



Electrician's Mate - Nuclear - Surface (EMN-SW)



Career Roadmap

Fireman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Electrician's Mate - Nuclear - Surface 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 - Nuclear - Surface?

Electrician's Mate - Nuclear - Surface 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 - Nuclear - Surface 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 Nuclear (Surface) School at Charleston, SC, 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.



Electrician's Mate - Nuclear - Surface Fireman Recruit to Fireman

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
Recruit Basic Military Training	Great Lakes, IL	A-950-0001	8 weeks	
Nuclear Field Class A School Electricians Mate	Charleston, SC	A-661-0104	24 weeks	

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9901 - Nuclear Propulsion Plant Operator Trainee ¹	Charleston, SC		24 weeks	

¹ - Identifies personnel recruited or who have otherwise volunteered for nuclear propulsion training.

JOB DESCRIPTION

Student: In training to learn the fundamental concepts in Mathematics, including Logarithms, Algebra, Trigonometry and Geometry. Specific rate Training is provided in Basic Electricity, Electronic Fundamentals, Digital/Microprocessing, and Electrical Equipment. The training includes theory of operation and required maintenance.

RECOMMENDED BILLET ASSIGNMENTS

STUDENT enrolled in the above courses. Upon successful completion of Nuclear Field Class "A" School, student is transferred to Nuclear Power Training "C" School, in Charleston, SC.

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____

PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)

PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

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

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

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

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

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

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

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

Career Waypoint 15 months to EAOS: _____ Career Waypoint not approved: _____ CMS/ID 13 months to PRD: _____

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

Transfer: _____ Early Separation: _____ Career Status Bonus (election message received): _____

Physical Fitness Test Failure: _____

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

Pass Not Advanced (PNA) 3 times: _____ Standard Score 40 or less/failed: _____

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

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

Seaman to Admiral 21 (STA-21) _____ Medical Enlisted Commissioning Program (MECP) _____

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Officer Candidate School _____

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Control Point Watch		
Basic Nuclear Engineering Qualification		
In-Rate		
Log Recorder		
Throttleman		
Electrical Operator		
Propulsion Electrician		
Shut Down Reactor Operator		
Load Dispatcher		
Other		
QA 301 Craftsman		
Damage Control Training Team (DCTT)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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: _____ Career Waypoints-Reenlistment Approval: _____

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

- If you are in an "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1440-060, NAVADMIN 149/13, NAVADMIN 150/13, and your Career Counselor

TRANSFER:

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

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

SEPARATING/RETIRE:

<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 _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

Academic skills _____ NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E1/E2/E3 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

4 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SYSTEMS ADMINISTRATION	Virginia Beach, VA / Groton, CT / Pensacola, FL / San Diego, CA	A-150-1980		
INFORMATION SYSTEMS MAINTENANCE TECHNICIAN	Virginia Beach, VA / San Diego, CA	A-150-2300		
JOINT FLEET QUALITY ASSURANCE OFFICER/SUPERVISOR	Norfolk, VA / San Diego, CA / Mayport, FL	A-4H-0002		
COMMAND CAREER COUNSELOR	Norfolk, VA / San Diego, CA	A-501-0011		

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHC12107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Safety Practices	NKO	NIDA-93951101		
Test Cell Review of Basic Physics	NKO	CNATT-049-PHY-012-005-A0		
Test Cell Introduction to Basic Electricity	NKO	CNATT-049-E01-012-006-A0		
Introduction to Microprocessors	NKO	NIDA-9395T821		
Basic Shipboard Electrical Equipment	NKO	CNET12279		
Operational Machinery Safety	NKO	CNE-EPOC-WBS-02.14		

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.

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
DOE Fundamentals Handbook, Chemistry, Volume 1 of 2 <i>DOE-HDBK-1015/1-93</i>	
DOE Fundamentals Handbook, Classical Physics <i>DOE-HDBK-1010-92</i>	
DOE Fundamentals Handbook, Mathematics Volume 1 of 2 <i>DOE-HDBK-1014/1-92</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 1 of 4 <i>DOE-HDBK-1011/1-92</i>	



Electrician's Mate - Nuclear - Surface Petty Officer Third Class (Apprentice/Journeyman)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Nuclear Power	Charleston, SC	A-661-0010	24 weeks	
Nuclear Propulsion Plant Operator Electrical	Charleston, SC / Ballston Spa, NY	A-661-0013	24 weeks	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Joint Fleet Quality Assurance Inspector	Norfolk, VA / San Diego, CA / Mayport, FL	A-557-0001	4 days	
Ships Surface Electrical Advanced Maintenance Course (SSEAMC) (4602)	Great Lakes, IL	A-662-0017	13 weeks +3 Days	
Programmable Logic Controllers	Norfolk, VA / San Diego, CA	J-662-0045		
Propulsion Alarm and Indicating Systems Maintenance	Norfolk, VA / San Diego, CA	A-651-0047	31 days	
Electronic Auxiliary Control System Equipment Maintenance	Norfolk, VA / San Diego, CA	A-651-0094		
Woodward Governor Maintenance	Norfolk, VA / San Diego, CA	K-652-0063		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9901 - Nuclear Propulsion Plant Operator Trainee	Charleston, SC		24 weeks	
3384 - Nuclear Propulsion Plant Operator Electrical - Surface	Charleston, SC / Ballston Spa, NY	A-661-0013		
9502 - Nuclear Operator Qualification/Staff Pickups	Charleston, SC / Ballston Spa, NY	A-661-0107	8 weeks	

JOB DESCRIPTION

Student under instruction on the safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Students are also trained in the shipboard maintenance of nuclear propulsion plants. Graduates from the nuclear pipeline are qualified in the operation, maintenance and supervision of Naval Nuclear Propulsion Plants.

RECOMMENDED BILLET ASSIGNMENTS

STUDENT: Enrolled in above courses. Upon graduation, NEC 3384 awarded.

SEA DUTY: Assignment to reactor department on an aircraft carrier. Homeports include Norfolk, VA, San Diego, CA, Everett/ Bremerton, WA and Yokosuka, Japan.

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E4 (1 year time in service required to be eligible for advancement to E-5)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

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

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

Career Waypoint 15 months to EAOS: _____ Career Waypoint not approved: _____ CMS/ID 13 months to PRD: _____

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

Transfer: _____ Early Separation: _____ Career Status Bonus (election message received): _____

Physical Fitness Test Failure: _____

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

Pass Not Advanced (PNA) 3 times: _____ Standard Score 40 or less/failed: _____

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

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

Seaman to Admiral 21 (STA-21) _____ Medical Enlisted Commissioning Program (MECP) _____

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Officer Candidate School _____

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

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Damage Control Training Team DCTT		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Control Point Watch		
Basic Nuclear Engineering Qualification		
In-Rate		
Log Recorder		
Throttleman		
Electrical Operator		
Propulsion Electrician		
Shut Down Reactor Operator		
Load Dispatcher		
Other		
QA 301 Craftsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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: _____ Career Waypoints-Reenlistment Approval: _____

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

- If you are in an "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1440-060, NAVADMIN 149/13, NAVADMIN 150/13, and your Career Counselor

TRANSFER:

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

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

SEPARATING/RETIRE:

<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 _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

Academic skills _____ NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E4 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

E4 REQUIRED COMMUNITY PME:

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

E4 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Shipboard Electrical Equipment	NKO	CNET12279		
Safety Practices	NKO	NIDA-93951101		
Test Cell Introduction to Basic Electricity	NKO	CNATT-049-E01-012-006-A0		
Test Cell Review of Basic Physics	NKO	CNATT-049-PHY-012-005-A0		
MINIATURE ELECTRONICS REPAIR	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0072		

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.

E4 RECOMMENDED COMMUNITY READING

Title	Completed
Clear the Bridge - The War Patrols of the USS Tang by <i>RADM Richard H. O'Kane</i>	
Last Stand of the Tin-Can Sailors by <i>James D Hornfisher</i>	
Thunder Below by <i>Adm Eugene B. Fluckey</i>	
Tie-ins For Life: Stories That Teach Great Values and Inspire Moral Action by <i>Joseph Shusko</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 2 of 4 <i>DOE-HDBK-1011/2-92</i>	
DOE Fundamentals Handbook, Thermodynamics, Heat Transfer, and Fluid Flow, Volume 1 of 3 <i>DOE-HDBK-1012/1-92</i>	
DOE Fundamentals Handbook, Mathematics Volume 2 of 2 <i>DOE-HDBK-1014/2-92</i>	



Electrician's Mate - Nuclear - Surface Petty Officer Second Class (Journeyman)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Joint Fleet Quality Assurance Inspector	Norfolk, VA / San Diego, CA / Mayport, FL	A-557-0001	4 days	
Ships Surface Electrical Advanced Maintenance Course (SSEAMC) (4602)	Great Lakes, IL	A-662-0017	13 weeks +3 Days	
Programmable Logic Controllers	Norfolk, VA / San Diego, CA	J-662-0045		
Propulsion Alarm and Indicating Systems Maintenance	Norfolk, VA / San Diego, CA	A-651-0047	31 days	
Electronic Auxiliary Control System Equipment Maintenance	Norfolk, VA / San Diego, CA	A-651-0094		
Woodward Governor Maintenance	Norfolk, VA / San Diego, CA	K-652-0063		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3384 - Nuclear Propulsion Plant Operator Electrical - Surface	Charleston, SC / Ballston Spa, NY	A-661-0013		
9502 - Nuclear Operator Qualification/Staff Pickups	Charleston, SC / Ballston Spa, NY	A-661-0107	8 weeks	

JOB DESCRIPTION

Operate and maintain the electrical systems on nuclear propulsion plants. Safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Perform maintenance and operation of auxiliary electrical components and equipment to ensure the safe operation of the nuclear powered ships.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY: Assignment to reactor department on an aircraft carrier. Homeports include Norfolk, VA, San Diego, CA, Everett/ Bremerton, WA and Yokosuka, Japan.

SHORE DUTY includes: Prototype, 'A' School or Power School Instructor, or NRMD Maintenance Activity. Your detailer may have other opportunities available for you to choose from.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, 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 E5 (3 Years time in service required to be eligible for advancement to E-6)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

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

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

Career Waypoint 15 months to EAOS: _____ Career Waypoint not approved: _____ CMS/ID 13 months to PRD: _____

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

Transfer: _____ Early Separation: _____ Career Status Bonus (election message received): _____

Physical Fitness Test Failure: _____

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

Pass Not Advanced (PNA) 3 times: _____ Standard Score 40 or less/failed: _____

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

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

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____

Officer Candidate School _____ Seaman to Admiral 21 (STA-21) _____

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

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

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Damage Control Training Team DCTT		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Control Point Watch		
Basic Nuclear Engineering Qualification		
In-Rate		
Log Recorder		
Throttleman		
Electrical Operator		
Propulsion Electrician		
Shut Down Reactor Operator		
Load Dispatcher		
Other		
QA 301 Craftsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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: _____ Career Waypoints-Reenlistment Approval: _____

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

- If you are in an "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1440-060, NAVADMIN 149/13, NAVADMIN 150/13, and your Career Counselor

TRANSFER:

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

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

SEPARATING/RETIRE:

<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 _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

Academic skills _____ NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E5 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

E5 REQUIRED COMMUNITY PME:

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

E5 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Shipboard Electrical Equipment	NKO	CNET12279		
Safety Practices	NKO	NIDA-93951101		
Test Cell Introduction to Basic Electricity	NKO	CNATT-049-E01-012-006-A0		
Test Cell Review of Basic Physics	NKO	CNATT-049-PHY-012-005-A0		
MINIATURE ELECTRONICS REPAIR	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0072		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Fallout <i>by Catherine Collins</i>	
The Rickover Effect - How One Man Made a Difference <i>by Theodore Rockwell</i>	
Through Hell and Deep Water <i>by ADM Charles Lockwood and Hans Christian Adamson</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 1 of 4 <i>DOE-HDBK-1011/1-92</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 3 of 4 <i>DOE-HDBK-1011/3-92</i>	
DOE Fundamentals Handbook, Thermodynamics, Heat Transfer, and Fluid Flow, Volume 1 of 3 <i>DOE-HDBK-1012/1-92</i>	
DOE Fundamentals Handbook, Thermodynamics, Heat Transfer, and Fluid Flow, Volume 2 of 3 <i>DOE-HDBK-1012/2-92</i>	
DOE Fundamentals Handbook, Instrumentation and Control, Volume 1 of 2 <i>DOE-HDBK-1013/1-92</i>	
DOE Fundamentals Handbook, Chemistry, Volume 2 of 2 <i>DOE-HDBK-1015/2-93</i>	
DOE Fundamentals Handbook, Engineering Symbology, Prints, and Drawings, Volume 1 of 2 <i>DOE-HDBK-1016/1-93</i>	
DOE Fundamentals Handbook, Material Science, Volume 1 of 2 <i>DOE-HDBK-1017/1-93</i>	
DOE Fundamentals Handbook, Nuclear Physics and Reactor Theory, Volume 1 of 2 <i>DOE-HDBK-1019/1-93</i>	



**Electrician's Mate - Nuclear - Surface
Petty Officer First Class
(Journeyman/Master)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Quality Assurance Officer / Supervisor	Norfolk, VA / San Diego, CA / Mayport, FL	A-4H-0002		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3384 - Nuclear Propulsion Plant Operator Electrical - Surface	Charleston, SC / Ballston Spa, NY	A-661-0013		
9502 - Nuclear Operator Qualification/Staff Pickups	Charleston, SC / Ballston Spa, NY	A-661-0107	8 weeks	
3376 - Radiological Control Technician Qualification School	Portsmouth, VA	S-661-1030	16 weeks	
3394 - Surface Ship Nuclear Propulsion Plant Supervisor – Electrical	N/A	N/A		

JOB DESCRIPTION

Operate and maintain the electrical systems on nuclear propulsion plants. Safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Perform maintenance and operation of auxiliary electrical components and equipment to ensure the safe operation of the nuclear powered ships.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY: Assignment to reactor department on an aircraft carrier. Homeports include Norfolk, VA, San Diego, CA, Everett/ Bremerton, WA and Yokosuka, Japan.

SHORE DUTY includes: Prototype, 'A' School or Power School Instructor, or NRMD Maintenance Activity. Your detailer may have other opportunities available for you to choose from.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, 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 E6 (3 Years time in service required to be eligible for advancement to E-7)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

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

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

Career Waypoint 15 months to EAOS: _____ Career Waypoint not approved: _____ CMS/ID 13 months to PRD: _____

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

Transfer: _____ Early Separation: _____ Fleet Reserve Retirement Options: _____

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

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

Selection Board Ineligible/Non-Select: _____ Standard Score 40 or less/failed: _____

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

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

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Limited Duty Officer _____

Officer Candidate School _____ Seaman to Admiral 21 (STA-21) _____

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

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

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

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

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

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

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

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

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

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

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

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

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

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

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

Step 6 - CPO365 Phase 1 & 2: See your Chief to obtain the current CPO365 Development Guide (CPODG)

Phase 1: Begins September 17 and concludes when the NAVADMIN announcing CPO selection is released. CPO 365 training is not intended to distract or take away from yours or our FCPOs primary duties, but will serve to enhance their ability to lead. It is used to build the foundation in the year round training cycle. Phase 1 sparks the teamwork and initial training to engage the FCPOs on their road to becoming Chief Petty Officers. It is understood that not all FCPOs will promote to CPO. As much as CPO 365 prepares a person to enter the mess, just as importantly - it also helps our FCPOs to be better workcenter supervisors and Leading Petty Officers. For that reason all FCPOs will participate throughout Phase 1&2, regardless of whether they are board-eligible or have participated in previous years.

Phase 2: Begins when the NAVADMIN announcing CPO selection is released and is designed as the final training period to prepare Selectees for entry into the Chiefs' Mess. This phase culminates with the Final Test, followed by a pinning ceremony on September 16, or a suitable date.

As determined to be appropriate by the CPO mess, all FCPOs will continue to participate in some form of CPO 365 training throughout Phase 2 - when and where practical. It is agreed that there will be several instances where CPO Selectees and non Selects will conduct separate sessions.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Damage Control Training Team DCTT		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Control Point Watch		
Basic Nuclear Engineering Qualification		
Propulsion Plant Watch Supervisor		
In-Rate		
Log Recorder		
Throttleman		
Electrical Operator		
Propulsion Electrician		
Shut Down Reactor Operator		
Load Dispatcher		
Other		
QA 301 Craftsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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: _____ Career Waypoints-Reenlistment Approval: _____

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

- If you are in an "open" rating or a "balanced" rating in an undermanned year group or an E-6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailor's are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.
- Additional guidance MILPERSMAN 1440-060, NAVADMIN 149/13, NAVADMIN 150/13, and your Career Counselor

TRANSFER:

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

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

SEPARATING/RETIRE:

<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 _____	Microfiche CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

Academic skills _____ NCPACE _____ CLEP _____ DSST _____ TA _____ MGIB _____ Post 9/11 GIB _____

E6 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

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

¹ - Verify GMT topics on NKO GMT web page.

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Shipboard Electrical Equipment	NKO	CNET12279		
Safety Practices	NKO	NIDA-93951101		
Test Cell Introduction to Basic Electricity	NKO	CNATT-049-E01-012-006-A0		
Test Cell Review of Basic Physics	NKO	CNATT-049-PHY-012-005-A0		
MINIATURE ELECTRONICS REPAIR	Norfolk, VA / Mayport, FL / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Yokosuka, Japan	A-100-0072		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Field Guide to Understanding Human Error by <i>Sidney Dekker</i>	
Integrity by <i>Stephen Carter</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 4 of 4 <i>DOE-HDBK-1011/4-92</i>	
DOE Fundamentals Handbook, Thermodynamics, Heat Transfer, and Fluid Flow, Volume 3 of 3 <i>DOE-HDBK-1012/3-92</i>	
DOE Fundamentals Handbook, Instrumentation and Control, Volume 2 of 2 <i>DOE-HDBK-1013/2-92</i>	
DOE Fundamentals Handbook, Material Science, Volume 2 of 2 <i>DOE-HDBK-1017/2-93</i>	
DOE Fundamentals Handbook, Mechanical Science, Volume 1 of 2 <i>DOE-HDBK-1018/1-93</i>	
DOE Fundamentals Handbook, Nuclear Physics and Reactor Theory, Volume 2 of 2 <i>DOE-HDBK-1019/2-93</i>	



Electrician's Mate - Nuclear - Surface 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
Nuclear Trained Leading/Plant Chief Petty Officer Course	Norfolk, VA	A-661-0030	2 weeks	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Quality Assurance Officer / Supervisor	Norfolk, VA / San Diego, CA / Mayport, FL	A-4H-0002		
Nuclear Trained Leading/Plant Chief Petty Officer Course	Norfolk, VA	A-661-0030	2 weeks	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3394 - Surface Ship Nuclear Propulsion Plant Supervisor – Electrical	N/A	N/A		
3376 - Radiological Control Technician Qualification School	Portsmouth, VA	S-661-1030	16 weeks	
9502 - Nuclear Operator Qualification/Staff Pickups	Charleston, SC / Ballston Spa, NY	A-661-0107	8 weeks	

JOB DESCRIPTION

Supervise the operation and maintenance of electrical systems for nuclear propulsion plants. Ensure the safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Supervise maintenance and operation of auxiliary electrical components and equipment to ensure the safe operation of the nuclear powered ships.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY: Assignment to divisional leading chief in reactor department on an aircraft carrier. Homeports include Norfolk, VA, San Diego, CA, Everett/ Bremerton, WA and Yokosuka, Japan.
SHORE DUTY includes: Prototype, 'A' School or Power School Instructor, FIDE or NRMD Maintenance Activity. Your detailer may have other opportunities available for you to choose from.
OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, 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		
Basic Damage Control		
Advanced Damage Control		
Damage Control Training Team DCTT		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Basic Nuclear Engineering Qualification		
In-Rate		
Propulsion Electrician		
Load Dispatcher		
Propulsion Plant Watch Supervisor		
Other		
QA 301 Craftsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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.

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://wwwa.nko.navy.mil>

ESSENTIAL READING

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

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

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

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

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

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

CPO RECOMMENDED COMMUNITY READING

Title	Completed
Cause-and-Effect Diagrams (Plain and Simple) by <i>Juiner Associates Inc.</i>	
The (honest) Truth About Dishonesty by <i>Dan Ariely</i>	
The First 90 Days by <i>Michael Watkins</i>	
DOE Fundamentals Handbook, Mechanical Science, Volume 2 of 2 <i>DOE-HDBK-1018/2-93</i>	



Electrician's Mate - Nuclear - Surface Senior Chief Petty Officer (Master)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Nuclear Trained Leading/Plant Chief Petty Officer Course	Norfolk, VA	A-661-0030	2 weeks	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Nuclear Trained Leading/Plant Chief Petty Officer Course	Norfolk, VA	A-661-0030	2 weeks	
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3394 - Surface Ship Nuclear Propulsion Plant Supervisor – Electrical	N/A	N/A		
3376 - Radiological Control Technician Qualification School	Portsmouth, VA	S-661-1030	16 weeks	

JOB DESCRIPTION

Supervise the operation and maintenance of electrical systems for nuclear propulsion plants. Ensure the safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Supervise maintenance and operation of auxiliary electrical components and equipment to ensure the safe operation of the nuclear powered ships.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY: Assignment to plant leading chief or divisional leading chief in reactor department on an aircraft carrier. Homeports include Norfolk, VA, San Diego, CA, Everett/ Bremerton, WA and Yokosuka, Japan.

SHORE DUTY includes: Prototype, 'A' School or Power School Instructor, FIDE or NRMD Maintenance Activity. Your detailer may have other opportunities available for you to choose from.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, 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: _____

Command Master Chief: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E-9)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

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

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

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

Early Separation: _____ Fleet Reserve Retirement Options: _____

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

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

Non-Select: _____

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

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

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

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

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

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

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

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

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

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

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E9 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 210 / SELRES = 205 / FTS = 206)

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Damage Control Training Team DCTT		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Basic Nuclear Engineering Qualification		
In-Rate		
Propulsion Electrician		
Load Dispatcher		
Propulsion Plant Watch Supervisor		
Other		
QA 301 Craftsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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 _____

SCPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

4 - NAVADMIN 266/14 Starting in FY 2017, all newly selected SCPO's will be required to complete the SEA

5 - Reserves selected to Senior Chief Petty Officer will also be required to complete (See NAVADMIN 266/14 for guidance)

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

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

¹ - Verify GMT topics on NKO GMT web page.

SCPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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
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Execute Against Japan by <i>LT Joel Holwitt, USN</i>	
Monsoon by <i>Robert Kaplan</i>	
Neptune's Inferno by <i>James D. Hornfischer</i>	
Red Star Over the Pacific by <i>Toshi Yoshihara and James Holmes</i>	
Fallout by <i>Catherine Collins and Douglas Frantz</i>	
BE READY	Completed
A Sailor's History of the U.S. Navy by <i>Thomas Cutler</i>	
In the Shadow of Greatness by <i>Joshua Welle, John Ennis, Katherine Kranz and Graham Plaster</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
The Trident: The Forging and Reforging of a Navy SEAL Leader by <i>Jason Redman and John Bruning</i>	
Turn the Ship Around by <i>David Marquet</i>	
Wired for War by <i>P.W. Singer</i>	

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

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

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

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

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

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Good to Great: Why Some Companies Make the Leap...and Others Don't by <i>Jim Collins</i>	
Mistakes Were Made (But Not By Me) by <i>Carol Tarvis and Elliot Aronson</i>	
Root Cause Analysis: The Core of Problem Solving and Corrective Action by <i>Duke Okes</i>	
Think Like a Freak by <i>Steven Levitt and Stephen Dubner</i>	



**Electrician's Mate - Nuclear - Surface
Master Chief Petty Officer
(Master)**

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Nuclear Trained Leading/Plant Chief Petty Officer Course	Norfolk, VA	A-661-0030	2 weeks	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3394 - Surface Ship Nuclear Propulsion Plant Supervisor – Electrical	N/A	N/A		
3376 - Radiological Control Technician Qualification School	Portsmouth, VA	S-661-1030	16 weeks	

JOB DESCRIPTION

Supervise the operation and maintenance of electrical systems for nuclear propulsion plants. Ensure the safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Supervise maintenance and operation of auxiliary electrical components and equipment to ensure the safe operation of the nuclear powered ships.

RECOMMENDED BILLET ASSIGNMENTS

- SEA DUTY:** Assignment to divisional or departmental leading chief in reactor department on an aircraft carrier. Homeports include Norfolk, VA, San Diego, CA, Everett/ Bremerton, WA and Yokosuka, Japan.
- SHORE DUTY** includes: Prototype, 'A' School or Power School Instructor, FIDE or NRMD Maintenance Activity. Your detailer may have other opportunities available for you to choose from.
- OTHER:** Command Master Chief, Joint Assignments, GWOT Support Assignments, Recruiter, 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: _____

Command Master Chief: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

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

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

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

Early Separation: _____ Fleet Reserve Retirement Options: _____

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Damage Control Training Team DCTT		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental Maintenance and Material Management (3M) Assistant		
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)
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Department		
Primary Valve Operator		
Basic Nuclear Engineering Qualification		
In-Rate		
Propulsion Electrician		
Load Dispatcher		
Propulsion Plant Watch Supervisor		
Other		
QA 301 Craftsman		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Electric Motor, Power Tool, and Related Repairers
Electrical and Electronic Equipment Assemblers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electrical and Electronics Repairers, Powerhouse, Substation, and Relay
Electrical Engineering Technicians
Electrical Power-Line Installers and Repairers
Electronic Equipment Installers and Repairers, Motor Vehicles
Electronics Engineering Technicians
First-Line Supervisors of Production and Operating Workers
Nuclear Equipment Operation Technicians
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Power Plant Operators

Occupation (Federal Employer)
2805 - Electrician
2810 - High Voltage Electrician
2854 - Electrical Equipment Repairing
2892 - Aircraft Electrician
9939 - Chief Electrician
9940 - Electrician
9941 - Electrician-Maintenance
9942 - Second Electrician
9943 - Third Electrician

Navy COOL: The following certifications and licenses are applicable to the EMN-Electricians Mate, Nuclear Power rating. *They may require additional education, training or experience.*

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Society for Quality (ASQ)	Certified Calibration Technician (CCT)	
E6	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	Board of Certified Safety Professionals (BCSP)	Associate Safety Professional (ASP)	
E6	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)	
E5	Electronics Technicians Association, International (ETA-D)	Associate Electronics Technician (CETa)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-D)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-D)	Electronics Associate Digital (EM4)	
E6	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Association of Electrical Inspectors (IAEI)	NCPCCI Electrical General (2B)	
E5	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E7	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
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	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
E6	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E7	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E4	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Professionals (CMRP)	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	
E6	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 _____

MCPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

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

4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

MCPO REQUIRED COMMUNITY PME:

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

MCPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

MCPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	Completed
1812: The Navy's War by <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
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- Click on the reference tab, then e-library audio and e-books tab.
- In order to download books, an "overdrive" account is required. On the top right, click on the overdrive window and follow the prompts.
- Then, not only are the PRP books available, but also hundreds of other items.

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

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Seven Signs of Ethical Collapse by <i>Marianne Jennings</i>	
The Observant Eye: Using it to Understand and Improve Performance by <i>W.T. Subalusky</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 Electrician's Mate - Nuclear - Surface 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 EMN-SW

Recommended Associates' degrees for the Fireman
Electric Power Technology
Nuclear Power Technology
Power Plant Technology
Business Administration
Electronic Engineering Technology
Electronic Instrumentation Technology
Nuclear Engineering Technology

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR EMN-SW

Recommended Bachelors/Masters degrees for the Fireman
Electric Power Technology
Nuclear Power Technology
Power Plant Technology
Business Administration
Electronic Engineering Technology
Electronic Instrumentation Technology
Nuclear Engineering Technology

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.A.S. Electric Power Technology Degree Requirements Summary

Navy Rating: Electrician's Mate (Nuclear) (EM)

Course Number/Title	Credits Needed
General Education	
Communications	6
ENGL 110 College Composition I – 3 Credits	
Choose one:	
ENGL 120 College Composition II – 3 Credits	
ENGL 125 Intro to Professional Writing – 3 Credits	
COMM 110 Fundamentals of Public Speaking – 3 Credits	
Arts & Humanities/Social & Behavioral Sciences	3
Business, Math, Science & Technology (Choose two classes from two separate areas of study)	6
Program Specific	
ELPW 101 Basic Computer Skills	3
ENRT 102 Introduction to the Electrical Industry	3
ENRT 103 Applied Math	3
ENRT 106 DC Fundamentals	2
ENRT 108 AC Fundamentals	3
ELPW 105 Electrical System Fundamentals	3
ELPW 109 Electrical Industry Safety	3
ELPW 110 Basic Print Reading	3
ELPW 112 Electrical System Components	2
ENRT 115 Industrial Composition	2
ELPW 118 Industrial Communications	3
ELPW 200 Advanced Print Reading	3
ELPW 202 Advanced Industrial Safety	3
ELPW 204 Advanced Electrical Systems	3
ELPW 206 Electrical System Protection	3
Specialization Area (Choose one area):	
<i>Line Construction</i>	
ELPW 250 Transformers	4
ELPW 230 Underground Line Construction	4
ELPW 210 Overhead Transmission & Distribution Line Construction	4
<i>Substations</i>	
ELPW 251 Substation Construction & Maintenance	4
ELPW 211 Substation Relays	4
ELPW 231 Substation Operations	4
<i>System Design</i>	
ELPW 208 Advanced Math	4
ELPW 212 System Design Basics	3
ELPW 232 System Design Analysis	3
ELPW 252 Civil Design	2
<i>Metering</i>	
ELPW 208 Advanced Math	4
ELPW 213 Fundamentals of Metering	3
ELPW 233 Single-Phase & Polyphase Metering	3
ELPW 253 Advanced Metering Technology	2
Total Credits Needed	68

SAMPLE DEGREE PLAN

Bachelor of Science in Nuclear Engineering Technology

Excelsior College

(120 credit hours)

Subject Area/Category	<u>Credits</u>
Arts and Sciences Component:	60
Communications (must include 3-credit written English):	9
Ethics:	3
Social Sciences/History:	6
Humanities and Social Sciences/History Electives:	6
Mathematics and Natural Sciences:	24
Math- at least 12 credits at a level of	
College Algebra and above including	
Calculus I and Calculus II	
Natural Science--must include	
Chemistry with Lab,	
Physics I with at least one lab	
Physics II with at least one lab,	
Atomic Physics	
Nuclear physics and thermodynamics	
Arts and Science Electives:	12
Nuclear Engineering Component:	48
Core Requirements	
Electrical Theory	
Computer Applications	
Materials	
Nuclear Materials	
Health Physics/ Radiation Protection	
Plant Systems Overview	
Reactor Core Fundamentals	
Fluids	
Heat Transfer	
Integrated Technology Assessment	
Nuclear Engineering Technology Electives	16
Free Elective Component:	16
Information Literacy (Required)	1

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