



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

MEMORANDUM FOR DISTRIBUTION

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JOB PERFORMANCE AID (JPA) DISTRIBUTION PLAN FOR NEWLY COMMISSIONED OFFICERS

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SECNAVINST 5510.36

1. This memorandum establishes guidance for distributing Job Performance Aids to newly commissioned officers. This distribution of JPAs leverages Navy's investment in information technology by providing advanced administrative tools to enhance individual productivity and quality of work. These JPAs are intended to replace the traditional Naval Officer's "wheel book."

2. CNO (N7) is the resource sponsor for JPAs to be distributed to newly commissioned officers. Selection of the JPA make and model will be determined on a yearly basis by CNET with concurrence from the DON CIO. CNET will centrally manage the program funds, procure JPAS, and distribute them through the various commissioning sources.

3. The following commissioning sources will issue JPAs to all newly commissioned, active duty, Navy and Marine Corps officers:

- United States Naval Academy
- Officer Candidate School
- Officer Indoctrination School
- Naval Chaplain School
- CWO/LDO Indoctrination School
- All NROTC units
- Maritime Institutions (Department of Naval Science)

For Maritime Institutions whose graduates do not necessarily enter active service, only those officers called to active duty will receive a JPA.

4. Issuing commands will maintain a record for two years documenting officer receipt of JPA and date of issue. Recipients shall be advised that JPAs may not be used to process

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classified information unless permission is obtained from the recipient's commanding officer, the JPA is entered into and carried in the command's organizational inventory as appropriate and all applicable sections of reference (a), particularly those dealing with the proper handling and marking of classified media are complied with. JPAs that have been used to process classified information must be cleared of all classified data via approved methods prior to removal from the command's inventory.

5. Recipients are responsible for the repair or replacement of JPAs. No formal Navy-wide training in the use of the JPAs will be provided because of general ease of operation. However, information pertaining to the use of JPAs is available on the Navy Learning Network (NLN) at <http://www.navylearning.mil>. Commissioning sources may also provide JPA training as desired.

6. Additional information on the JPA program is available at <http://www.cnet.navy.mil> or from CNO (N794) (703-697-8269/DSN 227-8269).



D. L. PILLING
Admiral, U.S. Navy
Vice Chief of Naval Operations

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