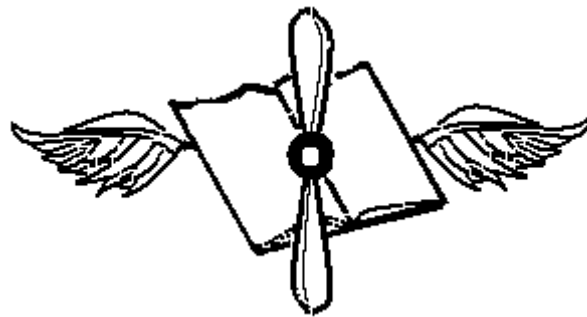




Aviation Maintenance Administrationman



RATING ROADMAP

01 January 2010

AZ Road Map developed by;

AZCS(AW/SW) Garrett Shreeve, CNATT

Reviewed by;

AZCM(AW/SW) Vicki Cowles, NATEC CMC

AZCM(AW/SW) Sandra German-Vasquez, NAVAIR

AZCS(AW/SW) Michael Doughty, CVWP

AZCS(AW/SW) Theodore Christy, NTWP Maintenance

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 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.

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

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

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

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>

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

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