



Boatswain's Mate (BM)



Career Roadmap

Seaman Recruit to Master Chief Roadmap

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

Boatswain's Mate 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 Boatswain'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, BM A School at Naval Station Great Lakes, IL or other recommend training opportunities such as BM Apprentice and BM Supervisor Courses at Little Creek VA and San Diego CA, 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.



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.



**BM CAREER PATH
(SW)**



Boatswain's Mate, the oldest rate in the Navy, has a rich history of honored traditions. BMs are the leaders and backbone of every ship's crew. A Boatswain's Mate maintains the exterior surfaces of ships, deck handling machinery and equipment, handles cargo, operates small boats during a number of evolutions including Anti-Terrorism Operations and Maritime Interdiction boardings of suspect ships.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	BMCM	21.5 Yrs	CMC	36	Follow on Sea/Shore Tours.
23-26	BMCM BMCS	21.5 Yrs 17.1	CMC, CMDCS	48	4 th Sea Tour Billet: CMDCM, Dept LCPO. Duty: CVN, LHD, LHA. Qualification: SEA.
20-23	BMCM BMCS BMC	21.5 Yrs 17.1 12.9	CWO, CMC, CMDCS.	36	3 rd Shore Tour Billet: CMC, SEA, Training Officer, Dept/Div LCPO, Harbor Pilot. Duty: Admin/Operational Staff. Qualification: CDO, ACDO.
16-20	BMCS BMC BM1	17.1 Yrs 12.9 9.8	LDO, CWO, OCS, MECP, CMDCS, RDC, Recruiting, Instructor.	48	3 rd Sea Tour Billet: Dept/Div LCPO, Ship's Bos'n, Craftmaster. Duty: Ship/Craft Unit. Qualification: CDO, OOD, LTC, Section Leader, Safety Officer.
12-16	BMCS BMC BM1	17.1 Yrs 12.9 9.8		36	2 nd Shore Tour Billet: LCPO, LPO, POIC, Maintenance Technician. Duty: Admin/Operational Staff. Qualification: Craftmaster, MTS, Harbor Pilot.
8-12	BMC BM1 BM2	12.9 Yrs 9.8 4.4		60	2 nd Sea Tour Billet: Maintenance Technician, LPO, SAR Swimmer. Duty: Ship/Craft Unit. Qualification: JOOD, WCS, DCTT, LSE, LPO, NAVLEAD, Safety Supervisor.
4-8	BM1 BM2 BM3	9.8 Yrs 4.9 2.4	STA-21, OCS, MECP, RDC, Recruiting, Instructor.	36	1 st Shore Tour Billet: Rigger, Technician. Duty: Admin/Operational Staff. Qualification: MTS.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**BM CAREER PATH
(SW)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1-4	BM2 BM3	4.9 Yrs 2.4	Naval Academy, NROTC	60	1 st Sea Tour Billet: BMOW, Cargo Handler, Deck Seaman, Small Boat Coxswain, SAR Swimmer. Duty: Ship. Qualification: DCPO, POOW, 3-M SUP, ESWS, USCG Ordinary Seaman, Rig Captain.
1+/-	BM3 BMSN BMSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



Boatswain's Mate 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
Boatswain's Mate 'A' School	Great Lakes, IL	A-060-0021	20 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Boatswain's Mate Apprentice	Little Creek VA, San Diego CA	A-060-0003	12 days	
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0164 - Patrol Boat Coxswain				

JOB DESCRIPTION

Boatswain's Mate Seaman Recruit, Apprentice and Seaman (BMSR, BMSA & BMSN)

- Perform duties relating to marlinespike and deck seamanship; boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Perform preservation, preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Participate in Naval honors and ceremonies

RECOMMENDED BILLET ASSIGNMENTS

Sea - Boatswain's Mate onboard CG, DDG, FFG, CVN, LHD, LHA, LPD, LSD, ACU, BMU

Shore - Boatswain's Mate onboard Port Operations Department, LCSRON, RIVRON, Regional Maintenance Center

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		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
Messenger of the Watch (MOOW)		
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		
Expeditionary Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
301 Bow Hook and Stern Hook		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
301 Sound-Powered (S/P) Telephone Talker		
302 Sounding and Security		
303 Line Handler		
304 Lookout		
305 Helmsman		
306 Throttleman		
308 Deck Equipment Operator		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
301 Sound-Powered (S/P) Telephone Talker		
302 Signalman		
303 Leadsman		
304 Line Handler		
305 Deck Rigger		
306 Capstan/Brake Operator		
308 Tow Watch		
309 Boat Davit Winch Checker/Operator		
313 Aerial Platform Operator		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
301 Bow Hook and Stern Hook		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		
301 Well Deck Line/Wire Handler		
302 Cargo/Shoring/Gripe Watch		
306 Signalman (Well Deck Control)		
307 Cargo and Vehicle Traffic Control Signalman		
312 Well Deck Rigger		
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
301 Interior Communications (IC) Telephone Talker		
302 Flight Deck Crewman		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
301 Basic Communications Operator		
302 Deck/Well Deck Line Handler		
304 Deck Special Evolutions Signalman		
305 Tow Watch		
306 Aerial Platform (Man-Lift) Operator		
307 Anchor/Capstan/Brake/Gypsy Winch Operator		
308 Leadsman		
309 Deck Rigger		
311 Winch Watcher		
316 Crane Rigger/Tag Line Handler		
323 Well Deck Communications Operator/Signalman		
324 Well Deck Shoring and Gripe Watch		
325 Well Deck Rigger		
327 Well Deck Traffic Controlman		
333 UNREP Rigger		
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
301 Basic Communications Operator		
302 Line Handler		
304 Deck Line Handler		
305 Towing Signalman		
306 Tow Watch		
307 Aerial Platform (Man-Lift) Operator		
309 Anchor/Capstan/Brake Operator		
310 Leadsman		
311 Deck Rigger		
318 Winch Watcher		
322 Crane Rigger/Tag Line Handler		
329 Well Deck Communications Operator/Signalman		
330 Well Deck Shoring and Gripe Watch		
331 Well Deck Line Handler		
333 Well Deck Rigger		
338 Well Deck Traffic Controlman		
344 UNREP Signalman		
345 UNREP Rigger		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
346 Gypsy Winch Operator		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
301 Basic Communications Operator		
302 Line Handler		
304 Towing Signalman		
305 Towing Watch		
306 Aerial Platform (Man-Lift) Operator		
307 Anchor/Capstan/Brake Operator		
308 Deck Line Handler		
309 Leadsman		
310 Deck Rigger		
312 Winch Watcher		
317 Crane Rigger/Tag Line Handler		
321 UNREP Signalman		
323 UNREP Rigger		
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
301 Basic Communications Operator		
302 Line Handler		
303 Towing Signalman		
304 Tow Watch		
305 Aerial Platform (Man-Lift) Operator		
306 Anchor/Capstan/Brake Operator		
307 Leadsman		
308 Deck Operations Rigger		
310 Combat Craft Recovery System Winch Watcher		
314 Fueiling at Sea (FAS) Rigger		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
301 Maintenance Person		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
301 Camp Support Petty Officer		
302 SURF observation Report (SUROB)		
303 Traffic Controlman		
306 Beach Party Team (BPT) Communicator		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
308 Lighter Amphibious Resupply Cargo (LARC-V) Crewman		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
301 Tag/Vang Linehandler		
302 Winch Watcher		
303 Rigger		
NAVEDTRA 43387-2: ANTITERRORISM COMMON CORE - Applies to all Ship Classes		
301 Sentry		
302 Reaction Force Member		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
301 Line Handler		
302 UNREP Phone Talker		
303 Signalman		
304 UNREP Rigger		
305 Winch Watcher/Checker		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
301 Anchor Watch		
302 Messenger of the Watch (MOOW)		
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships Flight Deck Observer		
NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes		
301 Bridge Telephone Talker		
302 Lookout		
303 Lee Helmsman		
304 Helmsman		
305 After Steering Helmsman		
307 Master Helmsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains
Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD-09-001	24 hours	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁴	Command Delivered	A-500-1000	2 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-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
None				

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHC12107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-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	

E1/E2/E3 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://www.nko.navy.mil>

ESSENTIAL READING

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

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

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

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

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

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

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



Boatswain's Mate Petty Officer Third Class (Apprentice/Journeyman)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Boatswain's Mate Apprentice	Little Creek VA, San Diego CA	A-060-0003	12 days	
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0169 - Causeway Barge Ferry Coxswain	San Diego CA, Mobile Training Team	K-062-0011	12 days	
0172 - LCAC Loadmaster	Camp Pendleton CA, Norfolk VA	S-062-0020	52 days	
0164 - Patrol Boat Coxswain				
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0121 - NAMTS Rigger/Weight Tester	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA,	V-060-0120	30 day	
0190 - Force Protection Boat Coxswain	Little Creek, VA	K-062-0050	19 days	
4313 - Outboard Engine Mechanic	Coronado CA	K-652-0237	9 days	
0181 - Navy Lighterage Deck Supervisor	Coronado, CA	K-551-0101	19 days	

JOB DESCRIPTION

Boatswain's Mate Third Class (BM3)

- Train, direct, and supervise personnel in the performance of duties relating to marlinespike and deck seamanship; - Direct and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Supervise and perform preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Conduct and coordinate Naval honors and ceremonies

RECOMMENDED BILLET ASSIGNMENTS

Sea - Boatswain's Mate Apprentice onboard CG, DDG, FFG, CVN, LCS, LHD, LHA, LPD, LSD, ACU, BMU

Shore - Boatswain's Mate Apprentice onboard Port Operations Department and Regional Maintenance Center

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____ 36 Month: _____ 48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

RECORD REVIEW CHECKLIST

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

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR) Self-Service ESR:** This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log onto (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
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		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
303 Assault Boat Coxswain		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
301 Sound-Powered (S/P) Telephone Talker		
302 Sounding and Security		
303 Line Handler		
304 Lookout		
305 Helmsman		
306 Throttleman		
308 Deck Equipment Operator		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
305 Deck Rigger		
307 Deck Petty Officer in Charge (POIC)		
309 Boat Davit Winch Checker/Operator		
310 Boat Davit Captain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
311 Slewing Arm Davit Operator		
312 Slewing Arm Davit Captain		
313 Aerial Platform Operator		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		
303 Conflagration Station Operator		
304 Monorail Operator		
305 Plenum Door Operator		
307 Cargo and Vehicle Traffic Control Signalman		
308 Side Port Crane Operator		
309 Vehicle Recovery Winch Operator		
310 Vehicle Hinged Ramp Operator		
311 Water Barrier Operator		
312 Well Deck Rigger		
313 Line Petty Officer (Condition 1A)		
314 Ramp Marshall		
315 Well Deck Petty Officer in Charge		
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
301 Interior Communications (IC) Telephone Talker		
302 Flight Deck Crewman		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
303 Deck/Well Deck Line Handler POIC		
304 Deck Special Evolutions Signalman		
306 Aerial Platform (Man-Lift) Operator		
309 Deck Rigger		
310 Deck Special Evolutions POIC		
312 Welin Lambie Davit Operator		
313 Lakeshore Davit Operator		
314 Boat Davit Captain		
316 Crane Rigger/Tag Line Handler		
317 Crane Signalman		
318 15-Ton Traveling Bridge Crane Operator		
319 20-Ton Crane Operator		
320 30-Ton Crane Operator		
321 60-Ton Crane Operator		
325 Well Deck Rigger		
326 Conflagration Station Operator		
327 Well Deck Traffic Controlman		
328 Well Deck (LCAC) Ramp Marshall		
329 Well Deck POIC		
333 UNREP Rigger		
334 UNREP Rig Captain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
303 Line Handler POIC		
307 Aerial Platform (Man-Lift) Operator		
308 Deck Line Handler POIC		
312 Accommodation Ladder Operator		
313 Radar Cross Section Reduction (RCSR) Closure Operator		
314 Shell Door Operator		
315 Self-Deploying Sideport Ramp Operator		
317 Sea and Anchor Detail POIC		
319 Caley Davit Operator		
319 Caley Davit Captain		
322 Crane Rigger/Tag Line Handler		
323 Crane Signalman		
324 Articulating Knuckle Boom Crane Operator		
326 Sideport Cargo Crane Operator		
327 Well Deck Bridge Crane Operator		
332 Well Deck Line Handler POIC		
333 Well Deck Rigger		
334 Flight Deck Ramp Door Operator		
335 Stern Gate Operator		
336 Hinged Ramp Operator		
337 LCAC and Amphibian Recovery Winch Operator		
338 Well Deck Traffic Controlman		
339 Well Deck (LCAC) Ramp Marshall		
340 Well Deck POIC		
345 UNREP Rigger		
347 Sliding Padeye Operator		
348 UNREP Rig Captain		
350 Aviation Maintenance (Hangar) Bridge Crane Operator		
351 Aviation Maintenance Folding Boom Crane Operator		
352 Hanger Door Operator		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
303 Line Handler POIC		
306 Aerial Platform (Man-Lift) Operator		
310 Deck Rigger		
311 Sea and Anchor Detail POIC		
313 Single Arm Pivoting Davit Operator		
314 Slewing Arm Davit Operator		
315 Boat Davit Captain		
317 Crane Rigger/Tag Line Handler		
318 Aviation Maintenance (Hangar) Crane Operator		
319 Crane Signalman		
322 UNREP Sliding Padeye Operator		
323 UNREP Rigger		
324 UNREP Rig Captain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
305 Aerial Platform (Man-Lift) Operator		
308 Deck Operations Rigger		
309 Deck Operations POIC		
311 Combatant Craft Recovery System (CCRS) Operator		
312 Combatant Craft Recovery System (CCRS) Captain		
314 Fueling at Sea (FAS) Rigger		
315 Fueling at Sea (FAS) Rig Captain		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
301 Maintenance Person		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
301 Camp Support Petty Officer		
302 SURF observation Report (SUROB)		
303 Traffic Controlman		
304 Landing Craft Air Cushion (LCAC) Ramp Marshall		
305 Flank Petty Officer		
306 Beach Party Team (BPT) Communicator		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
308 Lighter Amphibious Resupply Cargo (LARC-V) Crewman		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
303 Rigger		
304 Signalman		
305 Crane Operator		
306 Winch/Boom Operator		
307 Rig/Hatch Captain		
NAVEDTRA 43387-2: ANTITERRORISM COMMON CORE - Applies to all Ship Classes		
301 Sentry		
302 Reaction Force Member		
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
304 UNREP Rigger		
306 3/2 Speed Saddle/Gypsy Winch Operator		
307 Navy Standard Ramless Spanwire Winch Operator		
308 Sliding Padeye Operator		
309 Rig Captain		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
303 Petty Officer of the Watch (POOW)		
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships Flight Deck Observer		
NAVEDTRA 43436: LANDING SIGNALMAN ENLISTED (LSE) - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
303 Air Capable Ships/Deployable Squadrons LSE		
304 Night Vision Device (NVD) (Stage 2) LSE		
305 Multispot Operations Night Vision Device (NVD) (Stage 3) LSE		
306 Multiwave Operations Night Vision Device (NVD) (Stage 4) LSE		
307 Low Light-Level Night vision Device (NVD) LSE		
NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes		
305 After Steering Helmsman		
307 Master Helmsman		
308 Boatswain's Mate of the Watch (BMOW)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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

STAYNAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Second Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD-09-002	16 hours	
Petty Officer Second Class Selectee Leadership Course - Phase Two	Command Delivered	CPPD-LEAD-09-002	10 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.

3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

E4 REQUIRED COMMUNITY PME:

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

E4 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Core Continuum (LCC)	Command Delivered	CPPD10-LCC (Series)	6 hours	
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-COOIC-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-COOIC-1.1 /DoN	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-COOIC-2 /DoN	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 <i>George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know by <i>P.W. Singer</i>	
SEAL of Honor by <i>Gary Williams</i>	
Leading with the Heart by <i>Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War by <i>David Crist</i>	
Wake of the Wahoo by <i>Forest J. Sterling</i>	
OPERATE FORWARD	Completed
The Crisis of Islam by <i>Bernard Lewis</i>	
Execute Against Japan by <i>LT Joel Holwitt, USN</i>	
Monsoon by <i>Robert Kaplan</i>	
Neptune's Inferno by <i>James D. Hornfischer</i>	
Red Star Over the Pacific by <i>Toshi Yoshihara and James Holmes</i>	
Fallout by <i>Catherine Collins and Douglas Frantz</i>	
BE READY	Completed
A Sailor's History of the U.S. Navy by <i>Thomas Cutler</i>	
In the Shadow of Greatness by <i>Joshua Welle, John Ennis, Katherine Kranz and Graham Plaster</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
The Trident: The Forging and Reforging of a Navy SEAL Leader by <i>Jason Redman and John Bruning</i>	
Turn the Ship Around by <i>David Marquet</i>	
Wired for War by <i>P.W. Singer</i>	

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

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

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

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

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

E4 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



Boatswain'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
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Boatswain's Mate Supervisor	Little Creek VA, San Diego CA	J-822-0039	12 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0160 - Causeway Barge Ferry Pilot	San Diego CA, Mobile Training Team	K-062-0012	12 days	
0169 - Causeway Barge Ferry Coxswain	San Diego CA, Mobile Training Team	K-062-0011	12 days	
0172 - LCAC Loadmaster	Camp Pendleton CA, Norfolk VA	S-062-0020	52 days	
0164 - Patrol Boat Coxswain				
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0121 - NAMTS Rigger/Weight Tester	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA,	V-060-0120	30 day	
0180 - Causeway Lighterage Craftmaster	Coronado CA	K-062-0110	19 days	
0181 - Navy Lighterage Deck Supervisor	Coronado, CA	K-551-0101	19 days	
0190 - Force Protection Boat Coxswain	Little Creek, VA	K-062-0050	19 days	
4313 - Outboard Engine Mechanic	Coronado CA	K-652-0237	9 days	

JOB DESCRIPTION

Boatswain's Mate Second Class (BM2)

- Train, direct, and supervise personnel in the performance of duties relating to marlinespike and deck seamanship; - Direct and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
 - Supervise and perform duties as a small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
 - Supervise and perform preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
 - Conduct and coordinate Naval honors and ceremonies.
-

RECOMMENDED BILLET ASSIGNMENTS

Sea - Division/Department Work Center Supervisor,
Shore - Division/Department Work Center Supervisor

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

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
303 Assault Boat Coxswain		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
301 Sound-Powered (S/P) Telephone Talker		
302 Sounding and Security		
303 Line Handler		
304 Lookout		
305 Helmsman		
306 Throttleman		
308 Deck Equipment Operator		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
305 Deck Rigger		
307 Deck Petty Officer in Charge (POIC)		
309 Boat Davit Winch Checker/Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
310 Boat Davit Captain		
311 Slewing Arm Davit Operator		
312 Slewing Arm Davit Captain		
313 Aerial Platform Operator		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		
303 Conflagration Station Operator		
304 Monorail Operator		
305 Plenum Door Operator		
307 Cargo and Vehicle Traffic Control Signalman		
308 Side Port Crane Operator		
309 Vehicle Recovery Winch Operator		
310 Vehicle Hinged Ramp Operator		
311 Water Barrier Operator		
312 Well Deck Rigger		
313 Line Petty Officer (Condition 1A)		
314 Ramp Marshall		
315 Well Deck Petty Officer in Charge		
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
301 Interior Communications (IC) Telephone Talker		
302 Flight Deck Crewman		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
303 Deck/Well Deck Line Handler POIC		
304 Deck Special Evolutions Signalman		
306 Aerial Platform (Man-Lift) Operator		
309 Deck Rigger		
310 Deck Special Evolutions POIC		
312 Welin Lambie Davit Operator		
313 Lakeshore Davit Operator		
314 Boat Davit Captain		
316 Crane Rigger/Tag Line Handler		
317 Crane Signalman		
318 15-Ton Traveling Bridge Crane Operator		
319 20-Ton Crane Operator		
320 30-Ton Crane Operator		
321 60-Ton Crane Operator		
325 Well Deck Rigger		
326 Conflagration Station Operator		
327 Well Deck Traffic Controlman		
328 Well Deck (LCAC) Ramp Marshall		
329 Well Deck POIC		
333 UNREP Rigger		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
334 UNREP Rig Captain		
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
303 Line Handler POIC		
307 Aerial Platform (Man-Lift) Operator		
308 Deck Line Handler POIC		
312 Accommodation Ladder Operator		
313 Radar Cross Section Reduction (RCSR) Closure Operator		
314 Shell Door Operator		
315 Self-Deploying Sideport Ramp Operator		
317 Sea and Anchor Detail POIC		
319 Caley Davit Operator		
319 Caley Davit Captain		
322 Crane Rigger/Tag Line Handler		
323 Crane Signalman		
324 Articulating Knuckle Boom Crane Operator		
326 Sideport Cargo Crane Operator		
327 Well Deck Bridge Crane Operator		
332 Well Deck Line Handler POIC		
333 Well Deck Rigger		
334 Flight Deck Ramp Door Operator		
335 Stern Gate Operator		
336 Hinged Ramp Operator		
337 LCAC and Amphibian Recovery Winch Operator		
338 Well Deck Traffic Controlman		
339 Well Deck (LCAC) Ramp Marshall		
340 Well Deck POIC		
345 UNREP Rigger		
347 Sliding Padeye Operator		
348 UNREP Rig Captain		
350 Aviation Maintenance (Hangar) Bridge Crane Operator		
351 Aviation Maintenance Folding Boom Crane Operator		
352 Hanger Door Operator		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
303 Line Handler POIC		
306 Aerial Platform (Man-Lift) Operator		
310 Deck Rigger		
311 Sea and Anchor Detail POIC		
313 Single Arm Pivoting Davit Operator		
314 Slewing Arm Davit Operator		
315 Boat Davit Captain		
317 Crane Rigger/Tag Line Handler		
318 Aviation Maintenance (Hangar) Crane Operator		
319 Crane Signalman		
322 UNREP Sliding Padeye Operator		
323 UNREP Rigger		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
324 UNREP Rig Captain		
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
305 Aerial Platform (Man-Lift) Operator		
308 Deck Operations Rigger		
309 Deck Operations POIC		
311 Combatant Craft Recovery System (CCRS) Operator		
312 Combatant Craft Recovery System (CCRS) Captain		
314 Fueiling at Sea (FAS) Rigger		
315 Fueling at Sea (FAS) Rig Captain		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
301 Maintenance Person		
302 Repair Parts Petty Officer (RPPO)		
303 Work Center Supervisor (WCS)		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
301 Camp Support Petty Officer		
302 SURF observation Report (SUROB)		
303 Traffic Controlman		
304 Landing Craft Air Cushion (LCAC) Ramp Marshall		
305 Flank Petty Officer		
306 Beach Party Team (BPT) Communicator		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
308 Lighter Amphibious Resupply Cargo (LARC-V) Crewman		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
303 Rigger		
304 Signalman		
305 Crane Operator		
306 Winch/Boom Operator		
307 Rig/Hatch Captain		
NAVEDTRA 43387-2: ANTITERRORISM COMMON CORE - Applies to all Ship Classes		
301 Sentry		
302 Reaction Force Member		
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
304 UNREP Rigger		
306 3/2 Speed Saddle/Gypsy Winch Operator		
307 Navy Standard Ramless Spanwire Winch Operator		
308 Sliding Padeye Operator		
309 Rig Captain		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
303 Petty Officer of the Watch (POOW)		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships Flight Deck Observer		
NAVEDTRA 43436: LANDING SIGNALMAN ENLISTED (LSE) - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships/Deployable Squadrons LSE		
304 Night Vision Device (NVD) (Stage 2) LSE		
305 Multispot Operations Night Vision Device (NVD) (Stage 3) LSE		
306 Multiwave Operations Night Vision Device (NVD) (Stage 4) LSE		
307 Low Light-Level Night vision Device (NVD) LSE		
NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes		
305 After Steering Helmsman		
307 Master Helmsman		
308 Boatswain's Mate of the Watch (BMOW)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains
Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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

STAYNAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

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
None				

E5 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MS101 /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
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 <i>George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know by <i>P.W. Singer</i>	
SEAL of Honor by <i>Gary Williams</i>	
Leading with the Heart by <i>Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War by <i>David Crist</i>	
Wake of the Wahoo by <i>Forest J. Sterling</i>	
OPERATE FORWARD	Completed
The Crisis of Islam by <i>Bernard Lewis</i>	
Execute Against Japan by <i>LT Joel Holwitt, USN</i>	
Monsoon by <i>Robert Kaplan</i>	
Neptune's Inferno by <i>James D. Hornfischer</i>	
Red Star Over the Pacific by <i>Toshi Yoshihara and James Holmes</i>	
Fallout by <i>Catherine Collins and Douglas Frantz</i>	
BE READY	Completed
A Sailor's History of the U.S. Navy by <i>Thomas Cutler</i>	
In the Shadow of Greatness by <i>Joshua Welle, John Ennis, Katherine Kranz and Graham Plaster</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
The Trident: The Forging and Reforging of a Navy SEAL Leader by <i>Jason Redman and John Bruning</i>	
Turn the Ship Around by <i>David Marquet</i>	
Wired for War by <i>P.W. Singer</i>	

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

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

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

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

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

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



**Boatswain's Mate
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
None				

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Boatswain's Mate Supervisor	Little Creek VA, San Diego CA	J-822-0039	12 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0160 - Causeway Barge Ferry Pilot	San Diego CA, Mobile Training Team	K-062-0012	12 days	
0169 - Causeway Barge Ferry Coxswain	San Diego CA, Mobile Training Team	K-062-0011	12 days	
0172 - LCAC Loadmaster	Camp Pendleton CA, Norfolk VA	S-062-0020	52 days	
0171 - Landing Craft Utility Craftmaster	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
0164 - Patrol Boat Coxswain				
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0121 - NAMTS Rigger/Weight Tester	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA,	V-060-0120	30 day	
0180 - Causeway Lighterage Craftmaster	Coronado CA	K-062-0110	19 days	
0181 - Navy Lighterage Deck Supervisor	Coronado, CA	K-551-0101	19 days	
0161 - Tugmaster				
0190 - Force Protection Boat Coxswain	Little Creek, VA	K-062-0050	19 days	
4313 - Outboard Engine Mechanic	Coronado CA	K-652-0237	9 days	
0215 - Harbor/Docking Pilot				

JOB DESCRIPTION

Boatswain's Mate First Class (BM1)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
- Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Manage and coordinate Naval honors and ceremonies

RECOMMENDED BILLET ASSIGNMENTS

- Sea - Division/Department LPO, Craftmaster
- Shore - Division/Department LPO, Craftmaster

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 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD)		
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		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
303 Assault Boat Coxswain		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
307 Deck Petty Officer in Charge (POIC)		
310 Boat Davit Captain		
312 Slewing Arm Davit Captain		
314 Deck Safety Observer		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		
303 Conflagration Station Operator		
304 Monorail Operator		
305 Plenum Door Operator		
308 Side Port Crane Operator		
309 Vehicle Recovery Winch Operator		
310 Vehicle Hinged Ramp Operator		
311 Water Barrier Operator		
313 Line Petty Officer (Condition 1A)		
314 Ramp Marshall		
315 Well Deck Petty Officer in Charge		
316 Well Deck Safety Officer		
317 Well Deck Control/Docking Officer		
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
302 Flight Deck Crewman		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
310 Deck Special Evolutions POIC		
312 Welin Lambie Davit Operator		
313 Lakeshore Davit Operator		
314 Boat Davit Captain		
315 Deck Safety Observer		
317 Crane Signalman		
318 15-Ton Traveling Bridge Crane Operator		
319 20-Ton Crane Operator		
320 30-Ton Crane Operator		
321 60-Ton Crane Operator		
322 Crane Safety Observer		
326 Conflagration Station Operator		
328 Well Deck (LCAC) Ramp Marshall		
329 Well Deck POIC		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
334 UNREP Rig Captain		
335 UNREP Safety Observer		
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
312 Accommodation Ladder Operator		
313 Radar Cross Section Reduction (RCSR) Closure Operator		
314 Shell Door Operator		
315 Self-Deploying Sideport Ramp Operator		
317 Sea and Anchor Detail POIC		
319 Caley Davit Captain		
321 Deck Safety Observer		
323 Crane Signalman		
324 Articulating Knuckle Boom Crane Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
325 Articulating Knuckle Boom Crane Rig Captain		
326 Sideport Cargo Crane Operator		
327 Well Deck Bridge Crane Operator		
328 Crane Safety Observer		
334 Flight Deck Ramp Door Operator		
335 Stern Gate Operator		
336 Hinged Ramp Operator		
337 LCAC and Amphibian Recovery Winch Operator		
339 Well Deck (LCAC) Ramp Marshall		
340 Well Deck POIC		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
347 Sliding Padeye Operator		
348 UNREP Rig Captain		
349 UNREP Safety Observer		
350 Aviation Maintenance (Hangar) Bridge Crane Operator		
351 Aviation Maintenance Folding Boom Crane Operator		
352 Hanger Door Operator		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
311 Sea and Anchor Detail POIC		
315 Boat Davit Captain		
316 Deck Safety Observer		
318 Aviation Maintenance (Hangar) Crane Operator		
319 Crane Signalman		
320 Crane Safety Observer		
322 UNREP Sliding Padeye Operator		
324 UNREP Rig Captain		
325 UNREP Safety Observer		
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
309 Deck Operations POIC		
312 Combatant Craft Recovery System (CCRS) Captain		
313 Deck Operations Safety Observer		
315 Fueling at Sea (FAS) Rig Captain		
316 Fueling at Sea (FAS) Safety Observer		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
301 Maintenance Person		
302 Repair Parts Petty Officer (RPPO)		
303 Work Center Supervisor (WCS)		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
311 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Operator		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
314 Salvage Petty Officer		
316 Senior Ramp Marshall		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
304 Signalman		
305 Crane Operator		
306 Winch/Boom Operator		
307 Rig/Hatch Captain		
308 Safety Observer		
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
306 3/2 Speed Saddle/Gypsy Winch Operator		
307 Navy Standard Ramless Spanwire Winch Operator		
308 Sliding Padeye Operator		
309 Rig Captain		
310 UNREP Safety Observer		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
303 Petty Officer of the Watch (POOW)		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships Flight Deck Observer		
NAVEDTRA 43436: LANDING SIGNALMAN ENLISTED (LSE) - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships/Deployable Squadrons LSE		
304 Night Vision Device (NVD) (Stage 2) LSE		
305 Multispot Operations Night Vision Device (NVD) (Stage 3) LSE		
306 Multiwave Operations Night Vision Device (NVD) (Stage 4) LSE		
307 Low Light-Level Night vision Device (NVD) LSE		
NAVEDTRA 43492-2: SHIP'S CONTROL AND NAVIGATION - Applies to all Ship Classes		
308 Boatswain's Mate of the Watch (BMOW)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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 _____

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD09-004	30 hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.

3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Core Continuum (LCC)	Command Delivered	CPPD10-LCC (Series)	6 hours	
Military Requirements for Chief Petty Officer (EDITION 1/1/1991)		NAVEDTRA 14144		
Basic Enlisted Professional Military Education (BEPME)	NKO	Military DON/ PME	20 hours	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Communication	College Course		45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Geography	College Course		45 hours	
History	College Course		45 hours	
Humanities	College Course		45 hours	
Language and Literature Study Guides	College Course		45 hours	
Math	College Course		45 hours	
Physical Sciences	College Course		45 hours	
Social Sciences	College Course		45 hours	
Speech	College Course		45 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E6 RECOMMENDED RESERVE PME:

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

E6 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 <i>George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know by <i>P.W. Singer</i>	
SEAL of Honor by <i>Gary Williams</i>	
Leading with the Heart by <i>Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War by <i>David Crist</i>	
Wake of the Wahoo by <i>Forest J. Sterling</i>	
OPERATE FORWARD	Completed
The Crisis of Islam by <i>Bernard Lewis</i>	
Execute Against Japan by <i>LT Joel Holwitt, USN</i>	
Monsoon by <i>Robert Kaplan</i>	
Neptune's Inferno by <i>James D. Hornfischer</i>	
Red Star Over the Pacific by <i>Toshi Yoshihara and James Holmes</i>	
Fallout by <i>Catherine Collins and Douglas Frantz</i>	
BE READY	Completed
A Sailor's History of the U.S. Navy by <i>Thomas Cutler</i>	
In the Shadow of Greatness by <i>Joshua Welle, John Ennis, Katherine Kranz and Graham Plaster</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
The Trident: The Forging and Reforging of a Navy SEAL Leader by <i>Jason Redman and John Bruning</i>	
Turn the Ship Around by <i>David Marquet</i>	
Wired for War by <i>P.W. Singer</i>	

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

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

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

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

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

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



**Boatswain's Mate
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
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Boatswain's Mate Supervisor	Little Creek VA, San Diego CA	J-822-0039	12 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0171 - Landing Craft Utility Craftmaster	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
0167 - LCAC Operator	Camp Pendleton CA, Norfolk VA			
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0121 - NAMTS Rigger/Weight Tester	Norfolk VA, Mayport FL, Groton CT, Kings Bay GA, San Diego CA, Bangor WA, Pearl Harbor HI, Agana Guam, Bremerton WA,	V-060-0120	30 day	
0180 - Causeway Lighterage Craftmaster	Coronado CA	K-062-0110	19 days	
0161 - Tugmaster				
0160 - Causeway Barge Ferry Pilot	San Diego CA, Mobile Training Team	K-062-0012	12 days	
4313 - Outboard Engine Mechanic	Coronado CA	K-652-0237	9 days	
0215 - Harbor/Docking Pilot				

JOB DESCRIPTION

Boatswain's Mate Chief (BMC)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
 - Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
 - Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshal, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
 - Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
 - Manage and coordinate Naval honors and ceremonies
-

RECOMMENDED BILLET ASSIGNMENTS

Sea: LCPO, Craftmaster

Shore: LCPO, Craftmaster

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		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		

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		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
303 Assault Boat Coxswain		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
314 Deck Safety Observer		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		
316 Well Deck Safety Officer		
317 Well Deck Control/Docking Officer		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
302 Flight Deck Crewman		
303 Flight Deck Officer (FDO)		
304 Helicopter Control Officer (HCO)		
308 Night Vision Goggles (NVG) Operator – Flight Deck Officer (FDO), Helicopter Control Officer (HCO) and Landing Signal Officer (LSO)		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
315 Deck Safety Observer		
322 Crane Safety Observer		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
335 UNREP Safety Observer		
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
321 Deck Safety Observer		
328 Crane Safety Observer		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
349 UNREP Safety Observer		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
316 Deck Safety Observer		
320 Crane Safety Observer		
325 UNREP Safety Observer		
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
313 Deck Operations Safety Observer		
316 Fueling at Sea (FAS) Safety Observer		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
304 LCPO/Division Officer		
305 Departmental Maintenance and Material Management (3M) Assistant		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
315 Salvage Officer		
317 Beach Party Team (BPT) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
308 Safety Observer		
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
310 UNREP Safety Observer		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
303 Air Capable Ships Flight Deck Observer		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains
Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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

STAY NAVY

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

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

Command Recommendation (evaluation): _____ Bonus: _____ Ceremony: _____

TRANSFER:

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

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

SEPARATING/RETIRE:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

PHYSICAL FITNESS:

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____)

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____ Overall Score _____ / _____

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness – Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.

3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

CPO REQUIRED COMMUNITY PME:

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

CPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hours	
Senior Enlisted Academy	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Senior Enlisted Leadership Development Guide	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

CPO RECOMMENDED RESERVE PME:

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

CPO RECOMMENDED COMMUNITY PME:

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

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

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

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

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

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

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



Boatswain's Mate 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
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0171 - Landing Craft Utility Craftmaster	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
0167 - LCAC Operator	Camp Pendleton CA, Norfolk VA			
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0161 - Tugmaster				
0160 - Causeway Barge Ferry Pilot	San Diego CA, Mobile Training Team	K-062-0012	12 days	
4313 - Outboard Engine Mechanic	Coronado CA	K-652-0237	9 days	
0215 - Harbor/Docking Pilot				

JOB DESCRIPTION

Boatswain's Mates Senior Chief Petty Officer (BMCS)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
- Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Manage and coordinate Naval honors and ceremonies

RECOMMENDED BILLET ASSIGNMENTS

Sea - LCPO, Craftmaster, Senior Enlisted Leader

Shore - LCPO, Craftmaster, Senior Enlisted Leader

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		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		

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

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

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
303 Assault Boat Coxswain		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
314 Deck Safety Observer		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
316 Well Deck Safety Officer		
317 Well Deck Control/Docking Officer		
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
302 Flight Deck Crewman		
303 Flight Deck Officer (FDO)		
304 Helicopter Control Officer (HCO)		
308 Night Vision Goggles (NVG) Operator – Flight Deck Officer (FDO), Helicopter Control Officer (HCO) and Landing Signal Officer (LSO)		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
315 Deck Safety Observer		
322 Crane Safety Observer		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
335 UNREP Safety Observer		
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
321 Deck Safety Observer		
328 Crane Safety Observer		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
349 UNREP Safety Observer		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
316 Deck Safety Observer		
320 Crane Safety Observer		
325 UNREP Safety Observer		
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
313 Deck Operations Safety Observer		
316 Fueling at Sea (FAS) Safety Observer		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
304 LCPO/Division Officer		
305 Departmental Maintenance and Material Management (3M) Assistant		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
315 Salvage Officer		
317 Beach Party Team (BPT) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
308 Safety Observer		
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
310 UNREP Safety Observer		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
306 Officer of the Deck (OOD) In Port		
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships Flight Deck Observer		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains
Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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

STAY NAVY

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

PHYSICAL FITNESS:

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____)

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____ Overall Score _____ / _____

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy ^{4,5}	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.

3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

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

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

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	NOK	JKDDC-SNCO-2	60 hours	
Senior Enlisted Leadership Development Guide	NKO			
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	NKO/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-2.0 / US DoN	10 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

SCPO RECOMMENDED RESERVE PME:

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

SCPO RECOMMENDED COMMUNITY PME:

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

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

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

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

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

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

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



Boatswain's Mate Master Chief Petty Officer (Master)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
7 Meter Rigid Hull Inflatable Boat Coxswain	Little Creek VA, San Diego CA, Mayport FL, Pearl Harbor HI, Yokosuka Japan	K-062-0625	12 days	
STREAM UNREP Specialist	Little Creek VA	J-060-0025	19 days	
Fuel Probe Maintenance	Little Creek VA	J-690-0077	3 days	
STREAM Team Training	Little Creek VA	A-060-0026	5 days	
Helicopter Control Officer	Norfolk VA / North Island CA	D-2G-0200 / E-2G-0200	5 days	
Landing Signalman Enlisted	Norfolk VA, Mayport FL / Kaneohe HI, North Island CA	D-600-0506 / E-600-0506	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0171 - Landing Craft Utility Craftmaster	CA, CORONADO; VA, FT EUSTIS	G-060-0613		
0167 - LCAC Operator	Camp Pendleton CA, Norfolk VA			
0170 - Surface Rescue Swimmer	San Diego CA, Jacksonville FL	C-050-0500	29 days	
0161 - Tugmaster				
0160 - Causeway Barge Ferry Pilot	San Diego CA, Mobile Training Team	K-062-0012	12 days	
0215 - Harbor/Docking Pilot				

JOB DESCRIPTION

Boatswain's Mates Master Chief Petty Officer (BMCM)

- Train and manage personnel in the performance of duties relating to marlinespike and deck seamanship;
- Manage, and coordinate small boat, amphibious and well deck, replenishment at sea, towing, anchoring and mooring, flight deck, search and rescue, and cargo handling operations;
- Manage and coordinate small boat coxswain, landing signalman, crane operator, loadmaster, beachmaster, well deck ramp marshall, rig captain, Boatswain's mate of the watch, helmsman, lee helmsman, and lookout;
- Manage and supervise preventative and corrective maintenance on replenishment at sea, towing, anchoring and mooring, flight deck, well deck, search and rescue, cargo handling equipment, small boats, and amphibious craft.
- Manage and coordinate Naval honors and ceremonies

RECOMMENDED BILLET ASSIGNMENTS

Sea - LCPO, Craftmaster

Shore - LCPO, Craftmaster, Senior Enlisted Leader

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		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		

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

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

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43113: AMPHIBIOUS ASSAULT BOAT OPERATIONS - Applies to ACU 1 and 2 and some Port Operations Units		
303 Assault Boat Coxswain		
NAVEDTRA 43114: LANDING CRAFT UTILITY (ACU ONLY) - Applies to ACU 1 and 2 Only		
313 Conning Petty Officer		
314 Landing Craft Utility (LCU) Officer-In-Charge (OIC)		
NAVEDTRA 43125: MAN OVERBOARD INDICATOR SYSTEM - Applies to all Ship Classes		
301 Man Overboard Indicator (MOBI) Operator		
NAVEDTRA 43127: DECK SEAMANSHIP - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
314 Deck Safety Observer		
NAVEDTRA 43152: FORCES AFLOAT SMALL BOAT OPERATIONS - Applies to all Ship Classes		
302 Small Boat/Rigid Hull Inflatable Boat (7 Meter RHIB) Coxswain		
303 Rigid Hull Inflatable Boat (11 Meter RHIB) Coxswain		
NAVEDTRA 43172: LHA/LHD WELL DECK OPERATIONS - Applies to LHA and LHD Ship Classes Only		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
316 Well Deck Safety Officer		
317 Well Deck Control/Docking Officer		
NAVEDTRA 43219: HELICOPTER OPERATIONS - Applies to CG, DDG, FFG, LCS and LSD Ship Classes Only		
302 Flight Deck Crewman		
303 Flight Deck Officer (FDO)		
304 Helicopter Control Officer (HCO)		
308 Night Vision Goggles (NVG) Operator – Flight Deck Officer (FDO), Helicopter Control Officer (HCO) and Landing Signal Officer (LSO)		
NAVEDTRA 43220-4: LSD CLASS DECK OPERATIONS - Applies to LSD 41/49 Ship Classes Only		
315 Deck Safety Observer		
322 Crane Safety Observer		
330 Well Deck Safety Observer		
331 Well Deck Control/Docking Officer		
335 UNREP Safety Observer		
NAVEDTRA 43220-5: LPD-17 CLASS DECK OPERATIONS - Applies to LPD-17 Ship Class Only		
321 Deck Safety Observer		
328 Crane Safety Observer		
341 Well Deck Safety Observer		
342 Well Deck Control/Docking Officer		
349 UNREP Safety Observer		
NAVEDTRA 43220-7: CRUDES DECK OPERATIONS - Applies to CG, DDG and FFG Ship Classes Only		
316 Deck Safety Observer		
320 Crane Safety Observer		
325 UNREP Safety Observer		
NAVEDTRA 43220-11: PC-1 CLASS DECK OPERATIONS - Applies to PC Ship Class Only		
313 Deck Operations Safety Observer		
316 Fueling at Sea (FAS) Safety Observer		
NAVEDTRA 43241: MAINTENANCE, MATERIAL MANAGEMENT (3-M)- Applies to all Ship Classes		
304 LCPO/Division Officer		
305 Departmental Maintenance and Material Management (3M) Assistant		
NAVEDTRA 43248: BEACHMASTER - Applies to BMU 1 and 2		
307 High Mobility Multipurpose Wheeled Vehicle (HMMWV) Operator		
310 Lighter Amphibious Resupply Cargo (LARC-V) Commander		
313 Lighter Amphibious Resupply Cargo (LARC-V) Service Life Extension Program (SLEP) Commander		
315 Salvage Officer		
317 Beach Party Team (BPT) Commander		
318 7-Ton Truck Medium Tactical Vehicle Replacement (MTVR) Operator		
NAVEDTRA 43310: BOOMS AND CRANES - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
308 Safety Observer		
NAVEDTRA 43396: UNDERWAY REPLENISHMENT - Applies to CVN, LHA, LHD and LPD-4 Ship Classes Only		
310 UNREP Safety Observer		
NAVEDTRA 43397: DECK WATCHES IN-PORT - Applies to all Ship Classes		
304 Duty Master-at-Arms (DMAA)		
305 Junior Officer of the Deck (JOOD) In Port		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
306 Officer of the Deck (OOD) In Port		
NAVEDTRA 43426-0: FLIGHT DECK FAMILIARIZATION - Applies to CG, DDG, FFG, LCS, and LSD Ship Classes Only		
303 Air Capable Ships Flight Deck Observer		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Helpers--Installation, Maintenance, and Repair Workers
Laborers and Freight, Stock, and Material Movers, Hand
Mates- Ship, Boat, and Barge
Motorboat Operators
Municipal Fire Fighting and Prevention Supervisors
Occupational Health and Safety Technicians
Painters, Transportation Equipment
Pilots, Ship
Riggers
Sailors and Marine Oilers
Ship and Boat Captains

Occupation (Federal Employer)
0343 - Management and Program Analysis Series
0344 - Management and Program Clerical and Assistance Series
4102 - Painting
5782 - Ship Operating
5788 - Deckhand
7006 - Preservation Servicing
9917 - Deck Midshipman
9920 - Boatswain
9923 - Boatswain's Mate

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E5	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	Master Inland/Mate Near Coastal	
E6	United States Coast Guard (USCG)	Master of 100 GRT-Limited	
E7	United States Coast Guard (USCG)	Master of Towing Vessels-Limited	
E9	United States Coast Guard (USCG)	National 2nd Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National 3rd Mate Unlimited OC or NC	
E4	United States Coast Guard (USCG)	National Able Seaman (A/B)	
E7	United States Coast Guard (USCG)	National Ballast Control Operator (BCO)	
E5	United States Coast Guard (USCG)	National Barge Supervisor	
E9	United States Coast Guard (USCG)	National Chief Mate Unlimited OC or NC	
E7	United States Coast Guard (USCG)	National First Class Pilot	
E3	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
E4	United States Coast Guard (USCG)	National Limited Master 100/Limited OUPV	
E6	United States Coast Guard (USCG)	National Master 200 GL and Inland	
E7	United States Coast Guard (USCG)	National Master 500/1600 GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited GL and Inland	
E7	United States Coast Guard (USCG)	National Master of Unlimited OC or NC	
E5	United States Coast Guard (USCG)	National Mate 200 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 GL and Inland	
E5	United States Coast Guard (USCG)	National Mate 500/1600 NC	
E5	United States Coast Guard (USCG)	National Mate Unlimited GL and Inland	

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	Canvas Worker	
E1 - E9	Computer Operator	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Upholsterer, Inside	

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

STAY NAVY

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

PHYSICAL FITNESS:

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____)

Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____ Overall Score _____ / _____

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

MCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hours	
Senior Enlisted Academy ⁴	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.

3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

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

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief's Mess Training (CMT/LCC) (21 modules available)	Command Delivered		Each Month	
Primary Enlisted Professional Military Education (PEPME)	NKO	Military DON/ PME	60 hours	
Block 1 Primary EPME - Introduction	NKO	PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	NKO	PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	NKO	PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	NKO	PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	NKO	PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	NKO	PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	NKO	PPME-SENL-B7		
Joint Professional Military Education (JPME)	NOK	JKDDC-SNCO-2	60 hours	
Senior Enlisted Leadership Development Guide	NKO			
CMDCM/COB Leadership Course (Must have fleet recommendation)	NKO/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Selection Board Member	NKO	NPC-SBM-2.0	1 hour	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

MCPO RECOMMENDED RESERVE PME:

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

MCPO RECOMMENDED COMMUNITY PME:

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

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

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

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

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

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

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Aircraft Operating Procedures for Air Capable Ships <i>NAVAIR 00-80T-122</i>	
Seaman <i>NAVEDTRA 14067</i>	
Boatswain's Mate <i>NAVEDTRA 14343A</i>	
Navigation Rules, International - Inland <i>COMDTINST M16672.2D</i>	
NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>	
NSTM 581 Rev 4 Anchoring <i>S9086-TV-STM-010</i>	
NSTM 582 Rev 2 Mooring And Towing <i>S9086-TW-STM-010</i>	
NSTM 583 Vol I Rev 7 Boats & Small Craft <i>S9086-TX-STM-010</i>	
NSTM 584 Rev 3 Landing Craft and Amphibious Assault Vehicle Handling, Stowage and Support Systems <i>S9086-TY-STM-010</i>	
NSTM 589 Rev 6 Cranes <i>S9086-T4-STM-010</i>	
NSTM 613 Rev 4 Wire and Fiber Rope and Rigging <i>S9086-UU-STM-010</i>	
NSTM 631 Vol I Preservation Of Ships In Service (General) <i>S9086-VD-STM-010</i>	
NSTM 670 Rev 8 Stowage, Handling, and Disposal Of Hazardous General Use Consumables Vol I Afloat Hazardous Material Control and Management Guidelines <i>S9086-WK-STM-010</i>	
Navy Search And Rescue (SAR) Manual <i>NTTP 3-50.1</i>	
Ship-to- Shore Movement <i>NTTP 3-02.1M</i>	
Navy Tactics, Techniques and Procedures Underway Replenishment <i>NTTP 4-01.4</i>	
NSTM 571 Rev 4 Underway Replenishment <i>S9086-TK-STM-010</i>	
NSTM 583 Vol II Rev 1 Handling and Stowing Boats and Small Craft <i>S9086-TX-STM-020</i>	
Safe Engineering and Operating (SEAOPS) Manual for Landing Craft, Air Cushion (LCAC) Well Deck Operations <i>S9LCA-AA-SSM-040</i>	
U.S. Navy Regulations (with Interim Change-1) <i>U.S. NAVY REGULATIONS 1990</i>	
Wet Well Operations Manual <i>COMNAVSURFLANT/PACINST 3340.3D</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM 634 Vol I Rev 4 Deck Coverings, General <i>S9086-VG-STM-010</i>	
U.S. Navy Towing Manual Rev 3 <i>SL740-AA-MAN-010</i>	
Naval Occupational Safety and Occupational Health (SOH) Program Manual for Force Afloat Vol I SOH and Major Hazard-Specific Programs <i>OPNAVINST 5100.19E</i>	
Underway Replenishment Hardware and Equipment Manual Rev 3 <i>S9570-AD-CAT-010</i>	
Naval Telecommunications Procedures Flags, Pennants & Customs <i>NTP 13 (B)</i>	
Aviation Crew Systems Rescue and Survival Equipment <i>NAVAIR 13-1-6.5</i>	
General Specifications for Overhaul of Surface Ships (GSO) <i>S9AA0-AB-GOS-010</i>	
Search and Rescue Standardization Program <i>OPNAVINST 3130.6E</i>	
UNREP Station Capabilities Handbook Rev 4 <i>S9571-A1-HBK-010</i>	
Amphibious Shipboard Crane Certification Program <i>COMNAVSURFORINST 4730.1</i>	
NSTM 611 Rev 2 Fenders and Separators <i>S9086-US-STM-010</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



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

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

E1- E6: The workshop is available at your Navy College Office

E-7 and above: The Workshop is available at your Navy College Office

or

Complete the online course at the Navy College Website

How do I get started?

You already have. All your training up to this point is part of your Boatswain'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 BM

Recommended Associates' degrees for the Seaman
AAS - Business Administration (Management) Berkeley College
AA- Liberal Arts Excelsior College
AAS- Administrative / Management Studies Excelsior College
AS- Liberal Arts Excelsior College
AS- Associates in Science (Environmental Science) Florida State College at Jacksonville
AS- Industrial Management Technology Florida State College at Jacksonville
AS- Accounting Hawaii Pacific University
AS- Management Hawaii Pacific University
AS- Marketing Hawaii Pacific University
ASL- Associate in Supervisory Leadership Hawaii Pacific University
AA- Business and Economics Olympic College
AAS- Military Leadership Rio Salado College
AS- Business Studies San Diego City College
AS- Business Administration Southern New Hampshire University
AA- Business Administration Strayer University
AA- Information Systems Strayer University
AA- Associate in Arts Thomas Edison State College
AA- Business Administration Thomas Edison State College
AAS- Industrial Technology (Industrial Management) Tidewater Community College
AA- Associates in Arts Trident Technical College
AA- Management Studies University of Maryland University College
AA- Associates in Arts (Business/Business Information Systems) University of the Incarnate Word
AA- Associates in Arts (Business/Business) University of the Incarnate Word
AA- Associates in Arts (Liberal Arts) University of the Incarnate Word

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR BM

Recommended Bachelors/Masters degrees for the Seaman
BBA - Business Administration (General Business) Berkeley College
BBA - Business Administration (Management) Berkeley College
BBA - Business Administration (Marketing) Berkeley College
BS - Business Administration Berkeley College
BS - Technical Management (General Technician) DeVry University
BS - Community and Human Services (Computer Crime and Security Management) Empire State College
BA- Liberal Arts Excelsior College
BS- General Business Excelsior College
BS- Liberal Arts Excelsior College
BA- Sociology Fort Hays State University
BGS- Bachelor of General Studies Fort Hays State University
BGS- Organizational Leadership Fort Hays State University
BS- Organizational Leadership Fort Hays State University
BA- Interdisciplinary Studies Governors State University
BS- Business Administration (Finance) Hawaii Pacific University
BS- Business Administration (General Business) Hawaii Pacific University
BS- Business Administration (Management) Hawaii Pacific University
BS- Diplomacy and Military Studies Hawaii Pacific University
BAA- Generalist Jones International University
BS- Public Administration Roger Williams University
BA- Psychology Southern New Hampshire University
BS- Business Administration Southern New Hampshire University
BA- Liberal Studies Thomas Edison State College
BS- Business Administration (General Management) Thomas Edison State College
BS- Management Studies University of Maryland University College
BA- Administrative Leadership University of Oklahoma
BA- Human Resources University of the Incarnate Word
BA- Organizational Development University of the Incarnate Word
BAAS- Bachelor of Applied Arts and Science University of the Incarnate Word
BS- Public Administration Upper Iowa University

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