



Mineman (MN)



October 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

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

Mineman 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 Mineman 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, Mineman School at Ingleside, Texas, NKO (E-Learning, etc.)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

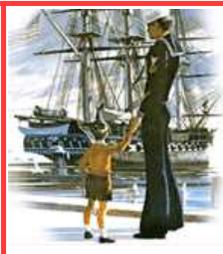
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



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.



MN CAREER PATH (SW)



Minemen are technicians that are responsible for filling the billets of 5 ratings onboard Mine Warfare Platforms and Operational Ordnance Maintenance and Assembly facilities throughout the world. Minemen serve on MCM class ships, HM squadrons, and LCS MIW mission modules. Minemen fill the billets of BM, GM, MN, OS and STG ratings onboard the MCM platform. The Mineman rating is a sea intensive rate in junior paygrades (E1 – E4) balancing in the mid-pay grades (E6 - E7), this balance in the mid-pay grades is to support leadership needed at operational MOMAU's throughout the world.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	MNCM	20 Yrs	CMC, Senior Enl Academy	36	Follow on Sea/Shore Tours.
21-24	MNCM MNCS	20 Yrs 15.1	CMC, CMDCS.	36	4 th Sea Tour Billet: Dept LCPO, CMC. Duty: NMC/NMAWC. Qualification: SEA.
18-20	MNCM MNCS MNC	20 Yrs 15.1 11.9	CWO, LDO, CMC, CMDCS.	36	3 rd Shore Tour Billet: LCPO/CMC Duty: Admin/Operational Staff, Instructor. Qualification: MTS, SEA.
15-17	MNCS MNC MN1	15.1 Yrs 11.9 8	LDO, CWO, OCS, MECP, CMDCS, RDC, Recruiting, Instructor.	36	3 rd Sea Tour Billet: LCPO. Duty: LCS, Staff, MCM. Qualification: OOD, CICWO.
12-14	MNCS MNC MN1	15.1 Yrs 11.9 8		36	2 nd Shore Tour Billet: Admin/Operational Staff, NMC. Duty: IMA. Qualifications: MTS
9-11	MNC MN1 MN2	11.9 Yrs 8 4.5		48	2 nd Sea Tour Billet: Maintenance Technician, LPO. Duty: MCM, LCS Mission Module, HM Squadron. Qualification: 3-M SUP, CSOOW AREA SUP, CICWS/WO.
6-8	MN1 MN2 MN3	8 Yrs 4.5 2.3	STA-21, OCS, MECP, RDC, Recruiter, Instructor.	36	1 st Shore Tour Billet: Instructor, Admin/Operational Staff. Duty: Recruiting, NMC. Qualification: MTS.
2-5	MN2 MN3	4.5 Yrs 2.3	STA-21, Naval Academy, NROTC	48	1 st Sea Tour Billet: Operator, Maintenance Technician. Duty: MCM, LCS. Qualification: CSOSS, DCPO, POOW, Deck/Armory, Combat.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**MN CAREER PATH
(SW)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1+/-	MN3 MNSN MNSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



Mineman Seaman Recruit to Seaman

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Mineman "A" School (0000)	San Diego, CA	A-647-0016	89 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AN/SLQ-48 Mine Neutralization System (MNS) Operator (N/A)	CA, POINT LOMA	A-647-0930	22 days	
AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator (1214)	CA, POINT LOMA	A-130-0048	25 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course (1214/1215)	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
Minesweep Boatswains Mate (0107)	CA, POINT LOMA	A-060-0631	22 days	
7 METER RIGID HULL INFLATABLE BOAT (RHIB) COXSWAIN (N/A)	Mayport FL / Norfolk VA / Pearl Harbor HI	K-062-0625	15 days	
LITTORAL COMBAT SHIP (LCS) MISSION PACKAGE (MP) OPERATIONS - REMOTE MINEHUNTING SYSTEM (RMS) OPERATOR (N/A)	MWTC San Diego	A-647-0007	3 weeks	
LITTORAL COMBAT SHIP (LCS) RAPID REFRESH - MINE COUNTERMEASURES (MCM) (N/A)	MWTC San Diego	A-647-2759	31 days	
BASIC UNMANNED UNDERWATER VEHICLE (UUV) OPERATOR AND MAINTAINER (TBD)	MWTC San Diego	A-062-0200	7 weeks	
Versatile Exercise Mine System (VEMS) Technician Ashore (1211)	06JT	A-647-2756	12 days	
AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance (9616)	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0107 - Minesweep Boatswains Mate	CA, POINT LOMA	A-060-0631	22 days	
1211 - Versatile Exercise Mine System (VEMS) Technician Ashore	06JT	A-647-2756	12 days	
1210 - Versatile Exercise Mine System (VEMS) Operator / Afloat	06JU	A-647-2758	5 days	
0170 - Search And Rescue (SAR) Swimmer	6952 / 889Y	C-050-0500	30 days	
1214 - AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator	CA, POINT LOMA	A-130-0048	25 days	
1214/1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
0410 - AN/SLQ-48(V) Mine Neutralization System (MNS) Operator/ Maintenance Technician	FASW, San Diego / MWTC, Point Loma	A-647-0931	33 days	
90CS - Expeditionary Combat Skills (ECS)	Gulfport, MS	A-830-0030	26 days	

JOB DESCRIPTION

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

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment maintenance person and ordnance handling team members aboard ships or at shore establishments. Onboard Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Muniton Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), - Responsible for the Operation and Maintenance of the following systems:

- 1) AN/SQQ-32 Minehunting Sonar Set (MSS) and accompanying systems
- 2) AN/SLQ-48 Mine Neutralization System (MNS) and accompanying systems
- 3) AN/SSN-2 Precise Integrated Navigation System (PINS)
- 4) AN/UQN-4A Sonar Sounding Set / Fathometer
- 5) AN/WQC-2 Sonar Communications Set / Underwater Telephone
- 6) AN/SLQ-60 SEAFOX
- 7) AN/WLD-1 Remote Mine Hunting System (RMS)
- 8) Versatile Exercise Mine Systems (VEMS)
- 9) Test Set Maintenance/Repair (TSM) (TSR)
- 10) Mk 62, 63, & 65 Quickstrike Mine Systems
- 11) Mk 67 Submarine Launched Mobile Mine (SLMM)
- 12) Mk 18 Unmanned Underwater Vehicle (UUV)
- 13) AN/AQS-20 Side Scan Sonar
- 14) All Minesweeping Gear Associated with Magnetic, Acoustic Mechanical and Combination sweeps to include:
 - A) Advanced Acoustic Generator (AAG) Towed Body-35 (TB-35) Commonly referred to as IGGY
 - B) Infrasonic Advanced Acoustic Generator (IAAG) Towed Body-36 (TB-36) Commonly referred to as AGGI
- 15) Mine Warfare Decision Aids Library (MEDAL) Build 11 - Operator Only. Also applies to HELMINERON Billets for AMCM and UUV.
- 16) Global Command Control System Maritime (GCCS-M) Operator Only
- 17) Common Post Mission Analysis (CPMA) on AN/AQS-24 Data
- 18) Aerial Environmental Profiler (AEP) (AEP/PDA) AMCM version of Battle Space Profiler (BSP)
- 19) AN/ BQH-7 Battle Space Profiler (BSP)

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Search and Rescue Swimmer (SAR)
- Hazmat Custodian

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 E1/E2 (9 months time in service required for advancement to E-2 and E-3)

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

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
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.

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		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
Personal Qualifications Standard		
301 Sentry		
302 Line Handler		
302 Lookout		
302 Sounding and Security		
301 M9 Service Pistol Operator		
301 Maintenance Person		
301 Sound-Powered (S/P) Telephone Talker		
302 Repair Parts Petty Officer (RPPO)		
303 Line Handler		
304 Deck Line Handler		
304 Helmsman		
304 Line Handler		
304 Lookout		
305 Deck Rigger		
301 Line Handler		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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 _____

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD-09-001	24 hours	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁴	Command Delivered	A-500-1000	2 days	
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-PPII-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.

4 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

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

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
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.

E1/E2/E3 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	

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		

NAVY PROFESSIONAL READING PROGRAM (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://www.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://www.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.

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</i>	
Navigation Rules and Regulations Handbook <i>by Navigation Rules and Regulations Handbook</i>	
Commander Mobile Mine Assembly Group Supply Procedures <i>COMOMAGINST 4000.2</i>	
Dutton's Nautical Navigation <i>ISBN: 1-55750-248-X</i>	
Mine Neutralization System (MNS) AN/SLQ-48 (V) Technical Manual <i>N6133100038 Interactive CD</i>	
Mineman, Volume 05 <i>NAVEDTRA 14158</i>	
Mineman, Volume 06 <i>NAVEDTRA 14159</i>	
Mineman, Volume 07 <i>NAVEDTRA 14160</i>	

Title	Completed
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Mineman, Volume 02 <i>NAVEDTRA 14348</i>	
Sonar Communications Set AN/WQC-2A <i>NAVSEA 0967-LP-490-1640</i>	
Tag-Out Users Manual <i>NAVSEA S0400-AD-URM-010/TUM</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
Electronics <i>NAVSEA S9086-ND-STM-010/CH-400</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
Service (General)	
Preservation Of Ships In Service (Surface Preparation & Painting) <i>NAVSEA S9086-VD-STM-020/Ch-631 v2</i>	
Service - Surface Preparation And Painting	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Hazardous General Use Consumables	
Precise Integrated Navigation System An.Ssn-2(V)4 <i>NAVSEA S9420-AL-IEM-A10</i>	
Acquisition System Battle Space Profiler An/Sqh-4 Revision 4, Version 1.4 <i>NAVSEA SE300-AC-MMO-010</i>	
System Technical Manual Minehunting Sonar Set AN/SQQ-32(V)3 <i>NAVSEA SE315-R3-IEM-010</i>	
Handling Ammunition And Explosives With Industrial Materials Handling Equipment (MHE) <i>NAVSEA SW023-AH-WHM-010</i>	
Destructors Mk 36 And 40, And Mines, Mk 62 And 63 Description, Assembly, and Test <i>NAVSEA SW551-A2-MMI-010</i>	
Mine, Underwater, Mark 65 Mods 0 And 1 Description And Procedures Intermediate Maintenance Activity <i>NAVSEA SW551-A3-MMI-010</i>	
Mine, Underwater, Mark 56 Mod 0 Description, Maintenance, and Tests <i>NAVSEA SW551-B0-MMI-010</i>	
Mine, Underwater, Mk 67 Description, Upgrading and Downgrading <i>NAVSEA SW553-B2-MMI-010</i>	
Mine Neutralization System AN/SLQ-48(V) Operation And Maintenance Instructions <i>NAVSEA SW570-AA-OMI-010/N6133100038</i>	
Cable Assembly And Umbilical Electrical Cable <i>NAVSEA SW570-AA-OMP-030</i>	
Mine Neutralization System Cable Cutter Mk - 26 Mod 0 <i>NAVSEA SW570-E0-MMO-080/N6133100038</i>	
MK-26 MOD 0	
Destructor, Explosive, Mk 57 Mod 0 And Mod 1 Operational and Maintenance Instructions, Organizational Level <i>NAVSEA SW570-EO-MMO-070</i>	
Surface Mine Countermeasures, Mcm Class Ship Rigging, Streaming, And Recovery <i>NAVSEA SW570-F0-MMO-030</i>	
Streaming, And Recovery	
Mcm Class Ships Surface Mine Countermeasures, Operations and Maintenance <i>NAVSEA SW570-F0-MMO-040</i>	
Minesweeping Systems, MCM Class Ships; System Manual <i>NAVSEA SW570-F0-MMO-A70, AN/SLQ-37(V)3 ANF AN/SLQ-38;</i>	
Versatile Exercise Mine System (Vems); Rigging, Deployment,And Recovery, Description And Operation <i>NAVSEA SW570-F0-MMO-050</i>	
Surface Mine Countermeasures Operations <i>NTP 3-15.21</i>	
Maneuvering Board Manual, U.S. Department Of Defense <i>NV Pub 217</i>	
MCM 1 Class Tactical Manual <i>NWP 3-20.6.19 (65-10 Rev.A)</i>	
Sonar Sounding Set AN/UQN-4 And UQN-4A Including Depth Indicator <i>SE362-D0-MMM-010</i>	
ID-1566/UQN-4 And Digital To Analog Converter CV-2456/UQN-4	
Tm 9-1005-223-10, Operator's Manual For Rifle, 7.62-MM, M14	
TM 9-1005-249-10, Operator's Manual for Rifle, 5.56-MM, M16, And Rifle, 5.56-MM, M16A1	
TM 9-1005-317-10, Pistol, Caliber 9MM, M9 Semi Automatic	



**Mineman
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
Mineman "A" School (0000)	San Diego, CA	A-647-0016	89 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AN/SLQ-48 Mine Neutralization System (MNS) Operator (N/A)	CA, POINT LOMA	A-647-0930	22 days	
MEDAL Operator (Pending Approval)	CA, POINT LOMA / VA, NORFOLK	A-130-0003	15 days course length will change from 15 working days 20 working days on or about OCT 16	
AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator (1214)	CA, POINT LOMA	A-130-0048	25 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Maintenance Technician (1215)	CA, POINT LOMA	A-130-0093	38 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course (1214/1215)	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
Minesweep Boatswains Mate (0107)	CA, POINT LOMA	A-060-0631	22 days	
Versatile Exercise Mine System (VEMS) Technician Ashore (1211)	06JT	A-647-2756	12 days	
7 METER RIGID HULL INFLATABLE BOAT (RHIB) COXSWAIN (N/A)	Mayport FL / Norfolk VA / Pearl Harbor HI	K-062-0625	15 days	
Ammunition Supply Administration (9525)	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
LITTORAL COMBAT SHIP MINE WARFARE AND ENVIRONMENTAL DECISION AIDS LIBRARY (MEDAL) (N/A)	MWTC San Diego	A-130-0002	15 days	
LITTORAL COMBAT SHIP (LCS) MISSION PACKAGE (MP) OPERATIONS - REMOTE MINEHUNTING SYSTEM (RMS) OPERATOR (N/A)	MWTC San Diego	A-647-0007	3 weeks	
LITTORAL COMBAT SHIP (LCS) RAPID REFRESH - MINE COUNTERMEASURES (MCM) (N/A)	MWTC San Diego	A-647-2759	31 days	
BASIC UNMANNED UNDERWATER VEHICLE (UUV) OPERATOR AND MAINTAINER (TBD)	MWTC San Diego	A-062-0200	7 weeks	
AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance (9616)	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	
Recruiter (9585)	NATTC, Pensacola, FL	S-501-0020	33 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9616 - AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
0107 - Minesweep Boatswains Mate	CA, POINT LOMA	A-060-0631	22 days	
1211 - Versatile Exercise Mine System (VEMS) Technician Ashore	06JT	A-647-2756	12 days	
1210 - Versatile Exercise Mine System (VEMS) Operator / Afloat	06JU	A-647-2758	5 days	
0170 - Search And Rescue (SAR) Swimmer	6952 / 889Y	C-050-0500	30 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X	San Diego CA, Dam Neck VA	A-221-0069	29 days	
1214 - AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator	CA, POINT LOMA	A-130-0048	25 days	
1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Maintenance Technician	CA, POINT LOMA	A-130-0093	38 days	
1214/1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
N/A - AN/SLQ-48 Mine Neutralization System (MNS) Operator	CA, POINT LOMA	A-647-0930	22 days	
90CS - Expeditionary Combat Skills (ECS)	Gulfport, MS	A-830-0030	26 days	
9525 - Ammunition Supply Administration	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
9585 - Recruiter	NATTC, Pensacola, FL	S-501-0020	33 days	

JOB DESCRIPTION

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

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment maintenance person and ordnance handling team members aboard ships or at shore establishments. Onboard Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Muniton Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), - Responsible for the Operation and Maintenance of the following systems:

- 1) AN/SQQ-32 Minehunting Sonar Set (MSS) and accompanying systems
- 2) AN/SLQ-48 Mine Neutralization System (MNS) and accompanying systems
- 3) AN/SSN-2 Precise Integrated Navigation System (PINS)
- 4) AN/UQN-4A Sonar Sounding Set / Fathometer
- 5) AN/WQC-2 Sonar Communications Set / Underwater Telephone
- 6) AN/SLQ-60 SEAFOX
- 7) AN/WLD-1 Remote Mine Hunting System (RMS)
- 8) Versatile Exercise Mine Systems (VEMS)
- 9) Test Set Maintenance/Repair (TSM) (TSR)
- 10) Mk 62, 63, & 65 Quickstrike Mine Systems
- 11) Mk 67 Submarine Launched Mobile Mine (SLMM)
- 12) Mk 18 Unmanned Underwater Vehicle (UUV)
- 13) AN/AQS-20 Side Scan Sonar
- 14) All Minesweeping Gear Associated with Magnetic, Acoustic Mechanical and Combination sweeps to include:
 - A) Advanced Acoustic Generator (AAG) Towed Body-35 (TB-35) Commonly referred to as IGGY
 - B) Infrasonic Advanced Acoustic Generator (IAAG) Towed Body-36 (TB-36) Commonly referred to as AGGI
- 15) Mine Warfare Decision Aids Library (MEDAL) Build 11 - Operator Only. Also applies to HELMINERON Billets for AMCM and UUV.
- 16) Global Command Control System Maritime (GCCS-M) Operator Only
- 17) Common Post Mission Analysis (CPMA) on AN/AQS-24 Data
- 18) Aerial Environmental Profiler (AEP) (AEP/PDA) AMCM version of Battle Space Profiler (BSP)
- 19) AN/ BQH-7 Battle Space Profiler (BSP)

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Search and Rescue Swimmer (SAR)
- Hazmat Custodian
- Recruiter

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		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Personal Qualifications Standard		
301 Sentry		
301 Sentry		
302 Line Handler		
302 Lookout		
302 Sounding and Security		
301 M9 Service Pistol Operator		
301 Maintenance Person		
301 Sound-Powered (S/P) Telephone Talker		
302 Repair Parts Petty Officer (RPPO)		
303 Line Handler		
304 Deck Line Handler		
304 Helmsman		
304 Line Handler		
304 Lookout		
305 Deck Rigger		
301 Line Handler		
306 Officer of the Deck (OOD) In Port		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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
None				

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
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/303		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/304		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Deck Seamanship	PQS	NAVEDTRA 43127-C/304	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/306	E-4	
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		
Global Command and Control System – Maritime 3.X (GCCS-M 3.X)	PQS	NAVEDTRA 43555-1C/301		

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
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</i>	
Navigation Rules and Regulations Handbook <i>by Navigation Rules and Regulations Handbook</i>	
Commander Mobile Mine Assembly Group Supply Procedures <i>COMOMAGINST 4000.2</i>	
Commander Mobile Mine Assembly Group Supply Procedures <i>COMOMAGINST 4000.1</i>	
Sonar Communications Set AN/WQC-2A <i>NAVSEA 0967-LP-490-1640</i>	
Navships Technical Manual For AN/UQN-4A Operators Guide <i>NAVSEA 0967-LP-586-9010</i>	
Hazards of Electromagnetic Radiation to Ordnance; Vol 1 <i>NAVSEA OP 3565/NAVAIR 16-1-529</i>	
Maneuvering Board Manual, U.S. Department Of Defense <i>NV Pub 217</i>	
MCM I Class Tactical Manual <i>NWP 3-20.6.19 (65-10 Rev.A)</i>	
Navy Safety and Occupational Health (SOH) Program Manual <i>OPNAVINST 5100.23 Series</i>	
TM 9-1005-249-10, Operator's Manual for Rifle, 5.56-MM, M16, And Rifle, 5.56-MM, M16A1	
TM 9-1005-317-10, Pistol, Caliber 9MM, M9 Semi Automatic	
TM 9-1010-205-10, GRENADE LAUNCHER 40-MM M79	
Minesweeping Systems, MCM Class Ships; System Manual <i>NAVSEA SW570-F0-MMO-A70, AN/SLQ-37(V)3 ANF AN/SLQ-38;</i>	
Ships' Maintenance and Material Management (3M) Manual <i>NAVSEAINST 4790.8 Series</i>	
Ammunition Unserviceable, Suspended, And Limited Use <i>NAVSUP P-801/TW024-AA-ORD-010</i>	
Surface Mine Countermeasures Operations <i>NTTP 3-15.21</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Destructor, Explosive, Mk 57 Mod 0 And Mod 1 Operational and Maintenance Instructions, Organizational Level <i>NAVSEA SW570-EO-MMO-070</i>	
Surface Mine Countermeasures, Mcm Class Ship Rigging, Streaming, And Recovery <i>NAVSEA SW570-F0-MMO-030</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
Preservation Of Ships In Service (Surface Preparation & Painting) <i>NAVSEA S9086-VD-STM-020/Ch-631 v2</i>	
Precise Integrated Navigation System An.Ssn-2(V)4 <i>NAVSEA S9420-AL-IEM-A10</i>	
System Technical Manual Minehunting Sonar Set AN/SQQ-32(V)2 <i>NAVSEA SE315-R1-IEM-010</i>	
Motor Vehicle Driver And Shipping Inspector's Manual For Ammunition, Explosives And Related Hazardous Materials <i>NAVSEA SW020-AF-HBK-010</i>	
Navy Transportation Safety Handbook For Ammunition, Explosives And Related Hazardous Materials <i>NAVSEA SW020-AG-SAF-010</i>	
Handling, Packaging, Storing, and Transportation of Underwater Mines and Destructors For Shore-Based/Shipboard Operations <i>NAVSEA SW023-AB-WHS-010</i>	
Handling Ammunition And Explosives With Industrial Materials Handling Equipment (MHE) <i>NAVSEA SW023-AH-WHM-010</i>	
Shotgun, Mossberg 500; Naval Special Warfare Maint Man <i>NAVSEA SW370-AQ-MMO-010</i>	
Mine Components; Description And Class B Criteria <i>NAVSEA SW550-AA-MMI-010</i>	
Destructors Mk 36 And 40, And Mines, Mk 62 And 63 Description, Assembly, and Test <i>NAVSEA SW551-A2-MMI-010</i>	
Mine, Underwater, Mark 56 Mod 0 Description, Maintenance, and Tests <i>NAVSEA SW551-B0-MMI-010</i>	
Mine Neutralization System AN/SLQ-48(V) Operation And Maintenance Instructions <i>NAVSEA SW570-AA-OMI-010/N6133100038</i>	
Cable Assembly And Umbilical Electrical Cable <i>NAVSEA SW570-AA-OMP-030</i>	
Mine Neutralization System Cable Cutter Mk - 26 Mod 0 <i>NAVSEA SW570-E0-MMO-080/N6133100038</i>	
Mcm Class Ships Surface Mine Countermeasures, Operations and Maintenance <i>NAVSEA SW570-F0-MMO-040</i>	



Mineman 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
Mineman "A" School (0000)	San Diego, CA	A-647-0016	89 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Crew Served Weapons Operations and Maintenance Course (N/A)	Chesapeake, VA; San Diego, CA	A-041-0013	12 days	
AN/SLQ-48 Mine Neutralization System (MNS) Operator (N/A)	CA, POINT LOMA	A-647-0930	22 days	
MEDAL Operator (Pending Approval)	CA, POINT LOMA / VA, NORFOLK	A-130-0003	15 days course length will change from 15 working days 20 working days on or about OCT 16	
Ammunition Supply Administration (9525)	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
Magazine Sprinkler System Operation and Maintenance (N/A)	Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan	K-041-2048	4 days	
Fleet Sentencing (N/A)	San Diego, CA	E-500-2012	2 weeks	
AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator (1214)	CA, POINT LOMA	A-130-0048	25 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Maintenance Technician (1215)	CA, POINT LOMA	A-130-0093	38 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course (1214/1215)	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
Small Arms Marksmanship Instructor (SAMI) (0812)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Minesweep Boatswains Mate (0107)	CA, POINT LOMA	A-060-0631	22 days	
Anti-Terrorism Training Supervisor (9501)	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
Underwater Mine Test Set Maintenance (TSM) Technician (1205)	06JR	A-647-2754	33 days	
Versatile Exercise Mine System (VEMS) Technician Ashore (1211)	06JT	A-647-2756	12 days	
7 METER RIGID HULL INFLATABLE BOAT (RHIB) COXSWAIN (N/A)	Mayport FL / Norfolk VA / Pearl Harbor HI	K-062-0625	15 days	
LITTORAL COMBAT SHIP MINE WARFARE AND ENVIRONMENTAL DECISION AIDS LIBRARY (MEDAL) (N/A)	MWTC San Diego	A-130-0002	15 days	
LITTORAL COMBAT SHIP (LCS) MISSION PACKAGE (MP) OPERATIONS - REMOTE MINEHUNTING SYSTEM (RMS) OPERATOR (N/A)	MWTC San Diego	A-647-0007	3 weeks	
LITTORAL COMBAT SHIP (LCS) RAPID REFRESH - MINE COUNTERMEASURES (MCM) (N/A)	MWTC San Diego	A-647-2759	31 days	
LCS MISSION MODULE - REMOTE VEHICLE OPERATOR (RVO) CAPSTONE (N/A)	LCS Training Facility	A-647-0013	36 days	
ADVANCED REMOTE MINEHUNTING SYSTEM (RMS) POST MISSION ANALYSIS (PMA) (N/A)	MWTC San Diego	A-647-2760	2 weeks	
BASIC UNMANNED UNDERWATER VEHICLE (UUV) OPERATOR AND MAINTAINER (TBD)	MWTC San Diego	A-062-0200	7 weeks	
AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance (9616)	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	
Recruiter (9585)	NATTC, Pensacola, FL	S-501-0020	33 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (9508)	Great Lakes, IL	A-012-0037	13 weeks	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
MCM 1st LT	San Diego, CA	A-2G-0014		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9616 - AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
0107 - Minesweep Boatswains Mate	CA, POINT LOMA	A-060-0631	22 days	
1211 - Versatile Exercise Mine System (VEMS) Technician Ashore	06JT	A-647-2756	12 days	
1210 - Versatile Exercise Mine System (VEMS) Operator / Afloat	06JU	A-647-2758	5 days	
0170 - Search And Rescue (SAR) Swimmer	6952 / 889Y	C-050-0500	30 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X	San Diego CA, Dam Neck VA	A-221-0069	29 days	
0410 - AN/SLQ-48(V) Mine Neutralization Systems (MNS) Maintenance Technician	06JP	A-130-0931	36 days	
1205 - Underwater Mine Test Set Maintenance (TSM) Technician	06JR	A-647-2754	33 days	
0812 - Small Arms Marksmanship Instructor (SAMI)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	
0814 - Crew Served Weapons Instructor	Chesapeake, VA; San Diego, CA	A-830-2215	80 hours	
1214 - AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator	CA, POINT LOMA	A-130-0048	25 days	
1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Maintenance Technician	CA, POINT LOMA	A-130-0093	38 days	
1214/1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
N/A - AN/SLQ-48 Mine Neutralization System (MNS) Operator	CA, POINT LOMA	A-647-0930	22 days	
90CS - Expeditionary Combat Skills (ECS)	Gulfport, MS	A-830-0030	26 days	
9525 - Ammunition Supply Administration	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9501 - Anti-Terrorism Training Supervisor	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9585 - Recruiter	NATTC, Pensacola, FL	S-501-0020	33 days	

JOB DESCRIPTION

Inspects and prepares mine cases for assembly; loads explosives into mine cases; installs electronic modules; stores, charges, and installs batteries; performs mechanical adjustments; checks temperatures in storage areas; uses standard hand tools, thread cutting devices, mechanical measuring devices, portable power tools, and bench tools; uses electrical and hydrostatic testing devices; prepares mines for storage; conducts sonar operations; assists in ship maintenance; aids with ship navigation. May also fill Lead Petty Officer positions for divisions based on manning issues.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance equipment maintenance person and ordnance handling team members aboard ships or at shore establishments. Onboard Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Munition Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), - Responsible for the Operation and Maintenance of the following systems:

- 1) AN/SQQ-32 Minehunting Sonar Set (MSS) and accompanying systems
- 2) AN/SLQ-48 Mine Neutralization System (MNS) and accompanying systems
- 3) AN/SSN-2 Precise Integrated Navigation System (PINS)
- 4) AN/UQN-4A Sonar Sounding Set / Fathometer
- 5) AN/WQC-2 Sonar Communications Set / Underwater Telephone
- 6) AN/SLQ-60 SEAFOX
- 7) AN/WLD-1 Remote Mine Hunting System (RMS)
- 8) Versatile Exercise Mine Systems (VEMS)
- 9) Test Set Maintenance/Repair (TSM) (TSR)
- 10) Mk 62, 63, & 65 Quickstrike Mine Systems
- 11) Mk 67 Submarine Launched Mobile Mine (SLMM)
- 12) Mk 18 Unmanned Underwater Vehicle (UUV)
- 13) AN/AQS-20 Side Scan Sonar
- 14) All Minesweeping Gear Associated with Magnetic, Acoustic Mechanical and Combination sweeps to include:
 - A) Advanced Acoustic Generator (AAG) Towed Body-35 (TB-35) Commonly referred to as IGGY
 - B) Infrasonic Advanced Acoustic Generator (IAAG) Towed Body-36 (TB-36) Commonly referred to as AGGI
- 15) Mine Warfare Decision Aids Library (MEDAL) Build 11 - Operator Only. Also applies to HELMINERON Billets for AMCM and UUV.
- 16) Global Command Control System Maritime (GCCS-M) Operator Only
- 17) Common Post Mission Analysis (CPMA) on AN/AQS-24 Data
- 18) Aerial Environmental Profiler (AEP) (AEP/PDA) AMCM version of Battle Space Profiler (BSP)
- 19) AN/ BQH-7 Battle Space Profiler (BSP)

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Search and Rescue Swimmer (SAR)
- Recruiter
- Instructor
- RDC
- 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		
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		
Personal Qualifications Standard		
301 Sentry		
301 Sentry		
302 Line Handler		
302 Lookout		
302 Sounding and Security		
301 M9 Service Pistol Operator		
301 Maintenance Person		
301 Sound-Powered (S/P) Telephone Talker		
302 Repair Parts Petty Officer (RPPO)		
303 Line Handler		
304 Deck Line Handler		
304 Helmsman		
304 Line Handler		
304 Lookout		
305 Deck Rigger		
301 Line Handler		
306 Officer of the Deck (OOD) In Port		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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 _____

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-P11-2.0		
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
None				

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 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.

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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /303		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /304		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /311		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /312		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /313		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /315		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /316		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /317		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/303		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/307		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/303		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/304		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/302		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/303		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
Security Force Weapons	PQS	NAVEDTRA 43466-B/304		
Security Force Weapons	PQS	NAVEDTRA 43466-B/309		
Security Force Weapons	PQS	NAVEDTRA 43466-B/322		
Security Force Weapons	PQS	NAVEDTRA 43466-B/323		
Security Force Weapons	PQS	NAVEDTRA 43466-B/324		
Security Force Weapons	PQS	NAVEDTRA 43466-B/325		
Security Force Weapons	PQS	NAVEDTRA 43466-B/326		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/302		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/303		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/304		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/307		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/308		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/309		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/314		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/315		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Deck Seamanship	PQS	NAVEDTRA 43127-C/304	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/306	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/305		
Deck Seamanship	PQS	NAVEDTRA 43127-C/307		
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/302		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/307		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /311		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/311		
Global Command and Control System – Maritime 3.X (GCCS-M 3.X)	PQS	NAVEDTRA 43555-1C/301		
Enlisted Surface Warfare Specialist Common Core	PQS	NAVEDTRA 43901/301		
Enlisted Surface Warfare Specialist MCM-1 Class	PQS	NAVEDTRA 43901-13/301		

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.

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</i>	



Mineman Petty Officer First Class (Journeyman/Master)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Mineman "A" School (0000)	San Diego, CA	A-647-0016	89 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Crew Served Weapons Operations and Maintenance Course (N/A)	Chesapeake, VA; San Diego, CA	A-041-0013	12 days	
AN/SLQ-48 Mine Neutralization System (MNS) Operator (N/A)	CA, POINT LOMA	A-647-0930	22 days	
MEDAL Operator (Pending Approval)	CA, POINT LOMA / VA, NORFOLK	A-130-0003	15 days course length will change from 15 working days 20 working days on or about OCT 16	
Ammunition Supply Administration (9525)	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
Magazine Sprinkler System Operation and Maintenance (N/A)	Everett, WA; San Diego, CA; Norfolk, VA; Yokosuka, Japan	K-041-2048	4 days	
Fleet Sentencing (N/A)	San Diego, CA	E-500-2012	2 weeks	
AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator (1214)	CA, POINT LOMA	A-130-0048	25 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Maintenance Technician (1215)	CA, POINT LOMA	A-130-0093	38 days	
AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course (1214/1215)	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
Small Arms Marksmanship Instructor (SAMI) (0812)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Minesweep Boatswains Mate (0107)	CA, POINT LOMA	A-060-0631	22 days	
MCM 1st LT	San Diego, CA	A-2G-0014		
Anti-Terrorism Training Supervisor (9501)	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
Underwater Mine Test Set Maintenance (TSM) Technician (1205)	06JR	A-647-2754	33 days	
Versatile Exercise Mine System (VEMS) Technician Ashore (1211)	06JT	A-647-2756	12 days	
7 METER RIGID HULL INFLATABLE BOAT (RHIB) COXSWAIN (N/A)	Mayport FL / Norfolk VA / Pearl Harbor HI	K-062-0625	15 days	
LITTORAL COMBAT SHIP MINE WARFARE AND ENVIRONMENTAL DECISION AIDS LIBRARY (MEDAL) (N/A)	MWTC San Diego	A-130-0002	15 days	
LITTORAL COMBAT SHIP (LCS) MISSION PACKAGE (MP) OPERATIONS - REMOTE MINEHUNTING SYSTEM (RMS) OPERATOR (N/A)	MWTC San Diego	A-647-0007	3 weeks	
LITTORAL COMBAT SHIP (LCS) RAPID REFRESH - MINE COUNTERMEASURES (MCM) (N/A)	MWTC San Diego	A-647-2759	31 days	
LCS MISSION MODULE - REMOTE VEHICLE OPERATOR (RVO) CAPSTONE (N/A)	LCS Training Facility	A-647-0013	36 days	
ADVANCED REMOTE MINEHUNTING SYSTEM (RMS) POST MISSION ANALYSIS (PMA) (N/A)	MWTC San Diego	A-647-2760	2 weeks	
BASIC UNMANNED UNDERWATER VEHICLE (UUV) OPERATOR AND MAINTAINER (TBD)	MWTC San Diego	A-062-0200	7 weeks	
AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance (9616)	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	
Recruiter (9585)	NATTC, Pensacola, FL	S-501-0020	33 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (9508)	Great Lakes, IL	A-012-0037	13 weeks	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
MCM Planning Officer (N/A)	CA, POINT LOMA	A-2G-2760	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9616 - AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130-0023	
0107 - Minesweep Boatswains Mate	CA, POINT LOMA	A-060-0631	22 days	
1211 - Versatile Exercise Mine System (VEMS) Technician Ashore	06JT	A-647-2756	12 days	
1210 - Versatile Exercise Mine System (VEMS) Operator / Afloat	06JU	A-647-2758	5 days	
0170 - Search And Rescue (SAR) Swimmer	6952 / 889Y	C-050-0500	30 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X	San Diego CA, Dam Neck VA	A-221-0069	29 days	
0410 - AN/SLQ-48(V) Mine Neutralization Systems (MNS) Maintenance Technician	06JP	A-130-0931	36 days	
1205 - Underwater Mine Test Set Maintenance (TSM) Technician	06JR	A-647-2754	33 days	
0812 - Small Arms Marksmanship Instructor (SAMI)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	
0814 - Crew Served Weapons Instructor	Chesapeake, VA; San Diego, CA	A-830-2215	80 hours	
9501 - Anti-Terrorism Training Supervisor	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
1214 - AN/SQQ-32(V)4 Mine Hunting Sonar Set Operator	CA, POINT LOMA	A-130-0048	25 days	
1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Maintenance Technician	CA, POINT LOMA	A-130-0093	38 days	
1214/1215 - AN/SQQ-32(V)4 Minehunting Sonar Set (MSS) Operator/Maintenance Differences Course	CA, POINT LOMA	A-130-0095	26 days Must have prior AN/SQQ-32(V)3 Operator (1212) and Maintenance (1213) NECs in order to attend.	
90CS - Expeditionary Combat Skills (ECS)	Gulfport, MS	A-830-0030	26 days	
9525 - Ammunition Supply Administration	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9585 - Recruiter	NATTC, Pensacola, FL	S-501-0020	33 days	

JOB DESCRIPTION

Instructs personnel in handling and stowing explosives and detonating agents; supervises assembling, disassembling, handling, testing, maintaining, and issuing of mines; prepares weekly schedules of preventive maintenance; uses contemporary computer programs; performs mine warfare operations.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance managers and safety supervisors aboard ships or at shore establishments. Act as divisional Leading Petty Officers. Onboard Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Munition Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), - Responsible for the Operation and Maintenance of the following systems:

- 1) AN/SQQ-32 Minehunting Sonar Set (MSS) and accompanying systems
- 2) AN/SLQ-48 Mine Neutralization System (MNS) and accompanying systems
- 3) AN/SSN-2 Precise Integrated Navigation System (PINS)
- 4) AN/UQN-4A Sonar Sounding Set / Fathometer
- 5) AN/WQC-2 Sonar Communications Set / Underwater Telephone
- 6) AN/SLQ-60 SEAFOX
- 7) AN/WLD-1 Remote Mine Hunting System (RMS)
- 8) Versatile Exercise Mine Systems (VEMS)
- 9) Test Set Maintenance/Repair (TSM) (TSR)
- 10) Mk 62, 63, & 65 Quickstrike Mine Systems
- 11) Mk 67 Submarine Launched Mobile Mine (SLMM)
- 12) Mk 18 Unmanned Underwater Vehicle (UUV)
- 13) AN/AQS-20 Side Scan Sonar
- 14) All Minesweeping Gear Associated with Magnetic, Acoustic Mechanical and Combination sweeps to include:
 - A) Advanced Acoustic Generator (AAG) Towed Body-35 (TB-35) Commonly referred to as IGGY
 - B) Infrasonic Advanced Acoustic Generator (IAAG) Towed Body-36 (TB-36) Commonly referred to as AGGI
- 15) Mine Warfare Decision Aids Library (MEDAL) Build 11 - Operator Only. Also applies to HELMINERON Billets for AMCM and UUV.
- 16) Global Command Control System Maritime (GCCS-M) Operator Only
- 17) Common Post Mission Analysis (CPMA) on AN/AQS-24 Data
- 18) Aerial Environmental Profiler (AEP) (AEP/PDA) AMCM version of Battle Space Profiler (BSP)
- 19) AN/ BQH-7 Battle Space Profiler (BSP)

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Search and Rescue Swimmer (SAR)
- Recruiter
- Instructor
- RDC
- 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 E6 (3 Years time in service required to be eligible for advancement to E-7)

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 (E6) 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: _____ CPO 365: _____ 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: _____ Fleet Reserve Retirement Options: _____

Physical Fitness Test Failure: _____ Career Status Bonus (election message received): _____

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)

Selection Board Ineligible/Non-Select: _____ 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) _____ Limited Duty Officer _____

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.

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. 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.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d. Check <http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

Step 6 - CPO365 Phase 1 & 2: See your Chief to obtain the current CPO365 Development Guide (CPODG)

Phase 1: Begins September 17 and concludes when the NAVADMIN announcing CPO selection is released. CPO 365 training is not intended to distract or take away from yours or our FCPOs primary duties, but will serve to enhance their ability to lead. It is used to build the foundation in the year round training cycle. Phase 1 sparks the teamwork and initial training to engage the FCPOs on their road to becoming Chief Petty Officers. It is understood that not all FCPOs will promote to CPO. As much as CPO 365 prepares a person to enter the mess, just as importantly - it also helps our FCPOs to be better workcenter supervisors and Leading Petty Officers. For that reason all FCPOs will participate throughout Phase 1&2, regardless of whether they are board-eligible or have participated in previous years.

Phase 2: Begins when the NAVADMIN announcing CPO selection is released and is designed as the final training period to prepare Selectees for entry into the Chiefs' Mess. This phase culminates with the Final Test, followed by a pinning ceremony on September 16, or a suitable date.

As determined to be appropriate by the CPO mess, all FCPOs will continue to participate in some form of CPO 365 training throughout Phase 2 - when and where practical. It is agreed that there will be several instances where CPO Selectees and non Selects will conduct separate sessions.

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		
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		
Personal Qualifications Standard		
301 Sentry		
301 Sentry		
302 Line Handler		
302 Lookout		
302 Sounding and Security		
301 M9 Service Pistol Operator		
301 Maintenance Person		
301 Sound-Powered (S/P) Telephone Talker		
302 Repair Parts Petty Officer (RPPO)		
303 Line Handler		
304 Deck Line Handler		
304 Helmsman		
304 Line Handler		
304 Lookout		
305 Deck Rigger		
301 Line Handler		
306 Officer of the Deck (OOD) In Port		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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

STAYNAVY

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 _____

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD09-004	30 hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 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.

E6 REQUIRED COMMUNITY PME:

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

E6 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 Chief Petty Officer (EDITION 1/1/1991)		NAVEDTRA 14144		
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	
Speech	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 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.

E6 RECOMMENDED RESERVE PME:

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

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /303		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /304		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /311		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /312		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /313		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /315		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /316		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /317		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/303		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/307		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/303		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/304		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/305		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/306		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/302		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/303		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
Security Force Weapons	PQS	NAVEDTRA 43466-B/304		
Security Force Weapons	PQS	NAVEDTRA 43466-B/309		
Security Force Weapons	PQS	NAVEDTRA 43466-B/322		
Security Force Weapons	PQS	NAVEDTRA 43466-B/323		
Security Force Weapons	PQS	NAVEDTRA 43466-B/324		
Security Force Weapons	PQS	NAVEDTRA 43466-B/325		
Security Force Weapons	PQS	NAVEDTRA 43466-B/326		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/302		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/303		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/304		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/307		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/308		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/309		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/314		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/315		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Deck Seamanship	PQS	NAVEDTRA 43127-C/304	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/306	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/305		
Deck Seamanship	PQS	NAVEDTRA 43127-C/307		
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/302		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/307		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /311		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/311		
Global Command and Control System – Maritime 3.X (GCCS-M 3.X)	PQS	NAVEDTRA 43555-1C/301		
Enlisted Surface Warfare Specialist Common Core	PQS	NAVEDTRA 43901/301		
Enlisted Surface Warfare Specialist MCM-1 Class	PQS	NAVEDTRA 43901-13/301		

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.

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</i>	



**Mineman
Chief Petty Officer
(Master)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
MEDAL Operator (Pending Approval)	CA, POINT LOMA / VA, NORFOLK	A-130-0003	15 days course length will change from 15 working days 20 working days on or about OCT 16	
Ammunition Supply Administration (9525)	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
Fleet Sentencing (N/A)	San Diego, CA	E-500-2012	2 weeks	
MIW Core	E-Learning			
MCM Planning Officer (N/A)	CA, POINT LOMA	A-2G-2760	12 days	
MCM Surface Specialty	San Diego, CA	A-2G-2764		
MCM 1st LT	San Diego, CA	A-2G-0014		
MCM Ships Ops	San Diego, CA	A-2G-0089		
Anti-Terrorism Training Supervisor (9501)	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
Small Arms Marksmanship Instructor (SAMI) (0812)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	
Anti-Terrorism Officer (ATO) Level II	San Diego, CA Chesapeake, VA	J-830-0015	1 week	
Minesweep Boatswains Mate (0107)	CA, POINT LOMA	A-060-0631	22 days	
7 METER RIGID HULL INFLATABLE BOAT (RHIB) COXSWAIN (N/A)	Mayport FL / Norfolk VA / Pearl Harbor HI	K-062-0625	15 days	
LITTORAL COMBAT SHIP MINE WARFARE AND ENVIRONMENTAL DECISION AIDS LIBRARY (MEDAL) (N/A)	MWTC San Diego	A-130-0002	15 days	
LITTORAL COMBAT SHIP (LCS) MISSION PACKAGE (MP) OPERATIONS - REMOTE MINEHUNTING SYSTEM (RMS) OPERATOR (N/A)	MWTC San Diego	A-647-0007	3 weeks	
LITTORAL COMBAT SHIP (LCS) MISSION PLAN (MP)			2 weeks In Conjunction	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
OPERATIONS - MINE WARFARE EVALUATOR (MIWE) (N/A)	MWTC San Diego	A-647-0008	W/ LCS MIWE Planning	
LCS MISSION MODULE - MINE WARFARE EVALUATOR (MIWE) CAPSTONE (N/A)	LCS Training Facility San Diego	A-647-0012	36 days	
LITTORAL COMBAT SHIP (LCS) RAPID REFRESH - MINE COUNTERMEASURES (MCM) (N/A)	MWTC San Diego	A-647-2759	31 days	
LCS MISSION MODULE - REMOTE VEHICLE OPERATOR (RVO) CAPSTONE (N/A)	LCS Training Facility	A-647-0013	36 days	
ADVANCED REMOTE MINEHUNTING SYSTEM (RMS) POST MISSION ANALYSIS (PMA) (N/A)	MWTC San Diego	A-647-2760	2 weeks	
BASIC UNMANNED UNDERWATER VEHICLE (UUV) OPERATOR AND MAINTAINER (TBD)	MWTC San Diego	A-062-0200	7 weeks	
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	
Recruiter (9585)	NATTC, Pensacola, FL	S-501-0020	33 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (9508)	Great Lakes, IL	A-012-0037	13 weeks	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
Combat Systems Senior Enlisted (CSSE) (1321)	Virginia Beach, VA	J-500-2104	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0107 - Minesweep Boatswains Mate	CA, POINT LOMA	A-060-0631	22 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X	San Diego CA, Dam Neck VA	A-221-0069	29 days	
0812 - Small Arms Marksmanship Instructor (SAMI)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	
0814 - Crew Served Weapons Instructor	Chesapeake, VA; San Diego, CA	A-830-2215	80 hours	
9501 - Anti-Terrorism Training Supervisor	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
90CS - Expeditionary Combat Skills (ECS)	Gulfport, MS	A-830-0030	26 days	
9525 - Ammunition Supply Administration	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
1321 - Combat Systems Senior Enlisted (CSSE)	Virginia Beach, VA	J-500-2104	12 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9585 - Recruiter	NATTC, Pensacola, FL	S-501-0020	33 days	

JOB DESCRIPTION

Develops plans for storage or loading of mines and mine components onto aircraft or vessels; establishes and maintains filing systems; supervises upkeep and operation of a mine assembly unit; checks operating logs and maintenance records to ensure equipment is operating within prescribed limits; ensures that prescribed procedures are followed in operation of test equipment; uses contemporary computer programs.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance managers and safety supervisors aboard ships or at shore establishments. Act as Departmental / Divisional Leading Chief Petty Officers.

Onboard Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Munition Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), - Responsible for the Supervision of Operations and Maintenance of the following systems:

- 1) AN/SQQ-32 Minehunting Sonar Set (MSS) and accompanying systems
- 2) AN/SLQ-48 Mine Neutralization System (MNS) and accompanying systems
- 3) AN/SSN-2 Precise Integrated Navigation System (PINS)
- 4) AN/UQN-4A Sonar Sounding Set / Fathometer
- 5) AN/WQC-2 Sonar Communications Set / Underwater Telephone
- 6) AN/SLQ-60 SEAFOX
- 7) AN/WLD-1 Remote Mine Hunting System (RMS)
- 8) Versatile Exercise Mine Systems (VEMS)
- 9) Test Set Maintenance/Repair (TSM) (TSR)
- 10) Mk 62, 63, & 65 Quickstrike Mine Systems
- 11) Mk 67 Submarine Launched Mobile Mine (SLMM)
- 12) Mk 18 Unmanned Underwater Vehicle (UUV)
- 13) AN/AQS-20 Side Scan Sonar
- 14) All Minesweeping Gear Associated with Magnetic, Acoustic Mechanical and Combination sweeps to include:
 - A) Advanced Acoustic Generator (AAG) Towed Body-35 (TB-35) Commonly referred to as IGGY
 - B) Infrasonic Advanced Acoustic Generator (IAAG) Towed Body-36 (TB-36) Commonly referred to as AGGI
- 15) Mine Warfare Decision Aids Library (MEDAL) Build 11 - Operator Only. Also applies to HELMINERON Billets for AMCM and UUV.
- 16) Global Command Control System Maritime (GCCS-M) Operator Only
- 17) Common Post Mission Analysis (CPMA) on AN/AQS-24 Data
- 18) Aerial Environmental Profiler (AEP) (AEP/PDA) AMCM version of Battle Space Profiler (BSP)
- 19) AN/ BQH-7 Battle Space Profiler (BSP)

Other opportunities:

- Senior Enlisted Leader (SEL)
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- UPC
- SAPR
- Rate Lead (CSCS HQ)
- Detailer
- Joint Assignments
- GWOT Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 30 day Career Development Board)

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

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 E7 (3 Years time in service required to be eligible for advancement to E-8)

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 (E7) 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: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

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

Early Separation: _____ Fleet Reserve Retirement Options: _____

Physical Fitness Test Failure: _____ Career Status Bonus (election message received): _____

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)

Non-Select: _____

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. 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.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d. Check <http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

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		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		
301 Sentry		
301 Sentry		
302 Line Handler		
302 Lookout		
302 Sounding and Security		
301 M9 Service Pistol Operator		
301 Maintenance Person		
301 Sound-Powered (S/P) Telephone Talker		
302 Repair Parts Petty Officer (RPPO)		
303 Line Handler		
304 Deck Line Handler		
304 Helmsman		
304 Line Handler		
304 Lookout		
305 Deck Rigger		
301 Line Handler		
306 Officer of the Deck (OOD) In Port		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Guaranteed Assignment in Detailing (GUARD 2000): _____
Career Management System/Interactive Detailing (CMS/ID): _____ Medical/Dental Screening: _____
Command Recommendation (evaluation): _____ Bonus: _____ Ceremony: _____

TRANSFER:

15 Months 12 Months 9 Months 6 Months Orders Received
Exception Family Member _____ EFM _____ CMS/ID _____ Accept Orders _____ Screening _____
CMS/ID _____ CMS/ID _____ Reverse Sponsor _____ Obligate _____
Continuous Overseas Tours (COT) _____ Relocation (FFSC) _____ Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____ Medical/Dental _____

For additional assistance in transfer and relocation, go to 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 _____ Official Record 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)

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

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 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.

CPO REQUIRED COMMUNITY PME:

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

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hours	
Senior Enlisted Academy	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Senior Enlisted Leadership Development Guide	NKO			
Culture	NKO or College Course	Foreign Language and Culture	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 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.

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /303		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /304		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /311		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /312		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /313		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /315		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /316		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /317		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /318		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/303		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/307		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/306		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/309		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/303		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/304		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/305		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/306		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/307		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/302		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/303		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/304		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/305		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/306		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/307		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
Security Force Weapons	PQS	NAVEDTRA 43466-B/304		
Security Force Weapons	PQS	NAVEDTRA 43466-B/309		
Security Force Weapons	PQS	NAVEDTRA 43466-B/322		
Security Force Weapons	PQS	NAVEDTRA 43466-B/323		
Security Force Weapons	PQS	NAVEDTRA 43466-B/324		
Security Force Weapons	PQS	NAVEDTRA 43466-B/325		
Security Force Weapons	PQS	NAVEDTRA 43466-B/326		
Security Force Weapons	PQS	NAVEDTRA 43466-B/328		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/302		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/303		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/304		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/307		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/308		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/309		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/310		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/314		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/315		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Deck Seamanship	PQS	NAVEDTRA 43127-C/304	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/306	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/305		
Deck Seamanship	PQS	NAVEDTRA 43127-C/307		
Deck Seamanship	PQS	NAVEDTRA 43127-C/308		
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Small Boat Operations	PQS	NAVEDTRA 43152-F/305		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/302		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/305		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/303		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/307		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /311		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /306		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/311		
Underway Replenishment	PQS	NAVEDTRA 43396-C/312		
Global Command and Control System – Maritime 3.X (GCCS-M 3.X)	PQS	NAVEDTRA 43555-1C/301		
Enlisted Surface Warfare Specialist Common Core	PQS	NAVEDTRA 43901/301		
Enlisted Surface Warfare Specialist MCM-1 Class	PQS	NAVEDTRA 43901-13/301		
Antiterrorism Tactical Watch Officer	PQS	NAVEDTRA 43385-9/301		
Surface Warfare Officer (SWO) Engineering	PQS	NAVEDTRA 43101-3F/302		
Surface Warfare Officer (CICWO) and OOD Underway	PQS	NAVEDTRA 43101-4F/301		
Surface Warfare Officer (CICWO) and OOD Underway	PQS	NAVEDTRA 43101-4F/302		

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.

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</i>	



**Mineman
Senior Chief Petty Officer
(Master)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
MEDAL Operator (Pending Approval)	CA, POINT LOMA / VA, NORFOLK	A-130-0003	15 days course length will change from 15 working days 20 working days on or about OCT 16	
Ammunition Supply Administration (9525)	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
Fleet Sentencing (N/A)	San Diego, CA	E-500-2012	2 weeks	
MIW Core	E-Learning			
MCM Planning Officer (N/A)	CA, POINT LOMA	A-2G-2760	12 days	
MCM Surface Specialty	San Diego, CA	A-2G-2764		
MCM 1st LT	San Diego, CA	A-2G-0014		
MCM Ships Ops	San Diego, CA	A-2G-0089		
Anti-Terrorism Officer (ATO) Level II	San Diego, CA Chesapeake, VA	J-830-0015	1 week	
7 METER RIGID HULL INFLATABLE BOAT (RHIB) COXSWAIN (N/A)	Mayport FL / Norfolk VA / Pearl Harbor HI	K-062-0625	15 days	
LITTORAL COMBAT SHIP MINE WARFARE AND ENVIRONMENTAL DECISION AIDS LIBRARY (MEDAL) (N/A)	MWTC San Diego	A-130-0002	15 days	
LITTORAL COMBAT SHIP (LCS) MISSION PACKAGE (MP) OPERATIONS - REMOTE MINEHUNTING SYSTEM (RMS) OPERATOR (N/A)	MWTC San Diego	A-647-0007	3 weeks	
LITTORAL COMBAT SHIP (LCS) MISSION PLAN (MP) OPERATIONS - MINE WARFARE EVALUATOR (MIWE) (N/A)	MWTC San Diego	A-647-0008	2 weeks In Conjunction W/ LCS MIWE Planning	
LCS MISSION MODULE - MINE WARFARE EVALUATOR (MIWE) CAPSTONE (N/A)	LCS Training Facility San Diego	A-647-0012	36 days	
LITTORAL COMBAT SHIP (LCS) RAPID REFRESH - MINE COUNTERMEASURES (MCM) (N/A)	MWTC San Diego	A-647-2759	31 days	
LCS MISSION MODULE - REMOTE VEHICLE OPERATOR (RVO) CAPSTONE (N/A)	LCS Training Facility	A-647-0013	36 days	
ADVANCED REMOTE MINEHUNTING SYSTEM (RMS) POST MISSION ANALYSIS (PMA) (N/A)	MWTC San Diego	A-647-2760	2 weeks	
BASIC UNMANNED UNDERWATER VEHICLE (UUV) OPERATOR AND MAINTAINER (TBD)	MWTC San Diego	A-062-0200	7 weeks	
Expeditionary Combat Skills (ECS) (90CS)	Gulfport, MS	A-830-0030	26 days	
Recruiter (9585)	NATTC, Pensacola, FL	S-501-0020	33 days	
Recruit/Assistant Recruit Company Commander/Recruit Instructor (9508)	Great Lakes, IL	A-012-0037	13 weeks	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
Combat Systems Senior Enlisted (CSSE) (1321)	Virginia Beach, VA	J-500-2104	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9616 - AN/SSN-2(V)5 Precise Integrated Navigation System (PINS) Operator & Maintenance	06JZ	A-130-0025	10 days Includes The Operator Course CIN A-130- 0023	
0107 - Minesweep Boatswains Mate	CA, POINT LOMA	A-060-0631	22 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X	San Diego CA, Dam Neck VA	A-221-0069	29 days	
0812 - Small Arms Marksmanship Instructor (SAMI)	Pearl Harbor, HI / Chesapeake, VA / San Diego, CA	A-041-0148	3 weeks	
0814 - Crew Served Weapons Instructor	Chesapeake, VA; San Diego, CA	A-830-2215	80 hours	
9501 - Anti-Terrorism Training Supervisor	San Diego, CA; Pearl Harbor, HI; Chesapeake, VA	A-830-0034	12 days	
1321 - Combat Systems Senior Enlisted (CSSE)	Virginia Beach, VA	J-500-2104	12 days	
90CS - Expeditionary Combat Skills (ECS)	Gulfport, MS	A-830-0030	26 days	
9525 - Ammunition Supply Administration	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9585 - Recruiter	NATTC, Pensacola, FL	S-501-0020	33 days	

JOB DESCRIPTION

Manages a division within a weapons department concerned with underwater mine ordnance; provides information and advises on utilization, capabilities, reliability, and operations in area of responsibility; prepares correspondence; administers a long-range maintenance program; uses contemporary computer programs.

RECOMMENDED BILLET ASSIGNMENTS

Work as ordnance managers and safety supervisors aboard ships or at shore establishments. Act as Divisional / Departmental Leading Chief Petty Officers.

Onboard Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Munition Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), - Responsible for the Supervision of Operations and Maintenance of the following systems:

- 1) AN/SQQ-32 Minehunting Sonar Set (MSS) and accompanying systems
- 2) AN/SLQ-48 Mine Neutralization System (MNS) and accompanying systems
- 3) AN/SSN-2 Precise Integrated Navigation System (PINS)
- 4) AN/UQN-4A Sonar Sounding Set / Fathometer
- 5) AN/WQC-2 Sonar Communications Set / Underwater Telephone
- 6) AN/SLQ-60 SEAFOX
- 7) AN/WLD-1 Remote Mine Hunting System (RMS)
- 8) Versatile Exercise Mine Systems (VEMS)
- 9) Test Set Maintenance/Repair (TSM) (TSR)
- 10) Mk 62, 63, & 65 Quickstrike Mine Systems
- 11) Mk 67 Submarine Launched Mobile Mine (SLMM)
- 12) Mk 18 Unmanned Underwater Vehicle (UUV)
- 13) AN/AQS-20 Side Scan Sonar
- 14) All Minesweeping Gear Associated with Magnetic, Acoustic Mechanical and Combination sweeps to include:
 - A) Advanced Acoustic Generator (AAG) Towed Body-35 (TB-35) Commonly referred to as IGGY
 - B) Infrasonic Advanced Acoustic Generator (IAAG) Towed Body-36 (TB-36) Commonly referred to as AGGI
- 15) Mine Warfare Decision Aids Library (MEDAL) Build 11 - Operator Only. Also applies to HELMINERON Billets for AMCM and UUV.
- 16) Global Command Control System Maritime (GCCS-M) Operator Only
- 17) Common Post Mission Analysis (CPMA) on AN/AQS-24 Data
- 18) Aerial Environmental Profiler (AEP) (AEP/PDA) AMCM version of Battle Space Profiler (BSP)
- 19) AN/ BQH-7 Battle Space Profiler (BSP)

Other opportunities:

- Senior Enlisted Leader (SEL)
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- SAPR
- CSSE
- Joint Assignments
- GWOT Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 30 day Career Development Board)

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E-9)

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 (E8) 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: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

Early Separation: _____ Fleet Reserve Retirement Options: _____

Physical Fitness Test Failure: _____ Career Status Bonus (election message received): _____

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)

Non-Select: _____

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. 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.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d. Check <http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

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		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		
301 Sentry		
301 Sentry		
302 Line Handler		
302 Lookout		
302 Sounding and Security		
301 M9 Service Pistol Operator		
301 Maintenance Person		
301 Sound-Powered (S/P) Telephone Talker		
302 Repair Parts Petty Officer (RPPO)		
303 Line Handler		
304 Deck Line Handler		
304 Helmsman		
304 Line Handler		
304 Lookout		
305 Deck Rigger		
301 Line Handler		
306 Officer of the Deck (OOD) In Port		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

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

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

TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

For additional assistance in transfer and relocation, go to 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 _____	Official Record 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)

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

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ^{4,5}	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 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.

4 - NAVADMIN 266/14 Starting in FY 2017, all newly selected SCPO's will be required to complete the SEA

5 - Reserves selected to Senior Chief Petty Officer will also be required to complete (See NAVADMIN 266/14 for guidance)

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	NOK	JKDDC-SNCO-2	60 hours	
Senior Enlisted Leadership Development Guide	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	NKO/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0 / US DoN	10 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.

SCPO RECOMMENDED RESERVE PME:

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

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /303		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /304		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /311		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /312		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /313		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /315		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /316		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /317		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /318		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/303		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/307		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/306		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/309		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/303		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/304		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/305		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/306		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/307		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/302		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/303		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/304		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/305		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/306		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/307		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
Security Force Weapons	PQS	NAVEDTRA 43466-B/304		
Security Force Weapons	PQS	NAVEDTRA 43466-B/309		
Security Force Weapons	PQS	NAVEDTRA 43466-B/322		
Security Force Weapons	PQS	NAVEDTRA 43466-B/323		
Security Force Weapons	PQS	NAVEDTRA 43466-B/324		
Security Force Weapons	PQS	NAVEDTRA 43466-B/325		
Security Force Weapons	PQS	NAVEDTRA 43466-B/326		
Security Force Weapons	PQS	NAVEDTRA 43466-B/328		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/302		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/303		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/304		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/307		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/308		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/309		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/310		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/314		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/315		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Deck Seamanship	PQS	NAVEDTRA 43127-C/304	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/306	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/305		
Deck Seamanship	PQS	NAVEDTRA 43127-C/307		
Deck Seamanship	PQS	NAVEDTRA 43127-C/308		
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Small Boat Operations	PQS	NAVEDTRA 43152-F/305		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/302		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/305		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/303		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/307		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /311		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /306		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/311		
Underway Replenishment	PQS	NAVEDTRA 43396-C/312		
Global Command and Control System – Maritime 3.X (GCCS-M 3.X)	PQS	NAVEDTRA 43555-1C/301		
Enlisted Surface Warfare Specialist Common Core	PQS	NAVEDTRA 43901/301		
Enlisted Surface Warfare Specialist MCM-1 Class	PQS	NAVEDTRA 43901-13/301		
Antiterrorism Tactical Watch Officer	PQS	NAVEDTRA 43385-9/301		
Surface Warfare Officer (SWO) Engineering	PQS	NAVEDTRA 43101-3F/302		
Surface Warfare Officer (CICWO) and OOD Underway	PQS	NAVEDTRA 43101-4F/301		
Surface Warfare Officer (CICWO) and OOD Underway	PQS	NAVEDTRA 43101-4F/302		

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.

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</i>	



Mineman Master Chief Petty Officer (Master)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Ammunition Supply Administration (9525)	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
Fleet Sentencing (N/A)	San Diego, CA	E-500-2012	2 weeks	
MCM Planning Officer (N/A)	CA, POINT LOMA	A-2G-2760	12 days	
MCM Surface Specialty	San Diego, CA	A-2G-2764		
MCM Ships Ops	San Diego, CA	A-2G-0089		
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X	San Diego CA, Dam Neck VA	A-221-0069	29 days	
9525 - Ammunition Supply Administration	Dam Neck, VA; San Diego, CA	A-041-0040	12 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
Pending Approval - MEDAL Operator	CA, POINT LOMA / VA, NORFOLK	A-130-0003	15 days course length will change from 15 working days 20 working days on or about OCT 16	

JOB DESCRIPTION

Reviews personnel, equipment, and material requirements; plans, organizes, implements, and controls activities in compliance with policy statements, operation orders, and directives; analyzes records and reports; develops operating budgets and monitors expenditures; uses contemporary computer programs.

RECOMMENDED BILLET ASSIGNMENTS

Work as Ordnance Managers and Subject Matter Experts (SME) overseeing all operations and maintenance within the Mine Warfare Community to include:

Mine Counter Measure (MCM) Ships, Littoral Combat Ships (LCS), Naval Muniton Commands (NMC), Explosive Ordnance Disposal Units (EOD), HELMINERON Units (HM), Naval Surface and Mine Warfighting Development Center (NSMWDC), Commander Mobile Mine Assembly Group (COMOMAG)- :

Various

Other opportunities:

- Senior Enlisted Leader (SEL)
- Instructor/Facilitator
- CACO
- Joint Assignments
- GWOT Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT (Completed at reporting 30 day Career Development Board)

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

Phone Number: _____

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E9) 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: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

Early Separation: _____ Fleet Reserve Retirement Options: _____

Physical Fitness Test Failure: _____ Career Status Bonus (election message received): _____

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

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		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

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

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

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	

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	Ordnance Artificer (Government Service)	

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

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Guaranteed Assignment in Detailing (GUARD 2000): _____

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

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

TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

For additional assistance in transfer and relocation, go to 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 _____	Official Record 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)

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

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hours	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 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.

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	NOK	JKDDC-SNCO-2	60 hours	
Senior Enlisted Leadership Development Guide	NKO			
CMDCM/COB Leadership Course (Must have fleet recommendation)	NKO/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Selection Board Member	NKO	NPC-SBM-2.0	1 hour	
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.

MCPO RECOMMENDED RESERVE PME:

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

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B/301		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /302		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /305		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /306		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /307		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /308		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /309		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /310		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /303		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /304		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /311		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /312		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /313		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /315		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /316		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /317		
MCM-1 Class Minesweeping/ Neutralization Operations (Deck)	PQS	NAVEDTRA 43495-2B /318		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/301		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/303		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/307		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/306		
Conventional Weapons Explosive Handling and Stowage	PQS	NAVEDTRA 43202-D/309		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/301		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/302		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/303		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/304		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/305		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/306		
Antiterrorism Common Core	PQS	NAVEDTRA 43387-2E/307		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/301		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/302		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/303		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/304		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/305		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/306		
Maintenance and Material Management System	PQS	NAVEDTRA 43241-H/307		
Quality Maintenance Program	PQS	NAVEDTRA 43523-B/301		
Security Force Weapons	PQS	NAVEDTRA 43466-B/305		
Security Force Weapons	PQS	NAVEDTRA 43466-B/307		
Security Force Weapons	PQS	NAVEDTRA 43466-B/308		
Security Force Weapons	PQS	NAVEDTRA 43466-B/313		
Security Force Weapons	PQS	NAVEDTRA 43466-B/315		
Security Force Weapons	PQS	NAVEDTRA 43466-B/304		
Security Force Weapons	PQS	NAVEDTRA 43466-B/309		
Security Force Weapons	PQS	NAVEDTRA 43466-B/322		
Security Force Weapons	PQS	NAVEDTRA 43466-B/323		
Security Force Weapons	PQS	NAVEDTRA 43466-B/324		
Security Force Weapons	PQS	NAVEDTRA 43466-B/325		
Security Force Weapons	PQS	NAVEDTRA 43466-B/326		
Security Force Weapons	PQS	NAVEDTRA 43466-B/328		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/301		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/305		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/306		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/302		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/303		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/304		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/307		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/308		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/309		
MCM Combat Information Center (CIC) Operations	PQS	NAVEDTRA 43534-C/310		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/301		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/302		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/303		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/307		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/314		
Combat Information Center (CIC) Common Core	PQS	NAVEDTRA 43311-4A/315		
Deck Seamanship	PQS	NAVEDTRA 43127-C/302		
Deck Seamanship	PQS	NAVEDTRA 43127-C/303		
Deck Seamanship	PQS	NAVEDTRA 43127-C/304	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/306	E-4	
Deck Seamanship	PQS	NAVEDTRA 43127-C/305		
Deck Seamanship	PQS	NAVEDTRA 43127-C/307		
Deck Seamanship	PQS	NAVEDTRA 43127-C/308		
Small Boat Operations	PQS	NAVEDTRA 43152-F/301		
Small Boat Operations	PQS	NAVEDTRA 43152-F/305		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/301		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/304		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/302		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/305		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/303		
Underwater Mine Assembly Upgrade	PQS	NAVEDTRA 43318-B/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/301		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/302		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/303		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/304		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/305		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/306		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/307		
Deck Watches In-Port	PQS	NAVEDTRA 43397-D/308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G/301		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /302		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /303		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /304		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /308		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /311		
Ship's Control and Navigation	PQS	NAVEDTRA 43492-2G /306		
Underway Replenishment	PQS	NAVEDTRA 43396-C/301		
Underway Replenishment	PQS	NAVEDTRA 43396-C/302		
Underway Replenishment	PQS	NAVEDTRA 43396-C/303		
Underway Replenishment	PQS	NAVEDTRA 43396-C/304		
Underway Replenishment	PQS	NAVEDTRA 43396-C/311		
Underway Replenishment	PQS	NAVEDTRA 43396-C/312		
Global Command and Control System – Maritime 3.X (GCCS-M 3.X)	PQS	NAVEDTRA 43555-1C/301		
Enlisted Surface Warfare Specialist Common Core	PQS	NAVEDTRA 43901/301		
Enlisted Surface Warfare Specialist MCM-1 Class	PQS	NAVEDTRA 43901-13/301		
Antiterrorism Tactical Watch Officer	PQS	NAVEDTRA 43385-9/301		
Surface Warfare Officer (SWO) Engineering	PQS	NAVEDTRA 43101-3F/302		
Surface Warfare Officer (CICWO) and OOD Underway	PQS	NAVEDTRA 43101-4F/301		
Surface Warfare Officer (CICWO) and OOD Underway	PQS	NAVEDTRA 43101-4F/302		

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.

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Ammunition and Explosive Safety Afloat <i>NAVSEA OP4</i>	
Ammunition and Explosives Safety Ashore <i>NAVSEA OP5</i>	
Shipboard Ammunition Handling <i>NAVSEA S9086-XG-STM-010 Ch 700.</i>	
Magazine Sprinkler Systems <i>NAVSEA S9522-AA-HBK-010</i>	
Small Arms and Special Warfare Ammunition <i>NAVSEA SW010-AD-GTP-010</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 Mineman 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 MN

Recommended Associates' degrees for the Seaman

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR MN

Recommended Bachelors/Masters degrees for the Seaman

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.

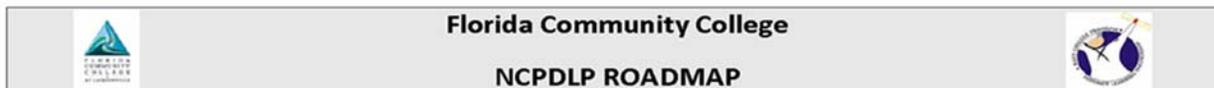
College credits by Testing CLEP, DSST

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
 800-700-2795 FAX: 904-632-5073
 Email: military@fccj.edu

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