Yeoman (YN)

LaDR

NAVY LEARNING and DEVELOPMENT ROADMAP

November 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

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

Yeoman 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 Yeoman 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, Yeoman A School at Meridian MS, 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.

YN CAREER PATH
(SW)

Yeoman (YN) work is primarily performed in a professional office environment, both afloat and ashore. YNs serve as office managers in support of command administrative infrastructure necessary to meet the command's objectives. They may work independently, with little supervision or closely with others under close supervision, depending on individual assignments.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	YNCM	21.6 Yrs	CMC	48	Follow on Shore Tours Billet: CMC/Dept LCPO/Program Manager. Duty: PERS/OPNAV/EPMAC/ CNRFC/RESCEN.
23-26	YNCM YNCS	21.6 Yrs 17.9	CMC, CSC	36	4th Sea Tour Billet: SHIPSEC/ADMINOFF/ LCPO at SEA. Duty: Ship/Squadron .
20-23	YNCM YNCS YNC	21.6 Yrs 17.9 13.8	CWO, CMC, CSC	48	3rd Shore Tour Billet: LCPO/CSC/Personnel Officer. Duty: OPNAV/PERS/CNRFC/ EPMAC/RESCEN.
16-20	YNCS YNC YN1	17.9 Yrs 13.8 8.6	LDO, CWO, OCS, MECP, CSC	36	3rd Sea Tour Billet: LCPO/SHIPSEC/ ADMINOFF/SEA. Duty: Ship/Squadron .
12-16	YNCS YNC YN1	17.9 Yrs 13.8 8.6		48	2nd Shore Tour Billet: LPO. Duty: Staff/EPMAC/RESCEN/ NAR/REDCOM. Qualification: LPO NAVLEAD/ LCPO NAVLEAD.
8-12	YNC YN1 YN2	13.8 Yrs 8.6 4.5		36	2nd Sea Tour Billet: SHIPSEC/ADMINOFF/ LPO. Duty: Ship/Squadron.
4-8	YN1 YN2 YN3	8.6 Yrs 4.5 2.8	STA-21, OCS, MECP	48	1st Shore Tour Billet: Administrative Assistant. Duty: NAVRESCEN/NAR. Qualification: NAVLEAD.
1-4	YN2 YN3 YNSN YNSA YNSR	4.5 Yrs 2.8	Naval Academy, NROTC	36	1st Sea Tour Billet: Administrative Assistant Duty: Ship/Squadron. Opportunity for ship-wide (out of rate) training and qualifications. Qualification: SWS/EAWS/SCW.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

YN 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+/-	YN3 YNSN YNSA Accession Training	6 Months			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**

Notes:

1. YNs must maintain a valid adjudicated security clearance at all times.

2. YNs in paygrade E-5 and above may attend YN "C" School to become Flag Writers (NEC 2514). Flag Writers may be assigned to disassociated flag tours.

3. YNs can earn two NECs associated with security: (1) 9556 – Security Specialist by completing the Naval Security Manager Course (S-3C-0001); and (2) 9190 – Special Security Officer by completing the following NKO Navy E-Learning Courses: 002SP0 - Security Policy and Procedures, 002AI01 - AIS Security, 002SC0 - SCI Administration, 002SS01 - SSO Administration. Upon completion of the NKO course requirements, the candidate must complete the Defense Intelligence Agency's SCI Security Officials Course (virtual or resident) provided by the Joint Military Intelligence Training Center or the SSO/SSR Professional Training Course (virtual or resident) provided by SSO Navy (ONI-522).

4. YNs serve in all platforms and communities ashore, afloat, and overseas.

5. YNs may qualify for any special warfare for the community or platform for which they are serving with.

6. YNs normally fill administrative IA billets but may also be assigned to general billets.

YN CAREER PATH
(SS)

Yeoman (Submarines) receive extensive training in all facets of human relations and personnel administration while providing direct support to the ship's officers and crew. They expertly administer a wide variety of Navy programs related to personnel distribution, military and civilian education, qualification for special skills, pay and allowances, career development and family care. Aboard ship they form the nucleus of the Executive Department and maintain control of the ship's daily routine. Ashore they develop and execute Navy and Submarine Force policy throughout the many programs under their control.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	YNCM(SS)	21.7 Yrs	CMC	36	4th Shore Tour Billet: CMC/ Major/Operational Staff (incl WASH DC). Duty: TYCOM/GRP/SQD.
23-26	YNCM(SS) YNCS(SS)	21.7 Yrs 18.4	CMC	36	4th Sea Tour Billet: LYN/3MC/COB. Duty: Submarine/Surface Ship. Qualification: COW/DCPO/ DOOW.
20-23	YNCM(SS) YNCS(SS) YNC(SS)	21.7 Yrs 18.4 12.9	CWO, CMC	36	3rd Shore Tour Billet: Major/Operational Staff (incl WASH DC). Duty: TYCOM/GRP/SQD.
16-20	YNCS(SS) YNC(SS) YN1(SS)	18.4 Yrs 12.9 8.1	LDO, CWO, OCS, MECP	36	3rd Sea Tour Billet: LYN/Admin/Pers/Disburs Officer. Duty: Submarine. Qualification: COW/DCPO/ DOOW.
12-16	YNCS(SS) YNC(SS) YN1(SS)	18.4 Yrs 12.9 8.1		36	2nd Shore Tour Billet: Admin Off/Manning/ Transient Coord, Major/Operational Staff (incl WASH DC). Duty: TYCOM/GRP/SQD.
8-12	YNC(SS) YN1(SS) YN2(SS)	12.9 Yrs 8.1 3.8		36	2nd Sea Tour Billet: LPO/LYN/Admin/Pers/ Disburs Officer. Duty: Submarine. Qualification: COW/DCPO/ DOOW.
4-8	YN1(SS) YN2(SS) YN3(SS)	8.1 Yrs 3.8 1.6	STA-21, OCS, MECP	36	1st Shore Tour Billet: Operational Staff Billets/ RDC/Instructor. Duty: SQD/NSSC. Qualification: MTS.
1-4	YN2(SS) YN3(SS)	3.8 Yrs 1.6	Naval Academy, NROTC	36	1st Sea Tour Billet: Junior Yeoman. Duty: Submarine. Qualification: Submarine Warfare/BDW/POOD/Basic Sonar Operator/Helmsman/Planesman.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

YN CAREER PATH
(SS)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1+/-	YN3 (SS) YNSN(SS) YNSA(SS) Accession Training	9 Months			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**

Notes:

1. Advancement. Competes as one group for advancement to YN3 through YNCM.

Yeoman
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
Yeoman 'A' School	Meridian, MS	A-510-0012	CBT	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Administrative Office Procedures	NKO	002AO01		
Directives Maintenance	NKO	002DM01		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

JOB DESCRIPTION

Yeoman (Apprentice/Administrative Assistant)

Yeomen (YN) perform clerical and personnel security and general administrative duties, including typing and filing; prepare and route correspondence and reports; maintain records, publications, and service records; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting/detaching and required retention related interviews; prepare and maintain personnel security documents and perform other personnel related functions; and serve as office managers.

Yeoman (YN) (paygrade E1-E4) should have a basic understanding of standard office equipment, layout, and function. Sailors should be able to execute basic administrative duties and responsibilities commensurate to their experience level and time in service. Additionally, the apprentice should have good understanding of the English language, be a U.S. Citizen, and have a valid security clearance (no exceptions). YN receive training following Basic Recruit Training in administrative support to officers and enlisted personnel. They are responsible for information related to Navy occupations, general education, requirements for promotion, and rights and benefits. Yeomen keep the ship's daily schedule running by receiving visitors, answering the telephone, sorting mail, organizing files, and operating modern office equipment.

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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		
Aviation Fire Fighting		
General Damage Control 301-306		
3M 301 PQS		
Messenger of the Watch (MOOW)		
NAVEDTRA 43240-B		
NAVEDTRA 150009 (RTM)		

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

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint____	Career Waypoint____	Career Waypoint____	Accept Orders_____	Screening_____
Exception Family Member___	EFM_____	CMS/ID_____	Reverse Sponsor_____	Obligate_____
CMS/ID_____	CMS/ID_____	SRB_____	Relocation (FFSC) ____	Bonus_____
Continuous Overseas Tours (COT) _____			Medical/Dental_____	
Overseas Tour Extension Incentive Program (OTEIP) _____			SRB_____	

For additional assistance in transfer and relocation, go to the Military HOMEFRONT website: http://www.public.navy.mil/bupers-npc/Pages/default.aspx and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	MED/DEN _____	Copy of Records_____	Copy of Records _____
Complete DD2648PSD_____	Relocation _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

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

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-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 - 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
Yeoman PQS	PQS	NAVEDTRA 43240		
Yeoman Rate Training Manual	See Link Below	NAVEDTRA 15009A		
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		
Preparing a Standard Naval Letter	NKO	CNET11456	1 hour	
Introduction to the Navy's Equal Opportunity Policy	NKO	CPPD-GMT07-031 CPPD-GMT-INEOP-1.0	1 hour	
Sexual Assault Victim Intervention (SAVI)	NKO	CPPD-GMT10-025	1 hour	
Personal Financial Management-Money Management	NKO	CPPD-GMT-10-026	8 hours	
Operational Stress Control-Non Supervisor	NKO	CPPD-GMT-OSCNS-1.0	1 hour	
Privacy and Personally Identifiable Information (PII) Training	NKO	DOD-PII-2.0	1 hour	

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 CNFR N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Code of Conduct – Level A	NKO	CPPD-GMT-COCLA-1.0	1 hour	
Introduction to Anger Management	NKO	CPPD-GMT-IAM-1.0	1 hour	
Introduction to the Navy's Drug Abuse Policy	NKO	CPPD-GMT-INDAP-1.0	1 hour	
Introduction to the Navy's Tobacco Cessation Policy	NKO	CPPD-GMT-INTCP-1.0	1 hour	
Operation Risk Management	NKO	CPPD-GMT-ORM-1.0	1 hour	
Operations Security	NKO	Cppd-gmt-os-1.0	10 hours	
Physical Readiness – Preparing for the PRT	NKO	CPPD-GMT-PRT-1.0	1 hour	

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	**Completed**
Battleship Sailor *by Mason*	
Heroes in Dungarees: The Story of the American Merchant Marine in World War II *by Bunker*	
Nimitz *by Potter*	
On Watch *by Zumwalt*	
The Battle of Leyte Gulf *by Cutler*	
The Fighting Liberty Ship – A Memoir *by Hoehling*	
Department of Defense Financial Management Regulation Volume 7 – Active Duty and Reserve Pay Volume 9 - Travel Policy and Procedures *DOD 7000.14R*	
Department of the Navy Records Management Manual *SECNAV M-5210.1*	
Department of the Navy SSIC Manual *SECNAV M-5210.2*	
Department of the Navy Forms Management Manual *SECNAV M-5213.1*	
Department of the Navy Information Requirements (Reports) Manual *SECNAV M-5214.1*	

Title	Completed
Department of the Navy Correspondence Manual *SECNAV M-5216.5*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Navy and Marine Corps Awards Manual *SECNAVINST 1650.1 (SERIES)*	
Separation Pay For Involuntary Separation From Active Duty *SECNAVINST 1900.4 (SERIES)*	
Department of the Navy Freedom of Information (FOIA) Program *SECNAVINST 5720.42 (SERIES)*	
U.S. Navy Regulations (with Interim Change-1) *U.S. NAVY REGULATIONS 1990*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Navy Total Force Manpower Policies and Procedures *OPNAVINST 1000.16 (SERIES)*	
Navy Enlisted Warfare Qualification Programs *OPNAVINST 1414.9 (SERIES)*	
Learning and Development Roadmap For Enlisted Sailors *OPNAVINST 1500.77 (SERIES)*	
Voluntary Education (VOLED) For Navy Sailors *OPNAVINST 1560.9 (SERIES)*	
Administration of the United States Military Apprenticeship Program (USMAP) *OPNAVINST 1560.10 (SERIES)*	
Command Sponsor and Indoctrination Program *OPNAVINST 1740.3*	
Transition Assistance Management Program (TAMP) *OPNAVINST 1900.2 (SERIES)*	
Navy Passenger Travel *OPNAVINST 4650.15 (SERIES)*	
Department of The Navy Postal Instructions *OPNAVINST 5112.6(Series)*	
Navy Directives Issuance System *OPNAVINST 5215.17 (SERIES)*	
Navy offical Mail Management Program *OPNAVINST 5218.7*	
Standard Naval Distribution List *OPNAVNOTE 5400*	
Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) *BUPERSINST 1080.53 (SERIES)*	
Document Submission Guidelines For the Electronic Military Personnel Records System (EMPRS) *BUPERSINST 1070.27 (SERIES)*	
Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) *BUPERSINST 1301.40 (SERIES)*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel *BUPERSINST 1750.10 (SERIES)*	
Certificate of Release Or Discharge From Active Duty (DD214/DD214C/DD 214WS and DD 215) *BUPERSINST 1900.8 (SERIES)*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Uniform Regulations *NAVPERS 15665I*	
Navy Officer Manpower and Personnel Classifications Vol I – Major Code Structures Vol II – Officer Data Card *NAVPERS 15839I*	
Career Counselor Handbook *NAVPERS 15878K*	
Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Vol I – Navy Enlisted Occupational Standards Vol II – Navy Enlisted Classifications *NAVPERS 18068F*	
Naval Telecommunications Manual *NTP 3*	
Personnel Specialist Basic RTM *NAVEDTRA 15006*	
Personnel Specialist Advance RTM *NAVEDTRA 15007*	
Navy Customer Service Guide *NAVEDTRA 14056A*	

Yeoman
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
Yeoman 'A' School	Meridian, MS	A-510-0012	CBT	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Extension Beyond EAOS for Disciplinary Action	NKO	CSS-LNPRO-01		
Damage Control Petty Officer (DCPO)	NKO	A-495-0400-V2	3 hours	
3M Maintenance Person Basic/Core	NKO	CSS-3MBC-001	2 hours	
3M Maintenance Person OMMS NG	NKO	CSS-3MOM-001-1.0	2 hours	
Special Security Assistant (9190)	Norfolk, VA and San Diego, CA	J-246-0984	3 days	
Security Specialist (9556)	Norfolk, VA and San Diego, CA	S-3C-0001	3 days	
Navy Recruiter Canvasser (9585)	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
None				

JOB DESCRIPTION

Yeoman (Apprentice/Administrative Assistant)

Yeomen (YN) perform clerical and personnel security and general administrative duties, including typing and filing; prepare and route correspondence and reports; maintain records, publications, and service records; counsel office personnel on administrative matters; perform administrative support for shipboard legal proceedings and maintain shipboard legal files; conduct reporting/detaching and required retention related interviews; prepare and maintain personnel security documents and perform other personnel related functions; and serve as office managers.

Yeoman (YN) (paygrade E1-E4) should have a basic understanding of standard office equipment, layout, and function. Sailors should be able to execute basic administrative duties and responsibilities commensurate to their experience level and time in service. Additionally, the apprentice should have good understanding of the English language, be a U.S. Citizen, and have a valid security clearance (no exceptions). YN receive training following Basic Recruit Training in administrative support to officers and enlisted personnel. They are responsible for information related to Navy occupations, general education, requirements for promotion, and rights and benefits. Yeomen keep the ship's daily schedule running by receiving visitors, answering the telephone, sorting mail, organizing files, and operating modern office equipment.

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E-5)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 30 days for active duty or three drill weekends for SELRES) (Date Conducted): _____

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

RECORD REVIEW CHECKLIST

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

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

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

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

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
NAVEDTRA 43240-B		
NAVEDTRA 150009 (RTM)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint____	Career Waypoint____	Career Waypoint____	Accept Orders_____	Screening_____
Exception Family Member___	EFM_____	CMS/ID_____	Reverse Sponsor_____	Obligate_____
CMS/ID_____	CMS/ID_____	SRB_____	Relocation (FFSC) ____	Bonus_____
Continuous Overseas Tours (COT) _____			Medical/Dental_____	
Overseas Tour Extension Incentive Program (OTEIP) _____			SRB_____	

For additional assistance in transfer and relocation, go to the Military HOMEFRONT website: http://www.public.navy.mil/bupers-npc/Pages/default.aspx and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	MED/DEN _____	Copy of Records_____	Copy of Records _____
Complete DD2648PSD_____	Relocation _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

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

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
Yeoman PQS	PQS	NAVEDTRA 43240		
Yeoman Rate Training Manual	See Link Below	NAVEDTRA 15009A		
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		
Fundamentals of Navy Leadership	NKO	0033/43/35		
Personal Responsibility and Values	NKO	S-051-0150		
Principles of Marketing: Fundamentals of Marketing	NKO	42401		
Alcohol Misuse Enabling	NKO	CPPD-GMT09-023	1 hour	
EO, Sexual Harassment, Grievance Procedures	NKO	CPPD-GMT07-031	1 hour	
Sexual Assault Victim Intervention (SAVI)	NKO	CPPD-GMT10-025	1 hour	
Introduction to Suicide Prevention	NKO	CPPD-GMT08-13	1 hour	
Personal Financial Management-Money Management	NKO	CPPD-GMT-10-026	8 hours	
Operational Stress Control-Non Supervisor	NKO	CPPD-GMT-OSCNS-1.0	1 hour	
Privacy and Personally Identifiable Information (PII) Training	NKO	DOD-PII-2.0	1 hour	

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 CNFR N7.
Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

E4 RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E4 RECOMMENDED COMMUNITY READING

Title	**Completed**
PROFESSIONAL READING. Prior to advancing to Second Class Petty Officer, Yeoman are expected to read literature to learn and discuss Naval Heritage and how we obtained our Core Values. As Sailors advance to the supervisory level (E7 and above), they will be required to know and teach customs and traditions to their junior Sailors and will be graded on their knowledge of Naval history on their evaluation.	
Battleship Sailor *by Mason*	
Heroes in Dungarees: The Story of the American Merchant Marine in World War II *by Bunker*	
Nimitz *by Potter*	
On Watch *by Zumwalt*	
The Battle of Leyte Gulf *by Cutler*	
The Fighting Liberty Ship – A Memoir *by Hoehling*	
Department of Defense Financial Management Regulation Volume 7 – Active Duty and Reserve Pay Volume 9 - Travel Policy and Procedures *DOD 7000.14R*	

Title	Completed
Department of the Navy Records Management Manual *SECNAV M-5210.1*	
Department of the Navy SSIC Manual *SECNAV M-5210.2*	
Department of the Navy Forms Management Manual *SECNAV M-5213.1*	
Department of the Navy Information Requirements (Reports) Manual *SECNAV M-5214.1*	
Department of the Navy Correspondence Manual *SECNAV M-5216.5*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Navy and Marine Corps Awards Manual *SECNAVINST 1650.1 (SERIES)*	
Separation Pay For Involuntary Separation From Active Duty *SECNAVINST 1900.4 (SERIES)*	
Department of the Navy Freedom of Information (FOIA) Program *SECNAVINST 5720.42 (SERIES)*	
U.S. Navy Regulations (with Interim Change-1) *U.S. NAVY REGULATIONS 1990*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Navy Total Force Manpower Policies and Procedures *OPNAVINST 1000.16 (SERIES)*	
Navy Enlisted Warfare Qualification Programs *OPNAVINST 1414.9 (SERIES)*	
Learning and Development Roadmap For Enlisted Sailors *OPNAVINST 1500.77 (SERIES)*	
Voluntary Education (VOLED) For Navy Sailors *OPNAVINST 1560.9 (SERIES)*	
Administration of the United States Military Apprenticeship Program (USMAP) *OPNAVINST 1560.10 (SERIES)*	
Command Sponsor and Indoctrination Program *OPNAVINST 1740.3*	
Transition Assistance Management Program (TAMP) *OPNAVINST 1900.2 (SERIES)*	
Navy Passenger Travel *OPNAVINST 4650.15 (SERIES)*	
Department of The Navy Postal Instructions *OPNAVINST 5112.6(Series)*	
Navy Directives Issuance System *OPNAVINST 5215.17 (SERIES)*	
Navy offical Mail Management Program *OPNAVINST 5218.7*	
Standard Naval Distribution List *OPNAVNOTE 5400*	
Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) *BUPERSINST 1080.53 (SERIES)*	
Document Submission Guidelines For the Electronic Military Personnel Records System (EMPRS) *BUPERSINST 1070.27 (SERIES)*	
Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) *BUPERSINST 1301.40 (SERIES)*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel *BUPERSINST 1750.10 (SERIES)*	
Certificate of Release Or Discharge From Active Duty (DD214/DD214C/DD 214WS and DD 215) *BUPERSINST 1900.8 (SERIES)*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Uniform Regulations *NAVPERS 15665I*	
Navy Officer Manpower and Personnel Classifications Vol I – Major Code Structures Vol II – Officer Data Card *NAVPERS 15839I*	
Career Counselor Handbook *NAVPERS 15878K*	
Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Vol I – Navy Enlisted Occupational Standards Vol II – Navy Enlisted Classifications *NAVPERS 18068F*	
Naval Telecommunications Manual *NTP 3*	
Personnel Specialist Basic RTM *NAVEDTRA 15006*	
Personnel Specialist Advance RTM *NAVEDTRA 15007*	
Navy Customer Service Guide *NAVEDTRA 14056A*	

Yeoman
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
Yeoman 'A' School	Meridian, MS	A-510-0012	CBT	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Extension Beyond EAOS for Disciplinary Action	NKO	CSS-LNPRO-01		
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
Legal Clerk Course	Norfolk, VA San Diego, CA	S-512-0009	12 days	
Advanced Administration Course	Norfolk, VA / San Diego, CA	A-510-0024	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2514 - Flag Writer	Meridian, MS	A-511-0015	33 days	
9190 - Special Security Assistant	Norfolk, VA and San Diego, CA	J-246-0984	3 days	
9556 - Security Specialist	Norfolk, VA and San Diego, CA	S-3C-0001	3 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	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	

JOB DESCRIPTION

Yeoman (Journeyman/Administrative Supervisor)

Yeoman (E5–E6) should have a refined knowledge of command programs, administrative processes, correspondence preparation and its purpose, standard office equipment, and leadership. Sailors should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. Additionally, the journeyman should have an exceptional understanding of the English language, and be able to communicate clearly. Sailors should be a U.S. Citizen and hold an adjudicated security clearance (no exceptions).

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E-6)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 30 days for active duty or three drill weekends for SELRES) (Date Conducted): _____

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____

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

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

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

RECORD REVIEW CHECKLIST

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

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

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

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

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
M 304 PQS		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Master Training Specialist (MTS)		
NAVEDTRA 43240-B		
NAVEDTRA 150009 (RTM)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint____	Career Waypoint____	Career Waypoint____	Accept Orders_____	Screening_____
Exception Family Member___	EFM_____	CMS/ID_____	Reverse Sponsor_____	Obligate_____
CMS/ID_____	CMS/ID_____	SRB_____	Relocation (FFSC) ____	Bonus_____
Continuous Overseas Tours (COT) _____			Medical/Dental_____	
Overseas Tour Extension Incentive Program (OTEIP) _____			SRB_____	

For additional assistance in transfer and relocation, go to the Military HOMEFRONT website: http://www.public.navy.mil/bupers-npc/Pages/default.aspx and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	MED/DEN _____	Copy of Records_____	Copy of Records _____
Complete DD2648PSD_____	Relocation _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

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

E5 REQUIRED NAVY PME:

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

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

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Yeoman Rate Training Manual	See Link Below	NAVEDTRA 15009A		
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		
Yeoman PQS	PQS	NAVEDTRA 43240		

E5 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

Commander Navy Reserve Forces (CNRF) N7 determines the number of reserve points awarded for completion of a course taken on Navy E-Learning. This listing should only be used as a guide and is subject to change by direction of CNFR N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

E5 RECOMMENDED RESERVE PME:

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

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Managing Change	NKO	Sco12_6f8d9ae	3 hours	
Overcoming the Challenges of Change	NKO	MGMT0333	2 hours	
Writing with Intention	NKO	COMM0011	4 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E5 RECOMMENDED COMMUNITY READING

Title	**Completed**
PROFESSIONAL READING. Yeoman up to Second Class Petty Officers are expected to read and discuss with fellow Sailors, each of the following Naval Heritage Core Values Reading Books, before advancing to First Class Petty Officer.	
Admiral John H. Towers – The Struggle for Naval Air Supremacy *by Reynolds*	
Authors at Sea *by Shenk*	
Decision and Dissent with Halsey at Leyte Gulf *by Solberg*	
Run Silent/Run Deep *by Beach*	
The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway *by Lundstrom*	
The United States Sailors: A History *by Simmons*	
Victory at Sea – World War II in the Pacific *by Dunnigan*	
Department of Defense Financial Management Regulation Volume 7 – Active Duty and Reserve Pay Volume 9 - Travel Policy and Procedures *DOD 7000.14R*	
Department of the Navy Records Management Manual *SECNAV M-5210.1*	

Title	Completed
Department of the Navy SSIC Manual *SECNAV M-5210.2*	
Department of the Navy Forms Management Manual *SECNAV M-5213.1*	
Department of the Navy Information Requirements (Reports) Manual *SECNAV M-5214.1*	
Department of the Navy Correspondence Manual *SECNAV M-5216.5*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Navy and Marine Corps Awards Manual *SECNAVINST 1650.1 (SERIES)*	
Separation Pay For Involuntary Separation From Active Duty *SECNAVINST 1900.4 (SERIES)*	
Department of the Navy Freedom of Information (FOIA) Program *SECNAVINST 5720.42 (SERIES)*	
U.S. Navy Regulations (with Interim Change-1) *U.S. NAVY REGULATIONS 1990*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Navy Total Force Manpower Policies and Procedures *OPNAVINST 1000.16 (SERIES)*	
Navy Enlisted Warfare Qualification Programs *OPNAVINST 1414.9 (SERIES)*	
Learning and Development Roadmap For Enlisted Sailors *OPNAVINST 1500.77 (SERIES)*	
Voluntary Education (VOLED) For Navy Sailors *OPNAVINST 1560.9 (SERIES)*	
Administration of the United States Military Apprenticeship Program (USMAP) *OPNAVINST 1560.10 (SERIES)*	
Command Sponsor and Indoctrination Program *OPNAVINST 1740.3*	
Transition Assistance Management Program (TAMP) *OPNAVINST 1900.2 (SERIES)*	
Navy Passenger Travel *OPNAVINST 4650.15 (SERIES)*	
Department of The Navy Postal Instructions *OPNAVINST 5112.6(Series)*	
Navy Directives Issuance System *OPNAVINST 5215.17 (SERIES)*	
Navy offical Mail Management Program *OPNAVINST 5218.7*	
Standard Naval Distribution List *OPNAVNOTE 5400*	
Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) *BUPERSINST 1080.53 (SERIES)*	
Document Submission Guidelines For the Electronic Military Personnel Records System (EMPRS) *BUPERSINST 1070.27 (SERIES)*	
Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) *BUPERSINST 1301.40 (SERIES)*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel *BUPERSINST 1750.10 (SERIES)*	
Certificate of Release Or Discharge From Active Duty (DD214/DD214C/DD 214WS and DD 215) *BUPERSINST 1900.8 (SERIES)*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Uniform Regulations *NAVPERS 15665I*	
Navy Officer Manpower and Personnel Classifications Vol I – Major Code Structures Vol II – Officer Data Card *NAVPERS 15839I*	
Career Counselor Handbook *NAVPERS 15878K*	
Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Vol I – Navy Enlisted Occupational Standards Vol II – Navy Enlisted Classifications *NAVPERS 18068F*	
Naval Telecommunications Manual *NTP 3*	
Personnel Specialist Basic RTM *NAVEDTRA 15006*	
Personnel Specialist Advance RTM *NAVEDTRA 15007*	
Navy Customer Service Guide *NAVEDTRA 14056A*	

Yeoman
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
Yeoman 'A' School	Meridian, MS	A-510-0012	CBT	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Extension Beyond EAOS for Disciplinary Action	NKO	CSS-LNPRO-01		
3M Maintenance Manager Basic/Core	NKO	CSS-3MM-101	4 hours	
3M Maintenance Manager MDS OMMS-NG	NKO	CSS-3MM-030	6 hours	
Advanced YN/PN Course	Norfolk, VA and San Diego, CA	A-510-0024	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2514 - Flag Writer	Meridian, MS	A-511-0015	33 days	
9190 - Special Security Assistant	Norfolk, VA and San Diego, CA	J-246-0984	3 days	
9556 - Security Specialist	Norfolk, VA and San Diego, CA	S-3C-0001	3 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	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	

JOB DESCRIPTION

Yeoman (Journeyman/Administrative Supervisor)

Yeoman Enlisted Sailors (E5 – E6) should have a refined and seasoned understanding of standard office equipment, layout, and function. Sailors should be able to execute basic and intermediate administrative duties and responsibilities commensurate to their experience level and time in service. Additionally, the journeyman should have an exceptional understanding of the English language, and be able to communicate clearly. Sailors should be a U.S. Citizen and have a valid security clearance (no exceptions).

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD)		
Junior Officer of the Deck (JOOD) (At Sea)		
Master Training Specialist (MTS)		
NAVEDTRA 43240-B		
NAVEDTRA 150009 (RTM)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Review YN2 for earlier Skill Training		
YN PQS		
Department LPO		
YN NRTC		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint____	Career Waypoint____	Career Waypoint____	Accept Orders_____	Screening_____
Exception Family Member___	EFM_____	CMS/ID_____	Reverse Sponsor_____	Obligate_____
CMS/ID_____	CMS/ID_____	SRB_____	Relocation (FFSC) ____	Bonus_____
Continuous Overseas Tours (COT) _____			Medical/Dental_____	
Overseas Tour Extension Incentive Program (OTEIP) _____			SRB_____	

For additional assistance in transfer and relocation, go to the Military HOMEFRONT website: http://www.public.navy.mil/bupers-npc/Pages/default.aspx and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	MED/DEN _____	Copy of Records_____	Copy of Records _____
Complete DD2648PSD_____	Relocation _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

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

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
Yeoman Rate Training Manual	See Link Below	NAVEDTRA 15009A		
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		
Yeoman PQS	PQS	NAVEDTRA 43240		

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 CNFR N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Managing Change	NKO	Sco12_6f8d9ae	3 hours	
Overcoming the Challenges of Change	NKO	MGMT0333	2 hours	
Writing with Intention	NKO	COMM0011	4 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E6 RECOMMENDED COMMUNITY READING

Title	**Completed**
PROFESSIONAL READING. Yeoman up to First Class Petty Officers are expected to read and discuss with fellow Sailors, each of the following Naval Heritage Core Values Reading Books, before advancing to Chief Petty Officer.	
Attacks *by Erwin Rommel*	
Pegasus Bridge *by Stephen E. Ambrose*	
Phase Line Green: The Battle For Hue, 1968 *by Warr*	
The Arab Mind *by Patai*	
The Art of War *by Sun Tzu (Griffin)*	
The Forgotten Soldier *by Sajer*	
The Village *by West*	
The Kind of War *by Fehrenbach*	
We Were Soldiers Once and Young *by Moore and Galloway*	
Department of Defense Financial Management Regulation Volume 7 – Active Duty and Reserve Pay Volume 9 - Travel	

Title	Completed
Policy and Procedures *DOD 7000.14R*	
Department of the Navy Records Management Manual *SECNAV M-5210.1*	
Department of the Navy SSIC Manual *SECNAV M-5210.2*	
Department of the Navy Forms Management Manual *SECNAV M-5213.1*	
Department of the Navy Information Requirements (Reports) Manual *SECNAV M-5214.1*	
Department of the Navy Correspondence Manual *SECNAV M-5216.5*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Navy and Marine Corps Awards Manual *SECNAVINST 1650.1 (SERIES)*	
Separation Pay For Involuntary Separation From Active Duty *SECNAVINST 1900.4 (SERIES)*	
Department of the Navy Freedom of Information (FOIA) Program *SECNAVINST 5720.42 (SERIES)*	
U.S. Navy Regulations (with Interim Change-1) *U.S. NAVY REGULATIONS 1990*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Navy Total Force Manpower Policies and Procedures *OPNAVINST 1000.16 (SERIES)*	
Navy Enlisted Warfare Qualification Programs *OPNAVINST 1414.9 (SERIES)*	
Learning and Development Roadmap For Enlisted Sailors *OPNAVINST 1500.77 (SERIES)*	
Voluntary Education (VOLED) For Navy Sailors *OPNAVINST 1560.9 (SERIES)*	
Administration of the United States Military Apprenticeship Program (USMAP) *OPNAVINST 1560.10 (SERIES)*	
Command Sponsor and Indoctrination Program *OPNAVINST 1740.3*	
Transition Assistance Management Program (TAMP) *OPNAVINST 1900.2 (SERIES)*	
Navy Passenger Travel *OPNAVINST 4650.15 (SERIES)*	
Department of The Navy Postal Instructions *OPNAVINST 5112.6(Series)*	
Navy Directives Issuance System *OPNAVINST 5215.17 (SERIES)*	
Navy offical Mail Management Program *OPNAVINST 5218.7*	
Standard Naval Distribution List *OPNAVNOTE 5400*	
Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) *BUPERSINST 1080.53 (SERIES)*	
Document Submission Guidelines For the Electronic Military Personnel Records System (EMPRS) *BUPERSINST 1070.27 (SERIES)*	
Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) *BUPERSINST 1301.40 (SERIES)*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel *BUPERSINST 1750.10 (SERIES)*	
Certificate of Release Or Discharge From Active Duty (DD214/DD214C/DD 214WS and DD 215) *BUPERSINST 1900.8 (SERIES)*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Uniform Regulations *NAVPERS 15665I*	
Navy Officer Manpower and Personnel Classifications Vol I – Major Code Structures Vol II – Officer Data Card *NAVPERS 15839I*	
Career Counselor Handbook *NAVPERS 15878K*	
Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Vol I – Navy Enlisted Occupational Standards Vol II – Navy Enlisted Classifications *NAVPERS 18068F*	
Naval Telecommunications Manual *NTP 3*	
Personnel Specialist Basic RTM *NAVEDTRA 15006*	
Personnel Specialist Advance RTM *NAVEDTRA 15007*	
Navy Customer Service Guide *NAVEDTRA 14056A*	

Yeoman
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
Senior Enlisted Leadership Course	Newport, RI	A-500-0080	3 days	
Senior Enlisted Academy (SEA) (Resident) or (Blended)	Newport, RI	P-920-1300 / P-920-1301	40 days / 18 days	
Advanced YN/PN Course	Norfolk, VA and San Diego, CA	A-510-0024	12 days	
3M Maintenance Manager Basic/Core	NKO	CSS-3MM-101	4 hours	
3M Maintenance Manager MDS OMMS-NG	NKO	CSS-3MM-030	6 hours	
Alcohol and Drub Abuse Managers/Supervisors	Various Locations	S-501-0120	2 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2514 - Flag Writer	Meridian, MS	A-511-0015	33 days	
9190 - Special Security Assistant	Norfolk, VA and San Diego, CA	J-246-0984	3 days	
9556 - Security Specialist	Norfolk, VA and San Diego, CA	S-3C-0001	3 days	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 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	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	

JOB DESCRIPTION

Office Manager

Officer Managers perform officer personnel administration. Communicate work procedures and policies to staff. Supervise the office, administrative, or customer service employees to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems. Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action. Prepare and issue work schedules, deadlines and duty assignments of office personnel.

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
3M 306		
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)		
Master Training Specialist (MTS)		
Review YN1 for earlier Skill Training		
NAVEDTRA 43240-B		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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
Official Government Travel	Local	CNET9732	2 hours	

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 CNFR N7.
Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Managing Change	NKO	Sco12_6f8d9ae	3 hours	
Overcoming the Challenges of Change	NKO	MGMT0333	2 hours	
Writing with Intention	NKO	COMM0011	4 hours	

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

CPO RECOMMENDED COMMUNITY READING

Title	**Completed**
PROFESSIONAL READING. Yeoman Chief Petty Officers are expected to read and discuss with fellow Sailors, each of the following Naval Heritage Core Values Reading Books, before advancing to Senior Chief Petty Officer.	
Blood on the Sea *by Parkin*	
Bluejacket – An Autobiography *by Buenzle*	
Devil Boats *by Breuer*	
Devotion to Duty – A Biography of Admiral Clifton A.F. Sprague *by John F. Wukovits*	
Inchon to Wonsan – From the Deck of a Destroyer in the Korean War *by Alexander*	
Iwo *by Wheeler*	
What a Way to Spend a War - Navy Nurse POWs in the Philippines *by Danner*	
Department of Defense Financial Management Regulation Volume 7 – Active Duty and Reserve Pay Volume 9 - Travel Policy and Procedures *DOD 7000.14R*	
Department of the Navy Records Management Manual *SECNAV M-5210.1*	

Title	Completed
Department of the Navy SSIC Manual *SECNAV M-5210.2*	
Department of the Navy Forms Management Manual *SECNAV M-5213.1*	
Department of the Navy Information Requirements (Reports) Manual *SECNAV M-5214.1*	
Department of the Navy Correspondence Manual *SECNAV M-5216.5*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	
Department of the Navy Information Security Program *SECNAV M-5510.36*	
Navy and Marine Corps Awards Manual *SECNAVINST 1650.1 (SERIES)*	
Separation Pay For Involuntary Separation From Active Duty *SECNAVINST 1900.4 (SERIES)*	
Department of the Navy Freedom of Information (FOIA) Program *SECNAVINST 5720.42 (SERIES)*	
U.S. Navy Regulations (with Interim Change-1) *U.S. NAVY REGULATIONS 1990*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Navy Total Force Manpower Policies and Procedures *OPNAVINST 1000.16 (SERIES)*	
Navy Enlisted Warfare Qualification Programs *OPNAVINST 1414.9 (SERIES)*	
Learning and Development Roadmap For Enlisted Sailors *OPNAVINST 1500.77 (SERIES)*	
Voluntary Education (VOLED) For Navy Sailors *OPNAVINST 1560.9 (SERIES)*	
Administration of the United States Military Apprenticeship Program (USMAP) *OPNAVINST 1560.10 (SERIES)*	
Command Sponsor and Indoctrination Program *OPNAVINST 1740.3*	
Transition Assistance Management Program (TAMP) *OPNAVINST 1900.2 (SERIES)*	
Navy Passenger Travel *OPNAVINST 4650.15 (SERIES)*	
Department of The Navy Postal Instructions *OPNAVINST 5112.6(Series)*	
Navy Directives Issuance System *OPNAVINST 5215.17 (SERIES)*	
Navy offical Mail Management Program *OPNAVINST 5218.7*	
Standard Naval Distribution List *OPNAVNOTE 5400*	
Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) *BUPERSINST 1080.53 (SERIES)*	
Document Submission Guidelines For the Electronic Military Personnel Records System (EMPRS) *BUPERSINST 1070.27 (SERIES)*	
Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) *BUPERSINST 1301.40 (SERIES)*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel *BUPERSINST 1750.10 (SERIES)*	
Certificate of Release Or Discharge From Active Duty (DD214/DD214C/DD 214WS and DD 215) *BUPERSINST 1900.8 (SERIES)*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Uniform Regulations *NAVPERS 15665I*	
Navy Officer Manpower and Personnel Classifications Vol I – Major Code Structures Vol II – Officer Data Card *NAVPERS 15839I*	
Career Counselor Handbook *NAVPERS 15878K*	
Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Vol I – Navy Enlisted Occupational Standards Vol II – Navy Enlisted Classifications *NAVPERS 18068F*	
Naval Telecommunications Manual *NTP 3*	
Personnel Specialist Basic RTM *NAVEDTRA 15006*	
Personnel Specialist Advance RTM *NAVEDTRA 15007*	
Navy Customer Service Guide *NAVEDTRA 14056A*	

Yeoman
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
Senior Enlisted Leadership Course	Newport, RI	A-500-0080	3 days	
Senior Enlisted Academy (SEA) (Non-Resident)	Newport, RI	P-920-1301	2 weeks	
Senior Enlisted Academy (SEA) (Resident) or (Blended)	Newport, RI	P-920-1300 / P-920-1301	40 days / 18 days	
CMDCMC/CMDCSC Leadership Course	Newport, RI	A-570-4500	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2514 - Flag Writer	Meridian, MS	A-511-0015	33 days	
9190 - Special Security Assistant	Norfolk, VA and San Diego, CA	J-246-0984	3 days	
9556 - Security Specialist	Norfolk, VA and San Diego, CA	S-3C-0001	3 days	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 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	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9578 - Command Senior Chief (CMDCS)	Newport, RI	A-570-4500	12 days	
9579 - Chief of the Boat (Submariner); E-8-E9s	Newport, RI	A-570-4500	12 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	

JOB DESCRIPTION

Office Manager

Officer Managers perform officer personnel administration. Communicate work procedures and policies to staff. Supervise the office, administrative, or customer service employees to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems. Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action. Prepare and issue work schedules, deadlines and duty assignments of office personnel.

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
3M 306 PQS		
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)		
Senior Enlisted Leader		
Master Training Specialist (MTS)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
See YNC for earlier qualifications		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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_____

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
Official Government Travel	Local	CNET9732	2 hours	

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 CNFR N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

SCPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

SCPO RECOMMENDED COMMUNITY READING

Title	**Completed**
PROFESSIONAL READING. Yeoman Chief Petty Officers are expected to read and discuss with fellow Sailors, each of the following Naval Heritage Core Values Reading Books, before advancing to Senior Chief Petty Officer.	
Blood on the Sea *by Parkin*	
Bluejacket – An Autobiography *by Buenzle*	
Devil Boats *by Breuer*	
Devotion to Duty – A Biography of Admiral Clifton A.F. Sprague *by John F. Wukovits*	
Inchon to Wonsan – From the Deck of a Destroyer in the Korean War *by Alexander*	
Iwo *by Wheeler*	
What a Way to Spend a War - Navy Nurse POWs in the Philippines *by Danner*	

Yeoman
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
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Review YNCS for earlier Skill Training				
CMDCM/CMDCSC Leadership Course	Newport, RI	A-570-4500	12 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2514 - Flag Writer	Meridian, MS	A-511-0015	33 days	
9190 - Special Security Assistant	Norfolk, VA and San Diego, CA	J-246-0984	3 days	
9556 - Security Specialist	Norfolk, VA and San Diego, CA	S-3C-0001	3 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 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 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
9578 - Command Senior Chief (CMDCS)	Newport, RI	A-570-4500	12 days	
9579 - Chief of the Boat (Submariner); E-8-E9s	Newport, RI	A-570-4500	12 days	
9580 - Command Master Chief (CMDCM)	Newport, RI	A-570-4500	2 weeks	

JOB DESCRIPTION

Office Manager

Officers Managers perform officer personnel administration. Communicate work procedures and policies to staff. Supervise the office, administrative, or customer service employees to ensure adherence to quality standards, deadlines and proper procedures, correcting errors or problems. Evaluate employees' job performance and conformance to regulations and recommend appropriate personnel action. Prepare and issue work schedules, deadlines and duty assignments of office personnel.

RECOMMENDED BILLET ASSIGNMENTS

- Air (All Squadrons)
- Surface (All Ships)
- Special Warfare (i.e. SEAL Teams)
- Type Commander
- Seabee Commands
- Joint Commands
- Overseas Commands
- Staff Commands
- Strike Group
- Carrier Air Groups

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
3M 306 PQS		
3M 307 PQS		
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)		
Master Training Specialist (MTS)		

Mandatory warfare qualification for enlisted Sailors assigned to designated warfare qualifying commands:

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
See YNC for earlier qualifications		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Correspondence Clerks
Executive Secretaries and Executive Administrative Assistants
File Clerks
First-Line Supervisors of Office and Administrative Support Workers
Human Resources Assistants, Except Payroll and Timekeeping
Legal Secretaries
Mail Clerks and Mail Machine Operators, Except Postal Service
Office Clerks, General
Paralegals and Legal Assistants
Receptionists and Information Clerks
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
Word Processors and Typists

Occupation (Federal Employer)
0303 - Miscellaneous Clerk and Assistant Series
0304 - Information Receptionist Series
0305 - Mail and File Series
0309 - Correspondence Clerk Series
0318 - Secretary Series
0322 - Clerk-Typist Series
0326 - Office Automation Clerical and Assistance Series
0335 - Computer Clerk and Assistant Series
0341 - Administrative Officer Series
0342 - Support Services Administration Series
0344 - Management and Program Clerical and Assistance Series
0356 - Data Transcriber Series
0382 - Telephone Operating Series
0503 - Financial Clerical and Technician Series
0511 - Auditing Series
0512 - Internal Revenue Agent Series
0525 - Accounting Technician Series
0526 - Tax Specialist Series
0530 - Cash Processing Series
0592 - Tax Examining Series
0901 - General Legal and Kindred Administration Series
0904 - Law Clerk Series
0950 - Paralegal Specialist Series
0986 - Legal Assistance Series
1001 - General Arts and Information Series
1082 - Writing and Editing Series
1083 - Technical Writing and Editing Series
1087 - Editorial Assistance Series
1169 - Internal Revenue Officer Series
2091 - Sales Store Clerical Series
7002 - Packing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Education Certification Association	Certified Computer Skills Specialist (CCSS)	
E5	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E5	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E7	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E4	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	Institute of Certified Records Managers	Certified Records Manager (CRM)	
E5	International Association of Administrative Professionals (IAAP)	Certified Administrative Professional (CAP)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	The Association for Legal Professionals (NALS)	Accredited Legal Professional (ALP)	
E5	The Association for Legal Professionals (NALS)	Professional Legal Secretary (PLS)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

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

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_____

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 CNFR N7.

Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Selection Board Member				

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

MCPO RECOMMENDED COMMUNITY READING

Title	**Completed**
PROFESSIONAL READING. Master Chief Yeoman are expected to read and discuss with fellow Sailors, each of the following books:	
Reminiscences of a Sailor *by Lejeune*	
The People's Navy *by Hagan*	
The Rickover Effect - How One Man Made a Difference *by Theodore Rockwell*	

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 Yeoman 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 YN

Recommended Associates' degrees for the Seaman
AAS - Business Administration (Management)
AAS - Office Management
AAS - Office Support Specialist (Administrative Manager)
AGS - Associate in General Studies
AS - Business Administration
AAS - Business Administration
AAS - Child Development
AA - Liberal Arts
AAS - Administrative / Management Studies
AS - Liberal Arts
AS - Associate in Science (Business Administration)
AS - Industrial Management Technology
AS - Accounting
AS - Management
AS - Marketing
AS - Military Studies
ASL - Associate in Supervisory Leadership
AA - Business and Economics
AAS – Military Leadership
AS - Human Services
AS - Psychology
AS - Business Studies
AA - Information Systems
AAS - Administrative Studies (Logistics Support)
AAS - Management
AAS - Administrative Office Technology (Office Administration)
AAS - General Business (Customer Service)
AAS - General Business (e-Commerce)
AAS - General Business (International Business)
AAS - Management (Business information Systems)
AS - Associate of Science (General Education/Business Administration)
AA - Computer Studies
AA - Associate in Arts (Business/Business Information Systems)
AA - Associate in Arts (Business/Business)
AA - Associate in Arts (Liberal Arts)
AA - General Business
AAS - General Studies (Business Studies)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR YN

Recommended Bachelors/Masters degrees for the Seaman
BA - Homeland Security
BBA - Business Administration (General Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BA - Sociology
BSBA - Business Administration (Project Management)
BA - Business Administration
BGS - Bachelor of General Studies (Business)
BGS - Bachelor of General Studies (Management)
BS - Technical Management (General Technical)
BS - Business, Management and Economics (Human Resource Management)
BA - Liberal Arts
BS - Business (General Accounting)
BS - Business (Management of Human Resources)
BS - General Business
BS - Liberal Arts
BGS - General Business
BGS - Organizational Leadership
BS - Organizational Leadership
BA - Interdisciplinary Studies
BS - Business Administration (Finance)
BS - Business Administration (Management)
BS - Diplomacy and Military Studies
BABC - Communications Management
BBA - Generalist
BBA - Sales and Marketing Management
BS - Interdisciplinary Studies
BS - Psychology
BS - Religion
BS - Public Administration
BS - General Studies (Human Services)
BS - General Studies (Psychology)
BA - Business Administration (Management)
BS - Computer Information Technology
BA - Liberal Studies
BS - Business Administration (General Management)
BAS - Resource & Technology Management
BS - Digital Media and Web Technologies
BA - Administrative Leadership
BA - Human Resources
BA - Organizational Development
BAAS - Bachelor of Applied Arts and Sciences
BS - Human Services
BS - Social Science

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

Florida Community College

NCPDLP ROADMAP

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	
ACE Recommended from MOS / Rate:								
Military Credits	7	13	13	17	16	16	16	
Credit from Service School:								
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

Listing of Recommended Degrees for Yeoman and the schools offering them:

BA - Homeland Security	American Military University
AAS - Business Administration (Management)	Berkeley College
BBA - Business Administration (General Business)	Berkeley College
BBA - Business Administration (Management)	Berkeley College
BBA - Business Administration (Marketing)	Berkeley College
BS - Business Administration	Berkeley College
AAS - Office Management	Central Texas College
AGS - Associate in General Studies	Columbia College
AS - Business Administration	Columbia College
BA / BS - Business Administration	Columbia College
BGS - Bachelor of General Studies (Business)	Columbia College
BGS - Bachelor of General Studies (Management)	Columbia College
AAS - Business Administration	Dallas TeleCollege
AAS - Child Development	Dallas TeleCollege
AS - Associate in Sciences	Dallas TeleCollege
AA - Liberal Arts	Excelsior College
AAS - Administrative / Management Studies	Excelsior College
AS - Liberal Arts	Excelsior College
BA - Liberal Arts	Excelsior College
BS - Business (General Accounting)	Excelsior College
BS - Business (Management of Human Resources)	Excelsior College
BS - General Business	Excelsior College
BS - Liberal Arts	Excelsior College
AS - Associate in Science (Business Administration)	Florida Community College At Jacksonville
AS - Industrial Management Technology	Florida Community College At Jacksonville
AS - Associate of Science (Business Administration)	Florida National College
BA - Sociology	Fort Hays State University
BGS - Bachelor of General Studies	Fort Hays State University
BGS - General Business	Fort Hays State University
BGS - Organizational Leadership	Fort Hays State University
BS - Organizational Leadership	Fort Hays State University
AS - Management	Hawaii Pacific University
AS - Military Studies	Hawaii Pacific University
ASL - Associate in Supervisory Leadership	Hawaii Pacific University
BS - Business Administration (Management)	Hawaii Pacific University
AA - Business and Economics	Olympic College
BS - Public Administration	Roger Williams University
AS - Human Services	Saint Joseph's College of Maine
AS - Psychology	Saint Joseph's College of Maine

BS - General Studies (Human Services)	Saint Joseph's College of Maine
BS - General Studies (Psychology)	Saint Joseph's College of Maine
BA - Business Administration (Management)	Saint Leo University
AS - Business Studies	San Diego City College
AS - Business Administration	Southern New Hampshire University
BS - Business Administration	Southern New Hampshire University
BS - Computer Information Technology	Southern New Hampshire University
AA - Information Systems	Strayer University
BS - Information Systems (Networking)	Strayer University
AA - Associate in Arts	Thomas Edison State College
AS - Business Administration	Thomas Edison State College
BA - Liberal Studies	Thomas Edison State College
BS - Business Administration (General Management)	Thomas Edison State College
AA - Associate in Arts	Trident Technical College
BS - Business Administration	TUI University
AA - Computer Studies	University Of Maryland University College
BS - Computer Studies	University Of Maryland University College
BA - Liberal Studies (Administrative Leadership)	University of Oklahoma
AA - Associate in Arts (Business/Business Information Systems)	University of the Incarnate Word
AA - Associate in Arts (Business/Business)	University of the Incarnate Word
AA - Associate in Arts (Liberal Arts)	University of the Incarnate Word
BA - Human Resources	University of the Incarnate Word
BA - Organizational Development	University of the Incarnate Word
BAAS - Bachelor of Applied Arts and Sciences	University of the Incarnate Word
AA - General Business	Upper Iowa University
AA - Liberal Arts	Upper Iowa University
BS - Human Services	Upper Iowa University
BS - Psychology	Upper Iowa University
BS - Public Administration (General)	Upper Iowa University
BS - Social Science	Upper Iowa University
AAS - General Studies (Business Studies)	Vincennes University

Security Professional

Certification

(*Qualified Source Rating: YN only)

9190 NEC ROADMAP

OR

Complete SSO NAVY's SSO/SSR Professional Training Course

(virtual or residential).

Complete **3 NKO Navy E-Learning** courses:

002AI01 – AIS Security

002SC0 – SCI Administration

Completion of Course:

Scan and email or fax all completed course certificates (CBT, NKO, Classroom) and a NEC Change Request Form (NAVPERS 1221/6) with Commanding Officer's approval to SSO

SSO Navy (ONI-522) will review, validate, endorse, and process the 9190 NEC request through

PERS-4013 awards 9190 NEC and updates Enlisted Assignment Information System (EAIS).

YN Detailer access EAIS

NOTE 1

A quota to attend the DIA Security Officials' Course can be obtained by contacting Student Services at (202)

NOTE 2

The SSO/SSR virtual and residential course can be obtained by contacting your local Regional Security

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