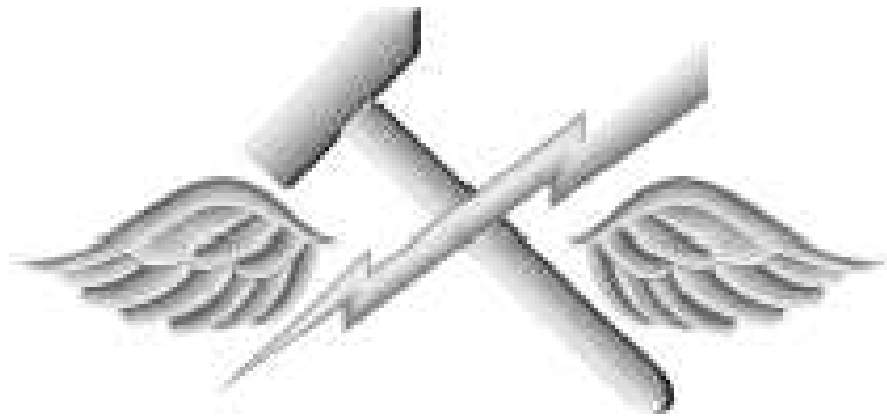




# AVIATION SUPPORT EQUIPMENT TECHNICIAN



## ENLISTED CAREER ROADMAP

October 2011

## **CAREER ROADMAP**

### **Airman Recruit to Master Chief Roadmaps**

The educational roadmap below will assist Sailors in the AS 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 Support Equipment maintainers?**

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

### **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 AS 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, AS 'A' School at Naval Air Technical Training Command (NATTC) in 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.



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.



## AS CAREER MILESTONES

Aviation Support Equipment Technicians operate, maintain, repair, and test automotive electrical systems in ground equipment, diesel systems, and associated automotive, hydraulic and pneumatic systems. They also maintain gas turbine compressor units, ground air-conditioning units, perform metal fabrication, repair and painting of tow tractors and other aircraft servicing units.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	TRAINING	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ASCM	21.3 Yrs	<b>Courses:</b> -SEAM	36	Follow-on Sea/Shore Tours <b>(36 Months)</b>
24-26	ASCM ASCS	21.3 Yrs 19.3	<b>Courses:</b> -SEAM	36	4 <sup>th</sup> Sea Tour <b>(36 Months)</b> Duty: USS Ship Billet: Prod/Maint LCPO/Dept LCPO/CMC
20-23	ASCM ASCS ASC	21.3 Yrs 19.3 16.1	<b>Courses:</b> -SEAM <b>PQS:</b> - Master Training Spec. - QAR	48	3 <sup>rd</sup> Shore Tour <b>(48 Months)</b> Duty:FRC/NAS/NAR/Instructor Duty/Staff/Special Programs Billet: Div/Prod/QA LCPO/CMD CPO/Inspector
16-20	ASCS ASC AS1	19.3 Yrs 16.1 11.6	<b>Courses:</b> - SE Maint. Mgr. - NALCOMIS Logs and Records - Maintenance Material Control Management - Support Equipment Asset Manager - QA Admin	36	3 <sup>rd</sup> Sea Tour <b>(36 Months)</b> Duty: USS Ship Billet: Prod/QA/Div LCPO/SEA
12-16	ASC AS1	16.1 11.6	<b>Courses:</b> - SE Maint. Mgr. - SE Welding - Production Control - Support Equipment Asset Manager - QA Admin <b>PQS:</b> - Master Training Spec. -CDI/QAR	48	2 <sup>nd</sup> Shore Tour <b>(48 Months)</b> Duty:FRC/NAS/NAR/Instructor/ Special Programs Billet:Div/Prod/QA LPO/ CPO/Inspector Qualifications: CPO NAVLEAD
8-12	AS1 AS2	11.6 Yrs 6.0	<b>Courses:</b> - SE Maint. Mgr. - SE Welding - Production Control - Support Equipment Asset Manager <b>PQS:</b> -CDI/QAR <b>OJT:</b> -Trouble Shooter	36	2 <sup>nd</sup> Sea Tour <b>(36 Months)</b> Duty: USS Ship Billet: WC Sup/LPO/QA/Prod. Control Qualifications:EAWS/ ESWS/ NAVLEAD
4-8	AS2 AS3	6.0 3.0	<b>Courses:</b> -SE Corrosion -Aircraft Paint/Finish -SE Welding <b>PQS:</b> -SE Tire and Wheel - Hydraulic Contamination <b>OJT:</b> -CDI	48	1 <sup>st</sup> Shore Tour <b>(48 Months)</b> Billet: WC Sup Duty: FRC/NAS/NAR Qualifications: NAVLEAD
1-4	AS2 AS3	6.0 Yrs 3.0	<b>Courses:</b> -SE Corrosion Control -Aircraft Paint/Finish -SE Welding <b>PQS:</b> -SE Tire and Wheel - Hydraulic Contamination <b>OJT:</b> -Trouble Shooter	36	1 <sup>st</sup> Sea Tour <b>(36 Months)</b> Billet: SE Technician Duty: USS Ship Qualification: EAWS
1+/-	Apprentice Training, ASAA, ASAN, or AS3	1 Yr	AS A1 Course		Recruit Training (8 weeks) / 'A' School (10 weeks) 'C' School for NEC billet



**Aviation Support Equipment Technician (AS)  
AIRMAN RECRUIT TO AIRMAN APPRENTICE**

NAME \_\_\_\_\_

**SKILL TRAINING**

(schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Support Equipment Technician A School	NATTC Pensacola	C-602-2026		

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various Sites	A-495-0416		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7601 Support Equipment Cryogenic Mechanic		M-602-7015 (P/L)		
AS-7603 Support Equipment Air Conditioning and Mobile Maintenance Facility (MMF) Technician		M-602-7015 (P/L)		
AS-7606 Support Equipment Gas Turbine Mechanic		C-602-7005 (P/L)		
AS-7607 Support Equipment Tow Tractor Technician		C-602-7010 (P/L)		
AS-7612 SE Hydraulic Intermediate Maintenance Technician		C-602-7070 (P/L) C-602-3232		
AS-7614 Mobile Electric Power Plants Intermediate Maintenance Technician		D-602-7080		
AS-7618 Afloat Support Equipment Technician		C-602-7090 (P/L)		

## **JOB DESCRIPTION**

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Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment.

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## **RECOMMENDED BILLET ASSIGNMENTS**

AS personnel 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.

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**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 \_\_\_\_\_

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**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://wwa.nko.navy.mil/portal/careermanagement/home/careermanagementcalendar>

**QUALIFICATIONS AND CERTIFICATIONS**

<b>Sea/Shore General Qualifications Watch Standing Qualifications</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
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:

<b>Warfare qualification programs</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
Aviation Warfare Specialist		
Surface Warfare Specialist		

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



## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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 and 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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	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](mailto: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
None.				

### 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 Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			

### Courses With Recommended Reserve Points:

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

### RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
<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 SUPPORT EQUIPMENT TECHNICIAN		NAVEDTRA 14329		

## 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
Aviation Support Equipment Technician	NAVEDTRA 14329
Tools and Their Uses	NAVEDTRA 43242
Basic Military Requirements Manual	NAVEDTRA 14325
Military Requirements for Petty Officers 3/2	NAVEDTRA 14504
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
U.S. Navy Uniform Regulations	NAVPERS 15665
Naval Military Personnel Manual	NAVPERS 15560
3M Manual	OPNAVINST 4790.8
Navy Safety Manual	OPNAVINST 5100 Series

## **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



**AVIATION SUPPORT EQUIPMENT  
TECHNICIAN AIRMAN**

**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 Support Equipment Technician A School	NATTC Pensacola	C-602-2026		

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various Sites	A-495-0416		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7601 Support Equipment Cryogenic Mechanic		M-602-7015 (P/L)		
AS-7603 Support Equipment Air Conditioning and Mobile Maintenance Facility (MMF) Technician		M-602-7015 (P/L)		
AS-7606 Support Equipment Gas Turbine Mechanic		C-602-7005 (P/L)		
AS-7607 Support Equipment Tow Tractor Technician		C-602-7010 (P/L)		
AS-7612 SE Hydraulic Intermediate Maintenance Technician		C-602-7070 (P/L) C-602-3232		
AS-7614 Mobile Electric Power Plants Intermediate Maintenance Technician		D-602-7080		
AS-7618 Afloat Support Equipment Technician		C-602-7090 (P/L)		

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**JOB DESCRIPTION**

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment.

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**RECOMMENDED BILLET ASSIGNMENTS**

AS personnel 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.

**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 E3 (6 months time in service required to be eligible for advancement to E-4)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete \_\_\_\_\_

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**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

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

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: \_\_\_\_\_ Career Status Bonus/Retirement Options: \_\_\_\_\_

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



## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	



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**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/Interactive Detailing (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 and 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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Microfiche CD _____	PSD _____
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](mailto: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 \_\_\_\_\_

**E3 REQUIRED NAVY PME COURSES:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	Command Delivered			
Petty Officer Selectee Leadership Course	Command Delivered	CPPD	20 Hours	
Driving for Life	NKO	CPD-DFL-01	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V8.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

**E3 REQUIRED COMMUNITY PME COURSES:**

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

**E3 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	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Math	College Course		45 hrs	
Speech	College Course		45 hrs	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			

**Courses With Recommended Reserve Points:**

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

**RECOMMENDED RESERVE PME 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-COOIC-1.0 /DoN	4 hours	
<u>Military Sealift Command 101</u>	NKO	CNRF-COOIC-1.0 /DoN	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 SUPPORT EQUIPMENT TECHNICIAN		NAVEDTRA 14329		

**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
Naval Aviation Maintenance Program	COMNAVVAIRFORINST 4790.2A
Tools and Their Uses	NAVEDTRA 43242
Basic Military Requirements Manual	NAVEDTRA 14325
Fluid Power	NAVEDTRA 14105
Aviation Maintenance Ratings	NAVEDTRA 14022
Airman	NAVEDTRA 14014
Military Requirements for Petty Officers 3/2	NAVEDTRA 14504
Aviation Support Equipment Technician	NAVEDTRA 14329
U.S. Navy Support Equipment Common Basic Handling & Safety Manual	NAVAIR 00-80T-96
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
SE Cleaning, Preservation and Corrosion Control	NAVAIR 17-1-125
U.S. Navy Uniform Regulations	NAVPERS 15665
Naval Military Personnel Manual	NAVPERS 15560
3M Manual	OPNAVINST 4790.8
Navy Safety Manual	OPNAVINST 5100 Series
Physical Readiness Program	OPNAVINST 6110.1
Department of the Navy Policy on Sexual Harassment	SECNAVINST 5300.26

## **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



**AVIATION SUPPORT EQUIPMENT  
TECHNICIAN THIRD 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
Aviation Support Equipment Technician A School	NATTC Pensacola	C-602-2026		

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various Sites	A-495-0416		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7601 Support Equipment Cryogenic Mechanic		M-602-7015 (P/L)		
AS-7603 Support Equipment Air Conditioning and Mobile Maintenance Facility (MMF) Technician		M-602-7015 (P/L)		
AS-7606 Support Equipment Gas Turbine Mechanic		C-602-7005 (P/L)		
AS-7607 Support Equipment Tow Tractor Technician		C-602-7010 (P/L)		
AS-7612 SE Hydraulic Intermediate Maintenance Technician		C-602-7070 (P/L) C-602-3232		
AS-7614 Mobile Electric Power Plants Intermediate Maintenance Technician		D-602-7080		
AS-7618 Afloat Support Equipment Technician		C-602-7090 (P/L)		

**JOB DESCRIPTION**

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment

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**RECOMMENDED BILLET ASSIGNMENTS**

AS personnel 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.



**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 E4 (1 year time in service required to be eligible for advancement to E-5)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete \_\_\_\_\_

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**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

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

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: \_\_\_\_\_ Career Status Bonus/Retirement Options: \_\_\_\_\_

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

## RECORD REVIEW CHECK LIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. 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 to ensure your record is up to date 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.

**QUALIFICATIONS AND CERTIFICATIONS**

<b>Sea/Shore General Qualifications Watch Standing Qualifications</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
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:

<b>Warfare qualification programs</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
Aviation Warfare Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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/Interactive Detailing (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>

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**SEPARATING/RETIRE**

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

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**PROFESSIONAL MILITARY EDUCATION**

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

**EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment VISIT YOUR NAVY COLLEGE OFFICE 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](mailto:VEC@navy.mil)

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

Academic skills \_\_\_\_\_ NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_

**E4 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 / US DON	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0 / DON	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Petty Officer Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Petty Officer Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Leadership Core Continuum (LCC)	Command Delivered	CPPD	20 Hours	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	



**E4 REQUIRED COMMUNITY PME COURSES:**

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

**E4 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	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Math	College Course		45 hrs	
Speech	College Course		45 hrs	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			

## **Courses With Recommended Reserve Points:**

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**  
[https://ile-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls](https://ile-lms-cont01.nko.navy.mil/training/Courses%20With%20Recommended%20Reserve%20Points.xls)

### **RECOMMENDED RESERVE PME COURSES:**

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

### **RECOMMENDED COMMUNITY PME COURSES:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
AVIATION SUPPORT EQUIPMENT TECHNICIAN		NAVEDTRA 14329		

### **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**

<b>Title</b>	<b>Completed</b>
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
Naval Aviation Maintenance Program	COMNAVAIRFORINST 4790.2A	
Tools and Their Uses	NAVEDTRA 43242	
Basic Military Requirements Manual	NAVEDTRA 14325	
Aviation Maintenance Ratings	NAVEDTRA 14022	
Airman	NAVEDTRA 14014	
Fluid Power	NAVEDTRA 14105	
Military Requirements for Petty Officers 3/2	NAVEDTRA 14504	
Aviation Support Equipment Technician	NAVEDTRA 14329	
U.S. Navy Support Equipment Common Basic Handling & Safety Manual	NAVAIR 00-80T-96	
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	
SE Cleaning, Preservation and Corrosion Control	NAVAIR 17-1-125	
U.S. Navy Uniform Regulations	NAVPERS 15665	
Naval Military Personnel Manual	NAVPERS 15560	
3M Manual	OPNAVINST 4790.8	
Navy Safety Manual	OPNAVINST 5100 Series	
Physical Readiness Program	OPNAVINST 6110.1	
Department of the Navy Policy on Sexual Harassment	SECNAVINST 5300.26	

## **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



**AVIATION SUPPORT EQUIPMENT TECHNICIAN  
SECOND 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
Aviation Support Equipment Technician A School	NATTC Pensacola	C-602-2026		

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various Sites	A-495-0416		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7601 Support Equipment Cryogenic Mechanic		M-602-7015 (P/L)		
AS-7603 Support Equipment Air Conditioning and Mobile Maintenance Facility (MMF) Technician		M-602-7015 (P/L)		
AS-7606 Support Equipment Gas Turbine Mechanic		C-602-7005 (P/L)		
AS-7607 Support Equipment Tow Tractor Technician		C-602-7010 (P/L)		
AS-7609 Support Equipment Maintenance Manager		C-500-3202		
AS-7612 SE Hydraulic Intermediate Maintenance Technician		C-602-7070 (P/L) C-602-3232		
AS-7614 Mobile Electric Power Plants Intermediate Maintenance Technician		D-602-7080		
AS-7616 Maintenance Crane Intermediate Maintenance Technician		C-602-7065 (P/L)		
AS-7617 Crash Equipment Technician (SEA)		C-602-7060 (P/L)		
AS-7618 Afloat Support Equipment Technician		C-602-7090 (P/L)		
9590 Support Equipment Asset Manager		D-555-0026 E-555-0026		
9595 Hazardous Material Control Management Technician		A-322-2600 A-322-2601		

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**JOB DESCRIPTION**

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment

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**RECOMMENDED BILLET ASSIGNMENTS**

AS personnel 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**

**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 E5 (3 Years time in service required to be eligible for advancement to E-6)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete \_\_\_\_\_

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**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

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

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: \_\_\_\_\_ Career Status Bonus/Retirement Options: \_\_\_\_\_

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



## RECORD REVIEW CHECK LIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. 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 to ensure your record is up to date 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.



## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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/Interactive Detailing (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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	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](mailto: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 \_\_\_\_\_

**E5 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 / US	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0 / DOD	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US / US DON	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0 / DON	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Petty Officer First Class Selectee Leadership Course-Phase One	Command Delivered	CPPD-LEAD09-003	3 x 4 Hour Modules	
Petty Officer First Class Selectee Leadership Course-Phase Two	Command Delivered	CPPD-LEAD09-003	5 x 2 Hour Modules	
Leadership Core Continuum (LCC)	Command Delivered		20 Hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**E5 REQUIRED COMMUNITY PME COURSES:**

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

**E5 RECOMMENDED NAVY PME COURSES:**

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 Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
College/Certification Testing Programs Reviews	NKO			
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	
Lean Six Sigme White Belt Course	NKO	NETC-LSSWB-1.0	3 hrs	



## **Courses With Recommended Reserve Points:**

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**  
[https://ile-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls](https://ile-lms-cont01.nko.navy.mil/training/Courses%20With%20Recommended%20Reserve%20Points.xls)

### **E5 RECOMMENDED RESERVE PME COURSES**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
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	

### **E5 RECOMMENDED COMMUNITY PME COURSES:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
AVIATION SUPPORT EQUIPMENT TECHNICIAN		NAVEDTRA 14329		

### **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**

<b>Title</b>	<b>Completed</b>
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
Naval Aviation Maintenance Program	COMNAVAIRFORINST 4790.2A	
Tools and Their Uses	NAVEDTRA 43242	
Basic Military Requirements Manual	NAVEDTRA 14325	
Fluid Power	NAVEDTRA 14105	
Aviation Maintenance Ratings	NAVEDTRA 14022	
Department of the Navy Policy on Sexual Harassment	SECNAVINST 5300.26	
Military Requirements for Petty Officers 3/2	NAVEDTRA 14504	
Aviation Support Equipment Technician	NAVEDTRA 14329	
U.S. Navy Support Equipment Common Basic Handling & Safety Manual	NAVAIR 00-80T-96	
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	
SE Cleaning, Preservation and Corrosion Control	NAVAIR 17-1-125	
U.S. Navy Uniform Regulations	NAVPERS 15665	
Naval Military Personnel Manual	NAVPERS 15560	
3M Manual	OPNAVINST 4790.8	
Navy Safety Manual	OPNAVINST 5100 Series	
Physical Readiness Program	OPNAVINST 6110.1	

## **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
- 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



**AVIATION SUPPORT EQUIPMENT TECHNICIAN  
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
Aviation Support Equipment Technician A School	NATTC Pensacola	C-602-2026		

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various Sites	A-495-0416		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7601 Support Equipment Cryogenic Mechanic		M-602-7015 (P/L)		
AS-7603 Support Equipment Air Conditioning and Mobile Maintenance Facility (MMF) Technician		M-602-7015 (P/L)		
AS-7606 Support Equipment Gas Turbine Mechanic		C-602-7005 (P/L)		
AS-7607 Support Equipment Tow Tractor Technician		C-602-7010 (P/L)		
AS-7609 Support Equipment Maintenance Manager		C-500-3202		
AS-7612 SE Hydraulic Intermediate Maintenance Technician		C-602-7070 (P/L) C-602-3232		
AS-7614 Mobile Electric Power Plants Intermediate Maintenance Technician		D-602-7080		
AS-7616 Maintenance Crane Intermediate Maintenance Technician		C-602-7065 (P/L)		
AS-7617 Crash Equipment Technician (SEA)		C-602-7060 (P/L)		
AS-7618 Afloat Support Equipment Technician		C-602-7090 (P/L)		
9549 Acquisition Logistics Specialist		* See Notes for this course		
9586 Navy Recruiting District (NRD) Recruiter/Classifier		S-501-0031		
9590 Support Equipment Asset Manager		D-555-0026 E-555-0026		
9595 Hazardous Material Control Management Technician		A-322-2600 A-322-2601		

\* NEC 9549 NOTES: Personnel assigned to acquisition-related billets perform critical functions within acquisition type activities (i.e., Integrated Logistics Support (ILS), Naval Air Training Management Support Activity (NATMSACT) as defined in DoD Directive 5000.1 and DoD Instruction 5000.2. These activities are responsible for acquisition systems development, acquisition, and logistic support or acquisition programs oversight, review, and acceptance of supplies and services under their cognizance. As such, they perform critical functions relating to systems design (reliability and maintainability), the development of acquisition/logistics plans and documents, system integration, logistics support analysis, provisioning, configuration, management, systems modifications, and site activation or program planning, oversight, and acceptance of supplies and services. Additionally, these individuals are responsible for various requirements related to the development and execution of budgets, acquisition and logistics support of programs.

NEC is awarded as follows:

1. Acquisition Logistics Specialist: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101 and LOG-101.
2. Acquisition Manufacturing and Production or Quality Assurance Specialists: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101, PQM-101, and 6 months of satisfactory performance in the acquisition billet.
3. DAWIA training courses are obtained and funded for Navy personnel through the Defense Acquisition Career Management (DACM) Office via the DON Acquisition Training Registrar, Naval Acquisition Career Management Center, 5450 Carlisle Pike, P.O. Box 2033, Mechanicsburg, PA 17055 using quotas that are assigned to the requesting command. Individuals must be currently in, or ordered to, an identified Acquisition billet.

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## **JOB DESCRIPTION**

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment

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## **RECOMMENDED BILLET ASSIGNMENTS**

AS personnel 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.

**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 \_\_\_\_\_

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**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://wwwa.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		

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 Support Equipment Technician Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	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](mailto: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 COURSES:**

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 COURSES:**

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

**E6 RECOMMENDED NAVY PME COURSES:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
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 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://ile-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls>

### **E6 RECOMMENDED RESERVE PME COURSES:**

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

### **E6 RECOMMENDED COMMUNITY PME COURSES:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
AVIATION SUPPORT EQUIPMENT TECHNICIAN		NAVEDTRA 14329		

## **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**

<b>Title</b>	<b>Completed</b>
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
Naval Aviation Maintenance Program	COMNAVAIRFORINST 4790.2A
Tools and Their Uses	NAVEDTRA 43242
Basic Military Requirements Manual	NAVEDTRA 14325
Fluid Power	NAVEDTRA 14105
Aviation Maintenance Ratings	NAVEDTRA 14022
Department of the Navy Policy on Sexual Harassment	SECNAVINST 5300.26
Military Requirements for Petty Officers 3/2	NAVEDTRA 14504
Aviation Support Equipment Technician	NAVEDTRA 14329
U.S. Navy Support Equipment Common Basic Handling & Safety Manual	NAVAIR 00-80T-96
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
SE Cleaning, Preservation and Corrosion Control	NAVAIR 17-1-125
U.S. Navy Uniform Regulations	NAVPERS 15665
Naval Military Personnel Manual	NAVPERS 15560
3M Manual	OPNAVINST 4790.8
Navy Safety Manual	OPNAVINST 5100.19 Series
Physical Readiness Program	OPNAVINST 6110.1

## **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



**AVIATION SUPPORT EQUIPMENT TECHNICIAN  
CHIEF PETTY OFFICER  
(Master)**

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 Support Equipment Technician A School	NATTC Pensacola	C-602-2026		

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various	A-495-0416		
Advanced Shipboard Fire Fighter	Various	V-4N-0001		
DAPA	Various	S-501-0100		
CMEO	Various	A-500-0009		
CACO	Various			
ADAMS (facilitator)	Various	S-501-0110		

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7601 Support Equipment Cryogenic Mechanic		M-602-7015 (P/L)		
AS-7603 Support Equipment Air Conditioning and Mobile Maintenance Facility (MMF) Technician		M-602-7015 (P/L)		
AS-7606 Support Equipment Gas Turbine Mechanic		C-602-7005 (P/L)		
AS-7607 Support Equipment Tow Tractor Technician		C-602-7010 (P/L)		
AS-7609 Support Equipment Maintenance Manager		C-500-3202		
AS-7612 SE Hydraulic Intermediate Maintenance Technician		C-602-7070 (P/L) C-602-3232		
AS-7614 Mobile Electric Power Plants Intermediate Maintenance Technician		D-602-7080		
AS-7616 Maintenance Crane Intermediate Maintenance Technician		C-602-7065 (P/L)		
AS-7617 Crash Equipment Technician (SEA)		C-602-7060 (P/L)		
AS-7618 Afloat Support Equipment Technician		C-602-7090 (P/L)		
8800 Aviation Maintenance/Production Chief		C-4D-2013 C-600-3210		
9549 Acquisition Logistics Specialist		* See Notes for this course		

9590 Support Equipment Asset Manager		D-555-0026 E-555-0026		
9595 Hazardous Material Control Management Technician		A-322-2600 A-322-2601		

\* NEC 9549 NOTES: Personnel assigned to acquisition-related billets perform critical functions within acquisition type activities (i.e., Integrated Logistics Support (ILS), Naval Air Training Management Support Activity (NATMSACT) as defined in DoD Directive 5000.1 and DoD Instruction 5000.2. These activities are responsible for acquisition systems development, acquisition, and logistic support or acquisition programs oversight, review, and acceptance of supplies and services under their cognizance. As such, they perform critical functions relating to systems design (reliability and maintainability), the development of acquisition/logistics plans and documents, system integration, logistics support analysis, provisioning, configuration, management, systems modifications, and site activation or program planning, oversight, and acceptance of supplies and services. Additionally, these individuals are responsible for various requirements related to the development and execution of budgets, acquisition and logistics support of programs.

NEC is awarded as follows:

1. Acquisition Logistics Specialist: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101 and LOG-101.
2. Acquisition Manufacturing and Production or Quality Assurance Specialists: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101, PQM-101, and 6 months of satisfactory performance in the acquisition billet.
3. DAWIA training courses are obtained and funded for Navy personnel through the Defense Acquisition Career Management (DACM) Office via the DON Acquisition Training Registrar, Naval Acquisition Career Management Center, 5450 Carlisle Pike, P.O. Box 2033, Mechanicsburg, PA 17055 using quotas that are assigned to the requesting command. Individuals must be currently in, or ordered to, an identified Acquisition billet.

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#### **JOB DESCRIPTION**

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment

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#### **RECOMMENDED BILLET ASSIGNMENTS**

AS personnel 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.

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**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 E7 (3 Years time in service required to be eligible for advancement to E-8)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete \_\_\_\_\_

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**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) \_\_\_\_\_ Officer Candidate School \_\_\_\_\_

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 CPO PROMOTION TO SCPO

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 E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 235 / 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.



## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	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](mailto: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 \_\_\_\_\_

**CPO REQUIRED NAVY PME COURSES:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**CPO REQUIRED COMMUNITY PME COURSES:**

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

**CPO 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 Culture	NKO			
	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>

**CPO RECOMMENDED RESERVE PME COURSES:**

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



**CPO 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/>

**DIVISION LEADERS COLLECTION**

Title	Completed
Freakonomics: A Rogue Economist Explores the Hidden Side of Everything, <i>by Steven D. Levitt and Stephen J. Dubner</i>	
The Golden Thirteen: Recollections of the First Black Naval Officers, <i>edited by Paul Stillwell; foreword by Colin L. Powell</i>	
The Good Shepherd, <i>by C.S. Forester</i>	
The Innovator's Dilemma: the Revolutionary Book That Will Change the Way You Do Business, <i>by Clayton M. Christensen</i>	
Longitude: The True Story of a Lone Genius Who Solved the Greatest Scientific Problem of His Time, <i>by Dava Sobel</i>	
On the Origins of War: And the Preservation of Peace, <i>by Donald Kagan</i>	
Recognizing Islam: Religion and Society in the Modern Middle East, <i>by Michael Gilsenan</i>	
The Savage Wars of Peace: Small Wars and the Rise of American Power, <i>by Max Boot</i>	
Shield and Sword: The United States Navy in the Persian Gulf War, <i>by Edward J. Marolda and Robert J. Schneller Jr.</i>	
Two Souls Indivisible: The Friendship That Saved Two POWs in Vietnam, <i>by James S. Hirsch</i>	
White-Jacket: or, The World in a Man-of-War, <i>by Herman Melville</i>	
The World is Flat: A Brief History of the Twenty-first Century, <i>by Thomas L. Friedman</i>	

**RECOMMENDED COMMUNITY READING**

Title	Completed
Basic Military Requirements Manual	NAVEDTRA 14325
U.S. NAVY UNIFORM REGULATIONS	NAVPERS 15665
NAVAL MILITARY PERSONNEL MANUAL	NAVPERS 15560
3M MANUAL	OPNAVINST 4790.8
NAVY SAFETY MANUAL	OPNAVINST 5100 Series
PHYSICAL READINESS PROGRAM	OPNAVINST 6110.1
NAVY SORM	OPNAVINST 3120.32
ENLISTED TO OFFICER PROGRAMS MANUAL	OPNAVINST 1420.1

## 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



**AVIATION SUPPORT EQUIPMENT TECHNICIAN  
SENIOR CHIEF  
(Master)**

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

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7609 Support Equipment Maintenance Manager		C-500-3202		
8800 Aviation Maintenance/Production Chief		C-4D-2013 C-600-3210		
9549 Acquisition Logistics Specialist		* See Notes for this course		
9590 Support Equipment Asset Manager		D-555-0026 E-555-0026		
9595 Hazardous Material Control Management Technician		A-322-2600 A-322-2601		

\* NEC 9549 NOTES: Personnel assigned to acquisition-related billets perform critical functions within acquisition type activities (i.e., Integrated Logistics Support (ILS), Naval Air Training Management Support Activity (NATMSACT) as defined in DoD Directive 5000.1 and DoD Instruction 5000.2. These activities are responsible for acquisition systems development, acquisition, and logistic support or acquisition programs oversight, review, and acceptance of supplies and services under their cognizance. As such, they perform critical functions relating to systems design (reliability and maintainability), the development of acquisition/logistics plans and documents, system integration, logistics support analysis, provisioning, configuration, management, systems modifications, and site activation or program planning, oversight, and acceptance of supplies and services. Additionally, these individuals are responsible for various requirements related to the development and execution of budgets, acquisition and logistics support of programs.

NEC is awarded as follows:

1. Acquisition Logistics Specialist: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101 and LOG-101.
2. Acquisition Manufacturing and Production or Quality Assurance Specialists: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101, PQM-101, and 6 months of satisfactory performance in the acquisition billet.
3. DAWIA training courses are obtained and funded for Navy personnel through the Defense Acquisition Career Management (DACM) Office via the DON Acquisition Training Registrar, Naval Acquisition Career Management Center, 5450 Carlisle Pike, P.O. Box 2033, Mechanicsburg, PA 17055 using quotas that are assigned to the requesting command. Individuals must be currently in, or ordered to, an identified Acquisition billet.

**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 \_\_\_\_\_

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**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://wwwa.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.

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## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	

E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	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](mailto: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 COURSES:**

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 COURSES:**

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

**SCPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	20 Hours	
Primary Professional Military Education (Enlisted) Block 1 - Introduction	NKO	PPME-SENL-B1.v2		
Primary Professional Military Education (Enlisted) Block 2 - The Culture of the Navy	NKO	PPME-SENL-B2.v2		
Primary Professional Military Education (Enlisted) Block 3 - Governance of the Navy	NKO	PPME-SENL-B3.v2		
Primary Professional Military Education (Enlisted) Block 4 - How the Navy Thinks About War	NKO	PPME-SENL-B4.v2		
Primary Professional Military Education (Enlisted) Block 5 - How the Navy Plans its Operations	NKO	PPME-SENL-B5.v2		
Primary Professional Military Education (Enlisted) Block 6 - Technology in the Maritime Domain	NKO	PPME-SENL-B6.v2		
Primary Professional Military Education (Enlisted) Block 7 - PME Conclusion	NKO	PPME-SENL-B7.v2		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Senior Enlisted Leadership Development Guide Culture	NKO			
	NKO or College Course	Foreign Language and Culture	45 hrs	

**Courses With Recommended Reserve Points:**

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**  
[https://ile-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls](https://ile-lms-cont01.nko.navy.mil/training/Courses%20With%20Recommended%20Reserve%20Points.xls)

**RECOMMENDED RESERVE PME:**

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

**RECOMMENDED COMMUNITY PME 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/>

**DEPARTMENT/COMMAND LEADERS COLLECTION**

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

**RECOMMENDED COMMUNITY READING**

Title	Completed
Basic Military Requirements Manual	NAVEDTRA 14325
U.S. NAVY UNIFORM REGULATIONS	NAVPERS 15665
NAVAL MILITARY PERSONNEL MANUAL	NAVPERS 15560
3M MANUAL	OPNAVINST 4790.8
NAVY SAFETY MANUAL	OPNAVINST 5100 Series
PHYSICAL READINESS PROGRAM	OPNAVINST 6110.1
NAVY SORM	OPNAVINST 3120.32
ENLISTED TO OFFICER PROGRAMS MANUAL	OPNAVINST 1420.1



## **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



**AVIATION SUPPORT EQUIPMENT TECHNICIAN  
MASTER CHIEF  
(Master)**

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
Navy War College	Rhode Island	A-9B-2001		
Senior Enlisted Academy	Rhode Island	P-920-1300		
DAPA	Various			
CMEO	Various	A-500-0009		
EEO	Various			
CACO	Various			

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AS-7609 Support Equipment Maintenance Manager		C-500-3202		
8300 Aviation Maintenance Material Control Master Chief				
9549 Acquisition Logistics Specialist		* See Notes for this course		
9590 Support Equipment Asset Manager		D-555-0026 E-555-0026		

\* NEC 9549 NOTES: Personnel assigned to acquisition-related billets perform critical functions within acquisition type activities (i.e., Integrated Logistics Support (ILS), Naval Air Training Management Support Activity (NATMSACT) as defined in DoD Directive 5000.1 and DoD Instruction 5000.2. These activities are responsible for acquisition systems development, acquisition, and logistic support or acquisition programs oversight, review, and acceptance of supplies and services under their cognizance. As such, they perform critical functions relating to systems design (reliability and maintainability), the development of acquisition/logistics plans and documents, system integration; logistics support analysis, provisioning, configuration, management, systems modifications, and site activation or program planning, oversight, and acceptance of supplies and services. Additionally, these individuals are responsible for various requirements related to the development and execution of budgets, acquisition and logistics support of programs.

NEC is awarded as follows:

1. Acquisition Logistics Specialist: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101 and LOG-101.
2. Acquisition Manufacturing and Production or Quality Assurance Specialists: Upon completion of the Defense Acquisition University (DAWIA) courses ACQ-101, PQM-101, and 6 months of satisfactory performance in the acquisition billet.
3. DAWIA training courses are obtained and funded for Navy personnel through the Defense Acquisition Career Management (DACM) Office via the DON Acquisition Training Registrar, Naval Acquisition Career Management Center, 5450 Carlisle Pike, P.O. Box 2033, Mechanicsburg, PA 17055 using quotas that are assigned to the requesting command. Individuals must be currently in, or ordered to, an identified Acquisition billet.

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## **JOB DESCRIPTION**

Aviation Support Equipment Technicians (AS) perform preventive and corrective maintenance on aviation support equipment, aviation armament handling equipment, aviation mobile firefighting units, material handling equipment, hoisting and lifting devices, and associated components and systems; service, inspect, test, troubleshoot, and repair gasoline and diesel engine systems, transmission systems, hydraulic, hydrostatic, and pneumatic systems, steering and suspension systems, cryogenic systems, electrical systems, gas turbine compressor units, electrical and hydraulic power generating equipment, air-conditioning and refrigeration systems (excluding avionics support equipment); manage support equipment assets at different command levels; and provide training in operation and maintenance of aviation support equipment

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## **RECOMMENDED BILLET ASSIGNMENTS**

AS personnel work in a variety of climates at sea and ashore. They perform their work at sea and in port in controlled and non-controlled climates and are often called upon to work on flight and hangar decks in various sea states and weather conditions aboard CVN and L class ships.

Other Opportunities: Command Senior Chief, Joint Assignments, GWOT Support Assignments, Recruiter, Instructor, RDC, DAPA SARP, Career Counselor, 3M Coordinator

**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: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_

HYT Date \_\_\_\_\_ Security Clearance Level \_\_\_\_\_ Date Last updated \_\_\_\_\_ Command INDOC complete \_\_\_\_\_

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**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 \_\_\_\_\_

Correspondence Courses \_\_\_\_\_ Catalog of Courses \_\_\_\_\_

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://wwwa.nko.navy.mil/portal/careermanagement/home/careermanagementcalendar>

**QUALIFICATIONS AND CERTIFICATIONS**

<b>Sea/Shore General Qualifications Watch Standing Qualifications</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
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:**

<b>Warfare qualification programs</b>	<b>Report Date</b>	<b>Completion Date (If qualification is not required place N/A in this Block)</b>
Aviation Warfare Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

Occupation
<a href="#">Aircraft Mechanics and Service Technicians</a>
<a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>
<a href="#">Cooling and Freezing Equipment Operators and Tenders</a>
<a href="#">Electrical and Electronics Repairers, Commercial and Industrial Equipment</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">Gas Compressor and Gas Pumping Station Operators</a>
<a href="#">Heating, Air Conditioning, and Refrigeration Mechanics and Installers</a>
<a href="#">Hoist and Winch Operators</a>
<a href="#">Industrial Machinery Mechanics</a>
<a href="#">Maintenance Workers, Machinery</a>
<a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>
<a href="#">Outdoor Power Equipment and Other Small Engine Mechanics</a>
<a href="#">Power Plant Operators</a>
<a href="#">Pump Operators, Except Wellhead Pumps</a>
<a href="#">Structural Metal Fabricators and Fitters</a>
<a href="#">Welders, Cutters, and Welder Fitters</a>

**Navy COOL:** The following certifications are applicable to the AS 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	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)</a>	0	
E1 - E3	<a href="#">National Center for Aerospace &amp; Transportation Technologies (NCATT)</a>	<a href="#">Foreign Object Elimination (FOE)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Mechanic (CFPPM)</a>	0	
E1 - E3	<a href="#">International Fluid Power Society</a>	<a href="#">Certified Fluid Power- Pneumatic Technician (CFPPT)</a>	0	
E1 - E3	<a href="#">Society for Maintenance and Reliability Professionals (SMRP)</a>	<a href="#">Certification for Maintenance and Reliability Professionals (CMRP)</a>	0	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile Service Consultant</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Brakes (A5)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Electrical/Electronic Systems (A6)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Performance (A8)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Engine Repair (A1)</a>	2	
E3	<a href="#">National Institute for Automotive Service Excellence (ASE)</a>	<a href="#">Automobile/Light Truck - Heating and Air Conditioning (A7)</a>	2	

E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Damage Analysis and Estimating (B6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Automobile (P2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - General Motors Parts Consultant (P4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Brakes (P3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Aftermarket Suspension and Steering (P9)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Parts Specialist - Medium/Heavy Truck Dealership (P1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	2	



E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	2	
E3	SpaceTEC	Certified Aerospace Technician	2	
E4	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	International Society of Automation	Certified Control Systems Technician (CCST) (Level I, II and III)	5	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Industrial Maintenance Mechanic (CIMM)	5	
E6	North American Technician Excellence (NATE)	Air Conditioning Specialty (Service)	6,000 hours	
E7	Environmental Protection Agency	DOD/EPA Refrigeration Processing Certificate Verification	See Agency website	

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
0308N - MAINTENANCE MECHANIC (ANY INDUSTRY)	
0599N - AVIATION SUPPORT EQUIPMENT REPAIRER (MILITARY SERVICE)	
0622M - WELDER, COMBINATION	
0622N - WELDER, COMBINATION	
0643M - ELECTRICAL EQUIPMENT REPAIRPERSON (MAGNETO REPAIRER)	
0643N - ELECTRICIAN, MAINTENANCE (ANY INDUSTRY)	

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**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>

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**SEPARATING/RETIRE**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Attend TAP/RTAP _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	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](mailto: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 \_\_\_\_\_

**MCPO REQUIRED NAVY PME COURSES:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-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	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	2 Hours	
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Chief’s Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**MCPO REQUIRED COMMUNITY PME COURSES:**

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

**MCPO 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 CNFR 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 CNFR N7.**  
[https://ile-lms-cont01.nko.navy.mil/training/Courses\\_With\\_Recommended\\_Reserve\\_Points.xls](https://ile-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls)

**RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	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
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	

**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/>

**SENIOR LEADERS COLLECTION**

Title	Completed
The Art of the Long View: Planning for the Future in an Uncertain World, <i>by Peter Schwartz</i>	
Dying to Win: The Strategic Logic of Suicide Terrorism, <i>by Robert Pape</i>	
Goodbye, Darkness: A Memoir of the Pacific War, <i>by William Manchester</i>	
The Great Wall at Sea: China's Navy Enters the Twenty-first Century, <i>by Bernard D. Cole</i>	
Leadership, <i>by Rudolph W. Giuliani</i>	
Moneyball: The Art of Winning an Unfair Game, <i>by Michael Lewis</i>	
The Pursuit of Victory: The Life and Achievement of Horatio Nelson, <i>by Roger Knight, 29.</i>	
Rethinking the Principles of War, edited <i>by Anthony D. Mclvor</i>	
The Rise and Fall of Strategic Planning, <i>by Henry Mintzberg</i>	
Scenarios: The Art of Strategic Conversation, <i>by Kees van der Heijden</i>	
The Second World War, Volume 1: The Gathering Storm, <i>by Winston S. Churchill</i>	
1776, <i>by David McCullough</i>	
The Rickover Effect – How One Man Made a Difference, Rockwell	
The Peoples Navy, Hagan	
Reminiscences of a Sailor, Lejeune	

**RECOMMENDED COMMUNITY READING**

Title	Completed
Basic Military Requirements Manual	NAVEDTRA 14325
U.S. NAVY UNIFORM REGULATIONS	NAVPERS 15665
NAVAL MILITARY PERSONNEL MANUAL	NAVPERS 15560
3M MANUAL	OPNAVINST 4790.8
NAVY SAFETY MANUAL	OPNAVINST 5100 Series
PHYSICAL READINESS PROGRAM	OPNAVINST 6110.1
NAVY SORM	OPNAVINST 3120.32
ENLISTED TO OFFICER PROGRAMS MANUAL	OPNAVINST 1420.1

## **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



**ALL PAYGRADES**  
**VOLUNTARY EDUCATION**



**Note: Prior to considering any pursuit of off duty education or program enrollment visit your Navy College Office.**  
**You must complete the Tuition Assistance Workshop before your first course will be approved.**

**E1- E6: The workshop is available at your Navy College Office**  
**E-7 and above: The Workshop is available at your Navy College Office**  
**or**  
**Complete the online course at the Navy College Website**

**How do I get started?**

You already have. All your training up to this point is part of your Aviation Support Equipment Technician Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is your Navy College Office. The counselors there will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there, Traditional or Online, What are my next steps: Transfer credits, Take exams, Have experience evaluated, Then lastly sign up for new courses?

**RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE’S DEGREE FOR AVIATION SUPPORT EQUIPMENT TECHNICIAN**

<b>Recommended Associates' degrees for the Aviation Support Equipment Technician Rate;</b>
AS Professional Aeronautics
AAS Technical Studies (Electromechanical Technologies)
AS Technical Studies (Electromechanical Technologies)
AAS Aviation Support

**RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE DEGREE FOR AVIATION SUPPORT EQUIPMENT TECHNICIAN**

<b>Recommended Bachelors' degrees for the Aviation Support Equipment Technician Rate;</b>
BS Technical Management
BA Organizational Development
BS Professional Aeronautics



## GENERAL INFORMATION ON VOLUNTARY EDUCATION

### The Navy College Program & Web Page: <https://www.navycollege.navy.mil>

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's- Recruiting, Readiness, Retention, and Respect, the NCP signifies Navy's commitment to education by improving enlistment appeal, demonstrating Navy service and achieving a college degree are compatible, helping Sailors apply themselves to new situations and challenges and better preparing them for advancement, building up Sailors' self-image, and producing higher quality Sailors.

### Navy College Program Distance Learning Program (NCPDLP)

The Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating relevant degrees via distance learning to Sailors everywhere. These new education partnerships provide associates and bachelors degree programs relevant to each rating, and make maximum use of military professional training and experience to fulfill degree requirements. The program also provides opportunities to take courses through distance learning so that Sailors anywhere will be able to pursue a degree. Courses are offered in a variety of formats, such as CD-ROM, videotape, paper, or over the Internet. Contact your Navy College Office or the Navy College Center about degree programs available from your partnership schools.

### Servicemembers Opportunity College Navy (SOCNAV): <http://www.soc.aascu.org/socnav>.

SOCNAV consists of accredited colleges offering specific associate and bachelors degrees to Navy members worldwide through resident courses or distance learning. Colleges taking part in each curriculum area guarantee acceptance of each other's credits for transfer. The "home" college issues an official evaluation of all prior learning on a SOCNAV Agreement. This agreement serves as the student's long range degree plan. Why become a SOCNAV student? SOCNAV colleges offer degrees in many different areas (called networks). Students do not lose credits; transferability of courses within the same network is guaranteed from one SOCNAV college to another. Required residency is kept to a minimum. Many SOCNAV networks are closely related to Navy ratings, resulting in maximum awarding of credit for Navy training.

### Tuition Assistance(TA):

TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition and fees directly associated with the course of instruction. TA will pay for the following amounts per fiscal year: 16 semester hours, not-to-exceed \$250/credit or 24 quarter hours, not-to-exceed \$166.67/credit or a combination of semester and quarter hours.

### Sailor Marine American Council On Education Registry Transcripts (SMART)

SMARTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free. More information is available online at: [www.cnet.navy.mil](http://www.cnet.navy.mil).

### The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at <http://www.militaryguides.acenet.edu>.

### Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system.

DANTES (DSST) [http://www.dantes.doded.mil/DANTES\\_WEB/EXAMINATIONS/DSST.htm](http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm)

CLEP Exams <http://www.collegeboard.com/student/testing/clep/about.html>

**INPUT COLLEGE DEGREE PLAN HERE**  
**(This is found on the Navy College Website)**



**A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY**

**RATING:**

**Other Degree Requirements:**    *Remediation / SLS / Pre-reqs if Needed*  
*Residency: 25% coursework must be completed at FCCJ (in-class or DL).*

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
<b>~GENERAL EDUCATION</b>								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
<b>~PROFESSIONAL COURSES</b>								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
<b>~PROFESSIONAL ELECTIVES - minimum 24 hours</b>								
	E3	E4	E5	E6	E7	E8	E9	
<b>ACE Recommended from MOS / Rate:</b>								
Military Credits	7	13	13	17	16	16	16	
<b>Credit from Service School:</b>								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Credit based on individual evaluation								
<b>Total Elective Hours</b>	9	15	15	19	18	18	18	
<b>Total Credits Awarded *</b>	9	15	15	22	24	24	24	
<b>TOTAL CREDITS NEEDED (60 s.h.)</b>	<b>51</b>	<b>45</b>	<b>45</b>	<b>38</b>	<b>36</b>	<b>36</b>	<b>36</b>	

\* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795. [military@fccj.edu](mailto:military@fccj.edu)

**Florida Community College**  
**Military Education Institute**  
**601 West State Street**  
**Jacksonville, FL 32202**  
**800-700-2795**                      **FAX: 904-632-5073**  
**Email: [military@fccj.edu](mailto:military@fccj.edu)**

## **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