



INTERIOR COMMUNICATION ELECTRICIAN



RATING ROADMAP

January 2012

CAREER ROADMAP

Fireman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Interior Communication Electrician 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 Interior Communication Electrician

Interior Communications Electrician roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from **Interior Communication Electrician** Fireman Recruit through **Electrician's Mate** Master Chief. The principal focus is to standardize a program Navywide by featuring the existing skills of **an Interior Communication Electrician** necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent **Interior Communication Electrician**

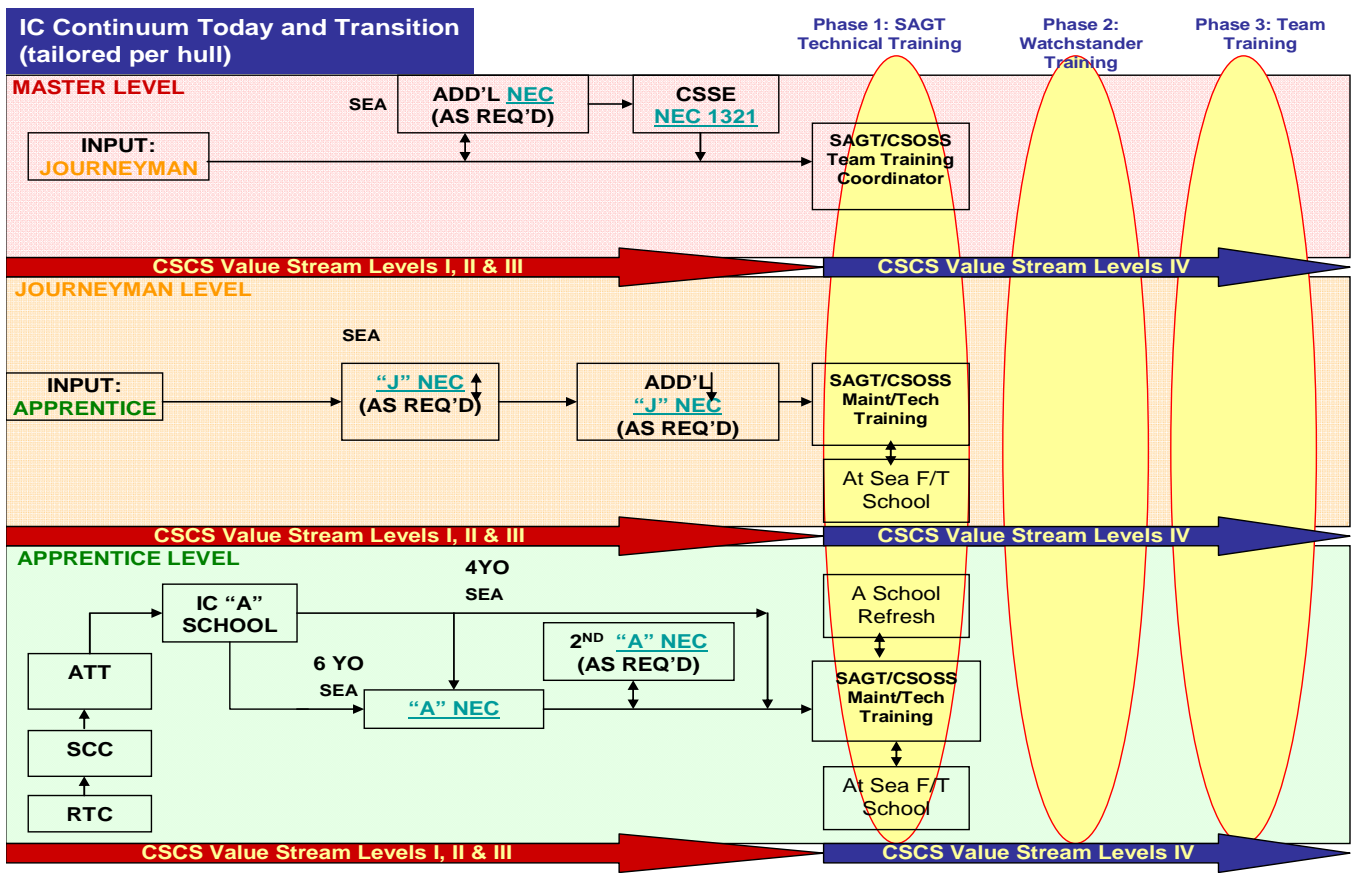
What is the Enlisted Learning and Development Continuum?

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 **Interior Communication Electrician** 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, **Interior Communication Electrician "A" School** at Great Lakes Training Center, 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.



**Electrician's Mate MASTER CHIEF
(Public Affairs/Visual Information Master)**

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
Surface Common Core	Great Lakes IL	A-500-0022		
IC Apprentice Technical Training	Great Lakes IL	A-100-0103		
Interior Communications Electrician	Great Lakes IL	CSCS-ICA-IC00		

RECOMMENDED SKILL TRAINING

			Course Length	Date Completed
NEETS Module 01	NKO	NAVEDTRA 14173		
NEETS Module 02	NKO	NAVEDTRA 14174		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
IC-4703 FFG-7 Class Interior Communication Subsystem Technician		A-623-0099		
IC-4708 Automated Electrolytic Oxygen Generator (AEOG) Maintenance Technician		A-623-0008		
IC-4709 Mission Briefing System AN/SXQ-8 Maintenance Technician		J-150-0989		
IC-4712 Integrated Voice Communications Technician		A-623-0101		
IC-4713 MarCom Integrated Voice Communication System IVCS		A-623-0022		
IC-4720 MK27 Gyrocompass Maintenance		K-670-2152		
IC-4727 WSN-2 Stabilized Gyrocompass Technician		A-670-0048		
IC-4738 AN/USQ-82 (V) Data Multiplex System Technician		A-670-0053		
IC-4739 Gigabit Ethernet Data Multiplex System (GEDMS) Interior Communications Electrician		A-102-0256		
IC-4740 Advanced Intergrated Voice Communications Network (IVCN) Maintenance Technician		A-623-0014		
IC-4741 Basic Integrated Voice Communication Network (IVCN) Maintenance Technician		A-623-0017		
IC-4743 Integrated Launch and Recovery Television Surveillance (ILARTS) System Maintenance Technician		A-191-0011		

IC-4746 Closed Circuit TV Technician		A-191-0010		
IC-4747 Broadcast Engineering Technician		S-198-0053		
IC-4752 Electronic Oxygen Generator (Model 6L16) Electrical Technician		A-623-0039		
IC-4755 LSD-41 Console Maintenance		A-623-0112		
IC-4757 ARS 50 Console Maintenance		A-623-0129		
IC-4758 Stabilized Globe Slope Indicator System Maintenance		A-623-0112		
IC-4775/4777 Plotting System Technician		C-670-2013		
IC-4775 MK 9 MOD 4 DRAI/MK 6 MOD 4B DRT Technician		J-623-0028		
IC-4777 Integrated Navigation and Tactical Plotting System (INTPS) Maintenance		A-623-2751		
IC-4778 Fiber Optic Data Multiplex System (FODMS)		A-670-0065		
IC-4779 Vertical Short Take-off and Landing Optical Lens System (VSTOL OLS)		A-670-0074		
IC-4782 Standards Maintenance and Repair Technician		A-670-0058		
IC-4783 MHC-51CL Console Maintenance		A-651-0123		
IC-4784 MCM-ICL Console Maintenance		A-623-0010		
IC-4787 Improved Fresnel Lens Optical Landing System (IFLOLS) Maintenance Technician		C-670-2011		

JOB DESCRIPTION

- Perform and coordinate organizational and intermediate maintenance on alarm warning and indicating systems, interior communications, ship's speed and steering control systems, power generation and distribution, data conversion and distribution systems, aviation monitoring and landing aids, information training and entertainment systems, gyroscopic navigation and environmental systems.
- Interpret and analyze ships blue prints and system interface diagrams;
- Make detailed electrical, electronic, fiber optic, hydraulic, mechanical, synchro and servo systems casualty analyses;
- Inspect, test analyze, and direct repair of electric, electronic, fiber optic, hydraulic, mechanical, synchro and servo systems;

RECOMMENDED BILLET ASSIGNMENTS

Work as an interior communication electronic technician conducting maintenance, troubleshooting and repair of interior communication equipment for afloat commands

Other opportunities: Command Master Chief
RDC
Instructor/Facilitator
3-M Coordinator
CMEO/EOA
DAPA
CACO
Detailer
Joint Assignments
GWOT Support Assignments

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: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____

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 _____

Correspondence Courses _____ Catalog of Courses _____

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) _____ 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://www.nko.navy.mil/portal/careermanagement/home/careermanagementcalendar>

CERTIFICATIONS

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

Occupation (Civilian Employer)
Audio and Video Equipment Technicians
Compliance Officers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical Engineers
Electricians
Electronic Home Entertainment Equipment Installers and Repairers
First-Line Supervisors of Construction Trades and Extraction Workers
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Office and Administrative Support Workers
General and Operations Managers
Mathematical Technicians
Radio, Cellular, and Tower Equipment Installers and Repairers
Security and Fire Alarm Systems Installers
Telecommunications Equipment Installers and Repairers, Except Line Installers
Telephone Operators
Training and Development Specialists

Occupation (Federal Employer)
0382 - Telephone Operating Series
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
1084 - Visual Information Series
1361 - Navigational Information Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
3725 - Battery Repairing
9944 - Electronics Technician

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

Target paygrade	Certifying Agency Web Site	Credential Title	Years Experience Required	Comp. date
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	0	
E3	Electronics Technicians Association, International (ETA-I)	Audio-Video Distribution (AVD)	0.5	
E3	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	0.5	
E5	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	<2	
E4	Electronics Technicians Association, International (ETA-I)	Certified Alarm-Security Technician (CAST)	2	
E4	Electronics Technicians Association,	Telecommunications Electronics	2	

	International (ETA-I)	Technician - Journeyman (TCM)		
E4	Electronics Technicians Association, International (ETA-I)	Wireless Communications Electronics Technician - Journeyman (WCM)	2	
E6	Electronics Technicians Association, International (ETA-I)	Senior Certified Electronics Technician (CETsr)	6	

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
Electrician	
Electrician (Construction)	
Electronics Mechanic	
Electronics Mechanic (Any Industry)	
Optical-Instrument Assembler (Optical Goods)	
Maintenance Mechanic, Telephone (Any Industry)	
Television And Radio Repairer (Any Industry)	
Electronics Tester	
Electrical Equipment Repairperson (Magneto Repairer)	
Electrician, Maintenance (Any Industry)	
Station Installer & Repairer (Tel & Tel)	
Audio-Video Repairer (0880M)	
Audio-Video Repairer (Any Industry)	
Calibration Laboratory Technician (Aircraft Manufacturing; Electron Comp)	

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

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:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
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>

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)

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

MCPO 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-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	
Fleet Business: The Navy Business and Fiscal Practices Course	NKO	CNL-FB-1.0	2 Hours	
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 Hours	
Senior Enlisted Academy (resident) or (blended)	Newport RI		6 or 2 weeks	
Chief’s Mess Training (CMT/LCC)	Command Delivered		Each Month	
ADAMS for Supervisors	Various Locations	S-501-0120	8 Hours	

MCPO REQUIRED COMMUNITY PME:

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

MCPO 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	NKO			
Culture	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 CNRF N7. **Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNRF N7.**
https://file-lms-cont01.nko.navy.mil/training/Courses_With_Recommended_Reserve_Points.xls

RECOMMENDED RESERVE PME:

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

RECOMMENDED COMMUNITY PME:

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

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/>

SENIOR LEADERS COLLECTION

Title	Completed
The Second World War, Volume 1: The Gathering Storm <i>by Winston Churchill</i>	
1776 <i>by David McCullough</i>	
Aircraft Carriers at War: A Personal Retrospective of Korea, Vietnam, and the Soviet Confrontation <i>by James Holloway III</i>	
The Pursuit of Victory: The Life And Achievement of Horatio Nelson <i>by R. J. B. Knight</i>	
Goodbye, Darkness: A Memoir of the Pacific War <i>by William Manchester</i>	
Dying to Win: The Strategic Logic of Suicide Terrorism <i>by Robert Pape</i>	
The Great Wall at Sea: China's Navy Enters the Twenty-First Century <i>by Bernard D. Cole</i>	
The Art of the Long View: Planning for the Future in an Uncertain World <i>by Peter Schwartz</i>	
Scenarios: The Art of Strategic Conversation <i>by Kees van der Heijden</i>	
Moneyball: The Art of Winning an Unfair Game <i>by Michael Lewis</i>	
The Rise and Fall of Strategic Planning <i>by Henry Mintzberg</i>	

RECOMMENDED COMMUNITY READING

Title	Completed
JOINT FLEET MAINTENANCE MANUAL (JFMM)	
NAVAL SHIPS' TECHNICAL MANUAL (NSTM): CHAPTER 300	
SPACE COMBAT SYSTEMS OPERATIONAL SEQUENCING SYSTEM (CROSS) MANUALS	
NAVAL ELECTRONICS ENGINEERING TRAINING SERIES (NEETS) MODULES	
ENGINEER OPERATIONAL SEQUENCING SYSTEMS (EOSS) MANUALS	
NAVAIR 51-40ABA -21, IMPROVED FRESNEL LENS OPTICAL LANDING SYSTEM, MK13 MOD 0	
NAVAIR 51-5B-2, STABILIZED GLIDE SLOPE INDICATOR (SGSI) MK1 MOD 0	
NAVEDTRA 14120(A), INTERIOR COMMUNICATIONS ELECTRICIAN, VOLUME 01	
NAVEDTRA 14121(A), INTERIOR COMMUNICATIONS ELECTRICIAN, VOLUME 02	
NAVEDTRA 14173, NEETS, MODULE 01--INTRODUCTION TO MATTER, ENERGY, AND DIRECT CURRENT	
NAVEDTRA 14174, NEETS, MODULE 02--INTRODUCTION TO ALTERNATING CURRENT AND TRANSFORMERS	
NAVEDTRA 14175, NEETS, MODULE 03--INTRODUCTION TO CIRCUIT PROTECTION, CONTROL, AND MEASUREMENT	
NAVEDTRA 14176, NEETS, MODULE 04--INTRODUCTION TO ELECTRICAL CONDUCTORS, WIRING TECHNIQUES AND SCHEMATIC READING	
NAVEDTRA 14177, NEETS, MODULE 05--INTRODUCTION TO GENERATORS AND MOTORS	
NAVEDTRA 14178, NEETS, MODULE 06--INTRODUCTION TO ELECTRONIC EMISSION, TUBES, AND POWER SUPPLIES	
NAVEDTRA 14179, NEETS, MODULE 07--INTRODUCTION TO SOLID-STATE DEVICES AND POWER SUPPLIES	
NAVEDTRA 14180, NEETS, MODULE 08--INTRODUCTION TO AMPLIFIERS	
NAVEDTRA 14185, NEETS, MODULE 13--INTRODUCTION TO NUMBER SYSTEMS AND LOGIC CIRCUITS	
NAVEDTRA 14187, NEETS, MODULE 15--PRINCIPLES OF SYNCHROS, SERVOS, AND GYROS	
NAVEDTRA 14188, NEETS, MODULE 16--INTRODUCTION TO TEST EQUIPMENT	
NAVEDTRA 14191, NEETS, MODULE 19--THE TECHNICIAN'S HANDBOOK	
NAVEDTRA 14192, NEETS, MODULE 20--MASTER GLOSSARY	
NAVSEA 0965-LP-108-9010, WIND INDICATING EQUIPMENT TYPE F	
NAVSEA S9086-KR-STM-010/CH-313, NSTM CH-313, PORTABLE STORAGE AND DRY BATTERIES	
NAVSEA S9086-PA-STM-010/CH 430, NSTM CH-430, INTERIOR COMMUNICATION INSTALLATIONS	
NAVSEA SE178-AL-MMM-010, EM LOG MK 6 MOD 0-2, VOL 1	
NAVSEAINST 4790.8, SHIPS' MAINTENANCE AND MATERIAL MANAGEMENT (3-M) MANUAL	
OPNAVINST 3120.32, STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY (SORM)	

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)