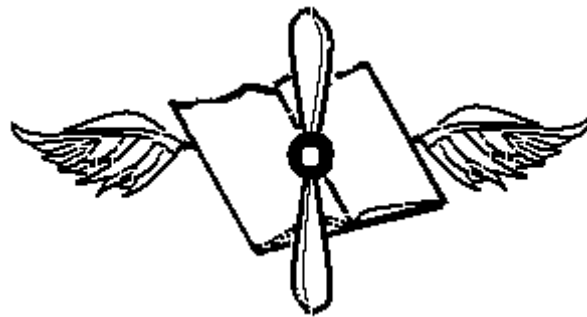




Aviation Maintenance Administrationman



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.



**AVIATION MAINTENANCE ADMINISTRATIONMAN AIRMAN RECRUIT TO AIRMAN
APPRENTICE**

NAME _____

SKILL TRAINING

(schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Maintenance Administrationman "A" School	Meridian, Mississippi	C-555-2010	53 days	

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

JOB DESCRIPTION

Aviation Maintenance Administrationmen (AZ) perform technical, managerial, and support duties required by the Naval Aviation Maintenance Program; prepare aircraft and maintenance related correspondence; maintain directive control and custody records, control forms and reporting requirements; maintain files on departmental organization, manning, personnel TAD and transfers, and training requirements; plan, program, and coordinate scheduled and unscheduled maintenance tasks and the incorporation of changes and modifications on/to aircraft and aeronautical equipment and support equipment; coordinate squadron/activity maintenance reporting requirements and recommend changes to maintenance policies and procedures; organize, maintain and operate Navy Aeronautical Technical Publications Library, oversee dispersed libraries, audit and train dispersed librarians; operate the Naval Aviation Logistics Command Management Information System (NALCOMIS); input, verify, and validate data pertaining to the history, operation, maintenance, configuration, receipt, and transfer of naval aircraft, related aeronautical equipment, and components installed in those equipment; maintain operations department flight data historical files and aviator data. Provide support/assistance to organizational, intermediate, and depot maintenance staff areas; and perform other duties, as required, when attached to organizational, intermediate, and depot maintenance activities or aviation staff commands.

RECOMMENDED BILLET ASSIGNMENTS

Maintenance/Production Control Clerk

Maintenance Administration Clerk

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 E1 (9 months time in service required for paygrade E-2 and E-3) 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 1420.1A/2A

Career management Calendar: https://wwwa.nko.navy.mil/portal/page?paf_pageId=pg27020014**NOTE:** Once you go to this address, you will be prompted to login to NKO and then it will automatically load the calendar.

CAREER DEVELOPMENT BOARDS:

Reporting _____ (within 30 days)

6 Month progress check _____

Advancement 6 MOS Prior to Exam _____ PNA 3 times _____ Failed _____ Non Select 3 times _____

Selection Board Ineligible _____ Standard Score of 40 and Below _____

Commissioning Programs Applications: _____ (prior to submission, command endorsement)

HYT: 24 months _____ 12 months _____ HYT Waivers _____

Rating Conversion _____ Rating Reversion _____ Striking _____

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 _____ DV _____ SS _____ 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 Aviation Maintenance Administrationman Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

- [Administrative Services Managers](#)
- [Correspondence Clerks](#)
- [Data Entry Keyers](#)
- [Database Administrators](#)
- [First-Line Supervisors/Managers of Office and Administrative Support Workers](#)
- [Industrial Production Managers](#)
- [Librarians](#)
- [Network and Computer Systems Administrators](#)
- [Production, Planning, and Expediting Clerks](#)
- [Statistical Assistants](#)
- [Statisticians](#)
- [Training and Development Specialists](#)

CERTIFICATIONS:

Navy COOL

- [American College of Forensic Examiners International \(ACFEI\)](#)
[Certified in Homeland Security Level I, II, & III \(CHS-I, II, & III\)](#)
- [American Society for Quality \(ASQ\)](#)
[Certified Quality Improvement Associate \(COIA\)](#)
[Manager of Quality/Organizational Excellence Certification \(CMO/OE\)](#)
- [Certiport](#)
[Internet and Computing Core Certification \(IC3\)](#)
- [European Computer Driving License Foundation](#)
[International Computer Driving License](#)
- [Institute of Certified Professional Managers \(ICPM\)](#)
[Certified Manager \(CM\)](#)
- [Institute of Certified Records Managers](#)

Certified Records Manager (CRM)

- **International Association of Administrative Professionals**
Certified Administrative Professional (CAP)
Certified Professional Secretary (CPS)
- **Microsoft Corporation**
Microsoft Certified Database
Microsoft Certified Professional (MCP)
Microsoft Office Specialist (MOS)
- **Project Management Institute**
Project Management Professional (PMP)

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

FLEET RIDE:

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

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

TRANSFER:

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

For additional assistance in transfer and relocation, go to: https://wwwa.nko.navy.mil/portal/page?paf_pageId=pg26660023

REQUIRED COMMUNITY PME:

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

E1/E2 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1		
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2		
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3		
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4		
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5		
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6		
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7		
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8		
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hrs	
Peterson's Online Academic Skills Course				
Verbal	NKO			
Math	NKO			
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	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			

Courses With Recommended Reserve Points:

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

RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /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	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/Pages/RateRank/Junior%20Enlisted2.htm>

JUNIOR ENLISTED COLLECTION

Title	Completed
D-Day, June 6, 1944: The Climactic Battle of World War II, <i>by Stephen E. Ambrose</i>	
The Declaration of Independence and Other Great Documents of American History, 1775-1865	
Ender's Game, <i>by Orson Scott Card</i>	
Flags of Our Fathers, <i>by James Bradley</i>	
The Kite Runner, <i>by Khaled Hosseini</i>	
Life in Mr. Lincoln's Navy, <i>by Dennis J. Ringle</i>	
Lincoln on Leadership, <i>by Donald T. Phillips</i>	
A Passage to India, <i>by E.M. Forster</i>	
A Sailor's History of the U.S. Navy, <i>by Thomas J. Cutler</i>	
The 7 Habits of Highly Effective People, <i>by Stephen R. Covey</i>	
Starship Troopers, <i>by Robert A. Heinlein</i>	
Time Management from the Inside Out: The Foolproof Plan for Taking Control of Your Schedule and Your Life, <i>by Julie Morgenstern</i>	

Note: Required to recite Sailor's Creed

RECOMMENDED COMMUNITY READING

Title	Completed
COMNAVAIRFORINST 4790.2A, NAVAL AVIATION MAINTENANCE PROGRAM (NAMP); CHAP 1, 2, 3, 5, 6, 7, 10, 13, 15, Ch 5	
NAVAIR 00-25-100, NAVAL AIR SYSTEMS COMMAND TECHNICAL MANUAL PROGRAM; WP 002 00, 003 00, 005 00, 007 00, 009 00, 014 00, 018 00, 019 00, 021 00	
NAVAIR 00-25-300, NAVAL AIR SYSTEMS COMMAND TECHNICAL DIRECTIVES SYSTEM; SEC 3	

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

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