



# 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?**

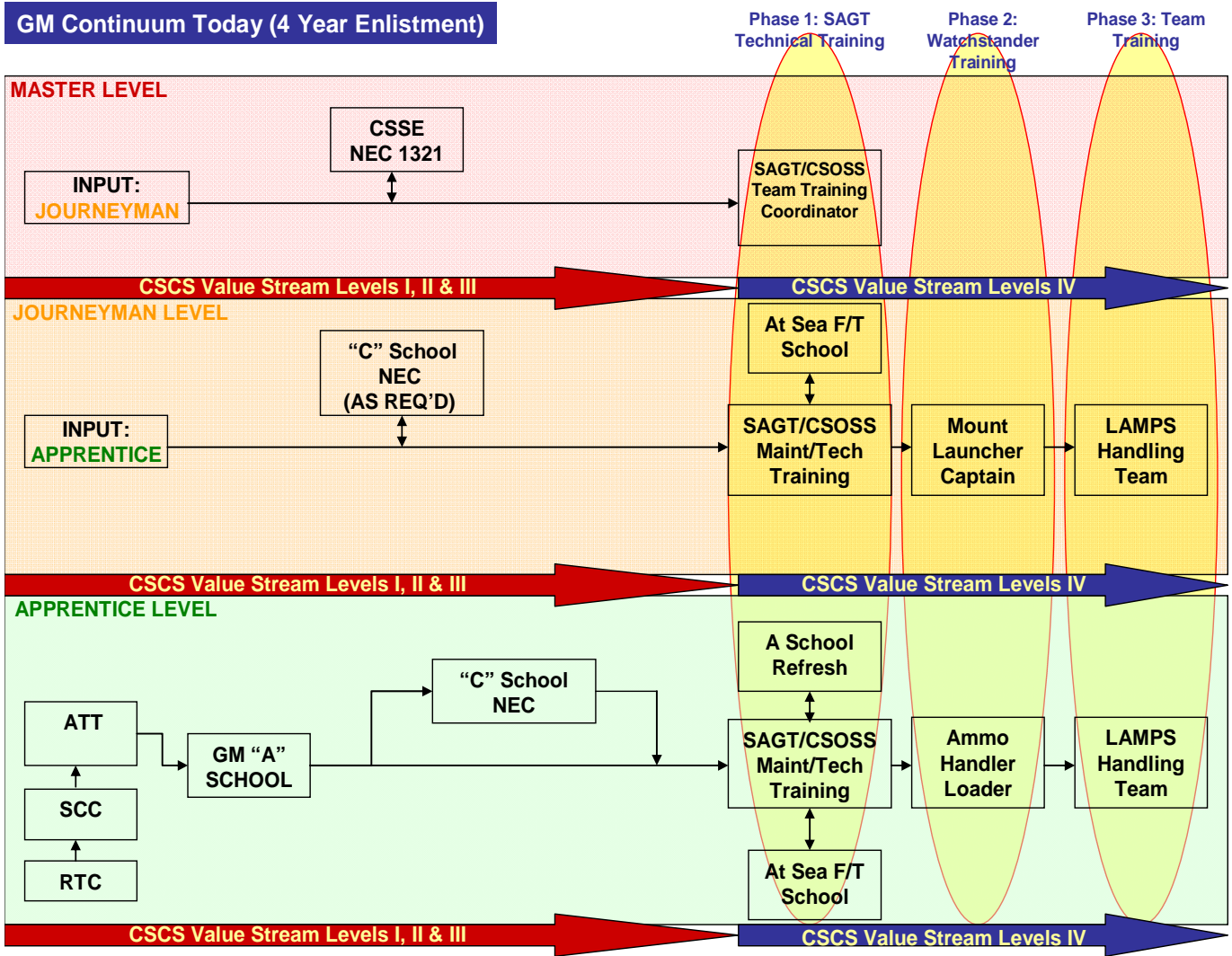
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional 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 CHIEF PETTY OFFICER

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		

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

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Mk 41 VLS Ops & Maint Core Corse	San Diego/VA Beach	A-121-0522		
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

Monitors and manages maintenance of electrical, electronic, mechanical, hydraulic, and pneumatic systems; manages and coordinates ordnance handling evolutions; supervises training programs and administers qualification/certification programs; analyzes discrepancy trends and determines corrective action; prepares quarterly maintenance schedules; conducts inventories; supervises shipboard environmental pollution control programs; administers inspections to ensure quality control; counsels individuals; develops procedures for, briefs, executes, and debriefs gun, missile, and torpedo exercises, on loads and offloads; manages force protection and physical security measures that protect Department of Defense personnel, property, resources, facilities, and critical information.

#### RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance managers and safety supervisors aboard ships or at shore establishments. Act as divisional Leading Chief Petty Officers.

Other Opportunities:      Joint Assignments              GWOT Support Assignments  
    Recruiter                                      Instructor  
    RDC    DAPA  
    CAAC    Career Counselor

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Command Master Chief: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E-8)

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

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

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):

Medical Enlisted Commissioning Program (MECP) \_\_\_\_\_ Officer Candidate School \_\_\_\_\_

Limited Duty Officer \_\_\_\_\_ Chief Warrant 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

Transfer \_\_\_\_\_ Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

## SELECTION BOARD CHECK LIST FOR CPO PROMOTION TO SCPO

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 E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 235 / SELRES =205 / FTS = 206)

(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.



**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 303		
3M 304		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
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)
<a href="#">Electronics Engineering Technicians</a>
<a href="#">Electronics Engineers, Except Computer</a>
<a href="#">Explosives Workers, Ordnance Handling Experts, and Blasters</a>
<a href="#">First-Line Supervisors/Managers of Mechanics, Installers, and Repairers</a>
<a href="#">First-Line Supervisors/Managers of Office and Administrative Support Workers</a>
<a href="#">Helpers - Installation, Maintenance, and Repair Workers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Procurement Clerks</a>
<a href="#">Production, Planning, and Expediting Clerks</a>
<a href="#">Storage and Distribution Managers</a>
<a href="#">Training and Development Managers</a>

**Occupation (Federal Employer)**

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

**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	<a href="#">Anti Terrorism Accreditation Board (ATAB)</a>	<a href="#">Certified Anti-terrorism Specialist - Physical Security Manager (CAS-PSM)</a>	0	
E4	<a href="#">American Board for Certification in Homeland Security (ABCCHS)</a>	<a href="#">Certified in Homeland Security Level I (CHS-I)</a>	2	
E4	<a href="#">American Board for Certification in Homeland Security (ABCCHS)</a>	<a href="#">Certified in Homeland Security Level II (CHS-II)</a>	Level I Prereq	
E4	<a href="#">American Board for Certification in Homeland Security (ABCCHS)</a>	<a href="#">Certified in Homeland Security Level III (CHS-III)</a>	Level II Prereq	
E5	<a href="#">American Board for Certification in Homeland Security (ABCCHS)</a>	<a href="#">Certified in Homeland Security Level IV (CHS-IV)</a>	Level III Prereq	
E5	<a href="#">American Board for Certification in Homeland Security (ABCCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	Level IV Prereq	
E4	<a href="#">American Society for Quality (ASQ)</a>	<a href="#">Quality Inspector Certification (CQI)</a>	2	
E5	<a href="#">American Society for Quality (ASQ)</a>	<a href="#">Certified Quality Technician (CQT)</a>	4	
E5	<a href="#">Board of Certified Safety Professionals (BCSP)</a>	<a href="#">Certified Safety Professional (CSP)</a>	4	
E5	<a href="#">Materials Handling and Management Society (MHMS)</a>	<a href="#">Certified Associate in Materials Handling (CAMH)</a>	4	
E6	<a href="#">Anti Terrorism Accreditation Board (ATAB)</a>	<a href="#">Certified Anti Terrorism Specialist (CAS)</a>	5	
E7	<a href="#">American Society for Quality (ASQ)</a>	<a href="#">Certified Manager of Quality/Organizational Excellence (CMO/OE)</a>	8	
E7	<a href="#">Anti Terrorism Accreditation Board (ATAB)</a>	<a href="#">Certified Master Anti-terrorism Specialist (CMAS)</a>	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
<a href="#">Electronics Mechanic</a>	
<a href="#">Electronics Mechanic (Any Industry)</a>	
<a href="#">Ordnance Artificer (Government Service)</a>	
<a href="#">Electronics Tester</a>	

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

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**STAY NAVY**

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_

Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_ Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

**TRANSFER:**15 Months                      12 Months                      9 Months                      6 Months                      Orders Received

Exception Family Member \_\_\_\_\_ EFM \_\_\_\_\_ CMS/ID \_\_\_\_\_ Accept Orders \_\_\_\_\_ Screening \_\_\_\_\_

CMS/ID \_\_\_\_\_ CMS/ID \_\_\_\_\_ Reverse Sponsor \_\_\_\_\_ Obligate \_\_\_\_\_

Continuous Overseas Tours (COT) \_\_\_\_\_ Relocation (FFSC) \_\_\_\_\_ Bonus \_\_\_\_\_

Overseas Tour Extension Incentive Program (OTEIP) \_\_\_\_\_ Medical/Dental \_\_\_\_\_

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

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**SEPARATING/RETIRE**18 -12 months                      6 months                      90 days                      30 days

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)**

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_

**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Required General Military Training (GMT)	Command Delivered			
DON/DOD Information Assurance Training	NKO	DOD-IAA-V5.0	1 Hour	
Trafficking in Persons Basic Awareness Training	NKO	jkddc-tip-1 US	4 Hours	
ATFP Level I Awareness for Service Members (CONUS)	NKO	CANSF-ATFP-CONUS-1.0	1 Hour	
ATFP Level I Awareness Training for Overseas Service Member (OCONUS)	NKO	CANSF-ATFP-OCONUS-1	1 Hour	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	16 Hours	
Chief Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

**CPO REQUIRED COMMUNITY PME:**

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

**CPO RECOMMENDED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	20 Hours	
Primary Professional Military Education (Enlisted) Block 1 - Introduction	NKO	PPME-SENL-B1.v2		
Primary Professional Military Education (Enlisted) Block 2 - The Culture of the Navy	NKO	PPME-SENL-B2.v2		
Primary Professional Military Education (Enlisted) Block 3 - Governance of the Navy	NKO	PPME-SENL-B3.v2		
Primary Professional Military Education (Enlisted) Block 4 - How the Navy Thinks About War	NKO	PPME-SENL-B4.v2		
Primary Professional Military Education (Enlisted) Block 5 - How the Navy Plans its Operations	NKO	PPME-SENL-B5.v2		
Primary Professional Military Education (Enlisted) Block 6 - Technology in the Maritime Domain	NKO	PPME-SENL-B6.v2		
Primary Professional Military Education (Enlisted) Block 7 - PME Conclusion	NKO	PPME-SENL-B7.v2		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Senior Enlisted Leadership Development Guide Culture	NKO			
	NKO or College Course	Foreign Language and Culture	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 CNFR 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 CNFR N7.**  
[https://file-lms-cont01.nko.navy.mil/training/Courses\\_With\\_Recommended\\_Reserve\\_Points.xls](https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls)

**RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

**RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Maintenance and Material Management (3-M)		NAVEDTRA 43241-H		
Force Protection Afloat		NAVEDTRA 43387-2D		
Combat Systems Operational Sequencing System (CSOSS)		NAVEDTRA 43511-C		

**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/>

**DIVISION LEADERS COLLECTION**

Title	Completed
Two Souls Indivisible: The Friendship That Saved Two POWs in Vietnam <i>by James S. Hirsch</i>	
The Good Shepherd <i>by C. S. Forester</i>	
Six Frigates: The Epic History of the Founding of the U.S. Navy <i>by Ian W. Toll</i>	
The Golden Thirteen: Recollections of the First Black Naval Officers <i>by Paul Stillwell</i>	
Shield and Sword: The United States Navy and the Persian Gulf War <i>by Edward J. Marolda</i>	
The Savage Wars of Peace: Small Wars and the Rise of American Power <i>by Max Boot</i>	
On the Origins of War: And the Preservation of Peace <i>by Donald Kagan</i>	
Forgotten Continent: The Battle for Latin America's Soul <i>by Michael Reid</i>	
The World Is Flat: A Brief History of the Twenty-first Century <i>by Thomas L. Friedman</i>	
Longitude: The True Story of a Lone Genius Who Solved the Greatest Scientific Problem of His Time <i>by Dava Sobel</i>	
Freakonomics: A Rogue Economist Explores the Hidden Side of Everything <i>by Dava Sobel</i>	
The Innovator's Dilemma: The Revolutionary Book that Will Change the Way You Do Business <i>by Clayton M. Christensen</i>	

**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	

## **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:**

- 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)