

Navy Advancement Center

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

Advancement Handbook For Navy Counselor

Part 1 (Counselor)

Part 2 (Recruiter)

**This Advancement Handbook was last reviewed on: July 2002.
No changes were made 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 Navy Counselor 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 (NCC) and 2 (NCR) of this Advancement Handbook present 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 examinations. 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.

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Part 1-A

Advancement Handbook for NC1 (Counselor)

Advancement Handbook for NC1 (Counselor)

<i>General Skill Area</i>	Personnel Entry Systems
A <i>skill</i> you are expected to perform from the General Skill Area above:	Coordinate the Sponsor Program
<i>Knowledge</i> you should have to perform this skill:	Understanding of the functions of the CMC program and the family service center as they pertain to the sponsor program
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • OPNAVINST 1740.3 • OPNAVINST 1306.2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You should expect questions on the Navy Sponsor Program; the duties and responsibilities of the PSD, CMC, CCC, Admin and the sponsor; and the newly reporting member as described in the Sponsor Program instruction.