# PS CAREER PATH
## (SW)

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

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO ADVANCE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/ SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|---|---|---|---|---|---|
| 26-30 | PSCM | 23.8 Yrs | CSEL | 36 | Follow-on Shore Tours |
| 23-26 | PSCM PSCS | 23.8 Yrs 19.7 | CSEL, HR-ISPP | 36 | 5th Shore Tour<br>Billet: PSCM: PMB; TSC/TPC; DFAS; TYCOM; NPC<br>PSCS: TSC/TPC; MNCC<br>Duty: PSCM: CSEL/SEA; LCPO<br>PSCS: CSEL/SEA; LCPO; Program Mgr.<br>Quals: OOD(I/P); Watchbill Coordinator; CDO/SDO |
| 20-23 | PSCM PSCS PSC | 23.8 Yrs 19.7 15.3 | CWO, CSEL, HR-ISPP | 36 | 4th Sea Tour<br>Billet: PSCM: CVN<br>PSCS: CVN; LHA/LHD; LPD; DEVGRU; FMF<br>Duty: PSCM: CSEL/SEA; Dept LCPO<br>PSCS/PSC: CSEL/SEA; LCPO; Program Mgr;<br>Quals: OOD(I/P); Watchbill Coordinator; SEWBC; ATTWO; ATTT; DCTT; MTT; STT; ATS<br>Optional: JOOD/OOD (U/W) |
| 17-20 | PSCM PSCS PSC | 23.8 Yrs 19.7 15.3 | CWO, CSEL, HR-ISPP | 36 | 3rd Shore Tour<br>Billet: PSCM: PMB; TSC/TPC; DFAS; TYCOM; NPC<br>PSCS: TSC/TPC; MNCC; TYCOM; ISIC; CNRFC; OPNAV; NPC; NSW<br>PSC: NPPSC; TSC/TPC; RSC; MNCC; DFAS; NPC; ISIC; OPNAV; NSW; MARFOR (Installations)<br>PS1: PMB; TSC/TPC; RSC; MNCC; NAVY MILPAY OPS; NPC; ISIC; OPNAV; NSW<br>Duty: PSCM: CSEL/SEA; LCPO: Program Mgr.<br>PSCS: CSEL/SEA; LCPO; Program Mgr.<br>PSC: LCPO; Program Mgr.<br>PS1: LPO; Program Mgr.<br>Quals: Watchbill Coordinator; CDO/SDO |
| 14-17 | PSCM PSCS PSC PS1 | 23.8 Yrs 19.7 15.3 9.3 | LDO, CWO, OCS, MECP, CSEL, HR-ISPP | 42 | 3rd Sea Tour<br>Billet: PSCM: CVN<br>PSCS: CVN; LHA; LPD; DEVGRU; FMF<br>PSC: CVN; CG; LHA; LPD; DDG; LSD; DEVGRU; FMF<br>PS1: DDG; CG; LHA; LPD; LSD; CVN; AS; NSW; Squadron<br>Duty: PSCM: Dept LCPO<br>PSCS: Dept LCPO or PERSO<br>PSC: Div or Dept LCPO or PERSO<br>PS1: Dept LPO<br>Quals: OOD(I/P); Watchbill Coordinator; SEWBC; DCTT; ATTWO; ATTT; DCTT; MTT; STT; ATS |

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO ADVANCE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA / SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|---|---|---|---|---|---|
| 11-14 | PSCS PSC PS1 | 19.7 Yrs 15.3 9.3 | LDO, CWO, OCS, MECP, CSEL, HR-ISPP | 36 | 2nd Shore Tour<br>Billet: PSCS: CSEL/SEA; NPC; TYCOM; ISIC; MNCC; TSC/TPC<br>PSC: Instructor Duty; NPPSC; TSC/TPC; RSC; MNCC; DFAS; NPC; ISIC; OPNAV; NSW; MARFOR<br>PS1: MNCC; PMB; NPPSC; TSC/TPC; RSC; MNCC; DFAS; RDC; NPC; BUPERS; NRD<br>Instructor Duty; NSW<br>Duty: PSCS: CSEL/SEA; LCPO<br>PSC: LCPO<br>PS1: LPO<br>Quals: OOD(I/P); Watchbill Coordinator, CDO/SDO |
| 7-11 | PSC PS1 PS2 | 15.3 Yrs 9.3 4.2 | LDO, CWO, OCS, MECP, CSEL, HR-ISPP | 42 | 2nd Sea Tour<br>Billet: PSC: CG; DDG; LHA; LPD; LSD; CVN; AS; Expeditionary Command; FMF<br>PS1: DDG; CG; LHA; LPD; LSD; CVN; AS; Squadron; NSW<br>PS2: CVN; DDG; CG; LHA; LPD; AS; Squadron; NSW<br>Duty: PSC: LCPO or PERSO<br>PS1: LPO<br>PS2: Section Supv or LPO<br>Quals: OOD(I/P); JOOD(I/P); Watchbill Coordinator; SEWBC; DCTT Member; ATTT Member; MTT Member; STT Member; ATS<br>Optional: JOOD/OOD (U/W); ATS; ATTWO |
| 4-7 | PS1 PS2 PS3 | 9.3 Yrs 4.2 2.2 | MECP, HR-ISPP | 36 | 1st Shore Tour<br>Billet: PS1: MNCC; PMB; NPPSC; TSC/TPC; RSC; DFAS; RDC; NPC; TYCOM; ISIC<br>PS2: TSC/TPC; RSC; MNCC; PMB; RDC; NPC; TYCOM; ISIC<br>PS3: TSC/TPC; MNCC; PMB; RDC; NPC; TYCOM; ISIC;<br>Duty: PS1: LPO<br>PS2: ALPO; Program Mgr<br>PS3: Pay/Pers Clerk<br>Quals: OOD (I/P); Watchbill Coordinator |
| 1-4 | PS2 PS3 PSSN PSSA PSSR | 4.2 Yrs 2.2 6 months 9 months 9 months | Naval Academy, NROTC, HR-ISPP | 48 | 1st Sea Tour<br>Billet: PS2: Ship or Squadron; FMF<br>PS3: Ship or Squadron<br>Duty: PS2: LPO; SUPV<br>PS3: Clerk<br>Quals: Deck Watches; OOD(I/P); JOOD(I/P); Warfare Pin in community; USMAP Opportunity for Ship-wide (out of rate) training and qualifications<br>NEC: A16A |
| 1+/- | PSSN PSSA Accession Training | 9 Months | | | Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command |

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Notes:

1.  "A" school is not required.

2.  Must be eligible for Security Clearance.

3.  PSs follow a Sea/Shore Flow; until Jul 2011 Type 6 counted as sea duty (example:  Overseas PSD counted as sea duty).  Sea / Shore Flow.  NAVADMIN 190/16.

4.  Billet Definition:  Displayed sustained superior performance while serving in Naval Special Warfare (NSW) assignments.  These assignments include but are not limited to Naval Special Warfare Command, JSOC, DEVGRU, PRDO, NSW Groups, NSWG Units, SEAL Teams, Boat Teams, and NSW Logistical Support Units. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career.

5.  Billet Definition:  Displayed superior performance while assigned to a Fleet staff, TYCOM staff, BUPERS, NPC, CSS, or as PS "A" school, "C" school, and "F" school instructors with the 805A NEC, are carefully screened and selected to that assignment.  Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.

6.  Billet Definition:  Displayed superior sustained performance while serving in shore assignments with MyNavy Career Center (MNCC), Navy Pay and Personnel Support Command (NPPSC), Transaction Service Centers (TSC), Regional Support Centers (RSC), and Travel Processing Center (TPC).  These assignments are high-tempo and foundational for the personnel specialist rating.  Sailors serving in these billets may have been detailed to back-to-back shore assignments or left operational duty early to fill these Chief of Naval Personnel-directed and critical billets resulting in missing an opportunity to serve at milestone operational commands – directed back-to-back shore assignment to MNCC/NPPSC/TSC/RSC/TPC should not be considered negatively for Sailors displaying superior performance in these challenging assignments.

7.  Billet Definition:  DFAS (NAVY MILPAY OPERATIONS) - Displayed superior sustained performance while serving as a DFAS Analyst/Technician. Sailors selected to serve in one of these billets are considered to be one of the top operational pay experts in the community and are highly valued in this fleet-wide impact position.  PS's will perform as Shore and Fleet support Analyst/Technicians for over 300,000 pay accounts during the implementation of NP2 (new Navy Pay and Personnel system).  Sailors at DFAS (NAVY MILPAY OPERATIONS) will be evaluated in a small summary group and could possibly be stuck in traffic for the duration of their tour. Additionally, these Sailors will not have the same opportunity to get involved with FCPO and/or 360, as this command is small, with no military base in the area.  These factors should not be viewed as, or considered negative to the Sailor serving at DFAS (NAVY MILPAY OPERATIONS).

8.  Billet Definition:  CVN/AS - Displayed superior sustained performance while serving on a CVN/AS platform.  CVN/AS are duty stations where Sailors will work at a fully functioning Pay and Personnel Support Office that performs all aspects of the PS rating while completing the mission at sea.  These assignments are high-tempo and foundational for the personnel specialist rating.

9.  Billet Definition:  Displayed superior sustained performance while serving in Fleet Marine Force (FMF) assignments. PSs serving in FMF assignments often are serving in independent duty positions and/or operating with minimal senior PS or Navy administrator oversight.  These personnel are responsible for duties similar to an Admin and Personnel Officer, and in many cases will be serving in this capacity at a junior paygrade.  They may be serving in a 1 of 1 billet due to forced reporting senior distro policy and this should not be viewed as a detractor.  Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career.  Not all Marine Corps commands are FMF warfare (EFMFWS) eligible commands. Operational FMF commands are EFMFWS eligible and with a few exceptions, (e.g. The Basic School) shore-based Marine Corps commands are not EFMFWS eligible.  For clarification purposes,

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many Fleet Marine Force (FMF) commands perform duties similar to regular Navy major commands. These include but are not limited to the following:

- I, II, III Marine Expeditionary Forces (MEF) operate similarly to regular Navy Fleet commands, such as 3rd Fleet.
- 1st, 2nd & 3rd Marine Divisions (MARDIV), Marine Logistics Groups (MLG) and Marine Aircraft Wing (MAW) also operate as TYCOMs but their tasked organized under their respective MEFs.
- Marine Corps Installations Command (MCICOM.)
- Marine Corps Installations East (MCIEAST), Marine Corps Installations West (MCIWEST), Marine Corps Installations Pacific (MCIPAC), Marine Corps Installations National Capital Region (MCINCR) also operate as TYCOMs, but their tasked organized under MCICOM, whereas MCICOM has higher headquarters responsibility and accountability.
- Marine Corps Forces Command (MARFORCOM), Marine Corps Forces, Pacific (MARFORPAC), Marine Corps Forces Reserve (MARFORRES) and Marine Special Operations Command (MARSOC) operate similarly to regular Navy TYCOM echelon 2 commands such as SURFLANT or SURFPAC.

10. PS's **shall** qualify for a warfare device if serving in one the following warfare communities: ESWS; EAWS; EIWS; EXW; SCW; or FMF. If not able to get a warfare device during a duty in a platform that has a program, then a candidate should provide documentation as to why they were not able to get that specific warfare qualification (Example: USS PRECOM has yet to establish a program for ESWS).

**Considerations for advancement from E6 to E7:**

**1. Sea Assignments:**
- Documented leadership and mission impact serving in key leadership positions (LPO/PERSO/ADMINO etc.)
- Documented technical knowledge in assigned billet
- Enlisted Warfare Qualifications are expected when available
- Training Team (DCTT, ATTT, STT, MTT, ATS, etc.) leader/member with documented impact
- Command or Assistant Command Collateral Duties with documented impact
- Sailor 360 involvement, leadership and documented impact (leading a committee should be favorably considered as indication of leadership abilities)
- Documented Peer Group Organization (e.g. FCPOA, JEA, MWR, CSADD, etc.) involvement and documented impact (leading a committee or organization mentor should be favorably considered as indication of leadership abilities)
- DDO shall be considered as a collateral duty unless assigned to a CVN, AS, or LCC. Those assigned to a CVN, AS, or LCC and filling the DDO position, should do so with proper rotation. Example: Filling DDO on CVN for 12-18 months and then rotating back to Personnel
- Type 2, 3, NSW, and FMF billets (that are considered sea billets for rotational purposes) that are not ships, squadrons, and/or NECC units shall document number of days deployed (either via evaluation or PERSTEMPO)

**2. Shore Assignments:**
- Documented leadership and mission impact serving in key leadership positions (LPO/PERSO/ADMINO etc.)
- Documented technical knowledge in assigned billet
- Enlisted Warfare Qualifications are expected when available
- Command or Assistant Command Collateral Duties with documented impact
- Sailor 360 involvement, leadership and documented impact (leading a committee should be favorably considered as indication of leadership abilities)
- Documented Peer Group Organization (e.g. FCPOA, JEA, MWR, CSADD, etc.) involvement and documented impact (leading a committee or organization mentor should be favorably considered as indication of leadership abilities)

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- Personnel assigned to a Fleet staff, TYCOM staff, BUPERS, NPC, CSS, PS "A" School or "C" and "F" school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community
- Personnel demonstrating superior susteained performance while assigned to NPPSC, TSC/TPC, RSC, and MNCC (CONUS and OCONUS) should be viewed as being in a challenging assignment that is foundational and highly valued by the PS community
- Personnel assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment
- Serving at a Joint command and excelling, breaking out against all service members in current paygrade

**Institutional and Technical Expertise:**
- YN/PS/NC/LN Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Documentation of candidates and Sailors USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications
- Completion and demonstrated ability to qualify Sailors on Personnel Specialist Personnel Qualification Standard (PQS) - NAVEDTRA 43247 series
- Qualification as CPPA Supervisor/Phase II by completing the CPPA Qualification card demonstrates a high level of technical proficiency and should be viewed as indication of technical subject matter expertise. Qualification as a Pay Supervisor or CPPA Phase III by completing the CPPA Qualification card demonstrates an exceptionally high level of technical proficiency and trust from the Commanding Officer in the Sailor's ability to process and release pay transactions.

*Note 1: ESO, DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.*

**Considerations for advancement from E7 to E8:**

**1. Sea Assignments:**
- Documented leadership and mission impact serving in key leadership positions (LCPO, PERSO/ADMINO etc.)
- Documented technical knowledge in assigned billet
- Command Career Counselor (filling in for gapped NC). Showing impact with number of reporting CDB's, SIPR score and REA
- Enlisted Warfare Qualifications are expected when available
- Training Team (DCTT, ATTT, STT, MTT, ATS, etc.) leader/member with documented impact
- Command or Assistant Command Collateral Duties with documented impact
- DDO shall be considered as a collateral duty unless assigned to a CVN, AS, or LCC. Those assigned to a CVN, AS, or LCC and filling the DDO position, should do so with proper rotation. Example: Filling DDO on CVN for 12-18 months and then rotating back to Personnel
- Type 2, 3, NSW, and FMF billets (that are considered sea billets for rotational purposes) that are not ships, squadrons, and/or NECC units shall document number of days deployed (either via evaluation or PERSTEMPO)
- Sailor 360 involvement, leadership and documented impact (leading a committee should be favorably considered as indication of leadership abilities)
- Documented Peer Group Organization (e.g. CPOA, MWR, etc.) involvement, leadership, and documented impact (leading a committee or mentor of organizations should be favorably considered as indication of leadership abilities)

**2. Shore Assignments:**
- Documented leadership and mission impact serving in key leadership positions (LCPO, PERSO, ADMINO etc.)

- Documented technical knowledge in assigned billet
- Command Career Counselor (filling in for gapped NC). Showing impact with number of reporting CDB's, SIPR score and REA
- Enlisted Warfare Qualifications are expected when available
- Command or Assistant Command Collateral Duties with documented impact
- Sailor 360 involvement, leadership and documented impact (leading a committee should be favorably considered as indication of leadership abilities)
- Documented Peer Group Organization (e.g. CPOA, MWR, etc.) involvement, leadership, and documented impact (leading a committee or mentor of organizations should be favorably considered as indication of leadership abilities)
- Personnel assigned to a Fleet staff, TYCOM staff, BUPERS, NPC, CSS, PS "A" School or "C" and "F" school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community
- Personnel demonstrating superior susteained performance while assigned to NPPSC, TSC/TPC, RSC, and MNCC (CONUS and OCONUS) should be viewed as being in a challenging assignment that is foundational and highly valued by the PS community
- Personnel assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.
- Serving at a Joint command and excelling, breaking out against all service members in current paygrade

**Institutional and Technical Expertise/CPO Initiation:**
- CPOLDC graduate
- Command Navy Leader Development Facilitator Certification Course (C-NLDF) qualified facilitators with demonstrated performance facilitating Foundational Leader Development Course (FLDC), ILDC, and ALDC.
- YN/PS/NC Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Documentation of candidates and their Sailors USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications; institutional and technical qualifications/course completions; PQS and warfare qualification completion.
- Completion and demonstrated ability to qualify Sailors on Personnel Specialist Personnel Qualification Standard (PQS) - NAVEDTRA 43247 series
- Demonstrated active participation/leadership in CPO Initiation (leading a committee should be favorably considered as indication of leadership abilities)
- Successful particiaption in activities with impact to the entire PS community should be favorably viewed (Advancement Exam Readiness Review, Occupational Standards Review, instructor duty, etc.)
- Qualification as CPPA Supervisor/Phase II by completing the CPPA Qualification card demonstrates a high level of technical proficiency and should be viewed as indication of technical subject matter expertise. Qualification as a Pay Supervisor or CPPA Phase III by completing the CPPA Qualification card demonstrates an exceptionally high level of technical proficiency and trust from the Commanding Officer in the Sailor's ability to process and release pay transactions.

*Note 1: AMM, ESO, DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.*

**Considerations for advancement from E8 to E9:**

**1. Sea Assignments:**
- Documented leadership and mission impact serving in key leadership positions (DLCPO, ADMINO, or Department Head etc.)
- Documented technical knowledge in assigned billet
- Enlisted Warfare Qualifications are expected when available
- Training Team (DCTT, ATTT, STT, MTT, ATS, etc.) leader/member with documented impact

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- Command or Assistant Command Collateral Duties with documented impact
- Sailor 360 involvement, leadership and documented impact (leading a committee should be favorably considered as indication of leadership abilities)
- Documented Peer Group Organization (e.g. CPOA, MWR, etc.) involvement, leadership, and documented impact (leading a committee or mentor of organizations should be favorably considered as indication of leadership abilities)
- DDO shall be considered as a collateral duty unless assigned to a CVN, AS, or LCC. Those assigned to a CVN, AS, or LCC and filling the DDO position, should do so with proper rotation. Example: Filling DDO on CVN for 12-18 months and then rotating back to Personnel
- Type 2, 3, NSW, and FMF billets (that are considered sea billets for rotational purposes) that are not ships, squadrons, and/or NECC units shall document number of days deployed (either via evaluation or PERSTEMPO)

**2. Shore Assignments:**
- Documented leadership and mission impact serving in key leadership positions (LCPO, PERSO, ADMINO etc.)
- Documented technical knowledge in assigned billet
- Enlisted Warfare Qualifications are expected when available
- Command or Assistant Command Collateral Duties with documented impact
- Sailor 360 involvement, leadership and documented impact (leading a committee should be favorably considered as indication of leadership abilities)
- Documented Peer Group Organization (e.g. CPOA, MWR, etc.) involvement, leadership, and documented impact (leading a committee or mentor of organizations should be favorably considered as indication of leadership abilities)
- Personnel assigned to a Fleet staff, TYCOM staff, BUPERS, NPC, CSS, PS "A" School or "C" and "F" school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community
- Personnel demonstrating superior susteained performance while assigned to NPPSC, TSC/TPC, RSC, and MNCC (CONUS and OCONUS) should be viewed as being in a challenging assignment that is foundational and highly valued by the PS community
- Personnel assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment
- Serving at a Joint command and excelling, breaking out against all service members in current paygrade

**Institutional and Technical Expertise/CPO Initiation:**
- Senior Enlisted Academy Graduate
- Command Navy Leader Development Facilitator Certification Course (C-NLDF) qualified facilitators with demonstrated performance facilitating Foundational Leader Development Course (FLDC), ILDC, and ALDC
- YN/PS/NC Symposium coordinator and/or trainer
- Documentation of candidates and their Sailors USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications; institutional and technical qualifications/course completions; PQS and warfare qualification completion
- Completion and demonstrated ability to qualify Sailors on Personnel Specialist Personnel Qualification Standard (PQS) - NAVEDTRA 43247 series
- Demonstrated leadership in CPO Initiation (leading CPO Initiation or a committee should be favorably considered as indication of leadership abilities)
- Successful participation in activities with impact to the entire PS community should be favorably viewed (Advancement Exam Readiness Review, Occupational Standards Review, instructor duty, etc.)
- Qualification as CPPA Supervisor/Phase II by completing the CPPA Qualification card demonstrates a high level of technical proficiency and should be viewed as indication of technical subject matter expertise. Qualification as a Pay Supervisor or CPPA Phase III by completing the CPPA Qualification card

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