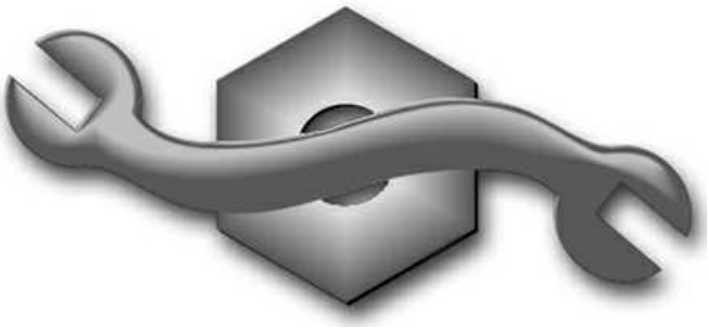
Construction Mechanic (CM)
CMCN - EQCM



LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

January 2017

Career Roadmap

Constructionman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Construction Mechanic 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 Construction Mechanic?

Construction Mechanic roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Constructionman 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 Construction Mechanic 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, Construction Mechanic “A” School at NCTC Port Hueneme, 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.

CM CAREER PATH
(SCW)

Construction Mechanic (CM): Construction skills performed include: the repair and maintenance of heavy construction, tactical and automotive equipment. Construction Mechanics diagnose and troubleshoot equipment failures to include mechanical, electrical, hydraulic and pneumatic systems. They maintain spare part inventories for equipment repair, databases for preventive maintenance and documentation of repair and maintenance performed. In addition to supporting the Naval Construction Forces, Construction Mechanics are in high demand to provide support to Special Warfare and Explosive Ordnance Disposal Units engaged in the Global War on Terror. Combat skills performed include: Embarkation via airlift/sealift; Chemical, biological and radiological (CBR) response including individual and unit protection and decontamination; coordinating disaster recovery teams (DRT) and airfield damage repair (ADR) teams; performing camp security (e.g. guard duty, obstacle construction, observation posts, patrols for squad / platoon sized elements, convoys with various numbers of troops and CESE and communications set-up). Individuals obtain small arms qualifications, advanced first aid training and crew served weapons qualifications.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
28-30	CMDCM EQCM	20.4 Yrs	CMC	36/36	Subsequent Sea/Shore Tours.
25-28	CMDCM EQCM CMCS	20.4 Yrs 20.4 17.5	CMC, CSC Naval Academy SEL/Company Chief	36	4TH Shore Tour Billet: CMDCM. Duty: NCR, NAVFAC, CSFE/CECOS.
22-25	CMDCM EQCM CMCS CMC	20.4 Yrs 20.4 17.5 13.7		42	4th Sea Tour Billet: CMDCM, NMCB Company Chief, NSW Transportation. Duty: NMCB, NSW.
19-22	CMCS CMC CM1	17.5 Yrs 13.7 9.7	LDO, CSC Camp David, Equal Opportunity Advisor, RDC, Recruiter, SARP	36	3rd Shore Tour Billet: Equipment Officer. Duty: NECC, NCR, NMCB(R).
15.5-19	CMC CM1	13.7 Yrs 9.7		42	3rd Sea Tour Billet: Maintenance Shop Supervisor, Advance Team LDR, CESE Manager. Duty: NMCB, UCT, SBT, MCASECTRACOM.
12.5-15.5	CMC CM1 CM2	13.7 Yrs 9.7 4.3	LDO, OCS, MECP, Brig Duty, Camp David, Equal Opportunity Advisor, RDC, Recruiter, SARP, SERE Instructor, USS CONSTITUTION, Women Ashore	36	2nd Shore Tour Billet: LPO, Instructor, Recruit Division Commander, Recruiter, Presidential Duty. Duty: RDC Great Lakes, NCG, CBMU, NCTC, Camp David, UCT Shore.
8-12.5	CMC CM1 CM2	13.7 Yrs 9.7 4.3	LDO, OCS, MECP	60	2nd Sea Tour Billet: LPO, Shop Supervisor, NSW Support, CESE Manager. Duty: NMCB, ACB, SBT UCT, DEVGRU, NSW LOGSUPPU, MSRON, UCT Sea.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

CM CAREER PATH
(SCW)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
5-8	CM2 CM3	4.3 Yrs 2.4	STA-21, OCS, MECP Brig Duty, Camp David	36	1st Shore Tour Billet: Instructor, Recruit Division Commander, Recruiter, NSW support, UCT. Duty: RDC Great Lakes, CBMU, NSW LOGSUPPU TRANS, NCG, Camp David, UCT Shore.
1-5	CM2 CM3	4.3 Yrs 2.4	Naval Academy, NROTC	60	1st Sea Tour Billet: Basic trades. Duty: NMCB, ACB, HM SQUADRONS, RIVRON, BMU. Qualifications: SCWS.
1+/-	CMCN CMCA Accession training	9 Months	Ceremonial Guard		Recruit training, "A" School, and ECS (NEC 90CS) if initial billet is NECC.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

Notes:

1. ***E9 SEABEE RATES:*** The seven Seabee ratings compress to three ratings at the E9 level.
   a. (1) CUCM - BU/SW/EA (2) EQCM - CM/EO (3) UCCM - CE/UT

2. ***SEABEE CLOSED LOOP NECs:***
   a. 5933 - Master UCT Diver
   b. 5932 - Basic UCT Diver
   c. 5931 - Advanced UCT Diver
   d. 5633 - Mobile Utilities Support Equipment (MUSE) Technician

3. ***TRAINING:*** Important to remember that majority of "C" school NECs are dropped once an individual is advanced to E7. NECs held are not indicative of career motivation.

4. ***OCCUPATION FIELD (OF) 7 RATE:*** Occupation field 7 (OF-7) is the designation for rates whose primary technical focus is construction.

5. ***WARFARE QUALIFICATION:*** The Seabee Combat Warfare (SCW) specialist warfare qualification designation was established in 1992. Qualifying units are the seven Naval Mobile Construction Battalions (NMCBs), the two Amphibious Construction Battalions (ACBs), and the two Underwater Construction Teams (UCTs).

6. ***CHALLENGING ASSIGNMENTS:***

   a. ***OVERSEAS CONTINGENCY SUPPORT ASSIGNMENTS:*** Unaccompanied billets lasting from six to eighteen months located in Afghanistan, Djibouti, and various other locations. These billets are sea duty and offer advantages towards advancement.

b. ***SPECWAR / SPECOPS:*** More billets supporting these specific units are being created. As the OSA continues, the SPECWAR and SPECOPS communities are in need of Seabees, in particular the CM and EO ratings. These units have both sea and shore duty components. The mission is to provide support for teams CONUS and OCONUS. A security clearance is needed for these billets.

c. ***NAVAL MOBILE CONSTRUCTION BATTALIONS (NMCB's):*** This arduous, demanding sea duty is the bread and butter of the Naval Construction Force. While current rotation varies, typical homeport period is 12 months followed by 6 month deployment. There are limited Senior Chief Billets and zero EACS billets. There is also a limited number of Bravo Company E5 and above billets (CE and UT). This type duty offers the best leadership opportunities. Currently, NMCB's are home ported in Port Hueneme, CA and Gulfport, MS.

d. ***AMPHIBIOUS CONSTRUCTION BATTALIONS (ACB's):*** Provides ship to shore transportation of fuel, materials, and equipment by means of barge ferry operations. ACBs construct elevated and floating causeway piers, install ship to shore fueling systems, erect medium-size portage-support camps, and provide camp support, perimeter defense, and construction support. Deployments are numerous and short-term. Each ACB has a sea and shore component. Currently, the active duty ACB is home ported in San Diego, CA.

e. ***MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE):*** Performs all tasks associated with the design, procurement, installation, operation, maintenance, trouble-shooting, and life-cycle management of diesel driven power plants up to 2500kW, electrical substations up to 5000kVA, and steam plants up to 20K lbs per hour. The $200M MUSE inventory directly supports Navy fleet operations and DOD utility shortfalls at numerous locations worldwide in direct support of GWOT. MUSE Techs provide minimal footprint and high density skill sets. MUSE Techs are the first choice for providing power to high security base camps in desolate areas. MUSE is a closed loop NEC. Must be able to obtain a secret to TS/SCI clearance.

f. ***UNDERWATER CONSTRUCTION TEAMS (UCTs):*** Provides construction, inspection, and repair of ocean facilities such as wharves, piers, underwater pipelines, moorings, boat ramps, etc. Seabees are capable of diving to 190 feet using scuba or surface supplied air to perform work underwater. UCT units are located in Little Creek, VA and Port Hueneme, CA. Each unit has a sea and shore component.

g. ***PRESIDENTIAL RETREAT, CAMP DAVID:*** Provides the President of the United States, and the first family with a healthy, safe, and uniquely private place to work and relax.

h. ***RECRUITING / RECRUIT DIVISION COMMANDER / INSTRUCTOR:*** These billets are challenging leadership positions associated with the process of "Sailorization". These challenging shore assignments offer huge advantages towards advancement. Must be SCWS qualified and have a history of sustained superior performance to qualify for these billets.

Construction Mechanic
Constructionman Recruit to Constructionman

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
Construction Mechanic Class "A" (U.S. NAVY) (CM-A-USN)	Port Hueneme, CA	A-610-0022	80 days	
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
5932 - Basic Underwater Construction Technician [1]	Panama City, FL	A-433-0036	26 weeks	
5712 - Elevated Causeway System (Modular) Specialist [1]	See CANTRAC	K-062-0102	33 days	

1 - Available to E3 but not to E1 and E1
1 - Available to E3 but not to E1 and E2

JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)**
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)		

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)**
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		
Enlisted Information Dominance Warfare Specialist (EIDWS) [4]		

1 - Needs to be completed within 30 Months after enrollment
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit
4 - Eligible if assigned to CYBERFOR Command

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Seabee Embark PQS (NAVEDTRA 43810) [1]		
Engine Tune Up Diesel II JQR [2]		
Equipment Electrical II JQR [2]		
Equipment Electrical III JQR [2]		
Equipment Power Train II JQR [2]		
Equipment Chassis II JQR [2]		
Equipment Chassis III JQR [2]		
Hydraulic Systems JQR [2]		
MRAP PQS (NAVEDTRA 43814) [2]		
Seabee Combat Warfare for NMCB Specific (NAVEDTRA 43904-1C) [3]		
Seabee Combat Warfare (SCW), Unit Specific for PHIBCB (NAVEDTRA 43904-2C) [4]		
Seabee Combat Warfare (SCW), Unit Specific for Underwater Construction Team (UCT) 43904-3C [5]		
Seabee Combat Warfare (SCW), Common Core (NAVEDTRA 43904-C) [6]		
Seabee Combat Warfare (SCW) Naval Construction Regiment (NCR) Specific (NAVEDTRA 43904-6A) [7]		
Seabee Combat Warfare (SCW) Construction Battalion Maintenance Unit (CBMU) Specific (NAVEDTRA 43904-6A) [8]		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296) [9]		
Enlisted Information Dominance Warfare Specialist (EIDWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365) [10]		

1 - PQS when assigned as Embark Org member
2 - JQR when assigned to NECC command
3 - Required PQS when enrolled in NMCB SCWS Program
4 - Required PQS when enrolled in PHIBCB SCWS Program
5 - Required PQS when enrolled in UCT SCWS Program
6 - Required PQS for all SCWS Program
7 - Required PQS when enrolled in NCG SCWS Program
8 - Required PQS when enrolled in CBMU SCWS Program
9 - Required PQS when enrolled in EXW Program
10 - Required PQS when enrolled in EIDWS Program

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD-09-001	24 hours	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [4]	Command Delivered	A-500-1000	2 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) [1]				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures [2]	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

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

E1/E2/E3 REQUIRED COMMUNITY PME:

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

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) [1]				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E1/E2/E3 RECOMMENDED RESERVE PME:

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

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
3M 301 Maintenance Person NG for NECC	NKO	CSS-3MMP-NECC-1.1		
Construction Mechanic Basic [1]	NRTC	NAVEDTRA 14264A		
Construction Mechanic Advanced [1]	NRTC	NAVEDTRA 14050A		
Seabee Combat Handbook, Volume 1 [1]	NRTC	NAVEDTRA 14234A		
Seabee Combat Handbook, Volume 2 [1]	NRTC	NAVEDTRA 14235A		
Basic Combat Skills Level 1	NKO	CSFE-BCSLI-1.1		
CENSECFOR Operator Training – Mossberg 500A1 Shotgun	NKO	CSF-M500-010-2.0		
CENSECFOR Operator Training – M-16A3/M4A1	NKO	CSF-M16-010-1.0		
CENSECFOR Operator Training – M9 Service Pistol	NKO	CSF-M9-020		
Tools and Their Uses [1]	Nonresident Training Courses	NAVEDTRA 14256		
Military Requirements, Basic (BMR) [1]	NRTC	NAVEDTRA 14325		
Naval Safety Supervisor [1]	Nonresident Training Courses	NAVEDTRA 14167F		
Basic Machines [1]	NRTC	NAVEDTRA 14037		

1 - You typically have 12 months to complete a NRTC via Navy Advancement website, after 12 months if you have not completed the course you will be disenrolled.

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

Construction Mechanic
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
Construction Mechanic Class "A" (U.S. NAVY) (CM-A-USN)	Port Hueneme, CA	A-610-0022	80 days	
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Engines, Fuel, & Electrical Systems	PH, Ca / GP, Ms	A-610-0051	30 days	
Power Train & Chassis	PH, Ca / GP, Ms	A-610-0048	33 days	
Hydraulic & Pneumatic Systems	PH, Ca / GP, Ms	A-610-0050	12 days	
Automotive Air Conditioning	PH, Ca / GP, Ms	A-610-0052	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
5932 - Basic Underwater Construction Technician	Panama City, FL	A-433-0036	26 weeks	
5633 - Mobile Utilities Support Equipment (MUSE)Technician	Fort Leonardwood, MO	A-661-0036	47 weeks	
5712 - Elevated Causeway System (Modular) Specialist	See CANTRAC	K-062-0102	33 days	
5810 - Advanced Diagnostic Shop Management [2]	PH, Ca / GP, Ms	A-610-0053	19 days	
5805 - Advanced Construction Mechanic [1]	PH, Ca – GP, Ms	A-610-0054	See Note	
9583 - Locksmith	NAVSUPPU Wash, DC		14 days	

1 - Upon successful completion of the four "G1" pipeline courses (A-610-0051, A-610-0048, A-610-0052, A-610-0050) and with recommendation from the CO, member will be awarded NEC 5805. Each course will also have a corresponding PQS which can be completed at qualifying commands as a means to acquire NEC 5805.
2 - Course pre-requisites are as follows: NEC 5805; 3M 303 Qualified

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JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)**
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		

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)**
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		
Enlisted Information Dominance Warfare Specialist (EIDWS) [4]		

1 - Mandatory prior to advancement to E5 and above
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit
4 - Eligible if assigned to CYBERFOR Command

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Seabee Embark PQS (NAVEDTRA 43810) [1]		
Construction Mechanic Advanced PQS (NAVEDTRA 43802) [2]		
Construction Safety PQS(NAVEDTRA 43809) [3]		
Engine Tune Up Diesel II JQR [3]		
Equipment Electrical II JQR [3]		
Equipment Electrical III JQR [3]		
Equipment Power Train II JQR [3]		
Equipment Chassis II JQR [3]		
Equipment Chassis III JQR [3]		
Hydraulic Systems JQR [3]		
MRAP PQS (NAVEDTRA 43814) [3]		
Seabee Combat Warfare for NMCB Specific (NAVEDTRA 43904-1C) [4]		
Seabee Combat Warfare (SCW), Unit Specific for PHIBCB (NAVEDTRA 43904-2C) [5]		
Seabee Combat Warfare (SCW), Unit Specific for Underwater Construction Team (UCT) 43904-3C [6]		
Seabee Combat Warfare (SCW), Common Core (NAVEDTRA 43904-C) [7]		
Seabee Combat Warfare (SCW) Naval Construction Regiment (NCR) Specific (NAVEDTRA 43904-6A) [8]		
Seabee Combat Warfare (SCW) Construction Battalion Maintenance Unit (CBMU) Specific (NAVEDTRA 43904-6A) [9]		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296) [10]		
Enlisted Information Dominance Warfare Specialist (EIDWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365) [11]		

1 - PQS when assigned as Embark Org member
2 - Required when assigned as Safety Supervisor
3 - JQR when assigned to NECC command
4 - Required PQS when enrolled in NMCB SCWS Program
5 - Required PQS when enrolled in PHIBCB SCWS Program
6 - Required PQS when enrolled in UCT SCWS Program
7 - Required PQS for all SCWS Program
8 - Required PQS when enrolled in NCG SCWS Program
9 - Required PQS when enrolled in CBMU SCWS Program
10 - Required PQS when enrolled in EXW Program
11 - Required PQS when enrolled in EIDWS Program

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

E4 REQUIRED NAVY PME:

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

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

E4 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Seabee Combat Handbook, Volume 1 [1]	NRTC	NAVEDTRA 14234A		
Seabee Combat Handbook, Volume 2 [1]	NRTC	NAVEDTRA 14235A		
NCF 1 and C [1]	NRTC	NAVEDTRA 12543		
Naval Safety Supervisor [1]	Nonresident Training Courses	NAVEDTRA 14167F		

1 - Mandatory when assigned to SCWS qualifying Unit

E4 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E4 RECOMMENDED RESERVE PME:

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

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
3M 301 Maintenance Person NG for NECC	NKO	CSS-3MMP-NECC-1.1		
Construction Mechanic Basic [1]	NRTC	NAVEDTRA 14264A		
Construction Mechanic Advanced [1]	NRTC	NAVEDTRA 14050A		
Basic Combat Skills Level 1	NKO	CSFE-BCSLI-1.1		
CENSECFOR Operator Training – Mossberg 500A1 Shotgun	NKO	CSF-M500-010-2.0		
CENSECFOR Operator Training – M-16A3/M4A1	NKO	CSF-M16-010-1.0		
CENSECFOR Operator Training – M9 Service Pistol	NKO	CSF-M9-020		
Tools and Their Uses [1]	Nonresident Training Courses	NAVEDTRA 14256		
Military Requirements for Petty Officers Third and Second Class [1]	NRTC	NAVEDTRA 14504		
Basic Machines [1]	NRTC	NAVEDTRA 14037		

1 - You typically have 12 months to complete a NRTC via Navy Advancement website, after 12 months if you have not completed the course you will be disenrolled.

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

Construction Mechanic
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
Construction Mechanic Class "A" (U.S. NAVY) (CM-A-USN)	Port Hueneme, CA	A-610-0022	80 days	
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Engines, Fuel, & Electrical Systems	PH, Ca / GP, Ms	A-610-0051	30 days	
Power Train & Chassis	PH, Ca / GP, Ms	A-610-0048	33 days	
Hydraulic & Pneumatic Systems	PH, Ca / GP, Ms	A-610-0050	12 days	
Automotive Air Conditioning	PH, Ca / GP, Ms	A-610-0052	5 days	
Mobile Crane Mechanic [1]	PH, Ca / GP, Ms	A-610-0041	2 days	
Mechanical Crane Inspector [1]	PH, Ca / GP, Ms	A-610-0042	3 days	
Crane Mechanic [1]	PH, Ca / GP, Ms	A-610-0043	5 days	

1 - Course is designed primarily for home-ported NMCB personnel.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
5707 - Water Well Drilling and Development Technician	China Lake, CA	A-730-0014	40 days	
5708 - Blasting and Quarry Operations Specialist	China Lake, CA	A-730-0019	40 days	
5708 - Blaster Requalification/Refresher (Recert)	China Lake, CA	A-730-0021	5 days	
5712 - Elevated Causeway System (Modular) Specialist	See CANTRAC	K-062-0102	33 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
5908 - Tool and Equipment Maintenance Technician	PH, Ca. / GP, Ms	A-712-0010	50 days	
5932 - Basic Underwater Construction Technician	Panama City, FL	A-433-0036	26 weeks	
5931 - Advanced Underwater Construction Technician	Panama City, FL	A-433-0037	26 weeks	
9583 - Locksmith	NAVSUPPU Wash, DC		14 days	
5805 - Advanced Construction Mechanic [1]	PH, Ca – GP, Ms	A-610-0054	See Note	
9598 - Disaster Preparedness Operations & Training Specialist	FT, Leonard Wood, MO	A-494-0006	26 days	
9517 - 3-M Systems Coordinator/Inspector	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
5633 - Mobile Utilities Support Equipment (MUSE)Technician	Fort Leonardwood, MO	A-661-0036	47 weeks	
5810 - Advanced Diagnostic Shop Management [2]	PH, Ca / GP, Ms	A-610-0053	19 days	

1 - Upon successful completion of the four "G1" pipeline courses (A-610-0051, A-610-0048, A-610-0052, A-610-0050) and with recommendation from the CO, member will be awarded NEC 5805. Each course will also have a corresponding PQS which can be completed at qualifying commands as a means to acquire NEC 5805.
2 - Course pre-requisites are as follows: NEC 5805; 3M 303 Qualified

JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)**
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Master Training Specialist (MTS) [1]		

1 - Only when assigned to Training Command

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)**
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		
Enlisted Information Dominance Warfare Specialist (EIDWS) [4]		

1 - Needs to be completed within 24 Months after enrollment
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit
4 - Eligible if assigned to CYBERFOR Command

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Seabee Embark PQS (NAVEDTRA 43810) [1]		
Construction Mechanic Advanced PQS (NAVEDTRA 43802)		
Construction Safety PQS(NAVEDTRA 43809) [2]		
Engine Tune Up Diesel II JQR [3]		
Equipment Electrical II JQR [3]		
Equipment Electrical III JQR [3]		
Equipment Power Train II JQR [3]		
Equipment Chassis II JQR [3]		
Equipment Chassis III JQR [3]		
Hydraulic Systems JQR [3]		
MRAP PQS (NAVEDTRA 43814) [3]		
Seabee Combat Warfare for NMCB Specific (NAVEDTRA 43904-1C) [4]		
Seabee Combat Warfare (SCW), Unit Specific for PHIBCB (NAVEDTRA 43904-2C) [5]		
Seabee Combat Warfare (SCW), Unit Specific for Underwater Construction Team (UCT) 43904-3C [6]		
Seabee Combat Warfare (SCW), Common Core (NAVEDTRA 43904-C) [7]		
Seabee Combat Warfare (SCW) Naval Construction Regiment (NCR) Specific (NAVEDTRA 43904-6A) [8]		
Seabee Combat Warfare (SCW) Construction Battalion Maintenance Unit (CBMU) Specific (NAVEDTRA 43904-6A) [9]		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296) [10]		
Enlisted Information Dominance Warfare Specialist (EIDWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365) [11]		

1 - PQS when assigned as Embark Org member
2 - Required when assigned as Safety Supervisor
3 - JQR when assigned to NECC command
4 - Required PQS when enrolled in NMCB SCWS Program
5 - Required PQS when enrolled in PHIBCB SCWS Program
6 - Required PQS when enrolled in UCT SCWS Program
7 - Required PQS for all SCWS Program
8 - Required PQS when enrolled in NCG SCWS Program
9 - Required PQS when enrolled in CBMU SCWS Program
10 - Required PQS when enrolled in EXW Program
11 - Required PQS when enrolled in EIDWS Program

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

E5 REQUIRED NAVY PME:

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

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

E5 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Seabee Combat Handbook, Volume 1 [1]	NRTC	NAVEDTRA 14234A		
Seabee Combat Handbook, Volume 2 [1]	NRTC	NAVEDTRA 14235A		
NCF 1 and C [1]	NRTC	NAVEDTRA 12543		
Naval Safety Supervisor [1]	Nonresident Training Courses	NAVEDTRA 14167F		

1 - Mandatory when assigned to SCWS qualifying Unit

E5 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E5 RECOMMENDED RESERVE PME:

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

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
3M 301 Maintenance Person NG for NECC	NKO	CSS-3MMP-NECC-1.1		
Construction Mechanic Basic [1]	NRTC	NAVEDTRA 14264A		
Construction Mechanic Advanced [1]	NRTC	NAVEDTRA 14050A		
Basic Combat Skills Level 1	NKO	CSFE-BCSLI-1.1		
CENSECFOR Operator Training – Mossberg 500A1 Shotgun	NKO	CSF-M500-010-2.0		
CENSECFOR Operator Training – M-16A3/M4A1	NKO	CSF-M16-010-1.0		
CENSECFOR Operator Training – M9 Service Pistol	NKO	CSF-M9-020		
Tools and Their Uses [1]	Nonresident Training Courses	NAVEDTRA 14256		
Military Requirements for Petty Officers Third and Second Class [1]	NRTC	NAVEDTRA 14504		
Basic Machines [1]	NRTC	NAVEDTRA 14037		

1 - You typically have 12 months to complete a NRTC via Navy Advancement website, after 12 months if you have not completed the course you will be disenrolled.

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E5 RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

Construction Mechanic
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
Construction Mechanic Class "A" (U.S. NAVY) (CM-A-USN)	Port Hueneme, CA	A-610-0022	80 days	
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Engines, Fuel, & Electrical Systems	PH, Ca / GP, Ms	A-610-0051	30 days	
Power Train & Chassis	PH, Ca / GP, Ms	A-610-0048	33 days	
Hydraulic & Pneumatic Systems	PH, Ca / GP, Ms	A-610-0050	12 days	
Automotive Air Conditioning	PH, Ca / GP, Ms	A-610-0052	5 days	
Mobile Crane Mechanic [1]	PH, Ca / GP, Ms	A-610-0041	2 days	
Mechanical Crane Inspector [1]	PH, Ca / GP, Ms	A-610-0042	3 days	
Crane Mechanic [1]	PH, Ca / GP, Ms	A-610-0043	5 days	

1 - Course is designed primarily for home-ported NMCB personnel.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
5707 - Water Well Drilling and Development Technician	China Lake, CA	A-730-0014	40 days	
5708 - Blasting and Quarry Operations Specialist	China Lake, CA	A-730-0019	40 days	
5708 - Blaster Requalification/Refresher (Recert)	China Lake, CA	A-730-0021	5 days	
5712 - Elevated Causeway System (Modular) Specialist	See CANTRAC	K-062-0102	33 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
5908 - Tool and Equipment Maintenance Technician	PH, Ca. / GP, Ms	A-712-0010	50 days	
5932 - Basic Underwater Construction Technician	Panama City, FL	A-433-0036	26 weeks	
5931 - Advanced Underwater Construction Technician	Panama City, FL	A-433-0037	26 weeks	
9583 - Locksmith	NAVSUPPU Wash, DC		14 days	
5805 - Advanced Construction Mechanic [1]	PH, Ca – GP, Ms	A-610-0054	See Note	
9598 - Disaster Preparedness Operations & Training Specialist	FT, Leonard Wood, MO	A-494-0006	26 days	
9517 - 3-M Systems Coordinator/Inspector	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
5633 - Mobile Utilities Support Equipment (MUSE)Technician	Fort Leonardwood, MO	A-661-0036	47 weeks	
5810 - Advanced Diagnostic Shop Management [2]	PH, Ca / GP, Ms	A-610-0053	19 days	

1 - Upon successful completion of the four "G1" pipeline courses (A-610-0051, A-610-0048, A-610-0052, A-610-0050) and with recommendation from the CO, member will be awarded NEC 5805. Each course will also have a corresponding PQS which can be completed at qualifying commands as a means to acquire NEC 5805.
2 - Course pre-requisites are as follows: NEC 5805; 3M 303 Qualified

JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)**
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)		
Duty Section Leader		
Master Training Specialist (MTS) [1]		

1 - Only when assigned to Training Command

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)**
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		
Enlisted Information Dominance Warfare Specialist (EIDWS) [4]		

1 - Needs to be completed within 24 Months after enrollment
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit
4 - Eligible if assigned to CYBERFOR Command

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Seabee Embark PQS (NAVEDTRA 43810) [1]		
Construction Mechanic Advanced PQS (NAVEDTRA 43802)		
Construction Safety PQS(NAVEDTRA 43809) [2]		
Construction Quality Control PQS (NAVEDTRA 43808) [3]		
Engine Tune Up Diesel II JQR [4]		
Equipment Electrical II JQR [4]		
Equipment Electrical III JQR [4]		
Equipment Power Train II JQR [4]		
Equipment Chassis II JQR [4]		
Equipment Chassis III JQR [4]		
Hydraulic Systems JQR [4]		
MRAP PQS (NAVEDTRA 43814) [4]		
Seabee Combat Warfare for NMCB Specific (NAVEDTRA 43904-1C) [5]		
Seabee Combat Warfare (SCW), Unit Specific for PHIBCB (NAVEDTRA 43904-2C) [6]		
Seabee Combat Warfare (SCW), Unit Specific for Underwater Construction Team (UCT) 43904-3C [7]		
Seabee Combat Warfare (SCW), Common Core (NAVEDTRA 43904-C) [8]		
Seabee Combat Warfare (SCW) Naval Construction Regiment (NCR) Specific (NAVEDTRA 43904-6A) [9]		
Seabee Combat Warfare (SCW) Construction Battalion Maintenance Unit (CBMU) Specific (NAVEDTRA 43904-6A) [10]		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296) [11]		
Enlisted Information Dominance Warfare Specialist (EIDWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365) [12]		

1 - PQS when assigned as Embark Org member
2 - Required when assigned as Safety Supervisor
3 - Required when assigned as QC Rep
4 - JQR when assigned to NECC command
5 - Required PQS when enrolled in NMCB SCWS Program
6 - Required PQS when enrolled in PHIBCB SCWS Program
7 - Required PQS when enrolled in UCT SCWS Program
8 - Required PQS for all SCWS Program
9 - Required PQS when enrolled in NCG SCWS Program
10 - Required PQS when enrolled in CBMU SCWS Program
11 - Required PQS when enrolled in EXW Program
12 - Required PQS when enrolled in EIDWS Program

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

E6 REQUIRED NAVY PME:

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

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

E6 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Seabee Combat Handbook, Volume 1 [1]	NRTC	NAVEDTRA 14234A		
Seabee Combat Handbook, Volume 2 [1]	NRTC	NAVEDTRA 14235A		
NCF 1 and C [1]	NRTC	NAVEDTRA 12543		
Naval Safety Supervisor [1]	Nonresident Training Courses	NAVEDTRA 14167F		

1 - Mandatory when assigned to SCWS qualifying Unit

E6 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E6 RECOMMENDED RESERVE PME:

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

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
3M 301 Maintenance Person NG for NECC	NKO	CSS-3MMP-NECC-1.1		
Construction Mechanic Basic [1]	NRTC	NAVEDTRA 14264A		
Construction Mechanic Advanced [1]	NRTC	NAVEDTRA 14050A		
Basic Combat Skills Level 1	NKO	CSFE-BCSLI-1.1		
CENSECFOR Operator Training – Mossberg 500A1 Shotgun	NKO	CSF-M500-010-2.0		
CENSECFOR Operator Training – M-16A3/M4A1	NKO	CSF-M16-010-1.0		
CENSECFOR Operator Training – M9 Service Pistol	NKO	CSF-M9-020		
Tools and Their Uses [1]	Nonresident Training Courses	NAVEDTRA 14256		
Military Requirements for Petty Officer First Class [1]	NRTC	NAVEDTRA 14145		
Basic Machines [1]	NRTC	NAVEDTRA 14037		

1 - You typically have 12 months to complete a NRTC via Navy Advancement website, after 12 months if you have not completed the course you will be disenrolled.

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E6 RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

Construction Mechanic
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
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Seabee Chief Petty Officer Management	PH, Ca / GP, Ms	A-710-0021	12 days	
Naval Construction Force Operations (Basic)	CECOS / PH, Ca / GP, Ms	A-4A-1112	12 days	
Naval Construction Force Operations Advanced & Staff Planning (MCPP)	PH, Ca / GP, Ms	A-4A-1111 / A-4A-0133	12 days / 5 days	
Contingency Engineering Seminar	PH, Ca	A-4A-0053	5 days	
Prospective Operations and Training Staff Course [1]	CECOS	A-4A-0039	5 days	
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	
Senior Enlisted Academy (SEA) (Non-Resident) [2]	Newport, RI	P-920-1301	2 weeks	

1 - Recommended for senior enlisted assigned S-3C and S-7C duties and responsibilities

2 - This Course is for US Navy SELRES paygrades E7 - E9 and active/FTS E-8-E9.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
5707 - Water Well Drilling and Development Technician	China Lake, CA	A-730-0014	40 days	
5708 - Blasting and Quarry Operations Specialist	China Lake, CA	A-730-0019	40 days	
5708 - Blaster Requalification/Refresher (Recert)	China Lake, CA	A-730-0021	5 days	
5712 - Elevated Causeway System (Modular) Specialist	See CANTRAC	K-062-0102	33 days	
5810 - Advanced Diagnostic Shop Management [1]	PH, Ca / GP, Ms	A-610-0053	19 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9517 - 3-M Systems Coordinator/Inspector	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
5931 - Advanced Underwater Construction Technician	Panama City, FL	A-433-0037	26 weeks	
9598 - Disaster Preparedness Operations & Training Specialist	FT, Leonard Wood, MO	A-494-0006	26 days	

1 - Course pre-requisites are as follows: NEC 5805; 3M 303 Qualified

JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)**
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Officer of the Deck (OOD) (At Sea)		
Master Training Specialist (MTS) [1]		

1 - Only when assigned to Training Command

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)**
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		
Enlisted Information Dominance Warfare Specialist (EIDWS) [4]		

1 - 24 months upon enrollment, 1 year if requal
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit
4 - Eligible if assigned to CYBERFOR Command

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Seabee Embark PQS (NAVEDTRA 43810) [1]		
Construction Safety PQS(NAVEDTRA 43809) [2]		
Construction Management Continuum Training (NAVEDTRA 43807) [3]		
Construction Quality Control PQS (NAVEDTRA 43808) [4]		
Seabee Combat Warfare for NMCB Specific (NAVEDTRA 43904-1C) [5]		
Seabee Combat Warfare (SCW), Unit Specific for PHIBCB (NAVEDTRA 43904-2C) [6]		
Seabee Combat Warfare (SCW), Unit Specific for Underwater Construction Team (UCT) 43904-3C [7]		
Seabee Combat Warfare (SCW), Common Core (NAVEDTRA 43904-C) [8]		
Seabee Combat Warfare (SCW) Naval Construction Regiment (NCR) Specific (NAVEDTRA 43904-6A) [9]		
Seabee Combat Warfare (SCW) Construction Battalion Maintenance Unit (CBMU) Specific (NAVEDTRA 43904-6A) [9]		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296) [11]		
Enlisted Information Dominance Warfare Specialist (EIDWS) Common Core, Platform Specific, and Command Specific PQS (NAVEDTRA 43365) [12]		

1 - PQS when assigned as Embark Chief
2 - Required when assigned as Safety Chief
3 - Required when assigned as Project Manager
4 - Required when assigned as QC Chief
5 - Required PQS when enrolled in NMCB SCWS Program
6 - Required PQS when enrolled in PHIBCB SCWS Program
7 - Required PQS when enrolled in UCT SCWS Program
8 - Required PQS for all SCWS Program
9 - Required PQS when enrolled in CBMU SCWS Program
9 - Required PQS when enrolled in NCG SCWS Program
11 - Required PQS when enrolled in EXW Program
12 - Required PQS when enrolled in EIDWS Program

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

CPO REQUIRED NAVY PME:

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

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

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Seabee Combat Handbook, Volume 1 [1]	NRTC	NAVEDTRA 14234A		
Seabee Combat Handbook, Volume 2 [1]	NRTC	NAVEDTRA 14235A		
NCF 1 and C [1]	NRTC	NAVEDTRA 12543		
Naval Safety Supervisor [1]	Nonresident Training Courses	NAVEDTRA 14167F		

1 - Mandatory when assigned to SCWS qualifying Unit

CPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

CPO RECOMMENDED RESERVE PME:

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

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
3M 301 Maintenance Person NG for NECC	NKO	CSS-3MMP-NECC-1.1		
Construction Mechanic Basic [1]	NRTC	NAVEDTRA 14264A		
Construction Mechanic Advanced [1]	NRTC	NAVEDTRA 14050A		
Basic Combat Skills Level 1	NKO	CSFE-BCSLI-1.1		
CENSECFOR Operator Training – Mossberg 500A1 Shotgun	NKO	CSF-M500-010-2.0		
CENSECFOR Operator Training – M-16A3/M4A1	NKO	CSF-M16-010-1.0		
CENSECFOR Operator Training – M9 Service Pistol	NKO	CSF-M9-020		

1 - You typically have 12 months to complete a NRTC via Navy Advancement website, after 12 months if you have not completed the course you will be disenrolled.

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

CPO RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

Construction Mechanic
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
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Prospective Operations and Training Staff Course [1]	CECOS	A-4A-0039	5 days	
Naval Construction Force Operations (Basic)	CECOS / PH, Ca / GP, Ms	A-4A-1112	12 days	
Naval Construction Force Operations Advanced & Staff Planning (MCPP)	PH, Ca / GP, Ms	A-4A-1111 / A-4A-0133	12 days / 5 days	
Contingency Engineering Seminar	PH, Ca	A-4A-0053	5 days	
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	
Senior Enlisted Academy (SEA) (Non-Resident)	Newport, RI	P-920-1301	2 weeks	

1 - Recommended for senior enlisted assigned S-3C and S-7C duties and responsibilities

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
5707 - Water Well Drilling and Development Technician	China Lake, CA	A-730-0014	40 days	
5712 - Elevated Causeway System (Modular) Specialist [1]	See CANTRAC	K-062-0102	33 days	
9578 - Command Senior Chief (CMDCS)	Newport, RI	A-570-4500	12 days	
9517 - 3-M Systems Coordinator/Inspector	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
5810 - Advanced Diagnostic Shop Management	PH, Ca / GP, Ms	A-610-0053	19 days	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
5931 - Advanced Underwater Construction Technician [2]	Panama City, FL	A-433-0037	26 weeks	
9598 - Disaster Preparedness Operations & Training Specialist	FT, Leonard Wood, MO	A-494-0006	26 days	

1 - Course pre-requisites are as follows: NEC 5805; 3M 303 Qualified
2 - When assigned to UCT

JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
Section Leader		
Command Duty Officer (CDO)		
Master Training Specialist (MTS) [1]		

1 - Only when assigned to Training Command

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)
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		

1 - 2 years upon enrollment, 1 year if requal
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Seabee Embark PQS (NAVEDTRA 43810) [1]		
Seabee Combat Warfare for NMCB Specific (NAVEDTRA 43904-1C) [2]		
Seabee Combat Warfare (SCW), Unit Specific for PHIBCB (NAVEDTRA 43904-2C) [3]		
Seabee Combat Warfare (SCW), Unit Specific for Underwater Construction Team (UCT) 43904-3C [4]		
Seabee Combat Warfare (SCW), Common Core (NAVEDTRA 43904-C) [5]		
Seabee Combat Warfare (SCW) Naval Construction Regiment (NCR) Specific (NAVEDTRA 43904-6A) [6]		
Seabee Combat Warfare (SCW) Construction Battalion Maintenance Unit (CBMU) Specific (NAVEDTRA 43904-6A) [7]		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296) [8]		

1 - PQS when assigned as Embark Chief
2 - Required PQS when enrolled in NMCB SCWS Program
3 - Required PQS when enrolled in PHIBCB SCWS Program
4 - Required PQS when enrolled in UCT SCWS Program
5 - Required PQS for all SCWS Program
6 - Required PQS when enrolled in NCG SCWS Program
7 - Required PQS when enrolled in CBMU SCWS Program
8 - Required PQS when enrolled in EXW Program

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

SCPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - NAVADMIN 266/14 Starting in FY 2017, all newly selected SCPO's will be required to complete the SEA
5 - Reserves selected to Senior Chief Petty Officer will also be required to complete (See NAVADMIN 266/14 for guidance)

SCPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Seabee Combat Handbook, Volume 1 [1]	NRTC	NAVEDTRA 14234A		
Seabee Combat Handbook, Volume 2 [1]	NRTC	NAVEDTRA 14235A		
NCF 1 and C [1]	NRTC	NAVEDTRA 12543		
Naval Safety Supervisor [1]	Nonresident Training Courses	NAVEDTRA 14167F		

1 - Mandatory when assigned to SCWS qualifying Unit

SCPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

SCPO RECOMMENDED RESERVE PME:

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

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
3M 301 Maintenance Person NG for NECC	NKO	CSS-3MMP-NECC-1.1		
CENSECFOR Operator Training – M-16A3/M4A1	NKO	CSF-M16-010-1.0		
CENSECFOR Operator Training – Mossberg 500A1 Shotgun	NKO	CSF-M500-010-2.0		
CENSECFOR Operator Training – M9 Service Pistol	NKO	CSF-M9-020		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

Construction Mechanic
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
Expeditionary Combat Skills (ECS) (90CS) [1]	Gulfport, MS	A-830-0030	26 days	

1 - ECS is required for all personnel reporting to Naval Expeditionary Combat Commands (required once in a career)

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Seabee Senior Chief / Master Chief Petty Officer Management	PH, Ca / GP, Ms	A-710-0016	5 days	
Naval Construction Force Prospective Command Element	Little Creek, VA	A-4A-0030	14 days	
Prospective Operations and Training Staff Course [1]	CECOS	A-4A-0039	5 days	
Naval Construction Force Operations Advanced & Staff Planning (MCPP)	PH, Ca / GP, Ms	A-4A-1111 / A-4A-0133	12 days / 5 days	
Contingency Engineering Seminar	PH, Ca	A-4A-0053	5 days	
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	
Senior Enlisted Academy (SEA) (Non-Resident)	Newport, RI	P-920-1301	2 weeks	

1 - Recommended for senior enlisted assigned S-3C and S-7C duties and responsibilities

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9580 - Command Master Chief (CMDCM)	Newport, RI	A-570-4500	2 weeks	
9517 - 3-M Systems Coordinator/Inspector	Norfolk, VA / San Diego, CA	J-500-0029	2 weeks	
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	

JOB DESCRIPTION

Construction Mechanics perform tasks involved in diagnosis, maintenance, repair, and overhaul of automotive, materials handling, and construction equipment; assign and supervise activities of personnel who analyze, and correct malfunctions in equipment; issue repair parts; maintain records; prepare requisitions and reports; train personnel in repair procedures and techniques; and prepare progress reports, time records and equipment maintenance. As shop managers, they plan, staff, direct, and control multiple maintenance projects to include problem solving, planning, estimating, scheduling, cost control and personnel management ensuring compliance with repair specifications and requirements, plans, and contracts; and act as project supervisors and trainers for junior personnel.

RECOMMENDED BILLET ASSIGNMENTS

A typical career path from CMCR to EQCM/FORCM is shown in the CM Career Path. This Career path shows an average advancement timeline as well as billet opportunities in a typical Sea Shore flow. This Career path coupled with your LaDR is designed to guide you in achieving your professional and personal goals. It is highly recommended you review and update your Roadmap regularly to ensure your career stays on course.

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)
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
3M 306		
Master Training Specialist (MTS) [1]		

1 - Only when assigned to Training Command

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)
SEABEE Combat Warfare [1]		
Expeditionary Warfare Specialist [2]		
Fleet Marine Forces [3]		

1 - 1 year to requal
2 - Only if assigned to an NECC or NSW qualifying Command.
3 - Eligible if attached to a FMF Unit

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Master Mechanics
Automotive Specialty Technicians
Bus and Truck Mechanics and Diesel Engine Specialists
First-Line Supervisors of Construction Trades and Extraction Workers
Light Truck or Delivery Services Drivers
Mobile Heavy Equipment Mechanics, Except Engines
Outdoor Power Equipment and Other Small Engine Mechanics

Occupation (Federal Employer)
0809 - Construction Control Technical Series
0828 - Construction Analyst Series
4737 - General Equipment Mechanic
5803 - Heavy Mobile Equipment Mechanic
5806 - Mobile Equipment Servicing
5823 - Automotive Mechanic
9956 - Engineman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	American Concrete Institute (ACI)	TIlt-Up Supervisor and Technician	
E5	Board of Certified Safety Professionals (BCSP)	Construction Health and Safety Technician (CHST)	
E4	Board of Certified Safety Professionals (BCSP)	Safety Trained Supervisor Construction (STSC)	
E5	National Ground Water Association (NGWA)	Certified Pump Installer (CPI)	
E5	National Ground Water Association (NGWA)	Certified Well Driller (CWD)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E4	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E4	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E4	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E4	National Institute for Automotive Service Excellence (ASE)	Undercar Specialist - Exhaust Systems (X1)	
E6	National Institute for Certification in Engineering Technologies (NICET)	Industrial Instrumentation - Level I	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E6	Project Management Institute (PMI)	Project Management Professional (PMP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E5	World Safety Organization (WSO)	Certified Safety Specialist (WSO-CSS)	
E5	World Safety Organization (WSO)	Certified Safety Technician (WSO-CST)	

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	Automobile Mechanic (0023M)	
E1 - E9	Automobile Mechanic (Automotive Service)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Engineer Equipment Mechanic	
E1 - E9	Power-Plant Operator (Utilities)	

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

STAY NAVY

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

MCPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

MCPO RECOMMENDED RESERVE PME:

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

MCPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
The Seabees and Your Sons *by William Lewis*	
From Omaha to Okinawa: The Story of the Seabees *by William Bradford Huie*	
Seabees at Port Hueneme *by Gina Nichols*	
Seabees at Gulfport *by Gina Nichols*	
The Seabees Speak – Interviews with the Can Do veterans of Word War II *by Sharon Tolisano*	
CAN DO The Story of the Seabees *by William Bradford Huie*	
Construction Battalion Battle Skills Guide, Books 1 -4; P-1160	
Safety and Health Regulations for Construction *29CFR Part 1926*	
Safety and Health Regulations for General Industry *29CFR Part 1910*	
FM 3-22.68, Crew Served Machine Guns	
The King Bee, A Biography of Admiral Ben Moreell founder of the U.S. Navy SEABEES *by Capt. A.N. Olsen CEC, USN (ret)*	
US Navy Seabees: Since Pearl Harbor *by Jay Kimmel*	
Davisville and the Seabees (Images of America: Rhode Island) *by Gloria A. Emma & Walter K. Schroder*	
Seabee Magazine (Quarterly)	

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 Construction Mechanic 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 CM

Recommended Associates' degrees for the Constructionman
Electrical Mechanical; Engineering

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR CM

Recommended Bachelors/Masters degrees for the Constructionman
Business Administration
Mechanical and Electrical Technology / Engineering
Civil Engineering
Quality Control and Safety
Construction Technology
General and Liberal Studies
Management

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

Associate in Arts in Electrical Mechanical; Engineering

DEGREE OBJECTIVE—The purpose of this degree is to obtain proficiency in the related fields of Construction in order both to enhance a Sailor's military proficiency and to provide the academic foundation for transfer to a bachelor's degree program at a four-year institution. This program is designed for military students to allow for maximum credit for military experience (up to 40 semester hours) and to provide the quickest pathway to the Associate Degree. It will transfer 100% into several select BS programs.
ACADEMIC RESIDENCY—12 Semester Hours

POINTS OF CONTACT
Navy College Office:
www.navycollege.navy.mil

Coastline Community College
Counselor: militarycounselor@coastline.edu
Evaluator: SOC@coastline.edu

Toll Free Phone: 1-866-422-2645

Degree Requirements Summary

REQUIREMENT		SH	SOC CAT.	NAVY RATE	SERVICE SCHOOL	TESTS	HOME CAMPUS
General Education Total of 18 credits as Outlined in A-E below:							
A1. Speech/Communications[i] -Choose one from the following:		**3 SH**					
COMM C100	Intro to Mass Communication	3					X
SPCH C110	Public Speaking	3	CM001A	X	X	DSST	
A2. English –Choose one: (Note: ENGL C099 will satisfy this requirement, but will not count toward the 18 unit requirement of general education; i.e. an additional 3.0 unit general education course must be taken.)		**3 SH**					
ENGL C100	Freshman Composition ("C" or better)	3	EN023A			CLEP	X
ENGL C099	Fundamental of Composition	3					X
A3. Math Competency [ii] (refer to Notes at end)				X			X
B. Natural Science-Choose one from the following:		**3 SH**				CLEP	
ASTR C100	Intro to Astronomy	3				DSST	X
BIOL C100	Intro to Biology	3	BL002A			CLEP	X
BIOL C101	Intro to Biology Lab	1					X
CHEM C110	Intro to Chemistry	5	CH003A				X
ECOL C100	Human Ecology	3					X
GEOL C100	General Geology	3	EA011A				X
GEOL C141	Geology Lab	1					X
MRSC C100	Intro to Marine Science	3	EA021A				X
C. Arts & Humanities - Choose from the following:		**3 SH**				CLEP	
ARAB C180A	Elementary Arabic1A	2.5					X
ARAB C180B	Elementary Arabic 1B	2.5					X
ART C100	History & Appreciation of Art 1	3	FA002A				X
ART C101	History & Appreciation of Art 2	3	FA002A				X
ENGL C102	Critical Reasoning, Reading and Writing	3					X
ENGL C143	Children's Literature	3					X
ENGL C145	American Literature: The Short Story	3					X
HUM C110	Humanities through the Arts	3	MS002A				X
HUM C130	American Cinema	3					X
MUS C100	History & Appreciation of Music	3					X
PHIL C100	Intro to Philosophy	3	PL079A				X

PHIL C115	Logic/Critical Thinking	3	PL080A				X
PHIL C120	Ethics	3	PL081A				X
REQUIREMENT		**SH**	**SOC CAT.**	**NAVY RATE**	**SERVICE SCHOOL**	**TESTS**	**HOME CAMPUS**
SPAN C180A	Elementary Spanish 1A	2.5				CLEP	X
SPAN C180B	Elementary Spanish 1B	2.5				CLEP	X
D. Social Sciences[i] - Choose one from the following:		**3 SH**				CLEP	
ANTH C100	Cultural Anthropology	3	AN002A				X
COMM C100	Intro to Mass Communications	3					X
ECON C180	Principles of Economics (MACRO)	3	EC008A			CLEP	X
ECON C185	Principles of Economics (MICRO)	3	EC009A			CLEP	X
HIST C125	Modern Iraqi History and Culture	3					X
HIST C160	World History to 1500	3	HI003A				X
HIST C165	World History from 1500	3	HI003A				X
HIST C170	US History to 1876	3	HI001A			CLEP	X
HIST C175	US History Since 1876	3	HI001A			CLEP	X
HIST C180	Western Civilization To 1550	3	HI002A			CLEP	X
HIST C185	Western Civilization Since 1550	3	HI002A			CLEP	X
PSCI C100	American Government	3	PO077A			CLEP	X
PSYC C100	Intro to Psychology	3	PS101A			CLEP	X
PSYC C115	Child Growth & Development	3				CLEP	X
PSYC C170	Psychology of Aging	3					X
SOC C100	Introduction to Sociology	3	SO001A			CLEP	X
SOC C110	Marriage and Family	3	SO007A				
SOC C120	Introduction to Gerontology	#					X
E. Self –Development (Satisfied by Basic Training)		**3 SH**			X		
Global/Multicultural Requirement [iii] (refer to Notes at end)							X
Major-Need 18 hours of credit May be satisfied by ACE credit recommendations for military training and experience in the area of Electrical Mechanical Technology. Specifically designed for the following Rates: AE, AO, AS, CE, CM, CTM, EM, EM (NUC) GM, GSE, GSM, and IC If needed, military credit may be augmented by selection of one or more courses listed below and/or by credits earned from an accredited institution of higher learning in a related field:		**18 SH**		X	X	CLEP DSST	
Free Electives-May be satisfied by Military credit, various CLEP and DSST exams, previous college credit, or any Coastline courses. Some choices include:		**24 SH**		X	X	X	
Total Credits Required to Complete the Degree		**60 SH**					

Navy Credit Awarded by: School of Choice							
	E-3	**E-4**	**E-5**	**E-6**	**E-7**	**E-8**	**E-9**
ACE RECOMMENDED CREDIT							
RECRUIT TRAINING	3	3	3	3	3	3	3
A SCHOOL & RATING - MAJOR		10	16	18	18	18	18
ELECTIVES	5	11	14	19	19	19	19
Total possible credits awarded	8	24	33	40	40	40	40
Note: Credit may vary depending on individual assessment. Credit evaluated from training, experience & course work may not be duplicated. Where course duplication occurs the higher credit will apply.							

Notes:

An "X" in a column indicates that the Institution may accept credit from the source shown for at least part of the requirement.

A maximum of 40 semester hours can be awarded for non-traditional coursework (i.e. CLEP / DSST, military experience, etc.).

[i] Communications C100 may not be used to satisfy more than one general education requirement.

[ii] Satisfied by completion of MATH C010, C030, C100, C115 or C160 with a grade of "C" or better or passing the math placement test into Math C030 or completion of one year of high school algebra with a grade of "C" or better or passing elementary algebra or higher level math course at any accredited college institution with a grade of "C" or better or at least 2sh of technical math or higher from military experience or pass the ASSET exam: Elementary Algebra scores of 41 or higher or Intermediate Algebra score of 31 or higher.

[iii] Satisfied by completion of one of the following courses: ARAB C180A, ARAB C180B, ART C100, ART C101, ANTH C100, ENGL C145, HUM C110, PHIL C100, HIST C160, HIST C165, HIST C180, HIST C185, SPAN C180A or SPAN C180B. These courses will also satisfy either the Arts & Humanities Requirement or the Social Sciences Requirement.

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