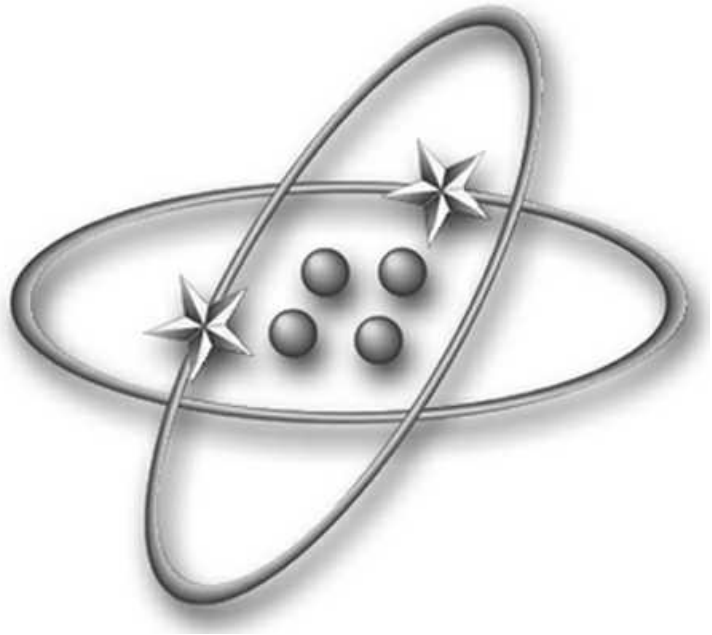
Electronics Technician (ET)



LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

January 2017

Career Roadmap

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Electronics Technician 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 Electronics Technician?

Electronics Technician roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Seaman Recruit through Master Chief. The principal focus is to standardize a program Navy wide by featuring the existing skills necessary to be successful in the Navy. The ultimate goal of a roadmap is to produce a functional and competent Sailor.

What is the Enlisted Learning and Development Continuum?

Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional education, well-rounded assignments, and voluntary education. As you progress through your career, early-on skill training diminishes while professional military education gradually increases. Experience is the ever-present constant determining the rate at which a Sailor trades skill training for professional development.

Do Sailors have to follow the Roadmap?

Yes. The Electronics Technician 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, ET School at Naval Station Great Lakes, IL, 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.

ET CAREER PATH
(SW)

Electronic Technicians are specialized technicians that are responsible for a wide array of communications, navigation, and RADAR equipment. ETs are stationed on all types of surface combatants, Naval Stations, Naval Air Stations and Special Warfare Commands.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ETCM	21.4 Yrs	CMC, Senior Enl Academy	36	4th Shore Tour (CONUS/OUTUS) Billet: Program Manager, Systems Manager, Training Manager, Instructor, Program Analyst. Duty: Millington, CSCS, TSC, AIR PAC, SURFPAC. Qualification: CDO/AOIC.
22-25	ETCM ETCS	21.2 Yrs 17.9	CMC, CSC	36	4th Sea Tour (CONUS/OUTUS) Billet: Dept. LCPO. Duty: CG, CVN, LPD.
19-21	ETCM ETCS ETC	21.4 Yrs 17.9 13	CWO, CMC, CSC, Instructor, RDC, Recruiter	36	3rd Shore Tour (CONUS/OUTUS) Billet: Maintenance Supervisor Systems Supervisor, Systems Analyst, Training Supervisor. Duty: ATG, CSCS, RMC. Qualification: MTS.
16-18	ETCS ETC ET1	17.9 Yrs 13 9.6	CWO, CSC	36	3rd Sea Tour (CONUS/OUTUS) Billet: CSSE, Dept LCPO. Duty: LHA, FFG, CVN, DDG. JCU, RIVRON, NSW, DEVGRU. Qualification: Warfare Coord., EXW, IDW, EAWS.
13-15	ETC ET1	13 9.6	LDO, CWO, Instructor, RDC, Recruiter	36	2nd Shore Tour (CONUS/OUTUS) Billet: Instructor, Inspector, Technician, Trainer. Duty: CSCS, ATG, RDC, RMC, NRD, RTC. Qualification: ATS, MTS.
9-12	ETC ET1 ET2	13 Yrs 9.6 4.1	LDO, CWO, OCS, MECP	48	2nd Sea Tour (CONUS/OUTUS) Billet: LPO, LCPO. Duty: Ship, JCU, RMC ATG RIVRON, NSW, DEVGRU. Qualification: CSOOW, EAWS.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

ET CAREER PATH
(SW)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
6-8	ET1 ET2 ET3	9.6 Yrs 4.1 1.3	STA-21, OCS, MECP, Instructor, RDC, Recruiter	36	1st Shore Tour (CONUS/OUTUS) Billet: Instructor, RDC, Recruiter, Technician. Duty: Com Station, NECC, CSCS, NRD, TSC, RTC, ATG. Qualification: MTS, ATS.
2-5	ET2 ET3	4.1 Yrs 1.3	Naval Academy, STA-21	48	1st Sea Tour (CONUS/OUTUS) Billet: Technician, WCS. Duty: Ship, Com Station, NAS. Qualification: CSMC Sup, Area Supervisor, ATFP, VBSS, ESWS.
1+/-	ETSN/ETSA	9 Months			Recruit Training, “A” and “C” School.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

Notes:

1. Instructor duty can prevent a member from being in a leadership position. This fact is due to the sheer number of Chief Petty Officer and First Class billets at CSCS.

2. Acronyms: ATFP- Anti-Terrorism/Force Protection, WCS- Work Center Supervisor, CSTT- Combat Systems Training Team, VBSS-Visit Board Search and Seizure, FPTT- Force Protection Training Team, SCAT- Small Craft Action team, ATFP-Anti Terrorism Force Protection, RDC- Recruit Division Commander, CSC- Combat System Coordinator, SUWC- Surface Warfare Coordinator, ITT-Integrated Training Team, CSCS-Center for Surface Combat Systems, AOIC-Assistant Officer in Charge, CSOOW- Combat System Officer of the Watch, CSMC-Combat System Maintenance Central, ATG-Afloat Training Group, ATS-Afloat Training Specialist, MTS-Master Training Specialist, WHCA-White House Communications Agency, JSOC-Joint Special Operations Command, JCSE-Joint Communications Support Element.

3. ETs serving in Joint Billets may not have an opportunity to earn their EAWS or ESWS pin but can be expected to earn EXW or EIDWS Pin.

Electronics Technician
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
Electronics Technician Combined "A" School	Great Lakes, IL	A-100-0092	204 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
All Fleet, Group, Team, Vendor and Contractor provided training required to maintain assigned equipment.	Various	Various	Various	
Navigation Self Assessment and Groom Training (NAV SAGT)	CSCS DETs (various)	A-102-0433	5 days	
INTEGRATED AIR AND MISSILE DEFENSE C4I SELF ASSESSMENT AND GROOM TRAINING	Various	A-101-0027	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1405 - AN/WSC-6(V)7 Combatant Super High Frequency Satellite Communications	Norfolk VA/San Diego CA	A-101-0147	19 days	
1406 - AN/WSC-6(V)9 Combatant Super High Frequency Satellite Communications	Norfolk VA/San Diego CA	A-101-0145	19 days	
1410 - AN/SRC-55(V) HYDRA	Norfolk VA/San Diego CA	A-101-0212	26 days	
1413 - Meteorologist Equipment Maintenance	BILOXI MS	C-198-2010	45 days	
1419 - Electromagnetic Compatibility	Norfolk VA	A-101-0250	19 days	
1420 - Surface HF Communications System Maintenance	San Diego CA	A-101-0258	68 days	
1424 - Communications Equipment (SRQ-4)	Norfolk VA/San Diego CA	A-101-0209	26 days	
1425 - Communications Equipment (WSC-3/UHF DAMA)	Norfolk VA/San Diego CA	A-101-0138	75 days	
1428 - Small Combatant Communications Electronic Subsystem	San Diego CA	A-101-0217	201 days	
1471 - URN-25 Tactical Air Navigation	Norfolk VA/San Diego CA	A-102-0239	33 days	
1486 - Single Audio System (SAS)	Norfolk VA/San Diego CA	A-160-0125	32 days	
1494 - LHD Class Radio Communications System Maintenance	Dam Neck VA	A-101-0234	96 days	
1503 - Radar (SPS-49)	San Diego CA	A-104-0176	82 days	
1504 - Radar (SPS-55)	Norfolk VA/San Diego CA	A-104-0162	19 days	
1507 - Radar (SPS-67(V))	San Diego CA	A-104-0177	33 days	
1510 - Radar (AN/SPS-49(V)5, 7, & 8)	San Diego CA	A-104-0209	110 days	
1517 - DASR/STARS Maintenance Pipeline	PENSACOLA FL	C-103-2069	78 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1520 - AN/SPS-73(V)12 Maintenance	Norfolk VA/San Diego CA	A-104-0225	12 days	
1529 - Standard Terminal Automation Replacement System (STARS) Maintenance	PENSACOLA FL	C-103-2025	78 days	
1530 - Digital Airport Surveillance Radar (DASR)	PENSACOLA FL	C-103-2018	38 days	
1571 - AN/UPX-29(V) Ship System Maintainer	Saint Inigoes MD	S-102-0085	33 days	
1572 - AIMS System	Norfolk VA	A-102-0062	82 days	
1591 - Miniature/ Micro-miniature Module Test and Repair (2MTR)	See CANTRAC Vol II due to multiple locations	A-100--0008	46 days	
1592 - AN/TPX-42A(V)14 Shipboard DAIR Maintenance	PENSACOLA FL	C-103-2063	61 days	
9604 - JTIDS Shipboard Terminal Maintenance	Dam Deck VA	A-101-0148	68 days	
9607 - High Frequency Radio Group (HFRG) Maintenance	San Diego CA	A-101-0248	40 days	
9610 - Radar (AN/SPS-49A(V))	Norfolk VA	A-104-0222	73 days	
9613 - Naval Special Warfare (NSW) Communications	CORONADO CA	K-431-0141	40 days	
9614 - AN/SPN-35C Maintenance	PENSACOLA FL	C-103-2038	40 days	
1430 - AN/USC-38 (V)2, 3 Maintenance	Norfolk VA/San Diego CA	A-101-0269	47 days	
9605 - Naval Modular Auto Communications Sys II (NAVMACS II) Maintenance	Norfolk VA/San Diego CA	A-101-0266	40 days	
1452 - NAVMACS(V)3 Shipboard Maintenance	San Diego CA	A-101-0214	54 days	
1458 - BKS/SMG Communications Systems	Norfolk VA	A-101-0034	68 days	
1460 - Communications Security (COMSEC) Maintenance	Norfolk VA/San Diego CA	A-160-0116	18 days	
1465 - Special Maintenance (AN/GSC-52(V), GSC-39, FSC-78/79 SHF Terminal)	FORT GORDON GA	A-101-0729	177 days	
1493 - Tactical Support Communications (TSCOMM) Maintenance	JACKSONVILLE FL	C-101-0817	39 days	
1570 - Air Traffic Control Communications	PENSACOLA	C-103-2115	61 days	
1579 - Precision Approach Radar	PENSACOLA FL	C-103-2061	96 days	
1589 - Fleet Electronics Calibration (FECL)	BILOXI MS	C-198-6671	95 days	
1590 - AN/SPN-46(V) Radar	PENSACOLA FL	C-103-2067	87 days	
9608 - Radar Technician (AN/SPS-67(V)3)	Norfolk VA	A-104-0215	40 days	
9615 - AN/SPS-67(V)5 Radar	Norfolk VA	A-104-0230	19 days	
9509 - 2-M INSTRUCTOR PIPELINE	Norfolk VA/ San Diego CA/ Whidbey Island WA/ ATSUGI JAPAN	A-100-0074	124 days	
1403 - AN/WSC-6(V)5 SHF SATCOM SYS MAINT	Norfolk VA	A-101-0055	47 days	
9617 - Navigation Systems Maintenance Technician Pipeline	Dam Neck VA	A-670-0017	88 days	
1459 - TACMOBILE SYSTEM MAINTENANCE TECHNICIAN PIPELINE	JACKSONVILLE FL	C-102-0137	106 days	
9619 - AN/USC-69(V)3 COMMERCIAL BROADBAND SATELLITE PROGRAM MAINTENANCE	NORFOLK VA, SAN DIEGO CALIFORNIA	A-101-0057	19 days PRE REQ OG CIN: A-101-0054 (SHF BASEBAND)	

JOB DESCRIPTION

Electronic Communications Technicians maintain shore-based, ship-based, and portable communications equipment, including all associated cabling, computer, multiplexing, switching, cryptographic, recording, cooling water and dry air systems; analyze equipment operation and align, troubleshoot, and repair equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include the updating of casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who complete maintenance, conduct tool, MAM, and test equipment inventories, logistics support, and operational verification testing of new systems or equipment.

Electronics Data Systems Technicians maintain data link, inertial navigation, tactical network, message routing, digital production/projection, calibration, fiber optics, micro-miniature module test and repair, computer-based, and peripheral computer systems; analyze equipment operation, establish computer and network configurations, and troubleshoot and repair computer-based equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include the updating of casualty reporting messages, technical manuals, equipment maintenance records, and managing test equipment calibration requirements; complete fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who complete maintenance, conduct tool, MAM, and test equipment inventories, logistics support, and operational verification testing of new systems or equipment.

Electronics Radar Systems Technicians maintain surface search, air search, and weather radar systems, radar video switchboards, synchro Identification Friend or Foe (IFF) equipment, tactical air navigation equipment, including all associated cabling, cooling water and dry air systems; analyze equipment operation and align, troubleshoot, and repair equipment to the lowest replaceable unit; execute casualty control procedures, restoring operability for all assigned electronic equipment, recognizing mission criticality and redundancies within systems; perform administrative functions that include managing test equipment calibration requirements and the updating of casualty reporting messages, technical manuals, and equipment maintenance records; complete, fiber optic and basic soldering repair, electrical safety checks, and test equipment calibration; and supervise personnel who complete maintenance, conduct tool, MAM, and test equipment inventories, logistics support, and operational verification testing of new systems or equipment.

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RECOMMENDED BILLET ASSIGNMENTS

Workcenter Supervisor
Other Opportunities:

- In Rate Instructor
- In Rate Technical Assignment
- GWOT Support Assignment
- Special Duty Assignments (Sea)
- Special Duty Assignments (Shore)

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		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard		
301 M9 Service Pistol Operator		
301 Sentry		
302 Line Handler		
302 Reaction Force Member		
305 M500 Shotgun Operator		
combat systems technician (CSOSS 301)		
Combat Systems Area Supervisor (CSOSS 302)		
303 Work Center Supervisor (WCS)		

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)**
Combat Systems Officer of the Watch (CSOOW)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer and Information Systems Managers
Computer Network Support Specialists
Computer Operators
Computer User Support Specialists
Computer, Automated Teller, and Office Machine Repairers
Database Administrators
Electrical and Electronics Installers and Repairers, Transportation Equipment
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electronic Home Entertainment Equipment Installers and Repairers
Electronics Engineering Technicians
Electronics Engineers, Except Computer
First-Line Supervisors of Mechanics, Installers, and Repairers
General and Operations Managers
Helpers--Installation, Maintenance, and Repair Workers
Information Security Analysts
Network and Computer Systems Administrators
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Telecommunications Equipment Installers and Repairers, Except Line Installers

Occupation (Federal Employer)
0390 - Telecommunications Processing Series
0391 - Telecommunications Series
0392 - General Telecommunications Series
0394 - Communications Clerical Series
0856 - Electronics Technical Series
2502 - Telecommunications Mechanic
2504 - Wire Communications Cable Splicing
2602 - Electronic Measurement Equipment Mechanic
2604 - Electronics Mechanic
2606 - Electronic Industrial Controls Mechanic
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
2854 - Electrical Equipment Repairing
9944 - Electronics Technician

Navy COOL: The following certifications and licenses are applicable to the ET-Electronics Technician 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)	
E7	American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Alternating Current (BEE-AC)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Analog (BEE-A)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Digital (BEE-D)	
E4	Certifying Technical Employee Competence (CertTEC)	Basic Electricity and Electronics - Direct Current (BEE-DC)	
E4	Cisco Systems, Inc.	Cisco Certified Network Associate (CCNA) Routing and Switching	
E4	Computing Technology Industry Association (CompTIA)	CompTIA A+ ce	
E3	Computing Technology Industry Association (CompTIA)	CompTIA Network+ ce	
E7	Computing Technology Industry Association (CompTIA)	CompTIA Security+ ce	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E4	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-I)	Commercial Audio Technician (CAT)	
E4	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E4	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E4	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E4	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E4	Electronics Technicians Association, International (ETA-I)	Photonics Technician Operator (PTO)	
E5	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E4	Electronics Technicians Association, International (ETA-I)	Radio Frequency Identification Technical Specialist (RFID)	
E4	Electronics Technicians Association, International (ETA-I)	Technician in Precision Optics (TPO)	
E5	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E4	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Federal Communications Commission (FCC)	Ship Radar Endorsement	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Associate-Level	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Consumer Electronics	
E5	International Society of Certified Electronics Technicians (ISCET)	Certified Electronics Technician - Journeyman-Level - Radar	
E3	Linux Professional Institute (LPI)	Linux Server Professional Certification (LPIC-1)	
E3	Microsoft Corporation	Microsoft Certified Professional (MCP)	
E3	Microsoft Corporation	Microsoft Certified Solutions Associate (MCSA): Windows Server 2008	
E3	Microsoft Corporation	Microsoft Certified Solutions Associate (MCSA): Windows Server 2012	
E5	National Institute for Certification in Engineering Technologies (NICET)	Fire Protection: Fire Alarm Systems - Level I	
E5	North American Electric Reliability Corporation (NERC)	System Operator Certification	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Expert (BPE)	
E5	Society of Cable Telecommunications Engineers (SCTE)	Broadband Premises Technician (BPT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E5	Vibration Institute	Certified Balancing Specialist - Category I	
E5	Vibration Institute	Certified Vibration Analyst - Category I	
E5	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	Computer Programmer (Professional & Kindred)	
E1 - E9	Electric-Motor Repairer (Any Industry)	
E1 - E9	Electrical Equipment Repairperson (Magneto Repairer)	
E1 - E9	Electrician	
E1 - E9	Electrician (Construction)	
E1 - E9	Electrician, Maintenance (Any Industry)	
E1 - E9	Electronics Mechanic	
E1 - E9	Electronics Mechanic (Any Industry)	
E1 - E9	Electronics Technician (Professional & Kindred)	
E1 - E9	Electronics Technician (Professional & Kindred) (0169C)	
E1 - E9	Electronics Tester	
E1 - E9	Internetworking Technician	

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:

15 Months	12 Months	9 Months	6 Months	Orders Received
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:

18 -12 months	6 months	90 days	30 days
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
Platform/Command/Warfare specific requirements to meet watch station requirements	Various	Various		

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.

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 CNFR 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 CNFR N7.

E5 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	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MSC101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRFC-NPSAP-2 /DoN 0	23 hours	

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NEETS Module 01	NKO	NAVEDTRA 14173A		
NEETS Module 02	NKO	NAVEDTRA 14174A		
NEETS Module 03	NKO	NAVEDTRA 14175A		
NEETS Module 04	NKO	NAVEDTRA 14176		
NEETS Module 05	NKO	NAVEDTRA 14177A		
NEETS Module 06	NKO	NAVEDTRA 14178A		
NEETS Module 07	NKO	NAVEDTRA 14179A		
NEETS Module 08	NKO	NAVEDTRA 14180A		
NEETS Module 10: Introduction to Wave Propagation, Transmission Lines, and Antennas	Non Resident Training Course	NAVEDTRA 14182	Self-paced	
NEETS Module 11	NKO	NAVEDTRA 14183A		
NEETS Module 12 Modulation Principles	Non Resident Training Course	NAVEDTRA 14184	Self-paced	
NEETS Module 13	NKO	NAVEDTRA 14185A		
NEETS Module 14	NKO	NAVEDTRA 14186		
NEETS Module 15	NKO	NAVEDTRA 14187A		
NEETS Module 16: Introduction to Test Equipment		NAVEDTRA 14188		
NEETS Module 17 Radio Frequency Communications Principles	Non Resident Training Course	NAVEDTRA 14189	Self-paced	
NEETS Module 18: RADAR Principles	NKO	NAVEDTRA 14190		
NEETS Module 19	NKO	NAVEDTRA 14191		
NEETS Module 20	NKO	NAVEDTRA 14192		
NEETS Module 21	NKO	NAVEDTRA 14193		
NEETS Module 22 Introduction to Digital computers	Non Resident Training Course	NAVEDTRA 14194	Self-paced	
NEETS Module 23	NKO	NAVEDTRA 14195		
NEETS Module 24 Introduction to Fiber Optics	Non Resident Training Course	NAVEDTRA 14196	Self-paced	
NEETS Module 9 Introduction to Wave Generators and Wave Shaping	Non Resident Training Course	NAVEDTRA 14181	Self-paced	
Basic Military Requirements (BMR) for E1-E4	NKO/Navy E-Learning:	IEPME-INTRO-B1 thru B8		
Basic Military Requirements (BMR) for E5-E6	NKO/Navy E-Learning:	EPME-BASIC-B1 thru B8		

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

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**
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Space Combat Systems Operational Sequencing System (CSOSS) Manuals	
Naval Electronics Engineering Training Series (NEETS) Modules	
ET Volumes *NAVEDTRA Series*	
Shipboard Electronics Material Officer (EMO), *NAVEDTRA 10478-A1.5*	

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 Electronics Technician 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 ET

Recommended Associates' degrees for the Seaman
Electronics
Computer Science
Computer Networking
Information Technology

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR ET

Recommended Bachelors/Masters degrees for the Seaman
Electronics
Computer Science
Computer Networking
Information Technology
Telecommunications, , ,
Engineering or Engineering Technology
Mathematics
Business Administration,

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

Navy College Program Distance Learning Program (NCPDLP)

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

Servicemembers Opportunity College Degree Network System (SOC DNS):

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

Tuition Assistance (TA):

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

Joint Service Transcripts (JST)

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

The American Council on Education (ACE)

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

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

DANTES (DSST) http://www.dantes.doded.mil/DANTES_WEB/EXAMINATIONS/DSST.htm
CLEP Exams http://www.collegeboard.com/student/testing/clep/about.html

SAMPLE DEGREE PLAN

Associate in Science

Florida Community College at Jacksonville (http://www.fccj.org/prospective/programs/data07_08/2175.html)

Associate in Science in Telecommunications Engineering Technology (Converged Networks)

General Education		**Credits**
	Mathematics	3
	Social and Behavioral Sciences	3
ENC 1101	English Composition I	3
	Communications	3
	Humanities	3
Required Professional Courses		
CET 2687	Security+	3
CET 2626	Building Scalable Networks	3
CET 2627	Building Multilayer Switched Networks	3
CET 2628	Building Remote Access Networks	3
CET 2636	Home Integration	3
CET 2660	Managing Network Security	3
CET 2665	Advanced Firewall Administration	3
CET 2481	Designing and Building Wireless Networks	3
CET 2682	Voice over IP (VoIP)	3
CET 2623	Deploying Quality of Service	3
CET 2675	IP Telephony	3
CET 2676	Unified Messaging	3
CET 1943	Internship	3
Professional Electives		
LIS 1002	Information Literacy (Online)	1
CET 2662	Techniques of Computer Hacking and Incident Handling	3
CET 2880	Data Forensics I — Basic	3
CET 1630	Fiber, Voice and Data Cabling	3
Total Credit Hours		**64**

SAMPLE DEGREE PLAN

Bachelor of Science

Fort Hays State University (http://www.fhsu.edu/int/telecomm/vccourserequirements.shtml)

Bachelor of Science in Information Networking and Telecommunications - Computer Networking and Telecommunications Concentration

Information Networking and Telecommunications Major Core	**Credits**
INT 300 Field of Information Networking: Foundations for Understanding	3
INT 250 Introduction to Web Development	3
POLS/INT 602 Public Policy, Ethics and Law in Information Networking	3
INT 430 Leadership in Information Networking	3
INT 405 Research Methods in Information Networking	3
INT 490 Capstone Seminar in Information Networking	3
Concentration Requirements Computer Networking and Telecommunications	
PHYS 230 Telecommunications Electronics	3
INT 291 Internetworking Certification I	3
INT 680 Network Architecture and Data Communications I	3
INT 681 Network Architecture and Data Communications II	3
INT 293 Internetworking II	3
Cross Concentration Elective Media Studies	
INT 140 Introduction to Electronic Media	3
Cross Concentration Elective Web Development	
INT 651 Advanced Web Development	3
Required General Education Class: COMM 318 Communication in Human Organization	**3**
Telecommunications & Networking Emphasis Options	
INT 293 Internetworking II (CCNA Prep)	3
INT 685 Fundamentals of Network Security (MCNS, CSPFA)	3
INT 695 Advanced Routing (CCNP Prep 1)	3
INT 696 Advanced Remote Access (CCNP Prep 2)	3
INT 697 Advanced LAN Switching (CCNP Prep 3)	3
INT 698 Internetwork Troubleshooting (CCNP Prep 4)	3
Totals:	
General Education Requirements	55
Department/Major Requirements	54
Free Electives	15
Total	**124**

SAMPLE DEGREE PLAN

Master of Science

Boston University (http://www.bu.edu/online/online_programs/graduate_degree/master_management/project_management/courses.html)

Master of Science in Project Management

Core Courses	**Credits**
AC 630 Financial and Managerial Accounting	4
FI 741 Financial Management	4
MG 610 Intro to Organizational Risk and Crisis Mang in Both Public and Private Enterprise	4
MG 650 International Business, Economics, and Cultures	4
MG 742 Data Analysis and Operations Management	4
MG 743 Managing Employees, Professionals, and Teams	4
MK 743 Marketing Management	4
TM 648 Introduction to Electronic Commerce, Systems, and Web Design	4
Specialization Courses	
AD 642 Program and Project Management	4
AD 643 Project Leadership and Communications	4
AD 644 Project Risk and Cost Management	4
AD 645 International and Advanced Project Management	4
Total	**48**

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