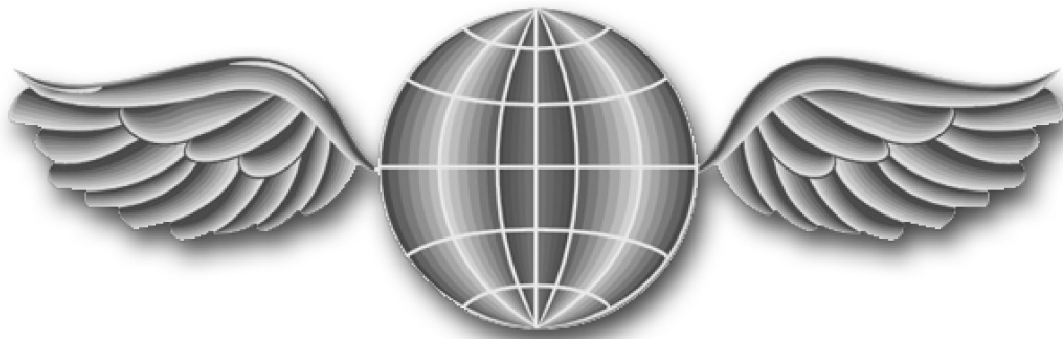




# AVIATION ELECTRICIANS MATE (AE)



## RATING ROADMAP

**18 Feb 2010**

## **CAREER ROADMAP**

### **Seaman Recruit to Master Chief Roadmaps**

The educational roadmap below will assist Sailors in the Aviation Electricians Mate community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; SMART Transcript; NKO (E-Learning); Navy College; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

### **What is a Career Roadmap for Aviation Electricians Mates?**

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

### **What is the Enlisted Learning and Development Continuum?**

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

### **Do Sailors have to follow the Roadmap?**

Yes. The Aviation Electricians Mate 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, 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 Electricians Mate AIRMAN  
(APPRENTICE)**

NAME \_\_\_\_\_

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

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

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Warfare Apprentice Training (AWAT)	Pensacola, FL	C-100-2021	8 days	
AE Apprentice Technical Training (ATT)	Pensacola, FL	A-100-0109	46 days	
AE "A" School	Pensacola, FL	C-602-2039	57 days	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
8806- E-2C Systems OMA Initial Maintenance Tech	Norfolk, VA	C-602-0353	39 days	
8819- P-3C Systems OMA Initial Maintenance Tech	JAX / Whidbey Is	C-602-1054	38 days	
8832- EA-6B Systems OMA Initial Maintenance Tech	Whidbey Is	C-602-1853	46 days	
8841- F/A-18E/F Systems OMA Initial Maint Tech	Oceana / Lemoore	C-602-0654	54 days	
8842- F/A-18C/D Systems OMA Initial Maint Tech	Oceana / Lemoore	C-602-0652	45 days	
8843- E-6B Systems OMA Initial Maintenance Tech	Tinker, OK	C-602-1952	43 days	
8878- H-60 Systems OMA Initial Maintenance Tech	JAX / North Is	C-602-0855	53 days	
7105- AHRS IMA Maintenance Tech	North Is / Oceana	C-102-4057	22 days	
7133- EA-6B Electrical IMA Technician	Whidbey Is	C-602-3517	17 days	
7137- Aircraft Instrument IMA Technician	JAX / North Is	C-602-3019	33 days	
7140- AECTS Test Stand Operator	Cherry Point	C-602-3126	26 days	
7144- Helo ASE/AFCS IMA Technician	North Island	C-602-5056	61 days	
7173- EMTC Test Console IMA Technician	North Is / Oceana	C-150-3010	15 days	

**NOTE: NEC opportunities listed above are not all inclusive. Numerous other specific job specialties are available to the AE. Please see your Command Career Counselor, Leading Chief, or Leading Petty Officer for more details and refer to the NEC Manual and CANTRAC for further guidance.**

**JOB DESCRIPTION**

Aviation Electrician's Mates maintain aircraft electrical and instrument systems, including power generation, conversion, and distribution systems; aircraft batteries; interior and exterior lighting; electrical control of aircraft systems, including hydraulic, landing gear, flight control, utility, and power plants, flight and non-instrument-type indicating and warning systems; automatic flight control and stabilization systems; aircraft compass systems; attitude reference systems; and inertial navigation systems.

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### RECOMMENDED BILLET ASSIGNMENTS

Aviation Electrician's Mates work at both the Organizational level in squadrons and at the Intermediate level in either Fleet Readiness Centers (FRC) ashore or in the Aircraft Intermediate Maintenance Department onboard an Aircraft Carrier (CVN) or air capable platform such as an LHD or LHA. Primary assigned billets for this Rate and paygrade at the Organizational level are in fixed wing or rotary wing aircraft squadrons. Some possible platforms for billeting are as follows: F/A-18, E-2C, P-3, EA-6B, H-60, MH-53, C-2, and E-6B. Possible duty stations locations include, but are not limited to, San Diego CA, Lemoore CA, Whidbey Island WA, Tinker OK, Norfolk VA, Oceana VA, Jacksonville FL, Pensacola FL, Corpus Christie TX, Atsugi Japan, and Sigonella Sicily to name a few. Your Command Career Counselor and Leading Petty Officer or Chief will be able to outline in more detail the additional variety of duty assignments you can look forward to in your career.

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### 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://www.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.

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### 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 Electricians Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

- AIRCRAFT MECHANICS AND SERVICE TECHNICIANS
- AVIONICS TECHNICIANS
- FIRST-LINE SUPERVISORS/MANAGERS OF MECHANICS, INSTALLERS AND REPAIRERS
- INSPECTORS, TESTERS, SORTERS, SAMPLERS, AND WEIGHERS

### CERTIFICATIONS:

#### Navy COOL

- Certified Professional Fiber Optics Installer (CPFOI)
- Certified in Homeland Security Level I, II, & III (CHS-I, II, & III)
- Certified Quality Improvement Associate (CQIA)
- Certified Quality Technician (CQT)
- Certified Safety Professional (CSP)
- Aerospace Fiber Optics Fabricator (FAB)
- Associate Electronics Technician (CETa)
- Fiber Optics Installer (FOI)
- Fiber Optics Technician (FOT)
- Certified Electronics Technician - Associate-Level
- Certified Electronics Technician - Journeyman Level
- Aircraft Electronics Technician (AET)
- Foreign Object Elimination (FOE)

- Certified Aerospace Technician

**USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):**

- Electrician, Aircraft (Aircraft Mfg, Air Trans)
- Electrician, Maintenance (Any Industry)

**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](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
Student Skills for the Integrated Learning Environment	NKO	SLC-SSILE-001		
Avionics Corrosion Control	NKO	CNATT-ACC-2.0		
Basic Corrosion Control	NKO	CNATT-BCC-2.0		

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

Note: Required to recite Sailor's Creed

**RECOMMENDED COMMUNITY READING**

Title	Completed
Sailors to the End, <i>by Gregory A. Freeman</i>	
Bibliography for Advancement to AE3 located at : <a href="https://www.nko.navy.mil/gear/library/download?document_id=v4doc100400094">https://www.nko.navy.mil/gear/library/download?document_id=v4doc100400094</a>	

## 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)