Naval Education and
Training Command

NAVEDTRA 82604
November 1995
0503-LP-479-7700

Nonresident
Training Course
(NRTC)

Personnelman 3 & 2

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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0503LP4797700

Although the words “he,” “him,” and “his” are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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15 Oct 98

ERRATA 1
Stock Ordering No.
0503-LP-479-7701

Specific Instruction and Errata for
Nonresident Training Course

PERSONNELMAN 3 & 2, NAVEDTRA 82604

1. No attempt has been made to issue corrections for errors in typing, punctuation, etc., that do not affect your ability to answer the question or questions.

2. To receive credit for deleted questions, show this errata to your local course administrator (ESO/scorer). The local course administrator is directed to correct the course and the answer key by indicating the question deleted.

3. Assignment Booklet, NAVEDTRA 82604

a. Delete the following question, and leave the corresponding space blank on the answer sheet:

Question

10-51

b. Make the following changes:

Page	Change
60	In question 10-21, line 5, change "minimum" to read "maximum".
64	In question 10-62, line 5, change "minimum" to read "maximum".

PERSONNELMAN 3 & 2
NAVEDTRA 82604

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is *Personnelman 3 & 2,* NAVEDTRA 12604. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the TRAMAN, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, you must submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets: As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

Student Questions: If you have questions concerning the administration of this course, consult your ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package; NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets: Follow the "MARKING INSTRUCTIONS" on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

As you work the course, be sure to mark your answers in the course booklet because your answer sheets will not be returned to you. When you have completed an assignment, transfer your answer from the course booklet to the answer sheet.

Mailing the Completed ADP Answer Sheets: Upon completing an assignment, mail the completed answer sheet to:

COMMANDING OFFICER
NETPMSA CODE 036
6490 SAUFLEY FIELD RD
PENSACOLA FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your ESO. You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading: NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you

answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion: When you complete the last assignment, fill out the "Course Completion" form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record. YOU MAY RETAIN THE TEXT.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions: Refer questions concerning this course to NETPMSA by mail (use the address on page ii) or by telephone: DSN 922-1366 or commercial (904) 452-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at **23** points. These points will be credited to you upon your satisfactory completion of each unit as shown below:

Unit 1-12 points - Assignments 1 through 8

Unit 2-11 points - Assignments 9 through 15

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH THE NETPMSA ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

In completing this course, you will demonstrate a knowledge of the subject matter by answering questions on the following topics: Dynamics of the Personnelman Rating; Navy Enlisted Occupations; Personnel Support; Correspondence and Files; Enlisted Service Records; Officer Service Records; Enlisted Distribution Report, Officer Distribution Control Report, and Diary Message Reporting System; Counseling Service Members; Advancement, Education, and Training; Commissioning Programs; Overseas Travel and Orders; Transfers and Receipts; Naval Reserve Programs, Reenlistment Incentive Programs and Separations; Leave Procedures; and Electronic Data Processing and the Source Data System.

Naval courses may include several types of questions--multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-1	☐	■	☐	☐	- - -

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-2	☐	■	☐	☐	- - -

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses may be used once, more than once, or not at all.

	A. OFFICER	B. DEPARTMENT
s-3.	Damage Control Assistant	1. Operations Department
s-4.	CIC Officer	2. Engineering Department
s-5.	Disbursing Officer	3. Supply Department
s-6.	Communications Officer	

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-3	☐	■	☐	☐	- - -
s-4	■	☐	☐	☐	- - -
s-5	☐	☐	■	☐	- - -
s-6	■	☐	☐	☐	- - -

ASSIGNMENT 1

Textbook Assignment: "Dynamics of the Personnelman Rating," chapter 1, pages 1-1 through 1-22.

LEARNING OBJECTIVE: Identify the functions of the PN rating. Identify the purpose of Personnel Support Activity Detachments (PSDS).

1-1. As a PN, you will be involved in performing which of the following tasks?

1. Typing and writing official letters and reports
2. Recordkeeping and maintaining enlisted service records
3. Interviewing and counseling individuals
4. Each of the above

1-2. Enlisted service records provide which of the following information about the service member?

1. Reference to past accomplishments and performance
2. Awards
3. Training accomplishments
4. Each of the above

1-3. What is the Navy's most valuable asset?

1. Aircraft
2. Ships
3. Submarines
4. People

1-4. Providing good customer service is fundamental to your rating and is the most important step you can take to become a better PN.

1. True
2. False

1-5. Which of the following offices is considered the administrative control center within a command?

1. Administrative
2. Captain's
3. Personnel
4. Ship's

1-6. Which of the following locations is considered the one-stop service center that retains and maintains the pay accounts and service records for all shore commands and activities within a specific geographical area?

1. Administrative offices
2. PERSUPPDETs
3. PERSUPPACTs
4. Pass liaison office

1-7. All PSDs are supported by what activity?

1. BUPERS
2. EPMAC
3. PERSUPPACT
4. Local stations' administrative office

THIS SPACE LEFT BLANK INTENTIONALLY.

1-8. To carry out their mission the PSDs perform all EXCEPT which of the following functions?

1. Provide one-stop pay, administrative, and passenger transportation support to the individual service member, dependents, and retirees, and passenger transportation support to Navy civilians
2. Maintain all personnel records of all civilian personnel working at the station
3. Provide military pay support to naval activities and/or afloat units without a disbursing officer and provide other disbursing services, as applicable
4. Provide pay, personnel, and transportation management information to customer commands to assist them in the effective management of personnel assigned

1-9. Which of the following individuals is responsible for personnel office operations and neatness?

1. PN1
2. PN2
3. PN3
4. Each of the above

1-10. In an effort to keep the personnel office neat, clean, and secure, you should follow which of the following routines each day?

1. Go through the action correspondence to make sure that all required tasks are completed
2. Put away manuals at the end of the day and clean the desk and office
3. Secure all safes, service record files, and the office
4. Each of the above

1-11. Which of the following instructions contains guidelines on how to handle classified documents?

1. OPNAVINST 1780.3
2. OPNAVINST 5510.1
3. BUPERSINST 1430.16
4. BUPERSINST 1616.9

1-12. What action, if any, should you take before you rearrange your office?

1. Plan ahead
2. Check with your supervisor
3. Check with your division officer
4. None

LEARNING OBJECTIVE: Identify the procedures used to organize an office.

1-13. In your office, chairs should be adjusted so the typists' feet rest firmly on the floor and chair seats are what minimum number of inches below the base of the keyboard?

1. 11
2. 12
3. 13
4. 14

1-14. Which of the following factors should you consider when arranging your office?

1. Supply handling convenience
2. Ease in handling files
3. Privacy for personnel counseling purposes
4. Each of the above

LEARNING OBJECTIVE: Identify the characteristics necessary for a PN to be successful.

1-15. What ability is the most important characteristic of a good PN?

1. To work and deal with people
2. To get the work done as fast as possible
3. To secure from work early
4. To refer work to other offices

1-16. Personnel in what rating are considered the most important customer service representatives in the Navy?

1. AD
2. MM
3. PN
4. PR

1-17. Individuals in what ratings are involved primarily with providing services directly to personnel?

1. AK, DK, and DT only
2. HM, LN, and MS only
3. PN, RP, and YN only
4. AK, DK, DT, HM, LN, MS, PN, RP, and YN

1-18. Providing customer service refers to which of the following statements?

1. Attentiveness provided to the customer
2. The quality of the service that you provide to the customer rather than whether you are able to comply with all the customer's wishes
3. Quality time spent with the customer
4. All of the above

1-19. Which of the following groups of enlisted personnel are influenced and get an initial impression of Navy life by how the PN deals with them?

1. Those just entering the Navy
2. Seaman recruits just out of boot camp
3. Airman recruits reporting to their first duty station
4. Each of the above

1-20. What is the effect of poor customer service?

1. Anger only
2. Disgust only
3. Frustration only
4. Anger, disgust, and frustration

1-21. If you, as a PN, provide bad service, the customer will take which of the following types of actions?

1. Inform his/her supervisor
2. Inform his/her friends
3. Inform the customer service representative's supervisor
4. Each of the above

1-22. Good customer service is considered a qualitative characteristic that is indicated by which of the following traits?

1. A person's human relation capability
2. A person's knowledge
3. A person's interest and concern for others
4. All of the above

1-23. As a PN, you should provide good customer service to which of the following personnel?

1. Chief petty officers
2. Senior petty officers
3. Officers and civilians
4. All of the above

1-24. Which of the following is a characteristic of a good PN?

1. Act professional
2. Feel professional
3. Look professional
4. Each of the above

1-25. A customer who receives poor service will have a negative impression of all EXCEPT which of the following activities?

1. All branches of the armed services
2. The personnel office
3. The command
4. The Navy

1-26. Of personnel in the following Navy ratings, which one, if any, has the most important job in the Navy?

1. The PN rating
2. The PN and the YN ratings only
3. The PN, YN, and DK ratings
4. None of the above; all Navy jobs are important

1-27. What should your image as a Navy professional portray?

1. Pride in your job only
2. Pride in yourself only
3. Pride in your job and yourself
4. Pride in your physical surroundings

LEARNING OBJECTIVE: Recognize the areas of customer service that require improvement.

1-28. The first step in making improvements in customer service is to recognize that

1. there is a need for change in customer service procedures
2. your supervisor wants you to change your attitude
3. your administrative officer wants you to change your attitude
4. your CO wants you to change your attitude

1-29. You have decided that improvements can be made in customer service. As a first step in improving service, you should consider which of the following customer desires/ feelings?

1. Customers want to be considered as individuals
2. Customers want you to feel that they are more important than physical surroundings
3. Customers want you to treat them equally and fairly
4. Each of the above

1-30. Of the factors listed below, which one is essential to improve customer service?

1. Human relations
2. Office arrangement
3. Punctuality
4. Office lighting

LEARNING OBJECTIVE: Recognize areas that require improvement in the area of customer service.

1-31. The skill of doing something well is a result of which of the following factors?

1. Talent
2. Training
3. Practice
4. Each of the above

1-32. Which of the following skills should a PN have to be effective in conducting personal interaction with customers?

1. Military
2. Professional
3. Face-to-face
4. Salesmanship

1-33. Your effectiveness as the customer service representative depends on which of the following factors?

1. How well you speak
2. How well you listen
3. Your responsiveness to the customer’s needs
4. Each of the above

LEARNING OBJECTIVE: Recognize personal attitudes that increase the PN’s ability to provide customer service.

1–34. Which of the following is NOT an effect of a person’s attitudes?

1. Actions
2. Deeds
3. Visibility
4. Words

1-35. Of the statements shown below, which one describes attitudes?

1. To act in an irrational manner
2. To express a like or dislike for someone or something
3. To act in a rational manner
4. Each of the above

1-36. What, if anything, should you do if you find a person in your command doing something that is inappropriate?

1. Discuss it with your friends
2. Publish it in the POD
3. Report it immediately
4. Nothing

1-37. What person can change your attitude?

1. Yourself
2. The CO
3. The personnel officer
4. Your supervisor

1-38. Which of the following actions will allow you to develop a positive attitude?

1. Change your outlook on life
2. Increase your knowledge
3. Broaden your understanding about people
4. Each of the above

LEARNING OBJECTIVE: Recognize the personal traits and attitudes that will help you improve customer service.

1-39. When you are a customer, you should act toward the person providing the service in what way?

1. Courteously
2. Respectfully
3. Tactfully
4. Each of the above

1-40. You go to an office to ask about a certain matter, but you don't feel satisfied with the customer service representative's answer. What action should you take?

1. Leave the office immediately
2. Inform the customer service representative's supervisor
3. Shout at the customer service representative
4. Report it to the CO

1-41. What action should you take to understand how customers feel and want to be treated?

1. Look into their eyes
2. Look at their facial expressions for signs of frustration
3. Look for the customer's body language
4. Put yourself in the customer's shoes

1-42. Because you must handle many customers during the day, you may be affected in which of the following ways?

1. Your attitude
2. Your dedication
3. Your mood
4. Your time spent with coworkers

1-43. You are having a bad day, and you feel that you cannot provide the kind of service a customer needs. What action should you take?

1. Leave the office immediately only
2. Leave the area and hope that another person will take care of the customer's problem
3. Let your supervisor or another person know so that the customer may be assisted
4. Tell the customer to come back another day when you feel better

1-44. You feel that your efforts are not being recognized despite your hard work and dedication. Eventually, your efforts will be recognized in which of the following ways?

1. Good evaluations
2. Letters of appreciation
3. Personal awards
4. Each of the above

1-45. When you are trying to provide a solution to a customer's problem, you should consider which of the following factors?

1. The specific problem
2. The complexity of the problem
3. Both 1 and 2 above
4. Your feelings about the customer

1-46. Which of the following is NOT a pitfall to avoid when dealing with customers?

1. Leaping to conclusions
2. Personal interest
3. Personal reactions
4. Stereotyping

1-47. What are the three facets involved in communications?

1. The sender, the receiver, and understanding the message
2. The sender, the receiver, and the message format
3. Understanding the message, the receiver, and the means of sending the message
4. The means of sending the message, the sender, and the means of receiving the message

1-48. Which of the following is NOT considered a language barrier?

1. Cultural
2. Habits
3. physical
4. Speed

1-49. What is the most effective way for you to overcome language barriers?

1. Act as if you understand everything the customer says
2. Have a positive attitude
3. Speak clearly
4. Write clearly

1-50. What factors contribute to reducing the customer's ability to see a problem, to express it, and to accept an objective solution?

1. Anxiety only
2. Hostility only
3. Anxiety and hostility
4. Good or bad attitude

1-51. Apathy is also known as

1. empathy
2. indifference
3. sympathy
4. reluctance

ASSIGNMENT 2

Textbook Assignment: "Navy Enlisted Occupations," chapter 2, pages 2-1 through 2-28.

Learning Objective: Identify the enlisted occupational fields.

2-1. Recruits are assigned to class "A" school by what official?

1. Deputy, CHNAVPERS
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

2-2. What is the approximate number of Navy enlisted occupations?

1. 50
2. 60
3. 70
4. 90

2-3. By what name are the Navy occupations known?

1. Jobs
2. Rates
3. Ratings
4. Trades

2-4. A member's entitlement to receive pay is determined by which of the following factors?

1. Active duty in a pay status and not prohibited by law from receiving such pay
2. Paygrade
3. Years of service
4. All of the above

2-5. Which of the following are considered general rates?

1. AN and CN
2. DN and FN
3. HN and SN
4. Each of the above

2-6. Enlisted personnel would be considered nondesignated strikers in all EXCEPT which of the following ratings?

1. AN
2. FA
3. PNSN
4. SR

2-7. An enlisted person would be considered a designated striker by being in which of the following ratings?

1. AN
2. BMSN
3. FN
4. SA

2-8. As they advance in paygrade, which of the following personnel are considered technicians and work managers within the ratings who possess increasing degrees of skill, responsibility, and authority?

1. E-3s
2. Petty officers
3. Chief petty officers
4. Senior chief petty officers

2-9. Which of the following personnel are considered technical authorities, experts, and supervisors within a rating?

1. Petty officers
2. Chief petty officers
3. Senior chief petty officers
4. Master chief petty officers

2-10. Which of the following personnel are considered senior technical supervisors within a rating or occupational field?

1. Petty officers
2. Chief petty officers
3. Senior chief petty officers
4. Master chief petty officers

2-11. Which of the following personnel are considered the senior enlisted petty officers in the United States Navy?

1. First class petty officers
2. Chief petty officers
3. Senior chief petty officers
4. Master chief petty officers

2-12. As directed by the CO and XO of a command, the responsibility for carrying out established command policy in specific areas rests with what person(s)?

1. Chief petty officers
2. Senior chief petty officers
3. Master chief petty officers
4. Master chief petty officer of the command

2-13. Of the individuals in your command, which one would take precedence over all enlisted members?

1. A master chief with 20 years service working in the administrative office
2. A master chief with 23 years service working in the operations department
3. A master chief with 29 years service working in the deck department
4. The command master chief with 19 years service

2-14. What is the specified tour length of the Master Chief Petty Officer of the Navy (MCPON)?

1. 5 years
2. 2 years
3. 3 years
4. 4 years

2-15. The MCPON is assigned to the immediate staff of what official?

1. CHNAVPERS
2. OPNAV
3. CNO
4. SECNAV

2-16. Assisted by a staff of three, the MCPON can also rely on the quality and experience of which of the following master chiefs?

1. Fleet
2. Force
3. Command master chiefs
4. Each of the above

2-17. What paygrade is the MCPON?

1. E-8
2. E-9
3. E-10
4. E-11

2-18. The senior enlisted representatives equivalent to the MCPON include which of the following individuals?

1. Chief Master Sergeant of the Air Force
2. Sergeant Major of the Army
3. Sergeant Major of the Marine Corps
4. Each of the above

Learning Objective: Identify the types of ratings within the Navy.

2-19. Within the Navy, there are what total number of categories of ratings?

1. Five
2. Two
3. Three
4. Four

2-20. What are the Navy's rating categories?

1. General and service only
2. General and emergency only
3. Service and emergency only
4. General, service, and emergency

2-21. What ratings are considered subdivisions of general ratings?

1. Emergency
2. Future
3. Service
4. Apprentice

2-22. When are emergency ratings required?

1. In time of national emergency
2. In time of peace
3. In time of war

2-23. Ratings are defined as broad enlisted career fields. They identify occupational specialties that encompass related aptitudes, training, experience, knowledge, and skills for the purposes of career development and advancement.

1. True
2. False

2-24. Ratings are organized into what specified number of occupational fields?

1. 20
2. 21
3. 22
4. 23

A. AC	E. BM	I. OS	M. SK
B. AE	F. EN	J. OT	N. ST
C. AW	G. EW	K. PN	O. UT
D. BT	H. MA	L. QM	

Figure 2A

IN ANSWERING QUESTIONS 2–25 THROUGH 2-31, SELECT FROM FIGURE 2A THE RATING THAT BELONGS IN THE OCCUPATIONAL FIELD USED AS THE QUESTION.

2-25. Occupational field 1.

1. C
2. D
3. E
4. F

2-26. Occupational field 7.

1. A
2. B
3. C
4. D

2-27. Occupational field 15.

1. H
2. I
3. J
4. K

2-28. Occupational field 24.

1. B
2. C
3. D
4. E

2-29. Occupational field 13.

1. K
2. L
3. M
4. O

2–30. Occupational field 16.

1. A
2. D
3. M
4. O

2-31. Occupational field 19.

1. F
2. G
3. H
4. I

A. AT	F. DC	K. FT	P. TM
B. AD	G. HT	L. FC	Q. DP
C. AO	H. AB	M. GS	R. DS
D. AZ	I. ET	N. GM	
E. BT	J. FT	O. MT	

Figure 2B

IN ANSWERING QUESTIONS 2-32 THROUGH 2-36, SELECT FROM FIGURE 2B THE RATING DESCRIBED BY THE INSIGNIA USED AS THE QUESTION.

2-32. A Hero's boiler.

1. D
2. E
3. F
4. G

2-33. A winged, two-bladed propeller.

1. B
2. C
3. D
4. E

2-34. A range finder.

1. I
2. J
3. K
4. L

2-35. A helium atom with input/output arrows.

1. R
2. Q
3. P
4. O

2-36. A crossed fire ax and maul.

1. E
2. F
3. G
4. H

2-37. What ratings make up the AM rating?

1. AME only
2. AMH only
3. AMS only
4. AME, AMH, and AMS

2-38. The organizational-level maintenance on catapults is the responsibility of personnel in what rating?

1. AB
2. AD
3. AS
4. AT

2-39. Individuals in what rating perform organizational- and intermediate-level maintenance on underwater ordnance such as torpedoes and antisubmarine rockets?

1. GM
2. MT
3. TM
4. MM

2-40. If you want to find out additional information concerning the duties and responsibilities of personnel in different Navy ratings, you should refer to which of the following publications?

1. ENLTRANSMAN
2. JFTR
3. MILPERSMAN
4. NAVPERS 18068, Vol. I, part B

2-41. If you want to find additional information concerning different badges and breast insignia worn by officers and enlisted personnel, you should refer to which of the following publications?

1. ENLTRANSMAN
2. MILPERSMAN
3. Navy Regulations
4. US. Navy Uniform Regulations

LEARNING OBJECTIVE: Identify the various warfare qualifications currently authorized in the Navy.

2-42. Which of the following is considered the most prized enlisted mark of achievement?

1. EAWS designation
2. ESWS designation
3. MCPON insignia
4. ECWS designation

2-43. Currently, there are what total number of enlisted warfare specialist qualifications?

1. Five
2. Two
3. Three
4. Four

2-44. What are the enlisted warfare specialist qualifications?

1. EAWS and ESWS only
2. EAWS, ECWS, and ESWS
3. ECWS, ESWS, and SCWS
4. EAWS, ESWS, and SCWS

2-45. A Sailor has acquired specific seagoing skills, knowledge, and experience. This Sailor has also demonstrated proficiency at the professional levels of competence above that which is expected in the routine performance of duty in surface ships. What designation signifies this achievement?

1. EAWS
2. SCWS
3. ESWS
4. ECWS

2-46. Which of the following programs recognizes the professional qualifications of enlisted personnel serving in naval aviation?

1. EAWS
2. SCWS
3. ESWS
4. ECWS

2-47. The efforts of a selected group of officer and enlisted personnel trained in military defensive combat, advance base construction, and naval construction operations are recognized by which of the following designations?

1. ECWS
2. SCWS
3. ESWS
4. EAWS

2-48. What OPNAVINST contains information about the EAWS program?

1. 1410.1
2. 1412.5
3. 1414.1
4. 1780.3

2-49. What OPNAVINST contains information concerning the SCWS program?

1. 1410.1
2. 1412.5
3. 1414.1
4. 1700.7

2-50. What OPNAVINST contains information concerning the ESWS program?

1. 1150.5
2. 1410.1
3. 1412.5
4. 1414.1

ASSIGNMENT 3

Textbook Assignment: "Personnel Support," chapter 3, pages 3-1 through 3-28.

LEARNING OBJECTIVE: Identify the proper procedures for recording NECs.

3-1. Navy Enlisted Classification (NEC) codes identify nonrating-wide skills, knowledge, aptitude, or qualification that must be documented to identify both people and billets for management purposes.

1. True
2. False

3-2. The responsibility for formulating and implementing NEC coding and for maintaining technical control over the entire NEC system rests with

1. CHNAVPERS
2. SECNAV
3. EPMAC
4. NRPC

3-3. The responsibility for effective use of the NEC information of the distribution, placement, and detailing of enlisted personnel rests with

1. CNO
2. SECNAV
3. EPMAC
4. NRPC

3-4. As a PN, with what types of NECs must you be familiar?

1. Alphanumeric and entry series
2. Numerical and rating series
3. Planning and special series
4. All of the above

3-5. What type of NECs consist of Rating Conversion and Occupational Area—Defense Grouping (DG) NECs?

1. Alphanumeric
2. Entry
3. Numerical
4. Planning

3-6. What NEC series relates to a limited number of specific ratings?

1. Alphanumeric
2. Entry
3. Rating
4. Special

3-7. What NEC series has the same purpose as Rating Series NECs but generally relates to an unlimited number of ratings?

1. Alphanumeric
2. Numerical
3. Planning
4. Special

3-8. What NEC series is used to identify discrete skills and training levels when justified by the complexity of training and management requirements?

1. Alphanumeric
2. Numerical
3. Rating
4. Special

3-9. What is the maximum number of NECs that can be listed in the Enlisted Distribution and Verification Report (EDVR) for each member?

1. Six
2. Two
3. Five
4. Four

3-10. What form should you use when active duty personnel are recommended for an NEC?

1. CHNAVRES 1220/1
2. NAVPERS 1221/1
3. NAVCOMPT 3060
4. NAVCOMPT 3061

3-11. What form should you use when inactive duty personnel are recommended for an NEC?

1. NAVRES 1220/1
2. NAVPERS 1221/1
3. NAVPERS 1070/603
4. NAVPERS 1070/609

3-12. Once the recommended NEC for an active duty member is approved by EPMAC, you should make an entry on what page of the enlisted service record?

1. 5
2. 2
3. 3
4. 4

3-13. What date should you use to record the assignment of an NEC when your command receives the approved NEC Change/ Recommendation?

1. Date the NEC Change/ Recommendation was received by your command
2. Date the NEC Change/ Recommendation was initially submitted
3. Date the NEC was awarded by EPMAC
4. First day of the month in which the NEC was approved by EPMAC

LEARNING OBJECTIVE: Identify the Enlisted Personnel Action Request and recognize preparation and submission requirements.

3-14. What NAVPERS document identifies the Enlisted Personnel Action Request?

1. 1070/605
2. 1070/609
3. 1306/7
4. 1306/63

3-15. A PN2 is applying for the Selective Conversion and Reenlistment (SCORE) program. To which of the following activities or officials should the Enlisted Personnel Action Request be submitted?

1. BUPERS
2. EPMAC
3. NRPC
4. SECNAV

3-16. Preparation instructions for the Enlisted Duty Preferences, NAVPERS 1306/63, are contained in what chapters of the ENLTRANSMAN?

1. 1 and 20
2. 2 and 25
3. 3 and 25
4. 4 and 26

LEARNING OBJECTIVE: Identify the reasons for and purposes of humanitarian reassignments, to include processing procedures.

3-17. Which of the following individuals should be involved in the screening process of a member's humanitarian reassignment request?

1. Chaplain
2. Senior officers
3. Petty officers
4. Each of the above

3-18. Where is the Humanitarian Assignment/Hardship Discharge Section located?

1. BUPERS
2. EPMAC
3. NRPC
4. SECNAV

3-19. A member's request for humanitarian reassignment must meet the criteria set forth in what chapter of the ENLTRANSMAN?

1. 17
2. 18
3. 19
4. 20

3-20. Which of the following is NOT a basic criteria for determining humanitarian reassignment?

1. The member's presence is required for specific reasons other than for morale or financial purposes alone
2. The hardship is resolvable within a reasonable period
3. There are no other family members or relatives capable of providing necessary assistance
4. The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by using leave (including emergency leave if overseas)

3-21. A member has requested humanitarian assignment because he/she has been awarded custody of his/her children. The member eventually is authorized humanitarian assignment to a base close to the location of the dependents. The member must comply with which of the following instructions?

1. BUPERSINST 1430.16
2. BUPERSINST 1750.10
3. OPNAVINST 1300.14
4. OPNAVINST 1740.4

3-22. Requests for humanitarian reassignment for all enlisted personnel are addressed to what activity/official?

1. BUPERS (PERS 40HH)
2. NRPC (Code 401)
3. CNO
4. SECNAV

3-23. A copy, less enclosures, of the humanitarian reassignment request of enlisted personnel must be sent to what official?

1. CHNAVPERS
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

3-24. Humanitarian reassignments are NOT considered for which of the following reasons?

1. Financial or business (including the operation of a family business)
2. Indebtedness
3. Personal convenience
4. Each of the above

3-25. Humanitarian reassignment requests of enlisted training and administration of reserve (TAR) personnel must be sent to what official?

1. BUPERS (PERS 40HH)
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

3-26. An enlisted member was given a humanitarian reassignment and the hardship has ceased to exist or has been eased before the completion of the period of temporary duty assignment. What action should the activity to which the member is temporarily assigned take?

1. Submit an availability report to the assignment control authority
2. Submit a letter to BUPERS
3. Submit a letter to the last command
4. Send a message to EPMAC

3-27. Members on TD HUMS are considered for reassignment approximately what number of months before the scheduled completion of their temporary assignment?

1. 1
2. 2
3. 3
4. 4

3-28. An activity has a member on board for TD HUMS. The activity should interview the member what specific number of weeks before the member's PRD to decide if the hardship has been resolved before submitting the availability report?

1. 6
2. 5
3. 3
4. 4

LEARNING OBJECTIVE: Identify the procedures of requesting hardship discharges.

3-29. Members requesting a hardship discharge must meet criteria set forth in what MILPERSMAN Article?

1. 2640140
2. 3620210
3. 4620100
4. 4620250

3-30. Members requesting a hardship discharge must request it from which of the following officials/activities?

1. CHNAVPERS
2. SPCMCA within their chain of command
3. EPMAC
4. NRPC

3-31. Eligible members requesting separation due to hardship reasons and who do not have an additional service obligation may be discharged.

1. True
2. False

3-32. Hardship discharge cases of members on inactive duty are approved by the appropriate SPCMCA and on completion are sent to what official?

1. CHNAVPERS (PERS 913)
2. CO, EPMAC (Code 31)
3. CO NRPC (Code 401)
4. SECNAV

3-33. A member's request for a hardship discharge must meet which of the following criteria?

1. A severe hardship must exist, which is not normally encountered and/or resolved by other members of the naval service
2. The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near future by using leave (including emergency leave if overseas) or a period of TEMDU for humanitarian reasons to better the situation
3. The hardship has occurred or has been severely aggravated since entry into the service
4. Each of the above

3-34. A member may not be separated due to hardship reasons in which of the following situations?

1. Indebtedness
2. Personal convenience
3. The member's physical or mental health
4. Each of the above

3-35. A member's request for hardship is approved and later the member indicates a desire to have the SPCMCA rescind the approval of the hardship discharge. To what official/activity must the member submit a request for cancellation of discharge authority?

1. Appropriate SPCMCA via official channels
2. CHNAVPERS (PERS 913)
3. EPMAC (Code 31)
4. NRPC (Code 401)

LEARNING OBJECTIVE: Recognize the purpose of and identify the issuance requirements of the Geneva Convention card.

3-36. Which of the following DD forms identifies the previously issued Geneva Convention Card?

1. 214
2. 295
3. 528
4. 884

3-37. If an active duty PH2 becomes a prisoner of war, he/she should show what DD form to the capturing authorities?

1. 2N (ACT)
2. 214
3. 528
4. 884

3-38. If a reservist on active duty for a period of less than 30 days becomes a prisoner of war, he/she should show what DD form to the enemy?

1. 2N (ACT)
2. 2N (RES)
3. 214
4. 528

3-39. An HN is accompanying the marines to an overseas area during a time of conflict. In addition to DD Form 2N (ACT), what other DD form should the HN be issued?

1. 214
2. 295
3. 528
4. 1934

3-40. DD Form 1934 does NOT authorize or certify eligibility for which of the following entitlements?

1. Military benefits
2. Privileges
3. Logistic support
4. All of the above

3-41. An HMC attached to a squadron has just returned from an extended deployment. The member is not expected to make any more deployments in the near future. What should you do with the DD Form 1934 that was issued before the deployment?

1. Allow the member to keep it and to use it for identification purposes
2. Forward it to BUPERS for destruction
3. Place it in an envelope and file it in the member's service record
4. Retrieve and destroy it

LEARNING OBJECTIVE: Recognize the purpose of and identify the procedures for issuing identification cards.

3-42. The Armed Forces Identification Card, DD Form 2N (ACT), is printed in what color ink?

1. Blue
2. Green
3. Pink
4. Red

3-43. DD Form 2N (ACT) may be photocopied, when necessary, to facilitate which of the following administrative requirements?

1. Administering military-related benefits to eligible beneficiaries
2. Admission to medical facilities
3. Check cashing
4. Each of the above

3-44. For a PN3 on active duty to be issued an identification (ID) card, he/she must have what properly completed DD form?

1. 214
2. 295
3. 1172
4. 1934

3-45. The guidelines for preparing DD Form 1172 are contained in what publication?

1. BUPERSINST 1430.16
2. BUPERSINST 1750.10
3. ENLTRANSMAN
4. MILPERSMAN

3-46. The Armed Forces Identification Card, DD Form 2N (RES), is printed in what color ink?

1. Blue
2. Green
3. Pink
4. Red

3-47. DD Form 2N (RES) may be issued to members of the U.S. Naval Reserve in which of the following categories?

1. Ready Reserve
2. Standby Reserve
3. Retired Reserve (retired without pay)
4. Each of the above

3-48. The United States Uniformed Services Identification Card, DD Form 2 (RET), is printed in what color ink?

1. Blue
2. Green
3. Pink
4. Red

3-49. DD Form 2 (RET) is issued to members of the U.S. Navy and Naval Reserves who are in which of the following categories?

1. Temporary Disability Retired List (TDRL)
2. Fleet Reserve (FLTRES)
3. Former members of the Naval Reserve entitled to retired pay
4. Each of the above

3-50. What DD form authorizes members access to Civilian Health and Medical Program of the Uniformed Services (CHAMPUS)?

1. 214
2. 295
3. 2 (RET)

3-51. Personnel who have retired and require identification cards for themselves and their dependents must go to an ID card issuing authority. Which of the following is/are considered supporting documents to be presented to the issuing authority for the issuance of ID cards?

1. Current mutilated ID cards
2. DD Form 214, showing the effective date of retirement
3. Valid drivers licenses
4. All of the above

3-52. Which of the following dependents are eligible for issuance of DD Form 1173?

1. Children 21 years of age and enrolled full time in an institution of higher learning
2. Spouses
3. Unmarried legitimate children under the age of 21
4. Each of the above

3-53. When dependents of active duty members are issued ID cards, they become eligible for which of the following benefits?

1. Medical care in civilian facilities and in Uniformed Service facilities
2. Commissary and exchange privileges
3. Theater privileges
4. Each of the above

3-54. In addition to other documents necessary to determine dependent eligibility for issuance of an ID card, you should also check what service record page?

1. 1
2. 2
3. 3
4. 4

3-55. Which of the following civilian personnel would NOT be authorized issuance of DD Form 1173?

1. Military Sealift Command (MSC) civil service marine personnel deployed to foreign countries on MSC-owned vessels
2. Parents of a member who is stationed overseas and who are visiting the member
3. Red Cross paid personnel, uniformed and nonuniformed, assigned to duty with the Uniformed Services within CONUS
4. United Services Organizations (USOs) area executives, center directors, assistant directors and their accompanying dependents, living in the same household when serving in foreign countries

LEARNING OBJECTIVE: Identify meal pass colors. Recognize and identify the issuance and retrieval procedures\requlrements.

3-56. When enlisted members on active duty are entitled to eat meals at government expense in a general mess ashore, they should be issued what form?

1. DD Form 2N (ACT)
2. DD Form 295
3. DD Form 885
4. NAVSUP Form 1105

3-57. Meal passes are preserialized when printed and are available in what colors?

1. Blue and salmon only
2. Green and pink only
3. White and yellow only
4. Blue, salmon, green, white, pink, and yellow

3-58. Meal passes are temporarily withdrawn from personnel in which of the following situations?

1. When they go on leave
2. When they go TAD
3. When they go TDY
4. Each of the above

ASSIGNMENT 4

Textbook Assignment: "Correspondence and Files," chapter 4, pages 4-1 through 4-18.

LEARNING OBJECTIVE: Identify the types of letters and memorandums used by the Personnelman.

4-1. If you are asked to prepare a letter, and you aren't sure of the format, you should refer to what instruction?

1. BUPERSINST 1430.16
2. OPNAVINST 3120.32
3. SECNAVINST 5215.1
4. SECNAVINST 5216.5

4-2. What type of letter is used by commands to correspond officially with activities in the Department of Defense (DOD)?

1. Standard letter
2. Business letter
3. Speed letter
4. Memorandum

4-3. Which, if any, of the following letters is considered the same as a standard letter?

1. Business
2. Single–address
3. Multiple-address
4. None of the above

4-4. What must you prepare if your command receives a letter that reflects it as a via addressee?

1. Another letter
2. A multiple-address letter
3. A memorandum
4. An endorsement

4-5. What type of correspondence should your command use to correspond with agencies or individuals outside the Department of the Navy (DON)?

1. Business letter
2. Standard letter
3. Personal letter
4. Memorandum

4-6. What type of correspondence is used to communicate within an activity and is considered an informal way of communication?

1. A business letter
2. A memorandum
3. A multiple-address letter
4. A standard letter

LEARNING OBJECTIVE: Identify the procedures used for classifying and handling correspondence.

4-7. The serialization of correspondence depends on what criteria?

1. Administrative officer's policy
2. Executive officer's policy
3. Local practice and volume
4. Personnel officer's policy

4-8. Which of the following correspondence should be serialized before it is sent out?

1. Confidential
2. Secret
3. Top Secret
4. Each of the above

4-9. When should an activity start a new sequence of serial numbers to be used in the serialization of correspondence?

1. At any time
2. At the beginning of each month
3. Each calendar year
4. Each fiscal year

4-10. What office controls incoming and outgoing correspondence aboard ship?

1. Administrative
2. Personnel
3. Captain's

4-11. What individual is responsible for making sure that correct procedures for handling classified correspondence are followed?

1. Administrative officer
2. Personnel officer
3. Security manager
4. Ship's secretary

4-12. All incoming correspondence should have either a routing slip and/or what other form attached to it?

1. DD Form 884
2. DD Form 885
3. PS Form 3877
4. OPNAV 5216/10

4-13. What is the purpose of the Guard Mail Petty Officer's (GMPO) log?

1. To log all the CO's personal mail
2. To log all enlisted personal mail
3. To record accountability of outgoing registered guard mail and all incoming registered U.S. and guard mail
4. To record accountability of both unclassified and classified incoming mail

4-14. The GMPO log should contain which of the following information?

1. Registered/certified number of the mail and signature of the person to whom the mail is delivered
2. Addresses and originating command
3. Unit or office to which mail is delivered and date and time of delivery
4. All of the above

4-15. Which of the following form numbers identifies the firm mail book for registered and certified mail?

1. DD Form 884
2. DD Form 885
3. PS Form 3877
4. OPNAV 5216/10

4-16. What individual in your command would most likely maintain the GMPO log?

1. Administrative officer
2. CO
3. XO
4. Yeoman

4-17. Incoming mail/correspondence logs are maintained for which of the following material?

1. Confidential and controlled unclassified
2. Secret
3. Top Secret
4. Each of the above

4-18. OPNAV 5216/10 for Top Secret correspondence is filed in what manner?

1. In alphabetical order
2. By activity control number (ACN)
3. By date assigned
4. In numerical order

4-19. By what means is Top Secret material transmitted?

1. Certified mail
2. Defense Courier Service (DCS)
3. Registered mail
4. Regular mail

4-20. Top Secret correspondence should be handled by what individual?

1. The administrative office supervisor
2. The assistant personnel officer
3. The security manager

4-21. What log is part of the continuous chain of receipts system used for controlling Top Secret correspondence?

1. The DCS log
2. Firm mail log for registered and certified mail
3. Incoming mail/correspondence log
4. Top Secret correspondence log

4-22. Aboard ship, what person routes correspondence by indicating personnel responsible for action, information, and/or permanent retention of that correspondence?

1. Administrative officer
2. Executive officer
3. Personnel officer
4. Ship's secretary

4-23. What individual monitors action required on correspondence received by your command?

1. Administrative officer
2. CO
3. XO
4. Ship's secretary

4-24. Classified material may be reproduced using what type of equipment?

1. Equipment designated for reproduction of such material
2. Reproduction equipment that contains the U.S. Government seal
3. Any type of duplicating equipment

4-25. Classified material must be handled according to the guidelines contained in what instruction?

1. OPNAVINST 3120.32
2. OPNAVINST 5510.1
3. SECNAVINST 5215.1
4. SECNAVINST 5215.5

4-26. What individual is responsible for the security of classified material that enters a department?

1. The department head
2. The CO
3. The XO
4. The personnel officer

4-27. At what minimum interval should all officers review unclassified mail being routed?

1. Hourly
2. Daily
3. Biweekly
4. Weekly

4-28. An action correspondence was recently received by your command and routed to appropriate departments and/or divisions for action. What file should the ship's secretary establish to track the required responses?

1. Action
2. Administrative
3. Tickler
4. Tracking

LEARNING OBJECTIVE: Identify the mail orderlies' responsibilities and recognize the qualification requirements for mail orderlies.

4-29. Personnel designated as mail orderlies in the U. S. Navy must comply with the provision of what publication?

1. DOD 4525.6-M
2. OPNAVINST 3120.32
3. SECNAVINST 5214.1
4. SECNAVINST 5216.5

4-30. Mail orderlies are responsible for which of the following actions?

1. Picking up mail at specified times
2. Safeguarding mail at all times
3. Delivering personal mail only to the actual addressee
4. Each of the above

4-31. As a mail orderly, you must meet which of the following qualifications?

1. Be a U.S. citizen and be eligible for a Secret clearance, if required
2. Have no record of conviction by court-martial
3. Have no record of derogatory information or unfavorable conduct casting doubt of trustworthiness and integrity
4. All of the above

4-32. A command should designate what minimum number of primary and alternate mail orderlies?

1. One
2. Two
3. Three
4. Four

4-33. Upon designation, a mail orderly is required to complete mail service training. What should this required training emphasize?

1. Importance of safeguarding mail
2. Handling of accountable mail
3. Timely delivery of mail, and serious consequences of negligence of duty
4. All of the above

4-34. If the designated mail orderly loses mail, what person is held liable for the loss of that mail?

1. Administrative officer
2. Mail orderly
3. Postal officer
4. Supervisor

LEARNING OBJECTIVE: State the procedures used for safeguarding mail. Identify instructions, notices, and change transmittals used in the mail room. Identify the procedures used to prepare instructions.

4-35. Unit mail rooms that store official registered mail overnight must have an approved security container that meets the requirements for storing what materials?

1. Classified
2. Secret
3. Top Secret
4. Unclassified

4-36. Privately owned vehicles may be used to transport mail in an emergency situation only when approved by the unit commander and servicing postal activity.

1. True
2. False

4-37. In which of the following situations should you contact the post office serving your command for assistance?

1. If an examination, search, or seizure of mail or postal records is attempted or requested
2. If authorities request a controlled delivery of mail
3. If damage, destruction, or forced entry occurs to the mail room or postal service center
4. Each of the above

4-38. What form should you use to forward enlisted service records?

1. DD 295
2. DD 884
3. OPNAV 5216/10
4. OPNAV 5216/158

4-39. Which of the following is an example of a directive?

1. An instruction
2. A letter
3. A memorandum
4. Each of the above

4-40. Which of the following directives contains authority or information of continuing reference value or requiring continuing action?

1. Memorandum
2. Instructions
3. Notices
4. All of the above

4-41. Instructions remain in effect for what period of time?

1. 12 months
2. 6 months
3. 3 months
4. Until superseded or canceled by the originator or higher authority

4-42. What directive is of a one–time or brief nature and has a self-canceling provision?

1. Change transmittal
2. Instruction
3. Notice

4-43. Notices usually remain in effect for less than how many months?

1. 6
2. 9
3. 10
4. 11

4-44. Notices remain in effect for what maximum number of months?

1. 6
2. 9
3. 10
4. 12

4-45. Instructions are normally filed in what order?

1. By issuing authority, subject identification number, and consecutive number
2. By subject identification number, issuing authority, and consecutive number
3. By subject identification number, consecutive number, and issuing authority
4. By consecutive number, subject identification number, and issuing authority

4-46. One of your command's department heads takes an instruction from one of the binders in the administrative office. What, if anything, should you place in the section of the binder where the instruction was located?

1. A cross–reference sheet
2. A memorandum stating who has the instruction
3. A transmittal sheet
4. Nothing

4-47. Personnel responsible for drafting instructions and notices, or even making changes to them, should always refer to which of the following instructions?

1. OPNAVINST 1412.5
2. OPNAVINST 1414.1
3. SECNAVINST 5215.1
4. SECNAVINST 5216.5

4-48. If you want to ensure that your command has all the required directives and publications, you should refer to which of the following instructions?

1. DPSINST 5215.1
2. OPNAVINST 3120.32
3. SECNAVINST 5215.1
4. sECNAVINST 5216.5

LEARNING OBJECTIVE: Recognize messages and identify the procedures used for their handling and preparation.

4-49. Which of the following publications provides guidance on the preparation of naval messages?

1. MILPERSMAN
2. NTP 3(I)
3. SECNAVINST 5215.1
4. SECNAVINST 5216.5

4-50. What is the total number of classified and unclassified narrative messages?

1. Five
2. Two
3. Three
4. Four

4-51. What are the types of classified and unclassified narrative messages?

1. Single address and a multiple address only
2. Multiple address and general only
3. Book, multiple address, and single address only
4. Single address, multiple address, book, and general

4-52. Of the following types of messages, which one is an example of a general message?

1. ALCOM
2. ALMILACT
3. NAVOP
4. Each of the above

LEARNING OBJECTIVE: Recognize the importance of personnel accounting.

4-53. What officer is responsible for accounting for all personnel attached to your command?

1. Administrative officer
2. Commanding officer
3. Executive officer
4. Personnel officer

4-54. Your command should keep muster reports on file for what specified number of years?

1. 1
2. 2
3. 3
4. 4

ASSIGNMENT 5

Textbook Assignment: "Enlisted Service Records," chapter 5, pages 5-1 through 5-33.

LEARNING OBJECTIVE: Identify the procedures you should use to maintain general service records.

5-1. Information in the enlisted service record helps authorized individuals to accomplish which of the following actions?

1. Determine a member's eligibility for advancement
2. Make decisions concerning a member's next duty assignment
3. Obtain needed information to process legal documents
4. Each of the above

5-2. Misfiling documents in a member's service record is caused by a/an

1. administrative officer's lack of managerial skills
2. command's lack of quality control measures
3. PN's lack of attention to detail
4. personnel officer's lack of managerial skills

5-3. The enlisted service record is the property of what agency/person?

1. The administrative officer
2. The U.S. Government
3. The member
4. The personnel officer

5-4. PO3 Jack Frost reports to your command for duty. While reviewing his service record, you determine that the advancement requirement entries that were completed at his last duty station are missing. What action should you take?

1. Notify his division officer
2. Notify his department head
3. Contact his supervisor
4. Contact his last duty station and inquire about the status of the supposedly completed requirements

5-5. As a PN, you maintain enlisted service records of personnel assigned to your command. Which of the following practices will allow you to correctly maintain service records?

1. Proper completion of entries
2. Complete entries
3. Accurate entries
4. Each of the above

5-6. While reviewing a service record of a member that has reported to your command for duty, you discover a few minor discrepancies. You should wait for what minimum length of time before you correct them?

1. Fix them immediately
2. 5 days
3. 10 days
4. 15 days

5-7. At times, the responsibility for updating and maintaining the accuracy of the service record belongs to what individual(s)?

1. The administrative officer
2. The commanding officer
3. The member and the PN
4. The personnel officer

5-8. A field service record is opened by the recruiting activity when which of the following events occurs?

1. A person enlists
2. A person reenlists
3. A person is inducted in the regular Navy or Naval Reserve
4. Each of the above

5-9. What NAVPERS number identifies the U.S. Navy Enlisted Service Record?

1. 1070/66
2. 1070/600
3. 1070/603
4. 1070/604

5-10. Of the following documents, which ones should be filed on the left side of the enlisted service record?

1. NAVPERS 5210/3 and OPNAV 5214/9 only
2. OPNAV 5211/9 and DD Form 1966 only
3. NAVPERS 5510/5, OPNAV 4111/9, and DD Form 1968
4. DD Form 1968, NAVPERS 5510/3, and NAVPERS 5510/1

5-11. Which of the following documents should you file under the Career Performance Data Separator, NAVPERS 1070/617?

1. All enlisted performance evaluation reports
2. Letters of appreciation
3. Unit awards
4. All of the above

5-12. Which of the following documents should you file above the Career Performance Data Separator of an enlisted service record?

1. TAD orders issued by the current command
2. Current PCS orders with endorsements
3. DD Form 2366
4. All of the above

5-13. Which of the following documents should you file on the right side of the enlisted service record?

1. DD Form 884
2. DD Form 1172
3. NAVCOMPT 1022/1
4. NAVCOMPT 7210/3

5-14. The Certificate of Release or Discharge from Active Duty, DD Form 214, is considered the page 15 of the enlisted service record. If a member reenlists and/or remains on active duty, you should file the DD Form 214 in what place in the service record?

1. The left side of the service record, above the Career Performance Data Separator
2. The left side of the service record, under the Career Performance Data Separator
3. The member’s junk jacket
4. The right side of the service record, above page 13

5-15. Which of the following service record pages is considered the basic document that establishes a legal relationship between the U.S. Government and the enlisted member?

1. DD Form 4
2. DD Form 214
3. NAVPERS 1070/601
4. NAVPERS 1070/621

5-16. What document is considered as page 1 of the enlisted service record?

1. NAVPERS 1070/01
2. NAVPERS 1070/10
3. DD Form 4
4. DD Form 401

5-17. Where should you send the signed original reenlistment contact of a member who has just reenlisted?

1. CHNAVPERS (PERS 313C1)
2. DFAS-Cleveland Center
3. EPMAC (Code 31)
4. SECNAV

LEARNING OBJECTIVE: Recognize the various service record pages. Identify their content and state the disposition procedures.

A.	NAVPERS	1070/601
B.	NAVPERS	1070/602
C.	NAVPERS	1070/603
D.	NAVPERS	1070/604
E.	NAVPERS	1070/621
F.	NAVPERS	1070/622

Figure 5A

IN ANSWERING QUESTIONS 5-18 THROUGH 5-22, REFER TO FIGURE 5A. SELECT THE NAVPERS DOCUMENT THAT IS DESCRIBED BY THE QUESTION.

5-18. An agreement between the government and an enlisted member who immediately reenlists or enlists in the Navy or Naval Reserve at the same activity following discharge.

1. A
2. B
3. E
4. F

5-19. An agreement between the government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

1. B
2. C
3. D
4. E

5-20. An agreement between the government and the enlisted member to recall or remain on active duty in the Naval Reserve.

1. C
2. D
3. E
4. F

5-21. The page 2 of the enlisted service record.

1. A
2. B
3. C
4. D

5-22. The page 4 of the enlisted service record.

1. C
2. D
3. E
4. F

5-23. What DD form serves the same purpose as the NAVPERS 1070/602?

1. 93
2. 214
3. 295
4. 884

5-24. The page 2 of both officer and enlisted service records is used to make which of the following determinations?

1. Person(s) to be notified in case of emergency or death
2. Person(s) to receive the death gratuity when no spouse or child exists
3. Dependents of member to receive allotment of pay if member is missing or unable to transmit funds
4. All of the above

5-25. You are using the Source Data System (SDS), and you need assistance completing a page 2. To what publication should you refer?

1. MILPERSMAN
2. JFTR
3. SDSPROMAN
4. DODFMR

5-26. What page in the enlisted service record is considered to be the most important page?

1. 1
2. 2
3. 5
4. 4

5-27. You should update service record page 2s of personnel permanently assigned to your command at what minimum interval?

1. 6 months
2. 12 months
3. 15 months
4. 24 months

5-28. Which of the following means should you use to inform individuals that they need to update their page 2s?

1. Publish it in the Plan of the Day (POD)
2. Call the division representatives and inform them of the requirement
3. Pass out information during pass and liaison meetings
4. Each of the above

5–29. You are updating a page 2. The member states that he/she is moving from an apartment to a new house he/she just bought. What other document should you have the member complete?

1. VHA certificate
2. Letter to the CO notifying the command of a change of address
3. An informal memorandum from the member to the department head so the department can update the recall file
4. A locally prepared statement of understanding that reflects the member's responsibility to pay the mortgage

5-30. The quality of work starts with what individual?

1. The administrative officer
2. The commanding officer
3. The supervisor
4. The worker

5-31. What NAVPERS form replaced the Enlisted Classification Record, NAVPERS 1070/603?

1. 1070/604
2. 1070/605
3. 1070/606
4. 1070/607

5-32. What should you do with the original page 3 of a member who is being transferred to the Fleet Reserve and still has this page in his/her service record?

1. Forward it to CHNAVPERS (PERS 313C1)
2. Remove it from the record and give it to the member
3. Transfer it from the right side of the record and file it above the career performance data separator; forward it with the closed record to NRPC
4. Transfer it from the right side of the record and file it under the career performance data separator; forward it with the closed record to NRPC

5-33. What page of the enlisted service record contains a chronological history of the member's occupational training-related qualifications and their awards and commendations?

1. 1
2. 2
3. 3
4. 4

5-34. What is the new title for the page 4 of the enlisted service record?

1. Awards and Training Record
2. Enlisted Qualifications History
3. Qualification Record
4. Navy Occupation/Training and Awards History

5-35. If a member reenlists, what should you do with the original page 4 contained in the member's service record?

1. Forward it to CHNAVPERS (PERS 313C1)
2. Forward it to DFAS-Cleveland Center
3. Forward it to EPMAC (Code 13)
4. Forward it to SECNAV

5-36. When a member separates from the naval service, you should send the original page 4s with the closed service record to what location?

1. EPMAC (Code 31)
2. CHNAVPERS (PERS 313C1)
3. NRPC
4. DFAS-Cleveland Center

5-37. To what publication should you refer for procedures to follow when preparing page 4 entries?

1. JFTR
2. DFAS PAYPERSMAN
3. DODFMR
4. MILPERSMAN

5-38. What service record page contains a chronological record of the member's duty assignments?

1. NAVPERS 1070/601
2. NAVPERS 1070/602
3. NAVPERS 1070/605
4. NAVPERS 1070/622

5-39. The page 5 should be maintained in both the officer and enlisted service record for what minimum length of time?

1. Throughout the member's active duty and inactive duty career
2. 8 years
3. 6 years
4. 4 years

5-40. When an enlisted member or officer separates from the naval service, the original page 5 must be sent along with the closed service record to what location?

1. EPMAC (Code 31)
2. CHNAVPERS (PERS 313C1)
3. NRPC
4. DFAS-Cleveland Center

5-41. When an enlisted member reenlists, the page 5 contained in the service record must be forwarded to what location?

1. EPMAC (Code 31)
2. CHNAVPERS (PERS 313C1)
3. NRPC
4. DFAS-Cleveland Center

5-42. What page of the enlisted service record is used to report periods of unauthorized absence in excess of 24 hours, lost time due to confinement by civil authorities, or sickness due to misconduct?

1. 5
2. 6
3. 7
4. 8

5-43. Unauthorized absences of 24 hours or less are recorded on what page of the enlisted service record?

1. 5
2. 6
3. 7
4. 13

5-44. Individuals can have lost time as a result of which of the following actions?

1. Confinement
2. Nonperformance of duty (civil arrest)
3. Unauthorized absence
4. Each of the above

5-45. The requirement to make up lost time applies to which of the following personnel?

1. Active duty personnel
2. Fleet Reservists
3. Members placed on appellate leave awaiting review of court-martial
4. Retired personnel

5-46. Lost time is computed on what basis?

1. A 30-day basis
2. A day-for-day basis
3. A cumulative basis
4. An incremental basis

5-47. PO3 John Doe is admitted to the hospital for treatment of a disease incurred because of his own misconduct on 15 June. PO3 Doe is discharged from treatment and returns to duty on 10 July. What total number of days has PO3 Doe lost?

1. 24
2. 25
3. 26
4. 27

5-48. You must prepare and distribute a page 6 to record lost time that must be made up by a member. To show the number of days the member must make up, you must make an entry on what other page of the service record?

1. 13
2. 9
3. 5
4. 4

5-49. What date(s) is/are adjusted by lost time?

1. ADSD only
2. EAOS only
3. PEBD only
4. ADSD, EAOS, and PEBD

5-50. If you have difficulty determining a member's ADSD and PEBD based on information contained in the field service record, you should request a statement of service from what activity?

1. EPMAC (Code 31)
2. BUPERS (PERS 274)
3. NRPC
4. DFAS-Cleveland Center

5-51. On what page of the service record should court-martial and nonjudicial punishment actions that affect an individual's pay be entered?

1. 5
2. 6
3. 7
4. 8

5-52. Punishment that does not affect pay should be recorded on what page of the enlisted service record?

1. 13
2. 7
3. 6
4. 5

5-53. What page of the enlisted service record is considered a chronological record of an enlisted member's performance evaluations and career milestones?

1. 5
2. 7
3. 9
4. 13

ASSIGNMENT 6

Textbook Assignment: "Enlisted Service Records," chapter 5, pages 5-33 through 5-64.

LEARNING OBJECTIVE: Identify the procedures you should use to maintain service records.

6-1. What MILPERSMAN article contains information on making enlisted service record page 9 entries?

1. 3650560
2. 5040380
3. 5030300
4. 5030360

6-2. What reason codes are considered valid and used to make page 9 entries?

1. P only
2. T only
3. P and T
4. A and B

6-3. What method should you use to dispose of the original and certified copy of page 9 after a member has reenlisted?

1. Forward it to BUPERS and file a copy on the left side of the service record under the performance divider
2. Forward it to EPMAC and file a copy on the left side of the service record under the performance divider
3. Forward it to NRPC and file a copy on the left side of the service record above the performance divider
4. Forward it to SECNAV and file a copy on the left side of the service record under the performance divider

6-4. On what page of the service record should you record entries that require expanded justification?

1. 5
2. 7
3. 9
4. 13

6-5. Normally, all page 13 entries are prepared in what format?

1. Original
2. Carbon copy
3. Reproduced

6-6. Which of the following documents is considered the Record of Discharge from the U.S. Naval Reserve (Inactive)?

1. NAVPERS 1070/606
2. NAVPERS 1070/609
3. NAVPERS 1070/613
4. NAVPERS 1070/615

6-7. Page 14, Inactive, of the service record is authorized for use by which of the following officials?

1. CHNAVPERS
2. CO, EPMAC
3. CO, NRPC
4. SECNAV

6-8. What form is considered as the page 15 of the enlisted service record?

1. DD Form 214
2. NAVPERS 1070/609
3. NAVPERS 1070/613
4. NAVPERS 1070/615

LEARNING OBJECTIVE: Identify the procedures used to prepare the DD Form 214.

6-9. The DD Form 214 is prepared to cover which of the following periods of service?

1. Active duty
2. Active duty for training
3. Full-time training duty
4. Each of the above

6-10. What instruction should you use for guidance when preparing DD Form 214s?

1. BUPERSINST 1430.16
2. BUPERSINST 1900.8
3. ENLTRANSMAN
4. MILPERSMAN

6-11. The responsibility for establishing accountability measures to safeguard the issuance of DD Form 214s and DD Form 215s rests with your

1. command
2. division
3. department
4. office

LEARNING OBJECTIVE: Recognize the purpose of having a member's name on file. Identify the documents required to change a member's name, date of birth, and citizenship.

6–12. A member's address is officially recorded by the Navy for which of the following reasons?

1. To communicate with the member when necessary
2. To provide a means for establishing and recording the home of record of a member at the time of entry on a tour of extended active duty
3. To determine entitlement to travel and transportation allowances
4. Each of the above

6-13. While a change of home of record may not be made, a correction to the home of record may be authorized by what official?

1. CHNAVPERS
2. CNO
3. DCNO
4. SECNAV

6-14. A change of name in the official record is made only after approval is granted by what official?

1. CHNAVPERS
2. CNO
3. OPNAV
4. SECNAV

6-15. Requests for change of name require documentary evidence for verification. Which of the following documents is an example of suitable evidence?

1. Marriage certificate
2. Final divorce decree
3. Court order authorizing name change and birth certificate
4. Each of the above

6-16. You receive authorization to change the name of a member who is attached to your command. In addition to making pen-and-ink changes to the rest of the record pages, an entry concerning this authorization is required on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

6-17. A correction of the date of birth in the service record must be authorized by what official?

1. OPNAV
2. SECNAV
3. CNO
4. CHNAVPERS

6-18. A request for correction of date of birth must be forwarded via the commanding officer and include which of the following documents?

1. A statement of the reason for the erroneous recording
2. A copy of the birth certificate or other documentary evidence of the correct date of birth
3. An affidavit that the applicant is the person referred to in the documentary evidence submitted
4. All of the above

6-19. When a correction to the member's date of birth has been authorized, which of the following forms is mailed to a member's CO?

1. DD Form 295
2. DD Form 884
3. DD Form 1343
4. DD Form 1353

6-20. Signatures in the enlisted service record must be made using what color ink?

1. Black only
2. Blue-black only
3. Black or blue-black
4. Red

6-21. Facsimile signatures may be used for entries on what page(s) of the enlisted service record?

1. 14 and 15
2 2
3. 3 and 4
4. 4 and 13

6-22. A member's citizenship can be found on what page of the enlisted service record?

1. 1
2. 2
3. 3
4. 4

6-23. Your activity reports a metier's change in citizenship via the Diary Message Reporting System (DMRS). You must also make an entry on what page of the enlisted service record?

1. 13
2. 2
3. 14
4. 4

LEARNING OBJECTIVE: Recognize the purpose of the BCNR and NDRB.

6-24. What MILPERSMAN article contains information concerning the Board for Correction of Naval Records (BCNR)?

1. 5030100
2. 5030450
3. 5040100
4. 5040200

6-25. Which of the following cases are reviewed by the BCNR?

1. Requests for physical disability retirement and removal of derogatory material from an official record
2. Cancellation of physical disability discharge and in lieu thereof retirement for disability, and review of nonjudicial punishment
3. Increase in percentage of disability and restoration of rank, grade, Or rating
4. Each of the above

6-26. The law requires that an application be filed with the BCNR within what specified number of years of the date of discovery of the error or injustice?

1. 5
2. 2
3. 3
4. 4

6–27. Which of the following statements is correct concerning the upgrading of unfavorable discharges by the Naval Discharge Review Board (NDRB)?

1. Upgrading is authorized, if so directed by CHNAVPERS
2. Upgrading is authorized, if so directed by CNO
3. Laws and regulations provide that an unfavorable discharge be upgraded based solely on the passage of time or good conduct in civilian life subsequent to leaving the service
4. No law or regulation provides that an unfavorable discharge be upgraded based solely on the passage of time, or good conduct in civilian life subsequent to leaving the service

6-28. Application for review of discharges should be submitted by individuals using what DD Form?

1. 149
2. 214
3. 295
4. 884

LEARNING OBJECTIVE: Recognize the purpose of maintaining service records in an accurate, complete, and up-to-date manner. Identify service record check-in/check-out procedures and recognize the reason for purging service records.

6-29. The accuracy and completeness of service record entries are important for which of the following reasons?

1. To assist commanding officers with personnel administration
2. To assist members during their naval career
3. To assist members after their naval career
4. Each of the above

6-30. When you verify a service record for completeness and accuracy during check-in procedures, you should have your supervisor certify this verification by making an entry on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

6-31. Specifically authorized individuals are the only ones that should have access to enlisted service records.

1. True
2. False

6-32. What method should you use to track service records that have been checked out of your office?

1. A check-out card
2. A personal tracking sheet
3. A personnel officer's tracking sheet
4. An administrative officer's tracking sheet

6-33. Enlisted service records should not be allowed to be out of the personnel office for more than what specified number of working days, unless otherwise authorized?

1. 5
2. 2
3. 3
4. 4

6-34. Which of the following is a legitimate reason for keeping service records out of the personnel office for a longer than specified period of time?

1. Legal proceedings
2. Completion of officer accession applications
3. Considerable distance between the command and the office that maintains records
4. Each of the above

6-35. What authorization should the personnel officer require for personnel to check out service records?

1. The division supervisor's verbal authorization
2. The division officer's verbal authorization
3. The department head's verbal authorization
4. A written list provided by the department heads or commands

6-36. A field service record has been lost, and all efforts have been exhausted in locating the lost record. From what official should you request a microfiche copy?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 31)
3. NRPC (Code 322)
4. SECNAV

6-37. Under which of the following conditions should you purge service records?

1. When a member reports for permanent duty
2. When a member reports for TAD
3. When a member reports for TEMDU
4. Each of the above

6-38. You should purge service records of personnel that are serving on permanent duty at your command at what minimum interval?

1. Semiannually
2. Annually
3. Every 2 years
4. Every 3 years

6-39. What should you do with documents you purge from an enlisted service record?

1. Deliver them to the division officer
2. Give them to the member
3. Keep them for future reference
4. Remove and destroy them

6-40. You should send a closed field service record with the health treatment record as a one-record packet to what activity?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 13)
3. NRPC (Code 401)
4. SECNAV

6-41. A service record is closed for which of the following reasons?

1. A member is released from a voided enlistment
2. A member is discharged from the regular Navy or Naval Reserve for immediate reenlistment in another branch of the U.S. Armed Forces
3. A member is transferred to the Fleet Reserve, the Retired List, or the Permanent Disability Retired List and concurrently released from active duty
4. Each of the above

6-42. The service record and the health treatment record are eventually sent to what location to serve as the archival records?

1. New Orleans, LA
2. Gulfport, MS
3. St. Louis, MO
4. San Diego, CA

LEARNING OBJECTIVE: Recognize the purpose of performance evaluations and identify the procedures used to prepare them.

6-43. Enlisted performance evaluation reports are used in many personnel actions. Which of the following events is considered a personnel action?

1. Advancement in rate
2. Selection for responsible assignments and specialized training
3. Award of the Good Conduct Medal
4. Each of the above

A.	15 JAN/15 JUL	D.	15 JUN/15DEC
B.	15 MAR	E.	15 SEP
C.	15 APR	F.	15 NOV

Figure 6A

IN ANSWERING QUESTIONS 6-44 THROUGH 6-47, REFER TO FIGURE 6A. SELECT THE DATE WHEN THE CITED PERIODIC EVALUATION IS DUE.

6-44. E-9.

1. A
2. B
3. C
4. D

6-45. E-7 and E-8.

1. B
2. C
3. D
4. E

6-46. E-6.

1. C
2. D
3. E
4. F

6-47. E-1 through E-3.

1. A
2. B
3. C
4. D

6-48. A periodic report may be omitted if the report period is less than what total number of months?

1. 5
2. 2
3. 3
4. 4

6-49. No evaluation report period may exceed what specified number of months without prior authorization from CHNAVPERS (PERS 322)?

1. 13
2. 14
3. 15
4. 16

6-50. A Performance Information Memorandum (PIM) is prepared for which of the following situations?

1. When a member is assigned to a command for duty or temporary duty for less than 3 months
2. For a period of additional duty or temporary duty of any length
3. For any other performance that should be brought to the attention of the reporting senior
4. Each of the above

6-51. The PIM should be forwarded within what specified number of days of the evaluation report's due date to the command that will prepare the evaluation report for the covered period?

1. 5
2. 15
3. 20
4. 25

6-52. What instruction or publication contains information on the preparation of enlisted performance evaluation reports?

1. BUPERSINST 1430.16
2. BUPERSINST 1610.10
3. OPNAVINST 3120.32
4. SECNAVINST 5216.5

6-53. Which of the following enlisted performance evaluation marks would make a member ineligible to receive a Good Conduct Medal?

1. 2.8
2. 3.0
3. 3.4
4. 3.6

ASSIGNMENT 7

Textbook Assignment: "Officer Service Records," chapter 6, pages 6-1 through 6-16.

LEARNING OBJECTIVE: Identify the procedures used to create the officer's service record. Recognize the importance of maintaining the data contained in officer records in a secure manner.

7-1. The information contained in an officer's service record is accessible to which of the following personnel?

1. Only those directly involved with handling their records
2. All PNs
3. All YNs
4. Each of the above

7-2. What total number of personnel records are maintained for each officer of the Navy and Naval Reserve?

1. One
2. Two
3. Three
4. Four

7-3. The permanent microfiche record is maintained at what location?

1. CHNAVPERS
2. EPMAC
3. NRPC
4. SECNAV

7-4. Which of the following statements best describes the importance of handling and maintaining the security of officer records?

1. The personnel officer is the only individual responsible for handling and maintaining officer records and keeping them in a safe place
2. The administrative officer is the only individual responsible for handling and maintaining officer records, and keeping them in a safe place
3. The YNs are the only individuals responsible for handling and maintaining officer records in a safe, secure location in the administrative office
4. Officer records are maintained and handled by specifically authorized individuals and are filed separately from enlisted records in a secure location

7-5. An officer's microfiche record is the Property of what individual/activity?

1. The command to which the officer is attached
2. The PERSUPPDET or the administrative office that maintains the officer's record
3. The member
4. The U.S. Government

7-6. What activity creates the officer's service record?

1. EPMAC
2. NRPC
3. BUPERS
4. The activity that delivers the officer's appointment

7-7. When a permanent record is created, commissioning and other service record documents should be forwarded to what activity?

1. CHNAVPERS (PERS 313C1)
2. COMNAVCRUITCOM Code 13
3. EPMAC (Code 31)
4. NRPC (Code 401)

LEARNING OBJECTIVE: Identify the procedures used to maintain officer service records.

7-8. A Naval Academy midshipman is disenrolled from training and retained in the naval service. To which of the following publications should you refer for information on the action you should take?

1. DFAS PAYPERSMAN
2. DODFMR
3. JFTR
4. MILPERSMAN

7-9. Certain documents in an officer's service record relating to his/her tour at the present command have no permanent historical value in the personnel administration of the officer's career. What should you do with these documents?

1. Remove and destroy them
2. File them in the activity's miscellaneous file
3. Remove and give them to the member
4. Remove and send them to CHNAVPERS for inclusion in the officer's permanent microfiche record

7-10. If you are responsible for performing officer check-ins and you discover errors in the service record, what action should you take?

1. Act as if no errors were discovered and complete the check-in
2. Make a page 13 entry noting the errors only
3. Call the previous command and inquire as to why they neglected to correct discrepancies before the officer transferred
4. Communicate with the previous command that made the error and request they provide the necessary information to resolve the discrepancy

LEARNING OBJECTIVE: Recognize the purpose of microfiche service records. Identify the procedures for using microfiche records.

7-11. What is the officer microfiche record intended to reflect?

1. Awards only
2. Fitness reports only
3. Personal data only
4. Official history of the officer's career in the Navy

7-12. Which of the following types of documents are contained in the officer's official microfiche record?

1. Ones that bear or reflect on character
2. Ones that bear or reflect on performance
3. Ones that bear or reflect on professional qualifications and fitness
4. All of the above

7-13. Which of the following documents should be filed in an officer's official microfiche record?

1. Birth certificates
2. Court decrees
3. Fitness reports
4. Marriage licenses

7-14. The officer microfiche record is of particular importance in which of the following situations?

1. Selection for divisional assignment
2. Selection for departmental assignment
3. Selection for promotion
4. Selection for secret missions

7-15. What article in the MILPERSMAN discusses the availability of microfiche records?

1. 3838014
2. 5010125
3. 5030102
4. 5030130

LEARNING OBJECTIVE: Recognize the purpose of the officer field service record.

7-16. The U.S. Navy Officer Service Record is identified by what form number?

1. NAVPERS 1070/66
2. NAVPERS 1070/601
3. NAVPERS 1070/602
4. NAVPERS 1070/621

7-17. Signatures made in an officer's service record must be made using what color ink?

1. Black only
2. Blue-black only
3. Black or blue-black
4. Red

7-18. Field service record documents serve a dual purpose. However, these documents primarily record vital events in an officer's career for use in which of he following situations?

1. Assignment decisions
2. Promotion decisions
3. Permanent recordkeeping
4. Each of the above

7-19. If a microfiche record is lost or damaged, what record becomes the first source for replacing documents?

1. Officer's field service record
2. Officer's junk jacket
3. Officer's personal record
4. SECNAV's officer duplicate service record

7-20. Which of the following is NOT a purpose of officer field service records?

1. To assist the commanding officers in making daily personnel decisions
2. To record vital events in an officer's career, such as assignment recommendations
3. To record vital events in an officer's career, such as promotion potential
4. To record events in an officer's career, such as officer dependent's financial responsibility

7-21. At which of the following locations is the officer service record maintained for officers stationed ashore?

1. The base administrative office
2. Legal office
3. The parent command's administrative office
4. PERSUPPDET

7-22. If an officer is attached to a squadron that is embarked aboard an aircraft carrier, where would his/her service record be maintained?

1. The ship's administrative office
2. The squadron's administrative office
3. The ship's personnel office
4. The ship's office

7-23. The field service record is the property of the

1. U.S. Government
2. member
3. member's command administrative office
4. member's command personnel officer

LEARNING OBJECTIVE: Identify the documents to be filed in the officer's field service record.

7-24. The responsibility for making sure the officer's service record is accurate in all respects rests with the

1. administrative officer
2. commanding officer only
3. commanding officer and the member
4. personnel officer

7-25. What action should be taken when an adverse matter is to be entered in an officer's service record?

1. Afford the officer an opportunity to review the material and submit a statement before it is filed in the service record
2. Make a derogatory page 13 entry without his/her knowledge
3. Send official notification to CHNAVPERS for inclusion in the officer's official microfiche service record

7-26. You should file which of the following documents in the officer's field service record?

1. Documents of personal nature
2. Current PCS orders
3. Wills
4. All of the above

7-27. An officer is transferring PCS from your command. What should you do with official correspondence from the current command, letters of appreciation, and designation letters?

1. Give them to the member
2. File them in the command's miscellaneous file
3. Forward them to the next command
4. Remove and destroy them

7-28. Which of the following documents should be filed in the left side of an officer's service record?

1. NAVRES 1321/1
2. NAVPERS 5510/1
3. OPNAV 5211/9
4. Each of the above

7-29. Which of the following documents should be filed in the right side of an officer's service record?

1. NAVPERS 1301/51
2. NAVRES 3210/2
3. NAVPERS 5510/3
4. OPNAV 5520/20

7-30. Which, if any, of the following DD Forms identifies the Personnel Security Questionnaire?

1. 398
2. 1829
3. 2384
4. None of the above

7-31. You should file the History of Assignments, NAVPERS 1070/605, for officer personnel in what location?

1. Junk jacket
2. Left side of the field service record
3. Right side of the field service record
4. Officer's personal record

7-32. To find the total number of officer dependents, which entitles the member to collect BAQ on behalf of those dependents, you should refer to what form in an officer's field service record?

1. NAVPERS 1070/125
2. NAVPERS 1070/602
3. NAVPERS 1070/605
4. NAVPERS 1070/887

7-33. To obtain identification cards for his/her dependents, an officer should complete what form?

1. DD Form 1172
2. DD Form 2284
3. NAVPERS 1070/74
4. NAVPERS 1070/610

LEARNING OBJECTIVE: Identify the purpose of the officer junk jacket. Identify the instances requiring a record to be opened or closed.

7-34. It is preferred that an officer's junk jacket be maintained by which of the following individuals?

1. The administrative office that maintains the officer's field service record
2. The commanding officer
3. The personnel officer
4. The member

7-35. You should identify the officer's junk jacket by recording what information across the top of the folder?

1. Full name
2. Junk jacket
3. Social security number
4. All of the above

7-36. What should you do with an officer's junk jacket upon his or her transfer?

1. Deliver it to the member
2. Destroy it
3. Forward it to the next commanding officer
4. Keep it in a safe location for future reference

7-37. What should you do with an officer's junk jacket upon his or her separation from the Navy?

1. Deliver it to the member
2. Destroy it
3. Forward it to NRPC
4. Keep it in the administrative officer's miscellaneous file for future reference

7-38. An officer's service record remains open when the officer is in what status?

1. Retained in an active or inactive status in a reserve component
2. Retired
3. Discharged
4. Dismissed

7-39. An officer's service record is closed when the officer is in which of the following situations?

1. Discharged
2. Dismissed or retired with no further military obligation
3. Resigned
4. Each of the above

7-40. If you mail an open service record, you should use U.S. Postal Service First Class mail and what form?

1. NAVPERS 1070/601
2. NAVPERS 1070/621
3. NAVPERS 1070/622
4. NAVPERS 5000/64

LEARNING OBJECTIVE: Identify the procedures used when handling officer service records in various situations.

7-41. If your command wants acknowledgement that records have been received by a command, you should include an additional copy of the records transmittal sheet and what other item?

1. Letter
2. Memorandum
3. Money order so they can buy postage stamps
4. Self-addressed return envelope

7-42. If an officer reports to your command for duty, and he/she states that the records were lost en route, you should request a copy of essential documents from what location?

1. CHNAVPERS (PERS 313C1)
2. EPMAC (Code 31)
3. SENAV
4. The last command

7-43. When an officer transfers from your command, you should handle his/her records in which of the following ways?

1. Allow the officer to hand carry them
2. Mail them to the officer's next reporting activity
3. Both 1 and 2 above

7-44. A reserve officer is recalled to active duty. What action should you take concerning this officer's records?

1. Transfer them to CHNAVPERS
2. Transfer them to EPMAC
3. Transfer them to NRPC
4. Transfer them with the member or forward to the activity processing the member to active duty

7-45. When reserve officers are assigned to active duty for training (ADT) over 29 days, what action is taken regarding their records?

1. Transfer them to CHNAVPERS
2. Transfer them to NRPC
3. Transfer them with the members only
4. Transfer them with the members or forward to the activity designated on the ADT orders

7-46. A reserve officer's inactive duty training orders have been terminated, and the member has been transferred to the Individual Ready Reserve (IRR). You should forward the member's service record to what command?

1. CHNAVPERS (PERS 664)
2. EPMAC (Code 13)
3. NRPC (Code 401)
4. SECNAV

7-47. An officer is attached to your command but is in a prisoner of war or missing status. You should forward the member's records to what command?

1. CHNAVPERS (PERS 663)
2. EPMAC (Code 31)
3. NRPC (Code 401)
4. SECNAV

7-48. The closed service record and/or health and treatment record packet for officers separated from the regular Navy or Naval Reserve should be forwarded to what command?

1. BUPERS
2. CNO
3. NRPC
4. sECNAV

7-49. An officer has been discharged from the regular Navy or Naval Reserve for interservice transfer to another branch of the U.S. Armed Forces. The member's records should be sent to what command?

1. CHNAVPERS (PERS 253C)
2. CNO
3. NRPC (Code 401)
4. SECNAV

7-50. You would send records of officers who are deceased to what command?

1. CHNAVPERS (PERS 663)
2. EPMAC (Code 31)
3. NRPC (Code 401)
4. SECNAV

ASSIGNMENT 8

Textbook Assignment: "EDVR, ODCR, and DMRS," chapter 7, pages 7-1 through 7-21.

LEARNING OBJECTIVE: Recognize the purpose of the EDVR and identify the reasons ensuring for its accurate maintenance.

8-1. Which of the following statements describes the information found on the Enlisted Distribution and Verification Report (EDVR)?

1. A summary, by distribution community, of the present and future manning status of the activity
2. A common reference for communicating manning status between an activity and its Manning Control Authority (MCA)
3. A statement of account for verification by the activity, and a permanent historical record of an activity's enlisted personnel account
4. Each of the above

8-2. The EDVR is distributed at what specific interval?

1. Monthly
2. Quarterly
3. Semiannually
4. Annually

8-3. What activity or official distributes the EDVR?

1. BUPERS
2. CNET
3. CO, EPMAC
4. CO, NETPMSA

8-4. Ships and squadrons receive what total number of copies of the EDVR?

1. One
2. Two
3. Three
4. Four

8-5. Activities that receive EDVRs and require additional copies should take what action?

1. Contact BUPERS to request copies
2. Contact EPMAC to request copies
3. Contact CNET to request copies
4. Reproduce copies locally

8-6. From what activity should your command request a microfiche copy of the EDVR?

1. BUPERS via ISIC
2. EPMAC via ISIC
3. EPMAC via MCA
4. NRPC via MCA

8-7. Which of the following sections of the EDVR are NOT available on microfiche for SDS activities?

1. 1 and 2 only
2. 2 and 3 only
3. 1 through 3 and 11
4. 4 through 9 and 12

8-8. Manning and assignment decisions are based on information contained in which of the following reports?

1. EDVR
2. ODCR
3. DMRS
4. All of the above

8-9. While you are verifying your command's EDVR for completeness and accuracy, you discover errors. What action should you take?

1. Contact BUPERS and request they correct errors before issuance of the next EDVR
2. Contact CNET and request they correct errors before issuance of the next EDVR
3. Contact EPMAC and request they correct errors before issuance of the next EDVR
4. Take immediate action to correct the errors

8-10. You have submitted a message diary transaction to correct information contained on your command's EDVR. What action, if any, should you take next?

1. Contact BUPERS to request they make changes to the enlisted master record
2. Contact EPMAC to request they update their computer data
3. Make proper annotation on the EDVR
4. None; no action is required

8-11. You should keep any notation on the EDVR for what specified period of time?

1. Until the correct information is reflected
2. 2 weeks
3. 3 weeks
4. 4 weeks

8-12. You have submitted information to update the EDVR. What is considered a reasonable period for waiting to make sure that information has been corrected?

1. 1 to 2 months
2. 2 to 3 months
3. 3 weeks
4. 4 weeks

8-13. If you determine that information has not yet been reflected on the EDVR despite the passage of a reasonable period, what action, if any, should you take?

1. Wait for another 3 weeks
2. Call BUPERS and inquire as to the delay
3. Send tracers or make calls to EPMAC and inquire as to the delay
4. None; no action is required

Learning Objective: Identify the various sections of the EDVR and then recognize information they contain.

SECTIONS OF THE EDVR

A.	SECTION 1	G.	SECTION 7
B.	SECTION 2	H.	SECTION 8
C.	SECTION 3	I.	SECTION 9
D.	SECTION 4	J.	SECTION 10
E.	SECTION 5	K.	SECTION 11
F.	SECTION 6	L.	SECTION 12

Figure 8A

IN ANSWERING QUESTIONS 8-14 THROUGH 8-26, REFER TO FIGURE 8A. SELECT THE EDVR SECTION DESCRIBED IN THE QUESTION.

8-14. Members not appearing in EDVR sections 1 and 2 who are on board the activity for temporary duty.

1. A
2. B
3. C
4. D

8-15. Diary Message Summary.

1. I
2. J
3. K
4. L

8-16. Total personnel on board the activity, except those in a deserter status, and those personnel who have been dropped from Navy strength accounts.

1. B
2. C
3. D
4. E

8-17. Members who remain on the activity account in a deserter status or who have been administratively dropped from Navy strength accounts.

1. H
2. G
3. C
4. A

8-18. Expired prospective losses, current losses, and losses expected to occur within the next 10 months.

1. A
2. B
3. K
4. L

8-19. Distribution Navy Enlisted Classification Code (DNEC) Management.

1. E
2. F
3. G
4. H

8-20. List of individuals who have earned Navy Enlisted Classification Codes.

1. H
2. I
3. J
4. K

8-21. A list of all members under orders to report to the activity.

1. A
2. B
3. C
4. E

8-22. NEC Billet and Personnel Inventory.

1. E
2. F
3. G
4. H

8-23. The Duty Preference Listing.

1. H
2. I
3. J
4. K

8-24. Information about the member's time-in-rate (TIR), Pay Entry Base Date (PEBD), and citizenship.

1. L
2. K
3. J
4. I

8-25. Foreign military and civilians embarked.

1. A
2. D
3. H
4. L

8-26. A numeric summary of an activity's personnel account.

1. B
2. C
3. D
4. E

THIS SPACE LEFT BLANK INTENTIONALLY.

8-27. Which of the following statements about the Message Diary Summary report is correct?

1. The report contains a list of all date-time-groups of messages received by BUPERS during the month
2. The report contains a list of all date-time-groups of messages received by BUPERS during the last 3 months
3. The report contains a list of all date-time-groups of messages received by EPMAC during the last 3 months
4. The report contains a list of all date-time-groups of messages received by EPMAC during the month and any messages from the previous month that were received after the "cut date"

8-28. As it relates to Message Diary submission, which statement describes the "cut date"?

1. The date within a month by which diaries must arrive at EPMAC, otherwise the transactions aren't reflected until the next EDVR
2. The date within a month by which diaries must arrive at BUPERS, otherwise the transactions are not reflected until the next EDVR
3. The 20th of the month, which is the date by which transactions must arrive in BUPERS, otherwise these transactions aren't reflected until the next EDVR
4. The 25th of the month, which is the date by which transactions must arrive at CNET, otherwise the transactions aren't reflected until the next EDVR

8-29. What activity/official maintains duty preferences on file?

1. BUPERS
2. CNET
3. CNO
4. SECNAV

8-30. What NAVPERS form identifies the Enlisted Duty Preferences sheet?

1. 1301/3
2. 1305/7
3. 1306/9
4. 1306/63

8-31. A member should submit an Enlisted Duty Preferences sheet if the information is incorrect on what section of the EDVR?

1. Section 8
2. Section 9
3. Section 10
4. Section 11

8-32. At what point will section 10 of the EDVR be mailed to your ship?

1. Monthly
2. Every 2 months
3. When BUPERS furnishes EPMAC duty preference information
4. When EPMAC furnishes BUPERS duty preference information

8-33. You should update the EDVR at what specified interval?

1. Every 6 hours
2. Every 12 hours
3. Daily, or as changes occur
4. Weekly

8-34. After your command receives the EDVR, you should verify it within what specified period of time?

1. 1 week
2. 2 weeks
3. 3 weeks
4. Within the month

8-35. After you have verified the EDVR, what action, if any, should you take?

1. Call BUPERS and inform them that action has been completed
2. Call EPMAC and inform them that action has been completed
3. Report compliance with verification requirements, and submit a memorandum (MEMO) transaction via the DMRS to EPMAC
4. None; no action is required

8-36. What specific instruction contains information on verifying EDVRS?

1. DMRSMAN
2. EDVRMAN
3. EPMACMAN
4. MILPERSMAN

LEARNING OBJECTIVE: Identify the purpose of the ODCR and recognize the importance of maintaining it accurately.

8-37. Which of the following officials/activities prepares the Officer Distribution Control Report (ODCR)?

1. BUPERS
2. CNET
3. EPMAC
4. SECNAV

8-38. Officer billets and assignment information in the ODCR represent the computer data bank input by which, if any, of the following officials/ activities?

1. BUMED
2. CNET
3. CNO
4. None of the above

8-39. The ODCR is prepared at what specified interval?

1. Monthly
2. Every 2 months
3. Every 3 months
4. Twice a month

8-40. What is the purpose of the ODCR?

1. To provide each activity with a routine system for verifying information contained in the MAPMIS officer personnel data bank
2. To provide the command with officer statistical data
3. To provide commands with officer promotion eligibility dates
4. To provide commands with officer career path information

8-41. To what instruction or publication should you refer for guidance on correcting discrepancies on the ODCR?

1. DMRSMAN
2. EDVRMAN
3. BUPERSINST 1301.40
4. BUPERSINST 1080.5

8-42. What total number of copies of the ODCR are distributed to authorized activities on a monthly basis?

1. One
2. Two
3. Three
4. Four

8-43. The validity of ODCR information depends on timely submission of accurate data to

1. EPMAC through the Diary Message Reporting System only
2. EPMAC through the Diary Message Reporting System and the Source Data System (SDS) only
3. BUPERS through the Diary Message Reporting System and SDS only
4. BUPERS through the Diary Message Reporting system, SDS, and other pertinent reporting systems

8-44. Your command's mailing address changes. What action should you take to make sure that your command continues to receive copies of the ODCR?

1. Notify BUPERS Message Diary section immediately and inform them of the change
2. Notify CNET and inform them of the change
3. Notify EPMAC Code 31 and inform them of the change
4. Notify OPNAV and inform them of the change

8-45. You have notified the appropriate activity about a change of your command's address, but you still don't receive ODCRS. What action should you take?

1. Notify BUPERS (PERS 1024D)
2. Notify EPMAC (Code 31)
3. Notify OPNAV
4. Notify SECNAV

LEARNING OBJECTIVE: Recognize the purpose of the Diary Message Reporting System and identify the format used for Message Diary submission.

8-46. What is the purpose of the DMRS system?

1. To reduce preparation time and eliminate mailing delays so there is more accurate personnel management and manpower information
2. To report personnel gain transactions
3. To report classified information to BUPERS
4. To report embarked TAD personnel

8-47. The DMRSMAN permits authorized activities to submit officer and enlisted transactions in what format?

1. Alphabetic
2. Coded
3. Numeric
4. Single-digit

8-48. Following the occurrence of an event, you should submit a DMRS within what timeframe?

1. No later than the next working day
2. Within 2 working days
3. Within 3 working days
4. Within 5 working days

8-49. What is the classification of all DMRS messages?

1. Confidential
2. Secret
3. Top Secret
4. Unclassified

8-50. What is the meaning of transaction code (TAC) 200?

1. Received for
2. Received for TAD
3. Transferred for TAD
4. Transferred for duty

8-51. What is the meaning of the "receipt" accounting category (ACC) 100?

1. For duty
2. TAD
3. TDY
4. TEMDUINS

8-52. Which of the following is an example of a Plain Language Address (PLA) that you should use when preparing diary messages?

1. BUPERS DIARY WASHINGTON DC
2. EPMAC NEW ORLEANS LA
3. EPMAC DIARY NEW ORLEANS LA//3l//
4. NETPMSA DIARY PENSACOLA FL

8-53. Which of the following entries reflects a correct example of a diary message subject line?

1. SUBJ: MESSAGE DIARY//
2. SUBJ: MESSAGE DIARY FOR UIC 12345//
3. SUBJ: MESSAGE DIARY FOR USS RIBBONS UIC 12345//
4. SUBJ/MESSAGE DIARY FOR UIC 12345//

8-54. What is the purpose of a sequence number (SEQ) in a diary message?

1. To identify the day within the week that the diary message is being submitted
2. To identify the hour within the day that the diary message is being submitted
3. To identify the month the diary message is being submitted
4. To identify the sequence number of the DMRS message being transmitted

8-55. What specific number of digits does the SEQ of a diary message contain?

1. One
2. Two
3. Three
4. Four

8-56. A sequence number ends with what cycle number?

1. 50
2. 60
3. 99
4. 100

8-57. When should you begin a new SEQ cycle?

1. At the end of the month only
2. At the beginning of the fiscal year or after sequence number 99 is used
3. At the end of the fiscal year
4. At any time when the diary message cycle numbers have ended

ASSIGNMENT 9

Textbook Assignment: "Counseling Service Members," chapter 8, pages 8-1 through 8-24.

LEARNING OBJECTIVE: Recognize various counseling methods and/or procedures.

9-1. When did you, as a PN, begin to gain experience on counseling personnel?

1. The first time you checked in personnel
2. The first time you checked out personnel
3. The first time you were assigned to the personnel office
4. Each of the above

9-2. The more you counsel personnel, the more you learn to recognize areas that need improvement and that eventually make you a more effective counselor.

1. True
2. False

9-3. In counseling, some areas often need improvement. Which of the following is one of these areas?

1. Attitude
2. Attention to detail
3. Understanding the needs of the individual
4. Each of the above

9-4. Which of the following is a method and/or technique that should be used when counseling personnel?

1. Planning and scheduling the interview
2. Selecting the appropriate office space
3. Conducting the actual interview
4. All of the above

9-5. You are counseling PO3 Jane Doe. She asks a question, and you don't have the answer. What should you tell PO3 Doe?

1. That you don't know the answer and to check with the supervisor in her division
2. That personnel in your office have very limited knowledge on the subject matter, and that she should check with her division officer
3. That you don't know the answer, but you will find the answer as soon as you can and get back to her
4. Whatever she wants to hear and not worry about the consequences

9-6. Which of the following is the correct phase sequence to follow during an interview?

1. Opening, fact-finding, evaluation, decision, and closing
2. Opening, decision, fact-finding, evaluation, and closing
3. Opening, evaluation, fact-finding, decision, and closing
4. Opening, fact-finding, decision, evaluation, and closing

LEARNING OBJECTIVE: Define military pay and identify the factors that determine receiving pay.

9-7. What is the legal term used when referring to military pay?

1. Allowance
2. Entitlement
3. Regular military compensation
4. Regular military pay

9-8. For information on the current rates and conditions of entitlement to military pay, you should refer to what publication?

1. DFAS PAYPERSMAN
2. DODFMR
3. JFTR
4. MILPERSMAN

9-9. What is the primary means of compensating members of the uniformed services?

1. Basic pay
2. BAQ
3. COMRATS
4. VHA

9-10. The rate of basic pay is determined by what means?

1. By paygrade only
2. By length of service only
3. By paygrade and length of service
4. By time in rate

9-11. Of the following allowances, which one(s) is/are NOT subject to income tax?

1. BAQ and BAS
2. OHA
3. VHA
4. All of the above

9-12. Which of the following are NOT hazardous duties for incentive pay purposes?

1. Parachute duty and flight deck duty
2. Submarine duty and paint locker duty
3. Leprosarium duty and toxic fuels duty
4. Toxic pesticides duty and chemical munitions duty

LEARNING OBJECTIVE: Identify various allowances to include the following: BAQ, VHA, COLA, OHA, TLE, TLA, and DLA.

9-13. Which of the following statements describes the purpose for giving BAQ to service members?

1. To help pay for civilian apartments
2. To help put a down payment on a new home
3. To help pay for a new home
4. To provide a pay supplement to obtain quarters when government quarters aren't available

9-14. Enlisted members in some paygrades may elect not to occupy assigned government quarters at the PDS and subsequently become eligible for BAQ. In what paygrades should such members be?

1. E-1 and E-2
2. E-3 and E-4
3. E-5 and E-6
4. E-7 through E-9

9-15. What is the purpose of variable housing allowance (VHA)?

1. To assist service members in paying for multiple houses
2. To assist service members in paying for various apartments
3. To assist service members to defray housing costs in overseas areas only
4. To assist service members entitled to a BAQ to defray housing costs if government quarters aren't assigned

9-16. What chapter of the JFTR, volume 1, contains information on entitlement to VHA?

1. 9
2. 8
3. 3
4. 6

9-17. The allowance prescribed to maintain the purchasing power of basic military compensation in an overseas area is known as

1. COLA
2. OHA
3. TLA
4. VHA

9-18. What chapter of the JFTR, volume 1, contains information on the cost of living allowance?

1. 6
2. 7
3. 8
4. 9

9-19. The allowance provided to service members assigned to overseas locations and that defrays a significant amount of housing costs is known as

1. COLA
2. OHA
3. TLE
4. TLA

9-20. Temporary lodging expense (TLE) may be paid to a member transferring PCS to which of the following locations?

1. Dallas, Texas
2. Guam
3. Rota, Spain
4. Sasebo, Japan

9-21. What chapter of the JFTR, volume 1, contains information about TLE?

1. 5
2. 6
3. 3
4. 4

9-22. In which of the following locations may temporary lodging allowance (TLA) be paid to a member under PCS orders?

1. Jacksonville, Florida
2. Pearl Harbor, Hawaii
3. New York, New York
4. San Diego, California

9-23. The period of entitlement to TLA on departure from an authorized location will not normally exceed what specified number of days preceding the day of departure?

1. 8
2. 9
3. 10
4. 20

9-24. Normally, a member is entitled to what total number of dislocation allowance(s) during any fiscal year?

1. One
2. Two
3. Three
4. Four

9-25. What is the purpose of the dislocation allowance (DLA)?

1. To partially reimburse a member with or without dependents for the expenses incurred in relocating his/her household
2. To partially reimburse a member with dependents and who has shipped HHG under his or her entitlement
3. To partially reimburse a member with dependents and who has shipped HHG over his or her entitlement
4. To partially reimburse a member without dependents and who has shipped two POVs

9-26. Which of the following publications contains information concerning DLA entitlement?

1. ENLTRANSMAN
2. MILPERSMAN
3. NTI
4. All of the above

LEARNING OBJECTIVE: Identify the types of FSA and determine entitlement requirements.

9-27. What total number of FSA are currently available?

1. 1
2. 2
3. 3
4. 4

9-28. FSA Type I is payable to each member with dependents who is on permanent duty outside the United States or in Alaska if the member's situation meets which of the following criteria?

1. Transportation of dependents to the permanent duty station or to a place near that station is not authorized at government expense
2. Dependents do not live at or near the permanent duty station
3. Adequate government quarters or housing facilities are not available for assignment to a member and inadequate government quarters or housing facilities are not assigned
4. All of the above

9-29. If a member is aboard a ship away from its home port continuously for more than 30 days, what type of FSA would the member receive?

1. I
2. II
3. III
4. IV

9-30. In what part and chapter of the DODFMR will you find information about the different types of FSA?

1. Part 1, chapter 1
2. Part 2, chapter 2
3. Part 3, chapter 3
4. Part 4, chapter 4

LEARNING OBJECTIVE: Identify various types of allowances.

9-31. When rations in kind are not provided by the government, enlisted members entitled to receive basic pay are entitled to what allowance?

1. BAQ
2. BAS
3. OHA
4. VHA

9-32. What official is considered the final authority for approving a civilian clothing monetary allowance for officer and enlisted personnel?

1. CO, EPMAC (Code 31)
2. CHNAVPERS (PERS 20)
3. CNO
4. SECNAV

LEARNING OBJECTIVE: Recognize the purpose of SRB and identify SRB message submission requirements.

9-33. To what part and chapter of the DODFMR should you refer for information about enlistment bonuses?

1. Part 1, chapter 5
2. Part 1, chapter 7
3. Part 1, chapter 9
4. Part 2, chapter 10

9-34. The selective reenlistment bonus (SRB) program is used to increase reenlistments in what type of ratings?

1. In ratings that are considered to be 95% manned
2. In ratings that are considered to be 90% manned
3. In ratings that are considered to be 85% manned
4. In ratings and NEC codes having insufficient retention

9-35. The NAVADMIN message that contains the changes to the list of SRB-eligible ratings or NECs and respective award levels is normally released what specified number of days before the effective date of decreases or terminations?

1. 15
2. 20
3. 30
4. 35

9-36. SRB reenlistment requests must be submitted according to what publication?

1. DODFMR
2. ENLTRANSMAN
3. BUPERSINST 1133.1
4. OPNAVINST 1160.6

9-37. What activity or official provides SRB payment authority?

1. BUPERS (PERS 292)
2. DFAS-Cleveland Center
3. CO, EPMAC (Code 31)
4. CO, NAVRESPERSCEN

9-38. Your command has received approval to authorize SRB to one of the members stationed aboard your ship. To start SRB entitlement, you should prepare and submit which of the following NAVCOMPT forms?

1. 3051
2. 3060
3. 3062
4. 3062

LEARNING OBJECTIVE: Recognize the purpose of the DDP and identify enrollment requirements.

9-39. In which of the following situations will you be required to counsel personnel concerning the Dependents' Dental Plan (DDP)?

1. When they report aboard
2. When they get married and acquire dependents
3. When members have questions concerning their entitlement
4. Each of the above

9-40. The completed DDP enrollment form has been received and certified by the PERSUPPDET or personnel office on 4 Jun 96. What is the effective date of DDP coverage for all eligible dependents?

1. 1 Jun 96
2. 1 Jul 96
3. 15 Jun 96
4. 30 Jun 96

9-41. The Uniformed Services Active Duty Dependents' Dental Plan Enrollment Election is identified by what DD Form number?

1. 284
2. 295
3. 884
4. 2494

9-42. The DDP program provides dental insurance for eligible dependents of which of the following members?

1. Retired
2. Reserve
3. Active duty
4. All of the above

9-43. The DDP includes which of the following benefits?

1. Examinations and X-rays
2. Cleaning and sealants
3. Fillings and root canal treatment
4. Each of the above

9-44. For active duty members to be able to enroll their dependents in the DDP program, they must have what minimum number of months remaining on active duty?

1. 10
2. 20
3. 24
4. 30

9-45. For information on the DDP program, you should refer to what publication?

1. ENLTRANSMAN
2. JFTR
3. OPNAVINST 1414.1
4. OPNAVINST 1751.1

LEARNING OBJECTIVE: Recognize the purpose of the Legal Assistance Program and identify the various legal services available.

9-46. Which of the following officials authorizes attorneys and judge advocates to perform legal assistance functions?

1. CHNAVPERS
2. CNO
3. JAG or his/her designated representative
4. SECNAV

9-47. Legal assistance is intended primarily for what personnel?

1. Active duty personnel
2. Dependents of active duty personnel
3. Reserve personnel
4. Dependents of Reserve personnel

9–48. As resources permit, legal assistance can be provided to which of the following categories of personnel?

1. Retired military personnel
2. Dependents of retired members and dependents of deceased retired members
3. Civilian personnel who are U.S. citizens, employed by, serving with, or accompanying the Armed Forces when in foreign countries
4. All of the above

9-49. Which of the following legal assistance services are NOT available to eligible personnel at legal assistance offices?

1. Basic wills, trusts, and estate planning
2. Parent/child divorce proceedings
3. Adoption and name changes
4. Nonsupport and indebtedness

9-50. Navy attorneys and judge advocates charge what fee, if any, when they provide legal assistance to eligible personnel?

1. $10 per hour
2. $20 per hour
3. $50 per hour
4. None

9-51. Which of the following publications contains information concerning legal assistance?

1. ENLTRANSMAN
2. JAGMAN
3. JFTR
4. MILPERSMAN

LEARNING OBJECTIVE: Recognize the purpose and identify the types of availability reports. Identify their submission requirements.

9-52. What command is responsible for prompt and accurate submission of availability reports on personnel who are available for assignment or reassignment?

1. Your command
2. Your ISIC
3. CINCPACFLT
4. Each of the above

9-53. Which of the following is NOT considered a type of availability report?

1. Accession
2. Regular
3. Irregular
4. Immediate

9-54. Regular availability reports are reports that are submitted on personnel whose availability date is what minimum number of days in the future?

1. 10
2. 15
3. 20
4. 21

9-55. An accession availability report would be submitted on which of the following individuals?

1. An AKAN who has just graduated from “A” school
2. A BM3 who has been on medical hold
3. A UTC who has been on legal hold
4. An SR who has been initially gained to active enlisted naval strength

9-56. What chapter in the ENLTRANSMAN contains information about availability reports?

1. 10
2. 15
3. 20
4. 21

ASSIGNMENT 10

Textbook Assignment: "Advancement, Education, and Training," chapter 9 pages 9-1 through 9-22; and "Commissioning Programs," chapter 10, pages 10-1 through 10-8.

LEARNING OBJECTIVE: Recognize the purpose of the advancement system.

10-1. Which of the following is the purpose of the enlisted advancement system?

1. To provide for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their careers
2. To provide for the orderly progression of qualified enlisted personnel to higher levels of accountability throughout their careers
3. To provide for the orderly progression of all enlisted personnel to higher levels of accountability throughout their careers
4. To provide for the orderly progression of all enlisted personnel to higher levels of responsibility throughout their careers

10-2. Advancement in rate or change in rating are based on which of the following factors?

1. Demonstrated proficiency in assigned duties
2. CO's recommendation
3. Written examination
4. All of the above

10-3. Many rewards of Navy life are earned through the advancement system. Which of the following is considered a reward?

1. Better pay
2. Challenging job assignments
3. Greater respect
4. Each of the above

10-4. A candidate participating for advancement has which of the following advancement responsibilities?

1. Making sure advancement requirements are met
2. Checking his/her service record for completeness
3. Studying the materials in the bibliography for advancement
4. Each of the above

10-5. What individual has the ultimate responsibility for recommending a servicemember for advancement?

1. The commanding officer
2. The department head
3. The division officer
4. The supervisor

LEARNING OBJECTIVE: Identify advancement requirements.

10-6. Other than enlisted performance evaluations, in what page(s) of the enlisted service record should you record a member's recommendation for advancement?

1. Page 9 only
2. Page 13 only
3. Page 9 and page 13
4. Page 4

10-7. Which of the following elements is NOT an eligibility requirement for advancement?

1. Completion of PARs
2. Completion of PQS school
3. Completion of appropriate correspondence courses
4. Minimum time in rate

10-8. Personnel participating for advancement must meet minimum performance criteria. What performance mark average (PMA) is required for a PN2 to participate in advancement to PN1?

1. 3.8
2. 3.6
3. 3.0
4. 3.2

10-9. In considering candidates for petty officer grades, COs should consider which of the following factors?

1. The member's loyalty to the command
2. The member's initiative
3. The member's leadership and integrity
4. Each of the above

10-10. What individual may withhold an advancement recommendation?

1. Commanding officer
2. Executive officer
3. Department head
4. Division officer

LEARNING OBJECTIVE: Recognize the importance of properly recording advancement recommendations in the service record. Identify the activity responsible for preparing Navywide advancement examinations and identify examination schedules.

10-11. Of the examples shown below, which one shows the correct entry that should be made in a service record page 9 of a YNSN being recommended for YN3?

1. Recommended
2. Recommended for advancement
3. Recommended for advancement to YN3
4. Recommended for YN3

10-12. The scheduled examination date is 3 Sep 95. Worksheets should be prepared by what date?

1. 3 Aug 95
2. 3 Jul 95
3. 3 Jun 95
4. 3 May 95

10-13. Your ship has recently received five personnel on board for duty. Before they detached from their respective duty stations, they were all recommended for advancement and appropriate entries were made in their service records. What action should your CO take?

1. Observe them for a period of 90 days before recommending them for advancement
2. Wait for command quotas to open before allowing them to participate for advancement
3. Require them to complete all local PQS qualifications before allowing them to participate for advancement
4. Provided they are eligible in all other respects, allow them to participate in the regularly scheduled advancement examination

10-14. What individual is responsible for reviewing all worksheets for accuracy and completeness before they are delivered to the examining board?

1. The office supervisor, who is a PN1
2. The personnel officer, who is a PNC
3. The administrative officer
4. The educational services officer

10-15. What command develops the Navywide advancement examinations for paygrades E-4 through E-7?

1. BUPERS
2. CNET
3. EPMAC
4. NETPMSA

10-16. Navywide advancement examinations contain what total number of questions?

1. 100
2. 115
3. 150
4. 160

10-17. What official convenes the CPO, SCPO, and MCPO boards?

1. CO, EPMAC
2. CHNAVPERS
3. CNO
4. SECNAV

10-18. The total number of individuals selected for CPO, SCPO, and MCPO is driven by what factor(s)?

1. Navy Manning Plan
2. Individual's marital status and number of dependents
3. Navywide vacancies
4. Command's basic allowance

LEARNING OBJECTIVE: Define total active federal military service (TAFMS) and high-year tenure (HYT). Identify early candidate advancement percentages.

10-19. Which of the following statements best defines the acronym TAFMS?

1. The sum of total naval service only
2. The sum of total naval and Marine Corps service only
3. The sum of total naval, Marine Corps, and Army service only
4. The sum of total active naval service and other active service

10-20. For PN1 John Door to compete as a regular candidate for advancement to PNC, he must complete what minimum number of years total active federal military service?

1. 7
2. 8
3. 9
4. 11

10-21. The number of advancement quotas that may be filled by early candidates is determined by DOD manning restrictions. What minimum percentage of the total Navy enlisted forces in paygrades E-5 through E-9 can be filled by early candidates?

1. 5%
2. 6%
3. 10%
4. 15%

10-22. What maximum percentage of total Navy enlisted forces in paygrade E-4 can be filled by early candidates?

1. 15%
2. 20%
3. 25%
4. 30%

10-23. What is the HYT limit for an E-9?

1. 27 years
2. 28 years
3. 29 years
4. 30 years

10-24. What is the HYT limit for an E-4?

1. 8 years
2. 10 years
3. 12 years
4. 15 years

10-25. What is the HYT limit for an E-8?

1. 20 years
2. 22 years
3. 24 years
4. 26 years

LEARNING OBJECTIVE: Identify the methods by which individuals are informed of their advancement status. Identify the command's responsibilities.

10-26. The Navy Education and Training Program Management Support Activity (NETPMSA) issues examinations results/ advancement authority to individual commands using which of the following means?

1. ESVR
2. RCA
3. Data mailer
4. Each of the above

10-27. After the E-7 and E-8/9 selection boards adjourn, the results are sent using what means?

1. ESVR
2. Letter
3. NAVADMIN
4. RCA

10-28. After your command receives advancement authority from NETPMSA to advance members of your command, you should record their advancement on what service record page(s)?

1. Page 4 only
2. Page 9 only
3. Pages 4 and 9
4. page 13

10-29. What publication contains specific information about the Navy's advancement system?

1. BUPERSINST 1430.16
2. DFAS PAYPERSMAN
3. BUERSINST 1418.1
4. MIPERSMAN

LEARNING OBJECTIVE: Identify service school eligibility requirements and recognize school quota requirements.

10-30 What chapter of the ENLTRANSMAN contains information about service school eligibility?

1. 8
2. 7
3. 5
4. 4

10-31. Fleet applicants should submit their Enlisted Personnel Action Request, NAVPERS 1306/7, to reach BUPERS approximately what number of months before the desired school class convening date?

1. 1 to 2
2. 2 to 3
3. 4 to 5
4. 6 to 9

10-32. Personnel assigned to their first duty station (except those stationed at overseas commands) must have what minimum time on board before they submit their request for assignment to class "A" school?

1. 10
2. 12
3. 14
4. 17

10-33. What official assigns recruits to class "A" schools?

1. CO, EPMAC
2. CNET
3. Deputy, CHNAVPERS
4. CNO

10-34. When a request for waiver of certain school eligibility requirements is granted, you should make a service record entry on what page of the enlisted service record?

1. 13
2. 9
3. 5
4. 4

10-35. A servicemember needs to obligate for a Navy school. If monetary loss of SRB will result from a hard extension, on what service record page can this member make a deferral to reenlist or extend?

1. 13
2. 9
3. 5
4. 4

10-36. TEMADDINS school quotas are assigned only for personnel ordered to courses of instruction that will be less than what specified number of weeks?

1. 5
2. 10
3. 20
4. 25

10-37. A person is transferred to school for DUINS. The action is considered a PCS move if a course of instruction is for what minimum number of weeks?

1. 10
2. 15
3. 18
4. 20

LEARNING OBJECTIVE: Identify various Navy special programs and recognize their eligibility requirements.

10-38. Which of the following is NOT a special program for enlisted personnel?

1. Physical Security — Law Enforcement Specialist
2. Brig Unit Staff
3. Postgraduate school
4. Personnel Exchange Program

10-39. What official is responsible for carefully screening personnel under consideration for assignment to special programs?

1. Commanding officer
2. CHNAVPERS
3. CNO
4. SECNAV

10-40. The Navy Food Management Teams are located in which of the following locations?

1. Norfolk, VA, and Pearl Harbor, HI
2. Charleston, SC, and Mayport, FL
3. San Diego, CA
4. Each of the above

10-41. Brig Unit Staff personnel are ordered via Corrections Specialist Training at the Naval Institute of Correctional Administration. What NEC is awarded to these personnel?

1. 9555
2. 9575
3. 9585
4. 9785

10-42. For information about enlisted special programs, you should refer to what chapter of the ENLTRANSMAN?

1. 8
2. 9
3. 10
4. 11

10-43. A member interested in applying for a special program should submit what form(s) to BUPERS?

1. NAVPERS 1306/63 only
2. NAVPERS 1306/7 only
3. NAVPERS 1306/63 and NAVPERS 1306/7
4. NAVPERS 1330/1 and NAVPERS 1340/2

10-44. Which of the following is NOT considered an educational program?

1. PACE
2. EEAP
3. Fire-fighting training
4. SOC

10-45. To what instruction should you refer for information about the administration of the Navy's National Apprenticeship Program?

1. BUPERSINST 1326.4
2. BUPERSINST 1430.16
3. OPNAVINST 1160.5
4. OPNAVINST 1560.10

LEARNING OBJECTIVE: Recognize the eligibility requirements for the NROTC, the Naval Academy, and BOOST.

10-46. NROTC scholarship applicants must meet eligibility requirements specified in what publication?

1. BUPERSINST 1430.16
2. OPNAVINST 1160.5
3. OPNAVINST 1560.10
4. MILPERSMAN

10-47. NROTC scholarship applicants must meet which of the following eligibility requirements?

1. Be a U.S. citizen
2. Be under 25 years of age on 30 June of the year in which the applicant will be eligible for commissioned status
3. Be a high school graduate or possess an equivalency certificate
4. Each of the above

10-48. The United States Naval Academy provides what specified number of years of college to midshipmen?

1. 6
2. 5
3. 3
4. 4

10-49. To be considered for the United States Naval Academy, a candidate must be what minimum age?

1. 17
2. 18
3. 19
4. 20

10-50. The majority of nominations for appointment to the United States Naval Academy are made by what persons?

1. Local city government officials
2. U.S. Senators only
3. U.S. Senators and Representatives
4. The Vice President of the United States

10-51. The President of the United States may appoint a total of how many midshipmen to the Naval Academy each year?

1. 50
2. 100
3. 150
4. 200

10-52. The Secretary of the Navy may appoint a total of how many enlisted members of the Regular Navy and Marine Corps to the Naval Academy each year?

1. 50
2. 70
3. 85
4. 90

10-53. For information about the Naval Academy Program and application procedures, you should refer to which of the following publications?

1. MILPERSMAN
2. OPNAVINST 1531.4
3. OPNAVNOTE 1531
4. Each of the above

10-54. What is the location of the BOOST program?

1. San Francisco, CA
2. San Diego, CA
3. Pensacola, FL
4. Newport, RI

10-55. The BOOST Program provides a rigorous 12-month college preparatory curriculum consisting of

1. mathematics and English only
2. English and science only
3. computer science and campus skills only
4. mathematics, English, science, computer science, campus skills, and military training

LEARNING OBJECTIVE: Recognize the eligibility requirements for the NCBDCP, LDO/CWO, ECP, and Seaman to Admiral programs.

10-56. The Nurse Corps Baccalaureate Degree Completion Program (NCBDCP) must be completed by eligible personnel within what maximum timeframe?

1. 24 months
2. 25 months
3. 28 months
4. 30 months

10-57. Information about the NCBDCP can be found in what publication?

1. BUPERSINST 1430.16
2. BUPERSINST 1325.4
3. OPNAVINST 1160.6
4. SECNAVINST 1120.6

10-58. The Medical Service Corps In-Service Procurement Program is specifically intended to provide a path of advancement to commissioned officer status for personnel serving in what rating(s)?

1. HM only
2. DT only
3. HM and DT
4. YN and PN

10-59. What instruction contains information about the Medical Service Corps In-Service Procurement Program?

1. BUPERSINST 1131.2
2. OPNAVINST 1160.5
3. OPNAVINST 1530.10
4. SECNAVINST 1120.6

10-60. What program(s) is/are the principal enlisted-to-officer program(s) sponsored by the Navy that do/does not require a college education?

1. BOOST
2. Chief Warrant officer only
3. Chief Warrant officer and the Limited Duty Officer
4. EEAP

10-61. The Enlisted Commissioning Program (ECP) is a full-time undergraduate educational program that provides an excellent opportunity for which of the following personnel?

1. Minorities only
2. Reservists only
3. Active Duty Personnel only
4. Enlisted personnel in the Navy or Naval Reserve

10-62. ECP selectees are required to complete degree requirements for (a) nontechnical degrees or (b) technical degrees within what minimum number of calendar months, provided they are attending school on a full-time, year round basis?

1. (a) 30 (b) 30
2. (a) 35 (b) 30
3. (a) 30 (b) 36
4. (a) 35 (b) 36

10-63. For information about the ECP, you should refer to what publication?

1. MILPERSMAN
2. OPNAVINST 1120.2
3. OPNAVINST 1920.6
4. SECNAVINST 1930.8

10-64. Provided they are eligible in all respects, personnel in which of the following ratings may participate in the Medical Enlisted Commissioning Program?

1. DT and ET
2. HM and HT
3. PN and YN
4. All of the above

10-65. Medical Enlisted Commissioning program applications are due annually by what day and month?

1. 1 January
2. 15 January
3. 1 February
4. 30 June

10-66. Information about the Medical Enlisted Commissioning Program is contained in what publication?

1. BUPERSINST 1326.4
2. BUPERSINST 1430.16
3. BUPERSINST 1131.3
4. OPNAVINST 5700.7

10-67. The Seaman to Admiral Program is applicable to all EXCEPT which of the following personnel?

1. Regular Navy personnel
2. Reserve personnel
3. TAR personnel
4. NJROTC personnel

10-68. The Board that selects eligible applicants for the Seaman to Admiral program is convened by what official?

1. SECNAV
2. CNO
3. SECDEF
4. CHNAVPERS

10-69. Selectees to the Seaman to Admiral Program attend Officer Candidate School at which of the following locations?

1. San Diego, CA
2. Newport, RI
3. Pensacola, FL
4. Norfolk, VA

ASSIGNMENT 11

Textbook Assignment: "Overseas Travel and Orders," chapter 11, pages 11-1 through 11-22.

LEARNNING OBJECTIVE: Define the term *overseas service* and identify the procedures that must be followed in connection with overseas service.

11-1. Which of the following statements best describes overseas service?

1. Duty performed while on ships homeported in overseas areas
2. Duty performed while stationed at overseas shore duty
3. Duty performed while assigned to ships and submarines homeported overseas
4. Duty performed while assigned to a military installation or activity permanently based outside the forty-eight contiguous United States

11-2. Personnel being assigned to which of the following locations must undergo modified overseas screening?

1. Yokosuka, Japan
2. Guantanamo Bay, Cuba
3. Diego Garcia
4. Rota, Spain

11-3. What form number identifies the Report of Suitability for Overseas Assignment?

1. NAVPERS 1070/600
2. NAVPERS 1070/501
3. NAVPERS 1070/613
4. NAVPERS 1300/16

11-4. The Report of Suitability for Overseas Assignment has to be completed for personnel transferring to Key West, Florida for what reason?

1. Key West is considered an overseas area
2. Civilian medical facilities are not available on the island
3. Key West is considered a remote or isolated location and has very limited government and civilian medical services available
4. Key West is considered a dependent restricted area

11-5. Members being assigned to all except which of the following activities require a complete overseas screening?

1. USS *La Salle*
2. Diego Garcia
3. COMPRSON ONE
4. COMSTANAVFORLANT

11–6. What individual is responsible for determining a member's suitability for overseas assignment?

1. The member's CO
2. CHNAVPERS
3. CO, EPMAC
4. CNO

11-7. Skilled interviewers that assist the CO in determining a member's suitability for overseas include which of the following personnel?

1. Chaplain
2. Command career counselor
3. Command master chief
4. Each of the above

11-8. Which of the following individuals is authorized to sign the Report of Suitability for Overseas Assignment?

1. The CO
2. The OIC of isolated detachments
3. An officer who signs as "Acting"
4. Each of the above

11-9. Which of the following is NOT a factor used as a basis for determining a member's suitability for overseas assignment?

1. Medical fitness and HIV screening
2. Family advocacy and dental fitness
3. Number of dependents and their pets
4. Physical fitness and performance

11-10. Dependents are screened for overseas assignment even when the member elects an unaccompanied tour of duty. What is the reason for this screening?

1. To determine if they will be able to cope with the member's absence
2. To make sure the member does not have the potential for early return from an overseas location because of an existing family problem
3. To find out if the member has registered allotments to dependents
4. To determine if assistance will be needed by the dependents after the member leaves for the overseas duty station

11-11. After reporting to an overseas area, a member elects to serve an accompanied DOD area tour and dependents are authorized to reside there. To do this, the member must make this election within what specified number of days?

1. 45
2. 60
3. 90
4. 100

11-12. Members and their dependents transferring overseas must be screened for overseas suitability within what specified number of days after receipt of the transfer directive?

1. 30
2. 40
3. 45
4. 60

11-13. You determine that AK1 John Doe, who is transferring overseas, is unable to complete his overseas suitability screening within the required timeframe. What action should you take?

1. Call his detailer
2. Ask the division officer to call the member's detailer
3. Ask the CO to send a personal letter
4. Send an interim message to the order issuing authority explaining the delay and stating the estimated date of completion

11-14. What ENLTRANSMAN chapters contains information concerning overseas screening requirements?

1. 6
2. 5
3. 3
4. 4

11-15. During the command interview to determine HT3 Jack Frost and his dependents suitability for overseas assignment, HT3 Frost is provided with information concerning overseas living conditions. What instruction contains this information?

1. NAVMILPERSCOMISNT 1720.1
2. NAVMILPERSCOMINST 4650.2
3. OPNAVINST 1300.14
4. OPNAVINST 1466.9

LEARNING OBJECTIVE: Recognize the purpose of the Overseas Suitability and Unsuitability Reports, and identify OCDR and service record entries required. Identify the consequences of sending personnel overseas who are not properly screened.

11-16. Which of the following is NOT an acceptable method for incurring sufficient obligated service to complete a DOD area tour?

1. Execution of NAVPERS 1070/601
2. Execution of a NAVPERS 1070/613 entry
3. Execution of NAVPERS 1070/621
4. Execution of NAVPERS 1070/622

11-17. What is the proper disposition of the original Report of Suitability for Overseas Assignment upon completion?

1. Give it to the member
2. Forward it to the applicable rating control authority at BUPERS
3. File it in the member's service record
4. File it in the transfer retain files

11-18. The transferring command's CO does not consider a member and/or dependents suitable for overseas assignment. The CO should send an Overseas Unsuitability Report to (a) what command (b) within what specified number of days of receipt of orders, if appropriate?

1. (a) BUPERS only
   (b) 15
2. (a) BUPERS or EPMAC
   (b) 15
3. (a) BUPERS or EPMAC
   (b) 30
4. (a) BUPERS only
   (b) 30

11-19. Which of the following statements describes the BUPERS/EPMAC policy concerning waiver of overseas screening requirements?

1. Waivers are always authorized
2. Waivers are never authorized
3. Waivers can only be authorized if requested by a commands' ISIC
4. Waivers are authorized on a case-by-case basis, as conditions warrant

11-20. The CO may decide upon completion of a member's overseas screening that a waiver should be submitted even though the member is not technically qualified for the assignment.

1. True
2. False

11-21. What action should the CO of a overseas command take if improperly screened personnel are received?

1. Send an Overseas Screening Deficiency Report, according to ENLTRANSMAN, chapter 4
2. Issue them orders back to the previous duty station
3. Call the last command and inquire about the personnel's screening

11-22. What page of the Enlisted Service Record should you use to record a member's suitability and/or unsuitability for overseas assignment?

1. NAVPERS 1070/601
2. NAVPERS 1070/605
3. NAVPERS 1070/609
4. NAVPERS 1070/613

11-23. An overseas unsuitability report for a PN2 would be sent to which of the following offices or officials?

1. BUPERS
2. EPMAC
3. CNO
4. SECNAV

LEARNING OBJECTIVE: Recognize the purpose for requesting dependent entry approval and identify the reasons for denial of dependent entry approval. Define the terminology associated with command sponsorship.

11-24. Information about service members with an exceptional family member is contained in what section of the ENLTRANMAN?

1. Chapter 23
2. Chapter 24
3. Chapter 28
4. Addendum A

11-25. What is the purpose for requesting a dependent entry approval?

1. To determine if DOD schools are available for dependents at the overseas station
2. To make sure that dependents of the transferring member are authorized to reside at the overseas location and that they are eligible for government transportation to and from overseas
3. To determine if there are any medical facilities available for dependents
4. To determine if there are any travel restrictions to dependents

11-26. What is one of the most common reasons that dependent entry approval requests are disapproved?

1. Lack of DOD schools
2. Lack of medical facilities
3. Shortage of government housing
4. Shortage of recreational facilities

A.	ACQUIRED DEPENDENT
B.	COMMAND-SPONSORED DEPENDENT
C.	NONCOMMAND-SPONSORED DEPENDENT
D.	FORMERLY COMMAND-SPONSORED DEPENDENT

Figure 11A

IN ANSWERING QUESTIONS 11-27 THROUGH 11-31, REFER TO FIGURE 11A. SELECT THE TYPE OF DEPENDENT DESCRIBED BY THE QUESTION.

11-27. A dependent whose sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS.

1. A
2. B
3. C
4. D

11-28. An individual who becomes a dependent through marriage, adoption, or other action during the course of a Navy member's current overseas tour of duty.

1. A
2. B
3. C
4. D

11-29. A dependent who was command-sponsored and who continues to reside in the vicinity of the sponsor's overseas PDS at which command sponsorship was conferred.

1. A
2. B
3. C
4. D

11-30. A dependent, residing in an overseas area, who is not command sponsored.

1. A
2. B
3. C
4. D

11-31. A dependent who resides with the service member at the overseas PDS.

1. A
2. B
3. C
4. D

11-32. The term *appropriate military commander is* best described by which of the following statements?

1. Any commanding officer
2. Any shore duty commanding officer
3. The commander authorized to grant dependent entry approval for the overseas area
4. Any sea or shore duty commanding officer serving overseas

11-33. The term *appropriate overseas commander* is best described by which of the following statements?

1. The commander authorized to grant dependent entry approval for the overseas area
2. The commanding officer of the servicemember's overseas PDS, provided he/she is not otherwise restricted from acting in such a capacity
3. Any individual serving overseas who has commanded at least two units while stationed overseas
4. Any individual serving overseas whose rank exceeds that of a captain

11-34. Information about command sponsorship can be found in which of the following publications?

1. MILPERSMAN
2. JFTR
3. PTM
4. Each of the above

11-35. The acronym "NAVPTO" stands for which of the following titles?

1. Naval Postgraduate Technical Officer
2. Naval Parts Transportation Office
3. Navy Passenger Transportation Office

11-36. Which of the following DD forms identifies the Application for Transportation for Dependents?

1. 214
2. 295
3. 884
4. 984

11-37. For the Navy Passenger Transportation Office to arrange transportation for a member and dependents, you as the PN, must submit which of the following documents?

1. PCS orders only
2. PCS orders and dependent entry approval only
3. PCS orders and PRR
4. PRR, signed Application for Transportation for Dependents, copies of PCS orders, and a copy of the overseas area commander's entry approval

11-38. You are aboard a ship that has recently deployed. Shortly after deployment there is a requirement to request a port call on a member who is transferring PCS. To obtain information concerning PRR preparation procedures, you should refer to which of the following publications?

1. ENLTRANSMAN
2. DODFMR
3. MILPERSMAN
4. PTM

11-39. A PNCS has transferred overseas without dependents since the dependent entry approval request was denied before transfer. The PNCS has subsequently received dependent entry approval from the appropriate military commander and wants to bring dependents to the overseas duty station. What transportation office should arrange the dependents' travel?

1. The supporting PERSUPPDET overseas
2. The member's command transportation office
3. The NAVPTO that retained the dependent's travel file
4. Any NAVPTO in CONUS

11-40. When entry approval is denied for a period of 20 weeks or more in conjunction with an accompanied tour of duty, transportation for dependents may be arranged to which, if any, of the following locations?

1. A designated place in CONUS
2. A designated place near the overseas duty station
3. A designated place determined by the order issuing authority
4. None of the above

LEARNING OBJECTIVE: Recognize the purpose of passports and visas. Identify documents required for obtaining a passport and/or a visa. Recognize the conditions requiring the need for applying for different types of passports.

11-41. What is the purpose of a No-fee passport?

1. To identify the bearer as an American citizen
2. To identify the bearer as an official traveler
3. To identify noncommand-sponsored dependents
4. To identify a service member traveling under PCS orders overseas

11-42. Which of the following is considered a restriction on the use of a No-fee passport?

1. No-fee passports can only be used in conjunction with TAD orders
2. No-fee passports can only be used by enlisted personnel and their dependents
3. No-fee passports can only be used when traveling abroad on official business for the U.S. Government
4. No-fee passports can only be used by officers and enlisted members

11-43. A Fee passport is issued to U.S. citizens when they are traveling for which of the following reasons?

1. Official business
2. Unofficial business
3. Classified missions
4. Highly clandestine missions

11-44. An Official passport (No-fee) is issued to all EXCEPT which of the following personnel?

1. Active duty personnel proceeding abroad on official duty
2. DOD civilian employees proceeding abroad on official duty
3. Both 1 and 2 above
4. Inactive duty personnel proceeding abroad on official duty

11-45. A Diplomatic passport (No-fee) is issued to which of the following personnel?

1. Foreign service officers
2. Persons in the diplomatic service
3. Persons having a diplomatic status
4. Each of the above

11-46. Visas are issued with no expiration date and are accepted as long as you are in possession of a valid passport.

1. True
2. False

11-47. Which of the following individuals serving at a PERSUPPDET would be in a position to serve as a Navy passport agent?

1. A PN1 serving in the transportation office
2. The PNC in charge of the transportation and visa section
3. A GS-5 designated by the Office of Passport Services to accept and process passport applications
4. The officer-in-charge

11-48. What DD Form is the Authorization to Apply for a request No-fee Passport and/or request for Visa?

1. 214
2. 295
3. 884
4. 1056

11-49. You may obtain an Application for Passport by Mail, DSP-82, from which of the following agencies?

1. Navy passport agent
2. A clerk of any federal, state, or probate court
3. A designated postal employee at a post office selected to accept passport applications
4. Each of the above

11-50. The DSP-11 is used by persons who are applying for a No-fee passport for which time?

1. First
2. Second
3. Third
4. Fourth

11-51. You are outside the United States aboard a ship and want to apply for a U.S. passport. At which of the following offices should you apply?

1. The command’s administration office
2. The command’s personnel office
3. The ship’s office
4. A U.S. diplomatic or consular office when you arrive in port

11-52. You are traveling overseas and need information about visa requirements. Which of the following officials/offices should you contact to ask about this information?

1. BUPERS (PERS 332)
2. CO, EPMAC
3. NAVPTO office
4. SATO office

11-53. A Travel Certificate Separation Without Orders, NAVPERS 4650/22, is issued to honorably discharged members using what publication?

1. NTI
2. DFAS PAYPERSMAN
3. DODFMR
4. MILPERSMAN

ASSIGNMENT 12

Textbook Assignment: "Transfers and Receipts," chapter 12, pages 12-1 through 12-25.

LEARNING OBJECTIVE: Define the acronym PRD and recognize the purpose of the PRD. Identify the instruction used to prepare PRDs and identify other documents related to the transfer of personnel.

12-1. When is a member's projected rotation date (PRD) established?

1. After the member reports to his/her ultimate duty station
2. Upon completion of a required school and just before the member reports to the ultimate duty station
3. When assignment orders are written
4. When the member contacts his/her detailer before transfer

12-2. When an individual's PRD is established by the detailer, it is based on which of the following factors?

1. Paygrade
2. Projected paygrade
3. Distributable community
4. Each of the above

12-3. A member's PRD is not normally changed once it is established unless which of the following events occurs?

1. There is a change made to the sea/shore tour rotation for the entire community
2. The commanding officer directs a member's detailer to change the member's PRD
3. The members department head writes a personal letter to the member's detailer
4. The member's division officer contacts the member's detailer

12-4. Which of the following statements is considered a general rule for establishing PRDs?

1. All PRD determinations are based on distribution rates and/or NEC, except for overseas areas, which are based on DOD tour requirements
2. PRDs never exceeds EDLN
3. PRDs are determined without regard to OBLISERV, except for overseas tours
4. Each of the above

12-5. Which of the following statements is correct concerning the PRD?

1. The PRD may be preceded by 3 months or exceeded by up to 3 months to satisfy a Manning Control Authority (MCA) requirement
2. The PRD may be preceded by 1 month or exceeded by 2 months to satisfy MCA requirements
3. The PRD may be preceded by 1 month or exceeded by up to 3 months to satisfy MCA requirements
4. The PRD may be preceded by 1 month or exceeded by up to 4 months to satisfy MCA requirements

12-6. In which of the following documents would you be able to find a member's established PRD?

1. Service record only
2. EDVR only
3. EDVR and service record
4. ODCR

12-7. PNSN John Doe's PRD has not been assigned or appears erroneous in your command's EDVR. What action should you take to correct it?

1. Forward a PRD adjustment request, along with a copy of the service record page 5, to EPMAC
2. Forward a PRD adjustment request, along with a copy of the service record page 5, to SECNAV
3. Forward a PRD adjustment request, along with a copy of the service record page 5, to CNO
4. Forward a PRD adjustment request, along with a certified copy of service record page 5, to BUPERS (PERS 40)

12-8. In what chapter of the ENLTRANSMAN can you find information about PRD adjustment procedures?

1. 1
2. 2
3. 3
4. 4

12-9. When processing transfers, what should you have available to help you?

1. A locally prepared transfer check-off sheet
2. A BUPERS-prepared transfer check-off sheet
3. An EPMAC-prepared transfer check-off sheet
4. A transfer check-off sheet contained in the MILPERSMAN

12–10. Which of the following is NOT an issuing command for enlisted PCS orders?

1. BUPERS
2. CNO
3. EPMAC
4. NRPC

12-11. What minimum number of copies of PCS orders should you give a member so he/she can arrange for shipment of household goods?

1. 5
2. 10
3. 15
4. 20

12-12. What is the form number for the Standard Transfer Order?

1. NAVCOMPT 653/ NAVPERS 1236/11
2. NAVPERS 1070/NAVCOMPT 543
3. NAVCOMPT 536/ NAVPERS 1326/11
4. NAVCOMPT 645/ NAVPERS 1632/25

12-13. Which, if any, of the following statements describes the use of the Standard Transfer Order (STO)?

1. The STO is used for local command-initiated transfers
2. The STO is used only by mobile units operating away from their home port
3. The STO is used only when directed by SECNAV
4. None of the above

12-14. To what chapter of the ENLTRANSMAN should you refer for step-by-step instructions concerning the preparation of STOs?

1. 4
2. 10
3. 23
4. 24

12-15. Which of the following actions should you take if your command receives a transfer directive that does not contain PCS accounting data?

1. Wait for BUPERS to automatically issue an order modification containing the missing accounting data
2. Obtain accounting data by referring to ENLTRANSMAN, chapter 23
3. Obtain accounting data from EPMAC
4. Obtain accounting data by referring to BUPERSINST 7040.6 and/or contact the order issuing authority

12-16. Which of the following documents is considered the reporting endorsement?

1. NAVPERS 1070/601
2. NAVCOMPT Form 3067
3. NAVCOMPT Form 3068
4. NAVCOMPT Form 3069

12-17. Which, if any, of the following statements is correct concerning the status of personnel who have already transferred from a command?

1. Members are considered attached to their previous duty stations only
2. Members are considered attached to the ultimate duty station only
3. Members are considered to be attached to both the previous and the ultimate duty station while they are en route
4. None of the above

12-18. If an individual is assigned to attend TEMDUINS and no TEMDUINS accounting data appears on the PCS orders, what command is responsible for issuing an order modification to provide this information?

1. The detaching command
2. The command providing the training
3. The order issuing authority
4. The ultimate duty station

12-19. When briefing a member who is transferring, you should brief him/her on all EXCEPT which of the following areas?

1. Tell the member that records and accounts should be delivered to the new commanding officer
2. Tell the member that in case of illness or accident, he/she should notify the nearest known naval activity immediately and request instructions
3. Tell the member that if leave is canceled, he/she should proceed to the ultimate duty station
4. Tell the member that a copy of the orders is being mailed directly to the ultimate destination so the new command will know the actual date of arrival

12-20. Current regulations do not authorize transportation of dependents to intermediate locations at government expense.

1. True
2. False

LEARNING OBJECTIVE: Identify the purpose of PCS travel and identify PCS entitlements.

12-21. Which, if any, of the following statements is correct concerning a member being authorized advance pay?

1. The member may be paid advance pay when traveling under TAD orders
2. A member may be paid advance pay when executing PCS, except PCS incident to separation from the service or trial by court-martial
3. The member may be paid advance pay when traveling under PCS incident to court-martial
4. None of the above

12-22. A member is transferring PCS within the same geographical area. Under these conditions, the member is authorized to advance pay when what other criteria is met?

1. The member has a POV that requires shipment
2. The member has received authorization from the department head
3. The member has obtained written authorization from the commanding officer
4. The member is entitled to ship household goods at government expense according to the JFTR, Volume 1

12-23. Normally, a member may request advance pay what specified number of days before departure?

1. 15
2. 20
3. 25
4. 30

12-24. You report to your new duty station and decide that you need additional funds to complete your PCS move. If you are eligible for and decide to request advance pay, you must request it within what specified number of days after your arrival?

1. 30
2. 45
3. 60
4. 70

12-25. If there are extenuating circumstances, service hardship, or unusually large expenses that are clearly justified, a member may request advance pay up to (a) what number of days before transfer and (b) what maximum number of days after arrival at the ultimate duty station?

1. (a) 80 (b) 180
2. (a) 80 (b) 150
3. (a) 90 (b) 150
4. (a) 90 (b) 180

12-26. If authorized, a member may draw what maximum number of months advance pay?

1. 1
2. 2
3. 3
4. 4

12-27. All members requesting advance pay must sign which of the following documents?

1. Advance Pay Authorization
2. Advance Pay Request Memorandum
3. Advance Pay Authorization Certificate
4. Advance Pay Certificate/Authorization

12-28. Commanding officers or the representatives must provide written approval for members to be able to draw advance pay. Which of the following is an exception to this rule?

1. If the member is in pay grade E-9 and requests 1 month advance pay
2. If the member is in pay grade E–3 and below
3. If the advance pay request is for more than 1 month
4. If the repayments will take longer than 12 months

12-29. Before a CO approves a request for advance pay, he/she should make sure the member's financial status is reviewed for what reason?

1. To verify whether the member has a valid need for advance pay
2. To make sure the member pays all bills to local creditors before departure
3. To make sure the member has not shown a pattern of financial irresponsibility
4. To advise the member on how much advance pay to request

12-30. Information about entitlement to personal travel and transportation allowances is contained in what chapter of the JFTR?

1. 5
2. 6
3. 7
4. 8

12-31. Shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other. However, if the gaining CO issues a statement that the HHG shipment is mission essential and in the best interest of the Government, shipment may be authorized. What official would issue accounting data if the member were in this particular situation?

1. The member's administrative officer
2. The member's CO, based on current regulations
3. CHNAVPERS (PERS 4)
4. EPMAC (Code 125)

12-32. In what section of the JFTR can you find the definition of the effective date of PCS orders?

1. Volume 1, appendix A
2. Volume 2, appendix A
3. Volume 3, appendix B
4. Volume 3, appendix C

12-33. The effective date of orders involving a change in home port of a ship, ship-based staff, squadron, or the afloat-based mobile unit is announced by which of the following officials?

1. CHNAVPERS
2. SECNAV
3. CNO
4. The President

12-34. Which of the following is the effective date of orders for members that are being released from active duty?

1. The date the orders are typed
2. The date the orders are delivered to the member
3. The date the orders are delivered to the disbursing office
4. The date of the member's release

12-35. The total amount payable to dependents traveling via one POC is computed using which of the following criteria?

1. Per mile rate
2. Number of dependents in the group
3. Per diem authorized
4. All of the above

12-36. Which of the following individuals may approve payment for the use of more than one POC by a group traveling together if there are five or more travelers in the group?

1. BUPERS
2. EPMAC
3. The member's XO
4. The member's CO

12-37. If a member believes a valid reason exists for needing more than one POC for less than five travelers, the member must submit a request, via his/her CO, to what official?

1. EPMAC (Code 4)
2. CHNAVPERS (PERS 201)
3. CNO
4. SECNAV

12-38. Temporary storage of HHG authorized in connection with a HHG shipment may be stored at what location(s)?

1. At the point of origin only
2. At a point in transit only
3. At the ultimate destination only
4. At the point of origin, point in transit, ultimate destination, or any combination of these points

12-39. For travel and transportation purposes, children of servicemember-married-to-servicemember parents may travel under what orders?

1. Orders authorized by the order-issuing authority
2. Either but not both parent's PCS orders only
3. Either parent's PCS orders when directed by higher authority only
4. Both parents' PCS orders

12-40. In what JFTR paragraph is consecutive overseas tours leave travel described?

1. U5105
2. U5108
3. U6409
4. U7200

12-41. What chapter of the ENLTRANSMAN contains information about changes of home port?

1. 5
2. 15
3. 20
4. 23

12-42. Generally, members may select the mode of transportation in connection with their PCS transfer. From which of the following modes of transportation are members authorized to choose?

1. POC and airplane only
2. Train and POC only
3. Bus and POC only
4. All of the above

LEARNING OBJECTIVE: Identify weight allowances and restrictions in connection with PCS orders.

12-43. On what does the amount of weight a member is entitled to have shipped or stored depend?

1. The member's total active obligated service remaining
2. The member's paygrade only
3. The member's paygrade and whether the member has dependents
4. The member's martial status and total active obligated service remaining

12-44. An E-6 with dependents is entitled to ship what total amount of HHG?

1. 10,000 pounds
2. 11,000 pounds
3. 12,000 pounds
4. 13,000 pounds

12-45. If a member is being transferred to a location that has HHG weight restrictions, what options, if any, does the member have?

1. Place HHG in contemporary storage
2. Place HHG in storage at his/her relatives' homes at government expense
3. Place HHG at the permanent duty stations' storage facilities until return from the ultimate duty station
4. None

12-46. What is considered unaccompanied baggage?

1. Luggage that is carried aboard an aircraft by dependents
2. Baggage that is left at the NTS facility
3. That portion of the HHG weight allowance that is normally shipped separately from the major items of furniture
4. That portion of the HHG weight allowance that is to be shipped with the major items of furniture

LEARNING OBJECTIVE: Identify the procedures to follow when new personnel are ordered and/or report to a command.

12-47. Which of the following actions should you take when you receive an assignment directive for a prospective gain?

1. Annotate the EDVR
2. File the assignment directive in a receipts tickler file
3. Forward a sponsor letter and welcome aboard package
4. Each of the above

12-48. When a member is received aboard and you conduct the service record verification, you are making sure that what action is accomplished?

1. The member's name is correct on all the record pages
2. The member has brought to your attention any noted discrepancies
3. All misfiled documents are destroyed
4. The service record data is correct before the record is filed

12-49. Which of the following DD Forms is completed by the member and considered the member's travel claim?

1. 1351-2
2. 1351-4
3. 1351-6
4. 1351-8

12-50. In which of the following publications can you specifically find information about the preparation of travel claims?

1. ENLTRANSMAN
2. DODFMR
3. JFTR
4. NTI

12-51. In what order is proceed time, travel time, and leave charged?

1. Leave, proceed time, and travel time
2. Leave, travel time, and proceed time
3. Travel time, leave? and proceed time

12-52. What official is responsible for maintaining an effective sponsor program?

1. CHNAVPERS
2. SECNAV
3. Executive officer
4. Commanding officer

12-53. Which of the following publications contains information about the Navy Sponsor Program?

1. ENLTRANSMAN
2. MILPERSW only
3. OPNAVINST 1740.3 only
4. MILPERSMAN and OPNAVINST 1740.3

ASSIGNMENT 13

Textbook Assignment: "Naval Reserve Program, Reenlistment Incentive Programs, and Separations," chapter 13-1 through 13-31.

LEARNING OBJECTIVE: Recognize the purpose of the Naval Reserve Program. Identify entitlements of being associated with the Naval Reserve.

13-1. Which of the following statements best describes the purpose of the Naval Reserve?

1. A reservoir of trained personnel assets that may be mobilized to augment the Marine Corps in the event of war or national emergency
2. A reservoir of trained personnel assets that may be mobilized to augment the U.S. Army in the event of war or other times as national security requires
3. A reservoir of trained personnel assets that may be mobilized to augment the U.S. Air Force in the event of war or national emergency
4. A reservoir of trained personnel assets that may be mobilized to augment active naval forces in event of war, national emergency, or other times as national security requires

13-2. Within what specified number of days before separation must a member attend a Naval Reserve Career Information Presentation?

1. 30
2. 50
3. 100
4. 120

13-3. The Naval Reserve is under the command of what official or command?

1. CNO
2. COMNAVRESFOR
3. EPMAC
4. BUPERS

13-4. Personnel who entered the military service beginning on 1 June 1984 were required to incur what total number of years obligation?

1. 8
2. 7
3. 5
4. 4

13-5. Naval Reservists assigned to reserve units obligate themselves for all EXCEPT which of the following requirements?

1. At least 90 percent attendance at regular scheduled drills
2. Performance of annual training that is 12 to 14 days each year
3. Annual physical qualifications
4. Annual PQS requirements

13-6. Which of the following is a benefit of being a member of the Naval Reserve?

1. Pay
2. Affiliation bonus
3. Advancement
4. Each of the above

13-7. Reservists assigned to a drill pay billet receive what total days basic pay for each drill satisfactorily performed?

1. 1
2. 2
3. 3
4. 4

13-8. Which of the following factors is considered in determining a member's drill pay?

1. The member's rate
2. The member's paygrade and length of service
3. The member's marital status
4. Each of the above

13-9. When computing annual training pay, you would consider all EXCEPT which of the following entitlements?

1. BAQ
2. COMRATS
3. Uniform allowance
4. BAS

13-10. Upon application, at what age are qualified reservists eligible to begin receiving retirement pay and other benefits?

1. 50
2. 60
3. 65
4. 70

13-11. Current directives require that a Naval Reservist must earn what minimum number of retirement points in an anniversary year to be credited with a year of qualifying service for retirement purposes?

1. 20
2. 40
3. 50
4. 60

13-12. After a break of what minimum number of hours does the re-entry date into the Naval Reserve start a new anniversary year?

1. 12
2. 24
3. 36
4. 48

13-13. What minimum number of points are awarded for each day of active duty or Annual Training (AT)?

1. One
2. Two
3. Three
4. Four

13-14. For retirement pay computation purposes, what maximum number of inactive points per anniversary year can an individual be credited?

1. 50
2. 60
3. 70
4. 80

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LEARNING OBJECTIVE: Recognize the purpose of the TAR program.

13-15. Which of the following statements describes the purpose of the Training and Administration of Reserve (TAR) program?

1. To be a reservoir of trained personnel assets that may be mobilized to augment active naval forces in the event of war
2. To be a reservoir of trained personnel assets that may be mobilized to augment active U.S. Army personnel in case of national emergencies
3. To manage, train, and administer the Naval Reserve according to policies prescribed by the CNO
4. To manage, train, and administer the Naval Reserve according to policies prescribed by the President of the United States

13-16. Enlisted TAR personnel may be assigned to all EXCEPT which of the following activities?

1. BUPERS
2. COMNAVRESFOR
3. Naval Reserve Force Ships
4. Trident submarines

13-17. Career opportunities exist in the TAR program for personnel in all enlisted ratings.

1. True
2. False

13-18. Conversion to the TAR program is normally restricted to personnel in what paygrade and below?

1. E-4
2. E-5
3. E-6
4. E-7

13-19. Which of the following publications contains information about the TAR program?

1. DODFMR
2. OPNAVINST 1040.8
3. OPNAVINST 1900.1
4. ENLTRANSMAN

LEARNING OBJECTIVE: Identify the benefits and eligibility requirements of the SSCORE, RESCORE, and STAR programs.

13-20. Which of the following incentives is NOT a benefit of the SCORE program?

1. Assignment to class “A” school
2. Assignment to class “C” school
3. Guaranteed assignment to any location the member desires
4. Possible advancement to PO3 or PO2

13-21. The RESCORE program offers career incentives to Navy Veterans (NAVETS) who reenlist after a break in service of what timeframe?

1. 15 hours
2. 17 hours
3. 20 hours
4. 24 hours

13-22. Which of the following groups of personnel is entitled to reenlist under the STAR program?

1. First term enlisted personnel
2. Second term enlisted personnel
3. Inactive Reserve personnel
4. NAVETS

IN ANSWERING QUESTIONS 13-23 THROUGH 13-25 REFER TO THE GUARD III PROGRAM.

13-23. Under this program, an active duty member has what specified number of guaranteed assignments within a 25-year career timeframe?

1. Five
2. Two
3. Three
4. Four

13-24. Under this program, a member must use his/her first guaranteed assignment at what time?

1. First reenlistment
2. Second reenlistment
3. Third reenlistment
4. Fourth reenlistment

13-25. What chapter of the ENLTRANSMAN contains information about this program?

1. 5
2. 7
3. 8
4. 9

LEARNING OBJECTIVE: Identify entitlements members are authorized as a result of their separation from the service.

13-26. After separation from the naval service, authorized members may wear their uniform to travel to their home up to or within what specified number of months?

1. 1
2. 2
3. 3
4. 4

13-27. A member must surrender his/her outer garments and distinctive parts of the uniform in all EXCEPT which of the following situations?

1. When separated by reason of defective enlistment
2. When separated with an honorable discharge
3. When separated because of unsatisfactory performance
4. When separated because of homosexualtiy

13-28. Specific information about regulations on entitlement to transportation for dependents and shipment of HHG can be found in which of the following publications?

1. DODFMR
2. DFAS PAYPERSMAN
3. JFTR
4. JAGMAN

13-29. Except for dependents of members transferring to the Fleet Reserve or retiring, dependents of members separating must affect their travel within what maximum number of days?

1. 100
2. 160
3. 180
4. 190

13-30. Dependents of members retiring or transferring to the Fleet Reserve must affect their travel within what specific timeframe after the effective date of separation?

1. 6 months
2. 9 months
3. 10 months
4. 12 months

13-31. After a member completes the travel claim required after separation from the Navy, the individual should send it to what location?

1. The disbursing office of the Air Force base closest to his/her home
2. The disbursing office of the Army base closest to his/her home
3. The Navy disbursing office of the activity that processed the separation
4. The personnel office of the activity that processed the separation

13-32. Normally, members who have transferred to the Fleet Reserve, or who have retired, must have their HHG shipped within what timeframe?

1. 6 months
2. 12 months
3. 3 months
4. 4 months

13-33. Personnel being discharged or released from active duty have how many days to apply for transportation of HHG?

1. 100
2. 150
3. 180
4. 190

13-34. What DD Form is the Application for Shipment and/or Storage of Personal Property?

1. 214
2. 295
3. 884
4. 1299

13-35. Information about the submission of claims for loss or damage of HHG is contained in which of the following publications?

1. ENLTRANSMAN
2. DODFMR
3. JAGMAN
4. DFAS PAYPERSMAN

13-36. If, after members separate from the Navy, they have questions concerning pay, they should contact which of the following activities or officials?

1. SECNAV
2. DFAS
3. CHNAVPERS
4. CO, NRPC

LEARNING OBJECTIVE: Identify the medical benefits of both member and dependents that are available after a member's separation.

13-37. When does medical care for servicemembers and their eligible family members cease?

1. Upon the member's discharge or separation from active duty
2. When the member is UA
3. When the member is in the brig

13-38. What maximum length of time may a service member who is released from active duty receive health care coverage under the CHCBP?

1. 6 months
2. 12 months
3. 18 months
4. 24 months

13-39. Which of the following service members is eligible to apply for temporary health care coverage under the CHCBP?

1. A member being transferred to the Fleet Reserve
2. A member being released from active duty upon completion of initial enlistment
3. A member being transferred to the retired list
4. A member being involuntarily separated and eligible for benefits under TAP

13-40. What maximum number of days after entitlement to military medical coverage ceases can an eligible beneficiary request enrollment in the CHCBP?

1. 30
2. 60
3. 90
4. 180

13-41. Which of the following documents may be required to prove eligibility when submitting an application for enrollment in the CHBP?

1. DD 214
2. Statement of service
3. Proof of dependency status
4. All of the above

LEARNING OBJECTIVE: Identify service record handling procedures of separating personnel. Identify different documents required in connection with the transfer of personnel for separation.

13-42. When a member is separating, the primary responsibility for verifying a member's service record for completeness and accuracy rests with which of the following activities?

1. The member's last duty station
2. The member's intermediate duty station
3. If transferring from overseas for separation, the ultimate duty station
4. Each of the above

13-43. Which of the following individuals or activities is responsible for administering and mailing the Navy Retention/Separation Questionnaire?

1. PERSUPPDET
2. Command career counselor
3. Administrative officer
4. All of the above

13-44. After it has been properly completed, what action should you take to dispose of the OPNAV 5511/14?

1. Give it to the member as a personal record
2. File the original in the individual's service record only
3. Make a copy and file it in the service record, and keep the original for the command's file
4. File the original in the individual's service record and keep a copy in the terminating command's file

13-45. Orders for separation should not be issued more that what maximum number of months before the effective date of separation?

1. 5
2. 6
3. 3
4. 7

13-46. Personnel transferring for separation should not be transferred more than what total number of days before their actual separation date plus travel time?

1. 5
2. 6
3. 7
4. 8

13-47. When members are stationed outside CONUS, they may be transferred to a specific major naval activity for separation processing. What MILPERSMAN article lists these activities?

1. 1040150
2. 3640476
3. 5030120
4. 6230120

13-48. Normally, before a member can be transferred to the Fleet Reserve, he or she must have what minimum number of years?

1. 10
2. 15
3. 20
4. 30

13-49. Applications for transfer to the Fleet Reserve are sent to which of the following officials?

1. CHNAVPERS (PERS 273)
2. CNO
3. The President
4. SECNAV

13-50. A request for transfer to the Fleet Reserve should be sent (a) not less than what specified number of months before the requested date and (b) not more than what specified number of months before the requested date?

1. (a) 2 (b) 9
2. (a) 6 (b) 9
3. (a) 2 (b) 18
4. (a) 6 (b) 12

13-51. When a member is transferring, or has transferred for separation, what command should conduct the pre-separation ceremony?

1. The transferring command
2. The intermediate duty station
3. The separation activity

13-52. When, if ever, can retired members be ordered to active duty?

1. In time of war
2. When directed by BUPERS
3. When directed by NRPC
4. Never

13-53. Retirement orders for personnel on active duty are issued by which of the following officials?

1. CNO
2. CO, NRPC
3. EPMAC
4. SECNAV

13-54. Retirement orders for involuntary retirement are normally issued within what maximum number of months in advance of the scheduled date of retirement?

1. 8 to 12
2. 2 to 3
3. 3 to 6
4. 4 to 9

13-55. To be eligible for transfer to the retired list, a member of the Regular Navy must complete what minimum number of years of active duty or service?

1. 15
2. 20
3. 25
4. 30

13-56. Applications for transfer to the retired list should be submitted to what command or official?

1. CHNAVPERS
2. NAVRESPERSCEN
3. SECNAV
4. The President of the United States

13-57. You must prepare the NAVCOMPT Form 2272 in

1. duplicate
2. triplicate
3. quadruplicate

13-58. The member’s spouse is required to sign the NAVCOMPT Form 2272 if the member elects nonparticipation or reduced coverage.

1. True
2. False

13-59. Which of the following is NOT a retirement benefit?

1. Federal Civil Service employment
2. Job finding assistance
3. Reemployment rights
4. Guaranteed employment with the Federal Government

13-60. Which of the following is NOT a survivor benefit?

1. Death gratuity
2. Dependency and Indemnity compensation
3. Veterans Group Life Insurance
4. Burial at Arlington National Cemetary

ASSIGNMENT 14

Textbook Assignment: "Leave Procedures," chapter 14, pages 14-1 through 14-7.

LEARNING OBJECTIVE: Identify the different types of leave.

14-1. When, if ever, should you type emergency leave TEMADD orders for members going on emergency leave?

1. When members are stationed aboard ships only
2. When members are stationed on submarines only
3. When members require that funding be provided in order for them to complete their emergency leave travel
4. Never

14-2. What should your supervisor do to make sure that you are well trained in emergency leave procedures?

1. Conduct periodic training sessions
2. Wait for an actual emergency to happen, then conduct training
3. Wait for the chief to tell you what to do
4. Conduct training once a year

14-3. To conduct effective emergency leave training lectures, the training petty officer should have which of the following items in his/her possession while lecturing?

1. Instructions containing emergency leave procedures
2. Sample emergency leave authorizations
3. Sample TEMADD-funded emergency leave orders
4. All of the above

14-4. Leave is the absence of a member from a place of duty chargeable against such member. Which of the following publications defines leave?

1. DODFMR
2. ENLTRANSMAN
3. BUPERSINST 1430.16
4. Navy Regulations

A. ADVANCE LEAVE
B. ANNUAL LEAVE
C. CONVALESCENT LEAVE
D. EARNED LEAVE
E. ENVIRONMENTAL AND MORALE LEAVE
F. EXCESS LEAVE
G. GRADUATION LEAVE
H. REST AND RECUPERATION LEAVE
I. SEPARATION LEAVE

Figure 14A

IN ANSWERING QUESTIONS 14-5 THROUGH 14-13, REFER TO FIGURE 14A. SELECT THE TYPE OF LEAVE DEFINED BY THE QUESTION.

14-5. A period of authorized absence granted to persons while under medical care that is part of the care and treatment prescribed for a member's recuperation or convalescence.

1. A
2. B
3. C
4. D

14-6. Leave taken by a commissioned officer who has graduated from the Naval Academy and is not chargeable to the member's leave account.

1. E
2. F
3. G
4. H

14-7. Leave that expires on the day of separation without the member having to return to the activity that granted the leave, or that processed his/her separation.

1. A
2. D
3. E
4. I

14-8. Leave granted before its actual accrual to the member's leave account.

1. A
2. C
3. F
4. G

14-9. Leave granted in execution of a command's leave program, chargeable to the member's leave account.

1. A
2. B
3. E
4. G

14-10. Leave granted in excess of earned leave and advance leave and when the member is not entitled to pay and allowances.

1. D
2. E
3. F
4. G

14-11. Leave accrued to a member's credit as of any given date.

1. B
2. C
3. D
4. E

14-12. Leave taken under this program involves space-available travel privileges from overseas installations and is chargeable to the member's leave account.

1. D
2. E
3. F
4. G

14-13. This leave is granted in conjunction with programs established in areas designated for imminent danger or hostile fire pay.

1. F
2. G
3. H
4. I

14-14. In what MILPERSMAN article can you find information about separation leave?

1. 3020140
2. 3020250
3. 3020270
4. 3020300

LEARNING OBJECTIVE: Define the EML Program and identify personnel that may use it. Identify the conditions under which leave should be authorized. Identify the activity responsible for accounting for leave.

14-15. Which of the following is a requirement of dependents for them to participate in the environmental and morale leave program?

1. They must be noncommand sponsored
2. They must be old enough to travel
3. They must be command sponsored
4. They must possess U.S. passports

14-16. Environmental and morale leave eligible dependents may take what total number of trips per year?

1. One
2. Two
3. Three
4. Four

14-17. To what publication should you refer for information about environmental and morale leave?

1. DODFMR
2. ENLTRANSMAN
3. SECNAVINST 7720.81
4. MILPERSMAN

14-18. Which of the following is a consideration that must be taken into account before leave is authorized?

1. Operational requirements
2. Training workload
3. Desire of individual members
4. Each of the above

14-19. Commanding officers should encourage all their personnel to take what total number of days' leave each year?

1. 15
2. 20
3. 30
4. 35

14-20. What is the benefit of granting short periods of leave to military personnel?

1. Improves morale
2. Reduces family separation periods
3. Improves performance and effectiveness
4. All of the above

14-21. In the interest of maximum use of leave, particular emphasis should be placed by commands on granting leave to members in which of the following instances?

1. When there is a permanent change of station
2. After periods of particularly arduous duty and long periods of deployment
3. Upon reenlistment and augmentation from active reserve to regular status
4. Each of the above

14-22. Earned leave may exceed (a) what maximum number of days during a fiscal year but is reduced to (b) what specific number of days as of the first day of the new fiscal year?

1. (a) 30 (b) 60
2. (a) 30 (b) 30
3. (a) 60 (b) 30
4. (a) 60 (b) 60

14-23. Personnel serving in an area in which special pay for duty subject to imminent danger or hostile fire may accumulate what maximum number of days' leave?

1. 50
2. 70
3. 90
4. 100

14-24. A member was authorized to accumulate leave because he/she served in an area in which special pay for duty subject to imminent danger or hostile fire was authorized. Leave accumulated in excess of what maximum number of days is lost unless it is used before the end of the third fiscal year after the fiscal year in which the service in the area is terminated?

1. 50
2. 60
3. 70
4. 80

14-25. Which of the following offices/activities has the primary responsibility for leave accounting?

1. The disbursing office
2. The administrative office
3. BUPERS
4. DFAS-Cleveland

14-26. Leave is credited at what rate for each full month of active service?

1. 2 days
2. 2 1/2 days
3. 3 days
4. 3 1/2 days

14-27. Leave is not creditable when a member is in what status?

1. Lost time only
2. Excess leave only
3. Nonpay only
4. Lost time, excess leave, or other nonpay status

LEARNING OBJECTIVE: Identify the composition of the Leave Control Number. Identify the procedures used in leave computation.

14-28. The leave control number is composed of what total number of digits?

1. 8
2. 9
3. 10
4. 12

14-29. An individual on active duty may accumulate what number of days leave between the first of the month to the twenty-fourth day of the month?

1. 2
2. 2 1/2
3. 3
4. 3 1/2

14-30. What is identified by the first through fifth positions of the leave control number (LCN)?

1. The first five numbers of a member's SSN
2. The command's UIC
3. The command's activity number
4. The leave sequence number

LEARNING OBJECTIVE: Identify the terminology associated with a command's leave management program.

14-31. Which of the following is a description of an approved leave tickler file?

1. A file of all LCNs assigned that is maintained
2. A file maintained by the PSD disbursing office of all leave authorizations (part 3s)
3. A file of all approved leave authorizations

14-32. Which of the following is a description of a leave authorization log?

1. A record that contains the names of all personnel who previously requested leave that was subsequently canceled
2. A record of all LCNs assigned that is maintained to ensure LCN sequential assignment
3. A log that helps a PN track submitted leave requests
4. A log that helps the CO determine which individuals should be granted leave

14-33. The approved leave tickler file should contain what part of the approved leave authorization form?

1. 1
2. 2
3. 3

14-34. What office maintains part 3 of the approved leave authorization form?

1. Disbursing
2. Personnel
3. Administrative
4. Ship's office

14-35. What is considered a CO's leave listing?

1. A weekly listing of all members assigned to each UIC and their current leave balances
2. A biweekly listing of all members assigned to a command and their current leave balances
3. A monthly listing of all members assigned to each UIC and their current leave balances
4. A bimonthly listing of all members assigned to each command and their current leave balances

14-36. The CO's leave listing is maintained in what office?

1. Disbursing office
2. Administrative office only
3. Personnel office only
4. Administrative and personnel offices

LEARNING OBJECTIVE: Identify the fields of the LES that pertain to leave.

14-37. What NAVCOMPT Form identifies the Leave and Earnings Statement (LES)?

1. 1791
2. 2158
3. 2285
4. 2385

14-38. Information contained on the LES is obtained from what source?

1. Enlisted Status Verification Report (ESVR)
2. Manpower and Personnel Training Information System (MAPTIS)
3. Master Military Pay Account (MMPA)
4. Enlisted Summary Record (ESR)

A.	BEG LV BAL
B.	LV EARNED
C.	LV USED
D.	END LV BAL
E.	BAL TO EAOS
F.	PAID LV

Figure 14B

IN ANSWERING QUESTIONS 14-39 THROUGH 14-44, REFER TO FIGURE 14B. IDENTIFY THE INFORMATION THAT IS CONTAINED IN THE BLOCKS OF THE LES INDICATED IN THE FIGURE.

14-39. The balance on a member's leave account at the beginning of each fiscal year or 1 October.

1. D
2. C
3. B
4. A

14-40. The leave balance on the member's account on the ending date of the current LES.

1. C
2. D
3. E
4. F

14-41. The number of days' leave the member has sold back to the government.

1. A
2. C
3. D
4. F

14-42. Leave balance projected through the member's expiration of obligated service.

1. C
2. D
3. E
4. F

14-43. The number of days' leave earned through the ending date of the current LES.

1. A
2. B
3. C
4. D

14-44. The number of days' leave used during the current fiscal year through the ending date of the current LES.

1. C
2. D
3. E
4. F

LEARNING OBJECTIVE: Identify the procedures used for preparation and distribution of the leave request/authorization.

14-45. The Leave Request/ Authorization, NAVCOMPT Form 3065, is composed of what total number of parts?

1. One
2. Two
3. Three
4. Four

14-46. When is the LCN initially assigned to the NAVCOMPT Form 3065?

1. Just before the member submits it up the chain of command
2. When the member's supervisor recommends approval
3. When the division officer recommends approval
4. When the form is approved

14-47. What should you do as soon as YOU assign an LCN to the NAVCOMPT Form 3065?

1. Wait until it is approved before its distribution
2. Forward copy 2 to the disbursing office
3. Forward copy 3 to the disbursing office
4. Give the appropriate copy to the member

14-48. What part(s) of the NAVCOPMT Form 3065 do you give the member before he/she departs on leave?

1. 1 only
2. 1 and 2
3. 3 only
4. 2 and 3

14-49. After the member returns from leave and leave is properly charged, what part of the NAVCOMPT Form 3065 do you give the member for his/her personal records and/or for future reference?

1. 1
2. 2
3. 3

14-50. In addition to justification document(s) showing that leave was properly charged, what part of the NAVCOMPT Form 3065 does the disbursing office keep?

1. 1
2. 2
3. 3

14-51. You should review the leave tickler file at what minimum interval?

1. Daily
2. Weekly
3. Biweekly
4. Monthly

14-52. A member from your command fails to return the appropriate part of the NAVCOMPT Form 3065 by the 10th day after the leave expiration date. What action should you take?

1. Call the member to request its return as soon as possible
2. Contact the member's division officer to ask why the member failed to return the leave papers
3. Charge the whole amount of leave authorized
4. Postpone taking any action to charge the member until the 20th day after the expiration of the leave

ASSIGNMENT 15

Textbook Assignment: "Electronic Data Processing and Source Data System," chapter 15, pages 15-1 through 15-11.

LEARNING OBJECTIVE: Identify the types of computers and recognize their purpose.

15-1. What types of operations are encompassed in electronic data processing?

1. All operations dealing with electronic data submission
2. All operations dealing with satellite communications
3. All operations from the input of raw data to the final preparation of reports
4. All operations dealing with electronic data input by surface ships and shore stations

15-2. Computers may be classified in which of the following ways?

1. Physical size
2. Method by which they handle data
3. cost
4. All of the above

15-3. Computers classified by the purpose for which they were designed fall into which of the following categories?

1. Special-purpose
2. General-purpose
3. Both 1 and 2 above

15-4. Which of the following is a function of a special-purpose computer?

1. To measure continuous electrical or physical conditions, such as current, voltage, flow, temperature, length, or pressure
2. To perform arithmetic and logic computations
3. To perform specific operations and usually satisfy the needs of a particular type of problem
4. To perform a wide variety of operations

15-5. Which of the following is a function of an analog computer?

1. Weather predictions
2. Oil exploration
3. Satellite tracking
4. Temperature measurement

15-6. Which of the following computers can process data with much greater accuracy than an analog computer?

1. General-purpose computer
2. Special-purpose computer
3. Digital computer

15-7. Computers that combine the functions of both analog and digital computers are known as

1. special-purpose computers
2. general-purpose computers
3. hybrid computers

15-8. Which of the following statements is correct concerning digital computers?

1. They are used for business and scientific data processing
2. They are used in the ovens of all ships
3. They are used for satellite tracking
4. They are used on aircraft carriers for weather prediction

LEARNING OBJECTIVE: Identify computer components and recognize the capabilities of word processing software.

15-9. Which of the following documents can you type using word processing software?

1. Letters
2. Memorandums
3. Forms
4. Each of the above

15-10. What component of a general-purpose computer allows it to perform a wide variety of operations?

1. The keyboard
2. The printer
3. The central processing unit (CPU)
4. The monitor

15-11. At a minimum, a personal computer software program should include which of the following routines?

1. Creating and editing only
2. Creating and storing only
3. Creating, editing, and storing only
4. Creating, editing, storing, retrieving, and printing

15-12. What does the term "edit" mean?

1. To print
2. To store
3. To change
4. To review

15-13. Which of the following features are often available with a word processing software package?

1. Spelling checkers
2. Mailing list programs
3. Both 1 and 2 above
4. Document distribution programs

15-14. What does the spelling checker program help you do?

1. Find misspelled words only
2. Find misused words only
3. Find misspelled and misused words
4. Find similar words

15-15. What are mailing list programs used for?

1. Maintaining addresses only
2. Maintaining name and address files only
3. Maintaining officers' names and addresses only
4. Maintaining all dependents' names and addresses

15-16. Merge programs are used to compile which of the following types of data?

1. Standard paragraphs of information
2. Standard sentences
3. Standard words
4. Long documents

15-17. What does communications software and hardware enable you to do?

1. Communicate directly with the detailer by telephone
2. Transmit and receive text on a microcomputer
3. Communicate via satellite to and from overseas locations
4. Each of the above

LEARNING OBJECTIVE: Recognize the advantages of SDS.

15-18. What is the meaning of the acronym SDS?

1. Sequential Data Source
2. Sequential Data System
3. Superior Distribution System
4. Source Data System

15-19. The SDS supports field pay and personnel management in which of the following ways?

1. To help the field prepare and send necessary data to headquarters faster and more accurately
2. To provide the field with an opportunity to receive timely feedback from headquarters
3. To provide a variety of data storage and retrieval capabilities to support the local information needs of the field offices and their customers
4. Each of the above

15-20. When referring to the SDS, what two locations are considered headquarters?

1. BUPERS and DFAS-Cleveland
2. EPMAC and DFAS-Cleveland
3. BUPERS and DFAS-Washington, DC
4. EPMAC and DFAS-Washington, DC

15-21. When using the SDS, the operator can accomplish what action by using the inquiry system?

1. Locate information in a local data base instead of going through time-consuming manual searches to find required data
2. Locate information that can only be obtained from headquarters
3. Locate information that is considered useful in answering messages from BUPERS
4. Locate and retrieve information from EPMAC

15-22. As a result of the SDS, the Navy is able to accomplish which of the following actions?

1. Calculate pay correctly at DFAS, avoiding the need for field override of pay
2. Prevent overpayments to separating members
3. Improve pay and personnel service to every Navy member
4. All of the above

15-23. Aboard ships, which of the following systems is comparable to SDS ashore?

1. SNAP Phase I
2. SNAP Phase II
3. UDS Afloat
4. UMIDS

15-24. The pay system known as JUMPS is managed by what agency?

1. EPMAC
2. DFAS
3. CHNAVPERS
4. CNO

15-25. The SDS is a standard system that supports which of the following personnel?

1. Active duty personnel only
2. Active duty, TAR, and civilian personnel only
3. Active duty and reserve personnel ashore and afloat

LEARNING OBJECTIVE: Define the terminology used with SDS. Identify individual responsibilities when using the SDS.

15-26. Information stored on the computer that supports each PSD, GSS, or shipboard office is known as the

1. data base
2. source data
3. computerized data
4. microcomupter data

15-27. Often, an action occurs that changes the information stored in the SDS data base about the Navy member. What is this action called?

1. A corrective action
2. An event
3. A change of data
4. A validity data correction

15-28. A mini-master can be found in which of the following locations?

1. PSDs
2. GSSs
3. Ships
4. Each of the above

15-29. Each SDS event is assigned a unique number. What is this number called?

1. The entry code number
2. The enlisted case number
3. The enlisted classification number
4. The event control number

15-30. Data sent from SDS sites to headquarters for the purpose of updating the master pay and personnel records averages less than what percentage error rate?

1. 1%
2. 2%
3. 3%
4. 4%

15-31. What is the purpose of SDS "help screens"?

1. To help the user notice his/her mistakes
2. To help the user learn the system better
3. To help the user match names with social security numbers
4. To provide the user with valid data entry codes

15-32. What is the name of the file that tracks events sent to MAPMIS, IMAPMIS, or JUMPS?

1. Event file
2. Suspense file
3. Terminal file
4. Tracking file

15-33. What is the purpose of the SDS key video display terminal (KVDT)?

1. To transfer events
2. To laser print events
3. To display records
4. To retrieve and dispose of records

15-34. Personnel who use SDS data for other than the performance of their duty should be reported to what individual?

1. The OIC
2. The TASO
3. The TSO
4. The SM

15-35. What functional organization(s) is/are considered the primary one(s) supported by SDS?

1. PERSUPPACT only
2. PERSUPPDET only
3. PERSUPPDET and PERSUPPACT
4. PERSUPPDET and GSS

15-36. Which of the following activities is an SDS managerial organization?

1. EPMAC, New Orleans, LA
2. PERSUPPACT
3. PERSUPPDET
4. CHNAVPERS

A.	SDS ASSOCIATE DATA BASE ADMINISTRATOR (ADBA)
B.	SDS TERMINAL AREA SECURITY OFFICER (TASO)
C.	SDS SITE WAGER (SM)
D.	SDS TERMINAL OPERATOR (TO)
E.	SUPERVISOR

Figure 15A

IN ANSWERING QUESTIONS 15-37 THROUGH 15-41, REFER TO FIGURE 15A. SELECT THE PERSON WHOSE DUTY IS DEFINED IN THE QUESTION.

15-37. Responsible for all event processing and for making sure all required entries are correctly filled.

1. A
2. B
3. C
4. D

15-38. Responsible for the accuracy and release of events from the event file to the central files.

1. E
2. D
3. C
4. B

15-39. Responsible for managing security aspects.

1. A
2. B
3. C
4. D

15-40. Responsible for directing and controlling SDS operations within the PSD/GSS.

1. A
2. B
3. C
4. D

15-41. Responsible for all SDS ADP functions within the PSA network.

1. A
2. B
3. C
4. D

LEARNING OBJECTIVE: Identify the location of the SDS UAS. Recognize the purpose of the data contained in the SDS files and identify the reports that can be generated using the SDS.

15-42. At which of the following locations is the SDS User Assistance Section (UAS) located?

1. PSD, San Diego, CA
2. EPMAC, New Orleans, LA
3. BUPERS, Washington, DC
4. NAVRESPERSCEN, New Orleans, LA

15-43. Terminals located at each PSD provide interaction between the operator reporting a pay/personnel event and an on-line computer. What is the on-line computer called?

1. Field host processor (FHP)
2. Field entry computer
3. Primary event entry computer
4. Initial entry processor

15-44. What information is contained in the SDS mini-master?

1. A complete record of all PSD personnel
2. All the ad hoc reports
3. An excerpt of the master file at MAPMIS
4. A complete record of the master file

15-45. What is the purpose of the data contained in the SDS local master file?

1. Transmission to NAVRESPERSCEN
2. Transmission to DFAS
3. Transmission to MAPMIS
4. Local use, and is not transmitted to JUMPS or MAPMIS

15-46. Field host processors (FHPs) interface with central host processors (CHPs) that are located in which of the following locations?

1. NRPC
2. BUPERS only
3. DFAS only
4. BUPERS and DFAS

15-47. All payroll events are processed by which of the following activities?

1. BUPERS
2. NAVFINACT, Washington, DC
3. DFAS-Cleveland Center
4. All naval activities

15-48. For each SDS event entered into the system, a hard COPY is produced. What is the name of this document?

1. Retain file
2. Tickler file
3. Supplemental document
4. Substantiating document

15-49. Each event entered into the SDS is immediately identified by a unique sequence of numbers known as the

1. enlisted control number
2. event control number
3. document control number
4. daily control number

15-50. You are working on the SDS, and you receive a telephone call that requires your immediate departure? and you leave without logging off the system. Within what maximum amount of time will the SDS automatically log you off?

1. 5 minutes
2. 10 minutes
3. 15 minutes
4. 20 minutes

15-51. Which of the following reports is/are considered ad hoc reports that can be generated using SDS?

1. A listing of personnel by SSN
2. A listing of personnel by rate
3. A listing of personnel in alphabetical order
4. Each of the above

15-52. Which of the following is the purpose of the BUPERS Access system?

1. To provide Sailors with easy access to their detailer
2. To provide Sailors with easy access to up-to-date Navy policies
3. To provide Sailors with easy access to retention news
4. Each of the above

*U.S. Government Printing Office: 1996 - 733-130/40019

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(Refer to instructions in front of course)

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TRAMAN/NRTC TITLE	NRTC NAVEDTRA NUMBER

NAME, RANK, RATE, CIVILIAN	SSN

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Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and in preparing a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

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