



Naval Aircrwoman Operator (AWO)



RATING ROADMAP

1 March 2010

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Naval Aircrewman Operator 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 Naval Aircrewman Operator?

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

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 Naval Aircrewman Operator 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, Naval Aircrew Candidate School, and Naval Aircrewman Operator “A” School at Naval Air Station Pensacola FL, NKO (E-Learning, etc...)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



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.



NAVAL AIRCREWMAN OPERATOR (AWO) SEAMAN

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID ACE ID	Course Length	Date Completed
Naval Aircrewman Candidate School	NAS Pensacola, FL	C-050-1500		
AWO A-1 School	NAS Pensacola, FL	C-210-2010		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID ACE ID	Course Length	Date Completed
NMT	NAS Pensacola, FL	A-500-1000		
PFM	NAS Pensacola, FL	A-950-0080		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE ID ACE ID	Course Length	Date Completed
AW-7861 P3C Non-Acoustic Operator	NAS Jacksonville, FL	D-050-1132 (P/L)		
AW-7841 P3C Update III Acoustic Sensor Operator	NAS Jacksonville, FL	D-050-1230 (P/L)		
AW-7835 Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator	NOB Norfolk, VA CSCS Dam Neck, VA	D-210-4001 (P/L)		

JOB DESCRIPTION

Naval Aircrewmen Operators (AWO) are members of an integrated tactical crew aboard maritime patrol aircraft and an integrated, tactical and logistics worldwide intelligence network who produce intelligence products for aircrews in support of operations and tactical missions worldwide. They detect, analyze, classify and track surface and subsurface contacts utilizing state of the art technology. Specifically they operate an advanced sonar system utilizing, sonobouys RADAR, Electronic Support Measures (ESM), Magnetic Anomaly Detector (MAD), Identification Friend or Foe (IFF/SIF), Infrared Detector (IR). In addition, AWO's perform aircrew duties that support mission planning, classified material handling, and training contributing directly to a squadron's ability to conduct tactical operations worldwide. Other duties specific to this rate include handling ordinance, inspecting acoustic station equipment, and operating the following mission equipment: advanced imaging multi-spectral sensor, radar for safety of flight and a hand-held camera. Prerequisites for this job are knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis, and a familiarization with security protocols. The AWO's must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

P3C Non-Acoustic Operator - Operates non-acoustic sensors in the P3C aircraft.

P3C Update III Acoustic Sensor Operator - Operates advanced acoustic sensors in the P3C Update III aircraft.

Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs Tactical Operations Center (TOC)/Mobile Tactical Operations Centers (MTOC) operations through utilization of tactical display, environmental, acoustic, non-acoustic and associated equipment with an emphasis on operational application. Uses TOC/MTOC analysis equipment and tactical displays. Prepares naval messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.

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

CERTIFICATIONS:

[Navy COOL](#)

AWO-Naval Aircrewman Operator Civilian Equivalents

- [Computer Operators](#)
- [Explosives Workers, Ordnance Handling Experts, and Blasters](#)
- [Radio Operators](#)
- [Training and Development Specialists](#)

AW-Tactical Center Analyst Civilian Equivalents

- [Database Administrators](#)
- [Logisticians](#)
- [Radio Operators](#)

Certifications:

American Board for Certification in Homeland Security (ABCHS)

- [Certified in Disaster Preparedness \(CDP-I\)](#)
- [Certified in Homeland Security Level I, II, & III \(CHS-I, II, & III\)](#)
- [Certified in Homeland Security Level IV \(CHS-IV\)](#)
- [Certified in Homeland Security Level V \(CHS-V\)](#)

National Rifle Association

- [NRA Certified Instructor](#)

American Society for Quality (ASQ)

- [Certified Quality Improvement Associate \(COIA\)](#)
- [Certified Quality Technician \(CQT\)](#)
- [Manager of Quality/Organizational Excellence Certification \(CMQ/OE\)](#)

Computing Technology Industry Association (CompTIA)

- [CompTIA Certified Technical Trainer \(CTT+\)](#)

Institute of Hazardous Materials Management (IHMM)

- [Certified Hazardous Material Manager \(CHMM\)](#)

International Society of Logistics

- [Certified Professional Logistician \(CPL\)](#)

National Board for Professional Teaching Standards

- [Early Adolescence Through Young Adulthood/Career and Technical Education](#)

National Environmental Health Association (NEHA)

- [Registered Hazardous Substances Professional \(RHSP\)](#)

World Safety Organization (WSO)

- [Certified Hazardous Materials Technician Level I \(WSO-CHMT I\)](#)
- [Certified Hazardous Materials Technician Level II \(WSO-CHMT II\)](#)
- [Certified Safety Specialist \(WSO-CSS\)](#)
- [Certified Safety Technician \(WSO-CST\)](#)

Federal Licensure

Federal Communications Commission (FCC)

[GMDSS Radio Operator License \(DO\)](#)

[General Radiotelephone Operator License \(PG\)](#)

State Licensure

[U.S. Department of Labor's Licensed Occupations web site.](#)

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

[Computer-Peripheral-Equipment Operator \(Clerical\)](#)

Please refer to the [AW-Aviation Warfare Systems Operator](#) page for information about apprenticeships related to your rating.

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)_____ 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	8 Hrs	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRFC-COIC-1.0	8 Hrs	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1	4 Hrs	
Military Sealift Command 101	NKO	CNRFC-MS101	24 Hrs	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2	23 Hrs	

RECOMMENDED COMMUNITY PME:

Course Title	Date Completed
AFTTP 3-1 VOL 2, MISSION EMPLOYMENT TACTICS, TACTICAL THREAT REFERENCE GUIDE AND COUNTERTACTICS	
ATP 28, ALLIED ANTISUBMARINE WARFARE MANUAL	
BUPERSINST 1326.4, ADMINISTRATION OF ENLISTED FLIGHT ORDERS, CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP), AND HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR AERIAL FLIGHT	
CVIS, COMBAT VISUAL IDENTIFICATION SYSTEM (CVIS) 1998	
DST 1220S-465-XX, ACOUSTIC CHARACTERISTICS OF RUSSIAN TYPE 6 AND 7 NUCLEAR SUBMARINES	
DST 1220S-646-93, ACOUSTIC CHARACTERISTICS OF CIS SUBMARINES, TYPE 1 THROUGH 4-DIESEL	
EPL, ELINT PARAMETER LIMITS	
JOINT PUB 3-07.2, ANTITERRORISM	
JOINT PUB 3-50, PERSONNEL RECOVERY	
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS SURVIVAL MANUAL	
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM	
NAVAIR 00-80T-113, AIRCRAFT SIGNALS NATOPS MANUAL	
SECNAV M-5510.36, DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM	

SECNAV M-5510.30, DEPARTMENT OF THE NAVY PERSONNEL SECURITY PROGRAM	
RP 33, FLEET OCEANOGRAPHIC AND ACOUSTIC REFERENCE MANUAL	
OPNAVINST 3710.7, NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTIONS	
ONI-1253-001-YR, FOREIGN MARITIME AIRCRAFT AND HELICOPTER HANDBOOK	
ONI-1250-001-YR, FOREIGN NAVAL SHIP AND SUBMARINE CHARACTERISTICS	
NWP 3-22.5 ASW SUPP, AIR ASW SUPPLEMENT	
NWP 1-10.2 VOL 1, PRINCIPLES OF LOFARGRAM ANALYSIS (VOLUME 1)	
NWP 1-10.11, TACTICAL ACTION OFFICER HANDBOOK QUICK REFERENCE GUIDE	
NTTP 3-22.5-P3, P-3C TACTICAL MANUAL VOLUME I/II	
NTTP 3-22.5-ASW, ANTI-SUBMARINE WARFARE TACTICAL AID	
NAVEDTRA 14328, AVIATION WARFARE SYSTEMS OPERATOR MODULE 1 - AIRCREW FUNDAMENTALS	
NAVEDTRA 14190, NEETS, MODULE 18--RADAR PRINCIPLES	
NAVEDTRA 14190, NEETS, MODULE 18--RADAR PRINCIPLES	
NAVEDTRA 14035, AVIATION WARFARE SYSTEMS OPERATOR 3 & 2, MODULE 04--FUNDAMENTALS OF ACOUSTIC ASW	
NAVEDTRA 14034, AVIATION WARFARE SYSTEMS OPERATOR 3 & 2, MODULE 03--ESM AND IR	
NAVEDTRA 14034, AVIATION WARFARE SYSTEMS OPERATOR 3 & 2, MODULE 03--ESM AND IR	
NAVEDTRA 14032, AVIATION WARFARE SYSTEMS OPERATOR 3, MODULE 02--RADAR AND MAD	
NAVAL INSTITUTE GUIDE, COMBAT FLEETS OF THE WORLD	
NAVAIR 01-75PAI-11-6-75, INFLIGHT HANDBOOK, NON-ACOUSTIC SENSOR STATION, ASQ-222, 3.1 TMS	
NAVAIR 01-75PAI-11-6-31, INFLIGHT HANDBOOK NON-ACOUSTIC ASQ-222	
NAVAIR 01-75PAC-11-6-39, INFLIGHT HANDBOOK ACOUSTIC USQ-78	

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 Stephen E. Ambrose	
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	

Note: Required to recite Sailor's Creed

RECOMMENDED COMMUNITY READING

Title	Completed
The Age of Orion – The Lockheed P-3 Story, by David Reade	
Adak – The rescue of Alfa Foxtrot 586, by Andrew C. A. Jampoler	
My Life as a Spy , by John A. Walker	
The Hunt For Red October, by Tom Clancy	
Stalking the Red Bear – The True Story of a U.S. Cold War Submarine’s Covert Operations	
Against the Soviet Union, by Peter Sasgen	
Stealth Boat – Fighting The Cold War in a Fast Attack Submarine, by Gannon McHale	
Blind Man’s Bluff – The Untold Story of American Submarine Espionage, by Sherry Sontag	
Thirteen Days – A Memoir of the Cuban Missile Crisis, by Robert F. Kennedy	
Janes – Fighting Ships	
Janes – Marine Propulsion	
Janes – All of the World’s Aircraft	
Janes – Underwater Warfare Systems	

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)