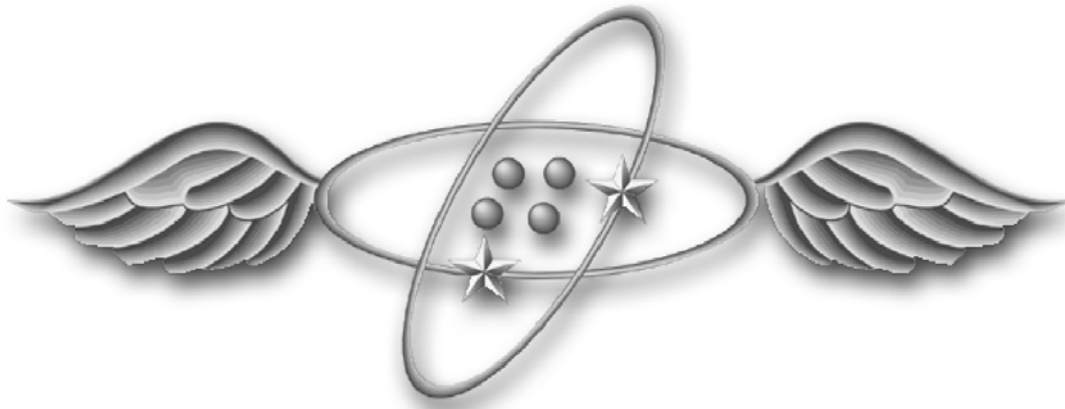




AVIATION ELECTRONICS TECHNICIAN "O" LEVEL (AT)



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 "O" 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 "O" Level?

Aviation Electronics Technician "O" 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 Aviation Electronics Technicians necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent 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 "O" 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.



**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"O" Apprentice Technical Training (ATT) | Pensacola, FL | A-100-0112 | 45 days | |
| Aviation Electronics Technician "O" Level "A" | Pensacola, FL | C-100-2018 | 39 days | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--|------------------|----------------|---------------|----------------|
| 8806- E-2C Group II OMA Initial Maintenance Tech | Norfolk VA. | C-102-0328 | 68 days | |
| 8807- H-60R Electronics Systems OMA Initial Tech | JAX/North Is. | C-102-3408 | 61 days | |
| 8809- E-6B Systems OMA Initial Maintenance Tech | Tinker OK | C-102-6145 | 131 days | |
| 8810- EA-6B ECM Systems OMA Maintenance Tech | Whidbey Is. WA | C-102-1820 | 51 days | |
| 8832- EA-6B Systems Initial Maintenance Tech | Whidbey Is. WA | C-102-1827 | 51 days | |
| 8819- P-3 Systems OMA Initial Maintenance Tech | JAX/Whidbey Is. | C-102-1029 | 89 days | |
| 8841- F/A-18E-F systems OMA Initial Maint Tech | Lemoore / Oceana | C-102-0623 | 115 days | |
| 8842- F/A-18A-D systems OMA Initial Maint Tech | Lemoore / Oceana | C-102-0622 | 71 days | |
| 8303- MH-53 systems OMA Maintenance Tech | Norfolk VA | C-102-9444 | 57 days | |
| 8307- C-2A Systems OMA Maintenance Tech | Norfolk VA | C-102-2321 | 52 days | |

Note: NEC and courses listed are not all inclusive but cover some primary platforms for initial accessions. Please refer to the Catalog of Navy Training Courses (CANTRAC) and your Leading Petty Officer or CPO for further guidance.

JOB DESCRIPTION

Entry level aviation electronics technician at the Organizational level working directly in support of aircraft flight operations and maintenance. Working environment both ashore at major naval installations and afloat onboard aircraft carriers or air capable ships. Organizational level AT's are assigned to both fixed wing and helicopter squadrons. Primary duties will include, but are not limited to, on aircraft unscheduled maintenance of Radar and Radio systems as well as Electronic Countermeasures Systems and Weapons guidance and fusing systems. Periodic scheduled maintenance of all avionics systems in the aircraft are also your responsibility under direct supervision. As a Petty Officer Third Class you will be given more responsibilities in leading sailors and expected to begin to grow as a leader.

RECOMMENDED BILLET ASSIGNMENTS

Primary assigned billets for this Rate and paygrade are in fixed wing or rotary wing aircraft squadrons. Some possible platforms for billeting are as follows: F/A-18, E-2C, P-3, EA-6B, H-60, MH-53, C-2, E-6B. Possible duty stations locations include, but are not limited to, San Diego CA, Lemoore CA, Whidbey Island WA, Tinker OK, Norfolk VA, Oceana VA, Jacksonville FL, Pensacola FL, Corpus Christie TX, Atsugi Japan, Sigonella Sicily to name a few. Your Command Career Counselor and Leading Petty Officer or Chief will be able to outline in more detail the additional variety of duty assignments you can look forward to in your career.

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:

- 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)
 SOCNV 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 Delivered | CPPD | 20 Hours | |
| Alcohol Aware | Command Delivered | S-501-0160 | 4 Hours | |
| PREVENT | Command Delivered | S-501-0150 | 24 Hours | |

E4 REQUIRED COMMUNITY PME:

| 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 | CNRF-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | NKO | CNRF-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | NKO | CNRF-MS101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | NKO | CNRF-NPSAP-2 /DoN 0 | 23 hours | |

RECOMMENDED COMMUNITY PME COURSES:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|------------|---------------|----------------|
| NAVEDTRA 14022, AVIATION MAINTENANCE RATINGS; CHAP 1, 2, 3, 7 | https://www.courses.cnet.navy.mil/courses/ | | | |
| NAVEDTRA 14028, AVIATION ELECTRONICS TECHNICIAN 3; APP II; CHAP 1, 2, 5, 7, 8 | https://www.courses.cnet.navy.mil/courses/ | | | |

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 <i>Orson Scott Card</i> | |
| Flags of Our Fathers, by <i>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> | |

Note: Required to recite Sailor's Creed

RECOMMENDED COMMUNITY READING

| Title | Completed |
|--|-----------|
| COMNAVAIRFORINST 4790.2A, NAVAL AVIATION MAINTENANCE PROGRAM (NAMP); CHAP 1, 5, 9, 15 | |
| NAVAIR 01-1A-509-3, CLEANING AND CORROSION CONTROL, VOLUME III, CORROSION PROGRAM AND CORROSION THEORY; CHAP 9 | |

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)