

Navy Advancement Center

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

Advancement Handbook for Yeoman

**This Advancement Handbook was last revised on: March 2002.
This review resulted in 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 Yeoman (YN) 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.

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Part 1

Advancement Handbook for YN3

Advancement Handbook for YN3

<p>General YN <i>Skill Area</i></p>	<p>Correspondence</p>
<p>A <i>skill</i> you are expected to perform from the General Skill Area above:</p>	<p>Prepare standard naval letters, business letters, and endorsements</p>
<p><i>Knowledge</i> you should have to perform this skill:</p>	<ul style="list-style-type: none"> • Prepare an endorsement • Identify the following standard and business letter format elements: <ul style="list-style-type: none"> -Margins -Identification symbols -From, To, Via, Subject, Reference, and Enclosure lines -Text and paragraph structuring -Signature block -Copy to block -Page numbering
<p><i>References</i> you should study to gain the knowledge you need to perform this skill:</p>	<ul style="list-style-type: none"> • SECNAVINST 5216.5 series, Chapters 1 and 2
<p><i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:</p>	<p>You can expect questions about when to use a business or naval letter; individual elements of a business or naval letter, such as letterhead requirements, classification markings, the correct placement of the identification symbols, salutation line, 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 proper format of the complimentary close, and the preparation of the signature block; when to use a same page endorsement; how to add references and enclosures to an endorsement; and where to send copies of an endorsement.</p>

Advancement Handbook for YN3

General YN <i>Skill Area</i>	Correspondence
A <i>skill</i> you are expected to perform from the General Skill Area above:	Serialize and mail correspondence
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> • Know where and how to place serial numbers on correspondence • Prepare an envelope or address label • Maintain official mail log
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> • SECNAVINST 5216.5 series, Chapters 1 and 2
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions sources of address information; location of appropriate mail classifications: assigning serial numbers; and opening and closing a serial log.