



COMMAND SENIOR ENLISTED LEADER (CSEL) LaDR

FLEET MASTER CHIEF PETTY OFFICER (FLTCM)
FORCE MASTER CHIEF PETTY OFFICER (FORCM)
COMMAND MASTER CHIEF PETTY OFFICER (CMDCM)
CHIEF OF THE BOAT (COB)
COMMAND SENIOR CHIEF PETTY OFFICER (CMDCS)





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.

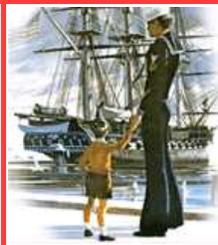
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.

Career Roadmap

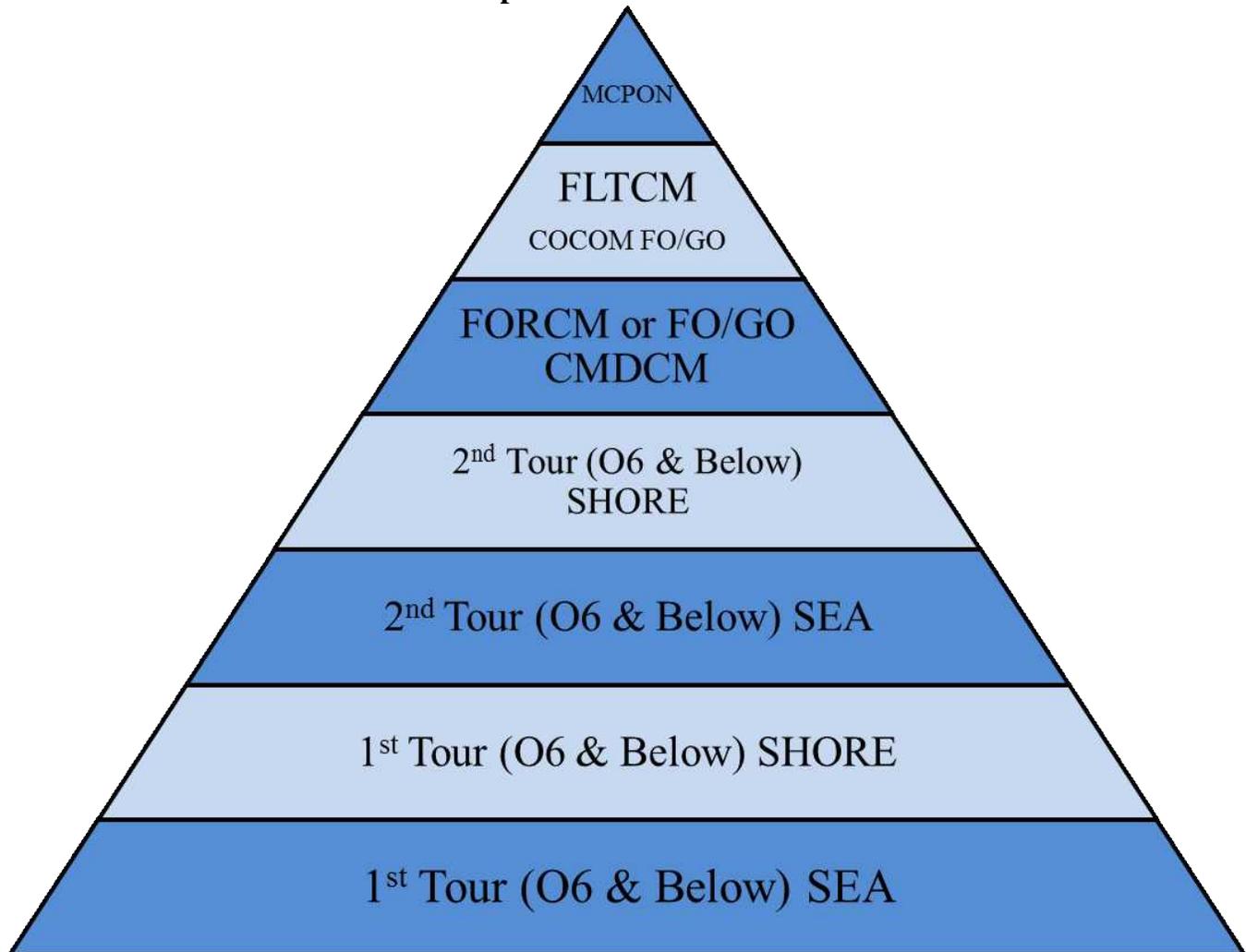
Command Senior Enlisted Leader to Master Chief Petty Officer of the Navy Roadmap

This LaDR will assist Senior Leaders as they pursue personal and professional development and advanced education using various military and civilian resources e.g. Navy COOL, USMAP, Senior Enlisted Academy, Navy War College non-resident programs; Naval War College Fleet Seminar Program, Smart Transcript; NKO (E-Learning); Navy College Programs; 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 CSEA/CMDCS/COB/CMDCM/FORCM/COCOM SEL/FLTCM?

This LaDR has been developed to assist those selected few Sailors that intend to lead our Navy's best and brightest in a rewarding career. This document provides the user the basic building blocks needed to understand how to progress through these most demanding assignments with a successful outcome. Selection to this program is only the beginning not the end of a journey. This new endeavor will provide new and potentially more challenging/demanding assignments as you develop the Navy's future leaders.

Sample CSEL Career LaDR



High Year Tenure Chart:

HYT	Years	Remarks
E8	26	
E9	30	
CMDCM	32	CMDCM/FORCM (9580) selected for a 1 or 2 star flag/general officer assignment to complete a 3 year tour of duty.
CMDCM	35	CMDCM/FORCM/FLTCM (9580) selected for a 3 or 4 star flag/general officer assignment to complete a 3 year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM (9580) selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4 year tour of duty.

Ref: MILPERSMAN 1160-120 HIGH YEAR TENURE (HYT)

Note: Command Master Chiefs (CMDCMs) may exceed 30 years service as indicated in the table above.

Billet Assignments:

FLTCMs, COCOM SELs, FORCMs, CMDCMs, COBs, CMDCSs, and CSEAs provide leadership and mentorship to the Navy and advise commanders and commanding officers (CO) in partnership with the deputy, chief of staff, or executive officer (XO). These duties include the dissemination and promotion of command policy and matters that support mission accomplishment. They also uphold and enforce the highest standards of professionalism and integrity, while enhancing active communication at all levels of command throughout the Department of the Navy.

CSEL, report directly to their respective commander or CO. They advise their respective commander or CO and provide input in the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, utilization, family support, and training of enlisted Sailors, as well as providing inputs and advice in matters affecting mission and operations as required.

FLTCMs, COCOM SELs, FORCMs, and all CMDCMs assigned to FOs & GOs also serve as members of the MCPON Leadership Mess. They support the MCPON in the formulation, implementation, and execution of policies concerning morale, welfare, job satisfaction, discipline, utilization, family support, and training of all Sailors across the Navy.

Command Senior Chief (CMDCS)

Assignments to 0-5 and below commanding officer CMDCS billets do not require approval of the prospective commander or CO, and will normally be made by the CMDCM/CMDCS detailer. However, it is expected that the type commander (TYCOM) FORCM and CMDCM/CMDCS detailer will work closely with the gaining command to identify a suitable relief for the incumbent. Initial CMDCS assignment will normally be to Sea/Shore Codes (SSC) 2 or 4, regardless of current duty assignment.

Chief of the Boat (COB)

The Chief of the Boat is the principal enlisted advisor to the Commanding Officer in order to keep the command aware of existing or potential situations, procedures, and practices which affect the welfare, morale, job satisfaction and utilization of its enlisted members. As such, the Chief of the Boat reports directly to the Commanding Officer, orally and/or by written report. The Chief of the Boat is the Command Master/Senior Chief. In addition, the COB is the Administrative Assistant to the Executive Officer, supervising certain activities affecting the crew as a whole. The Chief of the Boat is the Executive Petty Officer in all matters affecting enlisted personnel. He is charged with intra-departmental coordination on the leading petty officer level. As such, he reports directly to the Commanding Officer and is the senior petty officer on board. His unique position requires that he work closely with the Executive Officer and all officers.

The Chief of the Boat detailer is primarily responsible for the coordination and assignment of COB positions. Potential Assignments are as follows:

Command Master Chief (CMDCM) assigned to 05/06 officers

Assignments to 0-6 and below commanding officer CMDCM billets do not require approval of the prospective commander or CO, and will normally be made by the CMDCM/CMDCS detailer. However, it is expected that the type commander (TYCOM) FORCM and CMDCM/CMDCS detailer will work closely with the gaining command to identify a suitable relief for the incumbent. Initial CMDCM assignment will normally be to Sea/Shore Codes (SSC) 2 or 4, regardless of current duty assignment.

Amplified Billet Assignment Notes:

Master Chief Petty Officer of the Navy (MCPON)

Tier I: Fleet Master Chief (FLTCM) (Note 2, 3, 5)

Review the FLTCM Job Description/Recommended Billets LaDR section for the four available FLEET billets.

The CMDCM/CMDCS Detailer will provide a listing of upcoming openings.

See: Process for selection to a FLEET, FORCE, and CMDCM Flag Officer/General Officer assignments

Tier II: Force (FORCM)/Command Master Chief (CMDCM) assigned to 3 Star Flag or General Officer (Note 2, 3, 5, 6)

Review the FORCM Job Description/Recommended Billets LaDR section for the Sixteen available FORCE billets.

The CMDCM/CMDCS Detailer will provide a listing of upcoming openings.

See: Process for selection to a FLEET, FORCE, and CMDCM Flag Officer/General Officer assignments

Tier III: Command Master Chief (CMDCM) assigned to 1/2 Star Flag or General Officer (Note 2, 3)

The CMDCM/CMDCS Detailer will provide a listing of upcoming openings.

See: Process for selection to a FLEET, FORCE, and CMDCM Flag Officer/General Officer assignments

<p>NEC9580</p> <p>2nd & 3rd Tour</p> <p>1st Tour</p>	<p>Command Master Chief (CMDCM) (assigned to 06 and below Officers) (Note 1, 2)</p> <p>The CMDCM Detailer will provide a listing of upcoming openings.</p> <p>(Sea) CVN, LHD, LHA, CVW</p> <p>(Shore) RTC, Naval Installations, Air Wing, NCTAMS, NRD, BRIG</p> <p>(Sea) FFG, DDG, LSD, LPD, CG, Air Squadron</p> <p>(Shore) Staff CMDCM, NIOC, ATG, NAVHOSP, Learning Centers, HSM, TSC</p>	<p>NEC9579</p> <p>3rd Tour</p> <p>2nd Tour</p> <p>NEC9580</p> <p>NEC9579</p>	<p>Chief of the Boat (COB) (Senior/Master Chief) (assigned to 06 and below Officers) (Note 4)</p> <p>(Shore) Group</p> <p>(Sea) SSGN</p> <p>(Shore) Squadron, Sub Support Unit, NSTCP, TTF, TRF</p> <p>(Shore) Sub School, TRE Team</p>
<p>NEC9578</p>	<p>Command Senior Chief (CMDCS) (assigned to 05 and below Officers) (Note 1)</p> <p>(Sea) FFG, LCS, Mine Sweeper</p> <p>(Shore) TPU, FISC, Air Squadron</p> <p>* CMDCS's retain source rating. In the event of selection to MCPO, must submit 1306/7 for conversion to CMDCM.</p>	<p>1st Tour</p>	<p>(Sea) SSN, SSBN</p>

Note:

1. Not have greater than 26 years for CMDCM (optimum less than 24 years) or 22 years for CMDCS
2. CMDCM/CMDCS detailer database will track every CSEL, to document experience, performance, desires and special circumstances
3. Candidates to fill FO/GO assignments are selected from this database based on eligibility requirements called out by the FO/GO incumbent CSEL, as well as the FLTCM, FORCM, ISIC CMDCM
4. COB must submit an application to be selected to the CMDCM program
5. Combatant Command COCOM (AFRICOM, CENTCOM, EUCOM, NORTHCOM, PACOM, SOUTHCOM) assignments
6. Number Fleet (3, 4, 5, 6, 7, and 10) assignments

SELECTION PROCESS FOR FLAG & GENERAL OFFICER ASSIGNMENTS:

1. Twelve months prior to the required fill date the incumbent CSEL in coordination with the respective FLTCM, FORCM, ISIC, and CSEL will contact the FO or GO to discuss experience desired in identifying potential relief.
2. Twelve to six months prior to the required fill date, the incumbent CSEL will work with the CMDCM/CMDCS Detailer to transmit a *Slate Announcement* via Naval message or e-mail communication outlining the billet opening, package requirements and description.
3. Interested and eligible candidates will submit packages IAW slate announcement & OPNAVINST 1306.2 series.
4. At closing date of acceptance of applicants, incumbent CSEL will
 - a. Build a slate sheet utilizing OPNAV 1306/2 Nominative Billet Slate Sheet.
 - b. Incumbent CSEL will provide OPNAV 1306/2 with remarks and electronic packages to respective FORCM or FLTCM (depending on individual billet) via e-mail.
 - c. The slate will be forwarded to the Naval Inspector General (IG) CSEL for a check of adverse information in the Navy IG Hotline database.
 - d. After vetting by the IG CSEL, the FLTCM or FORCM will forward proposed OPNAV 1306/2 and candidate packages to MCPON executive assistant (EA).
5. MCPON EA will serve as the centralized point of contact for final compilation and dissemination of all slates to FLTCMs.
6. FLTCMs will provide remarks and numerical ranking of candidates back to MCPON EA for determination of top two candidates. The knowledge, skills, abilities, and experience desired by the prospective FO or GO will be used to evaluate the eligible candidates for selection.
7. MCPON and Navy Total Force Fleet Master Chief will present the OPNAV 1306/2 with the two recommended candidates and justification for selection to the CHNAVPERS.
8. CHNAVPERS will forward the top two candidate's packages to the specific FO or GO for review, interview and consideration.
9. If candidates presented to the FO or GO do not meet the selection criteria as determined by the selecting FO or GO, CHNAVPERS may direct that MCPON and FLTCMs reconvene the panel to identify additional candidates and or the FO or GO may recommend other candidates for consideration.
10. MCPON EA will provide incumbent CSEL with information regarding which candidates are being forwarded for consideration and which candidates have been released from consideration.
11. Incumbent CSEL will notify candidates in both categories and provide constructive feedback so that they may plan their next career decisions accordingly. Incumbent CSEL will not engage or speculate with candidates about specific reasons why they were or were not selected. Incumbent will also work with FO or GO to determine appropriate notification plan for final selection.
12. Upon selection a naval message or e-mail will be sent announcing the selection results and orders will be issued.

GENERAL FLAG & GENERAL OFFICER SELECTION NOTES:

1. MCPON, FLTCMs and other 4-star FO billets will normally not be slated and selected until 6 to 3 months prior to relief of incumbent.
2. Qualified and eligible CSELs may be nominated by respective FLTCM or FORCM for nominative billets that provide professional growth and upward mobility. CSELs who are formally requested to submit for nominative billet consideration by a FLTCM or FORCM must respond in writing, either accepting or declining the consideration.

CSELs declining consideration will denote, in detail, specific circumstances they feel will inhibit their ability to perform the responsibilities of the nominative billet.

3. CSELs must factor adequate time for retirement planning and transition, as well as compliance with high year tenure (HYT) gates, into their decisions on whether to compete for nominative billets. Ensure proper consideration is afforded for Transition Assistance Program attendance and the turnover process.

4. CSELs with approved retirement dates may not apply for nominative billets.

Fleet Command Master Chief (FLTCM) & Force Command Master Chief (FORCM)

FLTCMs & FORCMs will report directly to the commander. They will also work closely with the deputy, chief of staff, or XO, in the dissemination and promotion of command policy. These leaders will foster and build upon the notion that a strong effective triad will be the key to a successful leadership team. They will function as an integral element of the chain of command and are responsible for providing leadership to the enlisted force and advice the Navy leadership to create combat-ready naval forces. FLTCMs & FORCMs are first and foremost, leaders committed to developing Sailors and enforcing standards. They must remain responsive, aligned, and well - connected to both leadership and Sailors, and conduct themselves in a consistently professional, ethical, and traditional manner. With the exception of a CSEL assigned to a COCOM (who will carry the title of FLTCM), the titles FLTCM and FORCM apply to U.S. Navy commands only.

The following is a list of all approved FLTCM and FORCM billets:

- (1) FLTCM - United States Fleet Forces Command.
- (2) FLTCM - United States Pacific Fleet.
- (3) FLTCM - United States Naval Forces, Europe/Africa.
- (4) FLTCM - Manpower, Personnel, Training and Education.
- (5) FLTCM - United Combatant Command (When USN selected).
- (6) FORCM - Bureau of Medicine and Surgery.
- (7) FORCM - Naval Air Forces, U.S. Atlantic Fleet.
- (8) FORCM - Naval Air Forces.
- (9) FORCM - Naval Education and Training Command.
- (10) FORCM - Naval Special Warfare.
- (11) FORCM - Naval Surface Forces, U.S. Atlantic Fleet.
- (12) FORCM - Naval Surface Forces.
- (13) FORCM - Navy Information Dominance Force.
- (14) FORCM - Navy Expeditionary Combat Command.
- (15) FORCM - Navy Installations Command.
- (16) FORCM - Navy Personnel Command.
- (17) FORCM - Navy Recruiting Command.
- (18) FORCM - Navy Reserve Forces.
- (19) FORCM - Submarine Force, U.S. Pacific Fleet.
- (20) FORCM - Submarine Forces.
- (21) FORCM - Naval Facilities Engineering Command.

SELECTION BOARD CHECKLIST FOR COB SCPO AND CMDCS PROMOTION TO MCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. Check the following items to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool for board preparation and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** 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.

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

- a. 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: COB Senior Chiefs should refer to their in-rate LaDR for additional advancement guidance to Master Chief.

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Chief Executives
General and Operations Managers
Human Resources Managers
Training and Development Managers

Occupation (Federal Employer)
0203 - Human Resources Assistance Series
0340 - Program Management Series
0341 - Administrative Officer Series
0343 - Management and Program Analysis Series
0360 - Equal Opportunity Compliance Series
0361 - Equal Opportunity Assistance Series
0545 - Military Pay Series
0560 - Budget Analysis Series
1712 - Training Instruction Series

Navy COOL: The following certifications and licenses are applicable to the CMDCM-Command Master Chief rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E8	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E8	American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
E8	American Society for Quality (ASQ)	Certified Quality Improvement Associate (CQIA)	
E8	American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
E8	American Society for Quality (ASQ)	Six Sigma Green Belt (CSSGB)	
E8	American Society for Quality (ASQ)	Six Sigma Yellow Belt (CSSYB)	
E8	Computing Technology Industry Association (CompTIA)	CompTIA Project+	
E8	Human Resource Certification Institute (HRCI)	Associate Professional in Human Resources (aPHR)	
E8	Human Resource Certification Institute (HRCI)	Professional in Human Resources (PHR)	
E8	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Counselor (Professional & Kindred)	
E5 - E9	Office Manager/Administrative Services	

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

STAY NAVY

TRANSFER:

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Contact CMDCM Detailer _____	Select Orders _____	Verify Orders _____	Receipt of Orders _____	Obligate _____
Screening _____			Reverse Sponsor _____	Special Screening _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	
Exceptional Family Member _____				

RETIREMENT:

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

PROFESSIONAL MILITARY EDUCATION/SKILL TRAINING

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
CMDCM/COB/CMDCS Charge Book ¹				
Senior Enlisted Academy (SEA) ²	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	
Command Master Chief & Chief of the Boat (9580) ³	Newport, RI	A-570-4500	10 days	

1 - OPNAV 1306/1 Form, available on the Command Leadership School page (See OPNAVINST 1306.2G CSEL Program)

2 - Primary Professional Military Education (PPME) is a pre-requisite for attending the Senior Enlisted Academy (SEA)

3 - Completion of another service's senior enlisted academies fulfills this requirement / Must complete SEA prior to attending the Command Master Chief & Chief of the Boat Course

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
9578 - Command Senior Chief (CMDCS) ²	Newport, RI	A-570-4500	12 days	
9579 - Chief of the Boat (COB) ³	Newport, RI	A-570-4500	2 weeks	
9580 - Command Master Chief (CMDCM) ¹	Newport, RI	A-570-4500	2 weeks	

1 - Awarded after selection message and completion of Command Master Chief & Chief of the Boat course

2 - Upon selection to MCPO and approval to convert to CMDCM, NEC 9578 will be removed and updated with NEC 9580

3 - MILPERSMAN 1306-410 details selection process and criteria

REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Leaders	Various Locations	S-501-0130	8 hours	
Various yearly requirements (See source rating LaDR)				

RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Primary Professional Military Education (PPME)	NKO	Military DON/ PME	70 hours	
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Navy Senior Leadership Seminar (NSLS) ¹	Various		10 days	
National Defense University (Keystone) ²	Washington DC		15 days	
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hours	
Naval War College Fleet Seminar Program	NAVADMIN lists available locations		24 hours	
Champion Lean/Six Sigma	Various		40 hours	

1 - Normally recommended for Flag level CSEs (Contact NETC FORCM for quota)

2 - Required for MCPON Leadership Mess Tier 1 & II and recommended for 2nd or 3rd tour CSEs assigned to joint commands. (Contact NETC FORCM for quota)

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.

RECOMMENDED RESERVE PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

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).

How do I get started?

You already have. All your training up to this point is part of your COB or CMDCM 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 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 CMDCM

Recommended Associates' degrees for the Seaman
Counseling
Applied Psychology
Business Administration
General Management
Leadership

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR CMDCM

Recommended Bachelors/Masters degrees for the Seaman
Counseling
Education
Human Resource Management
Psychology
Process Management
Leadership

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>

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