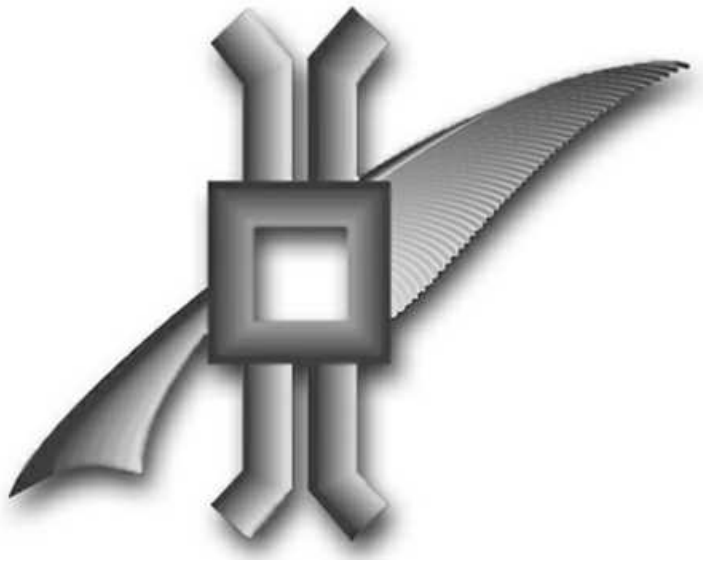
Legalman (LN)



LaDR

NAVY LEARNING and DEVELOPMENT ROADMAP

November 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Legalman community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST/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 Legalman?

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

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 Legalman roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Legalman accession course at Newport, RI, 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.

Do Legalman have to get a degree?

Yes. All Sailors in the Legalman Rating are required by OPNAVINST 1500.81 and JAGINST 1500.2 to get, at a minimum, an associates degree within 36 months from conversion date. This degree is required for being a Legalman and NOT a requirement for advancement. If you fail to attain your degree by the 36 month mark, you will be discharged from the Navy or forced to convert to another rating.

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.

The Sailor's Creed

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.

LN CAREER PATH
(SW)

Legalmen perform paralegal duties under the direction of judge advocates in providing and administering legal services, including matters dealing with military justice (i.e., NJP, courts-martial and legal research) and civil law (i.e., administrative separations, investigations and legal assistance). Legalmen also perform duties as court reporters for courts-martial, courts of inquiry and other investigations and prepare records of trial for such proceedings.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	LNCM	20.5 Yrs	CMC	36	4th Shore Tour Billet: JAG/NLSC/CMC Duty: OJAG, RLSO, NJS.
24-26	LNCM LNCS	20.5 Yrs 19.5	CMC, CSC	36	4th Sea Tour Billet: JAG/NLSC/SEL Duty: RLSO/DSO. Qualification: SEA.
20-24	LNCM LNCS LNC	20.5 Yrs 19.5 14.8	CWO, CMC, CSC	48	3rd Shore Tour Billet: JAG/NLSC/LCPO. Duty: RLSO/DSO/Ship/Group.
16-20	LNCS LNC LN1	19.5 Yrs 14.8 10.1	LDO, CWO, OCS, MECP, CSC	36	3rd Sea Tour Billet: RLSO/DSO/ Ship/Group. Duty: JAG/NLSC/LCPO/LPO.
12-16	LNCS LNC LN1	19.5 Yrs 14.8 10.1		48	2nd Shore Tour Billet: JAG/NLSC/LCPO/LPO. Duty: RLSO/DSO/Ship/Group. Qualification: Legalman Paralegal Education Program.
8-12	LNC LN1 LN2	14.8 Yrs 10.1 5.4		36	2nd Sea Tour Billet: JAG /NLSC/LCPO/ LPO. Duty: RLSO/DSO/Ship/Group. Qualification: Legal Officer Course; Legalman Paralegal Education Program Mid-Level LN.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

LN CAREER PATH
(SW)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
4-8	LN1 LN2 LN3	10.1 Yrs 5.4	STA-21, OCS, MECP	48	1st Shore Tour Billet: Staff/LPO. Duty: RLSO/DSO. Qualification: Legal Research & Writing; Legal Assistance Paralegal Legalman Paralegal Education Program.
1-4	LN2 LN3	E-3 opened up on a case-by-case basis. Upon completion of "A" school will be advanced to E-4.	Naval Academy, NROTC	36	1st Sea Tour Billet: Staff. Duty: RLSO/DSO/CVN. Qualification: Legalman Paralegal Education Program.
1+/-	N/A – LN is a conversion rating. Only accept E-3's eligible for E-4 on a case by case basis.	9 Months			
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

Notes:

1. The Legalman rating has a requirement for higher education. Those converting to the LN rating will be required to complete an Associate of Science degree in Paralegal Studies. The courses for earning this degree will be funded by the JAG Corps, including tuition, books, and time during the work day to complete homework and study time. Consult your local senior Legalman for more information.

2. JAGINST 1440.1E governs and lists requirements for conversion to the Legalman rating.

3. There are currently no examinations or certifications required to perform or remain in the Legalman rating; however, achievement of a paralegal certification through an American Bar Association approved program is highly commendable. Involvement in local paralegal associations is another avenue for Legalmen to enhance their professional development.

4. The Legalman rating is a CONUS/OUTUS rating. There are sea duty billets onboard CVN's as well as with the Strike Group Staff. All rotations vary between 36 and 48 months. At the E-7 level, OUTUS, at sea, and overseas is somewhat limited. There are E-7 billets available but very few at E-8/9 paygrades. There are two main locations for oversears senior enlisted positions: (RLSO JAPAN Senior Enlisted Advisor and RLSO EURSWA Senior Enlisted Advisor). These positions are challenging senior enlisted positions and are currently the only two OUTUS positions at the E-9 level.

5. The Legalman rating is a High Demand/Low Density community with regards to GWOT missions and support. There are approximately 20 active duty requirements in Iraq, Afghanistan, GTMO, Honduras, Kuwait, and HOA. Most IA's are E5/6, however, there are a few E-7 leadership positions. In Afghanistan and Iraq, the IA positions are primarily E-5/6 positions and are very challenging. GTMO, JTF-Bravo Honduras, and HOA, while considered IA's, are not in a hazardous duty location.

6. The career enhancing billets in the Legalman rating are sea duty. Duty onboard a CVN Legal Office and Independent Duty Legalman onboard LHA/LHD's and Seabee Battalions are by far the most challenging career assignments at the E-6/7 paygrade. Additionally, high tempo legal offices such as Region Legal Service Office MIDWEST, which handles the Recruit Training Command and Training Support Command in Great Lakes, is duty comparable to sea duty for the rating while actually a CONUS tour.

7. While the community is small, Legalmen still have the opportunity to accept Sailorization billets such as recruiter and recruit company commander on a case-by-case basis.

8. There are currently no hard to fill NEC's associated with the Legalman rating.

9. There are no special duties that prevent Legalmen from holding positions of leadership. The true career progression is very similar to other ratings: learn your rating at the Apprentice level then become LPO (shore/sea), LCPO (shore/sea), and then seek leadership billets as Senior Enlisted Advisor at one of 17 commands (RLSO/DSO /NJS).

10. IDLN – Independent Duty Legalman
    RLSO – Region Legal Service Office
    DSO – Defense Service Office
    NJS – Naval Justice School
    JAG – Judge Advocate General
    SCM/SPCM/GCM – Summary Courts-Martial/Special Courts-Martial/General Courts – Martial
    NLSC – Naval Legal Service Command
    SJA – Staff Judge Advocate

Legalman
Petty Officer Second Class
(Journeyman)

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Legalman/Legal Specialist Mid-Career Course	NJS, Norfolk/ San Diego	S-512-0001	12 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Legal Assistance for Paralegals Course	NJS, Newport, RI	S-512-0002	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
LPEP	NJS, Newport, RI or via Distance Learning	S-512-0937		

JOB DESCRIPTION

1st Tour - Law Office Clerks work under the supervision of attorneys and paralegals and prepare and process legal documents and papers, such as tax forms, legal assistance documents, summonses, subpoenas, complaints, appeals, motions, pleadings and pretrial agreements. Serve as court reporters. Provide clerical support for the conduct of administrative investigations. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials. Receive and place telephone calls. Schedule and make appointments. Make photocopies of correspondence, documents, and other printed matter. Organize and maintain law libraries, documents, and case files. Assist attorneys in collecting information such as employment, medical, and other records. Attend legal meetings, such as client interviews, hearings, or depositions, and take notes. Draft and type office memos, review legal publications and perform data base searches to identify laws and court decisions relevant to pending cases.

2nd Tour - Law Office Specialists work under the supervision of attorneys and paralegals and draft legal documents and papers such as appeals, motions, pleadings, pretrial agreements, legal briefs, routine legal assistance documents and legal correspondence. Provide routine assistance to Legal Assistance, Personal Representation and Defense clients. Prepare vouchers for payment of claims and witness fees. Conduct advanced legal research. Compile statistics for submission of required reports. Respond to complaints. Provide routine advice to commanders on military justice and administrative measures. Conduct client and witness interviews. Serve as Law Office Supervisors, providing training and supervision to junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

Work as a paralegal apprentice (supervising E-5s and below) for any of the following offices within a DSO / RLSO: Legal Assistance, Defense, Military Justice, Civil Law, Administrative Law, and Court Reporter.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- 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: _____

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 E5 (3 Years time in service required to be eligible for advancement to E-6)

Date Advanced: _____ Eligible Advancement Date: _____ Number of times up: _____ HYT Date: _____

Security Clearance Level: _____ Date Last updated: _____ Command INDOC complete: _____

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) 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: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

60 Month: _____ Special Program: _____ Member Request: _____

HYT 24 months (Date): _____ HYT 12 months (Date): _____ HYT Waiver Date: _____Approve/Disapprove

Career Waypoint 15 months to EAOS: _____ Career Waypoint not approved: _____ CMS/ID 13 months to PRD: _____

Rating Conversion: _____ Navy Formal Training Schools Request ("A"/"C"etc): _____

Transfer: _____ Early Separation: _____ Career Status Bonus (election message received):_____

Physical Fitness Test Failure: _____

Advancement Center: Visit NKO Navy Advancement page located under the Career Management Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Pass Not Advanced (PNA) 3 times: _____ Standard Score 40 or less/failed: _____

Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series):

Commissioning Programs Applications: _____ (prior to submission, command endorsement):_____

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____

Officer Candidate School _____ Seaman to Admiral 21 (STA-21) _____

Medical Enlisted Commissioning Program (MECP) _____ Medical Service Corps In-service Procurement _____

Navy Leader Planning Guide: Log on to NKO and select the Leadership Tab to access this guide.

RECORD REVIEW CHECKLIST

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

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

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*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, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

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		
Basic Damage Control		
Advanced Damage Control		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
DSO/RLSO 52 Week Training		

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		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
LN RTM		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Court Reporters
Judicial Law Clerks
Legal Secretaries
Paralegals and Legal Assistants

Occupation (Federal Employer)
0095 - Foreign Law Specialist Series
0160 - Civil Rights Analysis Series
0302 - Messenger Series
0305 - Mail and File Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0930 - Hearings and Appeals Series
0950 - Paralegal Specialist Series
0958 - Employee Benefits Law Series
0963 - Legal Instruments Examining Series
0965 - Land Law Examining Series
0967 - Passport and Visa Examining Series
0986 - Legal Assistance Series
0987 - Tax Law Specialist Series
0996 - Veterans Claims Examining Series
0998 - Claims Assistance and Examining Series
1222 - Patent Attorney Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	Administrative Office of the United States Courts	Certified Interpreter	
E4	Association of Legal Administrators (ALA)	Certified Legal Manager (CLM)	
E5	Legal Secretaries International Inc. (LSI)	Certified Legal Secretary Specialist: Business Law	
E5	Legal Secretaries International Inc. (LSI)	Certified Legal Secretary Specialist: Civil Litigation	
E5	Legal Secretaries International Inc. (LSI)	Certified Legal Secretary Specialist: Criminal Law	
E5	Legal Secretaries International Inc. (LSI)	Certified Legal Secretary Specialist: Probate	
E4	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E7	National Association of Legal Assistants (NALA)	Certified Paralegal (CP)	
E7	National Association of Legal Investigators (NALI)	Certified Legal Investigator (CLI)	
E4	National Federation of Paralegal Associations (NFPA)	CORE Registered Paralegal (CRP)	
E6	National Federation of Paralegal Associations (NFPA)	PACE Registered Paralegal (RP)	
E4	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	
E5	The Association for Legal Professionals (NALS)	Professional Paralegal (PP)	

Visit Navy COOL at https://www.cool.navy.mil/usn/ for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Legal Secretary	
E1 - E9	Legal Secretary (Clerical)	
E5 - E9	Office Manager/Administrative Services	
E1 - E9	Paralegal (Professional & Kindred)	

Visit USMAP https://usmap.netc.navy.mil/usmapss/static/index.htm for additional information.

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Career Waypoints-Reenlistment Approval: _____

Selective Training and Reenlistment (STAR): _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

School as a Reenlistment Incentive: _____ Prior Service Reenlistment Eligibility - Reserve (PRISE-R):_____

Career Management System/Interactive Detailing (CMS/ID): _____

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

Career Waypoints-Reenlistment:

The Command Career Counselor is your local advocate to assist you with the Career Waypoints application process.

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoint application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 13 months prior to expiration of active obligated service (EAOS) or as extended (SEAOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 12 months prior to their PRD. In either case, the Career Waypoints system will automatically generate applications for Sailors 15 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.
- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active Obligated Service (SEAOS)/End of Active Obligated Service (EAOS) applications are created by C-Way at the 15 month from SEAOS/EAOS mark and must be submitted by the Command Career Counselor at the 13 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 13 to 10 months from SEAOS/EAOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 9 to 7 months from SEAOS/EAOS with career choice options of conversion and Selected Reserve. From 6 months to 3 months to SEAOS/EAOS the Sailor can only choose Selected Reserve affiliation.
- 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, Willing to Convert
  - Convert only
  - SELRES option
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on SEAOS/EAOS applications more quickly for eligible ratings. This changed the monthly processing of reenlistment applications as described below.

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.

- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1440-060, NAVADMIN 149/13, NAVADMIN 150/13, and your Career Counselor

TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint____	Career Waypoint____	Career Waypoint____	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 the Military HOMEFRONT website: http://www.public.navy.mil/bupers-npc/Pages/default.aspx and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	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_____		

PHYSICAL FITNESS:

Participate in a year-round physical fitness program to meet Navy fitness and BCA standards. Review and verify accuracy of PFA data in PRIMS within 60 days of the PFA cycle. (PRIMS is accessible through your BUPERS Online Account)

Height_____ Weight_____ If Required (Neck_____ Waist_____ Hips (Female) _____ BCA _____)

Last 2 PRT Cycles: Curl-ups_____/_____ Push-ups_____/_____ Run/Swim/Cardio_____/____ Overall Score_____/_____

List date (if) any PRT/BCA failure(s) over the last 5 years _____/_____ List if any Medical Waiver(s)_____/_____

For more information on Navy Fitness, visit: http://www.navyfitness.org/

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 _____
(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_____

SOC DNS Agreement _____ Joint Service Transcripts (JST) _____ HS Transcripts_____ College Transcripts_____

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

For entry into JST, send official transcripts to:
Naval Education and Training Professional Development and Technology Center
Attn: JST Operation Center N615
6490 Saufley Field Road
Pensacola, FL 32509
Phone: 1-877-838-1659
Comm: 757-492-4684
FAX: 757-492-5095
DSN: 492-4684
Email: VEC@navy.mil

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

Academic skills _____ NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer First Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD09-003	16 hours	
Petty Officer First Class Selectee Leadership Course - Phase Two (Frocked E-6)	Command Delivered	CPPD-LEAD09-003		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) [1]				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures [2]	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Preparing a Standard Naval Letter	NKO	CNET11456	1 hour	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	
EO, Sexual Harassment, Grievance Procedures	NKO	CPPD-GMT-10-031	1 hour	
Sexual Assault Prevention and Response (SAPR)	NKO	CPPD-GMT-10-025	1 hour	
Introduction to Suicide Prevention	NKO	CPPD-GMT-10-013	1 hour	
Personal Financial Management-Money Management	NKO	CPPD-GMT-10-026	8 hours	
Personally Identifiable Information (PII)	NKO	DOD-PII-VI	1 hour	
Operation Stress Control-Nonsupervisor	NKO	CPPD-GMT-OSCNS-1.0	1 hour	
Code of Conduct – Level A	NKO	CPPD-GMT-COCLA-1.0	1 hour	
Introduction to Anger Management	NKO	CPPD-GMT-IAM-1.0	1 hour	
Introduction to the Navy's Drug Abuse Policy	NKO	CPPD-GMT-INDAP-1.0	1 hour	
Introduction to the Navy's Tobacco Cessation Policy	NKO	CPPD-GMT-INTCP-1.0	1 hour	
Operation Risk Management	NKO	NAVAIR-NCT-001	2 hours	
Operations Security	NKO	Cppd-gmt-os-1.0	10 hours	
Physical Readiness – Preparing for the PRT	NKO	CPPD-GMT-PRT-1.0	1 hour	

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Core Continuum (LCC)	Command Delivered	CPPD10-LCC (Series)	6 hours	
Military Requirements for Petty Officer First Class (EDITION 1/1/1991)		NAVEDTRA 14145		
Basic Enlisted Professional Military Education (BEPME)	NKO	Military DON/ PME	20 hours	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Communication	College Course		45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Geography	College Course		45 hours	
History	College Course		45 hours	
Humanities	College Course		45 hours	
Language and Literature Study Guides	College Course		45 hours	
Math	College Course		45 hours	
Physical Sciences	College Course		45 hours	
Social Sciences	College Course		45 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) [1]				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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.

E5 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-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Official Mail Management Course	NKO	NAVEDTRA 14198A		
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Reading Program is to facilitate the professional and personal development of all Sailors. For additional information on changes, refer to NAVADMIN 309/12 or visit http://navyreading.dodlive.mil/ or http://navy.lib.overdrive.com/ or https://wwwa.nko.navy.mil

ESSENTIAL READING

WARFIGHTING FIRST	**Completed**
1812: The Navy's War *by George C. Daughan*	
Cybersecurity and Cyberwar: What Everyone Needs to Know *by P.W. Singer*	
SEAL of Honor *by Gary Williams*	
Leading with the Heart *by Mike Krzyzewski, Donald T. Phillips, and Grant Hill*	
The Twilight War *by David Crist*	
Wake of the Wahoo *by Forest J. Sterling*	
OPERATE FORWARD	**Completed**
The Crisis of Islam *by Bernard Lewis*	
Execute Against Japan *by LT Joel Holwitt, USN*	
Monsoon *by Robert Kaplan*	
Neptune's Inferno *by James D. Hornfischer*	
Red Star Over the Pacific *by Toshi Yoshihara and James Holmes*	
Fallout *by Catherine Collins and Douglas Frantz*	
BE READY	**Completed**
A Sailor's History of the U.S. Navy *by Thomas Cutler*	
In the Shadow of Greatness *by Joshua Welle, John Ennis, Katherine Kranz and Graham Plaster*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
The Trident: The Forging and Reforging of a Navy SEAL Leader *by Jason Redman and John Bruning*	
Turn the Ship Around *by David Marquet*	
Wired for War *by P.W. Singer*	

Twenty-four additional books are categorized as "recommended reading," and are available as electronic books (e-books). Many can be downloaded at no cost through the Navy general library program site on Navy Knowledge On-line (NKO).

The entire list, with book summaries and additional information is available at http://navyreading.dodlive.mil/

The CNO-PRP has been streamlined to make our Navy's reading program more interactive, affordable, and wherever possible, electronically accessible. To that end: a number of the titles will be available for free at the NKO portal at https://wwwa.nko.navy.mil.

- Click on the reference tab, then e-library audio and e-books tab.
- In order to download books, an "overdrive" account is required. On the top right, click on the overdrive window and follow the prompts.
- Then, not only are the PRP books available, but also hundreds of other items.

Note: Security restrictions preclude downloading via Navy owned computers, so downloading them to personally-owned devices will be required.

E5 RECOMMENDED COMMUNITY READING

Title	**Completed**
Admiral John H. Towers – The Struggle for Naval Air Supremacy *by Reynolds*	
Authors at Sea *by Shenk*	
Air Supremacy *by Reynolds*	
Decision and Dissent with Halsey at Leyte Gulf *by Solberg*	
The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway *by Lundstrom*	
Run Silent/Run Deep *by Beach*	
Pearl Harbor to Midway *by Lundstrom*	
Victory at Sea – World War II in the Pacific *by Dunnigan*	
The United States Sailors: A History *by Simmons*	

ALL PAYGRADES
VOLUNTARY EDUCATION

Note: Prior to considering any pursuit of off duty education or program enrollment visit your Navy College Office or call the Virtual Education Center (VEC).

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 Legalman 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 LN

Recommended Associates' degrees for the Seaman
Paralegal associate in science degree (from ABA approved program) is required within 36 months of converting to LN.

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR LN

Recommended Bachelors/Masters degrees for the Seaman
B.S. degree in paralegal studies

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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. More information is available online at: https://www.navycollege.navy.mil

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 Degree Network System (SOC DNS):

The SOC DNS consists of accredited colleges offering specific associate's and bachelor's degrees (while limiting academic residency) to Sailors, Marines, Soldiers and members of the Coast Guard worldwide. Colleges taking part in each curriculum area guarantee acceptance of one another's courses as identified by SOC DNS Course Category Codes. The "home" college (the SOC DNS college from which the student wishes to graduate) issues an official Student Agreement to all eligible students after the completion of the sixth semester hour and a complete evaluation of the servicemember's prior learning, including courses from other colleges and universities, military training and occupational experience, nationally-recognized tests, and other non-traditional credit. The SOC DNS Student Agreement is a contract-for-degree that protects the eligible student from changes to his or her degree program. It is a comprehensive long-range degree plan that lists all of the course requirements, but does not require that all courses be taken with that college. More information is available online at: http://www.soc.aascu.org/socdns/

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 240 clock hours (CH), not-to-exceed $16.67/CH or a combination of semester and quarter hours.

Joint Service Transcripts (JST)

JSTs 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: https://jst.doded.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
CLEP Exams http://www.collegeboard.com/student/testing/clep/about.html

SAMPLE DEGREE PLAN

Required by ABA:

Roger Williams University

B.S. Degree Plan in Paralegal Studies

Advisor: Gena Bianco

School of Continuing Studies

Advisor's Telephone: 401-254-5602

Advisor's Email: gbianco@rwu.edu

Catalog Year: 2008

Student:

ID#:

University Core Courses	Sem.	Cred.	Alter.	Comments
Expository Writing (Wtng 102)				
Critical Writing/Professions (Wtng 220)				
College Level Math (Mth 110 or higher)				
Humanities				
Social Science				
Fine Arts				
Intro. To Speech Communication (Comm 21				
Liberal Arts Elective				
Liberal Arts Elective				

Major Requirements	Sem.	Cred.	Alter.	Comments
Intro. To Law (PLS 100)				
Criminal Law for the Paralegal (PLS 101)				
Emerging Technologies&Legal Envir.(PLS110)				
Law in Contemporary Society (PLS 120)				
Legal Research & Writing I (PLS 210)				
Legal Research & Writing II (PLS 211)				
Law of Contracts (PLS 221)				
Law of Business Organizations (PLS 222)				
Litigation I (PLS 310)				
Litigation II (PLS 311)				
Legal Ethics (PLS 400 **[1 credit]**)				
Justice Studies Practicum I (CJS 401)				
Legal Capstone (PLS 420)				
PLS Elective				
PLS Elective				
PLS Elective				

Student: **Catalog Year:** **2008**

Free Electives/Minor	Sem.	Cred.	Alter.	Comments

Legend

Sem.	Semester which **RWU** courses taken (or being taken)
Cred.	Number of Credits Earned, Transferred or Awarded
Alter.	Transferring College, Credit Doc., CLEP, Substitution, etc.
Comments	Name of course, CLEP exam, ACE guide #, etc.

Evaluated by:_ Date:_____

SCS/PLS
PEL/2006

Roger Williams University
Certificate Plan in Paralegal Studies

School of Continuing Studies

Advisor: _____
Advisor's Telephone: _____
Advisor's Email:

Catalog year: _____

Student:
ID#:

MAJOR REQUIREMENTS	Semester	Credits	Alternative	Comments
Intro To Law (PLS 100)				
Law of Contracts (PLS 221)				
Law of Business Organizations (PLS 222)				
Legal Research and Writing I (PLS 210)				
Legal Research and Writing II (PLS 211)				
Torts (PLS 235)				
Litigation I (PLS 310)				
Litigation II (PLS 311)				
Legal Ethics (PLS 400) [1 credit]				
PLS Elective				
PLS Elective				

Legend

Sem.	Semester which **RWU** courses taken (or being taken)
Cred.	Number of Credits Earned, Transferred or Awarded
Alter.	Transferring College, Credit Doc., CLEP, Substitution, etc.
Comments	Name of course, CLEP exam, ACE guide #, etc.

Evaluated by: _____ Date: _____

SAMPLE DEGREE PLAN

PARALEGAL ASSOCIATE OF SCIENCE DEGREE
(60 Semester Hours)

Required Paralegal (21 credits)	**Sciences & Mathematics** (9 credits)	**Arts & Humanities** (9 credits)	**Social Sciences** (9 credits)	**Paralegal Electives** (6 credits)	**General Electives** (6 credits)
Intro to Paralegal Studies (3.0 credits)	College Algebra (3.0 credits)	English I (3.0 credits)	Psychology (3.0 credits)	Civil Litigation 2 (1.5 credits)	Counseling (3.0 credits)
Legal Procedure 1 (3.0 credits)	Astronomy (3.0 credits)	English II (3.0 credits)	Sociology (3.0 credits)	Criminal Litigation (1.5 credits)	Leadership (3.0 credits)
Legal Procedure 2 (3.0 credits)	Chemistry (3.0 credits)	Art (3.0 credits)	Political Science (3.0 credits)	Law Office Management (1.5 credits)	Health Education (3.0 credits)
Civil Litigation 1 (3.0 credits)	Environmental Studies (3.0 credits)	Theater (3.0 credits)	History (3.0 credits)	Family Law (1.5 credits)	Physical Education (3.0 credits)
Legal Analysis & Briefing (3.0 credits)	Geology (3.0 credits)	Foreign Language (3.0 credits)	Economics (3.0 credits)	Probate/Estate Planning (3.0 credits)	Food & Nutrition (3.0 credits)
Legal Research (3.0 credits)	Physics (3.0 credits)	Humanities (3.0 credits)	Gender Studies (3.0 credits)	Elder Law (1.5 credits)	Photography (3.0 credits)
Computer Assisted Research (1.0 credits)	Biology (3.0 credits)	Philosophy (3.0 credits)	Geography (3.0 credits)	Corporate/Business Organization (3.0 credits)	Dance (3.0 credits)
Ethics (2.0 credits)	Ecology (3.0 credits)	Religious Studies (3.0 credits)	Anthropology & Archeology (3.0 credits)	Conflict Analysis & Resolution (3.0 credits)	
	Sailor Science (3.0 credits)	Speech or Public Speaking (3.0 credits)	Ethnic Studies (3.0 credits)	Bankruptcy Law & Procedures (3.0 credits)	
	Laboratory Activity (3.0 credits)			Intellectual Property (1.5 credits)	
				Civil Trials & Evidence (1.5 credits)	
				Contract & Torts (3.0 credits)	
				Computer Applications for the Paralegal (3.0 credits)	

- Remember, this is only an example, you must see a college counselor to work out a plan for you.
- Classes in blue are courses that you may receive work experience credit for.
- Classes in red are recommended if you plan to further your education in the legal field.
- The U. S. Department of Labor's survey lists the paralegal profession as one of the fastest growing in the country for the next decade. We believe that graduates of American Bar Association approved Paralegal Studies Programs are best prepared for the competitive job market.
- The Pre-Law Studies Program is an interdisciplinary selection of courses designed to develop the reasoning, writing, analytical and critical thinking skills required for law school and for a career as an attorney. The development of these kinds of skills is also applicable to any number of careers. The Paralegal Studies Program is recommended for the following students: students who are interested in a career as a paralegal/legal assistant; students who may want to attend law school but would like to prepare themselves for an alternative career in law in case they decide not to attend law school; students who would like to focus upon the more applied and practical aspects of law; students who would like to support themselves in a law-related career while attending law school; and students who are unsure of their interest in the legal field and would like to test their interest through the Paralegal Studies Program
- See comments under Sample College Course Plan below.

SAMPLE DEGREE PLAN

ASSOCIATE OF SCIENCE (A.S.) DEGREE IN GENERAL STUDIES
(60 Semester Hours)

Communications (9 hours from the following)	**History** (6 hours from the following)	**Humanities** (9 hours from the following)	**Sciences** (8 hours from the following)	**Mathematics** (3 hours from the following)	**Social Sciences** (6 hours from the following)	**Electives** (19 hours from the following)
English Composition I (3 hours)	American History I (3 hours)	Music Appreciation (3 hours)	Introduction to Chemistry (4 hours)	College Algebra (3 hours)	Introduction to Psychology (3 hours)	Elective courses usually include most of the courses in the College's catalog, but here's where Boot Camp, MCT, and your OCCUPTIONAL School and military experience pay off. Depending of the credit transfer limit of the college, you may find that you have already earned the equivalent of the entire elective requirement.
Technical Writing (3 hours)	American History II (3 hours)	Introduction to Literature (3 hours)	Biology (4 hours)	College Statistics (3 hours)	Introduction to Sociology (3 hours)	
Speech or Public Speaking (3 hours)	Western Civilization (3 hours)	American Literature (3 hours)	Concepts of Physics (4 hours)	Pre-calculus (3 hours)	Social Problems (3 hours)	
		Word Literature (3 hours)	Astronomy (4 hours)	Business Calculus (3 hours)	Economics (3 hours)	
		Art Appreciation (3 hours)		Calculus (4 hours)	Anthropology (3 hours)	
		World Religions (3 hours)			Fitness (3 hours)	
		Introduction to Philosophy (4 hours)			U.S. Government (3 hours)	
					World Geography (3 hours)	

- If you've been a DI or military instructor, you may have already earned credit for Speech/Public Speaking.
- Sailors routinely receive 3 or more hours credit for Physical Fitness.
- Remember, there are CLEP and DANTES tests for nearly every course in this table. Successfully completed CLEP and DANTES tests can earn you advance credit and eliminate the need to take the course.
- The above is for a General Studies Degree. If you select a technical or business program, particularly one related to your OCCUPTIONAL, much of your military formal schooling and experience can be counted toward the degree, thus eliminating the need to take certain courses and shortening the time spent earning an Associate Degree.
- A Bachelor's Degree program is not too much different then the Associate Degree Plan. The major difference is it requires a total of 120 semester hours of work, with corresponding increases in Humanities (12 hours), Sciences (12 hours), Social Studies (12 hours), a Major Field requirement of at least 30 hours, and approximately 48 hours of electives. Again, though, much of your military training, education and experience can be applied toward the degree, thus substantially lessening the time it takes to become a college graduate.

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878K
- Command Sponsor and Indoctrination Programs 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 Stations MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program (GUARD 2000), MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments 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
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Management Program (TAMP) 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:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) 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
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control 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 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardization Policy and Procedures for the Active Duty for Special Work (ADSW) Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M