U.S. Department of Veterans Affairs (“VA” for short)

- The VA offers a wide range of benefits to our nation's veterans, service members, and their families. VA benefits and services fall into these major categories:
- Disability Benefits (Compensation if you are at least 5% disabled as a result of your military service. We can also pay you a pension if you are a wartime veteran with limited income and you are no longer able to work.)
- Education Benefits (Benefits to eligible veterans, dependents, reservists, and service members while they're in an approved training program.)
- Vocational Rehabilitation (Help for certain service-disabled veterans to get and keep suitable employment.)
- Home Loans (A number of home loan services to eligible veterans, some military personnel, and certain spouses.)
- Burial Benefits (Certain benefits and services to honor our Nation's deceased veterans.)
- Dependents' and Survivors' Benefits (Dependency and Indemnity Compensation (DIC) is payable to survivors of service members who died on active duty, veterans who died from service-related disabilities, and certain veterans who were being paid 50% VA disability compensation at time of death.)
- Health Care (A number of health care services including hospital, outpatient medical, dental, and pharmacy services)
- Life Insurance (Servicemen's Group Life Insurance (SGLI) is low-cost term life insurance for service members and reservists. Veterans Group Life Insurance (VGLI) is renewable five-year term life insurance for veterans. Service-Disable Veterans Insurance, also called “FH” Insurance, is life insurance for service-disabled veterans.

State VA Benefits

Don't forget that each state also offers its own VA benefits. In some states, you can go to state universities free of charge. In others, you can get low-cost loans for land purchases. Talk to your state's own VA office to learn more about this.

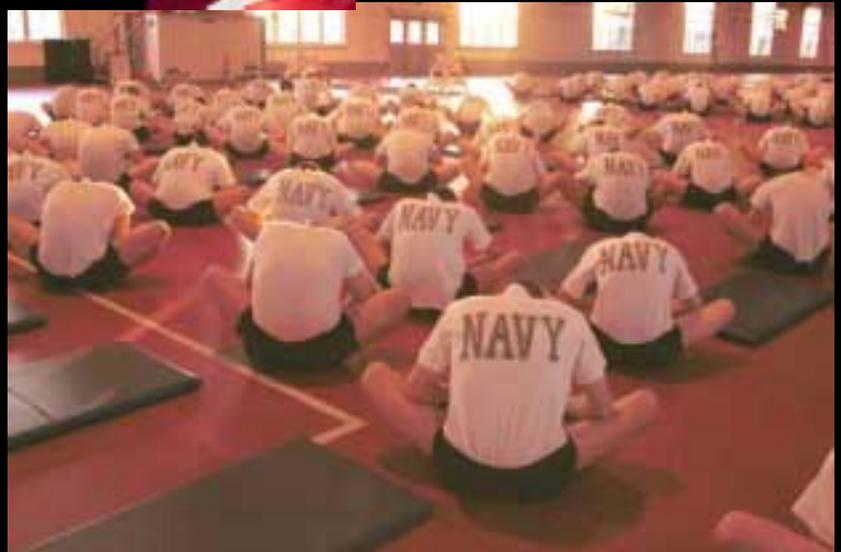
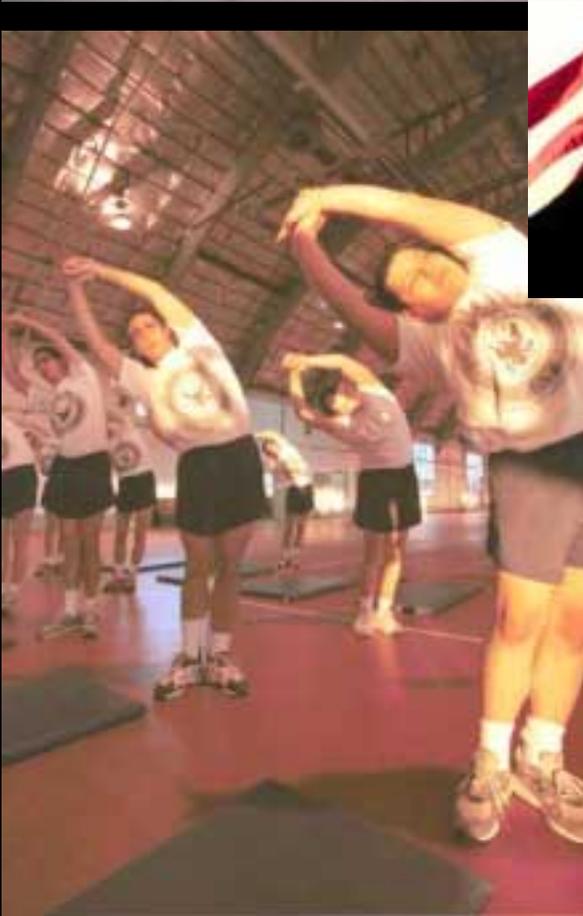
Visit the VA Website

[Click here](#) to access the VA website.



Chapter 10

Physical Fitness



Navy Features

Physical Fitness

Pride of Belonging

Challenge

Courage, Poise, & Self-Confidence

Self Reliance, Self-Direction, Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Travel and Adventure



Physical Fitness Skill Guide

Possible Circumstances

- Doesn't have enough money or time to work out
- Overweight/underweight
- In shape/out of shape
- Not good at sports
- Family health habits
- Plays sports and wants to continue
- Comes from a family that values physical fitness/healthy lifestyle

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What types of physical activities are you involved in now?
- Are you satisfied with your present appearance?
- What sports do you play?
- When you say you're interested in physical fitness, what does that mean to you?
- Why is physical fitness important to you?
- Does physical fitness play a part in your long term goals? What part?
- Are you interested in physical training that will benefit you for the rest of your life?
- Do you consider your diet a part of physical fitness?
- Would you be interested in learning the exercise techniques and eating habits that will get you in shape and keep you in shape?

Possible Needs

- Wants to be in shape and look good
- Want to impress friends and family
- Wants to be more productive (live longer, run marathons)
- Wants to learn about physical fitness and be in shape for a future career
(Trainer, Teacher, Coach)
- Wants to raise self-esteem
- Wants to be more competitive (sports)
- Wants motivation to get in shape

Possible Concerns

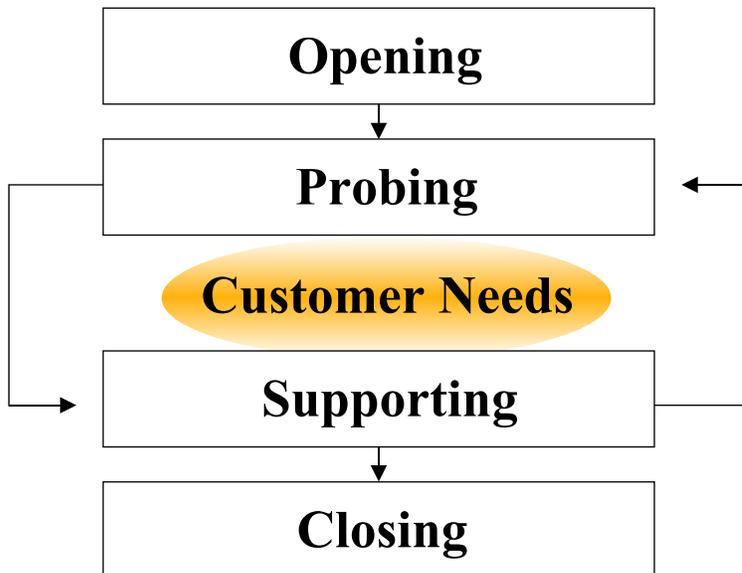
(Probe to fully understand the concern)

- Won't be able to make it through boot camp/worried about failure
(MISUNDERSTANDING, about boot camp) Confirm need and support
- Need to be in good shape when they get to boot camp
(MISUNDERSTANDING) Confirm need and support
- Wants to play sports, but can't in the Corps
(MISUNDERSTANDING) Confirm need and support
- Will have to run too far
(MISUNDERSTANDING) Confirm need and support
- Worried about being too small/too short
(MISUNDERSTANDING) Confirm need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Physical Fitness

Build a life to forge your future. This includes your body. It's the only one you have.

Build on the foundation you've already developed.

Train your body to accomplish physical goals, you never thought were possible.

Work to maintain your physical strength and stamina.

Train your body to work in concert with your mind.

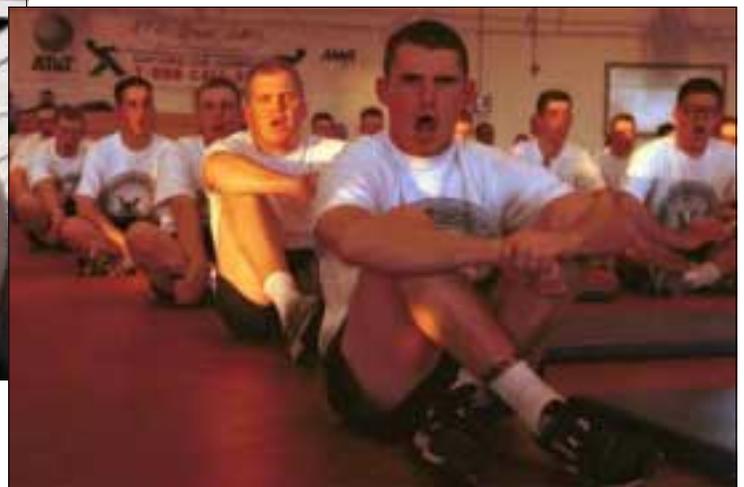
STRENGTH ~ STAMINA ~ ABILITY ~ AGILITY



*You'll have access to Navy facilities with **State of the Art Physical Training Equipment!***



You'll also have access to **ALL** military facilities and their physical training facilities, as well as **ALL** of their Morale, Welfare and Recreation Facilities. This includes camping, water sports, mountain climbing, skiing, and many more.



Physical Fitness

Delayed Entry Program(DEP):



- Initial Physical Fitness Testing
- Personal physical fitness program
- DEP functions (Team Work)

Initial Training (Recruit, Officer Candidate, Officer Indoctrination):

- Initial Physical Fitness Testing
- Structured, graduated physical fitness program.
- Learn to work together, assisting each other to achieve personal goals



In the Navy Command:



- Organized athletics
- Physical fitness tests
- Sports Program with opportunities to compete
- Individual physical training opportunities
- Command sponsored physical training (weekly)
- Unit/Intramural sports
- Inter-Base and Inter-Service sports competition

You will never be just a spectator in the Navy!

Chapter 11

Travel and Adventure



Navy Features

Travel and Adventure

Pride of Belonging

Challenge

Courage, Poise, & Self-Confidence

Self Reliance, Self-Direction, Self-Discipline

Leadership and Management Skills

Technical Skills

Educational Opportunities

Professional Development

Financial Security, Advancement Benefits

Physical Fitness



Travel and Adventure Skill Guide

Possible Circumstances

- Has never left the local area
- Has traveled or knows someone who has traveled extensively in the past and enjoyed it
- Is curious about other cultures
- Has been sheltered
- Family is very protective
- Bored with current life
- Can't afford to travel

Possible Probes

(Probe until you understand the WHAT and WHY behind each of the applicant's needs associated with this card)

- What does this card mean to you?
- What traveling have you done?
- Has anyone in your family traveled?
- What appeals to you about travel and adventure?
- Where would you like to travel?
- How often would you like to travel?
- How do you see yourself using your travel experiences later in life?
- Why do you want to travel?
- Can you financially afford to travel?
- What do you mean by adventure? What are you looking for?

Possible Needs

- Wants to travel
- Wants to impress people with first-hand knowledge about the world
- Wants to see places and experience different cultures
- Wants to see world, but not at own expense
- Wants to get away from town, parents, family, friends
- Wants to do something interesting, not the usual routine

Possible Concerns

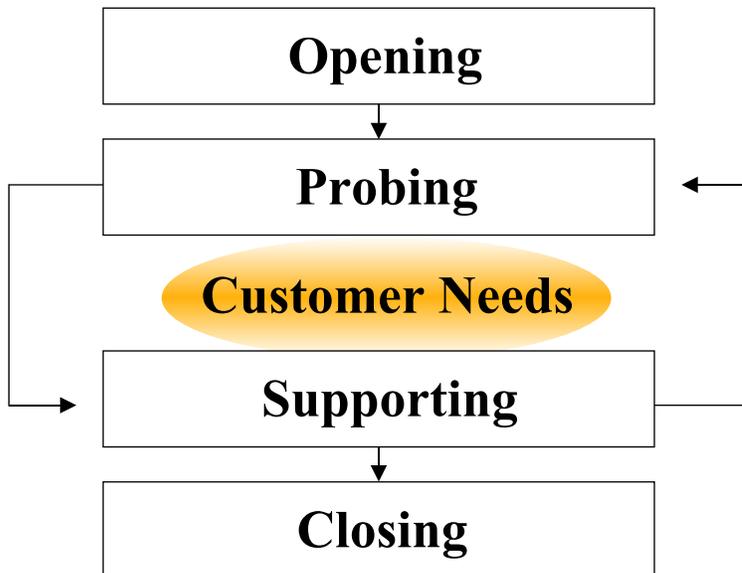
(Probe to fully understand the concern)

- Don't want to go overseas
(DRAWBACK) Outweigh with previously accepted benefits
- I don't think I can go overseas right away
(MISUNDERSTANDING) Confirm the need and support
- Don't want to be on ships forever
(MISUNDERSTANDING) Confirm the need and support
- Don't want to travel all the time
(MISUNDERSTANDING) Confirm the need and support

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Travel and Adventure



Travel and Adventure

PASSPORT TO ADVENTURE

If you want to see the world, the Navy can be your passport for travel throughout the U.S. and far beyond. You might find yourself on an aircraft carrier heading toward Australia or Greece, or stationed with your family at an exotic overseas location for a long-term assignment.

What kind of sense of adventure do you have?

- What did you do yesterday?
- Is what you do for a living fulfilling your desire for adventure?
- Would you like to experience exotic lifestyles and cultures?
- Would you like to do and see things most people only dream of?



Being on a ship means many pleasures (and not all work)

- Friendships that are easy to build (much as in a fraternity)
- With amenities on ships that run from the internet to movies to sports programs
- Even going to college is possible on most ships

With the whole world in front of you

Of the 18,000 port calls in 50 countries which would you enjoy seeing? And don't forget: every port you dock in can mean ample time to explore the culture. And we will help you do it! With what we call MWR (Morale, Welfare and Recreation), we will support you on each port of call. At Naples, for instance, you might sign up for a 4-day, 3-night tour of Italy that takes you to Rome and beyond at a cost that is just a fraction of what might be charged the general public.

And don't forget: Sailors can be stationed in foreign countries for extended stays with a COLA (Cost of Living Adjustment) based on those local costs and an extra amount for foreign duty!

Travel and Adventure

Variety

No Sailor ever stands on a ship's deck for months or years at a time! Even on an extended tour, there are many ports of call. Where would you like to visit? Could you picture yourself standing on top of the Parthenon looking down on Athens and the Mediterranean? Or would you prefer a winter in San Diego or a summer in Cape Cod? Are you up for the experience of Japan? Perhaps it is the Holy Land you would most like to see.



Travel and Adventure

Fun and Excitement



Travel and Adventure

Fun and Excitement

Did you know that Sailors (just to name a few):

- Rock Climb

- Rappel

- Hunt & Fish



- Scuba Dive

- Water Ski

Travel and Adventure

Fun and Excitement

- Snorkel

- Jet Ski



- Sand Surf

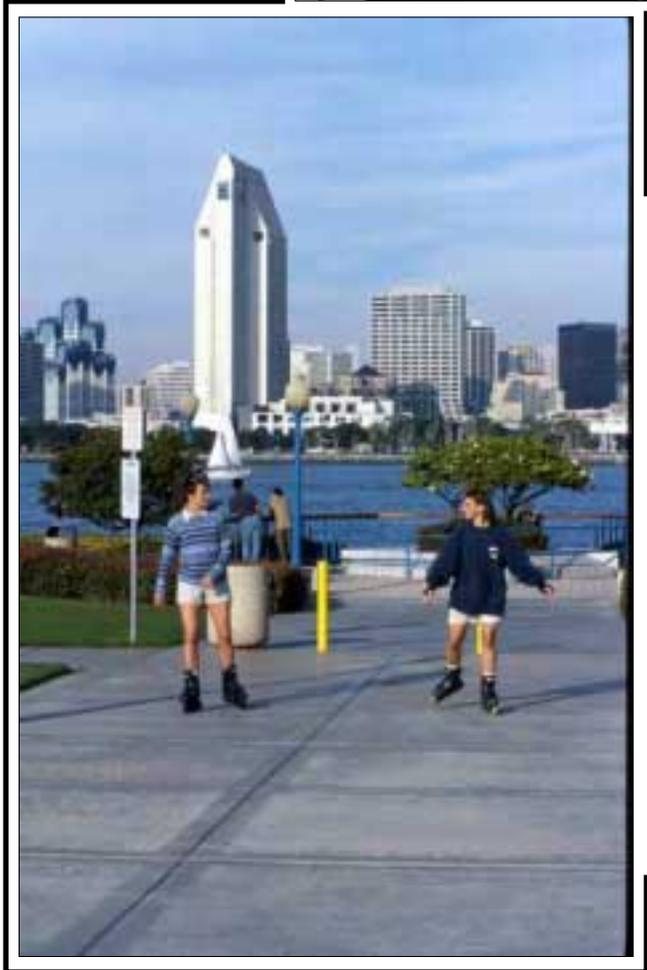
- Snowboard

- Team Sports

And do whatever it is you
enjoy doing



Travel and Adventure



Travel and Adventure

What would you most enjoy?

Aero Clubs

Would you like to learn to fly for very little cost, just for pleasure? Navy aero clubs are available at many installations.



Recreation Centers

You and your family can stay at military-operated recreation centers around the world at substantial discount savings!

Automotive

Many installations have automotive centers that promote with certified mechanics on hand to assist automotive maintenance needs, sell products at reduced cost, operate car washes, etc.

Clubs

Most installations have service clubs with all the amenities.

Fitness Centers

Most of our fitness centers are equipped with state-of-the-art cardio equipment, weights, court sports and trainers to assist with your fitness goals.



Travel and Adventure



Outdoor Recreation

These programs offer structured or self-directed activities such as archery, hunting, fishing, rappelling, in-line skating, hiking, backpacking, bicycling, mountain biking, canoeing, camping, and water and snow skiing.

Rentals

Recreation equipment for rent includes camping gear, boating equipment, and ski and scuba gear, just to name a few.

Sports



Service members find something at most every installation, whether it's a softball field, volleyball or racquetball court, or a swimming pool. The range of team and individual competition opportunities is enormous.

Elite Athletic Programs

Sailors of exceptional ability compete at the national, international, and Olympic levels.



Recreational Lodging

Located on many installations, these lodging facilities like cabins, cottages, trailers, trailer or RV parks with hook-ups, or campgrounds are another travel option.

Tickets and Tours

Many recreational programs provide tours to local historic spots, offer free discount tickets to theaters and sporting events, arrange group ski trips, and send busloads of residents to shop on a substantially discounted basis. Many recreational programs provide tours to local historic spots, offer free

discount tickets to theaters and sporting events, arrange group ski trips, and send busloads of residents to shop on a substantially discounted basis.



Travel

Commonly known as Space-A, space-available travel is a way for service members and their families to fly free or for a small fee. Military discounts are offered to active-duty members and their families by airline, bus, railroad, hotel, and car rental companies. In some cases, this can mean as much as a 50% saving.

U.S. Navy Recruiting Features and Benefits Book Revision 2- 3/01/01



Chapter 12

Introduction to the Navy



Introduction to the Navy

U.S. NAVY

HONOR

COURAGE

COMMITMENT



[Click here](#) to view video

Accelerate Your Life!

Introduction to the Navy

NAVY MISSION

The Navy Mission is to protect our States and allies to move freely on the oceans and to protect our country against her enemies.

NAVY CORE VALUES

The U.S. Navy is an elite force of highly trained professionals dedicated to protecting our freedom and ensuring a secure future for America. For more than 200 years, Navy men and women have stood tall for the principles that make America the greatest nation on earth. These unchanging principles, Honor, Courage and Commitment, are known as Core Values. To know, understand, and faithfully live by them is the duty of all Navy people.



Honor

Honor means being accountable for one's professional and personal behavior. All Sailors must:

- conduct themselves in the highest ethical manner in all relationships with seniors, peers and subordinates;
- be honest and truthful in their dealings with each other, and with those outside the Navy;
- be willing to make honest recommendations and to accept those recommendations from junior personnel;
- encourage new ideas and deliver the bad news, even when it is unpopular;
- abide by an uncompromising code of integrity, taking responsibility for their actions and keeping their word;
- fulfill or exceed their legal and ethical responsibilities in public and personal lives 24 hours a day.

Introduction to the Navy

Courage

Courage is the value that gives moral and mental strength to do what's right, with confidence and resolution, even in the face of temptation or adversity. As such, Sailors must:

- have the courage to meet the demands of the profession.
- make decisions and act in the best interests of the Navy and the nation, without regard to personal consequences.
- overcome all challenges while adhering to the highest standards of personal conduct and decency.
- be loyal to the nation by ensuring that resources entrusted are used in an honest, careful, and efficient way.



Commitment

The day-to-day duty of every man and woman in the Navy is to join together as a team to improve the quality of work and each other. As such, Sailors must:

- foster respect up and down the chain of command.
- care for the personal and spiritual well-being of others.
- show respect toward all people without regard to race, religion, or gender.
- always strive for positive change and personal improvement.
- exhibit the highest degree of moral character, professional excellence, quality and competence.

Introduction to the Navy

Introduction to the Navy

The words "welcome aboard" will carry a world of significance once you've made one of the biggest decisions a young person can make -- volunteering to enlist in the United States Navy. By doing so, you'll become a member of one of the most famous military services in the world, and have joined one of the biggest businesses in the United States. Not only will you prove your understanding of citizenship by offering your services to country, but you'll have taken the first step toward an exciting and well-paying career.

Today's Navy is a massive and complex organization. The Navy also plays a vital role in maintaining our national security; it protects us against our enemies in time of war, and supports our foreign policy in peacetime. Through its exercise of sea power, it ensures freedom of the seas, so that merchant ships can bring us the vital raw materials we import from overseas -- like petroleum, coffee, rubber, sugar, and aluminum. Sea power makes it possible for us to use the oceans when and where our national interests require it, and denies our enemies that same freedom.



Introduction to the Navy

First Enlistment

Your entry into the Navy starts at your home-town recruiting station, with interviews and processing by a trained petty officer. The actual swearing in takes place at a military examination processing station (MEPS). An enlistment (often called a hitch or cruise) is for four or six years.

All recruits begin their naval careers at the Naval Training Center (NTC) in Great Lakes, Illinois.

Naval Training Center, Great Lakes consists of three commands: Administrative command (AdCom), Service School Command (SSC), and Recruit Training Command (RTC).

AdCom maintains buildings and grounds at the NTC, and provides housing, clothing, pay, and medical and dental care. AdCom also handles recreational and Navy Exchange facilities, communications, postal and transportation service, and police and fire protection.

The SSC consists of the schools that provide technical training for various ratings. These schools train Sailors from the fleet and recruits who've finished bootcamp.

The RTC is where you go first to prepare for life in the Navy.



Introduction to the Navy

What a life!

Navy life is probably not what you think it is... it's better! You'll have the opportunity to travel to exotic places all over the world. You'll have career opportunities that could lead you to assignments on a Naval submarine, surface ship or military aircraft. You'll make friendships that will last a lifetime.

And maybe you're not thinking about things like great pay, terrific health benefits, and educational opportunities right now, but you don't have to, because the Navy's got them covered.

Once assigned to active duty, you could be stationed at sea, or at one of the Naval bases around the country or the world. Sound like a cool life? It is, but anything worthwhile takes hard work, commitment and dedication, and the Navy puts you to the test. Do well and expect good things to follow, both while in the Navy and when you leave it!



The Navy is a splendid opportunity for many people. We think you may want to consider such a career move carefully if you want:

- Up to \$50,000 for college
- Worldwide travel opportunities
- State-of-the-art technical training
- Excellent pay with regular raises
- Regular promotions
- Challenges that prepare you for tomorrow

Accelerate Your Life!

Introduction to the Navy



Opportunities for Women in the Navy

(as of December 31, 1999)

- There are 51,947 women in the Navy, accounting for 13.7% of the total active-duty force.
- Enlisted women are assigned to all but three ratings, all submarine associated; "MT", "FT", "STS".
- Women officers are assigned to all designators except submarine warfare and special warfare.
- About 91% of all Navy Billets are open to women. Billets closed to women are those on submarines and PCs due to prohibitive habitability modification costs; and those associated with SEALs and Marine support that falls under the direct ground combat exclusion or collocation exclusion.
- The Navy has more than 12,000 women currently assigned to ships, afloat staffs, airwings, and other shipboard aviation units.
- Women are assigned to combatants and non-combatants.
- Female aviators: more than 540 female officers are in aviation, 246 pilots, 108 NFOs, 102 training as pilots, 72 training as NFOs. Additionally, 14.2% of Navy enlisted women serve in aviation ratings.

Introduction to the Navy

*New Sailors to plot the
Navy's path into the future*



Chapter 13

Navy Past, Present, & Future



Navy Past, Present, and Future



Naval History

Navies are born out of a spirit of independence and under the threat of war, nurtured into maturity by the urgent demands of defense and sharpened by conflict. So it was with the first American Navy.

The Second Continental Congress met on May 5, 1775, while the colonists were continuing their battle with the British. Before long, it became clear to Congress that if the colonies were to survive they would need a navy. On Oct. 13, 1775, the Second Continental Congress authorized the purchase of two vessels, thus establishing the first United States Navy.

The American colonies were heavily dependent on the sea for their livelihood. Harbors and shipbuilding docks provided livelihood and income to many people. When the conflict between the colonies and England began, the British struck first at the ports. From these ports, the colonies deployed small ships from a hastily organized naval force to harass the mightiest sea power in the world. The principal objective of the colonial fleet was to capture enemy supply and munitions vessels.

Fighting alongside the colonists were groups of independent fleets called privateers. These fleets were commissioned by the Continental Congress and by individual states to capture enemy merchant ships as prizes of war. A typical vessel used by the privateers was the schooner, a small, fast, flexible, flush-deck ship that carried smooth bore cannons. The schooners broke the British stranglehold on New England harbors, by slipping past the Royal Navy's men-of-war and hiding in inlets. Unable to meet the British head-on, the American ships outmaneuvered them, striking the enemy ships in strategic places.

With the end of the Revolutionary War, followed by the establishment of a new federal government, the infant U.S. Navy went into decline. By war's end, in 1783, the Navy was down to five ships. These ships were disbanded shortly thereafter, with the frigate *Alliance*, the last of them, being sold in 1785.

However, it wasn't long before the need for a new Navy was realized. America's small merchant fleet was being molested on the high seas. In 1794, a Navy-conscious Congress authorized the construction of six frigates. They were to be of a new design longer and more heavily armed than traditional frigates. They possessed a combination of firepower and speed. One of these was the *USS Constitution*, completed in 1798. Rated a 44-gun, it was capable of sailing at 13.5 knots. The *Constitution*, nicknamed "Old Ironsides," is still in commission and can be seen at the Boston Navy Yard.



Navy Past, Present, and Future

"The Navy has both a tradition and a future -- and we look with pride and confidence in both directions"

Admiral George Anderson
Chief of Naval Operations
August 1, 1961



Navy Past, Present, and Future

Who we are today...



From its humble beginnings, the Navy has grown to what we are today – a mighty fleet of destroyers, cruisers, frigates, nuclear-powered submarines and aircraft carriers. The Navy protects and defends the rights of the United States and our allies to move freely on the oceans and protects our country against enemies.

Navy Past, Present, and Future

Who we are today

Navy is on the sea, in the air, beneath the sea, and on the land around the world.



At sea, nuclear and conventional-power aircraft carriers and surface ships project America's power against foreign threats.

Under the sea, attack submarines protect Navy ships, and ballistic missile submarines are a vital part of America's deterrence force.



In the air, land- and ship-based jets, anti-submarine patrol planes, and a wide array of combat and support aircraft make the naval aviation team the world's finest.

On land, Navy's shore establishment supports the fleet at naval facilities, air stations, technical schools and command headquarters in the United States and overseas.



Navy has it all... cutting edge technology, advanced systems and millions of dollars of aviation, submarine and surface ship hardware. And the urgency for all of this remains on a worldwide basis. Sailors play vital roles in defending peace all across the globe.

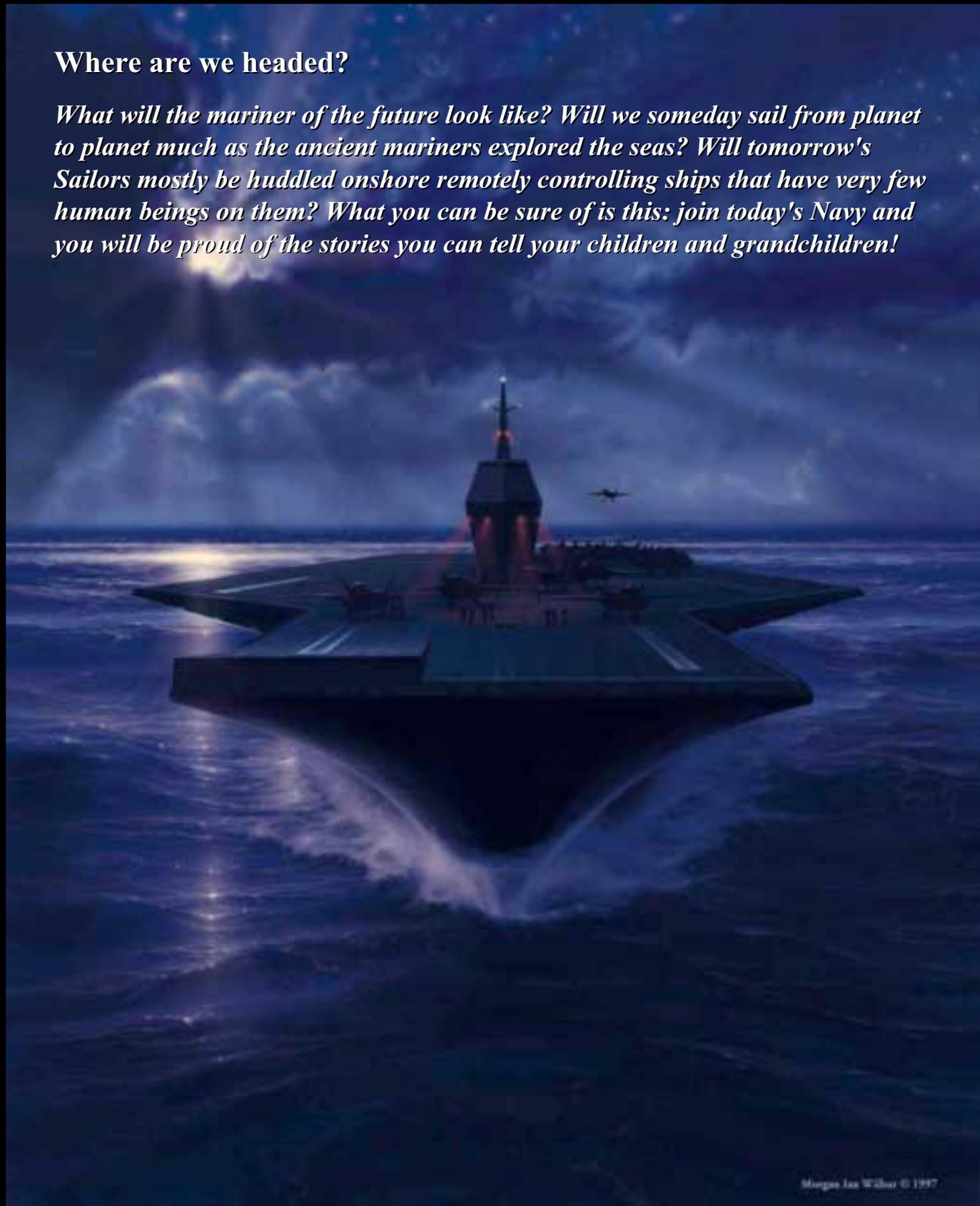
The U.S. Navy is an elite force of highly trained professional dedicated to protecting our freedom and ensuring a secure future for America. Navy men and women stand tall for the principles that make America the greatest nation on earth.



Navy Past, Present, and Future

Where are we headed?

What will the mariner of the future look like? Will we someday sail from planet to planet much as the ancient mariners explored the seas? Will tomorrow's Sailors mostly be huddled onshore remotely controlling ships that have very few human beings on them? What you can be sure of is this: join today's Navy and you will be proud of the stories you can tell your children and grandchildren!



Morgan Lee Wilbur © 1997

Chapter 14

Navy Nuclear Program



Navy Nuclear Program

Navy Nuclear Power

Today's Navy is the most technologically advanced organization in the world, with most of its aircraft carriers and all of its submarines propelled by nuclear power. But nuclear-powered ships don't run themselves. The Navy is continually looking for highly motivated, quality men and women to join the nuclear team as nuclear propulsion plant engineers and operators.

Sailors who operate the engineering plants of nuclear-powered ships are carefully screened, selected, and trained. The standards for selection are high; the rewards and satisfaction are unparalleled.

Nuclear Field Sailors are proud professionals, enjoying the adventure and excitement that the Navy's unique lifestyle offers.



Nuclear Field Program Opportunities

New and exciting job opportunities await the select group of men and women with the knowledge and expertise gained through Navy nuclear engineering training. Some of the technical and professional benefits enjoyed by qualified people in the Navy's nuclear field include:

College-level classes in physics, chemistry, mathematics, electrical engineering and thermodynamics;



College-level nuclear engineering training in nuclear power plant design, construction, instrumentation and operation;

Worldwide travel;

Service in an exciting, challenging and highly technical field, vital to national defense.

Qualifications

Nuclear Field Program entrance requirements are the highest in the Navy. Because of the extensive high-tech training offered, a six-year active duty obligation is required.

Navy Nuclear Program



"Without a decisive naval force, we can do nothing definitive, and with it, everything honorable and glorious."

— President George Washington
November 15, 1781

Navy Nuclear Program

Incentives and Rewards

There are many rewards offered to Nuclear Field Sailors:

Rapid Advancement

Nuclear Field candidates enter the Navy in paygrade E-3 (seaman) instead of E-1 (seaman recruit). Candidates advance to paygrade E-4 (petty officer third class) after successfully completing all advancement-in-rate requirements (to include minimum time-in rate) and “A” school training, provided eligibility in the Nuclear Field Program is maintained.

Enlistment bonuses

Nuclear Field Sailors receive enlistment bonuses of up to \$10,000 following successful completion of training, or they may select the Navy College Fund, which pays up to \$40,000 in monthly installments for a college education.



Special Duty Assignment pay

Nuclear Field Sailors are eligible for specialty pay when they meet requirements.

Selective Re-enlistment bonuses

Nuclear-trained second class petty officers who re-enlist for six years could be eligible for bonuses up to \$30,000.

Submarine pay

Nuclear Field Sailors serving aboard submarines are eligible for added submarine special pay of \$75 to \$355 per month, depending on paygrade and time in service.

Chapter 15

Seals, EOD, and Navy Diver



Seals, EOD, and Navy Diver Skill Guide

Possible Circumstances

- Applicants who say they want to be SEALs
- Applicants who seem excited about the action side of military life
- Top achievers / top-rated applicants

Possible Probes

- Can you meet the SEALs requirements right now?
- What goals could these advanced programs help you achieve?
- What else besides BUD/S are you interested in?

Possible Needs

- Stay in top-notch physical condition
- Be the best
- Have the status/reputation/prestige of being in BUD/S
- A sense of accomplishment

Possible Support Features

- DEP to get into physical shape
- Ability to work with dive instructors at Great Lakes
- "A" School training prior to BUD/S
- Immediate recognition as the members most elite force

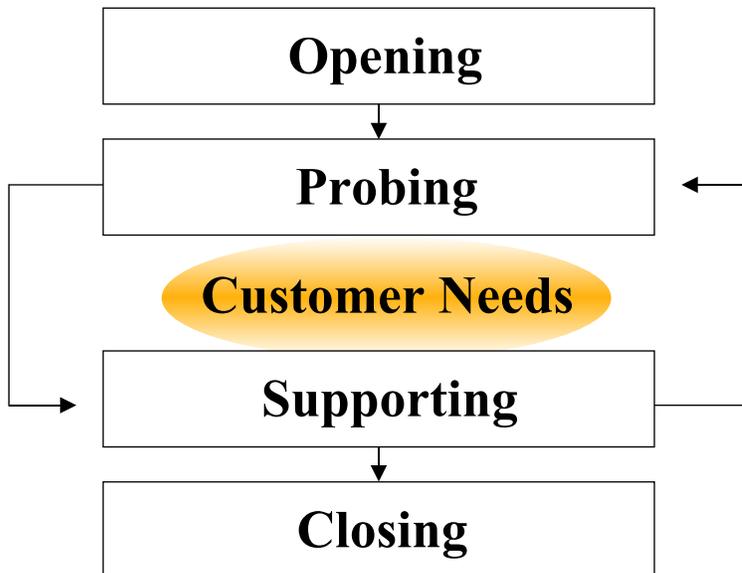
Possible Concerns

- Do I have what it takes to complete the SEALs training?
(Position this as a **drawback** (and severe disappointment) for those who don't make it but the best kind of **opportunity** for those who do make it!)
- I heard you have to have top grades, not just physical conditioning, to get in.
(Misunderstanding: confirm need and discuss the kind of support that is available for those who meet the physical qualifications)
- Do glasses (or other impairments) rule the SEALs out?
(Drawback: there are strict eligibility requirements, and someone, for instance, with poor eyesight or who is color blind, does NOT qualify.)

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

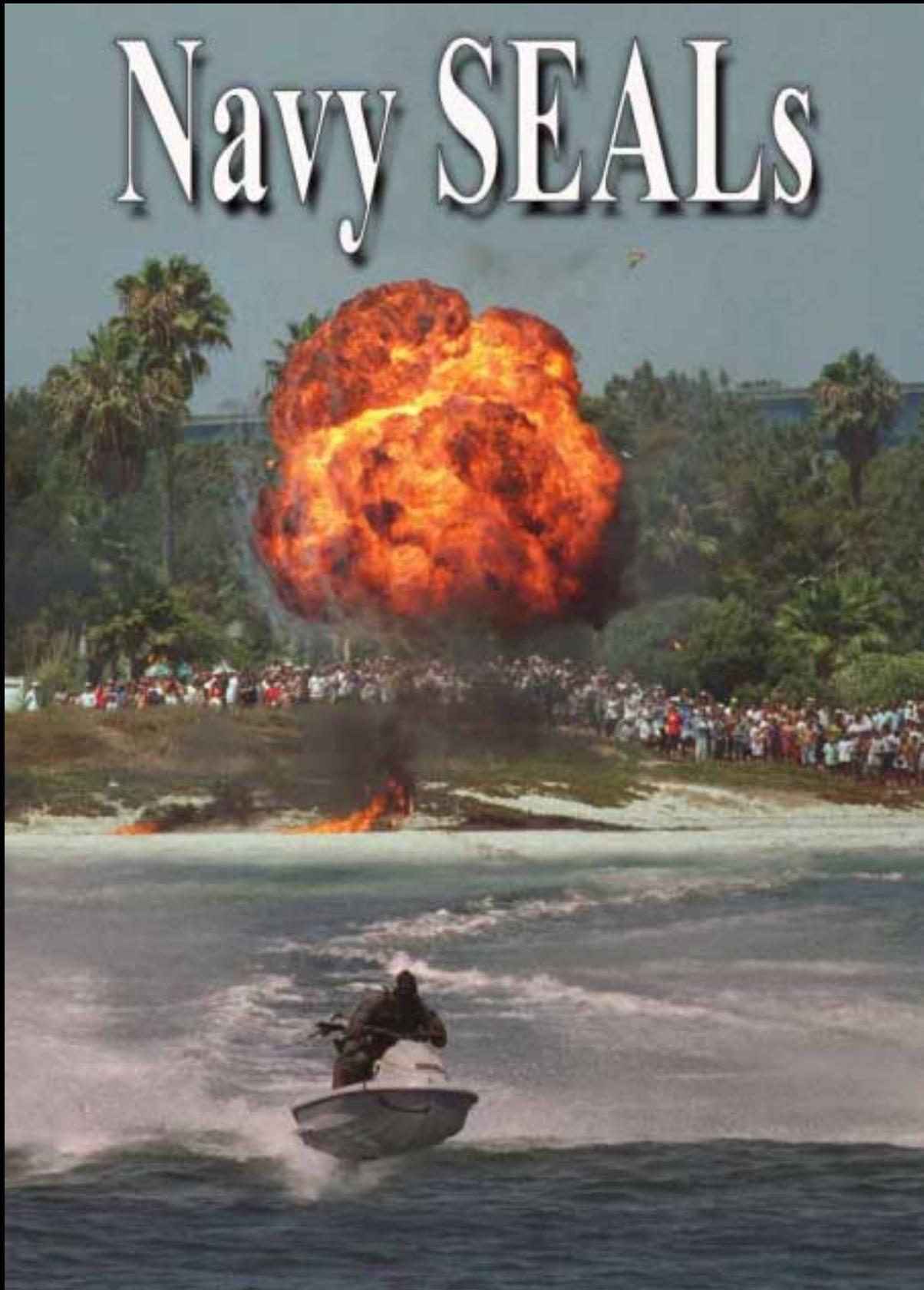
Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Seals, EOD, and Navy Diver

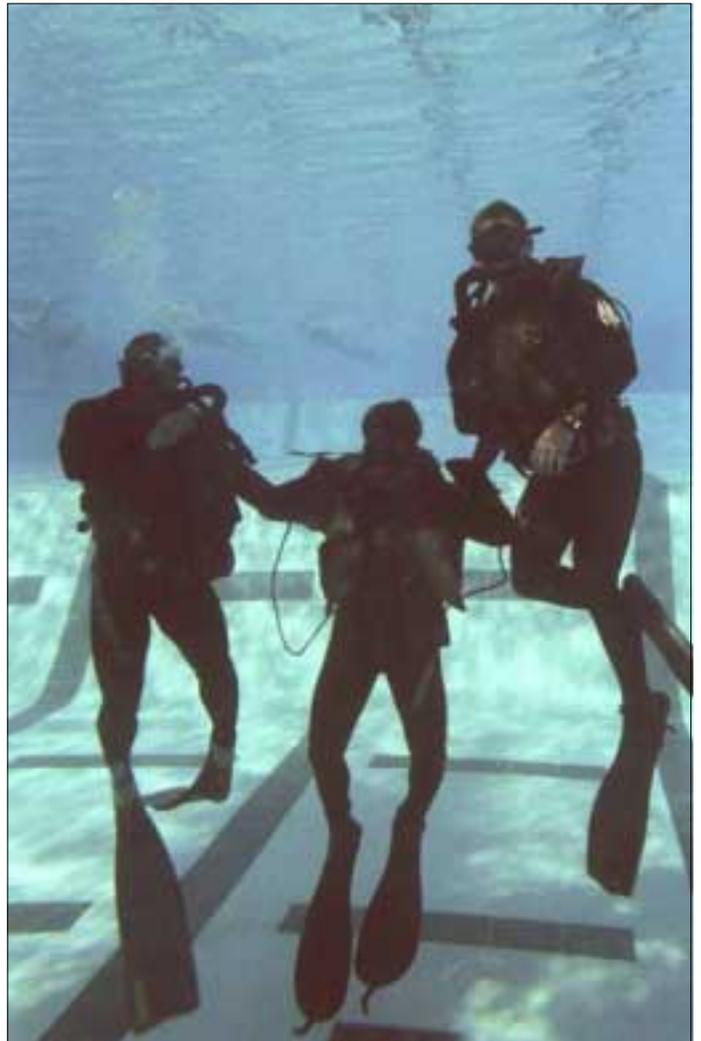


Seals, EOD, and Navy Diver

Today's SEALs trace their history to the first group of volunteers selected from the Naval Construction Battalions in the spring of 1943. These men were tasked with clearing beach obstacles for the amphibious groups that spearheaded the invasions of Sicily. Subsequently, the first formal training of the Naval Combat Demolition Unit (NCDUs) began. The NCDUs distinguished themselves in both the Atlantic and Pacific theaters during WW II. These units were further consolidated into Underwater Demolition Teams (UDTs) before the end of the war. These Teams saw action in every corner of the Pacific. The UDTs further distinguished themselves during the Korean conflict.

January 1962 marked the commissioning of SEAL Team ONE in the Pacific Fleet and SEAL Team TWO in the Atlantic Fleet. The SEALs were developed to conduct unconventional warfare, counter-guerilla warfare, and clandestine operations in maritime and riverine environments. Operating in the Republic of Vietnam, SEAL Team direct action platoons and advisor teams compiled an impressive record of combat success.

Since the close of the Vietnam conflict, the ever-changing world situation and increased operational tasking has prompted the UDTs to be redesigned as SEAL and SEAL Delivery Vehicle Teams (SDVs). Also included within this operational arsenal are the Special Boat Units. These units are organized, trained, and equipped to conduct special operations in maritime and riverine environments. These highly trained specialists are deployed in small



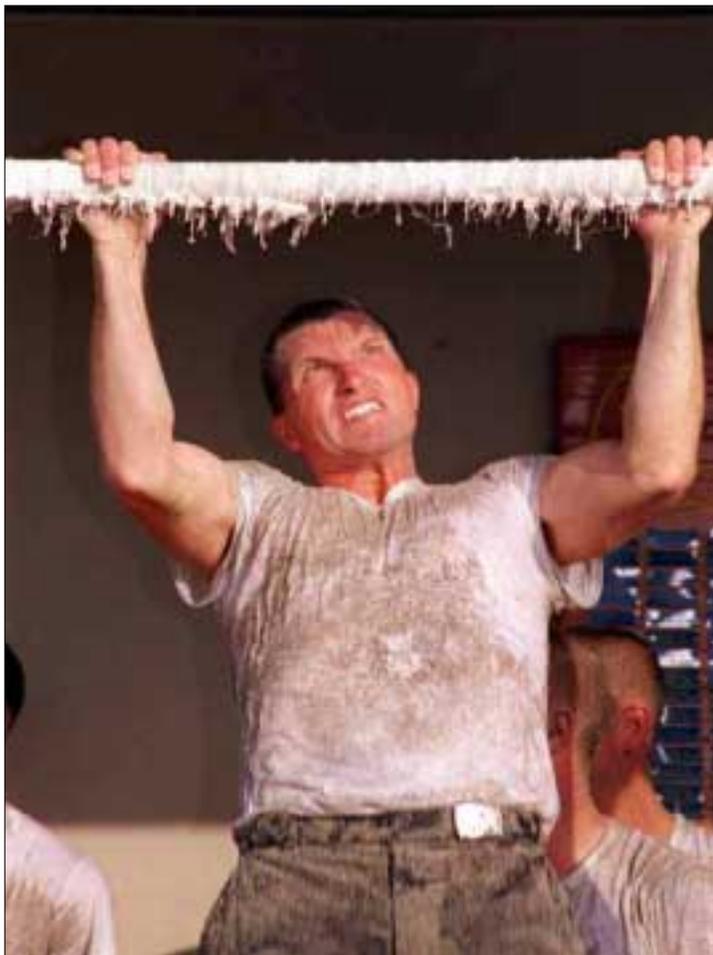
units worldwide in support of fleet and national operations. The wide range of tasks performed by Naval Special Warfare units have produced exceptional combat records and have earned an enduring, deserving, and outstanding operational reputation.

BUD/S TRAINING

As a prospective Basic Underwater Demolition/SEAL student, you'll encounter obstacles that will develop and test your stamina and leadership. BUD/S training is extremely tough both mentally and physically, but through adequate preparation and a positive attitude, you can meet its challenges with confidence.



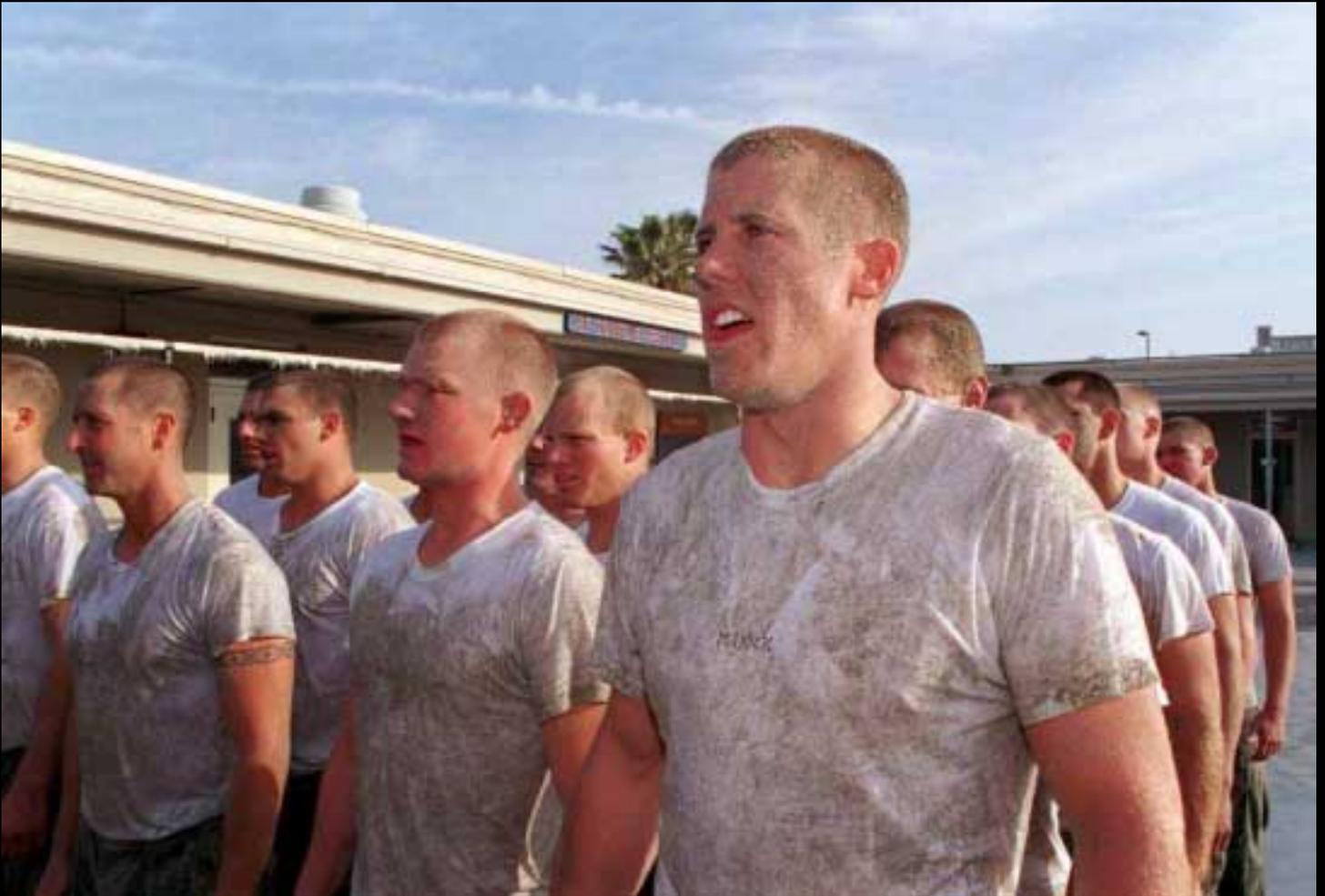
Seals, EOD, and Navy Diver



REQUIREMENTS

- Pass a diving physical exam
- Eyesight can't be worse than 20/40 in one eye and 20/70 in the other and must be correctable to 20/20 with no color blindness
- Minimum ASVAB score VE+AR=54 and MC=50
- Must be 28 years old or less
- Only men are eligible
- Must be a U.S. Citizen
- Pass the Physical Screen Test

Seals, EOD, and Navy Diver



SEALS teams go through what's considered by some to be the toughest military training in the world. Basic Underwater Demolition/SEAL (BUD/S) training is conducted at the Naval Special Warfare Center in Coronado, California.

Seals, EOD, and Navy Diver



Chapter 16

Path to a Commission... Officer Programs



Officer Programs Skill Guide

Possible Circumstances

- Applicant has college degree, but doesn't qualify for officer program
- Applicant isn't a college grad but does have high aptitude
- Anyone interested in long-term and substantial career growth

Possible Probes

- What do you expect to get out of becoming an officer?
- What does being a commissioned officer mean to you?
- How big are your long-term career goals in life?

Possible Needs

- Prestige is important
- Comes from a successful family background
- Desires to live in a certain lifestyle
- Comes from a family with a strong military tradition

Possible Support Features

- Navy War College
- Armed Forces Staff College
- National Defense University

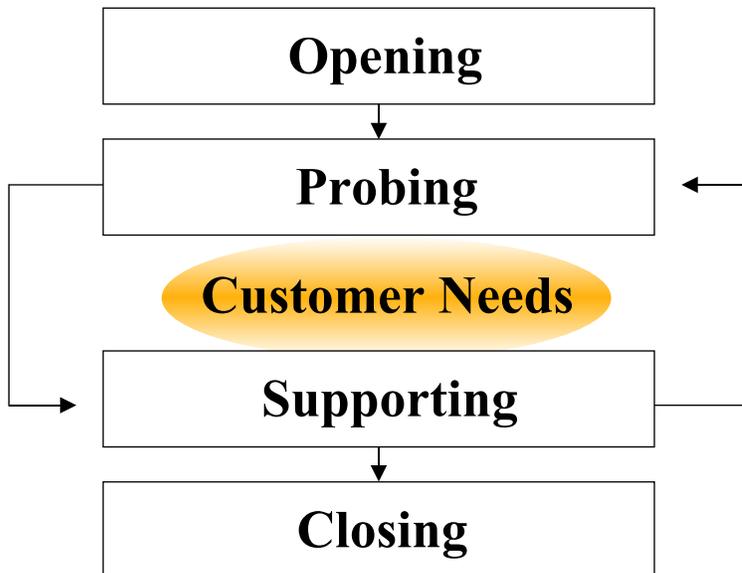
Possible Concerns

- It's not guaranteed.
(Drawback: It's true, the path exists, but nothing is guaranteed.)
- It'll take too long.
(In some fields, this can be handled as a Misunderstanding confirm the need, and show how fast careers can build in that field. In other fields, however, this is a Drawback.)
- It sounds too good to be true.
(Skepticism: confirm the need and cite examples of actual cases.)

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

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- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
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 - Needs

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- ___ Check for acceptance

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- ___ First probe to understand the concern

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- ___ Offer relevant proof
- ___ Check for acceptance

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- ___ Support the need:
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 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Path to a Commission...Officer Programs



If a commission is your goal, there are a number of programs that can help you get one.

Path to a Commission...Officer Programs

Naval Academy, ROTC, and Paths to a Commission

The Navy offers many ways to become a commissioned officer. Commissioning programs are available immediately for selected college students and graduates. Enlisted men and women who are outstanding performers may also qualify and apply for commissioning programs. The right road for each individual is determined by balancing two basic factors: what the Navy needs to man the fleet and what the person is qualified to do.

The United States Naval Academy (USNA)

The Naval Academy offers an opportunity for qualified young persons to embark on careers as naval officers.

All Academy applicants must have a nomination from a member of the executive or legislative branches of government (e.g., a Congressman, Senator or the President) to be considered for appointment. There are many nomination sources; applicants should apply to all of them.

Active-duty personnel must have an active-duty pay entry base date (PEBD) one year prior to July 1 of the admission year. Reservists on active duty or assigned to a unit must have a PEBD one year prior to July 1 of the admission year.



NROTC scholarship program

The Naval Reserve Officer Training Corps (NROTC) scholarship program leads to an appointment as an officer of the Navy in the grade of ensign. The NROTC programs are maintained to educate and train well-qualified men and women for careers as commissioned officers.

The NROTC program is designed to provide the Navy with unrestricted line officers. Only persons who are open to the possibility of making their career in the Navy or Marine Corps should apply.

There are a limited number of NROTC scholarships available to college students who want to become Nurse Corps officers. They must meet all the eligibility requirements of the NROTC program and be competitive for admission to a university with a College of Nursing.

Path to a Commission...Officer Programs



Other programs

The Naval Academy and NROTC may be the best known programs, but the Navy offers a variety of other programs as well:

BOOST program

The Navy is engaged in a vigorous effort to ensure that opportunities for a career as a naval officer are open to persons who may have been educationally deprived, but who have demonstrated they possess the fundamental qualities and desire necessary to gain a commission. To help these individuals achieve their potential, the Navy developed the Broadened Opportunity for Officer Selection and Training (BOOST) program. BOOST prepares selected individuals for entrance into the NROTC program or the USNA.

Enlisted Commissioning program

ECP provides enlisted personnel, who have previous college credit, a full-time opportunity to complete requirements for a baccalaureate degree and earn a commission.

Chief Warrant Officer (CWO) program

The CWO program (along with the Limited Duty Officer program) is one of the primary enlisted-to-officer programs that does not require a college education. CWOs provide technical expertise at a relatively stable grade level in the officer structure.

Limited Duty Officer (LDO) program

The LDO program is another enlisted-to-officer program that doesn't require a college education. The LDO meets the Navy's needs for officer technical managers.



Seaman to Admiral program

The Seaman to Admiral program was re-established for enlisted Navy men and women in 1994. 50 Seaman to Admiral candidates are selected a year. Successful completion of OCS results in an appointment in an Unrestricted Line officer community as an ensign in the U.S. Naval Reserve. After completion of initial operational training and fleet tours, Seaman to Admiral program officers will have the opportunity to earn their baccalaureate degrees at the Naval Postgraduate School in Monterey, California.

Commissioning programs in Navy medicine

Navy medicine offers an alternative to the administrative burden and expense of private practice for physicians, dentists and medical service corps officers. This program is extremely competitive. Enlisted personnel aspiring toward appointment in the medical service corps should begin preparation early in their careers through a sound self-improvement program.

Path to a Commission...Officer Programs

Uniformed Services University of the Health Sciences

This four year, extremely competitive program to an accredited medical school, accepts applications from service members who have a baccalaureate degree and have taken all of the required pre-med courses.

Armed Forces Health Professions Scholarship Program

This is an extremely competitive program for applicants desiring to become a physician, dentist, or optometrist. Applicants can apply for 2-, 3- or 4-year scholarships. Persons accepted into this program receive a commission in the Naval Reserve on inactive duty until they graduate, when they are advanced to lieutenant and enter active service. Graduates incur a year-for-year obligation (following residency obligation) based upon the scholarship received.



Medical Enlisted Commissioning Program

The Medical Enlisted Commissioning Program offers enlisted personnel of all ratings the chance to become ensigns in the Nurse Corps by allowing them to obtain their bachelor of science degree in nursing. Selectees will receive full pay and benefits, but will be expected to pay their own educational expenses.



Path to a Commission...Officer Programs



OFFICER PROGRAMS

The Navy is on the sea, in the air, beneath the sea, and on the land around the world every day. The Navy has it all... cutting edge technology, advanced systems and millions of dollars of aviation, submarine and surface ship hardware. And, to make it all work, the Navy needs a superb command organization.

Navy officers are highly trained professionals who lead the way in achieving operational and management requirements. Navy officers provide technical, scientific and managerial expertise in a wide variety of specialties at sea, in the air and on shore.

Path to a Commission...Officer Programs

Types of Navy Officers

The Navy officer corps is divided into three categories: unrestricted line, restricted line and staff corps.

Unrestricted line officers perform various duties in surface, submarine and aviation warfare. These officer specialties are: naval aviator, naval flight officer, special operations, special warfare, submarine warfare, surface warfare, and acquisition professionals. **Special operations officers** serve in diving, salvage, explosive ordnance and expendable ordnance management specialties. **Special warfare officers** lead sea-air-land (SEAL) teams that operate quietly and efficiently to destroy enemy targets, reconnoiter landing sites and collect information on enemy movements.

Restricted line officers perform various duties in their specific areas of expertise. These officer specialties are: aerospace engineering, oceanography, intelligence, public affairs, and fleet support.

Staff corps officers are those assigned to Civil Engineer Corps, Supply Corps, Chaplain Corps, Judge Advocate General's Corps, Medical Corps (physicians), Dental Corps, Medical Service Corps (health care), and the Nurse Corps. Staff corps officers also serve with the Marine Corps and Coast Guard.



Path to a Commission...Officer Programs



What we are looking for?

The following are essential characteristics of the successful Navy officer.

- **Adaptability** – the ability to adjust and feel at home whether at sea, in an aircraft cockpit or behind a desk.
- **Character** – the honesty, integrity and maturity that are indispensable to leadership responsibility
- **Dedication** – the desire to work hard in an important job that serves our nation and its people.
- **Flexibility** – open-mindedness, willingness to do things in new ways and the ability to change.
- **Mental alertness** – the power to acquire new knowledge, think clearly and draw sound conclusions
- **Versatility** – the resourcefulness needed for the changing world of naval technology and operations.

Path to a Commission...Officer Programs



*The U.S. Navy -- Forward
deployed around the world*

Path to a Commission...Officer Programs

Where do you want to serve?

ON THE SEA

Surface warfare officers (SWOs) manage operations aboard Navy surface ships of all types including nuclear-powered aircraft carriers and cruisers. Sea duty assignments aboard nuclear and conventionally powered ships, combatant and support ships offer excellent career opportunities for men and women.

(Command at sea) Complete responsibility for a Navy ship and her crew is the goal of surface warfare officers. It's a proud achievement that reflects the very best in professionalism, leadership, performance and technical skills.

Surface warfare officers receive specialized officer and operational training based upon their selection for conventionally powered or nuclear-powered ships.

And remember: "At sea" doesn't mean being onboard a ship all the time. Ships have planned at-sea schedules and spend much time in home port or visiting other ports in foreign countries and the United States. Most officers commute to their ships from civilian and military communities and only live abroad when their ship is at sea. Between sea tours, surface officers enjoy opportunities for assignment to shore facilities, instructor duties and postgraduate education institutions.



ASHORE

Navy shore facilities support their people, ships and aircraft throughout the United States and around the world. This fleet support establishment is operationally and technically oriented and increasingly complex. It demands leaders with expertise in management and Navy subspecialty areas ranging from strategic planning to financial and information management.

Navy officers in warfare and other specialty areas also serve in shipyards, air stations, electronics and ordnance laboratories, nuclear power plants, supply depots and medical centers.

All Navy officers have opportunities to serve on other military and allied command staffs, embassy staffs and Department of Defense and Department of the Navy headquarters.

Officers completing training are assigned to nuclear submarines, where superior initiative, leadership and personal responsibility are required to achieve submarine warfare qualifications. These same skills prepare top officers for the ultimate goal: command at sea of nuclear submarines.

Path to a Commission...Officer Programs

IN THE AIR

Navy aviation officers are the select few worldwide who experience the unsurpassed thrill of flying from the deck of an aircraft carrier at sea.

The Navy aviation team is made up of naval aviators (pilots) who fly the aircraft and naval flight officers (NFOs) who control the aircraft's sophisticated weapons and guidance systems. Pilots and NFOs experience almost every type of flying, from advanced carrier-based jets to land-based patrol and transport aircraft to helicopters. Aviation officers perform the full spectrum of air missions, including fleet air defense, fighter/attack missions, anti-submarine warfare, and search and rescue.



OR UNDER THE SEA

Navy submarine officers carry out their unique missions in one of the world's last great frontiers. Nuclear-powered fast attack and ballistic missile submarines can patrol under the seas undetected for months without surfacing. However, they rarely stay submerged that long at one time.

Path to a Commission...Officer Programs



Training

Training for conventional-power surface officers :

- Officer Candidate School
- Surface Warfare Officers School
- First Sea Tour

Prospective pilots receive the following training:

- Officer Candidate School
- Primary flight training
- Advanced flight training

Prospective naval flight officers receive the following training:

- Officer Candidate School
- Primary flight training
- Advanced flight training

Training for nuclear-power warfare officers :

- Officer Candidate School
- Nuclear Power School
- Nuclear Power Training Unit
- Surface Warfare Officer School

Officers selected for nuclear submarines receive the following training:

- Officer Candidate School
- Nuclear Power School
- Nuclear Power Training Unit
- Naval Submarine School

Path to a Commission...Officer Programs

Baccalaureate Degree Completion program (BDCP)

You can earn up to \$54,000 while you're in college! If you're a civilian or enlisted inactive reservist of any armed service working toward your bachelor's degree, the Navy's Baccalaureate Degree Completion program could give you the financial boost you need to complete your college degree requirements and help you become a Naval Reserve officer at the same time.

As a member of the program, you will:

- Be in an active duty status;
- Receive a salary and allowances;
- Continue your college education.

You'll pay for your tuition, books and other school-related expenses while completing your bachelor's degree. No uniform requirements apply until after graduation.

As a selectee, your service obligation is four years of active duty, then four years in an inactive status unless otherwise required by your officer community.



Path to a Commission...Officer Programs

With many benefits

Navy officers enjoy many outstanding benefits including:

- Opportunity for professional development
- Career-related training
- Opportunity for advanced education with full pay and allowances
- A chance to exercise leadership
- Early responsibility
- Promotions based on performance and ability
- Good starting pay, regular raises and extra pay for special duty
- Opportunities for world travel
- 30 days vacation with pay each year
- Comprehensive medical and dental care
- Family medical and dental care available on a space-available or low-cost basis
- Tax-free allowances for housing and meals
- Low-cost life insurance
- Economical shopping at military grocery stores (commissaries) and military department stores (exchanges)
- Moving expenses when changing duty stations
- Officers' clubs and other recreation facilities
- Comprehensive retirement program when qualified



Chapter 17

Screening



Screening



Nearly 400,000 active duty men and women proudly serve in today's ethnically diverse Navy, three quarters of whom are enlisted Sailors and midshipmen. The opportunities for advancement are equal for all, and with the exception of SEALs and submarines, all assignments are open to women. When you join, you will make a difference! You will help us fulfill our mission, and you will be serving your country.

Screening

Height and Weight Standards: Male Applicants

MALE APPLICANTS				
Height (inches)	Retention Weight Standard/LBS	Maximum Accession Weight/LBS	Minimum Accession Weight/LBS	Waiverable to
58*	132	139	98	88
59*	137	144	99	89
60	142	149	100	90
61	147	154	102	92
62	152	160	103	93
63	157	165	104	94
64	162	170	105	95
65	167	175	106	95
66	172	181	107	96
67	177	186	111	50
68	182	191	115	54
69	188	197	119	57
70	192	202	123	111
71	196	206	127	114
72	201	211	131	118
73	206	216	135	122
74	211	222	139	125
75	216	227	143	129
76	221	232	147	132
77	226	237	151	136
78	231	243	153	138

* Height waiver required

Notes:

1. Only applicants not meeting the retention weight standard for their height will be measured for body fat percentage.
2. A male applicant may DEP provided he weighs at or below both the maximum accession weight, regardless of his body fat percentage. However, male applicants mustn't exceed both the maximum accession weight **and** 23% body fat to access onto active duty. Applicants measured at 22% body fat or less may DEP and ship regardless of their weight.
3. Advanced paygrade for completion of DEP PQS and PRT will be held in abeyance until individual can meet retention weight standards.
4. A CO eligibility determination and Statement of Understanding must be completed for eligible applicants exceeding retention weight standards. Applicants mustn't exceed maximum accession weight to DEP.

Screening

Height and Weight Standards: Female Applicants

FEMALE APPLICANTS				
Height (inches)	Retention Weight Standard/LBS	Maximum Accession Weight/LBS	Minimum Accession Weight/LBS	Waiverable to
58	134	139	90	81
59	138	144	92	83
60	142	149	94	85
61	145	152	96	86
62	149	156	98	88
63	152	160	100	90
64	156	164	102	92
65	160	168	104	94
66	163	171	106	95
67	167	175	109	98
68	170	178	112	51
69	174	183	115	54
70	177	186	118	56
71	181	190	122	15
72	185	194	125	113
73	188	197	128	115
74	192	202	132	119
75	195	205	136	122
76	199	209	139	125
77	203	213	143	129
78	206	216	147	132

Notes:

1. Only applicants not meeting the retention weight standard for their height will be measured for body fat percentage.
2. A female applicant may DEP provided she weighs at or below both the maximum accession weight, regardless of her body fat percentage. However, female applicants mustn't exceed both the maximum accession weight **and** 34% body fat to access onto active duty. Applicants measured at 33% body fat or less may DEP and ship regardless of their weight.
3. Advanced paygrade for completion of DEP PQS and PRT will be held in abeyance until individual can meet retention weight standards.
4. A CO eligibility determination and Statement of Understanding must be completed for eligible applicants exceeding retention weight standards. Applicants mustn't exceed maximum accession weight to DEP.

Screening

Permanently Disqualifying Medical Conditions

Applicants with any of the following conditions, who're obviously not qualified for enlistment, needn't and shouldn't be referred to MEPS for a physical examination.

Absence of one kidney.

Acromegaly, or gigantism, enlargement of hands, feet, and face due to disease of pituitary gland.

Addiction to drugs.

Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), HIV antibody, or history of any of the above.

Alcoholism, chronic.

Alcohol addiction/dependency within last one year.

Amputation of arm, leg or limb.

Anaphylaxis, severe, to insects or food.

Aphakia, surgical or traumatic.

Aphonia, loss of voice.

Blindness, one or both eyes.

Body Art/Tattoos: Body Art/Tattoos that are excessive, obscene, advocate sexual, racial, ethnic or religious discrimination. Tattoos on the face, neck or scalp that would be visible while in uniform are disqualifying. (These are predictors of psychiatric conditions that are incompatible with the military environment).

Bronchiectasis or Atelectasis.

Brain, hernia of.

Cancer with treatment within the last five years.

Cataracts.

Cirrhosis.

Corneal transplant, history of same.

Crohn's Disease and Ulcerative Colitis or history of other chronic inflammatory bowel disease.

Deafness, complete, both ears.

Deformities, severe, of the mouth, throat, or nose which interfere with speech or mastication of ordinary food.

Deformities of marked degree which seriously interfere with normal body functions and weight bearing power; severe scoliosis, kyphosis.

Diabetes.

Drug therapy.

Eating Disorders: Anorexia Nervosa.

Elephantiasis, severe, swelling of extremities.

Emphysema or unhealed sinuses of the chest wall following surgery for emphysema.

Eye, loss of, and diplopia.

Glaucoma any degree, regardless of control

Harelip, severe, causing speech defects.

Head injury, severe, within the last five years.

Hearing loss, total, unilateral or bilateral; hearing loss greater than 60 db.

Headaches, recurrent, severe, which require prescription medication or interfere with daily activity.

Heart Conditions, valvular, with more than a trace or trivial regurgitation.

Hepatitis, chronic: Hepatitis B or Hepatitis C carrier.

Hermaphroditism (state characterized by presence of both male and female sex organs).

Idiocy (extreme mental deficiency).

Imbecility (feebleness of mind).

Intestinal Obstruction: more than one episode.

Keratoconus of any degree (protrusion of cornea).

Keratorefractive Surgery (RK). Waivers may be requested for PRK and LASIK.

Leprosy.

Malignant Hyperthermia/Hyperpyrexia.

Medullary Sponge Kidney, Nephrotic Syndrome or Minimal Change Kidney Disease.

Middle Ear Surgery where the ossicular chain (malleus, incus, stapes) has been altered resulting in a decreased hearing acuity.

Multiple sclerosis (nerve disease involving muscle weakness and uncoordination).

Muscular dystrophy (progressive atrophy/wasting of the muscles).

Mutism, unable to speak, regardless of cause.

Neck, tumor of the thyroid, including enlarged lymph nodes, if the enlargement is of such degree as to interfere with wearing of ordinary clothing.

Neurosyphilis of any form (syphilis of central nervous system).

Nystagmus.

Obesity, intestinal bypass surgery, all types.

Ocular implants.

Optic Neuritis or history of same.

Orthopedic injuries that result in functional limitations secondary to residual muscle weakness or decreased range of motion.

Osteochondroma, recurrent.

Otitis Media, chronic.

Paraplegia (paralysis of legs and lower part of body).

Pes Cavus, severe, symptomatic.

Pneumonectomy, removal of entire lung.

Pregnancy.

Prosthetic replacement of joints.

Psychiatric Conditions: Major depression, recurrent; Bipolar disorder; Schizophrenia; Panic disorders; Sexual disorders; Personality disorders, severe.

Pseudofolliculitis Barbae (PFB) (severe active pustular).

Retinal detachment.

Seizure disorders, unless the seizures were associated with fever before the 5th birthday or if a single seizure occurred immediately after injury.

Silastic Implants (except breast).

Shoulder dislocations, verified history of recurrent episodes with or without surgical correction.

Skin disorders, chronic. Atopic dermatitis; Eczema, chronic; and Psoriasis with greater than two small patches.

Spinal Fusion, greater than two vertebral spaces, congenital or surgical.

Substance dependence.

Tumor, malignant, documented.

Undescended testicle unless surgically removed or confirmed to be absent; congenital or surgical bilateral absence.

Urticaria, chronic/recurrent with or without a known cause.

Uveitis, chronic peripheral.

Anabolic Steroid Use. Any applicant admitting steroid use within the previous 2 months may possibly be not enlistment eligible.

Screening

History of Physical Conditions That May Require Supportive Documents

Applicants who appear to be, in all other respects, qualified for enlistment but reveal a history of one or more of the following conditions should be advised that a summary from their private or attending physician of any significant medical treatment received will be of value to the examining MEPS physician at the time for physical examination, and may reduce the possibility of temporary medical disqualification.

Hepatitis (dates of diagnosis and cure) within 6 months; liver function studies.

Hernia surgery (date of operation).

Stomach ulcer (copy of X-ray report) asymptomatic past 5 years.

Removal of bowel (operative report), pyloric stenosis (operative narrative).

Deformity or loss extremity (finger(s) or toe(s) to include photographs).

Foot trouble.

Back trouble.

Hearing problem, wearing of hearing aid.

Ear surgery, except lancing of eardrums if in childhood only (operative report).

Surgery of abdomen, except appendectomy (operative report).

Bone or joint surgery (may require consultation regardless of documentation).

Painful or "trick" joint (shoulder, elbow, hip or knee).

Surgery on female organs.

Absence or interruption of menses.

Brain surgery.

Tumor surgery (except skin cysts and tumors of the skin)

Heart or chest surgery.

Rheumatic fever.

Organic valvular heart disease.

Dyslexia, any history of (learning disability).

Allergies to bee stings.

Hayfever requiring frequent treatment; or allergy desensitization.

Illness or injury which required repeated treatment by a physician or surgeon, hospitalization over 30 days, or a surgical operation.

Skull prosthesis (plate).

Albuminuria (protein/albumin in urine).

Healed fractures with plates, screws, pins, rods, or other orthopedic devices in place.

Enuresis (bed-wetting).

Somnambulism (sleep walking).

Acne, Grade III, pustular and/or draining.

Pseudofolliculitis Barbae (PFB) (ingrown hairs on face).

Hodgkins disease (lymph node enlargement).



Screening

Temporary Disqualifying Medical Conditions

The following defects are listed alphabetically and have the minimal waiting period. Time required after corrective surgery, or recovery before an applicant is eligible to enlist is listed after each disqualifier.

Abdominal Surgery: 3 months
Abortion: after 3 months with 2 normal menstrual periods
Accutane (Isotretinoin), acne treatment: 8 months
Anabolic Steroids: 2 months
Anxiety requiring treatment: 12 months (contact medical)
Arthroscopy, with surgery via scope: 6 months
Astrocytoma: 5 years
Breast Implants: 9 months
Diuretics, use of: 7 days
Dysplasia: 1 year (contact medical for pap smear requirements)
Ear Drum Surgery: 120 days
Encephalitis: 1 year
Fracture: needs medical letter/release from their physician
Head Injury (severe): 5 to 5 years (contact medical)
Head Injury (moderate): 2 years (contact medical)
Head Injury (mild): 11 months (contact medical)
Hepatitis: 6 months
Hernia Operation: 60 days
Hip Dislocation: 2 years
Hysterectomy: 13 months (pathology report required)
Intestinal Obstruction: 5 years
Kidney Stone: 12 months
Knee Surgery (cartilage): 6 months
Knee Surgery (ligaments): 12 months
Laparoscopy: 30 days
Meningitis: 1 year
Mononucleosis: 3 months
Orchiopexy: 60 days
Orthodontics (braces on teeth) may enlist in the DEP, but braces must be removed before shipping to recruit training (bring orthodontist's letter stating that fact)
Overweight: 1 week for each 2.5 pounds overweight (1 pound increments require a 4-day waiting period)
Pericarditis: 2 years
Pneumothorax (collapsed lung) if spontaneous: 3 years
Pneumothorax (collapsed lung) if caused by trauma: 1 year
Poliomyelitis: 1 year Renal
Renal Calculus (kidney stones): 12 months

Rheumatic Fever: 2 years
Scoliosis: Until cured
Seizures: 5 years
Strabismus Surgery (eye surgery) : 6 months
Tetracycline, acne treatment: while under treatment/needs medical letters stating when they will be off.
Thrombophlebitis: 1 year
Tuberculosis: 2 years
Tympanic Membrane Surgery: 120 days
Underweight: 1 week for each 2.5 pound under minimum weight
Water Pills, use of: 7 days
Any condition that is currently painful or inflamed. Includes all active infections.
Pregnancy
Any condition which requires surgery
Tattoos: Tattoos or brands on the neck or head are disqualifying. On other areas of the body, tattoos or brands that are prejudicial to good order, discipline, and morale or of a nature to bring discredit upon the United States Navy are also disqualifying. Individuals who have disqualifying tattoos surgically removed can subsequently enlist.



Screening

Moral Screening

Chart A - Minor Traffic Violations

<ul style="list-style-type: none">- Blocking or retarding traffic.- Careless driving (when not treated as reckless driving).- Crossing yellow line; driving left of centerline.- Disobeying traffic lights, signs, or signals.- Driving on shoulder.- Driving uninsured vehicle.- Driving with blocked vision.- Driving with expired plates or without plates.- Driving without license in possession.- Driving without registration or with improper registration.- Driving wrong way on one-way street.- Failure to comply with officer's directives.- Failure to have vehicle under control.- Failure to keep to right or in line.- Failure to signal.- Failure to submit report following accident.- Failure to yield right-of-way.	<ul style="list-style-type: none">- Faulty equipment (such as, defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tailpipe, or windshield wipers). Following too closely.- Improper backing; backing into intersection or highway; backing over crosswalk.- Improper blowing of horn.- Improper parking: such as, restricted area, fire hydrant; double parking, overtime parking.- Improper passing: such as, passing on right, in no-passing zone; passing parked school bus, pedestrian in crosswalk (when not treated as reckless driving).- Improper turn.- Invalid or unofficial inspection sticker; failure to display inspection sticker.- Leaving key in ignition.- License plate improperly displayed or not displayed.- Operating overloaded vehicle.- Speeding (when not treated as reckless driving).- Spinning wheels; improper start, zigzagging; or weaving in traffic (when not treated as reckless driving).
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An all-inclusive list of minor traffic offenses valid for all states would be impracticable. The above list is intended as a guide. Offenses of similar nature and traffic offenses treated as minor by local law enforcement agencies should be treated as minor.



Screening

Minor Non-Traffic Violations

Chart B - Minor Non-Traffic Violations/Minor Misdemeanors	
<ul style="list-style-type: none"> - Abusive language under circumstances to provoke breach of peace. - Carrying concealed weapon (other than firearm); possession of brass knuckles. - Check, worthless, making or uttering, with no intent to defraud or deceive (\$50 or less.) - Curfew violation. - Damaging road signs. - Desecration of grave. - Discharging firearm through carelessness. - Disobeying summons. - Disorderly conduct; creating disturbance; boisterous conduct. - Disturbing peace. - Driving without a license or with suspended or revoked license. - Drinking in public. - Drunk in public; drunk and disorderly. - Dumping refuse near highway. - Failure to appear. - Fair/toll evasion. - Illegal betting or gambling; operating illegal handbook, raffle, lottery, punch board; matching cockfight. - Juvenile non-criminal misconduct; beyond parental control; incorrigible; runaway; truant; or wayward. - Liquor: unlawful manufacture, sale, possession, or consumption in public place. - Littering. - Loitering. 	<ul style="list-style-type: none"> - Malicious mischief. - Nuisance, committing. - Poaching. - Possession of alcohol by minor. - Possession of cigarettes by minor. - Possession of indecent publications or pictures (Contact CNRC, Code 017 for determination). - Probation violation (when violation stems from an original conviction of a Chart A, B, or C offense). - Public urination. - Purchase, possession, or consumption of alcoholic beverages by minor. - Racing, dragging, contest for speed (when not treated as reckless driving). - Removing property under lien. - Removing property from public grounds. - Robbing orchard. - Trespass to property. - Unlawful assembly. - Use of false ID to buy alcohol - Using or wearing unlawful emblem. - Vagrancy. - Vandalism: injuring or defacing public property or property of another; shooting out streetlights - Violation of fireworks laws - Violation of fish and game laws.

The above list is intended as a guide. Violations of a similar nature should be treated as minor violations. In doubtful cases the following rule should be applied: if the maximum confinement under local law is 4 months or less, the violations should be treated as minor.



Screening

Non-Minor Misdemeanor Violations

Chart C – Non-Minor Misdemeanors

<ul style="list-style-type: none"> - Accessory before or after the fact of a misdemeanor. - Assault/Assault and battery. - Behind the wheel (regardless of blood alcohol content level). - Bigamy. - Breaking and entering. - Check, worthless, making or uttering, with intent to defraud or deceive (\$500 or less). - Child neglect - Conspiring to commit misdemeanor. - Contributing to delinquency of minor. - Criminal mischief. - Criminal trespass. - Cruelty to animals. - Driving while drugged or intoxicated. - Failure to stop and render aid after accident. - False Imprisonment - Harassment. - Indecent exposure. - Indecent, insulting, or obscene language communicated directly or by telephone. - Leaving scene of accident (hit and run). - Looting. - Motor vehicles: Wrongful appropriation of motor vehicle; joyriding; driving motor vehicle without owner's consent (see Note 2). - Negligent homicide. (Contact CNRC, Code 017 for determination.) 	<ul style="list-style-type: none"> - Prostitution (Contact CNRC, Code 017) - Petty larceny (value \$500 or less), such as, stealing hubcaps, shoplifting. - Possession and/or use of marijuana/controlled substance. (See definitions in paragraph 2M-2 (Contact CNRC, Code 017 for determination.) - Possession of drug paraphernalia. - Probation violation (when violation stems from an original conviction of a Felony (Chart D) offense. - Providing false information to police/authorities. - Reckless driving. (Note 3) - Resisting arrest. - Sex crime related charges. (Contact CNRC, Code 017 for determination.) - Shooting - Slander. - Stolen property, knowingly receiving (value \$500 or less). - Suffrage rights, interference with. - Unlawful carrying of firearms; carrying concealed firearm. - Unlawful entry. - Unlawful use of long-distance telephone lines. - Use of telephone to abuse, annoy, harass, threaten, or torment another. - Using boat without owner's consent. - Willfully discharging firearm so as to endanger life; shooting in public place. - Wrongful use of chemical substances.
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The above list is intended as a guide. Offenses of comparable seriousness should be treated as non-minor misdemeanors. In doubtful cases, the following rule should be applied: if the maximum confinement under local law exceeds four months but does not exceed one year, the offense should be treated as a non-minor misdemeanor.

These motor vehicle offenses, and offenses of comparable nature comprise the familiar case of taking or withholding a motor vehicle without authority and with intent to temporarily deprive the owner of his or her property. These aren't offenses where the offender intended permanently to deprive the owner of the motor vehicle. Offenses of the latter nature are included in grand larceny or embezzlement involving a value of over \$500, listed in Chart D, Felonies. Some of these may be treated as a Chart B offense if offense didn't involve drugs, alcohol, reckless endangerment, speeding in excess of 15 miles over the posted speed limit or property damage.

Screening

Felony Offenses

Chart D - Felonies	
- Accessory before or after the fact of a felony.	- Indecent acts or liberties with child under 16.
- Adultery.	- Indecent assault.
- Aggravated assault; assault with dangerous weapon; assault intentionally inflicting great bodily harm; assault with intent to commit felony.	- Kidnapping; abduction.
- Arson.	- Mail matters: abstracting, destroying, obstructing, opening, secreting, stealing, or taking.
- Attempt to commit a felony.	- Mails, depositing obscene or indecent matter in.
- Bomb threat.	- Maiming; disfiguring.
- Breaking and entering with intent to commit a felony.	- Manslaughter.
- Bribery.	- Murder.
- Burglary.	- Narcotics, dangerous drugs or marijuana: possession or use of.
- Carnal knowledge of female under 16.	- Pandering.
- Cattle rustling.	- Perjury; subordination of perjury.
- Car jacking.	- Public record: altering, concealing, destroying, mutilating, obliterating, or removing.
- Check, worthless, making or uttering, with intent to defraud or deceive (over \$500).	- Rape.
- Child abuse.	- Riot.
- Concealing knowledge of a felony.	- Robbery.
- Conspiring to commit a felony.	- Sedition; solicitation to commit sedition.
- Criminal libel.	- Selling or leasing weapons to minors.
- Extortion.	- Sodomy.
- Forgery; knowingly uttering or passing forged instrument.	- Stalking.
- Graft.	- Stolen property, knowingly receiving (value over \$500).
- Grand larceny; embezzlement (value over \$500).	
- Housebreaking.	

The above list is intended as a guide. Offenses of comparable seriousness should be treated as felonies. In doubtful cases, the following rule should be applied: if the maximum confinement under local law exceeds one year, the offense should be treated as a felony. An offense which is classified as a felony by the state in which it was adjudicated is considered a felony for the purpose of enlistment eligibility determination, regardless of whether it appears on Chart C.

The CO or XO must **personally** interview the applicant, verify that he or she meets all of the criteria set forth above and sign the waiver document.

Screening

Authority Level for Moral Waivers

Offense	Number of Offenses	Waiver Authority
Minor Traffic Violations (See Chart "A"). Notes 1, 2, 3 & 7	Six or more violations	CO, NRD
Minor Non-Traffic/Minor Misdemeanors (Regardless of When Occurring) See Chart "B". Notes 1, 2 & 7	Three through five Violations Note 5	CO, NRD
	Six or more.	CNRC
Non-Minor Misdemeanor (Regardless of When Occurring) (See Chart "C"). Notes 1, 2 & 7	One or three violations Notes 5 & 6	CO, NRD
	Four or more violations	CNRC
Felonies (Regardless of When Occurring) (See Chart "D") Notes 1, 2, 4 & 7	One or more violations	CNRC See 2N-4 for special provisions for certain juvenile offenses which occurred at age 14 or younger.

Notes

- Several violations that are relative in nature and occurring at the same time and place while at a single location are considered a single transgression. **Examples:**
 - Breaking into three vehicles at a shopping center is considered to be three separate violations and **is not considered** a single transgression.
 - Possession of Marijuana and possession of drug paraphernalia **is considered** a single transgression.
 - A minor pulled over for speeding after attempting to elude police is found to have alcohol in his possession of alcohol and assaults a police officer during the stop, would have four separate charges. This **is not considered** a single transgression.
 - Contact CNRC Code 017 for clarification in any questionable case.
- In determining the classification of an offense (traffic, Misdemeanor, or felony), charts A,B, C, and D CRUITMAN take precedence over state law **with the following exception:** An offense is considered a felony when it was classified as a felony by the state in which it was adjudicated, regardless of what chart the offense appears upon.
- Parking violations, warning tickets, and faulty equipment tickets are no longer considered minor traffic offenses for any applicant (except nuclear field) regardless of program rating. **They do not have to be waived for enlistment purposes, no matter how long ago they occurred.** However, these violations must be listed on the applicant's Electronic Personal Security Questionnaire (EPSQ).
- If an applicant is charged with an offense that appears as a misdemeanor (Chart C) offense, but the applicant is charged with a felony by the State and vice-versa, the CO, NRD may request an exception to policy to waive the felony at the CO, NRD level. CNRC Code 356 will consider all exception to policy requests on a case by case basis.
- If two violations are both alcohol related, then a waiver is required for alcohol abuse. Waiver authority is the CO, NRD.
- For BTWs, see 2M-1.
- Recruiting personnel must list all offenses regardless of disposition (dropped, dismissed, expunged, etc) or time of occurrence on the SF-86.

Chapter 18

Delayed Entry Program



Delayed Entry Program

Possible Circumstances

- If still in school
- If for personal or family reasons doesn't want to go to boot camp right now
- If the candidate isn't mentally or physically prepared for boot camp right now

Possible Probes

- Would you like time to prepare for boot camp?
- When do you feel you'd be ready to attend boot camp?

Possible Needs

- Needs better preparation (mentally or physically)
- Needs time (for school, family, or other personal reasons)

Possible Support Features

- DEP RQS Program
- Monthly DEP meetings
- Monthly one-on-one training with recruiter
- Opportunity for advancement prior to leaving
- Physical fitness program
- DEP ID Card

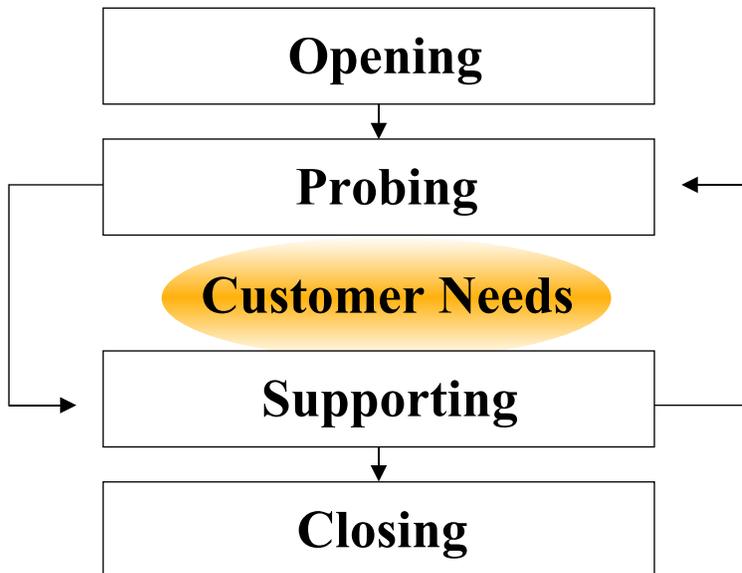
Possible Concerns

- I wish I could go right now (but a seat isn't available).
(Drawback: possibly countered by the advantages of waiting)
- I'm afraid of getting locked into a date right now
(Misunderstanding: each case will be handled on an individual basis to see if a change in entry dates is warranted)

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Delayed Entry Program

Delayed Entry Program

What is DEP

- A delay in entry of anywhere from three to 365 days
- A chance for preparation (mentally or physically)
- A chance to recruit friends (and raise your own rank)

Why the DEP

- Gives high school students something to strive for
- Allows time to plan and prepare for recruit training
- Matches the flow of recruits to open seats

What happens during the delay

- Attend DEP functions (and build friendships and camaraderie)
- Begin physical training (and get a leg-up on recruit training)

You can prosper in many ways!

- For some, now is not the perfect time to enter.
- For others, more preparation time is essential.
- For all, use the time to recruit friends, and you can build your own rank and pay.

There are rules

- Keep clear of any involvement with drugs or crime.
- Maintain good health and physical standards.
- Complete the PQS (Personal Qualifications Standards) you will be given.
- Follow your recruiter's guidance during your post-DEP briefing.

Delayed Entry Program

The Navy Referral Program

When you join the Delayed Entry Program, you can get a head start on your journey. While you're in the DEP, you have the opportunity to advance. Provide your recruiter with names and phone numbers of individuals you believe can benefit from the same opportunities the Navy offered you, and your recruiter will contact these individuals. When they enlist, you will be on your way toward awards or advancement.

When **two** people you refer enlist in the Navy, you will be advanced to **E-2**.

When **four** people you refer enlist in the Navy, you will be advanced to **E-3**.

Note: Nuclear applicant referrals count double.

The real benefit to you over the term of your enlistment is more money. The following chart reflects the time-in-rate required between paygrades:

E-1 TO E-2	9 months	E-5 TO E-6	36 months
E-2 TO E-3	9 months	E-6 TO E-7	36 months
E-3 TO E-4	6 months	E-7 TO E-8	36 months
E-4 TO E-5	12 months	E-8 TO E-9	36 months

As you can see, if you give your recruiter referrals whom later enlist, you can be anywhere between nine and 18 months ahead on your advancement path.

Look how easy it is. You undoubtedly know:

Names of anyone who might have mentioned joining the military

Names and phone numbers of **50** people in your yearbook

Names of **five** people in your favorite class at school

People who work with you

How DEP Works

There are two phases to the Delayed Entry Program: the training phase and the sign-off phase.

During the training phase, you'll be expected to learn fundamental information about the U.S. Navy.

During the sign-off phase, you'll be required to demonstrate, verbally and/or physically, information learned during the training phase.

In it all, you'll have the chance to meet with and work with other recruits. This will occur through a series of DEP meetings. Attendance at all of these are important should you need to miss a meeting, you must schedule make-up training.

Delayed Entry Program

Supporting the U.S. Navy one person at a time

While in the Delayed Entry Program, you can make a difference by helping your recruiter increase productivity.

That's right! Throughout the years, DEPPers have proven to be a valuable asset in their home towns. Not only have DEPPers been a source of referrals in their sphere of influence, but they've provided recruiters with basic blueprinting information about prospects.

DEPPers can tag along with recruiters when high school visits are made, and can assist recruiters in manning displays at fairs and other special events.

In the Navy Recruiting Station (NRS), DEPPers can assist recruiters in territory analysis, preparing mailers, assembling scrapbooks, and assisting recruiters during specially arranged NRS public visitations.

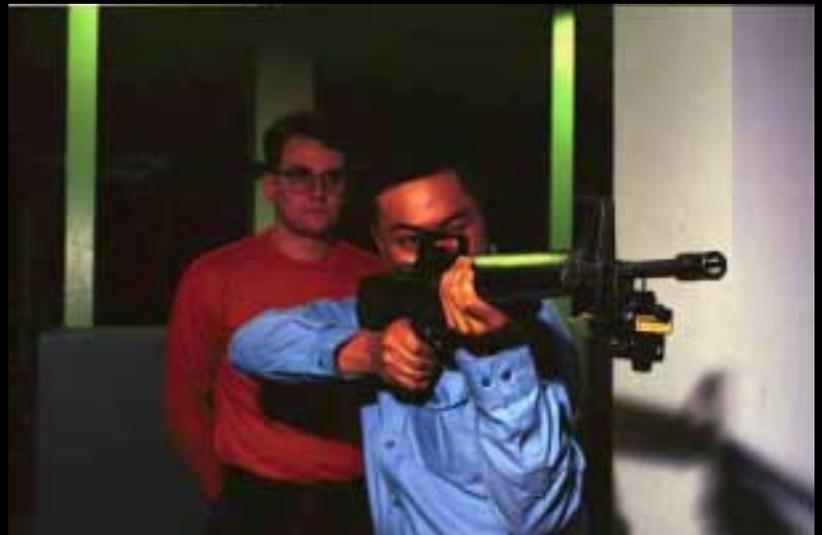


Outside the NRS, DEPPers can assist recruiters in placing Navy promotional material in local places of business and street locations.

In addition to the basic Navy training recruiters provide DEPPers while in the DEP "pool", DEPPers are invited to attend social events such as picnics, parties, and athletic competitions. DEPPers are also encouraged to invite friends who aren't yet in the DEP.

Chapter 19

Recruit Training



Recruit Training



Basic training or “bootcamp” is a nine-week indoctrination program under the auspices of our Recruit Training Command (RTC). Your training will be Illinois, which is about 40 miles north of Chicago. Here you’ll learn all the “basics” about living, learning, and working in the Navy.

Millions of men and women have received training at RTC since its establishment July 1, 1911. In fact, during World War II, nearly a million men were trained at Great Lakes.

Recruit Training



The Recruit Training Command (RTC) is where the excitement -- your adventure -- begins. It's here that you'll make your transition from civilian to military life.

Recruit Training



At RTC you'll experience a busy schedule of lectures and drills on Navy history, traditions, customs, and regulations. You'll also receive instruction in basic military subjects, firefighting, deck seamanship, weapons and weapons systems, and safety. You'll also be completing forms, medical and dental exams, inoculations for protection from a variety of diseases, haircuts, and swim survival tests. This instruction is covered in a six-phase training approach.



Recruit Training



After you arrive at RTC, you'll join about 84 young men and women who'll make up your recruit division. Besides completing all the classroom training, everyone must pass regular uniform, military drill, locker, and barracks inspections. You'll routinely drill with an M-16 rifle and of course, also work on physical fitness and military drill.

Keep in mind that recruit training isn't easy. The first three weeks are especially tough. You'll be faced with obstacles to overcome and standards to meet. It's important to understand that you must satisfactorily complete all phases of the training. Failure to complete all phases would mean a delay in completing the program. So, stay focused and motivated. This along with a positive "can do" spirit, will help get you through to graduation day.

Recruit Training



Your Navy uniform marks you as a professional, a member of a military service over 200 years old, and a person devoting years to the service of our country.

Recruit Training

Recruit Training will shape you

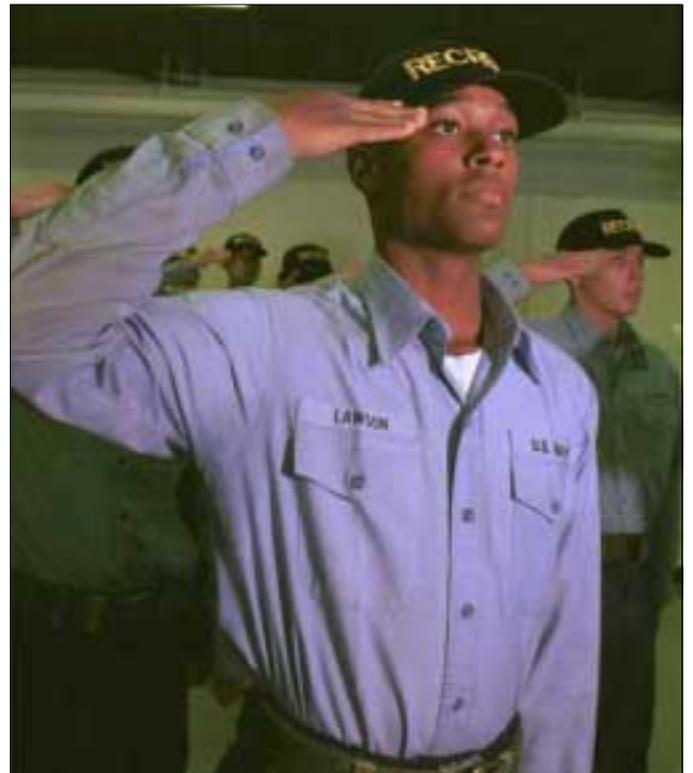
- You will work hard, mentally and physically.
- You will walk away proud to be a Sailor.

Recruit Training will demand a lot of you

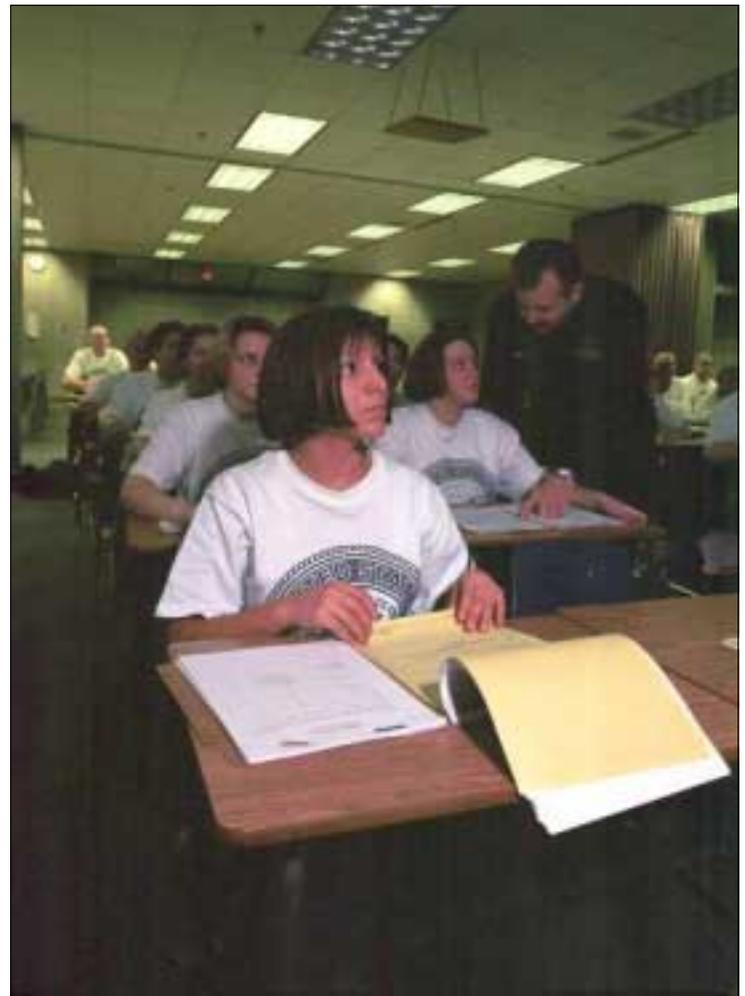
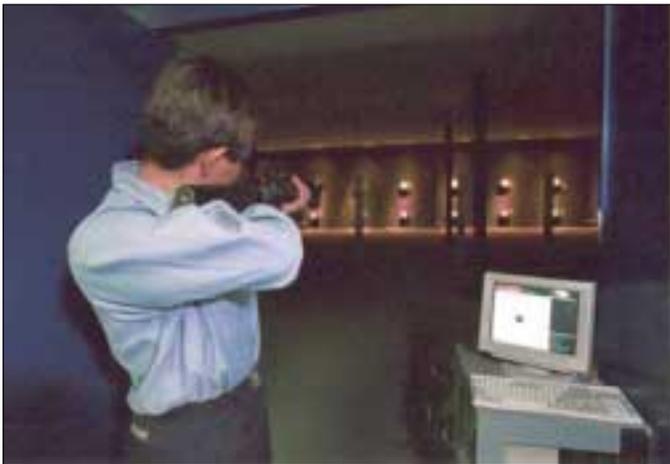
- Tough physical training
- Classroom training
- Drill and critical skill practice
- Recruit Division Commanders will mold you:
 - They know how much can be expected (and will demand it all).
 - You will probably end up in much better physical shape than you ever imagined possible.

You will know what it means to be a team player.

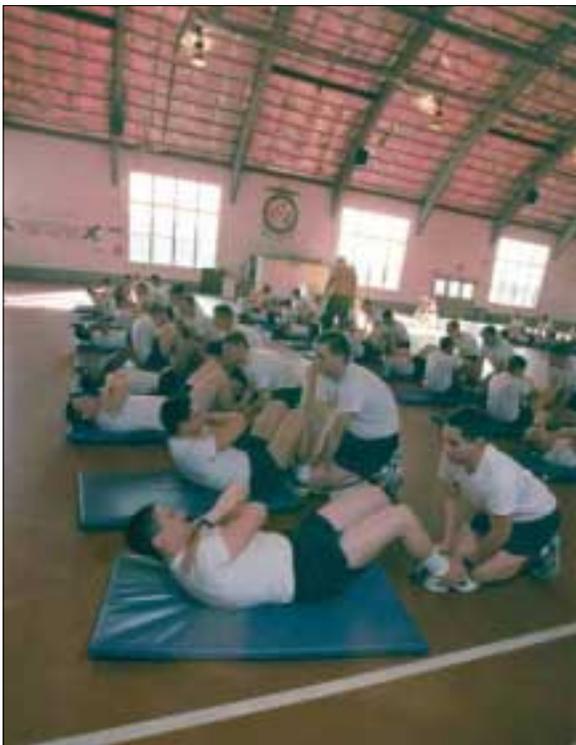
You will know what it takes to be a Sailor.



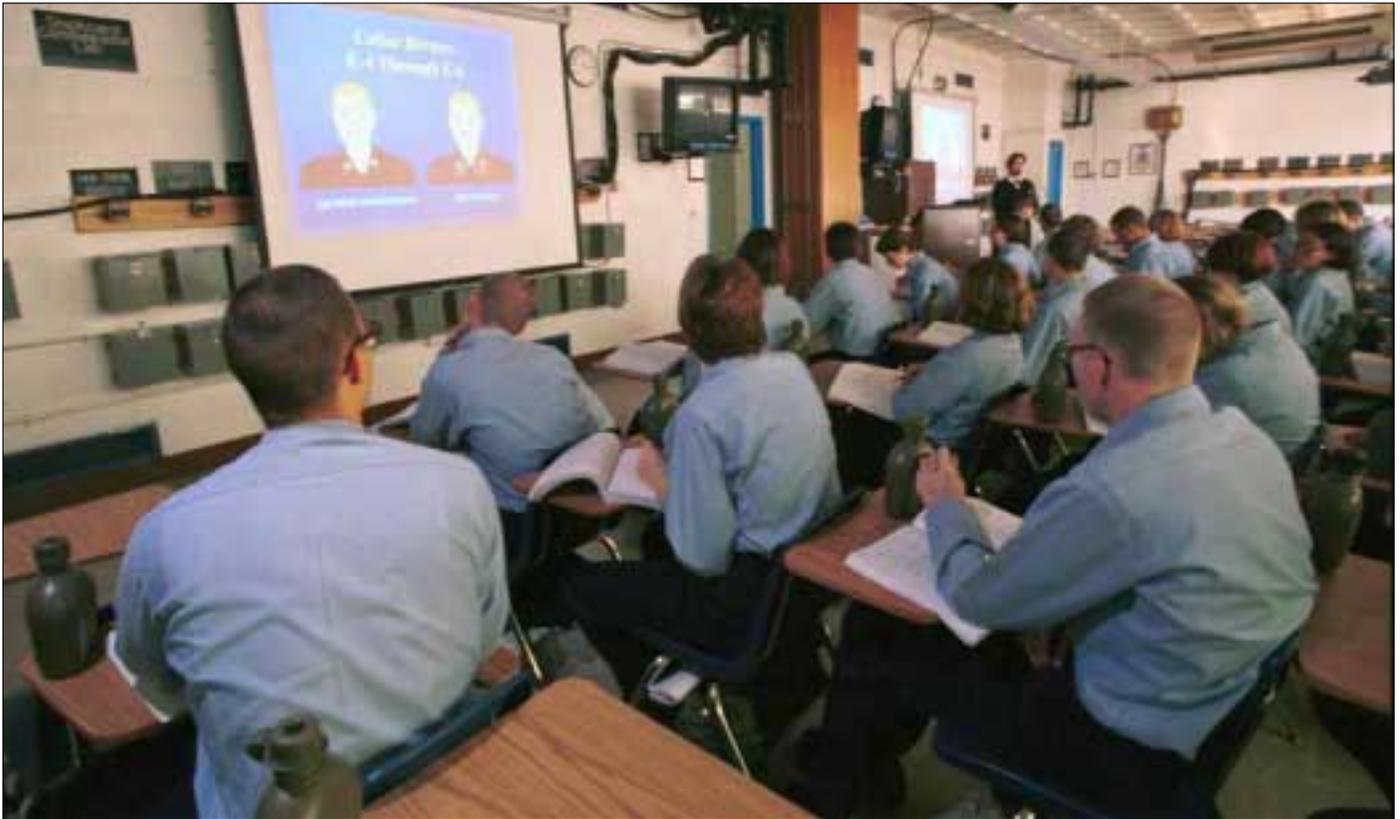
Recruit Training



Recruit Training



Recruit Training



Upon successful completion of recruit training, you'll receive orders to your first Navy assignment. This could be for Navy technical training or for apprenticeship training

Recruit Training

Pass and Review



Recruit Training

It's graduation!

Your "Journey of a thousand miles" now begins.



In 1999 alone, more than 54,000 men and women became new enlisted Sailors.



You've graduated and are moving one step along in your Navy career. Better yet, you'll soon be handed a set of orders... a chance for a new start in a new job.

Chapter 20

Family Life



Family Life

Possible Circumstances

- If the applicant has dependents
- If the applicant is considering getting married now or in the future

Possible Probes

- Are you engaged or married right now?
- Do you have any dependents (children or otherwise) to be concerned about?
- Do you see yourself with family down the road?
- Are your renting or have you been able to buy a home?

Possible Needs

- Wants a good life for a family, not just himself or herself
- Wants a secure future
- Wants benefits, including after service
- Is concerned about drugs, crime, etc. in current culture

Possible Support Feature

- Housing
- Family service centers, spouse employment services
- Child care centers, youth programs, etc.
- Family practice
- Exchanges and commissaries

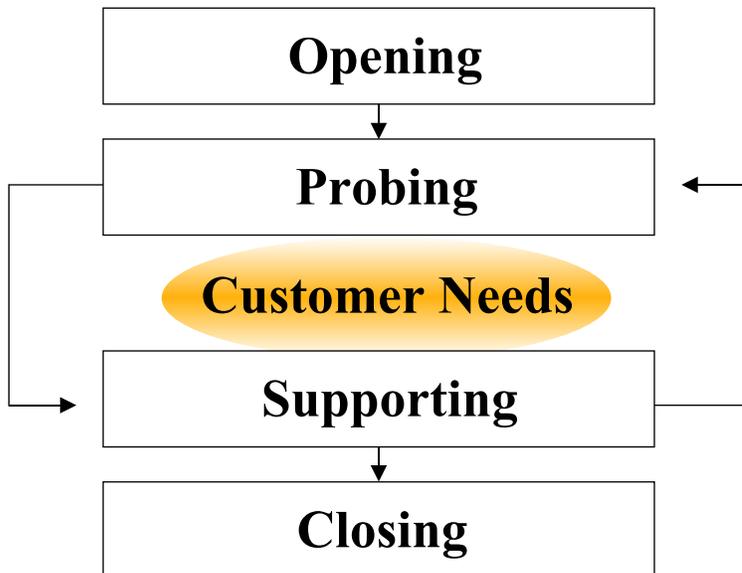
Possible Concerns

- How much will I be separated from my family?
(**Misunderstanding if the applicant thinks he or she will be at sea forever; confirm need and review 30 days paid vacation a year. A Drawback, though, to the extent that tours of duty do mean extended absences from the family.**)
- How will my family survive when I'm at sea?
(**Misunderstanding if the applicant feels there is no support; confirm need and review the concept of the Navy spouses and community coming together to help each other. A Drawback, though, to the extent that tours of duty can be tough on families.**)
- I'm new. Will I get a lower quality of housing?
(**Misunderstanding: confirm need and review how the Navy assigns housing based on family size, not rank or tenure.**)
- On a Navy base, can you just break in and search houses at will?
(**Misunderstanding: just as in civilian areas, there must be probable cause to ever enter or search someone's home.**)

PSS Interview Guide

Need Satisfaction Selling Process

Goal: To make informed, mutually beneficial decisions



Opening

- ___ Propose an agenda
- ___ State the value to the customer
- ___ Check for acceptance

Probing

- ___ Use open and closed probes to explore the customer's:
 - Circumstances
 - Needs

Supporting

- ___ Acknowledge the need
- ___ Describe relevant features and benefits
- ___ Check for acceptance

Closing

- ___ Review previously accepted benefits
- ___ Propose next steps for you and the customer
- ___ Check for acceptance

Overcoming Customer Indifference

- ___ Acknowledge the customer's point of view
- ___ Request permission to probe
- ___ Probe to create customer awareness of needs:
 1. Explore the customer's circumstances for:
 - a. Opportunities
 - b. Effects
 2. Confirm the existence of a need

Resolving Customer Concerns

- ___ First probe to understand the concern

Resolving Skepticism

- ___ Acknowledge the concern
- ___ Offer relevant proof
- ___ Check for acceptance

Resolving a Misunderstanding

- ___ Confirm the need behind the concern
- ___ Support the need:
 1. Acknowledge the need
 2. Describe relevant features and benefits
 3. Check for acceptance

Resolving a Drawback

- ___ Acknowledge the concern
- ___ Refocus on the bigger picture
- ___ Outweigh with previously accepted benefits
- ___ Check for acceptance

Family Life

“It takes a community to raise a child”

Do you know this African expression about the role of a community? A Navy base represents a larger family. In many ways, it is a throw-back to a more rural time when extended families all lived near each other. In our case, however, it may not be blood relatives that your family lives near - but it'll be *Navy relatives*. Talk to anyone who was raised on military bases and they'll tell you how it is on a base. Everyone pulls together to help each other, particularly when loved ones are off on duty.

But it's not just the people. The Navy, itself, is concerned about family life, and so the Navy provides things like:

- Commissary, Navy Exchange, and other enterprises
- An Ombudsman program, which is unique to the Navy and Coast Guard, to help work out problems
- Schools, hospitals, clinics, and other key support institutions
- Emails for family contact with most deployed service members



Family Life



Base life: secured, quality of life

A Navy base offers families the security of a gated community. That's why you'll find on-base housing an ideal place to raise a family. Many installations provide before- and after-school day care, approved family child-care provided by military spouses in their homes, and youth centers for teens and pre-teens. Most installations have a Family Center that serves as a one-stop place for service members and their families who need assistance with a variety of problems.

Do I have to live in Navy housing?

No, you don't have to reside in base housing. Besides base housing for families and barracks for single Sailors, there's housing available in the local community. Not only is there a housing allowance for those who live outside the base, it includes a variable housing factor for high-cost areas and a COLA (Cost-of-living Adjustment) that is worldwide. The Navy's goal is for every family to be able to live in reasonable comfort, no matter where the member is stationed. And don't forget: we cover your utilities, not just your rent!

How often will I have to move?

Initially, once you have completed basic training and any follow-on schooling, you will move just once to your first permanent duty station. After that, your moves depend on how often you change duty stations. And remember that when we move you, we also provide for your family. And, we do far more than just provide a moving van. The movers will bring the boxes, pack you, move your belongings, unpack you, and take away the boxes with them!



Family Life



Family Housing Program

The family housing program includes: Public quarters, mobile home parks, Navy housing, and leasing of privately-owned units. Where Navy Housing isn't available, housing referral offices are provided to assist in locating private housing in the community.



Family Life



Other Benefits

And remember that the Navy has better benefits than most civilian employers could hope to match.

- Navy Housing or housing allowance and money for meals
- 30 days of vacation with pay earned each year
- Advanced education at little or no cost
- Comprehensive medical and dental care with no doctor bills
- \$200,000 Life Insurance Policy for \$16 a month
- Discounted travel
- Excellent retirement program.

MWR (Morale, Welfare, and Recreation)

The Navy also makes programs available to families stationed at home and abroad that range from attending sporting events to musical concerts to travel and tours abroad.

State of the art exercise equipment can be found in our gyms, bowling alleys, basketball courts and baseball fields that are part of many of our installations. Recreation centers are filled with free or inexpensive rental equipment for fishing, camping, skiing and scuba diving. Weekend excursions are encouraged.

From travel at greatly discounted prices available to your spouse or family (as well as you) to every form of social gathering, Navy life is built around families. (If you want to learn more about the recreational opportunities offered, see the section in this binder called “Fun and Excitement.”)



Family Life





Accelerate Your Life!



Additional resources

[Click here](#) to view the official website of the U.S. Navy

[Click here](#) to view the Resource Index webpage on the official U.S. Navy website