



YN CAREER PATH



Yeoman (YN). YN work is primarily performed in a professional office environment, both afloat and ashore. YNs serve as office managers in support of command administrative infrastructure necessary to meet the command's objectives. They may work independently, with little supervision or closely with others under close supervision, depending on individual assignments.					
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	YNCM	24.3 Yrs	CMDCM, CSEL, Flag Writer	36	Follow on Shore Tours Duty: CSEL/Dept LCPO/OIC/ Program Manager Billet: PERS/OPNAV/DCS/NIOC/ Fleet/ESG/SPECWAR
22-25	YNCM YNCS	24.3 Yrs 18.9	CMDCM, CSEL, Flag Writer	36	4 th Sea Tour Duty: Dept LCPO/SHIPSEC/ Admin OFF Billet: Ship/Squadron/Expeditionary Command/Strike Group/ CAG/SPECWAR
18-22	YNCM YNCS YNC	24.3 Yrs 18.9 14.6	CWO, CMDCM, CMDCS, Flag Writer	48	3 rd Shore Tour Duty: Dept LCPO/CSC/AOIC/OIC/ RDC/Instructor Billet: OPNAV/BUPERS/NPC/ DCS/LCSRON/NIOC
15-18	YNCS YNC YN1	18.9 Yrs 14.6 9.5	LDO, CWO, OCS, MECP, CMDCS, Flag Writer	36	3 rd Sea Tour Duty: Dept LCPO/SHIPSEC/ Admin OFF/CSEL Billet: Ship/Squadron/Expeditionary Command/Strike Group/ CAG/SPECWAR
11-15	YNCS YNC YN1	18.9 Yrs 14.6 9.5		48	2 nd Shore Tour Duty: Dept/Div LCPO/LPO/RDC Instructor Billet: Staff/BUPERS/NPC/ OPNAV/LCSRON/DCS/ NIOC/Special Programs
8-11	YNC YN1 YN2	14.6 Yrs 9.5 4.2		36	2 nd Sea Tour Duty: Dept/Div LCPO/LPO/Ship SEC/Admin OFF Billet: Ship/Squadron/Expeditionary Command/SPECWAR
4-8	YN1 YN2	9.5 4.2	STA-21, OCS, MECP, Flag Writer	48	1 st Shore Tour Duty: LPO/Recruiter/RINC/RDC/ Instructor Billet: Staff/NPC/DCS/NIOC/NPC/ LCSRON/Special Programs
1-4	YN2 YN3	4.2 Yrs 2.1	Naval Academy, NROTC	36	1 st Sea Tour Duty: Administrative Assistant Billet: Ship/Squadron Opportunity for ship-wide (out of rate) training and qualifications
1+/-	YNSN YNSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command



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General information and general considerations for advancement for all Pay-grades:

1. "A" school is not required.
2. YNs must maintain a valid adjudicated security clearance.
3. YNs normally fill administrative IA billets but may also be assigned to general billets.
4. YNs in paygrade E-6 and above may apply for the Flag Writer Special Program. Once accepted, they will attend YN "C" School and earn NEC A15A. Flag Writers may follow the same Flag/General Officer throughout their career and do not follow a normal Yeoman sea and shore rotation. Sea duty for Flag Writers is limited to Carrier and Expeditionary Strike Groups.
5. YNs can earn two NECs associated with security. Sailors actively serving and utilizing NECs A19A or 791A perform normal YN duties on top of the additional duties required for the NECs. YNs serving in the A19A security billet must meet strict security clearance requirements to perform their duties.
 - a. A19A – Special Security Assistant. Each candidate must be knowledgeable of the Sensitive Compartmented Information (SCI) security program. They perform duties as assistant to the Commanding Officer (CO) on all matters pertaining to SCI security program management; to include, perform initial and update to personnel security clearance/access eligibility, Security Access Eligibility Reports (SAER), Periodic Re-Investigation (PR), and polygraph management. Additionally, they maintain Special Security Office (SSO) files, Special Access/Compartmented Programs; SCI Facility readiness; Information Security (violation reporting, classification management, Freedom of Information Act (FOIA), and privacy act), and Security Education & Awareness. They prepare and package SCI material for electronic or physical transfer and exercises control/accountability of all command SCI material.
 - b. 791A – Security Specialist. Assist the Command Security Manager with managing and implementing the DoN Security Program. This includes assisting in all activity information, personnel, information systems, physical and industrial security functions as required to ensure that the information security program is coordinated in its execution an inclusive of all requirements of the DoN security policies. Candidates must complete the Naval Security Manager Course (S-3C-0001). Course prerequisites are required by logging to Security Training Education and Professionalization Portal at <https://cdse.usalearning.gov/login/index.php> and completing the following courses: Derivative Classification (IF 103.16), Introduction to Personnel Security (PS113.16), Introduction to Information Security (IF011.16), Introduction to Physical Security (PY011.16), and JCAVS User Levels 2-6 (PS183.16), Introduction to Information Security (IF011.16), Introduction to Physical Security (PY011.16), JCAVS User Levels 2-6 (PS183.16). Additionally, the exams for Introduction to Information Security, Introduction to Physical Security, JCAVS User Levels 2-6 must be completed.
6. Although YN is primarily a surface rating, YNs serve in billets assigned to every war-fighting domain in the Navy. Accordingly, they may qualify for any warfare designation based upon assignment type and primary watch standing qualifications for the command in which they are assigned.
7. Due to the diverse nature of the Yeoman rating, documented rating impact should be taken into account when determining the best candidates. Rating impact should include performance in the Advancement Examination Readiness Review, providing regional YN training, direct involvement in leadership symposiums, Flag Writer Recruiting Lead/Mentor, Regional and Assistant Regional Flag Writer Coordinators, and participation in Training Requirements Review for YN "A" and "C" Schools.
8. The career enhancing billets in the Yeoman rating are sea duty. Duty onboard a CVN, DDG, Carrier Strike Group, Expeditionary Strike Group, Carrier Air Wing, Destroyer Squadron, Amphibious Squadron, or LHA/LHD Administrative Office and Independent Duty Admin with Seabee Battalions. Billets at or associated with Naval Special Warfare Development Group (NSWDG), Joint Special Operations Command (JSOC), or Special Reconnaissance Team (SRT), are challenging career assignments at the E-6/7 paygrade and are considered sea intensive. Special consideration should be given to those who fill these carefully screened, special duty, CNO priority one critical billets with documented leadership and greater administrative impact.



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a. Additionally, high Op-tempo administrative offices in Fleet concentration areas, Littoral Combat Ship Squadron, and TYCOMs are duty comparable to sea duty for the rating while actually a shore tour. Another example of a demanding and diverse shore tour is work at a major Navy Information Operations command (NIOC) (i.e. Texas, Hawaii, Georgia, or Ft. Meade). Duty should display a wide array of technical administration in addition to maximizing qualifications and collateral duties unrelated to the Yeoman rating. Lastly, duty assigned to Combatant Commanders where members have a large scope of responsibility of providing effective command and control of military forces regardless of branch of service. Sailors assigned to Combatant Commanders must have the ability to work in a fast pace and dynamic environment.

b. Personnel Assigned to Special Shore Programs such as RTC as a Recruit Division Commander are carefully screened and selected for this high priority assignment to develop the future of our Navy. Other Special Shore Programs that require additional screening and careful selection for specific YNs to fill and used to develop Sailors, are "A" and "C" School Instructor, Advanced YN/PS Training School Instructor, and Military Training Instructor (MTI) at various schoolhouses, Placement Coordinator or Detailer, and assignments at Afloat Training Group are considered significant duties.

c. Personnel Assigned to forward deployed naval forces (FDNF) overseas assignments such as embarked staff, squadrons, or forward deployed ships are examples of demanding overseas duties.

d. Some billets are designed in which only one YN is assigned to a command. In those instances, consideration for advancement should be based on their overall contributions and performance toward the command mission in which they are assigned, as well as their initiative to seek additional leadership opportunities. For Flag Writer, "C" School Instructor and Placement Coordinator (Detailer) are considered career enhancing billets and reserved for hard charging Flag Writers who are screened and selected by senior Flag Writer leadership.

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

- OOD (I/P)
- SEWBC (Senior Enlisted Watchbill Coordinator)
- Watchbill Coordinator
- DCTT (Damage Control Training Team)
- Repair Locker Leader or other DC duties
- AT TWO (Anti-Terrorism Weapons Officer)
- ATTT (Anti-Terrorism Training Team)
- MTT (Medical Training Team)
- ATT (Aviation Training Team member on smaller decks)
- At least one warfare pin
- USMAP Certificates

10. Collateral Duties. Collateral duties should be focused outside the Yeoman rating. Extra duties within the Yeoman rating, i.e. Mail Manager, Security Manager, Indoc Coordinator, Sponsor Coordinator, or CPPA are considered normal duties.

- Command Managed Equal Opportunity
- SAPR Point of Contact / SAPR Victim Advocate
- Family Advocacy Program coordinator
- Command Drug and Alcohol Program Advisor
- Command Fitness Leader
- Command or Career Counselor
- Mentorship Coordinator
- Warfare Program Coordinator
- Asst Command Collateral (i.e: ACFL)



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Considerations for advancement from E6 to E7

1. Candidates eligible for selection to YNC should have documented leadership as an LPO or leading significant programs within the command. They should have documentation reflecting Sailor impact and results from their direct leadership. Candidates need to show impact within the command without taking away from their primary duty. Top candidates should excel at difficult and challenging jobs with documented success at their watch station, qualifications, warfighting readiness, and command accomplishments. Although duty type is important, what a member does at the command is equally important.

2. Sea Assignments: Serve onboard CVN, DDG, CSG, ESG, CAG, DESRON, PHIBRON, sea going Squadron, or SPECWAR/NSW.

- Served as Department LPO or Division LPO
- Qualify Enlisted Warfare Specialist (Primary)
- Training Team Member/Repair Locker Leader or other organizational involvement.
- FCPOA/Sailor 360 Officer Positions or committee involvement
- Command Collateral Duty

3. Shore Assignments: YNs serve in all communities ashore, overseas, and Shore Special Program billets.

- Regional impact within the YN community (i.e. Regional Admin Training)
- Assigned to a Shore Special Program
- Instructor duty
- Numbered Fleets, TYCOMs, or COCOMS
- OPNAV, BUPERS, or NPC
- LCSRON or major NIOC

Considerations for advancement from E7 to E8

1. Candidates eligible for selection to YNCS should have documented leadership as an LCPO or other significant leadership positions, including leadership of peers. Their direct leadership should reflect Sailor success through selection as Command/Department SOQ/SOY, advancements, warfare qualifications, college enrollment, and USMAP certifications. Candidates need to show impact within the command without taking away from their primary duty. Top candidates should excel at difficult and challenging jobs with documented success at their watch station, qualifications, warfighting readiness, and command accomplishments.

2. Sea Assignments: Serve onboard CVN, DDG, CSG, ESG, CAG, DESRON, PHIBRON, sea going Squadron, or SPECWAR/NSW.

- Served as Division or Department LCPO or Admin Officer
- Qualified All Enlisted Warfare per Platform
- Training Team Member/Repair Locker Leader or other organizational involvement.
- CPOA/Sailor 360 involvement or significant impact

3. Shore Assignments: YNs serve in all and communities ashore, overseas, and Shore Special Program billets.

- Regional impact within the YN community (i.e. Regional Admin Training or Leadership Symposiums)
- Assigned to a Shore Special Program
- Instructor Duty
- Numbered Fleets, TYCOMs, or COCOMS
- OPNAV, BUPERS, or NPC
- LCSRON or major NIOC



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Considerations for advancement from E8 to E9

1. Candidates eligible for selection to YNCM should have documented leadership as a Department LCPO, including leadership of CPOs and peers. Their direct leadership should reflect Sailor success as Command/Department SOQ/SOY selection, advancements, warfare qualifications, college enrollment, and USMAP certifications. Candidates need to show impact within the command without taking away from their primary duty. They should manage command level programs and major command collateral duties with success. Top candidates should excel at difficult and challenging jobs with documented success at their watch station, qualifications, warfighting readiness, and command accomplishments.

2. Sea Assignments: Serve onboard Amphibious Assault Ship, Aircraft Carrier, Expeditionary commands, Strike Fighter Squadron, Expeditionary Strike Group, or Carrier Strike Group

- Served as Department LCPO or Admin Officer
- Qualified All Enlisted Warfare per Platform
- Training Team Member/Repair Locker Leader or other organizational involvement.
- CPOA Officer Positions, Sailor 360 Lead or Co-Lead, or Committee Chair or Co-Chair
- Major Command Collateral Duty

3. Shore Assignments: YNs serve in all communities ashore and overseas, to include Shore Special Program billets.

- Regional impact within the YN community (i.e. Regional Admin Training or Leadership Symposiums)
- Assigned to a Shore Special Program
- Instructor Duty
- Numbered Fleets, TYCOMs, or COCOMS
- OPNAV, BUPERS, or NPC
- LCSRON or major NIOC