



YNS-Yeoman Submarines

Executive **Office Management, Legal Secretary, Personnel Clerk** Yeoman (Submarines) receive extensive training in administrative support to officers and enlisted personnel. Responsible for information related to Navy occupations, general education, requirements for promotion, and rights and benefits, Yeoman (Submarines) keep the ship's daily schedule running by receiving visitors, answering the telephone, sorting mail, organizing files and operating modern office equipment. Yeoman also order and distribute clerical supplies.

Obligation.

Active duty obligation is four years. Applicants will enlist for four years.

Advancement.

Enlistees enlist as E-1s (seaman recruits). Completion of all advancement-in-rate requirements (including minimum time-in-rate) must be completed prior to advancement to E-2, E-3 and E-4. Top graduates of initial "pipeline" training may elect accelerated advancement to E-4 if they execute an agreement to extend their enlistment one additional year. Advancement in this rate to E-4 (Petty Officer Third Class) is historically greater than other Navy ratings.

Elite Program.

This rating is open to men who volunteer for submarine duty. Submarine pay is paid monthly upon the start of Basic Enlisted Submarine School, currently \$75.00 to \$425.00 (see Submarine Pay chart). All submarine ratings are members of an *elite* community consisting of highly professional, well-trained personnel.

Career Opportunities.

This rating has outstanding office management skills training and development directly transferable to the civilian job sector, either at the end of obligated service or a full 20 to 30 year career. New and exciting career opportunities await the select group of people who possess knowledge and experience gained through Navy training. Of course, the longer you stay, the more training, experience, skills, and benefits you will receive. These skills and training are in demand in both the civilian and military career fields.

What They Do:

The submarine YN focuses on Executive Administration. As a YNS you also play a vital role in personnel support. Some typical duties include:

- preparing and typing correspondence and reports;
- organizing and maintaining files;

- receiving office visitors and handling telephone communications;
- operating computers, word processing, duplicating, audio-recording and other office machines;
- performing administrative functions for legal proceedings;
- serving as office managers;
- performing other various clerical and administrative duties;
- interviewing personnel;
- writing official letters and correspondence; maintaining enlisted/officer service records.

Qualifications and Interests

Ability to keep accurate records, do detailed work and repetitive tasks is important. Resourcefulness, curiosity, a good memory and typing skills are also useful. A typing test is required sometime during training. Candidates should also be people-oriented and enjoy working as part of a team assisting others and be able to communicate ideas and information clearly in speaking and writing. YNSs must be U.S. citizens and eligible for a security clearance.

Working Environment

Submarine Yeomen are assigned to either a Fast Attack or Ballistic Missile submarine for their initial sea tour. They 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. They do mostly administrative work.

Opportunities

The Navy is always in need of qualified men in the Yeoman rating. About 600 people work in this rating. Placement opportunities are excellent for qualified applicants.

Career Path After Recruit Training

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

1. Class "A" Technical School/ Meridian, MS/7 weeks/Basic skills required for rating/Group instruction and practical application.
2. Basic Enlisted Submarine School/ Groton, CT/4 weeks/Indoctrination in basic submarine systems/Group instruction.



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After Basic Enlisted Submarine School, YNSs are assigned to serve on all types of submarines and to shore facilities in the United States and overseas. During a 20 year period in the Navy, YNSs spend about 50 percent of their time assigned to fleet units and 50 percent to shore stations.

Since Navy programs and courses are revised at times, the information contained on this rating card is subject to change.

Note: All applicants must read and understand the Submarine Volunteer Statement of Understanding.

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/yns_jst.pdf

Earn Department of Labor (DOL) Nationally Recognized Apprenticeships



USMAP

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/yns.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/yns_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/yns.htm>

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