



## PS CAREER PATH TRAINING AND ADMINISTRATION OF THE RESERVE (TAR)

Personnel Specialists (PS) 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 and determine military pay and travel entitlements and deductions. They prepare the financial/accounting reports related to individual pay, 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	Tour Length *Note 2	TYPICAL CAREER PATH DEVELOPMENT
26-30	PSCM	20 Yrs	CSEL, CMC	36/36	Follow-on Shore Tours
23-26	PSCM PSCS	20 Yrs 19	CSEL, CMC, TAR-ISPP	36/36 36/36	Billet: PSCM: CSEL/DLCPO/BUPERS-35/CNPC/CNRF/CNRF/OCNR/OPNAV NPPSC Billet: PSCS: CNAFR/CNPC/CNRF/NECC/REDCOM/ NPPSC/TSC/RSC
20-23	PSCM PSCS PSC	20 Yrs 19 14	CSEL, CMC, CSC, CWO TAR-ISPP	36/36 36/36 36/36	Billet: BUPERS-35/CNPC/CNRF/MEPS NIFR/NPPSC/NRC/NRPDC/OPNAV TPC/RSC/Ship/Squadron/TPC/TSC/MDSC Duty: CSEL/DLCPO/ Program Manager
16-20	PSCM PSCS PSC PS1	20 Yrs 19 14 8	CSEL, CSC, LDO, CWO, OCS, MECP, TAR-ISPP	36/36 36/36 36/36	Billet: BUPERS-35/CNRF/MEPS NIFR/CNPC/NPPSC/NRC/NRPDC/NSW OPNAV/NTAG/REDCOM/RSC/Ship/MDSC Squadron/TPC/TSC/RSC Duty: CSEL/LCPO/LPO
12-16	PSC PS1	14 Yrs 8		36/36 36/36 36/36	Billet: BUPERS-35/CNPC/CNRF MEPS/MNCC/NECC/NIFR/NPPSC/NRC/NSW/NTAG/REDCOM/MDSC TSC/TPC/RSC/Ship/Squadron/ Duty: CSEL/LCPO/LPO/PERS SUP/MGR Qualification: EAWS/ESWS/ EXW/FMF NEC: A01A/791F/ 802R/805A/807R/841A
8-12	PSC PS1 PS2	14 Yrs 8 3		36/36 36/36 36/36	Billet: BUPERS-35/ CNPC/CNRF MEPS/MNCC/NECC/NIFR/NPPSC/NRC NSW/REDCOM/MDSC/TSC/TPC/RSC/Ship Squadron Duty: DDO/LPO Qualification: EAWS/ESWS/EXW/FMF NEC: A01A/791F/ 802R/805A/807R/841A
5-8	PS1 PS2 PS3	8 Yrs 3 1.5	STA-21, OCS, MECP, TAR-ISPP	36/36 36/36 36/36	Billet: CNPC/CNRF/MEPS/MNCC NECC/NIFR/NPPSC/MDSC NRC/NSW/REDCOM/TSC/TPC/RSC/Ship Squadron Qualification: EAWS/ESWS/ EXW/FMF NEC: A01A/791F/802R/841A
3-4	PS2 PS3	3 Yrs 30 months	Naval Academy, NROTC, TAR-ISPP	36/36 36/36	Duty: MNCC/NRC/NPPSC/TSC/TPC RSC/NSW/MDSC/Ship/Squadron Billet: Personnel/Reserve Pay Qualification: EAWS/ESWS/ EXW/FMF NEC: 791F/841A
1-3	PSSN PSSA Accession Training	9 Months		36/36	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. The PS rate is a shore intensive rate due to few sea duty opportunities. Normal sea/shore rotation does not apply.
3. Former PNs and DKs merged to form the “PS” rating in October 2005.
4. PS Rating Enlisted Program Authorization has increased slightly over the last couple of years and more sea duty PS billets have been added.
5. NECs held:
  - A01A: Personnel Specialist Advanced Disbursing Operations
  - 791F: Command Pay and Personnel Administrator (CPPA)
  - 802R: Classification Interviewer
  - 805A: Instructor
  - 806R: Career Information Program Advisor
  - 807R: Reserve Career Information Program Advisor
  - 841A: Reserve Pay and Personnel Management Clerk
6. TAR PSs have opportunities to qualify for multiple warfare designations. When assigned to units eligible for qualifications, Sailors shall complete in accordance with the Platform/Command governing instruction.
7. Billet Definition: Displayed sustained superior performance while assigned to sea duty or at a Navy Reserve Center (NRC), REDCOM, and CNRFC. These billets are considered challenging and support the primary mission of the Navy and Navy Reserves. PSs may work independently at various Active Duty commands performing Reserve-related matters to support Navy missions worldwide. TAR PSs are expected to have NRC, REDCOM, CNRFC, and other Reserve-specific command experience to be competitive for advancement to E7-E9.
8. Billet Definition: Displayed sustained superior performance while serving in core PS TAR assignments with My Navy Career Center (MNCC), Navy Pay and Personnel Support Command (NPPSC), Transaction Service Centers (TSC), Travel Processing Center (TPC), and Regional Support Centers (RSC). These assignments are high-tempo and foundational for the PS rating. Additionally, Sailors assigned to TSC Norfolk will have the opportunity to serve in assignments with the Reserve Center of Excellence (RCOE), directly impacting the activation/deactivations of Selected Reserve Sailors Navy-wide. Back-to-back shore assignments within MNCC/NPPSC/TSC/TPC/RSC should not be considered negative for Sailors displaying superior performance in these challenging assignments.
9. Billet Definition: Displayed sustained superior performance while assigned to OPNAV, CNRFC, TYCOM staff, CNPC, PERS-9, and Command Climate Specialist (CCS). Sailors selected to serve on one of these staff are considered at the top of operational expertise. The PS community highly values them. Sailors serving as CCS are carefully screened and selected for these high-priority assignments.
10. Billet Definition: Displayed sustained superior performance while assigned to NRPDC, RTC, OTC, and Naval Academy as a Recruit Division Commander, are carefully screened and selected for this high-priority assignment.
11. Billet Definition: Displayed sustained superior performance while assigned as an Individual Augmentee (IA). These positions are considered challenging, as they demonstrate the ability to operate forward in arduous conditions, enabling Warfighter capability and supporting the primary missions of the Navy, Navy Reserves, and Joint Operations.

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

**NOTE:** *Advanced Leader Development Course (ALDC) is a requirement for advancement to E-7.*

1. Sea Assignments (all)



## PS CAREER PATH TRAINING AND ADMINISTRATION OF THE RESERVE (TAR)

The PS TAR community does not follow a typical sea/shore rotation due to limited sea duty requirements, so sea duty tours should not be considered mandatory for a candidate to be fully qualified for advancement.

- Documented leadership and mission impact, serving in key leadership positions, such as LPO/Assistant LPO or PERS Supervisor/Manager. Best-qualified candidates will have a documented impact on leading teams that support and enhance command mission success
- Should be qualified OOD(I/P)
- DCTT/ATTT or other Training Team Member. Repair Locker Leader or other Damage Control organization involvement/leadership. Watchbill Coordinator/Section Leader. Best-qualified candidates will have documented leadership in the execution of programs and evolutions impacting mission success
- Enlisted Warfare Qualifications are expected when available
- Command collateral duties with documented impact. Best-qualified candidates will have demonstrated excellence in program execution, program improvements, and enhancing impact to command mission

### 2. Shore Assignments (all)

- Documented leadership and mission impact, serving in key leadership positions, such as LPO/Assistant LPO or PERS Supervisor/Manager. Best-qualified candidates will have a documented impact on leading teams that support and enhance command mission success
- Command or Assistant collateral duties with documented impact. Best-qualified candidates will have demonstrated excellence in program execution, program improvements, and enhancing impact on the command mission.
- Personnel assigned to a Fleet staff, TYCOM staff, BUPERS, NPC, NRPDC as course facilitators with 805A NEC are carefully screened and selected for that assignment. Sailors selected to serve one of these staff are considered to be at the top of operational expertise and is highly valued by the community

### **Sailorization, Institutional and Technical Expertise:**

- Documented technical knowledge in assigned billet
- YN/PS/NC Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Best-qualified candidates will have documented impact in leading division, departmental, and especially command completion of Navy and in-rate qualifications (ex. Leader Development Continuum, in-rate PQS, NRA PQS, PS Basic/Advancement Non-Resident Training Manual), professional certifications (ex. USMAP, Navy Cool Certifications, Lean Six Sigma), training completion, advancement, and retention
- Documented participation/contribution to initiatives with impact to entire PS community are highly valued as they have significant impact on the professional development of the rating (ex. PS Advancement Exam Readiness Review, Non-Resident Training Manual review [ex. PS Basic, PSC Advanced], PS Personnel Qualification Standards (PQS) review etc
- Sailor 360 leadership, involvement, and documented impact. The best-qualified candidate will have a documented impact driving command execution of Sailorization, training, and qualification programs
- Documented Peer Group Organization leadership, involvement, and documented impact (e.g., FCPOA, JEA, MWR, CSADD, etc.). Best-qualified candidates will have documented impact building and leading peer group organizations with documented impact to command mission enhancement
- If serving as CPPA, qualification as CPPA Supervisor/Phase II by completing the CPPA Qualification card demonstrates a high level of technical proficiency and should be viewed as an indication of technical subject matter expertise

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

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

**NOTE:** Chief Petty Officer Leader Development Course (CPOLDC) is a requirement for advancement to E-8.

### 1. Sea Assignments (all)

The PS TAR community does not follow a typical sea/shore rotation due to limited sea duty requirements, so sea duty tours should not be considered mandatory for a candidate to be fully qualified for advancement.



## PS CAREER PATH TRAINING AND ADMINISTRATION OF THE RESERVE (TAR)

- Documented leadership and mission impact serving in key leadership positions as LCPO or PERS Supervisor/Manager
- Should be qualified OOD(I/P), Watchbill Coordinator, Section leader, and others outside the normal scope (i.e., ATTWO, OOD, CICWO, Deck Safety Officer (U/W))
- DCTT/ATTT or other Training Team Member. Best-qualified candidates will have documented leadership in the execution of programs and evolutions impacting mission success
- Command collateral duties with documented impact. Best-qualified candidates will have demonstrated excellence in program execution, program improvements, and enhancing impact to command mission

### 2. Shore Assignments (all)

- Personnel assigned as and filling the role of Command Senior Enlisted Leaders at NRCs or command
- Should have served as LCPO or PERS Supervisor/Manager
- Command collateral duties with documented impact. Best-qualified candidates will have documented excellence in program execution, program improvements, and enhancing impact to command mission

### **Sailorization, Institutional and Technical Expertise:**

- Senior Enlisted Academy (SEA) service equivalent graduate
- Reserve Senior Enlisted Management (RSEM) and/or CPO-LDC graduate
- YN/PS/NC Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Best-qualified candidates will have documented impact in leading division, departmental, and especially command completion of Navy and in-rate qualifications (ex. Leader Development Continuum, in-rate PQS, NRA PQS, PS Basic/Advancement Non-Resident Training Manual), professional certifications (ex. USMAP, Navy Cool Certifications, Lean Six Sigma), training completion, advancement, and retention.
- Command Navy Leader Development Facilitator Certification Course (C-NLDF) qualified facilitators with demonstrated performance facilitating FLDC, ILDC, and ALDC. Best-qualified candidates will have documented leadership executing the Navy's Leader Development Continuum courses and driving LDC completion for junior enlisted Sailors
- Documented participation/contribution to initiatives with impact to entire PS community are highly valued as they have significant impact on the professional development of the rating (ex. PS Advancement Exam Readiness Review, Non-Resident Training Manual review [ex. PS Basic, PSC Advanced], PS Personnel Qualification Standards (PQS) review, etc.)
- Sailor 360 involvement, leadership, and documented impact (leading a committee should be favorably considered as an indication of leadership abilities). The best-qualified candidate will have a documented impact driving command execution of Sailorization, training, and qualification programs
- Demonstrated involvement in CPO Mess and CPO Initiation (leading a committee should be favorably considered as an indication of leadership abilities). Best-qualified candidates will have a documented impact in leading CPO Mess evolutions and leading key CPO Initiation events
- Documented Peer Group Organization (e.g., CPOA, MWR, etc.) leadership, mentorship of junior organizations, involvement, and documented impact (leading a committee or organization mentor should be favorably considered as an indication of leadership abilities). Best-qualified candidates will have documented impact building and leading peer group organizations with documented impact to command mission enhancement
- If serving as CPPA, qualification as CPPA Supervisor/Phase II by completing the CPPA Qualification card demonstrates a high level of technical proficiency and should be viewed as an indication of technical subject matter expertise

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

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

**NOTE:** *Senior Enlisted Academy (SEA) is a requirement for advancement to E-9.*

### 1. Sea Assignments (all)



## PS CAREER PATH TRAINING AND ADMINISTRATION OF THE RESERVE (TAR)

The PS TAR community does not follow a typical sea/shore rotation due to limited sea duty requirements, so sea duty tours should not be considered mandatory for a candidate to be fully qualified for advancement.

- Should be qualified OOD(I/P), Watchbill Coordinator, Section leader, and others outside the normal scope (i.e., ATTWO, OOD, CICWO, Deck Safety Officer (U/W))
- DCTT/ATTT team or other Training Team Member
- Should have served as Department LCPO or Program Manager
- Command collateral duties with documented impact. Best-qualified candidates will have documented excellence in program execution, program improvements, and enhancing impact to command mission

### 2. Shore Assignments (all)

- Personnel assigned as and filling the role of Command Senior Enlisted Leaders at NRCs or command or documented performance/impact while serving as acting SEL in the absence of CSEL.
- Should have served as LCPO or PERS Supervisor/Manager
- Command collateral duties with documented impact. Best-qualified candidates will have demonstrated excellence in program execution, program improvements, and enhancing impact to command mission

### **Sailorization, Institutional and Technical Expertise:**

- YN/PS/NC Symposium coordinator and/or trainer
- Training leader at the command, with impact on unit mission, department results, and unit certifications
- Best-qualified candidates will have documented impact in leading division, departmental, and especially command completion of Navy and in-rate qualifications (ex. Leader Development Continuum, in-rate PQS, NRA PQS, PS Basic/Advancement Non-Resident Training Manual), professional certifications (ex. USMAP, Navy Cool Certifications, Lean Six Sigma), training completion, advancement, and retention.
- Chief Petty Officer Command Navy Leader Development Facilitator Certification Course (CPO C-NLDF) qualified facilitators with demonstrated performance facilitating the CPOLDC. Prerequisite to attend CPO C-NLDF is to have completed C-NLDF. In addition to documented leadership executing Navy's Leader Development Continuum courses and driving LDC completion for junior enlisted Sailors, best-qualified candidates will have documented leadership qualifying CPO-LDC graduates
- Documented participation/contribution to initiatives with impact to entire PS community are highly valued as they have significant impact on the professional development of the rating (ex. PS Advancement Exam Readiness Review, Non-Resident Training Manual review [ex. PS Basic, PSC Advanced], PS Personnel Qualification Standards (PQS) review, etc.)
- Sailor 360 involvement, leadership, and documented impact (leading a committee should be favorably considered as an indication of leadership abilities). The best-qualified candidate will have documented impact driving command execution of Sailorization, training, and qualification programs
- Documented Peer Group Organization (e.g., CPOA, MWR, etc.) leadership, mentorship of junior organizations, involvement, and documented impact (leading a committee or organization mentor should be favorably considered as an indication of leadership abilities). Best-qualified candidates will have documented impact building and leading peer group organizations with documented impact to command mission enhancement
- Demonstrated involvement in CPO Mess and CPO Initiation (leading a committee should be favorably considered as an indication of leadership abilities). Best-qualified candidates will have documented impact in leading CPO Mess evolutions and leading overall CPO Initiation or large/critical CPO Initiation events