



# Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment)



## RATING ROADMAP

September 2011

## **CAREER ROADMAP**

### **Seaman Recruit to Master Chief Roadmaps**

The educational roadmap below will assist Sailors in the Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) ABE community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; SMART Transcript; NKO (E-Learning); Navy College; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

### **What is a Career Roadmap for Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment)?**

Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) Airman Recruit through Aviation Boatswain's Mate Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills of Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment).

### **What is the Enlisted Learning and Development Continuum?**

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

### **Do Sailors have to follow the Roadmap?**

Yes. The Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education, Joint Professional Education, Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) "A" School at the NATTC Pensacola, FL., NKO (E-Learning, etc...)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



## United States Navy Ethos

We are the United States Navy, our Nation's sea power – ready guardians of peace, victorious in war.

We are professional Sailors and Civilians – a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



**I am a United States Sailor.**

**I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.**

**I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.**

**I proudly serve my country's Navy combat team with Honor, Courage and Commitment.**

**I am committed to excellence and the fair treatment of all.**



## ABE Career Milestones



Aviation Boatswain's Mates – (Launch and Recovery Equipment) play a major role in launching and recovering naval aircraft from land (Naval Air Stations) or ships (CV/CVN). Duties include: Maintaining and performing organizational maintenance on hydraulic and steam catapults, barricades, arresting gear, and arresting gear engines; operating catapult launch and arresting consoles, fire panels, water brakes, blast deflectors and cooling panels.

YEARS OF SERVICE	CAREER MILESTONE	AVERAGE TIME TO PROMOTE	SEA/SHORE FLOW	TRAINING	TYPICAL CAREER PATH DEVELOPMENT
26-30	ABCM	23.5 Yrs	36	<p><b>COURSES/SCHOOL:</b> Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p><b>PQS:</b> <b>Collateral Duties (Master):</b> - Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.</p> <p><b>Advanced Education (Master):</b> - Navy College Program</p>	4 <sup>th</sup> Shore Tour (36 Months) Follow-on Shore Tours
23-26	ABCM ABECS	23.5 Yrs 19.9	48	<p><b>COURSES/SCHOOL:</b> Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p><b>PQS:</b> <b>Collateral Duties (Master):</b> - Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.</p> <p><b>Advanced Education (Master):</b> - Navy College Program</p>	4 <sup>th</sup> Sea Tour (48 Months) Billet: Maint LCPO/Dept LCPO/CMC Duty: CVN
20-23	ABCM ABECS ABEC	23.5 Yrs 19.9 14.6	36	<p><b>COURSES/SCHOOL:</b> Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p><b>PQS:</b> <b>Collateral Duties (Master):</b> - Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.</p> <p><b>Advanced Education (Master):</b> - Navy College Program</p>	3 <sup>rd</sup> Shore Tour (36 Months) Billet: Field Support LCPO/ Inspector/ Staff/ Recruiter Duty: TYCOM/NAS/NATT C/NRDC
16-20	ABECS ABEC ABE1	19.9 Yrs 14.6 8.9	48 36 60	<p><b>COURSES/SCHOOL:</b> <b>(MASTER)</b> Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p><b>(JOURNEYMAN)</b> ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p><b>PQS:</b> <b>Collateral Duties (Master):</b> Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.</p> <p><b>Collateral Duties (Journeyman):</b> Collateral duties should be at departmental and command levels, especially those with high visibility and the leadership responsibilities that prepare the Sailor for senior enlist ranks, such as Command Career Counselor, Training Team Member (DCTT, ATT, CSTT, etc...).</p> <p><b>Advanced Education (Master):</b> Navy College Program.</p> <p><b>Advanced Education (Journeyman):</b></p>	3 <sup>rd</sup> Sea Tour (48 Months) Billet: Div or Dept LCPO/Maint Sup/ QA Duty: (LCPO NAVLEAD) CVN

				Enrollment in college program and working toward Bachelor's Degree requirements, if desired.	
12-16	ABECS ABEC ABE1	19.9 Yrs 14.6 8.9		<p><b>COURSES/SCHOOL:</b> <b>(MASTER)</b> Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p><b>(JOURNEYMAN)</b> ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p><b>PQS:</b> <b>Collateral Duties (Master):</b> Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.</p> <p><b>Collateral Duties (Journeyman):</b> Collateral duties should be at departmental and command levels, especially those with high visibility and the leadership responsibilities that prepare the Sailor for senior enliste ranks, such as Command Career Counselor, Training Team Member (DCTT, ATT, CSTT, etc...).</p> <p><b>Advanced Education (Master):</b> Navy College Program.</p> <p><b>Advanced Education (Journeyman):</b> Enrollment in college program and working toward Bachelor's Degree requirements, if desired.</p>	2 <sup>nd</sup> Shore Tour (36 Months) Billet: Prod Sup/ Instructor/ LPO/ Recruiter/ Recruit Company CDR Duty: (LPO NAVLEAD)/ NAS / SIMA / NATTC / NRC / RTC or ABE C school
8-12	ABEC ABE1 ABE2	14.6 Yrs 8.9 4.7		<p><b>COURSES/SCHOOL:</b> <b>MASTER)</b> Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p><b>(JOURNEYMAN)</b> ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p><b>PQS:</b> Catapult Center Deck Operator, Holdback Operator, JBD Safety Observer, JBD Operator, Topside Petty Officer, Deck Edge Operator, Central Charging Panel Operator, Catapult Safety Observer, Integrated Catapult Control Station Operator, Steam Catapult Captain.</p> <p><b>Collateral Duties (Journeyman):</b> Collateral duties should be at departmental and command levels, especially those with high visibility and the leadership responsibilities that prepare the Sailor for senior enliste ranks, such as Command Career Counselor, Training Team Member (DCTT, ATT, CSTT, etc...).</p> <p><b>Advanced Education (Journeyman):</b> Enrollment in college program and working toward Bachelor's Degree requirements, if desired.</p>	2 <sup>nd</sup> Sea Tour (60 Months) Quals: Requalify ESWS/ EAWS Billet: Catapult or Arresting Gear Maint Crew /LPO / Catapult Captain Duty: CVN
4-8	ABE1 ABE2 ABE3	8.9 Yrs 4.7 2.6	36	<p><b>COURSES/SCHOOL:</b> ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p><b>PQS:</b> <b>(Catapult)</b> Catapult Center Deck Operator, Holdback Operator, JBD Safety Observer, JBD Operator, Topside Petty Officer, Deck Edge Operator, Central Charging Panel Operator, Catapult Safety Observer, Integrated Catapult Control Station Operator, Steam Catapult Captain.</p> <p><b>(Arresting Gear)</b> Deck Edge Operator, Topside Petty Officer, Pri-fly Controller, Arresting Petty Officer</p>	1 <sup>st</sup> Shore Tour (36 Months) Billet: Arresting Gear or Launch & Recovery Maint Tech / General Duty / Recruiter Duty: NAS / SIMA / NATTC / NRC / RTC or ABE C school

				<p><b>Collateral Duties (Journeyman):</b> Collateral duties should be at departmental and command levels, especially those with high visibility and the leadership responsibilities that prepare the Sailor for senior enlistment ranks, such as Command Career Counselor, Training Team member (DCTT, ATT, CSTT, etc...).</p> <p><b>Advanced Education (Journeyman):</b> Enrollment in college program and working toward Bachelor's Degree requirements, if desired.</p>	
1-4	ABE2 ABE3	4.7 Yrs 2.6	60	<p><b>COURSES/SCHOOL:</b> ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p><b>PQS: (Catapult)</b> Catapult Steam Watch, Console Recorder, Water Brake Operator, Retraction and Tensioning Engine Operator, Bow Angle Safety Observer, Aircraft Weight Board Operator.</p> <p><b>(Arresting Gear)</b> Sheave Damper Operator, Sheave Damper Petty Officer, Engine Operator, Engine Room Petty Officer, Deck Checker, Hook Runner.</p> <p><b>Collateral Duties (Journeyman):</b> Divisional MWR Rep, Div Training PO, Div Repart Parts/Supply PO, Div PFA Rep. Collateral Duties should be varied in scope and responsibilities in leadership skill development. The Sailor should support and be involved in the command's community service projects such as Personnel Excellence Partnership, Campaign Drug-Free, etc.</p> <p><b>Advanced Education (Journeyman):</b> Enrollment in the college preparation programs as well as on-base, SOCNAV, and College-at-Sea programs.</p>	1 <sup>st</sup> Sea Tour ( <b>60 Months</b> ) Quals: EAWS / ESWS Billet: Catapult or Arresting Gear Operator Duty: CVN
1+/-	Accession Training, ABEAA, ABEAN, or ABE3	6 Months		<p><b>COURSES/SCHOOL</b> ABE "A" School.</p> <p><b>Collateral Duties (Apprentice):</b> At this stage of the career, collateral duties should support divisional and department responsibilities. An ABF3 may be ready for collateral duties described for ABF2.</p> <p><b>Advanced Education (Apprentice):</b> Navy College Program enrollment. The Sailor's focus should be on high school completions, academic skill enhancement, and or ASVAB score improvement. Also, this level should be helping Sailors to improve their chances at commissioning programs, rating changes, etc...</p>	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONE</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>SEA/SHORE FLOW</b>	<b>TRAINING</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



**Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) AIRMAN RECRUIT TO AIRMAN APPRENTICE**

NAME \_\_\_\_\_

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Boatswain's Mate (E) Course	NATTC Pensacola	C-604-2012	24 Days	

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Shipboard Aircraft Fire Fighting Course	Various Sites	J-495-0413	1 Day	
General Shipboard Firefighting SCBA	Various Sites	A-495-0416	1 Day	

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
None.				

**JOB DESCRIPTION**

Aviation Boatswain's Mates (Launching and Recovery Equipment) (ABE) operate, maintain, and perform maintenance on steam catapults, barricades, arresting gear, and associated equipment ashore and afloat; operate catapult hydraulic systems, retraction engines, water brakes, jet blast deflectors, Integrated Catapult Control Stations (ICCS), and jet blast deflector control panels; arresting gear engines, sheave dampers, deck-edge control stations, and associated equipment; perform aircraft handling duties related to the operation of aircraft launching and recovery equipment.

**RECOMMENDED BILLET ASSIGNMENTS**

Most of the work in this rating is performed outdoors on the deck of aircraft carriers, in all climatic conditions, in fast-paced and often potentially hazardous environments. AB's work closely with others in aviation ratings.

**PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 30 day Career Development Board)**

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete \_\_\_\_\_

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**CAREER DEVELOPMENT BOARDS:** Use with OPNAVINST 1040.11(series) & Career Counselor Handbook  
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 30 days for active duty or three drill weekends for SELRES) (Date Conducted): \_\_\_\_\_

6 month progress check (Date Conducted): \_\_\_\_\_ 12 Months \_\_\_\_\_ 24 Months \_\_\_\_\_

36 Months \_\_\_\_\_ 48 Months \_\_\_\_\_ 60 Months \_\_\_\_\_ Special Program/Member Request \_\_\_\_\_

Advancement Center: Visit NKO Navy Advancement page located under the Career Management Tab

Bibliography for Advancement \_\_\_\_\_ Correspondence Courses \_\_\_\_\_ Catalog of Courses \_\_\_\_\_

Enlisted Advancement Exam Strategy Guide \_\_\_\_\_ Profile Sheets \_\_\_\_\_ Exam Discrepancy List \_\_\_\_\_

Commissioning Programs Applications (Conducted): \_\_\_\_\_ (prior to submission, command endorsement)  
Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Seaman to Admiral 21 (STA-21): \_\_\_\_\_ Medical Enlisted Commissioning Program (MECP): \_\_\_\_\_

Naval Academy: \_\_\_\_\_ Naval Academy Preparatory School (NAPS): \_\_\_\_\_ Officer Candidate School: \_\_\_\_\_

Physical Fitness Test Failure (Conducted): \_\_\_\_\_

HYT 24 months (Date): \_\_\_\_\_ HYT 12 months (Date): \_\_\_\_\_ HYT Waiver Date: \_\_\_\_\_ Approve/Disapprove

Rating Conversion: \_\_\_\_\_ Navy Formal Training Schools Request ("A"/"C"etc): \_\_\_\_\_

Transfer: \_\_\_\_\_ Early Separation: \_\_\_\_\_ Career Status Bonus/Retirement Options: \_\_\_\_\_

**Career Management Calendar:** <https://wwwa.nko.navy.mil/portal/careermanagement/home/careermanagementcalendar>



**QUALIFICATIONS AND CERTIFICATIONS**

<b>Sea/Shore General Qualifications Watch Standing Qualifications</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
Ship Board Fire Fighting		
Aviation Fire Fighting		
General Damage Control		
Advanced Damage Control		
3M 301		
3M 302		
3M 303		
3M 304		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

<b>Warfare qualification programs</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
Aviation Warfare Specialist		
Surface Warfare Specialist		
Expeditionary Warfare		

<b>Rate Specific/Department Qualifications (Add)</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>

## CERTIFICATIONS

The following civilian occupations are similar to the Aviation Boatswain's Mate (Aircraft launch and recovery equipment) Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

Occupation
Administrative Service Managers
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Airfield Operations Specialists
Elevator Installers and Repairers
First-Line Supervisors/Managers of Office and Administrative Support Workers
First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators
Gas Plant Operators
Industrial Machinery Mechanics
Maintenance Workers, Machinery
Maintenance and Repair Workers, General
Mobile Heavy Equipment Mechanics, Except Engines
Power Plant Operators
Production, Planning, and Expediting Clerks
Stationary Engineers and Boiler Operators
Transportation Managers

**Navy COOL:** The following certifications are applicable to the ABE rating. These certifications may require additional education, training or experience.

Target paygrade	Certifying Agency Web Site	Certification Title	Years Experience Required	Comp. date
E1-E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1-E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1-E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1-E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1-E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E5	<a href="#">American Society for Quality (ASQ)</a>	<a href="#">Certified Quality Technician (CQT)</a>	4	
E5	<a href="#">World Safety Organization (WSO)</a>	<a href="#">Certified Safety Specialist (WSO-CSS)</a>	4	

Visit Navy COOL <https://www.cool.navy.mil> for additional Credentials that you may qualify to earn; however funding may be limited to your GI bill or DANTES.

### USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

	Comp. date
Fire Fighter, Crash, Fire & Rescue (Air Trans)	
Fire Fighter (Any Industry)	
Maintenance Mechanic (Any Industry)	
Fuel System Maintenance Worker (Any Industry)	
Bulk Fuel Specialist (Pumper-Gauger)	
Pumper-Gauger (Chemical, Petrol, Refin, Pipe Lines)	

**STAY NAVY**

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_ Perform to Serve (PTS) Approval Message: \_\_\_\_\_

Selective Conversion and Reenlistment (SCORE): \_\_\_\_\_ Reserve Selective Conversion and Reenlistment (RESCORE: \_\_\_\_\_

Selective Training and Reenlistment (STAR): \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_

School as a Reenlistment Incentive: \_\_\_\_\_ Career Management System (CMS/ID): \_\_\_\_\_

Medical/Dental Screening: \_\_\_\_\_ Command Recommendation (evaluation): \_\_\_\_\_ Bonus: \_\_\_\_\_ Ceremony: \_\_\_\_\_

**Perform to Serve (PTS) FLEET RIDE:**

The Command Career Counselor is your local advocate to assist you with the Perform to Serve (PTS) application process.

- All E3-E6 Sailors with less than 14 years of service must submit a PTS application, regardless of reenlistment intentions.
- Applications must be submitted no later than 12 months prior to expiration of active obligated service (EAOS) or projected rotation date (PRD) if obligated service is required, whichever occurs first.
- Sailors may submit PTS applications up to 12 months prior to EAOS/PRD. (under special circumstances)
- Applications for selected reserve (SELRES) quotas may be submitted between 12 months and 3 months prior to EAOS
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires an qualifications:
  - Reenlist-in-Rate,
  - Reenlist-in-Rate or Convert to another rating
  - Convert to another rating (only)
  - SELRES option
- Upon completion of the monthly process, PTS results will be available to command users via PTS Monthly report section of the PTS/Fleet RIDE program.
- Additional guidance can be found in MILPERSMAN 1440-060 and NAVADMIN 352/10, see your Career Counselor

**TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
PTS _____	PTS _____	PTS _____	Accept Orders _____	Screening _____
Exception Family Member _____	EFM _____	CMS/ID _____	Reverse Sponsor _____	Obligate _____
CMS/ID _____	CMS/ID _____	SRB _____	Relocation (FFSC) _____	Bonus _____
Continuous Overseas Tours (COT) _____			Medical/Dental _____	
Overseas Tour Extension Incentive Program (OTEIP) _____			SRB _____	

For additional assistance in transfer and relocation, go to: <http://www.npc.navy.mil/CareerInfo/PerformtoServe>

**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

**PROFESSIONAL MILITARY EDUCATION**

(Resident and non-resident coursework designed to enhance a Sailor's general military professional knowledge and abilities)

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment VISIT YOUR NAVY COLLEGE OFFICE or call the Virtual Education Center (VEC!!!)**

Education Plan Completed (Navy College Office/VEC \_\_\_\_\_) Current Education Level \_\_\_\_\_

Degree Goal \_\_\_\_\_

\*\*Various distance learning degree options are available using, Sailor and Marine Online Academic Advisor (SMOLAA)\*\*

Goal: Date: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_  
 (Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits \_\_\_\_\_ American Council on Education (ACE) recommended credits \_\_\_\_\_

SOCNAV Agreement \_\_\_\_\_ SMART Transcripts \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

For entry into SMART, Send official transcripts to:  
 Center for Personal and Professional Development  
 Attn: Virtual Education Center  
 1905 Regulus Avenue, Ste. 234  
 Virginia Beach VA 23461-2009  
 Phone: 1-877-838-1659  
 Comm: 757-492-4684  
 FAX: 757-492-5095  
 DSN: 492-4684  
 Email: [VEC@navy.mil](mailto:VEC@navy.mil)

**VOLUNTARY EDUCATION (Study guides and exam preparations and practice test located on NKO)**

Academic skills \_\_\_\_\_ NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_

**E1/E2 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	Command Delivered			
Driving for Life	NKO	CPD-DFL-01	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V8.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

**E1/E2 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None.				

**E1/E2 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1		
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2		
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3		
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4		
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5		
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6		
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7		
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8		
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hrs	
Peterson's Online Academic Skills Course				
Verbal	NKO			
Math	NKO			
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			

**Courses With Recommended Reserve Points:**

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**  
[https://file-lms-cont01.nko.navy.mil/training/Courses\\_With\\_Recommended\\_Reserve\\_Points.xls](https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls)

**RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

**RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
None.				

**NAVY PROFESSIONAL READING PROGRAM:**

The purpose of the Navy Reading Program is to facilitate the professional and personal development of all Sailors, seaman to admiral, active and reserve. Simply reading for pleasure is certainly encouraged, but the NPRP will facilitate reading material that may help develop skills and abilities that can be helpful in both your professional and personal lives.

<http://www.navyreading.navy.mil/>

**JUNIOR ENLISTED COLLECTION**

Title	Completed
D-Day, June 6, 1944: The Climactic Battle of World War II, <i>by Stephen E. Ambrose</i>	
The Declaration of Independence and Other Great Documents of American History, 1775-1865	
Ender’s Game, <i>by Orson Scott Card</i>	
Flags of Our Fathers, <i>by James Bradley</i>	
The Kite Runner, <i>by Khaled Hosseini</i>	
Life in Mr. Lincoln’s Navy, <i>by Dennis J. Ringle</i>	
Lincoln on Leadership, <i>by Donald T. Phillips</i>	
A Passage to India, <i>by E.M. Forster</i>	
A Sailor’s History of the U.S. Navy, <i>by Thomas J. Cutler</i>	
The 7 Habits of Highly Effective People, <i>by Stephen R. Covey</i>	
Starship Troopers, <i>by Robert A. Heinlein</i>	
Time Management from the Inside Out: The Foolproof Plan for Taking Control of Your Schedule and Your Life, <i>by Julie Morgenstern</i>	

Note: Required to recite Sailor’s Creed

**RECOMMENDED COMMUNITY READING**

Title	Completed
Aviation Boatswain’s Mate (E) <i>NAVEDTRA 14310</i>	
Basic Military Requirements Manual <i>NAVEDTRA 14325</i>	
Airman <i>NAVEDTRA 14014</i>	
Fluid Power <i>NAVEDTRA 14105</i>	
Tools and Their Uses <i>NAVEDTRA 14256</i>	
Torque Tools Uses, Care and Testing <i>NAVEDTRA 17-1-108</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665</i>	
Naval Military Personnel Manual <i>NAVPERS 15560</i>	
Enlisted To Officer Programs Manual <i>OPNAVINST 1420. 1</i>	
Navy SORM <i>OPNAVINST 3120.32</i>	
3M Manual <i>OPNAVINST 4790.8</i>	
Navy Safety Manual <i>OPNAVINST 5100.19 Series</i>	
Physical Readiness Program <i>OPNAVINST 6110.1</i>	
Aircraft Launch and Recovery Equipment Program (ALREMP) <i>OPNAVINST 4790.15</i>	
Air Department Standard Operating Procedure <i>COMNAVAIRLANT/PACINST 3100.4</i>	
Operational and Intermediate Manual with IPB (Steam Cat) <i>NAVAIR 51-15ABB-4.1</i>	
Operational and Intermediate Manual with IPB (Steam Cat) <i>NAVAIR 51-15ABB-4.2</i>	
Operational and Intermediate Manual with IPB (Steam Cat) <i>NAVAIR 51-15ABB-4.3</i>	
Operational and Intermediate Manual with IPB (A/C Recovery) <i>NAVAIR 51-5BBA-2.1</i>	
Operational and Intermediate Manual with IPB (A/C Recovery) <i>NAVAIR 51-5BBA-2.2</i>	
Digital End Speed Indicator (D.E.S.I) <i>NAVAIR 51-15ABE-2</i>	
Jet Blast Deflector (JBD) <i>NAVAIR 51-70-13</i>	
Deck Gear Accessories <i>NAVAIR 15-15ABF-1</i>	

## **REFERENCES**

### **Navy Enlisted Learning and Development Programs:**

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878
- Command Sponsor and Indoctrination Program OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program GUARD 2000, MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Program OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### **Reenlistments and Extensions:**

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Perform to Serve (PTS) MILPERSMAN 1440-060
- Reenlistment Ceremony MILPERSMAN 1160-020
- Reenlistment Leave MILPERSMAN 1050-040
- Required Counseling upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Conversion and Reenlistment (SCORE) Program MILPERSMAN 1160-090
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- School as a Reenlistment Incentive MILPERSMAN 1306-1006

### **Fleet Reserve and Retirements:**

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770 to 1770-250
- Disability Retirement MILPERSMAN 1850-020 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Household Goods and Personal Property (PCS and Retirees) MILPERSMAN 4050-010 to 020
- Permissive Temporary Duty (PTDY) MILPERSMAN 1320-220
- Transition Assistance Management Program OPNAVINST 1900.2(series) (Initiate a DD-2648-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### **Enlisted Administrative Separations:**

- Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Drug Abuse MILPERSMAN 1910-146
- Early release to further education MILPERSMAN 1910-108
- Enlisted Administrative Separation Policy MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) AC MILPERSMAN 1160-120 / RC 1160-130
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Personality Disorder MILPERSMAN 1910-122
- Physical Fitness Assessment Failure MILPERSMAN 1910-170
- Serious Offense MILPERSMAN 1910-142
- Unsatisfactory Performance MILPERSMAN 1910-156

**Advancement & Service Schools:**

- Advancement BUPERSINST 1430.16(series)
- Accelerated Advancement MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools 1306-600/602/604/608
- Class “A” School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with the Armed Forces Classification Test version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

**Education:**

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Navy Voluntary Education Program (Navy Campus) OPNAVINST 1560.9(series)
- Tuition Assistance Management Controls NAVADMIN 161/07 / NETC LTR Execution Guidelines 1560 Ser N00178, Aug 07
- Navy Credentialing Program OPNAVINST 1540.56
- Uniformed Services Military Apprenticeship Programs OPNAVINST 1560.10(series)

**Other Quick References:**

- Change in Rank, Rate or Rating MILPERSMAN 1440-010 to 1440-050
- Drug and Alcohol Prevention Control Program OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.21(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-390
- Overseas tour Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian reasons (HUMS) MILPERSMAN 1300-500
- Standard Policy and Procedures for the Active Duty for Special Work (ADSW) & 1 year Recall Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C