



Electrician's Mate (EM)



October 2016

Career Roadmap

Fireman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Electrician's Mate community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST/SMART Transcript; NKO (E-Learning); Navy College; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Electrician's Mate?

Electrician's Mate roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Fireman 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 Electrician's Mate roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Electrician's Mate School at Great Lakes, 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.

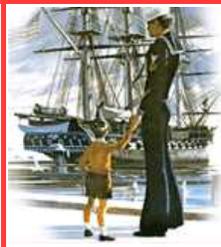
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



**EM CAREER PATH
(SW)**



Electrician's Mate perform corrective and preventive maintenance on power and lighting circuits, electrical fixtures, motors, generators, voltage and frequency regulators, controllers, distribution switchboards, galley and laundry equipment.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
28-30	EMCM	23 Yrs	CMC, Brig, Senior Enl Academy (Instructor)	36	4 th Shore Tour Billet: CMC, Dir. Of Training, CNE staff advisor. Duty: Schoolhouse, ATG, IMA/F. Qualification: MTS, ATS, SEA.
24-27	EMCM EMCS	23 Yrs 18	CMC, CSC	48	4 th Sea Tour Billet: CMC, DLCPO, LCPO, 3MC. Duty: Ship/Squadron/Battalion. Qualification: SW, AW, SCW, EXW, ETT, DCTT, 3MTT, SEA, EDO/EOOW, 3MC.
21-23	EMCM EMCS EMC	23 Yrs 18 13.5	CWO, CMC, CSC, Brig	36	3 rd Shore Tour Billet: CMC, LCPO, Instructor, RDC. Duty: Schoolhouse, ATG, IMA/F. Recruiting, RMC. Qualification: MTS, ATS, SEA, Instructor.
18-20	EMCS EMC EM1	18 Yrs 13.5 9.7	LDO, CWO, OCS, MECP, CSC, DAPA, EOA, USS CONSTITUTION, Brig	48	3 rd Sea Tour Billet: LPO, DLCPO, LCPO, 3MC. Duty: Ship or Squadron/Battalion. Qualification: SW, AW, SCW, EXW, ETT, DCTT, 3MTT, "C" /"D" School, EDO/EOOW, 3MC.
15-17	EMC EM1	13.5 Yrs 9.7		36	2 nd Shore Tour Billet: LCPO/LPO, Instructor, RDC, Recruiter. Duty: Schoolhouse, RTC, ATG, IMA/F, Recruiting. Qualification: MTS, ATS, EM "C"/"D" School, SEA, Instructor.
10-14	EM1 EM2	9.7 Yrs 4.5		60	2 nd Sea Tour Billet: WCS, LPO, 3MC. Duty: Ship or Squadron/Battalion. Qualification: SW, AW, SCW, EXW, ETT, DCTT, "C"/ "D" school, EDO/EOOW.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**EM CAREER PATH
(SW)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
7-9	EM1 EM2 EM3	9.7 Yrs 4.5 2	STA-21, OCS, MECP, Naval Academy, USS CONSTITUTION, DAPA	36	1 st Shore Tour Billet: RDC, Recruiting, Instruct. Duty: Schoolhouse, RTC, ATG, IMA/F, Recruiting. Qualification: MTS, "C" or "D" School, Instructor.
2-6	EM2 EM3	4.5 Yrs 2	NROTC	60	1 st Sea Tour Billet: WCS, Operator/Maintenance Tech. Duty: Ship or Squadron/Battalion. Qualification: Repair EM, SW, AW, EPCC, SCW, EXW, ETT.
1+/-	EM3, EMFN EMFA Accession Training	9 Months			Recruit Training and all schools or training events are required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT

Notes:

1. EM is a sea intensive rating (refer to Sea/Shore Flow front page). EMs are not required to hold a security clearance; however, there may be certain billets that require a clearance.
2. In rating shore duty is limited and is normally "A" or "C" school instructors, ATG, RMCs/IMFs. Many Sailors can expect a tour as a Recruiter or Recruit Division Commander (RDC).
3. Tours at NPC and BUPERS require screening.
4. EMC/EMCSs on ships that are eligible are encouraged to qualify EOOW.
5. EMCSs compete with ICCSs at the EMCM level. Also, advancement to EMCM requires citizenship and access to classified information prior to meeting advancement eligibility, per BUPERSINST 1430.16F.
6. NEC information:
 - a. 4615 - Electrical Motor Rewinder rewinds AC and DC motor and generator stators, rotors, field coils, and armatures utilizing round wire or formed coils. Takes rewinding data, replaces brushes, adjusts brush rigging, dips, bakes, renews bearings, assembles, and test runs.
 - b. 4626 - LHD-1 Electrical Component Maintenance Technician performs operational, preventive and corrective maintenance on LHD-1 unique electrical components, 400HZ Static Frequency Converters and the SSM Degaussing System.
 - c. 4632 - FFG-7 Class Auxiliaries Electrical System Technician operates and performs corrective and preventive maintenance at the organizational level on auxiliary electrical systems installed on FFG-7 Class ships.



EM CAREER PATH (SW)



d. 4651 - Navy Afloat Maintenance Training Strategy (NAMTS) performs Outside Electrical Repair intermediate-level electrical maintenance procedures on various shipboard equipment and systems in support of Fleet-directed requirements. Demonstrates knowledge of intermediate-level repair procedures, repair and maintenance standards, quality assurance specifications, and proper use of IMA industrial machinery. Award of this NEC is based on documented completion of Fleet-specified tasks for this skill and demonstration of advanced-level proficiency during hands-on training and production work as specified in the current Job Qualification Requirement (JQR) located at <https://www.portal.navy.mil/crmc/NAMTS/>. Training is led by journeyman-level craftsmen and supplemented by appropriate self-paced instruction consistent with Department of Labor journeyman certification.

e. 4666 - Minesweeping Electrician operates, tests, adjusts, and performs organizational level maintenance on automatic degaussing equipment and all specialized electrical equipment involved in magnetic and acoustic mine sweeping. Uses tools, meters, and special test equipment necessary to correctly test, align, troubleshoot, and repair electrical and electronic components of the automatic degaussing and mine sweeping equipment. Sets up the equipment to conform to various operational orders.

f. 4668 - UNREP Electrical-Electronics Control Maintenance performs organizational level maintenance on electro hydraulic power and electronic controls associated with UNREP systems. Repairs circuits and control devices and perform systems test on UNREP systems.

g. 4671 - Shipboard Elevator Electronic/Electrical System Maintenance Technician tests inspects and performs organizational level maintenance on shipboard weapons and cargo handling elevators on a system and component level. Troubleshoots and repairs electronic/electrical systems and equipment, such as controllers, sensors, switches, and the electrical components of hydraulic/mechanical interfaces. Coordinates efforts with operators and maintainers of other ratings using or servicing the systems.

h. 4672 - Steam Catapult Electrician performs organizational level maintenance on catapult and arresting gear systems, including synchros, repeaters, 110/220/440V electrical systems, contacts, relays, micro switches, series and parallel switches, pressure and temperature sensing switches, torque and gear limit switches, chronograph, and control console electrical functions. Reads and interprets electrical/mechanical drawings.

i. 4673 - LAMPS MK III RAST/HRS Electrical Maintenceman performs maintenance on RAST system components. Repairs failed electrical and electronic components by removal and replacement to the lowest replaceable unit (LRU).

j. 4675 - Physical/Dimensional Calibration Specialist performs third echelon (MIRCS, FMCL, NCL) level duties involving physical, mechanical, plane and angular measurements and calibration, including flow and temperature measurement and calibration. Aligns, inspects, repairs, troubleshoots, modifies, and calibrates electro/mechanical test and monitoring systems (TAMS) using calibration and working standards.

k. 4685 - LSD-41/49 Class Advanced Engineering Control System (AECS-MCS) Maintenance Technician performs organizational level preventive and corrective maintenance, troubleshooting and fault isolation procedures on the Advanced Engineering Control System (AECS) onboard upgraded LSD 41/49 Class Ships. Training for the AECS includes: Machinery Control System (MCS), Local Area Network (LAN), Diagnostic Expert Test Engineering Reasoner (DEXTER), On-Board Trainer (OBT), and Ship Control System (SCS).



**Electrician's Mate
Chief Petty Officer
(Master)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
General Shipboard Firefighting SCBA	Various	A-495-0416	1 day	
Advanced Shipboard Fire Fighter	Various	V-4N-0001	2 days	
Team Trainer Wet Trainer (Buttercup)	Various	V-9B-0003	1 day	
Electrical Maintenance	Great Lakes	A-652-0329	42 days	
Electrical Control Devices	Norfolk/San Diego	J-662-0044	23 days	
Repair Locker Officer School	Various	K-495-0040	9 days	
QAI	Various	A-557-0001	5 days	
SEPEC	Various	A-651-0110	12 days	
DAPA	Various	S-501-0100	5 days	
CMEO/EEO	Various	A-500-0009	5 days	
CACCO	Various	S-540-1015	2 days	
ADAMS (facilitator)	Various	S-501-0110	3 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4615 - Electrical Motor Rewinder; E4-E7	Various	J-662-0021	37 days	
4626 - DD-963/LHD-1 Electrical Component Maintenance Technician; E4-E9	Great Lakes	A-662-0131 (P/L)	32 days	
4641 - SSN 774 Integrated Low Pressure Electrolyzer Equipment Technician; E4-E7	Groton	A-623-0132	12 days	
4651 - NAMTS Outside Electrical Repair; E4-E8	Various	V-662-4651 (P/L)		
4666 - Minesweeping Electrician; E4-E7	CA, POINT LOMA	A-647-0019	32 days	
4668 - UNREP Electrical-Electronics Control Maintenance; E3-E7	Norfolk	J-690-0029	19 days	
4671 - Shipboard Elevator Electronic/Electrical System Maintenance Technician; E4-E7	Great Lakes	A-690-0099	23 days	
4673 - LAMPS MK III RAST/HRS Electrical Maintenceman; E5-E7	Norfolk	k-652-2204	24 days	
4675 - Physical/Dimensional Calibration Specialist; E4-E7	Keesler AFB	A-670-0043	60 days	
4602 - Ships Surface Electrical Advanced Maintenance Course (SSEAMC); E5-E9	Great Lakes, IL	A-662-0017	13 weeks +3 Days	

JOB DESCRIPTION

Responsible for the supervision and operation of electrical systems. The duties performed by Electrician Mate's include: installing power and lighting circuits; repairing distribution circuits; running wiring for lights and other equipment; maintaining operating efficiency of distribution panels, switches, switchboards, controllers, voltage regulators, current transformers and voltage transformers; maintaining operating efficiency of electric motors; repairing electrical equipment and appliances; installing and maintaining storage batteries; inspecting, maintaining, testing and repairing electric power equipment; maintenance and repair of shipboard elevator systems; interpreting electrical sketches, diagrams and blueprints. Maintenance and repair of various propulsion and auxiliary control consoles; connecting electric power machinery and electric power equipment.

RECOMMENDED BILLET ASSIGNMENTS

RECOMMENDED BILLET ASSIGNMENTS Work as an Apprentice Electrician for afloat or shore providing command support operating engineering equipment, stand roving watches and provide maintenance and repair to electrical/propulsion/auxiliary equipment.

Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- SARP
- Career Counselor

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

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

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

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

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

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

Early Separation: _____ Fleet Reserve Retirement Options: _____

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

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

Non-Select: _____

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

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

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

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

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

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

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

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

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

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Personal Qualifications Standard		
3M 305 PQS		
Engineering Duty Officer (EDO)		
Engineering Officer of the Watch (EOOW)		

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)
Surface Warfare Specialist		
Aviation Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Control and Valve Installers and Repairers, Except Mechanical Door
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electricians
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Helpers--Installation, Maintenance, and Repair Workers
Home Appliance Repairers
Industrial Machinery Mechanics
Inspectors, Testers, Sorters, Samplers, and Weighers
Maintenance and Repair Workers, General
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
5407 - Electric Power Controlling
9941 - Electrician-Maintenance

Navy COOL: The following certifications and licenses are applicable to the EM-Electrician's Mate rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E7	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E7	Board of Certified Safety Professionals (BCSP)	Certified Safety Professional (CSP)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Electrical Generating Systems Association (EGSA)	Electrical Generator Systems Technician Certification - Apprentice	
E3	Electronics Technicians Association, International (ETA-D)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-D)	Fiber Optics Technician (FOT)	
E5	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level	
E4	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level I	
E5	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level II	
E6	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level III	
E7	National Institute for Certification in Engineering Technologies (NICET)	Electrical Power Testing - Level IV	
E4	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E5	Vibration Institute	Certified Balancing Specialist - Category I	
E5	Vibration Institute	Certified Vibration Analyst - Category I	
E6	Vibration Institute	Certified Vibration Analyst - Category II	

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	Calibration Laboratory Technician	
E1 - E9	Computer Operator	
E1 - E9	Electric-Motor Repairer (Any Industry)	
E1 - E9	Electrical Equipment Repairperson (Magneto Repairer)	
E1 - E9	Electrician	
E1 - E9	Electrician (Construction)	
E1 - E9	Electrician (Ship & Boat)	
E1 - E9	Electrician, Maintenance (Any Industry)	
E1 - E9	Hydroelectric-Machinery Mechanic (Utilities)	

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

STAY NAVY

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

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

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

TRANSFER:

<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) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness – Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

CPO REQUIRED COMMUNITY PME:

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

CPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

CPO RECOMMENDED RESERVE PME:

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

CPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Electrician's Mate Rating Manual <i>NAVEDTRA 14344</i>	
Basic Military Requirements Manual (BMR) <i>NAVEDTRA 14325</i>	
Engineering Apprentice PQS <i>NAVEDTRA 43701</i>	
Engineering Fundamentals <i>NAVEDTRA 43103-A</i>	
Damage Control Watches PQS <i>NAVEDTRA 43119-4F</i>	
Damage Control PQS <i>NAVEDTRA 43119-J</i>	
VISUAL LANDING AIDS <i>NAVAIR 51-50ABA-1</i>	
Electric Plant-General <i>NAVSEA S9086-KC-STM-010/CH-300</i>	
Lighting <i>NAVSEA S9086-K9-STM-010/CH-330</i>	
Electric Motors And Controllers <i>NAVSEA S9086-KE-STM-010/CH-302</i>	
Elec Power Generators And Conversion Equip <i>NAVSEA S9086-KN-STM-010/CH-310</i>	
Electrical Power Dist Systems <i>NAVSEA S9086-KY-STM-010/CH-320</i>	
Magnetic Silencing <i>NAVSEA S9086-QN-STM-010/CH-475</i>	
NSTM TAGOUT Users Manual <i>NAVSEA S0400-AD-URM-010/TUM</i>	
NEETS, Module 01--Introduction to Matter, Energy, and Direct Current <i>NAVEDTRA 14173</i>	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement <i>NAVEDTRA 14175</i>	
NEETS, Module 04--Introduction to Electrical Conductors, Wiring Techniques and Schematic Reading <i>NAVEDTRA 14176</i>	
NEETS, Module 05--Introduction to Generators and Motors <i>NAVEDTRA 14177</i>	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies <i>NAVEDTRA 14178</i>	
NEETS, Module 07--Introduction To Solid-State Devices And Power Supplies <i>NAVEDTRA 14179</i>	
NEETS, Module 16--Introduction to Test Equipment <i>NAVEDTRA 14188</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
Ships' Maintenance and Material Management (3M) Manual <i>NAVSEAINST 4790.8 Series</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Engineering Department Organizational Manual <i>OPNAVINST3540.3A</i>	
EOSS Users Guide	



**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 Electrician's Mate Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next stop is your Navy College Office. The counselors there will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

What credits do you have? What non-college courses have you taken? Where do you want to go? What field of study, or what kind of degree? What program will help me get there, Traditional or Online, What are my next steps: Transfer credits, Take exams, Have experience evaluated, Then lastly sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR EM

Recommended Associates' degrees for the Fireman

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR EM

Recommended Bachelors/Masters degrees for the Fireman

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

Navy College Program Distance Learning Program (NCPDLP)

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

Servicemembers Opportunity College Degree Network System (SOC DNS):

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

Tuition Assistance (TA):

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

Joint Service Transcripts (JST)

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

The American Council on Education (ACE)

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

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

DANTES (DSST) http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm

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

SAMPLE DEGREE PLAN



A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

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

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

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

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

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

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

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

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

Education:

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

Other Quick References:

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