

Navy Advancement Center

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

Advancement Handbook for Personnelman (PN)

**This Advancement Handbook was reviewed during March 2002
This review resulted in changes to the technical content.**

PREFACE

The purpose of this Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rate 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 Personnelman (PN) 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. Additionally, as you progress through the paygrades, the questions from skill levels at the lower paygrade will become more technical and cover a broader scope.

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 skills areas. Keep in mind that policy and procedure changes can occur rapidly. To stay current, routinely review NAVADMINS, Military Pay Advisories, changes to the BUPERS CD-ROM, and changes to the various directives that guide personnel administration in the Navy.

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

Advancement Handbook for PN3

Advancement Handbook for PN3

General PN <i>Skill Area</i>	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Prepare, serialize, and mail a standard naval letter
<i>Knowledge</i> you should have to perform this skill:	<p>Identify standard letter format elements:</p> <ul style="list-style-type: none"> • Margins • Identification Symbols and SSIC • From, To, Via, Subject, Reference, and Enclosure lines • Text and paragraph structuring • Signature block • Copy to block • Page numbering • Envelope preparation
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5210.11 – SSIC Manual • SECNAVINST 5216.5 – Correspondence Manual, Chapters 1 & 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions about the individual elements of a standard naval letter, such as the correct placement of the identification symbols, proper format of the subject line, how to list various references, the number of required spaces between lines and paragraphs, the size of the margins, the preparation of the signature block for an official signing “by direction,” the numbering of subsequent pages, and how to vary the format for use with a window envelope, as well as correspondence policies contained in the Correspondence Manual.</p>