

CHAPTER 1

ADVANCEMENT

This training course is designed to aid you in preparing for advancement to ET3. There are many requirements for advancement, and they will be discussed later in this chapter. The professional (technical) qualifications for advancement to ET3 used as a guide in the preparation of this course are current through Revision A of the Manual of Qualifications for Advancement in Rating, NavPers 18068-A. Military requirements for advancement are discussed in Basic Military Requirements, NavPers 10054, Military Requirements for Petty Officers 3 & 2, NavPers 10056, and Military Requirements for Petty Officers 1 & C, NavPers 10057.

Chapter 2 of this training course discusses electronics safety precautions, and chapter 3 discusses the electronics type designation system (AN system). Technical publications and records that concern the ET are discussed in chapter 4. Chapter 5 describes briefly the major electronics installations aboard ship, and includes information concerning their location and methods of installation. Chapters 6 and 7 discuss test equipment, and chapter 8 discusses switches and switching systems. Common operating adjustments for radio, teletype and facsimile and radar and loran equipments are discussed in chapters 9, 10, and 11. Maintenance procedures and techniques are discussed in chapters 12 and 13.

The remainder of this chapter presents information that will help you in preparing for advancement. Study this chapter carefully before beginning intensive study of the remainder of this training course.

THE ENLISTED RATING STRUCTURE

The present enlisted rating structure, established in 1957, includes three types of ratings—general ratings, service ratings, and emergency ratings.

GENERAL RATINGS identify broad occupational fields of related duties and functions. Some general ratings include service ratings; others do not. Both Regular Navy and Naval Reserve personnel may hold general ratings.

SERVICE RATINGS identify subdivisions or specialties within a general rating. Although service ratings can exist at any petty officer level, they are most common at the PO3 and PO2 levels. Both Regular Navy and Naval Reserve personnel may hold service ratings.

EMERGENCY RATINGS generally identify civilian occupational fields. Emergency ratings do not need to be identified as ratings in the peacetime Navy, but their identification is required in time of war.

THE ELECTRONICS TECHNICIAN RATING

Upon deciding to strike for ET, you selected one of the most interesting and challenging fields available to men in the Navy. Electronics Technicians maintain, repair, calibrate, tune, and adjust electronic devices and equipments. Advances in electronics continue to bring about improvements in these equipments, and new equipment is continually being developed. Thus the ET is a keyman in our modern Navy.

Electronics Technician rates are included in the personnel allowance for practically all Navy ships including repair ships and tenders. The rating was established in 1948, and includes service ratings ETR (radar) and ETN (communications) at petty officer 3 & 2 levels. For advancement to ET1 the candidate must be qualified in both service ratings. Enlisted classification codes for the rating are listed under group III in the Manual of Navy Enlisted Classifications, NavPers 15105.

The ET should have a good background in mathematics. If you are lacking in this area,

the mathematics training courses listed in the front of this course are recommended. Skill in the use of tools and test equipment will be acquired through performance of your daily duties. Gaining the necessary technical knowledge, and keeping abreast of the changes in your field, however, will require reading and studying in your spare time.

Also, upon advancement to ET3, you will be graded on your leadership and supervisory ability as well as your ability to perform your technical duties. Study the leadership principles and techniques discussed in Military Requirements for Petty Officers 3 & 2. Additional material concerning leadership for petty officers is available to you as a result of the current Navy leadership program. As you study the material containing leadership traits, keep in mind that probably none of our most successful leaders possessed all of these traits to a maximum degree, but a weakness in some traits was more than compensated for by strength in others. Critical self-evaluation will enable you to realize the traits in which you are strong, and the traits which you must strive to improve. Leadership principles can be taught, but a good leader acquires that quality only through hard work and practice. Your success as a leader will be decided for the most part by the success with which you have inspired others to learn and perform through your personal example.

ADVANCEMENT IN RATING

Some of the rewards of advancement in rating are easy to see. You get more pay. Your job assignments become more interesting and more challenging. You are regarded with greater respect by officers and enlisted personnel. You enjoy the satisfaction of getting ahead in your chosen Navy career.

But the advantages of advancing in rating are not yours alone. The Navy also profits. Highly trained personnel are essential to the functioning of the Navy. By each advancement in rating, you increase your value to the Navy in two ways. First, you become more valuable as a technical specialist in your own rating. And second, you become more valuable as a person who can train others and thus make far-reaching contributions to the entire Navy.

HOW TO QUALIFY FOR ADVANCEMENT

What must you do to qualify for advancement in rating? The requirements may change from time to time, but usually you must:

1. Have a certain amount of time in your present grade.
2. Complete the required military and professional training courses.
3. Demonstrate your ability to perform all the PRACTICAL requirements for advancement by completing the Record of Practical Factors, NavPers 760.
4. Be recommended by your commanding officer, after the petty officers and officers supervising your work have indicated that they consider you capable of performing the duties of the next higher rate.
5. Demonstrate your KNOWLEDGE by passing a written examination on (a) military requirements and (b) professional qualifications.

Some of these general requirements may be modified in certain ways. Figure 1-1 gives a more detailed view of the requirements for advancement of active duty personnel; figure 1-2 gives this information for inactive duty personnel.

Remember that the requirements for advancement can change. Check with your information and education officer to be sure that you know the most recent requirements.

Advancement in rating is not automatic. After you have met all the requirements, you are ELIGIBLE for advancement. You will actually be advanced in rating only if you meet all the requirements (including making a high enough score on the written examination) and if the quotas for your rating permit your advancement.

HOW TO PREPARE FOR ADVANCEMENT

What must you do to prepare for advancement in rating? You must study the qualifications for advancement, work on the practical factors, study the required Navy Training Courses, and study other material that is required for advancement in your rating. To prepare for advancement, you will need to be familiar with (1) the Quals Manual, (2) the Record of Practical Factors, NavPers 760, (3) a NavPers publication called Training Publications for Advancement in Rating, NavPers 10052, and (4) applicable Navy Training Courses. Figure 1-3 illustrates these materials; the following

ACTIVE DUTY ADVANCEMENT REQUIREMENTS

REQUIREMENTS *	E1 to E2	E2 to E3	E3 to E4	E4 to E5	E5 to E6	E6 to E7	† E7 to E8	‡ E8 to E9
SERVICE	4 mos. service—or completion of recruit training.	6 mos. as E-2.	6 mos. as E-3.	12 mos. as E-4.	24 mos. as E-5.	36 mos. as E-6.	48 mos. as E-7. 8 of 11 years total service must be enlisted. Must be permanent appointment.	24 mos. as E-8. 10 of 13 years total service must be enlisted.
SCHOOL	Recruit Training.		Class A for PR3, DT3, PT3. †AME 3			Class B for AGCA, MUCA, MNCA.		
PRACTICAL FACTORS	Locally prepared check-offs.	Records of Practical Factors, NavPers 760, must be completed for E-3 and all PO advancements.						
PERFORMANCE TEST			Specified ratings must complete applicable performance tests before taking examinations.					
ENLISTED PERFORMANCE EVALUATION	As used by CO when approving advancement.		Counts toward performance factor credit in advancement multiple.					
EXAMINATIONS	Locally prepared tests.		Service-wide examinations required for all PO advancements.				Service-wide, selection board, and physical.	
NAVY TRAINING COURSE (INCLUDING MILITARY REQUIREMENTS)		Required for E-3 and all PO advancements unless waived because of school completion, but need not be repeated if identical course has already been completed. See NavPers 10052 (current edition).					Correspondence courses and recommended reading. See NavPers 10052 (current edition).	
AUTHORIZATION	Commanding Officer		U.S. Naval Examining Center			Bureau of Naval Personnel		
	TARS are advanced to fill vacancies and must be approved by CNARESTRA.							

* All advancements require commanding officer's recommendation.

† 2 years obligated service required.

‡ 3 years obligated service required.

‡ Effective 1 Jan. 1963.

Figure 1-1.—Active duty advancement requirements.

INACTIVE DUTY ADVANCEMENT REQUIREMENTS

REQUIREMENTS *		E1 to E2	E2 to E3	E3 to E4	E4 to E5	E5 to E6	E6 to E7	E8	E9
	FOR THESE DRILLS PER YEAR								
TOTAL TIME IN GRADE	48	6 mos.	6 mos.	15 mos.	18 mos.	24 mos.	36 mos.	48 mos.	24 mos.
	24	9 mos.	9 mos.	15 mos.	18 mos.	24 mos.	36 mos.	48 mos.	24 mos.
	NON-DRILLING	12 mos.	24 mos.	24 mos.	36 mos.	48 mos.	48 mos.		
DRILLS ATTENDED IN GRADE †	48	18	18	45	54	72	108	144	72
	24	16	16	27	32	42	64	85	32
TOTAL TRAINING DUTY IN GRADE †	48	14 days	14 days	14 days	14 days	28 days	42 days	56 days	28 days
	24	14 days	14 days	14 days	14 days	28 days	42 days	56 days	28 days
	NON-DRILLING	None	None	14 days	14 days	28 days	28 days		
PERFORMANCE TESTS	Specified ratings must complete applicable performance tests before taking examination.								
PRACTICAL FACTORS (INCLUDING MILITARY REQUIREMENTS)	Record of Practical Factors, NavPers 760, must be completed for all advancements.								
NAVY TRAINING COURSE (INCLUDING MILITARY REQUIREMENTS)	Completion of applicable course or courses must be entered in service record.								
EXAMINATION	Standard exams are used where available, otherwise locally prepared exams are used.							Standard EXAM, Selection Board, and Physical.	
AUTHORIZATION	District commandant or CNARESTRA						Bureau of Naval Personnel		

* Recommendation by commanding officer required for all advancements.

† Active duty periods may be substituted for drills and training duty.

Figure 1-2.—Inactive duty advancement requirements.

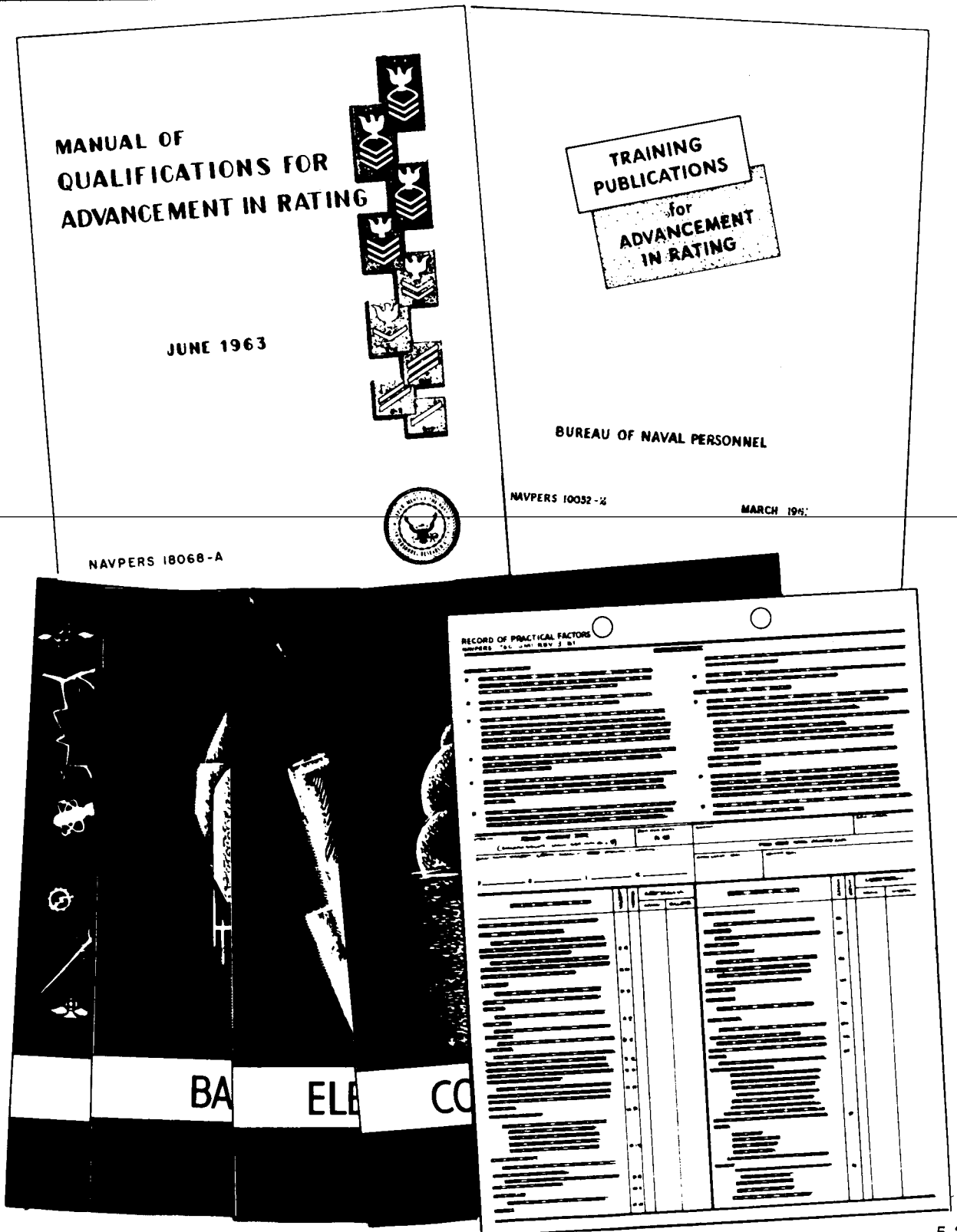


Figure 1-3.—Materials used in preparing for advancement.

sections describe them and give you some practical suggestions on how to use them in preparing for advancement.

The Quals Manual

The Manual of Qualifications for Advancement in Rating, NavPers 18068-A gives the minimum requirements for advancement to each rate within each rating. This manual is usually called the "Quals Manual," and the qualifications themselves are often called "quals." The qualifications are of two general types: (1) military requirements, and (2) professional or technical qualifications.

MILITARY REQUIREMENTS apply to all ratings rather than to any one particular rating. Military requirements for advancement to third class and second class petty officer rates deal with military conduct, naval organization, military justice, security, watch standing, and other subjects which are required of petty officers in all ratings.

PROFESSIONAL QUALIFICATIONS are technical or professional requirements that are directly related to the work of each rating.

Both the military requirements and the professional qualifications are divided into subject matter groups; then, within each subject matter group, they are divided into **PRACTICAL FACTORS** and **KNOWLEDGE FACTORS**. Practical factors are things you must be able to DO. Knowledge factors are things you must KNOW in order to perform the duties of your rating.

The professional qualifications for advancement in your rating are printed as an appendix at the back of this training course. Study these qualifications and the military requirements carefully. The written examination for advancement in rating will contain questions relating to the practical factors and the knowledge factors of both the military requirements and the professional qualifications. If you are working for advancement to second class, remember that you may be examined on third class qualifications as well as on second class qualifications.

The Quals Manual is kept current by means of changes. The professional qualifications for your rating which are printed as an appendix to this training course were current at the time the course was printed. By the time you are studying this course, however, the quals for

your rating may have been changed. Never trust any set of quals until you have checked the change number against an UP-TO-DATE copy of the Quals Manual.

Record of Practical Factors

Before you can take the servicewide examination for advancement in rating, there must be an entry in your service record to show that you have qualified in the practical factors of both the military requirements and the professional qualifications. A special form known as the **RECORD OF PRACTICAL FACTORS**, NavPers 760, is used to keep a record of your practical factor qualifications. This form is available for each rating. The form lists all practical factors, both military and professional. As you demonstrate your ability to perform each practical factor, appropriate entries are made in the **DATE** and **INITIALS** columns.

Changes are made periodically to the Manual of Qualifications for Advancement in Rating, and revised forms of NavPers 760 are provided when necessary. Extra space is allowed on the Record of Practical Factors for entering additional practical factors as they are published in changes to the Quals Manual. The Record of Practical Factors also provides space for recording demonstrated proficiency in skills which are within the general scope of the rating but which are not identified as minimum qualifications for advancement.

If you are transferred before you qualify in all practical factors, the NavPers 760 form should be forwarded with your service record to your next duty station. You can save yourself a lot of trouble by making sure that this form is actually inserted in your service record before you are transferred. If the form is not in your service record, you may be required to start all over again and requalify in the practical factors which have already been checked off.

NavPers 10052

Training Publications for Advancement in Rating, NavPers 10052 (revised), is a very important publication for anyone preparing for advancement in rating. This bibliography lists required and recommended Navy Training Courses and other reference material to be used by personnel working for advancement in rating. NavPers 10052 is revised and issued once each year by the Bureau of Naval

Personnel. Each revised edition is identified by a letter following the NavPers number. When using this publication, be SURE that you have the most recent edition.

If extensive changes in qualifications occur in any rating between the annual revisions of NavPers 10052, a supplementary list of study material may be issued in the form of a BuPers Notice. When you are preparing for advancement, check to see whether changes have been made in the qualifications for your rating. If changes have been made, see if a BuPers Notice has been issued to supplement NavPers 10052 for your rating.

The required and recommended references are listed by rate level in NavPers 10052. If you are working for advancement to third class, study the material that is listed for third class. If you are working for advancement to second class, study the material that is listed for second class; but remember that you are also responsible for the references listed at the third class level.

In using NavPers 10052, you will notice that some Navy Training Courses are marked with an asterisk (*). Any course marked in this way is MANDATORY—that is, it must be completed at the indicated rate level before you can be eligible to take the servicewide examination for advancement in rating. Each mandatory course may be completed by (1) passing the appropriate enlisted correspondence course that is based on the mandatory training course; (2) passing locally prepared tests based on the information given in the training course; or (3) in some cases, successfully completing an appropriate Class A school.

Do not overlook the section of NavPers 10052 which lists the required and recommended references relating to the military requirements for advancement. Personnel of ALL ratings must complete the mandatory military requirements training course for the appropriate rate level before they can be eligible to advance in rating.

The references in NavPers 10052 which are recommended but not mandatory should also be studied carefully. ALL references listed in NavPers 10052 may be used as source material for the written examinations, at the appropriate rate levels.

Navy Training Courses

There are two general types of Navy Training Courses. RATING COURSES (such as this

one) are prepared for most enlisted ratings. A rating training course gives information that is directly related to the professional qualifications of ONE rating. SUBJECT MATTER COURSES or BASIC COURSES give information that applies to more than one rating.

Navy Training Courses are revised from time to time to keep them up to date technically. The revision of a Navy Training Course is identified by a letter following the NavPers number. You can tell whether any particular copy of a Navy Training Course is the latest edition by checking the NavPers number and the letter following this number in the most recent edition of List of Training Manuals and Correspondence Courses, NavPers 10061. (NavPers 10061 is actually a catalog that lists all current training courses and correspondence courses; you will find this catalog useful in planning your study program.)

Navy Training Courses are designed to help you prepare for advancement in rating. The following suggestions may help you to make the best use of this course and other Navy training publications when you are preparing for advancement in rating.

1. Study the military requirements and the professional qualifications for your rating before you study the training course, and refer to the quals frequently as you study. Remember, you are studying the training course primarily in order to meet these quals.

2. Set up a regular study plan. It will probably be easier for you to stick to a schedule if you can plan to study at the same time each day. If possible, schedule your studying for a time of day when you will not have too many interruptions or distractions.

3. Before you begin to study any part of the training course intensively, become familiar with the entire book. Read the preface and the table of contents. Check through the index. Look at the appendixes. Thumb through the book without any particular plan, looking at the illustrations and reading bits here and there as you see things that interest you.

4. Look at the training course in more detail, to see how it is organized. Look at the table of contents again. Then, chapter by chapter, read the introduction, the headings, and the subheadings. This will give you a pretty clear picture of the scope and content of the book. As you look through the book in this way, ask yourself some questions: What do I need to learn about this? What do I already

know about this? How is this information related to information given in other chapters? How is this information related to the qualifications for advancement in rating?

5. When you have a general idea of what is in the training course and how it is organized, fill in the details by intensive study. In each study period, try to cover a complete unit—it may be a chapter, a section of a chapter, or a subsection. The amount of material that you can cover at one time will vary. If you know the subject well, or if the material is easy, you can cover quite a lot at one time. Difficult or unfamiliar material will require more study time.

6. In studying any one unit—chapter, section, or subsection—write down the questions that occur to you. Many people find it helpful to make a written outline of the unit as they study, or at least to write down the most important ideas.

7. As you study, relate the information in the training course to the knowledge you already have. When you read about a process, a skill, or a situation, try to see how this information ties in with your own past experience.

8. When you have finished studying a unit, take time out to see what you have learned. Look back over your notes and questions. Maybe some of your questions have been answered, but perhaps you still have some that are not answered. Without looking at the training course, write down the main ideas that you have gotten from studying this unit. Don't just quote the book. If you can't give these ideas in your own words, the chances are that you have not really mastered the information.

9. Use Enlisted Correspondence Courses whenever you can. The correspondence courses are based on Navy Training Courses or on other appropriate texts. As mentioned before, completion of a mandatory Navy Training Course can be accomplished by passing an Enlisted Correspondence Course based on the Navy Training Course. You will probably find it helpful to take other correspondence courses,

as well as those based on mandatory training courses. Taking a correspondence course helps you to master the information given in the training course, and also helps you see how much you have learned.

10. Think of your future as you study Navy Training Courses. You are working for advancement to third class or second class right now, but someday you will be working toward higher rates. Anything extra that you can learn now will help you both now and later.

SOURCES OF INFORMATION

One of the most useful things you can learn about a subject is how to find out more about it. No single publication can give you all the information you need to perform the duties of your rating. You should learn where to look for accurate, authoritative, up-to-date information on all subjects related to the military requirements for advancement and the professional qualifications of your rating.

Some publications are subject to change or revision from time to time—some at regular intervals, others as the need arises. When using any publication that is subject to change or revision, be sure that you have the latest edition. When using any publication that is kept current by means of changes, be sure you have a copy in which all official changes have been made. Studying canceled or obsolete information will not help you to do your work or to advance in rating; it is likely to be a waste of time, and may even be seriously misleading.

Technical publications that will be helpful as references and in preparing for advancement are discussed in chapter 4. Other training courses that will be helpful to you are listed in the front of this course.

Training film also furnishes a valuable source of supplementary information. A selected list of training films appears in appendix I of this training course. Other films that may be helpful are listed in the U. S. Navy Film Catalog, NavPers 10000 (revised).