



BUCR - CUCM



RATING ROAD MAP

May 2012

CAREER ROADMAP

Constructionman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Seabees in the Builder rating 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 Builders?

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

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 Builder 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, Builder "A" School at Gulfport MS, 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.



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.



**BUILDER
CONSTRUCTIONMAN RECRUIT TO CONSTRUCTIONMAN APPRENTICE**

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 |
|---|-----------------|------------|---------------|----------------|
| Interservice Builder Apprentice Training | Gulfport, MS | A-710-0010 | 66 days | |
| Crew Member level, Construction Management Continuum Training | Gulfport, MS | A-710-0050 | 7 days | |
| Expeditionary Combat Skills (ECS) * (NEC 90CS) | Gulfport, MS | A-830-0030 | 26 days | |

NOTE: * ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|-------------------------------|-----------------|------------|---------------|----------------|
| Forming and Reinforcing II ** | PH, Ca – GP, Ms | A-710-0025 | 12 days | |
| Powder-Actuated Tools ** | PH, Ca – GP, Ms | A-710-0038 | 1 day | |
| Heavy Construction II ** | PH, Ca – GP, Ms | A-710-0045 | 12 days | |

NOTE: ** "F" courses are designed primarily for home-ported NMCB personnel.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

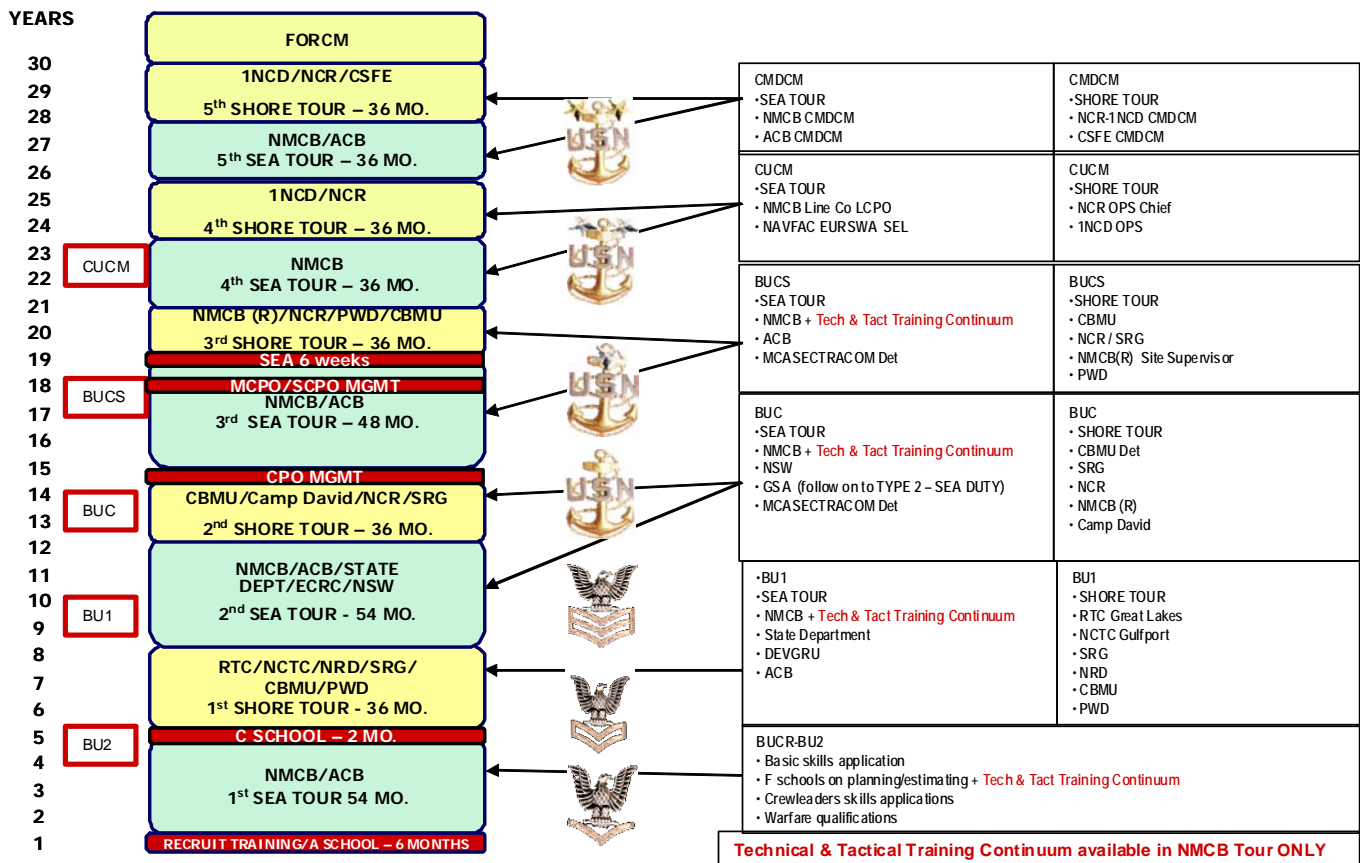
JOB DESCRIPTION

Builders make up the largest segment of the Naval Construction Force. They work as rough and finish carpenters, roofers, concrete finishers, masons, painters, bricklayers, and cabinet makers. Construction skills performed include: erecting wood, masonry, concrete, and steel structures; installing interior finish work, sheet rock, paneling, ceramic tile walls, suspended ceilings, floor coverings, millwork, and trim; operating carpentry shops, cabinet-making shops, and tool and equipment repair shops; mixing, placing, and finishing concrete to include building forms for concrete construction, operating concrete batch plants, portable concrete mixers, and other concrete finishing tools and equipment; building wharves, bridges, and other heavy timber structures; reading and interpreting blueprints and preparing sketches for projects; making estimates of material, labor, and civil engineer support equipment requirements. Combat skills performed include: Embarkation via airlift/sealift. Chemical, biological, and radiological (CBR) response including individual and unit protection and decontamination. Serve as members of disaster recovery teams (DRT) and airfield damage repair (ADR) teams. Performing camp security (e.g. guard duty, obstacle construction, observation posts, patrols for squad / platoon sized elements, convoys with various numbers of troops and CESE, and communications set up). Individuals obtain small arms qualifications, advanced first aid training, and crew served weapons qualifications.

RECOMMENDED BILLET ASSIGNMENTS

The diagram below shows a typical career path from BUCR to CUCM/FORCM, it shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

BU CAREER PATH



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 E1/E2 (9 months time in service required for advancement to E-2 and E-3)

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 _____

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

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) |
|---|--------------------|---|
| 3M 301 | | |
| 3M 302 | | |
| 3M 303 | | |
| 3M 304 | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personal Qualifications Standard | | |

| Warfare qualification programs | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|---------------------------------------|--------------------|---|
| SEABEE Combat Warfare | | |
| Expeditionary Warfare | | Only if assigned to an NECC or NSW qualifying Command. |
| Fleet Marine Forces | | Eligible if attached to a FMF Unit |

| Rate Specific/Department Qualifications (Add) | Report Date | Completion Date (If qualification is not required place N/A in this Block) |
|--|--------------------|---|
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NOTE: Use this section to record Command or Local PQS / JQR (add as needed)

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

CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Brickmasons and Blockmasons |
| Cabinetmakers and Bench Carpenters |
| Cement Masons and Concrete Finishers |
| Construction Carpenters |
| Construction Laborers |
| Construction Managers |
| Drywall and Ceiling Tile Installers |
| First-Line Supervisors/Managers of Construction Trades and Extraction Workers |
| Roofers |
| Rough Carpenters |
| Stonemasons |
| Tile and Marble Setters |

| Occupation (Federal Employer) |
|--|
| 0809 - Construction Control Technical Series |
| 0828 - Construction Analyst Series |
| 3602 - Cement Finishing |
| 3603 - Masonry |
| 3604 - Tile Setting |
| 3605 - Plastering |
| 3606 - Roofing |
| 3610 - Insulating |
| 4102 - Painting |
| 4604 - Wood Working |
| 4605 - Wood Crafting |
| 4607 - Carpentry |
| 4717 - Boat Building and Repairing |
| 5220 - Shipwright |
| 9921 - Carpenter |
| 9922 - Carpenter-Maintenance |

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

| Target paygrade | Certifying Agency Web Site | Credential Title | Years Experience Required | Comp. date |
|-----------------|---|--|---------------------------|------------|
| E4 | American Concrete Institute International | ACI - Concrete Field Testing Technician - Grade I | 0 | |
| E6 | International Code Council (ICC) | Building Plans Examiner | 0 | |
| E6 | International Code Council (ICC) | Certified Structural Masonry Special Inspector | 0 | |
| E6 | International Code Council (ICC) | Commercial Building Inspector | 0 | |
| E3 | American Concrete Institute International | Concrete Flatwork Finisher & Technician (CFFT) | 1 | |
| E3 | American Board for Certification in Homeland Security (ABCHS) | Certified in Disaster Preparedness (CDP-I) | 1 - 5 | |
| E4 | American Board for Certification in Homeland Security (ABCHS) | Certified in Homeland Security Level I (CHS-I) | 2 | |
| E4 | American Board for Certification in Homeland Security (ABCHS) | Certified in Homeland Security Level II (CHS-II) | Level I Prereq | |
| E4 | American Board for Certification in Homeland Security (ABCHS) | Certified in Homeland Security Level III (CHS-III) | Level II Prereq | |

| | | | | |
|----|---|--|------------------|--|
| E5 | American Board for Certification in Homeland Security (ABCHS) | Certified in Homeland Security Level IV (CHS-IV) | Level III Prereq | |
| E5 | American Board for Certification in Homeland Security (ABCHS) | Certified in Homeland Security Level V (CHS-V) | Level IV Prereq | |
| E5 | American Concrete Institute International | ACI Concrete Construction Special Inspector | 3 | |
| E7 | Construction Management Certification Institute (CMCI) | Certified Construction Manager (CCM) | 8 | |

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 |
|-----------------------------|------------|
| Carpenter (Combat Engineer) | |
| Carpenter (Construction) | |
| Cement Mason (Construction) | |

Visit USMAP <https://usmap.cnet.navy.mil/usmapss/static/usmap.jsp> for additional information

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>

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

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

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

E1/E2 REQUIRED NAVY PME:

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

E1/E2 REQUIRED COMMUNITY PME:

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

E1/E2 RECOMMENDED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------------|------------------------------|----------------|----------------|
| Introductory Enlisted Professional Military Education (IEPME) | NKO | Military DON/ PME | 20 Hours Total | |
| Block 1 Introductory EPME - Introduction | NKO | IEPME-INTRO-B1 | | |
| Block 2 Introductory EPME - History and Traditions | NKO | IEPME-INTRO-B2 | | |
| Block 3 Introductory EPME - Enlisted Professionalism | NKO | IEPME-INTRO-B3 | | |
| Block 4 Introductory EPME - Policy and the Navy | NKO | IEPME-INTRO-B4 | | |
| Block 5 Introductory EPME - Planning for Operations | NKO | IEPME-INTRO-B5 | | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | NKO | IEPME-INTRO-B6 | | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | NKO | IEPME-INTRO-B7 | | |
| Block 8 Introductory EPME - Conclusion | NKO | IEPME-INTRO-B8 | | |
| Cultural Awareness | NKO or College Course | Foreign Language and Culture | 45 hrs | |
| Peterson's Online Academic Skills Course | | | | |
| Verbal | NKO | | | |
| Math | NKO | | | |
| Navy 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://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 | | |
| Naval Reserve Center Commanding Officer Officer In Charge | NKO | CNRFC-COOIC-1.0 /DoN | | |
| Guidance for Mobilization | NKO | CNRFC-GMB-1.1 /DoN | | |
| Military Sealift Command 101 | NKO | CNRFC-MS101 /DoN 1.1 | | |
| Non-Prior Service Accession Program | NKO | CNRFC-NPSAP-2 /DoN 0 | | |

RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | Catalog Item Code / Catalog Item Group | Course Length | Date Completed |
|--|-----------------|--|---------------|----------------|
| 3M 301 Maintenance Person NG for NECC | NKO | CSS-3MMP-NECC-1.1 | | |
| Builder Basic* | NRTC | NAVEDTRA 14043A | | |
| Builder Advanced* | NRTC | NAVEDTRA 14045A | | |
| Seabee Combat Handbook, Volume 1* | NRTC | NAVEDTRA 14234 | | |
| Seabee Combat Handbook, Volume 2* | NRTC | NAVEDTRA 14235 | | |
| CENSECFOR Operator Training – Mossberg 500A1 Shotgun | NKO | CSF-M500-010-2.0 | | |
| CENSECFOR Operator Training – M-16A3/M4A1 | NKO | CSF-M16-010-1.0 | | |
| CENSECFOR Operator Training – M9 Service Pistol | NKO | CSF-M9-020 | | |
| Tools and Their Uses* | NRTC | NAVEDTRA 14256 | | |
| Blueprint Reading and Sketching* | NRTC | NAVEDTRA 14040 | | |
| Military Requirements, Basic (BMR)* | NRTC | NAVEDTRA 14325 | | |
| Basic Machines* | NRTC | NAVEDTRA 14037 | | |

*You typically have 12 months to complete a NRTC via Navy Advancement website, after 12 months if you have not completed the course you will be disenrolled.

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> | |

RECOMMENDED COMMUNITY READING

| Title | Completed |
|--|-----------|
| The Seabees and Your Sons, William Lewis | |
| From Omaha to Okinawa: The Story of the Seabees, by William Bradford Huie | |
| Seabees at Port Hueneme, by Gina Nichols | |
| Seabees at Gulfport, by Gina Nichols | |
| The Seabees Speak – Interviews with the Can Do veterans of Word War II, by Sharon Tolisano | |
| CAN DO!: The Story of the Seabees, by William Bradford Huie | |
| Construction Battalion Battle Skills Guide, Books 1 - 4 | |
| 29CFR Part 1926, Safety and Health Regulations for Construction | |
| FM 3-22.68, Crew Served Machine Guns | |
| The King Bee, A Biography of Admiral Ben Moreel founder of the U.S. NAVY SEABEES, by Capt. A.N. Olsen CEC, USN (ret) | |
| US Navy Seabees: Since Pearl Harbor, by Jay Kimmel | |
| Davisville and the Seabees, by Walter K. Schroder and Gloria A. Emma | |
| Seabee Magazine (Quarterly) | |

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 3500.39C
- Construction Battalion Battle Skills Guide, P-1160, Book 1
- Construction Battalion Battle Skills Guide, P-1161, Book 2
- Construction Battalion Battle Skills Guide, P-1162, Book 3
- Construction Battalion Battle Skills Guide, P-1163, Book 4