



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.

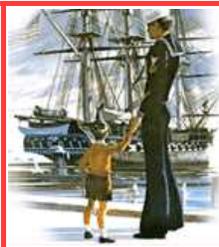
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



**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 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

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