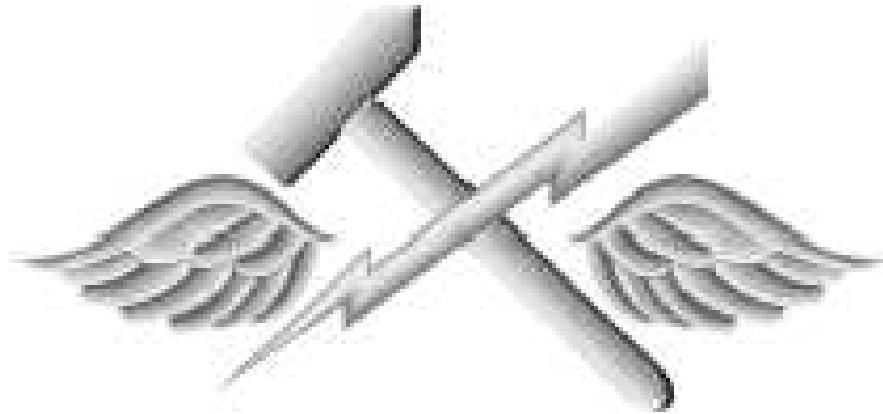




# AVIATION SUPPORT EQUIPMENT TECHNICIAN



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



**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)<br>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<br>E-555-0026       |               |                |
| 9595 Hazardous Material Control Management Technician                                       |                 | A-322-2600<br>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>

**E5 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             | 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:**

| 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/>

**LEADING PETTY OFFICERS COLLECTION**

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



**RECOMMENDED COMMUNITY READING**

| Title   |                          | Completed |
|---|--------------------------|-----------|
| 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