



## 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 SENIOR CHIEF  
(Master)**

**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		
DAPA	Various Sites	S-501-0100		
CMEO	Various Sites	A-500-0009		
CACO	Various Sites			
ADAMS (facilitator)	Various Sites	S-501-0110		
Senior Enlisted Academy	Rhode Island	P-920-1300		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
8800 Aviation Maintenance/Production Chief		C-600-3210		
8300 Aviation Maintenance Material Control Master Chief NOTE: To be assigned this NEC, personnel must be a Senior Chief or Master Chief who has held one or more of the following billets while at the E-8 or E-9 level (must have served in the billet for at least 12 months): Maintenance Control Supervisor, Production Control Supervisor, Quality Assurance Supervisor (O or I Level), Division Leading Chief (I Level only). Submit documentation of completed prerequisite billet along with NAVPERS 1221/6 to PERS-4013D2 via the Enlisted Community Manager.				

**JOB DESCRIPTION**

Assists the Maintenance Material Control Officer in squadrons or Aircraft Intermediate Maintenance Departments in carrying out readiness responsibilities. Provides liaison between the Maintenance Material Control Officer and the Production Division supervisors. Performs managerial functions in the areas of operational commitments, aircraft or bench status, workload requirements and personnel assets. Coordinates, prioritizes and monitors all Production Division maintenance efforts. Assigns material priorities and monitors overall material support, ground support equipment usage and cannibalization.

**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: Command Senior Chief  
 Joint Assignments RDC  
 GWOT Support Assignments DAPA  
 Recruiter CACO  
 Instructor/Facilitator Detailer  
 CMEO/EOA 3-M Coordinator

**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 E8 (3 year time in service required for paygrade E-9) SECURITY CLEARANCE \_\_\_\_\_  
 Elig Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_  
 Three NON SELECT - Career Development Board date: \_\_\_\_\_ Date Advanced: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Advancement Center: Correspondence Courses  
 Catalog of Courses  
 Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:  
 Limited Duty Officer  
 Chief Warrant Officer  
 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.

## SELECTION BOARD CHECK LIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. 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 for board preparation 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.

Step 2 – Submit appropriate missing documents to the selection board.

- a) Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b) For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX **ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 210 / SELRES =205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c) Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d) Check (<http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm>) to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your Web Enabled Record Review, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a) Request a **Career Development Board (CDB)** through your chain of command.
- b) Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c) Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on NKO that are recommended in this document.
- d) Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

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#### CAREER DEVELOPMENT BOARDS:

Reporting\_\_\_\_\_ (within 30 days)  
Advancement Non Select 3 times\_\_\_\_\_  
Commissioning Programs Applications:\_\_\_\_\_ (prior to submission, command endorsement)  
HYT: 24 months\_\_\_\_\_ 12 months\_\_\_\_\_ HYT Waivers\_\_\_\_\_  
Drilling Reservists\_\_\_\_\_  
Active Duty for Special Work (ADSW)\_\_\_\_\_  
Education\_\_\_\_\_ (prior to establishing Education Plan with NCO)  
F/R Retire Options\_\_\_\_\_  
CSB\_\_\_\_\_ (when election message received)  
Every Physical Fitness Test Failure\_\_\_\_\_  
At members own request\_\_\_\_\_  
Other\_\_\_\_\_

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#### QUALIFICATIONS AND CERTIFICATIONS

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

WATCH STANDING: SECTION LEADER\_\_\_\_\_ JOOD \_\_\_\_\_ OOD \_\_\_\_\_ CDO\_\_\_\_\_ SDO\_\_\_\_\_  
Senior Enlisted Watchbill Coordinator\_\_\_\_\_  
Rating Specific Department Qualifications:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Personal Qualification Standards:Rating:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Other:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Advanced: ESWS\_\_\_\_\_ EAWS\_\_\_\_\_ SCW\_\_\_\_\_ SS\_\_\_\_\_ DV\_\_\_\_\_ EXW\_\_\_\_\_  
MTS\_\_\_\_\_ 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 (ABCBS)

- [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 \_\_\_\_\_ 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.**

TRANSFER:

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

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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)**

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DANTES \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	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	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**SCPO REQUIRED COMMUNITY PME:**

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

**SCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	20 Hours	
Primary Professional Military Education (Enlisted) Block 1 - Introduction	NKO	PPME-SENL-B1.v2		
Primary Professional Military Education (Enlisted) Block 2 - The Culture of the Navy	NKO	PPME-SENL-B2.v2		
Primary Professional Military Education (Enlisted) Block 3 - Governance of the Navy	NKO	PPME-SENL-B3.v2		
Primary Professional Military Education (Enlisted) Block 4 - How the Navy Thinks About War	NKO	PPME-SENL-B4.v2		
Primary Professional Military Education (Enlisted) Block 5 - How the Navy Plans its Operations	NKO	PPME-SENL-B5.v2		
Primary Professional Military Education (Enlisted) Block 6 - Technology in the Maritime Domain	NKO	PPME-SENL-B6.v2		
Primary Professional Military Education (Enlisted) Block 7 - PME Conclusion	NKO	PPME-SENL-B7.v2		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0 / US Do N	10 hours	
Nutrition	NKO	NMHCI2107V2	1 hour	
College/Certification Testing Programs Reviews	NKO			
Senior Enlisted Leadership Development Guide	NKO			
Business Studies	College Course		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	
Culture	NKO or College Course	Foreign Language and Culture	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://ile-lms-cont01.nko.navy.mil/training/Courses\\_With\\_Recommended\\_Reserve\\_Points.xls](https://ile-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/>

**DEPARTMENT/COMMAND LEADERS COLLECTION**

Title	Completed
The Cruel Sea, by <i>Nicholas Monsarrat</i>	
Eagle Against the Sun: The American War With Japan, by <i>Ronald Spector</i>	
Execution: The Discipline of Getting Things Done, by <i>Larry Bossidy and Ram Charan</i>	
The Fate of Africa: From the Hopes of Freedom to the Heart of Despair, by <i>Martin Meredith</i>	
From Beirut to Jerusalem, by <i>Thomas L. Friedman</i>	
Imperial Grunts: The American Military on the Ground, by <i>Robert D. Kaplan</i>	
Implementing Diversity: Best Practices for Making Diversity Work in Your Organization, by <i>Marilyn Loden</i>	
Jefferson's War: America's First War on Terror, 1801-1805, by <i>Joseph Wheelan</i>	
Leadership: The Warrior's Art, edited by <i>Christopher Kolenda</i> ; foreword by <i>General Barry R. McCaffrey, USA (Ret.)</i>	
Master and Commander, by <i>Patrick O'Brian</i>	
One Hundred Years of Sea Power: The U.S. Navy, 1890-1990, by <i>George W. Baer</i>	
Thinking in Time: The Uses of History for Decision Makers, by <i>Richard E. Neustadt and Ernest R.</i>	

**RECOMMENDED COMMUNITY READING**

Title	Completed
COMNAVAIRFORINST 4790.2A, NAVAL AVIATION MAINTENANCE PROGRAM (NAMP); APP E; CHAP 1, 2, 3, 5, 6, 7, 9, 10, 14, 15	
NAVAIR 00-25-100, NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM; WP 007 00, 008 00, 009 00, 010 00, 015 00, 020 00, 021 00	
NAVAIR A1-H60CA-VIB-100, ORGANIZATIONAL MAINTENANCE MAINTENANCE PROCEDURES VIBRATION ANALYSIS MANUAL AUTOMATED TRACK AND BALANCE SET (ATABS); WP 005 00, 009 00, 011 00	
NAVEDTRA 14008, AVIATION MACHINIST'S MATE 3 & 2	
NAVEDTRA 14014, AIRMAN	
NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS	
NAVSUPINST 4423.29, NAVY UNIFORM SOURCE, MAINTENANCE & RECOVERABILITY (SMR) CODES; APP B-1	
OPNAVINST 5100.19, NAVY SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM MANUAL FOR FORCES AFLOAT; CHAP C23	
A-500-0100, LCPO LEADERSHIP COURSE STUDENT GUIDE	
A-500-0101, LEADING PETTY OFFICER LEADERSHIP COURSE STUDENT GUIDE	
BUPERSINST 1430.16, ADVANCEMENT MANUAL FOR THE ADVANCEMENT OF ENLISTED PERSONNEL OF U.S. NAVY AND U.S. NAVAL RESERVE	
BUPERSINST 1610.10, NAVY PERFORMANCE EVALUATION SYSTEM	
NAVEDTRA 14144, MILITARY REQUIREMENTS FOR CHIEF PETTY OFFICER	
NAVEDTRA 14145, MILITARY REQUIREMENTS FOR PETTY OFFICER FIRST CLASS	
NAVEDTRA 14325, MILITARY REQUIREMENTS, BASIC (BMR)	
NAVEDTRA 14504, MILITARY REQUIREMENTS FOR PETTY OFFICERS THIRD AND SECOND CLASS	
NAVPER 15560, NAVAL MILITARY PERSONNEL MANUAL	
NAVPER 15665, U.S. NAVY UNIFORM REGULATIONS	
NAVPER 15878, CAREER COUNSELOR HANDBOOK	
NWP 3-07.2, NAVY DOCTRINE FOR ANTITERRORISM/FORCE PROTECTION	
OPNAVINST 1420.1, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL	
OPNAVINST 3120.32, STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY (SORM)	
OPNAVINST 5100.19, NAVY SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM MANUAL FOR FORCES AFLOAT	
OPNAVINST 5350.4, DRUG AND ALCOHOL ABUSE PREVENTION AND CONTROL	
OPNAVINST 6110.1, PHYSICAL READINESS PROGRAM	
SECNAV M-5510.30, DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM	
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)
- 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
- 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)