



Aerographer's Mate (AG)



October 2016

Career Roadmap

Airman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Aerographer's Mate 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 Aerographer's Mate?

Aerographer's Mate roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Airman 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 Aerographer's Mate 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, Aerographer's Mate "A" and "C" Schools located at Keesler AFB in Biloxi, 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.

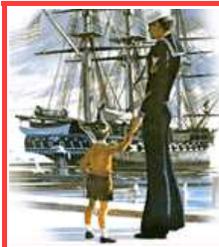
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



**AG CAREER PATH
(IDW/AW)**



Aerographer's Mates are the Navy's Meteorological and Oceanographic (METOC) experts, trained in the science of meteorology and physical oceanography. AGs forecast meteorological and oceanographic conditions, prepare and present briefings concerning environmental impacts and effects on combat operations.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	AGCM	23.8 Yrs	CMC	36	7 th Tour Billet: CMC/CMDCM/ METOC Manager. Duty: Staff/Ops Command Qualification: SEA
20-24	AGCM AGCS	23.8 Yrs 20.1	CWO, CMC, CSC	36	6 th Tour Billet: METOC Manager/OPS LCPO/SEL. Duty: Operational Command Qualification: SEA
16-20	AGCS AGC	20.1 Yrs 15.7	LDO, CWO, OCS, MECP, CSC	36	5 th Tour Billet: METOC Manager/OPS LCPO/Dept LCPO. Duty: Operational Command Qualification: Master FCSTR.
12-16	AGC	15.7 Yrs		36	4 th Tour Billet: INSTR/FCSTR/LCPO Duty: SGOT, FWC, MIW, ASW, FST, NSW, schoolhouse. Qualification: Master FCSTR.
8-12	AG1	8.5 Yrs		36	3 rd Tour Billet: INSTR/FCSTR/LPO Duty: SGOT, FWC, MIW, ASW, FST, NSW, schoolhouse. Qualification: Journeyman/Master Forecaster.
5-8	AG1 AG2	8.5 Yrs 4.1	STA-21, OCS, MECP	36	2 nd Tour Billet: Forecaster Duty: SGOT, FWC, MIW, ASW, FST, NSW. Qualification: Journeyman FCSTR, IDW/EAWS/ESWS/EXW.
1-5	AG2 AG3	4.1 Yrs 2.7	Naval Academy, NROTC	36/24	1 st Tour (See Note) Billet: Forecaster/Apprentice Duty: SGOT, FWC, MIW, ASW, FST, NSW. Qualification: Appr FCSTR, IDW/EAWS/ESWS/EXW.
1+/-	AG3 AGAN AGAA 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 ROTATION	TYPICAL CAREER PATH DEVELOPMENT



AG CAREER PATH (IDW/AW)



Notes:

1. AG is an “A” School Required Rating.
2. The METOC Community is aligned under different warfare areas. These areas include Anti-Submarine Warfare (ASW); Mine Warfare (MIW); Naval Special Warfare (NSW); Intelligence, Surveillance, and Reconnaissance (ISR); Strike Group Oceanography Team (SGOT); Aviation (AVN); and Maritime (MAR). Some warfare areas are sea duty intensive (SGOT and NSW), while others are primarily shore-based (AVN, MAR, and ISR). ASW and MIW offer sea duty in the form of deployable “fly-away” teams as well as shore duty within their respective Reach- Back Cell (RBC), providing 24/7 support to anywhere in the world. AGs will typically work in several warfare areas during their career.
3. First tour upon completion of AG “A” school will either be 24 months for initial shore tour or 36 months for initial sea tour, then 36/36 thereafter.



Aerographer's Mate 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
Aerographer's Mate Class A1 School	CNATTU, Keesler AFB Biloxi, MS	C-420-2010	94 Calendar Days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Aerographer's Mate class C1 School (7412)	CNATTU, Keesler AFB Biloxi, MS	C-420-2011	215 Calendar Days	
Intermediate OA Team Trainer	PDDs	C-5B-0023	3 Days	
Advanced OA Team Trainer	PDDs	C-5B-0025	3 Days	
Forecasting for the Mediterranean	PDDs	S-5B-0003	2 Days	
Amphibious Warfare Indoctrination	EWTG	K-2G-0037	5 Days	
NITES Basic User	PDDs	C-5B-0016	3 Days	
AN/SMQ-11 Basic User	PDDs	C-5B-0018	1 Day	
AREPS Primer	PDDs	S-5B-0012	2 Days	
TAWS Primer	PDDs	S-5B-0001	2 Days	
METOC Support for SAR	PDDs	C-5B-0015	1 Day	
METOC Support for Air Defense/Surface & Information Warfare	PDDs	C-5B-0013	3 Days	
METOC Support for Strike Warfare	PDDs	C-5B-0014	3 Days	
METOC Support for CBRNE	PDDs	C-5B-0020	2 Days	
METOC Support for Mine Warfare	PDDs	C-5B-0022	1 Day	
METOC Support for Amphibious Warfare	PDDs	C-5B-0017	2 Days	
Non-Acoustic ASW	PDDs	S-5B-0002	1 Day	
ASW Oceanography Team Trainer	PDDs	S-5B-0011	2 Days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7412 - Aerographer's Mate class C1 School	CNATTU, Keesler AFB Biloxi, MS	C-420-2011	215 Calendar Days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	

JOB DESCRIPTION

Journeyman Forecaster: An Aerographer's Mate Journeyman Forecaster is a graduate of AG-C1 School (or command waiver) who has completed their apprenticeship and their Journeyman PQS qualification. They work for a qualified supervisor, usually a Master level Aerographer's Mate Forecaster in order to refine their knowledge, skills and experience in the Meteorology/Oceanography (METOC) profession. They are experienced forecasters who are working towards obtaining a Master level qualification. They can fully perform intermediate level tasks and produce and disseminate routine and intermediate level METOC forecasts/products without supervision, or work directly for a Master Forecaster assisting with the performance of complex/advanced tasks. They also provide supervision and direction to Apprentice Forecasters.

RECOMMENDED BILLET ASSIGNMENTS

As a Journeyman Forecaster, billet assignments range across both sea and shore type duty. Sea duty you can expect to serve within one of the Strike Group Oceanography Teams and serve onboard Aircraft Carriers (CVN), Amphibious Assault Ships (LHD/LHA) or other fleet assets in conjunction with assignments to Expeditionary Warfare, Undersea Warfare, Mine Warfare and Fleet Survey Teams. Shore duty assignments will encompass serving at a Training Command, Regional Forecasting Center or supporting detachments, Fleet Numerical Meteorology and Oceanography Center, and the Naval Meteorology and Oceanography Professional Development Center.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor

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 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personal Qualifications Standard		

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

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Aviation Warfare Specialist		
Surface Warfare Specialist		
Information Dominance Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Atmospheric and Space Scientists
Atmospheric, Earth, Marine, and Space Sciences Teachers, Postsecondary
Electronics Engineering Technicians
Geographic Information Systems Technicians
Hydrologists
Inspectors, Testers, Sorters, Samplers, and Weighers
Remote Sensing Technicians

Occupation (Federal Employer)
1311 - Physical Science Technician Series
1315 - Hydrology Series
1316 - Hydrologic Technician Series
1330 - Astronomy and Space Science Series
1340 - Meteorology Series
1341 - Meteorological Technician Series
1360 - Oceanography Series

Navy COOL: The following certifications and licenses are applicable to the AG-Aerographer's Mate rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	American Meteorological Society (AMS)	Certified Broadcast Meteorologist (CBM)	
E5	American Meteorological Society (AMS)	Certified Consulting Meteorologist (CCM)	
E4	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E3	Electronics Technicians Association, International (ETA-D)	Certified Service Manager (CSM)	
E3	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	

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	Meteorologist (Professional & Kindred)	
E1 - E9	Weather Observer	
E1 - E9	Weather Observer (Professional & Kindred)	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

- If you are in an "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1440-060, NAVADMIN 149/13, NAVADMIN 150/13, and your Career Counselor

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____) Current Education Level _____

Degree Goal _____

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

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

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

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

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

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

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

Academic skills _____ NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer First Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD09-003	16 hours	
Petty Officer First Class Selectee Leadership Course - Phase Two (Frocked E-6)	Command Delivered	CPPD-LEAD09-003		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-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
Atmospheric Refraction	NEP-Oc / PDC		Self-paced	
Basic Surface Chart Analysis	NKO	METOC 50-1T-0301	Self-paced	
Acoustics and Sound Ray Theory	NKO	METOC-045-795-311-007	Self-paced	
Aerographer's Mate First Class And Chief	NKO	METOC-045-841-613-005	Self-paced	
Aerographer's Mate Second Class METOC Training Manual Vol 1	NKO	METOC 045-841-610-002	Self-paced	
Aerographer's Mate Second Class METOC Training Manual Vol 2	NKO	METOC 045-841-611-003	Self-paced	
Naval Meteorology and Oceanography Command Training and Professional Development for Military Personnel NAVMETOCCOMINST 1500.2	Command		Self-paced	
U.S. Navy Meteorological and Oceanographic Support Manual COMNAVMETOCCOMINST 3140.1	Command		Self-paced	
Flight Weather Briefing Manual NAVMETOCCOMINST 3140.14	Command		Self-paced	
Atmospheric Turbulence and Icing Criteria NAVMETOCCOMINST 3140.4	Command		Self-paced	
Surface METAR observations user's manual NAVMETOCCOMINST 3141.2	Command		Self-paced	
Terminal Aerodrome Forecast (TAF) and FM51-XII (TAF) Code Manual NAVMETOCCOMINST 3143.1	Command		Self-paced	
U.S. Navy Manual for Ship's Surface Weather Observations COMNAVMETOCCOMINST 3144.1	Command		Self-paced	
Fleet Numerical Meteorology and Oceanography Center, Optimum Path Aircraft Routing System (OPARS) User Manual OPARS-UM-3.003	Command		Self-paced	
NATOPS General Flight and Operating Instructions OPNAVINST 3710.7	Command / NPC		Self-paced	
Fleet Oceanographic and Acoustic Reference Manual RP-33	NEP-Oc / Command		Self-paced	

E5 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E5 RECOMMENDED RESERVE PME:

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

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Shear and Convective Storms	NKO	NMOPDC-SACS-1.0	Self-paced	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Using Hodographs / Principles of Convection II: Using Hodographs	NKO / MetEd	NMOPDC-UH-1.0	Self-paced	
Anticipating Hazardous Weather and Community Risk, 2nd Edition	MetEd / COMET	METOC-045-807-106-070	Self-paced	
Topics in Lake Effect Snow Forecasting	MetEd / COMET		Self-paced	
Topics in Polar Low Forecasting	MetEd / COMET		Self-paced	
Intelligent Use of Model-Derived Products – Version 2	MetEd / COMET	METOC-045-833-106-042	Self-paced	
Operation Models Matrix: Characteristics of Operational MWP Models	MetEd / COMET	METOC-045-813-107-081	Self-paced	
Ten Common NWP Misconceptions	NKO / MetEd	METOC 045-792-106-016	Self-paced	
Introduction to Ensemble Prediction	MetEd / COMET			
Ensemble Forecasting Explained	MetEd / COMET	METOC-045-841-106-030	Self-paced	
Introduction to the North American Ensemble Forecast System (NAEFS)	MetEd / COMET			
Model Fundamentals - Version 2	MetEd / COMET	METOC 045-833-106-048	Self-paced	
Operational Use of Wave Watch III	MetEd / COMET	METOC-045-811-108-093		
Forecasting Aviation Icing Type and Severity	NKO / MetEd	METOC 045-816-106-003	Self-paced	
Basic Terminal Forecast Strategies	MetEd / COMET	METOC-045-841-106-023	Self-paced	
Topics in Dynamic Meteorology: Thermal Winds	MetEd / COMET	METOC-045-838-112-002	Self-paced	
Fog and Stratus Forecast Approaches	MetEd / COMET	METOC-045-841-106-033	Self-paced	
Local Influences on Fog and Low Stratus	MetEd / COMET	METOC-045-833-106-046	Self-paced	
Mesoscale Convective Systems: Squall Lines and Bow Echoes	MetEd / COMET		Self-paced	
How Models Produce Precipitation and Clouds - Version 2	NKO / MetEd	METOC-045-838-106-036	Self-paced	
Polar Satellite Products for the Operational Forecaster	MetEd / COMET		Self-paced	
Module 1: POES Introduction and Background		METOC-045-833-106-050		
Module 2: Microwave Products and Applications		METOC-045-833-106-051		
Module 3: Case Studies		METOC-045-833-106-052		
Module 4: Soundings		METOC-045-833-106-053		
Forecasting Dust Storms - Version 2	NKO / MetEd	NMOPDC-FDS-1.0	Self-paced	
African Easterly Waves	NKO / MetEd		Self-paced	
Assessing Climatology in Fog/Stratus Forecasting	MetEd / COMET	METOC-045-841-106-022	Self-paced	
Freezing and Melting: Precipitation Type and Numerical Weather Prediction	MetEd / COMET	METOC-045-833-106-034	Self-paced	
Rip Currents Forecasting	NKO / MetEd	METOC-045-792-106-008	Self-paced	
Introduction to Ocean Models	NKO / MetEd	METOC-045-871-107-078	Self-paced	
Principles of Convection III: Shear and Convective Storms	MetEd / COMET	METOC-045-838-110-001	Self-paced	
Landfalling Fronts and Cyclones	NKO / MetEd	METOC-045-838-106	Self-paced	
Mesoscale Convective Systems	NKO / MetEd	METOC-51T-0603 / METOC-PDC-833-106-047	Self-paced	
Webcast: Introduction to Ensemble Prediction	NKO	METOC-045-838-106-005	Self-paced	
Using the WRF Mesoscale Model	NKO / MetEd	METOC-45-833-106-010	Self-paced	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Writing Effective TAFs	MetEd / COMET		Self-paced	
Writing TAFs for Convective Weather	MetEd / COMET		Self-paced	
Writing TAFs for Ceilings and Visibility	MetEd / COMET		Self-paced	
Writing TAFs for Winds and LLWS	MetEd / COMET		Self-paced	
Writing TAFs for Winter Weather	MetEd / COMET		Self-paced	
Microwave Remote Sensing: Overview, 2nd Edition	MetEd / COMET	METOC-045-814-106-017	Self-paced	
Case Study: A New England Fog Event	MetEd / COMET	METOC-045-841-106-025	Self-paced	
Case Study: A Northern Plains Cold-Air Outbreak Event	MetEd / COMET	METOC-045-841-106-026	Self-paced	
Customer Impacts: Forecasting Fog and Low Stratus	MetEd / COMET	METOC-045-841-106-028	Self-paced	
Icing Assessment Using Observations and Pilot Reports	MetEd / COMET	METOC-045-813-106-037	Self-paced	
Icing Assessment Using Soundings and Wind Profiles	MetEd / COMET	METOC-045-813-106-038	Self-paced	
Analysis, Diagnosis, and Short-Range Forecast Tools	MetEd / COMET	METOC-045-813-111-005	Self-paced	
Skew-T Mastery	NKO / MetEd	METOC 045-833-106-009	Self-paced	
Introduction to Tropical Meteorology:	MetEd / COMET		Self-paced	
Chapter 1: Introduction				
Chapter 2: Tropical Remote Sensing Applications		METOC-045-842-109-099		
Chapter 3: Global Circulation				
Chapter 4: Tropical Variability		METOC-045-842-109-100		
Chapter 5: The Distribution of Moisture and Precipitation		METOC-045-842-109-101		
Chapter 8: Tropical Cyclones		METOC-045-842-109-102		
Chapter 9: Observations, Analysis, and Prediction				
Topics in Tropical Meteorology	MetEd / COMET	METOC-045-842-109-098	Self-paced	
Satellite Meteorology: Introduction to Using the GOES Sounder	MetEd / COMET		Self-paced	
Radar Signatures for Severe Convective Weather	MetEd / COMET		Self-paced	
Advances in Space-Based Nighttime Visible Observation	MetEd / COMET		Self-paced	
Synoptic Weather Considerations: Forecasting and Fog and Low Stratus	MetEd / COMET	METOC-045-838-106-061	Self-paced	
Applications of NWP Concepts	MetEd / COMET		Self-paced	

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Perfect Storm: A True Story of Men Against the Sea by <i>Sebastian Junger</i>	
The Rime of the Ancient Mariner (Forgotten Books) by <i>Samuel Taylor Coleridge</i>	
Halsey's Typhoon: The True Story of a Fighting Admiral, an Epic Storm, and an Untold Rescue by <i>Bob Drury and Tom Clavin</i>	
Isaac's Storm: A Man, a Time, and the Deadliest Hurricane in History by <i>Erik Larson</i>	
So Terrible a Storm: A Tale of Fury on Lake Superior by <i>Curt Brown</i>	
Hurricane Watch: Forecasting the Deadliest Storms on Earth by <i>Jack Williams and Bob Sheets</i>	
Extreme Weather: Understanding the Science of Hurricanes, Tornadoes, Floods, Heat Waves, Snow Storms, Global Warming and Other Atmospheric Disturbances by <i>H. Michael Mogil</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



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

You must complete the Tuition Assistance Workshop before your first course will be approved.

**E1- E6: The workshop is available at your Navy College Office
E-7 and above: The Workshop is available at your Navy College Office
or
Complete the online course at the Navy College Website**

How do I get started?

You already have. All your training up to this point is part of your Aerographer's Mate 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 AG

Recommended Associates' degrees for the Airman
AA - Liberal Arts
AS - Liberal Arts
AAS - Business Administration (Management)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR AG

Recommended Bachelors/Masters degrees for the Airman
BA - Liberal Arts
BS - Liberal Arts
BS - Business Administration

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

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

SAMPLE DEGREE PLAN



A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

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

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

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

Florida Community College
 Military Education Institute
 601 West State Street
 Jacksonville, FL 32202
 800-700-2795 FAX: 904-632-5073
 Email: military@fccj.edu

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878K
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program (GUARD 2000), MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Perform to Serve (PTS) MILPERSMAN 1440-060
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006

Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Management Program (TAMP) OPNAVINST 1900.2(series) (Initiate a DD-2648-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

Enlisted Administrative Separations:

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

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

Education:

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardization Policy and Procedures for the Active Duty for Special Work (ADSW) Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M