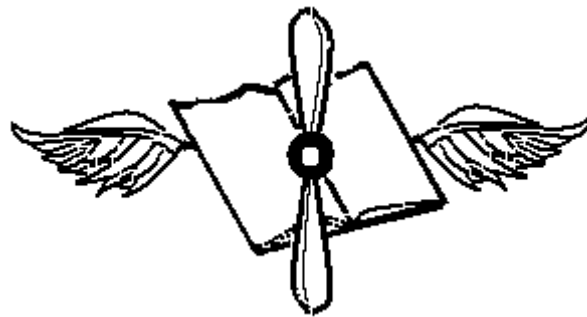




Aviation Maintenance Administrationman



RATING ROADMAP

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CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Aviation Maintenance Administrationman community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; SMART Transcript; NKO (E-Learning); Navy College; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Aviation Maintenance Administrationman?

Aviation Maintenance Administrationman roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Aviation Maintenance Administrationman Airman Recruit through Aviation Maintenance Administrationman Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills of Aviation Maintenance Administrationman necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Aviation Maintenance Administrationman.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Aviation Maintenance Administrationman 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, Aviation Maintenance Administrationman "A" School at the Meridian Mississippi, 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.



ALL PAYGRADES
VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment visit your Navy College Office.

How do I get started?

You already have. All your training up to this point is part of your Aviation Maintenance Administrationman Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next stop is your Navy College Office. The counselors there will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there, Traditional or Online, What are my next steps: Transfer credits, Take exams, Have experience evaluated, Then lastly sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE’S DEGREE FOR Aviation Maintenance Administrationman

Recommended Bachelors' degrees for the Aviation Maintenance Administration Rate;

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE DEGREE FOR Aviation Maintenance Administrationman

Recommended Bachelors' degrees for the Aviation Maintenance Administration Rate;

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page: <https://www.navycollege.navy.mil>

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's- Recruiting, Readiness, Retention, and Respect, the NCP signifies Navy's commitment to education by improving enlistment appeal, demonstrating Navy service and achieving a college degree are compatible, helping Sailors apply themselves to new situations and challenges and better preparing them for advancement, building up Sailors' self-image, and producing higher quality Sailors.

Navy College Program Distance Learning Program (NCPDLP)

The Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating relevant degrees via distance learning to Sailors everywhere. These new education partnerships provide associates and bachelors degree programs relevant to each rating, and make maximum use of military professional training and experience to fulfill degree requirements. The program also provides opportunities to take courses through distance learning so that Sailors anywhere will be able to pursue a degree. Courses are offered in a variety of formats, such as CD-ROM, videotape, paper, or over the Internet. Contact your Navy College Office or the Navy College Center about degree programs available from your partnership schools.

Servicemembers Opportunity College Navy (SOCNAV): <http://www.soc.aascu.org/socnav>.

SOCNAV consists of accredited colleges offering specific associate and bachelors degrees to Navy members worldwide through resident courses or distance learning. Colleges taking part in each curriculum area guarantee acceptance of each other's credits for transfer. The "home" college issues an official evaluation of all prior learning on a SOCNAV Agreement. This agreement serves as the student's long range degree plan. Why become a SOCNAV student? SOCNAV colleges offer degrees in many different areas (called networks). Students do not lose credits; transferability of courses within the same network is guaranteed from one SOCNAV college to another. Required residency is kept to a minimum. Many SOCNAV networks are closely related to Navy ratings, resulting in maximum awarding of credit for Navy training.

Tuition Assistance(TA):

TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition and fees directly associated with the course of instruction. TA will pay for the following amounts per fiscal year: 16 semester hours, not-to-exceed \$250/credit or 24 quarter hours, not-to-exceed \$166.67/credit or a combination of semester and quarter hours.

Sailor Marine American Council On Education Registry Transcripts (SMART)

SMARTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free. More information is available online at: www.cnet.navy.mil.

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at <http://www.militaryguides.acenet.edu>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system.

DANTES (DSST) [http://www.dantes.doded.mil/DANTES WEB/EXAMINATIONS/DSST.htm](http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm)

CLEP Exams <http://www.collegeboard.com/student/testing/clep/about.html>

Rating Roadmaps & Degree Roadmaps

Rating Roadmap



AZ
Aviation
Maintenance
Administration

Aviation Maintenance Administration:
AZs perform clerical, administrative, and managerial duties necessary to keep aircraft-maintenance activities running smoothly. They plan, schedule, and coordinate maintenance, including inspections and modifications to aircraft and equipment.

Degree Roadmap

Degree Offered	Select College for Roadmap
AAS - Business Administration (Management)	Berkeley College
AAS - Justice Studies (Criminal Justice)	Berkeley College
BBA - Business Administration (General Business)	Berkeley College
BBA - Business Administration (Management)	Berkeley College
BBA - Business Administration (Marketing)	Berkeley College
BS - Business Administration	Berkeley College
BS - Justice Studies (Criminal Justice)	Berkeley College
AGS - Associate in General Studies	Columbia College
BA / BS - Business Administration	Columbia College
BGS - Bachelor of General Studies (Business)	Columbia College
BGS - Bachelor of General Studies (Management)	Columbia College
AAS - Business Administration	Dallas TeleCollege
AS - Associate of Science (Computer and Information Science/Business System Administration)	ECPI College of Technology
AA - Liberal Arts	Excelsior College
AAS - Administrative / Management Studies	Excelsior College
AS - Liberal Arts	Excelsior College
BA - Liberal Arts	Excelsior College
BS - General Business	Excelsior College
BS - Liberal Arts	Excelsior College
AS - Industrial Management Technology	Florida Community College At Jacksonville
AA - Associate of Arts (Criminal Justice)	Florida National College
AS - Associate of Science (Business Administration)	Florida National College
BA - Sociology	Fort Hays State University

BGS - Bachelor of General Studies	Fort Hays State University
BGS - Organizational Leadership	Fort Hays State University
BS - Organizational Leadership	Fort Hays State University
BS - Business Administration (General Business)	Hawaii Pacific University
AA - Business and Economics	Olympic College
BA - Business Administration (Management)	Saint Leo University
AS - Business Studies	San Diego City College
AS - Business Administration	Southern New Hampshire University
BS - Business Administration	Southern New Hampshire University
AA - Information Systems	Strayer University
AA - Associate in Arts	Thomas Edison State College
AS - Business Administration	Thomas Edison State College
BA - Liberal Studies	Thomas Edison State College
BS - Business Administration (General Management)	Thomas Edison State College
AA - Associate in Arts	Trident Technical College
BS - Business Administration	TUI University
BA - Liberal Studies (Administrative Leadership)	University of Oklahoma
AA - Associate in Arts (Business/Business Information Systems)	University of the Incarnate Word
AA - Associate in Arts (Business/Business)	University of the Incarnate Word
AA - Associate in Arts (Liberal Arts)	University of the Incarnate Word
BA - Human Resources	University of the Incarnate Word
BA - Organizational Development	University of the Incarnate Word
BAAS - Bachelor of Applied Arts and Sciences	University of the Incarnate Word
BBA - Business Administration (Accounting)	University of the Incarnate Word
BBA - Business Administration (General Business)	University of the Incarnate Word
BBA - Business Administration (Information Systems)	University of the Incarnate Word
BBA - Business Administration (International Business)	University of the Incarnate Word
BBA - Business Administration (Management)	University of the Incarnate Word
BBA - Business Administration (Marketing)	University of the Incarnate Word
AAS - General Studies (Business Studies)	Vincennes University

REFERENCES

Navy Enlisted Learning and Development Programs:

- Retention and CDB Inst, OPNAVINST 1040.11B & Career Counselor Handbook
- Command Sponsor and Indoctrination Program OPNAVINST 1740.3B (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
- Seabee Combat Warfare Qualification OPNAVINST 1410.1C
- Enlisted Surface Warfare Specialist Qualification (ESWS) OPNAVINST 1414.1D
- Enlisted Aviation Warfare Specialist (EAWS) Qualification Program OPNAVINST 1414.2A
- Diving Salvage Warfare Specialist (DSWS) Qualification OPNAVINST 1414.3A
- Enlisted Naval Special Warfare Combatant-Craft Crewman (SWCC) OPNAVINST 1414.5
- Enlisted Explosive Ordnance Disposal Warfare Specialist (EWS) Qualification OPNAVINST 1414.8
- Enlisted Expeditionary Warfare (EXW) Specialist Qualification Program OPNAVINST 1414.7
- Navy Enlisted Fleet Marine Force Warfare Specialist (FMF) OPNAVINST 1414.4B
- Submarine Service (SS) COMSUBLANT/PACINST 1552.16 / MILPERSMAN 1200-010
- Seabee Combat Warfare Specialist (SCWS) OPNAVINST 1410.1B
- Master Training Specialists (MTS) NETCINST 1500.2A
- Command Master Chief Program OPNAVINST 1306.2E

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 1040.10A
 - (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 / <http://www.npc.navy.mil/CareerInfo/PerformtoServe/>
- 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 1040.10A (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) NAVADMIN 122/93/MILPERSMAN 1050-120/ DEPSECDEF MEMO2001
- Pre-Separation Counseling OPNAVINST 1900 (NLT 90 Days Prior to Separation)
- Transition Assistance Management Program OPNAVINST 1900.2B (Initiate a DD-2648-1 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 1000.10A & 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 1430.16F
- Accelerated Advancement MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1A/2A
- 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
- 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 1560.10C

Other Quick References:

- Change in Rank, Rate or Rating MILPERSMAN 14440-010 to 14440-050
- Drug and Alcohol Prevention Control Program OPNAVINST 5350.4C
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.21B
- 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 6110.1H / 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 1001.20B