



Master-At-Arms (MA)



Career Roadmap

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Master-At-Arms 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 Master-At-Arms?

Master-At-Arms 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 Master-At-Arms 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, Master-at-Arms Class "A" School at NTTC, Lackland AFB, San Antonio, TX, 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.

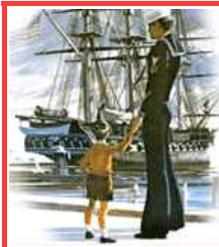
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



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.



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Master at Arms (MA) will individually, or as part of a force, be able to conduct security operations in order to defeat Level I and II Threats in near-coast, shore and harbor/port environments. Specifically, the MA will: conduct scalable force protection and security for designated assets and critical infrastructure; provide layered defense in an integrated coastal and landward security environment; provide integrated security capabilities, including mobile and fixed defensive operations in support of Commanders performing Homeland Defense and Expeditionary/Combat Operations, law enforcement, corrections, force protection, special events and operations with other services, host nation partners and civil authorities.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING / OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	MACM	21.7 Yrs	CMC	36	4 th Shore Tour CONUS or OCONUS Billet: SEA/CMAA Duty: CNIC Installations CMAA /Staff/NCIS STAAT/ NECC/ECM/Detailer
23-26	MACM MACS	21.7 Yrs 17.5	CMC, CSC	36	4 th Sea Tour CONUS or OCONUS Billet: Dept/Div CMAA/LCPO/Ops LCPO/Training/Instructor/ME SF Leader. Duty: Ship or Sea going Unit/ Staff/CVN/LHA/CMAA LHD/CORIVGRU/SWF. Qualification: ESWS/EAWS/ EXW/NWS/SCI.
20-23	MACM MACS MAC	21.7 Yrs 17.5 16.3	CWO, CMC, CSC,	36	3 rd Shore Tour CONUS or OCONUS Billet: SEA/LCPO/ MWD Program Manager/ Fleet Kennel Master/ MWD Regional Kennel Master/MWD STAAT. Duty: CNIC Installations /Staff/ NCIS STAAT(MTS) /NECC/Detailer/ATG. Qualification: SCI
16-20	MACS MAC MA1	17.5 Yrs 16.3 9.5	CWO, CSC	36	3 rd Sea Tour CONUS or OCONUS Billet: Dept/Div CMAA/Ops LCPO/Training/Instr.(MTS)/ MESF Leader/ MWD Fleet or Regional Kennel Master or Trainer/ MWD STAAT Assessor (E7)/Detailer Duty: Ship or Sea going Unit/ Staff/CVN/LHA/LHD /CG/ DDG/CORIVGRU/SWF/ SPECWAR Qualification: ESWS/EAWS/ EXW/NWS/SCI.



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YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
12-16	MACS MAC MA1	17.5 Yrs 16.3 9.5	LDO, CWO, OCS, MECP, CSC, RDC, Recruiting, MEPS SAPR, EOA, Brig TPU	36	2 nd Shore Tour CONUS or OCONUS Billet: SEA/Dept/Div/Ops/ Training/Instructor/CMAA MESF Leader/MWD Kennel Master/Trainer. Duty: CNIC Installations /Staff/NCIS/NECC/CENSECF OR/ Detailer /ATG.
8-12	MAC MA1 MA2	16.3 Yrs 9.5 3.9	LDO, OCS, MECP,	36	2 nd Sea Tour CONUS or OCONUS Billet: Dept/Div LCPO/Ops LCPO/Training Instructor/Kennel Master. Duty: Ship or Sea Going Unit/ Installation/Staff/CVN/LHA/L HD/CG/DDG/ CORIVGRU /SWF/SPECWAR/Squadron. Qualification: ESWS/EAWS/ EXW/ NWS/SCI/MTS.
4-8	MA2 MA3	3.9 Yrs 2.1	STA-21, OCS, MECP, Recruiting, MEPS SAPR, EOA, Brig, TPU	36	1 st Shore Tour CONUS or OCONUS Billet: Instructor/Training/ Squad or TL/MESF member/MWD Handler. Duty: CNIC Installations /CENSECFOR. Qualification: MTS/SCI(HPU)
1-4	MA3 MASN	2.1 Yrs 1.0	Naval Academy, NROTC,	36	1 st Sea Tour CONUS or OCONUS Billet: Patrolman/Sentry/ Squad/Tm Mbr/MWD Handler. Duty: Ship or Sea going Unit/ CVN/LHA/LHD/CORIVGRU /SWF/Squadron. Qualification: ESWS/EAWS EXW/NWS.
1 +/-	MA3 MASN MASA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.



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1. Special requirements for the rating:
 - a. Maintain SECRET security clearance eligibility as adjudicated by DONCAF.
 - b. Qualify and maintain unit specific weapons proficiency.
2. Sea-Shore Flow model. Standard Sea-Shore Flow model is not applicable to the MA rating. Rating operates as a CONUS-OCONUS (or INUS/OUTUS) rotation.
3. Career Enhancing MA Billets.
 - a. SWFPAC, SWFLANT, TACAMO (VQ Det) assignments. These assignments should be considered career enhancing due to the nature of assets protected and the qualifications required. These tours are counted as a Sea Tour for rotational purposes.
 - b. Isolated tours in Souda Bay Crete, Diego Garcia, and Bahrain.
 - c. Independent Duty Ship tours.
 - d. Type 4 forward deployed forces (overseas sea duty)
4. Duty Types
 - a. Installation Security. MAs provide security and law enforcement support for the Installation Commanding Officer with the mission of protecting installation. MAs assigned to installations do not have the opportunity to obtain a warfare qualification. NECs 0812, 0814, 2001 and 9501 are associated with installation security tours.
 - b. Harbor Patrol Unit (HPU). MAs assigned to the HPU operate small craft providing point and area security for waterside assets and ports. Additionally, HPUs may conduct High Value Unit (HVV) escorts. MAs assigned to HPUs do not have the opportunity to obtain a warfare qualification. Although not inclusive in all units, MAs assigned to an HPU may be eligible to qualify for the Small Craft Insignia. NEC 0190 is associated with HPU tours.
 - c. Expeditionary Forces. MAs assigned to the Expeditionary Forces will be assigned to the Coastal Riverine Force (CRF). The CRF absorbed the Maritime Expeditionary Security Force (MESF). CRF is SEA duty. MAs assigned to the CRF may be performing duties in boat operations, Riverine Security Team Operations, aircraft security (RAVEN), embarked security (EST), Joint Terminal Air Controller (JTAC), Visit, Board, Search and Seizure (VBSS) and Intelligence, Surveillance and Reconnaissance (ISR) operations. All MAs assigned to Expeditionary Units must obtain Expeditionary Warfare Specialist (EXWS) within 12 months of assignment. NECs 0812, 0814, 9501 and 0190 are associated with Expeditionary tours.



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- d. Strategic Systems Programs (SSP). MAs assigned to this duty type conduct security operations for strategic assets at either Strategic Weapons Facility (SWF) Atlantic or Pacific. MAs assigned to a SWF are regulated by the Personnel Reliability Program (PRP). MAs assigned to this duty type conduct security operations, HPU, or Military Working Dog (MWD) duties. MAs assigned to SWF do not have the opportunity to obtain a warfare qualification. MAs assigned to SWF are authorized to wear Enlisted Nuclear Weapons Security (NWS) Breast Insignia after maintaining PRP certification for 12 months and after qualification in the highest watch station commensurate with their pay grade. NECs 0812, 0814, 9501 and 0190 are associated with SSP tours.
- e. TACAMO (VQ Squadrons). MAs assigned to this duty type conduct security operations for strategic aircraft. MAs assigned to TACAMO are regulated by the PRP. This type of duty is considered SEA DUTY. MAs assigned to VQ may have the opportunity to qualify Enlisted Aviation Warfare Specialist (EAWS).
- f. Afloat Security. MAs in this duty type conduct in port and underway security and law enforcement operations onboard LHA, LHD and CVNs. MAs may be used for security operations, ATFP, investigations, brig operations and training for the Ship's Self Defense Force. All MAs assigned to this duty type have the opportunity to qualify as Enlisted Surface Warfare Specialist (ESWS). All Sailors must qualify ESWS within a predetermined timeframe established by the member's command not to exceed 30 months from receipt at the command. MAs assigned to this type of duty may also have the opportunity to qualify as EAWS. NECs 2001, 2002, 2008, and 9501 are associated with afloat security tours.
- g. Chief Master-at-Arms (CMAA). MACs are normally assigned to LPDs. MACs are normally assigned to CGs. MA1s are normally assigned to DDGs and FFGs. These MAs manage the ATFP program, train and qualify the Ship's Self-Defense Force, conduct investigations and perform legal officer functions and assist the Commanding Officer in maintaining good order and discipline. All MAs assigned to this duty type must qualify ESWS within a predetermined timeframe established by the member's command not to exceed 30 months from receipt at the command. NECs 2001 and 9501 are associated with Afloat Independent Duty CMAA tours.
- h. Military Working Dog (MWD). MWDs are assigned to Installation Security, DevGrp and SWFs. MAs may be assigned as MWD Handler, MWD Trainer or Kennel Master. MA1s should be assigned as Kennel Master of facilities with less than 8 MWDs or as a MWD Trainer. MACs are assigned as Kennel Master of facilities with 8+ MWDs, Regional Kennel Master, or MWD STAAT Assessor. MACs fill the three Fleet Kennel Master assignments. MACM's will normally fill the MWD Program Manager assignment. MWD Teams routinely deploy in support of overseas contingency operations, Presidential/ Head of State missions and other VIP/ special event missions. Duty type for MWD Handlers is commensurate with the unit to which they are assigned. Since this is a closed loop program, MWD Handlers do not have the opportunity for a warfare qualification. NEC 2005 or 2006 is required for MWD tours. Warfare qualifications are available only at shipboard/sea-going commands (ESWS and EAWS) and Type 2 or 4 designated NECC (EXWS) commands.



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- i. Protective Service Detail (PSD). MAs within a PSD are assigned to the Naval Criminal Investigative Service (NCIS). MAs conducting PSD missions provide protection for designated High Risk Personnel (HRP). These duties include site surveys, planning, and pedestrian/vehicle security. MAs assigned to PSD missions do not have the opportunity for a warfare qualification. NEC 2009 is required for PSD tours.
- j. Other Tours. In addition to the main duty types, MAs conduct duties that support the NSF, the fleet and other commands. These tours are diverse in nature and are considered SHORE DUTY.
 - 1) Instructor Duty. MAs are assigned to CENSECFOR and other training centers as instructors. This duty is considered vital to the sustained health of the Naval Security Force (NSF). MAs assigned to Instructor Duty have the opportunity to qualify as a Master Training Specialist.
 - 2) Staff Duty. MAs are assigned to various TYCOM, FLEET, COCOM and other staffs. These MAs primarily conduct antiterrorism (AT) planning and assessments of subordinate units.
 - 3) Security Training and Assessment Teams (STAAT). STAAT is a subordinate unit within the Naval Criminal Investigative Service (NCIS). MAs assigned to STAAT conduct port, installation and airfield vulnerability assessments, provide Mobile Training Teams to provide security related training, and conduct Chief of Naval Operations Integrated Vulnerability Assessments (CNOIVA). Personnel assigned to STAAT do not have the opportunity for a warfare qualification. MAs assigned to STAAT may be eligible for Master Training Specialist (MTS) and the 9501 NEC.

6. Additional certifications available to MAs:

- | | |
|---|----------------|
| a) Small Arms Instructor | NEC 0812 |
| b) Crew Served Weapons Instructor | NEC 0814 |
| c) Chief Master-at-Arms ** | NEC 2001 |
| d) Command Investigator | NEC 2002 |
| e) Military Working Dog Handler | NEC 2005 |
| f) Military Working Dog Kennel Master | NEC 2006 |
| g) Corrections Specialist (Brig Afloat) | NEC 2008 |
| h) Protective Service Specialist | NEC 2009 |
| i) Anti-terrorism Training Supervisor | NEC 9501 |
| j) Force Protection Boat Coxswain | NEC 0190 |
| k) Master Training Specialist | |
| l) Military Customs Inspector | No awarded NEC |
| m) RAVEN | No awarded NEC |
| n) VBSS | No awarded NEC |



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- o) ATO Level 2 No awarded NEC
- p) SPeD (Security Professional Education Development program is the Department of Defense initiative to professionalize the security workforce).

** New developments; NEC 2001 was established in July 2014 and once fully phased will be the afloat requirement. Ashore commands will assign the senior 2001 as the CMAA. Ideally the senior Master-at-Arms the command will be the CMAA (2001). This is a paradigm shift as the Security LCPO/SEA will be officially titled "CMAA." In the future, this NEC will be considered a milestone qualification. Refer to NAVPERS 18068F Vol 2 for further guidance.

7. In-rate Qualifications: MAs should possess required TYCOM qualification commensurate with duty title and rank.



Master-At-Arms Petty Officer Third Class (Apprentice/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
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	
2nd Class Swimmer	Various	K-060-2138	4 hours	
Security First Responders Course	Various / MTT	S-830-0026	40 hours	
Security Reaction Force - Advance	CENSECFOR LS's	A-830-0396	80 hours	
Surveillance Detection	Various	S-830-0046	24 hours	
RHIB Coxswain	Little Creek, VA San Diego, CA Mayport, FL Yokosuka, Japan Pearl Harbor, HI PACNORWEST	K-060-0625	14 days	
Outboard Engine Mechanic (4313) ¹	Coronado, CA	K-652-0237	2 weeks	
Cummins Diesel Engine Overhaul Technician (4303) ¹	Coronado, CA / Norfolk, VA	K-652-0232	2 weeks	
Shore Installation Management Basic Boat Coxswain Course	Various	S-540-1007	5 days	

¹ - For Craft engineers only.

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NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2008 - Corrections Specialist Navy MA Afloat	Lackland AFB, TX	A-830-0001	160 hours	
2005 - Military Working Dog Handler	Lackland AFB, TX	A-830-0019	440 hours	

JOB DESCRIPTION

The MA rating provides the Navy with security specialists who perform antiterrorism, force protection, physical security, and law enforcement duties on land and at sea. Due to the unique functions of the MA, strict adherence to eligibility criteria must be maintained. MA's are the Navy's security and force protection professionals. An MA may operate a force protection watercraft, direct an investigation, control a base access point, or supervise a K-9 asset. As an MA3, you are now responsible for the supervision and training of those MA's assigned under you.

RECOMMENDED BILLET ASSIGNMENTS

Having successfully completed a first tour, you should seek out another assignment within the constraints of your Sea-Shore Flow which will help broaden your experiences and skills. Consider a tour in a different mission area to help round yourself out. Tours in forward deployed units, at Strategic Weapons Facility sites, Sea commands, OCONUS shore and Expeditionary units offer opportunities to expand on knowledge and skills gained. Remember, the Navy needs well rounded MA's, not MA's who are only good at one job! If you remain in the same mission area, choose orders that will take you to a different part of the same mission area, give you a new job with a different perspective on the same mission, or are located at a different geographic location.

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 E4 (1 year time in service required to be eligible for advancement to E-5)

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 (E4) 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): _____

Seaman to Admiral 21 (STA-21) _____ Medical Enlisted Commissioning Program (MECP) _____

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Officer Candidate School _____

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 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard		
Military Training Network (MTN) approved Basic Life Support (BLS)		
Explosive Handling Qual/Cert Program (As Required)		

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		
Diving and Salvage Warfare Specialist		
Expeditionary Warfare Specialist		
Explosive Ordnance Disposal		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
Special Ops/Special Boat (SO/SB)		
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)
Security Force Weapons (NAVEDTRA 43466 Series)		
301 M9 Service Pistol Operator		
305 M500 Shotgun Operator		
308 M16 (Series) Rifle Operator		
311 Genadier		
322 Clearing Barrel Supervisor		
323 Duty Armorer		
324 Line Coach		
(Other weapon systems as command mission dictates)		
Small Weapon Qualification (9mm, Rifle, Shotgun)		
Crew Served Weapons Qualification		
Antiterrorism Common Core (NAVEDTRA 43387-2 Series)		
301 Sentry		
302 Reaction Force Member		
303 Reaction Force Team Leader		
Non-Lethal Weapons (Baton / OC Spray / Subject Control Techniques)		
Navy Security Forces Law Enforcement and Physical Security Operations (NAVEDTRA 43387 Series)		
301 Emergency Vehicle Operator		
302 Crowd Control		
303 First Responder		
304 Kennel Support		
305 Pass & ID Technician		
306 Dispatcher / ESS Monitor		
307 Patrol Officer		
308 Field Training Officer		
Resume of Training and Experience for MWD and Handler (MWD Handlers Only)		
Tactical Craft Operations (NAVEDTRA 43911-A)		
301 Craft Crewman		
302 Craft Engineer		
303 Craft Navigator/Radio Telecommunications Officer		
304 Craft Coxswain (Tactical Craft)		
Shore Installation Management Basic Boat Coxswains (NAVEDTRA 43606)		
301 Shore Installation Management Basic Boat Crewmember		
302 Shore Installation Management Basic Boat Coxswain		
Harbor Security Boat Operations (NAVEDTRA 43467-1)		
301 Craft Crewman/Gunner		
302 Harbor Security/Patrol Boat Coxswain		
Electronic Harbor Security System Operations (NAVEDTRA 43605)		
301 EHSS Operator		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Animal Trainers
Bailiffs
Correctional Officers and Jailers
Criminal Investigators and Special Agents
Crossing Guards
Dispatchers, Except Police, Fire, and Ambulance
Eligibility Interviewers, Government Programs
Emergency Management Directors
First-Line Supervisors of Correctional Officers
First-Line Supervisors of Police and Detectives
Forensic Science Technicians
Intelligence Analysts
Interviewers, Except Eligibility and Loan
Office Clerks, General
Police Detectives
Police Identification and Records Officers
Police Patrol Officers
Private Detectives and Investigators
Probation Officers and Correctional Treatment Specialists
Retail Loss Prevention Specialists
Security Guards
Security Management Specialists
Security Managers
Sheriffs and Deputy Sheriffs
Training and Development Managers
Training and Development Specialists
Transit and Railroad Police
Transportation Security Screeners

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1802 - Compliance Inspection and Support Series
1805 - Investigative Analysis Series
1810 - General Investigation Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	American Correctional Association (ACA)	Certified Corrections Manager (CCM)	
E4	American Correctional Association (ACA)	Certified Corrections Officer (CCO)	
E5	American Correctional Association (ACA)	Certified Corrections Supervisor (CCS)	
E4	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E6	American Jail Association (AJA)	Certified Jail Manager (CJM)	
E4	American Jail Association (AJA)	Certified Jail Officer (CJO)	
E7	ASIS International	Professional Certified Investigator (PCI)	
E0	Center for Development of Security Excellence (CDSE)	Adjudicator Professional Certification (APC)	
E7	Center for Development of Security Excellence (CDSE)	Industrial Security Oversight Certification (ISOC)	
E6	Center for Development of Security Excellence (CDSE)	Physical Security Certification (PSC)	
E7	Center for Development of Security Excellence (CDSE)	Security Asset Protection Professional Certification (SAPPC)	
	Center for Development of Security Excellence (CDSE)	Security Fundamentals Professional Certification (SFPC)	
E7	Center for Development of Security Excellence (CDSE)	Security Program Integration Professional Certification (SPIPC)	
E6	Center for Interviewer Standards Assessment, Ltd. (CISA)	Certified Forensic Interviewer (CFI)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E6	International Association for Identification (IAI)	Certified Crime Scene Analyst (CCSA)	
E6	International Association for Identification (IAI)	Certified Crime Scene Investigator (CCSI)	
E6	International Association for Identification (IAI)	Certified Senior Crime Scene Analyst (CSCSA)	
E8	International Association of Law Enforcement Planners (IALEP)	Certified Law Enforcement Planner	
E6	International Association of Personal Protection Agents (IAPPA)	Certified Close Protection Agent (CCPA)	
E6	International Board for Certification of Safety Managers	Certified Emergency Disaster Professional (CEDP)	
E7	International Foundation for Protection Officers (IFPO)	Certified in Security Supervision and Management (CSSM)	
E6	International Foundation for Protection Officers (IFPO)	Certified Protection Officer (CPO)	
E7	International Foundation for Protection Officers (IFPO)	Certified Protection Officer Instructor (CPOI)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E7	NCMS Society of Industrial Security Professionals	Industrial Security Professional (ISP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National Master 100 NC	
E5	United States Coast Guard (USCG)	National OUPV Less Than 100 GRT	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Correction Officer (Government Service)	
E1 - E9	Criminal Investigator	
E7 - E9	Master Homeland Security Specialists	
E5 - E9	Office Manager/Administrative Services	
E1 - E9	Police Officer I (Government Service)	
E5 - E9	Protective Service Specialist	
E1 - E9	Radio Station Operator (Aircraft Mfg)	
E1 - E9	Working Dog Handler	

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:

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

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
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 _____

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Second Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD-09-002	16 hours	
Petty Officer Second Class Selectee Leadership Course - Phase Two	Command Delivered	CPPD-LEAD-09-002	10 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.

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Antiterrorism Level I Awareness Training	Navy e-Learning	CENSECFOR-AT-010-1.0	1 hour Self-paced	

E4 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 Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 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 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.

E4 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-COOIC-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-COOIC-1.1 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-COOIC-2 /DoN 0	23 hours	

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Communications Security	Navy e-Learning	84870_ENG	6 hours	
Homeland Security and Defense	Navy e-Learning	JKDDC-HSD-1	13 hours	
Principles of Emergency Management	FEMA	IS-230	10 hours	
Radiological Emergency Management	FEMA	IS-3	10 hours	
CENSECFOR Operator Training - MK48 Machine Gun	Navy e-Learning	CENSECFOR-MK48-010-1.0	2 hours	
CENSECFOR Operator Training - M2HB Machine Gun	Navy e-Learning	CSF-M2-010-2.0	2 hours	
CENSECFOR Operator Training - M240 Machine Gun	Navy e-Learning	CSF-M240-010-2.0	2 hours	
Personal Firearm Safety	Navy e-Learning	CSF-PFS-010	2 hours	
Training and Readiness - The Active Shooter	Navy e-Learning	CNIC-TRTAS-1.1	1 hour	
Ready Navy Emergency Preparedness	Navy e-Learning	CNIC-RNEP-0001	2 hours	
Coaching TIPS for (IDC) Workspace Trainer Qualification Program	Navy e-Learning	CPPD-IDC-AP1A-1.0	1 hour	
Individual – Managing Your Risk	NKO	CPPD-ORM-MYR-1.0		
Certified Anti-Corruption Specialist (CACS)	Center for Security and Emergency Management (C4SEM)	Online	72 hours	
Certified Corrections Officer/Provisional (CCO/P)	American Correctional Association (ACA)	Online	2 hours	
Commission Accredited Traffic Accident Reconstructionist	Accreditation Commission for Traffic Accident Reconstruction (ACTAR)	Online	80 hours	
Explosive Detection (EDC)	Eastern States Working Dog Association		1 day	
Narcotic Detection (NDC)	Eastern States Working Dog Association		1 day	
Police Service Dog (PSDC)	Eastern States Working Dog Association		1 day	
Trailing Dog (TDC)	Eastern States Working Dog Association		1 day	

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

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.

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Day of Islam: The Annihilation of America and the Western World by <i>Paul L. Williams</i>	



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 Master-At-Arms 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 MA

Recommended Associates' degrees for the Seaman
Administration of Justice
Business Administration-Criminal Justice Administration concentration
Criminal Justice
Criminal Justice - Economic Crime
Criminal Justice Administration
Criminal Justice Corrections Specialization
Emergency Disaster Services
Emergency Management
Law Enforcement
Law Enforcement Technology
Legal Studies
Military Specialty Related Majors

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR MA

Recommended Bachelors/Masters degrees for the Seaman
Administration of Justice
Business Administration, Legal Studies
Business Administration-Criminal Justice Administration
Computer & Digital Forensics
Criminal Justice
Criminal Justice - Corrections Management
Criminal Justice - Homeland Security
Criminal Justice - Police Science
Criminal Justice Administration
Criminal Justice Studies
Criminal Justice-Forensic Science concentration
Criminal Justice-Law Enforcement concentration
Criminology
Emergency and Disaster Management
Emergency Disaster Services
Emergency Management
Fire & Emergency Services Administration
General Studies (Justice Studies)
General Studies (Rate Related Military Specialty)
Homeland Security
Investigations
Justice Studies
Law and Society
Legal Studies
Organizational Security and Management
Public Administration - Law Enforcement
Public Safety and Criminal Justice
Public Safety and Homeland Security
Security
Security Administration
Security Management
Sociology - Criminology
Sociology, Criminology - Corrections
Sociology, Criminology - Law Enforcement

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



A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

Other Degree Requirements: Remediation / SLS / Pre-reqs if Needed
 Residency: 25% coursework must be completed at FCCJ (in-class or DL).

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
<i>ACE Recommended from MOS / Rate:</i>								
Military Credits	7	13	13	17	16	16	16	
<i>Credit from Service School:</i>								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
Credit based on individual evaluation								
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

* Disclaimer: Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, military@fccj.edu.

Florida Community College
 Military Education Institute
 601 West State Street
 Jacksonville, FL 32202
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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