



YN-Yeoman

Yeoman perform administrative and clerical work. They receive visitors, answer telephone calls and sort incoming mail. They type, organize files and operate modern office equipment such as word processing computers and copying machines.

What They Do

- preparing, typing and routing correspondence and reports;
- organizing and maintaining files;
- receiving office visits and handling telephone communications;
- operating personal computers, word processing, duplicating, audio-recording and other office machines;
- performing office personnel administration;
- maintaining records and official publications;
- performing administrative functions for legal proceedings;
- serving as office managers;
- performing other various clerical and administrative duties.

Working Environment

Yeomen are usually assigned duties in an office environment. People in this rating may work alone with little supervision, or work closely with others under close supervision depending on the assignment.

Opportunities

About 6,400 men and women work in the YN rating. Qualified and self-motivated people have a good opportunity for entry into this rating.

Qualifications and Interests

People in this rating must be U.S. citizens eligible for security clearances. They should also be people oriented and enjoy working as part of a team assisting others and be able to clearly communicate ideas and information orally and in writing. Ability to keep accurate records, do detailed work and perform repetitive tasks is important. Resourcefulness, curiosity and a good memory are also useful. Typing skills are mandatory. A typing test is required during training.

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/yn_jst.pdf

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>

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	7 weeks	Familiarization with forms and procedures of personnel administration.	Group instruction and practical application

After "A" school, Yeomen are assigned to fleet units and shore stations throughout the world. In a 20-year period in the Navy, YNs may spend 40 percent of their time assigned to fleet units and 60 percent to shore stations.



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Earn Industry Recognized Credentials



Navy Credentialing Opportunities On-Line (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/yn.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/yn_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/yn.htm>

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