



Naval Aircrwoman Tactical-Helicopter (AWR)



RATING ROADMAP

24 Mar 2010

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Naval Aircrewman Tac-Helicopter 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 Tac-Helicopter?

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

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 Tac-Helicopter 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 TACTICAL-HELICOPTER (AWR) 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-7807 HH-60H Utility Aircrewman				
AWR-7873 SH60B Multi-Sensor Operator		CIN: R-050-2504 (P/L) D-050-2502 (P/L) E-050-2502 (P/L) D-050-2510		
AWR-7875 MH-60R Multi Mission Helicopter Aircrewman				
AWR-7876 SH-60F/HH-60H Multi-Sensor Operator		CIN: E-050-0831 (P/L)		
AW-8202 Naval Aircrewman (Special Assignment)		N/A		
OS-0342 Global Command and Control System Common Operational Picture/Maritime (GCCS COP/M) Operator	CSCS Dam Neck, VA	CIN: J-221-2311		
AW-7835 Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator				
GM-0812 Small Arms Marksmanship Instructor		CIN: A-041-0148		
AW-8202 Naval Aircrewman (Special Assignment)				
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

Aircrewmembers Tactical Helicopter (AWR) are members of an integrated tactical crew aboard a multi-mission helicopter. They detect, analyze, classify and track subsurface contacts utilizing state of the art technology. Specifically, they perform sonar and sonobuoy operations, help to coordinate tactical communications relay, and conduct weapons delivery in support of tactical missions worldwide. AWR's become proficient in other aircrew duties that contribute directly to aircrew operations and Naval Special Warfare (NSW) missions. They include Search and Rescue (SAR), Combat Search and Rescue (CSAR), Night Vision Device (NVD) operations, navigation, passenger and cargo transport, Vertical Replenishment (VERTREP), Medical Evacuations (MEDEVAC), crew served weapons employment, and perform observer duties for safety of flight. AWR's perform ground based aircrew duties that contribute directly to aircrew operations, training and, administration to maintain aircrew qualifications and certifications. Prerequisites for this job are qualification as an aviation SAR swimmer and the knowledge, skills and abilities attained from formal training and from relevant and/or actual experience with acoustic intelligence and analysis. Familiarization with security protocols and classified material handling procedures are required. The AWR must have a final secret security clearance.

RECOMMENDED BILLET ASSIGNMENTS

HH-60H Utility Aircrewman - Performs in-flight functions during special warfare support, combat search and rescue, and logistical support missions in the H-60H aircraft.

Tactical/Mobile (TacMobile) Ashore Analysis Systems Operator - Performs TSC/MOCC 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.

SH-60B Multi-Sensor Operator - Operates acoustic and non-acoustic sensors in the SH60B LAMPS MK III aircraft.

MH-60R Multi Mission Helicopter Aircrewman - Performs in-flight duties as MH-60-R Aircrewman.

SH-60F/HH-60H Multi-Sensor Operator - Performs sonar operations, sonobuoy interpretation and tactics employment for varied tactical missions, SAR operations, and internal cargo transfer in support of utility and SPECWAR missions in the SH-60F/HH-60H 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

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.

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.

Unmanned Aerial Vehicle (UAV) External Pilot - UAV External Pilot directly controls the flight of the UAV during launch and recovery operations by visual reference to the UAV.

Unmanned Aerial Vehicle (UAV) Internal Pilot - Operates and navigates UAV during the enroute, mission, and return phase of flight.

Small Arms Marksmanship Instructor - Performs specific duties as a Small Arms Marksmanship Instructor. Conducts training in all phases of basic marksmanship, both ashore and afloat, including firearms safety, mechanical training on small arms, instructional and qualification firing, basic range operations, records and reports. Performs preventive maintenance on small arms.

Crew Served Weapons (CSW) Instructor - Provides Command personnel training to qualify as command anti-terrorism (AT) watchstanders as a Crew Served Weapons operator. In addition, this person will assist the AT Training Supervisor in the development and conduct of AT exercises, CSW Casualty Control drills and tactical employment of CSW training. The CSW Instructor will maintain a command CSW training program and assist the ATO with readiness and vulnerability assessments.

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

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

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

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

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

Eligible Commissioning Programs:

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

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

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

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

SELECTION BOARD CHECK LIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a) **BUPERS Online** BUPERS Online (<https://www.bol.navy.mil>) is your main tool for board preparation and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 - 1) **Web Enabled Record Review (WERR)** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their Official Military Personnel File (OMPF) online by selecting the web enabled record review option on the BOL main menu page. WERR is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 - 2) **If Deployed:** Click on **“Request Record on CD”** to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 - 3) Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil> click on **“ODC, OSR, PSR, ESR”** link
- b) **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c) **Electronic Training Jacket (ETJ)** Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not click on "Data Problems" on bottom of each page which will guide you on how to make corrections or updates.

Step 2 – Submit appropriate missing documents to the selection board.

a) Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.

b) For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:

1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.

2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

c) Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).

d) Check (<http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm>) to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your Web Enabled Record Review, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

a) Request a **Career Development Board (CDB)** through your chain of command.

b) Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.

c) Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on NKO that are recommended in this document.

d) Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

CAREER DEVELOPMENT BOARDS:

Reporting_____ (within 30 days)
 6 Month progress check_____
 Advancement 6 MOS Prior to Exam_____ PNA 3 times_____ Failed_____ Non Select 3 times_____
 Selection Board Ineligible_____ Standard Score of 40 and Below_____
 Commissioning Programs Applications:_____(prior to submission, command endorsement)
 HYT: 24 months_____ 12 months_____ HYT Waivers_____
 Rating Conversion_____ Rating Reversion_____
 Navy Formal Training Schools Request (“A”/”C”etc)_____
 Drilling Reservists_____
 Active Duty for Special Work (ADSW)_____
 Education_____ (prior to establishing Education Plan with NCO)
 PTS_____ (15 months prior to EAOS) (6 months – if not approved)
 Early Separation_____
 F/R Retire Options_____
 CSB_____ (when election message received)
 Every Physical Fitness Test Failure_____
 At members own request_____
 Other_____

QUALIFICATIONS AND CERTIFICATIONS

SHIP FF_____ AVIATION FF_____ DC_____ ADV DC_____ DCTT_____ 3M 301_____ 302_____ 303_____ 304_____

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

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

CERTIFICATIONS:

[Navy COOL](#)

Civilian Equivalents

The following civilian occupations are similar to the AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operator job.

- [Aircraft Cargo Handling Supervisors](#)
- [Emergency Management Specialists](#)
- [Explosives Workers, Ordnance Handling Experts, and Blasters](#)
- [Forest Fire Fighting and Prevention Supervisor](#)

National Certification

The following sections provide information on certifications related to the AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operator job.

The results of an analysis comparing Navy training to civilian credentialing requirements are provided below for those certifications shown with a stair icon next to them. Additional analysis is being conducted on other "Common" and "Embedded" certifications, the results of which will be posted when the analysis is complete.

In the meantime, you can click on the certification name for more information about the general requirements for these certifications from the certifying agencies.

Embedded Certifications

The following certifications are directly related to at least one critical task associated with the duties of the AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operator. *These certifications may require additional education, training or experience.*

American Board for Certification in Homeland Security (ABCHS)

- [Certified in Disaster Preparedness \(CDP-I\)](#)

National Association for Search and Rescue

[SARTECH I / Crewleader](#)

[SARTECH II](#)

Advanced/Specialized and Other Certifications

AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operators may also be interested in the following certifications. *These certifications may require additional education, training or experience.* For information about the general requirements for these certifications from the certifying boards, use the links below.

American Board for Certification in Homeland Security (ABCHS)

- [Certified in Homeland Security Level I, II, & III \(CHS-I, II, & III\)](#)

American Society for Quality (ASQ)

- [Certified Quality Improvement Associate \(COIA\)](#)
- [Certified Quality Technician \(CQT\)](#)

American Society of Transportation and Logistics, Inc.

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

Board of Certified Safety Professionals (BCSP)

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

Institute of Hazardous Materials Management (IHMM)

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

Materials Handling and Management Society (MHMS)

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

National Environmental Health Association (NEHA)

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

World Safety Organization (WSO)

- [Certified Safety Executive \(WSO-CSE\)](#)
- [Certified Safety Manager \(WSO-CSM\)](#)
- [Certified Safety Specialist \(WSO-CSS\)](#)
- [Certified Safety Technician \(WSO-CST\)](#)

Federal Licensure

The following sections provide information on federal licenses related to the AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operator job.

The results of an analysis comparing Navy training to civilian credentialing requirements are provided below for those certifications shown with a stair icon next to them. Additional analysis is being conducted on other "Common" and "Embedded" certifications, the results of which will be posted when the analysis is complete.

In the meantime, you can click on the certification name for more information about the general requirements for these certifications from the certifying agencies.

Embedded Federal Licenses

The following federal licenses are directly related to at least one critical task associated with the duties of the AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operator. *These certifications may require additional education, training or experience.*

Federal Communications Commission (FCC)

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

Advanced/Specialized and Other Federal Licenses

AW - Helicopter Anti-Submarine Warfare Squadron Tactical Systems Operators may also be interested in the following federal licenses or certifications. *These credentials may require additional education, training or experience.* For more information about the general requirements for these federal licenses from the credentialing boards, use the links below.

Federal Communications Commission (FCC)

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

State Licensure

A number of states require licensure for individuals practicing in this field in the civilian workforce. You can search for state licensure requirements on the [U.S. Department of Labor's Licensed Occupations web site](#).

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

You can browse <https://usmap.cnet.navy.mil/usmapss/static/usmap.jsp> for information on this program

STAY NAVY**VISIT YOUR CAREER COUNSELOR**

15 MONTH CDB _____

REENLIST / EXTEND:

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

FLEET RIDE:

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

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

TRANSFER:

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

SEPARATING/RETIRE

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed _____ (Navy College Office)
 Current Education Level _____
 Degree Goal _____
 Distance Learning-Sailor and Marine Online Academic Advisor (SMOLAA) _____
 Goal Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____
 Number of current credits _____
 American Council on Education (ACE) recommended credits _____
 (Credits for degree - AA/AS: 60 SEM 90 QTR BA/BS: 120 SEM-180 QTR Master /Doctorate: based upon discipline)
 SOCNAV Agreement _____ SMART Transcripts _____ HS Transcripts _____ College Transcripts _____
 Date Degree Obtained: AA/AS _____ BA/BS _____ Master _____ Doctorate _____

For entry into SMART, Send official transcripts to:
 Navy College Center
 VOLED Detachment, N211
 Center for Personal and Professional Development
 6490 Saufley Field Road
 Pensacola, FL 32509-5204

VOLUNTARY EDUCATION

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

ACADEMIC Skills _____ NCPACE _____ CLEP _____ DANTES _____ TA _____ MGIB _____

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	

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		

Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Career Tools (Tutorials & Support)	NKO	NAVAIR-NCT-001	2 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
College/Certification Testing Programs Reviews	NKO			
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Culture	NKO or College Course	Foreign Language and Culture	45 hrs	
Communication	College Course		45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Geography	College Course		45 hrs	
History	College Course		45 hrs	
Humanities	College Course		45 hrs	
Language and Literature Study Guides	College Course		45 hrs	
Math	College Course		45 hrs	
Physical Sciences	College Course		45 hrs	
Social Sciences	College Course		45 hrs	
Speech	College Course		45 hrs	

Courses With Recommended Reserve Points:

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

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME COURSES:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVEDTRA 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.

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	

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 Sasqen	
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)