



**PS CAREER PATH
(SW)**



Personnel Specialists (PS). PSs provide enlisted personnel with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for advancement, rights and benefits. PSs maintain and audit pay and personnel records of military personnel, determine military pay and travel entitlements and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted personnel and their families with special problems or personal hardships.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	PSCM	23.8 Yrs	CSEL	36	Follow-on Shore Tours
23-26	PSCM PSCS	23.8 Yrs 19.7	CSEL	36	5th Shore Tour Billet: PSCM: CVN PSCS: CVN; LHA/LHD; LPD Duty: PSCM: SEA; LCPO PSCS: SEA; LCPO; Program Mgr. Quals: OOD(I/P); Watchbill Coordinator; SEWBC; ATTWO Optional: JOOD/OOD (U/W)
20-23	PSCM PSCS PSC	23.8 Yrs 19.7 15.3	CSEL	36	4 th Sea Tour Billet: PSCM: CVN PSCS: CVN; LHA/LHD; LPD; DEVGRU Duty: PSCM: SEA; LCPO PSCS: SEA; LCPO; Program Mgr. Quals: OOD(I/P); Watchbill Coordinator; SEWBC; ATTWO Optional: JOOD/OOD (U/W)
17-20	PSCM PSCS PSC	23.8 Yrs 19.7 15.3	CWO, CSEL	36	3 rd Shore Tour Billet: PSCM: PSD/MNCC (TSC); NPC; TYCOM; ISIC; OPNAV PSCS: TYCOM; ISIC; CNRFC; OPNAV; NPC; NSW PSC: ISIC; OPNAV; NPC; PSD/MNCC (TSC); NSW PS1: PMB: ISIC; NPC; OPNAV; PSD/MNCC (TSC); NSW Duty: PSCM: SEA; LCPO: Program Mgr. PSCS: SEA; LCPO; Program Mgr PSC: LCPO; Program Mgr; MNCC PS1: LPO; Program Mgr; MNCC Quals: NEC 802R/806R; 805A/806R; Base CDO
14-17	PSCM PSCS PSC PS1	23.8 Yrs 19.7 15.3 9.3	LDO, CWO, OCS, MECP, CSEL	36	3 rd Sea Tour Billet: PSCM: CVN PSCS: CVN; LHA; LPD; DEVGRU PSC: CVN; CG; LHA; LPD; DDG; LSD; DEVGRU PS1: DDG; CG; LHA; LPD; LSD; CVN; AS; NSW; Squadron Duty: PSCM: Dept LCPO PSCS: Dept LCPO or PERSO PSC: Div or Dept LCPO or PERSO PS1: Dept LPO Quals: OOD(I/P); Watchbill Coordinator; SEWBC; DCTT



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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA / SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
11-14	PSCS PSC PS1	19.7 Yrs 15.3 9.3	LDO, CWO, OCS, MECP, CSEL	36	2 nd Shore Tour Billet: PSCS: SEA; NPC; TYCOM; ISIC; PSD/MNCC (TSC) PSC: Instructor Duty; NPC; TYCOM; ISIC; PSD/MNCC (TSC); NSW PS1: PMB; RDC; NPC; BUPERS; NRD; PSD/MNCC (TSC); Instructor Duty; NPPSC; NSW Duty: PSCS: SEA; LCPO PSC: LCPO PS1: LPO Quals: OOD(I/P); Watchbill Coordinator
7-11	PSC PS1 PS2	15.3 Yrs 9.3 4.2	LDO, CWO, OCS, MECP, CSEL	42	2 nd Sea Tour Billet: PSC: CG; DDG; LHA; LPD; LSD; CVN; AS; Expeditionary Command PS1: DDG; CG; LHA; LPD; LSD; CVN; AS; Squadron; NSW PS2: CVN; DDG; CG; LHA; LPD; AS; Squadron; NSW Duty: PSC: LCPO or PERSO PS1: LPO PS2: Section Supv or LPO Quals: OOD(I/P); JOOD(I/P); Watchbill Coordinator; SEWBC; DCTT Member Optional: JOOD/OOD (U/W); ATS; ATTWO
4-7	PS1 PS2 PS3	9.3 Yrs 4.2 2.2	MECP	36	1 st Shore Tour Billet: PS1: PMB; RDC; NPC; TYCOM; ISIC; PSD/MNCC (TSC) PS2: PMB; RDC; NPC; TYCOM; ISIC; PSD/MNCC (TSC) PS3: PMB; RDC; NPC; TYCOM; ISIC; PSD/MNCC (TSC) Duty: PS1: LPO PS2: ALPO; Program Mgr; MNCC PS3: Pay/Pers Clerk Quals: OOD (I/P); Watchbill Coordinator
1-4	PS2 PS3 PSSN PSSA PSSR	4.2 Yrs 2.2 6 months 9 months 9 months	Naval Academy, NROTC	48	1 st Sea Tour Billet: PS2: Ship or Squadron PS3: Ship or Squadron Duty: PS2: LPO; SUPV PS3: Clerk Quals: Deck Watches; OOD(I/P); JOOD(I/P); Warfare Pin in community; USMAP Opportunity for Ship-wide (out of rate) training and qualifications NEC: A16A
1+/-	PSSN PSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command



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Notes:

1. "A" school is not required.
2. Must be eligible for Security Clearance
3. PSs follow a Sea/Shore Flow; until Jul 2011 Type 6 counted as sea duty (example: Overseas PSD counted as sea duty). Sea / Shore Flow. NAVADMIN 190/16
4. PSs fill Individual Augmentation billets requiring personnel/manpower accounting and may fill any Sailor type billets.
5. PSs shall qualify for Warfare device for serving in warfare community: ESWS; EAWS; EIWS (Option Afloat Training Specialist). Squadron or Shore Duty: EAWS; EIWS; Seabee Battalion: SCW; Instructor Duty: MTS
5. Consideration should be given to Sailors who have displayed sustained superior performance while serving in Naval Special Warfare (NSW) assignments. These assignments include but are not limited to Naval Special Warfare Command, NSW Groups, NSWG Units, SEAL Teams, Boat Teams, and NSW Logistical Support Units. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career
6. Consideration should be given to personnel who displayed sustained superior performance while serving in Fleet Marine Force (FMF) assignments. PSs serving in FMF assignments often are serving in independent duty positions and/or operating with minimal senior PS or Navy administrator oversight. These personnel are responsible for duties similar to an Admin and Personnel Officer, in many cases will be serving in this capacity at a junior paygrade. They may be serving in a 1 of 1 due to forced reporting senior distro policy and this should not be viewed as a detractor. Such assignments may not be typical of the traditional career path, yet still provide unique leadership and career enhancing opportunities valuable to a well-rounded naval career. For clarification purposes, many Fleet Marine Force (FMF) commands perform duties similar to regular Navy major commands. These include but are not limited to the following:
 - Marine Corps Forces Command (MARFORCOM), Marine Corps Forces, Pacific (MARFORPAC), Marine Corps Forces Reserve (MARFORRES) and Marine Special Operations Command (MARSOC) operate similarly to regular Navy TYCOM commands such as SURFLANT or SURFPAC.
 - I, II, III Marine Expeditionary Forces (MEF) operate similarly to regular Navy Fleet commands, such as 3rd Fleet.
 - 1st, 2nd & 3rd Marine Divisions (MARDIV), Marine Logistics Groups (MLG) and Marine Aircraft Wing (MAW) also operate as TYCOMs but their tasked organized under their respective MEFs, whereas MARFORCOM, MARFORPAC, MARFORRES and MARSOC have higher headquarters responsibility and accountability.
7. Consideration should be given to performance as measured by the Field Examination Group (FEG) unannounced audit and the Command Readiness Assessment Visit (CRAV). The FEG applies to a wide variety of commands both shore and sea assessing key pay and personnel functions. The CRAV is a required TYCOM level assessment required of all Surface Force ships evaluating key administrative and personnel programs.
8. NECs held: A01A: Personnel Specialist Advanced Disbursing Operations
802R: Classification Interviewer
806R: Career Program Information Advisor
A16A: Command Pay and Personnel Administrator (CPPA)

Considerations for advancement from E6 to E7

1. Sea Assignments (ALL)



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- As LPO each candidate should demonstrate leadership and the number of E6 and below Sailors they lead should be documented. To include: Department SOY/SOQ selections, Advancements, Command MAPs, Warfare PINS (to include out of warfare areas), College Enrollment, and USMAP Certs.

Duties:

- Should have served as Department LPO or Asst. Department LPO

Qualifications:

- OOD(I/P); Watchbill Coordinator; (Watchbill coordinator is usually an E6-E7 duty); DCTT (Damage Control Training Team); ATTT (Ant-Terrorism Training Team is a valued position – can be added to below as outside the norm), ATT (Aviation Training Team member on smaller decks is also an outside the norm position with value); Repair Locker Leader or other DC duties
- At least one warfare pin (Primary warfare pin is SW)
- USMAP Certificates

Note: Candidates should show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, and command accomplishments.

Collateral Duties:

- Asst Command Collateral (ie: ACFL)
- Indoc Coordinator
- Mentorship Coordinator
- Warfare Program Asst Coordinator
- CFL or Assistant CFL
- Department 3M Coordinator or Maintenance Supervisor
- Command or Department Financial Specialist, etc.
- Command Sponsor Coordinator is designated by the CO, not normally a PS so it should be considered a command collateral

Note: ESO, Deputy Disbursing Officer (DDO), DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.

FCPOA and Sailor 360:

- FCPOA involvement (President; Vice President; Secretary; Treasurer)
- Sailor 360 Committee Lead or Co-Lead

2. Shore Assignments (ALL)

- Personnel assigned to TYCOM staff, NPC, CSS, PS “A” School or “C” and “F” school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.
- Personnel Assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.
- Personnel assigned to a PSD/MNCC (TSC) OCONUS should be viewed as being in a challenging assignment that is valued by the PS community.
- Performance Monitor Branch (PMB). This position is viewed as Navy wide impact to the PS community and personnel considered are carefully screened for this high priority assignment.

Considerations for advancement from E7 to E8

1. Sea Assignments (ALL): As LCPO each candidate should demonstrate leadership as documented in numbers of E7 and Below Sailors they lead. To include: Command and Department SOY/SOQ selections, Advancements, Command MAPs, Warfare PINS (to include out of warfare areas), Officer SWO Qualifications, College Enrollment, and USMAP Certs.



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Duties: Should have served as LCPO or PERSO/ADMIN Officer

Qualifications:

- OOD(I/P); Watch bill Coordinator (Watch bill coordinator is usually an E6-E7 duty); DCTT (Damage Control Training Team); ATTT (Ant-Terrorism Training Team is a valued position – can be added to below as outside the norm), ATT (Aviation Training Team member on smaller decks is also an outside the norm position with value); Repair Locker Leader or other DC duties
- At least one warfare pin (Primary warfare pin is SW)
- Repair locker leader or other Damage Control organization involvement.
- USMAP Certificates

Note: Candidates should show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, and command accomplishments.

Collateral Duties:

- Asst Command Collateral (ie: ACFL)
- Indoc Coordinator
- Mentorship Coordinator
- Warfare Program Asst Coordinator
- CFL or Assistant CFL
- Department 3M Coordinator or Maintenance Supervisor
- Command or Department Financial Specialist, etc.
- Command Sponsor Coordinator is designated by the CO, not normally a PS so it should be considered a command collateral

Note: ESO, Deputy Disbursing Officer (DDO), DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.

CPOA and Sailor 360:

- CPOA involvement (President, Vice President; Secretary; Treasurer)
- Sailor 360 Committee Lead or Co-Lead
- CPO Season Committee Chairman

2. Shore Assignments (ALL)

- Personnel assigned to TYCOM staff, NPC, CSS, PS “A” School or “C” and “F” school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.
- Personnel Assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.
- Personnel assigned to a PSD/MNCC (TSC) OCONUS should be viewed as a challenging assignment that is valued by the PS community.
- Performance Monitor Branch (PMB). This position is viewed as Navy wide impact to the PS community and personnel considered are carefully screened for this high priority assignment.

Considerations for advancement from E8 to E9

1. Sea Assignments (ALL): As DEPT LCPO each candidate should demonstrate leadership and documented in numbers of E7 and Below Sailors they lead. To include: Command and Department SOY/SOQ selections, Advancements, Command MAPs, Warfare PINS (to include out of warfare areas), Officer SWO Qualifications, College Enrollment, and USMAP Certs.

Duties: Should have served as DLCPO or PERSO/ADMIN Officer



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Qualifications:

- OOD(I/P); Watchbill Coordinator (Watchbill coordinator is usually an E6-E7 duty); DCTT (Damage Control Training Team); ATTT (Ant-Terrorism Training Team is a valued position – can be added to below as outside the norm), ATT (Aviation Training Team member on smaller decks is also an outside the norm position with value) Repair Locker Leader or other DC duties
- At least one warfare pin. (Primary warfare pin is SW)
- Repair locker leader or other Damage Control organization involvement.
- Senior Enlisted Watchbill Coordinator
- Afloat Training Specialist
- Warfare Program Coordinator
- ATTWO
- Duty Section Leader

Note: Candidates should show the success of their watch stations, such as number of qualifications, watchstanding effectiveness, warfighting and force protection readiness, and command accomplishments.

Collateral Duties:

- Asst Command Collateral (ie: ACFL)
- Indoc Coordinator
- Mentorship Coordinator
- Warfare Program Coordinator or Asst.
- CFL or Assistant CFL
- Department 3M Coordinator or Maintenance Supervisor
- Command or Department Financial Specialist, etc.
- Command Sponsor Coordinator is designated by the CO, not normally a PS so it should be considered a command collateral

Note: ESO, Deputy Disbursing Officer (DDO), DTS coordinator, CPPA are not collateral duties and should be treated as normal duties.

CPOA and Sailor 360:

- CPOA involvement (President, Vice President; Secretary; Treasurer)
- Sailor 360 Committee Lead or Co-lead
- CPO Season Committee Chairman

2. Shore Assignments (ALL)

- Serving as the PS Technical Rating Advisor. This position is viewed as Navy Wide impact to the PS community and is carefully screened for this high priority assignment. This is a 1 of 1 assignment and should be viewed as the pinnacle tour for any PSCS.
- Personnel assigned to TYCOM staff, NPC, CSS, PS “A” School or “C” and “F” school instructors with 805A NEC, are carefully screened and selected to that assignment. Sailors selected to serve one of these staffs are considered to be at the top of operational expertise and are highly valued by the PS community.
- Personnel Assigned to RDC as a Recruit Division Commander, are carefully screened and selected for this high priority assignment.