



MINEMAN RATING ROADMAP

January 2012

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

The educational roadmap below will assist Sailors in the Mineman 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 Mineman?

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

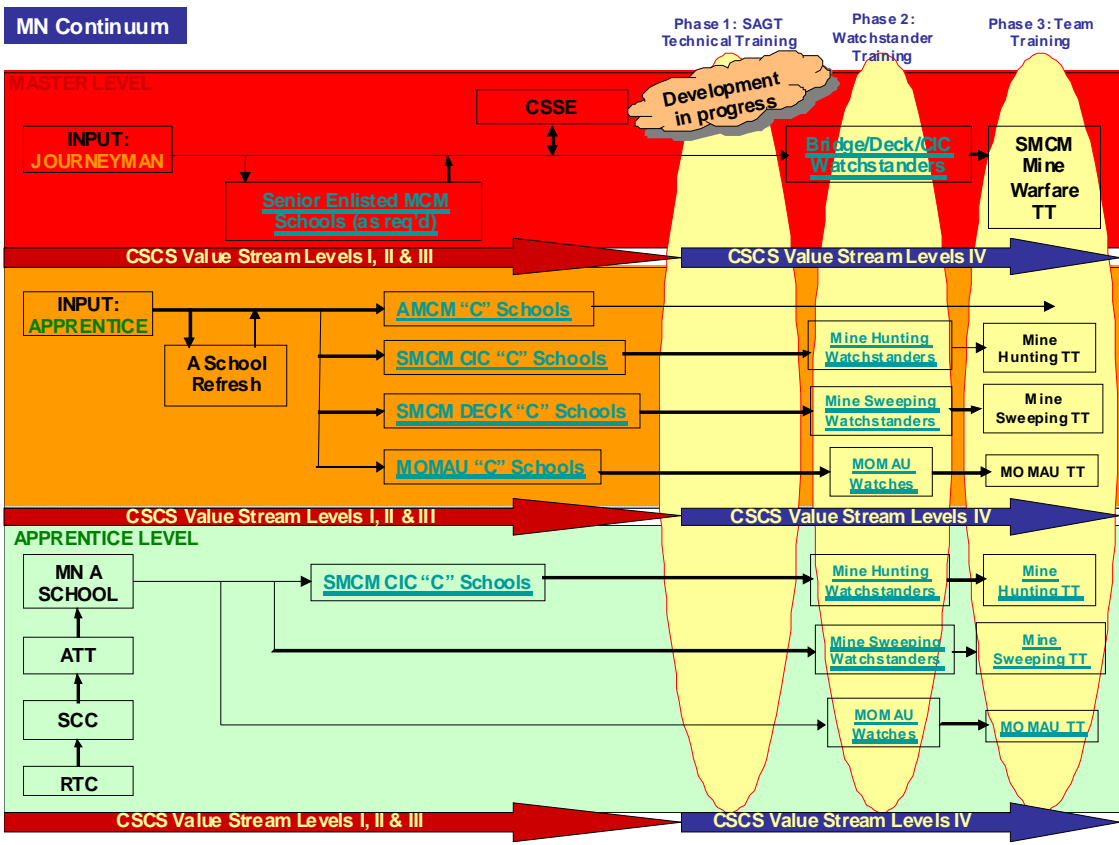
What is the Enlisted Learning and Development Continuum?

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 Mineman 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, Mineman School at Ingleside, Texas) 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.



MINEMAN SEAMAN

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 |
|--------------------|-----------------|------------|---------------|----------------|
| Mineman "A" School | San Diego, CA | A-647-0016 | | |

RECOMMENDED SKILL TRAINING

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--------------------------------------|-----------------|------------|---------------|----------------|
| Crew Served Weapons Op and Maint. | San Diego, CA | A-041-0013 | | |
| AN/SLQ-48 Mine Neutralization Sys Op | San Diego, CA | A-647-0930 | | |

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|-----------------|------------|---------------|----------------|
| AN/SSN-2(V5) Precise Integrated Navigation System (PINS) Operator | San Diego, CA | A-130-0023 | | |
| Mine Countermeasure Deck Operations | San Diego, CA | A-060-0631 | | |
| AN/SQQ-32(V3) Mine Hunting Sonar Set Ops | San Diego, CA | A-130-0369 | | |
| VEMS Ashore | San Diego, CA | A-647-2756 | | |
| VEMS Afloat | San Diego, CA | A-647-2758 | | |
| SAR Swimmer | San Diego, CA | C-050-0500 | | |

JOB DESCRIPTION

Prepares mine cases for assembly; loads explosives into mine cases; stores and installs batteries; performs mechanical adjustments; checks temperatures in storage areas; uses standard hand tools, thread cutting devices, mechanical measuring devices, portable power tools, and bench tools; uses electrical and hydrostatic testing devices; prepares mines for storage; conducts sonar operations; assists in ship maintenance; aids with ship navigation.

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 E3 (6 months time in service required to be eligible for advancement to E-4)

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

CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Electric Motor, Power Tool, and Related Repairers |
| Electrical and Electronics Installers and Repairers, Transportation Equipment |
| Explosives Workers, Ordnance Handling Experts, and Blasters |
| File Clerks |
| Hazardous Materials Removal Workers |
| Inspectors, Testers, Sorters, Samplers, and Weighers |
| Logisticians |
| Riggers |
| Transportation, Storage and Distribution Managers |

| Occupation (Federal Employer) |
|---|
| 0084 - Nuclear Materials Courier Series |
| 6502 - Explosives Operating |
| 6505 - Munitions Destroying |
| 6511 - Missile/Toxic Materials Handling |
| 6517 - Explosives Test Operating |
| 6610 - Small Arms Repairing |
| 6641 - Ordnance Equipment Mechanic |
| 6656 - Special Weapons Systems Mechanic |
| 6907 - Materials Handling |

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

| Target paygrade | Certifying Agency Web Site | Credential Title | Years Experience Required | Comp. date |
|-----------------|--|--|---------------------------|------------|
| E5 | Materials Handling and Management Society (MHMS) | Certified Associate in Materials Handling (CAMH) | 4 | |
| E6 | International Society of Logistics | Certified Professional Logistician (CPL) | 9 | |

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 |
|---|------------|
| Ordnance Artificer (Government Service) | |

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

PROFESSIONAL MILITARY EDUCATION

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

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment VISIT YOUR NAVY COLLEGE OFFICE or call the Virtual Education Center (VEC!!!))

Education Plan Completed (Navy College Office/VEC _____) Current Education Level _____

Degree Goal _____

Various distance learning degree options are available using, Sailor and Marine Online Academic Advisor (SMOLAA)

Goal: Date: AA/AS _____ BA/BS _____ Master _____ Doctorate _____

(Credits to earn a degree - AA/AS: 60 SH/90 QH, BA/BS: 120 SH/180, QH, Master /Doctorate: Variable based on program)

Number of current credits _____ American Council on Education (ACE) recommended credits _____

SOCNAV Agreement _____ SMART Transcripts _____ HS Transcripts _____ College Transcripts _____

Date Degree Obtained: AA/AS _____ BA/BS _____ Master _____ Doctorate _____

For entry into SMART, Send official transcripts to:
 Center for Personal and Professional Development
 Attn: Virtual Education Center
 1905 Regulus Avenue, Ste. 234
 Virginia Beach VA 23461-2009
 Phone: 1-877-838-1659
 Comm: 757-492-4684
 FAX: 757-492-5095
 DSN: 492-4684
 Email: VEC@navy.mil

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

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

E3 REQUIRED NAVY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|-------------------|----------------------|---------------|----------------|
| Required General Military Training (GMT) | Command Delivered | | | |
| Petty Officer Selectee Leadership Course | Command Delivered | CPPD | 20 Hours | |
| Driving for Life | NKO | CPD-DFL-01 | 5 Hours | |
| DON/DOD Information Assurance Training | NKO | DOD-IAA-V8.0 | 1 Hour | |
| Trafficking in Persons Basic Awareness Training | NKO | jkddc-tip-1 US | 4 Hours | |
| ATFP Level I Awareness for Service Members (CONUS) | NKO | CANSF-ATFP-CONUS-1.0 | 1 Hour | |
| ATFP Level I Awareness Training for Overseas Service Member (OCONUS) | NKO | CANSF-ATFP-OCONUS-1 | 1 Hour | |
| Alcohol Aware | Command Delivered | S-501-0160 | 4 Hours | |
| PREVENT | Command Delivered | S-501-0150 | 24 Hours | |

E3 REQUIRED COMMUNITY PME:

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

E3 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 | | | |

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-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | NKO | CNRF-MS101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | NKO | CNRF-NPSAP-2 /DoN 0 | 23 hours | |

RECOMMENDED COMMUNITY PME:

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|--|------------------------|------------------------|----------------------|-----------------------|
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B/301 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /302 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /305 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /306 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /307 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /308 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /309 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /310 | | |
| MCM-1 Class Minesweeping/ Neutralization Operations (Deck) | PQS | NAVEDTRA 43495-2B /310 | | |
| Conventional Weapons Explosive Handling and Stowage | PQS | NAVEDTRA 43202-D/301 | | |
| Antiterrorism Common Core | PQS | NAVEDTRA 43387-2E/301 | | |
| Antiterrorism Common Core | PQS | NAVEDTRA 43387-2E/302 | | |
| Maintenance and Material Management System | PQS | NAVEDTRA 43241-H/301 | | |
| Quality Maintenance Program | PQS | NAVEDTRA 43523-B/301 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/305 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/307 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/308 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/313 | | |
| Security Force Weapons | PQS | NAVEDTRA 43466-B/315 | | |
| MCM Combat Information Center (CIC) Operations | PQS | NAVEDTRA 43534-C/301 | | |
| MCM Combat Information Center (CIC) Operations | PQS | NAVEDTRA 43534-C/305 | | |
| MCM Combat Information Center (CIC) Operations | PQS | NAVEDTRA 43534-C/306 | | |
| Combat Information Center (CIC) Common Core | PQS | NAVEDTRA 43311-4A/301 | | |
| Combat Information Center (CIC) Common Core | PQS | NAVEDTRA 43311-4A/302 | | |
| Combat Information Center (CIC) Common Core | PQS | NAVEDTRA 43311-4A/303 | | |
| Combat Information Center (CIC) Common Core | PQS | NAVEDTRA 43311-4A/307 | | |
| Deck Seamanship | PQS | NAVEDTRA 43127-C/302 | | |

| | | | | |
|----------------------------------|-----|------------------------|--|--|
| Deck Seamanship | PQS | NAVEDTRA 43127-C/303 | | |
| Small Boat Operations | PQS | NAVEDTRA 43152-F/301 | | |
| Underwater Mine Assembly Upgrade | PQS | NAVEDTRA 43318-B/301 | | |
| Underwater Mine Assembly Upgrade | PQS | NAVEDTRA 43318-B/304 | | |
| Deck Watches In-Port | PQS | NAVEDTRA 43397-D/301 | | |
| Deck Watches In-Port | PQS | NAVEDTRA 43397-D/302 | | |
| Deck Watches In-Port | PQS | NAVEDTRA 43397-D/303 | | |
| Deck Watches In-Port | PQS | NAVEDTRA 43397-D/304 | | |
| Deck Watches In-Port | PQS | NAVEDTRA 43397-D/305 | | |
| Ship's Control and Navigation | PQS | NAVEDTRA 43492-2G/301 | | |
| Ship's Control and Navigation | PQS | NAVEDTRA 43492-2G /302 | | |
| Ship's Control and Navigation | PQS | NAVEDTRA 43492-2G /303 | | |
| Ship's Control and Navigation | PQS | NAVEDTRA 43492-2G /304 | | |
| Underway Replenishment | PQS | NAVEDTRA 43396-C/301 | | |
| Underway Replenishment | PQS | NAVEDTRA 43396-C/302 | | |
| Underway Replenishment | PQS | NAVEDTRA 43396-C/303 | | |
| Underway Replenishment | PQS | NAVEDTRA 43396-C/304 | | |

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 |
|---|-----------|
| 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 | |
| COMDTINST M16672.2, Navigation Rules, International-Inland | |
| COMOMAGINST 4000.2, Commander Mobile Mine Assembly Group Supply Procedures | |
| 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 | |
| COMDTINST M16672.2, NAVIGATION RULES, INTERNATIONAL-INLAND | |
| COMOMAGINST 4000.1, COMMANDER MOBILE MINE ASSEMBLY GROUP SUPPLY PROCEDURES | |
| NAVSEA 0967-LP-490-1640, SONAR COMMUNICATIONS SET AN/WQC-2A | |
| NAVSEA 0967-LP-586-9010, NAVSHIPS TECHNICAL MANUAL FOR AN/UQN-4A OPERATORS GUIDE | |
| NAVSEA OP 3565/NAVAIR 16-1-529, ELECTROMAGNETIC RADIATION HAZARDS (HAZARDS TO ORDNANCE) VOL 1 | |
| NV PUB 217, MANEUVERING BOARD MANUAL, U.S. DEPARTMENT OF DEFENSE | |
| NWP 3-20.6.19 (65-10 REV.A), MCM 1 CLASS TACTICAL MANUAL | |
| OPNAVINST 5100.23, NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM MANUAL | |
| TM 9-1005-249-10, OPERATOR'S MANUAL FOR RIFLE, 5.56-MM, M16, AND RIFLE, 5.56-MM, M16A1 | |
| TM 9-1005-317-10, PISTOL, CALIBER 9MM, M9 SEMI AUTOMATIC | |
| TM 9-1010-205-10, GRENADE LAUNCHER 40-MM M79 | |
| NAVSEA SW570-F0-MMO-A70, AN/SLQ-37(V)3 ANF AN/SLQ-38; MINESWEEPING | |

| | |
|--|--|
| SYSTEMS, MCM CLASS SHIPS; SYSTEM MANUAL | |
| NAVSEAINST 4790.8, SHIPS` MAINTENANCE AND MATERIAL MANAGEMENT (3-M) MANUAL | |
| NAVSUP P-801/TW024-AA-ORD-010, AMMUNITION UNSERVICEABLE, SUSPENDED, AND LIMITED USE TW024-AA-ORD-010 | |
| NTTP 3-15.21, SURFACE MINE COUNTERMEASURES OPERATIONS | |
| NTTP 3-50.1, NAVY SEARCH AND RESCUE (SAR) MANUAL | |
| NAVSEA SW570-EO-MMO-070, DESTRUCTOR, EXPLOSIVE, MK 57 MOD 0 AND MOD 1 OPERATIONAL AND MAINTENANCE INSTRUCTIONS, ORGANIZATIONAL LEVEL | |
| NAVSEA SW570-F0-MMO-030, SURFACE MINE COUNTERMEASURES, MCM CLASS SHIP RIGGING, STREAMING, AND RECOVERY | |
| NAVSEA S9086-KC-STM-010/CH-300, ELECTRIC PLANT-GENERAL | |
| NAVSEA S9086-VD-STM-010/CH-631V1, PRESERVATION OF SHIPS IN SERVICE (GENERAL) | |
| NAVSEA S9086-VD-STM-020/CH-631V2, NSTM CHAP 631, VOL 2, PRESERVATION OF SHIPS IN SERVICE - SURFACE PREPARATION AND PAINTING | |
| NAVSEA S9420-AL-IEM-A10, PRECISE INTEGRATED NAVIGATION SYSTEM AN.SSN-2(V)4 | |
| NAVSEA SE315-R1-IEM-010, SYSTEM TECHNICAL MANUAL MINEHUNTING SONAR SET AN/SQQ-32(V)2 | |
| NAVSEA SW020-AF-HBK-010, MOTOR VEHICLE DRIVER AND SHIPPING INSPECTOR`S MANUAL FOR AMMUNITION, EXPLOSIVES AND RELATED HAZARDOUS MATERIALS | |
| NAVSEA SW020-AG-SAF-010, NAVY TRANSPORTATION SAFETY HANDBOOK FOR AMMUNITION, EXPLOSIVES AND RELATED HAZARDOUS MATERIALS | |
| NAVSEA SW023-AB-WHS-010, HANDLING, PACKAGING, STORING, AND TRANSPORTATION OF UNDERWATER MINES AND DESTRUCTORS FOR SHORE-BASED/SHIPBOARD OPERATIONS | |
| NAVSEA SW023-AH-WHM-010, HANDLING AMMUNITION AND EXPLOSIVES WITH INDUSTRIAL MATERIALS HANDLING EQUIPMENT (MHE) | |
| NAVSEA SW370-AQ-MMO-010, SHOTGUN, MOSSBERG 500; NAVAL SPECIAL WARFARE MAINT MAN | |
| NAVSEA SW550-AA-MMI-010, MINE COMPONENTS; DESCRIPTION AND CLASS B CRITERIA | |
| NAVSEA SW551-A2-MMI-010, DESTRUCTORS MK 36 AND 40, AND MINES, MK 62 AND 63 DESCRIPTION, ASSEMBLY, AND TEST | |
| NAVSEA SW551-B0-MMI-010, MINE, UNDERWATER, MARK 56 MOD 0 DESCRIPTION, MAINTENANCE, AND TESTS | |
| NAVSEA SW570-AA-OMI-010/N6133100038, MINE NEUTRALIZATION SYSTEM AN/SLQ-48(V) OPERATION AND MAINTENANCE INSTRUCTIONS | |
| NAVSEA SW570-AA-OMP-030, CABLE ASSEMBLY AND UMBILICAL ELECTRICAL CABLE | |
| NAVSEA SW570-E0-MMO-080/N6133100038, MINE NEUTRALIZATION SYSTEM CABLE CUTTER MK - 26 MOD 0 | |
| NAVSEA SW570-F0-MMO-040, MCM CLASS SHIPS SURFACE MINE COUNTERMEASURES, OPERATIONS AND MAINTENANCE | |

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)