

DRAFT

**PROPOSAL TO MERGE
THE
RELIGIOUS PROGRAM SPECIALIST (RP),
LEGALMAN (LN),
CRYPTOLOGIC TECHNICIAN
ADMINISTRATIVE (CTA), AND
YEOMAN (YN)
RATINGS**



RATING STRUCTURE CHANGE

PROPOSAL TO MERGE THE RELIGIOUS PROGRAM SPECIALIST (RP), LEGALMAN (LN), CRYPTOLOGIC TECHNICIAN ADMINISTRATIVE (CTA), AND YEOMAN (YN) RATINGS INTO ONE ADMINISTRATIVE RATING (XX)

1. Purpose - This is a proposal to merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) ratings into one administrative rating (XX). This proposal considers current and proposed billet structures, personnel inventory, training impact, career paths for the affected ratings, advantages and disadvantages of a merger, advancement opportunity, sea/shore rotation, effect on women, reserve implications, and ASVAB scores and other qualification criteria.

Combining the RP, LN, and CTA, and YN ratings into one administrative rating falls in line with the CNO guidance for FY04 of streamlining Navy manpower. Merging repetitive, redundant and superfluous efforts will maximize the capability of the administrative community while minimizing the total number of manpower requirements. Through this merger, Navy can minimize redundancy in functions and training and improve business processes, thereby reducing infrastructure costs while improving service for the customer and quality of life and professional opportunity for the Sailors.

2. Justification – As the Navy moves toward a Sea Power 21 vision, the size of the active force will shrink. The vast majority of manpower reductions will come from the shore composite. Shore intensive ratings will experience a disproportionate percentage of the cuts. Small, shore intensive ratings will be further reduced and become inefficient to manage, both from a fiscal viewpoint as well as career path, advancement, and distribution perspectives.

Merger of these four ratings will provide increased detailing flexibility, broader career paths and advancement opportunity for personnel, and enhance overall quality within ship and shore administrative departments. A merger will also align all of the Navy administrative skills with commercial Administrative Assistant, Executive Assistant, and Paralegal professional certifications and qualifications. Additionally, savings from training consolidation and billet reductions will allow Navy to recapitalize for modernization. Specific justification is provided in the following paragraphs.

a. Rating Wide Commonality with the RP, LN, CTA, and YN Ratings - The Navy Manpower Analysis Center (NAVMAC) completed a January 2004 commonality study (Attachment A) of the ratings' occupational standards and found an overall 19 percent commonality. This study was based on RP Occupational Standards dated Mar 96, LN Occupational Standards dated Oct 01, CTA Occupational Standards dated Oct 98, and YN Occupational Standards dated Jul 97. NAVMAC expanded the study beyond Occupational Standards, to include commercial activities ashore and they concluded that consideration of a merger is warranted based on significant commonality in the expeditionary force operations, and operation planning and control functions. 31% of the RP commercial activities ashore were

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

classified as Expeditionary Force Operations, and 18.6% Operation Planning and Control. 18.3% and 20% respectively for the LN rating, 9.8 % and 9.5% respectively for the CTA rating, 35.6% and 20% respectively for the YN rating. Further, a review of the “unique” tasks and occupational standards was completed by a working group composed of stakeholders of the RP, LN, CTA, and YN ratings. The WG made the following assumption - if the task required minimal new training to accomplish, or involved the same documents, forms, or procedures, then we considered the task “common” vice “unique”. When applying this assumption, the occupational standards commonality of the RP, LN, CTA, and YN ratings rose to greater than XX%.

b. ASVAB Commonality - All four ratings (RP, LN, CTA, and YN) require the same minimum ASVAB qualification score for entry as follows:

$$\text{Verbal Expression (VE) + Mathematics Knowledge (MK) = 105}$$

c. Shipboard Manning - While shipboard manpower reductions are projected based on the commonality/redundancy of tasks, all shipboard manning assumptions must be validated by NAVMAC prior to realizing any savings.

d. Training Commonality – Both the RP and YN “A” schools are located at Navy Technical Training Center (NTTC), Meridian, Mississippi. The LN “A” School is located at Naval Justice School, Newport, Rhode Island, and the CTA “A” School is located at NTTC Pensacola, Florida. A comparison of the RP, LN, CTA and YN “A” school Course Master Schedules was completed (Attachment B refers). There are a total of 213 RP class/lab periods, 346 LN class/lab periods, 216 CTA class/lab periods, and 192 YN class/lab periods. There are 95 class/lab periods in common between the four ratings equating to 44.6% commonality with the RP rating, 27.5% with the LN rating, 44.0% with the CTA rating, and 49.5% with the YN rating.

3. Rating Scope - the following paragraphs provide the current scope of the RP, LN, CTA and YN ratings for both the Regular Active Duty and Full Time Support (TAR) ratings.

a. Yeoman (YN): Self-paced with daily meetings. Practical work sessions approximate an “on-the-job” environment as closely as possible. Receives general keyboarding; customer service and office procedures; introduction to, usage of, and maintenance of Navy publications and technical manuals; introduction to computer literacy and application of various computer programs; keyboarding, proofreading, and mailing of Naval correspondence including the Standard Letter, classified Standard Letter, Endorsement, Instructions and Notices; preparation, transmission, and filing of messages; computation of annual leave; computation of regular leave, proceed, and travel time on permanent change of station orders; preparation of NSIPS transactions including Personnel Maintenance, Legal, Unauthorized Absence, Dependency Data, Activity Gains and Losses; familiarization with Personal Awards, Navy Performance Evaluation System, Pay Entitlement; Officer Distribution Control Report; preparation of the service and DOD forms; familiarization of DON CAF/Personnel Security Procedures; familiarization with the former Officer Field Service Record, and Privacy Act and Freedom of Information Act.

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

b. Religious Program Specialist (RP): Prepare for religious rites and ceremonies; perform logistic support functions; perform CRP administrative functions; perform basic microcomputer functions using Windows and Windows based software to include word processing and financial bookkeeping software; obtain knowledge of CRP financial policies and processes; prepare Religious Offerings Fund records and reports; identify Religious Education support functions; obtain knowledge of requirements for and maintaining vestments and liturgical gear; maintain portable CRP support equipment; and receive training in combat arms to provide physical security for chaplains with Combat Battalions, Fleet Hospitals, Joint Operations and with the United States Marine Corps (USMC).

c. Legalman (LN): Receive familiarization in professional responsibility and ethics, Attorney/Legalman relationships; identification, usage, and maintenance of publications, manuals, and directives; preparation of naval correspondence, accessing the Time Matters Program inputting and retrieving case data and track cases, identification and awareness of jurisdiction requisite to courts-martial, identification and maintenance of the Enlisted Service Record, basic microcomputer functions using Windows and Windows based software, legal terminology and documentation procedures, identification of charges and specifications, offenses, customer service procedures, Victim/Witness Assistance Program policy and procedures, Non-judicial punishment procedures, punishments and appeals, purpose and procedures for conducting a preliminary inquiry, pre- and post-mast procedures, search and seizure policy and procedures, pretrial restraint and procedures associated with review of pretrial confinement, courts-martial overview and proceedings, convening authority and orders, trial, defense and paralegal assistance; basic understanding of procedures for delivery of military and civilian personnel to local civil authorities, federal authorities and foreign authorities and delivering/requesting delivery of personnel serving courts-martial/civil sentences, court reporting and post-trial responsibilities, administrative fact-finding bodies and procedures, line of duty (LOD)/misconduct investigations, administrative separation policy and procedures, identification of powers of attorney and wills; Department of the Navy and Department of Defense policies and reporting procedures.

d. Cryptologic Technician Administrative (CTA): Receive knowledge of security and classified matter, safeguards, and procedures; understanding of the Organization for National Security, Naval Establishment, Naval Communications System, Naval Security Group Command; instruction in typing fundamentals of word processing, operation of office machines and related functions necessary to perform in an administration, personnel, facilities, operation, and communications environment.

Note: NAVMAC will coordinate the revision of the new administrative rating Occupational Standards as appropriate upon approval of this merger.

4. Career Path - The career path for the YN and RP ratings includes alternating sea and shore duties and advancement from E1 to E9. The LN career path accesses at the E-4 level via lateral conversion, alternates sea and shore duty and advances from E4 to E9. The CTA career path alternates between Type 1 and Type 3 duty and advances from E1-E9. Once the merger is

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

completed, all members of the XX rating will alternate sea and shore duty and advance from E1 to E9.

Members in the new administrative rating will have options in the career path to obtain NECs associated with legal, ministry service, flag writer, and personnel security administration specialties.

No waivers or exceptions will be required to be addressed in moving to a single career path.

5. Billet Structure -

a. Active Duty Existing –

RP RATING	01/2004 EPA	% TOTAL	CTA RATING	01/2004 EPA	% TOTAL
RPCM	9	1.0%	CTACM	13	1.2%
RPCS	19	2.1%	CTACS	22	2.1%
RPC	73	8.4%	CTAC	113	10.9%
RP1	186	21.4%	CTA1	242	23.4%
RP2	291	33.5%	CTA2	412	39.9%
RP3	185	21.3%	CTA3	158	15.3%
RPSN / SN	105	12.1%	CTASN / SN	72	6.9%
TOTAL	868	100%	TOTAL	1032	100%
LN RATING	01/2004 EPA	% TOTAL	YN RATING	01/2004 EPA	% TOTAL
LNCM	10	2.0%	YNCM	23	0.3%
LNCS	23	3.6%	YNCS	184	3.1%
LNC	108	17.3%	YNC	810	14.1%
LN1	264	42.3%	YN1	1339	23.2%
LN2	177	28.4%	YN2	1653	28.7%
LN3	41	6.5%	YN3	1159	20.1%
SN	0	0.0%	YNSN / SN	589	10.2%
TOTAL	623	100%	TOTAL	5757	100%

b. Active Duty Proposed -

MERGED RP/LN/CTA/YN RATING	REVISED EPA	% TOTAL
-----------------------------------	--------------------	----------------

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

XXCM	53	1.0%
XXCS	116	2.2%
XXC	578	11.1%
XX1	1215	23.3%
XX2	1382	26.5%
XX3	1060	20.3%
XXSN / SN	813	15.6%
TOTAL	5217	100%

Note: Revised EPA is simply a combination of the existing RP, LN, CTA and YN EPA. The Admin Ratings WG fully believes that a smaller merged workforce will be required, but until NAVMAC Manpower Analysis validates the workload, these savings cannot be officially confirmed.

c. Full Time Support (TAR) Existing -

YN RATING	01/2004 EPA	% TOTAL
YNCM	15	1.1%
YNCS	31	2.3%
YNC	192	14.3%
YN1	526	39.2%
YN2	363	27.1%
YN3	177	13.2%
YNSN / SN	35	2.6%
TOTAL	1339	100%

d. Full Time Support (TAR) Proposed -

MERGED RATING	01/2004 EPA	% TOTAL
XXCM	15	1.1%
XXCS	31	2.3%
XXC	192	14.3%
XX1	526	39.2%
XX2	363	27.1%
XX3	177	13.2%
XXSN / SN	35	2.6%
TOTAL	1339	100%

Note: Revised EPA is simply a combination of the existing RP, LN, CTA and YN EPA.

6. Personnel Inventory -

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

a. Active Duty Inventory - The current inventory as of December 2003:

RP RATING	1/2004 INV	% TOTAL	CTA RATING	1/2004 INV	% TOTAL
RPCM	11	1.4%	CTACM	11	1.1%
RPCS	19	2.4%	CTACS	19	1.8%
RPC	77	10.0%	CTAC	112	10.7%
RP1	175	22.7%	CTA1	261	25.0%
RP2	264	34.3%	CTA2	409	39.1%
RP3	170	22.1%	CTA3	142	13.6%
RPSN / SN	53	6.8%	CTASN / SN	90	8.6%
TOTAL	769	88.0%	TOTAL	1044	99.9%
LN RATING	1/2004 INV	% TOTAL	YN RATING	1/2004 INV	% TOTAL
LNCM	13	2.1%	YNCM	23	0.4%
LNCS	22	3.6%	YNCS	181	3.2%
LNC	107	17.7%	YNC	867	15.7%
LN1	281	46.5%	YN1	1368	24.7%
LN2	145	24.0%	YN2	1556	28.1%
LN3	36	5.9%	YN3	1097	19.8%
SN	0	0.0%	YNSN / SN	429	7.7%
TOTAL	604	97.0%	TOTAL	5521	94.4%

b. Proposed YN Active Duty Inventory - The combined proposed XX rating inventory is displayed below:

MERGED RP/LN/CTA/YN RATING	1/2004 INV	% TOTAL
XXCM	XX	0.0%
XXCS	XXX	0.0%
XXC	XXX	0.0%
XX1	XXXX	0.0%
XX2	XXXX	0.0%
XX3	XXXX	0.0%
XXSN	XXX	0.0%
TOTAL	XXXX	0.0%

c. Full Time Support (TAR) Inventory- The current inventory as of December 2003:

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

YN RATING	12/2003 INV	% TOTAL
YNCM	17	1.3%
YNCS	31	2.4%
YNC	196	15.3%
YN1	529	41.3%
YN2	362	28.2%
YN3	103	8.0%
YNSN / SN	42	3.2%
TOTAL	1280	96.0%

7. Training:

a. Mission Statements: The following paragraphs provide mission statements of existing RP, LN, CTA, and YN “A” and “C” school courses:

(1) RP “A” School Course Mission Statement (CIN A-561-0002):

The mission of this course, which is 37 days in length, is to provide “A” school guarantee recruits and select non-rated Navy (E1-E3), and fleet returnee/conversion personnel with training to attain the knowledge and technical skills required to effectively provide Religious Ministry Support (RMS) to chaplains upon reporting to an initial duty station afloat or ashore. Graduates of the course will be able to recognize or recall ideas, phenomena, symbology, and terminology associated with the Command Religious Program; comprehend and apply principles, rules, and concepts associated with the Command Religious Program; and use resources in solving given problems while performing of tasks and functions related to the Command Religious Program. Students will receive keyboard familiarization training, preparation for religious rites and ceremonies, perform logistic support functions, CRP administrative support, basic microcomputer functions using Windows and Windows based software to include word processing and financial bookkeeping software, knowledge of CRP financial policies and processes, preparation of Religious Offerings Fund (ROF) records and reports, be able to identify Religious Education support functions, requirements for and maintaining vestments and liturgical gear, and maintain portable CRP support equipment.

(2) LN “A” School Course Mission Statement (CIN S-512-0010):

The Legalman course of instruction, which is 40 days in length, provides conversion personnel with training to attain the requisite knowledge and technical skills to effectively provide a high standard of paralegal support to judge advocates and line commanders in the areas of military justice and civil law. Training is arranged into classroom and laboratory environments that simulate on-the-job situations with actual hands-on training in clerical and legal duties consisting of 57 units. This intensive hands-on training and practical exercises develop and build touch typing skills, familiarization with the enlisted service records, introduction to computer literacy, word processing, and the identification and usage of manuals for the correct procedures in preparing various legal documents and naval correspondence.

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

(3) CTA “A” School Course Mission Statement (CIN A-510-0015):

The mission of this course, which is 30 days in length, is to prepare recruits with training to attain the knowledge and technical skills required to effectively perform administrative and personnel support functions using the latest technology (computers, computer networks, e-mail) and possess the working knowledge of; software applications (word processing, spreadsheets, database, presentation, electronic filing, computer security); Information Operations/Information Warfare and be familiar with cryptologic operational systems.

(4) YN “A” School Course Mission Statement (CIN A-510-0012):

The mission of this course, which is 25 days in length, is to provide recruits, fleet returnee/ conversion personnel with basic knowledge and skills training to perform as Yeomen. Graduates of this course will perform at the apprentice level, within Administrative Offices afloat and ashore. Graduates of this course will perform under all operating conditions, with appropriate supervision.

(5) “F” School Course – Religious Program Specialist Advanced (CIN A-561-0006):

This mobile course is 19 days in length, on an as needed basis, trains Religious Program Specialists occupational standards of E-6 and above in Naval correspondence; religious education management and strategies; briefings; and manpower management and budgeting.

(6) “C” School Course – Chaplain/RP Expeditionary Skills Training (CREST) (CIN A-561-0008):

This course is 37 days in length and trains Religious Program Specialists combat readiness skills to effectively provide physical security to chaplains with Combat Battalions, Fleet Hospitals, Joint Operations, and the United States Marine Corps. This course grants the NEC RP-2401.

(7) “D” School Course – Legalman/Legal Specialist Mid-Career (CIN S-512-0001):

This course is 14 days in length and trains Legalman/Legal Specialist to perform efficiently and accurately, his/her duties in support of assigned Judge Advocates, or while assigned independently.

(8) “D” School Course – Legal Assistance Paralegal (CIN S-512-0002):

This course is 5 days in length and trains to the Naval Legal Service Office mission to empower Legalman and Civilian Paralegals to work more independently and provide customers with trained personnel for Legal Assistance issues.

(9) “D” School Course – Senior Legalman (CIN S-512-0004):

This course is __ days in length and trains senior Legalman to perform duties as Legal Office Managers. This course consists of two units: Unit 1 provides advanced training in such areas as interviewing, fact-finding bodies, legal research, and Civilian Personnel Management. Unit 2,

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

provides in-depth training in Military Personnel Management, budget and fiscal accounting, and other managerial skills required of enlisted leadership at Naval Legal Service Offices.

(10) Legal Research and Writing

(11) Legalman SJA-CJA

(12) “C” School Course – Special Security Assistant:

Computer Based Training (CBT) performs this course, and trains Cryptologic Technician (CTA, CTR, and CTO) rated personnel to perform duties as assistant to the Commanding Officer on all matters pertaining to special security. Initiates and updates security eligibility, maintains Special Security Office (SSO) files, prepares classified correspondence, readies Sensitive Compartmented Information (SCI) material for electronic transmission and the Defense Courier Service (DEFCOS), provides for and maintains accreditation of SCI facilities, and exercises control and accountability of all SCI material at the command. This course grants the NEC CT-9190 upon completion of the course, and receiving Commanding Officer’s recommendation based on a minimum of six months performing SSO duties.

(13) “C” School Course – Yeoman (YN) Flag Officer Writer (CIN A-511-0015):

This course is 33 days in length and trains senior Yeoman to serve independently on the personal staffs of Flag and General Officers and certain other senior officers in command positions at sea and ashore. Individuals receive knowledge in preparing personal and professional correspondence; act on matters of social usage, protocol, honors and ceremonies; preparation and liquidation of travel orders; and preparation of Officer Fitness Reports. This course grants the NEC YN-2514.

(14) “F” School Course - Yeoman/Personnelman Advanced Administration (CIN A-510-0024):

This course is 18 days in length and provides senior YN and PN personnel with a thorough knowledge of administrative/personnel office management and procedures.

b. Training Costs:

(1) A consolidated, single-rating “A” school curriculum must be developed and piloted prior to coming on-line as the approved curriculum. To provide a valid estimate of a consolidated course length, a comparison of the RP, LN, CTA and YN “A” school Course Master Schedules was completed. There were a total of 213 RP class/lab periods (27 days), 346 LN class/lab periods (43 days), 216 CTA class/lab periods, (27 days), and 192 YN class/lab periods (24 days). The combined “A” school requires a new course length of 407 class periods, which equates to 71 days (Attachment B refers).

(2) IA costs

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

c. Naval Enlisted Classifications (NEC) Code - There are three NECs for the RP, CTA, and YN ratings, RP-2401 Chaplain/RP Expeditionary Skills Training (CREST), CT-9190 Special Security Assistant, and YN-2514 Flagwriter. All three NECs will be retained and billets re-coded for the proposed merged rating. In addition, an NEC will be added (XXXX) to the merged rating to reflect billets requiring a legal specialist. There is no commonality between these NECs since the functions performed by each of these specialties are separate and distinct. There are no projected increases in IA associated with these NECs, as the NEC billets, and school quotas, will convert on a one for one basis.

The following table summarizes RP, CTA, YN, and proposed LN NEC's, the current billet base and projected billet requirements:

<u>NEC</u>	<u>Name</u>	<u>Billets</u>	<u>Current INV / Bodies</u>	<u>Merged Billets Reqmts</u>
XXXX	Legal Specialist	634	604	XXX
2401	Chaplain/RP Expeditionary Skills Training	291	396	XXX
9190	Special Security Assistant - CTA	347	517	XXX
2514	Flagwriter	165	143	XXX

8. Women - Women are fully integrated into all four ratings and make up 27.8% of the current ratings' personnel. This merger is not expected to impact career opportunities for women in the new merged YN rating. The charts below represent the RP, LN, CTA and YN active duty and Full Time Support (TAR) female inventory as a percentage of overall rating inventory.

a. RP/LN/CTA and YN Active Duty Female Population

RP RATING	1/2004 INV	% TOTAL	CTA RATING	1/2004 INV	% TOTAL
------------------	-------------------	----------------	-------------------	-------------------	----------------

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

RPCM	3	0.3%	CTACM	3	0.2%
RPCS	3	0.3%	CTACS	9	0.8%
RPC	21	2.7%	CTAC	48	4.6%
RP1	65	8.4%	CTA1	130	12.4%
RP2	105	13.6%	CTA2	195	18.8%
RP3	79	10.3%	CTA3	74	7.0%
RPSN / SN	14	1.8%	CTASN / SN	26	2.5%
TTL Female	290	38.0% of total rating inv.		485	46.5% of total rating inv.
TTL Rating Inv.	769			1044	
LN RATING	1/2004 INV	% TOTAL	YN RATING	1/2004 INV	% TOTAL
LNCM	6	0.9%	YNCM	3	0.05%
LNCS	10	1.6%	YNCS	47	0.8%
LNC	47	7.8%	YNC	192	3.5%
LN1	155	25.7%	YN1	287	5.2%
LN2	111	18.4%	YN2	644	11.7%
LN3	22	3.6%	YN3	499	9.0%
SN	0	0.0%	YNSN / SN	116	2.1%
TTL Female	351	58.1% of total rating inv.		1788	32.4% of total rating inv.
TTL Rating Inv.	604			5521	

b. Proposed XX Active Duty Female Population

MERGED RATING	1/2004 INV	% TOTAL
XXCM	7	0.1%
XXCS	15	0.3%
XXC	91	1.7%
XX1	173	3.1%
XX2	403	7.3%
XX3	547	10.0%
XXSN / SN	293	5.3%
TTL Female	1529	27.8% of total rating inv.
TTL Rating Inv.	5496	

c. YN Full Time Support (TAR) Female Population

YN TAR RATING	1/2004 INV	% TOTAL
---------------	------------	---------

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

YNCM	0	0.0%
YNCS	0	0.0%
YNC	0	0.0%
YN1	5	2.9%
YN2	27	15.6%
YN3	20	11.6%
YNSN / SN	14	8.1%
TTL Female	66	38.2% of total rating inv.
TTL Rating Inv	173	

d. Proposed XX Full Time Support (TAR) Female Population

XX RATING	1/2004 INV	% TOTAL
XXCM	0	0.0%
XXCS	0	0.0%
XXC	0	0.0%
XX1	5	2.9%
XX2	27	15.6%
XX3	20	11.6%
XXSN / SN	14	8.1%
TTL Female	66	38.2% of total rating inv.
TTL Rating Inv	173	

9. Reserves – The proposed merger should apply equally to the reserve components.

10. Sea/Shore Rotation - The active duty sea/shore rotations are shown below. All four ratings are shore intensive ratings, and broken out for comparison. (RP Billets: 40% Sea and 60% Shore; LN Billets: 33% Sea and 67% Shore; CTA Billets: 24% Sea and 76% Shore; and YN Billets: 40% Sea and 60% Shore) The resulting sea/shore rotation for the new merged XX rating will create a more equitable sea/shore rotation for the entire community. The new rating will initially be comprised of 39% sea billets and 61% shore billets.

PAYGRADE	RP RATING Sea Shore Rotation	LN RATING Sea Shore Rotation	CTA RATING Sea Shore Rotation	YN RATING Sea Shore Rotation	MERGED RATING Sea Shore Rotation

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

E-9	36/48	1/2	1/2	36/54	36/42
E-8	36/48	1/2	1/2	36/48	36/42
E-7	36/48	1/2	1/2	36/54	36/42
E-6	36/48	1/1	1/2	36/48	36/36
E-5	36/42	1/1	1/1	42/48	36/36
E-4	42/36	1/1	1/1	45/36	42/36
E1-3	36/36	N/A	1/1	36/36	54/24

11. Rating Sponsor and Rating Technical Advisors:

a., Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (NAVPERS 18068F), Appendix E: Rating Advisors, lists the following as Primary and Technical Advisors for the RP, LN, CTA, and YN ratings:

YN: Primary Advisor - OPNAV (N7)
 Technical Advisor - CNPC (PERS-402)

RP: Primary Advisor - OPNAV (N097)
 Technical Advisor – OPNAV (N971)

LN: Primary Advisor – JUDGE ADVOCATE GENERAL
 Technical Advisor – JUDGE ADVOCATE GENERAL

CTA: Primary Advisor – OPNAV (N201)
 Technical Advisor - COMNAVSECGRU (G10)

From the Navy Enlisted Occupational Classification System (NEOCS), OPNAVINST 1223.1B, the Technical Advisor when necessary, may be shared responsibility with another Technical Advisor. The Primary Advisor is concerned with all aspects of the rating and associated OCCSTDs. The proposal for the “new” administrative rating Primary and Technical Advisor responsibilities follows:

Primary Advisor: CENTER FOR SERVICE SUPPORT
 Technical Advisors: CNO (N097), JAG, COMNAVSECGRU

Resource sponsors are not in question, as N00T will be the Resource Sponsor for training billets and quotas and the other billet Resource Sponsors will remain with the respective Warfare Sponsors.

12. Rating Badge - The YN rating badge will be retained for use in the merged XX rating. The RP, LN, and CTA rating badges will be retired. The YN rating is the oldest and largest of all four ratings and retaining the YN badge would enable a more proficient rating merger and less overall cost to Sailors. In accordance with the Uniform Regulations (NAVPERS 15665I)

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

personnel will be allowed to retain their RP, LN, or CTA rating badges until their next advancement or until 24 months after the effective completion date of the merger, whichever comes first.

13. Rating Name. The proposed rating name is _____ (XX). A new rating name was voted on by the RP/LN/CTA/YN ESC and highly recommended for the new rating.

14. Facilities - The existing RP and YN “A” schools are co-located at NTTC Meridian, MS. The LN “A” School is located in Newport, Rhode Island, and CTA “A” School at NTTC Pensacola, FL. The RP “C” school is offered at Camp Lejeune, NC; CTA “C” School is offered through Computer Based Training (CBT), and the YN “C” School is located at NTTC Meridian, MS. The combined “A” school for the new rating will be located in Meridian, MS. No immediate changes to the required school facilities are anticipated.

15. Funding - Implementation costs for this proposal are envisioned to be minimal. Personnel in the RP, LN, and CTA ratings will eventually experience some costs to convert uniform insignia. Other costs to re-scope the training curricula will occur and are discussed in paragraph 7.b., Training Costs.

16. Security Requirements: Entry requirements imposed on the LN, CTA and YN ratings require members to be U.S. Citizen, eligible for a security clearance. There are no citizenship or security clearance requirements imposed for entry to the RP rating. The CTA rating requires all members to submit for SSBI/SCI with SF-86. All CTA accessions require members to possess TS/SCI clearances. The LN and YN ratings security requirements are driven by billet requirements, and clearance adjudication is based either on the member’s National Agency Check (NAC), or Entrance National Agency Check (ENTNAC). Although not yet DOD policy, it is Navy policy that all newly accessed recruits receive the National Agency Check, Local Police Records Check, and Credit Check (NACLCL). Therefore, new accessions security clearance adjudication will be based on the NACLCL. For the RP rating, security clearance requirements are driven by the specific billet requirement. The proposal for the new XX rating recommends imposing U.S. citizenship, eligible for a security clearance requirement for all members.

17. Citizenship and Distribution Requirements: Currently, 5.6 % of the RP rating (43 individuals) are non-citizens. The proposed U.S. Citizen requirement will not impact these members as security clearance requirements are billet driven and there will be numerous billets in the new XX rating not requiring a clearance. There will be no change to current LN, CTA or YN personnel due to the U.S. citizenship requirement already imposed. Members in the new administrative rating who obtain the 9190 NEC (Special Security Assistant) will be required to possess a TS/SCI clearance.

18. Governing Laws: Not applicable.

19. Pros and Cons - In today’s environment of reducing infrastructure and optimizing resources, the pro’s of this proposal fully support the Navy’s needs of the future.

Subj: Proposal to Merge the Religious Program Specialist (RP), Legalman (LN), Cryptologic Technician Administrative (CTA), and Yeoman (YN) Ratings

- a. Pros: Merging the ratings will allow:
 - (1) Increased knowledge base across the entire administrative skill set
 - (2) Reduction of both sea and shore personnel requirements
 - (3) Increased flexibility in the detailing process
 - (4) Increased diversity in career path
 - (5) Continued refinement and optimization of the training pipeline
 - (6) Better alignment of the new rating with civilian certifications and qualifications
 - (7) Increased advancement opportunity over four small, individual communities
 - (8) Increased efficiency/cost savings in supporting overhead requirements

- b. Cons
 - (1) Resistance to change (can be overcome with proper education of the Sailors.)
 - (2) Cost for the RP, LN, and CTA personnel to convert to the new uniform insignia/rating badge
 - (3) IT cost to implement changes to the Manpower and Personnel computer systems to implement the rating name change
 - (4) Loss in specialization/possible degradation of services in some skills sets

20. Closing Paragraph - This proposal will save manpower, personnel and training costs in the long-term. It will also allow four ratings experiencing drastic cuts in shore billets to come together and benefit from economies of scale pertaining to advancement opportunity, costs of managing communities, and flexibility in manning billets (distribution). This merger supports CNO FY04 guidance pertaining to streamlining manpower. It is recommended that consideration be given to expediting the approval of the merger of the Religious Program Specialist, Legalman, and Cryptologic Technician Administrative (CTA), and Yeoman (YN) ratings into one administrative rating (XX).

DRAFT