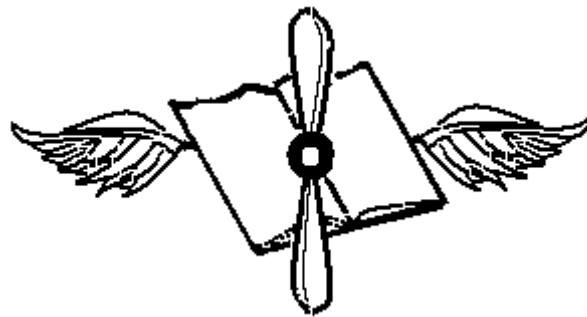




# Aviation Maintenance Administrationman



## RATING ROADMAP

01 January 2010

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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.

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**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 &amp; Administration Manual OPNAVINST 1420.1A/2A

**Career management Calendar:** [https://wwwa.nko.navy.mil/portal/page?paf\\_pageId=pg27020014](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.

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**CAREER DEVELOPMENT BOARDS:**Reporting \_\_\_\_\_ (within 30 days)  
6 Month progress check \_\_\_\_\_  
Advancement 6 MOS Prior to Exam \_\_\_\_\_ PNA 3 times \_\_\_\_\_ Failed \_\_\_\_\_ Non Select 3 times \_\_\_\_\_  
Selection Board Ineligible \_\_\_\_\_ Standard Score of 40 and Below \_\_\_\_\_  
Commissioning Programs Applications: \_\_\_\_\_ (prior to submission, command endorsement)  
HYT: 24 months \_\_\_\_\_ 12 months \_\_\_\_\_ HYT Waivers \_\_\_\_\_  
Rating Conversion \_\_\_\_\_ Rating Reversion \_\_\_\_\_ 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\_\_\_\_\_

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## QUALIFICATIONS AND CERTIFICATIONS

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

WATCH STANDING: MOOW \_\_\_\_\_ POOW \_\_\_\_\_  
Rating Specific Department Qualifications: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Personal Qualification Standards:Rating: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Other: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Advanced: ESWS \_\_\_\_\_ EAWS \_\_\_\_\_ SCW \_\_\_\_\_ 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)**

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**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](https://wwwa.nko.navy.mil/portal/page?paf_pageId=pg26660023)



**SEPARATING/RETIRE**

18 -12 months                      6 months                      90 days                      30 days  
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**

Academic Skills \_\_\_\_\_ NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DANTES \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_

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

**E1/E2 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
Driving for Life	NKO	CPD-DFL-01	5 Hours	
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	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

**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



**AVIATION MAINTENANCE ADMINISTRATIONMAN AIRMAN**

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
MAF/SCIR OMA	Multi	D/E-555-0038		
Aeronautical Technical Publications Library	Multi	D/E-555-0007		
NALCOMIS Logs and Records	Multi	D/E-555-0038		

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Similar To Automated Maintenance Environment Operator (6302)	Oceana/Lemoore	C-150-3871	12	

**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**

Your recommended billet assignments include being stationed on an Aircraft Carrier (CVN), Amphibious Assault Ship (LHA/LHD), Fixed Wing squadron (VFA, VFC, VAQ, VP), Rotary Wing squadron (HS, HSC, HSL, HSM), any Fleet Readiness Center (FRC) in the Navy.

- Maintenance/Production Control Clerk
- Maintenance Administration Clerk
- Technical Publications Librarian

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_/\_\_\_\_\_ Phone Number/Location \_\_\_\_\_/\_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD : \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E3 (6 months time in service required for paygrade E-4) 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](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.

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**CAREER DEVELOPMENT BOARDS:**

Reporting \_\_\_\_\_ (within 30 days)  
6 Month progress check \_\_\_\_\_  
Advancement 6 MOS Prior to Exam \_\_\_\_\_ PNA 3 times \_\_\_\_\_ Failed \_\_\_\_\_ Non Select 3 times \_\_\_\_\_  
Selection Board Ineligible \_\_\_\_\_ Standard Score of 40 and Below \_\_\_\_\_  
Commissioning Programs Applications: \_\_\_\_\_ (prior to submission, command endorsement)  
HYT: 24 months \_\_\_\_\_ 12 months \_\_\_\_\_ HYT Waivers \_\_\_\_\_  
Rating Conversion \_\_\_\_\_ Rating Reversion \_\_\_\_\_  
Navy Formal Training Schools Request ("A"/"C" etc) \_\_\_\_\_  
Drilling Reservists \_\_\_\_\_  
Active Duty for Special Work (ADSW) \_\_\_\_\_  
Education \_\_\_\_\_ (prior to establishing Education Plan with NCO)  
PTS \_\_\_\_\_ (15 months prior to EAOS) (6 months – if not approved)  
Early Separation \_\_\_\_\_  
F/R Retire Options \_\_\_\_\_  
CSB \_\_\_\_\_ (when election message received)  
Every Physical Fitness Test Failure \_\_\_\_\_  
At members own request \_\_\_\_\_  
Other \_\_\_\_\_

## QUALIFICATIONS AND CERTIFICATIONS

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

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

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

The following civilian occupations are similar to the 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?pag\\_pageId=pg26660023](https://wwwa.nko.navy.mil/portal/page?pag_pageId=pg26660023)

## SEPARATING/RETIRE

18 -12 months                      6 months                      90 days                      30 days  
 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 \_\_\_\_\_

### **E3 REQUIRED NAVY PME:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
Required General Military Training (GMT)	NKO			
Petty Officer Selectee Leadership Course	Command Delivered	CPPD	20 Hours	
Driving for Life	NKO	CPD-DFL-01	5 Hours	
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	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

**REQUIRED COMMUNITY PME:**

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

**E3 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	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Math	College Course		45 hrs	
Speech	College Course		45 hrs	
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](https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls)

**RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-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
None	

## 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



**AVIATION MAINTENANCE ADMINISTRATIONMAN PETTY OFFICER THIRD CLASS  
(Apprentice/Journeyman)**

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
See Dept LCPO for follow-on training IAW CNAF 4790.2 series				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Similar To Automated Maintenance Environment Operator	Oceana/Lemoore	C-150-3871	12	
Optimized NALCOMIS System Administrator/Analyst OMA (6303)	Pensacola, Fl.	C-555-2014 and 2018	50	
Optimized NALCOMIS Database Administrator/ Analyst IMA (6304)	Pensacola, Fl.	C-555-2014 and 2017	50	

**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. Setup and administer basic Local Area Networks (LAN) in support of detachment processing; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS. Maintain data integrity between operations and maintenance departments; manage NALCOMIS hardware and software upgrades. 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.

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## RECOMMENDED BILLET ASSIGNMENTS

Your recommended billet assignments include being stationed on an Aircraft Carrier (CVN), Amphibious Assault Ship (LHA/LHD), Fixed Wing squadron (VFA,VFC, VAQ, VP), Rotary Wing squadron (HS, HSC, HSL, HSM), any Fleet Readiness Center (FRC) in the Navy.

- Maintenance/Production Control Clerk
- Aeronautical Technical Publication Librarian
- Logs and Records Clerk
- LPO will assign additional duties and responsibilities

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_ / \_\_\_\_\_ Phone Number/Location \_\_\_\_\_ / \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD : \_\_\_\_\_ SEA / SHORE: \_\_\_\_\_ / \_\_\_\_\_  
PAYGRADE E4 (1 year time in service required for paygrade E-5) 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](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.

## RECORD REVIEW CHECK LIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. 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 to ensure your record is up to date 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.

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### CAREER DEVELOPMENT BOARDS:

Reporting\_\_\_\_\_ (within 30 days)  
6 Month progress check\_\_\_\_\_  
Advancement 6 MOS Prior to Exam\_\_\_\_\_ PNA 3 times\_\_\_\_\_ Failed\_\_\_\_\_ Non Select 3 times\_\_\_\_\_  
Selection Board Ineligible\_\_\_\_\_ Standard Score of 40 and Below\_\_\_\_\_  
Commissioning Programs Applications:\_\_\_\_\_ (prior to submission, command endorsement)  
HYT: 24 months\_\_\_\_\_ 12 months\_\_\_\_\_ HYT Waivers\_\_\_\_\_  
Rating Conversion\_\_\_\_\_ Rating Reversion\_\_\_\_\_  
Navy Formal Training Schools Request (“A”/“C”etc)\_\_\_\_\_  
Drilling Reservists\_\_\_\_\_  
Active Duty for Special Work (ADSW)\_\_\_\_\_  
Education\_\_\_\_\_ (prior to establishing Education Plan with NCO)  
PTS\_\_\_\_\_ (15 months prior to EAOS) (6 months – if not approved)  
Early Separation\_\_\_\_\_  
F/R Retire Options\_\_\_\_\_  
CSB\_\_\_\_\_ (when election message received)  
Every Physical Fitness Test Failure\_\_\_\_\_  
At members own request\_\_\_\_\_  
Other\_\_\_\_\_

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### QUALIFICATIONS AND CERTIFICATIONS

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

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

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

The following civilian occupations are similar to the 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 \(CQIA\)](#)  
[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://www.nko.navy.mil/portal/page?pag\\_pageId=pg26660023](https://www.nko.navy.mil/portal/page?pag_pageId=pg26660023)

**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 \_\_\_\_\_

**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
Driving for Life	NKO	CPD-DFL-01	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V8.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US / US DON	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0 / DON	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Petty Officer Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Petty Officer Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Leadership Currency Course (LCC)	Command Delivered	CPPD	20 Hours	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

**REQUIRED COMMUNITY PME:**

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

**E4 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	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Math	College Course		45 hrs	
Speech	College Course		45 hrs	
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](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
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.

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### NAVY PROFESSIONAL READING PROGRAM:

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

<http://www.navyreading.navy.mil/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
None	

## **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





**AVIATION MAINTENACE ADMINISTRATIONMAN PETTY OFFICER SECOND CLASS  
(Journeyman)**

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
See Dept LCPO for follow-on training IAW CNAF 4790.2 series				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Similar To Automated Maintenance Environment Operator (6302)	Oceana/Lemoore	C-150-3871	12	
Optimized NALCOMIS System Administrator/Analyst OMA (6303)	Pensacola, Fl.	C-555-2014 and 2018	50	
Optimized NALCOMIS Database Administrator/ Analyst IMA (6304)	Pensacola, Fl.	C-555-2014 and 2017	50	

**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. Setup and administer basic Local Area Networks (LAN) in support of detachment processing; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS. Maintain data integrity between operations and maintenance departments; manage NALCOMIS hardware and software upgrades. 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.

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## RECOMMENDED BILLET ASSIGNMENTS

As an AZ2, perform the duties and responsibilities as Logs and Records clerk, Systems/Data Base Administrator, Central Technical Publications Library (CTPL) Supervisor. Your recommended billet assignment include being stationed on an Aircraft Carrier (CVN), Amphibious Assault Ship (LHA/LHD), Fixed Wing squadron (VFA,VFC, VAQ, VP), Rotary Wing squadron (HS, HSC, HSL, HSM), and any Fleet Readiness Center (FRC) in the Navy.

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_ / \_\_\_\_\_ Phone Number/Location \_\_\_\_\_ / \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD : \_\_\_\_\_ SEA / SHORE: \_\_\_\_\_ / \_\_\_\_\_  
PAYGRADE E5 (3 years time in service required for paygrade E-6) 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://www.nko.navy.mil/portal/page?paf\\_pageId=pg27020014](https://www.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.

## RECORD REVIEW CHECK LIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. 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 to ensure your record is up to date 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.

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### CAREER DEVELOPMENT BOARDS:

Reporting \_\_\_\_\_ (within 30 days)  
6 Month progress check \_\_\_\_\_  
Advancement 6 MOS Prior to Exam \_\_\_\_\_ PNA 3 times \_\_\_\_\_ Failed \_\_\_\_\_ Non Select 3 times \_\_\_\_\_  
Selection Board Ineligible \_\_\_\_\_ Standard Score of 40 and Below \_\_\_\_\_  
Commissioning Programs Applications: \_\_\_\_\_ (prior to submission, command endorsement)  
HYT: 24 months \_\_\_\_\_ 12 months \_\_\_\_\_ HYT Waivers \_\_\_\_\_  
Rating Conversion \_\_\_\_\_ Rating Reversion \_\_\_\_\_  
Navy Formal Training Schools Request (“A”/“C”etc) \_\_\_\_\_  
Drilling Reservists \_\_\_\_\_  
Active Duty for Special Work (ADSW) \_\_\_\_\_  
Education \_\_\_\_\_ (prior to establishing Education Plan with NCO)  
PTS \_\_\_\_\_ (15 months prior to EAOS) (6 months – if not approved)  
Early Separation \_\_\_\_\_  
F/R Retire Options \_\_\_\_\_  
CSB \_\_\_\_\_ (when election message received)  
Every Physical Fitness Test Failure \_\_\_\_\_  
At members own request \_\_\_\_\_  
Other \_\_\_\_\_

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### QUALIFICATIONS AND CERTIFICATIONS

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

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

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

The following civilian occupations are similar to the 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 (CQIA)  
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://www.nko.navy.mil/portal/page?pag\\_pageId=pg26660023](https://www.nko.navy.mil/portal/page?pag_pageId=pg26660023)

**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 \_\_\_\_\_

**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	NKO			
Driving for Life	NKO	CPD-DFL-01 / US	5 Hours	
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0 / DOD	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US / US DON	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP- CONUS-1.0 / DON	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP- OCONUS-1	1 Hour	
Petty Officer First Class Selectee Leadership Course-Phase One	Command Delivered	CPPD-LEAD09-003	3 x 4 Hour Modules	
Petty Officer First Class Selectee Leadership Course-Phase Two	Command Delivered	CPPD-LEAD09-003	5 x 2 Hour Modules	
Leadership Currency Course (LCC)	Command Delivered		20 Hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**REQUIRED COMMUNITY PME:**

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

**E5 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	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
College/Certification Testing Programs Reviews	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hrs	
Communication	College Course		45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Geography	College Course		45 hrs	
History	College Course		45 hrs	
Humanities	College Course		45 hrs	
Language and Literature Study Guides	College Course		45 hrs	
Math	College Course		45 hrs	
Physical Sciences	College Course		45 hrs	
Social Sciences	College Course		45 hrs	
Speech	College Course		45 hrs	

**Courses With Recommended Reserve Points:**

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7.

**Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**

<https://file-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls>

**RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-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/Pages/RateRank/Junior%20Enlisted2.htm>

**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
None	



## 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



**AVIATION MAINTENANCE ADMINISTRATIONMAN PETTY OFFICER FIRST CLASS  
(Journeyman)**

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
See Dept LCPO for follow-on training IAW CNAF 4790.2 series				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Similar To Automated Maintenance Environment Operator	Oceana/Lemoore	C-150-3871	12	
Optimized NALCOMIS System Administrator/Analyst OMA (6303)	Pensacola, Fl.	C-555-2014 and 2018	50	
Optimized NALCOMIS Database Administrator/ Analyst IMA (6304)	Pensacola, Fl.	C-555-2014 and 2017	50	
Aviation Maintenance Production Chief (8800) *May Attend school, however will not be awarded NEC until advanced to Chief Petty Officer.	Multiple	C-600-3210	12	

**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. Setup and administer basic Local Area Networks (LAN) in support of detachment processing; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS. Maintain data integrity between operations and maintenance departments; manage NALCOMIS hardware and software upgrades. 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.

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**RECOMMENDED BILLET ASSIGNMENTS**

As an AZ1, perform the duties and responsibilities as Maintenance/Production LPO, Systems/Data Base Administrator, get Safe for Flight. Look for billets at commands where you will be able to supervise programs. Also consider staff billets with any of the TYCOM or Fleet HQ's, where you can help those in your community and provide your expertise to a wider audience. Your recommended billet assignment include being stationed on an Aircraft Carrier (CVN), Amphibious Assault Ship (LHA/LHD), Fixed Wing squadron (VFA, VFC, VAQ, VP), Rotary Wing squadron (HS, HSC, HSL, HSM), and any Fleet Readiness Center (FRC) in the Navy.

Other opportunities:    Command EAWS Coordinator  
                                 SAVI  
                                 RDC  
                                 Instructor, Master Training Specialist (MTS)  
                                 Recruiter  
                                 3-M Coordinator  
                                 CMEO  
                                 DAPA  
                                 Joint Assignments  
                                 GWOT Support Assignments

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_ / \_\_\_\_\_ Phone Number/Location \_\_\_\_\_ / \_\_\_\_\_

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

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

**Eligible Commissioning Programs:**

Seaman – Admiral (SN-ADM)  
Navy Reserve Officer Training Corps (NROTC)  
Naval Academy  
Naval Academy Preparatory School (NAPS)  
Officer Candidate School (OCS)  
Medical Enlisted Commissioning Program (MECP)

Reference: Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1A/2A

**Career management Calendar:** [https://www.nko.navy.mil/portal/page?paf\\_pageId=pg27020014](https://www.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.

## SELECTION BOARD CHECK LIST FOR E6 PROMOTION TO CPO

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

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

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

- a) Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b) For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055

(Active = 360 / SELRES = 335 / FTS = 336)

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

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

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

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

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

- a) Request a **Career Development Board (CDB)** through your chain of command.
- b) Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c) Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d) Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

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

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

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#### CAREER DEVELOPMENT BOARDS:

Reporting \_\_\_\_\_ (within 30 days)  
6 Month progress check \_\_\_\_\_  
Advancement 6 MOS Prior to Exam \_\_\_\_\_ PNA 3 times \_\_\_\_\_ Failed \_\_\_\_\_ Non Select 3 times \_\_\_\_\_  
Selection Board Ineligible \_\_\_\_\_ Standard Score of 40 and Below \_\_\_\_\_  
Commissioning Programs Applications: \_\_\_\_\_ (prior to submission, command endorsement)  
HYT: 24 months \_\_\_\_\_ 12 months \_\_\_\_\_ HYT Waivers \_\_\_\_\_  
Rating Conversion \_\_\_\_\_ Rating Reversion \_\_\_\_\_  
Navy Formal Training Schools Request ("A"/"C" etc) \_\_\_\_\_  
Drilling Reservists \_\_\_\_\_  
Active Duty for Special Work (ADSW) \_\_\_\_\_  
Education \_\_\_\_\_ (prior to establishing Education Plan with NCO)  
PTS \_\_\_\_\_ (15 months prior to EAOS) (6 months – if not approved)  
Early Separation \_\_\_\_\_  
F/R Retire Options \_\_\_\_\_  
CSB \_\_\_\_\_ (when election message received)  
Every Physical Fitness Test Failure \_\_\_\_\_  
At members own request \_\_\_\_\_  
Other \_\_\_\_\_

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#### QUALIFICATIONS AND CERTIFICATIONS

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

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

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

The following civilian occupations are similar to the 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 \(Clerical\)](#)

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**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://www.nko.navy.mil/portal/page?paf\\_pageId=pg26660023](https://www.nko.navy.mil/portal/page?paf_pageId=pg26660023)

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**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 _____	

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**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	

**REQUIRED COMMUNITY PME:**

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

**E6 RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Career Tools (Tutorials & Support)	NKO	NAVAIR-NCT-001	2 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
College/Certification Testing Programs Reviews	NKO			
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Culture	NKO or College Course	Foreign Language and Culture	45 hrs	
Communication	College Course		45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Geography	College Course		45 hrs	
History	College Course		45 hrs	
Humanities	College Course		45 hrs	
Language and Literature Study Guides	College Course		45 hrs	
Math	College Course		45 hrs	
Physical Sciences	College Course		45 hrs	
Social Sciences	College Course		45 hrs	
Speech	College Course		45 hrs	

**Courses With Recommended Reserve Points:**

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:** Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7.

**Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**

<https://file-lms-cont01.nko.navy.mil/training/Courses With Recommended Reserve Points.xls>

**RECOMMENDED RESERVE PME:**

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

**RECOMMENDED COMMUNITY PME COURSES:**

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>

**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
None	

## 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



**AVIATION MAINTENANCE ADMINISTRATIONMAN CHIEF PETTY OFFICER  
(Master)**

**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
Complete follow-on training IAW CNAF 4790.2				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Optimized NALCOMIS System Administrator/Analyst OMA (6303)	Pensacola, Fl.	C-555-2014 and 2018	50	
Optimized NALCOMIS Database Administrator/ Analyst IMA (6304)	Pensacola, Fl.	C-555-2014 and 2017	50	
Aviation Maintenance Production Chief (8800)	Multiple	C-600-3210	12	

**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. Setup and administer basic Local Area Networks (LAN) in support of detachment processing; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS. Maintain data integrity between operations and maintenance departments; manage NALCOMIS hardware and software upgrades. 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.

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**RECOMMENDED BILLET ASSIGNMENTS**

As an AZC, perform the duties and responsibilities as Maintenance/Production Chief, Quality Assurance Supervisor, Maintenance Admin LCPO, Safe for Flight (SFF). Look for billets at commands where you will be able to supervise programs. Also consider staff billets with any of the TYCOM or Fleet HQ's, where you can help those in your community and provide your expertise to a wider audience.

Other opportunities:      Selection Board Recorder  
                                    Command EAWS Coordinator  
                                    SAVI  
                                    RDC  
                                    Instructor, Master Training Specialist (MTS)  
                                    Recruiter  
                                    3-M Coordinator  
                                    CMEO/EOA  
                                    DAPA  
                                    CACO  
                                    Detailer  
                                    Joint Assignments  
                                    GWOT Support Assignments

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_ / \_\_\_\_\_ Phone Number/Location \_\_\_\_\_ / \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD : \_\_\_\_\_ SEA / SHORE: \_\_\_\_\_ / \_\_\_\_\_  
PAYGRADE E7 (3 year time in service required for paygrade E-8) SECURITY CLEARANCE \_\_\_\_\_  
Elig Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_  
Three NON SELECT - Career Development Board date: \_\_\_\_\_ Date Advanced: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Advancement Center:      Correspondence Courses  
                                    Catalog of Courses  
                                    Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

                                    Limited Duty Officer  
                                    Chief Warrant Officer  
                                    Medical Enlisted Commissioning Program (MECP)

Reference: Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1A/2A

**Career management Calendar:** [https://www.nko.navy.mil/portal/page?paf\\_pageId=pg27020014](https://www.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.

**SELECTION BOARD CHECK LIST FOR E7 PROMOTION TO E8**

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** E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055

(Active = 235 / SELRES =205 / FTS = 206)

(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.

**CAREER DEVELOPMENT BOARDS:**

- Reporting\_\_\_\_\_ (within 30 days)
- 6 Month progress check\_\_\_\_\_
- Advancement Non Select 3 times\_\_\_\_\_
- Selection Board Ineligible\_\_\_\_\_
- Commissioning Programs Applications:\_\_\_\_\_ (prior to submission, command endorsement)
- HYT: 24 months\_\_\_\_\_ 12 months\_\_\_\_\_ HYT Waivers\_\_\_\_\_
- Rating Conversion\_\_\_\_\_ Rating Reversion\_\_\_\_\_
- Navy Formal Training Schools Request ("C"etc)\_\_\_\_\_
- Drilling Reservists\_\_\_\_\_
- Active Duty for Special Work (ADSW)\_\_\_\_\_
- Education\_\_\_\_\_ (prior to establishing Education Plan with NCO)
- 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: SECTION LEADER\_\_\_\_\_ JOOD\_\_\_\_\_ OOD\_\_\_\_\_ CDO\_\_\_\_\_ SDO\_\_\_\_\_

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 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 (CQIA)  
Manager of Quality/Organizational Excellence Certification (CMQ/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\_\_\_\_\_ Selective Conversion and Reenlistment (SCORE)\_\_\_\_\_ Reserve Selective Conversion and Reenlistment (RESCORE)\_\_\_\_\_

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.**

**TRANSFER:**

15 MOS	12 MONTHS	9 MOS	6 MONTHS	ORDERS REC
EFM_____	EFM_____	CMS_____	Accept Orders_____	Screening_____
CMS_____	CMS_____		Reverse Sponsor_____	Obligate_____
COT_____	OTEIP_____		Relocation (FFSC)_____	Bonus_____
				Medical/Dental_____

For additional assistance in transfer and relocation, go to: [https://wwwa.nko.navy.mil/portal/page?pag\\_pageId=pg26660023](https://wwwa.nko.navy.mil/portal/page?pag_pageId=pg26660023)

**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**

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DANTES \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_

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

**E7 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-V5.0	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	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**REQUIRED COMMUNITY PME:**

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

**E7 RECOMMENDED 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-V5.0	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	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	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	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	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	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	
Required General Military Training (GMT)	NKO			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	

### **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](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:**

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.

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**NAVY PROFESSIONAL READING PROGRAM:**

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

<http://www.navyreading.navy.mil/Pages/RateRank/Junior%20Enlisted2.htm>

**DIVISION LEADERS COLLECTION**

Title	Completed
Freakonomics: A Rogue Economist Explores the Hidden Side of Everything, <i>by Steven D. Levitt and Stephen J. Dubner</i>	
The Golden Thirteen: Recollections of the First Black Naval Officers, <i>edited by Paul Stillwell; foreword by Colin L. Powell</i>	
The Good Shepherd, <i>by C.S. Forester</i>	
The Innovator’s Dilemma: the Revolutionary Book That Will Change the Way You Do Business, <i>by Clayton M. Christensen</i>	
Longitude: The True Story of a Lone Genius Who Solved the Greatest Scientific Problem of His Time, <i>by Dava Sobel</i>	
On the Origins of War: And the Preservation of Peace, <i>by Donald Kagan</i>	
Recognizing Islam: Religion and Society in the Modern Middle East, <i>by Michael Gilsenan</i>	
The Savage Wars of Peace: Small Wars and the Rise of American Power, <i>by Max Boot</i>	
Shield and Sword: The United States Navy in the Persian Gulf War, <i>by Edward J. Marolda and Robert J. Schneller Jr.</i>	
Two Souls Indivisible: The Friendship That Saved Two POWs in Vietnam, <i>by James S. Hirsch</i>	
White-Jacket: or, The World in a Man-of-War, <i>by Herman Melville</i>	
The World is Flat: A Brief History of the Twenty-first Century, <i>by Thomas L. Friedman</i>	

**RECOMMENDED COMMUNITY READING**

Title	Completed
None	

## 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





**AVIATION MAINTENANCE ADMINISTRATIOMAN SENIOR CHIEF  
(Master)**

**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
Complete follow-on training IAW CNAF 4790.2				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Maintenance Production Chief (8800)	Multiple	C-600-3210	12	
Aviation Maintenance Material Control Master Chief (8300) NOTE: To be assigned this NEC, personnel must be a Senior Chief or Master Chief who has held one or more of the following billets while at the E-8 or E-9 level (must have served in the billet for at least 12 months): Maintenance Control Supervisor, Production Control Supervisor, Quality Assurance Supervisor (O or I Level), Division Leading Chief (I Level only). Submit documentation of completed prerequisite billet along with NAVPERS 1221/6 to PERS-4013D2 via the Enlisted Community Manager.	None	None	NA	

**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. Setup and administer basic Local Area Networks (LAN) in support of detachment processing; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS. Maintain data integrity between operations and maintenance departments; manage NALCOMIS hardware and software upgrades. 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.

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**RECOMMENDED BILLET ASSIGNMENTS**

As an AZCS, perform the duties and responsibilities and Maintenance/Production Senior Chief, Quality Assurance Supervisor, (Safe For Flight). Look for billets at commands where you will be able to supervise programs. Also consider staff billets with any of the TYCOM or Fleet HQ's, where you can help those in your community and provide your expertise to a wider audience.

Other opportunities:    Command Senior Chief  
                                  Senior Enlisted Advisor  
                                  Selection Board Recorder  
                                  Detailer  
                                  RDC  
                                  SAVI  
                                  Instructor, Master Training Specialist (MTS)  
                                  Recruiter  
                                  3-M Coordinator  
                                  CMEO/EOA  
                                  DAPA  
                                  CACO  
                                  Joint Assignments  
                                  GWOT Support Assignments

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_ / \_\_\_\_\_ Phone Number/Location \_\_\_\_\_ / \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD : \_\_\_\_\_ SEA / SHORE: \_\_\_\_\_ / \_\_\_\_\_  
PAYGRADE E8 (3 year time in service required for paygrade E-9) SECURITY CLEARANCE \_\_\_\_\_  
Elig Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_  
Three NON SELECT - Career Development Board date: \_\_\_\_\_ Date Advanced: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Advancement Center:        Correspondence Courses  
                                  Catalog of Courses  
                                  Visit Navy Advancement Website: <https://www.advancement.cnet.navy.mil>

Eligible Commissioning Programs:

                                  Limited Duty Officer  
                                  Chief Warrant Officer

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](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.

**SELECTION BOARD CHECK LIST FOR E8 PROMOTION TO E9**

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 E9 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055

(Active = 210 / SELRES =205 / FTS = 206)

(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.

**CAREER DEVELOPMENT BOARDS:**

Reporting \_\_\_\_\_ (within 30 days)  
 Advancement Non Select 3 times \_\_\_\_\_  
 Commissioning Programs Applications: \_\_\_\_\_ (prior to submission, command endorsement)  
 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: SECTION LEADER \_\_\_\_\_ JOOD \_\_\_\_\_ OOD \_\_\_\_\_ CDO \_\_\_\_\_ SDO \_\_\_\_\_  
 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 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 \_\_\_\_\_ 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.

TRANSFER:

15 MOS	12 MONTHS	9 MOS	6 MONTHS	ORDERS REC
			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](https://wwwa.nko.navy.mil/portal/page?paf_pageId=pg26660023)

**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**

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DANTES \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_  
(Study guides and exam preparations and practice test located on NKO)

**E8 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-V5.0	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	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**REQUIRED COMMUNITY PME:**

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

**E8 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		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
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	

### **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_With_Recommended_Reserve_Points.xls)

#### **RECOMMENDED RESERVE PME:**

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

#### **RECOMMENDED COMMUNITY PME:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
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.

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## NAVY PROFESSIONAL READING PROGRAM:

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

<http://www.navyreading.navy.mil/Pages/RateRank/Junior%20Enlisted2.htm>

### DEPARTMENT/COMMAND LEADERS COLLECTION

Title	Completed
The Cruel Sea, <i>by Nicholas Monsarrat</i>	
Eagle Against the Sun: The American War With Japan, <i>by Ronald Spector</i>	
Execution: The Discipline of Getting Things Done, <i>by Larry Bossidy and Ram Charan</i>	
The Fate of Africa: From the Hopes of Freedom to the Heart of Despair, <i>by Martin Meredith</i>	
From Beirut to Jerusalem, <i>by Thomas L. Friedman</i>	
Imperial Grunts: The American Military on the Ground, <i>by Robert D. Kaplan</i>	
Implementing Diversity: Best Practices for Making Diversity Work in Your Organization, <i>by Marilyn Loden</i>	
Jefferson's War: America's First War on Terror, 1801-1805, <i>by Joseph Wheelan</i>	
Leadership: The Warrior's Art, edited by Christopher Kolenda; foreword <i>by General Barry R. McCaffrey, USA (Ret.)</i>	
Master and Commander, <i>by Patrick O'Brian</i>	
One Hundred Years of Sea Power: The U.S. Navy, 1890-1990, <i>by George W. Baer</i>	
Thinking in Time: The Uses of History for Decision Makers, <i>by Richard E. Neustadt and Ernest R.</i>	

### RECOMMENDED COMMUNITY READING

Title	Completed
None	

## 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



**AVIATION MAINTENANCE ADMINISTRATIONMAN MASTER CHIEF  
(Master)**

**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
Complete follow-on training IAW CNAF 4790.2				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aviation Maintenance Production Chief (8800)	Multiple	C-600-3210	12	
Aviation Maintenance Material Control Master Chief (8300) NOTE: To be assigned this NEC, personnel must be a Senior Chief or Master Chief who has held one or more of the following billets while at the E-8 or E-9 level (must have served in the billet for at least 12 months): Maintenance Control Supervisor, Production Control Supervisor, Quality Assurance Supervisor (O or I Level), Division Leading Chief (I Level only). Submit documentation of completed prerequisite billet along with NAVPERS 1221/6 to PERS-4013D2 via the Enlisted Community Manager.	None	None	NA	

**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. Setup and administer basic Local Area Networks (LAN) in support of detachment processing; liaise with ship and/or shore Information Technology personnel for LAN support for NALCOMIS. Maintain data integrity between operations and maintenance departments; manage NALCOMIS hardware and software upgrades. 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.

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**RECOMMENDED BILLET ASSIGNMENTS**

As an AZCM, perform the duties as Maintenance/Production Control Maintenance Master Chief/Department Leading Chief Petty Officer. Consider where the Navy needs your skills most, and apply for positions there.

Other opportunities: Command Master Chief  
Senior Enlisted Advisor  
Selection Board Member  
Instructor LCPO  
Recruiter LCPO  
Detailer  
Joint Assignments  
GWOT Support Assignments

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

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

Mentor: \_\_\_\_\_ Career Counselor \_\_\_\_\_  
Phone Number/Location: \_\_\_\_\_ / \_\_\_\_\_ Phone Number/Location \_\_\_\_\_ / \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD : \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E9 Date Advanced: \_\_\_\_\_ HYT Date: \_\_\_\_\_  
SECURITY CLEARANCE \_\_\_\_\_

Eligible Commissioning Programs: SEE 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](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.

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**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 \_\_\_\_\_

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**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 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 \_\_\_\_\_

Career Management System (CMS) \_\_\_\_\_ 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 _____	Accept Orders _____	Screening _____
CMS _____	CMS _____		Reverse Sponsor _____	Obligate _____
COT _____	OTEIP _____		Relocation (FFSC) _____	Bonus _____
				Medical/Dental _____

For additional assistance in transfer and relocation, go to: [https://www.nko.navy.mil/portal/page?pag\\_pageId=pg26660023](https://www.nko.navy.mil/portal/page?pag_pageId=pg26660023)

**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**

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DANTES \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_

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

**E9 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	

**REQUIRED COMMUNITY PME:**

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

**E9 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			

**(NOTE: ANY OF THE MORE THAN 6,600+ COURSES LISTED ON Navy E-Learning at [https://ile-lms-cont01.nko.navy.mil/training/Course\\_Name\\_Listing.xls](https://ile-lms-cont01.nko.navy.mil/training/Course_Name_Listing.xls))**

### **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_With_Recommended_Reserve_Points.xls)

#### **RECOMMENDED RESERVE PME:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
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:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
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.

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## NAVY PROFESSIONAL READING PROGRAM:

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

<http://www.navyreading.navy.mil/Pages/RateRank/Junior%20Enlisted2.htm>

### SENIOR LEADERS COLLECTION

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

### RECOMMENDED COMMUNITY READING

Title	Completed
None	

## 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

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**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



**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**

<b>Recommended Bachelors' degrees for the Aviation Maintenance Administration Rate;</b>

**RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE DEGREE FOR Aviation Maintenance Administrationman**

<b>Recommended Bachelors' degrees for the Aviation Maintenance Administration Rate;</b>

## 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](http://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)	<a href="#">Berkeley College</a>
AAS - Justice Studies (Criminal Justice)	<a href="#">Berkeley College</a>
BBA - Business Administration (General Business)	<a href="#">Berkeley College</a>
BBA - Business Administration (Management)	<a href="#">Berkeley College</a>
BBA - Business Administration (Marketing)	<a href="#">Berkeley College</a>
BS - Business Administration	<a href="#">Berkeley College</a>
BS - Justice Studies (Criminal Justice)	<a href="#">Berkeley College</a>
AGS - Associate in General Studies	<a href="#">Columbia College</a>
BA / BS - Business Administration	<a href="#">Columbia College</a>
BGS - Bachelor of General Studies (Business)	<a href="#">Columbia College</a>
BGS - Bachelor of General Studies (Management)	<a href="#">Columbia College</a>
AAS - Business Administration	<a href="#">Dallas TeleCollege</a>
AS - Associate of Science (Computer and Information Science/Business System Administration)	<a href="#">ECPI College of Technology</a>
AA - Liberal Arts	<a href="#">Excelsior College</a>
AAS - Administrative / Management Studies	<a href="#">Excelsior College</a>
AS - Liberal Arts	<a href="#">Excelsior College</a>
BA - Liberal Arts	<a href="#">Excelsior College</a>
BS - General Business	<a href="#">Excelsior College</a>
BS - Liberal Arts	<a href="#">Excelsior College</a>
AS - Industrial Management Technology	<a href="#">Florida Community College At Jacksonville</a>
AA - Associate of Arts (Criminal Justice)	<a href="#">Florida National College</a>
AS - Associate of Science (Business Administration)	<a href="#">Florida National College</a>
BA - Sociology	<a href="#">Fort Hays State University</a>

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



## 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
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