



Aviation Boatswain's Mate (Fuels)



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 (Fuels) 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 (Fuels)?

Aviation Boatswain's Mate (Fuels) roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Aviation Boatswain's Mate (Fuels) 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 (Fuels) necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Aviation Boatswain's Mate (Fuels).

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 (Fuels) 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 (Fuels) "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.



ABF CAREER MILESTONES



Aviation Boatswain's Mates – (Fuels) play a major role in launching and recovering naval aircraft from land (Naval Air Stations) or ships (CV/CVN/LHA), this includes fueling/defueling of aircraft ashore and afloat. Duties include: operating, maintaining, and performing organizational maintenance on aviation fueling and lubricating oil systems on CVs, CVNs, LPHs, and LPDs; maintaining fuel quality surveillance and control in aviation fuel systems; training, directing and supervising fire fighting teams.

| YEARS OF SERVICE | CAREER MILESTONE | AVERAGE TIME TO PROMOTE | SEA/SHORE FLOW | TRAINING | TYPICAL CAREER PATH DEVELOPMENT |
|------------------|-----------------------|--------------------------|----------------|---|--|
| 26-30 | ABCM | 23.5 Yrs | 36 | School/Courses (Master): - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) PQS (Master): - Division Supervisor 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. Advanced Education (Master): - Navy College Program | 4 th Shore Tour (36 Months) Afloat Training Group LCPO, School Command LCPO |
| 23-26 | ABCM ABFCS | 23.5 Yrs 19.0 | 48 | School/Courses (Master): - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) PQS (Master): -Division Supervisor 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. Advanced Education (Master): - Navy College Program | 4 th Sea Tour (48 Months) Afloat Division LCPO, Air Department LCPO, Amphibious Class Aircraft Handling Officer/Air Mini Boss/Air Boss. |
| 20-23 | ABCM ABFCS ABFC | 23.5 Yrs 19.0 15.3 | 36 | School/Courses (Master): - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) PQS (Master): - Division Supervisor 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. Advanced Education (Master): - Navy College Program | 3 rd Shore Tour (36 Months) 'A'/'C' School LCPO, Fuel Farm LCPO, Inspection/Certification Team Leader, Afloat Training Groups |
| 16-20 | ABFCS ABFC ABF1 | 19.0 Yrs 15.3 6.2 | 48 | School/Courses (Master) - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) School/Courses (Journeyman) - Ship Aviation Fuels Refresher (SAFR) CIN: C-821-2012; 5 Days - Ship Aviation Gasoline System (SAGS) CIN: C-604-2023; 5 Days - Aviation Fuels Maintenance Tech "C" School CIN: C-821-2014; 40 Days PQS (Master): - Division Supervisor PQS (Journeyman): - Quality Control Supervisor - Aviation Fuels Repair Supervisor - JP-5 Pump Room Supervisor - Flight Deck Supervisor - Below Deck Supervisor 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...). Advanced Education (Master): Navy College Program. Advanced Education (Journeyman): Enrollment in college program and working toward Bachelor's Degree requirements, if desired. | 3 rd Sea Tour (48 Months) Flight Deck Supervisor, Quality Surveillance Sup, Flight Deck Repair Sup, Flight Deck PO, Below Decks Sup, Below Decks LPO, Maintenance LPO, Flight Deck Chief, Below Decks Chief, Maintenance Chief, V-4 Division LCPO. |
| 12-16 | ABFCS ABFC ABF1 | 19.0 Yrs 15.3 10.6 | 60 | | 2 nd Shore Tour (36 Months) Fuel Farm LPO, Fuel Farm LCPO, 'A'/'C' School Instructor, School LPO, School Leading Chief. |
| 8-12 | ABFC ABF1 ABF2 | 15.3 Yrs 10.6 6.2 | | | 2 nd Sea Tour (60 Months) Flight Deck Supervisor, Quality Surveillance Sup, Flight Deck Repair Sup, Flight Deck LPO, Below Decks Sup, Below Decks LP, Maintenance LPO, Flight Deck Chief, Below Decks Chief, Maintenance Chief |

| | | | | | |
|-------------------------|---|--------------------------------|------------------------|--|---|
| 4-8 | ABF1 ABF2 ABF3 | 10.6 Yrs 6.2 1-4 Yrs | 36 | <p>School/Courses (Journeyman)</p> <ul style="list-style-type: none"> - Ship Aviation Fuels Refresher (SAFR) CIN: C-821-2012; 5 Days - Ship Aviation Gasoline System (SAGS) CIN: C-604-2023; 5 Days - Aviation Fuels Maintenance Tech "C" School. CIN: C-821-2014; 40 Days <p>PQS (Journeyman)</p> <ul style="list-style-type: none"> - Sound-Powered Phone Talker/Operator - Fuels Security Watch - Refueling Crewman - Checker - Refueling Crew Leader - Control Talker - Quality Control Sentry - Aviation Fuels Repairman - JP-5 Pump Room Operator -JP-5 Filter Operator - JP-5 Console Operator <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 st Shore Tour (36 Months) Aircraft Refueler, Ground Product Operator, Dispatcher, Maintenance Man, Aviation Fuels LPO, Aviation Fuels Instructor, Aviation Fuels Maintenance School, Bulk Petroleum School, Defense Fuel Automated System School. |
| 1-4 | ABF2 ABF3 | 6.2 Yrs 1-4 Yrs | 60 | <p>School/Courses (Journeyman):</p> <ul style="list-style-type: none"> - Ship Aviation Fuels Refresher (SAFR) CIN: C-821-2012; 5 Days - Ship Aviation Gasoline System (SAGS) CIN: C-604-2023; 5 Days - Aviation Fuels Maintenance Tech "C" School. CIN: C-821-2014; 40 Days <p>PQS (Journeyman):</p> <ul style="list-style-type: none"> Sound-Powered Phone Talker/Operator - Fuels Security Watch - Refueling Crewman - Checker - Refueling Crew Leader - Control Talker - Quality Control Sentry - Aviation Fuels Repairman - JP-5 Pump Room Operator -JP-5 Filter Operator - JP-5 Console Operator <p>Collateral Duties (Journeyman): Divisional MWR Rep, Div Training PO, Div Repair 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, SOCNNAV, and College-at-Sea programs.</p> | 1 st Sea Tour (60 Months) Flight Deck Refueling Crewman, Control Talker, Repairman, Flight Deck Supervisor, Below Decks Filter Operator, Pump Room Operator, Console Operator, Pump Room Supervisor, Quality Surveillance, Aviation Fuels Maintenance School |
| 1+/- | Accession Training, ABFAA, ABFAN, or ABF3 | 1 Yr | | <p>School/Courses (Apprentice): -ABF "A" School CIN: C-821-2010; 26 Days</p> <p>PQS:</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 MILESTONES | AVERAGE TIME TO PROMOTE | SEA/ SHORE FLOW | TRAINING | TYPICAL CAREER PATH DEVELOPMENT |



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.



The Sailor's Creed

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.



AVIATION BOATSWAIN'S MATE (FUELS) AIRMAN

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 (F) Course | NATTC Pensacola | C-821-2010 | 26 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 play a major part in launching and recovering naval aircraft quickly and safely from land or ships. This includes aircraft fueling and fuel systems. Later in their careers AB's can earn advanced AB rating that requires supervision of all these individual specialties.

The duties performed by ABF's include:

- operating, maintaining, and performing organizational maintenance on aviation fueling and lubricating oil systems on CVN's, LHA's, LHD's, and LPD's;
- observing and enforcing handling safety precautions and maintaining fuel quality surveillance and control in aviation fuel systems;
- supervising the operation and servicing of fuel farms and equipment associated with the fueling and defueling of aircraft ashore and afloat;
- training, directing and supervising fire fighting crews, fire rescue teams, and damage control parties in assigned fuel and lubricating oil spaces.

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 E3 (6 months time in service required to be eligible for advancement to E-4)

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 _____

PNA 3 times (Date Conducted): _____ Standard Score 40 or less/failed (Date Conducted): _____

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

PTS 15 months prior to EAOS (Conducted): _____ PTS 6 months if not approved (Conducted) _____

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

| 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 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:

| 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) |
|---|-------------|---|
| | | |
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CERTIFICATIONS

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

| Occupation |
|--|
| Airfield Operations Specialists |
| Control and Valve Installers and Repairers, Except Mechanical Door |
| Gas Plant Operators |
| Hazardous Material Removal Workers |
| Industrial Machinery Mechanics |
| Logistics |
| Maintenance Workers, Machinery |
| Maintenance and Repair Workers, General |
| Petroleum Pump System Operators, Refinery Operators, and Gaugers |
| Pump Operators, Except Wellhead Pumpers |
| Stationary Engineers and Boiler Operators |

Navy COOL: The following certifications are applicable to the ABF 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 | |
| E4 | American Society of Transportation and Logistics, Inc. | Certified in Transportation and Logistics (CTL) | 3 | |
| E4 | American Society for Quality (ASQ) | Certified Quality Technician (CQT) | 4 | |
| E4 | World Safety Organization (WSO) | Certified Safety Specialist (WSO-CSS) | 4 | |
| E5 | American Petroleum Institute | API 510 Pressure Vessel Inspector | 5 | |
| E5 | American Petroleum Institute | API 570 Piping Inspector | 5 | |

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) | |
| 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/Interactive Detailing (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 _____ | Microfiche 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)

Academic skills _____ NPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E3 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-------------------|----------------------|---------------|----------------|
| Required General Military Training (GMT) | Command Delivered | | | |
| Petty Officer Selectee Leadership Course | Command Delivered | CPPD | 20 Hours | |
| 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 | |

E3 REQUIRED COMMUNITY PME:

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

E3 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 | |
| Eng 101 | College Course | | 45 hrs | |
| Eng Reading | College Course | | 45 hrs | |
| Eng Writing | College Course | | 45 hrs | |
| Math | College Course | | 45 hrs | |
| Speech | College Course | | 45 hrs | |
| 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

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 (F) <i>NAVEDTRA 14322</i> | |
| Basic Military Requirements Manual <i>NAVEDTRA 14325</i> | |
| Military Requirements for PO3 & 2 <i>NAVEDTRA 14504</i> | |
| Naval Military Personnel Manual <i>NAVPERS 15560</i> | |
| U.S. Navy Uniform Regulations <i>NAVPERS 15665</i> | |
| Enlisted to Officer Programs Manual <i>OPNAVINST 1420.1A</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 Refueling Handbook <i>MIL-HDBL-844 (AS)</i> | |
| CV NATOPS <i>NAVAIR 00-80T-105</i> | |
| Aircraft Refueling NATOPS Manual <i>NAVAIR 00-80T-109</i> | |
| Shipboard AV/Fuels System <i>NAVSEA S9542-AA-MMO-010</i> | |
| Purifier Technical Manual <i>NAVSEA S9542-AB-MMO-010</i> | |
| Chapter 542 Gas and JP-5 Fuels System <i>NAVSEA S906-SP-STM-001</i> | |
| Contaminated Fuel Detector Technical Manual <i>NAVSEA 0315-014-5001</i> | |
| Chapter 541 Petroleum Use and Testing <i>NAVSEA S9086-SN-STM-001</i> | |
| Pressure Regulator Technical Manual <i>NAVSEA 0348-079-7000</i> | |
| Centrifugal (200 GPM) Purifier <i>NAVSEA S9542-AB-MMO-010</i> | |
| CV/CVN Aircraft Fuel/Defuel <i>NAVSEA S9542-AL-MMM-010</i> | |
| Catapult Cylinder Lube Oil Pump <i>NAVSEA 0974-LP-158-6010</i> | |
| Ship Fuel and Fuel System <i>NAVSEA S9086-SN-STM-010</i> | |
| Gasoline and JP-5 Fuel Systems <i>NSTM S9086-SP-STM-010</i> | |
| Anti-Terrorism/Force Protection <i>NTTP 3-07.2.1</i> | |
| Navy Doctrine for Anti-Terrorism/Force Protection <i>NWP 3-07.2</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