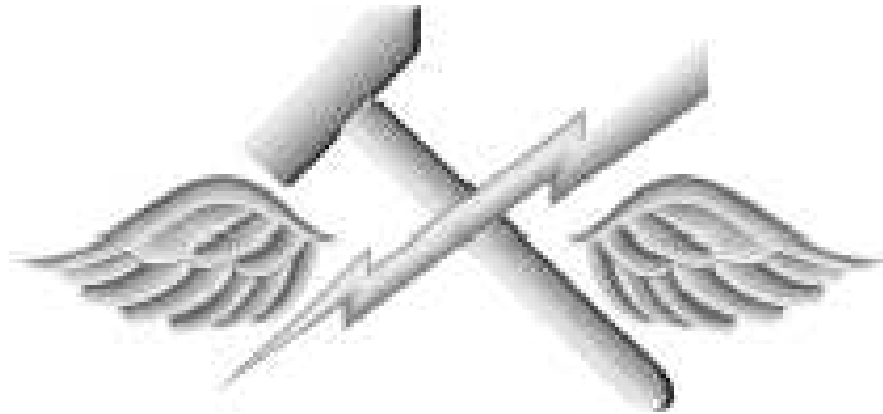




AVIATION SUPPORT EQUIPMENT TECHNICIAN



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	Courses: -SEAM	36	Follow-on Sea/Shore Tours (36 Months)
24-26	ASCM ASCS	21.3 Yrs 19.3	Courses: -SEAM	36	4 th Sea Tour (36 Months) Duty: USS Ship Billet: Prod/Maint LCPO/Dept LCPO/CMC
20-23	ASCM ASCS ASC	21.3 Yrs 19.3 16.1	Courses: -SEAM PQS: - Master Training Spec. - QAR	48	3 rd Shore Tour (48 Months) 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	Courses: - SE Maint. Mgr. - NALCOMIS Logs and Records - Maintenance Material Control Management - Support Equipment Asset Manager - QA Admin	36	3 rd Sea Tour (36 Months) Duty: USS Ship Billet: Prod/QA/Div LCPO/SEA
12-16	ASC AS1	16.1 11.6	Courses: - SE Maint. Mgr. - SE Welding - Production Control - Support Equipment Asset Manager - QA Admin PQS: - Master Training Spec. -CDI/QAR	48	2 nd Shore Tour (48 Months) 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	Courses: - SE Maint. Mgr. - SE Welding - Production Control - Support Equipment Asset Manager PQS: -CDI/QAR OJT: -Trouble Shooter	36	2 nd Sea Tour (36 Months) Duty: USS Ship Billet: WC Sup/LPO/QA/Prod. Control Qualifications:EAWS/ ESWS/ NAVLEAD
4-8	AS2 AS3	6.0 3.0	Courses: -SE Corrosion -Aircraft Paint/Finish -SE Welding PQS: -SE Tire and Wheel - Hydraulic Contamination OJT: -CDI	48	1 st Shore Tour (48 Months) Billet: WC Sup Duty: FRC/NAS/NAR Qualifications: NAVLEAD
1-4	AS2 AS3	6.0 Yrs 3.0	Courses: -SE Corrosion Control -Aircraft Paint/Finish -SE Welding PQS: -SE Tire and Wheel - Hydraulic Contamination OJT: -Trouble Shooter	36	1 st Sea Tour (36 Months) 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
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 _____

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.

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

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	International Fluid Power Society	Certified Fluid Power- Industrial Hydraulic Mechanic (CFPIHM)	0	
E1 - E3	National Center for Aerospace & Transportation Technologies (NCATT)	Foreign Object Elimination (FOE)	0	
E1 - E3	International Fluid Power Society	Certified Fluid Power- Industrial Hydraulic Technician (CFPIHT)	0	
E1 - E3	International Fluid Power Society	Certified Fluid Power- Mobile Hydraulic Technician (CFPMHT)	0	
E1 - E3	International Fluid Power Society	Certified Fluid Power- Pneumatic Mechanic (CFPPM)	0	
E1 - E3	International Fluid Power Society	Certified Fluid Power- Pneumatic Technician (CFPPT)	0	
E1 - E3	Society for Maintenance and Reliability Professionals (SMRP)	Certification for Maintenance and Reliability Professionals (CMRP)	0	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile Service Consultant	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Automatic Transmission/ Transaxle (A2)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Brakes (A5)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Electrical/Electronic Systems (A6)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Engine Performance (A8)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Engine Repair (A1)	2	
E3	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Heating and Air Conditioning (A7)	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)	

STAY NAVY

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

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

SCPO REQUIRED NAVY PME 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