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**CURRICULUM OUTLINE OF INSTRUCTION  
SURFACE WARFARE OFFICER DEPARTMENT HEAD COURSE  
CIN: A-4H-0107 CDP: 9545**

<b>MODULE 1-3: NAVAL ADMINISTRATION</b>		
<b>Lesson #</b>	<b>Topic</b>	<b>Objectives</b>
1-3-1	Classification Procedures	<p>TO 1-3-1 Upon completion of this lesson, <b>DEMONSTRATE</b> the proper use of classification markings by utilizing all available references.</p> <p>EO 1-3-1.1 <b>STATE</b> the government agency tasked as the Executive Agent and the office that are tasked with the responsibility for overseeing classification procedures for the entire U.S. Government.</p> <p>EO 1-3-1.2 <b>LIST</b> the three (3) levels of information classification to include rules of thumb for identifying each level.</p> <p>EO 1-3-1.3 <b>DEFINE</b> the proper procedure for classifying information when there is significant doubt as to the appropriate level.</p> <p>EO 1-3-1.4 <b>LIST</b> the eight (8) types of information that may be considered for classification.</p> <p>EO 1-3-1.5 <b>LIST</b> the default declassification date and the standing declassification date for exceptionally sensitive information, if no earlier specific date or event for declassification may be established.</p> <p>EO 1-3-1.6 <b>LIST</b> the two (2) types of information exceptions to the standing declassification dates.</p> <p>EO 1-3-1.7 <b>DEFINE</b> the role of an original classification authority and the lowest rank that may typically be delegated original classification authority.</p> <p>EO 1-3-1.8 <b>DEFINE</b> the role of a derivative classifier and their fundamental duties.</p> <p>EO 1-3-1.9 <b>DEFINE</b> how often derivative classifier shall receive refresher training and the waiver process if no training were conducted.</p> <p>EO 1-3-1.10 <b>STATE</b> the primary reference a derivative classifier can use when applying classification markings and the five essential markings that must be put on every finished product.</p> <p>EO 1-3-1.11 <b>STATE</b> the procedures for identifying the declassification date of a derivative product when the source product lacks a declassification date and when using several source products.</p> <p>EO 1-3-1.12 <b>STATE</b> the procedure for identifying the declassification date of a derivative product, when a source document's "declassify on" lists OADR (Originating Agency's Determination Required), "X" codes and MR.</p> <p>EO 1-3-1.13 <b>DEFINE</b> the procedures for using a security classification guide.</p> <p>EO 1-3-1.14 <b>LIST</b> what classified material may be protected as working papers and the four requirements when using secret and confidential working papers.</p>

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		<p>EO 1-3-1.15 <b>DEFINE</b> the procedures for identifying training classified material.</p> <p>EO 1-3-1.16 <b>STATE</b> the maximum working time for working papers and the key reference regarding working papers.</p> <p>EO 1-3-1.17 <b>DEFINE</b> the classification of warfighting scenarios.</p> <p>EO 1-3-1.18 <b>STATE</b> the U.S. Navy's reference requiring finished classification markings on every document transmitted over a classified IT system, to include email.</p>
1-3-2	Naval Correspondence	<p>TO 1-3-2 Upon completion of this lesson, <b>DESCRIBE</b> the importance of Naval Correspondence to include two primary references and the Standard Navy Distribution List (SNDL).</p> <p>EO 1-3-2.1 <b>LIST</b> the reasons for naval correspondence.</p> <p>EO 1-3-2.2 <b>LIST</b> the two (2) primary references for Naval correspondence.</p> <p>EO 1-3-2.3 <b>DEFINE</b> the standard subject identifier codes (SSICs):</p> <ol style="list-style-type: none"> <li>1. 1000</li> <li>2. 2000</li> <li>3. 3000</li> <li>4. 4000</li> <li>5. 5000</li> <li>6. 8000</li> </ol> <p>EO 1-3-2.4 <b>DEFINE</b> the purpose and basic format of a naval letter.</p> <p>EO 1-3-2.5 <b>DEFINE</b> the purpose of an endorsement.</p> <p>EO 1-3-2.6 <b>DEFINE</b> the purpose and basic format of a memorandum.</p> <p>EO 1-3-2.7 <b>DEFINE</b> the purpose of a business letter.</p> <p>EO 1-3-2.8 <b>LIST</b> four (4) primary pieces of information that can be found in the Standard Navy Distribution List (SNDL), per this topic.</p> <p>EO 1-3-2.9 <b>STATE</b> where you can find the Standard Navy Distribution List (SNDL).</p>
1-3-3	Naval Directives	<p>TO 1-3-3 Upon completion of this lesson, <b>DESCRIBE</b> the Naval Directives Program, its references and where to find directives online.</p> <p>EO 1-3-3.1 <b>DEFINE</b> the purpose for naval directives.</p> <p>EO 1-3-3.2 <b>LIST</b> the three primary references for creating naval directives.</p> <p>EO 1-3-3.3 <b>DEFINE</b> the naming convention for naval directives.</p>

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		<p>EO 1-3-3.4 <b>DEFINE</b> the requirements for the review and reissuing of naval directives.</p> <p>EO 1-3-3.5 <b>DEFINE</b> the contents of a command notice 5215.</p> <p>EO 1-3-3.6 <b>DEFINE</b> the contents of a command notice 1300/1301.</p> <p>EO 1-3-3.7 <b>STATE</b> where you can find OPNAV and SECNAV unclassified directives.</p> <p>EO 1-3-3.8 <b>DEFINE</b> the contents of the U.S. Naval Regulations.</p> <p>EO 1-3-3.9 <b>STATE</b> where you can find the U.S. Naval Regulations.</p> <p>EO 1-3-3.10 <b>DEFINE</b> the contents of OPNAVINST 3120.32C Ch-7 Navy Standard Organization and Regulation Manual (SORM).</p> <p>EO 1-3-3.11 <b>DEFINE</b> the contents of the SORM.</p> <p>EO 1-3-3.12 <b>STATE</b> where you can find OPNAV and SECNAV classified directives.</p>
1-3-4	Unit Awards	<p>TO 1-3-4 Upon completion of this lesson, <b>DESCRIBE</b> the Navy's Unit Awards program to include references, eligibility, time requirements and best practices.</p> <p>EO 1-3-4.1 <b>LIST</b> the reasons for our Navy's unit awards program.</p> <p>EO 1-3-4.2 <b>LIST</b> the governing references for the surface fleet's unit awards program.</p> <p>EO 1-3-4.3 <b>DEFINE</b> the five (5) basic components of the Battle "E" award.</p> <p>EO 1-3-4.4 <b>LIST</b> the basic requirements to compete for the Battle "E."</p> <p>EO 1-3-4.5 <b>DEFINE</b> each component of the Battle "E."</p> <p>EO 1-3-4.6 <b>LIST</b> the major disqualifiers for the Battle "E."</p> <p>EO 1-3-4.7 <b>DEFINE</b> the Battle "E" waiver process.</p> <p>EO 1-3-4.8 <b>DEFINE</b> best practices in Battle "E" achievement and management.</p> <p>EO 1-3-4.9 <b>DEFINE</b> the Fleet awards outlined in CNSP/CNSL INST 1650 Series.</p> <p>EO 1-3-4.10 <b>LIST</b> the governing reference for the Navy-wide unit awards program.</p> <p>EO 1-3-4.11 <b>DEFINE</b> the requirements for the Presidential Unit Citation</p>

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		(PUC), Navy Unit Commendation (NUC) and Meritorious Unit Commendation (MUC).  EO 1-3-4.12 <b>DEFINE</b> the requirements to achieve various campaign medals.
1-3-5	Personal Awards	TO 1-3-5 Upon completion of this lesson, <b>DESCRIBE</b> the Personal Awards program to include references, eligibility, time requirements and best practices.  EO 1-3-5.1 <b>DEFINE</b> the purpose for personal awards.  EO 1-3-5.2 <b>LIST</b> the events that trigger a personal award nomination.  EO 1-3-5.3 <b>DEFINE</b> time considerations in the award nomination process.  EO 1-3-5.4 <b>LIST</b> the three (3) major personal awards.  EO 1-3-5.5 <b>DEFINE</b> the purpose of a personal award recommendation, OPNAV 1650/3.  EO 1-3-5.6 <b>WRITE</b> a coherent personal award citation using the Navy and Marine Corps Awards Manual.  EO 1-3-5.7 <b>DEFINE</b> best practices for conducting an awards board and achieving success for your subordinates in the awards nomination process.  EO 1-3-5.8 <b>DEFINE</b> awards alternatives outside of a formal citation or medal.
1-3-6	Intro to Naval Messages	TO 1-3-6 Upon completion of this lesson, <b>DESCRIBE</b> the purpose of Naval Messages and their guiding references to include operation reports, special incident reports and best practices.  EO 1-3-6.1 <b>LIST</b> five (5) reasons to communicate by formatted naval message.  EO 1-3-6.2 <b>DEFINE</b> the basic components and order of a GENADMIN message.  EO 1-3-6.3 <b>DEFINE</b> message formats provided by NWP 1-03.1.  EO 1-3-6.4 <b>DEFINE</b> Casualty Report (CASREP) requirements using NWP 1-03.1. EO 1-3-6.5 <b>DEFINE</b> message formats provided by OPNAVINST F3100.6.  EO 1-3-6.6 <b>WRITE</b> an Operational Report 3 (OPREP-3)/Special Incident Report.  EO 1-3-6.7 <b>DEFINE</b> message formats provided by numbered Fleet OPORDERS.

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		EO 1-3-6.8 <b>DEFINE</b> best practices for drafting and editing naval messages.  EO 1-3-6.9 <b>DEFINE</b> best practices for chopping and routing naval messages.  EO 1-3-6.10 <b>DEFINE</b> message formats provided by APP-11(C).
1-3-7	Naval Messages Practical	TO 1-3-7 Upon completion of this lesson, <b>DEMONSTRATE</b> the ability to chop naval messages.  Practical 1-3-7 <b>EDIT</b> three (3) naval messages.
1-3-8	Manpower and Personnel	TO 1-3-8 Upon completion of this lesson, <b>DESCRIBE</b> Total Force Manpower to include Enlisted Distribution and Verification Report (EDVR), Officer Distribution and Control Report (ODCR), manning messages and personnel management.  EO 1-3-8.1 <b>DEFINE</b> Total Force Manpower.  EO 1-3-8.2 <b>DEFINE</b> considerations that define shipboard manpower requirements.  EO 1-3-8.3 <b>DEFINE</b> the relationship between the ROC/POE and manpower.  EO 1-3-8.4 <b>DEFINE</b> the relationship between the Navy Standard Workweek and manpower.  EO 1-3-8.5 <b>STATE</b> the reference defining our Navy's Standard Workweek.  EO 1-3-8.6 <b>DEFINE</b> the relationship between an Activity Manning Document (AMD) or Ship's Manning Document (SMD) and manpower.  EO 1-3-8.7 <b>DEFINE</b> the following terms: <ol style="list-style-type: none"> <li>1. Billets Authorized (BA)</li> <li>2. Navy Manning Plan (NMP)</li> <li>3. Current On Board (COB)</li> <li>4. Projected On board (POB)</li> </ol> EO 1-3-8.8 <b>DEFINE</b> the Officer Distribution and Control Report (ODCR).  EO 1-3-8.9 <b>DEFINE</b> the contents of the Enlisted Distribution and Verification Report (EDVR).  EO 1-3-8.10 <b>DEFINE</b> the effects of EDVR errors on a command.  EO 1-3-8.11 <b>DEFINE</b> the EDVR review/update process.  EO 1-3-8.12 <b>DEFINE</b> the EDVR review/update team.  EO 1-3-8.13 <b>DEFINE</b> how to identify and how to correct a DNEC mismatch.

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		EO 1-3-8.14 <b>DEFINE</b> the purpose of the Enlisted Manning Inquiry Report (EMIR).
		EO 1-3-8.15 <b>DEFINE</b> the purpose and periodicity of the PERSMAR process.
1-3-9	FITREPs and EVALs .	<p>TO 1-3-9 Upon completion of this lesson, <b>DESCRIBE</b> the importance of FITREP/EVAL program.</p> <p>EO 1-3-9.1 <b>DEFINE</b> the purposes of a fitness report or evaluation.</p> <p>EO 1-3-9.2 <b>DEFINE</b> the major differences between an Officer and Chief Petty Officer fitness report.</p> <p>EO 1-3-9.3 <b>LIST</b> the occasions for generating a Fitness Report of Evaluation.</p> <p>EO 1-3-9.4 <b>DEFINE</b> the components of a FITREP.</p> <p>EO 1-3-9.5 <b>DEFINE</b> the components of a CHIEFEVAL.</p> <p>EO 1-3-9.6 <b>DEFINE</b> the components of an EVAL.</p> <p>EO 1-3-9.7 <b>DEFINE</b> the reporting senior for E1 – E6 Enlisted Rates.</p> <p>EO 1-3-9.8 <b>DEFINE</b> the lowest grade that a reporting senior can be delegated to for Enlisted Rates.</p> <p>EO 1-3-9.9 <b>DEFINE</b> best practices for writing comments in a Fitness Report or Evaluation.</p> <p>Practical 1-3-9 <b>WRITE</b> a FITREP/CHIEFEVAL/EVAL by using BUPERSINST 1610.10 (series).</p>
1-3-11	Naval Discipline	<p>TO 1-3-11 Upon completion of this lesson, <b>DESCRIBE</b> Naval Discipline to include punitive and non-punitive measures, judicial and non-judicial punishment, Extra Military Instruction (EMI), withholding of privileges and Non-punitive Censure.</p> <p>EO 1-3-11.1 <b>DEFINE</b> the difference between punitive and non-punitive measures.</p> <p>EO 1-3-11.2 <b>DEFINE</b> the two (2) punitive and four (4) non-punitive measures.</p> <p>EO 1-3-11.3 <b>DEFINE</b> the court martial process.</p> <p>EO 1-3-11.4 <b>DEFINE</b> the jurisdiction of a court martial.</p> <p>EO 1-3-11.5 <b>DEFINE</b> the rights and procedures of court's martial.</p> <p>EO 1-3-11.6 <b>DEFINE</b> the court martial appeal process.</p>

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		<p>EO 1-3-11.7 <b>DEFINE</b> the nature of non-judicial punishment.</p> <p>EO 1-3-11.8 <b>DEFINE</b> the jurisdiction of non-judicial punishment.</p> <p>EO 1-3-11.9 <b>DEFINE</b> the rights and procedures of non-judicial punishment.</p> <p>EO 1-3-11.10 <b>DEFINE</b> the non-judicial punishment appeals process.</p> <p>EO 1-3-11.11 <b>DEFINE</b> the purpose of non-punitive measures.</p> <p>EO 1-3-11.12 <b>DEFINE</b> the three (3) most common non-punitive measures:</p> <ol style="list-style-type: none"> <li>1. Extra military instruction (EMI)</li> <li>2. Administrative withholding of privileges</li> <li>3. Non-punitive censure</li> </ol> <p>EO 1-3-11.13 <b>DEFINE</b> the five (5) major limitation to EMI.</p> <p>EO 1-3-11.14 <b>DEFINE</b> the three (3) step process to develop valid EMI.</p> <p>EO 1-3-11.15 <b>DEFINE</b> how to properly identify a valid EMI deficiency.</p> <p>EO 1-3-11.16 <b>DEFINE</b> how to properly identify a valid EMI task.</p> <p>EO 1-3-11.17 <b>DEFINE</b> how to properly identify a valid EMI quantity.</p> <p>EO 1-3-11.18 <b>DEFINE</b> the delegation of EMI authority.</p> <p>EO 1-3-11.19 <b>DEFINE</b> the purpose of withholding of privileges.</p> <p>EO 1-3-11.20 <b>LIST</b> seven (7) examples of privileges that may be withheld.</p> <p>EO 1-3-11.21 <b>DEFINE</b> the authority to withhold a privilege.</p> <p>EO 1-3-11.22 <b>DEFINE</b> the purpose of a non-punitive censure.</p> <p>EO 1-3-11.23 <b>DEFINE</b> the purpose of an adverse counseling report.</p> <p>EO 1-3-11.24 <b>DEFINE</b> the remedies for illegal non-punitive measures.</p>
1-3-12	Legal Investigations	<p>TO 1-3-12 Upon completion of this lesson, <b>DESCRIBE</b> Legal Investigation to include references, investigation types and requirements.</p> <p>EO 1-3-12.1 <b>DEFINE</b> the purpose of an administrative investigation.</p> <p>EO 1-3-12.2 <b>DEFINE</b> the purpose of a preliminary inquiry.</p> <p>EO 1-3-12.3 <b>DEFINE</b> the preliminary inquiry, to include:</p> <ol style="list-style-type: none"> <li>1. Standard timeline</li> <li>2. Desired format</li> </ol>



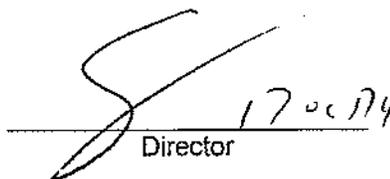
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		CDB.  EO 1-3-13.4 <b>DEFINE</b> the events that trigger a command CDB.  EO 1-3-13.5 <b>DEFINE</b> the events that trigger a departmental CDB.  EO 1-3-13.6 <b>DEFINE</b> CDB proceedings.  EO 1-3-13.7 <b>DEFINE</b> the seven (7) areas CDBs focus on.  EO 1-3-13.8 <b>DEFINE</b> the responsibility CDBs have to individual Sailors.  EO 1-3-13.9 <b>LIST</b> the eight (8) requirements for advancement eligibility.  EO 1-3-13.10 <b>DEFINE</b> the current enlisted warfare qualification requirements, to include maximum allowed time.  EO 1-3-13.11 <b>DEFINE</b> the Career Management System (CMS).  EO 1-3-13.12 <b>DEFINE</b> the purpose of Career Navigation (CNAV).  EO 1-3-13.13 <b>DEFINE</b> the purpose of Career Waypoints (C-WAY).  EO 1-3-13.14 <b>DESCRIBE</b> the reenlistment process under CNAV.  EO 1-3-13.15 <b>DEFINE</b> the purpose of the Career Viewpoint Survey.  EO 1-3-13.16 <b>DEFINE</b> the reenlistment screening process for E-6, and E-5 and below.
	Quizzes	<b>VALIDATE</b> Student learning.
	Exam	<b>VALIDATE</b> Student learning.

Additional Notes:




ORTE Lead                      Curriculum Manager



Director

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