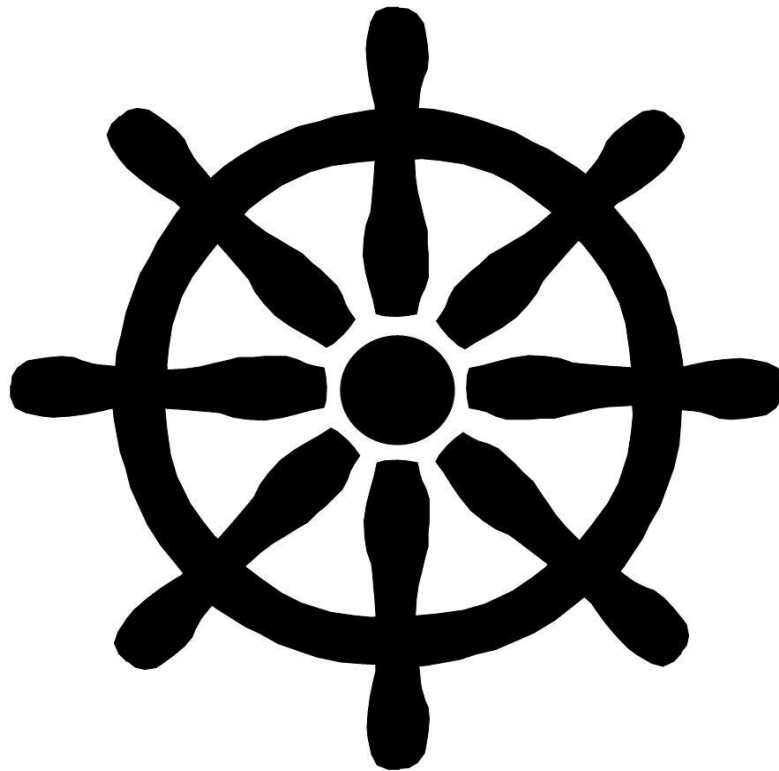




QUARTERMASTER



RATING ROADMAP

January 2012

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmaps

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

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

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 Quartermaster 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, for example Recruit Training, Quartermaster School at Naval Station Great Lakes, Illinois, NKO E-Learning, etc.... Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder are voluntary. 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.



ALL PAYGRADES
VOLUNTARY EDUCATION



Note: Prior to considering any pursuit of off duty education or program enrollment visit your Navy College Office.
You must complete the Tuition Assistance Workshop before your first course will be approved.

E1- E6: The workshop is available at your Navy College Office
E-7 and above: The Workshop is available at your Navy College Office
or

Complete the online course at the Navy College Website

How do I get started?

You already have. All your training up to this point is part of your QUARtermaster Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next stop is your Navy College Office. The counselors there will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study or what kind of degree? What program will help me get there, Traditional or Online, What are my next steps: Transfer credits, Take exams, Have experience evaluated, then lastly sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE’S DEGREE FOR QUARtermaster

Recommended Associates' degrees for the QUARtermaster Rate;

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE DEGREE FOR QUARtermaster

Recommended Bachelors' degrees for the QUARtermaster Rate;
Organizational Leadership
Organizational Development
Public Administration
Human Resources

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page: <https://www.navycollege.navy.mil>

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's- Recruiting, Readiness, Retention, and Respect, the NCP signifies Navy's commitment to education by improving enlistment appeal, demonstrating Navy service and achieving a college degree are compatible, helping Sailors apply themselves to new situations and challenges and better preparing them for advancement, building up Sailors' self-image, and producing higher quality Sailors.

Navy College Program Distance Learning Program (NCPDLP)

The Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating relevant degrees via distance learning to Sailors everywhere. These new education partnerships provide associates and bachelors degree programs relevant to each rating, and make maximum use of military professional training and experience to fulfill degree requirements. The program also provides opportunities to take courses through distance learning so that Sailors anywhere will be able to pursue a degree. Courses are offered in a variety of formats, such as CD-ROM, videotape, paper, or over the Internet. Contact your Navy College Office or the Navy College Center about degree programs available from your partnership schools.

Servicemembers Opportunity College Navy (SOCNAV): <http://www.soc.aascu.org/socnav>.

SOCNAV consists of accredited colleges offering specific associate and bachelors degrees to Navy members worldwide through resident courses or distance learning. Colleges taking part in each curriculum area guarantee acceptance of each other's credits for transfer. The "home" college issues an official evaluation of all prior learning on a SOCNAV Agreement. This agreement serves as the student's long range degree plan. Why become a SOCNAV student? SOCNAV colleges offer degrees in many different areas (called networks). Students do not lose credits; transferability of courses within the same network is guaranteed from one SOCNAV college to another. Required residency is kept to a minimum. Many SOCNAV networks are closely related to Navy ratings, resulting in maximum awarding of credit for Navy training.

Tuition Assistance(TA):

TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition and fees directly associated with the course of instruction. TA will pay for the following amounts per fiscal year: 16 semester hours, not-to-exceed \$250/credit or 24 quarter hours, not-to-exceed \$166.67/credit or a combination of semester and quarter hours.

Sailor Marine American Council On Education Registry Transcripts (SMART)

SMARTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free. More information is available online at: www.cnet.navy.mil.

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at <http://www.militaryguides.acenet.edu>.

Vocational Certificates

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

College credits by Testing CLEP, DSST

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system.

DANTES (DSST) [http://www.dantes.doded.mil/DANTES WEB/EXAMINATIONS/DSST.htm](http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm)

CLEP Exams <http://www.collegeboard.com/student/testing/clep/about.html>

SEE SAMPLE COLLEGE COURSE PLAN AND DEGREE

Degree: Bachelor of General Studies Major: General Studies Emphasis: Organizational Leadership Rating: QM Quartermaster	E-Mail: Joleen Briggs Phone: 800-628-FHSU Fax:	Institution Unique Graduation Requirements 30 Credit Hours must be taken at FHSU Maintain GPA of 2.0 in FHSU courses Maintain GPA of 2.0 Cumulative Check Tuition and Fees
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Degree Requirements		Navy Credit Awarded							
Curriculum Degree Requirements	Credit Hrs Required	E-3	E-4	E-5	E-6	E-7	E-8	E-9	
General Education Requirements									
English Comp I & II	6								
Computer Literacy	3								
Humanities	12				3	3	3	3	
Social & Behavioral Science	12								
Natural Science & Math	12			4	5	6	6	6	
Major (Military Specialty)		ACE Recommended Credit							
Recruit Training		Recruit Training	3	3	3	3	3	3	
		A School	2	2	2	2	2	2	
		Rating Credit	7	11	23	30	37	40	43
Total Applied Hours		Total Recommended Hrs	12	16	28	35	42	45	48
Free Electives			12	16	28	32	39	42	45
Emphasis	21		0	0	0	3	3	3	3
Total Required Hours	124	Total Applied Hours	12	16	28	35	42	45	48
E-5 Degree Requirements*		Liberal Arts	Non-Liberal Arts		Total				
General Education	Navy	4	0		45				
	College/University	41	0						
Emphasis	Navy	0	0		21				
	College	12	9						
Navy Electives		6	18		24				
Liberal Arts Electives	College/University	17	0		17				
Free Electives	College/University				17				
Minimum Needed		80			124**				

- Does not include Navy credits for Follow on training. Contact an FHSU advisor if you have follow on training or rank above E-5.

** Must include a minimum of 45 semester hours of credit at the upper division level and a minimum of 30 hours from FHSU.

Ratings Related ACE Credit

Lower Division ACE Approved Liberal Arts	Gen Ed	Dept	ACE Approved Credit				
			E5	E6	E7	E8	E9
Applied Meteorology	Nat. Science	PHYS	1	2	3	3	3
Celestial Navigation		PHYS	3	3	3	3	3
College Algebra & Trigonometry	Nat. Science	MACS	3	3	3	3	3
Introduction to Computers	Basic Skills	CSCI		3	3	3	3
Nautical Science (Navigation)		GSCI	3	3	3	3	3
Principles of Supervision		LDRS		3	3	3	3
Upper Division ACE Approved Liberal Arts	Gen Ed	Dept	ACE Approved Credit				
			E5	E6	E7	E8	E9
Advanced Navigation		GSCI			3	3	3
Lower Division Non-Liberal Arts	Gen Ed	Dept	ACE Approved Credit				
			E5	E6	E7	E8	E9
Coastal Navigation and Piloting		TECS	3	3	3	3	3
First Aid and Safety		HHP	1	1	1	1	1
Introduction to Seamanship and Ship Operations		TECS	2	2	2	2	2
Nautical Science (Seamanship)		HHP	3	3	3	3	3
Personal and Community Health		HHP	1	1	1	1	1
Personal Fitness and Conditioning		HHP	1	1	1	1	1
Record Keeping		BCOM	3	3	3	3	3
Seamanship		TECS	3	3	3	3	3
Swimming		HHP	1	1	1	1	1
Upper Division ACE Approved Non-Liberal Arts	Gen Ed	Dept	ACE Approved Credit				
			E5	E6	E7	E8	E9
Management Practicum		MGT			3	3	3
Principles of Management		MGT				3	6
Area of Emphasis - ACE Approved Credits	Gen Ed	Dept	ACE Approved Credit				
			E5	E6	E7	E8	E9
Principles of Supervision		LDRS		3	3	3	3
Record Keeping		BCOM	3	3	3	3	3
Management Practicum		MGT			3	3	3
Principles of Management		MGT				3	6
Summary	Minimum Required	ACE Approved Credit					
		E5	E6	E7	E8	E9	
Lower Division Liberal Arts Credit		10	17	18	18	18	
Upper Division Liberal Arts Credit		0	0	3	3	3	
Lower Division Non-Liberal Arts Credit		18	18	18	18	18	
Upper Division Non-Liberal Arts Credit		0	0	3	6	9	
Total Liberal Arts Credit	80	10	17	21	21	21	
Total Upper Division Credit	45	0	0	6	9	12	
Area of Emphasis	21	3	6	9	12	15	
Total Credit	124	28	35	42	45	48	

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 14440-010 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)