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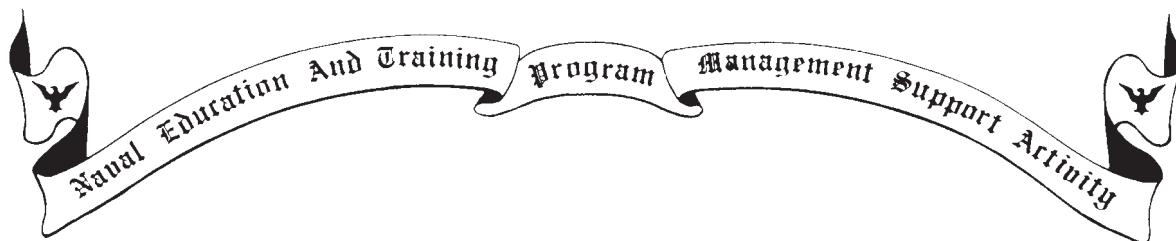
November 1992



Useful Information for Newly Commissioned Officers

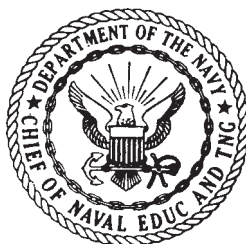
NAVEDTRA 12967

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.



USEFUL INFORMATION FOR NEWLY COMMISSIONED OFFICERS

NAVEDTRA 12967



*1992 Edition Prepared by
LT Laura J. White*



WELCOME ABOARD

To the newly commissioned officer:

You will encounter a marked difference in many social customs in your transition to Navy life. We have prepared this book as a handy reference to help you adjust more easily to your new life and to expose you to information that might take you several years to discover on your own.

This book provides information to officers from any number of commissioning programs; hence, some of it may be redundant or not applicable to you. References used were the most current at the time of publication; however, you should use the most recent series if changes have occurred.

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CHAPTER 1

YOUR CAREER IN THE NAVY

The Navy, like any other large organization, constantly strives to be among the leaders in the many fields of technological advancement through continuing research and developmental efforts. These efforts also encompass the design and application of modern managerial techniques to do the best job in the most efficient and effective manner because we are, first of all, an organization of people.

When you accepted a commission in the Navy, you became a member of the Navy team. You can expect a challenging and rewarding career in such varying fields as aviation, oceanography, space development, nuclear propulsion, sound propagation, ship and weapons systems development, financial and personnel management, and project development and management.

OFFICER CATEGORIES

You received your commission as either a line or staff officer, depending upon your educational and physical qualifications, your interests, and your prior experience. Within the line designation, you are either an unrestricted line (URL) officer or a restricted line (RL) officer. Defined simply, URL officers are those considered eligible for command either ashore or at sea within one of the five areas of warfare expertise: surface, aviation, submarine, special operations, or special warfare. General URL officers are eligible only for command of shore activities.

The RL officer category includes those officers qualified to serve in highly specialized jobs, such as engineering duty or aeronautical engineering and maintenance duty. RL officers may command auxiliary vessels and designated shore activities.

Officers specializing in areas such as medicine, supply, civil engineering, law, dentistry, theology, or nursing receive commissions in the staff corps. Like RL officers, staff corps officers are not eligible for command at sea but may assume command of activities within their own corps.

OFFICER ASSIGNMENTS

Specific types of duty assignments for each officer will vary, depending on the officer's specialty, educational training, and interests. Those of you who plan a career in the unrestricted line will find additional information in the *Naval Officer Career Planning Guidebook*, OPNAV P-13-1-86.

Typical professional development patterns are shown in view A of appendix I. These illustrations show the general progression of assignments and promotions the various officer communities can expect. (The number of years' continuous service [YCS] between promotions shown in the exhibits is an average.) No two officers will follow identical career patterns; however, on the average, the successful officer will meet most of the career milestones in about the same sequence shown in appendix I. For instance, if you select a career as a surface warfare officer, you may stay at sea the first 4 years because of operational requirements or personal choice. During this time you will strive to complete personnel qualification standards (PQS) and qualify as division officer, officer of the deck, engineering officer of the watch, surface warfare officer and be selected for department head school. Then you may rotate ashore for staff duty or to attend the Naval Postgraduate School. Although you did not follow the development plan exactly, you will have obtained the experience and qualifications necessary to make you competitive with your year-group peers.

Views B through H of appendix I are examples of professional development patterns in other career specialty fields. The career path for female officers parallels that of male officers except as constrained by law.

MILITARY DUTY FOR WOMEN

Navy and Marine Corps women are a valuable personnel resource who contribute significantly to the Navy's mission.

Title 10, U.S. Code, Section 6015, states that women are allowed to fly combatant aircraft in combat and serve on combatant vessels if attached to

an aircraft squadron; otherwise, women are prohibited from serving on board combatant vessels.

This law allows women to be permanently assigned to designated ships such as tenders, transports, hospital ships, and vessels of a similar classification. It also allows women to be temporarily assigned to any naval vessel or aircraft squadron for up to 180 days provided the ship or squadron is not expected to be assigned to a combat mission.

DUTY DEFINITIONS

The following definitions will assist you in understanding the types of duty to which women may be assigned:

1. Combat mission. A combat mission is a mission of an individual unit, ship, or aircraft whose primary objective, individually or collectively as a naval task organization, is to seek out, reconnoiter, and engage an enemy.

2. Risk rule. The risk rule is the criteria upon which noncombat positions are closed to women. It is based upon the risks of direct combat, exposure to hostile fire, and capture when the type, degree, and duration of such risks are equal to or greater than the combat units with which they are normally associated within a given theater of operation.

3. Temporary duty. Temporary duty (TEM DU) orders are orders that involve detachment from one station and assignment to another station or stations for TEM DU pending further assignment to a new permanent duty station or for return to the old permanent duty station. Members on TEM DU are not attached to any permanent duty station.

4. Temporary additional duty. Temporary additional duty (TEM ADD) orders assign members to TEM DU in addition to their present duties and direct them upon completion of this TEM ADD to resume regular or temporary duty.

POLICY

The policy of the Department of the Navy is to assign all women members to billets commensurate with their capabilities to the maximum extent practicable. The policy for assigning women members is as follows:

1. Women may not be assigned to a unit, a ship, or an aircraft that has a combat mission except as provided below. If assigned on a vessel or an aircraft required to execute a combat mission, every

reasonable effort will be made to disembark women before execution of such mission.

2. Women may be assigned to the following types of duty:

- Permanent duty in hospital ships, oilers, ammunition ships, refrigerated stores ships, transports, training ships, and vessels of a similar classification not expected to be assigned a combat mission.

- Temporary duty (TEM DU or TEM ADD) to any ship or aircraft not expected to conduct a combat mission during the period of temporary duty. Such periods of temporary duty may not exceed 180 days. The Chief of Naval Operations and the Commandant of the Marine Corps may issue specific guidelines governing these assignments.

- Permanent duty in squadrons where such assignment would not require them to participate as crew members in a combat mission or to embark, other than during TEM ADD, in vessels that may be assigned combat missions. They may be assigned to aircrew and support positions in squadrons that do not have combat missions. Women may be assigned nonaircrew support positions on land-based squadrons with combat missions. The Chief of Naval Operations and the Commandant of the Marine Corps will specify those squadrons in which women may be assigned.

3. Women are authorized to participate as crew members or passengers in aircraft engaged in training or support, including landing on shipboard flight decks under conditions permitting temporary duty on naval vessels, if the aircraft is not expected to execute a combat mission during the period of the assignment.

4. Notwithstanding any of the provisions above, the Chief of Naval Operations and the Commandant of the Marine Corps may preclude women from the assignment to a noncombatant unit, ship, or aircraft. They may preclude such assignments when the type, degree, and duration of risk of direct combat, exposure to hostile fire, or capture are equal to or greater than the reasonably anticipated risks for land, air, or sea combatant units with which they are normally associated in a theater of operations.

MISSION

The policy outlined above delineates when women members may serve on board Navy ships and

aircraft and with Marine Corps units, but does not mandate assignment of women members to any particular ship, aircraft, or Marine Corps unit. The Chief of Naval Operations and the Commandant of the Marine Corps will develop specific plans and policy directives for assignment of women members. These policies will ensure that women members of the Navy and Marine Corps are assigned and used to the greatest benefit of the service. They will also ensure that assignments provide women with rewarding careers commensurate with that of their male counterparts.

SECNAVINST 1300.12, Title 10, U.S. Code, Section 6015, and *Military Personnel Manual (MILPERSMAN)*, article 1820100, have more information about women's mission in the Navy.

SUBSPECIALTIES

The Navy places considerable emphasis on an officer's developing a subspecialty in addition to a primary area of naval warfare. A subspecialty is a secondary area of expertise coded to show levels of education or experience.

If you desire a certain code status, you can enroll in further study under a Navy-sponsored program or an off-duty program.

NAVPERS 15839, volume 1, broadly defines subspecialty areas available to all unrestricted, restricted, and staff corps officers.

SPECIALTY AND SUBSPECIALTY CONCEPT

The area of specialization (specialty) required in a particular job (billet) is identified by a unique designator code. Certain billets requiring additional qualifications beyond those indicated by a designator code are further identified by subspecialty codes. Subspecialty codes define the field of application and additional education, experience, and training qualifications needed to satisfy special requirements that meet specific criteria of the subspecialty validation process. Subspecialties, which are applicable to the URL, RL, and staff corps, are professional development fields secondary to specialties.

SUBSPECIALTY CODE DESCRIPTION

A subspecialty code is made up of five characters consisting of four numerals and an alphabetic suffix.

The following are several examples. (Table 1-1 provides a detailed description of subspecialty codes.)

OBTAINING A SUBSPECIALTY

Officers interested in developing a subspecialty based upon postgraduate (PG) education should indicate a preference for such graduate work (including curriculum) on their officer preference card before they complete their first tour. That will permit a significant number of PG-selected officers to pursue graduate studies during second or subsequent tours of duty. The Navy needs officers with graduate degrees in technical areas. Therefore, the majority of PG quotas set are for study in technical curricula.

Officers who miss going to postgraduate school during their first shore tour have additional opportunities for selection and attendance during their second and subsequent shore tours.

Of primary importance to new unrestricted line officers is the attainment of the basic skills and qualifications associated with their warfare specialty. Unrestricted line officers should strive to gain the necessary warfare qualifications leading to command.

Your sustained superior performance in your present assignment is the most important factor in determining your future assignments and promotion opportunities. Therefore, whatever your job and whether or not you consider it important, always strive to do your best.

A few ideas follow that may enhance your chances for PG school:

- **Basic qualification** in your community (URL/RL/Staff Corps) is the ticket to your future success.

- **Progress appropriate to your rank is essential** in your URL/RL/Staff Corps community. Without that progress, you won't get promoted unless you are very unusual and have some skill the Navy can't find elsewhere.

- **Being joint qualified is better** than not being joint qualified. Sure, waivers are possible, but they are "waivers" and should be considered as such. Remember—worry about a waiver after you are a recognized professional in the URL/RL/Staff Corps, not before.

- **Having a proven subspecialty is a real plus** for you and the Navy, particularly if you are a URL

Table 1-1.—Description of Subspecialty Codes

First Subset (1st and 2nd characters)	Second Subset (3rd and 4th characters)	Suffix (5th character)
(1) <MU%-2>Unrestricted Line Requirements (a) The Functional Field subspecialty codes, 20XX through 90XX, may be applied to URL officers and billets in the grade of LCDR to CAPT to indicate background experience in one of the functional fields. These codes are assigned to officers as a result of subspecialty selection board action. (b) URL subspecialty billet requirements below the grade of LCDR will be expressed by “00” entered in the first subset; that is, 00XX. (2) <u>Restricted Line/Staff Corps Requirements</u> (a) The first subset will be coded 00XX except for those subspecialty fields considered unique to the Staff Corps, as listed below. (3) <u>Unique Staff Corps Requirements</u> (a) The first subset of these subspecialty codes denotes a unique Staff Corps field as follows: 11XX — CEC 12XX — JAG 13XX — Supply 14XX — Chaplain 15XX/16XX — Medical 17XX — Dental 18XX — Medical Service 19XX — Nurse		
	(c) Codes XX10 through XX9X are used to express the broad or discrete Education/Skill fields as they are acquired by officers or required in billets. (See footnotes on Education/Skill field codes.) (b) Codes 0010 through 009X are used to express the broad or discrete Education/Skill fields. (b) Describes the education/skill field within each of the unique Staff Corps subspecialties; must always be expressed in conjunction with the unique Staff Corps field in the first subset.	(d) The alphabetic suffix states the level of the education/skill pertaining to the field stated in the second subset. (e) The Proven Subspecialist codes “C” (Doctorate), “M” (Post Master’s), “Q” (Master’s), “F” (Functional Education), and “R” (Significant Experience) may be used to identify URL officers and requirements in the LCDR to CAPT grades. A proven subspecialty code must always be accompanied by one of the specific Functional Field codes in the first subset. (c) The alphabetic suffix states the level of education/skill pertaining to the unique Staff Corps subspecialty. The “Proven Subspecialist” codes do not apply. (c) The alphabetic suffix states the level of education/skill pertaining to the unique Staff Corps subspecialty. The “Proven subspecialist” codes do not apply.

officer. Since having a subspecialty means you are an “expert” in a particular field, it gives you an edge.

YOUR DUTY PREFERENCES

The needs of the Navy come first in deciding your duty assignments, but the Navy does consider your personal preferences. Therefore, you must submit an Officer Preference and Personal Information Card (NAVPERS 1301/1) to keep your detailer informed of your duty preferences. You must submit a new card when your preferences or personal information changes. For example, you may change your mind about attending postgraduate school or the next duty station you prefer. You may also experience changes in your personal life, such as your current residence, the members of your household, or your marital or dependency status. *Do not* submit a card reading “No Change.”

Make realistic choices of duty and duty stations on your preference card. Each year the Bureau of Naval Personnel (BUPERS) issues the *Biennial Officer Billet Summary* (Junior Officer Edition), NAVPERS 15994. This summary provides officers with a ready reference of billets relative to geographic location, required designator and rank, subspecialty, and primary duties. All ships and stations receive this publication. Consult the *Biennial Officer Billet Summary* (Junior Officer Edition) before you fill out your preference card.

Your detailer works on your transfer several months before you actually receive your orders. Using your preference card, and again, based on the Navy’s needs, your detailer attempts to locate an assignment commensurate with your preference and one that will “round out” your experience for promotion. Your detailer’s recommendation goes to the placement desk with your name and qualification. If the placement desk accepts you, it notifies the order writing section. If the placement desk does not accept you, your detailer will start the process again.

We cannot overemphasize the importance of having a current Officer Preference and Personal Information Card in your record. Unless you are in frequent contact with your detailer, this card is usually the only way your detailer knows your personal preferences, particularly if you desire postgraduate school. To further help you in selecting future assignments, the Chief of Naval Operations has made the services of BUPERS detailers available by telephone. To avoid the cost of commercial calls, you

may use your command’s Defense Switching Network system (DSN). If DSN capabilities are not available, you may call your detailer collect.

HOW FAST WILL YOU BE PROMOTED?

According to current promotional policies, the promotion cycle for most officers will approximate the cumulative commissioned time (flow points) normally expected for promotions, as listed below. Selection boards for promotion review particular year groups based on the projected needs of the Navy to fill billets. Previous manning decisions affect promotion opportunities many years after they are made. These flow points may also vary from one community to another.

The minimum time-in-grade requirements are shown as follows:

ENS to LTJG.	24 months
LTJG to LT	48 months
LT to LCDR	9-11 years
LCDR to CDR.	15-17 years
CDR to CAPT.	21-23 years

HOW MUCH WILL YOU BE PAID?

Your pay, of course, is a matter of vital interest to you. Your regular military compensation consists of the four elements of pay received by all service personnel: basic pay, basic allowance for quarters, basic allowance for subsistence, and the tax advantage generated by these tax-free allowances. Additionally, you might qualify for special pay, incentive pay, and a variable housing allowance (VHA).

Part of your total compensation package is your fringe benefits. You should assess the value of these benefits on a personal basis. These benefits include, but are not limited to, the following:

- Retirement
- Medical/dental care
- Commissary/exchange facilities
- Recreation/club facilities
- Survivor benefits
- Leave

All of these benefits together could cost you several thousand dollars annually, depending upon your location, family relationships, and position in the civilian community. You will receive an annual personal statement of military compensation to assist you in your financial planning.

For the specific monthly pay for your rank or grade, see your local Navy recruiter.

FLIGHT AND SUBMARINE TRAINING

Article 6610360 of the *Naval Military Personnel Manual (MILPERSMAN)* outlines the necessary qualifications and requirements for officers interested in flight training.

Article 6610320 of the *MILPERSMAN* sets forth the necessary qualifications and requirements for officers interested in submarine training.

TRANSFER TO THE REGULAR NAVY

Navy Reserve officers and Regular Navy temporary officers may transfer to the Regular Navy. The primary objective of this program is to meet deficiencies in the numbers of Regular Navy officers

in the various staff corps and line communities. Regular permanent appointments are made to the active-duty list of the Navy in both the line and staff corps as appropriate.

The Secretary of the Navy convenes a selection board twice a year, normally in April and October, to consider the records of those officers applying for transfer to the Regular Navy. As with other competitive selections in your career, performance is critical to selection. Refer to *MILPERSMAN*, article 1020120, for details on application, processing, and appointment procedures.

If you request transfer to the Regular Navy in conjunction with a request for a lateral transfer between restricted line, unrestricted line, and staff, follow the procedures in *MILPERSMAN*, article 1020120. Refer to *MILPERSMAN*, article 1020150, to request lateral transfer without augmentation.

Reserve officers are eligible for permanent appointment in the Regular Navy after they have completed 3 years on active duty (while serving under a 4-year obligation). Those who serve under a 2-year agreement are eligible to transfer to the Regular Navy after 1 year of active commissioned service.

CHAPTER 2

YOUR ORDERS TO DUTY

Sometime before graduation you should receive orders to your first tour of duty. Orders come from the Chief of Naval Personnel (CHNAVPERS). You will receive an original set of your orders and many copies. (Save these copies; you will need them when executing your orders.) Study your orders carefully to be sure of their exact meaning. In addition to the orders, you should receive some other explanatory material from your local personnel office, such as travel instructions and immunization requirements.

DETACHMENT

Your orders will be endorsed, showing the date of their delivery to you and the date and time of your detachment. When “detached,” you are on your own until the date you must report to your next station. Therefore, before you detach, make sure you know WHERE you are going, WHEN you must report, and HOW you plan to get there. Also be sure you have in your possession your service record, health record, orders, and personal finance record.

Before you leave your old command, make sure you fill out a Notice of Change of Address card (OPNAV 5110/5) to keep both your old and new station advised of your address.

Guard your orders and records. Do *not* put them in your luggage; carry them with you. You will need the original of your orders to obtain transportation, travel advances, and all travel claims. When you report to your new ship or station, your orders will be endorsed and placed in your service record. When you detach, ensure these endorsed orders are put in your personal file. You may need to refer to a set of orders years later.

If for some reason (accident, sickness, emergency) you become stranded during your travel, you must inform your new commanding officer. The nearest armed forces activity, including recruiting

offices and Reserve units, can help you by endorsing your orders or communicating with your new command or both. Refer to a telephone directory listing under “U.S. Government” for the number of the nearest military activity in your area.

MILITARY PERSONNEL IDENTIFICATION NUMBER AND DESIGNATOR

The Navy uses Social Security numbers (SSNs) and designators to identify officer personnel. The SSN has nine digits. The designator has four digits. These identifying numbers will appear in the remarks section of your orders. For example: 123-45-6789/1100.

Once assigned, your Social Security number will not change. Your designator may change as your qualifications change. The first three digits of your designator identify the general category within which you perform, and the fourth digit indicates your official status. For example, a designator of 1100 identifies a line officer of the Regular Navy whose permanent grade is ensign or above, while a designator of 1105 identifies a line officer of the Naval Reserve. The *Register of Commissioned and Warrant Officers of the Navy*, NAVPERS 15018, contains a complete breakdown of all designators.

A TYPICAL SET OF ORDERS

The following example orders, issued by the Chief of Naval Personnel (CHNAVPERS), are shown in the typical capitalized format. (Appendix II lists various terms, phrases, and abbreviations used in transfer orders.)

NAVY SPONSOR PROGRAM

Upon receiving your orders, contact your personnel office to ensure it has the necessary details about your move and personal status while you are en route to your new duty station.

Under the Navy Sponsor Program, your personnel office should forward information on your mode of travel, expected date of arrival, family status, and other details to the personnel office at your new command. Your new command will communicate with you. If you desire, your new command will assign you a sponsor. The sponsor will do everything possible to make your transfer easier.

EXECUTING YOUR ORDERS

When executing your orders, you may encounter circumstances that require your interpretation. Because of the space required to cover all exceptions, we will cover only the basic details of proceed, travel, and leave time. If you do not understand any aspects of your orders, check with your personnel office for immediate clarification; otherwise, you may unknowingly lead yourself astray.

PROCEED TIME

“Proceed time” is a period of time not chargeable as leave, delay, or allowed travel time. Proceed time is granted for the purpose of helping you make the required personal arrangements inherent in certain permanent change of station (PCS) orders. The amount of proceed time permitted depends upon the urgency of the transfer, but will not exceed 4 days. The word *proceed* is synonymous with the phrase *commence travel status* and should not be construed as entitlement to proceed time.

Proceed time is authorized only when members are executing PCS orders to or from the specific types of commands outlined in article 1810300 of the *MILPERSMAN*. Refer to table 2-1 for additional information about proceed time.

TRAVEL TIME

If your orders require travel, they will specify the number of days authorized for travel. Travel time is allowed in addition to proceed or delay time. Travel time is computed in whole days on the basis of travel over a usually traveled route by a facility offering through service. Travel time for travel within the 48 contiguous United States and the District of Columbia

is computed based on the figures presented in table 2-1. Finding the correct distances may present a problem. We suggest you check the official mileage tables at your personnel office or transportation office. You cannot accumulate either proceed time or travel time for later use.

LEAVE

Any delay authorized in permanent change of station orders in excess of allowed proceed time and/or travel time is chargeable as leave. Leave, proceed time, and travel time are charged in that order following your day of detachment. If you report to your new duty station before your required reporting date, you will only be charged leave for the number of days between your detachment date and your reporting date—less any authorized proceed and/or travel time. This unused leave is credited to your leave account. You earn leave at a rate of 2 1/2 days per calendar month. You may use your leave at any time, pending your commanding officer’s approval.

Assume you must report to your new command not later than 18 August. Your orders authorize 4 days’ proceed time, 3 days’ travel, and 10 days’ leave. You detach from your old command on 1 August. The following examples show how proceed time, travel time, and leave are charged:

1. You report on 18 August.
 - 17 days between detachment date and report date
 - 10 days charged to leave
 - 4 days charged to proceed time
 - 3 days charged to travel time
2. You report on 15 August.
 - 14 days between detachment date and report date
 - 7 days charged to leave
 - 4 days charged to proceed time
 - 3 days charged to travel time
3. You report on 7 August.
 - days between detachment date and report date
 - 0 days charged to leave
 - 3 days charged to proceed time
 - 3 days charged to travel time

Table 2-1.—Travel, Proceed, and Leave Time

OFFICERS	TRAVEL TIME	PROCEED TIME	LEAVE
All	Time computed on distances is determined from official mileage tables; otherwise, time computation is based on shortest travel route shown in commercial carrier or automobiles guides. Time is counted in whole days, 24 hours; that is, the whole 24 hours or nothing.	A period of time (not chargeable as leave, delay, or allowed travel time) granted for the purpose of making necessary personal arrangements inherent in certain permanent change of station orders.	See <i>MILPERSMAN</i> , article 3020020 for complete explanation of the various types of leave: annual, earned convalescent, advance, excess, and so forth.
Naval Academy Graduates*	Same as for officer indoctrination school (OIS) below. Orders to USNA graduates usually specify a definite date to report, thus eliminating travel time. Travel time allowable to first duty station is computed on the basis of the official distance and the mode of travel authorized.	Not entitled to proceed time.	Graduates of USNA and ROTC may be given up to 30 days graduation leave, which must be taken after graduation in connection with first orders as an officer and must be completed within 3 months of date of graduation. Such leave cannot be saved and used later. Present Navy practice is to allow some delay to count as graduation leave. That varies according to individual circumstances.
Officer indoctrination school, aviation officer candidate (AOC) school, and officer candidate school (OCS) (Including integrated students)	Air (government or commercial): One day for anywhere in continental United States. Time can be extended if delay is necessary because of mode of travel; personal convenience does not count. If travel is part by air and part by other means, time is computed by a combination of methods. Travel time is computed on the following standards: Commercial air— 1 day for travel anywhere in 48 states. Divide official distance by 500. Dividend equals hours travel time (18 hours = 1 day). If any remainder, add 1 more day travel.	OIS and AOC are not entitled to proceed time to first permanent duty station.	Any leave earned in enlisted status will be carried over to commissioned status. Hence, any leave granted for delay en route will be charged as annual leave. An officer reporting earlier than required will save the leave for a later date. Present practice is to authorize 10 days delay charged as annual leave.

*Because of graduation leave, travel time of Annapolis graduates does not affect pay or leave accumulation; however, it does affect the effective dates of orders, which can be of interest to those about to be married.

Table 2-1.—Travel, Proceed, and Leave Time—Continued

OFFICERS	TRAVEL TIME	PROCEED TIME	LEAVE
Officer indoctrination school, aviation officer candidate (AOC) school, and officer candidate school (OCS) (Including integrated students)	Surface common carrier (bus, rail, etc.)— Divide official distance by 40. Dividend equals hours in travel time (18 hours = 1 day). If any remainder, add 1 more day travel. (Note: If commercial air and surface common carrier are used, add hours before dividing by 18 hours.) Privately owned conveyance (POC)— 1 day/350 miles and 1 day/each fraction of 350 miles (more than 175 miles).	OIS and AOC are not entitled to proceed time to first permanent duty station.	Any leave earned in enlisted status will be carried over to commissioned status. Hence, any leave granted for delay en route will be charged as annual leave. An officer reporting earlier than required will save the leave for a later date. Present practice is to authorize 10 days delay charged as annual leave.
NROTC Regulars and Reserves	Air (government or commercial); 1 day anywhere in continental United States. POC: 1 day/350 miles and 1 day/fraction of 350 miles (more than 175 miles). Commercial surface same as for OIS. NROTC graduates appointed to USNR and not immediately ordered to duty; that is, after acceptance of appointment, return home and remain there for several days/weeks before commencing travel to first duty station; travel time via POC is computed at the rate of 350 miles/day with an additional day allowed for each fraction of 350 miles (more than 175 miles).	Not entitled to proceed time	Any delay is charged to advanced leave and deducted from leave earned during the coming year. For USNR officers, leave, pay, and allowances will be computed based on the officer's reporting date, specified in orders, adjusted for required travel time. Early reporting does not provide advantage for pay or leave purposes.

Table 2-1.—Travel, Proceed, and Leave Time—Continued

OFFICERS	TRAVEL TIME	PROCEED TIME	LEAVE
USN Officers appointed from civil life	Air (government or commercial): 1 day anywhere in continental United States. POC: 1 day/350 miles and 1 day/each fraction of 350 miles (more than 175 miles). Commercial surface time same as for OIS.	Not entitled to proceed time	Any delay is charged to advance leave and is deducted from leave earned during the coming year.
Staff Corps Officers graduating from OIS	Same as for OIS	Not entitled to proceed time to first permanent duty station	Normally, no standard number of days leave allowed; however, 5 days' leave is generally indicated in the majority of cases, dependent both on amount of leave accrued and the degree of need for the officer at the new duty station.

In summary, if you report to your next command within the maximum time allowed, you will save the corresponding number of days of leave. Leave may be accumulated and carried forward to the next fiscal year up to a maximum of 60 days. In special circumstances 90 days' special leave accrual may be authorized for deployable units if deployed more than 120 consecutive days.

NROTC RESERVE AND RESERVE OFFICERS REPORTING FROM CIVILIAN LIFE

If you are an NROTC graduate who did not immediately report to active duty upon graduation or a Reserve officer appointed from civil life to your first duty, your orders will tell you to report to a certain command on a certain date. Since you are in a nonpay status when you receive your orders, you will not be authorized leave or proceed time. If you arrive a few days late, you simply are not paid for those days. (You may be disciplined if the delay is not excused.) When you report, you are placed in a pay status and are entitled to receive pay for travel from your home of record to your duty station.

FIGURING THE EFFECTIVE DATE OF YOUR ORDERS

The effective date of your orders is important if your dependents are moving with you to your first duty station. The dependency must exist on or before the effective date of your orders; otherwise, the government will not pay dependent transportation expenses. (The next section deals with the details of reimbursement.)

The effective date of your orders is the date you must begin travel by the mode of transportation authorized and/or used to report to your new duty station by the time stated on the orders from your last permanent station or your last temporary duty station (if any) named in your orders.

Assume you receive orders that require travel within the continental United States. You must report to your new duty station not later than 2 February. You are authorized 16 days' leave and the applicable amount of travel time. The official highway distance to your duty station is 530 miles. Therefore, you are authorized 2 days' travel time by privately owned conveyance (POC) or 1 day's travel by commercial

air. The following examples show how to determine the effective date of your orders:

1. Travel by POC.

2 Feb Date you report

31 Jan Less 2 days' travel time

1 Feb Add 1 day (You add 1 day because you count the day you report.)

The effective date of your orders is 1 February.

2. Travel by commercial air.

1 Feb Date you report

31 Jan Less 1 day's travel time

1 Feb Add 1 day

The effective date of your orders is 1 February.

3. Travel by POC.

29 Jan Date you report

27 Jan Less 2 days' travel time

28 Jan Add 1 day

The effective date of your orders is 28 January.

The number of days' leave authorized has no effect on the effective date of orders. You must report on or before, but not later than (NLT), the effective reporting date specified in your orders. However, if you report early, the effective reporting date will be changed to the date you report.

TRAVEL EXPENSES

This section will introduce you to some of the travel rules most applicable to new Naval Academy, NROTC, OIS, AOCS, and OCS graduates. What is said here does not apply to everyone in the Navy and, in many cases, was modified to fit your special case.

We also assume that you will receive the normal or standard orders; that is, orders to duty aboard a ship at sea, which means a permanent change of station. If you are an exception who receives orders to temporary duty or temporary additional duty, contact your disbursing office or transportation officer for the correct up-to-date interpretation of the *Joint Federal Travel Regulations (JFTR)*, volume I. Do not listen to any "would be" expert.

PAY FOR YOUR TRAVEL

On a permanent change of station involving travel within the continental United States, the Navy will reimburse you in one of the following two ways:

- If you furnish or choose your own method of transportation by POC, you will receive a mileage allowance for the number of travel days authorized or used, whichever is less, to cover your entire travel expense. The mileage and per diem allowances vary by your number of dependents and travel arrangements.

- If the Navy furnishes your transportation, you will receive a per diem allowance for the day of departure and/or the day of arrival at your permanent station if you are in a travel status and government quarters are not available. Under the per diem system, certain miscellaneous expenses, such as taxi fares and baggage handling tips, are reimbursable. You must have receipts for lodging. Receipts for transportation procured for fares over \$25 are also required.

If you receive orders to a naval station, facility, or a ship overseas, your port of call assignments, reservations, and flights will normally be arranged by the school from which you receive your commission. You may furnish or choose your own method of transportation to the port of embarkation. The Military Airlift Command (MAC) will provide air transportation from your embarkation point.

When you receive your orders, study them carefully to plot your various stops along the way. Then discuss your proposed trip with your disbursing officer or transportation officer. Usually a trip can be made more than one way, and sometimes a different route may mean a difference in cost to you. You may want to obtain a transportation request (TR) and per diem; or you may find the mileage allowance, advanced or reimbursed, more suitable.

DIRECT ROUTES NOT REQUIRED

Do not infer from this discussion that you must follow a set route when traveling from one place to another. You may take a circuitous route, stop over, or double back. Unless directed to travel by a specific mode or transportation, you can drive, fly, or ride a train or bus. But the Navy will limit reimbursement to

the costs by the most direct, usually traveled route from your old station to your new station.

For their own transportation, Academy graduates have a special entitlement for the distance actually traveled under such orders. This distance is not to exceed the official distance from their homes or from Annapolis, as may be designated in their orders, to their first duty station (temporary or permanent).

If you contemplate leaving the continental United States (CONUS), consult BUPERSINST 1050.11 entry requirements and specific travel information on foreign countries. This instruction also lists countries that require specific entry approval of the Chief of Naval Personnel. Officers planning to travel with dependents should be aware that the requirements for civilians are not necessarily the same as those prescribed for military personnel.

PAY FOR TRAVEL OF DEPENDENTS

If you have dependents, be sure to see the disbursing officer or transportation officer before making travel plans.

When moving dependents, Academy graduates have certain entitlements in addition to those given to other newly commissioned officers. These entitlements are briefly explained in the following paragraphs and in table 2-2.

- You are entitled to advance travel pay for your dependents and yourself. To get this advance, you must provide your disbursing office a copy of page 2 (Record of Emergency Data) of your service record. If the Navy furnishes transportation, your dependents will normally be given either government transportation or a transportation request. You can get a dislocation allowance (DLA) on your first move **ONLY** if you have prior enlisted service. The purpose of a dislocation allowance is to partially reimburse a member, with or without dependents, for expenses incurred in the relocation of a household. This allowance is provided upon a permanent change of station or incident to an evacuation. DLA is paid in addition to all other authorized allowances.

- Travel performed in advance of receipt of orders or official notification that orders are forthcoming will *not* be paid for. Suppose you hear that you are going to be sent to Norfolk. Your family rushes on ahead of you to find a good place to live. Sometime later you actually receive the orders

sending you to Norfolk. Your way will be paid, but no reimbursement will be made for the travel your family has already performed. Had you too gone ahead without waiting for orders, your travel would not be paid either.

- Only the official distance traveled between any two authorized points will count for transportation in kind or for reimbursement.

- If you are a graduate of officer training programs other than the Academy, your dependents are authorized to travel from your old station (or in certain cases from your home) to your new station.

- If you are an Academy graduate, when commissioned and ordered to active duty, you are entitled to transportation of your dependents at government expense. The government will pay for travel performed by your dependents incident to such orders. However, travel is not to exceed entitlement from the farther point, home of record, or service academy to your permanent station. Travel is not to exceed this entitlement irrespective of the point designated in your orders (service academy or home of record) from which your travel is directed to be performed. When dependents are acquired subsequent to the date of your departure (detachment) from a service academy incident to active-duty orders but on or before the effective date of your orders, you will be entitled to transportation of your dependents at government expense. The government will pay for travel performed by your dependents to your new duty station from one of the following locations:

1. Your home of record.

2. The service academy.

3. The place where your dependents are acquired, not to exceed entitlement from the farther point, home of record, or service academy to your new permanent station. However, in the event your dependents' travel from the place acquired to the home of record or service academy before the effective date of active-duty orders, the place named in subparagraphs 1 or 2 above, as appropriate, will apply. Such entitlement is without regard to whether temporary duty is directed or performed en route.

- Monetary allowances in lieu of transportation in kind may be substituted for dependent travel. This allowance is paid either as an advance or upon submission of a claim after completion of the actual travel, provided (1) dependent travel began after your

Table 2-1.—Travel, Proceed, and Leave Time—Continued

	Naval Academy	OIS AOCS OCS	NROTC graduates (Reserves and Regulars) and officers appointed from civil life
Personal Expenses: a predetermined rate per mile or transportation request(s) plus a daily per diem rate	May receive reimbursement either from Annapolis or from home to duty station. That is, an academy graduate who lives in San Francisco and who is ordered to New York can go (at own expense) to San Francisco and then at end of leave go to New York at government expense. This privilege is given only to Annapolis graduates on the occasion of their first orders to duty as ensigns, and then only if so specified in orders.	Entitled to travel expenses from place stated in orders to first permanent duty station; that is, an OIS graduate ordered from Newport to New York will be entitled to claim only expenses from Newport to New York—any other travel will be at own expense.	NROTC graduates appointed USN officers are entitled to travel expenses from place stated in orders (usually NROTC unit where appointed) to first permanent duty station. NROTC graduates appointed USNR officers and officers appointed from civil life are entitled to travel expenses from place stated in orders (usually home) to first permanent duty station.
TRs, government vehicle, and so forth, may be substituted for above without regard to the number of dependents	Entitled to travel expenses for travel actually performed not exceeding the distance from Annapolis or home (irrespective of point designated in orders) to first duty station, and dependency must exist on or before effective date of orders.	Entitled to travel expenses for travel actually performed not exceeding the distance from home address in orders to place of first permanent duty. Dependency must exist on or before effective date of orders.	Entitled to travel expenses for travel actually performed not exceeding distance from place addressed in orders to place of first permanent duty. Dependency must exist on or before effective date of orders.
	NOTE: LACK OF SPACE PREVENTS MORE THAN A LIMITED TREATMENT HERE. CONSULT JFTR AND YOUR DISBURSING OFFICER IN ALL CASES.	If marriage takes place after detachment but before the effective date of orders, entitlement will be from the place where the dependent is acquired (place of marriage) to the new duty station, not to exceed the distance from the old to the new duty station.	
<%-1>Household Goods<%-3>: Entitled to shipment of 10,000 lb household goods. Does not include automobiles, baggage carried free on tickets, liquors, or articles for sale.	May elect to ship from Annapolis to home or from annapolis and/or home to first permanent duty station. That is a privilege permitted only to Academy graduates and only upon the occasion of their first orders to a permanent station as ensigns.	From last permanent duty station or from home to new duty station.	From last permanent duty station or from home to new duty station.

receipt of orders, and (2) you have reported to your new duty station and your orders are endorsed accordingly. If your orders are modified or canceled after the commencement of travel by your dependents, consult your disbursing officer. When dependents travel on TRs or by government vehicle, certain miscellaneous expenses are reimbursable, such as taxi fares and tips for baggage handling at terminals. Mileage rates for dependents vary.

- The dependency must exist on the effective date of the orders directing permanent change of station. That is an important point to remember for those ensigns who plan to be married while on leave after graduation.

- An officer ordered to unusually arduous sea duty is entitled to transportation of dependents from the last permanent duty station to any designated place in CONUS or a location outside CONUS. (See SECNAVINST 4650.19 for a listing and an explanation of unusually arduous sea duty.) Transportation of dependents in such cases is authorized by CHNAVPERS (PERS-332) acting for the Secretary of the Navy.

MISCELLANEOUS TRAVEL INFORMATION

Listed below are some miscellaneous travel tips that might be helpful to you:

- Commercial airlines sometimes offer reduced-fare travel to military personnel. Although each airline may have its own rules, the following rules usually apply:

1. You may travel in civilian clothes.
2. You must show your identification card.
3. The airline may ask you to sign a statement saying your travel is at personal expense.

- You should use reduced-fare travel only for nonreimbursable travel. For example, use reduced-fare travel for leave but not for permanent change of station or temporary additional duty.

- The term *privately owned conveyance (POC)* describes any means of transportation, such as automobile, boat, or plane, that is not a government vehicle or common carrier.

- You get the same number of travel days for travel by either bus or train (commercial surface).

- You do not get travel time between points in the same corporate limits. However, you get at least 1 day of travel for permanent change of station between stations in different towns. For example, you get 1 day for travel between Baltimore and Washington, D.C., by train, air, bus, or auto even though the trip takes only an hour and the distance is only about 40 miles.

- You can find official highway distances in the Official Table of Distances, NAVSO P-2471; or you can get them from your transportation office.

- If you are near a naval air station or an Air Force base, military air transportation might be available on a space available, first-come-first-served basis. You should call the flight operations office for schedules. On Military Airlift Command (MAC) flights, you might have to travel in the uniform of the day. Also be prepared to provide a copy of your orders or leave papers.

- Many booklets are available that have information on military travel and accommodation. One good booklet is the *Military Travel Guide* sold in most military exchanges. (This guide is not a DOD publication.)

- While performing reimbursable travel, you should keep a travel voucher (DD-Form 1351-2) in a running format to ease reconstruction at the time of filing your travel claim. After you complete your travel, you have 15 days to file the DD 1351-2 with your local disbursing officer.

TEMPORARY LODGING ALLOWANCE

Should you receive orders to an overseas installation, you might be eligible for a temporary lodging allowance (TLA). A temporary lodging allowance partially reimburses a member at an overseas duty station for above-average expenses incurred during occupancy of temporary lodgings. It also partially reimburses a member for meals obtained as a direct result of the use of such lodgings lacking the facilities for preparing meals. Ask your disbursing officer for full details.

OVERSEAS TRANSFER INFORMATION

The Overseas Transfer Information Service (OTIS) is a telephone hotline that provides Navy members and their families with a central source of information on nearly all overseas duty stations. OTIS gives advice and information on such topics as climate, location, passports, housing, educational services, shipment of automobiles, quarantine requirements for pets, dental facilities, and spouse employment. The hotline number is defense switched network (DSN) 227-6621/6634, commercial (703) 697-6621/6634/6704, or toll free 1-800-327-8197. OTIS will accept collect calls within CONUS. During nonworking hours, leave a message on the answering machine; you will receive a return call the next working day. You can also write to OTIS at the following address:

Bureau of Naval Personnel
Department of the Navy (Pers-662D)
Washington, DC 20370-5000

TRAVEL ADVANCES

You are eligible to receive a travel advance up to 10 days before detaching from your permanent duty station. Travel advances are computed based on the authorized/anticipated mode of transportation and the official distance between duty stations. If you receive a travel advance and do not follow through with your planned mode of travel, you might have to repay amounts that were overadvanced because of your change in travel modes.

Below is a summary of the documents you need to apply for advance travel and dislocation allowance:

<u>TYPE OF ADVANCE</u>	<u>DOCUMENT REQUIRED</u>
1. Your travel	a. Your original PCS orders
2. Your dependents' travel	a. Your original PCS orders b. NAVPERS 1070/602 (Record of Emergency Data)
3. Dislocation allowance (DLA)	a. Your original PCS orders b. DD-1299 (Application for Shipment and/or Storage of Personal Property)

Many newly commissioned officers report to their first permanent duty station early. As a result they have to pay back advance travel money because they did not use all of the authorized travel time. For instance, suppose you were allowed 13 days' leave and 5 days' travel. You drew advance travel money before detachment. After detachment you reported to your new duty station 2 days later. You would have to pay back 3 days' travel money.

CHAPTER 3

FIRST DUTY ADVICE

This chapter covers a wide range of topics designed to help you on your first tour of duty. We cannot anticipate all the problems a newly commissioned officer might encounter, so we will concentrate on the more common ones.

BEFORE REPORTING

Should you write to your new ship or station before reporting? Yes, that shows an interest in your first duty assignment. Write your letter of introduction to the executive officer well in advance of your reporting date. A standard business letter, preferably typed, is appropriate. You can find the correct format to use in preparing a business letter in the *Navy Correspondence Manual*, SECNAVINST 5216.5. The letter should include your anticipated reporting date and your address while on leave. If married, you may include the name of your spouse, number of children, and the date you expect to arrive in the area. You may also want to mention any qualifications you have that might influence your shipboard assignments.

FINDING YOUR SHIP

Your orders will give the name of the ship or station to which you are to report and the date by which you are to report. Finding your ship or station may present complications. Your personnel office will make every effort to give you the location of your ship on the day you are due to report, but such information can change very rapidly.

Your new duty station is your best source of current information. As mentioned above, write a short letter to your executive officer (XO) concerning your reporting date, schools you are attending, and any pertinent personal information. Your XO will, in turn, provide you with information concerning the ship and its movement. A sponsor assigned by your new command will, if you desire, furnish additional information pertinent to your personal needs.

Many naval activities are at inconvenient locations, and their titles are sometimes deceptive. For instance, the Norfolk Naval Shipyard is not in Norfolk but in Portsmouth, Virginia; the Portsmouth

Naval Shipyard is near Portsmouth, New Hampshire, but is on an island connected by a bridge from Kittery, Maine; the Naval Submarine Base, New London, is in Groton, Connecticut. A map of the area will help you locate your activity. You can run up quite a taxi bill if you don't know exactly where you want to go.

While you may know your ship will be in the Norfolk area at the time you are due to report, its exact berth may be difficult to locate. It could be in the Norfolk Naval Shipyard (which is in Portsmouth), it could be at the naval station (Norfolk), or it might be at anchor, to mention only a few possibilities. When you arrive in the area, check your ship's location by calling ships information at the main activity or ask the shore patrol at the Navy Landing. You can usually find a boat schedule of your ship in the shore patrol office or posted at the Navy landing. At some ports, civilian water taxis make runs to ships at anchor and will take you to your ship for a small fee.

SHIPS STATIONED IN THE CONTINENTAL UNITED STATES

When reporting to the home port of a ship in the continental United States (CONUS), you may discover your ship is out for local operations and nobody knows when it will return. Now what do you do? The best thing to do is find out which squadron or division your ship is in and report to its office.

Ordinarily, a ship's division or squadron office is somewhere near the docks and is manned by a staff even if the ship is at sea. If your ship has no squadron or division office, check with the personnel office of the nearest naval command. Ask the personnel office to help you determine the command to which you should report pending the arrival of your ship. Ask that command to endorse your orders stating the date and time you reported.

SHIPS STATIONED IN EUROPE

Many European nations require a visa or passport for travel into their territory. Consult NAVMIL-PERSCOMINST 4650.2 for general information on the subject of passports. NATO member nations

require supplemental travel orders in English and French attached to your regular travel orders. Consult with your personnel officer before your transfer.

When reporting to a ship in Europe, you will probably first go to Rota, Spain. From there, you will catch a flight to the port where you can meet your ship. If you should miss your ship at that port, check in with any naval activity to determine what information it has on your ship's location. If no naval activities are in the vicinity, check with the American Consulate. The Consulate will be aware of impending arrivals or cancellations.

SHIPS STATIONED IN THE WESTERN PACIFIC

When reporting to a ship in the western Pacific (WESTPAC), you may have more difficulty getting to your ship than you would have experienced in the United States or Europe because of the greater distances involved. The hints we have just given for locating your ship also apply for WESTPAC. The Navy Aviation Transportation Coordination Office (ATCO) at Military Airlift Command (MAC) terminals can assist you in getting to your ship.

REPORTING ABOARD

When reporting aboard a ship or shore station, wear either the uniform of the day prescribed for that area or the service dress blue. If you have dependents do not take them with you when you report; you will be busy enough without them. They can see the ship or shore station at a later date. (Do not forget to leave them with sufficient funds.)

The first impression you make will be important. Many people will be seeing you for the first time and will be sizing you up. Remember, you never have a second chance to make a good first impression. Therefore, ensure your appearance is "ready for inspection."

When you report to a ship, salute the colors aft, salute the officer of the deck (OOD), identify yourself, request permission to come aboard, and state that you are reporting aboard for duty. Give the OOD a copy of your orders. The OOD may also endorse the original copy. A messenger will probably take your bags to your room, but do not be above carrying them yourself if no one is available to help you.

CHECKING IN

Most ships and shore stations have a standard check-in routine for new officers. On the off chance that your ship does not, remember the following points:

- Deliver the original and all copies of your orders to your ship's administrative or personnel office.
- After your orders have been properly endorsed and read by administrative personnel, deliver the original and several copies along with your pay record to your disbursing officer. If you do not have a pay record, your disbursing officer will need two copies of your orders to open your pay record and two more copies to pay you for transportation and any transportation for your dependents.
- If you are delivering your health record to your new station, deliver it to your medical officer or hospital corpsman.
- Your executive officer will give you a short brief. Be ready to discuss your professional qualifications, type of duty desired, and anything that might help your new command in assigning you to a billet. If several officers report aboard about the same time, the briefing may be in a group format.
- The needs of your command will dictate your billet assignment. If you do not get the billet you expect or want, do not feel dejected; accept the challenge and do the best job you can.
- Your commanding officer will give you a welcome aboard brief. This first impression will affect your whole tour aboard. Ensure your uniform and grooming are inspection-ready. Be yourself! Know the goals you want to achieve while on sea duty.

MAKING OFFICIAL CALLS

When you talk with your executive officer, bring up the subject of calls and find out the policy of your command. In recent years, hail and farewell parties have replaced official calls at many commands. The "Social Etiquette" section of this booklet will attempt to clarify any further questions on calls.

RECEIVING COUNSELING

Your commanding officer will seek information about your background and your personal ambitions. Your commanding officer will also ensure you are

aware of the availability of career information and assistance in your career guidance. You should discuss each of these subjects during your reporting interview.

Each command has its own counseling program for junior officers. You can expect an interview within 6 months of your reporting interview. This second interview provides your commanding officer with an opportunity to apprise you of your progress; it also provides you an opportunity to express your opinions on your current duties. Your commanding officer will discuss your career goals and the steps you must take to achieve these goals in each succeeding interview. You can request advice in preparing for and seeking future sea and shore assignments including various in-service educational opportunities.

Expect to be interviewed after 1 year and again 1 to 3 months before your rotation to another duty station or prospective release from active duty. The purpose of these interviews is either to discuss your career potential and allow adequate opportunity for coordinating your desires with the Bureau of Naval Personnel or to preface your return to civilian life. Your commanding officer will give you a frank and honest appraisal of your career potential as a naval officer. If you demonstrate career potential in your performance, your commanding officer will do everything possible to ensure your personal desires are considered along with the needs of the Navy.

SETTLING-IN

Since any number of events could occur on your way to a new duty station, do not make the mistake of shipping all your earthly possessions ahead of you. Many new officers have lived in one uniform for several weeks because of this error in judgment. You can avoid such problems and be more comfortable if you carry another suitcase with extra uniforms and civilian clothes appropriate for the climate of your new duty station. They may make your stay more enjoyable in case you get stranded somewhere.

If you have dependents, we suggest you get them settled for the first few days in a hotel, motel, or one of the temporary lodging facilities listed in appendix III. Your sponsor can be infinitely helpful during your initial settling-in period.

OBTAINING HOUSING

We advise you to write the housing office at your new duty station as far in advance as possible for any information on available housing. (If reporting to a ship, write the naval station housing office at your ship's home port.) Housing information is available from Navy Family Service Centers located at all major naval installations in the United States and overseas.

FAMILY HOUSING

Do not sign any leases until you check with the housing section of the Family Service Center. The center will have the latest information on approved and available housing.

When you do sign a lease, be sure the lease includes a military clause. Without such a clause, you could find yourself paying extra rent if breaking your lease should become necessary.

NOTE: If you seek off-base housing, do not enter into a rental agreement until you review the listing of discriminatory and nondiscriminatory rental establishments maintained in the Housing Referral Office. Regulations prohibit you from entering into a rental agreement with an establishment listed as following a discriminatory rental policy.

BACHELOR HOUSING

Navy policy places high priority on providing adequate living facilities for its personnel. In keeping with this policy, the Navy improved its criteria for construction of living facilities and established minimum standards of adequacy for volunteer assignment to Navy bachelor quarters. Unless dictated by military necessity, you will not be involuntarily assigned to accommodations that do not meet minimum standards of occupancy. When accommodations meeting the prescribed minimum standards are not available, you can live in the civilian community and receive Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA) or per diem, as applicable. When overseas, you qualify for a Cost of Living Allowance (COLA) instead of VHA.

If you receive orders to a naval shore activity whose bachelor officers' quarters (BOQ) do not meet minimum occupancy standards, you can either choose to live in the inadequate quarters or request permission to reside in the local community. Make

sure your orders receive an endorsement reflecting the inadequate BOQ. Each command has instructions that outline the procedure for requesting permission to reside in civilian housing in lieu of inadequate BOQ. For further information, refer to OPNAVINST 11103.1. This instruction establishes Navy bachelor housing policy.

ADJUSTING TO LIFE ABOARD SHIP

You will have to adjust to life aboard ship. One adjustment will be the limited space you will have to stow personal belongings. You will also have to learn the layout of the ship, when and where to report for quarters, and new names and faces.

STOWING PERSONAL BELONGINGS

Your room will have a safe in which you can stow your valuables. Obtain the combination to the safe from the security manager. Set a new combination on the safe using the printed instructions, if available, or follow the advice of an officer experienced in setting combinations. Try the new combination several times with the safe open.

Write the combination on a piece of paper and place it in a sealed envelope. On the outside of the envelope, write your name, your stateroom number, and the location of the safe within the stateroom. Give the envelope to the security manager. The security manager will only open your safe in case of an emergency.

After getting settled, remove any unnecessary baggage from your stateroom. We suggest you keep a small travel bag, one suitcase, and perhaps a duffel bag or folding nylon bag. Ask the supply officer about available stowage facilities for the rest of your baggage.

GETTING ACQUAINTED

Find out what time and where to report for quarters and general quarters; also, find out where to go for drills and what your duties are.

Obtain copies of the *Booklet of General Plans*, *General Information Book* (for newer constructed ships, the title is *Ship Information Book*), and *Ship's Organization and Regulations Manual*. Also get copies of the fleet regulations, type commander's directives, squadron commander's directives, and a roster of the officers aboard. Start studying!

One of the best ways to get acquainted with your ship is to go through the ship from stem to stern and from top to bottom. You can ask questions freely without embarrassment while you are new. After you have been aboard a few months, you may feel foolish if you ask questions regarding things you should know. Nevertheless, do not hesitate to ask.

Learn the names of your fellow officers and the enlisted personnel on board. Address your seniors and subordinates properly; for example, say, "Good morning, Commander Door" or "Good morning, Senior Chief Boate." This common courtesy is important.

GOING ASHORE

Do not be too eager to go ashore after first reporting. Spend a few days getting oriented. Knowing your environment will be very helpful.

Customarily, heads of departments request permission for personnel to leave the ship from the executive officer; junior officers request permission from the head of the department, and, in some cases, from the executive officer. Find out from whom you obtain the necessary permission.

When you request permission to leave the ship, do not ask permission to go on liberty; simply request permission to leave the ship. Report to the OOD that you have permission to leave the ship, and remember the salutes required when leaving a ship. If you have a shore address and phone number, make sure they are on file in the ship's office. You may wear civilian clothing when going ashore.

Remember the custom of juniors getting into boats first and getting out last. If a boat becomes crowded and you are the junior, get out and catch the next one. Remember also that seniors are given the more desirable seats. Boats leave on time; so get a copy of the boat schedule.

ASSUMING YOUR DUTIES

If you report to a ship, your first assignments will probably be as a junior division officer and a junior watch officer. The sooner you qualify as OOD, both in port and under way, or as duty officer for your particular department, the better. Such qualifications are important steps in your career. You can be sure if you do not qualify, your career will not go far.

You will remain in an "on watch but under instruction" status until you do qualify. You can count

upon the active interest of the other officers in getting you qualified, because your qualifying will lighten the workload for them. You will probably be on watch or standing duty 1 day out of 6, or more frequently. The senior watch officer will brief you on your duties.

RELIEVING THE WATCH

Chances are you will be put on the watch list immediately upon reporting. Whether your duty is as OOD (in port) or junior officer of the deck (JOOD) (under way), the first thing to remember is to get on deck early. Collect as much information as possible before you report to relieve the watch. Remember also that relieving the watch is a serious evolution. You should complete the appropriate watch officer personnel qualification standards (PQS) as soon as possible. The *Watch Officer's Guide* (Naval Institute Press) is also a good source of information. It is available as a Navy nonresident training course (NRTC) through your Educational Services Office.

RELIEVING AS A DIVISION OFFICER

Through your correspondence with your executive officer or sponsor, you will have a pretty good idea of your new duty assignment. As we stated earlier your first assignment usually will be as a junior or assistant division officer. That depends largely on the officer complement aboard the ship or station and the needs of the command.

If assigned as a division officer, you will be given a date, normally in writing, stating when you must relieve the present division officer. Relieving a division officer requires planning and organization for a smooth transition.

Start planning your relieving schedule as soon as you receive your duty assignment. The effectiveness of your relieving procedure will have a large influence on your initial success as a division officer.

Before you relieve, you should have a realistic awareness of the division's effectiveness and plans to correct any deficiencies that exist. The objective of the relieving procedure is that upon relief you will have positive control of your division. To accomplish this objective, you need a clear understanding of the division's personnel deficiencies and capabilities, material condition, operations, and mission.

If your new division has a division chief or a leading chief, this person can be an invaluable source of information about the division and its personnel. If

your division has no chief, talk to your command's senior enlisted adviser. A command's senior enlisted adviser is a command master chief (E-9), a command senior chief (E-8), or a command chief (E-7). Regardless of the title, your senior enlisted adviser can give you a good perspective of your new division. This person can also assist you in other areas, such as counseling and personnel problems. Make sure you cultivate a good relationship with your command's senior enlisted adviser. We also recommend the *Division Officer's Guide* to help you in your duties.

You should take the following steps in preparation for relieving as a division officer:

- As quickly as possible, learn the identity of your personnel and call them by rate and name. Learn as much as you can about their personal histories and professional capabilities by using the division officer's notebook and each individual's service record as sources of information. Establish communication with your personnel through formal and informal interviews. Observe their appearance, military bearing, and cooperation among themselves and with members of other divisions. Review your division's Personnel Qualification Standards (PQS) Program. Make sure it is up to date for each person and is being carried out aggressively. Review the master training plan for all formal school requirements. Note the projected rotation date (PRD) of division personnel and when a relief is to report. Review the Enlisted Distribution Verification Report (EDVR) for required Navy enlisted classification codes (NECs) for the division to ensure the right mix of personnel is on board.
- Inspect the material condition of the division for cleanliness, damage control, safety, and habitability. Inventory and inspect all equipment before assuming custody. Survey missing equipment. Routing of the survey is the responsibility of the division officer being relieved. Do not accept responsibility for past bad housekeeping. A good aid in making a material inspection is the checkoff list for the Board of Inspection and Survey (INSURV). Be sure to note whether discrepancies listed during the last inspection have been corrected. Also, check divisional file copies of all pending deferred action documents to get a firm idea of the division's material readiness status. Look at any active casualty reports (CASREPs). Make sure the division's planned maintenance system (PMS) is up to date and effective. Check the division equipment deficiency log (EDL) and the current ship's maintenance program (CSMP).

- Conduct an administrative inspection. Note any discrepancies from the last administrative inspection. The predeployment checkoff list can give you an excellent idea of what to do before you deploy. These administrative inspections will raise many questions, such as the following: Is the tickler file up-to-date? Does it contain due dates and references for all reports required? Are security procedures being followed?

- Talk informally with your superiors and members of other divisions to get a feeling of the general impression of your division. As a military division, how does it compare with others? Professionally, does your division work smoothly with other divisions, or is your division poorly coordinated and in conflict with other divisions? The right questions, if asked in the right places, can give you an excellent picture of your division's performance. To maintain continuity, get your predecessor's opinion of each person in the division, including areas of dependability, demeanor, personal problems, and any special leadership techniques (approaches) that work especially well with certain individuals.

- Upon completion of all necessary inspections and transfers, report in writing to the commanding officer, stating your readiness to assume responsibility for the division. In the report, state the condition of the division—its personnel, records, and facilities—and its state of readiness. Note any deficiencies that exist and recommend procedures for correcting them. Show the inventory status of all equipment and classified material assigned to your division and that you have accepted custody. List anything that is seriously wrong and any discrepancies that cannot be corrected in short order. Ensure your commanding officer is realistically aware of the conditions that exist in the division at the time of your relieving. However, avoid any personal attack on your predecessor unless that person's actions or attitude hampered the relieving process. Impersonal statements of conditions will suffice. Do not place yourself on the receiving end of grudging, minimal cooperation. A list of simple explanations of conditions and plans, including timing for correction, is not subject to misinterpretation.

During the relieving period, become familiar with established policies. Your administrative inspection will reveal many policies. To further clarify them, become familiar with *Standard Organization and Regulations of the U.S. Navy* (OPNAVINST

3120.32), ship's or station's instructions, departmental instructions, and letters that delegate authority.

You and your predecessor should inform division personnel of your relieving plans and keep them informed so that they have no doubt about who is in charge. You can avoid many problems by early clarification of policies and changes in policies regarding matters such as the watch, quarter, and station bill; department organization; sea bag and personnel inspections; leave; liberty; and mess cooking. Remember, however, a good rule of management is to avoid making any drastic changes until you have been on board for awhile.

PERFORMING COLLATERAL DUTIES

In addition to your primary duty, your command will assign you some collateral duties. Although collateral is defined as "secondary or subordinate," do not regard such duties as unimportant; on the other hand, do not allow them to become paramount. However, do not permit your collateral duties to go unaccomplished. You must maintain a realistic balance between your varied, and sometimes conflicting, responsibilities.

The majority of collateral duties will require you to provide guidance and information to naval personnel about matters that affect their welfare both as individual citizens and as members of a military organization. A variety of commands and offices produce notices, instructions, pamphlets, books, films, posters, and other training aids that will assist you in these duties.

The following areas are potential pitfalls you might encounter if you do not approach your collateral duties properly:

- Registered publications. Many collateral duties require the use of registered publications. You must sign receipts for registered publications. Before signing, read carefully the instructions for handling registered publications. Check them carefully to be sure you get what you sign for, the registered numbers agree, and NO PAGES ARE MISSING. Additionally, when inventorying registered publications, ensure all publications have the latest changes properly entered and recorded. Keep them locked in your safe when you are not using them; do not leave them lying around or let them get out of sight. When you have no further use for them, return them and get properly cleared. Either have your receipt returned or have the regular custodian sign for them. A lost or

compromised publication is a serious matter; a letter of censure or court-martial could result.

- Signed property. If you sign for a pistol, binoculars, or other government property, be sure the property is securely stowed when not in use.

- Safety precautions. Shipboard life is inherently dangerous. You should never permit yourself or your personnel to use shortcuts that violate safety requirements. In addition to your own safety, you are responsible for the people who work for you. Learning safety requirements and shipboard safety regulations should be among your first accomplishments. Your ship or station safety officer can provide guidance on safety regulations. *Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat*, OPNAVINST 5100.19, *Navy Occupational Safety and Health (NAVOSH) Program Manual*, OPNAVINST 5100.23, and *Naval Safety Supervisor*, NAVEDTRA 10808-2, are good references, among others, for you to review.

- Custody of funds. If assigned a job involving custody of funds, such as wardroom mess treasurer, be careful. When you take over, do not be in a hurry. Make a thorough check to ensure you get everything you sign for. Be thorough and firm. Refuse to relieve until you are satisfied everything is in order. Once you relieve, you are responsible.

- Auditing. If you are a member of an auditing board, be sure what you certify as present is actually present. Members of auditing boards have been severely censured for carelessness in making audits and taking inventories. The mere fact that someone else signs the audit or inventory does not mean you can sign blindly and assume the audit is accurate. Usually the junior signs first, at the bottom.

Listed below are three duty areas you may be assigned in addition to your normal duties:

1. Executive assistants. Duties in this area include assignments such as training officer, educational services officer (ESO), public affairs officer, and legal officer.

2. Boards and committees. You may find yourself on several different boards and committees. Some examples are Mess Audit Board, Nuclear Weapons Safety Council, Welfare and Recreation Committee, and Enlisted Examining Board.

3. Collateral duties. You may be assigned collateral duties such as library officer, athletic officer, shore patrol officer, and naval warfare publications library custodian.

CARRYING OUT LEADERSHIP DUTIES

Your most important duty as a junior officer is the leadership of your personnel. Base your relationship with them on a thorough knowledge of their characters, abilities, and personal lives; but never become too informal.

As you study the organization of your duty station, learn to fit individuals into its structure. After gaining a working knowledge of the people in your division, talk to other division officers to discover their key personnel. Being able to draw on such key personnel will be of great value to you.

The chief petty officers in your division are most important to you. They know their jobs and the capabilities of the people under them. Work through your chiefs. Maintain the chain of command. Your chief petty officers realize you probably do not know all the technical details. They also realize you probably know more theory than they. A mutual exchange of practical knowledge from the chief and theory from the officer often result in a smoother operation. Do not assume the attitude that you know all the answers. You will always find one you will not know.

Do not lend money to, or have financial dealings with, enlisted personnel. Article 1111, *U.S. Navy Regulations, 1990*, is quite definite on this subject. If any of your personnel ask you for a loan, decline and inform them that Navy regulations prohibit your doing so. If the case is really deserving, the person should have no difficulty in obtaining a loan from the ship's welfare and recreation fund, the Red Cross, or the Navy and Marine Corps Relief Society. Refer anyone in such circumstances to the proper people. Help run interference, and follow up to ensure they receive proper assistance.

Do your division business in the division. Do not permit enlisted personnel to hang around your room or in "officer's country." That sounds stuffy, but it is a sound and long-established custom. Maintain proper relations with your personnel at all times. Sometimes minor matters set off a long chain of events of increasing seriousness.

As previously mentioned, we strongly recommend you read *Watch Officer's Guide* and *Division Officer's Guide*. These books contain invaluable information for all junior officers.

PROTOCOL

As a rule, senior officers do not immediately call attention to your minor faults or errors, but they do note these things. If you are slow in getting squared away, they might mention these deficiencies.

After you become oriented and feel comfortable in your new environment, you may wish to have guests aboard for dinner, take a look around, and go to a movie. That is an old naval custom, and an excellent one if it does not become an everyday occurrence.

Usually a holiday evening meal or Sunday noon meal is a suitable time for guests.

Clear your intention to have guests aboard for a meal with the wardroom mess caterer. The caterer must ensure sufficient places are set and enough food is prepared to go around.

When your guests arrive at the ship, either accompany them or be on deck to meet them. If your guest is a very important person (VIP), try to make an appointment for the person to see the captain for a few minutes. If that isn't possible, at least inform the captain that a VIP is aboard the ship.

Introduce your guests to your fellow officers. When they have guests, help keep the conversation going and be similarly helpful in other ways.

CHAPTER 4

PERSONAL AFFAIRS

You are responsible for your own personal affairs. This chapter touches on many of the more important personal matters you should be aware of. Don't take these matters for granted.

YOUR MILITARY RECORD

Article 5020110 of the *Military Personnel Manual (MILPERSMAN)* sets forth the regulations on officer records. The Bureau of Naval Personnel (BUPERS) maintains a microfiche record for each Navy and Naval Reserve officer. The record contains any document that bears or reflects on the character, performance, professional qualifications, and fitness of the officer. The officer microfiche service record is divided into six basic areas containing the following information:

• FICHE NO. 1—FITNESS AND AWARDS

1. Assignment officer code
2. Latest photograph
3. Fitness reports and attachments
4. Medals, awards, citations

INDIVIDUAL'S SSN		FICHE TYPE NUMBER		BAR CODE		
INDIVIDUAL'S NAME						
123 45 6789		1				
DOOR WATER T						
A	1	2	3	FITNESS REPORT FORMS, CONTINUATIONS AND ATTACHED MATERIAL		
B						
C						
D						
E						
F	71 MEDALS / AWARDS / CITATIONS					
G						

*NOT USED

Fiche 1

• FICHE NO. 2—PROFESSIONAL HISTORY

1. Educational data
2. Qualifications, classifications, designation data
3. Appointments, promotions, commissions

4. Reserve status
5. Service determinations, separation, retirement

123 45 6789		2			
DOOR WATER T					
A	1	EDUCATIONAL DATA			
B	15	QUALIFICATIONS DATA			
C	29	APPOINTMENTS / PROMOTIONS			
D					
E	57	RESERVE STATUS			
F	71	SERVICE DETERMINATION / SEPARATION / RETIREMENT			
G	85	MISCELLANEOUS PROFESSIONAL HISTORY DATA			

86NVJ002

Fiche 2

• FICHE NO. 3—PERSONAL DATA

1. Security investigations, clearances, personal history statement
2. Record of emergency data
3. Record changes
4. Personal background data (citizenship, casualty, death, biography)
5. Physical examination report
6. Miscellaneous personal data

123 45 6789		3			
DOOR WATER T					
A	1	SECURITY INVESTIGATIONS, CLEARANCES PERSONAL HISTORY STATEMENTS			
B					
C	29	EMERGENCY DATA			
D	43	RECORD CHANGES			
E	57	PERSONAL BACKGROUND DATA			
F					
G	85	MISCELLANEOUS PERSONAL DATA			

86NVJ003

Fiche 3

• FICHE NO. 4—ORDERS

123 45 6789 DOOR WATER T		4											
A	1	ORDERS											
B													
C													
D													
E													
F													
G													

86NVJ004

Fiche 4

• FICHE NO. 5—PRIVILEGED INFORMATION

1. Adverse information
2. Statements of the officer in reply to adverse information
3. Extracts from the findings and recommendations of courts and boards concerning the officer

123 45 6789 DOOR WATER T		5											
A	1	PRIVILEGED INFORMATION / POW DATA / MEDICAL BOARD COVER SHEET											
B													
C													
D													
E													
F													
G													

86NVJ005

Fiche 5

• FICHE NO. 6—ENLISTED RECORD

1. Prepared only for officers who have served as enlisted members for 2 years or more. Enlisted documents for officers who completed less than 2 years of enlisted service are distributed in the appropriate subject matter field on fiche 1 through 5.

2. A fiche number 6 is not prepared during the conversion process for temporary officers who held concurrent enlisted status.

123 45 6789 DOOR WATER T		6											
A	1	ENLISTED RECORD											
B													
C													
D													
E													
F													
G													

86NVJ006

Fiche 6

The official officer microfiche record, which is presented to selection boards, consists of fiche numbers 1, 2, and 5 for active-duty officers and fiche numbers 1, 2, 4, and 5 for officers in the inactive Reserve and Training and Administration of Reserves (TAR) Program.

MATERIAL IN YOUR RECORD

Any matter, such as that described in fiche 1 through 6, that is rightfully placed in the official record of an officer may not be removed except by special authorization of the Secretary of the Navy. Each day of your service career you are building up material for your record, which, when properly entered, is there to stay.

Once submitted to the BUPERS, an official document becomes the property of the Navy Department and is not subject to change or removal, except by authorization of the Secretary of the Navy. A document, for example, a fitness report, may be amended or supplemented by correspondence forwarded via official channels. In such cases the forwarding correspondence will be made a part of the document being amended or supplemented. An exception to the above concerns information relating to an officer's desire to resign. If that officer should change plans and decide not to resign, any correspondence relating to the resignation will be removed from the record at the officer's request.

The Chief of Naval Personnel reviews your record when any change in your status is

contemplated, such as promotion, assignment to duty, special details, trial by general court-martial, or disciplinary action. Your record is of particular importance in selections for promotion to the higher grades. In furnishing the material for your record, you are daily adding to evidence of your personal and professional reputation in the service. Anonymous communications are not made a part of an officer's record.

CONFIDENTIAL MATTER

The Head, Military Records Branch, Bureau of Naval Personnel, maintains files of classified correspondence from any source pertaining to an officer. The files of the majority of officers contain no classified matter.

Material of an unfavorable nature is referred to the officer concerned before being filed. The Chief of Naval Personnel must authorize access to an officer's classified file by other than the officer concerned. This restricted access safeguards the officer's interests and preserves the security of certain categories of information.

WHO MAY SEE YOUR RECORD

Access to an officer's record normally is limited to the following people:

- The officer
- An agent or representative of the officer specifically authorized in writing
- Personnel who are required to review military service records in the performance of their official duties
- Duly convened boards of the Department of the Navy
- Personnel authorized by courts-martial proceedings
- Personnel authorized by a court order signed by a judge

Should you see your record? Yes, by all means. You may personally review your record in the BUPERS Record Review Room (Pers-312D), Room 3036, of the Navy Annex. Also, you may specifically authorize *in writing* another person to review your record for you.

Normally the receptionist at the Record Review Room requires about 45 minutes to provide a record for review. You can save time by calling ahead to

(703) 614-2858 or DSN 224-2858 or 224-1315 to request that your record be drawn before your arrival.

Be sure everything required is in your record. See that it gives a consistent, uninterrupted account of your naval service. Ensure all awards, citations, and fitness reports are present.

Next, try to look over the record objectively. Consider that you are a stranger evaluating the individual reflected by the files. How does this person look to other people? What are the person's strengths and weaknesses? What should this person do to improve professionally? Can you outline a program for this person to follow? Your record can be an invaluable guide toward your future conduct in the Navy.

In addition to your field service record (NAVPERS 1070/66), you are urged to maintain a personal file. It should contain copies of originals of all orders, endorsements, official letters received, travel reimbursements, and any other documents likely to be important for future reference.

You may have a copy of your microfiche record sent to you by writing to the Commander, Bureau of Naval Personnel (ATTN: Pers-312), Washington, DC 20370-5312. Your handwritten signature and Social Security number (SSN) are required.

PRIVACY ACT

Your record is protected by the Privacy Act. Under the provisions of SECNAVINST 5211.5, any forms that solicit personal information covered by this act must contain or be accompanied by a statement explaining the authority for, the use of, and the consequences of disclosing the information.

OFFICER QUALIFICATION QUESTIONNAIRE

Information recorded in automated master files concerning an officer's skills and experiences is taken from the Officer Qualification Questionnaire (NAVPERS 1210/5). Officers should complete this questionnaire at the time of initial appointment to officer status. The disposition of the questionnaire is as follows:

- The NAVPERS 1210/5 for newly commissioned officers reporting to duty or active duty, as appropriate, is forwarded to the Bureau of Naval Personnel for filing in the officer's service record.
- The NAVPERS 1210/5 for newly commissioned officers reporting to inactive duty shall be

forwarded to the Naval Reserve Personnel Center for filing in the Officer Qualification Record.

If the NAVPERS 1210/5 is missing upon verification of an officer's service record, the officer must complete a new form. Copies of the Officer Qualification Questionnaire will be forwarded to BUPERS or the Naval Reserve Personnel Center only at the time of initial commission or upon request.

FITNESS REPORTS

Each officer's performance is evaluated at least annually (twice a year for LTJGs and W-2s)—on the officer's detachment and on the reporting senior's detachment. Additionally, special, concurrent, and operational commander reports may be issued under special conditions. All reports for captains and below are done on the NAVPERS 1611/1 form. It is a multipart form with copies for the officer, the reporting senior, and the headquarters' record.

Fitness reports constitute a running record of your performance throughout your service. They are the primary tool used in the promotion and assignment process.

Periodic Fitness Reports (FITREPs) are due on the last day of the month shown as follows. They must be submitted within 15 days after the end of the reporting period.

CWO2	March and September
CWO3/CWO4	March
ENS	May
LTJG	February and August
LT	January
LCDR	October

Observed reports for junior officers must be signed by both the officer and the reporting senior before submission. Before you sign your report, verify that your SSN and name are correct. Check blocks 12 and 13 to be sure that there is continuity between reports. Your current report must cover the entire period since your last report or cover the first FITREP received when you came on active duty. You should receive a copy of the report. If you don't, you should ask for it. Be sure to retain your copies.

SELECTION BOARDS

All promotions to lieutenant and higher are made by statutory selection boards convened by the Secretary of the Navy. These boards are charged with selecting officers who are best qualified for promotion.

Selection boards use the fitness reports on your microfiche record as their primary source of information. They also use the Officer Summary Record (OSR). The OSR summarizes information about the officer from automated files. In addition to summaries of fitness reports, the OSR displays information about appointments, promotions, current assignment, awards, schools, education, and qualifications. You may obtain a copy of your OSR by writing to President, [appropriate fiscal year, grade, line or staff corps] Promotion Selection Board, Bureau of Naval Personnel (Pers-26), Washington, DC 20370-5220. Naval Reservists should use the preceding address but substitute the following information: Pers-93 and ZIP Code 20370-5930. Include your name, SSN, and mailing address; be sure to sign the request.

In addition, numerous administrative boards are conducted each year. These boards consider officers for many programs, including subspecialty, augmentation, training, and department head.

HEALTH RECORD

Most of the time your health record will take care of itself. Rather, the medical officer or administrative unit to which you are attached will take care of it and, under certain conditions, will forward it to your next duty station. At those times when you have your health record in your possession, you are responsible for it. Take care of it, for it is an important record. Not having it at the right time may mean taking your immunization shots over again. Your health history is reviewed to determine your entitlement to any disability allowance. This entitlement can affect your retirement and pay!

YOUR PAY ACCOUNT

Under the Joint Uniform Military Pay System (JUMPS), your pay account is centrally maintained by the Defense Finance and Accounting Service—Cleveland Center (DFAS-CL), Cleveland, Ohio. Your Personnel Support Detachment (PSD) (shore commands) or disbursing and administration offices (afloat commands) submit daily computer input to DFAS-CL. This input provides details that affect your pay, allowances, deductions, and leave. All changes, such as promotions, dependent status, or leave taken, affect your pay and your taxes.

DFAS-CL prepares a monthly account of your pay and accrued leave in the form of a Leave and Earnings Statement (LES), which is mailed to your local disbursing officer in duplicate. Figure 4-1 is a

sample of an LES. You receive one copy of the LES for your information; disbursing files the other copy in your Personal Financial Record (PFR).

The LES reflects the status of your pay on the computerized master military pay account (MMPA). Each month when your new LES arrives, disbursing ensures all outstanding actions have been posted. The disbursing copy is filed in your local pay record, which contains your 12 most recent LESs. Your LES contains all leave information and forecasts of the amount of money due for the next two paydays.

When you have a permanent change of station, you take your pay record with you to your next duty station. Naval Academy (USNA) graduates receive their pay record upon detachment from the Academy. PFRs are established for Reserve officers at their first duty station when they report for active duty.

BASIC PAY

The pay of all military members is prescribed by law. Members are entitled to receive pay according to their paygrade and years of creditable service. Pay and allowances generally accrue from the date of acceptance of appointment as an officer. The normal method of acceptance is taking the oath of office. Commencement of travel in compliance with an order (ordered to active duty) is considered acceptable for pay purposes, but payments will not start until formal signing of the oath of office. USNA graduates are considered to be on active duty once they graduate.

BASIC ALLOWANCE FOR QUARTERS/VARIABLE HOUSING ALLOWANCE

The U.S. government has a responsibility to house you and your dependents. That can be done in many different ways. The most common is payment of basic allowance for quarters (BAQ) and variable housing allowance (VHA). BAQ and VHA are compensatory entitlements paid to help defray the cost of civilian housing. Officers without dependents still qualify for BAQ if they maintain a residence. BAQ with dependents is paid to all married members and members with dependent children or parents. Dependent children or parents must be specifically authorized by DFAS-CL. BAQ without dependents is paid to members who have no dependents and live off the ship or base. The commanding officer has the final authority for approving or disapproving BAQ requests for members without dependents.

CAREER SEA PAY

To qualify for career sea pay (CSP), you must have at least 3 years of sea duty and be assigned to a category A vessel (primary mission accomplished under way), ship-based staff, or ship-based aviation unit. Duty on board a category B vessel (primary mission accomplished in port) warrants CSP only when the ship is under way or in port at least 50 miles away from the home port.

BASIC ALLOWANCE FOR SUBSISTENCE

All officers, regardless of their dependency status, qualify for basic allowance for subsistence (BAS). This entitlement pays for your meals.

FAMILY SEPARATION ALLOWANCE

Family separation allowance (FSA) is payable only to members with dependents. It provides compensation for added expenses incurred because of a forced separation from your dependents. A forced separation includes deployments and long periods of temporary duty requiring you to be away from your family for a period greater than 30 days.

Another type of FSA is payable if you are required to maintain two households, such as a tour that does not allow your dependents to accompany you. This type of FSA is payable at the same rate as BAQ without dependents.

PAY FOR HAZARDOUS AND SPECIAL DUTY

If you qualify you can receive additional pay for certain hazardous or special duty. Special duty pay includes aviation career incentive pay (ACIP) and submarine duty pay. You are entitled to hazardous duty pay if your duties expose you to hostile fire (except in time of war) or if you are assigned to duties involving diving or parachuting.

SPECIAL PAY FOR HEALTH PROFESSIONALS

Officers qualified in medical, dental, and optometry can receive special pay for active service in some cases.

TAXES ON YOUR PAY

You must pay federal income tax on your Navy pay. The amount deducted depends upon the withholding statement (W-4) you file with your disbursing officer. You must pay federal income tax on (1) basic pay, (2) incentive and special pay, (3) certain travel pay, and (4) other pay as applicable. You do not pay tax on allowances such as subsistence and allowance for quarters.

Military personnel come under the Federal Insurance Contributions Act (FICA), which provides Social Security coverage for members of the armed forces. FICA taxes are deducted from your monthly pay and are currently limited to a specified maximum during a calendar year.

You may also have to pay a state income tax to your state of record. When you enter the Navy on active duty, you fill out a DD Form 2058 to designate your state of legal residence. Some states do not require active-duty citizens to pay a state income tax, and some states do not have any state income tax. Check with your disbursing officer for additional information.

PAYDAY

Payday takes place twice each month on dates established by your commanding officer, normally the 1st and 15th of each month. The Department of Defense has mandated that all service members elect a financial institution to have their net pay directly deposited. This election must be accomplished within 6 months after your entry into active duty.

Since you will probably have to pay many of your bills by mail, having a checking account will be a necessity. Most naval personnel have the opportunity to join a Navy or Defense Credit Union, which will provide them the opportunity to open a checking account. Financial Institutions often have branch offices conveniently located near most large installations.

Remember, you can have your net pay automatically deposited into your checking account through the Direct Deposit System. Allotments can also be paid to an account at a financial institution. This Direct Deposit System (DDS) is in addition to the Navy allotment system. If you change duty stations, your direct deposit will continue while you

are on leave or in a travel status. If you are in transit or have temporary duty before the DDS starts, you can be paid by any military disbursing officer of the Department of Defense or the Coast Guard. To receive pay, you must present your pay record, identification card, and original orders.

Do not carry large sums of cash on your person. Since your profession requires that you travel in many parts of the world, acquire the habit of carrying traveler's checks rather than cash. You can purchase traveler's checks from any bank or credit union. If your checks are lost or stolen, you can obtain refunds quickly, but you have little hope of ever getting back any lost or stolen cash. Never leave cash unattended in your stateroom or bachelor officers' quarters (BOQ). Remember, you are not the only one with a key to your room.

ALLOTMENTS

Allotments of pay are important, useful, and convenient. Your disbursing officer will help you fill out the necessary allotment forms.

DFAS-CL will pay the amount of the allotment each month to whomever you designate. Allotments are normally designated for dependents, insurance, savings accounts, checking accounts, and government savings bonds. The *Department of Defense Military Pay and Allowances Entitlements Manual (DODPM)* outlines other types of allotments. Allotments normally reach the intended person or agency by the 5th of the month, if the person or agency is located within the continental United States (CONUS). Once an allotment is started, it must remain active for at least 3 months.

Changes to allotments require planning. If you are on board a ship and want to start an allotment, ensure the disbursing officer has the appropriate documentation no later than the 17th of the month preceding the month in which you wish the allotment to start. Members serviced by a PSD have a little more time; the deadline is the 28th of the preceding month.

One extra note: If you should learn in advance that you will be reporting to a deployed ship, you would be wise to consult a disbursing officer (before reporting aboard) about requesting an allotment for your dependents. An allotment will ensure they have an income while you are away.

ADVANCES OF PAY

If you receive permanent change of station (PCS) orders to a location outside your current geographical area, your commanding officer can authorize an advance of pay not to exceed 1 month's basic pay less the following:

- Income tax withholdings
- FICA tax deductions
- Scheduled liquidation of any indebtedness (including any unliquidated amount resulting from an advance previously made on a different set of PCS orders)
- Servicemen's Group Life Insurance (SGLI) premiums, if applicable

In cases involving extreme hardship, your commanding officer may authorize up to 3 months advance pay less deductions.

DFAS-CL will withhold part of your pay each payday until the advance is repaid. The advance must be fully liquidated within 12 months (starting on the 15th of the month following the month in which the advance was made) or before your projected rotation date (PRD). You can repay the entire balance of the advance any time during this 12-month period. In certain cases the commanding officer can authorize an extension of the repayment schedule to 24 months. Advance pay is often referred to as a "dead horse."

PERSONAL FINANCIAL RESPONSIBILITY

Commanding officers should not act as agents for claimants in business transactions or claim collections. Normally, the commanding officer only ensures that the claimant's communication reaches the right person and that the person responds promptly. Commanding officers will not tolerate actions of irresponsibility, gross carelessness, neglect, or dishonesty in the financial dealings of their personnel. Federal law allows garnishment of your pay if you fail to pay your federal taxes, court-ordered child support, or alimony.

If evidence indicates an officer is negligent or careless in attending to personal finances, the commanding officer will make an appropriate entry on the officer's fitness report. If the circumstances meet certain criteria, the commanding officer may recommend trial by court-martial. When finances are

extensively involved, the officer may have to submit a monthly statement of indebtedness and show positive intentions in fulfilling unpaid obligations. Article 6210140 of the *MILPERSMAN* outlines Navy policy on personal indebtedness.

DEPENDENT IDENTIFICATION CARDS (DD-1173)

Persons dependent upon you for more than one-half of their support normally qualify for a number of benefits. Your dependent must have a valid dependent identification card to qualify for the following benefits:

- Medical care at uniformed services facilities and Civilian Health and Medical Program for Uniformed Services (CHAMPUS) facilities
- Commissary, exchange, and theater privileges
- Special privileges overseas

NAVMILPERSCOMINST 1750.1 explains dependent identification card application procedures and associated benefits.

MEDICAL CARE FOR DEPENDENTS

Another benefit for your dependents is the medical care protection provided under the Uniformed Services Health Benefits Program (USHBP). SECNAVINST 6320.8 describes this program in detail. To ensure your dependents receive care under this program, you must enroll them in the Defense Enrollment Eligibility Reporting System (DEERS). DEERS has two objectives. Its first objective is to collect, and provide for management's use, demographic and sociographic data on the population entitled to receive DOD benefits. Its second objective is to prevent misuse of these medical benefits.

The USHBP provides for comprehensive medical care in military medical facilities. The CHAMPUS portion of the USHBP also covers most civilian medical care accepted as good medical practice. Excluded are domiciliary or custodial care, routine physical examinations or spectacles, prosthetic appliance devices other than artificial limbs and eyes, and routine dental care. USHBP makes some exceptions to these exclusions.

Table 4-1 provides a breakdown on the Uniformed Services Health Benefits. A pamphlet entitled *CHAMPUS* gives additional information concerning USHBP. You may obtain this pamphlet

Table 4-1.—Uniformed Services Health Benefits

Uniformed Services Medical Facilities			Civilian Health and Medical Program (CHAMPUS)		
Eligible Patients	Inpatient	Outpatient	Inpatient	Outpatient	Program for Handicapped
Active-Duty Member	Yes, first priority		Not eligible	Not eligible	Not eligible
Spouse or child of AD member	Yes, if space-available		Yes—may need nonavailability certificate	Yes	Yes (needs prior approval)
Retired member, spouse or dependent child of retiree, surviving spouse or dependent child of AD member, or retiree	Yes, if space available		Yes, unless eligible for MEDICARE (Part A); may need Nonavailability certificate	Yes, unless eligible for MEDICARE (Part A)	Not eligible
Dependent parents or parents-in-law of AD, retired or deceased member, and certain former spouses are authorized military hospital and CHAMPUS care if they do not have employer-sponsored health care	Yes, if space available		Not eligible	Not eligible	Not eligible

from the U.S. Government Printing Office or from a health benefits adviser at naval hospitals and major naval commands.

ELIGIBILITY

Medical care from both civilian and uniformed services facilities may be extended to dependents and survivors of (1) active-duty members and (2) members and former members in receipt of retired or similar pay.

To be eligible for medical benefits, a dependent must bear one of the following relationships to the member or former member:

- Be a lawful spouse or unremarried widow/widower
- Be an unmarried legitimate child, adopted child, or stepchild, in one of the following categories: (1) under 21 years of age; (2) over 21 but incapable of self-support because of mental or physical incapacity that existed before the age of 21 and dependent on service member for over one-half of support; or (3) under 23, enrolled in a full-time course in an approved institution of higher learning, and dependent on the service member for over one-half of support

Retired members and their spouses and children and the spouses and children of deceased members

who become entitled (at any age) to hospital insurance benefits under Medicare Hospital Insurance (Medicare Part “A”) lose their eligibility for all types of civilian care under CHAMPUS. Such individuals retain eligibility for care in uniformed services facilities, however, even after age 65.

Nonavailability Statements

Dependents of active-duty members who reside with their sponsors must use uniformed services facilities for their inpatient medical care if a facility capable of providing the appropriate care is available in the area in which they reside. CHAMPUS will pay for civilian inpatient care costs for such persons only if a certificate indicating the care was not available at the facility is submitted with the CHAMPUS claim or if the care was provided in an emergency.

Medical Care for Parents or Parents-In-Law

Under certain circumstances the parents or parents-in-law of active-duty or retired (with pay) service members are eligible for medical care from uniformed services facilities. At the time of the member’s death, the parents or parents-in-law must be, or must have been, dependent on the member for over one-half of their support and residing in a dwelling provided or maintained by the service member.

Maternity Care in Civilian Facilities

For the most current information on dependent maternity care in civilian facilities, consult the *CHAMPUS Handbook*. Health benefits advisers at military medical facilities can provide you with a copy of this handbook.

HEALTH CARE COVERAGE UPON SEPARATION

Upon your release from active duty, you can enroll in the United Services Voluntary Insurance Program (USVIP). This health insurance program covers you, your spouse, and your children. Your personnel office will have details on this program.

DENTAL CARE FOR DEPENDENTS

Your family is eligible for dental care from any uniformed service dental facility on a space-available or emergency basis. Availability depends upon such

factors as the physical capacity of the dental clinic, the number of active-duty members the clinic must support, the staff assigned to the clinic, and the amount of dependents and retirees requesting care. Overseas dental facilities are normally staffed to provide primary dental care to dependents who accompany their military sponsors. Stateside clinics, however, are staffed only to meet the needs of the active-duty population.

To address this lack of stateside coverage, the uniformed services offer the active-duty Dependents Dental Plan (DDP). Participation in the plan, which is administered by a civilian contractor and supervised by the Office of CHAMPUS, is voluntary. The plan provides basic dental benefits to spouses and children of active-duty personnel. Dependents enrolled in this plan may go to any licensed civilian dentist. The government pays most of the program’s cost. The service member’s share of the monthly premium is \$5.20 for one dependent or \$10.00 for two or more dependents. If the DDP beneficiary uses a participating dentist, all covered diagnostic and preventive services are free. A member pays 20 percent of the cost for covered restorative services, such as fillings. You can get additional information on DDP benefits from your Health Benefits Adviser.

LIFE INSURANCE

The advantages of a sound life insurance program for naval officers are many and unquestioned, but some bear repeating to ensure you know about them.

SERVICEMEN’S GROUP LIFE INSURANCE (SGLI)

Public Laws 98-289 and 97-66 provide the Servicemen’s Group Life Insurance Program. The program provides a \$100,000 insurance policy on the life of every active-duty member of the uniformed services subject to a call to active duty or to orders that do not specify a period of 30 days or less. A small amount of money is automatically deducted from each member’s pay to cover a portion of the premium. The service concerned pays the remaining premium cost. A member may elect to submit SGLI-8286 requesting coverage in any \$5,000 increments below \$100,000 or choose not to be covered.

Under SGLI each member may elect any person(s) or entity(ies) as beneficiary(ies) for the insurance proceeds. Each member may also elect that the insurance proceeds be paid in a lump sum or 36

equal monthly payments. Otherwise, the beneficiary may choose the mode of settlement. If you do not designate a beneficiary, your insurance will be paid automatically in the following order of precedence:

1. Your spouse
2. Your child or children in equal shares, with the share of any deceased child distributed among the descendants of that child
3. Your parents in equal shares or the entire amount to the surviving parent
4. The duly appointed executor or administrator of your estate
5. Your next of kin under the laws of your state or domicile at the time of your death

If you do not want your insurance paid in the *above order*, you must designate a beneficiary. Such designation, *to be valid*, must be in writing, over your signature, and received in the personnel office before your death.

Please note that your Record of Emergency Data (NAVPERS 1070/602) substantiates the designation of a beneficiary for unpaid pay and allowances, death gratuity, and the like. However, it *does not* serve to designate a beneficiary to receive the proceeds of Servicemen's Group Life Insurance. Also, note that if you have no surviving spouse or children, the proceeds of the insurance are paid to surviving parents in *equal* shares. This provision applies regardless of whether parents are living together or are divorced. A sole surviving parent will receive the entire amount of the insurance. As long as both parents are living, they are entitled to an equal share of the insurance payment, unless the service member designates, in writing, that the proceeds should be paid to only one of the parents.

Proceeds are paid on the basis of Claim for Death Benefits (SGLV-8283). When the Navy Department receives notification of a Navy member's death, it automatically forwards an SGLV-8283 to survivors. Payments of such benefits, made to or on account of a beneficiary, are exempt from taxation and the claims of creditors. Payments also are not liable to attachment, levy, or seizure by or under any legal or equitable process whatever, either before or after receipt by the beneficiary. The above exemptions do not apply to collection of amounts due as premiums or the taxation of property purchased out of such insurance payments or to levy under the Internal

Revenue Code of 1954 (relating to seizure of property for taxes).

The SGLI Program is an excellent low-cost term insurance program to supplement the survivor protection program of every active-duty member. It also offers conversion privileges to Veterans Group Life Insurance (VGLI). You are encouraged to retain full coverage under the SGLI Program while on active duty in the Navy.

VETERANS GROUP LIFE INSURANCE (VGLI)

Public Law 93-289 also provides the Veterans Group Life Insurance (VGLI) Program. VGLI is a voluntary program that provides up to \$100,000 of term insurance for 5 years following your release from active duty or active Reserve participation. You must apply for the insurance within 120 days following your release from active duty by completing the application form and sending it with the first month's premium to the Office of Servicemen's Group Life Insurance (OSGLI). At the end of the 5-year period following your release from active service, VGLI offers you the chance to convert to an individual policy. You may choose one of many approved companies, who will write a new policy for you without evidence of insurability. Complete information is available at your personnel office.

ADDITIONAL INSURANCE NEEDS

Estimate the advantages and disadvantages of various insurance policies solely from the viewpoint of providing the minimum requirements of financial protection for your dependents in the event of your untimely death. You are the best judge of such needs; the decision should be yours and not that of the agent who is selling the insurance. Usually, term and ordinary life contracts offer the younger officer the best solution to insurance problems. You should also consider insurance through the Navy Mutual Aid Association. This association offers many advantages other than insurance, such as assistance to survivors in processing claims and serving as a repository for important papers and documents.

CAUTION: Read your policies carefully to ensure they contain no war or aviation exclusion clauses. Many companies automatically add aviation exclusion clauses for all naval personnel, but most good companies do not. Avoid carrying policies that do not cover those risks associated with your work.

Most officers will fly in service aircraft and sometimes will receive training in these aircraft. Aviation exclusion clauses may *not* cover you in such training situations.

Review your insurance *regularly*. Review the beneficiary clause after the following changes in family relationships:

- You marry or divorce.
- Your spouse dies.
- Children are born, adopted, or die.
- Your parents die or change their marital status.
- Your brothers or sisters die or change their marital status.
- Your spouse's relatives have a change of status.

The following two examples show what could occur if insurance beneficiaries are ignored:

- An ensign, educated at considerable sacrifice on the part of his family, marries a woman from a distant town. After twins are born he makes his insurance payable in one lump sum to his wife, if living; otherwise, to his children in monthly installments. Some time later all of them are in an auto accident. He dies first, then his children, and then his wife. His insurance goes to his wife's estate and thence to his wife's relatives. His own family, who had worked so hard to give him a chance in life, gets NOTHING.

- A lieutenant has a life insurance policy payable to her husband in installments covering a 20-year period. The lieutenant dies. After receiving about one-fourth of the installments, her husband dies too. Their only child, a son, is not named in the policy. Their child was born after the policy was taken out, and the lieutenant failed to change the beneficiary clause. The remaining proceeds, therefore, go to her husband's estate. Since her husband has no will, an administrator is appointed, which costs money. Moreover, the husband remarried after the lieutenant's death; therefore, the second wife is entitled to a share in her estate. So the lieutenant's son receives a greatly reduced share of her insurance proceeds. Fortunately for the son, no other children are involved.

Do not forget your insurance policies. Examine them once a year. Examine them after any change of

status. Talk them over with the insurance and benefits officer aboard your ship or station. Make sure you include complete commercial insurance information in your Record of Emergency Data (NAVPERS 1070/602). For example, many credit unions and automobile clubs provide automatic insurance coverage for their members. Include this type of information in your Record of Emergency Data.

OTHER FORMS OF INSURANCE

You should also consider other forms of insurance, such as automobile and personal liability insurance. The present trend of court awards for damages is toward higher and higher sums of money. Awards of several hundred thousand dollars are not uncommon for injuries caused by accidents occurring on the street or on one's premises. Many officers find they should provide for personal property and real estate insurance, fidelity bonds, and burglary insurance. See your insurance and benefits officer for more information.

SURVIVOR BENEFITS

Dependents of service members who die while on active duty receive certain benefits. You should consider these benefits in connection with planning your insurance program. Bring them to the attention of your dependents.

DEATH GRATUITY PAY

The amount of death gratuity equals 6 months' basic pay plus special and incentive pay at the rate to which the deceased member was entitled on the date of death. The payment is limited to a maximum of \$6,000. Under current law, the survivors of all members are eligible for the maximum amount. The computation of death gratuity does not include allowances such as basic allowance for subsistence or quarters, station per diem allowances, and clothing allowances. The disbursing officer who carries the pay record of the deceased upon receipt of the commanding officer's certification of death and determination of eligible survivor authorizes payment of the death gratuity. To ensure immediate payment, be sure your Record of Emergency Data is current.

DEPENDENCY AND INDEMNITY COMPENSATION

The Department of Veterans Affairs (VA) pays dependency and indemnity compensation to spouses,

unmarried children, and dependent parents of those who die as a result of military service. Payments are as follows:

- Compensation for the spouse is paid in monthly rates based on the service member's paygrade. Payments to the spouse of a deceased member may be increased if the spouse is a patient in a nursing home or requires the regular aid and attendance of another person. Remarriage makes a spouse ineligible, but the spouse may reapply for these benefits if the new marriage terminates.

- Compensation for children under 18 depends on the presence and eligibility of their surviving parent. If there is an eligible spouse, as indicated above, an additional payment for each child under 18 is authorized. If there is no remaining eligible spouse because of death, divorce from the service member, or remarriage after the service member's death, the compensation for children under 18 is paid at varying rates. All of these payments are in addition to the benefits for which children under the age of 18 may be eligible under Social Security. Payment of compensation for support of a child normally stops when the child becomes 18. Refer to NAVMILPERSCOMINST 1750.2 for specific entitlement.

- Compensation for children over 18 may be paid when a child is incapable of self-support by reason of physical or mental disability or until age 23 if a child is attending school and is not receiving War Orphans' Assistance. Entitlement in this category varies in accordance with the condition of the child and the status of the widow/widower.

- Compensation for a dependent parent or parents is provided on a sliding scale according to other income.

BURIAL RIGHTS

The government provides reasonable allowances for burial of deceased service members. The local chaplain usually helps survivors make arrangements of this kind.

TRANSPORTATION OF DEPENDENTS

In the event of the death of a service member, transportation is furnished for dependents at government expense upon application by the senior dependent. Dependents may receive transportation

from their place of residence when first officially notified of the member's death to the place they wish to make their home, subject to certain regulations.

TRANSPORTATION OF PERSONAL PROPERTY

The dependents of a deceased service member are entitled to movement of household goods from their place of residence at the time of the member's death, or within 1 year, to the place they wish to make their home.

SOCIAL SECURITY BENEFITS

On 1 January 1957 members of the armed forces became eligible for benefits provided by the Old Age and Survivor Insurance (OASI) Program of the Social Security system on a permanent, contributory basis. This contribution will increase over time based on applicable legislation.

The amount of Social Security benefits paid to survivors depends on the "average monthly wage" earned by the service member. However, the Survivor Benefit Plan payments to survivors of retired military personnel are reduced in some instances by the amount of Social Security received as a result of the deceased member's military service.

SURVIVOR BENEFIT PLAN

Public Law 92-425 established the Survivor Benefit Plan within the Uniformed Services Retirement System. The Survivor Benefit Plan complements the survivor benefits of Social Security for military personnel in retirement. The plan provides all retired members of the uniformed services, including Reservists who qualify for retired pay at age 60, an opportunity to leave a portion of their retired pay to survivors at a reasonable cost. All active-duty personnel who reach the point of retirement eligibility are covered by the plan without cost for as long as they remain on active duty. NAVMILPERSCOMINST 1750.2 contains details of this program.

LEGAL ASSISTANCE

From time to time everyone has problems that require the advice of a lawyer. Since 1943 the Navy has operated a legal assistance program under the supervision of the Judge Advocate General. Through this program all service personnel and their dependents are able to seek free legal advice from

Navy lawyers who are members of the Navy Judge Advocate General's Corps. This assistance is available to give you advice in connection with any personal legal problem you might have. Navy lawyers, however, cannot normally represent you in civil court.

More than 200 Navy legal assistance offices are located at commands throughout the world and aboard large naval vessels. We cannot overemphasize the importance of taking advantage of this service and consulting a Navy lawyer before you make major decisions that have legal implications. For example, whenever you transfer, you may unintentionally change your domicile or permanent legal home. This change might affect your property ownership or subject you to new state tax liabilities, automobile registration, and driver's license laws. It also may affect distribution of your property if you die intestate (without a will) or place some control over what you may put in your will (in some states you cannot "omit" your spouse). To avoid these problems, you should make it a point to periodically discuss your personal, legal, and financial affairs with your Navy lawyer.

POWER OF ATTORNEY

A power of attorney is the formal written appointment of another person to act as your agent. It can be for a specific purpose (called a limited or special power of attorney), or it can be for the general transaction of your affairs (called a general power of attorney). Even though your agent is limited to the powers specifically written down in the document, you should give a power of attorney only with caution and only where absolutely necessary. For instance, if you are in the process of buying or selling a house or car, you may want to leave a special power of attorney limited only to that purpose.

In years past, leaving a power of attorney with a friend or relative to take care of contingencies that might arise while a service member was deployed was considered essential. Today, because of improvements in communications and the wide availability of Navy lawyers, we do not recommend executing a power of attorney without a specific reason. If your spouse must cash checks made out to you, you can usually arrange to have the checks deposited in a joint bank account or make prior arrangements with the bank. Most documents requiring your signature while you are away from home can be sent to you to sign. Legal officers are

available to act as notary publics if the document needs notarization. Few unforeseen emergency situations will require your signature in less time than that needed for someone to mail a document to you to read, sign, and return.

In any event, before you give anyone a power of attorney, be sure to consult a legal assistance officer. You should be aware of all the legal effects of what you are doing so that the document can be specially tailored to fit your individual needs.

WILLS

Do not assume that if you are young or do not have much property, you should not make a will. The property of a person who dies without a will is distributed according to state laws. In effect, the state writes your will. By preparing a will, you have the opportunity to dispose of your property and to take care of your family the way you want.

Even though a will may look simple, it is not a do-it-yourself document. Many factors affect the way a will must be written to pass property exactly as you want it. A lawyer is trained to recognize these factors. A will should always be drafted to meet the particular needs of each person. NEVER use blank or "fill-in" will forms. Consult a legal assistance officer about preparing a will that will be best for you.

YOUR MAILING ADDRESS

You will move around quite a bit during your naval career. You may be aboard ships that spend weeks at sea. Your mail will have enough necessary delays without you making things worse by inaccurate or delayed changes of address. You are responsible for sending your correct mailing address to correspondents, publishers of magazines, insurance companies (regardless of whether premiums are paid by allotment), and anyone with whom you have business dealings. The post office has Notice of Change of Address cards specifically for this purpose.

As soon as you receive your orders, start notifying people of your new address. Notify your new duty station so that mail arriving there is held for you. After detachment, keep the old station informed of your address so that mail arriving after you have gone may be readdressed and forwarded.

Naval ships have unique postal ZIP Codes addressed through a fleet post office (FPO) identified by such codes as AE and AP. You can find out the

correct address for your new duty station in the personnel office of your present station or at the nearest Naval Reserve center. The publications *Standard Navy Distribution List*, Parts 1 and 2, and *Catalog of Naval Shore Activities* give the correct mailing addresses for all Navy and Marine Corps units. Consult these publications as needed. Remember that security requirements may restrict you from telling the location of your new address.

If you are assigned to a ship, your standard address will be as follows:

Your grade and name
Name of ship and hull number
FPO* and ZIP Code

*FPO San Francisco (AP) and FPO Seattle (also AP) serve Pacific Fleet units; FPO New York (AE) and FPO Miami (AA) serve Atlantic Fleet units and the Americas.

TRANSPORTATION AND STORAGE OF PERSONAL PROPERTY

The conditions and rules for transporting personal property are somewhat complicated and vary with different situations. Before making any arrangements for shipping or storing your property, consult the Personal Property Office nearest you.

ARRANGING FOR SHIPMENT OF YOUR PERSONAL PROPERTY

Upon receipt of your orders, consult the Personal Property Office nearest you. If you are unable to go yourself, you may arrange for an agent to represent you. However, be sure your agent is in receipt of a power of attorney or letter of authority, signed by you, authorizing arrangements for the shipment and/or storage of your personal property. If necessary, you can handle most of the details concerning these arrangements by mail.

During your premove interview, your Personal Property Office will request copies of your orders and ask you to fill out an Application for Shipment of Household Goods (DD Form 1299). This application authorizes you to make shipments or place goods in storage, either of which involves a cost of hundreds of dollars to the government or you, depending on your entitlement.

Weight allowances of household goods authorized for storage/shipment at government

expense are based on your rank/grade on the effective date of your orders and on the type of orders you receive. For instance, on a permanent change of station, an ensign without dependents is entitled to ship 10,000 pounds of household goods; an ensign with dependents is entitled to 12,000 pounds. (On a temporary change of station, the allowance is 600 pounds.) In addition to the authorized weight allowance, you may also ship professional books, papers, and equipment at government expense, provided you certify them to be necessary in the performance of your official duties. Ordinarily, these professional items will be shipped on the same transportation documents as your household goods. To prevent the weight of your professional items being charged to your authorized household weight allowance, ensure they are (1) separately packed and weighed and (2) the weight is separately shown on all shipping documents.

When your goods are picked up, be sure to check the carrier's inventory to see that it is accurate, descriptive, and legible. Be sure you or your agent is present to accept delivery of your goods. For reference purposes as well as for filing a claim, if necessary, keep your copies of the government bill of lading, Statement of Accessorial Services (DD 619 and DD 619-1), Application for Shipment (DD 1299), and Carriers Inventory.

If you will need certain items soon after reporting to your new duty station, you may designate them for delivery at your destination as unaccompanied baggage or with your household goods. Discuss these needs with the Personal Property Office.

When your property is delivered, be sure to note loss or damage, if any, on both your copy and the carrier's copy of the inventory and DD 619-1. You and the carrier will sign these documents after they have been correctly annotated. These notations will be required in supporting your claim for any loss and damage that occur. Also, keep purchase receipts for household items since they can help you establish the value of lost or damaged property.

The Department of Defense has prepared the pamphlet *It's Your Move* to provide information on the movement of household goods, mobile homes, privately owned vehicles, and loss and damage claim procedures. You may get this pamphlet at your nearest Personal Property Office. In addition, appendix IV of this text contains helpful hints for your move.

SHIPMENTS AUTHORIZED BY PERMANENT CHANGE OF STATION ORDERS

If you have permanent change of station (PCS) orders, you may ship your authorized weight allowance of household goods between your old and new permanent duty station. You may make shipments from or to places other than your duty stations. However, with some exceptions, you will be limited (based on cost) to the cost of a regular shipment between your old and new permanent duty station. You are eligible for 90 days' temporary storage at government expense, incident to shipment. In some cases, because of conditions beyond your control, you may be eligible for an additional 90 days' storage. You must submit a request for this additional 90 days in writing to the local transportation officer. You must provide detailed justification in your request. Your commanding officer can authorize storage beyond 180 days in certain circumstances.

SPECIAL PRIVILEGES

Overseas duty, sea duty, and temporary duty orders entitle you to special privileges. These privileges are explained in the following paragraphs.

Overseas Duty

You may have your authorized PCS weight allowance of household goods shipped to your overseas station (if not in a restricted area and if you have been granted entry approval) or to any selected point in the United States. If your duty station is not in a restricted area, shipment to a selected point precludes further shipment under the same orders. The transportation officer will explain to you what special privileges are extended to you when military restrictions apply at your new duty station. If you do not wish your household goods shipped, have them stored at government expense for the full time you are overseas. Such nontemporary storage generally precludes shipment under the same set of orders.

Sea Duty

If you receive PCS orders to duty aboard a ship, you may have your household goods moved to the home port of the ship or to any designated point within CONUS not to exceed the cost of shipment to the home port. If your orders indicate "unusually arduous duty" or if the unit is listed in SECNAVINST

4650.19 or OPNAVINST 4600.16, cost of shipment to a designated location is not limited to cost of shipment to the home port.

If you do not wish your goods shipped, you may have them placed in nontemporary storage for the duration of your tour of sea duty. Suppose you receive PCS orders in connection with the reactivation, building, fitting out, or conversion of a ship. You may ship household goods to the fitting out or building point with the right of reshipment to the ship's ultimate home port incident to your receipt of PCS orders to the ship when it is commissioned. This privilege is not extended to temporary duty orders.

Temporary Duty Orders

Temporary duty orders, including temporary duty at the Naval Academy, authorize you to ship your temporary weight allowance of household goods. You may ship them (1) from your permanent to your temporary station; (2) between temporary stations; or (3) from your last temporary station to your old permanent station, provided a new permanent station has not been assigned; otherwise, they will be shipped to the new permanent station. If you receive temporary orders in connection with the building, fitting out, conversion, or reactivation of a ship and your orders specify duty aboard that ship when it is commissioned, you may have your permanent weight allowance of household goods shipped to a designated point within CONUS. However, the cost of shipment to that point must not exceed the cost of shipment to the building, fitting-out, conversion, or reactivation point. That, though, precludes further shipment upon commissioning of the ship and the assignment of a home port and home yard. Temporary duty orders in connection with building, fitting out, conversion, or reactivation of a ship often involve only a short period. Therefore, we recommend you place your household goods in authorized nontemporary storage at the point of origin pending shipment to the home port or home yard when assigned. See your transportation officer about your entitlement under these types of orders.

CAUTION IN MOVING

If you have plans for buying a mobile home, make NO shipments until you consult the nearest Personal Property Office. One wrong shipment may prevent your receiving any allowance for movement of your mobile home. Also, before you buy, be certain the

size of your mobile home is within specified limits. Some manufacturers advertise a mobile home to be 12 feet wide when it is actually 12 feet 1 inch wide. That extra inch may mean transporting your trailer through certain states is illegal.

Despite the best precautions, loss or damage to your personal property may occur. If you have basis for a claim, contact your transportation officer promptly. The transportation officer will, if possible, provide an inspector to verify the loss or damage and assist you in making your claim.

At the time of your premove interview, be sure to ask for detailed information on the following subjects:

- Preference of carriers
- Requirements for movers at both origin and destination

- Claims procedures for loss or damage
- Government claim coverage of \$25,000 and how the coverage compares to commercial insurance

MOVE YOURSELF

You may move yourself within CONUS under the Navy's Move Yourself Program. This program is commonly referred to as a DITY (do it yourself) move. You may choose to use a rental truck or trailer and packing materials obtained by the Personal Property Office. You may also choose to use your own trailer to move your property. The more you know and understand about the program, the smoother your move will be. Contact your Personal Property Office for assistance in arranging for this type of move.

CHAPTER 5

CUSTOMS OF THE SERVICE

Naval customs and traditions play a significant role in your career as a naval officer. You are expected to pass on and perpetuate the more venerated customs and traditions of the Navy. When Navy customs and traditions are appreciated and properly applied, they produce high ideals and esprit de corps among members of the naval service.

NAVAL COURTESY

Knowledge of military courtesy is important to everyone in the Navy. Whether or not you realize it, you are practicing military courtesy all the time. Knowing what to do at the right time can keep you from encountering some embarrassing situations.

Navy personnel who know and practice naval courtesy make good impressions and exude self-assurance that will carry them through otherwise difficult situations. Furthermore, all members of the naval service observe these evidences of respect and courtesy. The junior member always takes the initiative, and the senior member returns the courtesy.

THE SALUTE

One of the essentials of military courtesy is the hand salute. Regulations governing its use are founded on military etiquette deeply rooted in traditions and customs. Far from being a servile gesture, the salute is a symbol of respect and a sign of comradeship among service personnel. The salute is part of the uniform and all that it represents. Accordingly, as a standard practice, the junior starts the salute, and the senior returns it. An admiral returns the salute in the same form in which a seaman gives it. By saluting first, a person demonstrates respect for the senior rank, not inferiority, to the person saluted.

MANNER OF SALUTING

Be precise and military as you salute. The following rules apply to the hand salute:

- Give hand salutes, and other marks of respect appropriate to rank, to officers of the armed services of the United States in uniform (and in

civilian clothes, if recognized) and to high-ranking dignitaries of foreign nations. Salute the occupant of automobiles that display the flag of a high-ranking dignitary.

- Keep your head and eyes turned toward the person you are saluting. Execute the hand salute as follows:
 1. Raise your right hand smartly until the tip of your forefinger touches the lower part of your headgear, slightly to the right of your right eye.
 2. Keep your upper arm parallel to the ground.
 3. Keep your thumb and fingers extended and joined with your palm down.
 4. Keep the tip of your middle finger to your elbow in a straight line.
 5. End the salute by dropping your hand down to your side in one clean motion. Avoid slapping your leg as you do so.
- Salute at a distance at which recognition is easy, normally within 30 paces. Salute when the person being saluted is about six paces from you or at the nearest point of approach. Hold the salute until the person saluted passes you or returns your salute; then end the salute. Accompany your salute with one of the following greetings:
 1. From first rising until noon—"Good morning, . . ."
 2. From noon until sunset—"Good afternoon, . . ."
 3. From sunset until turning in—"Good evening, . . ."
- Salute only if you are at a halt or a walk. If running, come to a walk before saluting.
- If seated and covered, rise and come to attention before saluting.
- If you overtake and pass a senior, salute when abreast of the senior and ask, "By your leave,

sir/ma'am?" The senior returns the salute, answering "Carry on" or "Very well." Then end the salute.

SALUTING ABOARD SHIP

The following rules pertain to saluting when you board or leave a ship:

- When boarding a ship that is flying the national ensign, stop on reaching the upper platform of the accommodation ladder or the shipboard end of the brow, face the national ensign, and salute; then, salute the officer of the deck (OOD).
- When leaving the ship, salute in reverse order; first to the OOD and then to the national ensign.
- When wearing civilian dress with a hat, remove the hat when boarding and leaving a ship.
- When boarding and leaving foreign ships, the same rules apply as for American ships.

The following rules apply to saluting aboard ship:

- Aboard Navy ships juniors salute all flag officers (officers above the grade of captain), the commanding officer, and visiting officers senior to themselves on every occasion of meeting, passing near, or being addressed.
- On the first daily meeting, salute all senior officers who are attached to the ship.
- Salute whenever addressing or being addressed by seniors.
- Salute inspecting officers during official inspections.

SALUTING THE NATIONAL ANTHEM

The following guidelines pertain to saluting the national anthem:

- **STAND AT ATTENTION.**
- **FACE THE APPROPRIATE DIRECTION AS FOLLOWS:**
 1. Face the national ensign if displayed during the playing of the national anthem.

2. Face the music when the national anthem is played and the national ensign is not displayed.

- **SALUTE IN THE APPROPRIATE MANNER AS FOLLOWS:**

1. If in uniform and wearing the headgear, salute at the first note of the anthem. End the salute on the last note.
2. If not in uniform and wearing headgear, remove the headgear at the first note of the anthem; hold the headgear over the heart until the last note of the anthem. (In inclement weather, raising the headgear slightly over the head is permitted.)
3. If not in uniform and not wearing headgear, place the right hand over the heart.
4. If in an automobile and within sight of the displaying of the national ensign or within hearing distance when the national anthem is played, stop the car and sit at attention. Remain at attention until the last note of the anthem is played or the display ceremony is over.

HEADGEAR

Your headgear (cap—sometimes referred to as a hat or cover) is an integral part of your uniform. The following guidelines from *Navy Uniform Regulations*, NAVPERS 15665, apply to the wearing of headgear:

- **GENERAL**

1. You need not wear uniform headgear on ships at sea outside harbor limits, except on specific watches specified by the commanding officer. The commanding officer may also specify the wearing of headgear at sea on ceremonial occasions.
2. Wear uniform headgear in port, unless prevented by safety precautions.
3. Outdoors, remain covered at all times except during a religious service not associated with a military ceremony or unless ordered to uncover. Remain covered during invocations or other religious military ceremonies such as changes of command, ships' commissionings and launchings, and military burials. Chaplains conducting religious ceremonies will guide participants following the customs of the church.

4. Normally remove headgear indoors. When in a duty status and wearing side arms or a pistol belt, remove headgear indoors only when entering dining areas or areas where religious services are being conducted.

- **SPECIAL CIRCUMSTANCES**

1. Remove your cap or hat when traveling inside a private automobile off base. A cap is mandatory when entering or within a military reservation, unless wearing the cap is impractical or hazardous.

2. Navy blue earmuffs are authorized for optional wear with service and working uniforms when outer garments are worn.

HANDSHAKE

Shake hands upon being introduced or saying good-bye. It is unforgivable not to accept an extended hand. If seated, rise when introduced to anyone and upon the departure of anyone. Normally, the senior officer makes the first move in handshaking. Your handshake should be firm and confident. Look the individual with whom you are shaking hands directly in the eye.

FORMS OF ADDRESS

Use the following guidelines when introducing and addressing naval personnel:

- In written communications, show the name of the corps to which any staff corps officer belongs immediately following the officer's name.

- Address a senior by title and name, such as "Commander Doe" or "Lieutenant Wilson," rather than the impersonal "sir" or "ma'am." Address two or more officers of the same rank and sex as "gentlemen" or "ladies."

- Aboard ship, address the commanding officer as "captain" regardless of the grade. Address the executive officer (if of the grade of commander) as "XO."

- Because many people are not familiar with Navy grade insignia and corps devices, make any introduction, however brief, reasonably informative. Use titles when introducing naval officers to civilians. For example, "This is Lieutenant Door of the Navy Nurse Corps" or "This is Lieutenant Commander Pistol, on duty with the Navy Department."

- When introducing officers who are married, introduce the senior officer first: "This is Commander Jane Doe and her husband Lieutenant Commander John Doe." If the woman officer has chosen to retain her maiden name for professional purposes, you should introduce them as "Commander Mary Christmas and her husband Lieutenant Commander Jon Boate."

Table 5-1 is a matrix showing both military and civilian forms of how to introduce and address naval personnel.

RELATIONS BETWEEN SENIOR OFFICERS AND JUNIOR OFFICERS

The twin foundations of military courtesy among officers are precedence and deference to seniors. Officers take precedence according to their grade. This precedence encompasses military relationships on board ship and ashore, in messes, in clubs, and in social life.

Naval courtesy requires that junior officers give their seniors the esteem and respect a polite society expects its younger people to give their elders. Naval courtesy also prescribes that seniors shall, with equal attention, acknowledge and respond to these demonstrations of respect required of juniors.

Adhere to the following guidelines when dealing with seniors:

- Maintain an attitude of military attention when approaching a senior officer to make an official report or request. Do not take a seat or otherwise relax until invited to do so by the senior.

- A senior sends "compliments" to a junior; the junior sends "respects." In written correspondence the senior may "call" attention but the junior may only "invite" it. When submitting a solution to a particular problem, the senior "suggests" while the junior "recommends." Similarly, a senior "directs" a junior while a junior "requests" action of a senior.

- Unless on watch, uncover upon entering a room in which a senior is present.

- If seated, rise and remain at attention when addressed by a senior. Remain seated if at work, at games, or at mess when an officer, other than a flag officer or the captain of the ship, passes, unless called to attention or when necessary to clear a way.

Table 5-1.—Introducing and Addressing Naval Personnel

PERSON ADDRESSED OR INTRODUCED	TO MILITARY		TO CIVILIAN	
	INTRODUCE AS:	ADDRESS AS:	INTRODUCE AS:	ADDRESS AS:
COMMANDER or above	COMMANDER (or appropriate rank) DOE	COMMANDER (or appropriate rank) DOE	COMMANDER ¹ (or appropriate rank) DOE	COMMANDER (or appropriate rank) DOE
LIEUTENANT COMMANDER or below	LIEUTENANT COMMANDER (or appropriate rank) DOE	COMMANDER ² DOE	LIEUTENANT COMMANDER ³ DOE	MR. (Mrs., Miss, Ms.) DOE
MEDICAL and/or DENTAL CORPS OFFICER	DR. DOE ⁴	DR. DOE ⁴	LIEUTENANT DOE OF THE NAVY MEDICAL CORPS	DR. DOE ⁴
CHAPLAIN CORPS OFFICER	CHAPLAIN DOE	CHAPLAIN DOE	CHAPLAIN DOE	CHAPLAIN
NAVY NURSE CORPS OFFICER	COMMANDER(or appropriate rank) DOE	COMMANDER DOE	COMMANDER DOE OF THE NAVY NURSE CORPS	COMMANDER (Mr., Mrs., Miss, Ms.) DOE
CHIEF WARRANT OFFICER	CHIEF WARRANT OFFICER DOE	CHIEF WARRANT	OFFICER DOE	CHIEF WARRANT OFFICER DOE
MIDSHIPMAN	MIDSHIPMAN DOE	MIDSHIPMAN DOE	MIDSHIPMAN DOE	MR. (Miss, Ms.) DOE
CHIEF PETTY OFFICER	CHIEF ⁵ DOE	CHIEF or CHIEF DOE ⁵	CHIEF YEOMAN ⁵ (or rating title) DOE	MR. (Mrs., Miss, Ms.) DOE
AVIATION CADET	AVIATION CADET DOE	MR. DOE	AVIATION CADET DOE	MR. (Mrs., Miss, Ms.) DOE
PETTY OFFICER	PETTY OFFICER DOE	PETTY OFFICER DOE	PETTY OFFICER DOE	MR. (Mrs., Miss, Ms.) DOE
SEAMAN	SEAMAN DOE	DOE	SEAMAN DOE	MR. (Mrs., Miss, Ms.) DOE
1. When not in uniform a captain or lieutenant would be introduced as “of the Navy” to distinguish the grade from other services. 2. When addressing an officer whose grade includes a modifier (e.g., Lieutenant Commander) the modifier may be dropped. 3. A suggested form of introduction is: “This is LCDR Doe. Mr. (Mrs., Miss, Ms.) Doe is now stationed here.” This introduction indicates both (a) the officer’s grade and (b) the form of address. 4. If a senior officer of the Medical or Dental Corps prefers to be addressed by title, such preference should be honored. 5. Prefixed by “Senior” or “Master” as appropriate.				

- The place of honor is to the right. Accordingly, take a position to the left side when walking, riding, or sitting with a senior. When aboard ship, take an inboard position to a senior. The custom of the “right-hand rule” is quaintly expressed by George Washington in his 30th Rule of Civility: “In walking, the highest place in most countries seems to be on the right hand; therefore, place yourself on the left of him who you desire to honor.”

- When entering an automobile or a boat, officers do so in inverse order of grade. For example, a lieutenant and a captain getting into an automobile enter in that order, with the lieutenant taking the seat on the far side. When getting out, the captain leaves first. In entering buildings or rooms, however, the junior opens doors for the senior and enters last.

- At parties, try not to leave before the captain. If you must leave, pay your respects to the captain before leaving.

- Avoid keeping a senior waiting. Normal courtesy aside, punctuality is essential in the naval service. When called by a senior, you should respond immediately.

- In replying to questions from a senior, avoid embarrassment by giving complete and explicit answers. If you cannot supply the desired information, give a response such as “I do not know . . . , but I will find out and let you know.” That is much better than an indirect answer that conveys misinformation on which a senior may be basing an important decision. Admitting you do not know the answer is more prudent than giving evasive statements that may seriously affect your reputation and confuse the issue.

- When ordered to do an assigned task, report back promptly to the senior (1) that you have completed the task or (2) what you have done toward completing the task.

- When a senior gives you an order, make sure you understand what the senior expects of you and when it should be completed. Do not hesitate to ask questions to clarify these points. Once they are clear, however, do not ask how to do the job. Study the task; if you need advice, turn to a fellow officer. Ask the advice of the person who gives you an order only when you have no other alternative. Try to anticipate the wishes of your senior whenever possible.

- Only one response to an oral order is proper—“Aye, aye, sir/ma’am.” This reply means more than “yes.” It means that “I understand and will obey.” Responses to an order such as “all right, sir/ma’am” and “O.K., sir/ma’am” are improper. “Very well” is proper when spoken by a senior in acknowledgement of a report made by a junior.

- Never jump the chain of command. In other words, do not consult anyone higher in the chain of command than your immediate superior, unless your superior gives you the authority to do so.

RELATIONS BETWEEN OFFICERS AND ENLISTED PERSONNEL

By virtue of your commission, you will be in charge of enlisted personnel. Base your relations with them on a foundation of mutual respect. Most enlisted personnel are intelligent, cooperative, and ambitious. They want to be treated as adults whose abilities are appreciated. Enlisted personnel want to respect their officers—to admire them and to be able to boast about them to those aboard other ships. The following points will help you establish good relationships with your subordinates:

- Cultivate a climate of personal dignity between yourself and your subordinates. That will enable you to converse with them about casual and unofficial matters and yet maintain that reserve which discourages undue familiarity.

- Be considerate. Show your subordinates you care for their welfare. For example, if you require some of your people to work through the noon meal, make sure you have hot meals saved for them. A good officer always considers the welfare of enlisted personnel.

- Don’t go too far with promoting friendliness between yourself and your people, such as calling them by their first names or by their nicknames. Address enlisted personnel by their correct title. Do not allow enlisted personnel to visit you in your room or the wardroom for reasons other than business. Financial transactions between you and enlisted members are forbidden by Navy regulations.

- Enlisted mess management personnel are in charge of the wardroom pantries, the galley, and officers’ rooms. Since they are constantly in close contact with officers and have frequent occasion to be in the wardroom and in officers’ rooms, you may become too familiar with them, or, perhaps at times,

to be curt with them. Be tactful in your dealings with mess management personnel. If you feel that a complaint is in order or disciplinary action is necessary, deal directly with the mess caterer who has charge of the mess management specialists.

In summary, base your relations with enlisted personnel upon the same mutual respect as you base your relations with your fellow officers. The measure of respect you inspire in your enlisted personnel is your measure of success as an officer. You can earn this respect by exhibiting the following characteristics:

- A sincere concern for your responsibilities
- A fair sense of justice
- Interest and concern for your crew's welfare
- Dignity and bearing
- Firmness and consistency in requiring obedience to your orders and those of your superiors
- An interest in, and knowledge of, your profession

SUGGESTIONS FOR JUNIOR OFFICERS

The following suggestions will assist you in becoming a respected naval officer and help you get along with others:

- Do not offer excuses for failure or negligence. Assume responsibility and do not depend on alibis. Freely accept the blame if the failure is yours.
- Remember your responsibilities. Trying to be a "nice guy" will sooner or later cause you grief. Holding a liberty boat for a fellow officer who is late is an example. Your executive officer will not accept your doing a favor for a fellow officer as a reason for not following an approved boat schedule.
- When you receive orders that involve your subordinates, ensure the orders are promptly and smartly executed. Trust your people, but check to make sure actions are proper and timely. *Never* apologize for, or question, orders in front of your subordinates. If you have a problem with orders, consult your senior.

- Avoid complaining. If you have something to complain about, do something to rectify the situation or keep quiet.

- A cheery greeting and a smile will motivate your juniors and help your seniors get started with their day.

- Gambling, drinking, and drug abuse afloat are general court-martial offenses. The Navy does not tolerate drug abuse. Using drugs will result in your dismissal from the service either by administrative discharge or by court-martial. If you refuse urinalysis you are subject to disciplinary action and court-martial. Possession of drugs is a federal offense. You have sworn to uphold the Constitution and the laws deriving from it. If someone else is using a drug, leave. Report the incident via your chain of command to your commanding officer (CO) as soon as possible. If you do not, and it comes to the attention of your CO by other means, you will be in trouble for failing to report a crime. Protect yourself; report the offense as quickly as possible. The person who abuses drugs in your presence has no concern for your welfare and deserves no consideration.

ORDERS AND COMMANDS

What is the difference between an order and a command?

An order gives you a job to do and leaves the manner of accomplishing it up to you. Orders do not always specify completion times, but do frequently set time limits.

A command directs a specific action, without alternatives. For example, if a senior tells you to report to the division office at 0800, that's a command. On the other and, if a senior tells you to have a certain report prepared by the end of the week, that's an order.

Naval custom, tradition, and common sense suggest you regard a senior's "wish" or "desire" as an order.

WARDROOM ETIQUETTE

The term *mess* applies to those members of the naval service who, for convenience and sociability, eat together. It comes from the Latin word *mensa*, meaning table. Officers entitled to the privileges of the wardroom are members of the wardroom mess.

In some large ships, junior officers are members of the junior officer's wardroom mess (the JO mess). Also, in many large ships, the commanding officer (CO) has a private mess, and the executive officer is the president of the wardroom mess. In small ships the CO is a member of the wardroom mess and is usually the president.

The senior officer of the mess will welcome junior officers and treat them as full-fledged members of the mess in every respect. Nevertheless, junior officers should not be too forward in conversation or action.

The officer's mess has a mess fund to purchase food and supplies. All officers must contribute their share (the per-person value of the mess on the last day of the preceding month) and pay their mess bill (the anticipated cost of the current month) within 24 hours of joining the mess. The mess treasurer administers the mess fund.

The wardroom is your mess and lounge room. Help to make it as pleasant a place to live as your own home. It is also your club, where you may gather with your fellow officers for moments of relaxation, to discuss daily problems, or to share a cup of coffee.

The wardroom is out of bounds to enlisted personnel except in special circumstances. Conduct division and other business in your division spaces.

The following guidelines will help you observe proper wardroom etiquette:

1. Don't enter or lounge in the wardroom out of uniform.
2. Except at breakfast, don't sit down to meals before the presiding officer does.
3. If you must leave before completion of the meal, ask to be excused.
4. Never be late for meals. If you are unavoidably late, make your apologies to the presiding officer.
5. Avoid wearing your cap in the wardroom; especially if others are eating.
6. Avoid being boisterous or noisy.
7. Introduce your guests to wardroom officers. Be friendly and sociable to every guest.
8. Don't continuously talk shop.
9. Pay mess bills promptly.

BOAT ETIQUETTE

The following guidelines will help you conform to proper boat etiquette:

- Unless otherwise directed by the senior officer present, junior officers enter boats first and leave boats last.
- If it's safe to do so, stand and salute when a senior enters or leaves a boat.
- When a senior officer is present, do not sit in the stern seats unless asked to do so.
- Seniors rate the most desirable seats.
- Always offer a seat to a senior.
- Get into the boat at least a minute before the boat gong or whenever the officer of the deck says the boat is ready. Do not make a last-second dash down the gangway.
- If a boat is crowded, juniors should take the next boat.
- Provide room in the boat for seniors to move about.
- Do not board over another boat (using the thwarts, gunwales, and decking of another boat as a walkway) without permission; do not ask permission unless it's unavoidable.

A member of the naval service wishing to visit a ship anchored out should obtain permission at the landing to use one of the ship's boats. If no officer is aboard, ask permission from the coxswain.

CONDUCT IN FOREIGN COUNTRIES

When ashore in foreign countries, remember that your conduct will be representative of the conduct of all members of the United States naval service. Conscientiously respect the laws and customs of any foreign country. Infractions of a seemingly unimportant nature, even though committed unwittingly, may arouse resentment and result in serious complications. Do not enter into an altercation or argument with anyone abroad. In case of trouble, refer the matter to the appropriate U.S. naval authority in the area. If senior naval guidance is not available, consult a consular officer or a diplomatic representative of the United States.

In addition, as a representative of the Navy, try to give every courtesy to visitors aboard your ship.

Their impression of the Navy will be the one you give them.

OFFICIAL CORRESPONDENCE

In general, any matter that might have a bearing on the official business of a command will be referred by officers to their commanding officer through their chain of command.

If you make any official communication to a superior authority other than your commanding officer, except as provided for in *United States Navy Regulations, 1990*, ensure the communication is sent through your commanding officer.

Use your grade, full name, branch of service, military personnel identification number (Social Security number), and designator in all official correspondence to clarify your identification.

EXAMPLE:

From: ENS Jane B. Doe, USN,
777-77-7777/1110
To: Chief of Naval Personnel
(Pers-313D3),
Washington, DC 20370-5000
Via: Commanding Officer, Naval
Education
and Training Program Management
Support Activity, Pensacola, FL
32509-5000

If your subordinates forward communications to higher authority through you, make sure you take prompt action and forward the correspondence up the chain of command. Do not delay official correspondence involving a naval member to ensure letter perfection. Promptness should take priority over neatness.

Refer to the *Navy Correspondence Manual*, SECNAVINST 5216.5, and to the *Navy Military Personnel Manual*, article 5410160, for more information about official correspondence.

UNIFORMS

Historically, uniforms have been the product of a sailor's surroundings: physical, geographical, and technical. Uniforms were first provided for protection against the elements or to create distinction among specialists in a growing Navy. Foremost, however, was an element of simplicity providing a uniform that would not interfere with the sailor's

everyday tasks. Women's uniforms, on the other hand, were originally designed to duplicate civilian fashion trends.

Today's Navy has narrowed the gap between men's and women's career paths. Women now perform many of the same tasks and have the same specialties as their male counterparts. These changes required a more definitive policy to bring the uniforms of both men and women more closely in line with each other. Navy uniforms are distinctive visual evidence of the authority and responsibility vested in their wearer by the United States.

PRESCRIBING AUTHORITIES

Naval area coordinators are the prescribing authorities responsible for issuing and controlling uniform policy within the geographic limits of their assigned region. The senior officer present is responsible for uniform policy afloat.

Prescribing authorities select uniforms; the individual does not. Normally, only one uniform of the day is authorized for wear at a given time and location.

BUYING UNIFORMS

Officers are responsible for buying and maintaining uniforms appropriate to their assigned duties. Refer to *U.S. Navy Uniform Regulations*, NAVPERS 15665, for a listing of the major items of uniform clothing normally prescribed for officers.

Most Navy Exchanges have a uniform shop where you can purchase uniforms. In addition, many cities have reputable uniform tailors. The U.S. Naval Uniform Shop in Norfolk, Virginia will supply uniforms by mail or phone through their mail order center. The mailing address of the uniform shop is: Uniform Support Center, 1545 Crossways Blvd., Suite 200, Chesapeake, VA 23320. The toll-free telephone numbers of the shop are as follows:

- Continental United States (CONUS):
Toll free 1-800-368-4088
- Alaska, Hawaii, Virgin Islands, and Puerto Rico:
1-800-368-4089
- Overseas:
Defense Switched Network (DSN) 680-8586

TRAVELING IN UNIFORM

When traveling in uniform, wear the prescribed uniform for the area to which you are traveling. If you cannot determine the prescribed uniform, wear the Service Dress Blue uniform. This uniform is accepted worldwide in all seasons as a travel uniform. Under certain circumstances, you may not be permitted to perform international travel overseas in uniform. Consult your personnel officer for the proper uniform or civilian attire to wear when performing international travel.

GROOMING STANDARDS

A sharp uniform looks tacky on an officer who does not meet proper grooming standards. Your uniform is only a part of your overall personal appearance. Don't degrade the uniform with sloppy grooming standards. For the most part, the Navy's grooming standards haven't changed recently. However, sometimes they sound new when you are reminded of them. Listed below are excerpts from Navy grooming standards:

- Men's hair is to be tapered. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least three-fourths inch and outward not greater than three-fourths inch to blend with hairstyle. The length of hair can be no longer than 4 inches, and the bulk of the hair cannot be more than 2 inches thick. Hair cannot touch the shirt collar. Faddish, multicolored hair is not authorized.
- The maximum width allowed for a mustache is one-quarter inch beyond the corners of the mouth. The mustache cannot extend below the upper lip line or below an imaginary line through the corners of the mouth. Mustache hair cannot be longer than one-half of an inch in length. Beards are not authorized without a temporary medical waiver approved by the commanding officer.
- Sideburns are to be of an even width and no longer than the lower point of the ear lobe.
- Women's hair is not to extend beyond the lower edge of the shirt collar. Hair is not to be visible under the front of any headgear, except the beret. The front of the hair cannot be lower than the eyebrows with your headgear removed. Rubber bands, pins, and combs must be inconspicuous. No more than two barrettes can be used, and the color must match the color of the hair. The bulk of the hair cannot be more than 2 inches thick. Faddish, multicolored hair is not authorized.
- Women may not wear ponytails or pigtails. A maximum of two braids, neatly secured at all points to the head are authorized.
- Jewelry, for both men and women, can include one ring per hand, plus a wedding ring (or wedding ring set). A necklace can be worn if it is not visible. A total of one wristwatch and one bracelet can be worn. No ankle bracelets are authorized.
- Women officers may only wear 6-mm matte gold, ball-type earrings. Earrings are not authorized for men while in uniform. Additionally men may not wear earrings with civilian attire when in a duty status or while aboard any ship, craft, aircraft, in any military vehicle, or within any base or other place under military jurisdiction or while participating in any organized military recreational activities.
- Fingernails for men must be even with the fingertip. Fingernails for women cannot be longer than one-fourth inch from the fingertip.
- Cosmetics and fingernail polish for women must be conservative and complement the woman's skin tone.

CHAPTER 6

PROGRAMS AND POLICIES

The Navy's most important resource is people. One of your primary responsibilities as an officer is to use this resource to its maximum potential. Many problems can arise that will degrade a person's performance. The Navy provides a wide variety of programs and policies developed specifically to help Navy members to improve themselves and to assist them to overcome personal, professional, or family problems. Knowledge of these programs will enable you to better care for your people. This chapter provides an overview of major Navy programs and policies.

CORE VALUES

The Navy implemented core values to promote personal excellence by developing commitment to a core set of Navy traditions and values that are in consonance with our national values. To determine just what these values should be, the Navy conducted an extensive review in 1987. More than 100 sailors representing all communities, fleets, and many positions within the chain of command were individually interviewed. In these interviews sailors were asked to do the following:

- Describe "tough situations" that posed values, conflicts, or ethics dilemmas
- Characterize those persons they admired most and least in the Navy
- Discuss in very real terms the values that the Navy represents

As you can imagine, these interviews produced many enlightening accounts and personal insights. The values most often portrayed in everyday decision-making and felt to be most important to the Navy are as follows:

- TRADITION
 - Concern for people
 - Patriotism
 - Courage
 - Spiritual heritage

- INTEGRITY
 - Honesty
 - Honor
 - Responsibility
- PROFESSIONALISM
 - Competence
 - Teamwork
 - Loyalty

The expected outcome of these core values is to refocus and reemphasize traditional Navy values by all personnel and to improve the ethical practices of the Navy.

NAVY LEADER DEVELOPMENT

The mission of the Navy Leader Development (NAVLEAD) Program is to provide continuing leader development to (1) maintain a proper balance between an individual's leader and technical development, (2) to revitalize leadership at every level of the chain of command, and (3) to increase the number of personnel who receive formal leadership training.

The NAVLEAD courses are mandatory for E-6 and E-7 personnel to be eligible for advancement to the next higher paygrade.

NAVY ENLISTED ADVANCEMENT SYSTEM

The objective of the enlisted advancement system is to provide qualified petty officers to operate the Navy's ships, squadrons, and stations. Advancements also provide the opportunity for the orderly progression of qualified enlisted personnel to higher levels of responsibility throughout their naval careers. The concept of the enlisted advancement system is as follows:

- General apprenticeship paygrades E-2 and E-3. Commanding officers have the authority to advance qualified personnel to paygrades E-2 and E-3 without

numerical limitations. Examinations for paygrade E-3 are available from the Naval Education and Training Program Management Support Activity (NETPMSA) in Pensacola, Florida. Apprenticeship examinations are graded by the administering command. There are no examinations for paygrade E-2.

- Paygrades E-4 through E-9. Enlisted personnel competing for paygrades E-4 through E-7 must take the fleetwide advancement-in-rate examination developed by NETPMSA and administered by examining boards located at the various ships and shore activities. NETPMSA grades E-4 through E-7 examinations. Eligible personnel are advanced to E-4 through E-6 to fill Navywide vacancies on the basis of their final multiple score consisting of factors such as examination scores, length of service, awards, and performance evaluation marks. There are no examinations for E-8 and E-9 personnel. Advancement to paygrades E-7 through E-8 is accomplished by selection boards convened annually by the Chief of Naval Personnel.

Special programs provide other methods of advancement or change in rating. For more information on the Navy Advancement System, refer to the *Advancement Manual*, BUPERSINST 1430.16.

COMMAND MANAGED EQUAL OPPORTUNITY (CMEO)

The Department of the Navy's equal opportunity policy provides equal treatment and opportunity to all Navy members. This policy is carried out without regard to race, color, religion, gender, age, or national origin.

The Command Managed Equal Opportunity (CMEO) Program assists commands in supporting the Navy's equal opportunity (EO) policy. It is a management system that is responsive to higher echelons but controlled primarily at the command level. The four basic elements of the program areas are as follows:

- Command training team (CTT). The CTT conducts the Navy Rights and Responsibilities (NR&R) Workshops. These workshops present training on equal opportunity principles and policies, sexual harassment prevention, and command-specific issues.

- Command assessment team (CAT). The CAT conducts the annual command assessment. This

assessment focuses on equal opportunity personnel management practices. It also reveals problems or issues not directly related to equal opportunity that impact on the quality of life within the command. The command assessment also collects data on retention, advancement, and discipline. The CAT obtains additional data from interviews, observations, and surveys.

- Action planning. Once the command identifies issues, it needs a systematic approach to address these problems. The CAT defines and analyzes the problem and recommends courses of action. The selected courses of action are then developed into a plan of action and milestones (POA&M).

- Inspections. Immediate superiors in command (ISIC) inspect each command's equal opportunity program as a special interest item during subordinate command inspections. They conduct these inspections as part of the Naval Command Inspection Program.

Another important program used to promote equal opportunity in the Navy is the Navy Affirmative Action Program (NAAP). The NAAP is a continuing program of goals and actions with realistic milestones. Affirmative action consists of the positive steps the Navy must take to correct or eliminate discrimination over a certain period. Therefore, as specific actions are completed, they require continued monitoring to ensure the Navy does not regress. The NAAP is revised as appropriate after each annual equal opportunity assessment.

Equal opportunity is essential to Navy leadership. It must exist at every level of the chain of command. It is an integral part of the Navy's commitment to pride, professionalism, and personal excellence. Equal opportunity improves the quality of life for all Navy personnel, increases combat readiness, and contributes to mission accomplishment. To be an effective officer, you must set an example in equal opportunity for your subordinates to follow. Refer to OPNAVINST 5354.1 for more information on the Navy's policy on equal opportunity.

FRATERNIZATION

The Navy depends upon custom and tradition to define the bounds of acceptable personal relationships among its members. Proper social interaction among officer and enlisted members is encouraged as it enhances unit morale and esprit de corps. At the same time, unduly familiar personal relationships between

officers and enlisted members are contrary to naval custom. They undermine the respect for authority that is essential to the Navy's ability to accomplish its military mission.

Over 200 years of seagoing experience has demonstrated that seniors must maintain thoroughly professional relationships with juniors at all times. This custom helps prevent seniors from using (or giving the impression of using) their positions to show favoritism or preferential treatment or for personal gain. It also helps prevent seniors from becoming involved in other actions that undermine good order, discipline, authority, or high unit morale. Custom requires that junior personnel recognize and respect the authority inherent in a senior's grade, rank, or position.

Fraternization is any unduly familiar personal relationship that does not respect differences in rank and grade between an officer and an enlisted member. It also includes senior-subordinate supervisory relationships between officers and between enlisted personnel.

The *Uniform Code of Military Justice* provides for punishment when fraternization is prejudicial to good order and discipline or brings discredit to the naval service. We cannot name every act that may be classified as fraternization. The surrounding circumstances often have more to do with making the act criminal than the act itself. However, dating, cohabitation, or sexual intimacy between officer and enlisted members is clearly inappropriate. A private business partnership between an officer and enlisted member is also inappropriate. Likewise, such conduct between officers and between enlisted members when a senior-subordinate supervisory relationship exists is equally inappropriate. Conduct that constitutes fraternization is not excused by a subsequent marriage between the offending parties.

The responsibility for preventing inappropriate relationships rests primarily on the senior. The senior is expected to control and prevent the development of inappropriate senior-subordinate relationships. However, since the Navy's fraternization policy applies to both seniors and juniors, both are accountable for their conduct. OPNAVINST 5370.2 contains additional information on fraternization.

SEXUAL HARASSMENT

Sexual harassment is not an amusing or trivial issue. It negatively affects the morale and

productivity of service members and results in negative consequences for team building and mission accomplishment. It may also be a violation of many articles of the *Uniform Code of Military Justice*. The Navy's *Equal Opportunity Manual* defines sexual harassment as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career; (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting the person; or (3) such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

The Navy's long tradition of military professionalism results from positive, aggressive leadership and its history of taking care of all Navy members. Commanders, supervisors, and subordinates are all responsible to provide an environment free from sexual harassment. That includes refraining from practicing prohibitive behavior and actively countering and reporting such actions promptly. Refer to SECNAVINST 5300.26 and OPNAVINST 5300.9 for more information on sexual harassment.

FAMILY SUPPORT PROGRAM

The mission of the Family Support Program is to increase the Navy's awareness of, and access to, useful and reliable information, resources, and services that support and enrich the lives of Navy families as well as single members. The Family Support Program includes three primary branches: (1) Family Services, (2) Overseas Duty Support, and (3) Family Advocacy.

FAMILY SERVICES

The Family Services branch is a worldwide network of Family Services Centers (FSCs). These centers offer a wide range of services. The following are some of the services offered at an FSC:

- Family, marriage, personal, and child counseling
- Pre/during/post deployment programs

- Employment assistance for spouses
- Health benefits assistance
- Financial management
- Relocation assistance
- Assistance in transition to civilian life

FSCs offer many more services. Contact your local FSC for details about these services.

OVERSEAS DUTY SUPPORT PROGRAM

The Overseas Duty Support Program (ODSP) helps Navy personnel and their families deal with various overseas cultures. Three major goals of ODSP are as follows:

- To provide training in cross-cultural relations
- To supply information through publications, video tapes, and direct personal assistance
- To operate a telephone hotline known as the Overseas Transfer Information Service (OTIS)

The mission of the ODSP is to help you be more effective in your job, to help you adjust to your tour of duty, and to help you enjoy visits to foreign ports.

FAMILY ADVOCACY PROGRAM

The Family Advocacy Program (FAP) is designed to address prevention, identification, evaluation, treatment, reporting, and follow-up on reported abusive situations.

FAP services provide commands with resources in dealing with the following types of situations:

- Physical abuse
- Physical neglect
- Sexual abuse (incest, assault, or rape)

SINGLE PARENTING

Single parents are fully responsible for providing care for their children so that it doesn't interfere with their professional on-the-job requirements. The demands of the Navy lifestyle makes single parenting rough. But by taking full advantage of the resources available, single parents can make their lives, and their children's lives, more rewarding and less stressful.

Navy single parents have more help available to them than ever before because of Family Services Center programs and expanding child care options. Family Services Centers provide information, referral, educational, and counseling services designed to assist single parents and their children.

Child care is always a big concern—and often a big headache for single parents. The capacity of Navy-operated child care facilities is not always sufficient for the number of children eligible to use them.

The Family Home Care (FHC) Program allows spouses to care for children of Navy personnel in their government quarters. FHC is in operation at most commands in the United States and overseas. To open their home for day care, people must complete training that includes CPR instruction. Child care providers under the FHC program must purchase insurance, which is available through the Bureau of Naval Personnel (BUPERS) at a nominal fee. A professional monitor ensures the child care offered is of the highest quality by providing training, screening and background checks, and monthly visits to FHC homes.

All single parents must provide a plan for dependent care arrangements. The plan must state who will provide care for children during normal duty hours and when the parent is absent because of temporary additional duty (TAD) or normal deployments. The plan must also include a will with guardianship provisions, a power of attorney authorizing medical care, and other pertinent information. The *Naval Military Personnel Manual*, article 3810190, outlines the dependent care policy. It tells what information must be on a Navy dependent care certificate, which is required to be in a single parent's service record.

Some people worry that their status as single parents may hurt their Navy career, but that is simply not true. As long as single parents keep an up-to-date dependent care plan in their record, what they can achieve has no limits.

Single parenthood in the Navy isn't easy, but an understanding of Navy policy can help a single parent's career run smoothly.

NAVY WIFELINE ASSOCIATION

The Navy Wifeline Association (NWA) is an informational and educational organization

established by and for Navy spouses. Every Navy spouse is automatically a member of the NWA with no registration requirement or membership fee.

NWA solicits views, shares solutions, and supplies information about military life to help spouses cope with changing environments, separations from loved ones, and shifting roles of responsibility. By serving as a point of contact for military spouses, the association enables spouses to join together and help each other, which fosters a sense of belonging.

The NWA can help spouses find the right source of help in time of need. The NWA has a variety of informational pamphlets available to spouses. For information, write NWA, Washington Navy Yard, Bldg. 172, Washington, DC 20374. You can reach the NWA by phoning commercial: 202-433-2333 or Defense Switched Network (DSN): 288-2333.

HEALTH AND PHYSICAL READINESS

People in the Navy and people in the civilian community share common health and physical problems caused by desk jobs, eating too much, and not enough exercise. Excessive body fat is a serious detriment to health, longevity, stamina, and military appearance. We need to maintain a high state of health and physical readiness. If we do that, combat readiness, personal effectiveness, and high morale should follow.

Health and physical readiness have become a matter of concern to the Navy. Every Navy person should strive to achieve and maintain a high standard of physical readiness. Members who fail to achieve high standards hurt their units and the effectiveness of the Navy. Physical readiness training is a complete conditioning program. It includes weight control and nutrition, high blood pressure identification and control, stress management, smoking cessation, and back injury prevention.

As a leader, be physically fit and educate your people in the importance of physical readiness training. People over the age of 50 are not required to pass the Physical Readiness Test (PRT). Refer to SECNAVINST 6100.5 for more information on physical fitness, and OPNAVINST 6110.1 for specific PRT guidance.

SEXUAL RESPONSIBILITY

The Navy does not require its personnel to abstain totally from sexual relations. However, it does emphasize the importance of sexual responsibility and the dangers of sexually transmitted diseases.

Syphilis, gonorrhea, genital herpes, and acquired immune deficiency syndrome (AIDS) are all sexually transmitted diseases. They are normally spread through sexual contact. AIDS can also be spread through contaminated blood or the sharing of hypodermic needles. Sexually transmitted diseases are not spread through inanimate objects such as toilet seats, door knobs, and eating utensils.

The most serious of these diseases is AIDS. The AIDS virus attacks the body's immune system. That results in the body's inability to fight infection. Military persons receive live virus vaccines to protect them from certain illnesses and possible exposure to serious infections when deployed outside the United States. These vaccines may be life-threatening to a person whose immune system has been damaged by AIDS. At the present time we have no cure for AIDS. More than 70 percent of all AIDS cases prove fatal within 2 years of diagnosis.

All members of the Navy should be aware of the dangers of sexually transmitted diseases and methods for reducing the risks of getting them. The most effective way of avoiding sexually transmitted diseases is to abstain from all forms of sexual contact. The next most effective means is to use your intelligence by heeding the following rules:

- Avoid sexual contact with multiple partners, anonymous partners, prostitutes, and other persons with multiple sex partners.
- Avoid sexual contact with persons who have a genital discharge, genital warts, genital herpes lesions, or other suspicious genital lesions.
- Avoid oral-anal sex.
- Avoid genital contact with cold sores.
- Use condoms and diaphragms in combination with spermicides.
- Have a periodic examination for sexually transmitted diseases.

ALCOHOL AND DRUG ABUSE

The Navy's policy on drug and alcohol abuse is "zero tolerance." The abuse of alcohol and drugs by Navy members can seriously damage their physical and mental health, may jeopardize their safety and the safety of others, and can lead to criminal prosecution and discharge of Navy members under less than honorable conditions. Furthermore, drug and alcohol abuse is inconsistent with Navy initiatives to promote personal excellence among its members.

Enhanced detection and deterrence are the major elements underlying the Navy's approach to its drug

and alcohol abuse problem. This approach emphasizes the firm, constructive use of discipline, preventive education, rehabilitation, and the expeditious processing for separation of certain abusing members.

Take an active role in educating your people on the pitfalls of alcohol and drug abuse. Explain to them the devastating effects it has on the Navy, the family, and the individual. Make yourself aware of the extent of the problem and of the Navy's drug and alcohol abuse policies and related programs. Refer to OPNAVINST 5350.4 for more information regarding the Navy's policy and programs on alcohol and drug abuse.

CHAPTER 7

SOCIAL ETIQUETTE

It is by no means enough that an officer of the Navy should be a capable mariner. He must be that of course, but also a great deal more. He should be as well a gentleman of liberal education, refined manners, punctilious courtesy, and the nicest sense of personal honor.

—From letters of John Paul Jones

Social etiquette has changed considerably since the days of John Paul Jones. Today, in our fast-paced, mobile, informal 20th-century society, many of the old customs have disappeared. However, certain esteemed traditions still survive.

The following pages will discuss some of the more common situations pertaining to social etiquette. For a more complete and detailed coverage of naval social etiquette, refer to the *Social Usage and Protocol Handbook*, OPNAVINST 1710.7, and to *Service Etiquette*, published by the United States Naval Institute, Annapolis, Maryland.

Bear in mind that as a naval officer you will deal with many people whom you do not know personally. At such times, social customs are practical. They help to improve life, to get things accomplished quickly, to smooth the course of friendly gatherings, and to eliminate friction in our daily contacts with each other.

PERSONAL DRESS

When you purchase your uniforms and accessories, we recommend you purchase the best you can afford. Buying cheap articles works out as poor economy in the long run—you get what you pay for!

When you are in uniform, make sure you are in a prescribed uniform of the day. Remember to remain in that uniform when working in an office or a stateroom. Correct civilian attire for social events is equally important. Refer to table 7-1 for guidelines on attire. The guidelines shown in table 7-1 are based on the protocol requirements of Washington, D.C. In other areas of the country, such as California or Hawaii, social occasions call for far less formal attire.

When in doubt, inquire as to local custom. The increased informality in modern-day living dictates a wide latitude in apparel; therefore, encourage guests to feel comfortable in whatever they choose to wear.

COMMUNICATIONS

Correct, simple, and thoughtful speech, coupled with a capacity for intelligent conversation, is one of the greatest assets you can have.

Ensure your conversation reciprocates, not monopolizes. Engaging and intelligent conversation requires, among other things, a broad contact with literature and familiarity with current events. Devote time to reading and studying. Cultivate an interest in national and international affairs. Although specialization seems to be the order of the day, strive to maintain a broad point of view to keep the events of the day in perspective.

Correct telephone speech is extremely important; poor telephone habits may often lead to misunderstandings. When placing a call, identify yourself by name. When answering an office telephone, identify the office before stating your name.

Written communication is of equal importance. If your writing is not clear, readers won't know what you want them to do. Confusing or wordy writing causes readers to waste time figuring out your meaning or asking for clarification. Your writing is an expression of your thinking. Refer to the *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5, for more details on effective writing.

INVITATIONS

Invitations vary in style and format depending upon the type of occasion, formal or informal.

FORMAL INVITATIONS

Formal invitations are most appropriate for formal occasions such as official dinners, receptions, dances, or official ceremonies. The invitations for

Table 7-1.—Dress Guidelines

	<u>MILITARY MEMBERS</u>	<u>CIVILIAN GENTLEMEN</u>	<u>CIVILIAN LADIES</u>
VERY FORMAL OCCASIONS	FORMAL DRESS UNIFORM	TAILCOAT WITH MATCHING TROUSERS, WHITE WAISTCOAT, WING-COLLAR SHIRT AND WHITE BOW TIE	VERY FORMAL EVENING GOWN
FORMAL OCCASIONS			
DAYTIME	SEASONALLY APPROPRIATE SERVICE DRESS UNIFORM	CUTAWAYS	APPROPRIATE TO THE OCCASION AS STYLE DICTATES
EVENING	SEASONALLY APPROPRIATE DINNER DRESS JACKET UNIFORM	DINNER JACKETS OR TUXEDOS	FORMAL EVENING GOWNS
INFORMAL OCCASIONS	SEASONALLY APPROPRIATE SERVICE DRESS UNIFORM	BUSINESS SUITS	AFTERNOON DRESSES OR FOR EVENING EVENTS, SHORT DRESSES OF A DRESSY MATERIAL, LONG SKIRTS OR DRESSES, OR AS CURRENT STYLES DICTATE
CASUAL OCCASIONS		OPEN COLLAR SHIRT, SWEATER, OR SPORT COAT	SLACKS OR CASUAL SKIRTS

these occasions are generally in one of the following forms:

- Fully engraved (the term “engraved” is intended to be synonymous with other modes of printing such as thermography or raised print)
- Semi-engraved
- Handwritten
- A phone call followed by a “to remind” card

INFORMAL INVITATIONS

You may give informal invitations for informal occasions such as luncheons, dinners, and cocktail parties by telephone or in writing. You may follow a telephone call with a written “to remind card.”

Informal invitations may be written on informal cards (informals), on calling cards, or on a variety of invitations available in most stationery stores. You may also include a short personal note on informal invitations. Figure 7-1 shows a sample informal invitation written on a calling card.

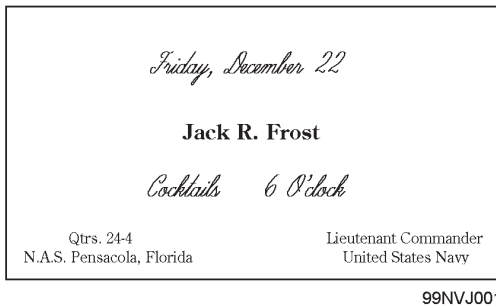


Figure 7-1.—Informal invitation.

REPLIES TO INVITATIONS

Courtesy demands a response to invitations for brunches, luncheons, and dinners within 24 hours. Follow this courtesy in consideration of the host or hostess who must make all arrangements on the basis of the number attending or invite others in case of regret. Replies to invitations not involving a meal should be sent within 48 hours.

Never answer a dinner invitation conditionally or ask the hostess if you can reply later on. Give a definite acceptance or refusal at once. If you accept, do not permit anything to prevent your attendance except the most compelling emergency. Unmarried officers should never assume that an invitation includes a guest of their own selection unless the invitation so indicates.

FORMAL INVITATION REPLIES

Generally, formal invitations include a telephone number for R.S.V.P.s (a French phrase, *repondez s'il vous plait*, meaning please reply). If an address is given for an R.S.V.P., respond with a short note. If an invitation asks for an R.S.V.P., do not ignore it. The custom is growing in the United States of indicating "Please reply to . . ." or "Telephone reply to . . ." instead of R.S.V.P. This practice urges a reply, which thereby encourages promptness.

When sending acceptances or regrets in reply to formal invitations, write them in longhand with black ink on fine-quality, undecorated, white note paper. They should follow the form and wording of the invitation. An acceptance should specify the date, time, and place if other than the host's usual residence. A regret should mention only the date. Stating the general reason for declining an invitation is not necessary, but is in good taste. Figures 7-2 and 7-3 are examples of formal handwritten acceptances

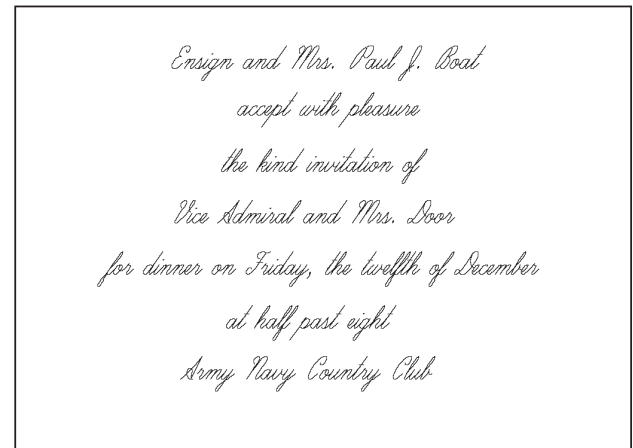


Figure 7-2.—Acceptance for dinner. (Handwritten)

and regrets. (These two examples are presented in script for purposes of clarity.)

INFORMAL INVITATION REPLIES

Informal invitations often may omit the R.S.V.P. entirely or require only a telephone reply. When an informal invitation requests a written reply, write it in the same degree of formality as the invitation on a calling card, an informal card, or a personal note.

EXPRESSION OF THANKS

Seldom observed is the formal practice of the guests' leaving cards at the hostess' home within

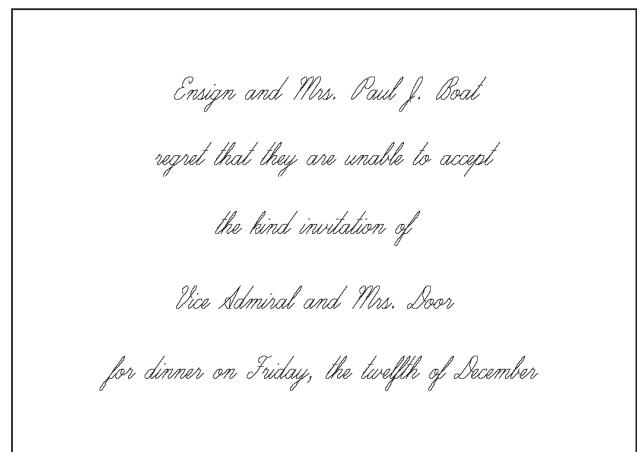


Figure 7-3.—Regret for dinner. (Handwritten)

3 days after being entertained at dinner. Today the thoughtful guest will write a note of appreciation, telephone, or send flowers. The importance of expressing your appreciation to your host cannot be overemphasized.

INTRODUCTIONS

Remember the following three basic rules when introducing two individuals:

- A man is normally introduced *to* a woman.
- A younger adult is introduced *to* an older adult of the same sex.
- An officer of lower rank is introduced *to* one of higher rank.

Most introductions go wrong because a person is too wordy. The following formats are best:

- “Mrs. Doe—Mr. Boate” (directed to Mrs. Doe)
- “Ensign Door—Chief Warrant Officer Brush” (directed to Ensign Door)
- “This is Ensign Pistol” spoken to Mrs. Frost; then to the ensign, “Mrs. Frost”

When formal introductions are necessary (high church, military, or government officials; royalty; or guest speakers), use the following formats:

- “Miss Doe, I have the honor to present Mr. Seaman”
- “Ensign Door, may I present Ensign Boat”

A male officer in civilian clothes and wearing a hat should uncover on being introduced to a woman. The officer should remain uncovered while other men of the party are being introduced to a woman or to each other in the presence of women. If in uniform, the male officer is governed by circumstances. To remove your uniform cap during the introduction is perfectly correct, but replace it sooner than you would a civilian hat. The important thing is to convey the idea of courtesy and to maintain a military appearance.

Following an introduction, the general rule is that the civilian lady starts the handshake. When two officers are introduced, the senior officer starts the handshake.

If seated, a man rises to acknowledge an introduction and remains standing while other members of the party are being introduced to one

another. However, at a table where rising might inconvenience other persons, he does not rise on being introduced to either women or men who are themselves seated.

MISCELLANEOUS GUIDELINES

The following are points of reference and handy items to know for situations that may confront you:

- Exact protocol is normally observed only in diplomatic circles and at high-level governmental affairs.
- Attire for a change of command and retirement ceremony is usually service dress if you are an observer. The attire of an officer’s spouse or date is a tailored dress or business suit. These ceremonies always provide a printed program informing guests when to sit and when to rise. When an admiral or high-ranking dignitary arrives aboard, civilian women do not stand; but during rendition of personal honors, ruffles and flourishes, or gun salutes, women stand at attention as long as the service members are saluting.
- Ship’s ceremonies, such as christenings, commissionings, and changes of command, are always daytime affairs. Attendance of guests is by invitation only.
- If you are away, your spouse is not expected to represent you at official functions except at the change of command of a friend, when invited.
- Always acknowledge wedding gifts or baby gifts from shipmates by addressing a thank you note to the senior member of the group that sent it.
- When you entertain officially, do it in a manner you can afford. If others entertain you, reciprocating is desirable and acceptable. Do not expect a senior officer to do all the entertaining.
- To call upon newcomers whose rank is close to yours is a courteous gesture.
- Never hesitate to call aides or secretaries for information or guidance.

- If extending an oral invitation, follow up with a written reminder invitation or at least a confirming phone call.
- At receptions, the woman precedes the man through the receiving line; the man gives her name to the aide or first person in line. The man precedes the woman at White House and official Air Force receptions.
- A senior officer and spouse usually give an “at home” instead of receiving and returning formal calls.
- The majority of dinners given by Navy couples are informal buffets because they are adaptable to almost any size house, they require a minimum of service, and you can prepare them in advance.

CHAPTER 8

PROFESSIONAL READING

Although you may think you cease to be a student when you graduate and receive your commission, you will have to do a great deal of studying and reading as long as you remain in the Navy. The main difference is that instead of being taught, you will be doing most of the studying on your own. Much of your reading will be necessary to enable you to do your job properly, to train you for a more responsible job, and to broaden your general knowledge. While most of your reading will be professional in nature, try to do some outside reading. You should have a good working knowledge of the following publications:

- *Navy Regulations, 1990*
- *Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32*
- *Naval Military Personnel Manual (MIL-PERSMAN), NAVPERS 15560*
- *Information and Personnel Security Program Regulation, OPNAVINST 5510.1*
- Your command's organization and regulation manuals

Your command's administration office should have copies of these publications. It can also advise you on other pertinent manuals you should review. At the end of this section is a list of periodicals and books we recommend that you read.

READING HINTS

Use the following procedures to save time and make your reading of Navy material easier:

- Become familiar with your command's inventory of Navy publications/books. Keep up with the Navy Directives System through its instructions and notices. Review them every quarter, if possible, after your command receives the new cumulative indexes.
- Do not just plunge into the various books and publications. Look over the field first. See which ones are available and have been published most recently.

- Read the preface or foreword first to learn the purpose of the book, its intended audience, and how to use it.

- Scan the chapter titles in the table of contents. Thumb through the index. Examine paragraph headings and subtitles, if any, to see what the author thinks is important. This procedure is also a good way to read or review a book when you are in a hurry.

COMMAND INDOCTRINATION

Most commands have indoctrination/familiarization courses specifically designed to help you gain general knowledge of your command's organization, equipment, and operations. This general knowledge will help you no matter what department you are in. Use these courses as a guideline to help focus your research into your new job. You can gain most of the important information you need to properly perform your duties by answering the questions contained in each course.

NONRESIDENT TRAINING

A wide variety of nonresident training course are available to Navy members. More than 100 nonresident training courses are written specifically for officer training. These courses range from general military subjects, such as *Naval Orientation*, to specific billet packages, such as the *Shipboard Electronics Material Officer*, or *Engineering Duty Officer*. Most Navy nonresident training packages consist of the following materials:

- Nonresident training course (NRTC). NRTCs are self-study courses, which may include exercises, lessons, or examinations designed to assist the student in acquiring the knowledge or skill described in the associated text.
- Text for NRTC. The text for an NRTC may consist of either (1) a training manual (TRAMAN) written specifically for a particular NRTC or (2) an existing Navy manual, directive, or commercially procured text.

Review the TRAMANs designed for the enlisted ratings you will be in charge of. These manuals will provide you with quick, clear introductions to the details of Navy equipment and operations. Even if you do not have the time to study an entire course, you can use the TRAMAN as a handy reference. Refer to the *List of Training Manuals and Correspondence Courses*, NAVEDTRA 12061, for a complete listing of available courses and ordering instructions.

THE NAVAL INSTITUTE

The Naval Institute is an association for the advancement of professional, literary, and scientific knowledge in the Navy.

The Navy Institute was founded in 1873 by a group of naval officers. You are eligible for membership. Dues of \$24 per year entitle you to 12 issues of the monthly magazine *U.S. Naval Institute Proceedings*. As a member, you can purchase any Naval Institute book at a reduced price and most books not published by the institute (except Government Printing Office books) at a 20 percent discount. The address of the Naval Institute is as follows:

Secretary-Treasurer
U.S. Naval Institute
Annapolis, MD 21402

WOMEN OFFICERS' PROFESSIONAL ASSOCIATION

The Women Officers' Professional Association (WOPA) began as an informal organization in 1978. Originally known as the Women Officers' Professional Network, the organization hosted luncheons featuring prominent speakers and representatives of organizations whose policies affected women of the sea service.

Today WOPA serves as a forum for the exchange of information. The WOPA includes the following goals:

- Benefiting, fostering, and encouraging the educational and professional development of women officers
- Providing forums for discussion of common issues and concerns affecting women in military career fields
- Promoting career planning for women officers in the Navy, Marine Corps, and Coast Guard

- Providing educational materials concerning matters of interest to women in the sea service

You can obtain more information about WOPA by writing to the following address:

Women Officers' Professional Association
P.O. Box 1621
Arlington, VA 22210

YOUR OLD TEXTBOOKS

In the exuberance of graduation and being commissioned, do not hastily throw away or sell all your Naval Academy or college textbooks. You may find some of them useful in the years to come. You can ship professional books, packed separately from other effects and labeled as such, on change of station orders in addition to your weight allowance for transportation of household goods.

READING LIST

The list of publications that follows is not an official "must list" of Navy reading. Its purpose is to introduce you to the types of publications available to you and familiarize you with some of the titles. Policy and technology in the Navy change rapidly. By reviewing the information in these publications, you can keep abreast of noteworthy events, changes in technology, changes in safety procedures, promotion procedures and requirements, and other information that will assist you in doing your job as a Navy officer.

NAVYWIDE PUBLICATIONS AND NEWS SOURCES

The following Navy news sources and periodical publications provide official information on a variety of subjects:

- Navy News Service, the Navy's weekly wire service, provides the latest news and policy information to the fleet. It is released via message by the Navy's Chief of Information (CHINFO) each Friday and is sent to every Navy command.

- *Navy News This Week (NNTW)* is a weekly 30-minute video news program distributed by the Navy Broadcasting Service in Washington, D.C., to all ships and many shore facilities. Commands are required to provide facilities that enable all hands to view this program. Viewing this program is an excellent way to stay abreast of what is happening in the Navy.

- The *Naval Aviation News* is a monthly magazine that provides information on aircraft design, power plants, maintenance, and overhaul procedures. This magazine is of interest to anyone in the aviation community.

- *Deckplate* is published monthly by the Naval Sea Systems Command for the information and interest of all members of the naval service. This periodical discusses the design, construction, conversion, operation, maintenance, and repair of naval vessels.

- *All Hands* magazine, the Navy's flagship publication, is published monthly by the Navy Internal Relations Activity. *All Hands* takes an in-depth look at program and personnel issues affecting sailors and their families. It features entertaining articles on Navy people, duty stations, and life around the fleet.

- *Link* is published quarterly by the Bureau of Naval Personnel (BUPERS). *Link* contains detailed information on education and training programs as well as information on educational benefits available to qualified naval personnel. *Link* also contains current information in the form of articles written by the various enlisted and officer detailers.

- *Surface Warfare* is published bimonthly by the Chief of Naval Operations. It contains information for the surface warfare community with the goal of increasing professionalism and improving fleet readiness and sustainability.

- Navy safety periodicals. The following periodicals are published by the Naval Safety Center:

1. *Ships Safety Bulletin*. This bulletin is MUST reading for all Navy personnel. It contains current safety information on naval systems and operations.

2. *Fathom*. This magazine contains safety information of interest to all surface-ship and submarine personnel.

3. *Navy Lifeline*. This safety and occupational health journal contains general health and safety information of interest to all Navy personnel.

4. *Approach*. This naval aviation safety review is vital reading for all personnel involved in flying.

- *Perspective* is published bimonthly by the Bureau of Naval Personnel. It contains the latest

information on the distribution and assignment of officers.

- *Naval War College Review* is published quarterly by the Naval War College. It provides informative articles on strategy, tactics, naval history, and recent military events. Each issue also includes an extensive professional book review section.

- *Navy Family Lifeline* is a quarterly newspaper of educational and informative articles and feature stories of special interest to spouses and families. It is distributed to commissaries, exchanges, ombudsmen, medical and dental treatment facilities, and the Navy Wifeline Association.

Additional periodicals, such as *Leatherneck*, *Combat Crew*, *Air Force Magazine*, and *Marine Corps Gazette*, are often available to you. They offer interesting reading and up-to-date information concerning our other military services.

You are encouraged to submit articles to these publications. Type your article, double spaced, on one side of the paper. Be sure to include your name, rank, and duty station on the first page. Address your article to the editor of the publication, normally via your chain of command. You will normally find the address of the publication on the inside front or inside back cover.

You may also send articles of Navywide interest to the following address:

Commanding Officer
Navy Internal Relations Activity
Naval Station Anacostia
Bldg. 168
2701 South Capitol Street, S.E.
Washington, DC 20374-5081

BOOKS

Junior officers may find many commercial texts and several Navy publications helpful in introducing them to the ways of the Navy. You will find most of the commercial texts available for purchase at your Navy Exchange, or you can check them out from your station or ship library. In some cases, these texts contain nonresident training courses (NRTCs). Check with your educational services officer (ESO) to enroll in these courses. The following is a partial list of these publications:

- *Naval Engineer's Guide*, Naval Institute Press, Annapolis, Md., 1983

- *The Naval Officer's Guide*, 9th Edition, Naval Institute Press, Annapolis, Md., 1987
- *Engineering for the Officer of the Deck*, Naval Institute Press, Annapolis, Md., 1987
- *Unrestricted Line Officer Career Planning Guidebook*, OPNAV P-13-1-86, Office of the Chief of Naval Operations, Washington, D.C., 1986
- *Watch Officer's Guide*, 13th Edition, Naval Institute Press, Annapolis, Md., 1992
- *Division Officer's Guide*, 8th Edition, Naval Institute Press, Annapolis, Md., 1987
- *Service Etiquette*, 3rd Edition, Naval Institute Press, Annapolis, Md., 1977
- *Naval Ceremonies, Customs and Traditions*, Naval Institute Press, Annapolis, Md., 1987
- *Social Usage and Protocol Handbook*, OPNAVINST 1710.7, Office of the Chief of Naval Operations, Washington, D.C., 1979
- *To Get the Job Done: Readings in Leadership and Management*, Naval Institute Press, Annapolis, Md., 1987

BASIC

- *All Quiet on the Western Front*, Erich M. Remarque
- *American Caesar: Douglas MacArthur 1880-1964*, William Manchester
- *Brief History of Time: From the Big Bang to Black Holes*, Stephen M. Hawking
- *Command of the Seas: A Personal Story*, John F. Lehman
- *Everything We Had: An Oral History of the Vietnam War*, Al Santoli, ed.
- *Flight of the Intruder*, Steven Coontz
- *Hunt for Red October*, Tom Clancy
- *In Love and War*, James B. and Sybil Stockdale
- *In Search of Excellence*, Thomas J. Peters
- *On Watch*, Elmo R. Zumwalt

- *Red Badge of Courage*, Stephen Crane
- *Red Storm Rising*, Tom Clancy
- *Run Silent, Run Deep*, Edward L. Beach
- *The Caine Mutiny*, Herman Wouk
- *The Cruel Sea*, Nicholas Monsarrat
- *The Killer Angels*, Michael Shaara
- *The Right Stuff*, Tom Wolfe
- *The Russians*, Hedrick Smith
- *The Sand Pebbles*, Richard McKenna
- *The Source*, James A. Michener
- *The United States Navy: A Two Hundred year History*, Edward L. Beach
- *Two-Ocean War*, Samuel E. Morison
- *War and Remembrance*, Herman Wouk
- *Winds of War*, Herman Wouk

INTERMEDIATE

- *A Bright Shining Lie: John Paul Vann and America in Vietnam*, Neil Sheehan
- *Admiral Arleigh Burke: A Biography*, E. B. Potter
- *At Dawn We Slept: The Untold Story of Pearl Harbor*, Gordon W. Prange
- *Assignment—Pentagon*, Perry M. Smith
- *Bull Halsey: A Biography*, E. B. Potter
- *Commander in Chief: Franklin Delano Roosevelt: His Lieutenants and Their War*, Eric Larrabee
- *Chrysanthemum and the Sword: Patterns of Japanese Culture*, Ruth Benedict
- *Eagle Against the Sun: An American War with Japan*, Ronald H. Spector
- *Eisenhower: At War, 1943-1945*, David Eisenhower
- *Fate Is the Hunter*, Ernest K. Gann

- *First to Fight: An Inside View of the U.S. Marine Corps*, Victor H. Krulak
- *From Hiroshima to Glasnost*, Paul Nitze
- *Kaizen: The Key to Japan's Competitive Success*, Masaaki Imai
- *Makers of Modern Strategy*, Peter Paret
- *Master of Seapower: A Biography of Fleet Admiral Ernest J. King*, Thomas Buell
- *Miracle at Midway*, Gordon W. Prange
- *Modern Times: The World From the Twenties to the Eighties*, Paul Johnson
- *Mountbatten*, Philip Ziegler
- *Nelson, The Biography*, David Walder
- *Nimitz*, E. B. Potter
- *Out of the Crisis*, W. Edwards Deming
- *Presidential Management of National Security*, Carnes Lord
- *The Deming Management System*, Mary Walton
- *The Guns of August*, Barbara W. Tuchman
- *The Maritime Strategy, Geopolitics and the Defense of the West*, Colin S. Gray
- *The Mask of Command*, John Keegan
- *The Pentagon and the Art of War*, Edward N. Luttwak
- *The Quiet Warrior*, Thomas Buell
- *Today's Isms: Communism, Facism, Capitalism, Socialism*, William Ebenstien and Edwin Fogelman
- *Sea Power: A Navy History*, E. B. Potter and Chester Nimitz
- *Silent Victory: The U.S. Submarine War Against Japan*, Blair, Clay, and Lippencott
- *The American Way of War*, Russell F. Weigley
- *The Atlantic Campaign: World War II's Great Struggle at Sea*, Dan Van Der Vat
- *The Future of Sea Power*, Eric J. Grove
- *The KGB Today: The Hidden Land*, John Barron
- *The Face of Battle*, John Keegan
- *The Last Lion: Visions of Glory, 1874-1932*, William Manchester
- *The Last Lion: Alone 1932-40*, William Manchester
- *The Price of Admiralty*, John Keegan
- *The Rise of American Naval Forces, 1776-1918*, Harold and Margaret Sprout
- *The Rivals: America and Russia Since WW II*, Adam B. Ulam
- *The Second World War*, John Keegan
- *The U.S. and the Origins of the Cold War*, John L. Gaddis
- *Vietnam: A History*, Stanley Karnow

ADVANCED

- *America at Century's End*, James R. Schlesinger
- *Cold Dawn: The Story of SALT*, John Newhouse
- *Democracy in America*, Alexis de Toqueville
- *Deterrence in American Foreign Policy: Theory and Practice*, Alexander George
- *Fleet Tactics: Theory & Practice*, Wayne P. Hughes
- *From Beirut to Jerusalem*, Thomas L. Friedman
- *How Democracies Perish*, Jean-Francois Revel
- *Man, the State and War: A Theoretical Analysis*, Kenneth N. Waltz
- *Military Strategy: A Naval Theory of Power Control*, Joseph C. Wylie
- *Origins of the Maritime Strategy: American Naval Strategy in the First Postwar Decade*, Michael A. Palmer

- *On War*, Carl Von Clausewitz
- *Power & Change: The Administrative History of the Office of the CNO*, Thomas C. Home
- *Seapower and Strategy*, Colin S. Gray and Roger Barnett
- *Some Principles of Maritime Strategy*, Julian S. Corbett
- *Strategy for Defeat: Vietnam in Retrospect*, U. S. Grant Sharp
- *Strategy: The Logic of War and Peace*, Edward N. Luttwak
- *The Art of War*, Sun Tzu
- *The Geopolitics of Superpowers*, Colin S. Gray
- *The Influence of Sea Power Upon History*, Alfred T. Mahan
- *The Soldier and the State: The Theory & Politics of Civil-Military Relations*, Samuel P. Huntington
- *The White House Years*, Henry Kissinger
- *The U.S. Navy: The View From the Mid-1990s*, James L. George
- *The Ultra Secret*, F. W. Winterbotham
- *U.S. Defense Policy in an Era of Constrained Resources*, Robert L. Pfaltzgraff, Jr., and Richard H. Shultz, Jr.
- *War and Politics*, Bernard Brodie

NAVY LIBRARIES

You can get additional information concerning publications on various subjects from six naval regional librarians. Contact these librarians at the following addresses:

- Naval Regional Librarian, GROTON
P.O. Box 52
Bldg. 83, Rm. B7
Naval Submarine Base, New London
(Code N332GR)
Groton, CT 06349-5052
DSN 241-4655; Commercial (203) 449-4655
- Naval Regional Librarian, NORFOLK
NETSCLANT (Code N33)
Bldg. Z86
Naval Station
Norfolk, VA 23511
DSN 564-7951;
Commercial (804) 444-7951/2/3
- Naval Regional Librarian, SAN DIEGO
P.O. Box 222
Naval Station
San Diego, CA 92136-5222
DSN 526-4927; Commercial (619) 556-4927
- Naval Regional Librarian, SAN FRANCISCO
Bldg. 29B
Naval Station
Treasure Island, San Francisco, CA
94130-5024
DSN 869-6300; Commercial (415) 765-6300
- Naval Regional Librarian, PEARL HARBOR
Education and Training Support Detachment
Box 526
Bldg. 408
Pearl Harbor, HI 96860-5400
DSN 471-8396, Operator 20
Commercial (808) 471-8391/2/4
- Naval Regional Librarian, CHARLESTON
NETSCLANT Field Officer (Code N331CH)
Bldg. 232
Naval Base
Charleston, SC 29408
Defense Switched Network (DSN)
563-2905; Commercial (803) 743-2905

CHAPTER 9

OPPORTUNITY FOR EDUCATION

You will continually receive training throughout your career as a naval officer. You must make the choice to take advantage of the Navy's many educational opportunities that are compatible with your personal desires and chosen career plans. The subspecialty coding system discussed in chapter 1 signifies the importance the Navy places on education. Subspecialty codes identify a person's level of education or skill in specific fields.

EDUCATIONAL ASSISTANCE

The Navy offers educational opportunities to its members both on a full-time and part-time basis. The Navy encourages you to participate in off-duty education while on active duty. The Navy provides several programs and offices designed to assist you in your educational goals.

NAVY CAMPUS

The Navy Campus Program can assist you in continuing your education. The Navy Campus Program is a voluntary educational program staffed by a worldwide network of educational advisers at major commands.

Navy Campus opens doors to civilian colleges for military personnel and enables them to pursue all levels of education wherever they are stationed. Navy personnel may obtain academic credit from civilian schools for certain educational or work experiences completed while performing normal military assignments. Refer to your local Navy Campus office for more information about this program.

EDUCATIONAL SERVICES OFFICE

Your local Educational Services Office is an excellent source of information concerning educational programs. In fact, many junior officers serve as the educational services officer (ESO) as a collateral duty. The more you know about educational programs, the more you can help yourself and the people who work for you.

DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT

The Defense Activity for Nontraditional Education Support (DANTES) is a Department of Defense (DOD) agency. It supports the voluntary educational programs of each military service, including Reserve personnel. DOD authorized the establishment of DANTES after the disestablishment of the old United States Armed Forces Institute (USAFI). DANTES is located at the Naval Education and Training Program Management Support Activity, Pensacola, Florida. Some of the services provided by DANTES are as follows:

- Providing a wide range of examination and certification programs
- Operating an independent study support system
- Providing for the evaluation of military learning experiences
- Providing educational and informational materials
- Providing support for new educational development activities

Refer to your local Navy Campus or Educational Services Office for more information about DANTES.

TUITION ASSISTANCE

The Tuition Assistance (TA) Program provides in-service financial assistance to all personnel wishing to take part in voluntary off-duty education. It does not affect Veterans' Affairs (VA) entitlements. A complete listing of eligible tuition assistance institutions is in *Accredited Institutions of Post Secondary Education*. See your local Navy Campus or Educational Services Office for more information.

PROFESSIONAL DEVELOPMENT EDUCATIONAL PROGRAMS FOR OFFICER PERSONNEL

The Navy offers the following professional development programs to provide qualified officers the opportunity to further their education. Contact your local Educational Services Office about these programs.

COLLEGE DEGREE PROGRAM

The College Degree Program provides an opportunity for active-duty naval officers in the grades of chief warrant officer (W-2) through commander to earn baccalaureate degrees in approved service-related fields through full-time study at civilian educational institutions. Participants receive full pay and allowances, but they must pay their tuition and all other program expenses. Refer to OPNAVINST 1520.26 for detailed eligibility requirements and application procedures.

WHITE HOUSE FELLOWS PROGRAM

The White House Fellows Program provides experiences in the process of governing our nation. Selectees for this program are assigned for a period of 1 year to the White House staff, the Vice President, members of the Cabinet, or other top-level offices in the executive branch. You can obtain detailed instructions, eligibility requirements, and application procedures on this program by writing to the following address:

Chief of Naval Personnel
WHF Program Manager (Pers-440)
Navy Department
Washington, D.C. 20370

DEFENSE LANGUAGE PROGRAMS

Designated officer billets require foreign language proficiency. Officers desiring an assignment that requires foreign language training should submit a letter to their detailer specifying the type of assignment desired. Officers selected for this program serve on active duty following graduation for a period of twice the length of the instruction received. For more information, refer to OPNAVINST 1550.7 and CNETINST 1550.9.

GRADUATE EDUCATION

The Navy places great importance on graduate education. Graduate education is specifically aimed at the Navy's best and brightest performers, with the goal of educating 20 percent of the officer corps. The Navy needs officers with the skills to perform important operational and theoretical work in policy, managerial, and scientific fields. The Navy also needs officers educated for sustained contributions vice those in training for the next assignment only.

Officers must volunteer for Navy-funded graduate education. Those who take advantage of this opportunity incur obligated service. Officers interested in graduate education should contact the Graduate Education Placement Officer (Pers-440B), DSN 224-3321; commercial (703) 614-3321.

Naval Postgraduate School, Monterey

The Naval Postgraduate School (NPS) in Monterey, California, is in the forefront of postgraduate opportunities. It is committed to the strength and vitality of our future leadership. Students at NPS work with the highest caliber naval officers and faculty. As NPS graduates, officers direct national security and naval matters with the confidence and intellectual competence required of future leaders. Detailed information on the postgraduate curriculum conducted at NPS may be found in the *Catalog of Naval Postgraduate School*. Other references include OPNAVINST 1520.23 and OPNAVNOTE 1520.

Advanced Education Program

The Advanced Education Program allows active-duty officers to engage in full-time, personally funded graduate education, resulting in a subspecialty designation. Participants receive regular pay and allowances, but they must pay their tuition and all other expenses. They are not eligible for Navy tuition assistance; however, they may use their in-service Veterans' Affairs (VA) educational benefits if eligible. OPNAVINST 1520.30 contains detailed information about this program.

Scholarship Program

The Scholarship Program permits selected officers to accept scholarships, fellowships, and grants from eligible donors. Officers selected for this program serve on active duty following graduation for

a period three times the length of the period in the program, in addition to any other prior service obligation. Refer to OPNAVINST 1520.24 for detailed information concerning this program.

Officer Law Education Program

The Officer Law Education Program allows selected naval officers to enter an American Bar Association (ABA) accredited law school for up to 36 months. Selectees may enter the school to pursue a bachelor of law or juris doctor degree, which may lead to service as a Judge Advocate General (JAG) Corps officer. For more information on this program, refer to SECNAVINST 1520.7.

VETERANS' AFFAIRS EDUCATIONAL ASSISTANCE PROGRAMS

The Department of Veterans' Affairs (VA) manages the following three educational assistance programs for active service members and veterans:

- Vietnam Era GI Bill Conversion
- Veterans' Educational Assistance Program (VEAP)
- Montgomery GI Bill of 1984 (new GI Bill)

VIETNAM ERA GI BILL CONVERSION

Those individuals who had remaining entitlement under the Vietnam Era GI Bill on 31 December 1989

are eligible for Montgomery GI Bill benefits. However, they must have served on active duty without a break in service from 19 October 1984 to 30 June 1987 or 1988. They must also serve 4 years in the Selected Reserve after release from active duty.

VETERANS' EDUCATIONAL ASSISTANCE PROGRAM

The Veterans' Educational Assistance Program (VEAP) is a voluntary, contributory educational financial assistance program. It is available to personnel who entered the Navy during the period from 1 January 1977 through 30 June 1985. This program was terminated on 1 April 1987.

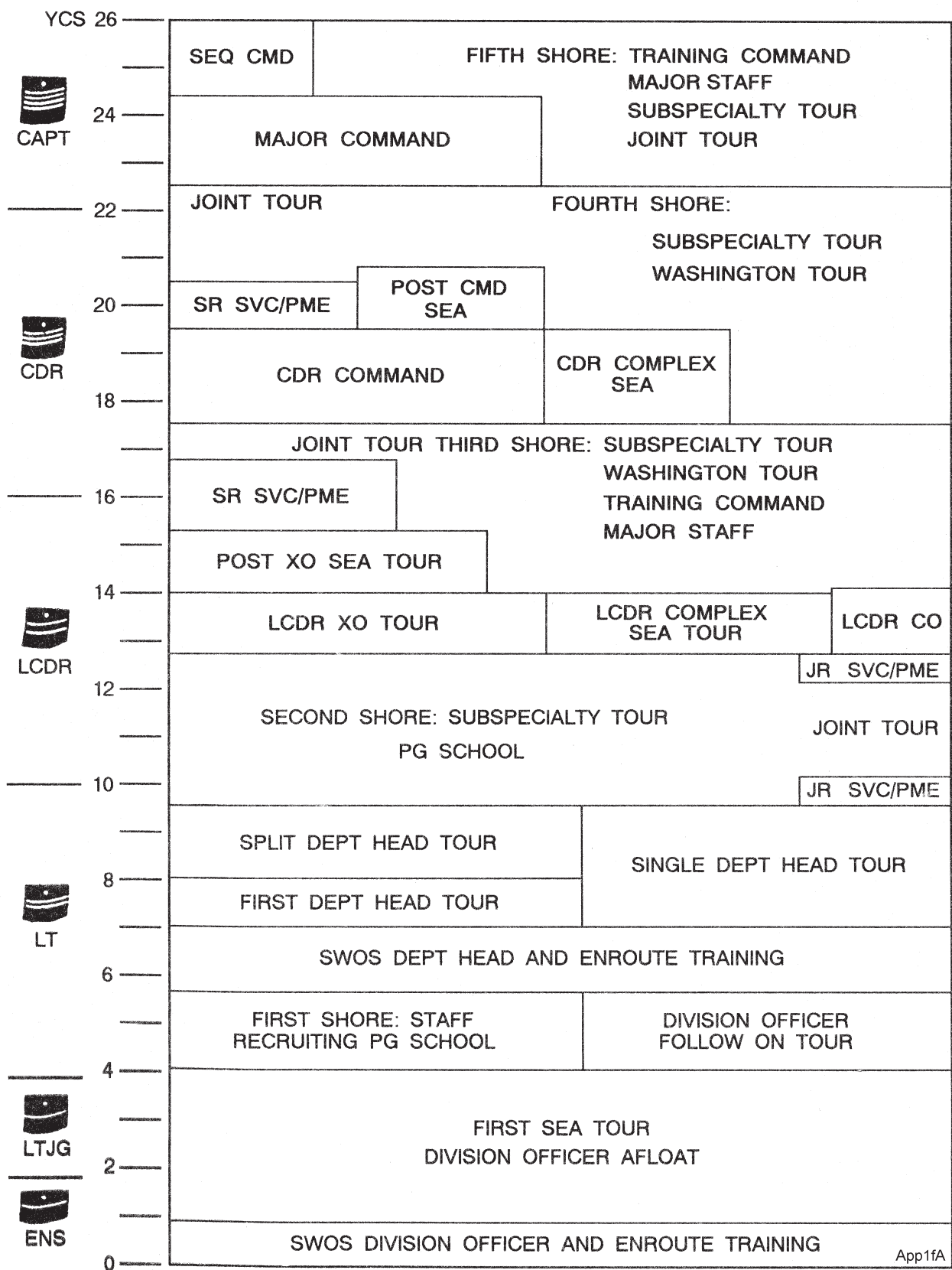
MONTGOMERY GI BILL ACT OF 1984

Beginning on 1 July 1985, nonprior service members entering active duty began receiving educational benefits under the Montgomery GI Bill (MGIB). Service members eligible for the Vietnam Era GI Bill may also be eligible to receive benefits under the MGIB as of 1 January 1990. Service members who entered active duty after 31 December 1979 and are eligible for the Veterans' Educational Assistance Program (VEAP) are not eligible for the MGIB.

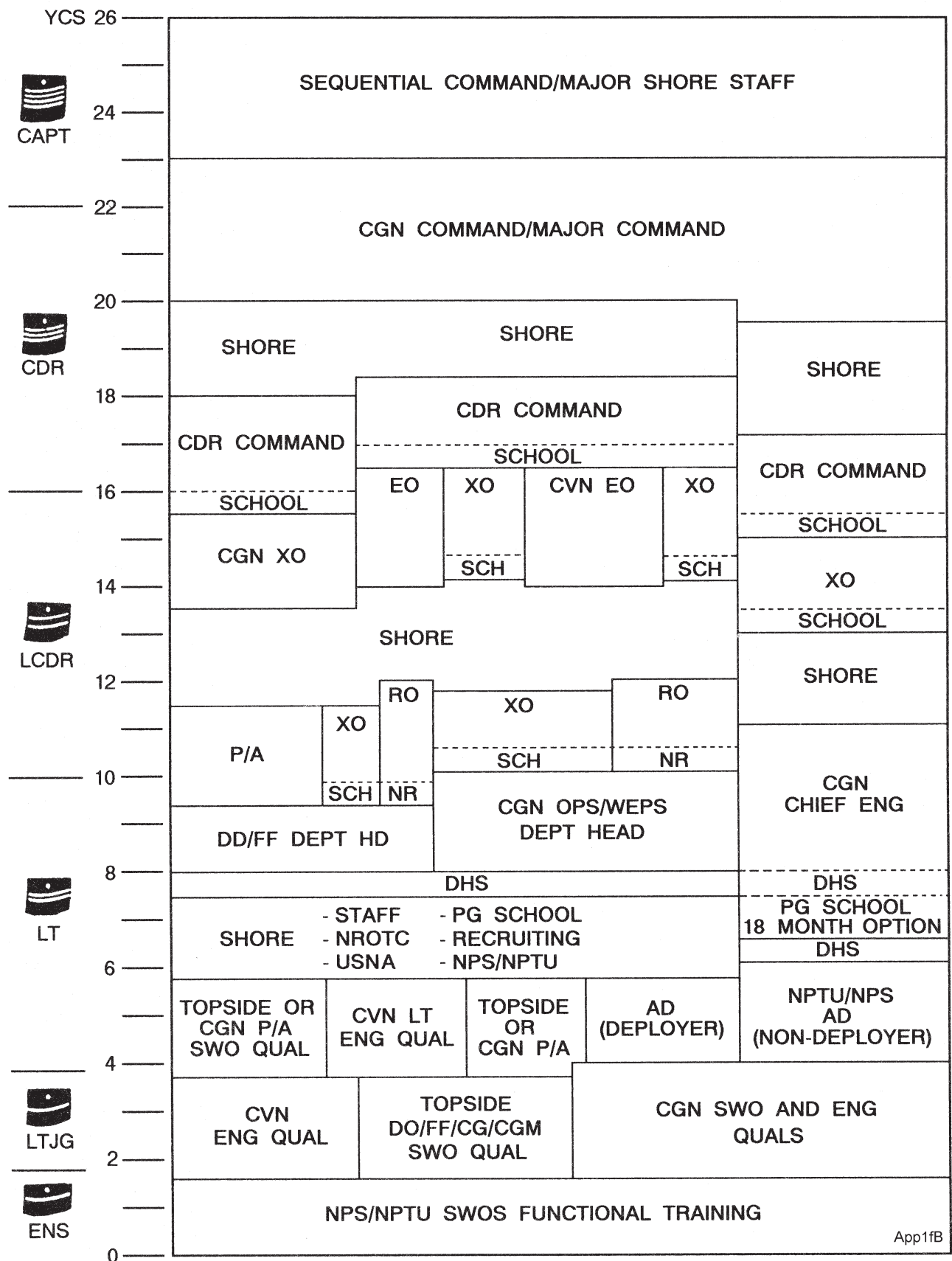
For detailed information on VA programs, contact your local VA or Navy Campus office or refer to OPNAVINST 1780.3.

APPENDIX I

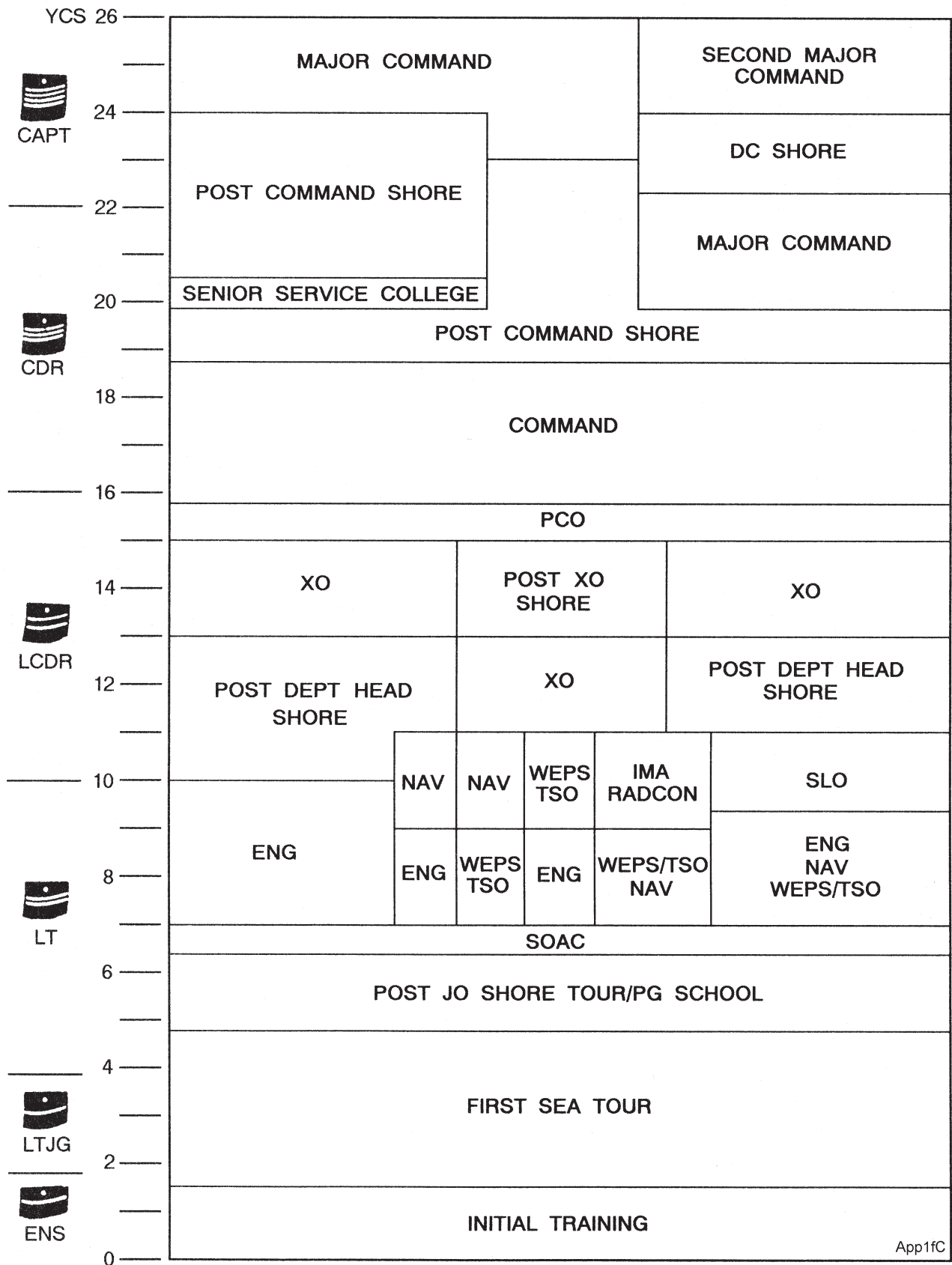
OFFICER PROFESSIONAL DEVELOPMENT PATHS



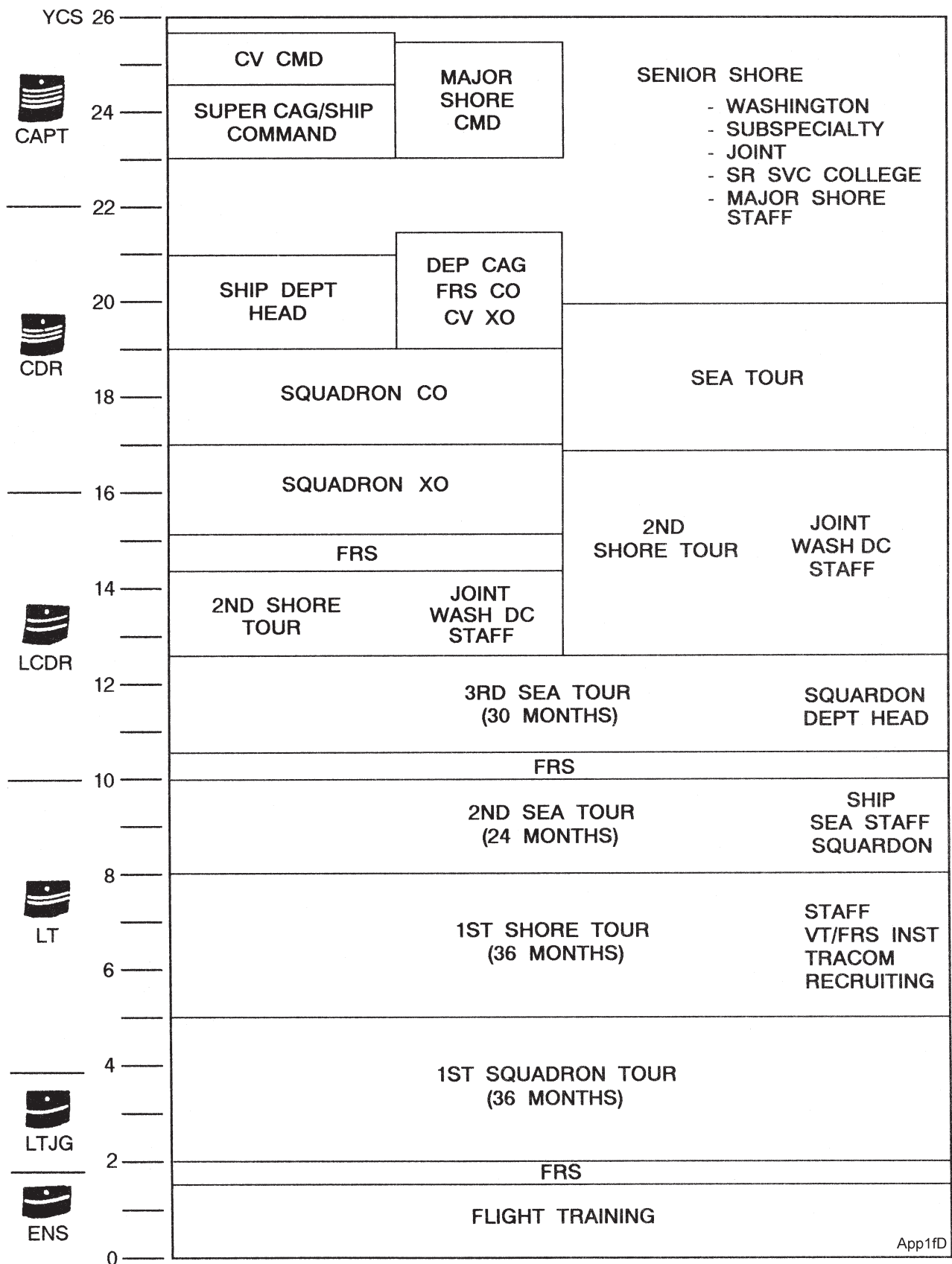
View A. Surface Warfare Officer.



View B. Surface Warfare Officer Nuclear.



View C. Nuclear Submarine Officer.

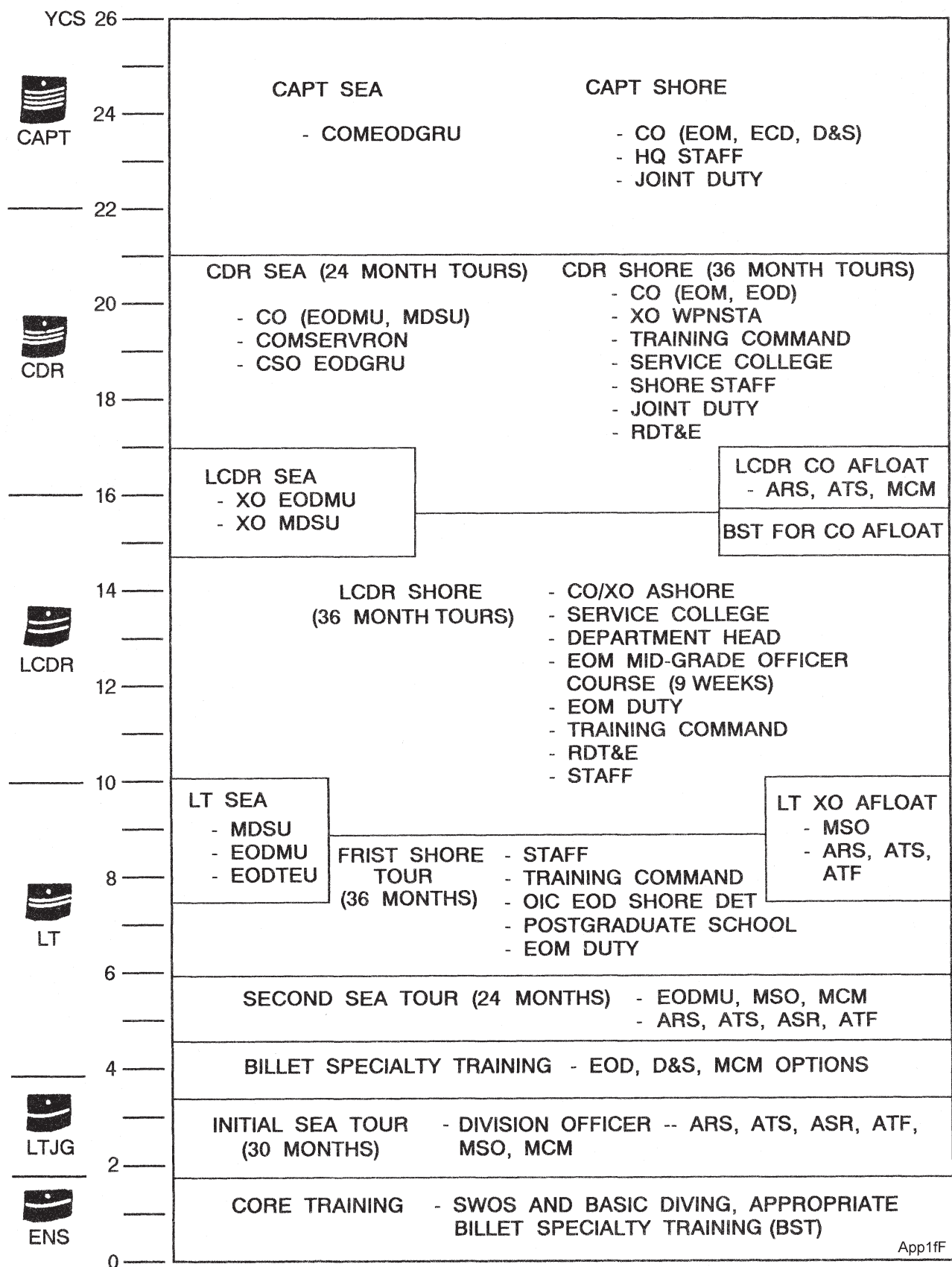


View D. Aviation Officer.

YCS 26			
	24	FORTH SHORE TOUR	- MAJOR COMMAND - MAJOR SHORE STAFF - SHORE COMMAND - SUBSPECIALTY UTILIZATION
	22		
	20	THIRD SHORE TOUR	- SHORE STAFF/JOINT STAFF - SR SVC COLLEGE - SUBSPECIALTY UTILIZATION
	18		
	16	SENIOR OPERATIONAL TOUR	- COMMAND - OPERATIONAL STAFF
	14	OPERATIONAL TOUR	- XO SEAL TEAM/XO NSWU/ - XO SPECBOAT UNIT/XO SDV TEAM - CO (LCDR) SPECBOAT UNIT - JOINT STAFF - NSW STAFF
	12	SECOND SHORE TOUR	- JR SVC COLLEGE - PG SCHOOL - MAG/MISSIONS - JOINT STAFF - SHORE STAFF
	10		
	8	OPERATIONAL TOUR	- DEPARTMENT HEAD/OPS/ SEAL TEAM, SDV TEAM, SPECBOATRON SPECBOAT UNIT - XO(LT) SPECIAL BOAT UNITS - NSW STAFF
	6	FIRST SHORE TOUR	- PG SCHOOL - SHORE AND OVERSEAS SHORE STAFF DUTY - PEP - NAVAL SPECIAL WARFARE CENTER
	4	INITIAL OPERATIONAL TOURS	- SEAL TEAM PLATOON CDR/ASST - SDV TEAM PLATOON CDR/ASST - SPECIAL BOAT UNIT CRAFT OIC
	2		
	0	BUD/S TRAINING	

App1fE

View E. Naval Special Warfare Officer.



View F. Special Operations Officer.

YCS 26			
			
24		*MAJOR CMD TOUR - RECRUITING AREA - MSC AREA CMD - OCEANSYSCOM - NAVCAMS/NCS - NETPMSA - TRAINING CMD	**MAJOR SERVICE OR JOINT STAFF (NOTES 2 AND 3)
			SENIOR PME (NOTE 1) SUBSPECIALTY TOUR
22		*COMMANDER CMD TOUR - NAVSUPACT - NAVFAC/NOPF - NRD - MSCO	**MAJOR SERVICE OR JOINT STAFF (NOTES 2 AND 3)
20			SENIOR PME (NOTE 1)
18		EXECUTIVE OFFICER - NAVSTA/NAVSUPACT - SPASURVSYS/FLTSURVC - TRAINING COMMAND - NAVCAMS/NCS - SIMA	SUBSPECIALTY TOUR
16		*EXECUTIVE OFFICER TOUR - MEPS - PSA/PSD - NRD - NTCC/NCS - NAVFAC/NOPF - TPU/BRIG - SIMA - MSCO/COMFSRON - FACSFAC - NTTC	**MAJOR SERVICE OR JOINT STAFF (NOTES 2 AND 3) - DISTRIBUTION - CAREER PROGRESSION - PROGRAM/RESOURCE APPRAISAL
14			JUNIOR PME (NOTE 1) SUBSPECIALTY TOUR
12			
10		*DEPT HEAD TOUR - OIC/ASS'T OIC - OPS OFFICER - DIR FAMILY SERVICE CTR/CAAC - ADMIN OFFICER - PROGRAMS OFFICER (RECRUITING) - COMM OFFICER - DIR OF TRAINING - SECURITY OFFICER	*SUBSPECIALTY DEVELOPMENT/PROVEN DESIGNATION
8			POSTGRADUATE SCHOOL
6			
4		*DIVISION OFFICER TOUR - WATCH OFFICER - PORT/BASE SVCS OFFICER - LEGAL OFFICER - COMM/CMS CUSTODIAN - ADMIN/PERS OFFICER - ASS'T OIC - FIRST LT/FACILITIES MGR - ADP - COMPANY OFFICER	*SUBSPECIALTY DEVELOPMENT
2			GENERAL EXPERIENCE TOUR - INSTRUCTOR - PAO - INTEL - LOGISTICS - PROTOCOL
0			TRANSPORTATION HUMAN RESOURCES ACTION OFFICER (SERVICE/JOINTSTAFF)

LEGEND:

*PRIMARY CAREER REQUIREMENTS

**SEE O-4 LEVEL FOR ILLUSTRATIVE TYPE OF ASSIGNMENTS

NOTES:

1. OFFICER WILL NORMALLY ATTEND ONLY ONE PROFESSIONAL MILITARY EDUCATION (PME) INSTITUTION

2. COMPLETION OF ONE JOINT TOUR IS REQUIRED FOR PROMOTION TO FLAG RANK

3. SERVICE STAFFS (TYPICAL) JOINT STAFF (TYPICAL)

- | | |
|--------------------|--------------------|
| - OPNAV | - THE JOINT STAFF |
| - NMPC | - OSD |
| - TYCOM | - ALLIED |
| - FLEET | - DEFENSE AGENCIES |
| - TRAINING COMMAND | - UNIFIED COMMANDS |

App1fG

View G. General URL Career Path.

YCS 30			
28	CONUS/FOREIGN SHORE	CAREER DEVELOPMENT MANAGEMENT/ LEADERSHIP	- COMMAND - MATERIEL PROFESSIONAL - INCREASING SPECIALIZATION OR DEPTH DEPENDING ON THE NEED OF THE SERVICE
26			
24	CONUS		
CAPT			
22			
20	SEA/FOREIGN SHORE	MANAGEMENT DEVELOPMENT	- DEVELOPMENT OF IN-DEPTH PROFICIENCY - OPERATIONAL EXPERIENCE - PROFICIENCY GROWTH - SUBSPECIALTY ASSIGNMENT – THREE TOURS IN FUNCTION - MANAGEMENT SKILL DEVELOPMENT – TWO RELATED FUNCTIONS TO DEVELOP DEPTH AND BREADTH - SERVICE COLLEGE
18			
16	CONUS		
14	SEA/FOREIGN SHORE		
LCDR			
12	CONUS		
10			
8	PG/CONUS	TECHNICAL DEVELOPMENT	- SUBSPECIALTY DEVELOPMENT - POSTGRADUATE SCHOOL - SUPPLY AFLOAT - BASIC QUALIFICATION
6	SEA/FOREIGN SHORE		
4	CONUS		
2	SEA		
0	NSCS		
LT			
LTJG			
ENS			

App1fH

View H. General Supply Corps Officer.

APPENDIX II

ABBREVIATIONS USED IN ORDERS RELATING TO TRANSFER AND ASSIGNMENT OF NAVAL PERSONNEL

ACDU	Active duty
ACDUINS	Active duty under instruction
ADDELREP	If no excess leave involved, authorized a certain number of days additional delay in reporting, which counts as leave
ADDU	Additional duty
ADSD	Active duty service date
CARBASORD	Carry out remainder of basic orders
CERTQUAR	Certify nonavailability of government quarters and government mess or officers mess in accordance with <i>Joint Federal Travel Regulations</i> , volume 1, chapter 4, part E.
CLCVN	Class convening
COI	Course of instruction
COMPL	Upon completion thereof
CONDUCTVIEW	Command delivering orders to conduct interview required by current instructions before delivery
CONUS	Continental United States
DELREP	If no excess leave involved, authorized a certain number of days (or a specific date) to delay in reporting, which counts as leave. Keep old and new station advised of address.
DIRHSG	Report to appropriate housing referral office before negotiating an agreement for offbase housing
DUINS	Duty under instruction
DUSTA	Duty station
EDA	Estimated date of arrival
EDD	Estimated date of detachment
EDVR	Enlisted Distribution Verification Report
FFT	For further transfer
FURAS	For further assignment
IAW	In accordance with
ICO	In case of
ICW	In connection with

IMMUN	Obtain appropriate immunization in accordance with BUMEDINST 6230.3
MAPTIS	Manpower, Personnel and Training Information Systems
NA	Naval aviator
NET	Not earlier than
NFO	Naval flight officer
NLT	On or before but not later than
ORDMOD	Orders (identified by date or message reference numbers following) modified
OUTUS	Outside continental United States
PCS	Permanent change of station
PERSUPPDET	Personnel Support Detachment
PORICH	Port in which (activity designated may be)
POC	Privately owned conveyance
PROREP	Proceed and report
PROVMAIN	Other provisions to basic orders remain in effect
SNA	Student naval aviator
SNFO	Student naval flight officer
TEMADD	Temporary additional duty
TEMADDINS	Temporary additional duty under instruction
TEMDU	Temporary duty
TEMDUINS	Temporary duty under instruction
TVL	Travel
UNORDCAN	Unexecuted portion of orders (identified by date or message reference numbers following) canceled

APPENDIX III

NAVY LODGES

There are more than 1,500 Navy Lodge units at various locations in the United States and overseas. Navy Lodges provide comfortable, convenient, and inexpensive temporary lodging for Navy personnel and their families. Though personnel traveling under permanent change of station (PCS) orders have priority, the facilities are also open to personnel under other circumstances. Take advantage of the availability of lodges; you can save yourself a considerable amount of money on your temporary lodging needs. A Navy lodge central reservation office has been established to assist military families in obtaining accommodations. A deposit is required in most instances for late arrivals. The price and type of accommodations to be furnished will vary from station to station. Visa or Master Cards are accepted. No pets are permitted at Navy lodges. Reservations may be made using the following toll free numbers:

- **Continental United States: 1-800-628-9466 (NAVY INN)**
- **Overseas: DSN 565-2027**

NAVY LODGE LOCATIONS

CONTINENTAL UNITED STATES		OVERSEAS
Alaska	Maine	Cuba
–Adak	–Brunswick	–Guantanamo Bay
California	Maryland	Iceland
–Alameda	–Bethesda	–Keflavik
–El Centro	Mississippi	Japan
–Lemoore	–Gulfport	–Atsugi
–Long Beach	New Jersey	–Yokosuka
–Miramar	–Lakehurst	Spain
–Moffet Field	Pennsylvania	–Rota
–North Island	–Philadelphia	United Kingdom
–Port Hueneme	Rhode Island	–Edzell, Scotland
–San Diego	–Newport	
Connecticut	South Carolina	
–Groton	–Charleston	
Florida	Tennessee	
–Cecil Field	–Memphis	
–Jacksonville	Texas	
–Mayport	–Beeville	
–Pensacola	–Corpus Christi	
Georgia	Virginia	
–Kings Bay	–Little Creek	
Illinois	–Norfolk	
–Great Lakes	Washington, D.C.	
Louisiana		
–New Orleans		

APPENDIX IV

HELPFUL HINTS FOR YOUR MOVE

FOUR TO SIX WEEKS BEFORE MOVING DAY:

- Keep a notebook handy to jot down things you should do and any questions that might arise.
- Remember that each shipment requires at least 10 copies of your orders.
- Tour your quarters from top to bottom and decide what you will move and what you will discard.
- Call the nearest personal property transportation officer and arrange for a premove interview. The earlier you make the arrangements, the better. Some offices work only on an appointment basis.
- Let the post office know when you will be moving, what your new address will be, and if you need a temporary forwarding address.
- Prepare a list of friends, relatives, and business firms to notify of your change of address. Send out change-of-address cards immediately. Magazines and other monthly publications require at least 4 to 5 weeks' notice.
- Collect your children's school records and credentials. Also arrange to get any necessary letters of introduction or recommendations required for professional or social endeavors at your new address.
- Check with city and county assessors to see if you owe any taxes.
- Contact your insurance agency and arrange to transfer your policy coverage to your new address.

TWO OR THREE WEEKS BEFORE MOVING DAY:

- Prepare your automobile for the trip. Equip your car with tools for emergency use, such as lines, flares, and flashlights. Notify the Department of Motor Vehicles of your change of address.
- Arrange to close or transfer all charge accounts with local businesses.
- Arrange with your bank and other financial institutions to have your checking and savings accounts transferred. Transfer items from safety deposit boxes. For immediate needs, or until your credit is established in the new town, you may want to use traveler's checks.

ONE WEEK BEFORE MOVING DAY:

- Collect all items being cleaned, stored, or repaired. Return library books and items borrowed from friends and neighbors.

- Notify delivery services, such as milk, laundry, and newspaper services, to discontinue service.
- Make appointments with any service representative needed to disconnect your appliances. Try to have appliances disconnected the day before you move.
- Make arrangements for transportation of your pets and plants unless you plan to take them in the car. Check with a veterinarian about proper immunizations. Check with your new command about possible prohibitions of any animals or plants.
- Make a list of absolute necessities your infants and children use in the course of a day. Plan entertainment for the older children while traveling.

TWO OR THREE DAYS BEFORE MOVING DAY:

- Wash and iron soiled clothing.
- Make arrangements for the disposition of unauthorized items of shipment, such as alcoholic beverages; boats; motors; large automotive parts; building materials; paints; aerosol cans; flammable items such as fireworks, cleaning fluids, paints, and matches; and half-used cans or bottles of substances that might leak or cause damage. Drain gas and oil from power mowers and leave the cap off so the fumes evaporate before shipment.

THE DAY BEFORE MOVING DAY:

- Place the things to be packed together in separate groups.
- Prepare a list of items you will need immediately upon arrival at your new home. Remember to ask the packer to load these items last and unload them first.
- Disconnect and prepare your appliances for shipment.
- Have your utility meters read.
- Loosen any rugs or carpets that are secured to the floor.
- Remove outside TV antennas and window air conditioners. Remove articles from the walls. Dismantle swing sets.

MOVING DAY:

- Be on hand when the movers arrive. Remain on the premises until all your goods are loaded.
- Keep children and pets out of the way of the moving van and crew.
- Accompany the carrier's representative through the house as each piece of furniture is inspected, tagged, and listed on the inventory.
- Let the carrier do all the packing, and make sure the inventory is not shown as "packed by owner."

- Make a final tour to ensure all items have been loaded.
- Any mix-up as far as what the carrier takes or leaves is your responsibility. If you are making more than one shipment, be sure the right carrier gets the right goods. Check to see that all shipping documents show the correct destination.
- Be sure you and the carrier's representative sign the inventory and the bill of lading. Keep a copy of these documents for your personal files.

WHEN YOU ARRIVE AT YOUR DESTINATION:

- Contact the destination personal property transportation office as soon as you arrive so that the office will know how to reach you when your property arrives.
- Be sure your house is ready for occupancy, have the house keys available, and be on hand to accept delivery.
- Phone utility companies to make the necessary arrangements for service.
- Plan the placement of your furniture. When unloading, the van operator and assistants will place each piece of furniture **one time** as you direct, including laying rugs, setting up beds, and so on.
- If you waive the unpacking, the carrier is not required to return to pick up the empty cartons after you finish unpacking, and you could jeopardize your claim if anything is lost or damaged. It is recommended you let the carrier do the unpacking and remove the packing materials debris.
- Do not sign any delivery document until the carrier's representative has completed everything required of the carrier. However, don't refuse to sign these documents before the carrier's representative leaves as long as you have noted any loss or damage on the inventory. Remember that notations on the inventory do not initiate a claim—they are merely a record of the facts.
- Report any loss or damage to the destination personal property transportation officer, who may send a household goods inspector to your house. You must file a written claim for loss or damage through the claims section.
- Ensure you receive and complete the customer satisfaction report (DD 1781). Forward this report to the destination transportation office within 5 days.

