



YN CAREER PATH

Yeoman (YN). YNs are Administrative Specialists who serve as office managers and strategic leaders who play a crucial role in organizing, planning, supporting, and maintaining the administrative infrastructure of the organization in order to execute the 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 and program management, coordination, and administrative support. A YN's 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: overseeing the day-to-day operations of an office or organization's administrative structure; coordinating various administrative tasks, such as managing scheduling, arranging travel; serve as a point of contact for internal and external communication; continuously ensure communications flow through various methods; monitor and manage command administrative programs; data entry and 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 administrative 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, ECM, Lead Rating Detailer, Fleet Training Manager, Rating Advisor, SEA Faculty Advisor
22-25	YNCM YNCS	21.56 Yrs 17.71	CWO, CMDCM, CMDCS, Flag Writer, Security Specialist	36	4 th Sea Tour Duty: Dept LCPO/SHIPSEC/ Admin OFF, ECM, Lead YN & Flag Writer Detailer, Fleet Training Manager, Rating Advisor, SEA Faculty Advisor
18-22	YNCM YNCS YNC	21.56 Yrs 17.71 13.59	CWO, CMDCM, CMDCS, Flag Writer, Security Specialist, Washington, DC Shore Special programs, Embassy/Attache Duty	48	3 rd Shore Tour Duty: Dept LCPO/CSC/AOIC/OIC/ RDC/Instructor, YN detailer
15-18	YNCS YNC YN1	17.71 Yrs 13.59 9.27	LDO, CWO, OCS, MECP, HR ISPP, CMDCS, Flag Writer, Security Specialist, Washington, DC Shore Special programs, Embassy/Attache Duty	36	3 rd Sea Tour Duty: Dept LCPO/SHIPSEC/ Admin OFF/CSEL, YN 'A' & 'C' School Instructor
11-15	YNCS YNC YN1	17.71 Yrs 13.59 9.27		48	2 nd Shore Tour Duty: Dept/Div LCPO/LPO/RDC Instructor, YN 'A' & 'C' School Instructor, YN detailer
8-11	YNC YN1 YN2	13.59 Yrs 9.27 4.29		36	2 nd Sea Tour Duty: Dept/Div LCPO/LPO/Ship SEC/Admin OFF, RTM/YN PQS



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4-8	YN1 YN2	9.27 Yrs 4.29	STA-21, OCS, MECF, Flag Writer, Security Specialist, Washington, DC Shore Special programs	36	1st Shore Tour Duty: LPO/Recruiter/RDC/Instructor, RTM/YN PQS
1-4	YN2 YN3	4.29 Yrs 2.03	Washington, DC Shore Special programs	36	1 st Sea Tour Duty: Administrative Assistant Opportunity for ship-wide (out of rate) training and qualifications, RTM/YN PQS
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

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 overall qualified candidates. Rating impact should include, but is not limited to, providing local/regional YN training and mentorship, direct involvement in leadership and/or training symposiums, Flag Writer Regional Coordinator/Assist, Flag Writer Regional Team Lead/Mentor, and participation in Training Requirements Review for YN "A" and "C" Schools, and Advancement Examination Readiness Review (AERR).
5. YNs fall into four categories: Quad Zero (NEC 0000), Security Specialist (NEC 791A), Flag Writer (NEC 791D), and Command Pay and Personnel Administrator (CPPA) (NEC 791F).
 - 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 seek leadership opportunities in other areas of the command, such as in committees/organizations.
 - b. 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 workspace as Quad Zero YN which **shall not**



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negatively impact member's career path but member **should** look for alternate leadership opportunities within the command and the YN community.

c. 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 regular YN Sea/Shore rotation and duty stations may be shorter than usual. This should not be considered negative. Sea duty for Flag Writers is limited to Carrier Strike Groups (CSGs), Expeditionary Strike Groups (ESGs), and other fleets? SEVENTH Fleet. Flag Writers may not have opportunities to serve in LPO/LCPO positions due to their rotation but must have documented leadership (Front Office/Admin, CPOA/FCPOA, command committees) and look for alternate leadership opportunities within the command and the YN/Flag Writer community (Admin Regional and Command Training). Flag Writers being considered for the next paygrade should have demonstrated sufficient proficiency supporting their principal commensurate within their current paygrade and their ability to serve in support of the next level Flag Officer.

d. CPPA YN – CPPAs are assigned to paygrades E1 and above. They may perform other normal YN duties as well; the CPPA links the individual Sailor, the Sailor's command and the supporting pay, personnel, and passenger transportation organization. CPPAs are customer service- oriented professionals trained in basic pay, personnel, passenger transportation and travel voucher functions associated with Sailor career and life events. CPPAs support Sailors with matters beyond self-service capabilities. They provide input to their activity head on issues or concerns related to Navy Pay/Personnel (PAYPERS) within the command. Additionally, they facilitate Navy PAYPERS cases for command personnel on behalf of pay, personnel and passenger transportation supporting organizations; facilitate command level support to billet based distribution (BBD) processes within the command and provide guidance to command personnel on changes to Navy PAYPERS policies and procedures. The CPPA is not expected to be an expert in all areas of PAYPERS administration.

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, sea going squadrons 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, 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 (LCS) 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 are major Navy Information Operations Command (NIOC) (i.e. Texas, Hawaii, Georgia, or Ft. Meade). Duty should display a wide array of technical administration and management in addition to maximizing qualifications and collateral duties unrelated to the YN rating, if attainable. Lastly, duty assigned to Combatant Commanders (COCOM) 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) and/or remote overseas assignments such as embarked staff, squadrons, or forward deployed ships are examples of demanding overseas duties.



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d. Personnel assigned to Special Shore Programs such as a Recruit Division Commander at OTC, Naval Academy, RTC, and Senior Enlisted Academy Faculty Advisor 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 or workload encompasses multiple regions. 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. Flag Writers, "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 required qualifications, obtaining qualifications outside of rating and workcenter, 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
- YN PQS
- YN, Navy Customer Service, Education Service Officer, and Legal Officer Manual

8. Admin and Command Collateral Duties. (Documented impact on leadership/management, unit mission/certifications, department results)

Examples of Admin Primary or Collateral duties:

- Command or Department Command Career Counselor
- CPPA
- DTS Coordinator
- Education Service Officer
- Legal Clerk
- Official Mail Manager/Orderly
- Security Manager

Examples of Command Collateral duties:

- Enlisted Leadership Development Coordinator/Facilitator
- Command Drug and Alcohol Program Advisor
- Command Managed Equal Opportunity
- SAPR Point of Contact / SAPR Victim Advocate
- Family Advocacy Program coordinator
- Command Fitness Leader
- Warfare Program Coordinator
- Asst Command Collateral (i.e: ACFL)
- Sponsor Coordinator



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- INDOC Coordinator
- Cabinet member for command committee

Considerations for advancement from E6 to E7

1. Candidates eligible for selection to YNC should have documented leadership as an 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 squadrons, Mobile Construction Battalions, Naval Special Warfare, and DEVGRU (and multiple UICs within), and Joint operational commands.

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, NTAG, etc).

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

- Served as an LPO or in a significant leadership position
- Qualified all Enlisted Warfare per platform assigned
- Flag Writer Regional Team Lead/Mentor
- 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:

- CPPA Supervisor/Phase II (demonstrated leadership in personnel and pay management, process oversight, and critical command-level support)
- Dept LPO, Div LPO (documented leadership and mission impact serving in key leadership positions)
- Qualified all Enlisted Warfare per platform assigned
- Flag Writer Asst Coordinator (documented leadership/impact)
- Sailor 360, peer group, FCPOA (documented leadership/impact (leading a committee should be considered a plus))
- Command or Assistant Command Collateral Duties (documented leadership/impact)
- Training Team (DCTT, ATTT, STT, MTT, etc, documented impact on unit mission, department results, and unit certifications)
- In-rate / admin community involvement – Command/Regional impact – rating-specific professional development initiatives and Fleet training (i.e. Command/Regional symposium/trainings, documented impact)
- Watchbill Coordinator (documented leadership/impact)

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



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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 and challenging jobs with documented 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, CSG, ESG, CAG, DESRON, PHIBRON, sea going squadrons, Mobile Construction Battalions, Naval Special Warfare, and DEVGRU (and multiple UICs within), and Joint operational commands.

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, NTAG, etc).

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

- Completed CPO Leadership Development Course (CPOLDC)
- Served as DLCPO, LCPO, ADMIN Officer
- Qualified all Enlisted Warfare per platform assigned
- Flag Writer Regional Team Lead/Mentor
- 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:

- Senior Enlisted Academy graduate
- Completed CPO Leadership Development Course
- Command Navy Leader Development Facilitator (C-NLDF) (documented leadership executing NLDC courses and driving completion for Sailors)
- DLCPO, LCPO, Admin Officer (documented leadership and mission impact serving in key leadership positions)
- Qualified all Enlisted Warfare per platform assigned
- **Flag Writer served as an E7 on a 3-star staff or C school instructor (served a minimum of 24 months)
- Flag Writer Regional or Assist Regional Coordinator (documented leadership/impact)
- Training Team (DCTT, ATTT, STT, MTT, etc, documented 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 (documented leadership/impact)
- Watchbill Coordinator/Command Duty Officer (documented leadership/impact)



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- In-rate / admin community involvement – AERR, Command/Regional impact – rating-specific professional development initiatives and Fleet training (i.e. Command/Regional/Leadership symposium/trainings, documented leadership/impact)

****Note 1:** Due to the Flag Writer billet restructure which increased the number of E9s at the 4-star staffs; flag writers must have previous 3 or 4-star staff experience.

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.

2. Duty Assignments:

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

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:

- Completed Navy Leader Development Facilitator Certification Course (C-NLDF) and CPO Navy Leader Development Facilitator (CPO-NLDF)
- Served as SEL, DLCPO, LCPO, ADMIN Officer
- Qualified all Enlisted Warfare per platform assigned
- Flag Writer Regional Team Lead/Mentor
- 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

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:

- Completed Navy Leader Development Facilitator Certification Course (C-NLDF) and CPO Navy Leader Development Facilitator (CPO-NLDF) (demonstrated performance facilitating F/I/A/CPOLDC, documented leadership executing NLD continuum courses and impact in facilitating and driving completion of CPO-LDC courses at command or area level)
- SEL, DLCPO, LCPO, Admin Officer etc (documented leadership and mission impact serving in key leadership positions)
- Qualified all Enlisted Warfare per platform assigned
- ****Flag Writer** served as an E7 on a 3 or 4-star staff, C school instructor, or Flag Writer detailer (served a minimum of 24 months)
- Flag Writer Regional or Assistant Regional Coordinator (documented leadership/impact)



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- Training Team (DCTT, ATTT, STT, MTT, etc, documented impact on unit mission, department results, and unit certifications)
- Sailor 360 Lead (leading a committee should be considered a plus)
- CPOA & CPO Initiation Lead (leading a committee should be considered a plus)
- Major Command Collateral Duties/Collateral Duty Coordinator (documented leadership/impact)
- Senior Section Leader/Watchbill Coordinator/Command Duty Officer (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) (sustained documented leadership/impact)

****Note 1:** Due to the Flag Writer billet restructure which increased the number of E9s at the 4-star staffs; flag writers must have previous 3 or 4-star staff experience.