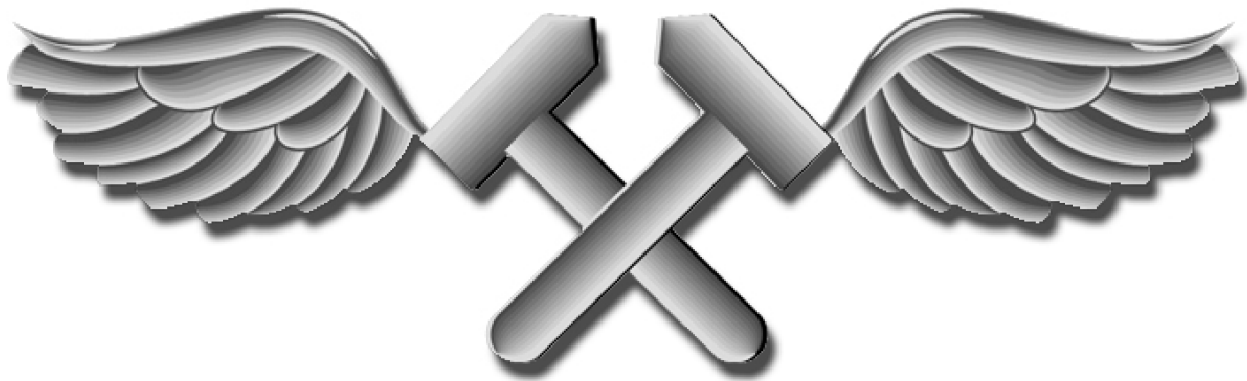




Aviation Structural Mechanic



RATING ROADMAP

1 Jan 2011

CAREER ROADMAP

Airman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Aviation Structural Mechanic (AM) 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 Structural Mechanic's?

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

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 AM 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, AM "A" School at Naval Air Technical Training Command (NATTC) in Pensacola Florida, 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.



**Aviation Structural Mechanic PETTY OFFICER FIRST CLASS
(Journeyman)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---------------------------------------|-----------------|----------------|---------------|----------------|
| Aircraft Corrosion Control | Various Sites | N-701-0013 | | |
| Aircraft Paint Touch Up and Markings | Various Sites | N-701-0014 | | |
| Radome and Fiberglass Repair | Various Sites | N-602-0056 | | |
| Corrosion Control for Managers | Various Sites | N-701-0039 | | |
| NALCOMIS Optimized (OOMA) | Various Sites | C-555-0053 | | |
| IMA Work Center Management (NALCOMIS) | Various Sites | D/E-555-0041 | | |
| Work Center Supervisor (NALCOMIS) | Various Sites | D/E-555-0028 | | |
| OMA Work Center Supervisor (NALCOMIS) | Various Sites | D/E-555-0043 | | |
| IMA Production Control Procedures | Various Sites | D/E-555-0045 | | |
| ADAMS (facilitator) | Various Sites | S-501-0110 | | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------|----------------|---------------|----------------|
| Servocylinder Test Stand Operator | Various Sites | C-602-4867 | | |
| Aeronautical Equipment Welder | Various Sites | N-701-0007 | | |
| A/F-27T-10 Test Stand Operator/Maintainer | Various Sites | C-690-3211 | | |
| Advance Composite Structural Repair Technician | Oceana/Lemoore | C-603-3868 | | |
| Aircraft Non Destructive Inspection Technician | NAS Pensacola | C-603-3191 | | |
| C-2/E-2 Systems O Level Career Maint. Technician | Norfolk, VA | C-602-9748 | | |
| P-3 Systems O Level Career Maint. Technician | Various Sites | C-603-9531 | | |
| EA-6B Systems O Level Career Maint. Technician | Whidbey Island | C-602-9741 | | |
| F/A-18E/F Systems O Level Career Maint. Technician | Various Sites | C-603-9975 | | |
| F/A-18A/B/C/D Systems O Level Career Maint. Tech | Various Sites | C-603-9974 | | |
| E-6 Systems O Level Career Maint. Technician | Tinker AFB, OK | C-603-3503 | | |
| H-60 Systems O Level Career Maint. Technician | Various Sites | C-603-9407 | | |
| Hazardous Materials Control and Management Tech. | Various Sites | A-322-2600 | | |

JOB DESCRIPTION

Aviation Structural Mechanics (AM) maintain aircraft airframe and structural components flight surfaces and controls hydraulic and pneumatic control and actuating systems and mechanisms, landing gear systems, visual improvement, fabricate and repair metallic and nonmetallic materials; supervise operation of airframe work centers; maintain aircraft metallic and non-metallic structures including fuselages, fixed and moveable flight surfaces, tail booms, doors, panels, decks, empennages, and seats (except ejection seats); flight controls and related mechanisms; hydraulic power storage and distribution systems including main (primary and secondary), auxiliary (utility), and emergency systems; hydraulic actuating subsystems; landing gear systems including wheels and tires, brakes, and emergency systems; pneumatic power, storage and distribution systems; hoists and winches, wing and tail fold systems; launch and arresting gear systems; hydraulic component repair and test; and perform aircraft daily, special, hourly, and conditional inspections.

RECOMMENDED BILLET ASSIGNMENTS

AM'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: GWOT Support Assignments, Recruiter, Instructor, RDC, Career Counselor.

AM CAREER PATH (AW)

The Aviation Structural Mechanic - Hydraulics (AM) maintains all aircraft main and auxiliary hydraulic power systems, actuating subsystems, and landing gear. Responsible for maintenance on the aircraft fuselage (mainframe) wings airfoils and associated fixed and moveable surfaces and flight controls. These technicians may also volunteer to fly as Naval aircrew. Aircrew perform numerous in-flight duties and operates aircraft systems in turbojet, helicopter, or propeller aircraft. Aircrew earn additional pay for flying.

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|-------------------------|--|--------------------------------|--|-----------------------|---|
| 26-30 | AFCM | 21.0 Yrs | CMC | 36 | Follow-on Shore Tours (36 months) |
| 23-26 | AFCM AMCS | 21.0 Yrs 19.6 | CMC/CWO | 36 | Fourth Sea Tour (36 months) Billet: Maintenance Master Chief/Staff/CMC Duty: AIMD/STAFF NAS/NAR/Squadron |
| 20-23 | AFCM AMCS AMC | 21.0 Yrs 19.6 14.9 | LDO/CWO/CMC | 36 | Third Shore Tour (36 months) Billet: Maintenance Master Chief/Staff/CMC Duty: AIMD/STAFF/NAS/NAR/ Squadron Qualification: SEA |
| 16-20 | AMCS AMC AM1 | 19.6 Yrs 14.9 9.7 | MECP, LDO/CWO | 36 | Third Sea Tour (36 months) Billet: Prod/Maint/QA SCPO/SEA Duty: Squadron/Wing Staff Billet: Maintenance Master Chief/Staff Command Senior Chief |
| 12-16 | AMCS AMC AM1 | 19.6 Yrs 14.9 9.7 | | 36 | Second Shore Tour (36 Months) Billet: Prod/Maint LCPO/ Instructor/Recruit Company CDR/ Div CPO/Staff / Special Programs Duty: TYCOM/Squadron/AIMD/ NAR/NAS/Command Chief Qualification: LCPO NAVLEAD |
| 8-12 | AMC AM1 AM2 | 14.9 Yrs 9.7 5.1 | | 36 | Second Sea Tour (36 months) Billet: WC Sup/QA/Maint Control/Staff Duty: Squadron/Wing Staff Qualification: EAWS/LPO NAVLEAD |
| 4-8 | AM1 AM2 AM3 | 9.7 Yrs 5.1 3.0 | MECP, Seaman to Admiral | 36 | First Shore Tour (36 months) Billet: Maint Tech/WC Sup/Instructor/ Special Programs Duty: Squadron/AIMD/NAR/NAS Qualification: NAVLEAD |
| 1-4 | AM2 AM3 | 5.1 Yrs | | 48 | First Sea Tour (48 months) Billet: Maint Technician Duty: Squadron/AIMD Qualification: EAWS |
| 1+/- | Accession Training, AMAA, AMAN, or AM3 | 1 Yr | Naval Academy, NROTC, BOOST, MECP | | <i>Recruit Training (8 weeks) / 'A' School (9 weeks) / 'C' School for aircraft platform or AIMD billet</i> |
| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E-7)

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 _____

PNA 3 times (Date Conducted): _____ Standard Score 40 or less/failed (Date Conducted): _____

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

Correspondence Courses _____ Catalog of Courses _____

Enlisted Advancement Exam Strategy Guide _____ Profile Sheets _____ Exam Discrepancy List _____

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):

Seaman to Admiral 21 (STA-21) _____ Medical Enlisted Commissioning Program (MECP) _____

Officer Candidate School _____ Limited Duty 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

PTS 15 months prior to EAOS (Conducted): _____ PTS 6 months if not approved (Conducted) _____

Rating Conversion _____ Navy Formal Training Schools Request ("A"/"C"etc): _____

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

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

SELECTION BOARD CHECK LIST FOR E6 PROMOTION TO CPO

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 E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(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.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

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 301 | | |
| 3M 302 | | |
| 3M 303 | | |
| 3M 304 | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Junior Officer of the Deck (JOOD) | | |
| 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 | | |
| Expeditionary Warfare | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---|-------------|---|
| T/M/S Journeyman QPT | | |
| Plane Captain | | |
| Low Power Turn | | |
| Fuel Cell Entrant | | |
| Tire and Wheel | | |
| Trouble Shooter | | |
| Hydraulic Contamination | | |
| CDI/CDQAR/QAR | | |
| | | |
| | | |

CERTIFICATIONS:

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

Civilian Occupational Equivalent jobs:

- Aircraft Mechanics and Service Technicians
- Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
- Electronics Engineering Technicians
- Machinists
- Sheet Metal Workers
- Welders, Cutters, and Welder Fitters

Navy COOL

- Certified in Homeland Security Level I, II, & III (CHS-I, II, & III)
- ASNT Central Certification Program (ACCP) Level II
- ASNT Central Certification Program (ACCP) Professional Level III
- ASNT Level III Certification
- Certified Quality Improvement Associate (CQIA)
- Certified Quality Technician (CQT)
- Certified Welder (CW)
- Certified Welding Fabricator
- Certified Safety Professional (CSP)
- Certified Fluid Power- Connector and Conductor (CFPC&C)
- Certified Fluid Power- Hydraulic Specialist (CFPHS)
- Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)
- Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)
- Certified Fluid Power- Mobile Hydraulic Mechanic (CFPMHM)
- Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)
- Certified Fluid Power- Pneumatic Mechanic (CFPPM)
- Certified Fluid Power- Pneumatic Specialist (CFPPS)
- Certified Fluid Power- Pneumatic Technician (CFPPT)
- Certified Control Systems Technician (CCST)
- Collision Repair and Refinish Technician
- Machining Level I - Drill Press Skills
- Machining Level I - Job Planning, Benchwork, & Layout Skills
- Machining Level I - Measurement, Materials, and Safety Skills
- Certification for Maintenance and Reliability Professionals (CMRP)
- Certified Industrial Maintenance Mechanic (CIMM)
- Certified Aerospace Technician/Certified Safety Specialist (WSO-CSS)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Sheet Metal Worker (Any Industry)
- Welder, Combination (0622M)
- Welder, Combination (0622N)
- Aircraft Mechanic, Plumbing & Hydraulics (Aircraft Manufacturing)
- Nondestructive Tester (Professional & Kindred)
- Airframe Mechanic
- 1000 hours of preregistration credit awarded for every year working in rate as an E-4 or above up to 50% of required apprenticeship hours

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Perform to Serve (PTS) Approval Message: _____

Selective Conversion and Reenlistment (SCORE): _____ Reserve Selective Conversion and Reenlistment (RESCORE): _____

Selective Training and Reenlistment (STAR): _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

School as a Reenlistment Incentive: _____ Career Management System (CMS/ID): _____

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

PERFORM-TO-SERVE (PTS) FLEET RIDE:

The Command Career Counselor is your local advocate to assist you with the Perform to Serve (PTS) application process.

- All E3-E6 Sailors with less than 14 years of service must submit a PTS application , regardless of reenlistment intentions.
- Applications must be submitted no later than 12 months prior to expiration of active obligated service (EAOS) or projected rotation date (PRD) if obligated service is required, whichever occurs first.
- Sailors may submit PTS applications up to 12 months prior to EAOS/PRD. (under special circumstances)
- Applications for selected reserve (SELRES) quotas may be submitted between 12 months and 3 months prior to EAOS
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires an qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-Rate or Convert to another rating
 - Convert to another rating (only)
 - SELRES option
- Upon completion of the monthly process, PTS results will be available to command users via PTS Monthly report section of the PTS/Fleet RIDE program.
- Additional guidance can be found in MILPERSMAN 1440-060 and NAVADMIN 352/10, see your Career Counselor

TRANSFER:

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

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)

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

E6 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-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 Hours | |
| ATFP Level I Awareness Training for Overseas Service Member (OCONUS) | NKO | CANSF-ATFP-OCONUS-1 | 1 Hours | |
| Fleet Business: The Navy Business and Fiscal Practices Course | NKO | CNL-FB-1.0 | 16 Hours | |
| Chief Petty Officer Selectee Leadership Course | Command Delivered | CPPD | 30 Hours | |
| Leadership Core Continuum (LCC) | Command Delivered | CPPD | 20 Hours | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 Hours | |

E6 REQUIRED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None. | | | | |

E6 RECOMMENDED NAVY PME:

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

Courses With Recommended Reserve Points:

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

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 COURSES:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------|-----------------|------------|---------------|----------------|
| None. | | | | |

NAVY PROFESSIONAL READING PROGRAM: The purpose of the Navy Reading Program is to facilitate the professional and personal development of all sailors, seaman to admiral, active and reserve. Simply reading for pleasure is certainly encouraged, but the NPRP will facilitate reading material that may help develop skills and abilities that can be helpful in both your professional and personal lives.

<http://www.navyreading.navy.mil/>

LEADING PETTY OFFICERS COLLECTION

| Title | Completed |
|--|-----------|
| American Government, <i>by Robert A. Heineman, Steven A. Peterson, and Thomas H. Rasmussen</i> | |
| Billy Budd and Other Stories, <i>by Herman Melville</i> | |
| The Caine Mutiny, <i>by Herman Wouk</i> | |
| The Crisis of Islam: Holy War and Unholy Terror, <i>by Bernard Lewis</i> | |
| The Last Stand of the Tin Can Sailors: The Extraordinary World War II Story of the U.S. Navy's Finest Hour, <i>by James D. Hornfischer</i> | |
| Not a Good Day to Die: The Untold Story of Operation Anaconda, <i>by Sean Naylor</i> | |
| Shackleton's Way: Leadership Lessons From the Great Antarctic Explorer, <i>by Margot Morrell and Stephanie Capparell</i> | |
| The Sheriff: America's Defense of the New World Order, <i>by Colin S. Gray</i> | |
| The Tipping Point: How Little Things Can Make a Big Difference, <i>by Malcolm Gladwell</i> | |
| To the Shores of Tripoli: The Birth of the U.S. Navy and Marines, <i>by A.B.C. Whipple</i> | |
| Victory at Yorktown: The Campaign That Won the American Revolution, <i>by Richard M. Ketchum</i> | |
| D-Day, June 6, 1944 The Climactic Battle of World War II, <i>by Stephen E. Ambrose</i> | |
| The Elephant and the Dragon, <i>by Robyn Meredith</i> | |

RECOMMENDED COMMUNITY READING

| Title | Completed |
|--|-----------------------------|
| Aviation Structural Mechanic (AM) | NAVEDTRA 14315 |
| Tools and Their Uses | NAVEDTRA 43242 |
| Basic Military Requirements Manual | NAVEDTRA 14325 |
| Blueprint Reading and Sketching | NAVEDTRA 14040 |
| Aviation Maintenance Ratings | NAVEDTRA 14022 |
| Airman | NAVEDTRA 14014 |
| Fluid Power | NAVEDTRA 14105 |
| Naval Aviation Maintenance Program | COMNAVAIRFORINST 4790.2A |
| O, I and Depot Level Maint. Aviation Hydraulics Manual | NAVAIR 01-1A-17 |
| O, I and Depot Level Maint. Aviation Hose and Tube Manual | NAVAIR 01-1A-20 |
| O, I and Depot Level Maint. Aircraft Tires and Tubes | NAVAIR 04-10-506 |
| Cleaning and Corrosion Control | NAVAIR 01-1A-509 |
| Nondestructive Inspective Methods | NAVAIR 01-1A-16 |
| O, I and Depot Level Maint. Preservation of Naval Aircraft | NAVAIR 15-01-500 |
| Naval Air Systems Command Technical Manual Program | NAVAIR 00-25-100 |
| U.S. Navy Uniform Regulations | NAVPERS 15665 |
| Naval Military Personnel Manual | NAVPERS 15560 |
| 3M Manual | OPNAVINST 4790.8 |
| Navy Safety Manual | OPNAVINST 5100 Series |
| Military Requirements for Petty Officers 3/2 | NAVEDTRA 14504 |
| Physical Readiness Program | OPNAVINST 6110.1 |
| Enlisted to Officer Programs Manual | OPNAVINST 1420.1 |
| Navy Performance Evaluation System | BUPERSINST 1610.10 |
| LCPO Leadership Course Student Guide | A-500-0100 |
| Military Requirements for Chief Petty Officer | NAVEDTRA 14144 |
| Military Requirements for Petty Officer First Class | NAVEDTRA 14145 |
| Department of the Navy Policy on Sexual Harassment | SECNAVINST 5300.26 |
| Drug and Alcohol Abuse Prevention and Control | OPNAVINST 5350.4 |
| Navy Fraternalization Policy | OPNAVINST 5370.2 |
| Career Counselor Handbook | NAVPERS 15878 |
| Navy Occupational Safety and Health Manuals | OPNAVINST 5100.19 / 5100.23 |
| Standard Organization and Regulations of the Navy (SORM) | OPNAVINST 3120.32 |

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 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:

- 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