

FIRST TERM **SUCCESS WORKSHOP**



REFERENCE GUIDE

SAILOR'S CREED

I am a United States Sailor.

I will support and defend the
Constitution of the United States of
America and I will obey the orders of
those appointed over me.

I represent the fighting spirit of the
Navy and those who have gone before
me to defend freedom and democracy
around the world.

I proudly serve my country's Navy
combat team with honor, courage, and
commitment.

I am committed to excellence and the
fair treatment of all.

Key Terms:

PRD (Projected Rotation Date) – The month and year the member is due to transfer from the command.

EAOS (Expiration of Active Obligated Service) – The specific date the Active Duty member’s contract ends.

SOFT EAOS – EAOS plus any extensions to enlistment/reenlistment contract.

EREN (Expiration of Reserve Enlistment) - The specific date the Reservist member’s contract ends.

SEREN - EREN plus any extensions to enlistment/reenlistment contract.

ADSD (Active Duty Service Date) – The first day of a member’s enlistment

PEBD (Pay Entry Base Date) – The first day of a member’s pay while in the service.

SRB (Selective Reenlistment Bonus) – A bonus give to Service Members who meet a specific reenlistment requirement.

CDB (Career Development Board) – Primary method to ensure Sailors are provided the guidance necessary to make informed career decisions.

CONTRACT OBLIGATION – The minimum year or months required to complete a tour.

PRESCRIBED SEA TOUR (Sea/Shore Flow) – A rate specific minimum time spent on sea duty/shore duty.

NEGOTIATING WINDOW – 12 months prior to members PRD where applications can be made for orders.

Zone Of Enlistment – The group a member is in based on how many years they have in service.

ZONES
Zone A – 17 months to 6 years
Zone B – >6 to 10 years
Zone C – >10 to 14 years
Zone D – >14 to 20 years
Zone E – >20 to 24 years

CAREER PLANNING

First Steps Checklist:

- Reporting CDB
- Learning and Development Roadmap (LaDR)
- Navy Wide Advancement Eligibility
- ASVAB/SAT/ACT Prep

<https://dantes.petersons.com>

Advancement Time	
E1-E2	9M (TIS)
E2-E3	18M (TIS)
E3-E4	30 M (TIS)
E4-E5	1YR (TIR)
E5-E6	3YR (TIR)
E6-E7	3YR (TIR)
E7-E8	3YR (TIR)

Navy Wide Advancement Tools:

Download your Bibliography at

https://www.cool.osd.mil/usn/resources_and_links/index.html?AdvancementBibliographies



Advancement Exam Schedule	
No Exam	E4
2 nd Thursday in Mar/Sep	E5 Exam
1 st Thursday in Mar/Sep	E6 Exam
3 rd Thursday in Jan	E7 Exam

FINAL MULTIPLE SCORE (FMS) CHART					
Cycle 104/243 to Present for E4/5/6					
Cycle 106/246 to Present for E7					
FACTORS	PAYGRADE	COMPUTATION	MAX FMS POINTS & PERCENTS		
			E4 / E5	E6	E7
PERFORMANCE MARK AVERAGE (PMA)	E4 / E5	(PMA x 80) – 256	64 (38%)		
REPORTING SENIOR'S CUMULATIVE AVERAGE (RSCA) PMA	E6	(RSCA PMA x 30) – 60		114 (51%)	
	E7	(RSCA PMA x 30) – 54			120 (60%)
STANDARD SCORE (SS)	E4 / E5 / E6 / E7	Exam Score	80 (47%)	80 (36%)	80 (40%)
AWARDS (AWD)	E4 / E5	Check Advancement Manual	10 (6%)		
	E6			12 (6%)	
PASS NOT ADVANCED (PNA)	E4 / E5	Top 25% SS and PMA get PNA Pts for last three exam cycles	9 (6%)		
	E6			9 (4%)	
SERVICE IN PAYGRADE (SIPG)	E4 / E5	SIPG / 5	2 (1%)		
	E6			3 (1%)	
EDUCATION (ED)	E4 / E5	2 Pts for AA/AS and 4 Pts for BA/BS or above	4 (2%)		
	E6			4 (2%)	
MAXIMUM FMS POSSIBLE: 100%			169	222	200

CAREER PLANNING (Cont.)

Transition:

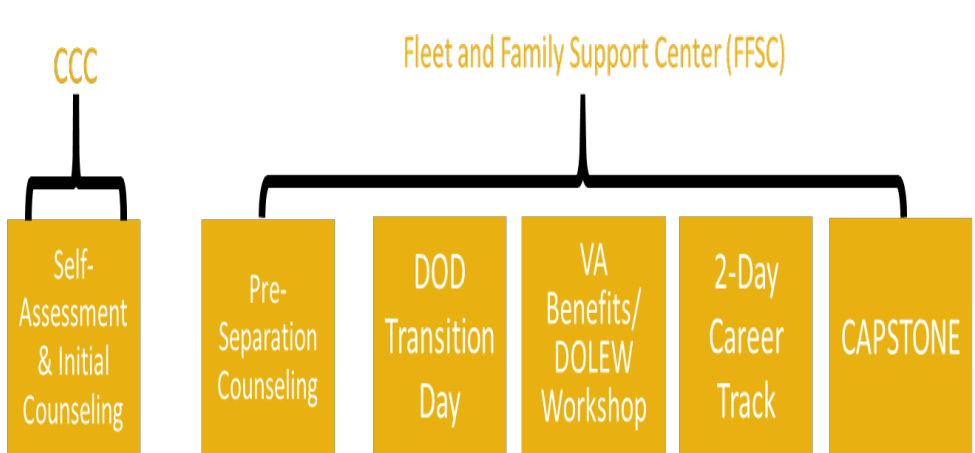
SEPARATION - Transitioning from Active Duty to Navy Reserves or Civilian before the 20 years of service.

FLEET RESERVE – Transitioning from Active Duty between 20-30 years

RETIREMENT -Transitioning from Active Duty after 30 years or more of service.

Transition Assistance Program:

- Applies to all Active and Reserve Sailors separating or retiring from service.
- Five Key Steps to transition:
 - Initial Counseling/Self-Assessment NLT 365 prior to separation.
 - Pre-separation Counseling NLT 365 prior to separation.
 - TAP Core Curriculum (Mandatory)
 - Selection of two-day track (Can be waived)
 - Capstone (Mandatory)



EDUCATION **OPPORTUNITIES**

Navy College Program:

<https://www.navycollege.navy.mil/>

Chat now to chat online with a Navy College
Education Counselor Mon-Fri 0700-1900



Or Call

833-330-MNCC (6622)

Select option 3 “Education and Training” and then
option 1 “Navy College and Tuition Assistance”.

Tuition Assistance/NCPACE:

- TA and NCPACE will be limited to a fiscal year cap of 18 semester hours, 27 quarter hours, or 270 clock hours (or combination). The fiscal year cap applies to both TA and NCPACE combined.

Use the link or QR Code below to get started

<https://www.navycollege.navy.mil/sailors/voled-process.htm>



How to request a JST is also available using the QR Code or Link Above.

EDUCATION

OPPORTUNITIES Cont...

United States Naval Community

College: <https://www.usncc.edu/>

- All Active Duty Enlisted U.S. Navy, U.S. Marine Corps, U.S. Coast Guard and U.S. Coast Guard Reservist are eligible to apply
- Does not use TA entitlements.
- No fee for books or materials
- Awards an Accredited associate degree



Navy COOL:

Credentialing is important as some occupations have certain professional and technical standards. The process of meeting these standards and earning official recognition (in the form of credentials– licenses or certifications) is called *credentialing*. Private and government organizations set credentialing standards to ensure that individuals meet the standards for their profession. These organizations are generally called *credentialing boards*.

Start a Navy COOL Application by:



1. Go to <https://www.cool.navy.mil> and search for certifications.
2. Once you find a certification you qualify for, fill out the Certification Request Voucher. The instructions are on the form. Just fill out and fax in. Navy COOL will walk you through the rest.
3. You typically have 60 days from the time you apply for the certification to take the certification test.

EDUCATION

OPPORTUNITIES Cont...

USMAP:

The United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active duty Coast Guard, Marine Corps, and Navy service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty. The U.S. Department of Labor (DOL) provides the nationally recognized "Certificate of Completion" upon program completion.



Benefits:

1. It is free!
2. It takes virtually no time out of the day to complete
3. Sailors earn a journeyman license through the U.S. Dept. of Labor
4. It can help you stand out in the Navy
5. It can be a very effective bullet in a civilian resume'
6. It may help you earn extra starting pay when you transition

How to start:

1. Go to <https://usmap.osd.mil/>
2. Click on "Enroll" at the top of the home page and answer the questions
3. Start logging your daily hours

SELF-SERVICE

BUPERS ONLINE (BOL): <https://www.bol.navy.mil>

A single point entry application used to access multiple web-based Navy applications. Such as C-WAY, OMPF, PSR I, II, III, IMR and more.

Career Waypoint (C-WAY):

Applicable to Applicable to paygrades E3 to E6, with 14 years or less of active service between their active duty service date (ADSD) and their current expiration of active obligated service (SEAOS).

How to Access C-WAY:

- Log onto BUPERS Online (BOL)
- “Click” My Opportunities to view jobs, reenlistment opportunities and PACT designation
- “Click” My Application to view application status
- “Click” My Official Letter to view approved letters
- “Click” My Interest to view JOIN assessments

What is JOIN?

It is a job interest assessment tool that supports recruits and Sailors make rating entry and rating conversation decisions.

The JOIN survey is also found on BOL.

Navy Standard Integrated Personnel System (NSIPS):

<https://www.nsips.cloud.navy.mil/my.policy> A web-based database used to access and update documents such as Record of Emergency Data/Dependency Application (RED/DA), Electronic Service Record (ESR), Leave, Profile Sheets, and other important career information.

My Navy Assignment (MNA):

<https://mynavyassignment.navy.mil> A web-based access point used to view and apply for available jobs, review detailing milestones, communicate with detailers, and update resume and job preferences.

FINANCIAL READINESS

How to Read Your Leave and Earnings Statement (LES): <https://mypay.dfas.mil>

- The LES gives you a comprehensive statement of a member's leave and earnings for an entire month. You can access up to 12 months of LES' on MyPay.
- The LES also provides a breakdown of entitlements, deductions, allotments, tax withholdings, and Thrift Savings Plan contributions.



Thrift Savings Plan (TSP):

An opportunity to set aside money dedicated for retirement.



Explore the new TSP experience redesigned to help you manage your retirement savings with new features and tools, flexible access to My Account, additional options for support from TSP representatives, and more transactions you can complete smoothly and securely online.

Blended Retirement System (BRS):

The Blended Retirement System combines elements of the legacy retirement system with benefits like those offered in many civilian 401(k) plans

The BRS has three parts: a Thrift Savings Plan, which is like a civilian 401(k) retirement savings plan; a “continuation pay” bonus after 12 years of service if you choose to reenlist and an annuity payment. Use this code for more information.



FINANCIAL READINESS

Cont...

Servicemembers Civil Relief Act:

The Service Members Civil Relief Act (SCRA), supports military personnel by limiting, postponing or suspending a broad range of financial and civil obligations during periods of military service. The SCRA was designed to allow service members to focus solely on their mission of defending our nation. Its protections have specific, situation-based requirements. Speak with a legal representative to discuss how these requirements apply to your individual situation.

Benefits:

- Reduce interest rate to 6%.
- Termination of residential housing and auto leases without penalty
- Protects against default judgements
- Protects against foreclosure on homes
- Protects against repossession of property.

Know Your Rights!



MyNavy Financial Literacy App



SAILOR AND FAMILY **SUPPORT**

Fleet and Family Support Centers:

The primary mission is to support Navy leadership in achieving maximum mission readiness. Commands, Sailors, and Family members have access to a wide range of resources to include but not limited to Emergency Family Assistance, Family Advocacy Program, Sexual Assault Prevention and Response, TAP, Personal Financial Management Program.

Military OneSource:

Military OneSource is your 24/7 connection to information, answers and support to help you reach your goals, overcome challenges and thrive. As a member of our military family, you are eligible to use this Department of Defense-funded program anytime, anywhere. Turn to Military OneSource for tax services, spouse employment help, webinars and online training, relocation and deployment tools, and much more. Download the app for more information.



My Military
OneSource

<https://www.militaryonesource.mil/>

Navy-Marine Corps Relief Society:

The mission of the Navy-Marine Corps Relief Society is to provide, in partnership with the Navy and Marine Corps, financial, educational, and other assistance to members of the Naval Services of the United States, eligible family members, and survivors when in need; and to receive and manage funds to administer these programs. <https://www.nmcrs.org/>



NAVY-MARINE CORPS
RELIEF SOCIETY®

OTHER USEFUL LINKS

My Navy Portal – Navy E-learning, Electronic Training Jacket, many useful links.

<https://www.mnp.navy.mil/group/mnpmain/home>

PRIMS

<https://www.mnp.navy.mil/group/performance>

My Navy HR

<https://www.mynavyhr.navy.mil>

Learning and Development Roadmap (LaDR)

https://www.cool.osd.mil/usn/resources_and_links/index.html?UnderstandingYourLadr

Milconnect

<https://milconnect.dmdc.osd.mil/milconnect>

Navy Family Accountability and Assessment System (NFAAS)

<https://navyfamily.navy.mil/cas/login>

Total Workforce Management Services (TWMS)

<https://twms.dc3n.navy.mil/my.policy>

Interactive Lessons (Navy eLearning):

<https://learning.nel.navy.mil/>

My First Duty Station Touchpoint

Promotion Financial Planning Touchpoint

Vesting in TSP

OTHER USEFUL NAVY **APPS**



FMS Calculator



Official Navy PFA



PMK-EE



Navy COOL



Warrior
Toughness

***Available on the App Store and Google Play**

