

JOINT MESSAGEFORM

SECURITY CLASSIFICATION

UNCLASSIFIED

PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY				
		ACT	INFO				DATE - TIME	MONTH	YR		
1 of 02	3061850	RR	RR		UUUU		0032	021850Z	NOV	70	
BOOK	MESSAGE HANDLING INSTRUCTIONS										

ZEO ZOC

FROM: CNO {Z-53}

TO: NAVOP

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UNCLAS //NO1301//

OFFICER BILLET SUMMARY

1. A RECENT CNO OFFICER RETENTION STUDY GROUP POINTED OUT THE NEED FOR WIDER DISSEMINATION OF BILLET INFORMATION TO ALL OFFICERS. A KNOWLEDGE OF BILLETS AVAILABLE FOR VARIOUS RANKS AND DESIGNATORS IS NECESSARY TO PREPARE A MEANINGFUL OFFICER PREFERENCE CARD. MOST OFFICERS, PARTICULARLY JUNIOR OFFICERS, HAVE NO MEANS FOR IDENTIFYING THE BROAD RANGE OF CHALLENGING BILLETS AVAILABLE THROUGHOUT THE NAVAL ESTABLISHMENT.
2. THE CHIEF OF NAVAL PERSONNEL WILL PUBLISH AN OFFICER BILLET SUMMARY IN MARCH 1971. THIS PUBLICATION WILL BE DISTRIBUTED ANNUALLY TO ALL SHIPS AND STATIONS AND WILL BE DESIGNED TO PROVIDE EACH OFFICER WITH A READY REFERENCE OF APPROVED BILLETS. THE SUMMARY WILL CONSIST OF SEVERAL SECTIONS EACH DESIGNED TO HIGHLIGHT DIFFERENT ASPECTS OF THE BILLET STRUCTURE SUCH AS GEOGRAPHIC LOCATION, REQUIRED DESIGNATOR AND RANK, SUBSPECIALTY AND PRIMARY DUTIES. WORK IS ALSO UNDERWAY TO REDESIGN THE OFFICER

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DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE SPECIAL INSTRUCTIONS

H. S. QUAST, LCDR, USN 45065 24 SEPTEMBER 1970 {PERS B1001}

TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE

E. R. ZUMWALT, JR., ADM, USN, OP-00

SIGNATURE

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PAGE 02,02	DRAFTER OR RELEASEE TIME 3061850	PRECEDENCE		LMF	CLASS	CIC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
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PREFERENCE CARD. THE NEW FORM COUPLED WITH COMPLETE BILLET INFORMATION WILL GREATLY ASSIST OFFICERS IN BETTER COMMUNICATING THEIR DUTY AND CAREER PREFERENCES TO THE CHIEF OF NAVAL PERSONNEL. E.R. ZUMWALT, JR., ADMIRAL, U.S. NAVY, CHIEF OF NAVAL OPERATIONS.

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H. S. QUAST, LCDR, USN 45065 24 SEPTEMBER 1970 (PERS 81001)

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