



Culinary Specialist (CS)



October 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Culinary Specialist 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 Culinary Specialist?

Culinary Specialist roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Culinary Specialist 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, Culinary Specialist School at CSS Fort Lee, VA, 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.

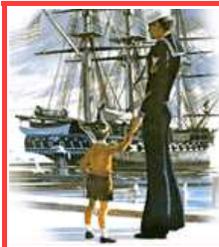
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.

CS CAREER PATH



Culinary Specialists operate and manage Navy messes and living quarters established to subsist and accommodate Navy personnel. They prepare menus, manage and account for subsistence inventories and prepare and maintain financial records. It is commonly accepted that the “mess decks” or dining areas aboard ships are the “Heart of the ship” and the role Culinary Specialists play in the morale of the ship is very important. CSs are needed on every ship and shore base in the Navy. Navy Culinary Specialists provide food service for Admirals and senior government executives. Career path should include diverse assignments ashore and afloat that enhances culinary skills and leadership abilities and promotes the future success of the rate by developing junior Sailors.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
25-30	CSCM	23.3 Yrs	CMC	36	Follow on Sea/Shore Tours.
22-25	CSCM CSCS	23.3 Yrs 19.2	CMC CMD SCPO – FFG/ LCS/MCM, 3MC Enlisted Aide-Bahrain	36	4 th Sea Tour Billet: Dept/Div/Services LCPO. Duty: DDG/LSD/LPD/ T-AH/NHCB/LCC/LHA/LHD/CVN.
19-22	CSCS CSC	19.2 Yrs 17.3	CWO CMD SCPO –TPU/ FLC/Air Squadron Equal Opportunity Advisor, White House Enlisted Aide-Naples	36	3 rd Shore Tour Billet: Force CS/Inspector/Detailer/ Instructor/BOQ/BEQ Manger/ FSO/ Leading CS/LCPO/Analyst. Duty:TYCOM/ATG/NPC/NFMT/ NAVSUP/CSS/CNIC. Qualification: Senior Enl Academy.
16-19	CSCS CSC	19.2 Yrs 17.3	LDO, CWO, OCS, MECP, 3MC CMD SCPO - FFG/ LCS/MCM, Afloat Flag Mess	36	3 rd Sea Tour Billet: Dept/DivLCPO/Food Prod/Hotel Services Chief. Duty: NMCB/PHIB-CB/FFG/CG/ LSD/LPD/LCC/CVN.
13-16	CSC CS1	17.3 Yrs 10	LDO, CWO, OCS, MECP,CMD SCPO, RDC, Brig Duty, Equal Opportunity Advisor, White House, Camp David, Enlisted Aide, Drug & Alcohol Counselor/SARP, Officer/Enlisted Recruiter, Air Crew, Flag Flight CS	36	2 nd Shore Tour Billet: Dept/DivLCPO/LPO/ BQ Manager/Instructor/Inspector/ Recruiter/Detailer/Placement/Analyst. Duty: Naval Station/Naval/CNIC Hospital/Staff/CSS/Staff/Weapons Station/NFMT/ATG/NAVSTA/ NAS/NPC/NAVMAC. Qualification: NAVLEAD.
8-13	CS1 CS2	10 Yrs 5		54	2 nd Sea Tour Billet: LCS/LPO/Watch Captain/ Supervisor/Records Keeper. Duty:Ship/Squadron/NMCB/ExpUnits. Qualification: NEC 3527/3529/3530.
5-8	CS1 CS2	10 Yrs 5	STA-21, OCS, MECP, NAVAL ACADEMY NROTC, LDO, USS CONSTITUTION,White House, Camp David, Brig Duty, Recruiter, Flag Mess, Enlisted Aide	36	1 st Shore Tour Billet: Galley/BQ Mgmt/Instructor Duty Station: Naval Station/Naval Hospital/Staff/CSS. Qualification: NAVLEAD.
1-5	CS2 CS3	5 Yrs 2.7		54	1 st Sea Tour Billet: Galley/Stateroom Stations. Duty:Ship/Squadron/NMCB/ExpUnits. Qualification: ESWS/EAWS/SCW/EXW.
1+/-	CS3 CSSN CSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**Culinary Specialist
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
Food Service Administration (3529)	Fleet concentration sites	A-800-0015	33 days	
Food Service Supervisor/Manager	Fleet concentration sites	B-322-2101	5 days	
Shipboard Pest Management	Fleet concentration sites	B-322-1075	5 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Alcohol and Drug Abuse Managers/Supervisors	Various Locations	S-501-0120	2 days	
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3529 - Food Service Administration	Fleet concentration sites	A-800-0015	33 days	
3530 - ADVANCED CULINARY SKILLS	Ft. Lee, Va	A-800-0035	15 days two courses needed for the NEC 3530	

JOB DESCRIPTION

Leading Culinary Specialists provide overall management of galley operations and financial accountability of shore and afloat food service operations. Ensure cleanliness is maintained in all food service spaces. Emphasize customer service in all aspects of the food service division

Food Service Administration

Culinary Specialists serving as Food Service Administrators possess personnel management techniques and skills to properly operate and manage the General Messes afloat/ashore and officer's dining facilities afloat. NEC of 3529 awarded.

RECOMMENDED BILLET ASSIGNMENTS

Stationed at Fleet, TYCOM, Numbered Fleet, Regional and local base commands. Work as a master Culinary Specialist (supervising E-6s and below) for ashore or afloat Navy messes and their detachments as Leading Chief Petty Officers. Serve as senior instructors at Food service training sites, training groups (ATG), and management teams (NFMT). Enlisted Aides serve as Leading Chief Petty Officers/mentors/household managers at large Flag messes and quarters afloat and ashore. Responsible for personal and professional development of junior Sailors. Serves as food service officers onboard various commands. Plans, organizes and provides food service information training to local CS personnel. Serves as junior CS assignments detailers. Advises food service and supply officers on matters affecting all enlisted personnel. Become a member of the Food Service Staff of Air Crews, Vice President's Quarters, and the Presidential Food Service Team.

Other Opportunities:

- Joint Assignments / ECM
- GWOT Support Assignments
- Recruiter / Detailer
- Instructor
- RDC
- DAPA / SARP
- CAAC
- Career Counselor

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E-8)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

60 Month: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

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

Early Separation: _____ Fleet Reserve Retirement Options: _____

Physical Fitness Test Failure: _____ Career Status Bonus (election message received): _____

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

Non-Select: _____

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

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

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
 1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
 2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d. Check <http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm> to verify that the selection board has received your correspondence (if sent).

NOTE: It is highly recommended that if corrections or updates are made, review your OMPF, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
See CS1 for earlier qualifications		

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

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Aviation Warfare Specialist		
Diving and Salvage Warfare Specialist		
Expeditionary Warfare Specialist		
Explosive Ordnance Disposal		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
Sea, Air, Land (SEAL)		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
CS PQS 311		
CS PQS 312		
CS PQS 313		
Department LCPO		
EA NRTC		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Chefs and Head Cooks
Combined Food Preparation and Serving Workers, Including Fast Food
Cooks, Institution and Cafeteria
Cooks, Restaurant
File Clerks
First-Line Supervisors of Food Preparation and Serving Workers
Food Preparation Workers
Food Service Managers
Receptionists and Information Clerks

Occupation (Federal Employer)
0630 - Dietitian and Nutritionist Series
1144 - Commissary Management Series
1382 - Food Technology Series
1603 - Equipment, Facilities, and Services Assistance Series
1667 - Food Services Series
1863 - Food Inspection Series
5310 - Kitchen/Bakery Equipment Repairing
7402 - Baking
7404 - Cooking
7407 - Meatcutting
7408 - Food Service Working
9968 - Chief Steward
9969 - Third Steward
9971 - Chief Cook
9972 - Steward Cook
9973 - Second Cook
9974 - Third Cook
9975 - Assistant Cook
9976 - Cook-Baker
9977 - Second Cook-Baker
9978 - Night Cook and Baker
9979 - Steward-Baker
9980 - Third Pantryman
9981 - Galleyman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E3	360training.com, Inc.	Learn2Serve® Food Protection Manager Certification Program	
E6	American Culinary Federation (ACF)	Certified Chef de Cuisine (CCC)	
E4	American Culinary Federation (ACF)	Certified Culinarian (CC)	
E7	American Culinary Federation (ACF)	Certified Culinary Administrator (CCA)	
E6	American Culinary Federation (ACF)	Certified Culinary Educator (CCE)	
E6	American Culinary Federation (ACF)	Certified Executive Chef (CEC)	
E6	American Culinary Federation (ACF)	Certified Executive Pastry Chef (CEPC)	
E5	American Culinary Federation (ACF)	Certified Pastry Culinarian (CPC)	
E5	American Culinary Federation (ACF)	Certified Sous Chef (CSC)	
E5	American Culinary Federation (ACF)	Certified Working Pastry Chef (CWPC)	
E5	American Culinary Federation (ACF)	Personal Certified Chef (PCC)	
E6	American Culinary Federation (ACF)	Personal Certified Executive Chef (PCEC)	
E6	American Hotel and Lodging Educational Institute (AHLA)	Certified Food and Beverage Executive (CFBE)	
E5	American Society for Quality (ASQ)	HACCP Auditor Certification (CHA)	
E5	Certifying Board for Dietary Managers (CBDM)	Certified Dietary Manager, Certified Food Protection Professional (CDM-CFPP)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Food Service Executives Association (IFSEA)	Certified Food Executive (CFE)	
E5	International Food Service Executives Association (IFSEA)	Certified Food Manager (CFM)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E5	National Environmental Health Association (NEHA)	Certified Professional - Food Safety (CP-FS)	
E3	National Registry of Food Safety Professionals (NRFSP)	Certified Food Safety HACCP Manager (CFSHM)	
E5	National Registry of Food Safety Professionals (NRFSP)	Food Safety Manager Certification (FSMC)	
E3	Professional Evaluation and Certification Board (PECB)	ISO 22000 Foundation - Food Safety Certification	
E4	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E4	Retail Bakers of America	Certified Baker (CB)	
E6	Retail Bakers of America	Certified Master Baker (CMB)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Baker (Bake Products)	
E1 - E9	Computer Operator	
E1 - E9	Cook (Any Industry)	
E1 - E9	Cook (Hotel & Restaurant)	
E5 - E9	Household Manager (Private Residential Mgmt)	
E1 - E9	Housekeeper (Commercial, Residential, Industrial)	
E5 - E9	Manager, Food Service (Hotel & Restaurant; Personal Service)	
E4 - E9	Manager, Retail Store (Retail Trade)	

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

STAY NAVY

REENLIST / EXTEND: Request Chit/Form: _____ Guaranteed Assignment in Detailing (GUARD 2000): _____
Career Management System/Interactive Detailing (CMS/ID): _____ Medical/Dental Screening: _____
Command Recommendation (evaluation): _____ Bonus: _____ Ceremony: _____

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

Height _____ Weight _____ If Required (Neck _____ Waist _____ Hips (Female) _____ BCA _____)
Last 2 PRT Cycles: Curl-ups _____ / _____ Push-ups _____ / _____ Run/Swim/Cardio _____ / _____ Overall Score _____ / _____
List date (if) any PRT/BCA failure(s) over the last 5 years _____ / _____ List if any Medical Waiver(s) _____ / _____

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

CPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

CPO REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Official Government Travel	Local	CNET9732	2 hours	

CPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

CPO RECOMMENDED RESERVE PME:

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

CPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

CPO RECOMMENDED COMMUNITY READING

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



ALL PAYGRADES VOLUNTARY EDUCATION



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

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

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

How do I get started?

You already have. All your training up to this point is part of your Culinary Specialist 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 CS

Recommended Associates' degrees for the Seaman
AAS - Business Administration (Management)
AAS - Food and Beverage Management
AAS - Hotel Management
AS - Interdisciplinary Studies (General Studies)
AA - Liberal Arts
AS - Liberal Arts
AS - Industrial Management Technology
AA - Business and Economics
AS - Business Studies
AA - Business Administration
AA - Information Systems
AAS - Applied Health Studies
AS - Business Administration
AA - Associate in Arts (Business/Business Information Systems)
AA - Associate in Arts (Liberal Arts)

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR CS

Recommended Bachelors/Masters degrees for the Seaman
BBA - Business Administration (General Business)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BS - Business Administration
BS - Technical Management (General Technical)
BS - Interdisciplinary Studies (Culinary Arts Management)
BA - Liberal Arts
BS - Liberal Arts
BA - Sociology
BGS - Bachelor of General Studies
BGS - Organizational Leadership
BS - Organizational Leadership
BA - Interdisciplinary Studies
BS - Diplomacy and Military Studies
BBA - Generalist
BS - Psychology
BS - Religion
BBA - Business Administration (Banking)
BBA - Business Administration (Finance)
BBA - Business Administration (Human Resource Management)
BBA - Business Administration (Management)
BBA - Business Administration (Marketing)
BBA - Business Administration (Retail Management)
BA - Liberal Studies
BS - Business Administration (General Management)
BS - Business Administration (Hospitality Management)
BA - Administrative Leadership
BS - Business - Accounting
BA - Human Resources
BA - Organizational Development
BAAS - Bachelor of Applied Arts and Sciences
BS - Human Services

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

INTERDISCIPLINARY STUDIES ASSOCIATE IN SCIENCE DEGREE

Interdisciplinary Studies at Empire State College

Associate in Science Degree (Total 64 Semester Hours Minimum)

[http://www.esc.edu/ESOnline/Across_ESC/cdl/navycoll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/\\$FILE/AS%20INT%20General%20Studies.pdf](http://www.esc.edu/ESOnline/Across_ESC/cdl/navycoll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/$FILE/AS%20INT%20General%20Studies.pdf)

General Education Core Requirements (21 Hours); Choose 7 of the following 10 areas

I. The Arts

II. Basic Communication

III. Social Science

IV. Mathematics

V. Humanities

VI. Natural Sciences

VII. American History

VIII. Western Civilization

IX. Other World Civilizations

X. Foreign Languages

Educational Planning (4 hours)

Liberal Studies (7 hours)

General Studies (32 hours); Credits may include

I. Nautical Science, Food Service Internship, Quantity Food Preparation, Food Preparation, Advanced Culinary Techniques, Food Service Sanitation, Dining Room Service and Menu Planning, Principles of Supervision, Sanitation and Safety, etc.

24 semester hours must be taken at Empire State College, 32 must be liberal studies, and up to 40 can be transferred from other sources. Total applied ACE credits range from 9 to 32 credits based on rank (E3 to E9).

- Remember, this is only an example, you must see a college counselor to work out a plan for you.

SAMPLE DEGREE PLAN

INTERDISCIPLINARY STUDIES BACHELOR OF SCIENCE DEGREE

Interdisciplinary Studies at Empire State College

Bachelor of Science Degree (Total 128 Semester Hours Minimum)

[http://www.esc.edu/ESOnline/Across_ESC/cdl/navycoll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/\\$FILE/BS%20INT%20Culinary%20Arts%20Management.pdf](http://www.esc.edu/ESOnline/Across_ESC/cdl/navycoll.nsf/8fa4c6c0069894608525671d0049f3a0/ac6cfede7cc6ffc1852569a8006ab40d/$FILE/BS%20INT%20Culinary%20Arts%20Management.pdf)

General Education Core Requirements (30 Hours);

I. The Arts

II. Basic Communication

III. Social Science

IV. Mathematics

V. Humanities

VI. Natural Sciences

VII. American History

VIII. Western Civilization

IX. Other World Civilizations

X. Foreign Languages

Educational Planning (4 hours)

AOS/Concentration (Major) (20 hours) credits may include

I. Food Service Internship, Quantity Food Preparation, Food Prep, Advanced Culinary Techniques, Food Service Sanitation, Dining Room Service and Menu Planning, etc.

Concentration (Major) (24 hours); Credits may include

I. Sanitation and Safety, Field Experience in Hospitality Management, Food and Beverage Cost Control, Principles of Management, etc.

Electives (29 hours)

Electives-Advanced Level (21) hours

24 semester hours must be taken at Empire State College, 32 must be liberal studies, and up to 40 can be transferred from other sources. Total applied ACE credits range from 9 to 45 credits based on rank (E3 to E9).

- Remember, this is only an example, you must see a college counselor to work out a plan for you.

SAMPLE DEGREE PLAN

MASTER OF SCIENCE DEGREE IN MANAGEMENT

Management at Thomas Edison State College
 Master of Science (Minimum of 36 Semester hours)
<http://www.tesc.edu/2236.php>

- Core (18 Semester Hours)

ORG-502 Leadership Management in the 21st Century	(3)	
HRM-530 Human Resources Management	(3)	
ORR-510 Organizational Research	(3)	
EIO-520 Economic Issues in Organizations	(3)	
FAM-540 Finance for Accounting and Managers	(3)	
Select one of the following:	(3)	
<ul style="list-style-type: none"> ▪ MKM-560 Marketing Management (3) ▪ PJM-510 Project Management (3) 		

- Required Courses (6 Semester Hours)

Core Advanced Level Courses		6
MSM-620 Leadership, Vision and Strategic Planning	(3)	
MSM-630 Final Capstone Project	(3)	

- Electives (12 Semester Hours)

Electives		12
<p>Electives may be taken at any time and include any Thomas Edison State College online graduate courses. Students may also develop graduate Prior Learning Assessment (PLA) portfolios or work with a graduate mentor to design an independent study course. Students may also transfer graduate credits from other regionally accredited institutions or apply credits recommended for college credit by the American Council on Education (ACE).</p>		

- Remember, this is only an example, you must see a college counselor to work out a plan for you.

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