



# 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	<b>School/Courses (Master):</b> - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) <b>PQS (Master):</b> - Division Supervisor <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. <b>Advanced Education (Master):</b> - Navy College Program	4 <sup>th</sup> Shore Tour (36 Months) Afloat Training Group LCPO, School Command LCPO
23-26	ABCM ABFCS	23.5 Yrs 19.0	48	<b>School/Courses (Master):</b> - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) <b>PQS (Master):</b> -Division Supervisor <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. <b>Advanced Education (Master):</b> - Navy College Program	4 <sup>th</sup> Sea Tour (48 Months) Afloat Training Group 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	<b>School/Courses (Master):</b> - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) <b>PQS (Master):</b> - Division Supervisor <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. <b>Advanced Education (Master):</b> - Navy College Program	3 <sup>rd</sup> 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	<b>School/Courses (Master)</b> - Aviation Fuels Maintenance Officer Course (CIN: C-8B-2011; 12 Days) <b>School/Courses (Journeyman)</b> - 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 <b>PQS (Master):</b> - Division Supervisor <b>PQS (Journeyman):</b> - Quality Control Supervisor - Aviation Fuels Repair Supervisor - JP-5 Pump Room Supervisor - Flight Deck Supervisor - Below Deck Supervisor <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. <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...). <b>Advanced Education (Master):</b> Navy College Program. <b>Advanced Education (Journeyman):</b> Enrollment in college program and working toward Bachelor's Degree requirements, if desired.	3 <sup>rd</sup> 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	<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. <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...). <b>Advanced Education (Master):</b> Navy College Program. <b>Advanced Education (Journeyman):</b> Enrollment in college program and working toward Bachelor's Degree requirements, if desired.	2 <sup>nd</sup> 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		<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. <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...). <b>Advanced Education (Master):</b> Navy College Program. <b>Advanced Education (Journeyman):</b> Enrollment in college program and working toward Bachelor's Degree requirements, if desired.	2 <sup>nd</sup> 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><b>School/Courses (Journeyman)</b></p> <ul style="list-style-type: none"> <li>- Ship Aviation Fuels Refresher (SAFR) CIN: C-821-2012; 5 Days</li> <li>- Ship Aviation Gasoline System (SAGS) CIN: C-604-2023; 5 Days</li> <li>- Aviation Fuels Maintenance Tech "C" School. CIN: C-821-2014; 40 Days</li> </ul> <p><b>PQS (Journeyman)</b></p> <ul style="list-style-type: none"> <li>- Sound-Powered Phone Talker/Operator</li> <li>- Fuels Security Watch</li> <li>- Refueling Crewman</li> <li>- Checker</li> <li>- Refueling Crew Leader</li> <li>- Control Talker</li> <li>- Quality Control Sentry</li> <li>- Aviation Fuels Repairman</li> <li>- JP-5 Pump Room Operator</li> <li>-JP-5 Filter Operator</li> <li>- JP-5 Console Operator</li> </ul> <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 <sup>st</sup> 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><b>School/Courses (Journeyman):</b></p> <ul style="list-style-type: none"> <li>- Ship Aviation Fuels Refresher (SAFR) CIN: C-821-2012; 5 Days</li> <li>- Ship Aviation Gasoline System (SAGS) CIN: C-604-2023; 5 Days</li> <li>- Aviation Fuels Maintenance Tech "C" School. CIN: C-821-2014; 40 Days</li> </ul> <p><b>PQS (Journeyman):</b></p> <ul style="list-style-type: none"> <li>Sound-Powered Phone Talker/Operator</li> <li>- Fuels Security Watch</li> <li>- Refueling Crewman</li> <li>- Checker</li> <li>- Refueling Crew Leader</li> <li>- Control Talker</li> <li>- Quality Control Sentry</li> <li>- Aviation Fuels Repairman</li> <li>- JP-5 Pump Room Operator</li> <li>-JP-5 Filter Operator</li> <li>- JP-5 Console Operator</li> </ul> <p><b>Collateral Duties (Journeyman):</b> 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><b>Advanced Education (Journeyman):</b> Enrollment in the college preparation programs as well as on-base, SOCNNAV, and College-at-Sea programs.</p>	1 <sup>st</sup> 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><b>School/Courses (Apprentice):</b> -ABF "A" School CIN: C-821-2010; 26 Days</p> <p><b>PQS:</b></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 MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>SEA/ SHORE FLOW</b>	<b>TRAINING</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



## 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.**



**AVIATION BOATSWAIN'S MATE (FUELS) PETTY OFFICER SECOND CLASS  
(Journeyman)**

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
Shipboard Automotive Gasoline Systems (SAGS)	Norfolk/North Island	C-604-2023A	2 Days	
Shipboard Aviation Fuels Refresher (SAFR)	Norfolk/North Island	C-821-2012A	12 Days	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Fuels Maintenance Technician "C" School (7022)	NATTC Pensacola	C-821-2014	40 Days	

**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 E5 (3 Years time in service required to be eligible for advancement to E-6)

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>.

## RECORD REVIEW CHECK LIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. 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 to ensure your record is up to date 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.



**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 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:

<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 (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 _____	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 \_\_\_\_\_ MGIB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_

**E5 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 / US	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0 / DOD	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US / US DON	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0 / DON	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Petty Officer First Class Selectee Leadership Course-Phase One	Command Delivered	CPPD-LEAD09-003	3 x 4 Hour Modules	
Petty Officer First Class Selectee Leadership Course-Phase Two	Command Delivered	CPPD-LEAD09-003	5 x 2 Hour Modules	
Leadership Core Continuum (LCC)	Command Delivered		20 Hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**E5 REQUIRED COMMUNITY PME:**

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

**E5 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Career Tools (Tutorials & Support)	NKO	NAVAIR-NCT-001	2 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
College/Certification Testing Programs Reviews	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hrs	
Communication	College Course		45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Geography	College Course		45 hrs	
History	College Course		45 hrs	
Humanities	College Course		45 hrs	
Language and Literature Study Guides	College Course		45 hrs	
Math	College Course		45 hrs	
Physical Sciences	College Course		45 hrs	
Social Sciences	College Course		45 hrs	
Speech	College Course		45 hrs	
Lean Six Sigma White Belt Course	NKO	NETC-LSSWB-1.0	3 hours	

**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%20With%20Recommended%20Reserve%20Points.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	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /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/>

**LEADING PETTY OFFICERS COLLECTION**

Title	Completed
American Government, <i>by Robert A. Heineman, Steven A. Peterson, and Thomas H. Rasmussen</i>	
Billy Budd and Other Stories, <i>by Herman Melville</i>	
The Caine Mutiny, <i>by Herman Wouk</i>	
The Crisis of Islam: Holy War and Unholy Terror, <i>by Bernard Lewis</i>	
The Last Stand of the Tin Can Sailors: The Extraordinary World War II Story of the U.S. Navy's Finest Hour, <i>by James D. Hornfischer</i>	
Not a Good Day to Die: The Untold Story of Operation Anaconda, <i>by Sean Naylor</i>	
Shackleton's Way: Leadership Lessons From the Great Antarctic Explorer, <i>by Margot Morrell and Stephanie Capparell</i>	
The Sheriff: America's Defense of the New World Order, <i>by Colin S. Gray</i>	
The Tipping Point: How Little Things Can Make a Big Difference, <i>by Malcolm Gladwell</i>	
To the Shores of Tripoli: The Birth of the U.S. Navy and Marines, <i>by A.B.C. Whipple</i>	
Victory at Yorktown: The Campaign That Won the American Revolution, <i>by Richard M. Ketchum</i>	
D-Day, June 6, 1944 The Climactic Battle of World War II, <i>by Stephen E. Ambrose</i>	
The Elephant and the Dragon, <i>by Robyn Meredith</i>	

**RECOMMENDED COMMUNITY READING**

Title	Completed
Aviation Boatswain's Mate (F) <i>NAVEDTRA 14322</i>	
Basic Military Requirements Manual <i>NAVEDTRA 14325</i>	
Military Requirements Manual <i>NAVEDTRA 14504</i>	
Enlisted to Officer Programs Manual <i>OPNAVINST 1420.1A</i>	
U.S. Navy Family Care Policy, Basic Instruction <i>OPNAVINST 1740.4</i>	
Sexual Assault Victim Intervention <i>OPNAVINST 1752.1</i>	
Navy SORM <i>OPNAVINST 3120.32</i>	
3M Manual <i>OPNAVINST 4790.8</i>	
Navy Safety Manual <i>OPNAVINST 5100.19 Series</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5340.4</i>	
Physical Readiness Program <i>OPNAVINST 6110.1</i>	
Navy and Marine Corps Tobacco Policy <i>SECNAVINST 5100.13</i>	
DON Policy on Sexual Harassment <i>SECNAVINST 5300.26</i>	
Naval Military Personnel Manual <i>NAVPERS 15560</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665</i>	
CV NATOPS <i>NAVAIR 00-80T-105</i>	

Aircraft Refueling NATOPS manual	NAVAIR 00-80T-109	
Pressure Regulator Technical Manual	NAVSEA 0348-079-7000	
Contaminated Fuel Detector Technical Manual	NAVSEA 0315-014-5001	
JP-5 Transfer (200 GPM) Pump	NAVSEA S6225-Z9-MMA-010	
Catapult Cylinder Lube Oil Pump	NAVSEA 0947-LP-158-6010	
Chapter 542 Gas & JP-5 Fuels System	NAVSEA S906-SP-STM-001	
Chapter 541 Petro Fuel Use and Testing	NAVSEA S9086-SN-STM-001	
Ship Fuel and Fuel Systems	NSTM S9086-SN-STM-010	
Gasoline and JP-5 Fuel Systems	NSTM S9086-SP-STM-010	
Shipboard AV/Fuels System	NAVSEA S9542-AA-MMO-010	
Purifier Technical Manual	NAVSEA S9542-AB-MMO-010	
Centrifugal (200 GPM) Purifier	NAVSEA S9542-AB-MMO-010	
CV/CVN Aircraft Fuel/De-fuel (CLA-VAL) Stations	NAVSEA S9542-AL-MMM-010	
Quality Surveillance for Fuels, Lubricants	MIL-STD-3004	

## **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
- 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