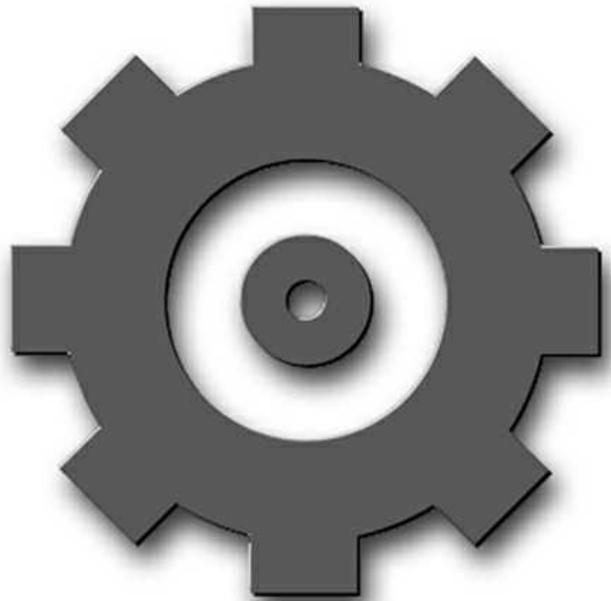




Engineman (EN)



January 2017

Career Roadmap

Fireman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Engineman 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 Engineman?

Engineman 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 Engineman 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, Engineman School at Great Lakes, NKO (E-Learning, etc.)). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (NKO, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Base Navy College or Education Office vast resources. All are uniquely qualified to help you along the way.



United States Navy Ethos

We are the United States Navy, our Nation's sea power - ready guardians of peace, victorious in war.

We are professional Sailors and Civilians - a diverse and agile force exemplifying the highest standards of service to our Nation, at home and abroad, at sea and ashore.

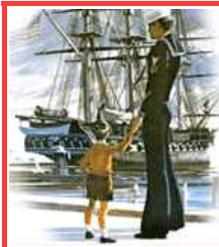
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

We are a team, disciplined and well-prepared, committed to mission accomplishment. We do not waver in our dedication and accountability to our Shipmates and families.

We are patriots, forged by the Navy's core values of Honor, Courage and Commitment. In times of war and peace, our actions reflect our proud heritage and tradition.

We defend our Nation and prevail in the face of adversity with strength, determination, and dignity.

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



EN CAREER PATH (SW)



Engineman duties include aligning fuel, water, and air piping systems and control operation of diesel engines used for ship propulsion, to propel small craft and to generate electrical power; cleaning, lubricating, adjusting, testing and performing other preventive maintenance on diesel engines, reduction gears, air compressors, hydraulic or pneumatic clutches, steering engines and controllable pitch propeller systems; repairing or replacing valves, pumps, compressors, heat exchangers and control devices used with diesel engines and gas turbines; making entries into and analyzing machinery operating records and reports.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
29-30	ENCM	21.1 Yrs	CMC	36	4 th Shore Tour Billet: Ship Sup, ATG Lead, Training Manager. Duty: ATG, RMC, SWOS. Qualification: DEI.
25-28	ENCM ENCS	21.1 Yrs 17.5	CMC, CSC	48	4 th Sea Tour Billet: Dept LCPO, 3MC. Duty: ACU, STAFF, CVN, DDG, LCS, LHA, LPD, LSD, SBT. Qualification: Prop Plant Mgr (4206 NEC), EOOW, ETT Coordinator.
22-24	ENCM ENCS	21.1 Yrs 17.5 Yrs	CWO, CMC, CSC	36	3 rd Shore Tour Billet: Ship Sup, Instructor, Curr. Dev., RDC, Recruiter. Duty: NSYD, SRF, IMA, Schoolhouse, ATG. Qualification: DEI, MTS.
18-21	ENCS ENC	17.5 Yrs 12.8 Yrs	CWO, CSC	48	3 rd Sea Tour Billet: LCPO, 3MC. Duty: ACU, STAFF, CVN, DDG, LCS, LHA, LPD, LSD, SBT. Qualification: Prop Plant Mgr (4206 NEC), EXW, ESWS, EAWS, EOOW, ETT Coord.
15-17	ENC EN1	12.8 Yrs 9.2	LDO, CWO, SARP	36	2 nd Shore Tour Billet: RDC, Instructor, Recruiter, Inspector Duty: RMC, Shipyard, ATG, SWOS. Qualification: ATS, MTS, Diesel Engine Inspector (DEI).
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**EN CAREER PATH
(SW)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
7-9	EN1 EN2	9.2 Yrs 4.4	STA-21, OCS, MECP, NAVAL ACADEMY, NROTC, RDC, Recruiter, Instructor Duty, SARP, Staff Duty, Brig Duty	36	1 st Shore Tour Billet: ACU, BCHMSTR UNITS, SRF, NRD, PHIB CB, Instructor. Duty: RMC, SWOS, ATG. Qualification: MTS, ATS.
2-6	EN2 EN3	4.4 Yrs 2 Yrs	STA-21, OCS, MECP, NAVAL ACADEMY, NROTC	60	1 st Sea Tour Billet: Maintenance Technician. Duty: ACU, CORIVRON, MCM, PC, CVN, LCC, LPD, AS, LHA, LHD, FFG, LSD, CG, PHIB CB SEADU, LCS, BCHMSTR UNITS. Qualification: WCS, ESWS.
1+/-	ENFN ENFA Accession Training	9 Months 6 Months			Recruit Training, A and C schools.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT

BUPERS-32 (Surface Enlisted Community Manager) Notes:

1. In rate shore duty is limited; normally "A" or "C" school instructor, IMAs, and ATGs. Most ENs can expect a tour in recruiting or as an RDC.
2. Tours at Flag Staff Duty, NPC and BUPERS require screening.
3. The Diesel Engine Inspector (DEI) program is open to E-7 and above. Sea duty for the DEIs is limited. DEIs duty is mostly shore duty.
4. Acronyms: AO- Auxiliaries Operator, ERO- Engine Room Operator, EOOW- Engineering Officer of the Watch.

Suggested Career Milestones to Attain Engineering Department LCPO (Top Snipe):

1. SEA 1 (approximately 5 years of service upon completion).
 - a. Advance to E-5.
 - b. Qualify: Propulsion Systems Monitor (PSM), Engine Room Monitor (ERM), Equipment Room Operator (ERO), Auxiliary Equipment Monitor (AEM), Electrical Plant Control Console (EPCC), Propulsion Auxiliary Control Console (PACC), Engineering Training Team (ETT), Work Center Supervisor (WCS)/Enlisted Surface Warfare Specialist (ESWS).
 - c. Purpose: These qualifications are part of the big picture required by a Departmental Leading Chief Petty Officer (DLCPO). Each represent the building blocks necessary for a future DLCPO to take the next step as the technical expert, whether it be teaching a "C" school on shore 2 or leading a main space as Leading Petty Officer



EN CAREER PATH (SW)



(LPO)/LCPO on sea 2. These qualifications are the immediate predecessors to the Engineering Officer of the Watch qualification.

d. Prerequisites for Qualifications to include:

(1) ESWS.

(a) Qualify: Fire Party On Scene Leader, Chemical Biological Radiological (CBR), Investigator, Plotter.

(2) PSM/ERM.

(a) Qualify: 3M Maintenance Man, Basic Damage Control (DC), Sounding & Security, ASM, Switch Board Operator.

2. SHORE 1 (approximately 8 years of service upon completion).

a. E-5/E-6.

b. Regional Maintenance Center (RMC), In-Rate Instructor.

c. Purpose for these duties:

(1) Hone the journeyman skills and experiences required to maintain maximum operational capability of the engineering plant.

(2) First shore tour has been identified as the most flexible of all shore assignments and presents the optimal time for special program assignments.

d. Qualify Quality Assurance Inspector (QAI), Master Training Specialist (MTS).

3. SEA 2 (approximately 13 years of service upon completion).

a. E-6/E-7.

b. Qualify EOOW, ETT, Department 3M Officer, Engineering Operational Sequencing System (EOSS) Custodian, Maintain Auto log, LPO/Division LCPO.

c. These qualifications and programs all fall under the knowledge responsibilities of a Department LCPO. A complete and up to date knowledge of these qualifications and programs are the keystone principals for the Sailor.

d. If Small Ship: Department LCPO, ETT Coordinator.

4. SHORE 2 (approximately 16 years of service upon completion).

a. E-7/E-8 (Top Performers).

b. RMC (Ship Supervisor, QAO qualification), In-Rate Instructor, Afloat Training Group (ATG).

5. SEA 3 (approximately 20 years of service upon completion).

a. E-8/E-9 (Top Performers).



EN CAREER PATH (SW)



- b. ETT Coordinator, Department LCPO.
 - c. Navy Enlisted Classification (NEC) 4206 (If not completed on second sea tour).
 - d. Engineering Dept. LCPO (“Top Snipe”).
6. SHORE 3 (approximately 24 years of service upon completion).
- a. E-8/E-9.
 - b. Flag level duty/ATG Lead.
7. SEA 4 (approximately 27 years of service upon completion).
- a. E-8/E-9.
 - b. Engineering Dept. LCPO



**Engineman
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
None				

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
4206 - Senior Enlisted Propulsion Engineering Course	Norfolk, VA / San Diego, CA	A-651-0110	12 days	
4303 - Cummins Diesel Engines Technician	Various	K-652-0232	12 days	
4310 - ALCO (251C) and General Motors EMD (645) Diesel Engine Technician	Great Lakes	A-652-0321	19 days	
4324 - MCM Propulsion Technician	San Diego	A-652-0017	26 days	
4333 - Fairbanks Morse (38D 8-1/8) and Colt Pielstick (PC2.5V) Diesel Engine Technician	Great Lakes	A-652-0323	24 days	
4340 - NAMTS Diesel Engine, Governor, and Injector Repair Technician, Generalist	Various	V-652-4340		
4342 - NAMTS Diesel Engine, Governor and Injector Repair Technician, ALCO (251C) and General Motors EMD (645) Specialization	Various	V-652-4342		
4343 - NAMTS Diesel Engine, Governor and Injector Repair Technician, MCM Propulsion (Isotta Franchini / SOLAR) Specialization	Various	V-652-4343		
4344 - NAMTS Diesel Engine, Governor and Injector Repair Technician, Fairbanks Morse (38D 8-1/8) and Colt Pielstick (PC2.5V) Specialization	Various	V-652-4344		
4346 - NAMTS Diesel Engine, Governor and Injector Repair Technician, FFG-7 Class Auxiliaries Mechanical System Specialization	Various	V-652-4346		
4366 - LSD-41 Class Propulsion System Technician	Great Lakes	A-652-0349	37 days	
4334 - LSD-41/49 Class Advanced Engineering Control System-Machinery Control System (AECS-MCS) Propulsion Systems Technician	Great Lakes, Norfolk, San Diego	A-651-9005	5 days	
4314 - Diesel Engine Inspector	San Diego, Norfolk	A-652-0311	19 days	

JOB DESCRIPTION

Engineman operate, service, and repair internal combustion engines used to power some of the Navy's ships and most of the Navy's small craft. Most enginemen operate and maintain diesel engines, main reduction gears, electrohydraulic controllable pitch propeller systems, and associated equipment.

RECOMMENDED BILLET ASSIGNMENTS

Work as a Master Engineer afloat or ashore providing command support operating and maintaining diesel engines and associated propulsion/electrical power generation machinery. Enginemen perform their duties primarily on surface ships. Other Opportunities: Command Master Chief, RDC, Instructor/Facilitator, 3M Coordinator, CMEO/EOA, DAPA, CACO, DEI, Detailer, Joint Assignments, GWOT Support Assignments.

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
NAVEDTRA 43241 (series) 3M 306		
NAVEDTRA 43241 (series) 3M 307		
NAVEDTRA 43523 (series) QA 305, 307, 308		
Engineering Officer of the Watch (EOOW)		

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

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Surface Warfare Specialist		
Aviation Warfare Specialist		
Navy Enlisted Expeditionary Warfare (EXW) Specialist(NAVEDTRA 43296)		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Control and Valve Installers and Repairers, Except Mechanical Door
Cooling and Freezing Equipment Operators and Tenders
Engine and Other Machine Assemblers
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Industrial Machinery Mechanics
Machinists
Mobile Heavy Equipment Mechanics, Except Engines
Motorboat Mechanics and Service Technicians
Refrigeration Mechanics and Installers
Ship Engineers
Stationary Engineers and Boiler Operators
Tank Car, Truck, and Ship Loaders
Water and Wastewater Treatment Plant and System Operators

Occupation (Federal Employer)
0019 - Safety Technician Series
0350 - Equipment Operator Series
0871 - Naval Architecture Series
1601 - Equipment, Facilities, and Services Series
1603 - Equipment, Facilities, and Services Assistance Series
1670 - Equipment Services Series
5306 - Air Conditioning Equipment Mechanic
5415 - Air Conditioning Equipment Operating
9936 - Engine Midshipman
9956 - Engineman
9957 - Engine Utilityman

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electrical Generating Systems Association (EGSA)	Electrical Generator Systems Technician Certification - Apprentice	
E4	International Council for Machinery Lubrication (ICML)	Level I Machine Lubricant Analyst (MLA I)	
E3	International Fluid Power Society (IFPS)	Industrial Hydraulic Mechanic (IHM)	
E3	International Fluid Power Society (IFPS)	Mobile Hydraulic Mechanic (MHM)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Automatic Transmission/Transaxle (A2)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Brakes (A5)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Electrical/Electronic Systems (A6)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Engine Performance (A8)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Engine Repair (A1)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Heating and Air Conditioning (A7)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Light Vehicle Diesel Engines (A9)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Manual Drive Train and Axles (A3)	
E5	National Institute for Automotive Service Excellence (ASE)	Automobile/Light Truck - Suspension and Steering (A4)	
E5	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Mechanical and Electrical Components (B5)	
E5	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Non-Structural Analysis and Damage Repair (B3)	

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Painting and Refinishing (B2)	
E5	National Institute for Automotive Service Excellence (ASE)	Collision Repair and Refinish - Structural Analysis and Damage Repair (B4)	
E5	National Institute for Automotive Service Excellence (ASE)	Damage Analysis and Estimating (B6)	
E5	National Institute for Automotive Service Excellence (ASE)	Electronic Diesel Engine Diagnosis Specialist Test (L2)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Brakes (T4)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Diesel Engines (T2)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Drive Train (T3)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Electrical/Electronic Systems (T6)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Gasoline Engines (T1)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Heating, Ventilation and Air Conditioning (HVAC) (T7)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Preventive Maintenance Inspection (PMI) (T8)	
E5	National Institute for Automotive Service Excellence (ASE)	Medium/Heavy Truck - Suspension and Steering (T5)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Air Conditioning Systems and Controls (S7)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Body Systems and Special Equipment (S1)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Brakes (S4)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Diesel Engines (S2)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Drive Train (S3)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Electrical/Electronic Systems (S6)	
E5	National Institute for Automotive Service Excellence (ASE)	School Bus Technician - Suspension and Steering (S5)	
E5	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Auxiliary Power Systems Installation and Repair (E3)	
E5	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Electrical/Electronic Systems Installation and Repair (E2)	
E5	National Institute for Automotive Service Excellence (ASE)	Truck Equipment - Installation and Repair (E1)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E9	United States Coast Guard (USCG)	Chief Engineer (Limited)	
E8	United States Coast Guard (USCG)	Chief Engineer (OSV) - Near Coastal Domestic	
	United States Coast Guard (USCG)	Chief Engineer (Unlimited)	
E7	United States Coast Guard (USCG)	National 1st Assistant Engineer Steam/Motor/GT	
E6	United States Coast Guard (USCG)	National 2nd Assistant Engineer Steam/Motor/GT	
E5	United States Coast Guard (USCG)	National 3rd Assistant Engineer Steam/Motor/GT	
E7	United States Coast Guard (USCG)	National Assistant Engineer (Limited) Steam/Motor/GT	
	United States Coast Guard (USCG)	National Assistant Engineer (OSV)	
	United States Coast Guard (USCG)	National Chief Engineer	
	United States Coast Guard (USCG)	National Chief Engineer (Limited) Steam/Motor/GT	
	United States Coast Guard (USCG)	National Chief Engineer of MODU	
	United States Coast Guard (USCG)	National Chief Engineer OSV	
	United States Coast Guard (USCG)	National Chief Engineer Steam/Motor/GT	
	United States Coast Guard (USCG)	National Chief Engineer/Assistant Engineer UFIV	
	United States Coast Guard (USCG)	National Designated Duty Engineer Steam/Motor/GT	
	United States Coast Guard (USCG)	National Lifeboatman and Lifeboatman-Limited	
	United States Coast Guard (USCG)	National Mate OSV	
	United States Coast Guard (USCG)	National OUPV Less Than 100 GRT	
	United States Coast Guard (USCG)	National QMED	
	United States Coast Guard (USCG)	National QMED: Electrician/Refrigerating Engineer	

Target paygrade	Certifying Agency	Credential Title	Date Completed
	United States Coast Guard (USCG)	National QMED: Fireman/Watertender	
	United States Coast Guard (USCG)	National QMED: Junior Engineer	
	United States Coast Guard (USCG)	National QMED: Machinist/Pumpman	
E4	United States Coast Guard (USCG)	National QMED: Oiler	
E4	United States Coast Guard (USCG)	Unlicensed Deck Engineer	
E4	United States Coast Guard (USCG)	Unlicensed Oiler	
E4	United States Coast Guard (USCG)	Unlicensed Pumpman	

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	Bulk Fuel Specialist (Pumper-Gauger)	
E1 - E9	Computer Operator	
E1 - E9	Diesel Mechanic	
E1 - E9	Fuel System Maintenance Worker (Any Industry)	
E1 - E9	Hydroelectric-Machinery Mechanic (Utilities)	
E1 - E9	Maintenance Mechanic (Any Industry)	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Refrigeration Mechanic	
E1 - E9	Refrigeration Mechanic (Any Industry)	
E1 - E9	Water-Treatment-Plant Operator (Waterworks)	

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.

Courses with Recommended Reserve Points:

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

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

MCPO RECOMMENDED RESERVE PME:

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

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://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.

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Fireman Manual <i>NAVEDTRA 14104</i>	
Engineman Rating Manual <i>NAVEDTRA 14075A</i>	
Ships' Maintenance and Material Management (3M) Manual <i>NAVSEAINST 4790.8 Series</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
NSTM TAGOUT Users Manual <i>NAVSEA S0400-AD-URM-010/TUM</i>	
Engineering Department Organizational Manual <i>OPNAVINST3540.3A</i>	
EOSS Users Guide	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Diesel Engine Inspectors Handbook	
Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</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 Engineman 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 EN

Recommended Associates' degrees for the Fireman

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR EN

Recommended Bachelors/Masters degrees for the Fireman

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

Navy College Program Distance Learning Program (NCPDLP)

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

Servicemembers Opportunity College Degree Network System (SOC DNS):

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

Tuition Assistance (TA):

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

Joint Service Transcripts (JST)

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

The American Council on Education (ACE)

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

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

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

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

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

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

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

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

Education:

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

Other Quick References:

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