

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington DC 20350-2000

OPNAVINST 1514.1B  
N71E  
25 February 1994

OPNAV INSTRUCTION 1514.1B

**From:** Chief of Naval Operations  
**To:** All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

**Subj:** JOB ORIENTED BASIC SKILLS (JOBS) PROGRAM

**Ref:** (a) OPNAVINST 5354.3D (NOTAL)  
(b) ENLTRANSMAN (NAVPERS 15909D) Chapter 7  
(c) Catalog of Navy Training Courses (NAVEDTRA 10500)

**Encl:** (1) JOBS Rating/Strand Criteria

1. **Purpose.** To define the program, provide information about JOBS, specify goals, set policy and assign responsibilities.

2. **Cancellation.** OPNAVINST 1514.1A.

3. **Discussion**

a. **Background.** JOBS was conceived in 1977 in response to the widely predicted shortfall in high quality accessions (individuals with a high school diploma scoring in mental categories I, II, or upper III on the Armed Services Vocational Aptitude Battery (ASVAB)). It was designed to train individuals who did not meet a specific ASVAB test score requirement to qualify for initial skill or Class "A" school training. In 1989, however, the scope of JOBS was refocused to address three specific needs. The first requirement was to stem an increasing attrition rate in training. This trend was attributed to accessions who were products of educational systems which graduated them still lacking in those basic and technical skills necessary to succeed in their contracted technical training. The second demand was for a vehicle for fleet personnel to change their current rating for a more highly technical or demanding rating. Finally, there was a mandate to ensure racial/ethnic diversity among the Navy ratings.

b. **Description.** JOBS is a skill enhancement program which upgrades literacy and job-related

skills. It is composed of seven curriculum aggregates (R or strands which address 46 "A" schools. Enclosure (1) lists these "strands" by name and specifies the ratings addressed and locations where JOBS is taught. The JOBS entrance criteria are based on the ASVAB "A" school formula as illustrated at enclosure (1).

c. **Program Management.** The JOBS Program is centrally managed by the Director of Naval Training (N7). N7 is the resource sponsor for JOBS. The program is being modified to expand its scope and reach a wider population. These efforts include fostering female participation and revising the entrance criteria as follows:

(1) **Contract Accession.** Individuals who do not meet specific "A" school ASVAB score requirements but are highly motivated, possess the potential to improve and meet JOBS selection criteria can enlist with a JOBS "strand" guarantee.

(2) **Direct.** Recruits who have not been guaranteed "A" school assignment, but who meet JOBS program selection criteria and have demonstrated the potential for good performance can be recommended to JOBS through recruit training classification. These selectees will report to JOBS and subsequent "A" school directly upon completion of recruit training.

(3) **Fleet Recommended Path.** With a commanding officer's recommendation, fleet enlisted personnel may be ordered to a specific "A" school via JOBS. Fleet enlisted personnel desiring a JOBS (R) program "A" school, who do not meet the ASVAB criteria, can request "A" school via JOBS. Applicants are to submit their applications to Chief of Naval Personnel (Pers-2) utilizing the NAVPERS 1306/7, Enlisted Transfer and Special Duty Request.

4. **Objective.** JOBS qualifies ineligible personnel for "A" school and trains personnel who are ASVAB qualified for some "A" schools for entry and successful completion of a more academically demanding "A" school. This program enhances upward mobility for motivated but educationally deficient personnel.



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R) **5. Policy.** JOBS is a skill enhancement program that is supportive of the Navy Affirmative Action Program. Accordingly, JOBS selection gives priority to those affirmative action goals as specified in reference (a).

**6. Eligibility.** Personnel applying for the JOBS Program must meet the appropriate requirements outlined in reference (b) and the specific "A" school prerequisites set forth in reference (c), as modified by enclosure (1). These criteria must be used by the commanding officer to determine eligibility. Test scores are recorded in the individual's service record, page 3 NAVPERS 1070/603, Enlisted Classification Record. Individuals identified for this training must demonstrate good performance, motivation, military bearing and conduct.

**7. Responsibilities**

R) **a. Director of Naval Training (N7)**

- (1) Act as resource sponsor.
- (2) Act as assessment sponsor.
- (3) Act as program sponsor and coordinator.
- (4) Coordinate the specifications of JOBS training requirements.

**b. Chief of Naval Education and Training (CNET)**

- (1) Act as the training agent.
- (2) Manage the development, procurement and distribution of curriculum and training materials, in coordination with training support agency to support CNO designated JOBS requirements.
- (3) Evaluate the program's training effectiveness and compliance with affirmative action goals.

R) (4) Track JOBS designated funding, ensure that it is in consonance with N1 fiscal guidance.

(5) Coordinate the JOBS requirements and the "A" school class convening schedule to effect full utilization of JOBS quotas.

(6) Identify to Chief of Naval Personnel (Pers-2) midway through each JOBS course, via the

Availability Reporting and Tracking Module, potential graduates of JOBS strands and individual desires for follow-on "A" school.

**c. Chief of Naval Personnel (PERS)**

(1) Establish JOBS annual input training requirements by strand and rating and forward to N7 and Chief of Naval Technical Training (CNTECHTRA) via CNET. (Pers-2)

(2) Ensure that JOBS annual input requirements are correlated to and reflected in "A" school requirements. (Pers-2)

(3) Manage specific JOBS skills within each strand to an annual "A" School Requirements Plan. (Pers-2)

(4) Issue Recruit Training Command (RTC) classifier guidance on JOBS. (Pers-2)

**d. Commander, Navy Recruiting Command (COMNAVCRUITCOM).** Input and maintain JOBS data in the Personalized Recruiting for Immediate and Delayed Enlisted (PRIDE) and the Classification and Assignment with PRIDE (CLASP) systems. Enclosure (1) pertains. (CNRC-20,30,70)

**8. Action.** Commands and Activities should ensure that enlisted personnel are aware of JOBS opportunities. This program should be reserved for highly motivated and deserving personnel.

T. D. PAULSEN  
Deputy Director of Naval Training

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JOBS RATING/STRAND CRITERIA

STRAND NO.	TITLE	RATING INCLUDED	ASVAB COMPOSITE SERIES	LOCATION		
I	ENGINEERING	BT	MK+AS=96	G. LAKES		
		DC	VE+MC+AS=158			
		EN	MK+AS=96			
		GSM	AR+MK+EI+GS=204			
		HT	VE+MC+AS=158			
		MM	MK+AS=96			
		MR	AR+MC+AS=158			
	strand I Criteria		AR+MC+AS=120			
II	OPERATIONS	AW(5YO)	AR+2MK+GS=196	MEMPHIS (Proposed migration to Pensacola)		
		CTO	VE+AR=103			
		CTR	VE+AR=110			
		CTT	VE+AR=110			
		IS	VE+AR=103			
		OS	VE+MK+CS=157			
		OTA	AR+2MK+GS=204			
		RM	VE+MK+CS=147			
			strand II Criteria			AR+2MK+GS=184

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III	ADMINISTRATION	AK AZ CTA DK PC PN SH SK YN	VE+AR=103 VE+AR=103 VE+NO+CS=160 VE+AR=105 VE+AR=108 VE+AR=108 VE+AR=96 VE+AR=103 VE+NO+CS=160	MERIDIAN
	Strand III Criteria		VE+AR=90	
IV	ELECTRONICS	AT CTM(6YO) ET(6YO) EW FC(6YO) GM OTM(6YO) STG	MK+EI+GS=156+AR=218 MK+EI+GS=156+AR=218 MK+EI+GS=156+AR=218 MK+EI+GS=156+AR=218 MK+EI+GS=156+AR=218 AR+MK+EI+GS=204 MK+EI+GS=156+AR=218 MK+EI+GS=156+AR=218	MEMPHIS (Proposed migration to Pensacola)
	Strand IV Criteria		AR+MK+EI+GS=198	
V	ELECTRICAL	AE CE EM GSE IC	AR+2MK+GS=196 AR+2MK+GS+196 AR+2MK+GS=196 AR+MK+EI+GS=204 AR+MK+EI+GS=212	SAN DIEGO (Proposed migration to Great Lakes)
	Strand V Criteria		AR+MK+EI+GS=184	

Enclosure (1)

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VI	NAVIGATION	QM SM	VE+AR=97 VE+MK+CS=147  VE+AR=87	ORLANDO (Proposed migration to Great Lakes)
	Strand VI Criteria			
VII	AIRFRAME MECHANIC	AD AME AMH AMS AO AS PR	AR+MK+EI+GS=190 AR+MC+AS=164 AR+MC+AS=164 AR+MC+AS=164 AR+MK+EI+GS=190 AR+MK+EI+GS=190 VE+MC+AS=158  AR+MC+AS=144	MEMPHIS (Proposed migration to Pensacola)
	Strand VII Criteria			

\* Unless otherwise noted, all ratings are 4Y0.

Enclosure (1)