



# 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) FIRST CLASS  
(Journeyman)**

NAME \_\_\_\_\_

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

Course Title	Course Location	CIN/CSE 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	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	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)		
8210 Weapons and Tactics Instructor		CIN: S-050-0836		
8362 Unmanned Aerial Vehicle (UAV) External Pilot		CIN: C-104-0641 C-104-0642		
8363 Unmanned Aerial Vehicle (UAV) Internal Pilot		CIN: C-104-0642		

**JOB DESCRIPTION**

**Naval Aircrewmen Operator (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.

**Instructor** - Directs teaching/learning activities in schools training centers and selected reserve units. Writes learning objectives prepares test items evaluates instructional materials and the results of instruction and counsel's students on academic learning problems

**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 messages and conducts operational briefings and debriefings; performs analysis and reconstruction of tactical missions and forwards mission data package.

**Naval Aircrewman (Special Assignment)**

Performs in-flight duties as assigned in support of command mission.

**Recruit/Assistant Recruit Company Commander/Recruit Instructor**

Instructs and acts as Recruit Company Commander or Assistant Recruit Company Commander and Recruit Instructor at Recruit Training Commands.

**Navy Recruiter Canvasser**

Recruits individuals into the U.S. Navy and Naval Reserve. Possesses expertise in recruiting techniques and knowledge of recruiting textbooks and Navy enlistment programs and policies. Communicates and relates effectively with prospects, groups and the community. Possesses a basic knowledge of classification techniques.

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**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 – Admiral (SN-ADM)  
Navy Reserve Officer Training Corps (NROTC)  
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.

**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.

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#### 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 \_\_\_\_\_

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#### 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](#)

**AW - Aircrew Readiness Manager  
Civilian Equivalents**

- [Airline Pilots, Copilots, and Flight Engineers](#)
- [Explosives Workers, Ordnance Handling Experts, and Blasters](#)
- [General and Operations Managers](#)
- [Hazardous Materials Removal Workers](#)
- [Instructional Coordinators](#)
- [Logisticians](#)
- [Training and Development Managers](#)

**Certifications:**

American Board for Certification in Homeland Security (ABCBS)

- [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 \(CQIA\)](#)
- [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 \(PG\)](#)

**AW - Aircrew Readiness Manager**

**Advanced/Specialized and Other Certifications**

American Society of Transportation and Logistics, Inc.

- [Certified in Transportation and Logistics \(CTL\)](#)

Board of Certified Safety Professionals (BCSP)

- [Certified Safety Professional \(CSP\)](#)

National Association of Workforce Development Professionals

- [Certified Workforce Development Professional \(CWDP\)](#)

Federal Aviation Administration (FAA)

- [Flight Engineer](#)

**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/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)**

(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 Delivered	CPPD	20 Hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**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	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	24	

		1.1	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 14137, MASTER-AT-ARMS				
AFTTP 3-1 VOL 2, MISSION EMPLOYMENT TACTICS, TACTICAL THREAT REFERENCE GUIDE AND COUNTERTACTICS				
BUPERSINST 1326.4, ADMINISTRATION OF ENLISTED FLIGHT ORDERS, CAREER ENLISTED FLYER INCENTIVE PAY (CEFIP), AND HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR AERIAL FLIGHT				
CMP/JMPS, COE MESSAGE PROCESSOR (CMP) CONFIGURATION GUIDE FOR LEGACY USERS				
COMPATRECONGRUINST 3500.25, READINESS TRAINING MANUAL				
CVIS, COMBAT VISUAL IDENTIFICATION SYSTEM (CVIS) 1998				
DST 1220S-461-90, ACOUSTIC CHARACTERISTICS OF RUSSIAN SUBMARINES TYPE 2 AND 3 NUCLEAR				
DST 1220S-465-XX, ACOUSTIC CHARACTERISTICS OF RUSSIAN TYPE 6 AND 7 NUCLEAR SUBMARINES				
EPL, ELINT PARAMETER LIMITS				
FXP 1, ANTISUBMARINE WARFARE (ASW) EXERCISES(U)				
JOINT PUB 3-50, PERSONNEL RECOVERY				
NAVAIR 00-80T-101, NAVAIR 00-80T-101 NATOPS SURVIVAL MANUAL				
NAVAIR 00-80T-113, AIRCRAFT SIGNALS NATOPS MANUAL				
NAVAIR 01-75PAC-1.1, P-3A/B/C NFO/AIRCREW NFM				
NAVAIR 28 SSQ-500-1, SONOBUOY TECHNICAL REFERENCE MANUAL				
NAVAL INSTITUTE GUIDE, COMBAT FLEETS OF THE WORLD NAVEDTRA 14031, AVIATION WARFARE SYSTEMS OPERATOR 1 & C				
NAVEDTRA 14032, AVIATION WARFARE SYSTEMS OPERATOR 3, MODULE 02--RADAR AND MAD				
NAVEDTRA 14034, AVIATION WARFARE SYSTEMS OPERATOR 3 & 2, MODULE 03--ESM AND IR				
NAVEDTRA 14035, AVIATION WARFARE SYSTEMS OPERATOR 3 & 2, MODULE 04-- FUNDAMENTALS OF ACOUSTIC ASW				
NAVEDTRA 14137, MASTER-AT-ARMS				
NAVEDTRA 14190, NEETS, MODULE 18-- RADAR PRINCIPLES				
NAVEDTRA 14328, AVIATION WARFARE SYSTEMS OPERATOR MODULE 1 - AIRCREW FUNDAMENTALS				

NAVPERS 15909G, ENLISTED TRANSFER MANUAL				
NTTP 3-22.5-ASW, ANTI-SUBMARINE WARFARE TACTICAL AID				
NTTP 3-22.5-P3, P-3C TACTICAL MANUAL VOLUME I/II				
NWP 1-10.11, TACTICAL ACTION OFFICER HANDBOOK QUICK REFERENCE GUIDE				
NWP 1-10.2 VOL 1, PRINCIPLES OF LOFARGRAM ANALYSIS (VOLUME 1)				
ONI PRODUCTS, ONI HOME PAGE				
ONI-1250-001-YR, FOREIGN NAVAL SHIP AND SUBMARINE CHARACTERISTICS				
ONI-1253-001-YR, FOREIGN MARITIME AIRCRAFT AND HELICOPTER HANDBOOK				
OPNAVINST 3710.7, NATOPS GENERAL FLIGHT AND OPERATING INSTRUCTIONS				
OPNAVINST 3750.6, NAVAL AVIATION SAFETY PROGRAM				
RP 33, FLEET OCEANOGRAPHIC AND ACOUSTIC REFERENCE MANUAL				
SECNAV M-5510.36, DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM				
NAVEDTRA 14031, AVIATION WARFARE SYSTEMS OPERATOR 1 & C				

### 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.

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

The Elephant and the Dragon, by Robyn Meredith	
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**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)
- 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)