



## 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 SECOND CLASS  
(Apprentice/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
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)		
8303-8391 Aircraft Maintenance Technician Selected Reserve (SELRES) personnel must complete the course requirements for an 8300 series NEC for those courses which have a prerequisite 8800 series NEC. The 8300 series NEC may be Reserve Job Qualification Requirements (RJQR) syllabus awardable only when there is not an associated 8800 series NEC.				
8303 CH/MH-53E Systems Organizational Maintenance Technician		AD C-601-9446 (P/L)		
8305 C2/E2 Systems Organizational Career Maintenance Technician NOTES: 1. C2/E2 training applicable to AD, AM, and AME personnel. 2. C2/E2 AD training applies to the T56-A-425 engine.		C-601-9472 (AD)		
8306 E-2C Group II Systems Organizational Career Maintenance Technician NOTES: 1. AD rating applies to the T-56-A-427 engine. 2. AD rating can have Component NEC 8806 or 8805.		C-601-9135 (P/L) (AD)		
8310 C-9B Systems Organizational Maintenance Technician NOTE: Resources are established at Scott Air Force Base. FTS/SELRES only.				
8312 Aircraft Aerial Refueling Stores (ARS) Organizational Career Maintenance Technician		C-602-3084		
8313 C-40A Systems Organizational Maintenance Technician		R-600-1001 R-603-5005 R-603-5006		

8315 E-6B System Organizational Career Maintenance Technician		C-102-4519 C-102-4517 C-602-3514		
8318 C-130 Systems Organizational Maintenance Technician NOTE: NEC may be awarded to SELRES personnel upon completion of C-130 Maintenance Computer Based Training (CBT) / Fleet Readiness Enlisted Skill Training (FREST). The training for SELRES will consist of these four phases: Phase I-Self paced, non-resident CBT Part one. Phase II-Two week drill period (formal training by mobile training team, Part one). Phase III-Self paced, non-resident CBT Part two. Phase IV-Two week drill period (formal training by mobile training team, Part two).		M-102-0451 (P/L) M-602-0455 (P/L) C-602-3516 (P/L)		
8319 P-3 Systems Organizational Career Maintenance Technician		C-601-9533 (P/L) (AD)		
8332 EA-6B Systems Organizational Career Maintenance Technician		C-601-9741 (P/L) (AD)		
8341 F/A-18E/F Systems Organizational Career Maintenance Technician		C-601-9975 (AD)		
8342 F/A-18 A/B/C/D Systems Organizational Maintenance Technician		C-601-9974 (P/L) (AD)		
8343 E-6 Systems Organizational Career Maintenance Technician		C-601-3504 (AD)		
AO-8378 H-60 Systems Organizational Career Maintenance Technician		C-601-9407 (P/L) (AD)		
8380 UH-1N Systems Organizational Maintenance Technician		M-601-2027 (P/L) (AD) M-601-2014 (P/L)		
8391 Airborne Mine Countermeasure Systems Career Maintenance (AMCM) Technician (Level I and O)		AD/AM C-601-9448 (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.

#### **Other Opportunities:**

Joint Assignments  
GWOT Support Assignments  
Recruiter  
Instructor

RDC  
DAPA  
CAAC  
Career Counselor

**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 E5 (3 year time in service required for paygrade E-6) 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://wwa.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.

**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) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu page. WERR 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.

**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: SECTION LEADER\_\_\_\_\_ POOW\_\_\_\_\_ JOOD\_\_\_\_\_ OOD\_\_\_\_\_

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 \(Aircraft Engine Mechanic\)](#)
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**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_____			

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**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 _____	

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

**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
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 Currency Course (LCC)	Command Delivered		20 Hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**E5 REQUIRED COMMUNITY PME:**

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

**E5 RECOMMENDED NAVY PME:**

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

**Courses With Recommended Reserve Points:**

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

**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
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-509-3, CLEANING AND CORROSION CONTROL, VOLUME III, AVIONICS AND ELECTRONICS	
NAVAIR 01-1A-8, ENGINEERING MANUAL SERIES AIRCRAFT AND MISSILE REPAIR STRUCTURAL HARDWARE	
NAVAIR 01-75PAA-2-4-6, PROPELLER NAVY MODELS P-3A, P-3B, AND P-3C AIRCRAFT ORGANIZATIONAL MAINTENANCE	
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	
A-500-0102, WORK CENTER SUPERVISOR LEADERSHIP COURSE STUDENT GUIDE	
BUPERSINST 1610.10, NAVY PERFORMANCE EVALUATION SYSTEM	
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, U.S. NAVY 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)