



MEDICAL SERVICE CORPS JUNIOR OFFICER SEABAG

1. Welcome Letter from MSC Corps Chief	2
2. Summary of Key Strategic Documents.....	3
3. Managing Your Record.....	7
4. Description of Additional Qualification Designations, Officer Billet Classifications, and Service Schools	10
5. MSC-Relevant Service Schools and Trainings.....	11
6. Collateral Duties	12
7. FITREP Guide and BLOCK 41 Writing Tips	14
8. Promotion Board Preparation	16
9. Individual Augmentee Deployment Preparation.....	17
10. Your Next Duty Station	18
11. Internet “Favorites”	20
12. Key Instructions/Directives	21
13. Reservist Information	22
14. Other Seaworthy Wisdom.....	23
15. Commonly Used Abbreviations/Acronyms	24
16. MSC Webinar Program	25

Revisions by Medical Service Corps Career Development Board/Professional Development Strategic Goal Groups:

- **2020 Team:** CAPT Boyce, CAPT Anderson, CDR Wallinger, LCDR Harris, LCDR Middleton, LCDR Lane, LT Hoff, LT Mercredi, LT Wallace, LT Watters, and LTJG Min
- **2018 Team:** CAPT Ferland, CDR Klinger, CDR Ojo, LCDR MacDonald, LCDR Middleton, and LCDR Walker

For questions, additions, or corrections contact the below POCs from the Career Development Board Strategic Goal Group:

-andrew.g.hoff3.mil@mail.mil

-chaselynn.m.watters.mil@mail.mil

-michelle.h.lane.mil@mail.mil

1. Welcome Letter from the Director, Medical Service Corps

Medical Service Corps Leader,

It is my distinct pleasure to welcome you to the Medical Service Corps (MSC) Junior Officer Seabag. This document is designed to equip you with the tools to develop a firm footing in your first tour as a naval officer who serves in 1 of 31 MSC specialties. While it is Navy Medicine's clear mission to project medical power in support of the Navy and Marine Corps team, it is also essential that you understand how to manage your career so you can be successful throughout your career.

Whether you are a clinician, scientist, or administrator, the information within this Seabag is valuable for your early career development. It contains essential information ranging from fitness report (FITREP) writing resources to service school opportunities. While not all-encompassing, I hope that you find this Seabag to be a useful guide in your early years as an MSC officer.

Keep in mind this resource does not replace what professional relationships and mentoring can provide for a junior officer. Those of us who have been MSC officers for some time can all point to people along the way who guided and supported us from the beginning of our careers. As your Corps Chief, I encourage you to be intentional about seeking out and building these relationships. This Seabag will get you started, but a good mentor can help you navigate your individual career and the milestones that lay ahead.

As a member of Navy Medicine's most diverse corps, your knowledge, skills, and abilities make our Navy Medicine team stronger and directly contribute to our mission success. It is because of you that we are more agile and more responsive than ever before. As you move forward in your career, I ask that you dedicate yourself to the Department of the Navy's Core Values of Honor, Courage, and Commitment. These principles guide each of us and are foundational to the strength and spirit of the Navy and Marine Corps and our support of each other.

Thank you being a member of the MSC Team!



Timothy H. Weber
RDML, MSC, USN
Director, Medical Service Corps

2. Summary of Key Strategic Documents:

You have many options on how you approach the strategic context of your naval career. One option is to focus on being an expert in your field and doing the job you were trained to do in school. You can take this approach with relative success while wearing a uniform. However, officers who take this approach may be blind-sided by changes in policies and forget why we wear the uniform. It makes it extremely difficult to understand the overarching strategy of the Department of Defense (DoD), the Navy, and Navy Medicine. Another approach is to regularly review key documents that define where the DoD is headed. Hint: Changes coming your way and what to mentally prepare for. Highlighted below are key documents that are updated semi-regularly to inform everyone who falls under the DoD umbrella across all services about the DoD's current position and what lies ahead for the future. Invest the time to read these documents and try to figure out where you fit into the big picture.

A. 2021 Interim National Security Strategic Guidance

This guidance was issued in March 2021 by newly elected President Biden for how he views America engaging with the world. This guidance discusses revitalizing our most fundamental advantage, which is democracy, and also confronts the challenges we faced in 2020: a global pandemic, economic downturn, a crisis of racial injustice, and a deepening climate emergency. To advance American interests, there are 12 national security priorities which include the following:

1. To protect the security of the American people
2. An enduring interest in expanding economic prosperity and opportunity
3. Realizing and defending the democratic values at the heart of the American way of life
4. Reinvigorate and modernize our alliances and partnerships around the world
5. Move swiftly to earn back our position of leadership in international institutions, joining with the international community to tackle the climate crisis and other shared challenges
6. Make smart and disciplined choices regarding our national defense and the responsible use of our military, while elevating diplomacy as our tool of first resort
7. Our trade and international economic policies must serve all Americans, not just the privileged few
8. Our strength abroad requires the United States to build back better at home and starts by decisively responding to the public health and economic crises unleashed by COVID-19
9. Commit ourselves to revitalizing our own democracy
10. We must join with likeminded allies and partners to revitalize democracy the world over
11. This agenda will strengthen our enduring advantages, and allow us to prevail in strategic competition with China or any other nation
12. Invest in our national security workforce, institutions, and partnerships, inspire a new generation to public service, ensure our workforce represents the diversity of our country, and modernize our decision-making processes

B. 2018 National Defense Strategy

The NDS is issued by the Secretary of Defense and defines how the DoD integrates into the NSS and defines how the Joint Force will deter aggression and win wars. Though there are three central lines of effort, the focus of the document is restoring our competitive edge by blocking our "near peer" rivals Russia and China from challenging the United States and our allies and to keep those rivals from throwing the current international order out of balance. Taking the time to read the 15-page summary of the NDS will give you a broader understanding of the military, where it's going, and why. Understanding this will help you anticipate changes that will be coming resulting in audits, changes in budgets, etc.

The NDS identifies and prioritizes five external threats to U.S. interests: China, Russia, North Korea, Iran, and terrorist groups with global influence. Currently, the biggest driver for DoD's force structure and decision-making is great power competition with China and Russia rather than counterterrorism. There are three central "lines of effort" in our strategic approach to advance U.S. interests aligned with a long-term strategic competition needed to stay ahead of our biggest competitors in the competitive space. Those three central lines of effort are 1) rebuilding military readiness and improving the Joint Forces' lethality, 2) strengthening alliances and attracting new partners, and 3) reforming DoD business practices:

1. **Building a more lethal joint force** requires continuous investments to restore warfighting including an optimally sized joint force, preparedness prioritization as an overall deterrent and competitive posture, and modernization of key capabilities including nuclear, space, cyberspace, intelligence, missile defense; joint lethality in contested environments, forward maneuver resilience, and autonomous systems.
2. **Strengthening allies and attracting new partners** requires better burden-sharing amongst allies, expanding regional consultative mechanisms and collaborative planning, and deepening interoperability amongst allies and partners.
3. **Reforming DoD for greater performance and affordability** by shedding outdated processes that keep us from delivering necessary decisions, policies and capabilities to the warfighter when they need it, fostering innovation in force organization, improving budget discipline and affordability, and streamlining the rapid prototyping and fielding of equipment.

C. 2021 Tri-Service Maritime Strategy: "Advantage at Sea - Prevailing with Integrated All-Domain Naval Power"

The current Tri-Service Maritime Strategy is focused on retaining our advantage at sea through five key themes including generating Integrated All-Domain Naval Power, strengthening our alliances and partnerships, prevailing in day-to-day competition, controlling the seas, and modernizing the future naval force. For the latter theme, this means "...develop[ing] our people and culture to meet the challenges of a complex security environment" (p. 6). Part of this effort entails developing our people and culture to meet the challenges of a complex security environment. Recruit, train, educate, manage, and retain diverse, versatile, professional personnel to adapt and succeed in ambiguous, dynamic environments (p. 15).

This prepares the Naval Services to prevail in competition, crisis and conflict while we work to speed up development of modernized, integrated naval forces for the future. In this current area, Naval Services must be prepared to defend our interests, anywhere and anytime. China and Russia's coercive actions and attempts to undermine our alliances and partnerships pose an undeniable threat to global security and prosperity. In order to prevail, Naval Services will promote a relentless drive to anticipate, think creatively and lead through change. Our success depends on boldly executing this strategy with collective resolve to preserve our advantage at sea.

The United States Navy, United States Marine Corps, and United States Coast Guard will continue to deploy forward as our Nation's most persistent and versatile force. We remain capable of winning any fight and be ready for the challenges of an unpredictable future. New and converging technologies will have profound impact on security. Functions such as Artificial Intelligence, additive manufacturing, quantum computing and new communications can generate enormous disruptions. Militaries that can effectively integrate them will gain significant advantages.

The United States - and specifically the Naval Services along with its allies - will be challenged to build the capabilities and capacities to address numerous threats. Sophisticated weapons systems, shrinking budgets and the future impact of Covid-19 will continue to constrain our resources and allow our enemies to grow. If left unchecked, these trends will leave Naval Services unprepared and our advantage at sea will be lost. The Tri-Service Maritime Strategy looks to review the threat our enemies such as China and Russia present and how Naval Services will adapt to remain the elite warfighting fleet on the global stage.

D. CNO Navigation Plan 2021

This Navigation Plan tells us how to execute the Tri-Services Maritime Strategy. There are four priorities to focus our efforts which include: readiness, capabilities, capacity, and our Sailors. "Our Sailors must be able to out think and outfight any adversary. They will remain the best trained and finest educated naval force in the world" (p. 6). This includes removing bias and prejudice, having respect for all Sailors, and building a "...culture of trust and confidence based on proven character and competence."

E. 2020 Navy Medicine Priorities: Medical Power for Integrated Naval Superiority: "The 4 P's"

Navy Medicine (NAVMED) is rapidly shifting focus from the delivery of healthcare in military treatment facilities to a pointed focus on supporting the operational medical capabilities of the Fleet: increasing maritime power and warfighter survivability. When Rear Admiral Gillingham assumed responsibilities as the Surgeon General (SG) of the Navy in late 2019, he issued his priorities for Navy Medicine. These priorities emphasize **People, Platforms, Performance, and Power** as pillars by which to excel in executing Navy Medicine's newly established mission, "Navy Medicine provides well-trained medical experts, operating as high performance teams to project medical power in support of Naval superiority".

- 1. People – Our military and civilian workforce is our greatest strength**

Define active, reserve, and civilian manpower (billet) requirements, update career ladders and milestone positions; realign the professional education system and create operationally-focused leadership curriculum; focus on a Culture of Excellence aligned with Navy Core Values of Honor, Courage and Commitment.

- 2. Platforms – Our equipment and capability sets required by our warfighters**

Modernize and maintain operational platform equipment and training- ensuring speed, flexibility and interoperability; define current, non-traditional and future platform and respective manpower requirements; centralize capabilities to support crisis action planning.

- 3. Performance – Our performance is measured by our support to our warfighters**

Establish operationally-relevant partnerships to develop knowledge, skills, and abilities; develop standardized enterprise-wide readiness performance metrics; leverage high performance principles and practices; align capabilities and solutions to Fleet and Fleet Marine Forces through a strategic level war-gaming strategy.

- 4. Power – Medical power projection will increase survivability**

Expand Combat Information Center analytical capabilities across Navy Medicine to improve speed of decision making; increase warfighter deployability; better leverage "phase zero" power by using overseas command relationships with respective host nation governments and militaries to enhance Component Commanders operations and global health engagements; develop and maintain baseline funding for the NAVMED research and development enterprise to be more responsive to the needs of the warfighter.

F. Department of the Navy, Bureau of Medicine and Surgery, One Navy Medicine, Human Capital Strategy (HCS) 2020-2025

The purpose of this document is to serve as a framework to ensure Navy Medicine is aligned with the National Defense Strategy, guidance from the Chief of Naval Operations (CNO), and guidance from the Commandant of the Marine Corps. The HCS describes how Navy Medicine will carry out this strategy from a talent perspective focusing on five talent management action plans: 1) Future Force Structure, 2) Optimal Alignment of Talent, 3) Recruiting, Engagement and Retention, 4) Expanded Public Health, Infectious Disease, and Mental Health Capabilities, and 5) Persistent Augmentation of the Workforce Using Technology.

Links to Key Strategic Documents:

A. 2021 Interim National Security Strategic Guidance

<https://www.whitehouse.gov/wp-content/uploads/2021/03/NSC-1v2.pdf>

B. 2018 National Defense Strategy

<https://www.defense.gov/Explore/Spotlight/National-Defense-Strategy/>

C. 2021 Tri-Service Maritime Strategy: "Advantage at Sea - Prevailing with Integrated All-Domain Naval Power"

<https://media.defense.gov/2020/Dec/16/2002553074/-1/-1/0/TRISERVICESTRATEGY.PDF>

D. CNO Navigation Plan 2021

<https://media.defense.gov/2021/Jan/11/2002562551/-1/-1/1/CNO%20NAVPLAN%202021%20-%20FINAL.PDF>

E. 2020 Navy Medicine Priorities: Medical Power for Integrated Naval Superiority: "The 4 P's"

<https://mccareer.files.wordpress.com/2020/01/medical-power-for-integrated-naval-superiority.pdf>

F. Department of the Navy, Bureau of Medicine and Surgery, One Navy Medicine, Human Capital Strategy (HCS) 2020-2025

<https://mccareer.files.wordpress.com/2020/11/bumed-human-capital-strategy.pdf>

3. Managing Your Record

A. What is in my officer record?

It is extremely important for you to ensure your record is up to date as it impacts your pay and selection for promotion, educational opportunities (such as Duty Under Instruction (DUINS)), and future assignments. You will often hear the phrase “Your Record, Your Responsibility.” No one is a better advocate for your career than yourself. Your officer record consists of 4 parts: 1) ODC (Officer Data Card), 2) OSR (Officer Summary Record), 3) PSR (Performance Summary Record), and 4) OMPF (Official Military Personnel File). The MSC Webinar Program has created several webinars on how to manage your record and explain in detail the purpose and importance of each item in your record:

- [Record Management Overview: https://www.milsuite.mil/book/docs/DOC-950312](https://www.milsuite.mil/book/docs/DOC-950312)
- [Officer Data Card \(ODC\): https://www.milsuite.mil/book/docs/DOC-925262](https://www.milsuite.mil/book/docs/DOC-925262)
- [Officer Summary Record \(OSR\): https://www.milsuite.mil/book/docs/DOC-925261](https://www.milsuite.mil/book/docs/DOC-925261)
- [Performance Summary Report \(PSR\) Part 1: https://www.milsuite.mil/book/docs/DOC-925259](https://www.milsuite.mil/book/docs/DOC-925259)
- [Performance Summary Report \(PSR\) Part 2: https://www.milsuite.mil/book/docs/DOC-925260](https://www.milsuite.mil/book/docs/DOC-925260)

1. Officer Data Card (ODC): The Active Duty Officer ODC, NAVPERS 1301/51, is a report containing personal information for active Officers. The ODC contains personal data, education data, service school data, assignment history, promotion history, etc. for the active officer. Information on your ODC populates and gives more granularity than your OSR.

2. Officer Summary Record (OSR): This, along with your PSR, is what promotion, DUINS and other boards look at when evaluating your record. It is populated by information in your ODC. On your OSR, you cannot tell between Navy Officer Billet Classification (NOBCs) and an Additional Qualification Designation (AQD) code in your special qualifications. There is a limit to the number of service schools that can be listed. It includes your dates of rank, education, current duty station and billet, service schools attended, personal decorations, and special qualifications. The board looks at these items when you are up for promotion, you always want to ensure the information on your OSR is complete and up to date.

3. Performance Summary Record (PSR): For the Active Duty Officer the PSR consists of three documents and the second item that is evaluated at a promotion board:

- Part I - also known as the Officer Summary Record (OSR), OSR 'Top Sheet' or NAVPERS 1070/123. This report contains much of the same data as that on the Officer Data Card (ODC).
- Part II - also known as the Officer Summary Record (OSR) 'Bottom Sheet', pre-96 PSR or NAVPERS 1070/50, contains performance fitness and evaluation history prior to 01 Jan 1996.
- Part III - also known as the Performance Summary Report (PSR) or post-96 PSR contains performance fitness and evaluation history since 01 Jan 1996.

B. Where do I find my ODC, OSR and PSR?

To access your ODC, OSR and PSR online, log in at <https://www.bol.navy.mil/>. From here, you can view your ODC, OSR, and PSR by clicking on the “ODC, OSR, PSR, ESR” tab. Reservists not on active orders must contact PERS-9 at 866-827-5672 to update their information through completion/update of Naval Reserve Qualifications Questionnaire (NRQQ).

C. What is in my Official Military Personnel File (OMPF)?

The OMPF includes documents stored in the Electronic Military Personnel Record System (EMPRS) and the Field Service Record Jackets maintained at the unit. The OMPF consists of documents that reflect a

member's fitness for service, performance of duties, and entitlements, and affect or influence a member's career and benefits. The officer OMPF is routinely updated for all personnel actions of an officer during their career. The servicing Personnel Support Detachment or Personnel Office is responsible for forwarding documents for inclusion into the OMPF. The Commanding Officer and the individual Officer are jointly responsible for ensuring that the OMPF is complete and accurate.

D. How do I review my OMPF?

Active duty officers and drilling Reservists should go to <https://www.bol.navy.mil/> and click on the 'Official Military Personnel File – My Record' section once logged in.

E. How do I update my ODC, OSR, PSR, or OMPF? <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/>

Updates or corrections to your ODC are done through the appropriate PERS code at Navy Personnel Command or by Navy Standard Integrated Pay/Personnel System (NSIPS). The Navy Officer Occupational Code System (NOOCS) Manual (Volume II, Appendix E) at <https://www.mynavyhr.navy.mil/References/NOOCS-Manual/NOOCS-VOL-2/> lists the POCs by ODC block number. Active duty change requests to OSR are done by requesting changes to the ODC. You cannot update the OSR but it will automatically update from the ODC. Contacts and guidance on updating ODC can be found via <https://www.bol.navy.mil/>. For questions regarding other blocks of the OSR, it is recommended you contact your detailer.

The current database systems do not enable Reservists to see the ODC. Reservists have access to the OSR updated via changes to their reserve database IMAPMIS.

F. What should I be looking for?

It is important to look for what items are missing or not accurate in your record.

1. FITREPs: Make sure the dates are continuous and information is accurate. There is normally a two to three month lag time for fitness reports to appear in your record. If you are missing fitness reports or have an error, you can contact PERS-32 customer service at 901-874-4881.

2. Awards: Be certain all of your awards are documented in the OSR and on your OMPF. Effective May 2020, Navy Department Awards Web Services (NDAWS) is the single authoritative database for Military Decorations as specified by the Secretary of the Navy. All awards entered in NDAWS are exported to BUPERS for updating individual personnel records <https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Decorations-and-Medals/>. This is a public site that may not show the correct data. You should cross reference with your record (ESR/OMPF) for validity. For issues contact the CNO Awards Office at MILL_NavyAwards.fct@navy.mil

3. Photographs: The preferred method for Officer Photo submission is by using the "OFFICER PHOTO" submission link on My Navy Portal, <https://my.navy.mil/>. To verify a proper color photograph has been submitted, log into OMPF via BOL for review. Photographs are no longer part of the promotion boards, but it is still a requirement to have an up-to-date photo in your record.

4. Service Schools: Keep in mind only service schools listed in Appendix C of Volume II (NOOCS manual) may be added to the ODC/OSR. If you have attended a service school that cannot be listed in your ODC, you should reflect it in your Fitness Report. To add a service school into the ODC, the three digit service school code, course abbreviation, completion date and duration (weeks, or "cc" if correspondence course) are required. The course completion certificate must be sent to My Navy Career Center (MNCC) for the course to be entered on your ODC/OSR. Submit either by email (Word or .pdf format) to askmncc@navy.mil. MNCC can be reached through its Help Line at 833-330-6622.

5. Academic Degrees: Be certain all of your accredited degrees are correctly listed. To add academic degrees to the ODC/OSR, refer to Education Codes in Appendix D of the NOOCS Manual. This appendix shows a listing of institution (college/university) abbreviations, major fields of study, etc. To update degrees, your university must send a sealed OFFICIAL transcript to: Navy Personnel Command, PERS-451, 5720 Integrity Drive, Millington, TN 38055. If your college offers electronic submission, the registrar's office can send official transcripts to MILL_PERS450@navy.mil. If transcripts are not available (verify this with the institution's registrar), contact PERS-450 for guidance at 901- 874-4946/4992.

6. Additional Qualification Designation (AQD) and Navy Officer Billet Classification (NOBC): Ensure your AQDs are accurately listed. See section 4 (p. 10)

7. Language Proficiency: The NSIPS helpdesk no longer updates foreign language proficiency. If the update is based on a self-assessment, the service member's servicing PSD reports the change in NSIPS. For all other assessments (e.g., DLI tests, etc.) the member must contact:
ALTN_N13F1@navy.mil.

8. Subspecialty Changes: Subspecialties have two tracks: Education and Experience and are addressed differently for medical/non-medical personnel.

- **Education:** If you recently completed a master's degree, PhD, board certification, or other advanced training, you may need to update the subspecialty code accordingly. This is a normal part of submitting the transcript (see ACADEMIC DEGREES portion of this document).
- **Experience:** If you served in a billet that meets the Core/Skill/Requirements, you may earn the subspecialty code through submission of a package to the fleet subject matter expert. PERS-450 collects and staffs these packages. For more info, contact:
MILL_PERS450@navy.mil.
- This website provides all of the details on subspecialties:
<https://www.mynavyhr.navy.mil/Career-Management/Education/Subspecialty/>
**Note: PERS-450 cannot update medical-specific subspecialty codes (15XX-19XX). Please call the number below for further assistance: MSC – Comm: 703-681-5540 (DSN 761)

9. Reservist Point Credit: You can either fax to 901-874-7044 or mail your documents for consideration for retirement point credit to PERS-912 at Navy Personnel Command PERS-912E, 5720 Integrity Drive, Millington, TN 38055.

G. What to keep in my personal record?

1. Paperwork Maintenance

Maintain paper records in three-ring binders to include chronological copies of your fitness reports, awards and training, orders/PCS information, and security information.

2. Biography/Curriculum Vitae (CV)

A biography and CV may be required for training opportunities, billet assignments, and some collaterals. Find below examples of relevant biographies. Ask your mentor for JO examples.

- Rear Admiral Bruce Gillingham, Surgeon General, Chief, Bureau of Medicine and Surgery
<https://www.med.navy.mil/Pages/LeadershipViewPage.aspx?ItemID=18>
- Rear Admiral Timothy Weber, Commander, Naval Medical Forces Pacific
<https://www.med.navy.mil/Pages/LeadershipViewPage.aspx?ItemID=8>
- CAPT Joel Schofer, MC, has an excellent blog post with both his personal CV as well as the recommended BUMED CV format. It can be found below and includes Letters of Intent:
<https://mccareer.org/2017/07/26/cv-military-bio-and-letter-of-intent-templates/>

4. Description of Additional Qualification Designations (AQDs), Navy Officer Billet Classifications (NOBCs), and Service Schools (NOOCS Manual)

A. AQDs

AQDs are used to denote special qualifications, skills, and knowledge you have obtained in your career. AQDs are used by detailers to fill billets requiring specific skill sets. AQDs show up in two places: 1) at the bottom of your PSR cover page and 2) in the far right column of your ODC (p. 6 for more information). After completing the necessary requirements, AQDs are added to your record through your detailer. The MSC Webinar on AQDs is located at: <https://www.milsuite.mil/book/docs/DOC-925257>

B. NOBCs

NOBCs identify officer billet requirements and officer occupational experience acquired through billet experience or through a combination of education and experience. NOBC titles and definitions reflect billet titles and several representative duties. It is a way to define work that you did at a particular command with more granularity. What this means is that if your primary duty somewhere is an Industrial Hygiene Officer but you were also the Branch Clinic Director, you can have the NOBC code for Branch Clinic Director added to your ODC. To add a NOBC code to your ODC, send an email with a copy of your supporting documents (e.g., FITREPS, appointment letters etc.) to askmncc@navy.mil. Make sure that in your email you include "Respectfully requesting to update Block 91 of my ODC to read: Dates/Title/NOBC numerical code/# months." Send with all of the correct information and supporting documentation. Updates to your ODC will be reflected in ~1-2 weeks.

C. What's the difference between NOBC codes and AQDs?

AQDs enhance billet and officer designator codes by identifying more specifically the qualifications required by a billet or a unique qualification awarded to an incumbent through service in the coded billet. There are two different kinds of AQDs. There are those for billets and then those for officers. The Officer AQD identifies attainment of skills and knowledge (similar to NOBC). A Billet AQD can be used to identify additional requirements for a billet. For example, a billet is for an EHO, but the person assigned must have the Global Health AQD (meaning that officer has professional knowledge expected of an EHO but has also done global health work). You can review NOOCS Manual for further information on billet and Officer Designator Codes, Subspecialty Codes, NOBCs and AQDs at: <https://www.mynavyhr.navy.mil/References/NOOCS-Manual/NOOCS-VOL-1/>

D. Service Schools

Service schools are trainings to improve your ability to do your primary specialty or enhance information about other specialties or Navy specific programs. They are also a great way to network with other Navy officers outside of your community, and overall make you a better officer. Service schools will not get you promoted, but lack of them in your record could negatively impact you. On your OSR you can have a max of 6 service schools, versus on your ODC which has a max of 7 service schools. Service schools are added via emailing MNCC as listed above in section 3F. On the next page find a list of MSC-relevant service schools, and other trainings available, for a complete list of service schools refer to the NOOCS Manual.

5. MSC-Relevant Service Schools and Trainings

A. Service Schools (NOOCS Manual, Volume II)

- 00E-Intermediate Leadership Course (ILC; 1 week): Leadership training aimed at DIVOs (O-3s). In person. Course H-7C-0104 at <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>
- 00G Division Officer Leadership Course (DIVO; 1 week): Previously taught at ODS, this has become a standalone course to train new JO's on becoming an effective DIVO. In person.
- 08A-Joint Medical Planning Tool Course (JMPT; 1 week): Hands-on training with JMPT and Medical Planner's Toolkit (MPTk). In person and often in conjunction with JMOC. <https://health.mil/Training-Center/Defense-Medical-Readiness-Training-Institute/Joint-Medical-Planning-Tool-Course>
- 042-Medical Intelligence (1 day): Overview of medical intelligence. In person. Part of 088.
- 049-Medical Management of Chemical Casualties (1 week): Response and treatment of chemical casualties in a field setting. In person. https://ccc.apgea.army.mil/courses/in_house/MCBC.htm
- 061-Medical Effects of Ionizing Radiation Course (MEIR; 1 week): Effects of radiation, how to reduce effects, and manage casualties. In person. <https://www.usuhs.edu/afri/meircourse>
- 075-Field Medical Service Officer Training (FMSO; 2 weeks): Train Medical Department officers to function with medical units within Marines. In person. Physically demanding.
- 081-Joint Medical Operation Course (JMOC; 1 week): Joint operational/medical planning from point of injury to treatment MILOPs. In person. Pre-requisite for 081-JMPT Course. <https://www.health.mil/Training-Center/Defense-Medical-Readiness-Training-Institute/Joint-Medical-Operations-Courses>
- 088-Plans/Operations/Medical Intelligence (POMI; 2 weeks): Comprehensive overview of plans, operations, and medical intelligence. In person. Limited availability.
- 089-Medical Regulations Course (2 days): Exercises tracking casualties. In person. Part of 088.
- 102-Advanced Readiness Officer Course (AROC; 2 weeks): Department Head and higher leadership training (O4 to O5). In person.
- 817-Fundamentals of Systems Acquisition Management Course (ACQ 101; 1 week): Overview of DoD Acquisition process. Online <https://www.dau.mil>.
- 834-Intermediate Systems Acquisition (ACQ 201 & ACQ202 or IMAC-203; 4 weeks): Intermediate overview of the DoD acquisition process. Online & in person. <https://www.dau.mil>.

B. Other Military Training Opportunities

- Basic Readiness Officers Course (BROC): Overview of Navy Medicine structure and function. While not directly a service school, this should be completed in your first tour and cited in your FITREP. Course on Navy e-learning located at MyNavyPortal (<https://my.navy.mil>).
- Joint Humanitarian Operations Course (JHOC): DoD and CIV interactions during disaster relief. "Formal Education" requirement for the Global Health Engagement (GHE) AQD; <https://health.mil/Training-Center/Defense-Medical-Readiness-Training-Institute/Joint-Humanitarian-Operations-Course-JHOC>
- Global Health Strategies for Security (GHSS) Course: Teaches civilian and military considerations related to global health and security; www.usuhs.edu/cghe/ghss
- Joint Special Operations Medical Orientation Course (JSOMOC): SOF joint MEDOPS response. https://www.socom.mil/JSOU/_layouts/15/jsou.public/pages/CourseItem.aspx
- Special Operations Forces Teletraining System (SOFTS): Free, and immersive language training open to Active Duty, Reserve, or DoD civilians based on space availability. www.softsonline.org
- Joint Special Operations University (JSOU): Free SOF online courses. www.socom.mil/JSOU

6. Collateral Duties List

In the Navy, collateral duties are roles and responsibilities which support the command or uniform service as a whole. These duties fall outside your regular job and offer opportunities to engage with command leadership and to learn new skills. Don't neglect your collaterals, but balance them with your primary job. Many collateral duties are major Navy programs that are inspected every three years by the Medical Inspector General (MEDIG). This is a big deal. Know whether your collateral is a MEDIG inspectable. Ask if there were any past findings to know if you are inheriting a compliant program or if there are deficiencies you need to address. Communicate often and clearly with your CoC regarding the program, its status, and the improvements you make, especially if you need leadership support or have recommendations for improvement.

Table 1. Collateral Duties Frequently Assigned to MSC Officers

	<i>Collateral Duty</i>	<i>Time</i>	<i>Description</i>	<i>Training Required</i>	<i>MED IG</i>	<i>Navy Instruction</i>
1	Anti-terrorism Officer (ATO)	MEDIUM	-Conduct AT training and exercises. -Create AT risk management plans.	-1 week ATO course (A-830-0032)	YES	SECNAVINST 3300.2C/ DoDI O-2000.16
2	Command Diversity Officer	MEDIUM	-Provide indoctrination and training on diversity. -Host monthly command events celebrating diversity.	-1 week DEOMI Special Emphasis Program Managers Course (FL)	YES	BUMEDINST 5300.12A
4	Command Fitness Leader (CFL)	HIGH	-Draft and send 10 week BCA & PRT notice -Schedule and oversee BCAs & PRTs. -Input BCA & PRT results	-1 week CFL course (available worldwide) -Requires PRT with Excellent+	YES	OPNAVINST 6110.1J
5	Command Managed Equal Opportunity Coordinator (CMEO)	HIGH	-Process EO/sexual harassment (SH) reports. -Provide indoctrination and training on EO/SH. -Coordinate the command climate assessment.	-1 week CMEO course (A-500-0009)	YES	OPNAVINST 5354.1G
6	Command Training Program Coordinator	HIGH	-Remind, and track online required trainings -Organize in-person GMTs, and report monthly completion.	N/A	YES	OPNAVINST 5450.336D
7	Controlled Substances Inventory Board (CSIB)	MEDIUM	-Monthly inspections & inventory of controlled substances. -Oversee receipt and disposal of controlled substances.	N/A	YES	BUMEDINST 6710.70 /MANMED CH 21
8	Drug and Alcohol Program Advisor (DAPA)	MEDIUM	-Provide indoctrination and training on USN DAPA. -Run breathalyzer tests and report results monthly.	-1 week DAPA course (S-501-0100)	YES	OPNAVINST 5350.4D
9	Emergency Management Officer (EMO)	LOW	-Coordinate EM planning and preparedness -Assist in the execution of all-hazards EM activities	N/A	YES	BUMEDINST 3440.10A
11	Health Promotion and Wellness (HPW) Program	LOW	-Lead HPW committee on priorities, budget & staffing needs. -Provide trainings and send out NMCPHC HPW information.	-HPW Basic course (online) -HPW Advanced course (online)	YES	BUMEDINST 6110.13B
12	Navy Voting Assistance Program Coordinator	MEDIUM	-Send out timely information on absentee voting. -Assist members with the absentee voting process.	-FVAP online training	YES	OPNAVINST 1742.1C
13	Operational Security (OPSEC)	HIGH	-Provide indoctrination and training on OPSEC. -Review information released from the command on OPSEC.	-1 week OPSEC qualification course (available worldwide)	YES	SECNAVINST 3070 .2

	<i>Collateral Duty</i>	<i>Time</i>	<i>Description</i>	<i>Training Required</i>	<i>MED IG</i>	<i>Navy Instruction</i>
14	Records Management Program Coordinator	MEDIUM	-Implement record controls and accountability standards. -Identify and preserve essential records.	-NARA Certificate of Federal Records Management Training	YES	DoDI 5015.02
15	Sexual Assault Prevention and Response Victim Advocate (SAPR VA)	MEDIUM	-Inform command how to contact SARC, and other POCs. -Provide indoctrination and training on SAPR.	-40h DoD SAPR VA training -National Advocate Credentialing -Confidentiality training	YES	OPNAVINST 1752.1C
16	Suicide Prevention Coordinator	LOW	-Send out & present information on suicide prevention. -Ensure POC information current throughout command.	N/A	YES	OPNAVINST 1720.4B
17	Tobacco Control Program Coordinator	LOW	-Provide indoctrination and training on tobacco cessation.	N/A	YES	SECNAVINST 5100.13E
18	Urinalysis Program Coordinator (UPC)	HIGH	-Monthly conduct NLT 4 urinalyses to test 15% of command. -Conduct urinalysis for new check-ins NLT 72hr. -Compile monthly report of members tested.	-Navy E-learning online training (CPPD-UPC-2.0)	YES	OPNAVINST 5350.4D
19	Combined Federal Campaign (CFC) Coordinator	LOW	-Distribute how to contribute to the annual CFC. -Keep track of the online command contributions.	N/A	N/A	DoDI 5035.01
20	Command Family Care Program Coordinator	MEDIUM	-Assist individuals on family care plans for deployments.	N/A	N/A	OPNAVINST 1740.4E
21	Command Financial Specialist (CFS)	LOW	-Send out & present information on financial management. -Provide personal financial management counseling.	- 1 week CFS course (available worldwide)	N/A	SECNAVINST 1740.4A
22	Command Watchbill Coordinator	MEDIUM	-Draft monthly/quarterly watch bill -Train CDOs to stand the watch.	N/A	N/A	OPNAVINST 3120.32/ SORM
23	HIPPA OFFICER	MEDIUM	-Maintain health information privacy, and confidentiality. -Ensure secure correspondence and patient records.	N/A	N/A	DOD 6025.18/ DODM 6025.18
24	Legal Officer	HIGH	-Liaison between the command and Navy JAG. -Focus: command investigations, separations, and standards of conduct.	-2 week Legal Officer course (Norfolk, VA; San Diego, CA; Japan)	N/A	JAGINST 5801.2B
25	Morale Welfare and Recreation (MWR) Committee Chair	MEDIUM	-Fundraise to host command gatherings and activities. -Oversee MWR committee and funds -Order command coins, mugs, shirts, etc.	N/A	N/A	OPNAVINST 1700.13C
26	PFA Medical Representative	LOW	-Only applicable to MDs. -Signs off on the medical fitness to complete PFAs.	N/A	N/A	OPNAVINST 6110.1J

7. FITREP Guide and BLOCK 41 Writing Tips

Your FITREP is your record. It is your supervisor's responsibility to write your FITREP. It is your responsibility to provide a comprehensive brag sheet with your accomplishments and their impact. It is best to start early learning to write a FITREP and provide a draft FITREP with your brag sheet, PFA, previous FITREP, and other command requested documents. Throughout the year track your collateral duties, awards, volunteer events, certifications, trainings for your professional development, and tasks you have done outside of your daily job duties! FITREP information is written in a format showing impact on your command and possibly Navy-wide. Read the complete instruction at:

<https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/1610.10.pdf?ver=T93L i V OXa FCa50KttcA%3d%3d>

The MSC Webinar Program has also created two webinars related to FITREPS:

- **FITREPS Part 1:** <https://www.milsuite.mil/book/leadercasts/12057>
- **FITREPS Part 2:** <https://www.milsuite.mil/book/leadercasts/12055>

BOX 1: Name: JONES, JOHN P

BOX 2: Grade/Rate: Use letters, i.e., ENS, LTJG, LT, etc.

BOX 3: Designation: 2300 for MSC and 2305 if you are a Reservist

BOX 4: SSN: Your SSN is a requirement on the FITREP

BOX 5: Duty Status: Typically 'Active'

BOX 6: UIC: Leadership will provide this information

BOX 7: Ship/Station: Confirm proper format from your leadership

BOX 8: Promotion status: Typically Regular but speak with your leadership to confirm

BOX 9: Date Reported: The date you actually reported to your current command

BOX 10-13 (SELECT 1): Occasion for Report: Standard choice is 'PERIODIC' for annual FITREPS. Select 'Detachment of Individual' for PCS and 'Detachment of Reporting Senior' for a Change of Command.

BOX 14-15: Period of Report: Your check-in date and either annual date or Change of Command

BOX 16: Not Observed Report<90 days at command or in a Duty Under Instruction (DUINS) program

BOX 17-19: Type of Report: Typically 'REGULAR' unless otherwise specified

BOX 20: Physical Readiness: Dependent on how many PRTs were completed in your reporting period. It is 'P' for passing so two cycles would be 'PP'

BOX 21: Billet Subcategory: Usually NA, but must have an entry

BOX 22-27: Reporting Senior Information: Know your CO or XO's (for LTJGs) Name, Grade, Designator, Title and their UIC (Your admin will enter the rating senior's SSN)

BOX 28: Command Employment and Command Achievements: This is typically a pre generated 1to 2 sentence description about your command and its services. Your leadership will provide this.

BOX 29: Primary/Collateral/Watchstanding duties: Your primary duty goes in the box. For example 'DIV OFFICER' or 'OCC THERAPIST'. This is followed by your primary responsibility, collateral duties, watchstanding, and finally PFA. Use this area to describe what you do to prevent writing a job description in block 41. The box is copied directly to your PSR. If you have a leadership role, list that vice your specialty. Below is an example:

DIV OFFICER PRI: DIVO, Occupational Therapy-7; Occupational Therapist 7- Led 8 staff in delivery of rehabilitative care while managing a \$10k OPTAR. COLL: Suicide Prevention Coordinator-3; Health Promotions Committee-3; WATCH: CDO-5. PFA 19-2.

BOX 30-32: For Mid-term Counseling: Copy date and name from counseling worksheet. If not counseled during period enter NOT REQ or NOT PERF in block 30. Know when Mid-term Counseling is for your rank and ensure you take advantage and request if not scheduled for you.

BOX 33-39: Performance Traits: Typically filled in by your leadership.

BOX 40: Recommendations: Consider what you would like to for your next tour (Examples could be DIVO, DEPT HEAD, OPERATIONAL BILLET, DUINS)

BOX 41: See below for helpful hints, resources for bullets and several soft break out examples.

BOX 42: Promotion recommendation selected here. All O1s and O2s are promotable as learning your job in the Navy is your priority. For O3 and above, there is mandatory forced distribution for “Early Promote” (this is the highest promotion recommendation possible) and “Must Promote” (second highest). Everyone else is “Promotable.” The number of people that can be in each promotion recommendation category depends on the group size and rank. The specific numbers are found in Table 1-2 of BUPERSINST1610.10 Series.

Final Helpful Hints and Links for Writing:

- Do not write a job description. That is what block 29 is for.
- Review your record at least annually, particularly in your first few years because as a new accession some of your information may be missing
- Write cause and effect bullets and numbers, be specific and cite impact: “increased departmental budget by 20% resulting in three more hires and 30% increase in productivity.”
- Your FITREP should include readiness and operational language. One strategy is to look at the Navy Surgeon General’s and Naval Medical Forces Atlantic and Pacific vision and strategic goals.
- Avoid technical terminology as much as possible, and focus on how your work impacts big Navy,
- Your MSC promotion board is made up of an MSC clinician, scientist, and administrator, as well as a line officer. Makes sure what you write makes sense to everyone.
- Have other MSCs, Medical, and Line Officers review your FITREP prior to submission.
- Maintain copies of your FITREPs in your personal career binder.
- Review the blog of CAPT Schofer on FITREP writing: <https://www.msc.navy.mil/2019/01/01/fitreps-101/>
- Periodic FITREPs document performance annually starting at month: O1-MAY; O2-FEB; O3-JAN.

Soft Break-Out and Closing Examples:

- Forced distribution is a guideline that dictates how many Sailors can be given an EP on their FITREP. Reporting Seniors must follow a forced distribution of no greater than 20% of the summary group as an EP. If the officer reviewing your FITREP with you tells you that you were the first in the group but you don’t see a soft break out in your block 41, ASK FOR IT! Sometimes a Reporting Senior will have a policy that they only do soft breakouts for specific situations, and that is ok. The worst they can say is no. Examples of soft breakouts “Would be an EP if not for forced distribution” or “My #1 EP across all Services and all Corps!” and are great ways to emphasize where you are not only in your group but your command.
- Similarly, your closing statement should be strong with strong language (perhaps stronger than you are comfortable with) and emphasize your strengths. Work with mentors to craft this. Just like your FITREP, you want to give yourself room to “move to the right.” Your first Lieutenant FITREP should not say “Promote now to LCDR!!” But could still say “LT Jones is a mover and shaker. Ready for the tough jobs in Navy Medicine!”

Here are a few more examples:

**** (LT X) is a multi-talented admin superstar, inspirational leader, and clear front-runner!***

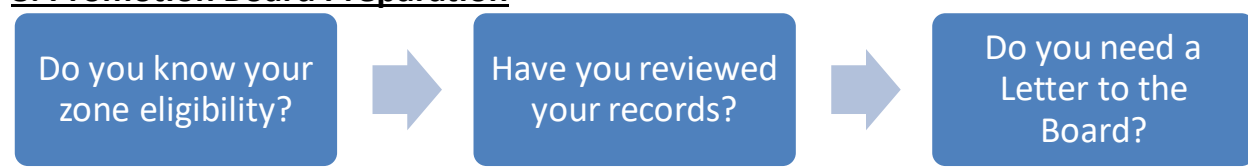
****An outstanding Officer with a long record of superior leadership, diligence, and productivity!****

****Absolutely TOP NOTCH sailor, XXXXXXXX is a leader in whom I place extraordinary trust!****

****Highly motivated MSC Officer; valuable asset to the unit and vital to Navy mission--PROMOTE!****

****Top-notch LT key to mission success, ready for increased supervisory responsibility. Promote NOW!****

8. Promotion Board Preparation



A. Zone Eligibilities

1. **“Below-the-Zone”** is commonly termed “junior eligible” because officers in this category may be considered by the board and up to 10% have potential for promotion ahead of their cohort group. In this case, non-selection does NOT constitute a failure of selection (FOS). More importantly, this zone is an indicator the service member will be “In-the-Zone” within 1-2 years and should start preparing their records.
2. **“In-the-Zone”** historically have had the highest opportunity for promotion. This is considered the normal time in grade for cohort group promotion. The records of all officers identified as “In-the-Zone” go before the Selection Board for consideration for promotion. Non-selection DOES constitute a failure of selection (FOS).
3. **“Above-the-Zone”** is another category eligible for promotion. This generally refers to officers that have been “passed over” or failed to select one or more times for a specific rank. Historically above zone promotion opportunity has been lower than “In Zone” opportunity. Non-selection DOES constitute a failure of selection (FOS) and any officer that fails to select (FTS) twice should consult Naval Personnel Command as to their eligibility to be retained on active duty service.
 - For additional continuation information/resources, please go to the MyNavy HRwebsite and click on Officer Continuation/SERB link:
<https://www.mynavyhr.navy.mil/Career-Management/Boards/Officer-Continuation-SERB/>

Table 2. Promotion Timeline: Time in Service & Minimum Time in Grade (as of 2020)

Promote To:	Time in Service	Minimum Time in Grade	10-Year Average % Promoted (all zones)
O-3	4 years	2 years	All Fully Qualified
O-4	9-11 years	3 years	73%
O-5	15-17 years	3 years	64%
O-6	21-23 years	3 years	53%

B. How do I determine my “zone” eligibility?

Go to the Navy Personnel Command website:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/> and click on “FY Zones”. This will take you to the most recent NAVADMIN zone message. The message is generally released in mid-December of each year. The zone cutoffs used in the NAVADMIN message are explained in Table 2.

C. How to I determine my lineal number?

Go to the BOL website:

To find your lineal/precedence number, please refer to your Officer Data Card on BUPERS Online (BOL): <https://www.bol.navy.mil/>. Your Specialty Leader can also assist you in finding your number.

D. Request a record review with your detailer, local leadership for your Career Development Board (CDB), or through the MSC Career Planner (O3 and up; not needed for O1s & O2s)

Set up a phone conference with your detailer at least 12 months prior to the promotion cycle to review your record. Detailers have access to the same record system the selection board will be using. Schedule a CDB with your leadership at your command as well. You can also request a record review by the MSC Career Planner by sending him/her an email. You can go to the Navy Medical Service Corps milBook page to obtain the most updated MSC Career Planner info.

E. Conduct an Online Record Review

An online record review includes downloading and printing your Official Military Personnel File (OMPF). Access is via BUPERS Online (BOL) at <https://www.bol.navy.mil>; login and select 'Official Military Personnel File – My Record. Documents from the OMPF are the primary images used by Selection Boards when considering a member for promotion. Review your OMPF 12 and 6 months prior to the selection boards for the following:

- Regular FITREP Continuity.
- (Ensure your picture is in color and updated to reflect current rank. Photos can be submitted electronically via My Navy Portal --> My Record --> Other Record Sites
- Personal Awards (NAM and above only).
- Education Information to include degrees and military service schools listed in the "Navy Officer Manpower and Personnel Classifications, Volume II – The Officer Data Card."
- AQD's (contact your detailer to determine the additional qualification designators you are qualified to receive; see Section 4 & Sea Bag Appendix for further AQD information).

F. Letters to the Board

If you're "Above Zone" or know of an error/issue in your record which may confuse the board, consider submitting a letter to the board via MyNavyPortal. However, sometimes submitting a letter can be counterproductive so seek guidance from senior officers before deciding to submit. When you submit a letter, every page must be read to the Selection Board so only send what is necessary. Typically, sending only missing documents is the recommended decision. Ultimately, it is your record and your choice.

Directions for submitting a letter to the board can be found on the MyNavy HR website:

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/>

G. Letters of Recommendation

These letters from others are generally only included if a person is "Above-the-Zone."

Remember, only you can submit Letters of Recommendation or similar information directly to a board.

They must give to you and then you may include as an enclosure in your Letter to the Board.

<https://www.mynavyhr.navy.mil/Career-Management/Boards/Active-Duty-Officer/>

9. Individual Augmentee Deployment Preparation

An Individual Augmentee (IA) is a Sailor who leaves their assigned unit or command to deploy individually or with a small group in contrast to a Sailor that deploys with a ship, squadron, or unit. The Executive Agent for Navy IA deployments is U.S. Fleet Forces Command (located in Norfolk, VA). Most IAs are concentrated in the 20-nation U.S. Central Command region, which includes Iraq, Afghanistan, Kuwait, and Bahrain. Many are serving in the 53-nation U.S. Africa Command, namely the Horn of Africa. The rest are globally dispersed.

With a traditional IA assignment, you volunteered or were selected to fill a Request for Forces (RFF) billet fill request that your command received. After some local processing you would be sent TAD to your deploying unit for equipping, training and the deployment. After the deploying and processing, you will return to your current/ parent command.

The Navy incorporates IA assignments for active component members into regular sea/shore duty rotation through the Global War on Terrorism Support Assignment (GSA) detailing process. You can negotiate with your detailer for a GSA assignment and next duty station when you are within your normal detailing window. Instead of going TAD (temporary additional duty) to an IA assignment, you will detach (PCS) from your current command and be assigned administratively to Expeditionary Combat Readiness Center (ECRC) Little Creek, VA, or San Diego, CA. After initial processing and training stateside, you will proceed to your mission location. Upon completion of your GSA tour, you will administratively detach from ECRC and continue your transfer to your next duty station.

The Navy IA Sailor Deployment Lifecycle: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Augmentation/IA-Guidance/>

1. Pre-Deployment-> 2. Train & Equip -> 3. Boots on Ground -> 4. Return, Reunion, Reintegration
Of note: You are not deployable within the first 90 days at a new command or within the last 90 days before PCS (IA). Though you can be sent temporary additional duty as soon as you arrive to a new command, it should be noted that Navy Medicine regularly uses that term in lieu of "deployment". TADs can be anywhere from one day to up to 6 months.

Deployment Pros: Strengthened negotiation for follow-up orders, monetary benefits if deployed to a combat zone, unique leadership opportunities

Deployment Critical Resources:

- Navy Individual Augmentee One-Stop-Shop: <https://www.usff.navy.mil/ia/>
- IA FAQs: <https://www.usff.navy.mil/Organization/Headquarters/Individual-Augmentees/IA-Frequently-Asked-Questions-FAQs/>
- CNIC Deployment Support Handbook: https://www.cnic.navy.mil/content/dam/cnic/cnrma/pdfs/FFSC/Deployment_Support_Handbook.pdf
- USAA Deployment Checklist; Deployment Pay Calculator; Deployment FAQ; USAA Military Benefits: <https://www.usaa.com/advice/deployment>
- Deployment Checklist: <https://www.usuhs.edu/sites/default/files/media/ogc/pdf/deploych.pdf>
- Military OneSource Support: <https://www.militaryonesource.mil/military-life-cycle/deployment>

10. Your Next Duty Station

The duty stations at which you serve during your time in the Navy will provide you with a range of experiences and opportunities. It is important to understand how the process works. It is important to remember that the needs of the Navy take precedence, over personally desired billets, and your Detailer and Specialty Leader are great resources to decide what's next for you.

A. How far out from my projected rotation date (PRD) do I start looking into my next duty station?

At least 12 months before your PRD you should start working with your Specialty Leader and Detailer. If you are seeking a DUINS program, coordinate with your Specialty Leader early in the process.

B. Where do find out which billets are available for my specialty?

Many specialties have a slate or community roster which lists each specialty member's location, billet, projected PRD, and contact information. Contact your Specialty Leader for more information. This roster may or may not be something that your Specialty Leader makes publicly available but it is a good idea to know what your options are and also find out what billets are filled as a priority over other billets.

C. What factors should be weighed when considering your next duty station?

Take into account leadership opportunities, educational opportunities, and geographic locality. Consult your specialty roadmap, mentor, family, and your Specialty Leader to aid in the assignment decision.

D. Other factors which complicate the assignment process

Other factors affecting assignments including the needs of the Navy, specialty needs, career needs, and personal/family considerations, fiscal constraints, timing as a billet isn't open, and hot-fill billets.

E. What is the role of the Detailer in the assignment process?

The Detailer is the officer's advocate during assignments, who negotiates and writes orders. The Detailer also counsels before and after boards and nominates members to sit on promotion boards.

Specialty Detailer information: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/>

F. What is the role of the *Specialty Leader* in the assignment process?

The Specialty Leader is a source of professional counsel to an officer regarding career development, advises detailers, and has the interest of the specialty via strategic planning.

G. When will I get my orders?

Typically, you will receive your orders anywhere from three to 12 months to as late as three months prior to detachment. For order status, contact your Detailer.

H. Once I have orders, what is the next step?

Formally, contact your next CO via a letter to introduce yourself; it's professional and a first test of competence. Examples can be found at: <https://jorules.wordpress.com/2013/05/27/the-intro-letter/>
Also communicate early and frequently with your assigned sponsor and with whom you are replacing.

I. How do I prepare for an overseas billet?

Talk to your sponsor frequently. Obtain passports and visas ASAP. The overseas screening process can be lengthy, especially for your dependents. Depending on where you are going, you may wish to ship your car and possibly food items. Start preparing early, and plan accordingly.

11. Internet “Favorites”

A. Career Information Sites

1. Messages: <https://www.mynavyhr.navy.mil/References/Messages/NAVADMIN-2021/>
2. Reference Library for FOIA, Forms, Instructions, Messages, MILPERSMAN, and more: <https://www.mynavyhr.navy.mil/References/>
3. MyNavy Portal <https://my.navy.mil/>: For access to BUPERS Online (BOL), training websites, pay websites, Navy Medicine online, travel information, family readiness support, and more!
4. MyNavy Career Center: 24/7 support on issues related to pay, personnel, and career: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/>

B. Pay Sites

1. Defense Finance and Accounting Service (DFAS): <https://www.dfas.mil/>; includes military, special and incentive pays, separation, retirement, and death and burial benefits.
2. Under Secretary of Defense: <https://militarypay.defense.gov>; includes basic pay, allowances special & incentive pay, retirement calculator.
3. How to read your Leave and Earnings Statement (LES): https://www.military.com/spouse/military-benefits/money-management/how-to-read-a-military-les-leave-and-earnings-statement.html#disqus_thread

C. Other Websites

1. Navy History and Heritage Command: <https://www.history.navy.mil/>; find the Mess Night manual, Dining In manual, Wardroom manual, and more!
2. Navy Medicine Hotline Program: <https://www.navy.mil/Content/NavalMedicine/HotlineProgram/>
3. Military OneSource: www.militaryonesource.com; includes military and family support info.

D. Training Websites and Information

1. Naval Education and Training Command: <https://www.netc.navy.mil/>
2. Navy e-Learning (can be accessed through MyNavy Portal): <https://learning.nel.navy.mil/ELIAASv2p/>
3. Navy Medicine Education and Training: <https://www.med.navy.mil/Pages/InfoViewPage.aspx?ItemID=19>
4. Defense Medical Readiness Training Institute: <https://health.mil/About-MHS/OASDHA/Defense-Health-Agency/Education-and-Training/Defense-Medical-Readiness-Training-Institute>
5. Naval War College: <https://usnwc.edu/>; includes information about Joint Professional Military Education Phase 1 and how to register.
6. Naval Operational Medical Institute: <https://www.med.navy.mil/sites/nmotc/Pages/default.aspx>
7. Defense Acquisition University: <http://www.dau.mil/>
8. Navy College Program: <https://www.navycollege.navy.mil/>

E. Medical Service Corps Association

There you will find out about the duty stations where the members have served. Also, take advantage of the MSC milBook webpage and the MSC social networking websites where you can post questions and receive answers about individual duty stations and opportunities. To log into milBook and link up with the MSC page: <https://www.milsuite.mil/book/groups/navy-medical-service-corps/overview>

12. Key Instructions/Directives

Many times in your career, you will be asked to update a local instructions, revise local policy, or need to know DoD or Navy policy on a certain topic. You will have to reference an instruction or directive and all you have to go by is an outdated instruction name or number. Your attempts to 'Google' it have utterly failed. Knowing how to locate key Instructions and Directives will make your life as a JO much easier.

A. Department of Navy Issuances

<https://www.mynavyhr.navy.mil/References/>

1. Command Sponsor & Indoctrination Program: OPNAVINST 1740.3
2. Correspondence Manual: SECNAVINST 5216.5
3. Enlisted to Officer Commissioning Programs Application Admin. Manual: OPNAVINST 1420.1
4. Equal Opportunity: SECNAVINST 5350.16
5. Family Advocacy Program: OPNAVINST 1752.2 & SECNAVINST 1752.38
6. Family Care Policy: OPNAVINST 1740.4
7. Navy Guidelines Concerning Pregnancy and Parenthood: SECNAVINST 6000.1
8. Navy & Marine Corps Awards Manual: SECNAVINST 1650.1
9. Physical Readiness Program: OPNAVINST 6110.1
10. Sexual Assault Prevention and Response: SECNAVINST 1752.4
11. Sexual Harassment: SECNAVINST 5300.26
12. Substance Abuse Prevention and Control: SECNAVINST 5300.28

B. Navy Medicine Directives

<https://www.med.navy.mil/directives/Pages/default.aspx>

C. Navy Personnel Command

This site is a useful site but can be difficult to navigate. The search tool is mostly unhelpful, even if you have the instruction name and number. You will need to use the menu tabs to locate the topic in which you are interested, and from there you can find the applicable instructions on that topic. Below are links to common MyNavyHR topics. It is also useful to invest time into learning what is on the website.

- Navy Performance Evaluation System: BUPERSINST 1610.10 series:
<https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/1610.10.pdf?ver=T93L i VOXa FCa50KttcA%3d%3d>
- Naval Military Personnel Manual (MILPERSMAN):
<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>
- Advancement Manual for Enlisted Personnel USN/USNR: BUPERSINST 1430.16 series:
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>
- Uniform Regulations:
<https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/>

D. Judge Advocate General (JAG) Site

This site contains the Manual of the Judge Advocate General and a comprehensive collection of JAG instructions and legal services information. JAGs serve as command legal advisors and prosecute/defend those who have broken the Uniform Code of Military Justice (UCMJ).

<https://www.jag.navy.mil/library/instructions.htm>

13. Reservist Information

A. Navy Reserve Mission

The mission of the Navy Reserve is to provide strategic depth and deliver operational capabilities to our Navy and Marine Corps team, and Joint forces.

B. Navy Reserve Vision

The Navy Reserve provides essential naval warfighting capabilities and expertise, strategically aligned with mission requirements - valued for our readiness, innovation, and agility.

1. We deliver timely, cost-effective operational capabilities. Our flexibility, responsiveness, and ability to serve across a wide spectrum of operations clearly enhances the Navy Total Force.
2. We provide the Navy with strategic depth by maintaining unsurpassed individual, command, and force readiness. We are ready to surge forward-anytime, anywhere.
3. Our policies, processes, and administrative systems are transparent and seamless, making it easier for sailors and their families to serve.
4. We are a diverse Force and provide opportunities for all Sailors through a continuum of service.

C. Navy Reserve Transition for Active Duty Officers

The Career Transition Office facilitates the transition of Active Duty officers (Resignation/ Twice Failure of Selection/POCR), Full Time Support officers (Release from Active Duty/Twice Failure of Selection), and Reserve Recall Officers to the Reserve Component IAW the current Fiscal Year Accession Plan. The Career Transition Office serves as a conduit between the active separation authority and the Navy Operational Support Centers (NOSC) by making the transition as smooth as possible by streamlining the transition process.

<https://www.mynavyhr.navy.mil/Career-Management/Transition/>

D. Other Navy Reserve Resources

1. Selected Reserve and Individual Ready Reserve Officers to update AQDs, should Officers submitting a letter, with supporting documentation, as specified in BUPERSINST 1001.39F and NAVPERS 15839I, Volume I, to Navy Personnel Command. While NOBCs should be submitted via the chain of command to Navy Personnel Command using the format and criteria contained in Chapter 9 of BUPERSINST 1001.39F and NAVPERS 15839I. For more information see below:

<https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Officers/NOBC-AQD/>

2. Reserve Officer Continuation and Retention:

<https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/>

3. BUMED Reserve Affairs Officer: (703) 681-8904

- Serves as the direct interface between the reserve and active duty MSC community.
- Advises the Corps Chief on reserve affairs.
- Serves as Reserve Program and Community Manager.

14. Other Seaworthy Wisdom

- Navy Chief Petty Officers (CPO; E7 rank) keep the Navy running. Learn as much from your command's Chiefs as possible, giving the appropriate respect for their wealth of Navy experience and knowledge.
- Line officers fill operational/tactical/combat specialties, and the term "line" refers to the historical tactic of line formations used by sail-powered warships to maximize the use of side-mounted cannons in battle.
- If working with other DoD Services respect their courtesies, customs, and SOPs.
- In your signature line use V/R (Very Respectfully) for ranks above your own, and R/ (Respectfully) for ranks below your own. When in doubt use V/R, as it's always courteous.
- End-of-tour (EOT) awards cover 1 year+ of meritorious service (SECNAV INSTRUCTION 1650.1J). EOT award packets are due 60-120 days before your PCS. Start early, and work with your supervisor.
- Counseling should be completed twice a year with your direct supervisor, midterm and when you receive your FITREP. Counseling is different than a Career Development Board.
- Keep a running list of accomplishments/activities throughout the year for FITREPs.
- Keep a binder with awards, FITREPs, all training certificates, and BLOCK 41 examples.
- Provide an outstanding turnover with your replacement. Leave a binder, mark folders, send files, etc. Ensure the next person who is replacing you has all the tools necessary for success.
- Leave a billet, collateral duty, and command better than you found it.
- Secret clearances last 10 years; Top secret clearance last 5 years. Don't let either lapse.
- The top reason security clearances are lost is from mismanaged finances. Pay your debts.
- Recognize your staff's efforts. Put in award packets for your enlisted and civilian staff.
- Documents for publishing need to be routed through the chain of command.
- Guard your words on social media as Sailors are subject to the Uniform Code of Military Justice (UCMJ) and Navy Regulations, 24/7 including online and off duty (Navy Social Media Handbook).
- Punitive action for online behavior includes UCMJ Articles 88, 89, 91, 92, 120b, 120c, 133 or 134.
- Per MILPERSMAN 1050-10, leave must cover weekend or holidays if these are during the leave period. Though your local command may not require it if you do not leave your local area. Always read the leave and liberty policy at your command immediately upon arrival.
- Leave requests are submitted via NSIPS: <https://www.nsips.navy.mil/>
- A trick to improve the shine on your shoes is to ignite the wax, apply heavily, and use cotton balls/cut up cotton t-shirts and cold water with small circular motions to apply the wax. Repeat.
- Don't let your ego deter you, accomplish the mission first.
- If you see something, say something to stop racism, sexism, and sexual harassment.
- When you make a mistake, own it. When your subordinate makes a mistake, own it. Improve.
- Bloom where you are planted; sometimes the rockiest and distant soil is the best for growth.
- Communicate through the chain of command.
- Communicate often and with clarity.
- Read books from the CNO's reading list to "Read Well to Lead Well":
 - <https://www.navy.mil/CNO-Professional-Reading-Program/>
- Read books from the Navy Surgeon General's Professional Reading List:
 - <https://www.med.navy.mil/Pages/SG-Reading-List.aspx>
- Leaders eat last.

15. Commonly Used Abbreviations/Acronyms

You will quickly notice the Navy and DoD has its own language composed of many acronyms and abbreviations. You'll soon learn these and be "high speed", but in the meantime, see below:

AD: Active Duty	FPO: Fleet Post Office	OIC: Officer-in-Charge
ALNAV: All Navy	FSA: Family Separation Allowance	OJT: On-the-Job Training
ALCON: All Concerned	FFSC: Fleet and Family Support Center	OMPF: Official Military Personnel File
AQD: Additional Qualification Designation	FY: Fiscal Year	OOD: Officer Of the Deck
AWOL: Absent Without Leave	FYTD: Fiscal Year-To-Date	OPNAV: Office of the Chief of Naval Operations
BOQ: Bachelor Officer Quarters	GMT: General Military Training	OPORD: Operation Order
BAS: Basic Allowance for Subsistence	HDIP: Hazardous Duty Incentive Pay	PCS: Permanent Change of Station
BAH: Basic Allowance for Housing	HHG: Household Goods	PEBD: Pay Entry Base Date
BBD: Billet Based Distribution	HOR: Home of Record	PERSCOM: Personnel Command
BUMED: Bureau of Medicine and Surgery	HQ: Headquarters	POA: Power of Attorney
BUPERS: Bureau of Naval Personnel	HPLRP: Health Professions Loan Repayment Program	POC: Point of Contact
BZ: "Bravo Zulu"	IAW: In Accordance With	POV: Privately Owned Vehicle
CDO: Command Duty Officer	JAG: Judge Advocate General	PRD: Projected Rotation Date
CNO: Chief of Naval Operations	JIOC: Joint Intelligence Operations Center	PSD: Personnel Support Activity Detachment
CO: Commanding Officer	JOC: Joint Operations Center	R&D: Research and Development
COA: Course of Action	JCS: Joint Chiefs of Staff	REG: Regulation
COB: Chief of the Boat	LES: Leave and Earnings Statement	SBP: Survivor Benefit Plan
COLA: Cost of Living Allowance	LPO: Leading Petty Officer	SEAL: Sea-Air-Land
CONUS: Continental United States	MCPON: Master Chief Petty Officer of the Navy	SECDEF: Secretary of Defense
CONOPS: Concept of Operations	MTF: Military Treatment Facility	SECNAV: Secretary of the Navy
COS: Chief of Staff	MP: Military Police	SIQ: Sick in Quarters
CMC: Command Master Chief	MWR: Morale, Welfare and Recreation	SG: Surgeon General
CNP: Chief of Naval Personnel	NATO: North Atlantic Treaty Organization	SGLI: Servicemembers' Group Life Insurance
CPO: Chief Petty Officer	NCIS: Naval Criminal Investigative Service	SOP: Standard Operating Procedure
CY: Calendar Year	NJP: Non-Judicial Punishment	SOQ/Y: Sailor of the Quarter/Sailor of the Year
DEERS: Defense Enrollment Eligibility Reporting System	NLT: No Later Than	SRB: Selective Reenlistment Bonus
DFA: Director For Administration	NMCRS: Navy-Marine Corps Relief Society	TAD/TDY: Temporary Additional Duty/Temporary Duty Travel
DFAS: Defense Finance Accounting Services	NMRTC: Navy Medicine Readiness and Training Command	TAP: Transition Assistance Program
DITY: Do-It-Yourself move	NOSC: Navy Operational Support Center	TIG: Time-In-Grade
DLA: Dislocation Allowance	OCONUS: Outside Continental United States	TLA: Temporary Lodging Allowance
DO: Duty Officer	OCS: Officer Candidate School	TSP: Thrift Savings Plan
DOD: Department of Defense	ODS: Officer Development School	UA: Unauthorized Absence
DOR: Date of Rank		UIC: Unit Identification Code
EFT: Electronic Funds Transfer		XO: Executive Officer
EOM: End-of-Month		YTD: Year-To-Date
EOY: End-of-Year		
ETS: Expiration of Term of Service		

16. MSC Webinar Program

Purpose: The MSC Webinar Program aims to provide a dedicated repository of information to supplement mentoring efforts, fill needs, and knowledge gaps of Medical Department officers, and enhance professional development within Navy Medicine. This information is applicable to all corps.

Primary Website: <https://www.milsuite.mil/book/groups/msc-webinar-program>

Direct Links: Career Planning: <https://www.milsuite.mil/book/groups/msc-webinar-program/content?filterID=contentstatus%5Bpublished%5D~category%5Bcareer-planning%5D>

- DUINS (Duty Under Instruction): <https://www.milsuite.mil/book/docs/DOC-925218>
- Career Intermission Program: <https://www.milsuite.mil/book/docs/DOC-923934>
- Billet Priority: <https://www.milsuite.mil/book/docs/DOC-925175>
- Staff Organization Codes: <https://www.milsuite.mil/book/docs/DOC-925134>
- Specialty Leaders & Placement Officers: <https://www.milsuite.mil/book/docs/DOC-925172>

Leadership & Day-To-Day Operations: <https://www.milsuite.mil/book/groups/msc-webinar-program/content?filterID=contentstatus%5Bpublished%5D%7Ecategory%5Bleadership-day-to-day-operations%5D>

- Qualities of a Good Leader: <https://www.milsuite.mil/book/docs/DOC-925177>
- Navy Correspondence: <https://www.milsuite.mil/book/leadercasts/12107>
- Spreadsheet Basics: <https://www.milsuite.mil/book/docs/DOC-923936>
- Joint Medical Executive Skills (JMESI / Executive Medicine AQD): <https://www.milsuite.mil/book/docs/DOC-925256>
- Retirement Ceremonies: <https://www.milsuite.mil/book/docs/DOC-925255>
- Reenlistment Ceremonies: <https://www.milsuite.mil/book/docs/DOC-925253>
- Navy JPME Phase I: <https://www.milsuite.mil/book/docs/DOC-925240>
- JPME – Other Services: <https://www.milsuite.mil/book/docs/DOC-925160>
- Conducting officer recruiting interview and Letters of Recommendation <https://www.milsuite.mil/book/docs/DOC-925180>
- Recruiting: <https://www.milsuite.mil/book/docs/DOC-925171>
- Officer Record Management: <https://www.milsuite.mil/book/groups/msc-webinar-program/content?filterID=contentstatus%5Bpublished%5D%7Ecategory%5Brecord-management%5D>
- Record Management Overview: <https://www.milsuite.mil/book/docs/DOC-950312>
- FITREPS: Part 1: <https://www.milsuite.mil/book/leadercasts/12057>
- FITREPS: Part 2: <https://www.milsuite.mil/book/leadercasts/12055>
- Performance Summary Report (PSR): <https://www.milsuite.mil/book/docs/DOC-925259>
- Officer Summary Record: <https://www.milsuite.mil/book/docs/DOC-925261>
- Officer Data Card: <https://www.milsuite.mil/book/docs/DOC-925262>
- AQDs: <https://www.milsuite.mil/book/docs/DOC-925257>
- Selection Boards: <https://www.milsuite.mil/book/docs/DOC-925159>
- Board Convening Order: <https://www.milsuite.mil/book/docs/DOC-925174>
- Mid-term Counseling: <https://www.milsuite.mil/book/docs/DOC-925258>