



# Bottom Line: Up Front

05-10

*This document is for information purposes and is designed to ensure that all personnel are aware of the many issues/changes that occur in our Navy. Although not inclusive, it is a great venue to share our best practices. If you have information, programs or best practices that you would like to share Navy-wide, send them via your applicable ISIC or Force Master Chief for inclusion. Thanks for your support and feedback.*

## MCPON RECOMMENDS:

*Are your ribbons squared away? Use the USN Ribbon Checker website.*

<http://kepler.pratt.duke.edu/USNRibbons.html>

*See page 8 for more links of interest*

## INSIDE THIS ISSUE

- 2 What's Hot
- 3 Post 9/11 GI Bill Service Obligation Requirement
- 3 The Exceptional Family Member Program (EFMP)
- 4 Take Control of Your Orders Negotiate with CMS/ID
- 4 Understand What It Takes to Get Advanced
- 5 Performance Evaluation and Advancement Guidance for Individual Augmentee Sailors
- 5 Navy Academic Skills Course Go Online
- 6 Changes on the Enlisted Performance, Conduct, Detachment for Cause (DFC) and Separations
- 6 Be Prepared, Get Insured
- 7 Memorial Service Travel
- 7 Changes to Defense Activity for Non-Traditional Education Support Retesting Policy
- 8 Advancement Exam Prep
- 8 Links of Interest

Shipmates,

Here in D.C. we recently meritoriously advanced our four Sailors of the Year to Chief Petty Officers at a ceremony held at our Navy Memorial and Naval Heritage Center wrapping up the Navy's Sailor of the Year Recognition Week.

I am very proud and honored that for the first time in history all four of our SOYs are women and I would like to congratulate them again on their outstanding achievements:

HMC(SW/AW) Ingrid J. Cortez, 2009 USFF Sea Sailor of the Year;  
OSC(SW) Samira McBride, 2009 U.S. Pacific Fleet Sea Sailor of the Year;  
HMC(SCW) Shalanda L. Brewer, 2009 Navy Reserve Sailor of the Year;  
CTTC(SW/AW) Cassandra L. Foote, 2009 CNO Shore Sailor of the Year.

We have many outstanding Sailors in our Fleet and each one has the opportunity to be the next SOY. Our Sailors are our greatest assets and it is our job as leaders to ensure every Sailor knows that we want them to succeed, and that we value their service, talent, skills, and dedication. We must make every effort to prepare our Sailors for success.

Caring about the well-being of our Sailors and their families will lead to professional success for our Sailors and ultimately the Navy. Invest in our future and lead on!

HOOYAH!

MCPON

## What's Hot

[NAVADMIN 245/10](#) explains changes to the FY11 TA Policy implementing quarterly allocation. This policy does not apply to Navy College Program Afloat College Education (NCPACE).

Effective Oct. 1, 2010, funding for TA will be allocated quarterly based on historic usage rates and remaining available funds. When this allocation is reached, no further TA applications will be processed for the remainder of that quarter. Unprocessed applications will be held for processing the following quarter. A Navy college office staff member will work with each Sailor to determine alternative course options should the request not be approved. Sailors will continue to be allowed to submit TA applications at any time, but the applications will not be processed more than 30 days prior to the start of the fiscal quarter in which the class starts. Applications will be processed on a first come, first served basis based upon the online application date.

Sailors should also consider further utilizing other educational opportunities and study tools available such as Defense Activity for Non-Traditional Education Support (DANTES) and College-Level Examination Program (CLEP) testing, NCPACE, and academic skills courses, and Navy College program resources to focus studies and enable off-duty education success.

### BLUF:

1. The quarters are Oct-Dec; Jan-Mar; Apr-Jun and Jul-Sept.
2. Sailors may submit TA requests at any time.
3. TA requests will be processed 30 days in advance of the fiscal quarter for only classes that begin in that quarter.
4. It will be on a first come first served basis.
5. Sailors whose requests are not funded will be contacted by the NCO. They may not have to resubmit an application if there is a class offered the following quarter that fits into their education plan. They will retain the original date of the submission, putting them at the top of the queue for the next quarter. If there are no classes, they will have to resubmit.
6. For Sailors who cannot reach the Virtual Education Center or have access to a computer, they may send a NAVAL Message to CPPD.
7. This starts Oct. 1 but Sailors who know what they want to take in the first quarter may submit now.

## Post 9/11 GI Bill Service Obligation Requirement

---

***BLUF: You must understand the guidelines for transferability of the Post 9/11 GI benefits in order to successfully transfer your benefits.***

---

Navy Personnel Command reports a 25-29 percent rejection rate for requests to transfer the Post 9/11 GI Bill benefits to family members. Sailors need to understand transferability guidelines regarding Obligated Service (OBLSERV) commitment. Service obligation begins on the date you complete your request for transferability. Officers and enlisted must complete appropriate documentation AND ensure obligation is reflected in the member's electronic service record (ESR). Members can verify their obligated service by logging into "Self-service ESR" at <https://nsips.nmci.navy.mil> (CAC required). Officers must complete a page 13 agreeing to the additional service obligation. Applications that do not have appropriate service obligation documented in the ESR will be disapproved and returned for resubmission. If disapproved, a new service obligation date must be calculated. For more detailed information, please review [NAVADMIN 203/09](#) and/or visit the Post 9/11 GI Bill NPC page at [http://www.npc.navy.mil/CareerInfo/Education/GIBill/Post\\_9\\_11.htm](http://www.npc.navy.mil/CareerInfo/Education/GIBill/Post_9_11.htm)

## The Exceptional Family Member Program (EFMP)

---

***BLUF: EFMP ensures that Sailors are assigned to geographical areas where specialized support is available to suit the medical, educational, community and personnel needs of the family.***

---

The Navy has 16,000 families enrolled in the Exceptional Family Member Program (EFMP), but some Sailors are not updating their packages before entering their detailing window. EFMP was established to help alleviate hardships on family members by ensuring their special needs are considered in the detailing process. Enrollment ensures family members' needs are identified so that Sailors are stationed where those needs can best be met. Detailers need an updated EFM status before they can release orders. Local coordinators at the nearest Military Treatment Facility can be contacted to confirm update status and timeframe. Family member status updates are required nine months prior to a Sailor's Projected Rotation Date, every three years, or whenever the enrolled member's need changes.

For more information about EFMP, visit their website at [www.npc.navy.mil/CommandSupport/ExceptionalFamilyMember/](http://www.npc.navy.mil/CommandSupport/ExceptionalFamilyMember/) or call the NPC Customer Service Center toll-free at 1-866-827-5672.

## Take Control of Your Orders Negotiate with CMS/ID

---

***BLUF: Take charge of your career and your future assignments by knowing the ins-and-outs of CMS/ID, talking to your CCC and ensuring your PTS is in on time.***

---

Sailors should know the ins-and-outs of CMS/ID. CMS/ID helps Sailors look for the perfect job - including those with financial incentives and in support of worldwide contingencies. Active-duty Sailors can apply for jobs directly in CMS/ID for about two weeks during each monthly requisition cycle. Sailors can apply for up to five billets per CMS cycle, while keeping sea/shore rotation in mind. Other factors may limit you—such as lack of Perform-To-Serve approval, expired Exceptional Family Member status, Security Clearance issues or poor results on evaluations or physical readiness tests. The Orders Negotiation Window for all Sailors changed in early 2010 from five months to three months to encourage more aggressive participation by Sailors. This means that nine-to-seven months before Sailors' projected rotation dates (PRD), they should be on CMS/ID. This allows a three-month window to negotiate before a Sailor becomes eligible for an involuntary "needs of the Navy" assignment.

## Understand What it Takes to Get Advanced

---

***BLUF: Sailors who earn a good promotion recommendation on their evaluations and who score well on the advancement exam have the greatest opportunity to advance to the next paygrade.***

---

The Navy's enlisted advancement system is based on vacancies in each rating, so it's important for members to understand what they can do to be competitive. High retention rates contributed to a lower than average number of Sailors advancing from the March exam cycle, and we expect the September cycle to be very competitive as well. In each enlisted rating, Sailors are rank-ordered by their Final Multiple Score (FMS). Competition to earn the higher FMS is primarily based on a Sailor's performance and knowledge. Passed not advanced (PNA), awards, service in paygrade (SIPG) and education points contribute to the FMS, but it is the individual performance and exam score which have the greatest impact on the FMS.

The FMS computation chart is posted on the Navy Advancement Center's Facebook page: <http://www.facebook.com/pages/Pensacola-FL/Navy-Advancement-Center/213190711299> and the NKO Web portal: <https://wwwa.nko.navy.mil/portal/careermanagement/navyadvancementcenter> (CAC required).

## Performance Evaluation and Advancement Guidance for Individual Augmentee Sailors

---

***BLUF: Leaders, continue to set your IA/GSA/OSA Sailors up for success by keeping them competitive with their peers through the new policy regarding evals.***

---

[NAVADMIN 215/10](#) outlines execution policy for performance evaluations and advancement eligibility for IA/GSA/OSA Sailors. These changes are designed so applicable Sailors are recognized for their service away from their parent command, and remain competitive with their counterparts. Effective 1 August 2010, regular reporting seniors must maintain regular performance evaluation continuity and use billet Subcategory (block 21) code "Indiv /Aug" to break out personnel who are serving on, or have completed an IA/GSA/OSA assignment. Furthermore, NAVADMIN 215/10 provides policy guidance on concurrent performance evaluation while on an IA, Performance Mark Average (PMA) calculation and Time in Rate (TIR) waivers procedures.

## Navy Academic Skills Courses Go Online

---

***BLUF: The Navy Academic Skills program assists you with reviewing, refreshing and enhancing your skills for success in college.***

---

The Navy Academic Skills Program offered through 21 Navy College Learning Centers (NCLC) is moving to an online-only version available to service members. The Online Academic Skills Course (OASC) provides access to basic educational and academic skills at no cost to the student.

As of Sept. 30, the current academic skills program available in NCLCs and the shore-based instructor-led English, math, and language basic skills courses will no longer be available to shore commands.

OASC is available at the Navy Knowledge Online website [www.nko.navy.mil](http://www.nko.navy.mil) via the NKO Learning Tab and on the Navy College Program website at <https://www.navycollege.navy.mil/> under the academic skills link.

## Changes on the Enlisted Performance, Conduct, Detachment for Cause (DFC) and Separations

---

***BLUF: Know, understand and conduct training on the changes to the MILPERSMAN articles regarding enlisted performance, conduct, DFC and separations.***

---

Based on inputs from leadership, the Navy has changed its Military Personnel Manual regarding enlisted performance, conduct, Detachment for Cause (DFC) and separations. Announced in [NAVADMIN 210/10](#), the changes impact MILPERSMAN Articles 1910-156, 1616-010 and 1616-040.

The changes in Article 1910-156 give commanders and COs the ability to separate Sailors for unsatisfactory performance and those who cannot carry out their assigned duties.

Article 1616-010 deals with DFC of enlisted personnel and changes align those procedures with those for officers. The previous version allowed for the first flag officer in the chain of command to approve a DFC for enlisted personnel, but this amended version changes the approval authority to the Commander, Navy Personnel Command (CNPC).

Changes to Article 1616-040 aligns the enlisted misconduct reporting process of civilian and military disciplinary incidents involving first class petty officers or chief petty officers (E-6/7/8/9) with the officer misconduct reporting process. It makes mandatory the reporting of civilian and military disciplinary incidents and incidents that might receive widespread public interest for E-6 through E-9 to CNPC. Incidents include, but are not limited to, the assault of a civilian, sexual abuse, and murder. Read referenced NAVADMIN for full details.

## Be Prepared, Get Insured!

---

***BLUF: Your personal property has value and the only way to protect it is to have it insured.***

---

Lessons from Katrina and the Millington flood have demonstrated that many of our Sailors do not have home owners or renters insurance. It's cheap, irreplaceable and vital in the aftermath of a catastrophe. It's too late after the disaster hits to find out our Sailors had no or inadequate insurance. Advise your Sailors to insure their property properly and to read the small print in regards to actual coverage. Sailors need to bear in mind that Public Private Venture (PPV) housing or the government covers very little.

## Memorial Service Travel

---

***BLUF: Casualty Assistance Calls Officers and commands need to be aware of the revisions to government-funded travel of family members and authorized beneficiaries.***

---

[ALNAV 045/10](#) announces the revisions authorizing government-funded travel of family members/authorized beneficiaries to a command/unit sponsored memorial service at a location other than the burial site. All eligible relatives are authorized travel and transportation allowances for one round-trip to the installation or unit memorial service. This round-trip is in addition to the burial ceremony. Reimbursable expenses are limited to authorized travel allowances.

## Changes to Defense Activity for Non-Traditional Education Support Retesting Policy

---

***BLUF: Continuing education is vital to personal and professional growth. Prepare yourself for college-level exams prior to taking them.***

---

[NAVADMIN 231/10](#) modifies the retest option for the college level examination program (CLEP), defense activity for non-traditional education (DANTES) subject standardized test (DSST), and Excelsior college examinations (ECE). These programs provide a valuable resource to Sailors in earning college credit toward an educational degree, and to the Navy in incurring less tuition assistance (TA) costs.

In an effort to encourage service members to better prepare for initial exams and reduce Navy costs, DANTES will only fund a service member's initial examination fee for each CLEP, DSST and ECE exam. Sailors who do not receive a passing score, are no longer able to retest on a no cost basis. To retest, members must wait 180 calendar days between test dates and must personally fund the retest.

Free exam study sheets are available at the Navy Knowledge Online (NKO) website under the learning tab, or on the DANTES website at [www.dantes.doded.mil](http://www.dantes.doded.mil)

## Advancement Exam Prep

---

***BLUF: Advancement exams are just around the corner ... visit the Navy's Advancement Center's NKO web portal and make sure you are ready!***

---

Advancement exams are coming soon and the first thing you should do is download your bibliography on the Navy Advancement Center's (NAC's) NKO Web portal at

[https://www.nko.navy.mil/portal/careermanagement/navyadvancementcenter/home/advancementexamstrategyguide\(aesg\)](https://www.nko.navy.mil/portal/careermanagement/navyadvancementcenter/home/advancementexamstrategyguide(aesg)).

Bibliographies are published six months prior to the exam administration dates. Individual rating bibliographies are exam cycle specific. In other words, the reference list that posts for each exam is generated from each exam question. During Advancement Examination Development Conferences (AEDCs), visiting CPO Fleet Subject Matter Experts (FSMEs) assign a specific reference to every question in the exam bank. As FSMEs select questions for exams, an exam bibliography is created from those questions. The FSMEs then decide whether chapters or sections of the entire publication should be published for a particular reference. Some FSMEs elect to be very specific for their rating and provide detailed bibliographies, whereas FSMEs in other ratings decide to publish broad publication information without chapters or sections. Also on the NAC Web portal, you will see a link for "Topics" next to the BIB link.

Your exam was developed from the Occupational and Professional Military Knowledge Topics and Subtopics. This information is presented in alphabetical order, not order of importance. Why is this information key to your exam preparation? The Topic and Subtopic list gives you insight to how the FSMEs from your rating compartmentalized the information. Within each Topic you can see how the FSMEs broke down the information. By applying the references from the exam bibliography to listed Topics and Subtopics, you can better prepare and understand how your exam was designed. The Topic and Subtopic list is a very powerful tool.

Good luck preparing for your exam. Remember, advancements are based on vacancies. Your final multiple is compared to your peers in your rate, so good performance and a high exam score are key to moving up!

### Links of Interest

Post 9/11 GI Bill: [www.gibill.va.gov](http://www.gibill.va.gov)

Physical Readiness: <http://www.npc.navy.mil/CommandSupport/PhysicalReadiness>

Navy Recruiting Command: <http://www.cnrc.navy.mil>