



## YN CAREER PATH



Yeoman (YN). YNs are Administrative Specialists who serve as office managers and play a crucial role in supporting and maintaining the administrative infrastructure of a command to assist in achieving the command's mission effectively. Their responsibilities can vary widely depending on the specific needs and structure of the command, but generally, YNs perform tasks related to office management, coordination, and administrative support. YNs ability to efficiently manage tasks, communicate effectively, and adapt to changing circumstances contributes to the success of the command's mission. YN work is primarily performed in a professional office environment, both afloat and ashore. They may work independently, with little supervision or closely with others depending on individual assignments.

YNs are detailed globally on every platform and community of the Navy both afloat and ashore. The duties performed by YNs include: oversee the day-to-day operations of an office; coordinating various administrative tasks, such as scheduling meetings, arranging travel, managing calendars, and organizing files and documents; serve as a point of contact for internal and external communication; handle phone calls, emails, disseminate messages to appropriate personnel; maintain and organize records, documents, and files; data entry, data analysis, and generating reports to support decision-making processes within the command; address administrative issues and solve problems to include troubleshooting technical issues, resolving conflicts among staff, or finding solutions to logistical challenges; ensuring the security and confidentiality of sensitive information and documents; managing budgets and resources for office operations, including tracking expenses and making procurement decisions; flexibility and adaptability, as their roles can change depending on the specific needs and priorities of the command.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	YNCM	21.56 Yrs	CMDCM, CSEL, Flag Writer, Security Specialist	36	Follow on Shore Tours Duty: CSEL/Dept LCPO/OIC/Program Manager
22-25	YNCM YNCS	21.56 Yrs 17.71	CWO, CMDCM, CMDCS, Flag Writer, Security Specialist	36	4 <sup>th</sup> Sea Tour Duty: Dept LCPO/SHIPSEC/Admin OFF
18-22	YNCM YNCS YNC	21.56 Yrs 17.71 13.59	CWO, CMDCM, CMDCS, Flag Writer, Security Specialist	48	3 <sup>rd</sup> Shore Tour Duty: Dept LCPO/CSC/AOIC/OIC/RDC/Instructor
15-18	YNCS YNC YN1	17.71 Yrs 13.59 9.27	LDO, CWO, OCS, MECP, CMDCS, Flag Writer, Security Specialist	36	3 <sup>rd</sup> Sea Tour Duty: Dept LCPO/SHIPSEC/Admin OFF/CSEL
11-15	YNCS YNC YN1	17.71 Yrs 13.59 9.27		54	2 <sup>nd</sup> Shore Tour Duty: Dept/Div LCPO/LPO/RDC Instructor
8-11	YNC YN1 YN2	13.59 Yrs 9.27 4.29		36	2 <sup>nd</sup> Sea Tour Duty: Dept/Div LCPO/LPO/Ship SEC/Admin OFF
4-8	YN1 YN2	9.27 Yrs 4.29	STA-21, OCS, MECP, Flag Writer, Security Specialist	48	1 <sup>st</sup> Shore Tour Duty: LPO/Recruiter/RDC/Instructor
1-4	YN2 YN3	4.29 Yrs 2.03	Naval Academy, NROTC	36	1 <sup>st</sup> Sea Tour Duty: Administrative Assistant  Opportunity for ship-wide (out of rate) training and qualifications
1+/-	YNSN YNSA 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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### General information and general considerations for advancement for all Pay-grades:

1. "A" school is not required.
2. YNs **SHALL** maintain, at a minimum, a valid adjudicated SECRET security clearance.
3. Although YN is primarily a surface rating, YNs serve in billets assigned to every war-fighting domain in the Navy. Accordingly, they **SHALL** qualify for the warfare designation based upon assignment type and primary watch standing qualifications for the command in which they are assigned.
4. Due to the diverse nature of the YN rating, documented rating impact should be taken into account when determining the best candidates. Rating impact should include, but is not limited to, providing local/regional YN training, direct involvement in leadership symposiums, Flag Writer Recruiting Lead/Mentor, local/regional and Assistant Regional Flag Writer Coordinators, participation in Training Requirements Review for YN "A" and "C" Schools, and Advancement Examination Readiness Review (AERR).
5. YNs fall into three categories, Quad Zero (NEC 0000), Flag Writer (NEC 791D - formally A15A), and Security Specialist (NEC 791A).
  - a. Quad Zero YN – YNs should support the Triad in managing the administrative functions of the command. They provide customer service to all Sailors within the command. Members should have documented leadership in multiple areas of responsibility which may include, but is not limited to, the department, mess, command, and the community. Due to the billet structure in each command, not every candidate will have an opportunity to hold the LPO position and should not be considered negative unless no other leadership is identified.
  - b. Flag Writer YN – YNs in paygrade E5 and above may apply for the Flag Writer Special Program. Once approved, they will attend YN "C" School and earn NEC 791D. Flag Writers may execute an immediate transfer to support a Flag/General Officer and should not be considered negative if transferring prior to a periodic evaluation cycle. Due to this, their careers do not follow a normal Sea/Shore rotation. Sea duty for Flag Writers is limited to Carrier Strike Groups (CSGs), Expeditionary Strike Groups (ESGs), and SEVENTH Fleet. Flag Writers may not have opportunities to serve in LPO/LCPO positions due to their rotation but should have documented leadership (Front Office/Admin, CPOA/FCPOA) and also look for alternate leadership opportunities within the command and the YN community (Admin Regional and Command Training).
  - c. Security Specialist YN – Security Specialists should be E5 and above and are assigned to roles where they shall possess and maintain a TS/SCI clearance. They may perform normal YN duties, however they are designated as physical and personnel security agents for their command. Their mission is to provide oversight of Sensitive Compartmented Information (SCI), general security (GENSER) and/or Special Access Programs (SAP) for the commands they are assigned to. Primary responsibilities will include the personnel security administration, records management, physical security, and facility management at assigned commands. Security Specialists can earn NEC 791A. Due to the high demand, nature of duties, and strict security clearance requirements, Sailors may be assigned back-to-back security billets. This should not affect their ability to maintain proper sea/shore flow. Security Specialists may not have the same level of leadership within their work space as Quad Zero YN which **shall not** negatively impact member's career path but member **should** look for alternate leadership opportunities within the command and the YN community.
6. The career enhancing billets in the YN rating are sea duty. Duty onboard a CVN, DDG, CG, CSG, ESG, Carrier Air Wing, Destroyer Squadron, Amphibious Squadron, or LHA/LHD/LPD/LSD Administrative Office and Independent Duty Admin with SEABEE Battalions. Billets at, or associated with Naval Special Warfare Development Group (DEVGRU)(and multiple UICs within), Joint Special Operations Command (JSOC), or Special Reconnaissance Teams (SRT), are challenging career assignments at the E6-E8 paygrades and are considered sea intensive. Special consideration should be given to those who fill these carefully and extensively screened, special duty, CNO Priority ONE critical billets with documented leadership and unique independent administrative impact.
  - a. Consideration should be given to Sailors who have displayed superior performance while assigned to Fleet or TYCOM staffs, BUPERS, NPC, YN "A" or "C" school instructors, Advanced YN/PS Training School Instructor,



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and Military Training Instructor (MTI) at various schoolhouses. Additionally any Detailer position and assignments at Afloat Training Group are considered significant duties and 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 YN community.

b. Littoral Combat Ship Squadron, and TYCOMs are duty comparable to sea duty for the rating while actually a shore tour. Another example of a demanding and diverse shore tour is work at a major Navy Information Operations Command (NIOC) (i.e. Texas, Hawaii, Georgia, or Ft. Meade). Duty should display a wide array of technical administration in addition to maximizing qualifications and collateral duties unrelated to the YN rating. Lastly, duty assigned to Combatant Commanders where members have a large scope of responsibility of providing effective command and control of military forces regardless of branch of service. Sailors assigned to Combatant Commanders must have the ability to work in a fast pace and dynamic environment.

c. Personnel assigned to Forward Deployed Naval Forces (FDNF) overseas assignments such as embarked staff, squadrons, or forward deployed ships are examples of demanding overseas duties.

d. Personnel assigned to Special Shore Programs such as a Recruit Division Commander at OTC, Naval Academy and RTC are carefully screened and selected for this high priority assignment to develop the future officer and enlisted ranks of our Navy.

e. Some billets are designed in which only one YN is assigned to a command. In those instances, consideration for advancement should be based on their overall contributions and performance toward the command mission in which they are assigned, as well as their initiative to seek additional leadership opportunities. For Flag Writer, "C" School Instructor and Placement Coordinator (Detailer) are considered career enhancing billets and reserved for hard charging Flag Writers who are screened and selected by senior Flag Writer leadership.

7. Qualifications/Certifications. Favorable consideration should be given to candidates that show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, certifications, and command accomplishments.

- OOD (I/P)
- Qualified all Enlisted Warfare per platform assigned
- SEWBC (Senior Enlisted Watchbill Coordinator)
- Watchbill Coordinator
- DCTT (Damage Control Training Team)
- Repair Locker Leader or other DC duties
- ATTWO (Anti-Terrorism Weapons Officer)
- ATTT (Anti-Terrorism Training Team)
- MTT (Medical Training Team)
- ATT (Aviation Training Team member on smaller decks)
- USMAP qualifications; Navy Cool Certifications; Lean Six Sigma Certifications

8. Collateral Duties. Collateral duties should be focused outside the YN rating. Extra duties within the YN rating, i.e. Mail Manager, Security Manager, Indoc Coordinator, Sponsor Coordinator, or CPPA are considered **normal duties**. Leadership or management of Sailors in YN specific collateral duties can be taken into account, however, the emphasis should be on the leadership and not the YN specific collateral duty.

- Command Drug and Alcohol Program Advisor
- Command Managed Equal Opportunity
- SAPR Point of Contact / SAPR Victim Advocate
- Family Advocacy Program coordinator
- Command Fitness Leader
- Command or Career Counselor
- Mentorship Coordinator
- Warfare Program Coordinator



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- Asst Command Collateral (i.e: ACFL)

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

1. Candidates eligible for selection to YNC should have documented leadership as a LPO or leading significant leadership positions within command programs, including leadership of peers or leadership up the chain of command. They should have documentation reflecting Sailor impact and results from their direct leadership. Candidates need to show impact within the command without taking away from their primary duty. Top candidates should excel at difficult and challenging jobs with documented technical knowledge and success at their watch station, qualifications, warfighting readiness, and command accomplishments. You must consider the scope of the candidate's primary job assignments and the impact throughout the command, area, and Fleet.

#### 2. Duty Assignments:

**Sea Duty:** Serve onboard CVN, LHD, LHA, LSD, LPD, DDG, CG, CSG, ESG, CAG, DESRON, PHIBRON, sea going Squadron, Naval Special Warfare, and DEVGRU (multiple UICs within).

**Shore Duty:** Serve all communities, numbered Fleets, TYCOMs, COCOMS, National Capitol Region, BUPERS, NPC, LCSRON, major NIOC, Fleet Replacement Squadron (FRS), Shore Special Programs (Instructor Duty, Brig, Attache, etc).

**Fully Qualified Candidates** – will have demonstrated sustained performance in one or more of the following categories:

- Served as an LPO
- Qualified all Enlisted Warfare per platform assigned
- Training Team (DCTT, ATTT, STT, MTT, etc.) involvement
- Sailor 360, peer group, FCPOA involvement
- Command or Assistant Command Collateral Duties
- Assistant Section Leader/Watchbill Coordinator/OOD IP

**Best Qualified Candidates** – will have demonstrated sustained performance in one or more of the following categories, as well as those from the Fully Qualified list:

- Documented leadership and mission impact serving in key leadership positions (Dept LPO, Div LPO, etc.)
- Qualified all Enlisted Warfare per platform assigned
- Sailor 360, peer group, FCPOA documented leadership/impact (leading a committee should be considered a plus)
- Command or Assistant Command Collateral Duties with documented leadership/impact
- Training Team (DCTT, ATTT, STT, MTT, etc.) with impact on unit mission, department results, and unit certifications
- YN rating involvement – Command/Regional impact – rating-specific professional development initiatives and Fleet training (i.e. Command/Regional symposium/trainings)
- Watchbill Coordinator with documented leadership/impact

3. Favorable consideration should be given to candidates stationed in non-fleet concentrated areas with documented no khaki leadership supervision/support).

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

1. Candidates eligible for selection to YNCS should have documented leadership as an LCPO or other significant leadership positions, including leadership of peers or leadership up the chain of command. Their direct leadership should reflect Sailor success through selection as Command/Department SOQ/SOY, advancements, warfare qualifications, college enrollment, and USMAP certifications. Candidates need to show impact within the YN community and the command without taking away from their primary duty. Top candidates should excel at difficult



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and challenging jobs with documented success at their watch station, qualifications, warfighting readiness, and command accomplishments. Recommended to have completed the Senior Enlisted Academy. You must consider the scope of the candidate's primary job assignments and the impact throughout the command, area, and Fleet.

### 2. Duty Assignments:

**Sea Duty:** Serve onboard CVN, LHD, LHA, LSD, LPD, CSG, ESG, CAG, DESRON, PHIBRON, sea going Squadron, Naval Special Warfare, and DEVGRU (multiple UICs within).

**Shore Duty:** Serve all communities, numbered Fleets, TYCOMs, COCOMs, National Capitol Region, BUPERS, NPC, LCSRON, major NIOC, Fleet Replacement Squadron (FRS), and Shore Special Programs (Instructor Duty, Brig, Attache, etc).

**Fully Qualified Candidates** – will have demonstrated sustained performance in one or more of the following categories:

- Served as LCPO, ADMIN Officer
- Qualified all Enlisted Warfare per platform assigned
- Training Team (DCTT, ATTT, STT, MTT, etc.) involvement
- Sailor 360 involvement
- CPOA & CPO Initiation involvement
- Command or Assistant Command Collateral Duties
- Assistant Section Leader/Watchbill Coordinator/OOD IP

**Best Qualified Candidates** – will have demonstrated sustained performance in one or more of the following categories, as well as those from the Fully Qualified list:

- Documented leadership and mission impact serving in key leadership positions (DLCPO, LCPO, Admin Officer etc.)
- Qualified all Enlisted Warfare per platform assigned
- Training Team (DCTT, ATTT, STT, MTT, etc.) with impact on unit mission, department results, and unit certifications
- Sailor 360 involvement (leading a committee should be considered a plus)
- CPOA & CPO Initiation involvement (leading a committee should be considered a plus)
- Command or Assistant Command Collateral Duties with documented leadership/impact
- Watchbill Coordinator/Command Duty Officer with documented leadership/impact
- YN rating involvement – AERR, Command/Regional impact – rating-specific professional development initiatives and Fleet training (i.e. Command/Regional/Leadership symposium/trainings)
- Completed Senior Enlisted Academy

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

1. Candidates eligible for selection to YNCM should have documented leadership as a DLCPO, or other significant leadership positions, including leadership of peers, leadership up the chain of command, or command level leadership. Their direct leadership should reflect Sailor success as Command/Department SOQ/SOY selection, advancements, warfare qualifications, college enrollment, and USMAP certifications. Candidates need to show impact within the YN community and the command without taking away from their primary duty. They should manage command level programs with success. Top candidates should excel at difficult and challenging jobs with documented success at their watch station, qualifications, warfighting readiness, and command accomplishments. **Must** have completed the Senior Enlisted Academy. You must consider the scope of the candidate's primary job assignments and the impact throughout the command, area, and Fleet.



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### 2. Duty Assignments:

**Sea Duty:** Serve onboard CVN, CSG, ESG, Strike Fighter Squadron, Naval Special Warfare, and DEVGRU (multiple UICs within).

**Shore Duty:** Serve all communities, numbered Fleets, TYCOMs, COCOMS, National Capitol Region, BUPERS, NPC, LCSRON, major NIOC, Fleet Replacement Squadron (FRS), and Shore Special Programs (Instructor Duty, Brig, Attache, etc).

**Fully Qualified Candidates** – will have demonstrated sustained performance in one or more of the following categories:

- Served as LCPO, ADMIN Officer
- Qualified all Enlisted Warfare per platform assigned
- Training Team (DCTT, ATTT, STT, MTT, etc.) involvement
- Sailor 360 involvement
- CPOA & CPO Initiation involvement
- Command or Assistant Command Collateral Duties
- Section Leader/Watchbill Coordinator
- Senior Enlisted Academy graduate

**Best Qualified Candidates** – will have demonstrated sustained performance in one or more of the following categories, as well as those from the Fully Qualified list:

- Documented leadership and mission impact serving in key leadership positions (DLCPO, LCPO, Admin Officer etc.)
- Qualified all Enlisted Warfare per platform assigned
- Training Team (DCTT, ATTT, STT, MTT, etc.) with impact on unit mission, department results, and unit certifications
- Sailor 360 involvement (leading a committee should be considered a plus)
- CPOA & CPO Initiation involvement (leading a committee should be considered a plus)
- Major Command Collateral Duties/Collateral Duty Coordinator with documented leadership/impact
- Senior Section Leader/Watchbill Coordinator/Command Duty Officer with documented leadership/impact
- YN rating involvement – AERR, Command/Regional impact – rating-specific professional development initiatives and Fleet training (i.e. Command/Regional/Leadership symposium/trainings)
- Senior Enlisted Academy graduate