



Aviation Ordnancemen AO

RATING ROADMAP

October 2011

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Aviation Ordnancemen 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 AO?

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

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 Ordnancemen roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education, Joint Professional Education, Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Aviation Ordnancemen 'A' School at NATTC Pensacola, 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.



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.



AO CAREER MILESTONES



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	SEA/ShORE FLOW (MONTHS)	TRAINING	TYPICAL CAREER PATH DEVELOPMENT
26-30	MASTER AOCM	20.7 Yrs	36	Courses: -SEAM -AOOCP Level I-III PQS: Safe For Flight -T/M/S Master QPT OJT: QUAL/CERT	Follow-on Shore Tours
23-26	AOCM AOCs	20.7 Yrs 19.4	48	Courses: -SEAM -AOOCP Level I-III PQS: -Safe For Flight -T/M/S Master QPT OJT: QUAL/CERT	Fourth Sea Tour Billet: Maintenance Master Chief/Staff/CMC Duty: AIMD/STAFF NAS/NAR/Squadron
20-23	AOCM AOCs AOC	20.7 Yrs 19.4 15.1	36	Courses: -SEAM -AOOCP Level I-III PQS: -Safe For Flight -T/M/S Master QPT OJT: QUAL/CERT	Third Shore Tour Billet: Maintenance Master Chief/Staff/CMC Duty: FRC/ STAFF/NAS/NAR/ Squadron Qualification: SEA
16-20	AOCs AOC AO1	19.4 Yrs 15.1 9.7	48	Courses: -T/M/S AO Career -AOOCP Level I -Small Arm Instructor -AWSE Manager -Ammo Supply Admin -ALW Ord Sup PQS: -T/M/S Master QPT -Safe For Flight -CDI/CDQAR/QAR -Weapons Elevator -NEVEDTRA 43202 OJT: QUAL/CERT	Third Sea Tour Billet: Prod/Maint/QA SCPO/SEA Duty: CVN/LHD/AIMD/Squadron/Wing Staff
12-16	AOCs AOC AO1	19.4 Yrs 15.1 9.7	36	Courses: -T/M/S AO Career -AOOCP Level I -Journeyman Instructor Course (JIT) -Small Arm Instructor -AWSE Manager -Ammo Supply Admin -ALW Ord Sup PQS: -T/M/S Master QPT -Safe For Flight -Weapons Elevator -CDI/CDQAR/QAR -NEVEDTRA 43202 OJT: QUAL/CERT	Second Shore Tour Billet: Prod/Maint LCPO/ Recruit Company CDR/ Div CPO/Staff / Special Programs Duty: FRC/TYCOM/Squadron/ NAR/NAS/Command Chief Qualification: MTS
8-12	JOURNEYMAN AOC AO1 AO2	15.1 Yrs 9.7 4.7	60	Courses: -T/M/S AO Career, -AWSE Manager -Ammo Supply Admin -ALW Ord Sup PQS: -T/M/S Journeyman QPT -CDI/CDQAR/QAR -Weapons Elevator -3M (303-304) -NEVEDTRA 43202 OJT: QUAL/CERT	Second Sea Tour Billet: WC Sup/QA/Maint Control/Staff Duty: CVN/LHD/AIMD/Squadron/Wing Staff Qualification: EAWS/ESWS

4-8	AO1 AO2 AO3	9.7 Yrs 4.7 3.0	36	Courses: -T/M/S AO Career -Journeyman Instructor Course (JIT) -Small Arm Instructor -AWSE Manager -Ammo Supply Admin PQS: -CDI/CDQAR/QAR -Weapons Elevator -NEVEDTRA 43202 OJT: QUAL/CERT	First Shore Tour Billet: Maint Tech/WC Sup/Instructor/ Special Programs Duty: Squadron/ NAR/NAS/FRC Qualification: MTS
1-4	AO2 AO3	4.7 Yrs 3.0	60	Courses: -T/M/S AO Initial -AWSE Technician -Strike ARM INT -AL Guided Missile -PREC Guided Weaps -Q-Strike Mines PQS: -T/M/S Apprentice QPT -Weapons Elevator -Small arms - 3M (301-303) -NEVEDTRA 43202 OJT: -Plane Captain -Tire/Wheel QUAL/CERT	First Sea Tour Billet: Maint Technician Duty: CVN/LHD/AIMD/ Squadron Qualification: EAWS
1+/-	APPRENTANCE Accession Training, AOAA, AOAN, or AO3	1 Yr		Courses: -Initial accession training -AO "A" School -T/M/S AO Initial PQS: -T/M/S Apprentice QPT -Weapons Elevator -Small arms - 3M (301-302) -NEVEDTRA 43202 OJT: -Plane Captain -Tire/Wheel QUAL/CERT	
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	SEA/ShORE FLOW SPECIAL	TRAINING	TYPICAL CAREER PATH DEVELOPMENT



AVIATION ORDNANCEMEN RECRUIT TO 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
Aviation Ordnancemen A1 'A' School	NATTC Pensacola	C-646-2011		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviaiton Ordnancemen A1'A' NAV DIFF	NATTC Pensacola	C-646-2012		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

JOB DESCRIPTION

Maintains and inspects airborne weapons and aviation ordnance (weapons) equipment, including aircraft guns, gun accessories, noncomputing gun sights, aerial towed target equipment, small arms, ammunition, handling equipment, ammunition suspension, release launching, and arming equipment; stores and loads aviation ammunition, nuclear weapons, aerial mines, air-launched torpedoes, and air-launched guided missiles; supervises the operation of aviation ordnance shops and storage facilities. Prepares gun ammunition for loading; assembles and disassembles airborne weapons; performs weapons maintenance; uses schematics, diagrams, and charts to trace systems; performs routine inspection of ordnance equipment; completes periodic maintenance data forms; performs electromechanical maintenance on air armament units; issues standards for safety in ordnance maintenance; operates ground support equipment; detects, removes, and controls corrosion on aircraft armament and aviation ordnance handling equipment; maintains tool inventory; orders supplies and equipment. Serves as arming/dearming crew leader; supervises and coordinates crew loading of munitions aboard aircraft; maintains shop files, logs, and records; orders technical publications and manuals; performs periodic aircraft preloading inspections.

RECOMMENDED BILLET ASSIGNMENTS

Your recommended billet assignments include being stationed on an Aircraft Carrier (CVN), Amphibious Assault Ship (LHA/LHD), Fixed Wing squadron (VFA, VFC, VAQ, VP), Rotary Wing squadron (HS, HSC, HSL, HSM), Station Weapons of any Naval Base, and any Fleet Readiness Center (FRC) in the Navy.

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 E1/E2 (9 months time in service required for advancement to E-2 and E-3)

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

Bibliography for Advancement _____ Correspondence Courses _____ Catalog of Courses _____

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

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): _____

Naval Academy: _____ Naval Academy Preparatory School (NAPS): _____ Officer Candidate School: _____

Physical Fitness Test Failure (Conducted): _____

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

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

Transfer: _____ Early Separation: _____ Career Status Bonus/Retirement Options: _____

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

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)		
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		
Available Warfare Qualifications		
Explosive Ordinance Disposal		
Sea, Air, Land (SEAL)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)

CERTIFICATIONS

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

Occupation
Administrative Services Managers
Aircraft Mechanics and Service Technicians
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers
Computer and Information Systems Managers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors/Managers of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Helpers - Installation, Maintenance, and Repair Workers
Logisticians
Maintenance and Repair Workers, General
Maintenance Workers, Machinery
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Training and Development Specialists

Navy COOL: The following certifications are applicable to the AO 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	National Center for Aerospace & Transportation Technologies (NCATT)	Foreign Object Elimination (FOE)	0	
E1 - E3	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	<2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level	<4	
E6 - E7	International Society of Logistics	Certified Professional Logistician (CPL)	9	

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.

Apprenticeship trade	Comp. date
Ordnance Artificer (Government Service)	
Aviation Ordnanceman (Aircraft Armament Mechanic)	

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 _____

E1/E2 REQUIRED NAVY PME COURSES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	Command Delivered			
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	

E1/E2 REQUIRED COMMUNITY PME COURSES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
AMMO-18 (ordnance safety)	NKO AO Webpage			

E1/E2 RECOMMENDED NAVY PME COURSES

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	
Peterson's Online Academic Skills Course				
Verbal	NKO			
Math	NKO			
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	
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	
<i>College/Certification Testing Programs Reviews</i>	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://ile-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME COURSES

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

RECOMMENDED COMMUNITY PME COURSES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Aviation Ordnancemen RTM	https://www.advancement.cnet.navy.mil/courses/default.asp	NAVEDTRA 14313		

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>	

RECOMMENDED COMMUNITY READING

Title	Completed
Bibliography for current Rating Exam Cycle	

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:

- Change in Rank, Rate or Rating MILPERSMAN 1440-010 to 1440-050
- 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)
- Operational Risk Management OPNAVINST 3500.39C