



# **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?**

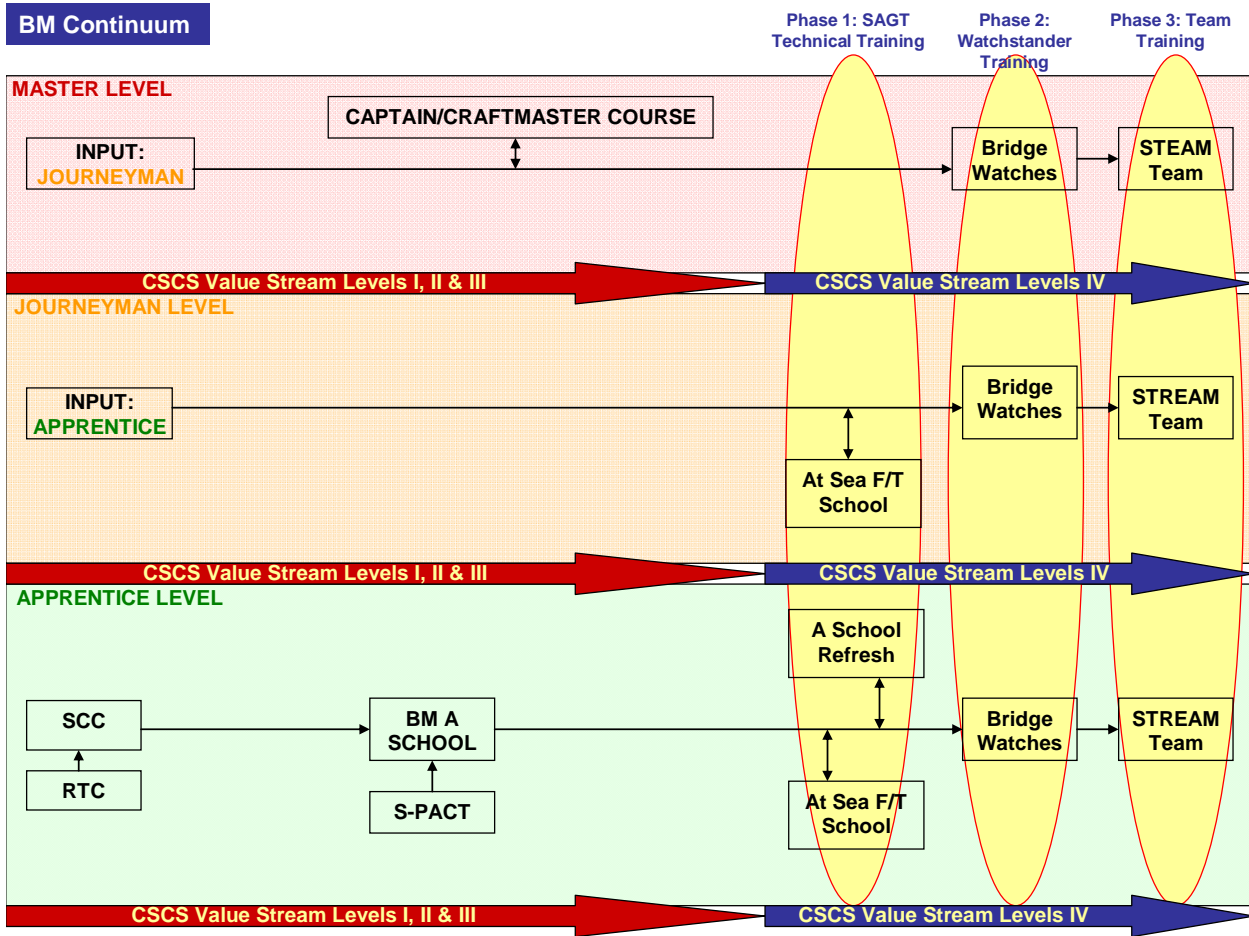
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional 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 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 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	3 Days	
**BM Supervisor	Little Creek VA, San Diego CA	J-822--0039	14 Days	
RHIB Coxswain	Little Creek, VA San Diego, CA Mayport, FL Yokosuka, Japan Pearl Harbor, HI PACNORWEST	K-0620625	14 Days	
Probe Repair	Little Creek VA	J-690-0077	3 Days	

\* one or the other but not both

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

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BM-0160 Causeway Barge Ferry Pilot	San Diego CA, MTT	CIN: K-062-0012	12 Days	
BM-0169 Causeway Barge Ferry Coxswain	San Diego CA, MTT	CIN: K-062-0011	12 Days	
BM-0172 LCAC Loadmaster	Camp Pendleton CA, Norfolk VA	CIN: S-062-0020	52 Days	
BM-0171 Landing Craft Utility Craftmaster				

**JOB DESCRIPTION**

**Boatswain's Mate First Class (BM1)**

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
- Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Manage and supervise 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.
- Manage and coordinate Naval honors and ceremonies

**RECOMMENDED BILLET ASSIGNMENTS**

Sea: Division/Department LPO, Craftmaster  
Shore: Division/Department LPO, Craftmaster, tugmaster

**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 E6 (3 Years time in service required to be eligible for advancement to E-7)

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

Correspondence Courses \_\_\_\_\_ Catalog of Courses \_\_\_\_\_

Enlisted Advancement Exam Strategy Guide \_\_\_\_\_ Profile Sheets \_\_\_\_\_ Exam Discrepancy List \_\_\_\_\_

Selection Board Ineligible (Conducted): \_\_\_\_\_ Non Select 3 times (Conducted): \_\_\_\_\_

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) \_\_\_\_\_

Officer Candidate School \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_

Physical Fitness Test Failure (Conducted): \_\_\_\_\_ Career Status Bonus (election message received) (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: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

## ELECTION 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) **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This 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 OMPF, 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.



**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		
3M 302		
3M 303		
3M 304		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD)		
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)
<a href="#">Captains, Mates, and Pilots of Water Vessels</a>
<a href="#">Laborers and Freight, Stock, and Material Movers, Hand</a>
<a href="#">Motorboat Operators</a>
<a href="#">Municipal Fire Fighting and Prevention Supervisors</a>
<a href="#">Occupational Health and Safety Specialists</a>
<a href="#">Occupational Health and Safety Technicians</a>
<a href="#">Painters, Transportation Equipment</a>
<a href="#">Police Patrol Officers</a>
<a href="#">Riggers</a>
<a href="#">Sailors and Marine Oilers</a>
MILITARY SEA LIFT COMMAND
<a href="#">Able Seaman</a>
<a href="#">Ordinary Seaman</a>
<a href="#">Third Officer</a>
<a href="#">Wiper</a>
Occupation (Federal Employer)
<a href="#">0343 - Management and Program Analysis Series</a>
<a href="#">0344 - Management and Program Clerical and Assistance Series</a>
<a href="#">4102 - Painting</a>
<a href="#">5782 - Ship Operating</a>
<a href="#">5788 - Deckhand</a>
<a href="#">7006 - Preservation Servicing</a>
<a href="#">9917 - Deck Midshipman</a>
<a href="#">9920 - Boatswain</a>
<a href="#">9923 - Boatswain's Mate</a>

**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	<a href="#">United States Coast Guard</a>	<a href="#">Able Seaman (AS)</a>	.5 to 3	
E3	<a href="#">United States Coast Guard</a>	<a href="#">Lifeboatman (LBMAN)</a>	1	
E5	<a href="#">Board of Certified Safety Professionals (BCSP)</a>	<a href="#">Certified Safety Professional (CSP)</a>	4	
E4	<a href="#">United States Coast Guard</a>	<a href="#">3rd (Third) Mate</a>	3	
E5	<a href="#">United States Coast Guard</a>	<a href="#">2nd (Second) Mate</a>	3 years + 3 <sup>rd</sup> Mate	
E6	<a href="#">United States Coast Guard</a>	<a href="#">Chief Mate</a>	3 years + 2 <sup>nd</sup> Mate	
E7	<a href="#">United States Coast Guard</a>	<a href="#">First Class Pilot</a>	4	
E6	<a href="#">United States Coast Guard</a>	<a href="#">Master of 100 GRT-Limited</a>	4	
E6	<a href="#">United States Coast Guard</a>	<a href="#">Master of 200 GRT upon Great Lakes or Inland Waters</a>	4	
E7	<a href="#">United States Coast Guard</a>	<a href="#">Master of 500-1600 GRT on Great Lakes and Inland Waters</a>	5	
E7	<a href="#">United States Coast Guard</a>	<a href="#">Master of Towing Vessels-Limited</a>	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>

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**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 (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>

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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 _____	Official Record 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](mailto:VEC@navy.mil)

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

Academic skills \_\_\_\_\_ NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_

**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 Core Continuum (LCC)	Command Delivered	CPPD	20 Hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**E6 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 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	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101	24 Hrs	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2	23 Hrs	

**RECOMMENDED COMMUNITY PME:**

<b>Course Title</b>	<b>Course Location</b>	<b>CIN/CSE ID</b>	<b>Course Length</b>	<b>Date Completed</b>
BMR		NAVEDTRA 14325		
Seaman		NAVEDTRA 14067		
BM Manual Rate Training Manual		NAVEDTRA 14343		
Military Requirements for PO3 & PO2				
Military Requirements for PO1				
<b>AMPHIBIOUS ASSAULT BOAT OPERATIONS</b> 301 Bow Hook/Stern Hook 303 Assault Boat Coxswain		NAVEDTRA 43113		
<b>LANDING CRAFT UTILITY (ACU ONLY)</b> 301 Sound-Powered (S/P) Telephone Talker 302 Sounding and Security 303 Line Handler 304 Lookout 305 Helmsman 306 Throttleman 308 Deck Equipment Operator 311 Communicator 313 Conning Petty Officer 314 Landing Craft Utility (LCU) Officer in Charge (OIC)		NAVEDTRA 43114		
<b>DECK SEAMANSHIP</b> 301 Sound Powered Telephone Talker 302 Signalman 303 Leadsman 304 Line Handler 305 Deck Rigger 306 Capstan/Brake Operator 307 Deck Petty Officer In Charge (POIC) 308 Tow Watch 309 Boat Davit Winch Checker/Operator 310 Boat Davit Captain 311 Slewing Arm Davit Operator 312 Slewing Arm Davit Captain 313 Aerial Platform Operator 314 Deck Safety Observer		NAVEDTRA 43127		
<b>FORCES AFLOAT SMALL BOAT OPERATIONS</b> 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		
<b>LHA/LHD WELL DECK OPERATIONS</b> 301 Well Deck Line/Wire Handler 302 Cargo/Shoring/Gripe Watch 303 Conflagration Station Operator 304 Monorail Operator 305 Plenum Door Operator 306 Signalman (Well Deck Control) 307 Cargo and Vehicle Traffic Control Signalman 308 Side Port Crane Operator 309 Vehicle Recovery Winch Operator 310 Vehicle Hinged Ramp Operator 311 Water Barrier Operator		NAVEDTRA 43172		

312 Well Deck Rigger 313 Line Petty Officer (Condition 1A) 314 Ramp Marshall 315 Well Deck Petty Officer In Charge				
<b>BOOMS AND CRANES</b> 301 Tag/Vang Linehandler 302 Winch Watcher 303 Rigger 304 Signalman 305 Crane Operator 306 Winch/Boom Operator 307 Rig/Hatch Captain		NAVEDTRA 43310		
<b>ANTITERRORISM COMMON CORE</b> 301 Sentry 302 Reaction Force Member 303 Reaction Force Team Leader 304 Antiterrorism Training Supervisor 306 Antiterrorism Training Team Member		NAVEDTRA 43387-2		
<b>UNDERWAY REPLENISHMENT</b> 301 Line Handler 302 UNREP Phone Talker 303 Signalman 304 UNREP Rigger 305 Winch Watcher/Checker 308 Sliding Padeye Operator 309 Rig Captain 310 Safety Officer		NAVEDTRA 43396		
<b>DECK WATCHES IN-PORT</b> 301 Anchor Watch 302 Messenger of the Watch (MOOW) 303 Petty Officer of the Watch (POOW) 304 Duty Master at Arms (DMAA) 305 Junior Officer of the Deck (JOOD) In-port 306 Officer of the Deck (OOD) In-port		NAVEDTRA 43397		
<b>LSD/LPD WELL DECK OPERATIONS</b> 301 Line Handler (Condition 1A) 302 Well Deck Phonetalker/Signalman 303 Cargo and Vehicle Traffic Control Signalman 304 Well Deck Rigger 305 Conflagration Station Operator 306 Shoring and Gripe Watch 307 Amphibian Recovery Winch Operator 308 Monorail/Bridge Crane Operator 309 Sideport Crane Operator (LPD 17 Class Only) 310 Line Petty Officer (Condition 1A) 311 Landing Craft Air-Cushion (LCAC) Ramp Marshall 312 Petty Officer in Charge (POIC) Condition 1A		NAVEDTRA 43416		
<b>SHIP'S CONTROL AND NAVIGATION</b> 301 Bridge Telephone Talker 302 Lookout 303 Lee Helmsman 304 Helmsman 305 After Steering Helmsman 306 Helm-Aft Steering Safety Officer 307 Master Helmsman 308 Boatswain's Mate of the Watch (BMOW)		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/>

**LEADING PETTY OFFICERS COLLECTION**

Title	Completed
The Caine Mutiny: A Novel by <i>Herman Wouk</i>	
The Sheriff: America's Defense of the New World Order by <i>Colin S. Gray</i>	
The Last Stand of the Tin Can Sailors: The Extraordinary World War II Story of the U.S. Navy's Finest Hour by <i>James D. Hornfischer</i>	
To the Shores of Tripoli: The Birth of the U.S. Navy and Marines by <i>A. B. C. Whipple</i>	
Victory at Yorktown: The Campaign That Won the Revolution by <i>Richard M. Ketchum</i>	
The Crisis of Islam: Holy War and Unholy Terror by <i>Bernard Lewis</i>	
The Sand Pebbles by <i>Richard McKenna</i>	
The Elephant and the Dragon: The Rise of India and China and What It Means for All of Us by <i>Robyn Meredith</i>	
Shackleton's Way: Leadership Lessons from the Great Antarctic Explorer by <i>Margot Morrell</i>	
Billy Budd and Other Stories (Penguin Classics) by <i>Herman Melville</i>	
The Tipping Point: How Little Things Can Make a Big Difference by <i>Malcolm Gladwell</i>	
American Government by <i>Robert A Heineman</i>	

**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 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) 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:**

- Awards Manual (SECNAV 1650.1(Series))
- Change in Rank, Rate or Rating MILPERSMAN 1440-010 to 1440-050
- Department of the Navy Correspondence Manual (SECNAV M-5216.5 (Series))
- 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
- Naval Performance Evaluation System BUPERSINST 1610.10 (Series)
- 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)