



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 MASTER CHIEF

(Master)

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
None				

RECOMMENDED SKILL TRAINING

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

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		
AW-7836 Tactical/Mobile (TacMobile) Watch Officer	CSCS, Dam Neck, VA	CIN: J-2G-0367		

JOB DESCRIPTION

Naval Aircrewmens 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.

Tactical/Mobile (TacMobile) (Ashore) /CV-TSC (Afloat) Watch Officer - Provides leadership and management control of Tactical Support Center (TSC) and Mobile Operations Control Center (MOCC) operational watch teams and CV-TSC operational watch teams through employment of unique Command, Control, Communications, Computers, and Intelligence (C4I) Systems and techniques which will assist Task Group Commanders (TGCs) in planning and executing assigned missions within the Navy Command and Control System (NCCS), Joint Maritime Command Information Systems (JMCIS), and Global Command and Control Systems – Maritime (GCCS-M) networks.

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.

3-M System Coordinator - Responsible for the coordination of all facets of maintenance and material management (3-M) systems. Must possess the ability to implement, evaluate, and coordinate the ship's planned maintenance systems (PMS). As the Maintenance Data Systems (MDS) manager, the 3-M coordinator must possess the ability to operate and effectively manage the MDS. The 3-M Systems Coordinator also serves as the ship's availability manager.

Command Master Chief - Performs as the principle enlisted advisor to their respective commander/commanding officers under the provisions of OPNAVINST 1306.2 (series).

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

Ultimate Duty Station Sponsor: _____ Command Indoctrination Course: _____

Phone Number/Address _____ Command Indoctrination Coordinator: _____

Mentor: _____ Career Counselor _____

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

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD : _____ SEA / SHORE: _____ / _____

PAYGRADE E9 Date Advanced: _____ HYT Date: _____

SECURITY CLEARANCE _____

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

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

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

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)

HYT: 24 months _____ 12 months _____ HYT Waivers _____

Drilling Reservists _____

Active Duty for Special Work (ADSW) _____

Education _____ (prior to establishing Education Plan with NCO)

F/R Retire Options _____

CSB _____ (when election message received)

Every Physical Fitness Test Failure _____
 At members own request _____
 Other _____

QUALIFICATIONS AND CERTIFICATIONS

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

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

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

The following civilian occupations are similar to the CTI 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**

- [Administrative Services Managers](#)
- [Aircraft Cargo Handling Supervisors](#)
- [Airline Pilots, Copilots, and Flight Engineers](#)
- [Computer Operators](#)
- [Computer and Information Systems Managers](#)
- [Database Administrators](#)
- [Emergency Management Specialists](#)
- [Explosives Workers, Ordnance Handling Experts, and Blasters](#)
- [Forest Fire Fighting and Prevention Supervisor](#)
- [General and Operations Managers](#)
- [Hazardous Materials Removal Workers](#)
- [Instructional Coordinators](#)
- [Logisticians](#)
- [Radio Operators](#)
- [Training and Development Managers](#)
- [Training and Development Specialists](#)

Credential Summary for AW rating	
<input checked="" type="checkbox"/>	Certification
<input checked="" type="checkbox"/>	Federal License
<input checked="" type="checkbox"/>	State License
<input checked="" type="checkbox"/>	Apprenticeship
Click for Legend	

Credential Summary for AW Jobs	
<input checked="" type="checkbox"/>	AW - Acoustic Systems Specialist
<input checked="" type="checkbox"/>	AW - Aircrew Readiness Manager
<input checked="" type="checkbox"/>	AW - Carrier Tactical Center Analyst
<input checked="" type="checkbox"/>	AW - Electronic Systems Specialist
<input checked="" type="checkbox"/>	AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operator
<input checked="" type="checkbox"/>	AW - Tactical Aircrew Watch Officer
<input checked="" type="checkbox"/>	AW - Tactical Center Analyst
<input checked="" type="checkbox"/>	AW - Tactical Multi-Sensor Operator
Click for Legend	

National Certification

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 \(CHS-V\)](#)

American Society for Quality (ASQ)

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

American Society of Transportation and Logistics, Inc.

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

Board of Certified Safety Professionals (BCSP)

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

Certified Environmental, Safety & Health Trainer (CET) Board of Certification

- [Certified Instructional Technologist \(CIT\)](#)

Computing Technology Industry Association (CompTIA)

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

Institute for Certification of Computing Professionals

- [Associate Computing Professional \(ACP\)](#)
- [Certified Computing Professional \(CCP\)](#)

Institute of Certified Professional Managers (ICPM)

- [Certified Manager \(CM\)](#)

Institute of Hazardous Materials Management (IHMM)

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

International Society of Logistics

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

Materials Handling and Management Society (MHMS)

- [Professional Certified in Materials Handling \(PCMH\)](#)

National Association for Search and Rescue

- [SARTECH I / Crewleader](#)
- [SARTECH II](#)
- [SARTECH III](#)

National Association of Workforce Development Professionals

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

National Board for Professional Teaching Standards

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

National Environmental Health Association (NEHA)

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

National Rifle Association

- [NRA Certified Instructor](#)

World Safety Organization (WSO)

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

Federal Licensure

Federal Aviation Administration (FAA)

- [Flight Engineer](#)

Federal Communications Commission (FCC)

- [GMDSS Radio Maintainer License \(DM\)](#)
- [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 \(Clerical\)](#)

STAY NAVY**VISIT YOUR CAREER COUNSELOR**

15 MONTH CDB_____

REENLIST / EXTEND:

Request Chit/Form_____

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

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

TRANSFER:

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

SEPARATING/RETIRE

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

PROFESSIONAL MILITARY EDUCATION

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

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment VISIT YOUR NAVY COLLEGE OFFICE!!!)

Education Plan Completed _____ (Navy College Office)

Current Education Level _____

Degree Goal _____

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

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

Number of current credits _____

American Council on Education (ACE) recommended credits _____

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

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

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

For entry into SMART, Send official transcripts to:

Navy College Center

VOLED Detachment, N211

Center for Personal and Professional Development

6490 Saufley Field Road

Pensacola, FL 32509-5204

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

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

NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V8.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	2 Hours	
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Chief's Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	20 Hours	
Primary Professional Military Education (Enlisted) Block 1 - Introduction	NKO	PPME-SENL-B1.v2		
Primary Professional Military Education (Enlisted) Block 2 - The Culture of the Navy	NKO	PPME-SENL-B2.v2		
Primary Professional Military Education (Enlisted) Block 3 - Governance of the Navy	NKO	PPME-SENL-B3.v2		
Primary Professional Military Education (Enlisted) Block 4 - How the Navy Thinks About War	NKO	PPME-SENL-B4.v2		
Primary Professional Military Education (Enlisted) Block 5 - How the Navy Plans its Operations	NKO	PPME-SENL-B5.v2		
Primary Professional Military Education (Enlisted) Block 6 - Technology in the Maritime Domain	NKO	PPME-SENL-B6.v2		
Primary Professional Military Education (Enlisted) Block 7 - PME Conclusion	NKO	PPME-SENL-B7.v2		
Navy Career Tools (Tutorials & Support)	NKO	NAVAIR-NCT-001 / US DON	2 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0 / US Do N	10 hours	
Nutrition	NKO	NMHCI2107V2	1 hour	

College/Certification Testing Programs Reviews	NKO			
Senior Enlisted Leadership Development Guide	NKO			
Business Studies	College Course		45 hrs	
Communication	College Course		45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Geography	College Course		45 hrs	
History	College Course		45 hrs	
Humanities	College Course		45 hrs	
Language and Literature Study Guides	College Course		45 hrs	
Math	College Course		45 hrs	
Physical Sciences	College Course		45 hrs	
Social Sciences	College Course		45 hrs	
Speech	College Course		45 hrs	
Culture	NKO or College Course	Foreign Language and Culture	45 hrs	
Senior Enlisted Leadership Development Guide	NKO			

Courses With Recommended Reserve Points

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**
[https://ile-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls](https://ile-lms-cont01.nko.navy.mil/training/Courses%20With%20Recommended%20Reserve%20Points.xls)

RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

RECOMMENDED COMMUNITY PME:

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

COLLEGE COURSES AND DEGREES (See Education Section)

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

NAVY PROFESSIONAL READING PROGRAM:

The purpose of the Navy Reading Program is to facilitate the professional and personal development of all sailors, seaman to admiral, active and reserve. Simply reading for pleasure is certainly encouraged, but the NPRP will facilitate reading material that may help develop skills and abilities that can be helpful in both your professional and personal lives.

<http://www.navyreading.navy.mil/>

SENIOR LEADERS COLLECTION

Title	Completed
The Art of the Long View: Planning for the Future in an Uncertain World, by Peter Schwartz	
Dying to Win: The Strategic Logic of Suicide Terrorism, by Robert Pape	
Goodbye, Darkness: A Memoir of the Pacific War, by William Manchester	
The Great Wall at Sea: China's Navy Enters the Twenty-first Century, by Bernard D. Cole	
Leadership, by Rudolph W. Giuliani	
Moneyball: The Art of Winning an Unfair Game, by Michael Lewis	
The Pursuit of Victory: The Life and Achievement of Horatio Nelson, by Roger Knight, 29.	
Rethinking the Principles of War, edited by Anthony D. McIvor	
The Rise and Fall of Strategic Planning, by Henry Mintzberg	
Scenarios: The Art of Strategic Conversation, by Kees van der Heijden	
The Second World War, Volume 1: The Gathering Storm, by Winston S. Churchill	
1776, by David McCullough	

The Rickover Effect – How One Man Made a Difference, Rockwell	
The Peoples Navy, Hagan	
Reminiscences of a Sailor, Lejeune	

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 Unio, 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)