



**DEPARTMENT OF THE NAVY**

NAVY RECRUITING DISTRICT, PORTLAND

7028 N.E. 79TH COURT

PORTLAND, OREGON 97218-2813

NAVCRUITDISTPORTLANDINST 1430.3G

Admin

30 May 13

**NAVCRUITDIST PORTLAND INSTRUCTION 1430.3G**

Subj: DEDICATED STUDY TIME FOR NAVY-WIDE ADVANCEMENT EXAMINATIONS

Ref: (a) COMNAVCRUITCOMINST 5400.2E, Article 1107

1. Purpose. To implement policy concerning dedicated study time for the Navy-wide advancement examination.
2. Cancellation. NAVCRUITDIST Portland Instruction 1430.3F.
3. Background. Reference (a) mandates that Sailors who are both eligible for advancement and working outside their rates at Navy Recruiting Command activities be granted dedicated study time to compensate for their loss of in-rate experience while on recruiting duty.

4. Action

a. At a minimum, each non-CRF, advancement-eligible candidate shall be permitted one and one-half hours per day of uninterrupted study time during normal working hours for six consecutive weeks prior to each exam cycle, commencing as follows:

- (1) For September exam cycle: July
- (2) For March exam cycle: January
- (3) For January E-7 exam cycle: October

b. Each Sailor shall develop a six-week study plan using his/her previous examination profile sheet and the examination bibliography.

c. To order classified material for rating exam study purposes, a Sailor shall submit a list of required courses and the name of the Navy Operational Support Center (NOSC), where he/she intends to study, to the Command Career Counselor.

d. The term "advancement-eligible candidate" is defined as one who is qualified in all respects to take the next advancement exam. Specific prerequisites are:

- (1) Recommendation for advancement by the Commanding Officer, and
- (2) Sufficient Time-in-Rate.

e. Station LPOs shall create an environment conducive to study by segregating exam candidates from on-going recruiting activity using available office spaces. If a station facility cannot provide sufficient privacy to permit effective, uninterrupted study, the candidate shall submit a NAVPERS Form 1336/3, Special Request Authorization, to his/her Division LCPO via his/her LPO, requesting an alternate study arrangement. This may involve reporting to work later than usual, departing earlier, or taking an extended lunch in order to study in a suitable location. In any case, LPOs will document study time in candidates' training records and periodically monitor progress to ensure that study time is being used for the purpose intended. Enlisted Processing Division Supervisors shall be responsible for documenting study time for support personnel at Military Entrance Processing Stations. Training Petty Officers in each department at district headquarters shall be responsible for this documentation within their department.

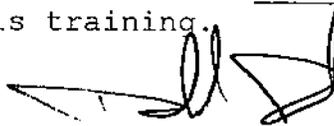
f. In unique circumstances, on a case-by-case basis, Sailors may request six day, funded TAD orders, on base rate, to a fleet concentration area in lieu of the aforementioned six-week study schedule. This option is intended for individuals who require access to materials and/or equipment that cannot be stored at a Reserve Center or are otherwise unavailable. Requests will be submitted in sufficient time to permit the LPO and Division LCPO to adjust planners and workload to ensure continued mission success.

g. Unusual circumstances which are not otherwise covered by this instruction will be considered by the Commanding Officer in response to a NAVPERS Form 1336/3.

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h. Supervisory personnel shall schedule and conduct Basic Military Requirements training throughout the year.

i. This six-week study period should be considered a dedicated review period for the material studied up to that time, as I expect every Sailor, CRF and non-CRF, to be preparing for advancement exams throughout the year. Therefore, every Sailor shall schedule one-and-a-half hours during the standard workweek, year round, to study his/her in-rate or basic military requirements. This time shall be scheduled on the weekly planner approved by the LPO and Division LCPO, and shall take place at a location conducive to study. To help ensure success, each Sailor should have a plan of what topics he/she intends to study and should ensure he/she has the required materials on hand. The e-learning courses available at [www.nko.navy.mil](http://www.nko.navy.mil) may be a valuable resource for this training.



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