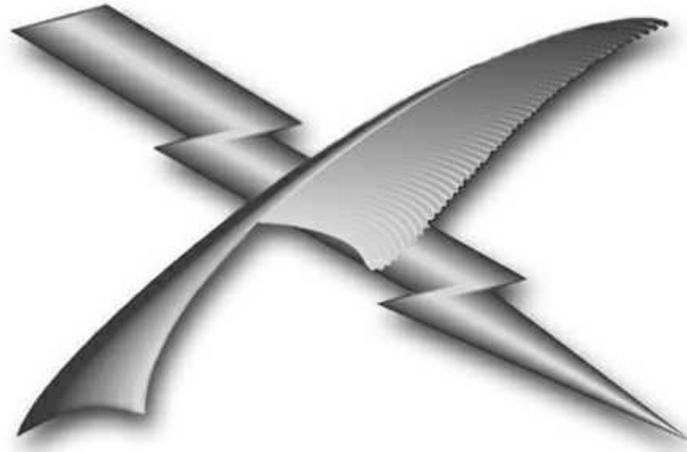




# Cryptologic Technician - Networks (CTN)



October 2016

# **Career Roadmap**

## **Seaman Recruit to Master Chief Roadmap**

The educational roadmap below will assist Sailors in the Cryptologic Technician - Networks 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 Cryptologic Technician - Networks?**

Cryptologic Technician - Networks 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 Cryptologic Technician - Networks 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, CTN "A" School at the Center for Information Dominance, located in Pensacola, Florida, 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.

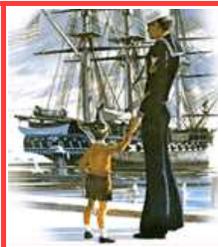
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



**CTN CAREER PATH  
(IDW/SW/AW/EXW)**



CTNs are Cryptologic Technician Network. The CTN rate consists of three technical disciplines which support Computer Network Operations: Computer Network Defense (CND), Computer Network Exploitation (CNE), and Computer Network Attack (CNA). Each discipline is equal in importance. Currently, 80% of CTN billets are Shore and 20% are Outus/Sea Billets. Sea Billets are primarily through Direct Support Missions or Fleet Staff IO Planners.

<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	CTNCM	20.6 Yrs	CMC	Not Defined	8 <sup>th</sup> CONUS/OCONUS Billets: CNO Planner, TECHAD, CMC, SEA, SEL. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DEVGRU, Naval Special Warfare SEL, Fleet Staff.
23-26	CTNCM CTNCS CTNC	20.6 Yrs 16.3 12.8	CMC, CSC	Not Defined	7 <sup>th</sup> CONUS/OCONUS Billets: DIRSUP LCPO, CMC/CSC SEA, SEL, DEPT LCPO, CNO Planner, TECHAD, Detailer, JCAC Manager, CTN A School LCPO, Rate Training Lead. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DEVGRU, Naval Special Warfare. Qualification: SEA.
20-23	CTNCM CTNCS CTNC	20.6 Yrs 16.3 12.8	CWO, CMC, CSC	Not Defined	6 <sup>th</sup> CONUS/OCONUS Billets: Fleet Staff, CNO or IO Planner, DEPT LCPO, CMC, SEA, SEL, TECHAD, JCAC Manager, Rating Detailer, Rate Training Lead, Exam Writer, CTN "A" School LCPO. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DEVGRU, Naval Special Warfare. Qualification: SEA.
16-20	CTNCS CTNC CTN1	16.3 Yrs 12.8 7.6	CWO, CSC	Not Defined	5 <sup>th</sup> CONUS/OCONUS Billets: Fleet Staff, LCPO, CNO, IO Planner, SEL or LCPO, LPO, JCU and JCIE, TECHAD, JCAC Manager, Rating Detailer, Rate Training Lead, Exam Writer, CTN A School LCPO/LPO. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DIRSUP, DEVGRU, Naval Special Warfare. Qualification: SEA.
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



**CTN CAREER PATH  
(IDW/SW/AW/EXW)**



<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
12-16	CTNC CTN1	12.8 Yrs 7.6	LDO, CWO, OCS, MECP	Not Defined	4 <sup>th</sup> CONUS/OCONUS Billets: Dept LCPO/LPO JCU and JCIE, Staff, Instructor, Joint Staff, Navy Staff. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DIRSUP, DEVGRU, Naval Special Warfare. Qualification: STRATCOM Joint Network Attack Course (No NEC), Interactive Operator Training (NEC 9308).
8-12	CTNC CTN1 CTN2	12.8 Yrs 7.6 3.1		Not Defined	3 <sup>rd</sup> CONUS/OCONUS Billets: LCPO, LPO, JCU and JCIE, NEIC, Team Lead Network Operations, Interactive Operator, Instructor. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DIRSUP, DEVGRU, Naval Special Warfare. Qualification: Instructor Training, Interactive Operator Training (NEC 9308), STRATCOM Joint Network Attack Course (NO NEC).
4-8	CTN1 CTN2 CTN3	7.6 Yrs 3.1 1.5	STA-21, OCS, MECP	Not Defined	2 <sup>nd</sup> CONUS/OCONUS Billets: Testing and Evaluation Engineer, CND, DNE, Interactive Operator, Interactive Operations, Forensic Analyst, LPO, Instructor, Staff. Duty: Navy Cyber Unit, NIOC, NCDOC, NCWDG, DIRSUP, DEVGRU, Naval Special Warfare, JCIE, NEIC. Qualification: Instructor Training or Interactive Operator Training (NEC 9308).
1-4	CTN2 CTN3	3.1 Yrs 1.5	Naval Academy, NROTC	Not Defined	1 <sup>st</sup> CONUS Billet: Watch Section Team Member, Interactive Operations, CND, DNE, or Forensic Analyst. Duty: NIOC, NCDOC, NCWDG. Qualification: Interactive Operator Training (NEC 9308).
1+/-	CTN3 CTNSN CTNSA Accession Training	9 Months			Recruit Training/Student CTN "A" School (Joint Cyber Analysis Course - JCAC).
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



## CTN CAREER PATH (IDW/SW/AW/EXW)



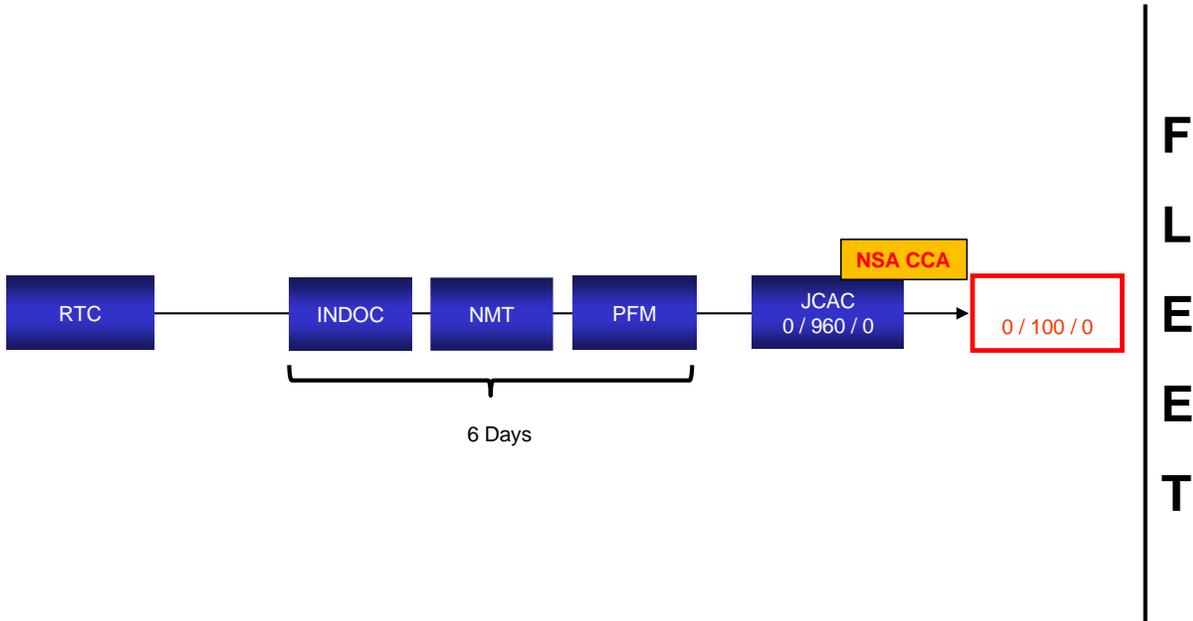
### Notes:

1. Cryptologic Technician Networks perform a variety of duties associated with Computer Network Operations (CNO). The Navy's CNO forces work at the cutting edge of exploitation, attack, and defense of global information networks. A combination of technical and analytical computer network skills provide essential capabilities to successful Information Operations (IO) in support of National and Maritime operations.
2. The CTN Rating was established February 2004 and the first CTN selectees were rated October 1<sup>st</sup> 2004. To meet projected billet growth the CTN Rating continues to bring in approximately 35 conversions a year. Currently, all conversions require CTN "A" School (JCAC); however many "home grown/self taught" have been direct converted without CTN "A" School or attended our old CTN "A" school and Basic Digital Network Analysis pipeline (FY04-FY09).
3. Sea Shore Flow for CTNs is 1 CONUS/1 OCONUS for E5 and below, 2 CONUS/1 OCONUS for E6-E7 and 3 CONUS/1 OCONUS for E8-E9. Typically, CTNs will transfer between Navy Cyber Units (NCU), Navy Information Operation Command (NIOC), Navy Cyber Warfare Development Group (NCWDG), Naval Computer Defense Operations Center (NCDOC), SPECWAR and DIRSUP Commands. CONUS/OUTUS can be difficult to maintain due to heavy shore billet base, timing and operational priority of billets established.
4. CTNs are a core rating for the Information Dominance Corps and has the opportunity to qualify IDW. Also, CTNs on an operational shore tour or with SPECWAR, DEVGRU, Joint Communications Unit (JCU) and Joint Communications Integration Element (JCIE), Navy Expeditionary Intelligence Command (NEIC) may accrue extensive deployment days supporting GWOT missions and may have the opportunity to qualify EXWS.
5. CTN NECs have historically reflected progressive skill sets earned as one grows from an Apprentice, Journeyman, and to a Master level. NECs are: Interactive Operator (9308) and Joint Cyber Analysis Course "A" school (9325). CTN "A" school JCAC began Oct 2009. CTNs rated prior to attending initial JCAC course are 0000 and will not attend JCAC.
6. Interactive Operator (NEC 9308). Due to the length of training, CTNs with NEC 9308 are required to be assigned to two consecutive 9308 tours in the program (6 years). These tours are priority Operational shore tours. CTNs selected to complete these rigorous training pipelines are considered highly trained Network Analysts. This is a performance-based mission area and may not support traditional leadership opportunities.
7. Deference should be given to Sailors achieving and excelling within their Apprentice, Journeyman, Master level expectation; mentoring and developing Sailors, expanding mission areas, Staff assignments and/or directly performing in or supporting Direct Support "Blue Team", assignments with SPECWAR, DEVGRU, NEIC, JCU and JCIE.
8. Navy Cyber Unit teams are an extremely high priority, new mission set, that offers the most challenging and rewarding tours within the dynamic cyber warfare domain and represent the future of offensive and defensive cyber operations within the Department of Defense.



# Cryptologic Technician Networking (CTN)

A School



Course  
HOURS: IMI / ILT / Lab

UNCLASSIFIED

% IMI / ILT / Lab

FINAL - v10 - 30 Jan 15



## Cryptologic Technician - Networks 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
Joint Cyber Analysis Course (JCAC) (Pending NEC)	Pensacola, FL	A-531-1900	24 weeks	
JCAC Delta Training	TBD	TBD		

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Joint Network Attack Course (JNAC)	Pensacola, FL	A-531-0031	4 weeks	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
Training Methods for Cryptologic Instructors	NCS	EDUC-2501		
Developing Structured OJT	NCS	EDUC-2225		
Delivering Structured OJT	NCS	EDUC-2525		
Master Training Specialist				

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Pending NEC - Joint Cyber Analysis Course (JCAC)	Pensacola, FL	A-531-1900	24 weeks	
9308 - Interactive Online Network Operator	Ft Meade, MD	Sections 0-3		
9309 - Interactive Online Network Trainer	Ft Meade, MD	Sections 0-3		
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9578 - Command Senior Chief (CMDCS)	Newport, RI	A-570-4500	12 days	

#### JOB DESCRIPTION

**Cryptologic Technicians (Networks) (CTN)** provide advanced technical analysis and solutions to produce Cyber Capabilities and Non-Kinetic effects in support of operational commanders and national intelligence requirements. Duties include, but are not limited to, Computer Network Defense Analysis, Digital Forensics Analysis, Digital Network Exploitation Analysis, Interactive Operations, Expeditionary Operations, Research and Development, and Cyber Planning.

#### RECOMMENDED BILLET ASSIGNMENTS

- NIOC Hawaii, Kunia, HI
- NIOC San Diego, CA
- NIOC Suitland, MD
- NIOC Norfolk, VA
- NIOC Maryland, FT Meade, MD
- NIOC Georgia, Augusta, GA
- NIOC Pensacola, FL
- NIOC Texas, San Antonio, TX
- Fleet Information Operations Command (FIOC) HI
- FIOC Georgia, Augusta, GA
- FIOC Texas, San Antonio, TX
- FIOC Maryland, FT Meade, MD
- Navy Cyber Defense Operations Command (NCDOC), Norfolk, VA
- Naval Special Warfare Development Group (NSWDG), Virginia Beach, VA

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

---

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

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ CPO 365: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

CMS/ID 13 months to PRD: \_\_\_\_\_ Transfer: \_\_\_\_\_

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

Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

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

Non-Select: \_\_\_\_\_

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

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

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

Officer Candidate School \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_ Chief Warrant Officer \_\_\_\_\_

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

## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

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

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

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

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

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

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

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

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

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

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

## QUALIFICATIONS AND CERTIFICATIONS

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

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

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Aviation Warfare Specialist		
Diving and Salvage Warfare Specialist		
Expeditionary Warfare Specialist		
Explosive Ordnance Disposal		
Fleet Marine Forces		
Enlisted 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)
Master Training Specialist		

## CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer and Information Systems Managers
Information Security Analysts
Network and Computer Systems Administrators

Occupation (Federal Employer)
0332 - Computer Operation Series
0335 - Computer Clerk and Assistant Series
1540 - Cryptography Series
1541 - Cryptanalysis Series
1550 - Computer Science Series
2210 - Information Technology Management Series

**Navy COOL:** The following certifications and licenses are applicable to the CTN-Cryptologic Technician Networks rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA) Routing and Switching	
E5	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA) Security	
E5	Cisco Systems, Inc.	Cisco Cybersecurity Specialist	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Advanced Security Practitioner (CASP) ce	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Network+ ce	
E4	Computing Technology Industry Association (CompTIA)	CompTIA Security+ ce	
E4	CyberSecurity Institute	CyberSecurity Forensic Analyst (CSFA)	
E5	Global Information Assurance Certification (GIAC)	GIAC Assessing and Auditing Wireless Networks (GAWN)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Forensics Analyst (GCFA)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Incident Handler (GCIH)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Intrusion Analyst (GCI)	
E6	Global Information Assurance Certification (GIAC)	GIAC Certified Penetration Tester (GPEN)	
E6	Global Information Assurance Certification (GIAC)	GIAC Continuous Monitoring Certification (GMON)	
E6	Global Information Assurance Certification (GIAC)	GIAC Critical Controls Certification (GCCC)	
E6	Global Information Assurance Certification (GIAC)	GIAC Global Industrial Cyber Security Professional (GICSP)	
E5	Global Information Assurance Certification (GIAC)	GIAC Network Forensic Analyst (GNFA)	
	Global Information Assurance Certification (GIAC)	GIAC Python Coder (GPYC)	
E4	Global Information Assurance Certification (GIAC)	GIAC Security Essentials Certification (GSEC)	
E6	Global Information Assurance Certification (GIAC)	GIAC Security Leadership Certification (GSLC)	
E6	Global Information Assurance Certification (GIAC)	GIAC Systems and Network Auditor (GSNA)	
E6	Information Systems Audit and Control Association (ISACA)	Certified Information Security Manager (CISM)	
E5	International Council of Electronic Commerce Consultants (EC-Council)	Certified Ethical Hacker (CEH)	
E5	International Council of Electronic Commerce Consultants (EC-Council)	Certified Security Analyst (CSA)	
E5	International Council of Electronic Commerce Consultants (EC-Council)	Licensed Penetration Tester (LPT)	
E5	International Information Systems Security Certification Consortium, Inc. ((ISC)2)	Associate of ISC2	
E7	International Information Systems Security Certification Consortium, Inc. ((ISC)2)	Certified Information Systems Security Professional (CISSP)	
E7	International Information Systems Security Certification Consortium, Inc. ((ISC)2)	Systems Security Certified Practitioner (SSCP)	

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):**

<b>Rank</b>	<b>Apprenticeship</b>	<b>Date Completed</b>
E1 - E9	<a href="#">Computer Operator</a>	
E1 - E9	<a href="#">Computer Programmer (Professional &amp; Kindred)</a>	
E1 - E9	<a href="#">Internetworking Technician</a>	

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

## STAY NAVY

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

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

Command Recommendation (evaluation): \_\_\_\_\_ Bonus: \_\_\_\_\_ Ceremony: \_\_\_\_\_

---

### TRANSFER:

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

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

---

### SEPARATING/RETIRE:

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

---

### PHYSICAL FITNESS:

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ If Required (Neck \_\_\_\_\_ Waist \_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_ AEV \_\_\_\_\_

**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			

**Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup>**

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 <sup>2</sup>	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) <sup>3</sup>**

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
Mission Related Area Studies				
Individual Language Training Plan				

**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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion)<sup>1</sup></b>				
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
Seaborn Information Warfare Course		A-3B-0029 / 0096	33 days	
DLPT 5 Framework Document		DLI		
DOD 5105.21 M-1, Sensitive Compartmented Information Administrative Security Manual				
DOD 5105.21-M-1 NAVSUPP, Navy Department Supplement to the Sensitive Compartmented Information Administrative Security Manual				
Naval Network Warfare Command Total Force Readiness Program		NNWC-1550.1		
Foreign Language Proficiency Pay Program	Local/Online	OPNAVINST-7220.7		
SECNAV M-5239.1, Department of the Navy Information Assurance Program/Information Assurance Manual				
SECNAVINST 5510.36, Department Of The Navy Information Security Program				
GIAC Security Leadership Certification (GSLC)	Commercial Trng			
Certified Information Systems Security Professional (CISSP)	Commercial Trng			
Six Sigma Green Belt (CSSGB)	American Society for Quality (ASQ)			
C Programming - Advanced	Commercial Trng			
Perl - Advanced	Commercial Trng			
C++ Programming - Advanced	Commercial Trng			
Bachelor or Master degree program				

## 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

<b>WARFIGHTING FIRST</b>	<b>Completed</b>
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>	
<b>OPERATE FORWARD</b>	<b>Completed</b>
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>	
<b>BE READY</b>	<b>Completed</b>
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
The Deceivers <i>by John Masters</i>	
Miracle at Midway <i>by Gordon Prange, Donald Goldstein, and Katherine Dillon</i>	
The Puzzle Palace: A Report on America's Most Secret Agency <i>by James Bamford</i>	
Body of Secrets <i>by James Bamford</i>	
The Hunt For Red October <i>by Tom Clancy</i>	
A Matter of Accountability: The True Story of the Pueblo Affair <i>by Trevor Armbrister</i>	
Assault on the Liberty <i>by James Ennes</i>	
For the President's Eyes Only: Secret Intelligence and the American Presidency from Washington to Bush <i>by Christopher M. Andrew</i>	
MacArthur's ULTRA: codebreaking and the war against Japan <i>by Edward J. Drea</i>	
Double-edged secrets: US naval intelligence operations in the Pacific during World War II <i>by W. J. Holmes</i>	
Seizing the enigma: the race to break the German U-boat codes <i>by David Kahn</i>	
And I was there: Pearl Harbor and Midway--breaking the secrets <i>by Edwin T. Layton</i>	
The Hut Six story: breaking the Enigma code <i>by Gordon Welchman</i>	
Computer cryptology: beyond decoder rings <i>by Karl Andreassen</i>	
Behind the battle: intelligence in the war with Germany <i>by Ralph Bennett</i>	
Hitler's Japanese confidant: General Oshima Hiroshima and MAGIC intelligence <i>by Carl Boyd</i>	
Codebreakers: the inside story of Bletchley Park <i>by F. H. Hinsley</i>	
Blind Man's Bluff: The Untold Story of American Submarine Espionage <i>by Sherry Sontag and Christopher Drew</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 Cryptologic Technician - Networks 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 CTN

Recommended Associates' degrees for the Seaman
Computer Engineering
Computer Software
Computer Networking and Security Management
Computer Science
Computer Information Systems
Computer Network Technology
Computer Programming
Computer Science Technology
Computer Systems Analysis
Information Technology
Networking Security Management
Computer and Information Science
Networking Security Management
Computer Programming and Analysis

**RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR CTN**

<b>Recommended Bachelors/Masters degrees for the Seaman</b>
Information Systems Management
Computer Information Science
Computer Science
Computer Information Systems
Computer Engineering
Software Engineering
Computer Forensics
Computer Networking
Information Assurance
Information Systems Security
Information Technology
Network Management
Network Security

## **GENERAL INFORMATION ON VOLUNTARY EDUCATION**

### **The Navy College Program & Web Page:**

The Navy College Program (NCP) provides opportunities to Sailors to earn college degrees by providing academic credit for Navy training, work experience, and off-duty education. The NCP mission is to enable Sailors to obtain a college degree while on active duty. In support of the four R's- Recruiting, Readiness, Retention, and Respect, the NCP signifies Navy's commitment to education by improving enlistment appeal, demonstrating Navy service and achieving a college degree are compatible, helping Sailors apply themselves to new situations and challenges and better preparing them for advancement, building up Sailors' self-image, and producing higher quality Sailors. More information is available online at: <https://www.navycollege.navy.mil>

### **Navy College Program Distance Learning Program (NCPDLP)**

The Navy College Program (NCP) has developed partnerships with colleges and universities to offer rating relevant degrees via distance learning to Sailors everywhere. These new education partnerships provide associates and bachelors degree programs relevant to each rating, and make maximum use of military professional training and experience to fulfill degree requirements. The program also provides opportunities to take courses through distance learning so that Sailors anywhere will be able to pursue a degree. Courses are offered in a variety of formats, such as CD-ROM, videotape, paper, or over the Internet. Contact your Navy College Office or the Navy College Center about degree programs available from your partnership schools.

### **Servicemembers Opportunity College Degree Network System (SOC DNS):**

The SOC DNS consists of accredited colleges offering specific associate's and bachelor's degrees (while limiting academic residency) to Sailors, Marines, Soldiers and members of the Coast Guard worldwide. Colleges taking part in each curriculum area guarantee acceptance of one another's courses as identified by SOC DNS Course Category Codes. The "home" college (the SOC DNS college from which the student wishes to graduate) issues an official Student Agreement to all eligible students after the completion of the sixth semester hour and a complete evaluation of the servicemember's prior learning, including courses from other colleges and universities, military training and occupational experience, nationally-recognized tests, and other non-traditional credit. The SOC DNS Student Agreement is a contract-for-degree that protects the eligible student from changes to his or her degree program. It is a comprehensive long-range degree plan that lists all of the course requirements, but does not require that all courses be taken with that college. More information is available online at: <http://www.soc.aascu.org/socdns/>

### **Tuition Assistance (TA):**

TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition and fees directly associated with the course of instruction. TA will pay for the following amounts per fiscal year: 16 semester hours, not-to-exceed \$250/credit or 24 quarter hours, not-to-exceed \$166.67/credit or 240 clock hours (CH), not-to-exceed \$16.67/CH or a combination of semester and quarter hours.

### **Joint Service Transcripts (JST)**

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free. More information is available online at: <https://jst.doded.mil/>

### **The American Council on Education (ACE)**

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur. Updates can be found at <http://www.militaryguides.acenet.edu>.

### **Vocational Certificates**

Vocational Certificates are available from most community colleges. Most of your military training can be counted toward their degree programs, but they will still require residency credits and approximately 40-75 credit hours. These certificates can be as valuable as the apprenticeship program in the civilian work force.

### **College credits by Testing CLEP, DSST**

Testing can replace the requirement to attend most of the college courses listed in the Occupational Roadmap. Base Education Centers offer CLEP and DSST exams for active duty military at no cost. They also offer a comprehensive list of "credit-by-exam" tests. Additionally, many of the tests have study guides available. These tests are available at the base education center or through the base library system.

DANTES (DSST) [http://www.dantes.doded.mil/DANTES\\_WEB/EXAMINATIONS/DSST.htm](http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm)

CLEP Exams <http://www.collegeboard.com/student/testing/clep/about.html>

## SAMPLE DEGREE PLAN



### A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

#### RATING:

**Other Degree Requirements:** *Remediation / SLS / Pre-reqs if Needed*  
*Residency: 25% coursework must be completed at FCCJ (in-class or DL).*

~ School Degree Information ~								
COURSE NUMBER/TITLE	CREDITS NEEDED	SERVICE SCHOOL	MOS	CLEP	DSST	EXCELSIOR	DL	SOC CRS. Cat.#
<b>~GENERAL EDUCATION</b>								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
<b>~PROFESSIONAL COURSES</b>								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
<b>~PROFESSIONAL ELECTIVES - minimum 24 hours</b>								
	E3	E4	E5	E6	E7	E8	E9	
<i>ACE Recommended from MOS / Rate:</i>								
Military Credits	7	13	13	17	16	16	16	
<i>Credit from Service School:</i>								
Recruit Training	2	2	2	2	2	2	2	
A-School (if attended)								
C-Schools (if attended)								
	Credit based on individual evaluation							
<b>Total Elective Hours</b>	9	15	15	19	18	18	18	
<b>Total Credits Awarded *</b>	9	15	15	22	24	24	24	
<b>TOTAL CREDITS NEEDED (60 s.h.)</b>	51	45	45	38	36	36	36	

\* **Disclaimer:** Please be aware that this is a sample and a Sailor's actual credit awarded may vary depending on the ACE recommendation in effect at the time of their training. This is an unofficial preview of how credit from prior learning and military experience may be applied toward this degree option. It is subject to change upon official evaluation by Florida Community College, Military Education Institute (800) 700-2795, [military@fccj.edu](mailto:military@fccj.edu).

**Florida Community College**  
**Military Education Institute**  
 601 West State Street  
 Jacksonville, FL 32202  
 800-700-2795      FAX: 904-632-5073  
 Email: [military@fccj.edu](mailto:military@fccj.edu)

## REFERENCES

### Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 15878K
- Command Sponsor and Indoctrination Programs OPNAVINST 1740.3(series) (Sponsor assigned within 10 days of orders received / Indoctrination completed as soon as possible and practicable but NLT 90 days)
- Command Sponsorship of Dependents at Overseas Duty Stations MILPERSMAN 1300-150 to 1300-210
- Guaranteed Assignment Retention Detailing Program (GUARD 2000), MILPERSMAN 1306-1002/1004
- Navy Enlisted Warfare Qualification Programs OPNAVINST 1414.9 (series)
- Master Training Specialists (MTS) Program NETCINST 1500.2(series)
- Command Master Chief Program OPNAVINST 1306.2 (series)

### Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Perform to Serve (PTS) MILPERSMAN 1440-060
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006

### Fleet Reserve and Retirements:

- Casualties and Survivor Benefits (SBP) MILPERSMAN 1770-010 to 1770-280 OPNAVINST 1750.5(Series)
- Disability Retirement MILPERSMAN 1850-010 to 1850-040
- Fleet Reserve and Retirement MILPERSMAN 1800-010 to 1800-070
- Privately Owned Vehicle (POV) Shipment Entitlement Policy and Household Goods (HHG) Shipment and Storage Entitlement Policy MILPERSMAN 4050-010 to 4050-020
- Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting MILPERSMAN 1320-220
- Transition Assistance Management Program (TAMP) OPNAVINST 1900.2(series) (Initiate a DD-2648-1 NLT 90 Days Prior to Separation and attend workshop 12 months prior to separation/Fleet Reserve/Retirement date)

### Enlisted Administrative Separations:

- Separation by Reason of Alcohol Rehabilitation Failure MILPERSMAN 1910-152
- Separation by Reason of Misconduct -Drug Abuse MILPERSMAN 1910-146
- Separation by Reason of Convenience of the Government -Early release to further education MILPERSMAN 1910-108
- Administrative Separation (ADSEP) Policy and General Information MILPERSMAN 1910-010 to 1910-812
- Fraudulent Enlistment MILPERSMAN 1910-134
- High Year Tenure (HYT) MILPERSMAN 1160-120
- Misconduct (various reasons) MILPERSMAN 1910-138/140/142
- Department of the Navy (DON) Policy on Parenthood and Pregnancy SECNAVINST 1000.10(series) & MILPERSMAN 1910-124
- Separation by Reason of Convenience of the Government -Personality Disorder MILPERSMAN 1910-122
- Separation by Reason of Physical Fitness Assessment (PA) Failure MILPERSMAN 1910-170
- Separation by Reason of Misconduct - Commission of a Serious Offense MILPERSMAN 1910-142
- Separation by Reason of Unsatisfactory Performance MILPERSMAN 1910-156

### **Advancement & Service Schools:**

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07

### **Education:**

- Joint Chiefs Professional Military Education (PME) Manual 1805.01
- Voluntary Education (VOLED) for Navy Sailors OPNAVINST 1560.9(series)
- Navy Voluntary Education Program NETCINST 1560.3(series)
- Navy Credentialing Programs OPNAVINST 1540.56
- Administration of the United Services Military Apprenticeship Programs (USMAP) OPNAVINST 1560.10(series)

### **Other Quick References:**

- Awards Manual (SECNAVINST 1650.1(Series))
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5)
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardization Policy and Procedures for the Active Duty for Special Work (ADSW) Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M