



AEROGRAPHER'S MATE



RATING ROADMAP

October 2011

CAREER ROADMAP

Airman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Aerographer's Mate (AG) 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 Aerographer's Mate?

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

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 Aerographer's 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, Aerographer's Mate "A" and "C" Schools located at Keesler AFB in Biloxi, MS and NKO (E-Learning, etc...)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.



**AEROGRAPHER'S MATE SENIOR CHIEF
(Master)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|--------------------------------|------------|-------------------|----------------|
| Aerographer's Mate class C1 School, NEC 7412 | CNATTU, Keesler AFB Biloxi, MS | C-420-2011 | 215 Calendar days | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------|------------|---------------|----------------|
| Senior METOC Officer Afloat (SMOA) | PDDs | C-5B-0011 | 2 days | |
| METOC Support for Air Defense/Surface & Information Warfare | PDDs | C-5B-0013 | 5 days | |
| MENTOR Management | NKO | | Self - paced | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------|------------|---------------|----------------|
| Journeyman Instructor Training (JIT) NEC 9502 | Pensacola, FL | A-012-0077 | 2 weeks | |

JOB DESCRIPTION

Meteorological Oceanographic Managers

Meteorological Oceanographic Managers ensure the operational effectiveness of a meteorological/oceanographic (METOC) unit through effective leadership of personnel and management of assets. Serve as the liaison with METOC customers to determine support requirements and provide the most relevant products for operational and mission success. Provide tactical recommendations to Warfare Commanders and Flag Officers. Function as the liaison with DOD/government agencies with METOC responsibilities to leverage operational products and training for mutual benefit and efficiencies. Responsible for METOC unit quality control and environmental impact metrics programs. Manage METOC programs and resources. Develop solutions to meet METOC equipment acquisitions and training programs. Advise senior METOC officers on command/staff management. Coordinate with enlisted distribution and community managers to meet METOC manpower requirements and resolve personnel issues. Train, supervise, and mentor METOC personnel to increase forecasting skills

RECOMMENDED BILLET ASSIGNMENTS

As a Meteorological / Oceanographic Manager, billet assignments range across both sea and shore type duty. Sea duty you can expect to serve within one of the Strike Group Oceanography Teams, Mobile Environmental Teams and serve onboard Aircraft Carriers (CVN), Amphibious Assault Ships (LHD/LHA) or other fleet assets in conjunction with assignments to Expeditionary Warfare, Undersea Warfare, Mine Warfare and Fleet Survey Teams. Shore duty assignments will encompass serving on a Staff, Training Command, Regional Forecasting Centers or supporting detachments, Fleet Numerical Meteorology and Oceanography Center, and the Naval Meteorology and Oceanography Professional Development Center.

Other Opportunities:

Joint Assignments

GWOT Support Assignments

Recruiter

Career Counselor

RDC

Instructor

DAPA

CACO

Fleet Liaison and Staff support

Command Senior Chief

CMEO/EOA

PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 30 day Career Development Board)

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E-9)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____ HYT Date: _____

Security Clearance Level _____ Date Last updated: _____ Command INDOC complete _____

CAREER DEVELOPMENT BOARDS: Use with OPNAVINST 1040.11(series) & Career Counselor Handbook
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 30 days for active duty or three drill weekends for SELRES) (Date Conducted): _____

6 month progress check (Date Conducted): _____ 12 Months _____ 24 Months _____

36 Months _____ 48 Months _____ 60 Months _____ Special Program/Member Request _____

Advancement Center: Visit NKO Navy Advancement page located under the Career Management Tab

Correspondence Courses _____ Catalog of Courses _____

Selection Board Ineligible (Conducted): _____ Non Select 3 times (Conducted): _____

Commissioning Programs Applications (Conducted): _____ (prior to submission, command endorsement)
Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Medical Enlisted Commissioning Program (MECP) _____ Limited Duty Officer _____ Chief Warrant Officer _____

Physical Fitness Test Failure (Conducted): _____ Career Status Bonus (election message received) (Conducted): _____

HYT 24 months (Date): _____ HYT 12 months (Date): _____ HYT Waiver Date: _____ Approve/Disapprove

Transfer _____ Early Separation: _____ Fleet Reserve Retirement Options: _____

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

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) **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 - 2) **If Deployed**: Click on “**Request Record on CD**” to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 - 3) Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil> click on “ODC, OSR, PSR, ESR” link
- b) **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c) **Electronic Training Jacket (ETJ)** Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not click on "Data Problems" on bottom of each page which will guide you on how to make corrections or updates.

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 OMPF, 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.

QUALIFICATIONS AND CERTIFICATIONS

| Sea/Shore General Qualifications Watch Standing Qualifications | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|--------------------|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| General Damage Control | | |
| Advanced Damage Control | | |
| 3M 303 | | |
| 3M 304 | | |
| Section Leader | | |
| Officer of the Deck (OOD) (In Port) | | |
| Command Duty Officer (CDO) | | |
| Junior Officer of the Deck (JOOD) | | |
| Officer of the Deck (OOD) (At Sea) | | |
| Personal Qualifications Standard | | |

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|--|--------------------|---|
| Aviation Warfare Specialist | | |
| Surface Warfare Specialist | | |
| Information Dominance Warfare Specialist | | |
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| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
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CERTIFICATIONS

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

| Occupation |
|--|
| Atmospheric and Space Scientists |
| Atmospheric, Earth, Marine, and Space Sciences Teachers, Postsecondary |
| Electrical and Electronic Engineering Technicians |
| Electronics Engineering Technicians |
| Environmental Science and Protection Technicians, Including Health |
| Geological Sample Test Technicians |
| Geoscientists, Except Hydrologists and Geographers |
| Hydrologists |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Natural Sciences Managers |

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

| Target paygrade | Certifying Agency Web Site | Certification Title | Years Experience Required | Comp. date |
|-----------------|---|--|---------------------------|------------|
| E1 - E3 | American Meteorological Society | Certified Broadcast Meteorologist (CBM) | 0 | |
| E1 - E3 | Electronics Technicians Association, International (ETA-I) | Certified Service Manager (CSM) | 0 | |
| E3 - E5 | American Board for Certification in Homeland Security (ABCBS) | Certified in Disaster Preparedness (CDP-I) | 1 - 5 | |
| E3 - E4 | Federal Aviation Administration (FAA) | Aircraft Dispatcher | 2 | |
| E4 | National Board for Professional Teaching Standards | Early Adolescence Through Young Adulthood/Career and Technical Education | 3 | |
| E4 | American Society for Photogrammetry and Remote Sensing | Certified Remote Sensing Technologist | 3 | |
| E4 | Institute of Certified Professional Managers (ICPM) | Certified Manager (CM) | 4 | |
| E5 | American Meteorological Society | Certified Consulting Meteorologist (CCM) | 5 | |

Visit Navy COOL <https://www.cool.navy.mil> for additional Credentials that you may qualify to earn; however funding may be limited to your GI bill or DANTES.

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

| | Comp. date |
|--|------------|
| Meteorologist (Professional & Kindred) | |
| Weather Observer | |
| Weather Observer (Professional & Kindred) | |

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

Career Management System/Interactive Detailing (CMS/ID): _____

Medical/Dental Screening: _____ Command Recommendation (evaluation): _____ Bonus: _____ Ceremony: _____

TRANSFER:

| <u>15 Months</u> | <u>12 Months</u> | <u>9 Months</u> | <u>6 Months</u> | <u>Orders Received</u> |
|---|------------------|-----------------|-------------------------|------------------------|
| Exception Family Member _____ | EFM _____ | CMS/ID _____ | Accept Orders _____ | Screening _____ |
| CMS/ID _____ | CMS/ID _____ | | Reverse Sponsor _____ | Obligate _____ |
| Continuous Overseas Tours (COT) _____ | | | Relocation (FFSC) _____ | Bonus _____ |
| Overseas Tour Extension Incentive Program (OTEIP) _____ | | | Medical/Dental _____ | |

For additional assistance in transfer and relocation, go to: <http://www.npc.navy.mil/CareerInfo/PerformtoServe>

SEPARATING/RETIRE

| <u>18 -12 months</u> | <u>6 months</u> | <u>90 days</u> | <u>30 days</u> |
|---------------------------|----------------------------------|----------------------------|-----------------------|
| Attend TAP/RTAP _____ | MED/DEN _____ | Copy of Records _____ | Copy of Records _____ |
| Complete DD2648PSD _____ | Relocation _____ | Official Record CD _____ | PSD _____ |
| Transition Planning _____ | Relocation Services (FFSC) _____ | Arrange Ceremony _____ | MED/DEN _____ |
| | Reserve Affiliation _____ | Request Leave / PTDY _____ | |
| | VA/DVA _____ | | |

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor’s general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment VISIT YOUR NAVY COLLEGE OFFICE or call the Virtual Education Center (VEC!!!))

Education Plan Completed (Navy College Office/VEC _____) Current Education Level _____

Degree Goal _____

Various distance learning degree options are available using, Sailor and Marine Online Academic Advisor (SMOLAA)

Goal: Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits _____ American Council on Education (ACE) recommended credits _____

SOCNAV Agreement _____ SMART Transcripts _____ HS Transcripts _____ College Transcripts _____

Date Degree Obtained: AA/AS _____ BA/BS _____ Master _____ Doctorate _____

For entry into SMART, Send official transcripts to:
 Center for Personal and Professional Development
 Attn: Virtual Education Center
 1905 Regulus Avenue, Ste. 234
 Virginia Beach VA 23461-2009
 Phone: 1-877-838-1659
 Comm: 757-492-4684
 FAX: 757-492-5095
 DSN: 492-4684
 Email: VEC@navy.mil

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

NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

SCPO REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-------------------|----------------------|---------------|----------------|
| Required General Military Training (GMT) | Command Delivered | | | |
| 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 |
|---|-----------------|-------------------------|---------------|----------------|
| United States Navy Meteorological and Oceanographic Support System Manual | Command | NAVMETOCCOMINS T 3140.1 | Self – paced | |
| Special Incident Reporting (OPREP-3 and Unit SITREP) Procedures | Command | NAVMETOCCOMINS T 3100.2 | Self – paced | |
| Fleet Liaison Program | Command | NAVMETOCCOMINS T 3140.7 | Self – paced | |
| CINCLANTFLT/CINCPACFLT OPORD 2000 Annex H | Command | OPORD 2000, Annex H | Self – paced | |
| Department of the Navy Security Program | Command | SECNAVINST 5510.30 | Self – paced | |

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 | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| 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

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|--|-----------------------|---------------|----------------|
| Integration with Allies | NKO | NMAWC THR 030 | Self – paced | |
| Isentropic Analysis | NKO | METOC 045-813-106-045 | Self – paced | |
| Dispersion Basics | COMET / MetEd | METOC 045-838-107-089 | Self – paced | |
| Understanding Data Assimilation, How Models Create their Initial Conditions | NKO | METOC 045-813-106-065 | Self – paced | |
| Ensemble Forecasting Explained | NKO | METOC 045-841-106-030 | Self – paced | |
| The Use and Misuse of Conditional Symmetric Instability | COMET / MetEd | METOC 045-818-109-104 | Self – paced | |
| Imaging with NPOESS VIIRS; A Convergence of Technologies and Experience | NKO | METOC 045-833-106-039 | Self – paced | |
| Remote Sensing of Ocean Winds and Direction; An Introduction to Scatterometry | NKO | METOC 045-800-106-004 | Self – paced | |
| Advances in Microwave Remote Sensing; Ocean Wind Speed and Direction | COMET / MetEd | METOC 045-814-106-069 | Self – paced | |
| Influence of Model Physics on NWP Forecasts | COMET / MetEd | METOC 045-833-106-046 | Self – paced | |
| Rip Currents; Forecasting | NKO | METOC 045-792-106-008 | Self – paced | |
| Mesoscale Aspects of Winter Weather Forecasting Topics | COMET / MetEd | METOC 045-841-106-075 | Self – paced | |
| Topics in Precipitation Type Forecasting | COMET / MetEd | METOC 045-813-106-079 | Self – paced | |
| Visible and Infrared Dust Detection Techniques | COMET / MetEd | METOC 045-838-106-066 | Self – paced | |
| Predicting Supercell Motion Using Hodograph Techniques | NKO | METOC 045-838-106-054 | Self – paced | |
| How Models Produce Precipitation and Clouds | NKO | METOC 045-838-106-036 | Self – paced | |
| Fundamentals of System Acquisition Management | www.DAU.mil | ACQ 101 | Self – paced | |
| Acquisition Logistics Fundamentals | www.DAU.mil | LOG 101 | Self – paced | |
| The Six Sigma Change Agent | NKO | OPER0175 | Self – paced | |
| Talent Management: Developing Talent | NKO | 41413 | Self – paced | |
| Major Time management Challenges | NKO | PD0103 | Self – | |

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|---|-----|--------|--------------|--|
| | | | paced | |
| Managing Performance, Overcoming Performance Appraisal Challenges | NKO | 41056 | Self – paced | |
| Managerial Leadership; Leading Through Change | NKO | 46115 | Self – paced | |
| Ethical Decision Making | NKO | PD0171 | Self – paced | |
| Executive Level Leadership; Change and the Executive Leader | NKO | 46202 | Self – paced | |
| Team Conflict; resolving Team Conflict | NKO | 42211 | Self – paced | |
| Strategic Decision making; making the Right Decision | NKO | 46012 | Self – paced | |
| Organizational Behavior; The Organizational System | NKO | 41103 | Self – paced | |
| Motivation; Empowering to Increase Motivation | NKO | 46123 | Self – paced | |
| Managerial Leadership; Creating a Vision | NKO | 46111 | Self – paced | |

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

RECOMMENDED COMMUNITY READING

| Title | Completed |
|--|-----------|
| The Perfect Storm: A True Story of Men Against the Sea by Sebastian Junger | |
| The Rime of the Ancient Mariner (Forgotten Books) by Samuel Taylor Coleridge | |
| Halsey's Typhoon: The True Story of a Fighting Admiral, an Epic Storm, and an Untold Rescue by Bob Drury and Tom Clavin | |
| Isaac's Storm: A Man, a Time, and the Deadliest Hurricane in History by Erik Larson | |
| So Terrible a Storm: A Tale of Fury on Lake Superior by Curt Brown | |
| Hurricane Watch: Forecasting the Deadliest Storms on Earth by Jack Williams and Bob Sheets | |
| Extreme Weather: Understanding the Science of Hurricanes, Tornadoes, Floods, Heat Waves, Snow Storms, Global Warming and Other Atmospheric Disturbances ~ H. Michael Mogil | |
| Fatal Storm: The Inside Story of the Tragic Sydney-Hobart Race by Robert Mundle | |
| Sea Storms (Weather Science) by Michael Allaby | |
| Changing Sea Levels: Effects of Tides, Weather and Climate by D. T. Pugh | |
| Dark Sky, Black Sea: Aircraft Carrier Night and All-Weather Operations by Charles H. Brown | |

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878
- Command Sponsor and Indoctrination Program OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program GUARD 2000, MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Program OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Perform to Serve (PTS) MILPERSMAN 1440-060
- Reenlistment Ceremony MILPERSMAN 1160-020
- Reenlistment Leave MILPERSMAN 1050-040
- Required Counseling upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Conversion and Reenlistment (SCORE) Program MILPERSMAN 1160-090
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- School as a Reenlistment Incentive MILPERSMAN 1306-1006

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770 to 1770-250
- Disability Retirement MILPERSMAN 1850-020 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Household Goods and Personal Property (PCS and Retirees) MILPERSMAN 4050-010 to 020
- Permissive Temporary Duty (PTDY) MILPERSMAN 1320-220
- Transition Assistance Management Program OPNAVINST 1900.2(series) (Initiate a DD-2648-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Drug Abuse MILPERSMAN 1910-146
- Early release to further education MILPERSMAN 1910-108
- Enlisted Administrative Separation Policy MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) AC MILPERSMAN 1160-120 / RC 1160-130
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Personality Disorder MILPERSMAN 1910-122
- Physical Fitness Assessment Failure MILPERSMAN 1910-170
- Serious Offense MILPERSMAN 1910-142
- Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement BUPERSINST 1430.16(series)
- Accelerated Advancement MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools 1306-600/602/604/608
- Class “A” School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with the Armed Forces Classification Test version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

Education:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Navy Voluntary Education Program (Navy Campus) OPNAVINST 1560.9(series)
- Tuition Assistance Management Controls NAVADMIN 161/07 / NETC LTR Execution Guidelines 1560 Ser N00178, Aug 07
- Navy Credentialing Program OPNAVINST 1540.56
- Uniformed Services Military Apprenticeship Programs OPNAVINST 1560.10(series)

Other Quick References:

- Awards Manual (SECNAV 1650.1(Series))
- Change in Rank, Rate or Rating MILPERSMAN 1440-010 to 1440-050
- Department of the Navy Correspondence Manual (SECNAV M-5216.5 (Series))
- 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
- Naval Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas tour Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian reasons (HUMS) MILPERSMAN 1300-500
- Standard Policy and Procedures for the Active Duty for Special Work (ADSW) & 1 year Recall Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C