



Aviation Machinist's Mate



ENLISTED CAREER ROADMAP

1 February 2010

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Aviation Machinist Mate (AD) 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 an Aviation Machinist Mate ?

AD roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from the AD Airman Recruit through AF Master Chief. The principal focus is to standardize a program Navywide by featuring the existing skills of an AD necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Aviation Machinist Mate .

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 AD 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 Machinist Mate School at 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.



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 MACHINIST MATE AIRMAN

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AD A1 Core	Pensacola, FL.	C-601-2011		
AD Helo Strand	Pensacola, FL.	C-601-2012		
AD Turbo Prop Strand	Pensacola, FL.	C-601-2013		
AD Turbo Jet Strand	Pensacola, FL.	C-601-2014		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various Sites	A-495-0416		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AD-6403 Oil Analysis Operator/Evaluator		A-491-0017		
AD-6416: J-52 Turbojet Engine First Degree/IMA Mechanic		C-601-3139		
AD-6417: T-400 Turboshift Jet Engine First Degree Repair/IMA Mechanic		C-601-3137		
AD-6418: T-56 Turboprop Engine and 54H60 Series Propeller First Degree/IMA Mechanic		C-601-3001 (P/L) M-601-3013 (P/L)		
AD-6420: F-404 Turbofan Jet Engine First Degree/IMA Mechanic		C-601-3867		
AD-6422 : Test Cell Operator/Maintainer NEC is awarded in accordance with COMNAVAIRFORINST 4790.2 series, Volume I, Chapter 16		N/A		
AD-6423: T-56-425/427 Turboprop Engine and Propeller IMA Mechanic		C-601-3011		
AD-6424: T-64 Turboshift Jet Engine First Degree/IMA Mechanic		C-601-3451		
AD- 6425: F414-GE-400 Turbofan Jet Engine Third Degree/IMA Mechanic		C-601-4866		
AD-6426: T-700 Turboshift Jet Engine First Degree/IMA Mechanic		C-601-4408		
AD-6428: Helicopter Rotors/Related Components IMA Mechanic		M-601-3090		

8805 C-2/E-2 Systems Organizational Initial Maintenance Technician. AD training applies to the T-56-A-425 engine.		C-601-9471 (AD)		
8806 E-2C Group II Systems Organizational Initial Maintenance Technician		C-601-9134 (P/L) (AD)		
8819 P-3 Systems Organizational Initial Maintenance Technician		C-601-1011 (P/L) (AD)		
8832 EA-6B Systems Organizational Initial Maintenance Technician		C-601-9740 (P/L) (AD)		
8841 F/A-18E/F Systems Organizational Initial Maintenance Technician 1. The F/A-18 E/F difference training pipeline requires component NEC 8842. 2. Personnel will retain previously earned Component NEC (8842) upon being awarded NEC 8841.		C-601-9976 (P/L) AD C-601-9977 (Diff Course)		
8842 F/A-18 A/B/C/D Systems Organizational Initial Maintenance Technician		C-601-9973 (P/L) (AD) C-601-0003 (P/L)		
8843 E-6 Systems Organizational Initial Maintenance Technician		C-601-3500 (P/L) (AD)		
8878 H-60 Systems Organizational Initial Maintenance Technician		C-601-9408 (P/L) (AD) C-601-0024 (P/L)		

JOB DESCRIPTION

Aviation Machinist's Mates (AD) maintain aircraft engines and their related systems, including the induction, cooling, fuel, lubrication, compression, combustion, turbine, gas turbine compressor, exhaust, accessory gearbox, aircraft mounted accessory drive, propeller and bleed air systems; preflight aircraft; conduct periodic inspections and oil analysis on engines and engine-related systems; field-test and adjust engine and fuel system components, including fuel controls, pumps, valves and regulators; troubleshoot, repair, remove and replace engine, fuel and secondary power system and components; preserve and de-preserve engines, engine accessories and components; and supervise and provide training to powerplant work centers.

RECOMMENDED BILLET ASSIGNMENTS

AD's work in a variety of climates at sea and ashore. They perform their work at sea and in port in 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 (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____/_____ Phone Number/Location _____/_____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____/_____
PAYGRADE E3 (6 months time in service required for paygrade E-4) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Rating Courses: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Bibliography for Advancement Study
Advancement Handbooks
Correspondence Courses
Catalog of Courses
Enlisted Advancement Exam Strategy Guide
Profile Sheets
Exam Discrepancy List
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

Seaman to Admiral 21(STA-21)
Naval Academy
Naval Academy Preparatory School (NAPS)
Officer Candidate School (OCS)
Medical Enlisted Commissioning Program (MECP)

Reference: Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
6 Month progress check _____
Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____
Selection Board Ineligible _____ Standard Score of 40 and Below _____
Commissioning Programs Applications: _____ (prior to submission, command endorsement)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Rating Conversion _____ Rating Reversion _____
Navy Formal Training Schools Request ("A"/"C" etc) _____
Drilling Reservists _____
Active Duty for Special Work (ADSW) _____
Education _____ (prior to establishing Education Plan with NCO)
PTS _____ (15 months prior to EAOS) (6 months – if not approved)
Early Separation _____
F/R Retire Options _____
CSB _____ (when election message received)
Every Physical Fitness Test Failure _____
At members own request _____
Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
DC _____ ADV DC _____ DCTT _____
3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: MOOW _____ POOW _____
Rating Specific Department Qualifications: _____/_____/_____/_____/_____/_____/_____/_____
Personal Qualification Standards: Rating: _____/_____/_____/_____/_____/_____/_____/_____
Other: _____/_____/_____/_____/_____/_____/_____/_____
Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____
OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- [Aircraft Mechanics and Service Technicians](#)
- [Aircraft Structure, Surfaces, Rigging, and Systems Assemblers](#)
- [First-Line Supervisors/Managers of Mechanics, Installers, and Repairers](#)

CERTIFICATIONS:

[Navy COOL](#)

American Board for Certification in Homeland Security (ABCHS)

- [Certified in Homeland Security Level I, II, & III \(CHS-I, II, & III\)](#)

American Society for Quality (ASQ)

- [Certified Quality Improvement Associate \(CQIA\)](#)
- [Certified Quality Technician \(CQT\)](#)

Board of Certified Safety Professionals (BCSP)

- [Certified Safety Professional \(CSP\)](#)

International Council for Machinery Lubrication (ICML)

- [Level I Machine Lubrication Technician \(MLT I\)](#)
- [Level II Machine Lubrication Technician \(MLT II\)](#)

International Society of Certified Electronics Technicians (ISCET)

- [Certified Electronics Technician - Associate-Level](#)
- [Certified Electronics Technician - Journeyman-Level - Industrial](#)

National Institute for Automotive Service Excellence (ASE)

- [Medium/Heavy Truck Technician](#)

National Institute for Certification in Engineering Technologies (NICET)

- [Industrial Instrumentation](#)

Society for Maintenance and Reliability Professionals (SMRP)

- [Certified Industrial Maintenance Mechanic \(CIMM\)](#)

Society of Tribologists and Lubrication Engineers (STLE)

- [Oil Monitoring Analyst \(OMA\)](#)

SpaceTEC

- [Certified Aerospace Technician](#)

Federal Licensure

- [Aircraft Inspector](#)
- [Mechanic \(Airframe & Powerplant\)](#)
- [Mechanic \(Powerplant\)](#)

USMAP (United Services Military Apprenticeship Program)

- [Powerplant Mechanic \(Aircraft Engine Mechanic\)](#)

STAY NAVY

VISIT YOUR CAREER COUNSELOR

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____ Perform to Serve (PTS)_____ Selective Conversion and Reenlistment (SCORE)_____ Reserve Selective Conversion and Reenlistment (RESCORE)_____ Selective Training and Reenlistment (STAR)_____ Guaranteed Assignment in Detailing (GUARD2000)_____ School as a Reenlistment Incentive_____ Career Management System (CMS/ID)_____ Medical/Dental_____ Command Recommendation (eval)_____ Bonus_____ Ceremony_____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.**

FLEET RIDE:

Fleet RIDE is designed for Fleet use in support of Perform to Serve (PTS). Fleet RIDE assists Fleet Career Counselors, Enlisted Community Managers (ECMs), and CREO personnel with reclassification and career guidance by providing the best match of a Fleet Sailor’s qualifications and interests to meet Navy requirements for rating assignment/conversions.

- View and update all Sailor attribute data/rating eligibility criteria and force shaping tools within the Fleet RIDE database
- Qualify the Sailor to view eligibility for any and All ratings
- View and add career counselor notes
- Request applicable data transfer to conversion packages (PTS Spreadsheet) with no retyping of data
- Fleet RIDE, in the PTS conversion process, contributes to the balance of Navy Rating skill mix and helps improve:
 - Community Management
 - Career opportunities for Sailors
 - Fleet readiness
 - Conversion process by reducing time and errors
 - Command CDB/PDBs process
 - Sailor-NC career counseling

TRANSFER:

15 MOS	12 MONTHS	9 MOS	6 MONTHS	ORDERS REC
PTS _____	PTS _____	PTS _____	Accept Orders _____	Screening _____
EFM _____	EFM _____	CMS/ID _____	Reverse Sponsor _____	Obligate _____
CMS/ID _____	CMS/ID _____	SRB _____	Relocation (FFSC) _____	Bonus _____
COT _____	OTEIP _____			Medical/Dental _____
	SRB _____			

SEPARATING/RETIRE

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Microfiche CD _____	PSD _____
NKO Course (CNET12423) _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
Transition Planning _____	Reserve Affiliation _____	Complete Argus Survey _____	
	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!!!)

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

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

Academic skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
Petty Officer Selectee Leadership Course	Command Delivered	CPPD	20 Hours	
Driving for Life	NKO	CPD-DFL-01	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V8.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

E3 REQUIRED COMMUNITY PME:

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

E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1		
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2		
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3		
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4		
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5		
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6		
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7		
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8		
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Math	College Course		45 hrs	
Speech	College Course		45 hrs	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			

Courses With Recommended Reserve Points:

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**
https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

RECOMMENDED COMMUNITY PME:

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

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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, by <i>Stephen E. Ambrose</i>	
The Declaration of Independence and Other Great Documents of American History, 1775-1865	
Ender's Game, by <i>Orson Scott Card</i>	
Flags of Our Fathers, by <i>James Bradley</i>	
The Kite Runner, by <i>Khaled Hosseini</i>	
Life in Mr. Lincoln's Navy, by <i>Dennis J. Ringle</i>	
Lincoln on Leadership, by <i>Donald T. Phillips</i>	
A Passage to India, by <i>E.M. Forster</i>	
A Sailor's History of the U.S. Navy, by <i>Thomas J. Cutler</i>	
The 7 Habits of Highly Effective People, by <i>Stephen R. Covey</i>	
Starship Troopers, by <i>Robert A. Heinlein</i>	
Time Management from the Inside Out: The Foolproof Plan for Taking Control of Your Schedule and Your Life, by <i>Julie Morgenstern</i>	

Note: Required to recite Sailor's Creed

RECOMMENDED COMMUNITY READING

Title	Completed
COMNAVAIRFORINST 4790.2A, NAVAL AVIATION MAINTENANCE PROGRAM (NAMP)	
NAVAIR 00-25-100, NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM	
NAVAIR 00-80T-96, U.S. NAVY SUPPORT EQUIPMENT COMMON BASIC HANDLING & SAFETY MANUAL	
NAVAIR 01-1A-35, MAINTENANCE INSTRUCTIONS ORGANIZATIONAL, INTERMEDIATE, AND DEPOT AIRCRAFT FUEL CELLS AND TANKS	
NAVAIR 01-1A-509-1, CLEANING AND CORROSION CONTROL, VOLUME I, CORROSION PROGRAM AND CORROSION THEORY	
NAVAIR 01-1A-509-2, CLEANING AND CORROSION, VOLUME II, AIRCRAFT	
NAVAIR 01-1A-509-4, CLEANING AND CORROSION CONTROL, VOLUME IV, CONSUMABLE MATERIALS AND EQUIPMENT FOR AIRCRAFT AND AVIONICS	
NAVAIR 03-20-CBBK-1, VARIABLE PITCH AIRCRAFT PROPELLER SYSTEM MODEL NUMBER 54H60-77 INTERMEDIATE MAINTENANCE WITH IPB	
NAVAIR 03-20VAM-1, ORGANIZATIONAL AND INTERMEDIATE MAINTENANCE WITH ILLUSTRATED PARTS BREAKDOWN T56 PROPULSION SYSTEM VIBRATION ANALYSIS	
NAVAIR 15-01-500, ORGANIZATIONAL, INTERMEDIATE AND DEPOT MAINTENANCE PRESERVATION OF NAVAL AIRCRAFT	
NAVAIR A1-H60CA-VIB-100, ORGANIZATIONAL MAINTENANCE MAINTENANCE PROCEDURES VIBRATION ANALYSIS MANUAL AUTOMATED TRACK AND BALANCE SET (ATABS)	
NAVEDTRA 14008, AVIATION MACHINIST'S MATE 3 & 2	
NAVEDTRA 14014, AIRMAN	
NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS	
OPNAVINST 5100.19, NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL FOR FORCES AFLOAT, VOL I/II/III	
NAVEDTRA 14325, MILITARY REQUIREMENTS, BASIC (BMR)	
NAVEDTRA 14504, MILITARY REQUIREMENTS FOR PETTY OFFICERS THIRD AND SECOND CLASS	
NAVPERS 15665, U.S. NAVY UNIFORM REGULATIONS	

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation and retirement)
- 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 14440-010 to 14440-050
- 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)