

Yeoman Reading List

The Yeoman Performance Qualifications have been revised (10-2008). The Record of Performance Qualifications CG-3303C-YN is the official reading list for the references needed to complete every qual. This supplemental reading list breaks down those references into the applicable section(s) of each particular qual, however, you are responsible to consistently reference the DA Online Help Guides and most current ALCOAST Messages. The Service Wide Exam (SWE) is based on the quals so every question you see on a SWE is tied to a qual. Remember, as you advance, you are still required to know (and in more detail) the quals of all lower paygrades. A person taking the YN1 SWE should expect to see questions relating to quals required for YN3, YN2, not just YN1 only. This reading list is just a tool, a useful resource. Ensure you are studying the most CURRENT information available. Choose the most intelligent answer which is offered.

- YNC Dave W. Odom, YNSMS

Pay and Personnel

QUAL / OBJECTIVE	Reference
4.01	Brief members on polices and procedures for the follingwng types of leave:
A. Regular	<i>COMDINST M1000.8, Ch 2/PPPM Chap 5, Sec D/Pay Manual Chap 10/JFTR Chap 7 part H</i>
B. Compensatory Absence	<i>COMDINST M1000.8, Ch 2</i>
C. Advance	<i>COMDINST M1000.8, Ch 2</i>
D. Excess	<i>COMDINST M1000.8, Ch 2</i>
E. Sick	<i>COMDINST M1000.8, Ch 2/PPPM Figure 12-1</i>
F. Maternity	<i>COMDINST M1000.8, Ch 2</i>
4.02	Brief members on policies and procedures for Bonds & Allotments
	<i>PPPM Appendix D/ Direct Access Online Reference Guide</i>
4.03	Brief members on changing Direct Deposit information
	<i>PPPM Chp 6 and Encl 1/Pay Manual Ch 9/D/A Online Ref. Guide</i>
4.04	Process BAH/Dependency Emergency Data Form
	<i>PPPM Ch 5/Pay Manual Ch(s) 3 & 10</i>
4.05	Brief members on how to modify Emergency Contact Data transactions
	<i>PPPM Ch 5/</i>
4.06	Brief members on policies and procedures for Servicemember's Group Life Insurance (SGLI) Election, Family Sericemember's Group Life Insurance (FSGLI) election and Traumatic Servicemember's Group Life Insurance (TSGLI) coverage
	<i>PPPM Chap 5/ M1700.1, Ch 2.B.4</i>
4.07	Maintain the following Military Personnel Data Records (PDR):
A. Servicing Personnel Office (SPO)	<i>PDR System COMDTINST M1080.10H Chap 2</i>
B. Unit	<i>PDR System COMDTINST M1080.10H Chap 2</i>
4.08	Verify the following service dates/times:
A. Creditable Service	<i>PPPM Appendix C / Pay Man Chap 2</i>
B. Active Duty Base Date	<i>PPPM Appendix C</i>
C. Pay Base Date	<i>PPPM Appendix C</i>
D. Expiration of Enlistment	<i>PPPM Appendix C / M1000.4, Ch 1.b.11</i>
E. Date of Rank	<i>PPPM Appendix C</i>
F. Creditable Sea Duty	<i>PPPM Appendix C</i>
4.09	Process the following expiration of enlistment transactions:
A. Extension of Enlistment	<i>PPPM Chap 3 / M1000.2, Ch 1</i>
B. Re-extension of Enlistment	<i>PPPM Chap 3 / M1000.2, Ch 1</i>
C. Reenlistment	<i>PPPM Chap 3 / M1000.2, Ch 1</i>
4.10	Brief members on pay and allowance variations
	<i>PPPM Appendix F/Pay Man/JFTR Ch 8 & 9 / Reserve Policy Man Ch 2 & 3</i>
4.11	Brief members on all types of housing allowances
	<i>PPPM Ch 7 / Pay Man Ch 3 / JFTR Ch 10 / Housing Manual</i>
4.12	Process members for retirement
	<i>Reserve Policy Man Ch 8 / PPPM Ch 3 / JFTR</i>

4.13	Audit leave and earnings statement	<i>PPPM Appendix F / Pay Man / PSC Website – Training & Tutorials for JUMPS</i>
4.14	Process members for discharge	<i>PPPM Ch 3 / M1000.4 / Reserve Policy Manual Ch 8</i>
4.15	Process members for Release From Active Duty (RELAD)	<i>PPPM Ch 3 / M1000.4</i>
4.16	Prepare advancement certificates	<i>PPPM Ch 4 / M1000.2 & Medal and Awards Manual, Ch 5</i>
4.17	Prepare Good Conduct certificates	<i>Medals and Awards Manual Ch 5</i>
4.18	Brief members on policies and procedures for BAH/Dependency eligibility	<i>Persmans Ch 4 / Pay Manual Ch 3 & 10 / PPPM Ch 5</i>
4.19	Brief members on policies and procedures for designation of beneficiaries	
	A. Death gratuity	<i>M1700.1, Ch 2.A.2.g / Pay Manual Ch 10 / PPPM Ch 6</i>
	B. Unpaid pay and allowances	<i>M1700.1, Ch 2.A.3 / Pay Manual Ch 10 / PPPM Ch 5</i>
	C. Person to receive allotment of pay if missing or unable to transmit funds	<i>M1700.1, Ch 2.A.3 / Pay Manual Ch Ch 9 / PPPM Ch 5</i>
4.20	Process the following allowances:	
	A. Housing	<i>Pay Manual Ch 3 / PPPM Ch / JFTR Ch 10</i>
	B. Subsistence	<i>Pay Manual Ch 3 / PPPM Ch 7</i>
	C. Family Separation	<i>Pay Manual Ch 3 / PPPM Ch 7</i>
	D. Cost of Living	<i>Pay Manual Ch 3 / JFTR Ch 8</i>
4.21	Process changes in dependency status	<i>PPPM Ch 5</i>
4.22	Process members tax data	<i>PPPM Ch 8</i>
4.23	Process members training/competency data transactions	<i>PPPM Ch 4 / Direct Access Online Guide for Competencies / Mandatory Use of The Training Management Tool COMDTINST 5270.2 / CG Competency Management System Manual Ch 3 & Appendix A</i>
4.24	Process the following insurance policies:	
	A. Servicemember's Group Life Insurance (SGLI)	<i>PPPM Ch 5 / M1700.1, Ch 2.B.4 / SGLI Webpage</i>
	B. Family Servicemember's Group Life Insurance (FSGLI)	<i>PPPM Ch 5 / SGLI Webpage</i>
	C. Traumatic Servicemember's Group Life Insurance (TSGLI)	<i>PPPM Ch 5 / SGLI Webpage</i>
4.25	Request the following statements:	
	A. Statement of Creditable Service (SOCS)	<i>PPPM Ch 5</i>
	B. Statement of Creditable Sea Service (SOCSS)	<i>PPPM Ch 5</i>

Pay and Personnel

QUAL / OBJECTIVE	Reference
5.01	Counsel members on policies and procedures for the following Expiration of Enlistment (EOE) options:
A.	Extension of Enlistment <i>PPPM Chap 3, Sec C / M1000.2, Ch 1</i>
B.	Re-extension of Enlistment <i>PPPM Chap 3, Sec C / M1000.2, Ch 1</i>
C.	Reenlistment <i>PPPM Chap 3, Sec C / M1000.2, Ch 1</i>
D.	Indefinite Reenlistment <i>PPPM Chap</i>
5.02	Consel members on the following allowances:
A.	Subsistence <i>Pay Manual Ch 3 / PPPM Ch 7</i>
B.	Family Separation <i>Pay Manual Ch 3 / PPPM Ch 7</i>
C.	Cost of Living <i>Pay Manual Ch 3 / JFTR Ch 8</i>
5.03	Counsel members on policies and procedures for Retirements <i>M1000.4/ PPPM Ch 3, Appendix A / JFTR</i>
5.04	Counsel member on policies and procedures for Discharges <i>M1000.4/ PPPM Ch 3 / JFTR</i>
5.05	Counsel members on policies and procedures for Release from Active Duty <i>M1000.4/ PPPM Ch 3 / JFTR</i>
5.06	Counsel members on the eligibility and procedures for the following special pay entitlements:
A.	Career Sea Pay <i>Pay Man, Chap 4, Sec B/PPPM, Chap 5, Sec C, Appendix C</i>
B.	Career Sea Pay Premium <i>Pay Man, Chap 4, Sec C</i>
C.	Special Duty Assignment Pay <i>Pay Man, Chap 4, Sec I / PPPM, Chap 7, Sec A</i>
5.07	Counsel members on policies and procedures on the following bonuses:
A.	Selective Reenlistment Bonus (SRB) <i>M7220.2, Ch 3 / Pay Manual Ch 4</i>
B.	Critical Skills Retention Bonus (CSRB) <i>M7220.2, Ch 3 / Pay Manual Ch 6</i>
C.	Enlistment Bonus (EB) <i>M7220.2, Ch 3 / Pay Manual Ch 4</i>
5.08	Consel members on non-receipt of pay <i>Pay Manual Ch 9 / PPPM Ch 6</i>
6.01	Process NJP transactions <i>Discipline and Conduct M1600.2, Military Justice Manual Ch 1 / PPPM Ch 10</i>
6.02	Assist members with the following requests:
A.	Remission of Indebtedness <i>PPPM Chap 9 / Pay Manual Chap 11, M1600.2, Ch 2</i>
B.	Waiver of Indebtedness <i>PPPM Chap 9 / Pay Manual Chap 11, M1600.2, Ch 2</i>
6.03	Counsel members on policies and procedures for Career Status Bonus <i>Pay Manual Chap 5 & 16 / PPPM Chap 7</i>
6.04	Counsel members on annuities and premiums for the Survivor Benefit Plan (SBP) <i>M1700.1, Ch 2.</i>
6.05	Process the following general absences:
A.	Confinement <i>M1600.2, Ch 1 / PPPM Chap 3 & 10</i>
B.	Unauthorized Absence <i>M1600.2, Ch 1 / PPPM Chap 10, Sec B / Reserve Policy Manual Chap 8</i>
C.	Desertion <i>M1600.2, Ch 1 / PPPM Chap 10</i>
6.06	Process an accession <i>Enlisted/Officer Accessions COMDTINST M1000.2/3PPPM Chap 3 / DA Guide: Accessions</i>
6.07	Assist members in preparing a request for the following assignments:
A.	Humanitarian <i>M1000.8, Ch. 1</i>
B.	Mutual Exchange of Station <i>M1000.8, Ch. 1</i>
C.	Unilateral Transfers <i>M1000.8, Ch. 1</i>
7.01	Prepare administrative discharge recommendations <i>M1000.4, / Reserve Policy Manual Chap 4</i>
7.02	Counsel members in change of rating/lateral process <i>M1000.2, Ch 3b</i>

Note: There are no YNCS or YNCM Pay and Personnel qualifications.

Travel and Transportation

QUAL / OBJECTIVE

Reference

-
- 4.01 Brief members on the following PCS entitlements:
- A. Dislocation Allowance (DLA) *PPPM Appendix E/JFTR Chap 5 Part G U5600/Sup JFTR Chap 5*
 - B. Temporary Lodging Expense (TLE) time periods *JFTR Chap 5 Part H U5700*
 - C. Temporary Lodging Allowance (TLA) time periods *JFTR Chap 9 Part C U9200*
 - D. MALT and Per Diem (including mixed modes of transportation) *JFTR Chap 5 Part H Part B U5105 & C U5205-U5210/Sup JFTR Chap 5*
- 4.02 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:
- A. TAD *PPPM Chap 2-B, Encl 3, Appendix E,/M1000.3,/JFTR Chap3, 4, & Appendix O/ Sup JFTR Chap 3 & 4*
 - B. IDT single *Reserve Policy Man Chap 2/PPPM Chap 6-D*
 - C. IDT multiple *Reserve Policy Man Chap 2/PPPM Chap 6-D*
 - D. IDT Appropriate duty *Reserve Policy Man Chap 2/PPPM Chap 6-D*
- 5.01 Counsel member on policies and procedures concerning types of travel orders, entitlements, and options for the following:
- A. TEMDU/PCS *PPPM Chap 2-A/M1000.3, Ch 1 /JFTR Chap 4 & 5/Sup JFTR 4 & 5*
 - B. PCS *PPPM Chap 2-A, Appendix E/ M1000.3, Ch 1 /JFTR Chap5/Sup JFTR 5*
 - C. Class "A" school *COMDINST 4600.15/ M1000.3, Ch 1*
 - D. ADSW-AC *Reserve Policy Man Chap 3/ PPPM Chap 2*
 - E. ADSW-RC *Reserve Policy Man Chap 3*
 - F. ADT *Reserve Policy Man Chap 3/PPM Chap 2*
- 6.01 Counsel member on policies and procedures associated with the following:
- A. Storage entitlements *JFTR Chap 5 (U5375 Temp) (U5380 Nontemp) (U5800 POV) Chap 4 U4770-A (TAD Temp Storage)/Pers Prop Trans Man Chap 4*
 - B. Self-Procured Method of Transportation *JFTR Chap 5 U5320-E/ Pers Prop Trans Man Chap 13*
 - C. Shipment of privately owned vehicle (POV) *JFTR Chap 5 Part E U5400/ Pers Prop Trans Man Chap 11*
 - D. Unaccompanied baggage *JFTR Chap 5 U5012-D, U5320-B/ Pers Prop Trans Man Chap 1 (1007) & 2 (2005)*
 - E. Household goods (HHG) *JFTR Chap 5 Part D U5300/ Pers Prop Trans Man*

Note: There are no YNC, YNCS, or YNCM Travel and Transportation qualifications.

Administration

- 4.01 Prepare the following correspondence:
- A. Memorandum *Correspondence Man Chap 2 / SSIC / SDL*
 - B. Business Letter *Correspondence Man Chap 3 / SSIC / SDL*
 - C. Endorsements *Correspondence Man Chap 4 / SSIC / SDL*
- 4.02 Prepare administrative remarks (CG-3307) *Preparation and Submission of Administrative Remarks COMDTINST 1000.14B
PPPM Enclosure 6*
- 4.03 Brief members on procedures for obtaining the following Armed Forces Identification Cards:
- A. Active Duty *PPPM Chap 5 / AF INST 36-3026_IP / COMDTINST M5512.1A*
 - B. Dependent *PPPM Chap 5 / AF INST 36-3026_IP / COMDTINST M5512.1A*
 - C. Selected Reserve *PPPM Chap 5 / AF INST 36-3026_IP / COMDTINST M5512.1A*
 - D. Retired *PPPM Chap 5 / AF INST 36-3026_IP / COMDTINST M5512.1A*
- 5.01 Maintain directives including confirming changes *CG Directives System COMDTINST M5215.6E /
Information and Life Cycle Mgmt Manual M5212.12A / DPRI COMDTNOTE 5600*
- 5.02 Maintain unit correspondence files *Information and Life Cycle Mgmt Manual M5212.12A / SSIC Chap 1*
- 5.03 Complete and award citation *Medals and Awards Manual COMDTINST M1650.25D Chap 1.E; Encl 23 & 24*
- 6.01 Assist members with Personnel Records
Review Board requests *M1070.1, Ch 7.c*
- 6.02 Assist members with Board of Correction
Military Records requests *M1070.1, Ch 7.g*
- 7.01 Draft the following directives:
- A. Instructions *Correspondence Man Chap 2 / CG Directives System / SSIC*
 - B. Notices *Correspondence Man Chap 2 / CG Directives System / SSIC*
- 7.02 Prepare supplemental advancement messages *M1000.2, Ch 3 / Telecommunications Man COMDTINST M2000.3D Chap 9*
- 7.03 Submit and "A" School request including
verification of eligibility *M1000.2, Ch 3 / Training and Education Man COMDTINST M1500.10B Chap 2 /
Telecommunications Manual Chap 9, see www.uscg.mil/epm/docs/A-SchoolList.pdf*
- 9.01 Counsel personnel on Congressional Inquiries *Correspondence Man Chap 3 / CG Legislation COMDTINST 5860.2A
CG Central's COMDT CG-0921*

Reserve

- 4.01 Process members on entitlements for the following reserve orders:
- A. Single IDT Drill *Reserve Policy Manual Chap 2 / PPPM Chap 6 / JFTR Chap 7*
 - B. Multiple IDT Drill *Reserve Policy Manual Chap 2 / PPPM Chap 6 / JFTR Chap 7*
 - C. Active Duty for Training (ADT-AT) *Reserve Policy Manual Chap 3 / PPPM Chap 2 / Payman Chap 2 / JFTR Chap 7*
 - D. Readiness Management Period *Reserve Policy Manual Chap 2 / PPPM Chap 6 / JFTR Chap 7*
 - E. Short-Term Active Duty for Special Work (ADSW) *Reserve Policy Manual Chap 3 / PPPM Chap 2 / JFTR Chap 7*
 - F. Long-Term Active Duty for Special Work (ADSW) *Reserve Policy Manual Chap 3 / PPPM Chap 2 / JFTR Chap 7*
- 5.01 Counsel members on policies and procedures to receive reserve bonuses *M7220.2, Ch 4, See current ALCOAST*
- 5.02 Process the following types of orders:
- A. Active Duty for Training (ADT-OTD) *Reserve Policy Manual Chap 3 / PPPM Chap 2*
 - B. Initial Active Duty for Training (IADT) *Reserve Policy Manual Chap 3*
 - C. Mobilization and Demobilization *PPPM Chap 11*
 - D. Orders spanning more than one fiscal year *PPPM Chap 3 & 11*
 - E. Reserve extensions and back-to-back orders *PPPM Chap 3 & 11*
- 5.03 Counsel members on travel and transportation entitlements for the following types of travel orders:
- A. Single IDT *Reserve Policy Manual Chap 2 / PPPM Chap 6 / JFTR Chap 7*
 - B. Multiple IDT *Reserve Policy Manual Chap 2 / PPPM Chap 6 / JFTR Chap 7*
 - C. Readiness Management Period *Reserve Policy Manual Chap 2 / PPPM Chap 6 / JFTR Chap 7*
 - D. Short-Term Active Duty for Special Work (ADSW) *Reserve Policy Manual Chap 3 / PPPM Chap 2 / JFTR Chap 7*
 - E. Long-Term Active Duty for Special Work (ADSW) *Reserve Policy Manual Chap 3 / PPPM Chap 2 / JFTR Chap 7*
 - F. Active Duty for Training (ADT-AT) *Reserve Policy Manual Chap 3 / PPPM Chap 2 / Payman Chap 2 / JFTR Chap 7*
 - G. Active Duty for Training (ADT-OTD) *Reserve Policy Manual Chap 3 / PPPM Chap 2 /*
 - H. Initial Active Duty (IADT) *Reserve Policy Manual Chap 3 / JFTR Chap 5*
 - I. Mobilization and Demobilization *PPPM Chap 11 / JFTR Chap 7*
 - J. Orders spanning more than one fiscal year *PPPM Chap 3 & 11*
- 6.01 Counsel members on reserve participation standards *Reserve Policy Manual Chap 4*
- 7.01 Counsel members on the retirement request process *Reserve Policy Manual Chap 8 / M1000.4, Ch 1.c / PPPM Chap 3*
- 7.02 Counsel members on the different categories of reserve retirement *Reserve Policy Manual Chap 8 / PPPM Chap 3*
- 7.03 Research reserve point statement discrepancies *Reserve Policy Manual Chap 8 / PPPM Chap 6*
- 7.04 Counsel members on Annuities and Premiums for Reserve Component Survivor Benefit Plan *M1700.1, Ch 2*
- 8.01 Counsel members on travel and transportation entitlements for mobilization and demobilization *PPPM Chap 11 / JFTR Chap 7*
- 8.02 Prepare a request for Notice of Eligibility *Reserve Policy Manual Chap 6*