

Personnel Specialist (PS)

NAVY

Personnel Specialist (PS) provide enlisted people with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits. PS maintain and audit pay and personnel records of military personnel, determine military pay, travel entitlements, and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted personnel and their families with special problems or personal hardships.

What they do

The duties performed by PSs include:

- Maintain and enter data into [Electronic](#) ~~listed~~ Service Records;
- Gain personnel to new commands, transfer personnel, prepare personnel for retirement/Fleet Reserve and prepare all types of separations.
- I.D. Card issuance.
- interview personnel;
- provide enlisted Sailors with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for advancement, and rights and benefits;
- assist enlisted personnel and their families with special problems or personal hardships;
- perform travel claim accounting; prepare financial reports;
- serve as agent cashiers to pay government funds;
- act as collection agents of money owed to U.S. Treasury by Navy personnel.
- Maintain and audit Automated Teller Machines onboard Navy ships.

Credit Recommendations

The American Council on Education recommends that semester hour credits be awarded in the vocational certificate or lower-division bachelor's/associate's degree categories for courses taken in this rating for typewriting and office procedures.

Qualifications and Interests

PSs should be people-oriented and enjoy providing customer service. They should be good at record keeping, have the ability to do detailed work and perform repetitive tasks; and communicate clearly their ideas. Helpful skills are writing, typewriting, arithmetic ability, and good memory.

Career Path After Recruit Training

Enlistees are taught the fundamentals of this rating through formal Navy schooling or on-the-job training. Advanced technical and operational training is required in this rating during later stages of career development.

| School | Present Location | Approximate Training Time | Subjects | Training Methods |
|----------------------------|------------------|--|---|--|
| Class "A" Technical School | Meridian, MS | CBT (Self paced, average 21 days) 5 Weeks | Familiarization with forms and procedures of personnel administration | Group and individualized instruction and practical application |

After "A" school, Personnel Specialist may be assigned to ships or shore stations in the United States or overseas. Aboard ships, they are usually assigned to the Personnel, Administrative, Supply, or Training Departments. Ashore, they are predominantly assigned to Personnel Support Detachments. A typing test is required sometime during training. During a 20-year period in the Navy, PSs spend about 25 percent of their time assigned to fleet units and 75 percent to shore stations.

Working Environment

Work in the PS rating is usually performed in a clean office environment, [onboard a ship or ashore both CONUS and OCONUS](#). People in this rating may work alone with little supervision, or work closely with others under close supervision, depending on individual assignments. They do mostly administrative and mental work, depending on assignment.

Opportunities

About ~~2,839~~ [4,300](#) men and women work in the PS rating. Qualified and self-motivated people have a good opportunity for entry into this rating.

Related Civilian Jobs-

O*Net SOC Code O*Net SOC Title
 11-3011.00 Administrative Services Managers
 13-1072.00 Compensation, Benefits, and Job Analysis Specialists
 15-1061.00 Database Administrators
 21-1012.00 Educational, Vocational, and School Counselors
 43-1011.00 First-Line Supervisors/Managers of Office and Administrative Support Workers
 43-3021.02 Billing, Cost, and Rate Clerks
 43-3031.00 Bookkeeping, Accounting, and Auditing Clerks
 43-3051.00 Payroll and Timekeeping Clerks
 43-4051.00 Customer Service Representatives
 43-4071.00 File Clerks

43-4161.00 Human Resources Assistants, Except Payroll and Timekeeping

43-6014.00 Secretaries, Except Legal, Medical, and Executive
 43-9061.00 Office Clerks, General

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

Revised (06/11)