OTCN Student Take-Home Guide

Officer Training Command Newport

**Current as
of:
09/01/2019**

To the graduates –

The following is a list of useful instructions for you once in the Fleet. This list is meant to be a quick reference guide for the newly commissioned Junior Officer in sea- and shore-bound assignments, but is by no means exhaustive and supplements the instructions and guidance specific to other communities, platforms or installations.

These instructions along with additional guidance specific to your community, career path or additional resources are updated periodically. Please visit the issuing authority's website or the ALNAV/NAVADMIN website periodically for the most current versions and updates.

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Instructions and Resources: Personal Appearance

Uniforms and Awards

The Uniform Regulations and Awards Precedence Chart can be found at
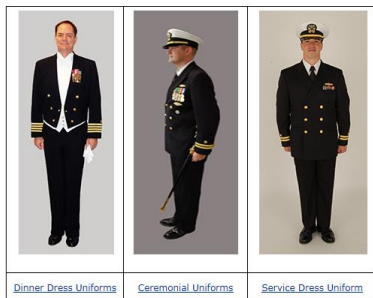https://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/default.aspx

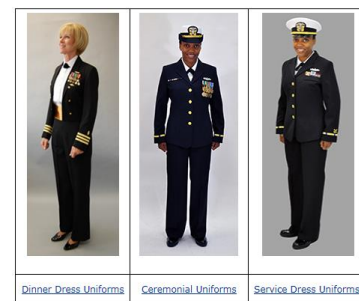**NAVPERS 15665I: U. S. Navy Uniform Regulations**

Award Precedence

Uniform Regulations to include Uniform Components

Male Officer Uniforms

Dinner Dress Uniforms   Ceremonial Uniforms   Service Dress Uniform

Service Uniforms   Working Uniforms   Physical Training
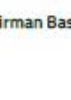
NWU Type III (Woodland)
Figure 6-8-2

Female Officer Uniforms

Dinner Dress Uniforms   Ceremonial Uniforms   Service Dress Uniforms

Service Uniforms   Working Uniforms   Physical Training

Enlisted Insignia

	Air Force	Army	Marine Corps	Navy & Coast Guard
E-9	Chief Master Sergeant of the Air Force	Sergeant Major of the Army	Sergeant Major of the Marine Corps	Master Chief Petty Officer of the Navy | Coast Guard
	Chief Master Sergeant | First Sergeant Command Chief Master Sergeant	Sergeant Major Command Sergeant Major	Master Gunnery Sergeant Sergeant Major	Master Chief Petty Officer Command Master Chief Petty Officer Fleet/Force Master Chief Petty Officer
E-8	Senior Master Sergeant First Sergeant	Master Sergeant First Sergeant	Master Sergeant First Sergeant	Senior Chief Petty Officer
E-7	Master Sergeant First Sergeant	Sergeant First Class	Gunnery Sergeant	Chief Petty Officer
E-6	Technical Sergeant	Staff Sergeant	Staff Sergeant	Petty Officer First Class
E-5	Staff Sergeant	Sergeant	Sergeant	Petty Officer Second Class
E-4	Senior Airman	Corporal, Specialist	Corporal	Petty Officer Third Class
E-3	Airman First Class	Private First Class	Lance Corporal	Seaman
E-2	Airman	Private	Private First Class	Seaman Apprentice
E-1	Airman Basic	Private	Private	Seaman Recruit

- WORN ON LEFT SLEEVE BETWEEN WRIST AND ELBOW
- EACH STRIPE = 4 YEARS
- COLOR: SCARLET ON SDB
    - GOLD AFTER TWELVE YEARS CREDITABLE SERVICE (ELIGIBLE FOR SUCCESSIVE GOOD CONDUCT AWARDS)

NOTE: CHEVRONS AND ROCKERS TURN GOLD WITH SERVICE STRIPES
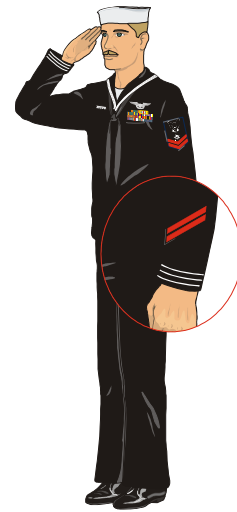
Officer Insignia

	Air Force | Army | Marine Corps	Navy & Coast Guard	Air Force
			No Warrant Officer Rank
			Army
O-10	General of the Air Force/Army	Fleet Admiral	Chief Warrant Officer 5
			Chief Warrant Officer 4
O-9	General	Admiral | Commandant of the Coast Guard	Chief Warrant Officer 3
	Lieutenant General	Vice Admiral	Chief Warrant Officer 2
O-8	Major General	Rear Admiral	Warrant Officer 1
			Marine Corps
O-7	Brigadier General	Rear Admiral (Lower Half)	Chief Warrant Officer 5
O-6	Colonel	Captain	Chief Warrant Officer 4
			Chief Warrant Officer 3
O-5	Lieutenant Colonel	Commander	Chief Warrant Officer 2
O-4	Major	Lieutenant Commander	Warrant Officer 1
			Navy & Coast Guard
O-3	Captain	Lieutenant	Chief Warrant Officer 5
			Chief Warrant Officer 4
O-2	First Lieutenant	Lieutenant Junior Grade	Chief Warrant Officer 3
			Chief Warrant Officer 2
O-1	Second Lieutenant	Ensign	Warrant Officer 1 (Coast Guard Only)

Warrant Officers

OFFICER COMMUNITY INSIGNIAS

Naval officers serve either as a line officer or as a staff corps officer. Unrestricted Line (URL) and Restricted Line (RL) officers wear a gold star above their rank on the service dress uniform while staff corps officers wear devices unique to their community.

Medical Corps	Nurse Corps	Dental Corps	Medica Service Corps	Supply Corps	Civil Engineer Corps
Law Community	JAG Corps	Christian Chaplain	Jewish Chaplain	Buddhist Chaplain	Muslim Chaplain

Warfare Devices

Naval Astronaut	Naval Astronaut (NFO)	Naval Aviator	Naval Aviation Observer & Flight Meteorolgist	Naval Flight Surgeon
Naval Flight Officer	Aviation Experimental Psychologist & Aviation Psychologist	Enlisted Aviation Warfare Specialist	Naval Aviation Supply Corps	Professional Aviation Maintenance Officer
Naval Flight Nurse	Navy Aircrew	Marine Combat Aircrew		
Special Operations Warfare	Surface Warfare Officer	Enlisted Surface Warfare Specialist	Surface Warfare Nurse Corps	Surface Warfare Medical Corps
Surface Warfare Dental Corps	Surface Warfare Medical Service Corps	Surface Warfare Supply Corps		
Submarine (Officer)	Submarine (Enlisted)	Submarine Medical	Submarine Engineering Duty	Submarine Supply
Submarine Combat Patrol	SSBN Deterrent Patrol	SSBN Deterrent Patrol (20 Patrols)		
Seabee Combat Warfare Specialist Officer	Enlisted Seabee Combat Warfare Specialist	Special Warfare Combatant-Craft Crewman	Enlisted Expeditionary Warfare Specialist	Naval Parachutist
Basic Parachutist	Naval Reserve Merchant Marine	Integrated Undersea Surveillance System (Officer)	Integrated Undersea Surveillance System (Enlisted)	Information Dominance Warfare Officer
Information Dominance Warfare Specialist	Master Explosive Ordnance Disposal	Senior Explosive Ordnance Disposal	Basic Explosive Ordnance Disposal	
Special Warfare				

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Instructions and Resources:

Oath of Enlistment and Office

Oath of Enlistment

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic;

that I will bear true faith and allegiance to the same;

and that **I will obey the orders of the President** of the United States **and the orders of the officers appointed over me**, according to regulations and the Uniform Code of Military Justice.

So help me God.

Oath of Office

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic,

that I will bear true faith and allegiance to the same;

that **I take this obligation freely, without any mental reservation** or purpose of evasion;

and that I will well and faithfully discharge the duties of the office on which I am about to enter;

So help me God.

Protocol and Customs

OPNAV INSTRUCTION 1710.7 Series: DEPARTMENT OF THE NAVY SOCIAL USAGE AND PROTOCOL HANDBOOK
The Social Usage and Protocol Handbook contains the current information on formal and informal activities which have a distinctly naval military and/or diplomatic setting.

Resources: Leadership Development and Personal Growth

CNO Reading Program

Reading, discussing, and understanding the ideas found in the CNO Professional Reading Program (PRP) will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

This updated reading list is aligned with the Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving Fast Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors — Integrity, Accountability, Initiative, and Toughness.

http://www.navy.mil/ah_online/CNO-ReadingProgram/

CMC Reading Program

Although this is a sister service, many of you may find yourselves working with/for the Marine Corps at some point in your career.

http://guides.grc.usmcu.edu/usmcreadinglist

MWR Navy General Library Program

A collection of e-books, audio books, digital magazines, genealogy resources, digital newspapers, journals, resources for auto and home repair, tutoring services and more.

Resources: Overarching Guidance

CNO Sailing Directions
Broad CNO guidance on the Navy's priorities, tenets, vision and principles.
http://www.navy.mil/cno/cno_sailing_direction_final-lowres.pdf

CNO Navigational Plan
A Navigation Plan draws from Sailing Directions to describe in greater detail how a ship will use its resources to safely and effectively sail to a new destination.
http://www.navy.mil/cno/docs/140818_cno_navigation_plan.pdf

CNO Design for Maintaining Maritime Superiority
The execution of this Design is built along four Lines of Effort that focus on warfighting, learning faster, strengthening our Navy team, and building partnerships. These lines of effort are inextricably linked and must be considered together to get a sense of the total effort. The corresponding objectives and first year tasks listed under each line of effort define how we will begin to move forward.
http://www.navy.mil/cno/docs/cno_stg.pdf

Additional strategic documents and CNO-level guidance can be found at:
http://www.navy.mil/StrategicDocs.asp

All OPNAV and SECNAV Instructions listed can be found at
https://doni.documentservices.dla.mil/default.aspx (NIPR)

http://hqweb.cno.navy.smil.mil/donci (SIPR)

All BUPERS Instructions listed can be found at
https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Pages/default.aspx

All NAVADMINS and ALNAVS can be found at
http://www.public.navy.mil/bupers-npc/reference/messages/NAVADMINS/Pages/default.aspx (NAVADMINS and ALNAVS)

Instructions: For the Fleet

OPNAV INSTRUCTION 3100.7 Series: PREPARING, MAINTAINING AND SUBMITTING THE SHIP'S DECK LOG

All U.S. Navy ships in commission shall maintain a ship's deck log as required by references (a) and (b). The ship's deck log is the official daily record of a ship, by watches. The ship's deck log describes every circumstance and occurrence of importance or interest which concerns the crew and the operation and safety of the ship, or which may be of historical value. The ship's deck log shall be a chronological record of those events occurring during the watch that will subsequently meet the needs of the commanding officer and provide the ultimate recipient with a document of historical value. Accuracy in describing events recorded in the ship's deck log is essential. Entries often constitute important legal evidence in judicial and administrative fact-finding proceedings arising from incidents involving the ship or its personnel. Requirements for Navy records preservation are formally established and implemented by reference (c). The deck logs shall be maintained by Naval History and Heritage Command (NAVHISTHERITAGECOM), indexed and accessible to authorized users until they reach the 30-year age mark and then they will be transferred to the National Archives for permanent retention.

OPNAV INSTRUCTION 3120.32 Series: STANDARD ORGANIZATION REGULATIONS (SORM) OF THE U.S.NAVY

This instruction issues relevant Navy regulations and standard organization requirements applicable to the administration of Navy units. Additional standard requirements Navy-wide for specific types of units, established by the Type Commander (TYCOM) or higher authority, are intended to supplement the Navy-wide guidance provided by this instruction and serve to aid commanding officers and executive officers in administering their units in the best possible manner. Similarly, systems commands establish standard requirements for the maintenance and use of equipment under their cognizance. None of the guidance in this instruction is intended to contravene or supersede any provision of law, or other order, directive, or issuance of competent authority.

[OPNAV INSTRUCTION 3500.39 Series: OPERATIONAL RISK MANAGEMENT (ORM)](#)

ORM reduces or offsets risks by systematically identifying hazards and assessing and controlling the associated risks allowing decisions to be made that weigh risks against mission or task benefits. As professionals, Navy personnel are responsible for managing risk in all tasks while leaders at all levels are responsible for ensuring proper procedures are in place and that appropriate resources are available for their personnel to perform assigned tasks.

[OPNAV INSTRUCTION 5100.19 Series: NAVY SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM MANUAL FOR FORCES AFLOAT - VOLUME I Part 1 and Part 2, II and III](#)

The Navy program encompasses all safety disciplines such as aviation safety, weapons/explosives safety, off-duty safety, traffic safety, and occupational safety and health. This instruction covers the implementation of the SOH Program elements unique to an afloat environment.

[SECNAV INSTRUCTION 5800.7 Series: MANUAL OF THE JUDGE ADVOCATE GENERAL](#)

Exhaustive legal guidance on the conduct of legal proceedings and the bounds of enforcing the UCMJ to include courts martial, investigations, and the conduct of non-judicial punishment.

Instructions: Information Security

OPNAV INSTRUCTION 3432.1 Series: OPERATIONS SECURITY

OPSEC is a critical process for all Navy activities. The Department of Defense (DoD) has reaffirmed OPSEC practices must be followed in the daily application of military operations. The practice of OPSEC enables mission success by preventing inadvertent compromise of sensitive or classified activities, capabilities, or intentions at the tactical, operational and strategic levels.

SECNAV INSTRUCTION 5211.5 Series: DEPARTMENT OF THE NAVY (DON) PRIVACY PROGRAM

All DON military members and civilian/contractor employees are made fully aware of their rights and responsibilities under the provisions of the Privacy Act (PA); to balance the government's need to maintain information with the obligation to protect individuals against unwarranted invasions of their privacy stemming from the DON's collection, maintenance, use, and disclosure of Protected Personal Information (PPI); and to require privacy management practices and procedures be employed to evaluate privacy risks in publicly accessible DON web sites and unclassified non-national security information systems.

SECNAV INSTRUCTION 5510.36 Series: DEPARTMENT OF THE NAVY (DON) INFORMATION SECURITY PROGRAM (ISP) INSTRUCTION

This instruction and the accompanying policy and procedural manual encompass all classified national security information classified under Executive Order 12958, as Amended, and predecessor orders, and special types of classified and controlled unclassified information.

Social Media Usage Instructions: Official and Unofficial Usage

Reference on acceptable usage of social media platforms for both commands and the individual in a private capacity.
http://www.doncio.navy.mil/tagResults.aspx?ID=114

Resources: Information Technology

Several IT benefits for Active and Reserve Members of the Navy

Free Home Use Anti-Virus Software
http://www.disa.mil/cybersecurity/network-defense/antivirus/home-use

Reduced cost Microsoft Office Home-Use Software
You are authorized a single one-time download of each product on the site using your NMCI email address.
http://www.doncio.navy.mil/contentview.aspx?id=849

Resources: Administrative
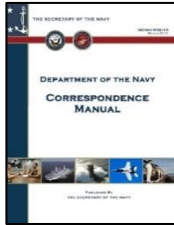
Department of the Navy Correspondence Manual
This is the standardized format for various forms of written correspondence for use within the Navy and addressing officials outside of it.

DoD Manual for Written Material: Examples and Reference Material
This includes how to address members of other services, written correspondence to political office holders and members of the Administration. More information can be found at:
http://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/511004m_v2.pdf
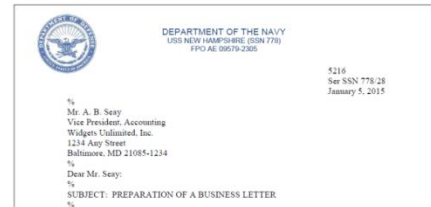
DOD Dictionary and Terminology Repository
Here you will find a comprehensive list of service common terms and acronyms used across the DoD. This includes a search engine for both terms and acronyms.
http://www.dtic.mil/doctrine/dod_dictionary/

Resources: Government Travel

DTS is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations, prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank account and the Government Travel Charge Card (GTCC). Contact your personnel support to establish a DTS account.

Don't be intimidated by this process as your Personnel support will be available to assist you with DTS! All travel comprises two distinct actions, both of which must be completed for travel to occur:
1. Create an application in NROWS (for reservists)
• Requirement owner assigns Sailor to requirement and resource owner approves assignment
• Traveler completes order application in NROWS
• The traveler saves and routes the application for approval
• NROWS automatically emails the traveler when their application is approved or disapproved
• Once approved, the document serves as the traveler's approved orders
2. Approved Transportation Authorization
• DTS automatically notifies the traveler via email to complete their transportation authorization request in DTS
• The traveler signs the travel authorization, which is then automatically routed for approval
• Once approved, the Commercial Travel Office will purchase airline tickets and reserve a rental car 72 hours prior to travel, if applicable. Approval serves as authorization for the traveler to incur the pre-approved expenses

Once the mission has been completed, the traveler is required to submit a travel voucher within five working days.
Note: DTS does not support transportation for Permanent Change of Station (PCS) and Back-to-Back (B2B) orders.

You can access DTS at: https://www.defensetravel.osd.mil/

[Government Travel Charge Card (GTCC)](#)

Every military member is required to have a GTCC. Currently these cards are issued though Citibank. The GTCC is a credit card to be used only for the purposes of government travel while on official orders; it is not for any private or personal use. You will want to apply for a GTCC when you first check into your next command. Do not wait until you have official travel orders to apply. The card is only active, or "turned on", while you are on official orders. This is managed by your NRA staff. Once you return from orders, the card will be turned off. The GTCC is to be used for expenses such as lodging, rental car, and gas for the rental car.

Upon applying for a GTCC, you, as the member, have the option to decide whether you would like your credit checked or not. If you choose to have your credit checked by Citibank, they will issue a credit line based on your credit history.

You are responsible for paying your GTCC bill and required to have split disbursement selected in DTS when submitting your travel claim. This feature pays your GTCC bill directly for GTCC expenses incurred during official government travel. The account is considered delinquent immediately after the cycle due date. If payment is not made, the card is suspended upon reaching 61 days delinquency and canceled after 121 days delinquency.

Instructions: Personnel Program Management

SECNAV INSTRUCTION 1610.2 Series: DEPARTMENT OF THE NAVY (DON) POLICY ON HAZING
Department of Navy (DON) policies on the prohibition of hazing, enforcement guidelines, and assistance to hazing victims/witnesses

OPNAV INSTRUCTION 1710. 11 Series: NAVY MORALE, WELFARE, AND RECREATION PROGRAMS

This instruction implements policy and assigns responsibilities for providing Department of Defense Morale, Welfare, and Recreation (MWR) programs on U. S. Navy installations. MWR programs are vital to mission readiness and a critical part of the non-pay compensation system. They promote positive, healthy lifestyles; support military readiness and mission accomplishment through physical fitness, camaraderie, and unit cohesion; provide support and services for military personnel, family well-being, and quality of life (QOL); and enhance force retention.

OPNAV INSTRUCTION 1740.4 Series: U.S. NAVY FAMILY CARE POLICY
Family Care Planning in the Military. The nature of naval service dictates that Service members must be ready to deploy throughout the world, on short notice, and be able to fully execute their military duties. For Service members with minor children or adult family members/dependents, the ability to meet this requirement is directly related to the degree of prior family care planning. Ensuring proper care for the Service member's minor children and adult family members/ dependents reduces stress on the Service member and strengthens a deployable asset for the command

OPNAV INSTRUCTION 1740.5 Series: UNITED STATES NAVY PERSONAL FINANCIAL MANAGEMENT PROGRAM
This instruction policy implements specific requirements that establish a systemic approach to address personal financial management issues for Sailors, families, and Navy.

OPNAV INSTRUCTION 1752.2 Series: FAMILY ADVOCACY PROGRAM
FAP was established for the purpose of providing a consistent, standardized response to incidents of domestic or child abuse within the Navy. FAP is a line-managed, multi-disciplinary program managed by Commander, Navy Installations Command (CNIC).

SECNAV INSTRUCTION 1752.4 Series: SEXUAL ASSAULT PREVENTION AND RESPONSE
Policy and procedural guidance for the Department of the Navy (DON) Sexual Assault Prevention and Response (SAPR) Program

SECNAV INSTRUCTION 1754.5 Series: EXCEPTIONAL FAMILY MEMBER PROGRAM
The primary goal of the EFMP is to ensure Service members are assigned only to those geographic areas where the medical (physical, developmental or mental health) or educational needs of their family members can be met. Special emphasis should be placed on the member's obligation to maintain worldwide assignability and meet the needs of the Navy, which may require Service members to serve on unaccompanied tours. Additionally, the EFMP ensures family member's special needs are supported throughout the Service member's career.

OPNAV INSTRUCTION 1720.4 Series: SUICIDE PREVENTION PROGRAM
Policy, procedures and assign responsibilities for the Navy's Suicide Prevention Program

SECNAV INSTRUCTION 5300.26 Series: DEPARTMENT OF THE NAVY POLICY ON SEXUAL HARRASSMENT
Comprehensive Department of the Navy (DON) policy for all military and civilian personnel on the identification, prevention, and elimination of sexual harassment and to establish regulations to enforce that policy.

SECNAV INSTRUCTION 5300.28 Series: MILITARY SUBSTANCE ABUSE PREVENTION AND CONTROL
The policies and procedures for the prevention and control of alcohol and drug abuse within the Department of the Navy (DON)

SECNAV INSTRUCTION 5354.2 Series: DEPARTMENT OF THE NAVY EQUAL OPPORTUNITY, EQUAL EMPLOYMENT OPPORTUNITY, AND DIVERSITY OVERSIGHT
To assign responsibility and authority for policy and oversight of Equal Opportunity (EO), Equal Employment Opportunity (EEO), and Diversity matters in the

Department of the Navy (DON).

OPNAV INSTRUCTION 5370.2 Series: NAVY FRATERNIZATION POLICY

The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members. Proper social interaction among officer and enlisted members has always been encouraged as it enhances unit morale and esprit de corps.

OPNAV INSTRUCTION 6000.1 Series: NAVY GUIDELINES CONCERNING PREGNANCY AND PARENTHOOD

Navy administrative guidance concerning pregnant naval personnel (hereafter identified as servicewomen) assigned to Navy units regarding the assignment, retention, separation, standards of conduct, and medical management of normal pregnancies.

OPNAV INSTRUCTION 6520.1 Series: OPERATIONAL STRESS CONTROL PROGRAM

The OSC Program is an element of force health protection with three main goals: identification, prevention, and treatment of stress problems. The broad goal of OSC is to help Navy leaders build resilience within units and individual Sailors, through an integrated, evidence-based program aimed at increasing the awareness and understanding of stress and providing strategies to mitigate detrimental effects.
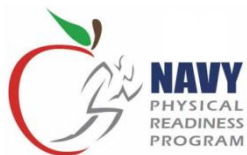
Physical Fitness Assessment (PFA)

The first component of the PFA is the medical screening. All Sailors are required to be medically cleared prior to participating in the Physical Readiness Test (PRT) portion of the PFA. The second component is the body composition assessment. The PRT is the third component of the PFA. The PFA is conducted twice per year. Cycle 1 of the PFA is active from Jan. 1 to June 30 and cycle 2 is active from July 1 to Dec. 31. All active and reserve personnel must complete the PFA within these time frames.

The PRT provides commanding officers with an assessment of the general fitness of members of their command and provides a means to comply with DODI 1308.3 to develop and administer a physical fitness test that evaluates muscular endurance and cardiorespiratory endurance. The PRT includes three events: the curl-up, push-up, and 1.5 mile run/walk. Alternate cardiorespiratory events may be conducted with the commanding officer's approval.

For more information and to view the instruction and operating guides, visit the Physical Readiness Program at:
http://www.public.navy.mil/BUPERS-NPC/SUPPORT/21ST_CENTURY_SAILOR/PHYSICAL/Pages/default2.aspx

Instructions: Personnel Career Management

BUPERS INSTRUCTION 1610.10 Series: NAVY PERFORMANCE EVALUATION SYSTEM
An overview of the Navy Performance Evaluation System. This is a Total Force instruction and is applicable to all Active Duty (ACDU), Full Time Support (FTS), and Inactive (INACT) duty Reserve personnel.

SECNAV 1650.1 Series: NAVY AND MARINE CORPS AWARDS MANUAL
To provide guidance and regulations concerning awards available for recognizing individuals and units in the Naval Service.

OPNAV INSTRUCTION 1040.11 Series: NAVY ENLISTED RETENTION AND CAREER DEVELOPMENT PROGRAM
The Navy Enlisted Retention and CDP are designed to improve the ability of Sailors to achieve their professional goals and positively impact their desire to remain on active duty or transition to the Navy Reserve. Active involvement of the chain of command, from the top down, is the key element to a successful career development program. This program provides Sailors the guidance needed to successfully manage their own careers and to meet personal and professional goals. This instruction is designed to function as guidance for all Navy commands.

OPNAV INSTRUCTION 1420.1 Series: ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL
To provide concise information on each commissioning program open to enlisted personnel. This introduction will be useful to the individual interested in officer programs as well as career counselors and other advisors or mentors in the chain of command.

Resources: Personnel Tools for the Fleet
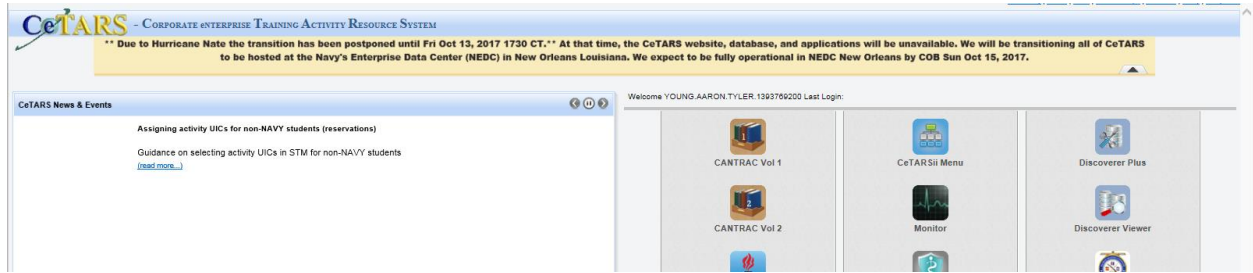
eNTRS/CANTRAC
Quota control and course availability for Navy schools fleet-wide, and in particular critical schools for a unit's mission.
https://main.prod.cetars.training.navy.mil/cetars/main.html

FLTMPS
Consolidated reporting source of all personal training, qualifications, and other personnel information from various administration and personnel databases.
https://ntmpsweb.ncdc.navy.mil/fltmps/

Resources: Personnel Career Management

Basic Allowance for Housing
Basic Allowance for Housing (BAH) covers paygrade appropriate rental housing expenses for Sailors who do not occupy government quarters. This non-taxable allowance generally covers rent, utilities and renter's insurance. The Basic Allowance for Housing (BAH) is a U.S. based allowance prescribed by geographic duty location, pay grade, and dependency status. Additional information for COLA, OHA, and Per Diem rates can be found at www.defensetravel.dod.mil/site/bah.cfm.

Basic Allowance for Subsistence
Basic Allowance for Subsistence (BAS) is adjusted annually based on the cost of food. For details on current rates, visit http://militarypay.defense.gov/Pay/Allowances.aspx

Family Subsistence Supplemental Allowance in Addition to BAS
Family subsistence supplemental allowance, in addition to BAS, is an additional food allowance some large military families may qualify for and is based on total household income. Contact the Fleet and Family Support Center or a command financial specialist for assistance in determining eligibility. For details, go to:
http://militarypay.defense.gov/PAY/Allowances/fssa.aspx

Savings Deposit Program
The Savings Deposit Program (SDP) is allowed for Sailors during assignments and de-ployments to specified locations. SDP pays 10 percent interest and allows Sailors to deposit a portion of their current pay, up to a maximum of $10,000. Interest paid on SDP is taxable and rules apply. For information, contact the local finance office prior to deployment. www.dfas.mil/militarymembers/payentitlements/sdp.html

Sea Duty Incentive Pay
Sea duty incentive pay (SDIP) offers extra pay of up to $1,000 per month for extension of sea duty, back-to-back sea duty, or early return to sea (voluntary curtailment of shore duty). For more information on SDIP, visit:
www.npc.navy.mil/career/payandbenefits/pages/sdip.aspx

TRICARE
The military's health care coverage and provider site that includes health care plan options for both active duty and dependents.
https://www.tricare.mil/

Navy Standard Integrated Personnel System (NSIPS)
NSIPS is the Navy's single, field-entry, electronic pay and personnel system for all Active and Reserve Component Sailors. This web-enabled, Enterprise Resource Planning (ERP) system offers you 24-hour access to your Electronic Service Record (ESR), training data, and career counseling records. NSIPS is available world-wide, both ashore and afloat.

To gain access to NSIPS or your Electronic Service Record, a hard-copy SAAR-N request is required in addition to an NSIPS specific online request available on the NSIPS web site.

NSIPS can be found at: nsipsprod.nmci.navy.mil

Page 2
NAVPERS 1070/602 Dependency Application/Record of Emergency Data is used for both officer and enlisted Sailors. It is referred to as a "Page 2" and serves as an application for dependency allowances as well as an up-to-date record of emergency data.

Remember to update your "Page 2" annually and maintain a copy. Immediately notify your unit chain of command and the NOSC/NRA Admin Department whenever you have a change in phone number, home address, e-mail address or dependency status. The importance of this document cannot be overstated.

The information included on this form will determine who will be notified in the event of a member's serious injury or death, and lists beneficiaries for unpaid leave, allowances and pay.

Servicemembers' Group Life Insurance (SGLI)
Service members are automatically enrolled in SGLI at a cost of $29.00 per month for $400,000.00 coverage. Members may decline or lower the coverage by filling out and submitting a SGLI election form. By law, if this form is not submitted, the coverage will automatically be applied and the cost deducted from your pay. SGLI must be requested on the Servicemen's Group Life Insurance Election and Certificate (SGLV-8286). This form designates the principal and contingent beneficiaries of your SGLI. Whenever there is a change to your named beneficiaries, you must submit a new SGLV-8286. A named beneficiary will not be changed automatically by divorce, annulment, death, etc.

This is another document you must validate regularly to ensure it is correct! A Last Will and Testament or other legal document will not change any beneficiary listed.

Family Service Members' Group Life Insurance (FSGLI)

Family coverage is automatic for all family members who are listed as dependents on the Record of Emergency Data (NAVPERS 1070/602), also known as "Page 2." FSGLI provides up to a maximum of $100,000 of insurance coverage for spouses, not to exceed the Service members' SGLI coverage amount, and $10,000 for dependent children. Declining coverage for family members is an option and will be effected when the change is received by Defense Finance and Accounting Services (DFAS).

Navy Family Accountability and Assessment System (NFAAS)

The Navy Family Accountability and Assessment System (NFAAS) is a web-based method for the Navy to account, assess, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event (i.e. hurricanes, fires, floods, etc.). NFAAS provides valuable information to all levels of the Navy chain of command, allowing commanders the ability to track and support Sailors in need.
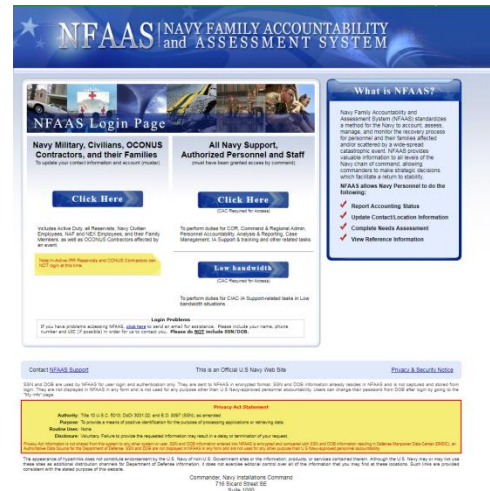
NFAAS allows you to do the following:
• Report you and your family's accounting status after a catastrophic event.
• Update contact/location information.
• Complete a needs assessment.
• View reference information.
A CAC or your SSN is required to access this site. See your NOSC NFAAS coordinator to gain access and verify your personal and family information, which is required semi-annually. You can access the NFAAS website at: https://navyfamily.navy.mil.

MyPay

MyPay is the Department of Defense's online payroll and accounting system that allows you to view your pay account, view travel vouchers, make changes to withholding and allotments, and change Thrift Savings Plan (TSP) contributions—similar to a private sector 401(k) plan. MyPay is accessible with or without a CAC.

The system, created and maintained by DFAS, allows you the capability to view and print the following:
• Leave and Earnings Statements (LES)
• End-of-year W-2 Wage and Tax Statement Forms

In addition to viewing and printing documents, users can also:
• Start and change Direct Deposit
• Change their tax withholding deductions
• Enroll in the Thrift Savings Plan (TSP)

How to create a MyPay account (prior to receiving a CAC):
1. If you have not done so already, access the MyPay website by going to: https://mypay.dfas.mil.

2. Locate the "Account Access" section on the left-hand side of the homepage.

3. Within this section, locate the light blue-colored box containing the words "If you are a new customer OR haven't established a Login ID, enter your SSN below".

4. Enter your Social Security Number in the field provided and click the "Go" button.

5. A new window will open containing the MyPay virtual keyboard. Using your mouse on the virtual keyboard (or a combination of the tab key and space bar on your actual computer keyboard), select the numeric characters of the 8-digit temporary password that you previously received from MyPay. The characters of your selection will automatically appear masked in the edit field. If you make a mistake, click the blue "Backspace" button to erase the previous character entered or the blue "Clear" button to erase all of the characters entered. Once you have entered your password, click the "Accept/Submit" button.

6. Read the system message explaining the MyPay conditions of use and User Agreement, then click the check box to agree to the terms and conditions and click the "OK" button.

7. A new window will open containing two steps:
"Step One: Create Login ID" and "Step Two: Create Password."

8. Locate "Step 1: Create Login ID." Read the criteria for creating a new Login ID. Using your actual computer keyboard, enter your new Login ID in the edit field beside the words "Establish Your Login ID."

9. Scroll down and locate "Step 2: Create Password."
Read the criteria for creating a new password. Using the MyPay virtual keyboard, select the alpha, numeric, and special characters of your new password. The characters of your selection will automatically appear masked in the edit field beside the words "Your New Password."

10. Click the button to the left of the words "Re-enter Your Password" and, using the MyPay Virtual Keyboard, again select the alpha, numeric, and special characters of your new Password. The characters of your selection will automatically appear masked in the appropriate edit field. Click the "Accept/Submit" button.

11. You will see a message confirming that your new Login ID and Password have been established. Click the "To continue, click here" button. NOTE: If you receive a message telling you that your Login ID and Password customization failed, it may be because the Login ID that you selected is already being used by another member. No two members can have the same Login ID. Try again using a different Login ID.

12. If MyPay has your e-mail address on file, the next screen will ask you to validate your e-mail address (continue to Step 13). If MyPay does not have your e-mail address on file, you will be asked to provide one. Enter your e-mail address in both edit fields and click the "Accept/Submit" button. You will be asked to confirm that the e-mail address you provided is correct. If it is correct, click the "Yes" button. If not, click the "No" button and enter your e-mail address again.

13. You will be asked to certify the e-mail address on file. If the information is correct, click the "Accept/Submit" button. Next, you will be asked to confirm that the e-mail address you provided is correct. If correct, click the "Yes" button. If not, click the "No" button and correct the information accordingly.

14. After you have confirmed your e-mail address, you will see a screen acknowledging that your certification has been successfully completed.
Click the "To continue, click here" button and you will be presented with the MyPay main menu of options.

Uniformed Service Blended Retirement System

The Fiscal Year 2016 Nation Defense Authorization Act created a new military retirement system that blends the traditional legacy retirement pension with a defined contribution to Service members' Thrift Savings Plan account. The new Blended Retirement System goes into effect on January 1, 2018.

All members serving as of December 31, 2017, are grandfathered under the legacy retirement system. No one currently-serving will be automatically switched to the Blended Retirement System.

Though they are grandfathered under the legacy retirement system, Active Component Service members with fewer than 12 years since their Pay Entry Base Date, and Reserve Component Service members who have accrued fewer than 4,320 retirement points as of December 31, 2017, will have the option to opt into the Blended Retirement

System. The opt-in/election period for the Blended Retirement System begins January 1, 2018 and concludes on December 31, 2018.

All Service members who enter the military on or after January 1, 2018 will automatically be enrolled in BRS.

Resources: Managing Your Personnel Record

Managing Your Personnel Record Web-based Personnel Systems

There are several web-based personnel systems where your information is stored. It is a common misconception that when one record is updated, the others are updated automatically. This is not true. You will need to be familiar with each system or record type below, reviewing each on a regular basis for accuracy:

1. Official Military Personnel File (OMPF), also known as Web Enabled Record Review (WERR), provides the ability to view, download and print copies of documents in your permanent OMPF file.

2. Electronic Service Record (ESR) is maintained by your command or servicing Personnel Support Detachment (PSD) and includes the information contained within NSIPS. The ESR "Tasks" function allows you to update ESR self-service items.

3. Performance Summary Record (PSR) and Officer Summary Record (OSR) are online professional record systems that allow you to view, download, and print a summary of your professional information, performance history, and personal decorations.

4. Navy Department Awards Web Service (NDAWS) is the Navy's authoritative electronic awards system. It is a searchable database that provides access to Navy awards information and application processing.

Your OMPF is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NPC) in Millington, TN. You can view your OMPF online via the WERR option on BUPERS Online (BOL) at: https://www.bol.navy.mil/

Access to BOL requires the use of a Common Access Card (CAC) and CAC reader, along with a Public Key Infrastructure (PKI) root certificate that can be downloaded from a link on the left side of the website.

You are responsible for the contents of your official record. Your record should be complete and clearly present your qualifications for promotion, or billet selection. Maintaining a complete record, which properly reflects all of your accomplishments, requires on-going attention. Although you are required to view and verify your OMPF documents at least once a year, checking your record more frequently is highly recommended as it may be difficult to find a missing document (when needed most) after an extended period of time.

Welcome	OMPF Documents	e-Submission Documents

Drag a column header and drop it here to group by that column

Multi View	Form Name	Form Number	Subject Title	Document ID ▲	Field Code	Document Date
☐	NAVPERS	1000/4	OFFICER APPT ACCEPTANCE AND OATH	13411153	07	20100609
☐	NAVPERS	1070/613	ADMIN REMARKS	13411156	10	20100609
☐	NAVPERS	1070/74	HOME OF RCD OFF	13411157	14	20100522
☐	SUBJ	05CTR	CIVILIAN EDUCATION	13411158	05	20100610
☐	CNET	1533/50	NROTC ED PRGM COST	13411159	05	20100414
☐	DD	2366	MGIB ACT 1984	13411160	05	20100522
☐	NAVPERS	1070/602	EMERG DATA RCD DEP APP	13411162	12	20091103
☐	SGLV	8286	SGLI ELECT CERT	13411163	15	20100522
☐	SUBJ	15PHY	PHYSICAL EXAMS/QUALS/WAIVERS	13411164	15	20100609
☐	DD	2808	REPORT OF MEDICAL EXAMINATION	13411166	15	20100503
☐	NAVPERS	1610/2	FITREP AND COUNSELING RECORD (E7-O6)	15055320	03	20110312
☐	SUBJ	06QDC	OFFICER DESIGNATIONS	15193707	06	20110130

Know your Record!

The completeness of your record is integral to your success as an officer. You do not want to allow an incomplete record to become a negative factor in a Board's consideration of your fitness for promotion or billet selection. Do not assume your record is being properly maintained by others. Common service record discrepancies can put you at a serious disadvantage with your contemporaries when competing for selection. These include:

a. Missing Fitness Reports
b. Official photo not in current rank (see MILPERSMAN 1070-180 for guidance)
c. Unexplained broken service
d. Missing data on special qualifications, decorations, awards, education, etc.
e. Missing Navy Reserve Appointment (if reservist)

It is recommended that you always maintain a personal file of all important documents for verification purposes in order to enable you to submit missing documentation should it become necessary.

Since your official record is the principal instrument used during selection board deliberations and billet assignments, you should make sure your record is current, complete, and accurate. Remember, you are responsible for making sure all fitness reports and other important documents are in your record. If you are missing a fitness report, send a legible copy that has all required signatures, most importantly yours and the reporting senior's, to:

Navy Personnel Command

PERS-32
5720 Integrity Drive
Millington, TN 38055-3110
For administrative errors in your record please visit the website for NPC listed below.

[Submitting Missing Documents to Your OMPF](#)

The procedures for submitting OMPF documents are contained on the NPC OMPF website which can be accessed at: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/MyOMPF.aspx.

The NPC Records Support Division (PERS-31) controls the official personnel records of current and former members of the U.S. Navy and Navy Reserve, maintaining these records in electronic format via EMPRS. You and your command are the primary sources for submitting documents to Navy Personnel Command and updating your OMPF. Some of the most common documents that need to be forwarded to an office other than PERS-31 are:

• Transcripts and degrees (PERS-45E)
• Fitness Reports and any documents that pertain to them such as extension letters and statements (PERS-32)
• Personal awards (Please see the NPC website listed above for awards submissions)

Before submitting a missing document, ensure that:
• The document is the "Original Signed" document, if required by the regulation directing the documents be filed in the OMPF
• The document is of actual size – no reduction or enlargement
• If the document is a copy, such as an award citation or course completion certificate, it is of good quality with black lettering and white background
• The document does not contain Privacy Act information on another service member
• The full SSN is recorded on the document – if not, handwrite it in the upper right corner

Electronic Service Record (ESR)
You may also access your ESR via NSIPS, which is a web-based repository for both personnel and pay data for all Active Duty and Reserve Sailors in the Navy. Similar to BOL, you must use a CAC/CAC reader to access NSIPS. Once at the NSIPS website select the "ESR Self-Service (New Users)" link and follow the individual steps presented. Once an individual account is created, you can access your ESR by clicking the "Login" button from the main web page, again using a CAC/CAC reader.
It is your responsibility to view and verify your ESR data at least once a year. When required by regulation, ESR data is printed on documents that personnel offices electronically submit for direct filing into your OMPF by using the "eSubmission" application on BUPERS ONLINE. It benefits you to ensure your record is up to date.
The e-submission process expedites the processing of priority documents into the OMPF. A list of documents that can be electronically submitted is available by selecting the "eSubmission Forms List" link under "Tools" available on the NPC Electronic Submission website.
Documents not on the "eSubmission Forms List", and documents submitted by activities not authorized to submit documents electronically, shall be mailed to the following address:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055-3130

Note: Faxed documents or email attachments will not be accepted for filing into the OMPF record. It is critical to ensure your SSN is on each document; if a document does not have an SSN or the SSN is incorrect, the document will be placed on hold until it can be researched, causing further delay in getting it into your record. An incorrect name (e.g., initials, nickname) or multiple names on documents will also complicate research.

For further information regarding maintenance related to your service record, visit the NPC Records Management website. http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/MyOMPF.aspx.

Officer Summary Record (OSR) and Performance Summary Record (PSR)
In addition to your OMPF, selection boards will review your OSR and PSR. These documents are the only sources of information available to selection boards other than your OMPF and any correspondence from you to the Board President. The fitness report section (PSR) is generated from a database within NPC that is separate from your OMPF record. As the two databases are created from different copies of the FITREP, there is a very real possibility that they are not synchronized. The OSR/PSR is simply a computer-generated summary record that assists selection boards in reviewing an officer's record. This is an important part of your official record and should be reviewed by you prior to any selection board. You can view your OSR/PSR by logging onto BUPERS Online. Begin by visiting: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/MyOMPF.aspx.

Military Awards

There are five separate areas where your awards data is maintained: **(1)** the Navy Department Awards Web Service (NDAWS) website, **(2)** your OSR/PSR on BOL, **(3)** your ESR in NSIPS, **(4)** your Electronic Training Jacket in the Navy Training Management and Planning System (NTMPS), which can be accessed via Navy Knowledge Online, and **(5)** your OMPF via WERR. It is important that all of these systems, several of which are independent from one another, accurately present the same information. Depending on which system is incorrect, different procedures would be taken to correct the error:

1. If an award is missing from a search conducted via NDAWS and it may/may not reflect on your PSR:

a. Make a copy of your missing award certificate (the one with the embossed, color picture of the award).

b. Write your SSN at the top right-hand corner of the copy.

c. If your award is a Meritorious Service Medal or higher (excluding the Purple Heart), then you must also submit the citation that came with the certificate. The citation usually has 18-22 lines of text. Write your SSN at the top right-hand corner of a copy of the citation.

d. Send the copies of your certificates/citations to the NDAWS Authority/ Administrator in your chain of command. A list of these commands, including mailing information is posted at the NDAWS web site under the "NDAWS Authorities" button at the left.

Note: Once NDAWS has been updated, awards should reflect in the other electronic systems (PSR/ESR/ETJ) in approximately 1-2 weeks.

2. If the award shows on your PSR but a copy of the certificate/citation is missing from your OMPF:

a. Mail a legible, clean copy of the signed citation, with your SSN printed in the upper right hand corner, to:

Navy Personnel Command
PERS-312A
5720 Integrity Drive
Millington, TN 38055-3130
(No cover letter required)

b. For questions go to the NPC Records Management website: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/militarypersonnelrecords/Pages/default2.aspx

3. If you run an NDAWS search for a personal award and find it in NDAWS, but the award does not show on your OSR:

a. Mail a legible, clean copy of the signed citation, with your SSN printed in the upper right hand corner and "IN NDAWS NOT IN OSR" written at the top. Also include a phone number where you can be reached and mail to the PERS-312A address above.

4. When submitting awards to NDAWS or PERS-312 for updating your online record only (the award is already in your OMPF record) annotate in the upper left corner "For Data Entry Only (NDAWS/PSR) - Do Not Scan to Record." This will prevent having duplicate entries in your OMPF.

After Your Record Review

If you have fully analyzed your record, you should now be aware of your strengths and weaknesses.

An officer senior to you in rank can provide some valuable insight into your record and give you career advice. Consider looking for a mentor within your community (designator), if you don't have one already. Use the record review process as a catalyst for further improvement, growth and professional development.

If you are in a situation where you are unable to review your record, do not assume that every FITREP you receive is a good indicator of your record in its entirety. Each FITREP is important, but patterns or trends of performance that exist in the record are just as important. FITREPs are reviewed alone as well as compared to how you were marked previously, perhaps more importantly, what will come after. If you were marked highly on your last report, it is extremely important that you maintain or improve your performance to show growth and an "upward" trend or "moving to the right", especially with the same reporting senior.

If your last report was marginal, do not be disheartened. You can reduce the significance of a single report if you improve – particularly with regard to direct and indirect competition. A Naval Officer is always expected to perform his/her best. Ensure you learn from your experience by discussing the report with your Reporting Senior. Additionally, marginal/adverse FITREPs should not be a surprise if you are proactive in seeking periodic performance feedback earlier than FITREP reporting time. Midterm counseling, as well as FITREP debriefs, are opportunities to develop courses of action for continued performance improvement. If you need to submit documents that are missing from your OMPF and have less than three months before your record will be reviewed by a selection board (either statutory or administrative), there is no guarantee that your OMPF will be updated in time for the board. In this case, it is highly recommended that you submit the missing documents directly to the Board President in addition to sending the documents using the procedures outlined above. Per NAVADMIN 016/13, award citations received as part of a Selection Board package will be entered into the officer's OMPF if the award is accurately reflected in NDAWS. Officers must check NDAWS prior to submission, and if necessary, contact their NDAWS coordinator for entry into NDAWS.

A list of NDAWS coordinators is available on the Navy Awards website:
https://awards.navy.mil/awards/webbas01.nsf/(vwWebPage)/home.htm?OpenDocument

Sending documents (other than awards) to the Board ONLY will NOT update your OMPF because all correspondence is destroyed when a board adjourns.
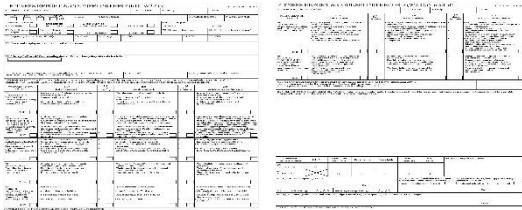
Fitness Reports (FITREPS)/ Evaluations (EVALS)
Your CO will provide you with annual evaluations that report strengths and developmental needs. Refer to BUPERSINST 1610.10 (series) for enlisted evaluation and officer fitness report details and deadline dates. The following is a chart outlining when FITREP/EVALs are due. FITREPs are due the last day of the month, EVALs on the 15th.

	PERIODIC FITREP/CHIEFEVAL/EVAL	
	Officers (ALL)	Enlisted (ALL)
Jan	O3	
Feb	O2	
Mar	W5, W4, W3	E5
Apr	O5	E9
May	O1	
Jun		E4
Jul	O6	E3, E2, E1
Aug		
Sept	W2	E8, E7
Oct	O4	
Nov		E6
Dec		

More FITREP Guidance
This is a subject that cannot be over-emphasized. The ability to write strong FITREPs and EVALs is a valuable skill that all officers should master early in their careers. As noted in the previous section, all officers should read and become intimately familiar with the BUPERSINST 1610.10 series. When you become a Unit CO, you will impact many careers, so it is imperative that you learn FITREP/EVAL basics.

How to write a FITREP
Remember that FITREPs are not only written to the recipient, but also to the board that considers the officer for promotion and APPLY billets. It should provide the board with meaningful and clear metrics that demonstrate performance, and comment on specific traits. All officers have some degree of input into the content of their FITREPs. The recommended approach is that an officer submits their input to their Reporting Senior in NAVFIT98A paying particular attention to the "Comments on Performance" (Block 41) portion of the FITREP.

Please visit the following link on the Navy Personnel Command website, for a NAVFIT98 user guide.
http://www.public.navy.mil/bupers-npc/career/performanceevaluation/Pages/default.aspx

The CO assigns trait scores and edits the comments, as needed. To catch the attention of a board, consider the following recommendations:
• Make a strong opening statement that ranks the officer within a group or across groups and characterizes performance (e.g., "My #2 of 12 Commanders of any

designator" or "A highly capable, hard charging Naval Officer with outstanding analytical skills and proven leadership abilities.")
• Rank top EP (Early Promote) (e.g., "My top performing officer")
• Rank MPs (Must Promote) who just missed the cut for EP (e.g., "Indistinguishable from my EP, he received an MP only because of system limitations."). It is not necessary or appropriate to rank "pack" performers and boards always appreciate honest comments for poor performers
• Make sure that trait scores match Block 41 comments. Bulletize points that quantify specific accomplishments and show impact. At least one bullet should highlight leadership accomplishments, if possible.
• Prioritize bullets based on their importance to the evaluation of the officer. Bullets that describe demonstrated leadership and contributions to mission accomplishment should come first. Do not waste lines on superfluous achievements (e.g., "15th consecutive Excellent PRT")
• Note personal awards in a bullet (e.g., "Awarded NAM from previous tour with ONI.") This will call a Board's attention to the award in another part of the OMPF
• Write gaining command support actions in terms that the board will understand. Avoid nonstandard abbreviations and terminology
• Include a strong closing statement that summarizes potential for promotion or follow-on assignment recommendation (e.g., "This officer is ready for command NOW!" or "He has all the skills necessary to be a successful XO and CO of any size unit in the near future; ready now for promotion to Commander!")
• Explain any situation that may confuse a board or cast doubt on a top performer (e.g., "Formerly the CO of the unit, I personally selected him to be XO when the unit reorganized and the CO's job was elevated to a CDR billet.")
• Reporting seniors need to remain familiar with the most up-to-date version of BUPERSINST 1610.10 series and know their promotion recommendation limits. Frequently, it is normal for officers who are new to the unit to be ranked P or MP behind more senior officers (although, keep in mind that officers at the rank of Ensign and Lieutenant Junior Grade CANNOT be ranked higher than Promotable, "P", for their promotion recommendation in Block 42).
If warranted, clarify when this occurs only because they are competing with more experienced officers
• The instruction does not require Reporting Seniors to use all EPs or MPs allotted. For example, three EPs may be authorized, but a CO may choose to use only two and increase the number of MPs allowed by one. Be aware, however, that a CO's failure to use the quota of EP's and MP's allowed may send an unintended (or intended) message to a board
• Do not leave any unexplained promotion recommendation "air gaps". The instruction authorizes EP recommendations for any 1 of 1 ranking. A board views negatively an officer ranked1 of 1 and MP. If warranted, this situation should be explained in the comments so as not to leave the board members guessing as to why the officer was ranked in this manner.
• Make appropriate career assignment recommendations in block 40 based on where an officer is in his or her career. For CAPT, "CO" and "Joint Staff" are common recommendations. For CDRs and below, "CO", "OIC", "XO", and "Major Staff" are

common. An XO not receiving an endorsement for "CO" sends a clear "do not select for command" message to the board

Competitive categories are the groupings within which officers compete for statutory promotion. Competitive categories may be restricted to a single community or designator, or they may comprise multiple communities or designators, like Unrestricted Line, Limited Duty Officer and Chief Warrant Officer. Further explanation of Officer Summary Group (OSG) and Competitive Categories can be found in BUPERSINST 1610.10 series.

Amplifying verbiage and soft breakouts by individual community are strongly encouraged when utilizing a single competitive category.
Reporting Seniors are required to use a single Competitive Reporting Category by combining OSGs.
OSGs are the groupings within which reporting seniors rank officers to determine FITREP promotion recommendations, such as Early Promote, Must Promote, and Promotable. Other factors that go into determining OSGs include pay-grade, designator, duty status, promotion status, end-date, type of report, billet subcategory, and reporting senior.
For more information, please visit:
http://www.public.navy.mil/bupersnpc/reference/instructions/BUPERSInstructions/Documents/BUPERSINST_1610.10D.pdf