



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>COURSES/SCHOOL: Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p>PQS: Collateral Duties (Master): - 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>Advanced Education (Master): - Navy College Program</p>	4 th Shore Tour (36 Months) Follow-on Shore Tours
23-26	ABCM ABECS	23.5 Yrs 19.9	48	<p>COURSES/SCHOOL: Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p>PQS: Collateral Duties (Master): - 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>Advanced Education (Master): - Navy College Program</p>	4 th 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>COURSES/SCHOOL: Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p>PQS: Collateral Duties (Master): - 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>Advanced Education (Master): - Navy College Program</p>	3 rd 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>COURSES/SCHOOL: (MASTER) Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p>(JOURNEYMAN) ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p>PQS: Collateral Duties (Master): 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. Collateral Duties (Journeyman): 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>Advanced Education (Master): Navy College Program.</p> <p>Advanced Education (Journeyman):</p>	3 rd 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>COURSES/SCHOOL: (MASTER) Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p>(JOURNEYMAN) ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p>PQS: Collateral Duties (Master): 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>Collateral Duties (Journeyman): 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, CSST, etc...).</p> <p>Advanced Education (Master): Navy College Program.</p> <p>Advanced Education (Journeyman): Enrollment in college program and working toward Bachelor's Degree requirements, if desired.</p>	2 nd 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>COURSES/SCHOOL: MASTER) Catapults "C" School, Arresting Gear "C" School, ALRE Maint Tech.</p> <p>(JOURNEYMAN) ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p>PQS: 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>Collateral Duties (Journeyman): 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, CSST, etc...).</p> <p>Advanced Education (Journeyman): Enrollment in college program and working toward Bachelor's Degree requirements, if desired.</p>	2 nd 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>COURSES/SCHOOL: ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p>PQS: (Catapult) 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>(Arresting Gear) Deck Edge Operator, Topside Petty Officer, Pri-fly Controller, Arresting Petty Officer</p>	1 st 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>Collateral Duties (Journeyman): 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>Advanced Education (Journeyman): 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>COURSES/SCHOOL: ALRE CAT Refresher, ALRE QA Admin, ALRE CAT Basic, ALRE A/G.</p> <p>PQS: (Catapult) Catapult Steam Watch, Console Recorder, Water Brake Operator, Retraction and Tensioning Engine Operator, Bow Angle Safety Observer, Aircraft Weight Board Operator.</p> <p>(Arresting Gear) Sheave Damper Operator, Sheave Damper Petty Officer, Engine Operator, Engine Room Petty Officer, Deck Checker, Hook Runner.</p> <p>Collateral Duties (Journeyman): 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>Advanced Education (Journeyman): Enrollment in the college preparation programs as well as on-base, SOCNAV, and College-at-Sea programs.</p>	1 st Sea Tour (60 Months) Quals: EAWS / ESWS Billet: Catapult or Arresting Gear Operator Duty: CVN
1+/-	Accession Training, ABEAA, ABEAN, or ABE3	6 Months		<p>COURSES/SCHOOL ABE "A" School.</p> <p>Collateral Duties (Apprentice): 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>Advanced Education (Apprentice): 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.
YEARS OF SERVICE	CAREER MILESTONE	AVERAGE TIME TO PROMOTE	SEA/SHORE FLOW	TRAINING	TYPICAL CAREER PATH DEVELOPMENT



**Aviation Boatswain's Mate (Aircraft Launch and Recovery Equipment) SENIOR CHIEF
(Master)**

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
None.				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
DAPA	Various	S-501-0100	5 Days	
CMEO	Various	A-500-0009	5 Days	
CACCO	Various			
ADAMS (facilitator)	Various	S-501-0110	3 Days	
Senior Enlisted Academy	Rhode Island	P-920-1300	40 Days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
CATAPULTS "C" SCHOOL (7004)	Lakehurst	C-604-2014	30 Days	
ARRESTING GEAR "C" SCHOOL (7005)	Lakehurst	C-604-2029	24 Days	
ALRE Maintenance Tech "C" School (7006)	Lakehurst	C-604-2028	78 Days	

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.

Other Opportunities: Command Senior Chief, Joint Assignments, GWOT Support Assignments, Recruiter, Instructor, RDC, DAPA SARP, Career Counselor, 3M Coordinator.

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E-9)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____ HYT Date: _____

Security Clearance Level _____ Date Last updated: _____ Command INDOC complete _____

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

Correspondence Courses _____ Catalog of Courses _____

Selection Board Ineligible (Conducted): _____ Non Select 3 times (Conducted): _____

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

Medical Enlisted Commissioning Program (MECP) _____ Limited Duty Officer _____ Chief Warrant Officer _____

Physical Fitness Test Failure (Conducted): _____ Career Status Bonus (election message received) (Conducted): _____

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

Transfer _____ Early Separation: _____ Fleet Reserve Retirement Options: _____

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

SELECTION BOARD CHECK LIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a) **BUPERS Online** BUPERS Online (<https://www.bol.navy.mil>) is your main tool for board preparation and helps you to be proactive in making the most of your promotion opportunity. You should review your;
 - 1) **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 - 2) **If Deployed:** Click on “**Request Record on CD**” to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 - 3) Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil> click on “ODC, OSR, PSR, ESR” link
- b) **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c) **Electronic Training Jacket (ETJ)** Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not click on "Data Problems" on bottom of each page which will guide you on how to make corrections or updates.

Step 2 – Submit appropriate missing documents to the selection board.

- a) Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b) For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX **ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES =205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c) Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d) Check (<http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm>) to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF, or if deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a) Request a **Career Development Board (CDB)** through your chain of command.
- b) Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c) Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d) Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Aviation Fire Fighting		
General Damage Control		
Advanced Damage Control		
3M 303		
3M 304		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		

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

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

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

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	National Center for Aerospace & Transportation Technologies (NCATT)	Foreign Object Elimination (FOE)	0	
E1-E3	International Fluid Power Society	Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)	0	
E1-E3	International Fluid Power Society	Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)	0	
E1-E3	International Fluid Power Society	Certified Fluid Power- Pneumatic Mechanic (CFPPM)	0	
E1-E3	International Fluid Power Society	Certified Fluid Power- Pneumatic Technician (CFPPT)	0	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	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: _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

Career Management System/Interactive Detailing (CMS/ID): _____

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

TRANSFER:

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

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

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

NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	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	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	20 Hours	
Primary Professional Military Education (Enlisted) Block 1 - Introduction	NKO	PPME-SENL-B1.v2		
Primary Professional Military Education (Enlisted) Block 2 - The Culture of the Navy	NKO	PPME-SENL-B2.v2		
Primary Professional Military Education (Enlisted) Block 3 - Governance of the Navy	NKO	PPME-SENL-B3.v2		
Primary Professional Military Education (Enlisted) Block 4 - How the Navy Thinks About War	NKO	PPME-SENL-B4.v2		
Primary Professional Military Education (Enlisted) Block 5 - How the Navy Plans its Operations	NKO	PPME-SENL-B5.v2		
Primary Professional Military Education (Enlisted) Block 6 - Technology in the Maritime Domain	NKO	PPME-SENL-B6.v2		
Primary Professional Military Education (Enlisted) Block 7 - PME Conclusion	NKO	PPME-SENL-B7.v2		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Senior Enlisted Leadership Development Guide Culture	NKO			
	NKO or College Course	Foreign Language and Culture	45 hrs	

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 CNFR 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 CNFR N7.**
https://ile-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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-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/>

DEPARTMENT/COMMAND LEADERS COLLECTION

Title	Completed
The Cruel Sea, <i>by Nicholas Monsarrat</i>	
Eagle Against the Sun: The American War With Japan, <i>by Ronald Spector</i>	
Execution: The Discipline of Getting Things Done, <i>by Larry Bossidy and Ram Charan</i>	
The Fate of Africa: From the Hopes of Freedom to the Heart of Despair, <i>by Martin Meredith</i>	
From Beirut to Jerusalem, <i>by Thomas L. Friedman</i>	
Imperial Grunts: The American Military on the Ground, <i>by Robert D. Kaplan</i>	
Implementing Diversity: Best Practices for Making Diversity Work in Your Organization, <i>by Marilyn Loden</i>	
Jefferson's War: America's First War on Terror, 1801-1805, <i>by Joseph Wheelan</i>	
Leadership: The Warrior's Art, edited by Christopher Kolenda; foreword <i>by General Barry R. McCaffrey, USA (Ret.)</i>	
Master and Commander, <i>by Patrick O'Brian</i>	
One Hundred Years of Sea Power: The U.S. Navy, 1890-1990, <i>by George W. Baer</i>	
Thinking in Time: The Uses of History for Decision Makers, <i>by Richard E. Neustadt and Ernest R.</i>	

RECOMMENDED COMMUNITY READING

Title	Completed
Aviation Boatswain's Mate (E) PQS <i>NAVEDTRA 14310</i>	
Fluid Power <i>NAVEDTRA 14105</i>	
Tools and Their Uses <i>NAVEDTRA 14256</i>	
Basic Military Requirements Manual <i>NAVEDTRA 14325</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>	
U.S. Navy Family Care Policy, Basic Instruction <i>OPNAVINST 1740.4</i>	
SAVI <i>OPNAVINST 1752.1</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 2530.4</i>	
Navy SORM <i>OPNAVINST 3120.32</i>	
Naval Aviation Maintenance Program (NAMP) <i>OPNAVINST 4790.2</i>	
3M MANUAL <i>OPNAVINST 4790.8</i>	
Aircraft Launch and Recovery Equipment Program (ALREMP) <i>OPNAVINST 4790.15</i>	
Hazardous Material <i>OPNAVINST P-45-110-91</i>	
Navy Safety Manual <i>OPNAVINST 5100.19 Series</i>	
Naval Occupational Safety and Health Manual <i>OPNAVINST 5100.23 Series</i>	
Physical Readiness Program <i>OPNAVINST 6110.1</i>	
Navy and Marine Corps Tobacco Policy <i>SECNAVINST 5100.3</i>	
Department of the Navy Policy on Sexual Harassment <i>SECNAVINST 5300.26</i>	
Dual Channel Capacity Selector Valve System <i>NAVAIR 51-15ABE-1</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 and Accessories <i>NAVAIR 15-15ABF-1</i>	
Intermediate Maintenance Manual w/IPB for all Shipboard CA <i>NAVAIR 51-15ABB-4.1;4.2;4.3</i>	
Overhaul Instructions for all Shipboard Steam CAT (DEPOT) <i>NAVAIR 51-15ABD-2</i>	

Operational and Organizational/Intermediate Maintenance Manual	NAVAIR 51-5-BBA-2.1	
Intermediate Maintenance Manual w/ IPB for Shipboard REC	NAVAIR 51-5-BBA-2.2	
Maintenance and Overhaul Instructions MK 7 MOD 3	NAVAIR 51-5BCA-1.1	
Illustrated Parts Breakdown (IPB) for MK7 MOD3 A/G	NAVAIR 51-5BCA-1.2	
IPB for Nose Gear Launch Equipment MARK 2 MOD 0	NAVAIR 51-25-19	
IPB for JBD, MK7 MOD 0, MK7 MOD1, MK7 MOD2	NAVAIR 51-70-3	
DECK GEAR	Service Bulletins 0-12	
Cat Control Station Operation IPB CVN 68-75	NAVAIR 51-15-ABC-4	
Naval Air Systems Command Technical Manual Program	NAVAIR 00-25-100	
Naval Air Systems Command Technical Directive System	NAVAIR 00-25-300	
Corrosion Control for Shipboard Launch and Recovery Systems	NAVAIR 51-5-32	
CV NATOPS	NAVAIR 00-80T-105	
Ground Support Equipment Cleaning and Corrosion Control	NAVAIR 17-1-125	
Aircraft Launch and Recovery Operations Manual	COMNAVAIRLANT/PACINST 13800	
Air Department Standard Operating Procedures (SOP)	COMNAVAIRLANT/PACINST 3100.4	

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:

- Awards Manual (SECNAV 1650.1(Series))
- Change in Rank, Rate or Rating MILPERSMAN 1440-010 to 1440-050
- Department of the Navy Correspondence Manual (SECNAV M-5216.5 (Series))
- 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
- Naval Performance Evaluation System BUPERSINST 1610.10 (Series)
- 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