

**Navy Advancement Center**

Web site: <http://www.advancement.cnet.navy.mil>

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# **Advancement Handbook for Master-at Arms (MA)**

**This Advancement Handbook was last reviewed during March 2002  
There were no changes to the technical content.**

## PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the Master-at-Arms (MA) rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

Prepared by  
Navy Advancement Center Department,  
Naval Education and Training Professional  
Development and Technology Center

## CONTENTS

| PART       |   | PAGE |
|------------|---|------|
| 1          | Advancement Handbook for MA3 .....                | 1-1  |
| 2          | Advancement Handbook for MA2 .....                | 2-1  |
| 3          | Advancement Handbook for MA1 .....                | 3-1  |
| 4          | Advancement Handbook for MAC.....                 | 4-1  |
| Appendix 1 | References Used in This Advancement Handbook..... | A-1  |

# Part 1

## Advancement Handbook for MA3

## Advancement Handbook for MA3

|  |   |
|--|---|
| General MA <i>Skill Area</i>   | <b>Legal</b>  |
| A <i>skill</i> you are expected to perform from the General Skill Area above:                                  | <b>Read and explain UCMJ Article 31 to military suspects and inform the accused of charges</b>  |
| <i>Knowledge</i> you should have to perform this skill:  | <p>You should recall:</p> <ul style="list-style-type: none"> <li>• The procedures for administering a warning and a cleansing warning</li> <li>• Who must be warned</li> <li>• Who must give the warning</li> <li>• When the warning must be given</li> </ul> |
| <i>References</i> you should study to gain the knowledge you need to perform this skill:                       | <ul style="list-style-type: none"> <li>• OPNAVINST 5580.1, Chapter 4</li> <li>• Manual for Courts-Martial, Part III</li> <li>• NAVEDTRA 12740, Chapter 2</li> </ul>   |
| <i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly: | You can expect questions about the procedures for administering a warning and a cleansing warning, who must be warned, who must give the warning, and when the warning must be given.   |