



# Aviation Boatswain's Mate (Aircraft Handling)



## 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 Handling) 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 (Handling)?**

Aviation Boatswain's Mate roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Aviation Boatswain's Mate (Aircraft Handling) 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 Handling) 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 Handling).

### **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 Handling) 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 Handling) "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.



## ABH Career Milestones

Aviation Boatswain's Mates – (Handler) play a major role in launching and recovering naval aircraft from land (Naval Air Stations) or ships (CVN/LHA). Duties include: supervising the movement, spotting and securing of aircraft and equipment ashore and afloat; performing crash rescue, fire fighting, crash removal, and damage control duties in connection with launching and recovery of aircraft.

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>COURSES/SCHOOL:</b>  <b>Collateral Duties (Master):</b> - Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.  <b>Advanced Education (Master):</b> - Navy College Program	4 <sup>th</sup> Shore Tour (36 Months) (CONUS/OUTUS) (CONUS/OUTUS)/Staff/Flag Schools LCPO/ Operations LCPO/
23-26	ABCM ABHCS	23.5 Yrs 18.8	48	<b>COURSES/SCHOOL:</b>  <b>Collateral Duties (Master):</b> - Active in or leading command's community service efforts. The CMC may have various CPO's assisting the coordination of programs such as warfare qualification and indoctrination.  <b>Advanced Education (Master):</b> - Navy College Program	4 <sup>th</sup> Sea Tour (48 Months) (CONUS/OUTUS) Air Dept LCPO/ Flight Deck/Hangar LCPO/Amphibious A/C Handling Officer /DIVO Flight/ Hangar/Crash CPO/ Senior Enlisted Academy
20-23	ABCM ABHCS ABHC	23.5 Yrs 18.8 15.2	36	<b>COURSES/SCHOOL:</b> ABH "C" School.  <b>PQS:</b> Flight Deck Caller, Flight/Hangar Deck LPO, Flight Dk/Hangar Dk CPO, Crash and Salvage LPO, Crash and Salvage CPO.  <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) (CONUS/OUTUS)/STAFF/FLAG Instructor Duty/ Crash LCPO/ Operations LCPO/ Terminal LCPO Local JQR/PQS ( MTS)
16-20	ABHCS ABHC ABH1	18.8 Yrs 15.2 10.5	48	<b>COURSES/SCHOOL:</b> Fire Apprentice Course, ABH "C" School.  <b>PQS:</b> Flight Deck Caller, Flight/Hangar Deck LPO, Flight Dk/Hangar Dk CPO, Crash and Salvage LPO, Crash and Salvage CPO.	3 <sup>rd</sup> Sea Tour (48 Months) (CONUS/OUTUS) Flight/Hangar/ LCPO/ LPO/ALPO/ Crash LCPO/ LPO Flight/ Hangar/Crash CPO/LPO NEC 7011
12-16	ABHCS ABHC ABH1	18.8 Yrs 15.2 10.5	36	<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) (CONUS/OUTUS)/NATTC/ CNATTU Instructor Duty/ Crash (OLF) Site PO/ LPO/ Transient Line LPO/ Terminal LPO Local JQR/PQS ( MTS) NEC 7012: NEC 2821
8-12	ABHC ABH1 ABH2	15.2 Yrs 10.5 5.6	60	<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) FLY PO/ Bay PO/ Crash ALPO/WCS /A/C Director CVN/LHD Air Dept PQS Director/ Fly PO/ Bay PO/ Deck PO/Amphib Shooter NEC 7011; LSE Amphib/CVN Refresher
4-8	ABH1 ABH2 ABH3	10.5 Yrs 5.6 1-4 Yrs	36	<b>COURSES/SCHOOL:</b> ABH Refresher (CVN/AMPHIB), Non-skid QA, Crash and Salvage Team Trainer, Welding School.  <b>PQS:</b>	1 <sup>st</sup> Shore Tour (36 Months) NAS/NAF/Recruiting/RDC/General Duty Crash Crewman (OLF)/ Shore Based A/G/ Transient Line/ Air

				<p>Tractor King, Aircraft Director (Flight Dk/Hangar Dk), Hangar Bay PO, Fly PO, Flight Dk Caller, Crash and Salvage Crewman, P-25 Operator, Forklift Operator, Crash Crane Operator.</p> <p><b>Collateral Duties (Journeyman):</b> Collateral duties should be at departmental and command levels, especially those with high visibility and the leadership responsibilities that prepare the Sailor for senior 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>	Terminal/OUTUS Crash Crew NEC 7012; NEC 2821
1-4	ABH2 ABH3	5.6 1-4 Yrs	60	<p><b>COURSES/SCHOOL:</b> ABH Refresher (CVN/AMPHIB), Non-skid QA, Crash and Salvage Team Trainer.</p> <p><b>PQS:</b> Hot Suitman (Flight Dk/Hangar Dk), Spotting Dolly Operator, Tractor Operator, MEPP-3 Operator</p> <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, SOCNAV, and College-at-Sea programs.</p>	1 <sup>st</sup> Sea Tour ( <b>60 Months</b> ) CVN//LHD/LPD/LHA EAWS/ESWS FLT or Hangar Deck Handler/Crash Crew
1+/-	Accession Training, ABHAA, ABHAN, or ABH3	1 Year		<p><b>COURSES/SCHOOL:</b> ABH "A" School (C-822-2010)</p> <p><b>PQS:</b> Plane Handler (Flight Dk/Hangar Dk), Elevator Control Station Operator, Conflagration Station Operator.</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 ABH 'A' School
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONE</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>SEA/SHORE FLOW</b>	<b>TRAINING</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



## 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 (Aircraft Handling) 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
Aviation Boatswain's Mate (H) Refresher CVN	Norfolk / North Island	C-604-2017	5 Days	
Aviation Boatswain's Mate (H) Refresher L-Class	Norfolk / North Island	C-604-2027	5 Days	
Non-skid QA	Norfolk / North Island	C-604-2030	3 Days	
Crash and Salvage Team Trainer	NATTC Pensacola	C-780-2012	5 Days (L-Class) 6 Days (CVN)	
General Shipboard Firefighting SCBA	Various Sites	A-495-0416	1 Day	
Advanced Shipboard Fire Fighter	Various Sites	V-4N-0001	2 Days	
3M Work Center Supervisor		PQS NAVEDTRA		
Repair Parts Petty Officer		PQS NAVEDTRA		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Boatswain's Mate (H) "C" School	NATTC Pensacola	C-780-2013	44 Days	
Fire Apprentice Course	Goodfellow, TX	C-602-0002	92 Days	

**JOB DESCRIPTION**

Aviation Boatswain's Mates (Handling) play a major part in launching and recovering naval aircraft quickly and safely from land or ships. This includes aircraft handling, fire fighting and salvage and rescue operations. Later in their careers AB's can earn the advanced AB rating that requires supervision of all these individual specialties.

The duties performed by ABH's include:

- Supervising the movement, spotting and securing of aircraft and equipment ashore and afloat;
- Performing crash rescue, fire fighting, crash removal and damage control duties in connection with launching and recovery of aircraft.

**RECOMMENDED BILLET ASSIGNMENTS**

ABH's work in a variety of climates at sea and ashore. They perform their work at sea and in port in a controlled and non-controlled climates and are often called upon to work on flight and hangar decks in various sea states and weather conditions aboard CVN and L class ships.

**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 \_\_\_\_\_

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

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

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

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

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://www.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 301		
3M 302		
3M 303		
3M 304		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personal Qualifications Standard		

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

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

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

## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Cargo Handling Supervisors</a>
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Airfield Operations Specialists</a>
<a href="#">Aviation Inspectors</a>
<a href="#">Cargo and Freight Agents</a>
<a href="#">Emergency Management Specialists</a>
<a href="#">Emergency Medical Technicians and Paramedics</a>
<a href="#">Fire Fighters</a>
<a href="#">First-Line Supervisors/Managers of Fire Fighting and Prevention Workers</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">First-Line Supervisors/Managers of Transportation and Material-Moving Machine and Vehicle Operators</a>
<a href="#">Hazardous Materials Removal Workers</a>
<a href="#">Laborers and Freight, Stock, and Materials Movers</a>
<a href="#">Logisticians</a>
<a href="#">Transportation Managers</a>
<a href="#">Transportation, Storage and Distribution Managers</a>

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

Target paygrade	Certifying Agency Web Site	Certification Title	Years Experience Required	Comp. date
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	Certification for Maintenance and Reliability Professionals (CMRP)	None	
E1 - E3	<a href="#">Materials Handling and Management Society (MHMS)</a>	Professional Certified in Materials Handling (PCMH)	0	
E1 - E3	<a href="#">National Association of Fire Investigators</a>	Certified Fire and Explosion Investigator (CFEI)	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	Foreign Object Elimination (FOE)	0	
E4	<a href="#">Board of Certified Safety Professionals (BCSP)</a>	Certified Safety Professional (CSP)	4	
E4	<a href="#">Materials Handling and Management Society (MHMS)</a>	Certified Associate in Materials Handling (CAMH)	4	
E4	<a href="#">World Safety Organization (WSO)</a>	Certified Safety Specialist (WSO-CSS)	4	
E5	<a href="#">Fire Department Safety Officer's Association (FDSOA)</a>	Certified Incident Safety Officer - Fire Suppression (ISO)	5	
E5	<a href="#">National Fire Protection Association</a>	Certified Fire Protection Specialist (CFPS)	6	

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 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>

**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/>

**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 (H) PQS 303 <i>NAVEDTRA 43242</i>	
Aviation Boatswain's Mate (H) PQS 305 <i>NAVEDTRA 43242</i>	
Aviation Ordnance 3 & 2 Training Manual <i>NAVEDTRA 10345-E</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>	
Joint Tactics, Techniques, and Procedures for Anti-Terrorism <i>Joint Pub 3-07.2</i>	
Enlisted To Officer Programs Manual <i>OPNAVINST 1420.1</i>	
U.S. Navy Family Care Policy, Basic Instruction <i>OPNAVINST 1740.4</i>	
Sexual Assault Victim Intervention (SAVI) <i>OPNAVINST 1752.1</i>	
NAVY SORM <i>OPNAVINST 3120.32</i>	
DON Air Terminal Procedures <i>OPNAVINST 4660.3</i>	
3M MANUAL <i>OPNAVINST 4790.8</i>	
NAVY SAFETY MANUAL <i>OPNAVINST 5100.19 Series</i>	
NAVOSH Program Manual <i>OPNAVINST 5100.23</i>	
Mishap Investigation and Reporting Manual <i>OPNAVINST 5102.1A</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5340.4</i>	
PHYSICAL READINESS PROGRAM <i>OPNAVINST 6110.1</i>	
Standard Subject Identification Manual <i>SECNAVINST 5210.11</i>	
Naval Message Instruction <i>SECNAVINST 5216.5</i>	
DON Policy on Sexual Harassment <i>SECNAVINST 5300.26</i>	
U.S. Navy Aircraft Firefighting and Rescue Manual <i>NAVAIR 00-80R-14</i>	
U.S. Navy Aircraft Emergency Rescue Information Manual <i>NAVAIR 00-80R-14-1</i>	
U.S. Navy Aircraft Crash and Salvage Operations Manual <i>NAVAIR 00-80R-19 (Afloat)</i>	
U.S. Navy Aircraft Crash and Salvage Operations Manual <i>NAVAIR 00-80T-20 (Ashore)</i>	
U.S. Navy Support Equipment (Common) <i>NAVAIR 00-80T-96</i>	
Technical Publication Manual <i>NAVAIR 00-25-100</i>	
Landing Signalman Officers Manual <i>NAVAIR 80-T-104</i>	
CV NATOPS Manual <i>NAVAIR 00-80T-105</i>	
LHA/LHD/MCS NATOPS Manual <i>NAVAIR 00-80T-106</i>	
Aircraft Signals NATOPS Manual <i>NAVAIR 00-80T-113</i>	
CV Flight/Hangar Deck NATOPS Manual <i>NAVAIR 00-80T-120</i>	
A/C Securing & Handling Procedures for Aircraft Restraining <i>NAVAIR 17-1-537</i>	
A/S32-33 Spotting Dolly <i>NAVAIR 19-1-157</i>	
A/S32A-35 Technical Manual <i>NAVAIR 19-25G-19</i>	
A/S32P-25 Firefighting Truck, Technical Manual <i>NAVAIR 19-25-514</i>	
A/S32A-31 Tow Tractor <i>NAVAIR 19-40-44</i>	
A/S32A-36 Tech Manual <i>AG-310D0-0MM-000</i>	
Divisional Training Program <i>COMNAVAIRLANT 3500.2</i>	
Visual Landing Aids General Service Bulletin 8 <i>NAVAIRENCEN 51132</i>	
AFFF System Manual <i>NAVSEA S9555-AS-MMO-010</i>	
Surface Ship Firefighting <i>NSTM 555</i>	
Preservation of Ships in Service, General <i>NSTM 632</i>	
Deck Covering <i>NSTM 634</i>	
Afloat Supply Procedures <i>NAVSUP P-485</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
- 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