



BOATSWAIN'S MATE RATING

(BM)



RATING ROADMAP

January 2012

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The informational roadmap will assist sailors in the BM Community through the process of personal and 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 BM?

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

What is the Enlisted Learning and Development Continuum?

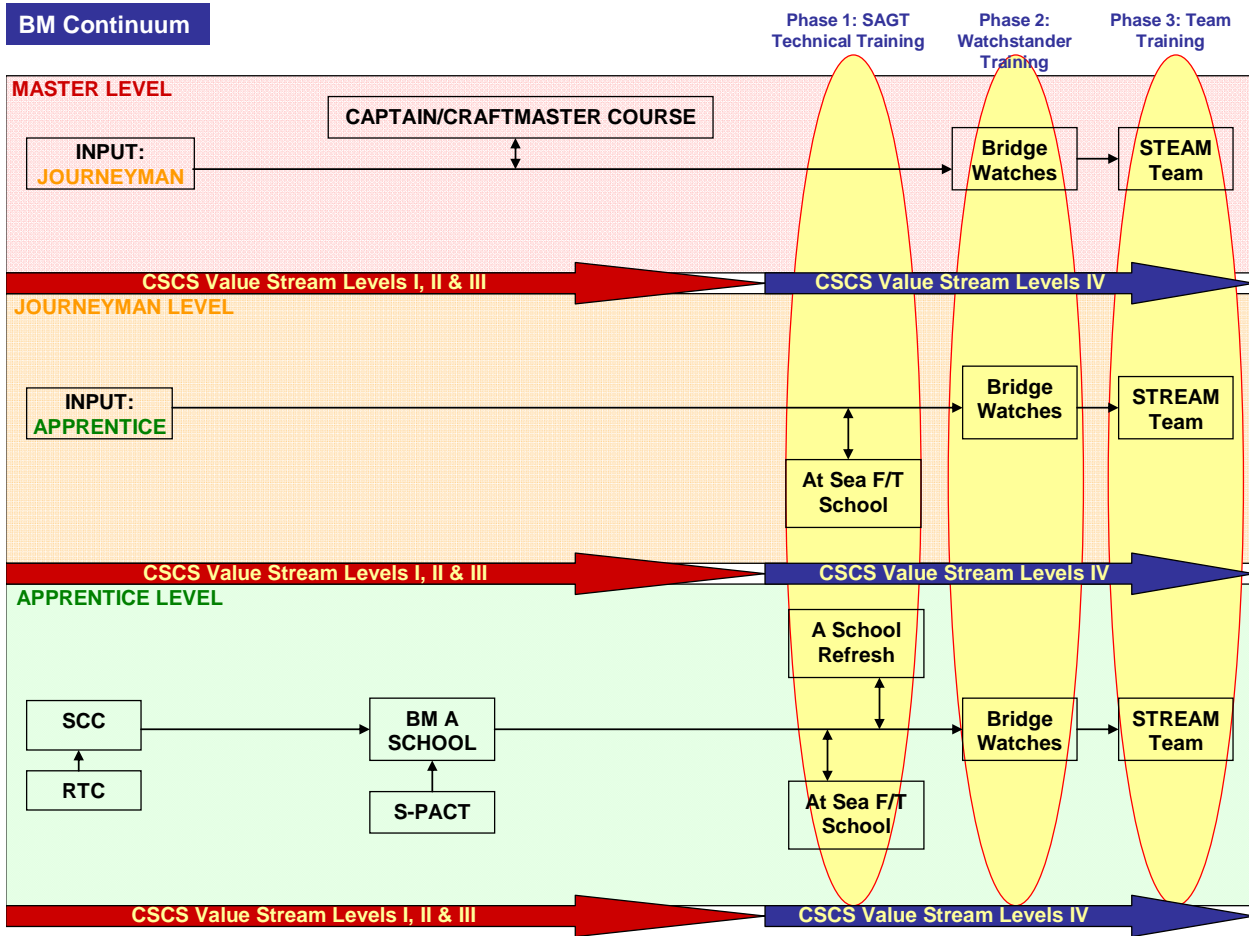
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional 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 BM 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, BM A School at Naval Station Great Lakes or BM Apprentice Course at Little Creek VA and San Diego CA, IL, 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.

Boatswain's Mate Learning Continuum





United States Navy Ethos

We are the United States Navy, our Nation's sea power – ready guardians of peace, victorious in war.

We are professional Sailors and Civilians – a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



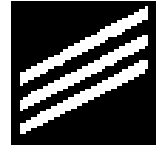
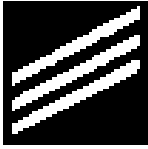
I am a United States Sailor.

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.



BOATSWAIN'S MATE SEAMAN

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Boatswain's Mate 'A' School	Great Lakes, IL	A-060-0021	20 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Boatswain's Mate Apprentice	Little Creek, VA San Diego, CA	A-060-0003	14 days	
Fork Lift Operator	Little Creek VA	J-690-0068		
RHIB Coxswain	Little Creek, VA San Diego, CA Mayport, FL Yokosuka, Japan Pearl Harbor, HI PACNORWEST		14 Days	
STREAM Specialist	Little Creek VA	J-060-0025	21 Days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BM-0164 Assault Boat Coxswain		OJT		
BM-0170 Surface Rescue Swimmer	San Diego CA, Jacksonville FL	CIN: C-050-0500	29 Days	

JOB DESCRIPTION

Boatswain's Mate Seaman (BMSN)

- Perform duties relating to marlinespike and deck seamanship; boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshal, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Perform preservation, preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Participate in Naval honors and ceremonies

RECOMMENDED BILLET ASSIGNMENTS

Sea: Deck Seaman

Shore: Deck Seaman, Small Boat Coxswain

PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 30 day Career Development Board)

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____ HYT Date: _____

Security Clearance Level _____ Date Last updated: _____ Command INDOC complete _____

CAREER DEVELOPMENT BOARDS: Use with OPNAVINST 1040.11(series) & Career Counselor Handbook
Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 30 days for active duty or three drill weekends for SELRES) (Date Conducted): _____

6 month progress check (Date Conducted): _____ 12 Months _____ 24 Months _____

36 Months _____ 48 Months _____ 60 Months _____ Special Program/Member Request _____

PNA 3 times (Date Conducted): _____ Standard Score 40 or less/failed (Date Conducted): _____

Advancement Center: Visit NKO Navy Advancement page located under the Career Management Tab

Bibliography for Advancement _____ Correspondence Courses _____ Catalog of Courses _____

Enlisted Advancement Exam Strategy Guide _____ Profile Sheets _____ Exam Discrepancy List _____

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

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

Seaman to Admiral 21 (STA-21) _____ Medical Enlisted Commissioning Program (MECP) _____

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Officer Candidate School _____

Physical Fitness Test Failure (Conducted): _____

HYT 24 months (Date): _____ HYT 12 months (Date): _____ HYT Waiver Date: _____ Approve/Disapprove

PTS 15 months prior to EAOS (Conducted): _____ PTS 6 months if not approved (Conducted) _____

Rating Conversion _____ Navy Formal Training Schools Request ("A"/"C" etc): _____

Transfer _____ Early Separation: _____ Career Status Bonus/Retirement Options: _____

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Aviation Fire Fighting		
General Damage Control		
Advanced Damage Control		
3M 301		
Messenger of the Watch (MOOW)		
Personal Qualifications Standard		

[Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:](#)

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Aviation Warfare Specialist		
Expeditionary Warfare		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)

CERTIFICATIONS

The following post military occupations are similar to the Boatswain Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

Occupation (Civilian)
Captains, Mates, and Pilots of Water Vessels
Laborers and Freight, Stock, and Material Movers, Hand
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Specialists
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Police Patrol Officers
Riggers
Sailors and Marine Oilers
MILITARY SEA LIFT COMMAND
Able Seaman
Ordinary Seaman
Third Officer
Wiper
Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

Navy COOL: The following certifications and licenses are applicable to the BM rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency Web Site	Credential Title	Years Experience Required	Comp. date
E4	United States Coast Guard	Able Seaman (AS)	.5 to 3	
E3	United States Coast Guard	Lifeboatman (LBMAN)	1	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	4	
E4	United States Coast Guard	3rd (Third) Mate	3	
E5	United States Coast Guard	2nd (Second) Mate	3 years + 3 rd Mate	
E6	United States Coast Guard	Chief Mate	3 years + 2 nd Mate	
E7	United States Coast Guard	First Class Pilot	4	
E6	United States Coast Guard	Master of 100 GRT-Limited	4	
E6	United States Coast Guard	Master of 200 GRT upon Great Lakes or Inland Waters	4	
E7	United States Coast Guard	Master of 500-1600 GRT on Great Lakes and Inland Waters	5	
E7	United States Coast Guard	Master of Towing Vessels-Limited	5	

E7	United States Coast Guard	Master of Unlimited Tonnage	5	
E7	United States Coast Guard	Master of Unlimited Tonnage upon Great Lakes and Inland Waters	5	
E5	United States Coast Guard	Mate of 200 or less GRT upon Great Lakes and Inland Waters	3	
E5	United States Coast Guard	Mate of 500-1600 GRT upon Great Lakes and Inland Waters	3	
E5	United States Coast Guard	Mate of 500-1600 GRT upon Near Coastal Waters	3	
E5	United States Coast Guard	Mate of Unlimited GRT upon Great Lakes and Inland Waters	3	
E4	United States Coast Guard	Operator of Uninspected Passenger Vessels	1.5	
E5	United States Coast Guard	USCG Master Inland/Mate Near Coastal	3	

Visit Navy COOL <https://www.cool.navy.mil> for additional Credentials that you may qualify to earn; however funding may be limited to your GI bill or DANTES.

USMAP (UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM):

	Comp. date
Rigger (Ship & Boat Building)	
Rigger (Any Industry)	
Upholsterer, Inside	
Canvas Worker	

For more information about these occupations, visit <https://usmap.cnet.navy.mil/usmapss/static/usmap.jsp>

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Perform to Serve (PTS) Approval Message: _____

Selective Conversion and Reenlistment (SCORE): _____ Reserve Selective Conversion and Reenlistment (RESCORE): _____

Selective Training and Reenlistment (STAR): _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

School as a Reenlistment Incentive: _____ Career Management System/Interactive Detailing (CMS/ID): _____

Medical/Dental Screening: _____ Command Recommendation (evaluation): _____ Bonus: _____ Ceremony: _____

PERFORM-TO-SERVE (PTS) FLEET RIDE:

The Command Career Counselor is your local advocate to assist you with the Perform to Serve (PTS) application process.

- All E3-E6 Sailors with less than 14 years of service must submit a PTS application, regardless of reenlistment intentions.
- Applications must be submitted no later than 12 months prior to expiration of active obligated service (EAOS) or projected rotation date (PRD) if obligated service is required, whichever occurs first.
- Sailors may submit PTS applications up to 12 months prior to EAOS/PRD. (under special circumstances)
- Applications for selected reserve (SELRES) quotas may be submitted between 12 months and 3 months prior to EAOS
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-Rate or Convert to another rating
 - Convert to another rating (only)
 - SELRES option
- Upon completion of the monthly process, PTS results will be available to command users via PTS Monthly report section of the PTS/Fleet RIDE program.
- Additional guidance can be found in MILPERSMAN 1440-060 and NAVADMIN 352/10, see your Career Counselor

TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
PTS _____	PTS _____	PTS _____	Accept Orders _____	Screening _____
Exception Family Member _____	EFM _____	CMS/ID _____	Reverse Sponsor _____	Obligate _____
CMS/ID _____	CMS/ID _____	SRB _____	Relocation (FFSC) _____	Bonus _____
Continuous Overseas Tours (COT) _____			Medical/Dental _____	
Overseas Tour Extension Incentive Program (OTEIP) _____			SRB _____	

For additional assistance in transfer and relocation, go to: <http://www.npc.navy.mil/CareerInfo/PerformtoServe>

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 _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

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 or call the Virtual Education Center (VEC!!!)

Education Plan Completed (Navy College Office/VEC _____) Current Education Level _____

Degree Goal _____

Various distance learning degree options are available using, Sailor and Marine Online Academic Advisor (SMOLAA)

Goal: Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits _____ American Council on Education (ACE) recommended credits _____

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:
 Center for Personal and Professional Development
 Attn: Virtual Education Center
 1905 Regulus Avenue, Ste. 234
 Virginia Beach VA 23461-2009
 Phone: 1-877-838-1659
 Comm: 757-492-4684
 FAX: 757-492-5095
 DSN: 492-4684
 Email: VEC@navy.mil

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

Academic skills _____ NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	Command Delivered			
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	

E3 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>

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
BMR		NAVEDTRA 14325		
Seaman		NAVEDTRA 14067		
BM Manual Rate Training Manual		NAVEDTRA 14343		
Military Requirements for PO3 & PO2		NAVEDTRA 14343		
AMPHIBIOUS ASSAULT BOAT OPERATIONS 301 Bow Hook/Stern Hook		NAVEDTRA 43113		
LANDING CRAFT UTILITY (ACU ONLY) 301 Sound-Powered (S/P) Telephone Talker 302 Sounding and Security 303 Line Handler 304 Lookout 305 Helmsman 306 Throttleman 308 Deck Equipment Operator		NAVEDTRA 43114		
DECK SEAMANSHIP 301 Sound Powered Telephone Talker 302 Signalman 303 Leadsman 304 Line Handler 305 Deck Rigger 306 Capstan/Brake Operator 308 Tow Watch 309 Boat Davit Winch Checker/Operator 313 Aerial Platform Operator		NAVEDTRA 43127		
FORCES AFLOAT SMALL BOAT OPERATIONS 301 Bow Hook and Stern Hook 302 Small Boat Coxswain/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain 303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain 304 Rigid Hull Inflatable Boat (5.5 Meter RHIB) Coxswain		NAVEDTRA 43152		
LHA/LHD WELL DECK OPERATIONS 301 Well Deck Line/Wire Handler 302 Cargo/Shoring/Gripe Watch 306 Signalman (Well Deck Control) 307 Cargo and Vehicle Traffic Control Signalman 312 Well Deck Rigger 314 Ramp Marshall		NAVEDTRA 43172		
BOOMS AND CRANES 301 Tag/Vang Linehandler 302 Winch Watcher 303 Rigger		NAVEDTRA 43310		
ANTITERRORISM COMMON CORE 301 Sentry 302 Reaction Force Member		NAVEDTRA 43387-2		
UNDERWAY REPLENISHMENT 301 Line Handler 302 UNREP Phone Talker 303 Signalman 304 UNREP Rigger 305 Winch Watcher/Checker		NAVEDTRA 43396		
DECK WATCHES IN-PORT 301 Anchor Watch 302 Messenger of the Watch (MOOW)		NAVEDTRA 43397		

LSD/LPD WELL DECK OPERATIONS 301 Line Handler (Condition 1A) 302 Well Deck Phonetalker/Signalman 303 Cargo and Vehicle Traffic Control Signalman 304 Well Deck Rigger 306 Shoring and Gripe Watch 311 Landing Craft Air-Cushion (LCAC) Ramp Marshall		NAVEDTRA 43416		
SHIP'S CONTROL AND NAVIGATION 301 Bridge Telephone Talker 302 Lookout 303 Lee Helmsman 304 Helmsman 305 After Steering Helmsman 307 Master Helmsman		NAVEDTRA 43492-2		

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/>

JUNIOR ENLISTED COLLECTION

Title	Completed
Lincoln on Leadership: Executive Strategies for Tough Times <i>by Donald T. Phillips</i>	
Starship Troopers <i>by Robert A. Heinlein</i>	
A Sailor's History of the U.S. Navy <i>by Thomas J. Cutler</i>	
Life in Mr. Lincoln's Navy <i>by Dennis J. Ringle</i>	
Flags of Our Fathers <i>James Bradley</i>	
D Day: June 6, 1944: The Climactic Battle of World War II <i>by Stephen E. Ambrose</i>	
Lone Survivor; The Eyewitness Account of Operation Redwing and the Lost Heroes of Seal Team 10 (new) <i>by Marcus Luttrell</i>	
The Kite Runner <i>by Khaled Hosseini</i>	
The Declaration of Independence and Other Great Documents of American History 1775-1865 <i>by John Grafton</i>	
Ender's Game <i>by Orson Scott Card</i>	
The 7 Habits of Highly Effective People <i>by Stephen R. Covey</i>	
Time Management from the Inside Out, second edition: The Foolproof System 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
Basic Military Requirements Book	
BUPERSINST 1610.10 Navy Eval & Counseling System	
MCM - Manual for Courts-Martial	
Military Requirements For CPO	
Military Requirements For PO 1	
Military Requirements For PO 3 & 2	
NAVEDTRA 14067 Seaman Book	
Navigation Rules - USCG	
NSTM 077 - PPE	
NSTM 581 - Anchors & Anchoring	
NSTM 582 - Mooring & Towing	
NSTM 583 - Boats & Small Craft	
NSTM 584 - Landing Craft, etc	
NSTM 589 - Cranes	
NSTM 613 - Wire & Fiber Rope & Rigging	
NSTM 631 Vol 1 - Preservation Of Ships In Service (General)	
NSTM 631 Vol 2 - Preservation Of Ships In Service (Surface Preparation & Painting)	
NSTM 631 Vol 3 - Preservation Of Ships In Service (Ship-Submarine Applications)	
NSTM 670 - Stowage, Handling & Disposal Of Hazardous General Use Consumables	
NTTP 3-07.2 Anti-terrorism & Force Protection	
NTTP 3-50.1 SAR Manual	
NWP 3-02.1 Ship - Shore Movement (NTTP 3-02.1)	
NWP 3-07.2 - Navy Doctrine For AT-FP	
NWP 4 - Underway Replenishment (on NG server - 31.5mb)	
OPNAVINST 1740.4 Family Care	
OPNAVINST 1740.5A Personal Financial Management	
OPNAVINST 1752.1 Sexual Assault Victim Intervention	
OPNAVINST 3120.32 - SORM	
OPNAVINST 3500.39 - ORM	
OPNAVINST 5100.19 Safety Manual - Forces Afloat	
OPNAVINST 5350.4 Drug & Alcohol Abuse Prevention and Control	
OPNAVINST 5370.2 Navy Fraternalization Policy	
OPNAVINST 5800.7 Victim & Witness Assistance Program	
OPNAVINST 6000.1 Management Of Pregnant Servicewomen	
SECNAVINST 5100.13 Navy & Marine Corps Tobacco Policy	
SECNAVINST 5300.26 - Sexual Harassment Policy	
SECNAVINST 5350.16 - EO	
SECNAVINST 5430.92A - Fraud, Waste & Abuse	
U.S. Naval Regulations	

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878
- Command Sponsor and Indoctrination Program OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program GUARD 2000, MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Program OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, Inductees and Fleet Reservists to remain on Active Duty MILPERSMAN 1160-060
- Career Reenlistment Objectives (use latest CREO NAVADMIN)
- Extension of Enlistment MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Perform to Serve (PTS) MILPERSMAN 1440-060
- Reenlistment Ceremony MILPERSMAN 1160-020
- Reenlistment Leave MILPERSMAN 1050-040
- Required Counseling upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Conversion and Reenlistment (SCORE) Program MILPERSMAN 1160-090
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- School as a Reenlistment Incentive MILPERSMAN 1306-1006

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770 to 1770-250
- Disability Retirement MILPERSMAN 1850-020 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Household Goods and Personal Property (PCS and Retirees) MILPERSMAN 4050-010 to 020
- Permissive Temporary Duty (PTDY) MILPERSMAN 1320-220
- Transition Assistance Management Program OPNAVINST 1900.2(series) (Initiate a DD-2648-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

- Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Drug Abuse MILPERSMAN 1910-146
- Early release to further education MILPERSMAN 1910-108
- Enlisted Administrative Separation Policy MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) AC MILPERSMAN 1160-120 / RC 1160-130
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Personality Disorder MILPERSMAN 1910-122
- Physical Fitness Assessment Failure MILPERSMAN 1910-170
- Serious Offense MILPERSMAN 1910-142
- Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement BUPERSINST 1430.16(series)
- Accelerated Advancement MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools 1306-600/602/604/608
- Class “A” School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with the Armed Forces Classification Test version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

Education:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Navy Voluntary Education Program (Navy Campus) OPNAVINST 1560.9(series)
- Tuition Assistance Management Controls NAVADMIN 161/07 / NETC LTR Execution Guidelines 1560 Ser N00178, Aug 07
- Navy Credentialing Program OPNAVINST 1540.56
- Uniformed Services Military Apprenticeship Programs OPNAVINST 1560.10(series)

Other Quick References:

- Change in Rank, Rate or Rating MILPERSMAN 1440-010 to 1440-050
- Drug and Alcohol Prevention Control Program OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.21(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-390
- Overseas tour Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian reasons (HUMS) MILPERSMAN 1300-500
- Standard Policy and Procedures for the Active Duty for Special Work (ADSW) & 1 year Recall Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500..39(series)