



GUNNER'S MATE RATING ROADMAP

March 2012

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Gunner's Mate 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 Gunner's Mate?

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

What is the Enlisted Learning and Development Continuum?

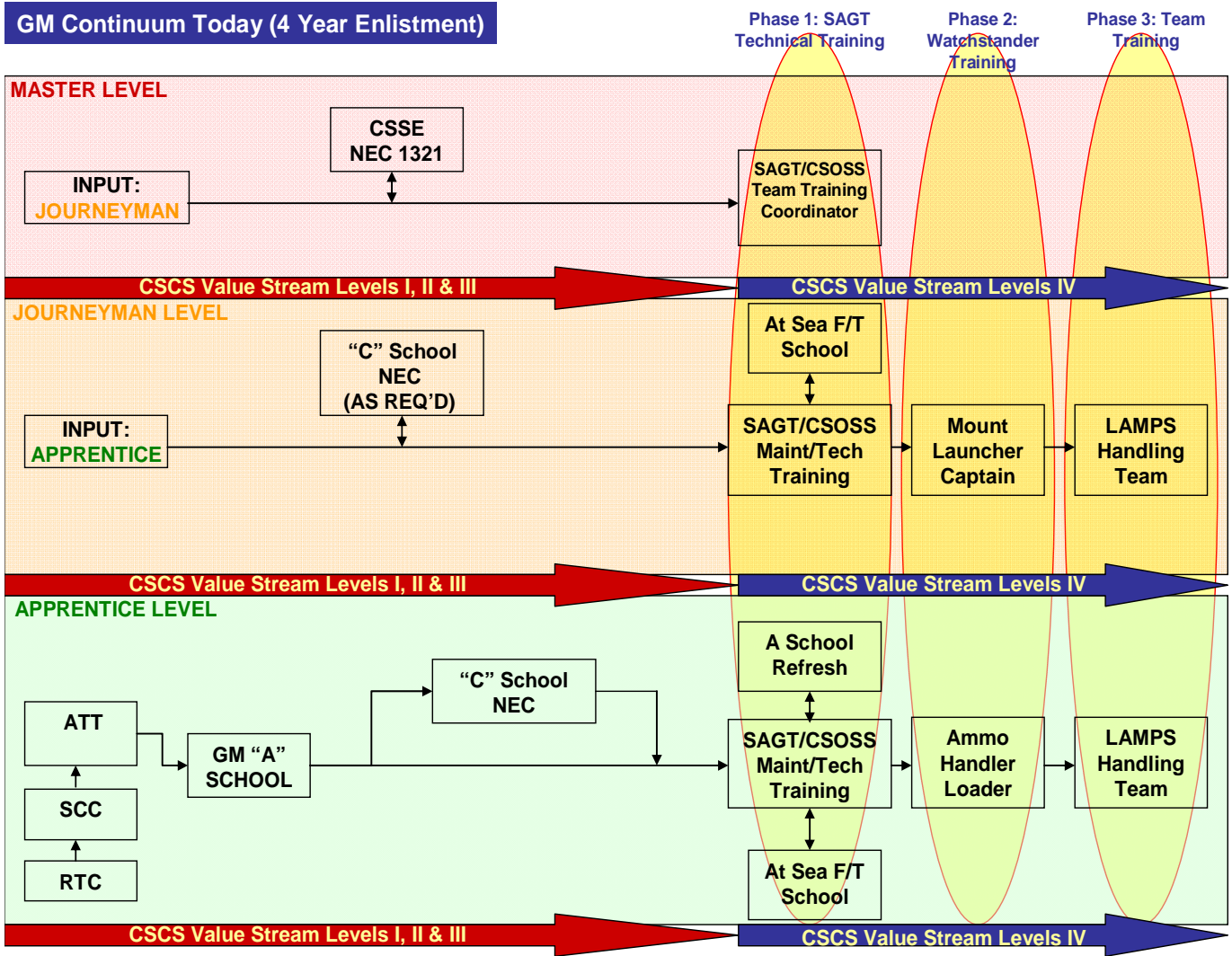
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional 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 Gunner's Mate 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, Gunner's Mate "A" School at Great Lakes, Illinois, 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.

GM Continuum Today (4 Year Enlistment)





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.



GUNNER'S MATE THIRD CLASS (Apprentice/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
Gunner's Mate "A" School	Great Lakes, IL	A-041-0010		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Magazine Sprinkler System Operation and Maintenance	Norfolk, San Diego	K-041-2048		
Crew Served Weapons Operations and Maintenance	Norfolk, San Diego	A-041-0013		
LAMPS Aviation Ordnance Handling	Various	K-050-2131		
Mk 32 SVTT Operation and Maintenance	Various	J-123-0568		
Weapons System HP Air Compressor	Philadelphia, PA	A-652-0025		
Explosive/Ammunition Driver	Port Hueneme, CA; Gulfport, MS	S-710-0970		
Machine Gun Crew Training M-2 .50 Caliber	Port Hueneme, CA; Gulfport, MS	S-710-0957		
25mm Machine Gun System Mk 38 Mod 2 O&M	Norfolk, VA; San Diego, CA	A-041-0003		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Mk 41 VLS Ops & Maint Core Course	San Diego/VA Beach	A-121-0522		
Mk 41 VLS Baseline V/VII	San Diego/VA Beach	A-121-0580		
Mk 45 Mod 1 & 2 O & M	San Diego/VA Beach	A-113-1118		
Mk 45 Mod 4 O & M	San Diego, CA	A-113-2102		
Mk 75 O & M	Virginia Beach, VA	A-113-0040		

JOB DESCRIPTION

Handles, stows, transfers, loads, and offloads explosive ordnance; maintains and repairs magazines and magazine sprinkler systems; issues, maintains and repairs small arms; operates weapons delivery systems and ordnance handling equipment; inspects and services mechanical and hydraulic equipment; maintains hydraulic pipes, fittings, and pressure gauges; tests for short circuits, ground, and continuity of interconnecting cables and wiring between components of electrical and electronic equipment; follows schematic diagrams and hydraulic system blueprints; installs mechanical alignment hardware; completes maintenance data forms; conducts supply inventories; applies actions and resources required to prevent or mitigate hostile actions against Department of Defense personnel, property, resources, facilities, and critical information.

RECOMMENDED BILLET ASSIGNMENTS:

Work as ordnance equipment maintenance person and ordnance handling team members aboard ships or at shore establishments.

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 E4 (1 year time in service required to be eligible for advancement to E-5)

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://wwwa.nko.navy.mil/portal/careermanagement/home/careermanagementcalendar>

RECORD REVIEW CHECK LIST

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

a) **BUPERS Online** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your;

1) **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.

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		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
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		
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 Gunner’s Mate Rating. For more information about these occupations, visit NAVY COOL at <https://www.cool.navy.mil>.

Occupation (Civilian Employer)
Electronics Engineering Technicians
Electronics Engineers, Except Computer
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors/Managers of Mechanics, Installers, and Repairers
First-Line Supervisors/Managers of Office and Administrative Support Workers
Helpers - Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Procurement Clerks
Production, Planning, and Expediting Clerks
Storage and Distribution Managers
Training and Development Managers

Occupation (Federal Employer)

0856 - Electronics Technical Series
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
4749 - Maintenance Mechanic
6511 - Missile/Toxic Materials Handling
6610 - Small Arms Repairing
6641 - Ordnance Equipment Mechanic
6656 - Special Weapons Systems Mechanic
8255 - Pneudraulic Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency Web Site	Credential Title	Years Experience Required	Comp. date
E5	Anti Terrorism Accreditation Board (ATAB)	Certified Anti-terrorism Specialist - Physical Security Manager (CAS-PSM)	0	
E4	American Board for Certification in Homeland Security (ABCCHS)	Certified in Homeland Security Level I (CHS-I)	2	
E4	American Board for Certification in Homeland Security (ABCCHS)	Certified in Homeland Security Level II (CHS-II)	Level I Prereq	
E4	American Board for Certification in Homeland Security (ABCCHS)	Certified in Homeland Security Level III (CHS-III)	Level II Prereq	
E5	American Board for Certification in Homeland Security (ABCCHS)	Certified in Homeland Security Level IV (CHS-IV)	Level III Prereq	
E5	American Board for Certification in Homeland Security (ABCCHS)	Certified in Homeland Security Level V (CHS-V)	Level IV Prereq	
E4	American Society for Quality (ASQ)	Quality Inspector Certification (CQI)	2	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	4	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	4	
E5	Materials Handling and Management Society (MHMS)	Certified Associate in Materials Handling (CAMH)	4	
E6	Anti Terrorism Accreditation Board (ATAB)	Certified Anti Terrorism Specialist (CAS)	5	
E7	American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMO/OE)	8	
E7	Anti Terrorism Accreditation Board (ATAB)	Certified Master Anti-terrorism Specialist (CMAS)	Trainers with experience in managing operations and conducting training.	

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
Electronics Mechanic	
Electronics Mechanic (Any Industry)	
Ordnance Artificer (Government Service)	
Electronics Tester	

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

PROFESSIONAL MILITARY EDUCATION

(Resident and non-resident coursework designed to enhance a Sailor’s general military professional knowledge and abilities)

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment VISIT YOUR NAVY COLLEGE OFFICE 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 _____

E4 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 / US DON	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0 / DON	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Petty Officer Second Class Selectee Leadership Course- Phase One	Command Delivered	CPPD	20 Hours	
Petty Officer Second Class Selectee Leadership Course- Phase Two	Command Delivered	CPPD	20 Hours	
Leadership Core Continuum (LCC)	Command Delivered	CPPD	20 Hours	
Alcohol Aware	Command Delivered	S-501-0160	4 Hours	
PREVENT	Command Delivered	S-501-0150	24 Hours	

E4 REQUIRED COMMUNITY PME:

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

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	20 Hours Total	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1		
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2		
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3		
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4		
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5		
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6		
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7		
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8		
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hrs	
Eng 101	College Course		45 hrs	
Eng Reading	College Course		45 hrs	
Eng Writing	College Course		45 hrs	
Math	College Course		45 hrs	
Speech	College Course		45 hrs	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0	10 hours	
ORM All Navy Fundamentals	NKO	CPD-GMT07-011	1 hour	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
College/Certification Testing Programs Reviews	NKO			
Lean Six Sigma White Belt Course	NKO	NETC-LSSWB-1.0	3 hours	

Courses With Recommended Reserve Points:

Click this link for an Excel file of all Navy E-Learning courses offering "RECOMMENDED" reserve points. **NOTE:**

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNRF N7.

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

https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-C-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-C-MSC101 /DoN 1.1	24 HRS	
Non-Prior Service Accession Program	NKO	CNRF-C-NPSAP-2 /DoN 0	23 HRS	

RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Mk 38 Mod 2 Machine Gun	PQS	NAVEDTRA 43188/301		
Cargo Weapons Elevators	PQS	NAVEDTRA 43108-F/302		
Cargo Weapons Elevators	PQS	NAVEDTRA 43108-F/303		
Cargo Weapons Elevators	PQS	NAVEDTRA 43108-F/304		
5"/.54 Cal Gun Mount Mk 45 Mods 1 & 2	PQS	NAVEDTRA 43168-D/305		
5"/.62 Cal Gun Mount Mk 45 Mod 4	PQS	NAVEDTRA 43168-1/305		
76mm/62 Cal Gun Mount Mk 75	PQS	NAVEDTRA 43187-C/302		
Conventional Weapons Explosive Handling and Stowage		NAVEDTRA 43202-C/302		
Conventional Weapons Explosive Handling and Stowage		NAVEDTRA 43202-C/303		
Maintenance and Material Management System		NAVEDTRA 43241-H/302		
Surface Vessel Torpedo Tubes Mk 32	PQS	NAVEDTRA 43342-D/302		
Force Protection Afloat	PQS	NAVEDTRA 43387-2D/307		
Mk 41 Vertical Launching System (VLS)	PQS	NAVEDTRA 43424-E/304		
Mk 41 Vertical Launching System (VLS)	PQS	NAVEDTRA 43424-E/308		
Security Force Weapons	PQS	NAVEDTRA 43466-C/312		
Security Force Weapons	PQS	NAVEDTRA 43466-C/313		
Security Force Weapons	PQS	NAVEDTRA 43466-C/314		
Security Force Weapons	PQS	NAVEDTRA 43466-C/315		
Security Force Weapons	PQS	NAVEDTRA 43466-C/316		
Security Force Weapons	PQS	NAVEDTRA 43466-C/317		
Security Force Weapons	PQS	NAVEDTRA 43466-C/318		
Security Force Weapons	PQS	NAVEDTRA 43466-C/322		
Security Force Weapons	PQS	NAVEDTRA 43466-C/323		
Security Force Weapons	PQS	NAVEDTRA 43466-C/324		
Combat Systems Operational Sequencing System (CSOSS)		NAVEDTRA 43511-C/301		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/302		

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
Admiral John H. Towers – The Struggle for Naval Air Supremacy, Reynolds	
Authors at Sea, Shenk	
Decision and Dissent with Halsey at Leyte Gulf, Solberg	
Run Silent/Run Deep, Beach	
The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway, Lundstrom	
The United States Sailors: A History, Simmons	
Victory at Sea – World War II in the Pacific, Dunnigan	
NAVSEA 0975-LP-005-7010, Torpedo Handling System	
NAVSEA OP 3565 Vol 2, Hazards of Electromagnetic Radiation to Ordnance	
NAVSEA OP 4 Ammunition and Explosives Safety Afloat	
NAVSEA OP 5 Ammunition and Explosives Safety Ashore	
NAVSEA S9086-XG-STM-010 Ch 700. Shipboard Ammunition Handling	
NAVSEA S9522-AA-HBK-010 Magazine Sprinkler Systems	
NAVSEA SW010-AD-GTP-010 Small Arms and Special Warfare Ammunition	
NAVSEA S6340-AA-MMA-010, Technical Manual for Otto Fuel II	
NAVSEA SW030-AA-MMO-010, Gun Ammunition	
NAVSEA SW050-AB-MMA-020, Pyrotechnic Screening, Marking and Countermeasure Devices	
NAVSEA SW323-F2-MMO-020, 5-Inch 54-Caliber Gun Mount Mark 45 Mod 2	
NAVSEA SW323-G4-MMO-010, Gun Mount, 5"/54 Caliber, Mk 45 Mod 4	
NAVSEA SW394-AF-SUP-010, Vertical Launching System Mk 41 Mods 0/1/2/7/15 Capabilities	
NAVSEA SW515-A0-PRO-020, Lightweight Torpedo Firing Craft Procedures	

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)