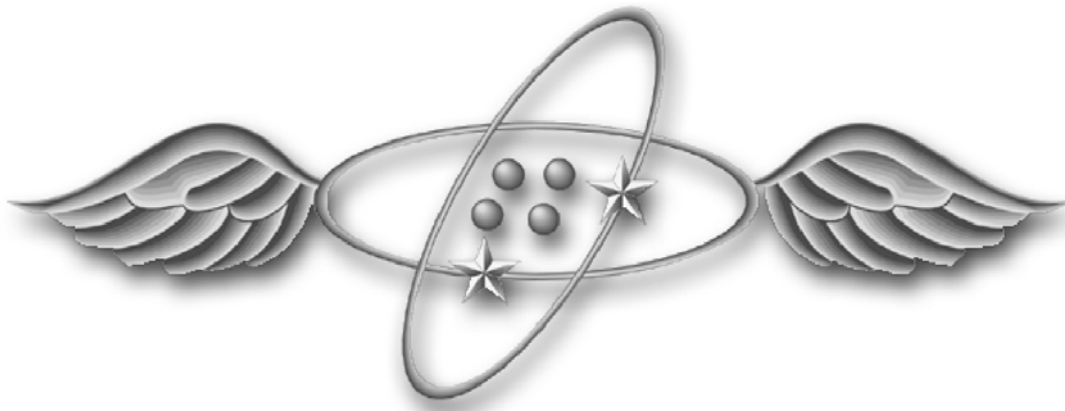




AVIATION ELECTRONICS TECHNICIAN "I" LEVEL (AT)



RATING ROADMAP

08 Feb 2010

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Aviation Electronics Technician "I" Level 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 Electronics Technician "I" Level?

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

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Aviation Electronics Technician "I" Level 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, 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.



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.



SEAMAN 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 |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| Aviation Warfare Apprenticeship Training (AWAT) | Pensacola, FL | C-100-2021 | 8 days | |
| AT"I" Apprentice Technical Training (ATT) | Pensacola, FL | A-100-0110 | 33 days | |
| Aviation Electronics Technician "I" Level "A" | Pensacola, FL | C-100-2017 | 100 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

JOB DESCRIPTION

Entry level apprentice aviation electronics technician at the Intermediate level of aircraft maintenance. Intermediate level avionics technicians are responsible for the testing, troubleshooting, and repair, down to the component level of avionics equipment installed in naval aircraft as well as equipment installed in or part of avionics test equipment under direct supervision. Some avionics technicians at the Intermediate level perform delicate and precise calibrations on sensitive measuring equipment as well as perform micro miniature solder and solid state component repair.

RECOMMENDED BILLET ASSIGNMENTS

Billet assignments for Intermediate level avionics technician apprentice are primarily at Fleet Readiness Centers (FRC) in most major fleet concentration areas such as San Diego, Lemoore, Whidbey Island, Norfolk, Oceana, Jacksonville or Atsugi Japan. For a sea duty bound sailor, the choice is primarily a CVN carrier or air capable platform such as an LHA or LHD etc. Each carrier has its own Aircraft Intermediate Maintenance Department (AIMD) which is the sea going equivalent of a shore FRC.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
PAYGRADE E1 (9 months time in service required for paygrade E-2 and E-3) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Rating Courses: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Bibliography for Advancement Study
Advancement Handbooks
Correspondence Courses
Catalog of Courses
Enlisted Advancement Exam Strategy Guide
Profile Sheets
Exam Discrepancy List
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

- [Seaman to Admiral 21\(STA-21\)](#)
- [Naval Academy](#)
- [Naval Academy Preparatory School \(NAPS\)](#)
- [Officer Candidate School \(OCS\)](#)
- [Medical Enlisted Commissioning Program \(MECP\)](#)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
6 Month progress check _____
Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____
Selection Board Ineligible _____ Standard Score of 40 and Below _____
Commissioning Programs Applications: _____ (prior to submission, command endorsement)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Rating Conversion _____ Rating Reversion _____ Striking _____
Navy Formal Training Schools Request ("A"/"C" etc) _____
Drilling Reservists _____
Active Duty for Special Work (ADSW) _____
Education _____ (prior to establishing Education Plan with NCO)
PTS _____ (15 months prior to EAOS) (6 months – if not approved)
Early Separation _____
F/R Retire Options _____
CSB _____ (when election message received)
Every Physical Fitness Test Failure _____
At members own request _____
Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
DC _____ ADV DC _____ DCTT _____
3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: MOOW _____ POOW _____
Rating Specific Department Qualifications: _____/_____/_____/_____/_____/_____/_____/_____/_____/_____
Personal Qualification Standards: Rating: _____/_____/_____/_____/_____/_____/_____/_____/_____/_____
Other: _____/_____/_____/_____/_____/_____/_____/_____/_____/_____
Advanced: ESWS _____ EAWS _____ SCW _____ DV _____ SS _____ EXW _____
OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY
VISIT YOUR CAREER COUNSELOR

15 MONTH CDB _____

REENLIST / EXTEND:

Request Chit/Form _____ Perform to Serve (PTS) _____ Selective Conversion and Reenlistment (SCORE) _____
Reserve Selective Conversion and Reenlistment (RESCORE) _____ Selective Training and Reenlistment
(STAR) _____ Guaranteed Assignment in Detailing (GUARD2000) _____ School as a Reenlistment Incentive _____
Career Management System (CMS/ID) _____ Medical/Dental _____ Command Recommendation (eval) _____
Bonus _____ Ceremony _____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and**

clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.

FLEET RIDE:

Fleet RIDE is designed for Fleet use in support of Perform to Serve (PTS). Fleet RIDE assists Fleet Career Counselors, Enlisted Community Managers (ECMs), and CREO personnel with reclassification and career guidance by providing the best match of a Fleet Sailor’s qualifications and interests to meet Navy requirements for rating assignment/conversions.

- View and update all Sailor attribute data/rating eligibility criteria and force shaping tools within the Fleet RIDE database
- Qualify the Sailor to view eligibility for any and All ratings
- View and add career counselor notes
- Request applicable data transfer to conversion packages (PTS Spreadsheet) with no retyping of data
- Fleet RIDE, in the PTS conversion process, contributes to the balance of Navy Rating skill mix and helps improve:
 - Community Management
 - Career opportunities for Sailors
 - Fleet readiness
 - Conversion process by reducing time and errors
 - Command CDB/PDBs process
 - Sailor-NC career counseling

TRANSFER:

| | | | | |
|-------------|-------------|-------------|------------------------|---------------------|
| 15 MOS | 12 MONTHS | 9 MOS | 6 MONTHS | ORDERS REC |
| PTS_____ | PTS_____ | PTS_____ | Accept Orders_____ | Screening_____ |
| EFM_____ | EFM_____ | CMS/ID_____ | Reverse Sponsor_____ | Obligate_____ |
| CMS/ID_____ | CMS/ID_____ | SRB_____ | Relocation (FFSC)_____ | Bonus_____ |
| COT_____ | OTEIP_____ | | | Medical/Dental_____ |
| | SRB_____ | | | |

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_____ |
| NKO Course (CNET12423)_____ | Relocation Services (FFSC)_____ | Arrange Ceremony_____ | MED/DEN_____ |
| Transition Planning_____ | Reserve Affiliation_____ | Complete Argus Survey_____ | |
| | VA/DVA_____ | Request Leave / PTDY_____ | |

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!!!)

Education Plan Completed_____ (Navy College Office)
 Current Education Level_____
 Degree Goal_____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA)_____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits_____
 American Council on Education (ACE) recommended credits_____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center

VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

Academic skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

E1/E2 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-------------------|----------------------|---------------|----------------|
| Required General Military Training (GMT) | NKO | | | |
| 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:

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

E1/E2 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------------|------------------------------|----------------|----------------|
| Introductory Enlisted Professional Military Education (IEPME) | NKO | Military DON/ PME | 20 Hours Total | |
| Block 1 Introductory EPME - Introduction | NKO | IEPME-INTRO-B1 | | |
| Block 2 Introductory EPME - History and Traditions | NKO | IEPME-INTRO-B2 | | |
| Block 3 Introductory EPME - Enlisted Professionalism | NKO | IEPME-INTRO-B3 | | |
| Block 4 Introductory EPME - Policy and the Navy | NKO | IEPME-INTRO-B4 | | |
| Block 5 Introductory EPME - Planning for Operations | NKO | IEPME-INTRO-B5 | | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | NKO | IEPME-INTRO-B6 | | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | NKO | IEPME-INTRO-B7 | | |
| Block 8 Introductory EPME - Conclusion | NKO | IEPME-INTRO-B8 | | |
| Cultural Awareness | NKO or College Course | Foreign Language and Culture | 45 hrs | |
| Peterson's Online Academic Skills Course | | | | |
| Verbal | NKO | | | |
| Math | NKO | | | |

| | | | | |
|--|-----|-------------------|----------|--|
| Navy Career Tools (Tutorials & Support) | NKO | NAVAIR-NCT-001 | 2 hours | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-2.0 | 10 hours | |
| ORM All Navy Fundamentals | NKO | CPD-GMT07-011 | 1 hour | |
| Nutrition | NKO | NMHCI2107V2.1 | 1 hour | |
| Personal Financial Management | NKO | CPD-PFM-1.0 | 8 hours | |
| 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://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|----------------------|---|------------|---------------|----------------|
| NEETS Modules 1 – 24 | http://www.rarmy.com/coleman/neets/ | None | | |

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal

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, by <i>Stephen E. Ambrose</i> | |
| The Declaration of Independence and Other Great Documents of American History, 1775-1865 | |

| | |
|---|--|
| Ender's Game, by Orson Scott Card | |
| Flags of Our Fathers, by James Bradley | |
| The Kite Runner, by Khaled Hosseini | |
| Life in Mr. Lincoln's Navy, by Dennis J. Ringle | |
| Lincoln on Leadership, by Donald T. Phillips | |
| A Passage to India, by E.M. Forster | |
| A Sailor's History of the U.S. Navy, by Thomas J. Cutler | |
| The 7 Habits of Highly Effective People, by Stephen R. Covey | |
| Starship Troopers, by Robert A. Heinlein | |
| Time Management from the Inside Out: The Foolproof Plan for Taking Control of Your Schedule and Your Life, by Julie Morgenstern | |

RECOMMENDED COMMUNITY READING

| Title | Completed |
|---|-----------|
| Sailors to the End, by Gregory A. Freeman | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



**AVIATION ELECTRONICS TECHNICIAN 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 |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| Aviation Warfare Apprentice Training (AWAT) | Pensacola, FL | C-100-2021 | 8 days | |
| AT'I' Apprentice Technical Training (ATT) | Pensacola, FL | A-100-0110 | 33 days | |
| Aviation Electronics Technician "I" Level "A" | Pensacola, FL | C-100-2017 | 100 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-------------------|----------------|---------------|----------------|
| 6526- Aviation ASW (MAD) IMA P-3 Tech | Jacksonville, FL | C-130-9057 | 31 days | |
| 6605- Aircraft Radar Altimeter Equipment IMA Tech | North Is / JAX | C-102-4051 | 26 days | |
| 6611- Aircraft UHF Comm/ADF IMA Tech | Oceana / Lemoore | C-102-6152 | 22 days | |
| 6615- P-3 FLIR IMA Tech | JAX / Whidbey Is | C-102-6121 | 75 days | |
| 6704- CASS Op/Maint IMA Tech | Oceana / North Is | C-198-6102 | 61 days | |
| 6710- P-3 Navigation systems equipment Tech | JAX / Whidbey Is | C-102-6172 | 29 days | |
| 7173- Electronic Module Test Console IMA Tech | North Is / Oceana | C-150-3010 | 15 days | |
| 6607- Digital Data Link Comm IMA Tech | Lemoore / Oceana | C-102-4054 | 31 days | |

NEC and courses listed are not all inclusive but cover some primary classifications for initial accessions. Please refer to the Catalog of Navy Training Courses (CANTRAC) and NEC Manual for further guidance and opportunities. See you're Leading Petty Officer or Leading Chief for assistance.

JOB DESCRIPTION

Entry level apprentice aviation electronics technician at the Intermediate level of aircraft maintenance. Intermediate level avionics technicians are responsible for the testing, troubleshooting, and repair, down to the component level of avionics equipment installed in naval aircraft as well as equipment installed in or part of avionics test equipment under direct supervision. Some avionics technicians at the Intermediate level perform delicate and precise calibrations on sensitive measuring equipment as well as perform micro miniature solder and solid state component repair.

RECOMMENDED BILLET ASSIGNMENTS

Billet assignments for Intermediate level avionics technician apprentice are primarily at Fleet Readiness Centers (FRC) in most major fleet concentration areas such as San Diego, Lemoore, Whidbey Island, Norfolk, Oceana, Jacksonville or Atsugi Japan. For a sea duty bound sailor, the choice is primarily a CVN carrier or air capable platform such as an LHA or LHD etc. Each carrier has its own Aircraft Intermediate Maintenance Department (AIMD) which is the sea going equivalent of a shore FRC.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
PAYGRADE E3 (6 months time in service required for paygrade E-4) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Rating Courses: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Bibliography for Advancement Study
Advancement Handbooks
Correspondence Courses
Catalog of Courses
Enlisted Advancement Exam Strategy Guide
Profile Sheets
Exam Discrepancy List
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

[Seaman to Admiral 21\(STA-21\)](#)
[Naval Academy](#)
[Naval Academy Preparatory School \(NAPS\)](#)
[Officer Candidate School \(OCS\)](#)
[Medical Enlisted Commissioning Program \(MECP\)](#)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
6 Month progress check _____
Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____
Selection Board Ineligible _____ Standard Score of 40 and Below _____
Commissioning Programs Applications : _____ (prior to submission, command endorsement)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Rating Conversion _____ Rating Reversion _____
Navy Formal Training Schools Request ("A"/"C" etc) _____
Drilling Reservists _____

Active Duty for Special Work (ADSW) _____
 Education _____ (prior to establishing Education Plan with NCO)
 PTS _____ (15 months prior to EAOS) (6 months – if not approved)
 Early Separation _____
 F/R Retire Options _____
 CSB _____ (when election message received)
 Every Physical Fitness Test Failure _____
 At members own request _____
 Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
 DC _____ ADV DC _____ DCTT _____
 3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: MOOW _____ POOW _____
 Rating Specific Department Qualifications: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
 Personal Qualification Standards: Rating: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
 Other: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
 Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____
 OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

**STAY NAVY
VISIT YOUR CAREER COUNSELOR**

15 MONTH CDB _____

REENLIST / EXTEND:

Request Chit/Form _____ Perform to Serve (PTS) _____ Selective Conversion and Reenlistment (SCORE) _____
Reserve Selective Conversion and Reenlistment (RESCORE) _____ Selective Training and Reenlistment
(STAR) _____ Guaranteed Assignment in Detailing (GUARD2000) _____ School as a Reenlistment Incentive _____
Career Management System (CMS/ID) _____ Medical/Dental _____ Command Recommendation (eval) _____
Bonus _____ Ceremony _____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and
clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to
BOL, the ARGUS survey can be accessed from the main BOL menu.**

FLEET RIDE:

Fleet RIDE is designed for Fleet use in support of Perform to Serve (PTS). Fleet RIDE assists Fleet Career Counselors, Enlisted Community Managers (ECMs), and CREO personnel with reclassification and career guidance by providing the best match of a Fleet Sailor's qualifications and interests to meet Navy requirements for rating assignment/conversions.

- View and update all Sailor attribute data/rating eligibility criteria and force shaping tools within the Fleet RIDE database
- Qualify the Sailor to view eligibility for any and All ratings
- View and add career counselor notes
- Request applicable data transfer to conversion packages (PTS Spreadsheet) with no retyping of data
- Fleet RIDE, in the PTS conversion process, contributes to the balance of Navy Rating skill mix and helps improve:
 - Community Management
 - Career opportunities for Sailors
 - Fleet readiness
 - Conversion process by reducing time and errors
 - Command CDB/PDBs process
 - Sailor-NC career counseling

TRANSFER:

| | | | | |
|--------------|--------------|--------------|-------------------------|----------------------|
| 15 MOS | 12 MONTHS | 9 MOS | 6 MONTHS | ORDERS REC |
| PTS _____ | PTS _____ | PTS _____ | Accept Orders _____ | Screening _____ |
| EFM _____ | EFM _____ | CMS/ID _____ | Reverse Sponsor _____ | Obligate _____ |
| CMS/ID _____ | CMS/ID _____ | SRB _____ | Relocation (FFSC) _____ | Bonus _____ |
| COT _____ | OTEIP _____ | | | Medical/Dental _____ |
| | SRB _____ | | | |

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 _____ |
| NKO Course (CNET12423) _____ | Relocation Services (FFSC) _____ | Arrange Ceremony _____ | MED/DEN _____ |
| Transition Planning _____ | Reserve Affiliation _____ | Complete Argus Survey _____ | |
| | VA/DVA _____ | Request Leave / PTDY _____ | |

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!!!)

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

Academic Skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

E3 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-------------------|----------------------|---------------|----------------|
| Required General Military Training (GMT) | NKO | | | |
| 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:

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

E3 RECOMMENDED NAVY PME:

| 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://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

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

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|---|------------|---------------|----------------|
| NEETS Modules 1-24 | http://www.rarmy.com/coleman/neets/ | None | | |
| NAVEDTRA 14014, AIRMAN | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS | https://www.courses.cnet.navy.mil/courses/ | None | | |

| | | | | |
|--|---|------|--|--|
| NAVEDTRA 14028, AVIATION ELECTRONICS TECHNICIAN 3 | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14029, AVIATION ELECTRONICS TECHNICIAN 2 (INTERMEDIATE) | https://www.courses.cnet.navy.mil/courses/ | None | | |

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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 |
|--|-----------|
| Sailors to the End, <i>by Gregory Freeman</i> | |
| COMNAVAIRFORINST 4790.2A, NAVAL AVIATION MAINTENANCE PROGRAM (NAMP); APP E; CHAP 3, 5, 6, 7, 10, 16 | |
| NAVAIR 01-1A-509-1, CLEANING AND CORROSION CONTROL, VOLUME I, CORROSION PROGRAM AND CORROSION THEORY; CHAP 3 | |
| NAVEDTRA 14325, MILITARY REQUIREMENTS, BASIC (BMR) | |
| NAVEDTRA 14504, MILITARY REQUIREMENTS FOR PETTY OFFICERS THIRD AND SECOND CLASS | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



AVIATION ELECTRONICS TECHNICIAN THIRD CLASS (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 |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| Aviation Warfare Apprentice Training (AWAT) | Pensacola, FL | C-100-2021 | 8 days | |
| AT"I" Apprentice Technical Training (ATT) | Pensacola, FL | A-100-0110 | 33 days | |
| Aviation Electronics Technician "I" Level "A" | Pensacola, FL | C-100-2017 | 100 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-------------------|----------------|---------------|----------------|
| 6526- Aviation ASW (MAD) IMA P-3 Tech | Jacksonville, FL | C-130-9057 | 31 days | |
| 6605- Aircraft Radar Altimeter Equipment IMA Tech | North Is / JAX | C-102-4051 | 26 days | |
| 6611- Aircraft UHF Comm/ADF IMA Tech | Oceana / Lemoore | C-102-6152 | 22 days | |
| 6615- P-3 FLIR IMA Tech | JAX / Whidbey Is | C-102-6121 | 75 days | |
| 6704- CASS Op/Maint IMA Tech | Oceana / North Is | C-198-6102 | 61 days | |
| 6710- P-3 Navigation systems equipment Tech | JAX / Whidbey Is | C-102-6172 | 29 days | |
| 7173- Electronic Module Test Console IMA Tech | North Is / Oceana | C-150-3010 | 15 days | |
| 6607- Digital Data Link Comm IMA Tech | Lemoore / Oceana | C-102-4054 | 31 days | |
| 1591- 2M Module Test and Repair Tech | Various | A-100-0076 | 5 days | |

Note: NEC and courses listed are not all inclusive but cover some primary classifications for initial accessions. Please refer to the Catalog of Navy Training Courses (CANTRAC) and NEC Manual for further guidance and opportunities. See you're Leading Petty Officer or Leading Chief for assistance.

JOB DESCRIPTION

Entry level apprentice aviation electronics technician at the Intermediate level of aircraft maintenance. Intermediate level avionics technicians are responsible for the testing, troubleshooting, and repair, down to the component level of avionics equipment installed in naval aircraft as well as equipment installed in or part of avionics test equipment under direct supervision. Some avionics technicians at the Intermediate level perform delicate and precise calibrations on sensitive measuring equipment as well as perform micro miniature solder and solid state component repair.

RECOMMENDED BILLET ASSIGNMENTS

Billet assignments for Intermediate level avionics technician apprentice are primarily at Fleet Readiness Centers (FRC) in most major fleet concentration areas such as San Diego, Lemoore, Whidbey Island, Norfolk, Oceana, Jacksonville or Atsugi Japan. For a sea duty bound sailor, the choice is primarily a CVN carrier or air capable platform such as an LHA or LHD etc.

Each carrier has its own Aircraft Intermediate Maintenance Department (AIMD) which is the sea going equivalent of a shore FRC.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
PAYGRADE E4 (1 year time in service required for paygrade E-5) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Rating Courses: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Bibliography for Advancement Study
Advancement Handbooks
Correspondence Courses
Catalog of Courses
Enlisted Advancement Exam Strategy Guide
Profile Sheets
Exam Discrepancy List
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

[Seaman to Admiral 21\(STA-21\)](#)
[Naval Academy](#)
[Naval Academy Preparatory School \(NAPS\)](#)
[Officer Candidate School \(OCS\)](#)
[Medical Enlisted Commissioning Program \(MECP\)](#)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

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) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu page. WERR 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.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
6 Month progress check _____
Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____
Selection Board Ineligible _____ Standard Score of 40 and Below _____
Commissioning Programs Applications : _____ (prior to submission, command endorsement)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Rating Conversion _____ Rating Reversion _____
Navy Formal Training Schools Request ("A"/"C" etc) _____
Drilling Reservists _____
Active Duty for Special Work (ADSW) _____
Education _____ (prior to establishing Education Plan with NCO)
PTS _____ (15 months prior to EAOS) (6 months – if not approved)
Early Separation _____
F/R Retire Options _____
CSB _____ (when election message received)
Every Physical Fitness Test Failure _____
At members own request _____
Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
DC _____ ADV DC _____ DCTT _____
3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: MOOW _____ POOW _____
Rating Specific Department Qualifications: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
Personal Qualification Standards: Rating: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
Other: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____
OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY

VISIT YOUR CAREER COUNSELOR

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____ Perform to Serve (PTS)_____ Selective Conversion and Reenlistment (SCORE) _____
Reserve Selective Conversion and Reenlistment (RESCORE)_____ Selective Training and Reenlistment
(STAR)_____ Guaranteed Assignment in Detailing (GUARD2000)_____ School as a Reenlistment Incentive _____
Career Management System (CMS/ID)_____ Medical/Dental_____ Command Recommendation (eval)_____
Bonus_____ Ceremony_____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and
clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to
BOL, the ARGUS survey can be accessed from the main BOL menu.**

FLEET RIDE:

Fleet RIDE is designed for Fleet use in support of Perform to Serve (PTS). Fleet RIDE assists Fleet Career Counselors, Enlisted Community Managers (ECMs), and CREO personnel with reclassification and career guidance by providing the best match of a Fleet Sailor's qualifications and interests to meet Navy requirements for rating assignment/conversions.

- View and update all Sailor attribute data/rating eligibility criteria and force shaping tools within the Fleet RIDE database
- Qualify the Sailor to view eligibility for any and All ratings
- View and add career counselor notes
- Request applicable data transfer to conversion packages (PTS Spreadsheet) with no retyping of data
- Fleet RIDE, in the PTS conversion process, contributes to the balance of Navy Rating skill mix and helps improve:
 - Community Management
 - Career opportunities for Sailors
 - Fleet readiness
 - Conversion process by reducing time and errors
 - Command CDB/PDBs process
 - Sailor-NC career counseling

TRANSFER:

| | | | | |
|-------------|-------------|-------------|------------------------|---------------------|
| 15 MOS | 12 MONTHS | 9 MOS | 6 MONTHS | ORDERS REC |
| PTS_____ | PTS_____ | PTS_____ | Accept Orders_____ | Screening_____ |
| EFM_____ | EFM_____ | CMS/ID_____ | Reverse Sponsor_____ | Obligate_____ |
| CMS/ID_____ | CMS/ID_____ | SRB_____ | Relocation (FFSC)_____ | Bonus_____ |
| COT_____ | OTEIP_____ | | | Medical/Dental_____ |
| | SRB_____ | | | |

SEPARATING/RETIRE

18 -12 months _____ 6 months _____ 90 days _____ 30 days _____
 Attend TAP/RTAP _____ MED/DEN _____ Copy of Records _____ Copy of Records _____
 Complete DD2648PSD _____ Relocation _____ Microfiche CD _____ PSD _____
 NKO Course (CNET12423) _____ Relocation Services (FFSC) _____ Arrange Ceremony _____ MED/DEN _____
 Transition Planning _____ Reserve Affiliation _____ Complete Argus Survey _____
 VA/DVA _____ Request Leave / PTDY _____

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!!!)

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

Academic Skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

E4 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-------------------|----------------------------|---------------|----------------|
| Required General Military Training (GMT) | NKO | | | |
| 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 Currency Course (LCC) | Command | CPPD | 20 | |

| | | | | |
|---------------|-------------------|------------|----------|--|
| | Delivered | | Hours | |
| Alcohol Aware | Command Delivered | S-501-0160 | 4 Hours | |
| PREVENT | Command Delivered | S-501-0150 | 24 Hours | |

E4 REQUIRED COMMUNITY PME:

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

E4 RECOMMENDED NAVY PME:

| 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://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME COURSES:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|---|------------|---------------|----------------|
| NEETS Modules 1-24 | http://www.rarmy.com/coleman/neets/ | None | | |
| NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14028, AVIATION ELECTRONICS TECHNICIAN 3 | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14029, AVIATION ELECTRONICS TECHNICIAN 2 (INTERMEDIATE) | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14168A, NAVAL SPACE | https://www.courses.cnet.navy.mil/courses/ | None | | |

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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, by <i>Robert A. Heinlein</i> | |
| Time Management from the Inside Out: The Foolproof Plan for Taking Control of Your Schedule and Your Life, by <i>Julie Morgenstern</i> | |

RECOMMENDED COMMUNITY READING

| Title | Completed |
|--|-----------|
| COMNAVAIRFORINST 4790.2A, NAVAL AVIATION MAINTENANCE PROGRAM (NAMP); APP E; CHAP 10, 14, 16 | |
| NAVAIR 00-25-100, NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM; WP 003 00 | |
| NAVAIR 01-1A-509-1, CLEANING AND CORROSION CONTROL, VOLUME I, CORROSION PROGRAM AND CORROSION THEORY; CHAP 3 | |
| BUPERSINST 1610.10, NAVY PERFORMANCE EVALUATION SYSTEM | |
| OPNAVINST 5100.23, NAVY SAFETY AND OCCUPATIONAL HEALTH (SOH) PROGRAM MANUAL; CHAP 22 | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



AVIATION ELECTRONICS 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 |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| Aviation Warfare Apprentice Training (AWAT) | Pensacola, FL | C-100-2021 | 8 days | |
| AT”I” Apprentice Technical Training (ATT) | Pensacola, FL | A-100-0110 | 33 days | |
| Aviation Electronics Technician “I” Level “A” | Pensacola, FL | C-100-2017 | 100 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-------------------|----------------|---------------|----------------|
| 6526- Aviation ASW (MAD) IMA P-3 Tech | Jacksonville, FL | C-130-9057 | 31 days | |
| 6605- Aircraft Radar Altimeter Equipment IMA Tech | North Is / JAX | C-102-4051 | 26 days | |
| 6611- Aircraft UHF Comm/ADF IMA Tech | Oceana / Lemoore | C-102-6152 | 22 days | |
| 6615- P-3 FLIR IMA Tech | JAX / Whidbey Is | C-102-6121 | 75 days | |
| 6704- CASS Op/Maint IMA Tech | Oceana / North Is | C-198-6102 | 61 days | |
| 6710- P-3 Navigation systems equipment Tech | JAX / Whidbey Is | C-102-6172 | 29 days | |
| 7173- Electronic Module Test Console IMA Tech | North Is / Oceana | C-150-3010 | 15 days | |
| 6607- Digital Data Link Comm IMA Tech | Lemoore / Oceana | C-102-4054 | 31 days | |
| 1591- 2M Module Test and Repair Tech | Various | A-100-0076 | 5 days | |
| 6673- Calibration Technician | Keesler AFB | C-198-2012 | 123 days | |
| 6705- CASS Calibration /Advance Maint Tech | Oceana / North Is | C-198-3043 | 25 days | |
| 9526- Micro-miniature Repair Tech (2M) | Various | A-100-0073 | 11 days | |
| 9527- Miniature Electronics Repair Tech (2M) | Various | A-100-0072 | 26 days | |

Note: NEC and courses listed are not all inclusive but cover most primary classifications. Please refer to the Catalog of Navy Training Courses (CANTRAC) and NEC Manual for further guidance and opportunities.

JOB DESCRIPTION

Journeyman level aviation electronics technician at the Intermediate level of aircraft maintenance. Intermediate level avionics technicians are responsible for the testing, troubleshooting, and repair, down to the component level of avionics equipment installed in naval aircraft as well as equipment installed in or part of avionics test equipment. Some avionics technicians at the Intermediate level perform delicate and precise calibrations on sensitive measuring equipment as well as perform micro miniature solder and solid state component repair. Petty Officer Second Classes are stepping up into more and more of a leadership role while still maintaining proficiency in the technical trade.

RECOMMENDED BILLET ASSIGNMENTS

Billet assignments for Intermediate level avionics technician journeyman are primarily at Fleet Readiness Centers (FRC) in most major fleet concentration areas such as San Diego, Lemoore, Whidbey Island, Norfolk, Oceana, Jacksonville or Atsugi Japan. For a sea duty bound sailor, the choice is primarily a CVN carrier or air capable platform such as an LHA or LHD etc. Each carrier has its own Aircraft Intermediate Maintenance Department (AIMD) which is the sea going equivalent of a shore FRC. AT2's should be targeting work center shift supervisor positions and detailing into instructor billets when available.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
PAYGRADE E5 (3 years time in service required for paygrade E-6) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Rating Courses: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Bibliography for Advancement Study
Advancement Handbooks
Correspondence Courses
Catalog of Courses
Enlisted Advancement Exam Strategy Guide
Profile Sheets
Exam Discrepancy List
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

[Seaman to Admiral 21\(STA-21\)](#)
[Naval Academy](#)
[Naval Academy Preparatory School \(NAPS\)](#)
[Officer Candidate School \(OCS\)](#)
[Medical Enlisted Commissioning Program \(MECP\)](#)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

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) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu

page. WERR 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.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
6 Month progress check _____
Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____
Selection Board Ineligible _____ Standard Score of 40 and Below _____
Commissioning Programs Applications: _____ (prior to submission, command endorsement)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Rating Conversion _____ Rating Reversion _____
Navy Formal Training Schools Request (“A”/”C”etc) _____
Drilling Reservists _____
Active Duty for Special Work (ADSW) _____
Education _____ (prior to establishing Education Plan with NCO)
PTS _____ (15 months prior to EAOS) (6 months – if not approved)
Early Separation _____
F/R Retire Options _____
CSB _____ (when election message received)
Every Physical Fitness Test Failure _____
At members own request _____
Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
DC _____ ADV DC _____ DCTT _____
3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: MOOW _____ POOW _____
Rating Specific Department Qualifications: _____/_____/_____/_____/_____/_____/_____/_____
Personal Qualification Standards: Rating: _____/_____/_____/_____/_____/_____/_____/_____
Other: _____/_____/_____/_____/_____/_____/_____/_____
Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____
OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)
- Certified Aerospace Technician (SpaceTEC)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY

VISIT YOUR CAREER COUNSELOR

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____ Perform to Serve (PTS)_____ Selective Conversion and Reenlistment (SCORE)_____ Reserve Selective Conversion and Reenlistment (RESCORE)_____ Selective Training and Reenlistment (STAR)_____ Guaranteed Assignment in Detailing (GUARD2000)_____ School as a Reenlistment Incentive_____ Career Management System (CMS/ID)_____ Medical/Dental_____ Command Recommendation (eval)_____ Bonus_____ Ceremony_____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.**

FLEET RIDE:

Fleet RIDE is designed for Fleet use in support of Perform to Serve (PTS). Fleet RIDE assists Fleet Career Counselors, Enlisted Community Managers (ECMs), and CREO personnel with reclassification and career guidance by providing the best match of a Fleet Sailor's qualifications and interests to meet Navy requirements for rating assignment/conversions.

- View and update all Sailor attribute data/rating eligibility criteria and force shaping tools within the Fleet RIDE database
- Qualify the Sailor to view eligibility for any and All ratings
- View and add career counselor notes
- Request applicable data transfer to conversion packages (PTS Spreadsheet) with no retyping of data
- Fleet RIDE, in the PTS conversion process, contributes to the balance of Navy Rating skill mix and helps improve:
 - Community Management
 - Career opportunities for Sailors
 - Fleet readiness
 - Conversion process by reducing time and errors
 - Command CDB/PDBs process
 - Sailor-NC career counseling

TRANSFER:

| | | | | |
|---------------------|------------------------|--------------------|---------------------------------|-------------------------------|
| 15 MOS PTS _____ | 12 MONTHS PTS _____ | 9 MOS PTS _____ | 6 MONTHS Accept Orders _____ | ORDERS REC Screening _____ |
| EFM _____ | EFM _____ | CMS/ID _____ | Reverse Sponsor _____ | Obligate _____ |
| CMS/ID _____ | CMS/ID _____ | SRB _____ | Relocation (FFSC) _____ | Bonus _____ |
| COT _____ | OTEIP _____ | | | Medical/Dental _____ |
| | SRB _____ | | | |

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 _____ |
| NKO Course (CNET12423) _____ | Relocation Services (FFSC) _____ | Arrange Ceremony _____ | MED/DEN _____ |
| Transition Planning _____ | Reserve Affiliation _____ | Complete Argus Survey _____ | |
| | VA/DVA _____ | Request Leave / PTDY _____ | |

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!!!)

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

Academic Skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

E5 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------|----------------------------|---------------|----------------|
| Required General Military Training (GMT) | NKO | | | |
| 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 | NKO | CANSF-ATFP- | 1 Hour | |

| | | | | |
|--|-------------------|---------------------|--------------------|--|
| (CONUS) | | CONUS-1.0 / DON | | |
| 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 Currency Course (LCC) | Command Delivered | | 20 Hours | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 Hours | |

E5 REQUIRED COMMUNITY PME:

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

E5 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-----------------------|------------------------------|----------------|----------------|
| Basic Enlisted Professional Military Education (IEPME) | NKO | Military DON/ PME | 20 Hours Total | |
| Block 1 Basic EPME - Introduction | NKO | EPME-BASIC-B1 | | |
| Block 2 Basic EPME - Navy History and Heritage | NKO | EPME-BASIC-B2 | | |
| Block 3 Basic EPME - The Navy Professional | NKO | EPME-BASIC-B3 | | |
| Block 4 Basic EPME - Organization and Guidance | NKO | EPME-BASIC-B4 | | |
| Block 5 Basic EPME - Planning | NKO | EPME-BASIC-B5 | | |
| Block 6 Basic EPME - Regional Expertise and Cultural Awareness | NKO | EPME-BASIC-B6 | | |
| Block 7 Basic EPME - Technology for the Warfighter | NKO | EPME-BASIC-B7 | | |
| Block 8 Basic EPME - Conclusion | NKO | EPME-BASIC-B8 | | |
| Navy Career Tools (Tutorials & Support) | NKO | NAVAIR-NCT-001 | 2 hours | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-2.0 | 10 hours | |
| Nutrition | NKO | NMHCI2107V2.1 | 1 hour | |
| 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 | |

Courses With Recommended Reserve Points:

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

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|---|-------------------|----------------------|-----------------------|
| NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS | https://www.course.s.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14028, AVIATION ELECTRONICS TECHNICIAN 3 | https://www.course.s.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14029, AVIATION ELECTRONICS TECHNICIAN 2 (INTERMEDIATE) | https://www.course.s.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14168A, NAVAL SPACE | https://www.course.s.cnet.navy.mil/courses/ | None | | |

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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 |
|---|------------------|
| NAVEDTRA 14325, MILITARY REQUIREMENTS, BASIC (BMR) | |
| NAVEDTRA 14504, MILITARY REQUIREMENTS FOR PETTY OFFICERS THIRD AND SECOND CLASS | |
| CPPD-LEAD09-003 (PH-1), PETTY OFFICER FIRST CLASS SELECTEE LEADERSHIP COURSE, PHASE ONE STUDENT GUIDE | |
| CPPD-LEAD09-003 (PH-2), PETTY OFFICER FIRST CLASS SELECTEE LEADERSHIP COURSE, PHASE TWO STUDENT GUIDE | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



AVIATION ELECTRONICS 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 |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| Aviation Warfare Apprentice Training (AWAT) | Pensacola, FL | C-100-2021 | 8 days | |
| AT”I” Apprentice Technical Training (ATT) | Pensacola, FL | A-100-0110 | 33 days | |
| Aviation Electronics Technician “I” Level “A” | Pensacola, FL | C-100-2017 | 100 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-------------------|----------------|---------------|----------------|
| 6526- Aviation ASW (MAD) IMA P-3 Tech | Jacksonville, FL | C-130-9057 | 31 days | |
| 6605- Aircraft Radar Altimeter Equipment IMA Tech | North Is / JAX | C-102-4051 | 26 days | |
| 6611- Aircraft UHF Comm/ADF IMA Tech | Oceana / Lemoore | C-102-6152 | 22 days | |
| 6615- P-3 FLIR IMA Tech | JAX / Whidbey Is | C-102-6121 | 75 days | |
| 6704- CASS Op/Maint IMA Tech | Oceana / North Is | C-198-6102 | 61 days | |
| 6710- P-3 Navigation systems equipment Tech | JAX / Whidbey Is | C-102-6172 | 29 days | |
| 7173- Electronic Module Test Console IMA Tech | North Is / Oceana | C-150-3010 | 15 days | |
| 6607- Digital Data Link Comm IMA Tech | Lemoore / Oceana | C-102-4054 | 31 days | |
| 1591- 2M Module Test and Repair Tech | Various | A-100-0076 | 5 days | |
| 6673- Calibration Technician | Keesler AFB | C-198-2012 | 123 days | |
| 6705- CASS Calibration /Advance Maint Tech | Oceana / North Is | C-198-3043 | 25 days | |
| 9526- Micro-miniature Repair Tech (2M) | Various | A-100-0073 | 11 days | |
| 9527- Miniature Electronics Repair Tech (2M) | Various | A-100-0072 | 26 days | |
| 9503- 2M Technician Recertifier | Various | A-100-0058 | 12 days | |
| 9509- 2M Instructor / Master Inspector | Various | A-100-0074 | 124 days | |

Note: NEC and courses listed are not all inclusive but cover most primary classifications. Please refer to the Catalog of Navy Training Courses (CANTRAC) and NEC Manual for further guidance and opportunities.

JOB DESCRIPTION

Journeyman level supervisor at the Intermediate level. Normally a leading petty officer of a work center or possibly a division within the FRC or onboard ship. Assignment as Quality Assurance representative or LPO is also attainable.

Responsible to the work center or division LCPO and Production Control for the orderly management and daily operations of the Intermediate work center or division. Supervisor and mentor to junior work center personnel.

RECOMMENDED BILLET ASSIGNMENTS

Journey level supervisorial billets in the FRC or onboard ship. Quality assurance and work center LPO billets are the target. Instructional duty billets available for a shore duty bound sailor. Staff billets are available on inspection teams.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
Phone Number/Address: _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
PAYGRADE E6 (3 years time in service required for paygrade E-7) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Rating Courses: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Bibliography for Advancement Study
Advancement Handbooks
Correspondence Courses
Catalog of Courses
Enlisted Advancement Exam Strategy Guide
Profile Sheets
Exam Discrepancy List
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

Seaman to Admiral 21(STA-21)
Limited Duty Officer
Officer Candidate School (OCS)
Medical Enlisted Commissioning Program (MECP)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

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) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu page. WERR 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 Web Enabled Record Review, 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.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
 6 Month progress check _____
 Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____
 Selection Board Ineligible _____ Standard Score of 40 and Below _____
 Commissioning Programs Applications : _____ (prior to submission, command endorsement)
 HYT: 24 months _____ 12 months _____ HYT Waivers _____
 Rating Conversion _____ Rating Reversion _____
 Navy Formal Training Schools Request (“A”/”C” etc) _____
 Drilling Reservists _____
 Active Duty for Special Work (ADSW) _____
 Education _____ (prior to establishing Education Plan with NCO)
 PTS _____ (15 months prior to EAOS) (6 months – if not approved)
 Early Separation _____
 F/R Retire Options _____
 CSB _____ (when election message received)
 Every Physical Fitness Test Failure _____
 At members own request _____
 Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
 DC _____ ADV DC _____ DCTT _____
 3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: MOOW _____ POOW _____
 Rating Specific Department Qualifications: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
 Personal Qualification Standards: Rating: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
 Other: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
 Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____
 OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)
- Certified Aerospace Technician (SpaceTEC)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY

VISIT YOUR CAREER COUNSELOR

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____ Perform to Serve (PTS)_____ Selective Conversion and Reenlistment (SCORE) _____
Reserve Selective Conversion and Reenlistment (RESCORE)_____ Selective Training and Reenlistment
(STAR)_____ Guaranteed Assignment in Detailing (GUARD2000)_____ School as a Reenlistment Incentive _____
Career Management System (CMS/ID)_____ Medical/Dental_____ Command Recommendation (eval)_____
Bonus_____ Ceremony_____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.**

FLEET RIDE:

Fleet RIDE is designed for Fleet use in support of Perform to Serve (PTS). Fleet RIDE assists Fleet Career Counselors, Enlisted Community Managers (ECMs), and CREO personnel with reclassification and career guidance by providing the best match of a Fleet Sailor's qualifications and interests to meet Navy requirements for rating assignment/conversions.

- View and update all Sailor attribute data/rating eligibility criteria and force shaping tools within the Fleet RIDE database
- Qualify the Sailor to view eligibility for any and All ratings
- View and add career counselor notes
- Request applicable data transfer to conversion packages (PTS Spreadsheet) with no retyping of data
- Fleet RIDE, in the PTS conversion process, contributes to the balance of Navy Rating skill mix and helps improve:
 - Community Management
 - Career opportunities for Sailors
 - Fleet readiness
 - Conversion process by reducing time and errors
 - Command CDB/PDBs process
 - Sailor-NC career counseling

TRANSFER:

| | | | | |
|-------------|-------------|-------------|------------------------|----------------|
| 15 MOS | 12 MONTHS | 9 MOS | 6 MONTHS | ORDERS REC |
| PTS_____ | PTS_____ | PTS_____ | Accept Orders_____ | Screening_____ |
| EFM_____ | EFM_____ | CMS/ID_____ | Reverse Sponsor_____ | Obligate_____ |
| CMS/ID_____ | CMS/ID_____ | SRB_____ | Relocation (FFSC)_____ | Bonus_____ |

COT_____

OTEIP_____

Medical/Dental_____

SRB_____

SEPARATING/RETIRE18 -12 months6 months90 days30 days

Attend TAP/RTAP_____

MED/DEN _____

Copy of Records_____

Copy of Records _____

Complete DD2648PSD_____

Relocation _____

Microfiche CD_____

PSD_____

NKO Course (CNET12423) _____

Relocation Services (FFSC) _____

Arrange Ceremony_____

MED/DEN _____

Transition Planning_____

Reserve Affiliation_____

Complete Argus Survey_____

VA/DVA_____

Request Leave / PTDY _____

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!!!)

Education Plan Completed_____ (Navy College Office)

Current Education Level_____

Degree Goal_____

Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____

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

Number of current credits_____

American Council on Education (ACE) recommended credits_____

(Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)

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:

Navy College Center

VOLED Detachment, N211

Center for Personal and Professional Development

6490 Saufley Field Road

Pensacola, FL 32509-5204

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

Academic Skills_____ NCPACE _____ CLEP_____ DANTES_____ TA_____ MGIB_____

E6 REQUIRED NAVY PME:

| 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 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 Currency Course (LCC) | Command | CPPD | 20 | |

| | | | | |
|-----------------------|-------------------|------------|---------|--|
| | Delivered | | Hours | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 Hours | |

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

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

Courses With Recommended Reserve Points:

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

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME COURSES:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|---|------------|---------------|----------------|
| NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14028, AVIATION ELECTRONICS TECHNICIAN 3 | https://www.courses.cnet.navy.mil/courses/ | None | | |
| NAVEDTRA 14029, AVIATION ELECTRONICS TECHNICIAN 2 (INTERMEDIATE) | https://www.courses.cnet.navy.mil/courses/ | None | | |

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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 |
|---|------------------|
| NAVEDTRA 14145, MILITARY REQUIREMENTS FOR PETTY OFFICER FIRST CLASS | |
| NAVEDTRA 14144, MILITARY REQUIREMENTS FOR CHIEF PETTY OFFICER | |
| NAVPERS 15878, CAREER COUNSELOR HANDBOOK | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(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
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



**AVIATION ELECTRONICS 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 |
|--------------|-----------------|----------------|---------------|----------------|
| None | | | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| Senior Enlisted Aviation Maint Manager (SEAM) | Various | C-600-3210 | 12 days | |
| Journeyman Instructor Training | Various | A-012-1011 | 12 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------|----------------|---------------|----------------|
| 8800- Senior Enlisted Aviation Maint Mgr | Various | C-600-3210 | 12 days | |
| 9502- Journeyman Instructor Training | Various | A-012-1011 | 12 days | |
| 9564- LSS Green Belt | MTT | A-557-0003 | 5 days | |

JOB DESCRIPTION

Master level supervisor and technical expert. Responsible for the management of work centers and daily production and maintenance requirements. Manages all personnel and equipment resources in the accomplishment of command goals. The Chief Petty Officer is responsible for execution of any and all requirements placed on him or her by the chain of command.

RECOMMENDED BILLET ASSIGNMENTS

The "I" level Chief Petty Officer will normally be billeted into a division LCPO position both ashore and afloat. There are additional billets in Production Control also. Instructional billets exist at the Aviation learning centers as well for LCPO type duties as well as actual instructors. Non "O" or "I" specific staff billets ashore are also available.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
 Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
 Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
 PAYGRADE E7 (3 year time in service required for paygrade E-8) SECURITY CLEARANCE _____

Elig Advancement Date: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Correspondence Courses
Catalog of Courses
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

Limited Duty Officer
Chief Warrant Officer
Medical Enlisted Commissioning Program (MECP)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

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) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu page. WERR 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 Web Enabled Record Review, 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.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
6 Month progress check _____
Advancement Non Select 3 times _____
Selection Board Ineligible _____
Commissioning Programs Applications: _____ (prior to submission, command endorsement)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Rating Conversion _____ Rating Reversion _____
Navy Formal Training Schools Request ("C"etc) _____
Drilling Reservists _____
Active Duty for Special Work (ADSW) _____
Education _____ (prior to establishing Education Plan with NCO)
Early Separation _____
F/R Retire Options _____
CSB _____ (when election message received)
Every Physical Fitness Test Failure _____
At members own request _____

Other_____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF_____ AVIATION FF_____

DC_____ ADV DC_____ DCTT_____

3M 301_____ 302_____ 303_____ 304_____

WATCH STANDING: SECTION LEADER_____ JOOD_____ OOD_____ CDO_____ SDO_____

Rating Specific Department Qualifications:_____/_/_____/_____/_____/_____/_____/_____

Personal Qualification Standards:Rating:_____/_/_____/_____/_____/_____/_____/_____

Other:_____/_/_____/_____/_____/_____/_____/_____

Advanced: ESWS_____ EAWS_____ SCW_____ SS_____ DV_____ EXW_____

MTS_____ OTHER_____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)
- Certified Aerospace Technician (SpaceTEC)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY
VISIT YOUR CAREER COUNSELOR

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____ Selective Conversion and Reenlistment (SCORE)_____ Reserve Selective Conversion and Reenlistment (RESCORE)_____

Guaranteed Assignment in Detailing (GUARD2000)_____School as a Reenlistment Incentive_____ Career Management System (CMS/ID)_____ Medical/Dental_____ Command Recommendation (eval)_____ Bonus_____ Ceremony_____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.**

TRANSFER:

| | | | | |
|-------------|-------------|-------------|-------------------------|---------------------|
| 15 MOS | 12 MONTHS | 9 MOS | 6 MONTHS | ORDERS REC |
| EFM_____ | EFM_____ | CMS/ID_____ | Accept Orders _____ | Screening_____ |
| CMS/ID_____ | CMS/ID_____ | | Reverse Sponsor _____ | Obligate_____ |
| COT_____ | OTEIP_____ | | Relocation (FFSC) _____ | Bonus_____ |
| | SRB_____ | | | Medical/Dental_____ |

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 _____ |
| NKO Course (CNET12423) _____ | Relocation Services (FFSC) _____ | Arrange Ceremony _____ | MED/DEN _____ |
| Transition Planning _____ | Reserve Affiliation _____ | Complete Argus Survey _____ | |
| | VA/DVA _____ | Request Leave / PTDY _____ | |

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!!!)

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

CPO REQUIRED NAVY PME:

| 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:

| 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 | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-2.0 / US Do N | 10 hours | |
| Nutrition | NKO | NMHCI2107V2 | 1 hour | |
| College/Certification Testing Programs Reviews | NKO | | | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| Business Studies | College Course | | 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 | |
| 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 CNRF N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.

https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

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

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

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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

RECOMMENDED COMMUNITY READING

| Title | Completed |
|-------|-----------|
| None | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(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
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



**AVIATION ELECTRONICS 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 |
|---|-----------------|----------------|---------------|----------------|
| Senior Enlisted Aviation Maint Manager (SEAM) | Various | C-600-3210 | 12 days | |
| Senior Enlisted Academy | Rhode Island | A-570-4500 | 12 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------|----------------|---------------|----------------|
| 8800- Senior Enlisted Aviation Maint Mgr | Various | C-600-3210 | 12 days | |
| 8300- Aviation Maint Material Control Master Chief | None | None | OJT | |
| 9578- Command Senior Chief | Rhode Island | A-570-4500 | 12 days | |
| 9564- LSS Green Belt | MTT | A-557-0003 | 5 days | |

JOB DESCRIPTION

Master level supervisor and technical expert. Responsible for the management of divisions and daily production and maintenance requirements. Manages all personnel and equipment resources in the accomplishment of command goals. The Senior Chief Petty Officer is responsible for execution of any and all requirements placed on him or her by the chain of command.

RECOMMENDED BILLET ASSIGNMENTS

The "I" level Senior Chief Petty Officer will normally be billeted into a departmental LCPO position both ashore and afloat. There are additional billets in Production Control also. Instructional billets exist at the Aviation learning centers as well for LCPO type duties. Non "O" or "I" specific staff billets ashore are also available.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
 Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____
Phone Number/Location: _____ / _____ Phone Number/Location _____ / _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____
PAYGRADE E8 (3 year time in service required for paygrade E-9) SECURITY CLEARANCE _____
Elig Advancement Date: _____ Number of times up: _____
Three NON SELECT - Career Development Board date: _____ Date Advanced: _____ HYT Date: _____

Advancement Center: Correspondence Courses
Catalog of Courses
Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

Limited Duty Officer
Chief Warrant Officer
[Medical Enlisted Commissioning Program \(MECP\)](#)

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

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) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu page. WERR 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 Web Enabled Record Review, 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.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)

Advancement Non Select 3 times _____

Commissioning Programs Applications: _____ (prior to submission, command endorsement)

HYT: 24 months _____ 12 months _____ HYT Waivers _____

Drilling Reservists _____

Active Duty for Special Work (ADSW) _____

Education _____ (prior to establishing Education Plan with NCO)

F/R Retire Options _____

CSB _____ (when election message received)

Every Physical Fitness Test Failure _____

At members own request _____
Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
DC _____ ADV DC _____ DCTT _____
3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: SECTION LEADER _____ JOOD _____ OOD _____ CDO _____ SDO _____
Senior Enlisted Watchbill Coordinator _____

Rating Specific Department Qualifications: _____/_____/_____/_____/_____/_____/_____/_____/_____/_____

Personal Qualification Standards: Rating: _____/_____/_____/_____/_____/_____/_____/_____/_____/_____

Other: _____/_____/_____/_____/_____/_____/_____/_____/_____/_____

Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____

MTS _____ OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

- Aircraft Mechanics and Service Technicians
- Avionics Technicians
- Electrical and Electronics Repairers, Commercial and Industrial Equipment
- Electronics Engineering Technicians
- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
- Electrical Testing Technician (ETT) - Level I
- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)
- Certified Aerospace Technician (SpaceTEC)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY
VISIT YOUR CAREER COUNSELOR

15 MONTH CDB _____
REENLIST / EXTEND:

Request Chit/Form _____ Guaranteed Assignment in Detailing (GUARD2000) _____ School as a Reenlistment
Incentive _____ Career Management System (CMS/ID) _____ Medical/Dental _____ Command Recommendation

(eval)_____ Bonus_____ Ceremony_____ Complete ARGUS Survey _____ Access survey at <http://www.npc.navy.mil> and clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.

TRANSFER:

15 MOS _____ 12 MONTHS _____ 9 MOS _____ 6 MONTHS _____ ORDERS REC _____
 EFM _____ EFM _____ CMS/ID _____ Accept Orders _____ Screening _____
 CMS/ID _____ CMS/ID _____ Reverse Sponsor _____ Obligate _____
 COT _____ OTEIP _____ Relocation (FFSC) _____ Bonus _____
 SRB _____ Medical/Dental _____

SEPARATING/RETIRE

18 -12 months _____ 6 months _____ 90 days _____ 30 days _____
 Attend TAP/RTAP _____ MED/DEN _____ Copy of Records _____ Copy of Records _____
 Complete DD2648PSD _____ Relocation _____ Microfiche CD _____ PSD _____
 NKO Course (CNET12423) _____ Relocation Services (FFSC) _____ Arrange Ceremony _____ MED/DEN _____
 Transition Planning _____ Reserve Affiliation _____ Complete Argus Survey _____
 VA/DVA _____ Request Leave / PTDY _____

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!!!)

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

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

SCPO REQUIRED NAVY PME:

| 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 | NKO | CANSF-ATFP- | 1 Hour | |

| | | | | |
|--|-------------------|---------------------|------------|--|
| (CONUS) | | CONUS-1.0 | | |
| 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:

| 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 | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-2.0 / US Do N | 10 hours | |
| Nutrition | NKO | NMHCI2107V2 | 1 hour | |
| College/Certification Testing Programs Reviews | NKO | | | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| Business Studies | College Course | | 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 | |
| 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 CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**
https://ile-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

| 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:

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

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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 |
|-------|-----------|
| None | |

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
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1(series)
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2(series)
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3(series)
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5(series)
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8(series)
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7(series)
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4(series)
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16(series) / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1(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
- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series)
 - (Prior to every reenlistment, separation and retirement)
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- 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:

- ARGUS Career Milestone Tracking System OPNAVINST 1040.10(series) (Prior to every reenlistment, separation 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:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- 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)



**MASTER CHIEF AVIONICS TECHNCIAN
(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 |
|---|-----------------|----------------|---------------|----------------|
| Senior Enlisted Aviation Maint Manager (SEAM) | Various | C-600-3210 | 12 days | |
| Senior Enlisted Academy | Rhode Island | A-570-4500 | 12 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|-----------------|----------------|---------------|----------------|
| 8800- Senior Enlisted Aviation Maint Mgr | Various | C-600-3210 | 12 days | |
| 8300- Aviation Maint Material Control Master Chief | None | None | OJT | |
| 9564- LSS Green Belt | MTT | A-557-0003 | 12 days | |
| 9580- Command Master Chief | Rhode Island | A-570-4500 | 12 days | |

JOB DESCRIPTION

Master level supervisor and coordinator. Over all responsibility for execution of workload in support of command goals and mission. Oversees processes, schedules, and goals. Sets priorities and standards. Production Control Master Chiefs are solely responsible to the MMCO, Maintenance Officer, and CO for the daily execution of the maintenance plan at major FRC's ashore and AIMD Departments afloat.

RECOMMENDED BILLET ASSIGNMENTS

Production Control Master Chief both ashore and afloat. Senior staff billets are available in both a maintenance capacity as well as in a Leading Chief capacity.

PERSONAL AND PROFESSIONAL DEVELOPMENT (to be filled in at reporting Career Development Board)

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____
 Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____

Phone Number/Location: _____/_____/_____ Phone Number/Location _____/_____/_____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____/_____
PAYGRADE E9 Date Advanced: _____ HYT Date: _____
SECURITY CLEARANCE _____

Reference: [Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1\(series\)](#)

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

NOTE: Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)
HYT: 24 months _____ 12 months _____ HYT Waivers _____
Drilling Reservists _____
Active Duty for Special Work (ADSW) _____
Education _____ (prior to establishing Education Plan with NCO)
F/R Retire Options _____
CSB _____ (when election message received)
Every Physical Fitness Test Failure _____
At members own request _____
Other _____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF _____ AVIATION FF _____
DC _____ ADV DC _____ DCTT _____
3M 301 _____ 302 _____ 303 _____ 304 _____

WATCH STANDING: CDO _____ SDO _____ OOD _____ Senior Enlisted Watchbill
Coordinator _____
Rating Specific Department Qualifications: _____/_____/_____/_____/_____/_____/_____/_____
Personal Qualification Standards: Rating: _____/_____/_____/_____/_____/_____/_____/_____
Other: _____/_____/_____/_____/_____/_____/_____/_____
Advanced: ESWS _____ EAWS _____ SCW _____ SS _____ DV _____ EXW _____
MTS _____ OTHER _____

Verify electronic training jacket (ETJ) and Sailor/Marine American Council on Education Registry Transcript (SMART) by logging into your Navy Knowledge Online (NKO).

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

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- Electrical and Electronics Repairers, Commercial and Industrial Equipment
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- Inspectors, Testers, Sorters, Samplers, and Weighers
- Radio Electronics Technicians

CERTIFICATIONS: Available through Navy COOL. Please see your Career Counselor and LCPO for guidance.

- Certified Electronics Technician - Associate-Level
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- Avionics Electronics Technician (AVN)
- RADAR Electronics Technician (RAD)
- Aircraft Electronics Technician (AET)

- Certified Aerospace Technician (SpaceTEC)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

- Electronics Mechanic
- Electronics Mechanic (Any Industry)
- Optical-Instrument Assembler (Optical Goods)
- Electronics Tester
- Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)

STAY NAVY

VISIT YOUR CAREER COUNSELOR

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____

Career Management System (CMS/ID)_____ Medical/Dental_____ Command Recommendation (eval)_____

Ceremony_____ Complete ARGUS Survey _____ **Access survey at <http://www.npc.navy.mil> and clicking on the BOL link on the right-hand side or by going directly to <https://www.bol.navy.mil>. Once logged in to BOL, the ARGUS survey can be accessed from the main BOL menu.**

TRANSFER:

| | | | | |
|--------------|--------------|--------------|-------------------------|----------------------|
| 15 MOS | 12 MONTHS | 9 MOS | 6 MONTHS | ORDERS REC |
| EFM _____ | EFM _____ | CMS/ID _____ | Accept Orders _____ | Screening _____ |
| CMS/ID _____ | CMS/ID _____ | | Reverse Sponsor _____ | Obligate _____ |
| COT _____ | OTEIP _____ | | Relocation (FFSC) _____ | Bonus _____ |
| | | | | Medical/Dental _____ |

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 _____ |
| NKO Course (CNET12423) _____ | Relocation Services (FFSC) _____ | Arrange Ceremony _____ | MED/DEN _____ |
| Transition Planning _____ | Reserve Affiliation _____ | Complete Argus Survey _____ | |
| | VA/DVA _____ | Request Leave / PTDY _____ | |

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!!!)

Education Plan Completed _____ (Navy College Office)

Current Education Level _____

Degree Goal _____

Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____

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

Number of current credits _____

American Council on Education (ACE) recommended credits _____

(Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)

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:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

Academic Skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

MCPO REQUIRED NAVY PME:

| 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 | |
| Chief's Mess Training (CMT/LCC) | Command Delivered | | Each Month | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 Hours | |

MCPO REQUIRED COMMUNITY PME:

| 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 | NKO | PPME-SENL-B6.v2 | | |

| | | | | |
|---|-----------------------|------------------------------|----------|--|
| (Enlisted) Block 6 - Technology in the Maritime Domain | | | | |
| Primary Professional Military Education (Enlisted) Block 7 - PME Conclusion | NKO | PPME-SENL-B7.v2 | | |
| Navy Career Tools (Tutorials & Support) | NKO | NAVAIR-NCT-001 / US DON | 2 hours | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-2.0 / US Do N | 10 hours | |
| Nutrition | NKO | NMHCI2107V2 | 1 hour | |
| College/Certification Testing Programs Reviews | NKO | | | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| Business Studies | College Course | | 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 | |
| Culture | NKO or College Course | Foreign Language and Culture | 45 hrs | |
| Senior Enlisted Leadership Development Guide | NKO | | | |

Courses With Recommended Reserve Points

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.

https://ile-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

| 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:

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

COLLEGE COURSES AND DEGREES (See Education Section)

You are recommended to contact your local Navy College Counselor to map your college roadmap for a college degree. Here you will review with a counselor your previous college credits, SMART transcript and provide you guidance in the degree of your choice and steps which you need to take for completion of your goal.

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. McIvor</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 |
|-------|-----------|
| None | |

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)
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- Fraudulent Enlistment MILPERSMAN 1910-134

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- Physical Fitness Assessment Failure MILPERSMAN 1910-170
- Serious Offense MILPERSMAN 1910-142
- Unsatisfactory Performance MILPERSMAN 1910-156

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Education:

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- 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 14440-010 to 14440-050
- 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)



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 Electronics 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 stop 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 ELECTRONICS TECHNICIANS

| Recommended Associates degrees for the Aviation Electronics Technician Rate; |
|---|
| Associate in Arts—emphasis in English composition |
| Associate in Science—emphasis in Mathematics & Computer |
| |

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE DEGREE FOR AVIATION ELECTRONICS TECHNICIANS

| Recommended Bachelors' degrees for the Aviation Electronics Technician Rate; |
|---|
| Bachelor of Arts—Human Relations |
| Bachelor of Arts—Business Management |
| Bachelor of Science—Aerospace Management |
| |

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.

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.

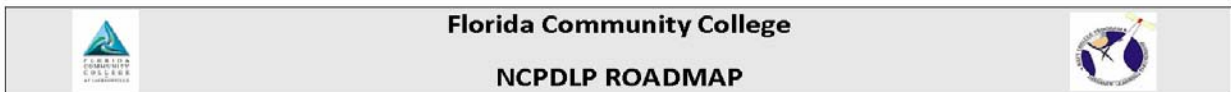
College credits by Testing CLEP, DSST

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>

SAMPLE DEGREE PLAN



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.# |
| ~GENERAL EDUCATION | | | | | | | | |
| 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 |
| ~PROFESSIONAL COURSES | | | | | | | | |
| 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 |
| ~PROFESSIONAL ELECTIVES - minimum 24 hours | | | | | | | | |
| | E3 | E4 | E5 | E6 | E7 | E8 | E9 | |
| ACE Recommended from MOS / Rate: | | | | | | | | |
| Military Credits | 7 | 13 | 13 | 17 | 16 | 16 | 16 | |
| Credit from Service School: | | | | | | | | |
| Recruit Training | 2 | 2 | 2 | 2 | 2 | 2 | 2 | |
| A-School (if attended) | | | | | | | | |
| C-Schools (if attended) | | | | | | | | |
| Total Elective Hours | 9 | 15 | 15 | 19 | 18 | 18 | 18 | |
| Total Credits Awarded * | 9 | 15 | 15 | 22 | 24 | 24 | 24 | |
| TOTAL CREDITS NEEDED (60 s.h.) | 51 | 45 | 45 | 38 | 36 | 36 | 36 | |

* **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.

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

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