

NAVY Supply Corps

IT'S YOUR CAREER



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INTRODUCTION

“It’s Your Career” is part of a series of Supply Corps playbooks. It provides an overview of career philosophy and mentoring, and a general discussion of how to succeed in the Navy Supply Corps. This playbook addresses career stages, the nature of assignments, and the influence of Communities of Interest (COIs). It elaborates on assignments, provides a window into the detailing process, and speaks to the importance of qualifications and career milestones. It stresses the importance of how training and education benefits both our officers and the commands we support. It provides a discussion of esprit de corps that addresses general etiquette, the value of personal connections, wardrooms, professional associations, and office calls. “It’s Your Career” concludes with a discussion of balancing your personal and professional lives amidst our community vision and strategy.

Other playbooks in this series, listed below, provide detailed guidance on specific aspects of career management.

It's Your Career	• It's Your Record
	• It's Your Experience
	• It's Your Education
	• It's Your Board
	• It's Your Detail
The Mentor-Mentee Relationship	

All playbooks are available on the eSUPPO app and on the [Career Counselor page](#) on the [My Navy HR website](#).

CAREER DEVELOPMENT PHILOSOPHIES

The Supply Corps is primarily responsible for supplies and services, contracting, fiscal management, and operational planning to support Fleet readiness and sustainment. We support the Navy’s man, train, and equip mission. We support the joint warfighter, pursuing the goals of the National Military Strategy, National Defense Strategy, and the National Security Strategy. Every billet to which a Supply Corps officer can be assigned is a paid for requirement to accomplish the goals laid out in these National strategic documents.

Success in the Supply Corps, and the Navy, is based on a solid foundation of performance, education, skillsets, experience, and reputation. These attributes are developed through *assignments*, *qualifications*, and *education*.

Diverse job assignments provide valuable technical and leadership training and experiences for an officer, while supporting Navy and Department of Defense (DoD) operations. These broaden a Supply Corps officer's perspective of how the DoD operates and provide a strategic understanding of logistics support to the warfighter. They are an important means of providing exposure to logistics management at all levels. Officers strengthen their record with skills and experiences to better equip them to serve in command, staff, and fleet support roles. Superior performance documented in the Performance Summary Record substantiates an officer’s performance and influences their reputation.

Qualifications document professional achievements such as warfare, joint, and acquisition qualifications; and functional subspecialties achieved through education or experience.

As you enhance in your career, mix jobs of increasing responsibility that add to your skill set and provide personal satisfaction.

CAREER STAGES

Basic Technical Development and Leadership (O1-O3)

During this career stage, an officer develops an understanding of how the Navy and DoD are organized, and how Supply Corps officers are aligned to support at the tactical level. Officers serve as front line leaders and supervisors and begin to hone leadership and management skills through interaction and responsibility with and for military, civilian, and contractor employees. Officers also begin to develop supply-related experience and business acumen that spans operational and ashore assignments.

Advanced Technical Proficiency and Leadership (O4-O5)

In this stage, commanders employ their postgraduate education and junior officer (JO) experience to refine their supply, leadership, and management knowledge to become logistics experts. They begin to serve in key operational leadership positions and are expected to interject creativity as they leverage their expertise to solve problems and innovate across Combatant (CCMD) and Systems Commands (SYSCOM). Officers enhance their resumes with both fleet policy and major shore experience.

Senior Officer Development and Leadership (O5+)

Senior officers develop strategy and policy and lead large organizations. They are relied on by Navy executives to understand logistics relationships across the whole of government necessary to fulfill the Navy mission and to drive efficiencies. Executives further expect these officers to use their professional connections and reputations to overcome obstacles and to find innovative solutions.

SELECTING AND MAXIMIZING YOUR ASSIGNMENTS

There are consistent job attributes that potentially enhance an officer's opportunity for promotion when combined with sustained superior performance in the assignment. Performance and the ability to break out in competition remain the most significant among these attributes. Leadership and fleet support roles are always valued. Officers should seek assignments that are progressively more challenging and require greater responsibility and accountability. Additionally, assignments where an officer has a fitness report (FITREP) signed by a senior Supply Corps officer are also valued.

COMMUNITIES OF INTEREST

Communities of Interest (COIs) are aligned with Supply Corps core competencies. Each COI is represented by a Supply Corps captain who leverages community experts to manage our investment in their respective COI on behalf of the Chief of the Supply Corps. COI leads provide guidance, recommendations, or direction with respect to investment, divestiture, education, training, and other related aspects of their COI. COI leads are also senior mentors for their respective COI.

ASSIGNMENTS

The best job you will ever be assigned remains the job where you recognize your challenges, opportunities, and responsibilities with the ability to demonstrate Supply Corps relevance and your

unique contribution to the mission each day. You will receive guidance through community briefs, from mentors, and from your detailer to help you develop a professional reputation that strengthens your resume. Characteristics of tough, visible tours include:

1. Operational or in direct support of ongoing operations
2. Fitness Report signed by a senior Supply Corps officer, General Officer/Flag Officer, or SES
3. Where competition exists with other officers of the same grade and designator
4. Tough, independent leadership roles and overseas assignments
5. Assignment made by virtue of a selection process (nominative)
6. Requires education or experience in a Supply Corps Core Competency

Specific examples include:

1. Operational (afloat or expeditionary)
2. Geographic/Functional Combatant Command (GCC/FCC)
3. OPNAV/SECNAV staff
4. Navy and Joint Systems Command or equivalent, including Supply Corps Internships
5. Flag aide
6. Navy Supply Corps School (NSCS) instructor
7. Postgraduate education
8. Detailer or community manager

THE DETAILING PROCESS

The detailing process is executed with three aspects in mind – the Navy’s needs, your career needs, and your personal desires. Detailing Supply Corps officers in the grades of ensign, lieutenant junior grade and lieutenant is somewhat routine. Officers graduating from Basic Qualification Course (BQC) can expect to be detailed to their first operational assignment where they will develop division officer or department head skills and are expected to earn their first warfare designation, if available. Following this assignment, officers will negotiate shore tour orders. Shore tours are typically followed by a second operational tour. Officers may apply for and be selected to serve as a flag aide in addition to their career milestone assignments. Most officers who are on track to complete their second operational tour will be screened for post-graduate education opportunities, at approximately 6-8 years of commission service.

Initial assignments weigh an officer’s “fitness” for independent duty, performance during BQC, and specific assignment interest. Initial operational assignments include independent duty opportunities as the supply officer (SUPPO) aboard a submarine or a mine countermeasures (MCM) ship. First shore tour assignments include competitive internships, top tier assignments such as flag aide or NSCS instructor, and other non-competitive assignments. These top tier assignments are generally made using a slating process whereby the gaining command assesses candidate experience and fitness to serve in the assignment. This type of slating is the exception, rather than the rule for JO billets. Conversely, as officers become more senior and compete for top tier assignments, slating becomes more common. For this reason, officers are continually reminded about the importance of sustained superior performance, challenging assignments, and professional networking.

Job opportunities are published by the Supply Corps Office of Personnel (OP) and represent projected opportunities according to when they will be available or vacant. Officers should begin thinking about the type and location of their next assignment well before entering their detailing window and are encouraged to engage mentors for career advice. Detailing windows are addressed in the “It’s Your

Detail” playbook, but officers should narrow their choices as they enter the final year of their current assignment. Additionally, officers should be realistic in assessing fitness for a particular billet given their education and experience. Officers should also consider what is needed to be competitive for a particular assignment that might interest them, such as taking the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) if interested in graduate school or completing Joint Professional Military Education (JPME) phase one if interested in a Joint experience tour. A good rule of thumb is to plan three tours ahead.

Officers in the grades of captain and commander are detailed on an annual basis. These officers provide their preferences to their detailer well in advance of the projected rotation date. Unlike JO billets, slating is more the rule than the exception for these assignments. It is also more likely that the needs of the Navy and the qualifications of the officer will drive a detailing decision and subsequent orders.

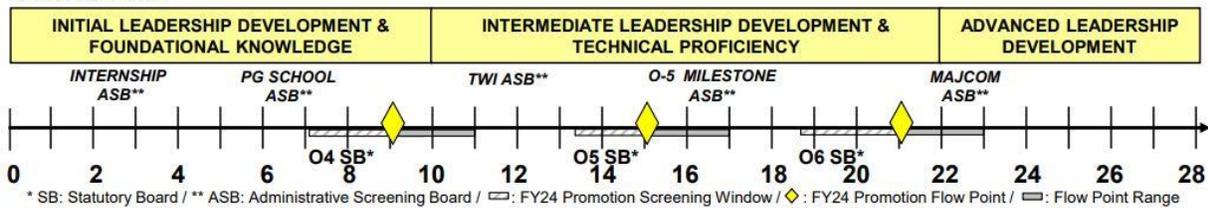
QUALIFICATIONS AND MILESTONES

In virtually every operational assignment you will have the opportunity to earn a warfare qualification valued by the Supply Corps. These qualifications enhance your knowledge and understanding of weapons platforms and contribute to a more credible relationship with your line and non-line counterparts. These qualifications also provide a framework whereby you will develop specific skills, and the additional qualification designator (AQD) that you earn serves as a significant aspect of consideration by all promotion and selection boards. Evidence in your record of warfare qualification is nearly always your first career milestone.

During your first operational tour you are encouraged to seek the counsel of a more seasoned Supply Corps officer, or mentor, optimally at the grade level two above your own. During these mentorship sessions, you may want to discuss different shore assignments, such as applying for a Supply Corps Internship or other similar Supply Corps related on-the-job opportunities. Following your shore tour, you will return for your second operational tour, around which you should be in-zone for lieutenant command promotion. Consider competing for Postgraduate selection to Naval Postgraduate School, an Intermediate Service College (Navy War College’s College of Naval Command and Staff, Army Command and General Staff College, Marine Command and Staff College), or a Civilian Institution (810, 811) program. For more information on education opportunities, please review the [It’s Your Education](#) Playbook.

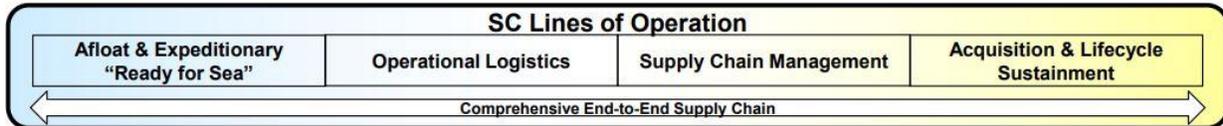
As a lieutenant commander, you will establish your credibility in one or more core competency as you begin to fill your resume (record) with qualifications and career experiences that will allow you to compete favorably with your peers. This will often be in an acquisition-related job where you will gain the experience element of your education, earning a Defense Acquisition Workforce Improvement Act (DAWIA) acquisition certification and related AQD. If you were unable to complete JPME phase one while attending graduate school, this will also be a priority for you to work on. As you progress throughout your career, you will progressively fill your resume and achieve important career milestones. The figure below, taken from the [MNHR Staff Corps Community Brief](#), is a useful visual that will assist you with understanding milestones and related tours to help you make informed career decisions:

Career Path



Typical Billets & Associated Milestones

1 st Op Tour	Shore; Internship	2 nd Op Tour	Shore; PG School	O-4/O-5 Op Tour; Operational Logistics; Supply Chain Mgmt; Acquisition & Life Cycle Sustainment; Plans & Policy	Command Tour; Acq & Sust; Policy & Plans; Program Mgmt
Warfare Qual	Professional Development: Masters Degree; JPME 1; Sub-Specialty/AQD; DAWIA/APM			JPME II/JQO; EDP	



SC Competency Reference Guide

SUBSPECIALTY (SSP) CODES		ADDITIONAL QUALIFICATION DESIGNATION (AQD)					
1301	Supply Distribution Mgmt	2000	Strategic Studies	937/5	CDR Milestone	Acquisition Professional (APM)	
1302	Supply Chain Mgmt	3000	Resource Mgmt & Analysis	93A/B	CDR/CAPT Command	AA2/4	Program Mgmt
1306	Acq/Contract Mgmt	P	Navy Funded Graduate Degree	JP 1/2/3/M/N	OP Planner	ACA	Contracting
1309	Logistics IT	G	Non-Navy/Meets min of 7 ESRs	9L1/2	OLW Tour 1/2	AK2/4	Business Fin Mgmt
1307	Petroleum Mgmt	Q	(P) Degree followed by 18 Mo Tour	928	1st Op Tour Compl	AL1/3	Life Cycle Log
3110/1	Financial Mgmt/Comptroller	F	(G) Degree followed by 18 Mo Tour	92A	2nd Op Tour Assgn	JQO (JS5)	
3211/2/3	Ops Research	S	18 Mo (min) Experience Tour	929	2nd Op Tour Compl	JS2	Full Joint Tour
6511	OPNAV Rqmts Mgmt	R	Two Separate 18 Mo (min) Tours	918/9	IA/GSA Compl	JS7	JPME Phase I
						JS8	JPME Phase II

reference: NAVPERS 158391, VOL 1

- Valued achievements at ALL paygrades
 - Sustained superior performance in leadership billets of increasing responsibility and complexity is most valued
 - History of assignments which reflect diversity in scope, complexity, and mission commensurate with their rank
- Valued achievements prior to LIEUTENANT COMMANDER
 - Two operational tours with one in an afloat unit
 - Or experience in at least one SC operational tour and demonstrated performance in a source community other than SC
 - Attainment of at least one officer warfare qualification
 - Department Head tour (highly valued)
- Valued achievements prior to COMMANDER
 - Completion of two or more operational tours and attainment of at least one Supply Corps warfare qualification
 - Exposure to a range of operational and support tours in Fleet logistics, supply chain, acquisition, and life cycle sustainment
 - Proven potential to manage complex processes, lead people and organizations in tough, high-impact environments, while effectively integrating logistics and sustainment functions
 - Business-related, data science, or military service college Master degree (regardless of source)
- Valued achievements prior to CAPTAIN
 - Proven ability to lead people (military and civilian) and organizations in tough, high-impact environments while leveraging diverse experiences
 - Experience in a broad range of operational and support tours in Fleet logistics, supply chain, acquisition, and life cycle sustainment at multiple echelons across the SC Lines of Operation
 - Demonstrated leadership and performance in O-5 command tours and command equivalent O-5 milestone tours (highly valued)
 - Successful completion of tours as Executive Officers of Fleet Logistics Centers, or in industrial support assignments of equivalent scope and complexity (e.g. NSY, FRC, RMC)

TRAINING AND EDUCATION

The Supply Corps trains and educates its officers based on a continuum of education and experience. This approach produces knowledgeable and versatile Supply Corps officers, fully capable of supporting stakeholders with Acquisition and Lifecycle Sustainment, Supply Chain Management, Operational

Logistics, and tactical level logistics skills. It includes a mix of job-specific training, formal education, and experience that yields officers with supply related qualifications, certifications, diplomas, and practical experience. Joint professional education, internships, Training with Industry (TWI), and Post Graduate opportunities serve to enhance the principal and complementary capabilities of our officers.

The continuum of education can be described in three phases: JO Basic Technical Development and Leadership; Advanced Technical Proficiency and Leadership; and Senior Officer Development and Leadership. Each phase serves to prepare Supply Corps officers to manage and lead in logistics-related organizations at various stages of the officer's career. Training and education serve to enhance the officer's working knowledge, enhance the officer's appreciation for emerging technologies and the realm of what is possible, and extend the officers' logistics related vocabulary. Training and education, coupled with related job experience, are fundamental to our success and will continue to keep our officers relevant in a DoD environment that is perpetually more resource constrained. Relevant training, education and experience will also remain essential milestones for career progression.

ESPRIT DE CORPS

We are naval officers first and we remain grounded with high moral values and in the ideals of honor, courage, and commitment. An essential element of our grounding also remains our tradition of esprit de corps and our ability to connect. At the heart of this is general etiquette, the camaraderie found in our wardrooms, our membership in professional associations, and the value we place on office calls and mentoring.

Through your career you'll need to be cognizant of etiquette, and its use as a soft skill. This document seeks to guide you in a successful career and to that end you must remain mindful of your responsibilities as an officer and a leader. Your success as a Supply Corps officer will certainly stem from this. Conversely, an error in judgment can ruin your professional reputation and in extreme cases, it can be the immediate end to your career and can greatly diminish your personal well-being.

When you meet someone for the first time, the first few seconds are critical. Professional etiquette can make all the difference in what type of impact your first and subsequent impressions will make. Etiquette is more than manners. It includes how you carry yourself, your behavior, conduct, military and civilian appearance, demeanor, and professional presence. Etiquette extends to what you do after meeting someone as well. Proper etiquette includes notes of appreciation following an office call with a senior officer or after having been a guest in someone's home or at an event that they hosted. Proper etiquette excludes a sense of entitlement, whether to a particular assignment or a particular mark on a FITREP - and excludes embarrassing others in any setting. A keen sense of etiquette allows you to strengthen relationships, to demonstrate respect for others, and to project leadership and confidence at all levels. The shared respect for etiquette by our officers has long been a strength of our community and you are urged to refine and employ this skill throughout your career. Your etiquette is ultimately one of the principal components of your professional reputation.

Another community strength is the camaraderie that begins with Navy Supply Corps School and extends through your career and into retirement. Supply Corps officers continue to leverage the ability to communicate and to connect to solve problems and to develop life-long friendships and professional connections. Camaraderie requires active participation. It is developed through your participation and leadership within wardrooms, Supply Corps chapters, professional engagements, and participation in command sponsored events. Although participation is often voluntary, the Supply Corps relies on your willingness to participate and to encourage your peers and mentees as well. The dividends include life-long friendships, connections that strengthen your professional reputation, post service opportunities, and respect that you and your fellow officers enjoy.

The overarching organization that ties each of our Supply Corps chapters together is the Supply Corps Foundation. The foundation is a nonprofit, 501(c)(3) charitable organization founded and incorporated in Georgia and governed by a Board of Directors. The Foundation's Mission is to provide programs and services to support out Navy Supply Corps Community and promote its heritage and traditions. The Foundation's leaders and members are anyone who has ever worn the Oakleaf of the United States Navy Supply Corps Officer—veterans, active duty, reserve. The Foundation staff collaborates with an all-Volunteer Board of Directors and Supply Corps Chapters to globally support and celebrate our Supply Community. The Regional Chapters are the face of the Foundation, promoting camaraderie, professional and social networking, and supporting members in need—for more than 50 years. Visit www.usnscf.com to activate your membership and your connection to the Supply Corps Community.

The mentor-mentee relationship is another important aspect of our success as a community. The term "relationship" is important and is a two-way street. A relationship is particularly effective when there is mutual respect between the parties and when common interest exists. Officers are most likely to achieve enduring mentor-mentee relationships through their participation in wardrooms, Supply Corps chapters, and similar organizations and events. Mentor-mentee relationships are often the byproduct of a successful tour whereby junior and senior officers who have served together develop a bond out of mutual respect, common personal interests, and interest in seeing one another succeed. The successful mentor-mentee relationship is not one where there are expectations by either the mentor or mentee, but rather a relationship where both mentor and mentee seek each other out for both professional insight and personal and professional development. The relationship benefits greatly from interaction in more social settings, such as a Supply Corps Birthday Ball, a golf outing, getting together for PT or having lunch together. The relationship also benefits from inclusion of family members.

WORK-LIFE BALANCE

We are naval officers first and the assignment process must account for the mission. As explained earlier, assignments will always be executed with three aspects in mind: the needs of the Navy, your career needs, and your personal desires. Ultimately, successful officers will find balance between assignments and their personal lives. Successful officers recognize that balance relies on productivity, efficiency, and innovation rather than punching a clock or measuring success by hours served. These officers also build on the strengths of officers with whom they have served. As your career progresses

you will be encouraged to seek this balance. As you assume roles of greater responsibility you will be expected to help your peers and subordinates find balance. Telework is a practical means for accomplishing work and can improve the work-life balance of our officers well into the future. However, given the value of personal connections, face-to-face interaction should never be overlooked. Additionally, your wellbeing benefits from physical exertion and you are expected to find time during each week to exercise and should expect the same of your peers and subordinates.

Periodically, officers will be given an assignment that is inconvenient personally. If this occurs, you should discuss the complications openly with your family and mentors. As a community we always seek to find the best fit for each officer and each command. Unfortunately, it is impossible to create the perfect fit in every detail. Regardless of the outcome of a difficult detail you must remain professional and protect your professional reputation. In extreme cases an officer will find that separation is a better fit than accepting a difficult set of orders. If this becomes the case, you are encouraged to explore opportunities to affiliate with the Supply Corps Reserve. This affiliation allows you to continue to serve and remains a bridge whereby you may potentially reenter the Supply Corps in the future, depending on community vacancies and your personal situation.

There is no better time to be or to become a Supply Corps officer. Our Navy is rapidly evolving, and you will evolve with it. Despite this rapid evolution, both mentors and mentees should step back from the daily hustle and movement in your assignments every now and again to review where you are with respect to your personal, your professional, and our community strategy for success. Stay connected, remain informed, and be relevant.

NAVY

Supply Corps

Office of Supply Corps Personnel

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Last Updated: 2024