

Navy Advancement Center

Web site: <http://www.advancement.cnet.navy.mil>

Advancement Handbook for Builder

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PREFACE

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the BU rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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Part 1

Advancement Handbook for BU3

Advancement Handbook for BU3

General BU <i>Skill Area</i>	Technical Administration
A <i>skill</i> you are expected to perform from the General Skill Area above:	Maintain tool kit accountability and inventory
<i>Knowledge</i> you should have to perform this skill:	Identify tool kit nomenclature, tool usage, and inventory procedures to include the following: • Tool kit contents • Standard forms • Reporting requirements
<i>References</i> you should study to gain the knowledge you need to perform this skill:	• Builder 3 & 2, Volume 1, NAVEDTRA 12520 • Seabee Supply Manual, CBPAC/LANTINST 4400.3
<i>Exam Expectations.</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions about the procedures for conducting a tool kit inventory, completion of tool kit inventory sheets, and report requirements.