



# PS-Personnel Specialist

**Personnel Specialist** provide enlisted people with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for promotion, and rights and benefits. PS maintain and audit pay and personnel records of military personnel, determine military pay, travel entitlements, and deductions. They prepare the financial/accounting reports related to individual pay and travel transactions and operate associated accounting systems. They also assist enlisted personnel and their families with special problems or personal hardships.

### What They Do

- Maintain and enter data into Enlisted Service Records;
- Gain personnel to new commands, transfer personnel, prepare personnel for retirement/Fleet Reserve and prepare all types of separations.
- I.D. Card issuance.
- interview personnel;
- provide enlisted Sailors with information and counseling related to Navy occupations, opportunities for general education and job training, requirements for advancement, and rights and benefits;
- assist enlisted personnel and their families with special problems or personal hardships;
- perform travel claim accounting; prepare financial reports;
- serve as agent cashiers to pay government funds;
- act as collection agents of money owed to U.S. Treasury by Navy personnel.
- Maintain and audit Automated Teller Machines onboard Navy ships.

### Working Environment

Work in the PS rating is usually performed in a clean office environment. People in this rating may work alone with little supervision, or work closely with others under close supervision, depending on individual assignments. They do mostly administrative and mental work, depending on assignment..

### Opportunities

About 2,300 men and women work in the PS rating. Qualified and self-motivated people have a good opportunity for entry into this rating.

### Qualifications and Interests

PSs should be people-oriented and enjoy providing customer service. They should be good at record keeping, have the ability to do detailed work and perform repetitive tasks; and communicate clearly their ideas. Helpful skills are writing, typewriting, arithmetic ability, and good memory.

### Earn College Credit



The American Council on Education recommends that semester hour credits be awarded in the vocational certificate and lower-division bachelor's/associate's degree categories for courses taken in this rating on office machines and general clerical procedures. To see the college credits available via a **Joint Service Transcript** for this rating:

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[https://www.cool.navy.mil/usn/jst/ps\\_jst.pdf](https://www.cool.navy.mil/usn/jst/ps_jst.pdf)

### **Career Path After Recruit Training**

Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical and operational training is available in this rating during later stages of career development.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Class "A" Technical School	Meridian, MS	5 weeks	Familiarization with forms and procedures of personnel administration.	Group and individualized instruction and practical application

After "A" school, Personnel Specialist may be assigned to ships or shore stations in the United States or overseas. Aboard ships, they are usually assigned to the Personnel, Administrative, Supply, or Training Departments. Ashore, they are predominantly assigned to Personnel Support Detachments. A typing test is required sometime during training. During a 20-year period in the Navy, PSs spend about 25 percent of their time assigned to fleet units and 75 percent to shore stations.



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### Earn Department of Labor (DOL) Nationally Recognized Apprenticeships



The United Services Military Apprenticeship Program (USMAP) is a formal military training program that provides active duty and Full Time Support (FTS) Service members the opportunity to improve their job skills and to complete their civilian apprenticeship requirements while they are on active duty. The U.S. Department of Labor (DOL) provides the nationally recognized "Certificate of Completion" upon program completion. Visit United Services Military Apprenticeship Program (USMAP) for LS apprenticeships.

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<https://usmap.netc.navy.mil/usmapss/static/navyRates.htm>

### Earn Industry Recognized Credentials



Navy Credentialing Opportunities On-Line (Navy COOL) Navy COOL catalogs and defines comprehensive information on occupational credentials - including certifications, licenses, and apprenticeships - correlating with every Navy rating and some collateral duties. It provides "how to" instructions for pursuing these credentials, links to credentialing organizations, and cross-references to programs that help Sailors pay for credentialing fees. Shortly following the initial rating technical training (Class "A" technical school), Sailors may be able to take advantage of earning civilian/industry certifications & licenses (credentials), funded through Navy COOL. Visit the Navy COOL website to view these opportunities. See the link below.

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<https://www.cool.navy.mil/usn/enlisted/ps.htm>

### Manage a Navy Career with Navy LaDR (Learning and Development Roadmap)



To see the Navy LaDR (Learning and Development Roadmap) for this rating:

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[https://www.cool.navy.mil/usn/LaDR/ps\\_e1\\_e9.pdf](https://www.cool.navy.mil/usn/LaDR/ps_e1_e9.pdf)

### Earn Skill Sets Towards Civilian Related Occupations



The skill sets for this rating crosswalk to civilian related occupations listed by the U.S. Department of Labor. To see Related Civilian, Federal, and Military Sealift Command Occupations for this rating, see the link below.

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<https://www.cool.navy.mil/usn/enlisted/ps.htm>

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