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## ACE RECOMMENDATIONS



### Personnel Specialist (PS)



L=Lower Division Baccalaureate/Associate Degree  
 U=Upper Division Baccalaureate  
 V=Vocational Certificate  
 G=Graduate

**Military Progression: (The amount of credit reflected in this section is dependent upon a Sailor's rank.)**

		Type	Semester Hours	Cumulative Hours
<b>Seaman</b>				
	Nautical Science (Seamanship)	L	3	
	Nautical Science (Navigation)	L	3	
	Swimming (If qualified as Swimmer, First Class)	L	1	
				7 L
<b>Personnel Specialist, Third Class (Replaces SN Credit)</b>				
	Customer Service Procedures	L	3	
	Introduction to Information Systems Technology or Records Management	L	3	
				13 L

<b>Personnel Specialist, Second Class (Replaces PS3 Credit)</b>				
	Accounting Practices	L	3	
	Customer Service Procedures	L	3	
	Introduction to Information Systems Technology or Records Management	L	3	
	Introduction to Supervision	L	3	
	Compensation and Benefits Procedures	U	3	
				19 L
				3 U
<b>Personnel Specialist, First Class (Replaces PS2 Credit)</b>				
	Accounting Practices	L	3	
	Customer Service Procedures	L	3	
	Introduction to Information Systems Technology or Records Management	L	3	
	Introduction to Supervision	L	3	
	Compensation and Benefits Procedures	U	3	
	Principles of Management	U	3	
				19 L
				6 U
<b>Chief Personnel Specialist (Replaces PS1 Credit)</b>				
	Accounting Practices	L	3	
	Customer Service Procedures	L	3	
	Introduction to Information Systems Technology or Records Management	L	3	
	Introduction to Supervision	L	3	
	Compensation and Benefits Procedures	U	3	
	Curriculum Design and Development	U	3	
	Human Resource Management	U	3	
	Principles of Management	U	3	
				19 L
				12 U
<b>Senior Chief Personnel Specialist (Replaces PSC Credit)</b>				
	Accounting Practices	L	3	
	Customer Service Procedures	L	3	
	Introduction to Information Systems Technology or Records Management	L	3	
	Introduction to Supervision	L	3	
	Compensation and Benefits Procedures	U	3	
	Curriculum Design and Development	U	3	

	Human Resource Management	U	3	
	Principles of Management	U	3	
	Quality Assurance	U	3	
	Legal Issues in Human Resources	G	3	
	Project Management	G	3	
				19 L
				15 U
				6 G
<b>Master Chief Personnel Specialist (Replaces PSCS Credit)</b>				
	Accounting Practices	L	3	
	Customer Service Procedures	L	3	
	Introduction to Information Systems Technology or Records Management	L	3	
	Introduction to Supervision	L	3	
	Compensation and Benefits Procedures	U	3	
	Curriculum Design and Development	U	3	
	Human Resource Management	U	3	
	Principles of Management	U	3	
	Quality Assurance	U	3	
	Industrial Psychology	G	3	
	Legal Issues in Human Resources	G	3	
	Project Management	G	3	
				19 L
				15 L
				9 G

**Initial Skills Training:**

<b>Recruit Training (Basic Training) (A-950-0001)</b>				
	First Aid and Safety	L	1	
	Personal and Community Health	L	1	
	Personal Fitness and Conditioning	L	1	
				3 L
<b>Personnel Specialist Class A (A-500-0018)</b>				
	Not Ace Evaluated			

**Follow On Training:**

**The following courses are available to personnel within the Personnel Specialist rating, but a given individual may not take all courses.**

<b>Yeoman / Personnelman Advanced Administration (A-510-0024)</b>				
	Office Administration	L	3	
	Practicum	L	1	
				4 L
<b>Disbursing Clerk Afloat Automated Pay Specialist (A-542-0015)</b>				
	Accounting Procedures	L	2	
				2 L

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