



# Air Traffic Control

## RATING ROADMAP

October 2011

## **CAREER ROADMAP**

### **Airman Recruit to Master Chief Roadmaps**

The educational roadmap below will assist Sailors in the Air Traffic Control 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 Air Traffic Control?**

Air Traffic Control roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Air Traffic Control Airman Recruit through Air Traffic Control Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills of Air Traffic Control necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Air Traffic Controller.

### **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 Air Traffic Control 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, Air Traffic Control School at NATTC Pensacola, Florida, NKO (E-Learning, etc...)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



## United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.



## 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.

## Air Traffic Control Career Path

Air Traffic Controllers (AC) conduct air traffic control duties in control towers, radar facilities, and air operations facilities ashore and afloat. Air Traffic Control is responsible for the safe, orderly, and expeditious flow of aircraft. Deployable on carriers, amphibious assault ships, and tactical squadrons (TACRON).

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE (Years/Mos)	TRAINING	SEA/SHORE FLOW (Months)	TYPICAL CAREER PATH AND PROFESSIONAL QUALIFICATION MILESTONES
26-30	ACCM	21.5		60	5 <sup>th</sup> Shore Tour (INUS) STAFF DUTY / NAS / FACSFAC / NATTC / 6904 / 9502
24-26	ACCM ACCS	21.5 20.0		60	4 <sup>th</sup> Shore Tour (INUS / OUTUS) STAFF DUTY / NAS / FACSFAC / NATTC / 6904 / 9502
20-24	ACCM ACCS ACC	21.5 20.0 15.3	ATC Facilities Managers Course Journeyman Instructor Training OJT LQS	60	3 <sup>rd</sup> Shore Tour (INUS / OUTUS) STAFF DUTY / NAS / FACSFAC / NATTC 6901 / 6902 / 6903 / 6904 / 9502 FWS / Branch Chief / Master Training Specialist
16-20	ACCS ACC AC1	20.0 15.3 8.5	ATC Facilities Managers Course CATCC Team Trainer AATCC Team Trainer PQS OJT	24	3 <sup>rd</sup> Sea Tour (INUS / OUTUS) CVN / LHA / LHD / TACRON 6902 / 6903 / 6904 CATCC SUP / HDC SUP / TACCWO
12-16	ACCS ACC AC1	20.0 15.3 8.5	ATC Facilities Managers ARATC Course Journeyman Instructor Training OJT LQS	36 - 60	2 <sup>nd</sup> Shore Tour (INUS / OUTUS) NAS / FACSFAC / NATTC 6901 / 6904 / 9502 FWS / Branch Chief / Master Training Specialist
8-12	ACC AC1 AC2	15.3 8.5 3.7	ATC Facilities Managers CATCC OPS Course AATCC OPS Course CATCC Team Trainer AATCC Team Trainer PQS, OJT	36	2 <sup>nd</sup> Sea Tour (INUS / OUTUS) CVN / LHA / LHD / TACRON 6902 / 6903 / 6904 CATCC, HDC or TACC SUP
5-10	AC1 AC2	8.5 3.7	ARATC Course AC Non Resident Training course LQS, OJT	60	1 <sup>st</sup> Shore Tour (INUS / OUTUS) NAS / FACSFAC 6901 FWS / RDR SUP / TWR SUP / FLT PLAN SUP
1-5	AC2 AC3 ACAN	3.7 2.5 .6	CATCC OPS Course AATCC OPS Course CATCC Team Trainer AATCC Team Trainer AC Non Resident Training course PQS OJT	36	1 <sup>st</sup> Sea Tour (INUS / OUTUS) CVN / LHA / LHD / TACRON Final Control, Integrated Shipboard Information System (ISIS)/Status Board, Plotter, Sound-Powered Phone Talker/Visual Display Board Operator, Land/Launch Recorder, Air Operations Supervisor, Case I Operating Positions/Supervisor Request (TAR/HR) Net Operator
0-1	ACAN ACAA	.6	ACA1 Course	6	Recruit Training Command and NATTC
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	TRAINING	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



## Air Traffic Control Third Class Petty Officer (Apprentice)

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Air Traffic Control ACA1	Pensacola, Fl	C-222-2010	15 wks	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Carrier Air Traffic Control Center Fundamentals	Pensacola, Fl	C-222-2014	5 wks	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Carrier Air Traffic Control Center Operations (NEC 6902)	Pensacola, Fl	C-222-2012	5 wks	
Amphibious Air Traffic Control Center Operations (NEC 6903)	Pensacola, Fl	C-222-2019	5 wks	
Advanced Radar Air Traffic Control (NEC 6901)	Pensacola, Fl	C-222-2022	5 wks	

#### JOB DESCRIPTION

Air Traffic Controllers (AC) provide air traffic control services in air traffic control towers, radar air traffic control facilities, fleet area control and surveillance facilities, and air operations offices ashore and afloat; operate radio communication systems and light signals; direct aircraft under Visual Flight Rules (VFR) and Instrument Flight Rules (IFR); operate surveillance radar, precision radar, data link approach systems, Identification Friend or Foe (IFF) equipment and other air traffic control equipment; respond to emergency air traffic situations; maintain current flight planning information and reference material; assist pilots in preparation and processing flight plans.

#### RECOMMENDED BILLET ASSIGNMENTS

Perform as an Air Traffic Controller on board Aircraft Carriers (CVN), Amphibious Assault Ships (LHD/LHA), Tactical Air Control Squadrons (TACRON), Shore Installations or Fleet Area Control and Surveillance Facilities (FACSFAC) throughout the fleet.

Apprentice Advanced (A) control positions:

CVN: Final Control, Integrated Shipboard Information System (ISIS)/Status Board, Plotter, Sound-Powered Phone Talker/Visual Display Board Operator, Land/Launch Recorder, Air Operations Supervisor, Case I Operating Positions/Supervisor

LHD/LHA: Final Control, Status Board, Plotter, Case 1 Operating Positions/Supervisor

TACRON: Status Board, Tactical Air Request/Helicopter Request (TAR/HR) Net Operator

Shore Installation: Ground Control, Final Control, Flight Data, Clearance Delivery, Flight Planning Supervisor, Flight Planning Dispatcher

FACSFAC: Radar Operations Control Center (ROCC), Assistant Sector Control, ROCC Flight Data

#### PROFESSIONAL MILESTONES

Third Class Petty Officers are expected to qualify and master assigned apprentice advanced control positions at their command.

**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 E4 (1 year time in service required to be eligible for advancement to E-5)

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.





## CERTIFICATIONS

The following civilian occupations are similar to the Air Traffic Control Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

Occupation
Air Traffic Controller

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

Target paygrade	Certifying Agency Web Site	Certification Title	Years Experience Required	Comp. date
E3	<a href="#">Federal Aviation Administration (FAA)</a>	Air Traffic Control Tower Operator	0.5	
E4	<a href="#">Federal Aviation Administration (FAA)</a>	Aircraft Dispatcher	2.0	

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
N/A	

**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 _____	Request Leave / PTDY _____	

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

**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	Command Delivered			
Driving for Life	NKO	CPD-DFL-01	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V8.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US / 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 Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Petty Officer Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Leadership Core Continuum (LCC)	Command Delivered	CPPD	20 Hours	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

**E4 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
14 CFR PART 91, General Operating and Flight Rules				
AIM, Aeronautical Information Manual				
FAA 7110.10, Flight Services				
FAA 7110.65, Air Traffic Control				
FAA 7210.3, Facility Operation and Administration				
FLIP GEN PLAN, DOD FLIP General Planning				
JP 3-02, Joint Doctrine for Amphibious Operations				
NAVAIR 00-80T-105, CV NATOPS Manual				
NAVAIR 00-80T-106, LHA/LHD/MCS NATOPS Manual				
NAVAIR 00-80T-114, NATOPS, Air Traffic Control Facilities Manual				
NAVAIR 16-1-520, U.S. Standard Flight Inspection Manual				
NAVMETOCOMINST 3141.2, Surface METAR Observations User's Manual				
NTTP 3-02.2, Supporting Arms in Amphibious Operations				
OPNAV 3722.16, U.S. Standard for Terminal Instrument Procedures				

**E4 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 CNFR N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.**  
<https://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
Air Traffic Controller	www.advancement.cnet.navy.mil	NAVEDTRA 14342		
Instructional Delivery Continuum (IDC) Apprectice	NKO	CNL-IDC-AP-1		
A-500-0102, Work Center Supervisor Leadership Course Student Guide				
BUPERSINST 1610.10, Navy Performance Evaluation System				
E-Learning Course LEAD0126, Dynamics of Leadership				
NAVEDTRA 14325, Military Requirements, Basic (BMR)				
NAVEDTRA 14504, Military Requirements for Petty Officers Third and Second Class				
NAVPERS 15560, Naval Military Personnel Manual; ART 1300				
NAVPERS 15665, U.S. Navy uniform Regulations				
NWP 3-07.2, Navy Doctrine for Antiterrorism/Force Protection				
OPNAVINST 1740.5A, Personal Financial Management (PFM) Education, Training and Counseling Program				
SECNAVINST 5100.13, Navy and Marine Corps Tobacco Policy				
U.S. Navy Regulations				
Achieving success with the help of a mentor	NKO	MGMT0255		
Building relations to get results	NKO	COMM0511		
The Potential of Self directed Learning	NKO	KNOW0113		
Goals and goal setting	NKO	PD0263		
The individual role as a team member	NKO	TEAM0173		
Dynamic of leadershipThe mechanics of effective	NKO	LEAD0126		

communications	NKO	COMM0002		
Get your career on the fast track	NKO	PD0131		
Leadership development: Leading the way	NKO	46004		

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**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
The Adventurer, by Capt. Jimmy (JR) Calhoun (ret)	
Air Cops: A Personal History of Air Traffic Control, by Billy D. Robbins	
Air Traffic Control: An Invitation to a Career, by Laurence E. Gesell, Lyonshare Studios	
Air Traffic Control: Human Performance Factors, by Bert Ruitenber	
Air Traffic Control: Past, Present and Future, by Sundara Mahalingam	
Air Traffic Control: The Uncrowded Sky, by Glen Alexander Gilbert	
Air Traffic Control Facility Operations and Training, by Dept of Defense	
Air Traffic Control Modernization: Congressional Hearing, by Slade Gorton	
Air Traffic Control Status of FAA's modernization Program, by DIANE Publishing Company	
Air Traffic Controller 3 <sup>rd</sup> Edition, by James E. Turner	
Air Traffic System: A Commonsense Guide, by Milovan S. Brenlove	
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Why Airplanes Crash: Aviation Safety in a Changing World, by Clinton V. Oster	

## **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 3500.39