Fire Controlman (FC)

October 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Fire Controlman 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 Fire Controlman?

Fire Controlman 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 Fire Controlman 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, FC “A” 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.

FC CAREER PATH
(SW)

Fire Controlmen are technicians responsible for the operation, maintenance, testing, troubleshooting and repair of: RADARs, computers, networks, data display systems and integrated weapon system components. Fire Controlmen are knowledgeable in basic electricity/electronics, digital fundamentals, synchros, servos, RADAR principals, the fire control problem, gun ballistics, missile systems and computer fundamentals. FCs serve in most classes of surface ships and are trained in maintenance and operation of variety of weapon systems.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
29-30	FCCM	21.4 Yrs	CMC, Senior Enl Academy	36	4th Shore Tour Billet: SEA, Training Manager, AOIC, FC Administrator, Test Director. Duty: FFC, SURFOR, TSC, NAWCD, CSCS, OPTEVFOR.
25-28	FCCM FCCS	21.4 Yrs 16.4	CMC, CSC	48	4th Sea Tour Billet: CSSE/Dept LCPO. Duty: CVN, LHA, LHD. Qualification: TAO/SUWC/TLAM Evaluator.
22-24	FCCM FCCS FCC	21.4 Yrs 16.4 12.3	CWO, CMC, CSC, Instructor, RDC, Recruiter	36	3rd Shore Tour Billet: Fire Control Administrator Lead Instructor, Combat System Development/Test/Evaluation. Duty: ATG, CSCS, TSC, OPTEVFOR, NAVSEA, SURFOR. Qualification: CDO.
18-21	FCCS FCC FC1	16.4 Yrs 12.3 8.2	CWO, CSC	48	3rd Sea Tour Billet: Lead Fire Controlman, Dept. LCPO, CSSE. Duty: CVN, LHD, DESRON CCSG. Qualification: Warfare Coord, ECO, Boarding Officer, ITT Member, CSTT Leader.
15-17	FCCS FCC FC1	16.4 Yrs 12.3 8.2	LDO, CWO, Instructor, RDC, Recruiter	36	2nd Shore Tour Billet: Instructor, RDC, Recruiter, Tech Rep, Trainer, Detailer. Duty: ATG, CSCS, TSC. Millington. Qualification: ATS, MTS, RINC.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

FC CAREER PATH
(SW)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
10-14	FCC FC1 FC2	12.3 Yrs 8.2 3.3	LDO, CWO, OCS, MECP	60	2nd Sea Tour Billet: Lead Technician, LPO, LCPO. Duty: Ship, Staff. Qualification: CSC, CSOOW, SUWC, LAC, ECO, EAWS CSTT Evaluator ABO, FPTT Team Leader/or assistant.
7-9	FC1 FC2	8.2 Yrs 3.3	LDO, STA-21,OCS, MECP, Instructor, RDC, Recruiter	36	1st Shore Tour Billet: Instructor, RDC, Recruiter, Maintenance Tech. Duty: ATG, CSCS, TSC, RTC, NRD. Qualification: ATS, MTS, RINC.
2-6	FC2 FC3	3.3Yrs 1.3	STA-21, Naval Academy, NROTC	60	1st Sea Tour Billet: Maintenance Technician. Duty: Ship. Qualification: CSMC, Area Supervisor, CSTT, FPTT Member SCAT/VBSS Team Member ESWS.
1+/-	FCSA/SN	9 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**

Notes:

1. Billet base for E5 imbalanced for shore duty, which may preclude a Sailor’s opportunity for an in-rate shore tour. Sailors electing to stay at sea might not follow normal sea-shore rotation.

2. FDNF Sea duty billets are extremely arduous, with ships being out of homeport well above CONUS average.

3. Typically, FCs are substantially involved in ATFP.

4. Acronyms: CSSE-Combat Systems Senior Enlisted. CCSG- Commander Carrier Strike Group. 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 Weapons 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, ECO-Engagement Control Officer, ATG-Afloat Training Group, LAC-Launch Area Coordinator, ATS- Afloat Training Specialist, MTS-Master Training Specialist .

Fire Controlman
Seaman Recruit to Seaman

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
Fire Controlman Combined 'A' School	Great Lakes, IL	A-100-0093	173 days	

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
1147 - NATO Sea Sparrow Maintenance	Dam Neck, VA	A-104-0204	208 days	
1140 - AN/SPS-48E Operation and Maintenance	Dam Neck, VA	A-104-0206	142 days	
1324 - MK 86 Gun Fire Control System MOD-9	Dam Neck, VA	A-113-0065	124 days	
1102 - FCS MK-92 Maintenance	San Diego, CA	A-113-0080	157 days	
1122 - MK 15 CIWS MODS 11-14, 21, 22, 25-28	San Diego, CA/ Dam Neck, VA	A-113-0043	193 days	
1120 - Gun Computer System MK-160 MOD 4/6 & Optical Sight System (OSS) MK 46 MOD 0 Operation and Maintenance	Virginia Beach, VA	A-113-0131	82 days	
1109 - MK-31 Guided Missile Weapon System (GMWS) Rolling Airframe Missile (RAM) MOD 1/3 Operation and Maintenance	Virginia Beach, VA	A-113-0046	54 days	
1136 - Tactical Tomahawk Weapons Control System (TTWCS) Operations and Maintenance	San Diego, CA; Virginia Beach, VA	A-121-0015	89 days	
1658 - LHD Computer/Peripheral	Dam Neck, VA	A-150-0271	46 days	
1169 - Harpoon Weapons System Maintenance	San Diego, CA; Virginia Beach, VA	J-113-1000	54 days	
1107 - AEGIS Radar System AN/SPY-1A(V) Operation and Maintenance	Dahlgren, VA	A-104-0296	207 days	
1119 - AEGIS Radar System AN/SPY-1B/B(V)/D Operations and Maintenance	Dahlgren, VA	A-104-0265	179 days	
1143 - AEGIS MILSPEC FCS/ORTS/400Hz Operation and Maintenance	Dahlgren, VA	A-104-0300	176 days	
1337 - AEGIS Radar System AN/SPY-1D(V) Maintenance and Operation	Dahlgren, VA	A-104-0276	163 days	
1144 - AEGIS Computer Operations and Maintenance	Dahlgren, VA	A-150-0430	186 days	
1322 - AEGIS Display UYQ-21 Operation and Maintenance	Dahlgren, VA	S-150-0401	212 days	
1335 - AEGIS Computer Network Technician (ACNT) B/L 6.3	Dahlgren, VA	A-150-0660	268 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1318 - AEGIS Computer Network Technician (ACNT) B/L 7.1	Dahlgren, VA	A-150-0171	227 days	
1148 - AEGIS COTS FCS/400Hz Operation and Maintenance	Dahlgren, VA	A-104-0328	117 days	
1388 - AEGIS Radar System AN/SPY-1 Operation and Maintenance B/L 9A	Dahlgren, VA	A-150-2022	198 days	
1113 - AEGIS AN/SPY-1 Ballistic Missile Defense (BMD) B/L 3.X	Dahlgren, VA	A-104-0063	22 days	
1093 - AEGIS AN/SPY-1 Ballistic Missile Defense (BMD) B/L 4.X/5.X	Dahlgren, VA	A-104-4000	71 days	
1339 - AEGIS Computer Network Technician (ACNT) B/L 7.1R	Dahlgren, VA	A-150-0182	206 days	
1345 - AEGIS Computer Network Technician (ACNT) B/L 8	Dahlgren, VA	A-150-0301	204 days	
1386 - AEGIS Computer Network Technician (ACNT) B/L 9	Dahlgren, VA	A-150-1047	178 days	
1111 - AEGIS Computer System Ballistic Missile Defense (BMD) B/L 3.X	Dahlgren, VA	A-150-0062	29 days	
1091 - AEGIS Computer System Ballistic Missile Defense (BMD) 4.X/5.X	Dahlgren, VA	A-150-4208	54 days	
1094 - AEGIS FCS Ballistic Missile Defense (BMD) B/L 4.X	Dahlgren, VA	A-104-4001	23 days	
1095 - AEGIS FCS Ballistic Missile Defense (BMD) B/L 5.X	Dahlgren, VA	A-104-4001	23 days	
1325 - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2 Maintenance	Dahlgren, VA	S-150-1001	32 days	
1325+ - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2A Maintenance	Dahlgren, VA	S-150-9000	11 days Follow-on to S-150-1001	
1348 - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2B Maintenance	Dahlgren, VA	A-150-9010	43 days	

JOB DESCRIPTION

Support command and Navy mission by employing knowledge, skills, and abilities obtained during formal and on-the-job training events to perform corrective and preventive maintenance on systems assigned and tasks directed by the chain of command and those appointed over you.

RECOMMENDED BILLET ASSIGNMENTS

Maintenance technician afloat

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Roving Patrol (Rover)		
Small Weapon Qualification (9mm, Rifle, Shotgun)		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
CSOSS 301 Technician		

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)**
Various Reaction Force Watches		
Security Alert Team		
Backup Alert Force		
Ordnance Handling Team Member		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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_____

E1/E2/E3 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

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

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) [1]				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

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.

E1/E2/E3 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	

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (BMR) for E1-E4	NKO/Navy E-Learning:	IEPME-INTRO-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.

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Operational Sequencing System (CSOSS) Manuals (Platform/Ship Specific)	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
TACMEMOs (Platform/System Specific)	
NEETS, Module 01--Introduction to Matter, Energy, and Direct Current *NAVEDTRA 14173*	
NEETS, Module 02--Introduction to Alternating Current and Transformers *NAVEDTRA 14174*	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement *NAVEDTRA 14175*	
NEETS, Module 04--Iintroduction to Electrical Conductors, Wiring Techniques and Schematic Reading *NAVEDTRA 14176*	
NEETS, Module 05--Introduction to Generators and Motors *NAVEDTRA 14177*	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies *NAVEDTRA 14178*	
NEETS, Module 07--Introduction To Solid-State Devices And Power Supplies *NAVEDTRA 14179*	
NEETS, Module 08--Introduction To Amplifiers *NAVEDTRA 14180*	
NEETS, Module 10--Introduction to Wave Propagation, Transmission Lines, and Antennas *NAVEDTRA 14182*	
NEETS, Module 12--Modulation Principles *NAVEDTRA 14184*	
NEETS, Module 09--Introduction To Wave-Generation and Wave-Shaping Circuits *NAVEDTRA 14181*	
NEETS, Module 11--Microwave Principles *NAVEDTRA 14183*	
NEETS, Module 13--Introduction To Number Systems And Logic Circuits *NAVEDTRA 14185*	
NEETS, Module 14--Introduction To Microelectronics *NAVEDTRA 14186*	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros *NAVEDTRA 14187*	
NEETS, Module 16--Introduction to Test Equipment *NAVEDTRA 14188*	
NEETS, Module 17--Radio Frequency Communications Principles *NAVEDTRA 14189*	
NEETS, Module 18--Radar Principles *NAVEDTRA 14190*	
NEETS, Module 19--The Technician's Handbook *NAVEDTRA 14191*	
NEETS, Module 21--Test Methods And Practices *NAVEDTRA 14193*	
NEETS, Module 22--Introduction to Digital computers *NAVEDTRA 14194*	
NEETS, Module 24--Introduction to Fiber *NAVEDTRA 14196*	
Standard Fire Control Symbols *NAVSEA OP 1700*	
Clearing Of Live Ammo From Guns *NAVSEA SW300-BC-SAF-010*	
Rang Table For 5 Inch 54 - Caliber Guns Firing Projectiles Mark 41 and Mark 64 (Surface Targets) *NAVSEA SW323-AF-ORD-010 / OP 1182*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TLAM Launch Platform Weapons System And Tactics *NTTP 3-03.1 Volume 2*	
TLAM Employment Manual *NTTP 3-03.1 Volume 1*	
Ballistic Wind And Density For Naval Gunfire *NAVSEA SW226-AB-MMO-010*	
Surface Ship Gunnery *NWP 3-20.32*	
Magazine Sprinkler Systems *NAVSEA S9522-AA-HBK-010*	
Technicians Handbook for Basic Liquid Cooling Systems for Shipboard Electronics *S9536-B1-MMO-010*	
Basic Liquid Cooling Systems for Shipboard Electronics *S9536-BD-HBK-010*	

Fire Controlman
Petty Officer Third Class
(Apprentice/Journeyman)

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Fire Controlman Combined 'A' School	Great Lakes, IL	A-100-0093	173 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Miniature Electronic Repair	Multiple	A-100-0072	26 days	
Micro Miniature Electronic Repair	Multiple	A-100-0073	11 days	
Fiber Optics Maintenance Technician	Multiple	A-670-0063		
AEGIS AN/SPY-1A(V) Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-104-0601	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
AN/SPY-1B/D Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-104-0602	5 days	
AN/SPY-1D(V) Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-221-0150	5 days	
AN/SPY-1 Advanced BMD Self Assessment and Groom Training (SPY BMD SAGT)	CSCS DETs (various)	A-104-0020	5 days	
Integrated Air and Missile Defense AN/SPY-1A(V) Self Assessment and Groom Training (SPY-1A SAGT)	CSCS DETs (various)	A-121-0051	5 days	
Integrated Air and Missile Defense AN/SPY-1D(V) Self Assessment and Groom Training (SPY-1D(V) SAGT)	CSCS DETs (various)	A-121-0052	5 days	
Integrated Air and Missile Defense C4I Self Assessment and Groom Training (IAMD C4I SAGT)	CSCS DETs (various)	A-101-0027	5 days	
AEGIS Advanced Electronic Cooling Water/Dry Air Self Assessment and Groom Training (ECWS SAGT)	CSCS DETs (various)	A-104-0019	5 days	
AEGIS Advanced Air Cooled Solid State Frequency Converter 400Hz Power System Self Assessment and Groom Training (ACSSFC 400Hz SAGT)	CSCS DETs (various)	A-104-0024	5 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	
AEGIS Advanced MK84 400Hz Power System Self Assessment and Groom Training (MK84 400Hz SAGT)	CSCS DETs (various)	A-104-0029	5 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 7.1	CSCS DETs (various)	A-150-0770	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 6.3	CSCS DETs (various)	A-150-2024	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 7.1R	CSCS DETs (various)	A-150-2025	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 8	CSCS DETs (various)	A-150-0071	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 9	CSCS DETs (various)	A-150-0086	26 days	
Ship Self Defense System Self Assessment and Groom Training (SSDS SAGT)	CSCS DETs (various)	A-102-0173	5 days	
SSDS Embedded Training System Self Assessment and Groom Training (SSDS ETS SAGT)	CSCS DETs (various)	A-150-2026	2 days	
AN/SPY-1 B/L 9C Advanced BMD Self Assessment and Groom Training (SPY 9C SAGT)	CSCS DETs (various)	A-150-9015	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1147 - NATO Sea Sparrow Maintenance	Dam Neck, VA	A-104-0204	208 days	
1140 - AN/SPS-48E Operation and Maintenance	Dam Neck, VA	A-104-0206	142 days	
1324 - MK 86 Gun Fire Control System MOD-9	Dam Neck, VA	A-113-0065	124 days	
1102 - FCS MK-92 Maintenance	San Diego, CA	A-113-0080	157 days	
1122 - MK 15 CIWS MODS 11-14, 21, 22, 25-28	San Diego, CA/ Dam Neck, VA	A-113-0043	193 days	
1120 - Gun Computer System MK-160 MOD 4/6 & Optical Sight System (OSS) MK 46 MOD 0 Operation and Maintenance	Virginia Beach, VA	A-113-0131	82 days	
1109 - MK-31 Guided Missile Weapon System (GMWS) Rolling Airframe Missile (RAM) MOD 1/3 Operation and Maintenance	Virginia Beach, VA	A-113-0046	54 days	
1136 - Tactical Tomahawk Weapons Control System (TTWCS) Operations and Maintenance	San Diego, CA; Virginia Beach, VA	A-121-0015	89 days	
0349 - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
1658 - LHD Computer/Peripheral	Dam Neck, VA	A-150-0271	46 days	
1169 - Harpoon Weapons System Maintenance	San Diego, CA; Virginia Beach, VA	J-113-1000	54 days	
1107 - AEGIS Radar System AN/SPY-1A(V) Operation and Maintenance	Dahlgren, VA	A-104-0296	207 days	
1119 - AEGIS Radar System AN/SPY-1B/B(V)/D Operations and Maintenance	Dahlgren, VA	A-104-0265	179 days	
1143 - AEGIS MILSPEC FCS/ORTS/400Hz Operation and Maintenance	Dahlgren, VA	A-104-0300	176 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1337 - AEGIS Radar System AN/SPY-1D(V) Maintenance and Operation	Dahlgren, VA	A-104-0276	163 days	
1144 - AEGIS Computer Operations and Maintenance	Dahlgren, VA	A-150-0430	186 days	
1322 - AEGIS Display UYQ-21 Operation and Maintenance	Dahlgren, VA	S-150-0401	212 days	
1335 - AEGIS Computer Network Technician (ACNT) B/L 6.3	Dahlgren, VA	A-150-0660	268 days	
1318 - AEGIS Computer Network Technician (ACNT) B/L 7.1	Dahlgren, VA	A-150-0171	227 days	
1148 - AEGIS COTS FCS/400Hz Operation and Maintenance	Dahlgren, VA	A-104-0328	117 days	
1388 - AEGIS Radar System AN/SPY-1 Operation and Maintenance B/L 9A	Dahlgren, VA	A-150-2022	198 days	
1113 - AEGIS AN/SPY-1 Ballistic Missile Defense (BMD) B/L 3.X	Dahlgren, VA	A-104-0063	22 days	
1093 - AEGIS AN/SPY-1 Ballistic Missile Defense (BMD) B/L 4.X/5.X	Dahlgren, VA	A-104-4000	71 days	
1339 - AEGIS Computer Network Technician (ACNT) B/L 7.1R	Dahlgren, VA	A-150-0182	206 days	
1345 - AEGIS Computer Network Technician (ACNT) B/L 8	Dahlgren, VA	A-150-0301	204 days	
1386 - AEGIS Computer Network Technician (ACNT) B/L 9	Dahlgren, VA	A-150-1047	178 days	
1111 - AEGIS Computer System Ballistic Missile Defense (BMD) B/L 3.X	Dahlgren, VA	A-150-0062	29 days	
1091 - AEGIS Computer System Ballistic Missile Defense (BMD) 4.X/5.X	Dahlgren, VA	A-150-4208	54 days	
1094 - AEGIS FCS Ballistic Missile Defense (BMD) B/L 4.X	Dahlgren, VA	A-104-4001	23 days	
1095 - AEGIS FCS Ballistic Missile Defense (BMD) B/L 5.X	Dahlgren, VA	A-104-4001	23 days	
1325 - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2 Maintenance	Dahlgren, VA	S-150-1001	32 days	
1325+ - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2A Maintenance	Dahlgren, VA	S-150-9000	11 days Follow-on to S-150-1001	
1348 - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2B Maintenance	Dahlgren, VA	A-150-9010	43 days	
0334 - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships	San Diego, CA; Virginia Beach, VA	J-113-1001	26 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X (GCCS-M 4.0 COP Operator)	San Diego, CA; Virginia Beach, VA	A-221-0069	26 days	
0342 - Global Command and Control System Common Operational Picture/Maritime (GCCS COP/M) Operator		OJT		
0347 - Ship Self Defense System (SSDS) MK 1 Operator	Virginia Beach, VA	A-150-0005	26 days	

JOB DESCRIPTION

Support command and Navy mission by employing knowledge, skills, and abilities obtained during formal and on-the-job training events to perform corrective and preventive maintenance on systems assigned and tasks directed by the chain of command and those appointed over you.

RECOMMENDED BILLET ASSIGNMENTS

Maintenance technician afloat

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

RECORD REVIEW CHECKLIST

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

a. **BUPERS Online**: BUPERS Online (https://www.bol.navy.mil) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:

   1. **Official Military Personnel File (OMPF)**: All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.

   2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.

   3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on https://www.bol.navy.mil, click on the "*ODC, OSR, PSR, ESR*" link.

b. **Electronic Service Record (ESR)** Self-Service ESR: This can be viewed at (https://nsips.nmci.navy.mil) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.

c. **Electronic Training Jacket (ETJ)**: Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.

d. **US Navy Awards website**: Log onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Roving Patrol (Rover)		
Pier Sentry		
Small Weapon Qualification (9mm, Rifle, Shotgun)		
Personal Qualifications Standard		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		

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)**
Various Reaction Force Watches		
Security Alert Team		
Backup Alert Force		
Ordnance Handling Team Member		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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_____

E4 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

E4 REQUIRED COMMUNITY PME:

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

E4 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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.

E4 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	

E4 RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	**Completed**
1812: The Navy's War *by 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.

E4 RECOMMENDED COMMUNITY READING

Title	Completed
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Operational Sequencing System (CSOSS) Manuals (Platform/Ship Specific)	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
TACMEMOs (Platform/System Specific)	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Ammunition and Explosive Safety Afloat *NAVSEA OP4*	
Ammunition and Explosives Safety Ashore *NAVSEA OP5*	
DDG 51 (Flight 1) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
NEETS, Module 01--Introduction to Matter, Energy, and Direct Current *NAVEDTRA 14173*	
NEETS, Module 02--Introduction to Alternating Current and Transformers *NAVEDTRA 14174*	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement *NAVEDTRA 14175*	
NEETS, Module 04--Iintroduction to Electrical Conductors, Wiring Techniques and Schematic Reading *NAVEDTRA 14176*	
NEETS, Module 05--Introduction to Generators and Motors *NAVEDTRA 14177*	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies *NAVEDTRA 14178*	
NEETS, Module 07--Introduction To Solid-State Devices And Power Supplies *NAVEDTRA 14179*	
NEETS, Module 08--Introduction To Amplifiers *NAVEDTRA 14180*	
NEETS, Module 10--Introduction to Wave Propagation, Transmission Lines, and Antennas *NAVEDTRA 14182*	
NEETS, Module 12--Modulation Principles *NAVEDTRA 14184*	
NEETS, Module 09--Introduction To Wave-Generation and Wave-Shaping Circuits *NAVEDTRA 14181*	
NEETS, Module 11--Microwave Principles *NAVEDTRA 14183*	
NEETS, Module 13--Introduction To Number Systems And Logic Circuits *NAVEDTRA 14185*	
NEETS, Module 14--Introduction To Microelectronics *NAVEDTRA 14186*	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros *NAVEDTRA 14187*	
NEETS, Module 16--Introduction to Test Equipment *NAVEDTRA 14188*	
NEETS, Module 17--Radio Frequency Communications Principles *NAVEDTRA 14189*	
NEETS, Module 18--Radar Principles *NAVEDTRA 14190*	
NEETS, Module 19--The Technician's Handbook *NAVEDTRA 14191*	
NEETS, Module 21--Test Methods And Practices *NAVEDTRA 14193*	
NEETS, Module 22--Introduction to Digital computers *NAVEDTRA 14194*	
NEETS, Module 24--Introduction to Fiber *NAVEDTRA 14196*	
Standard Fire Control Symbols *NAVSEA OP 1700*	
Clearing Of Live Ammo From Guns *NAVSEA SW300-BC-SAF-010*	
Rang Table For 5 Inch 54 - Caliber Guns Firing Projectiles Mark 41 and Mark 64 (Surface Targets) *NAVSEA SW323-AF-ORD-010 / OP 1182*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TLAM Launch Platform Weapons System And Tactics *NTTP 3-03.1 Volume 2*	
TLAM Employment Manual *NTTP 3-03.1 Volume 1*	
Ballistic Wind And Density For Naval Gunfire *NAVSEA SW226-AB-MMO-010*	
AEGIS Combat System Technical Operations Manual (CSTOM) (Ship Specific) *NAVPUB*	
Surface Ship Gunnery *NWP 3-20.32*	
Magazine Sprinkler Systems *NAVSEA S9522-AA-HBK-010*	
Technicians Handbook for Basic Liquid Cooling Systems for Shipboard Electronics *S9536-B1-MMO-010*	
Basic Liquid Cooling Systems for Shipboard Electronics *S9536-BD-HBK-010*	

Fire Controlman
Petty Officer Second Class
(Journeyman)

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Miniature Electronic Repair	Multiple	A-100-0072	26 days	
Micro Miniature Electronic Repair	Multiple	A-100-0073	11 days	
Fiber Optics Maintenance Technician	Multiple	A-670-0063		
AEGIS AN/SPY-1A(V) Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-104-0601	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
AN/SPY-1B/D Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-104-0602	5 days	
AN/SPY-1D(V) Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-221-0150	5 days	
AN/SPY-1 Advanced BMD Self Assessment and Groom Training (SPY BMD SAGT)	CSCS DETs (various)	A-104-0020	5 days	
Integrated Air and Missile Defense AN/SPY-1A(V) Self Assessment and Groom Training (SPY-1A SAGT)	CSCS DETs (various)	A-121-0051	5 days	
Integrated Air and Missile Defense AN/SPY-1D(V) Self Assessment and Groom Training (SPY-1D(V) SAGT)	CSCS DETs (various)	A-121-0052	5 days	
Integrated Air and Missile Defense C4I Self Assessment and Groom Training (IAMD C4I SAGT)	CSCS DETs (various)	A-101-0027	5 days	
Navigation Self Assessment and Groom Training (NAV SAGT)	CSCS DETs (various)	A-102-0433	5 days	
AEGIS Advanced Electronic Cooling Water/Dry Air Self Assessment and Groom Training (ECWS SAGT)	CSCS DETs (various)	A-104-0019	5 days	
AEGIS Advanced Air Cooled Solid State Frequency Converter 400Hz Power System Self Assessment and Groom Training (ACSSFC 400Hz SAGT)	CSCS DETs (various)	A-104-0024	5 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	
AEGIS Advanced MK84 400Hz Power System Self Assessment and Groom Training (MK84 400Hz SAGT)	CSCS DETs (various)	A-104-0029	5 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 7.1	CSCS DETs (various)	A-150-0770	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 6.3	CSCS DETs (various)	A-150-2024	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 7.1R	CSCS DETs (various)	A-150-2025	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 8	CSCS DETs (various)	A-150-0071	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 9	CSCS DETs (various)	A-150-0086	26 days	
Ship Self Defense System Self Assessment and Groom Training (SSDS SAGT)	CSCS DETs (various)	A-102-0173	5 days	
SSDS Embedded Training System Self Assessment and Groom Training (SSDS ETS SAGT)	CSCS DETs (various)	A-150-2026	2 days	
AN/SPY-1 B/L 9C Advanced BMD Self Assessment and Groom Training (SPY 9C SAGT)	CSCS DETs (various)	A-150-9015	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1147 - NATO Sea Sparrow Maintenance	Dam Neck, VA	A-104-0204	208 days	
1140 - AN/SPS-48E Operation and Maintenance	Dam Neck, VA	A-104-0206	142 days	
1324 - MK 86 Gun Fire Control System MOD-9	Dam Neck, VA	A-113-0065	124 days	
1102 - FCS MK-92 Maintenance	San Diego, CA	A-113-0080	157 days	
1122 - MK 15 CIWS MODS 11-14, 21, 22, 25-28	San Diego, CA/ Dam Neck, VA	A-113-0043	193 days	
1120 - Gun Computer System MK-160 MOD 4/6 & Optical Sight System (OSS) MK 46 MOD 0 Operation and Maintenance	Virginia Beach, VA	A-113-0131	82 days	
1109 - MK-31 Guided Missile Weapon System (GMWS) Rolling Airframe Missile (RAM) MOD 1/3 Operation and Maintenance	Virginia Beach, VA	A-113-0046	54 days	
1136 - Tactical Tomahawk Weapons Control System (TTWCS) Operations and Maintenance	San Diego, CA; Virginia Beach, VA	A-121-0015	89 days	
0349 - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
1658 - LHD Computer/Peripheral	Dam Neck, VA	A-150-0271	46 days	
1169 - Harpoon Weapons System Maintenance	San Diego, CA; Virginia Beach, VA	J-113-1000	54 days	
1107 - AEGIS Radar System AN/SPY-1A(V) Operation and Maintenance	Dahlgren, VA	A-104-0296	207 days	
1119 - AEGIS Radar System AN/SPY-1B/B(V)/D Operations and Maintenance	Dahlgren, VA	A-104-0265	179 days	
1143 - AEGIS MILSPEC FCS/ORTS/400Hz Operation and Maintenance	Dahlgren, VA	A-104-0300	176 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1337 - AEGIS Radar System AN/SPY-1D(V) Maintenance and Operation	Dahlgren, VA	A-104-0276	163 days	
1144 - AEGIS Computer Operations and Maintenance	Dahlgren, VA	A-150-0430	186 days	
1322 - AEGIS Display UYQ-21 Operation and Maintenance	Dahlgren, VA	S-150-0401	212 days	
1335 - AEGIS Computer Network Technician (ACNT) B/L 6.3	Dahlgren, VA	A-150-0660	268 days	
1318 - AEGIS Computer Network Technician (ACNT) B/L 7.1	Dahlgren, VA	A-150-0171	227 days	
1148 - AEGIS COTS FCS/400Hz Operation and Maintenance	Dahlgren, VA	A-104-0328	117 days	
1388 - AEGIS Radar System AN/SPY-1 Operation and Maintenance B/L 9A	Dahlgren, VA	A-150-2022	198 days	
1113 - AEGIS AN/SPY-1 Ballistic Missile Defense (BMD) B/L 3.X	Dahlgren, VA	A-104-0063	22 days	
1093 - AEGIS AN/SPY-1 Ballistic Missile Defense (BMD) B/L 4.X/5.X	Dahlgren, VA	A-104-4000	71 days	
1339 - AEGIS Computer Network Technician (ACNT) B/L 7.1R	Dahlgren, VA	A-150-0182	206 days	
1345 - AEGIS Computer Network Technician (ACNT) B/L 8	Dahlgren, VA	A-150-0301	204 days	
1386 - AEGIS Computer Network Technician (ACNT) B/L 9	Dahlgren, VA	A-150-1047	178 days	
1111 - AEGIS Computer System Ballistic Missile Defense (BMD) B/L 3.X	Dahlgren, VA	A-150-0062	29 days	
1091 - AEGIS Computer System Ballistic Missile Defense (BMD) 4.X/5.X	Dahlgren, VA	A-150-4208	54 days	
1094 - AEGIS FCS Ballistic Missile Defense (BMD) B/L 4.X	Dahlgren, VA	A-104-4001	23 days	
1095 - AEGIS FCS Ballistic Missile Defense (BMD) B/L 5.X	Dahlgren, VA	A-104-4001	23 days	
1325 - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2 Maintenance	Dahlgren, VA	S-150-1001	32 days	
1325+ - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2A Maintenance	Dahlgren, VA	S-150-9000	11 days Follow-on to S-150-1001	
1348 - Cooperative Engagement Transmission Procession Set (CETPS) AN/USG-2B Maintenance	Dahlgren, VA	A-150-9010	43 days	
0332 - Tomahawk Weapon System (Surface) Operator				
0334 - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships	San Diego, CA; Virginia Beach, VA	J-113-1001	26 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X (GCCS-M 4.0 COP Operator)	San Diego, CA; Virginia Beach, VA	A-221-0069	26 days	
0342 - Global Command and Control System Common Operational Picture/Maritime (GCCS COP/M) Operator		OJT		
0347 - Ship Self Defense System (SSDS) MK 1 Operator	Virginia Beach, VA	A-150-0005	26 days	

JOB DESCRIPTION

Support command and Navy mission by employing knowledge, skills, and abilities obtained during formal and on-the-job training events to perform corrective and preventive maintenance on systems assigned and tasks directed by the chain of command and those appointed over you.

RECOMMENDED BILLET ASSIGNMENTS

Maintenance technician afloat

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		
Petty Officer of the Watch (POOW)		
Officer of the Deck (OOD) (In Port)		
Roving Patrol (Rover)		
Small Weapon Qualification (9mm, Rifle, Shotgun)		
Personal Qualifications Standard		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		

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)**
Various Reaction Force Watches		
Security Alert Team		
Backup Alert Force		
Combat Systems Training Team		
Anti-Terrorism/Force Protection Training Team		
Ordnance Handling Team Member		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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
None				

E5 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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
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**
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Operational Sequencing System (CSOSS) Manuals (Platform/Ship Specific)	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
TACMEMOs (Platform/System Specific)	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Allied Naval Gunfire Support *ATP 4(F)*	
Ammunition and Explosive Safety Afloat *NAVSEA OP4*	
Ammunition and Explosives Safety Ashore *NAVSEA OP5*	
DDG 51 (Flight 1) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
NEETS, Module 01--Introduction to Matter, Energy, and Direct Current *NAVEDTRA 14173*	

Title	Completed
NEETS, Module 02--Introduction to Alternating Current and Transformers *NAVEDTRA 14174*	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement *NAVEDTRA 14175*	
NEETS, Module 04--Iintroduction to Electrical Conductors, Wiring Techniques and Schematic Reading *NAVEDTRA 14176*	
NEETS, Module 05--Introduction to Generators and Motors *NAVEDTRA 14177*	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies *NAVEDTRA 14178*	
NEETS, Module 07--Introduction To Solid-State Devices And Power Supplies *NAVEDTRA 14179*	
NEETS, Module 08--Introduction To Amplifiers *NAVEDTRA 14180*	
NEETS, Module 10--Introduction to Wave Propagation, Transmission Lines, and Antennas *NAVEDTRA 14182*	
NEETS, Module 12--Modulation Principles *NAVEDTRA 14184*	
NEETS, Module 09--Introduction To Wave-Generation and Wave-Shaping Circuits *NAVEDTRA 14181*	
NEETS, Module 11--Microwave Principles *NAVEDTRA 14183*	
NEETS, Module 13--Introduction To Number Systems And Logic Circuits *NAVEDTRA 14185*	
NEETS, Module 14--Introduction To Microelectronics *NAVEDTRA 14186*	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros *NAVEDTRA 14187*	
NEETS, Module 16--Introduction to Test Equipment *NAVEDTRA 14188*	
NEETS, Module 17--Radio Frequency Communications Principles *NAVEDTRA 14189*	
NEETS, Module 18--Radar Principles *NAVEDTRA 14190*	
NEETS, Module 19--The Technician's Handbook *NAVEDTRA 14191*	
NEETS, Module 21--Test Methods And Practices *NAVEDTRA 14193*	
NEETS, Module 22--Introduction to Digital computers *NAVEDTRA 14194*	
NEETS, Module 24--Introduction to Fiber *NAVEDTRA 14196*	
Standard Fire Control Symbols *NAVSEA OP 1700*	
Clearing Of Live Ammo From Guns *NAVSEA SW300-BC-SAF-010*	
Rang Table For 5 Inch 54 - Caliber Guns Firing Projectiles Mark 41 and Mark 64 (Surface Targets) *NAVSEA SW323-AF-ORD-010 / OP 1182*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TLAM Launch Platform Weapons System And Tactics *NTTP 3-03.1 Volume 2*	
TLAM Employment Manual *NTTP 3-03.1 Volume 1*	
Ballistic Wind And Density For Naval Gunfire *NAVSEA SW226-AB-MMO-010*	
Naval Supply Procedures, Afloat Supply *NAVSUP P-485 Volume 1*	
AEGIS Combat System Technical Operations Manual (CSTOM) (Ship Specific) *NAVPUB*	
Surface Ship Gunnery *NWP 3-20.32*	
Magazine Sprinkler Systems *NAVSEA S9522-AA-HBK-010*	
Technicians Handbook for Basic Liquid Cooling Systems for Shipboard Electronics *S9536-B1-MMO-010*	
Basic Liquid Cooling Systems for Shipboard Electronics *S9536-BD-HBK-010*	
Strike Warfare (STW), Surface Warfare (SUW), Intelligence (INT), Command and Control Warfare (C2W), and Command, Control and Communications (CCC) Exercises *FXP 3*	
Anti-Air Warfare (AAW) Exercises *FXP 2*	
Amphibious Warfare (AMW) and Mine Warfare (MIW) Exercises *FXP 5*	

Fire Controlman
Petty Officer First Class
(Journeyman/Master)

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
CSC TACOPS	Various	Various		
SWTAC	Multiple	A-221-0286		
Tac T-Hawk Weapon Control Sys Watch-O	Multiple	A-121-0017		
AEGIS Combat Systems Maintenance Team	Multiple	S-121-0484		
AEGIS AN/SPY-1A(V) Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-104-0601	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
AN/SPY-1B/D Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-104-0602	5 days	
AN/SPY-1D(V) Radar System Controller (RSC) Enhanced	CSCS DETs (various)	A-221-0150	5 days	
Fiber Optics Maintenance Technician	Multiple	A-670-0063		
AN/SPY-1 Advanced BMD Self Assessment and Groom Training (SPY BMD SAGT)	CSCS DETs (various)	A-104-0020	5 days	
Integrated Air and Missile Defense AN/SPY-1A(V) Self Assessment and Groom Training (SPY-1A SAGT)	CSCS DETs (various)	A-121-0051	5 days	
Integrated Air and Missile Defense AN/SPY-1D(V) Self Assessment and Groom Training (SPY-1D(V) SAGT)	CSCS DETs (various)	A-121-0052	5 days	
Integrated Air and Missile Defense C4I Self Assessment and Groom Training (IAMD C4I SAGT)	CSCS DETs (various)	A-101-0027	5 days	
Navigation Self Assessment and Groom Training (NAV SAGT)	CSCS DETs (various)	A-102-0433	5 days	
AEGIS Advanced Air Cooled Solid State Frequency Converter 400Hz Power System Self Assessment and Groom Training (ACSSFC 400Hz SAGT)	CSCS DETs (various)	A-104-0024	5 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	
AEGIS Advanced MK84 400Hz Power System Self Assessment and Groom Training (MK84 400Hz SAGT)	CSCS DETs (various)	A-104-0029	5 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 7.1	CSCS DETs (various)	A-150-0770	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 6.3	CSCS DETs (various)	A-150-2024	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 7.1R	CSCS DETs (various)	A-150-2025	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 8	CSCS DETs (various)	A-150-0071	12 days	
AEGIS Computer Network Technician Self Assessment and Groom Training (ACNT SAGT) B/L 9	CSCS DETs (various)	A-150-0086	26 days	
Ship Self Defense System Self Assessment and Groom Training (SSDS SAGT)	CSCS DETs (various)	A-102-0173	5 days	
SSDS Embedded Training System Self Assessment and Groom Training (SSDS ETS SAGT)	CSCS DETs (various)	A-150-2026	2 days	
AN/SPY-1 B/L 9C Advanced BMD Self Assessment and Groom Training (SPY 9C SAGT)	CSCS DETs (various)	A-150-9015	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1341 - AEGIS Weapon System Supervisor Track 2 Operation and Maintenance (SPY WCS)	Dahglren, VA	S-121-0547	110 days	
1342 - AEGIS Weapon System Supervisor Track 2 Operation and Maintenance (FCS WCS)	Dahlgren, VA	S-121-0547	110 days	
1343 - AEGIS Weapon System Supervisor Track 2 Operation and Maintenance (CPU WCS)	Dahlgren, VA	S-121-0547	110 days	
1344 - AEGIS Weapon System Supervisor Track 2 Operation and Maintenance (DISP WCS)	Dahglren, VA	S-121-0547	110 days	
1351 - AEGIS Weapon System Supervisor B/L 6.X Operation and Maintenance (SPY WCS)	Dahlgren, VA	S-121-0005	122 days	
1352 - AEGIS Weapon System Supervisor B/L 6.X Operation and Maintenance (FCS WCS)	Dahlgren, VA	S-121-0005	122 days	
1355 - AEGIS Weapon System Supervisor B/L 6.X Operation and Maintenance (ACNT WCS)	Dahlgren, VA	S-121-0005	122 days	
1361 - AEGIS Weapon System Supervisor B/L 7.X Operation and Maintenance (SPY WCS)	Dahlgren, VA	S-121-0574	143 days	
1362 - AEGIS Weapon System Supervisor B/L 7.X Operation and Maintenance (FCS WCS)	Dahlgren, VA	S-121-0574	143 days	
1365 - AEGIS Weapon System Supervisor B/L 7.X Operation and Maintenance (ACNT WCS)	Dahlgren, VA	S-121-0574	143 days	
1371 - AEGIS Weapon System Supervisor B/L 8.X Operation and Maintenance (SPY WCS)	Dahlgren, VA	A-121-0200	120 days	
1372 - AEGIS Weapon System Supervisor B/L 8.X Operation and Maintenance (FCS WCS)	Dahlgren, VA	A-121-0200	120 days	
1375 - AEGIS Weapon System Supervisor B/L 8.X Operation and Maintenance (ACNT WCS)	Dahlgren, VA	A-121-0200	120 days	
1381 - AEGIS Weapon System Supervisor B/L 9.A Operation and Maintenance (SPY WCS)	Dahlgren, VA	A-150-1073	138 days	
1382 - AEGIS Weapon System Supervisor B/L 9.A Operation and Maintenance (FCS WCS)	Dahlgren, VA	A-150-1073	138 days	
1385 - AEGIS Weapon System Supervisor B/L 9.A Operation and Maintenance (ACNT WCS)	Dahlgren, VA	A-150-1073	138 days	
1391 - AEGIS Weapon System Supervisor B/L 9.C Operation and Maintenance (SPY WCS)	Dahlgren, VA	A-150-1072	138 days	
1392 - AEGIS Weapon System Supervisor B/L 9.C Operation and Maintenance (FCS WCS)	Dahlgren, VA	A-150-1072	138 days	
1395 - AEGIS Weapon System Supervisor B/L 9.C Operation and Maintenance (ACNT WCS)	Dahlgren, VA	A-150-1072	138 days	
1112 - AEGIS Ballistic Missile Defense (BMD) B/L 3.X System Supervisor	Dahlgren. VA	A-121-0057	12 days	
1097 - AEGIS Ballistic Missile Defense (BMD) B/L 4.X/5.X System Supervisor	Dahlgren, VA	A-121-0058	16 days	
1157 - Self Defense Surface Missile Systems Technician	Virginia Beach, VA	A-121-0553	12 days	
0332 - Tomahawk Weapon System (Surface) Operator				
0334 - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships	San Diego, CA; Virginia Beach, VA	J-113-1001	26 days	
0340 - Global Command and Control System Common Operational Picture/Maritime Operator 4X (GCCS-M 4.0 COP Operator)	San Diego, CA; Virginia Beach, VA	A-221-0069	26 days	
0342 - Global Command and Control System Common Operational Picture/Maritime (GCCS COP/M) Operator		OJT		
0347 - Ship Self Defense System (SSDS) MK 1 Operator	Virginia Beach, VA	A-150-0005	26 days	

JOB DESCRIPTION

Support command and Navy mission by employing knowledge, skills, and abilities obtained during formal and on-the-job training events to perform corrective and preventive maintenance on systems assigned and tasks directed by the chain of command and those appointed over you.

RECOMMENDED BILLET ASSIGNMENTS

Work Center Supervisor afloat or ashore
Leading Petty Officer afloat or ashore
Other Opportunities:

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

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E-7)

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Phase 2: Begins when the NAVADMIN announcing CPO selection is released and is designed as the final training period to prepare Selectees for entry into the Chiefs' Mess. This phase culminates with the Final Test, followed by a pinning ceremony on September 16, or a suitable date.
As determined to be appropriate by the CPO mess, all FCPOs will continue to participate in some form of CPO 365 training throughout Phase 2 - when and where practical. It is agreed that there will be several instances where CPO Selectees and non Selects will conduct separate sessions.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Petty Officer of the Watch (POOW)		
Officer of the Deck (OOD) (In Port)		
Small Weapon Qualification (9mm, Rifle, Shotgun)		
Junior Officer of the Deck (JOOD) (Underway)		
Personal Qualifications Standard		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental 3M Assistant		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		

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)**
Various Reaction Force Watches		
Security Alert Team		
Backup Alert Force		
Duty Combat Systems Officer		
Combat Systems Training Team		
Anti-Terrorism/Force Protection Training Team		
Ordnance Handling Team Member		
Ordnance Handling Team Leader		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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_____

E6 REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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.

E6 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	

E6 RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	**Completed**
1812: The Navy's War *by 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.

E6 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	
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
ET Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Alignment Manual *NAVSEA SW225-CH-CSA-010*	
Ship Specific Smooth Log	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Allied Naval Gunfire Support *ATP 4(F)*	

Title	Completed
Ammunition and Explosive Safety Afloat *NAVSEA OP4*	
Ammunition and Explosives Safety Ashore *NAVSEA OP5*	
DDG 51 (Flight 1) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
NEETS, Module 01--Introduction to Matter, Energy, and Direct Current *NAVEDTRA 14173*	
NEETS, Module 02--Introduction to Alternating Current and Transformers *NAVEDTRA 14174*	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement *NAVEDTRA 14175*	
NEETS, Module 04--Iintroduction to Electrical Conductors, Wiring Techniques and Schematic Reading *NAVEDTRA 14176*	
NEETS, Module 05--Introduction to Generators and Motors *NAVEDTRA 14177*	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies *NAVEDTRA 14178*	
NEETS, Module 07--Introduction To Solid-State Devices And Power Supplies *NAVEDTRA 14179*	
NEETS, Module 08--Introduction To Amplifiers *NAVEDTRA 14180*	
NEETS, Module 10--Introduction to Wave Propagation, Transmission Lines, and Antennas *NAVEDTRA 14182*	
NEETS, Module 12--Modulation Principles *NAVEDTRA 14184*	
NEETS, Module 09--Introduction To Wave-Generation and Wave-Shaping Circuits *NAVEDTRA 14181*	
NEETS, Module 11--Microwave Principles *NAVEDTRA 14183*	
NEETS, Module 13--Introduction To Number Systems And Logic Circuits *NAVEDTRA 14185*	
NEETS, Module 14--Introduction To Microelectronics *NAVEDTRA 14186*	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros *NAVEDTRA 14187*	
NEETS, Module 16--Introduction to Test Equipment *NAVEDTRA 14188*	
NEETS, Module 17--Radio Frequency Communications Principles *NAVEDTRA 14189*	
NEETS, Module 18--Radar Principles *NAVEDTRA 14190*	
NEETS, Module 19--The Technician's Handbook *NAVEDTRA 14191*	
NEETS, Module 21--Test Methods And Practices *NAVEDTRA 14193*	
NEETS, Module 22--Introduction to Digital computers *NAVEDTRA 14194*	
NEETS, Module 24--Introduction to Fiber *NAVEDTRA 14196*	
Standard Fire Control Symbols *NAVSEA OP 1700*	
Clearing Of Live Ammo From Guns *NAVSEA SW300-BC-SAF-010*	
Rang Table For 5 Inch 54 - Caliber Guns Firing Projectiles Mark 41 and Mark 64 (Surface Targets) *NAVSEA SW323-AF-ORD-010 / OP 1182*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TLAM Launch Platform Weapons System And Tactics *NTTP 3-03.1 Volume 2*	
TLAM Employment Manual *NTTP 3-03.1 Volume 1*	
TACMEMOs (Platform/System Specific)	
Ballistic Wind And Density For Naval Gunfire *NAVSEA SW226-AB-MMO-010*	
Naval Supply Procedures, Afloat Supply *NAVSUP P-485 Volume 1*	
AEGIS Combat System Technical Operations Manual (CSTOM) (Ship Specific) *NAVPUB*	
Surface Ship Gunnery *NWP 3-20.32*	
Magazine Sprinkler Systems *NAVSEA S9522-AA-HBK-010*	
Technicians Handbook for Basic Liquid Cooling Systems for Shipboard Electronics *S9536-B1-MMO-010*	
Basic Liquid Cooling Systems for Shipboard Electronics *S9536-BD-HBK-010*	
Strike Warfare (STW), Surface Warfare (SUW), Intelligence (INT), Command and Control Warfare (C2W), and Command, Control and Communications (CCC) Exercises *FXP 3*	
Anti-Air Warfare (AAW) Exercises *FXP 2*	
Amphibious Warfare (AMW) and Mine Warfare (MIW) Exercises *FXP 5*	

Fire Controlman
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
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	
SSDS Embedded Training System Self Assessment and Groom Training (SSDS ETS SAGT)	CSCS DETs (various)	A-150-2026	2 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1321 - Combat Systems Senior Enlisted (CSSE)	Virginia Beach, VA	J-500-2104	12 days	
1340 - AEGIS Weapon System Supervisor Track 2 Operation and Maintenance (AEGIS LCPO)	Dahlgren, VA	S-121-0547	110 days	
1350 - AEGIS Weapon System Supervisor B/L 6.X Operation and Maintenance (AEGIS LCPO)	Dahlgren, VA	S-121-0005	122 days	
1360 - AEGIS Weapon System Supervisor B/L 7.X Operation and Maintenance (AEGIS LCPO)	Dahlgren, VA	S-121-0574	143 days	
1370 - AEGIS Weapon System Supervisor B/L 8.X Operation and Maintenance (AEGIS LCPO)	Dahlgren, VA	A-121-0200	120 days	
1380 - AEGIS Weapon System Supervisor B/L 9.A Operation and Maintenance (AEGIS LCPO)	Dahlgren, VA	A-150-1073	138 days	
1390 - AEGIS Weapon System Supervisor B/L 9.C Operation and Maintenance (AEGIS LCPO)	Dahlgren, VA	A-150-1072	138 days	
1112 - AEGIS Ballistic Missile Defense (BMD) B/L 3.X System Supervisor	Dahlgren. VA	A-121-0057	12 days	
1097 - AEGIS Ballistic Missile Defense (BMD) B/L 4.X/5.X System Supervisor	Dahlgren, VA	A-121-0058	16 days	
1157 - Self Defense Surface Missile Systems Technician	Virginia Beach, VA	A-121-0553	12 days	

JOB DESCRIPTION

Oversee the day-to-day functions of the division focusing on system and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers.

RECOMMENDED BILLET ASSIGNMENTS

Leading Chief Petty Officer afloat or ashore
Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor/Facilitator
- RDC
- DAPA
- CAAC
- Career Counselor
- Staff Duty
- 3-M Coordinator
- 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: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

Early Separation: _____ Fleet Reserve Retirement Options:_____

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

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

Non-Select: _____

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

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

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

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

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

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

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

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

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

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Chief of the Guard (AT/FP)		
Personal Qualifications Standard		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
3M 304 Division Officer (DIVO)		
3M 305 Departmental 3M Assistant		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		

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)**
Duty Combat Systems Officer		
Combat Systems Training Team (Supervisor)		
Anti-Terrorism/Force Protection Team (Supervisor)		
Ordnance Handling Team Leader		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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:

15 Months	12 Months	9 Months	6 Months	Orders Received
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:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	MED/DEN _____	Copy of Records_____	Copy of Records _____
Complete DD2648PSD_____	Relocation _____	Official Record CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

CPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

CPO REQUIRED COMMUNITY PME:

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

CPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	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	

CPO RECOMMENDED COMMUNITY PME:

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

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

WARFIGHTING FIRST	**Completed**
1812: The Navy's War *by 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.

CPO 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	
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
ET Volumes *NAVEDTRA Series*	
STG Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Alignment Manual *NAVSEA SW225-CH-CSA-010*	
Ship Specific Smooth Log	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	

Title	Completed
Allied Naval Gunfire Support *ATP 4(F)*	
Ammunition and Explosive Safety Afloat *NAVSEA OP4*	
Ammunition and Explosives Safety Ashore *NAVSEA OP5*	
DDG 51 (Flight 1) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
NEETS, Module 01--Introduction to Matter, Energy, and Direct Current *NAVEDTRA 14173*	
NEETS, Module 02--Introduction to Alternating Current and Transformers *NAVEDTRA 14174*	
NEETS, Module 03--Introduction to Circuit Protection, Control, and Measurement *NAVEDTRA 14175*	
NEETS, Module 04--Iintroduction to Electrical Conductors, Wiring Techniques and Schematic Reading *NAVEDTRA 14176*	
NEETS, Module 05--Introduction to Generators and Motors *NAVEDTRA 14177*	
NEETS, Module 06--Introduction To Electronic Emission, Tubes, And Power Supplies *NAVEDTRA 14178*	
NEETS, Module 07--Introduction To Solid-State Devices And Power Supplies *NAVEDTRA 14179*	
NEETS, Module 08--Introduction To Amplifiers *NAVEDTRA 14180*	
NEETS, Module 10--Introduction to Wave Propagation, Transmission Lines, and Antennas *NAVEDTRA 14182*	
NEETS, Module 12--Modulation Principles *NAVEDTRA 14184*	
NEETS, Module 09--Introduction To Wave-Generation and Wave-Shaping Circuits *NAVEDTRA 14181*	
NEETS, Module 11--Microwave Principles *NAVEDTRA 14183*	
NEETS, Module 13--Introduction To Number Systems And Logic Circuits *NAVEDTRA 14185*	
NEETS, Module 14--Introduction To Microelectronics *NAVEDTRA 14186*	
NEETS, Module 15--Principles Of Synchros, Servos, And Gyros *NAVEDTRA 14187*	
NEETS, Module 16--Introduction to Test Equipment *NAVEDTRA 14188*	
NEETS, Module 17--Radio Frequency Communications Principles *NAVEDTRA 14189*	
NEETS, Module 18--Radar Principles *NAVEDTRA 14190*	
NEETS, Module 19--The Technician's Handbook *NAVEDTRA 14191*	
NEETS, Module 21--Test Methods And Practices *NAVEDTRA 14193*	
NEETS, Module 22--Introduction to Digital computers *NAVEDTRA 14194*	
NEETS, Module 24--Introduction to Fiber *NAVEDTRA 14196*	
Standard Fire Control Symbols *NAVSEA OP 1700*	
Clearing Of Live Ammo From Guns *NAVSEA SW300-BC-SAF-010*	
Rang Table For 5 Inch 54 - Caliber Guns Firing Projectiles Mark 41 and Mark 64 (Surface Targets) *NAVSEA SW323-AF-ORD-010 / OP 1182*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TLAM Launch Platform Weapons System And Tactics *NTTP 3-03.1 Volume 2*	
TLAM Employment Manual *NTTP 3-03.1 Volume 1*	
TACMEMOs (Platform/System Specific)	
Ballistic Wind And Density For Naval Gunfire *NAVSEA SW226-AB-MMO-010*	
Naval Supply Procedures, Afloat Supply *NAVSUP P-485 Volume 1*	
AEGIS Combat System Technical Operations Manual (CSTOM) (Ship Specific) *NAVPUB*	
Surface Ship Gunnery *NWP 3-20.32*	
Magazine Sprinkler Systems *NAVSEA S9522-AA-HBK-010*	
Technicians Handbook for Basic Liquid Cooling Systems for Shipboard Electronics *S9536-B1-MMO-010*	
Basic Liquid Cooling Systems for Shipboard Electronics *S9536-BD-HBK-010*	
Strike Warfare (STW), Surface Warfare (SUW), Intelligence (INT), Command and Control Warfare (C2W), and Command, Control and Communications (CCC) Exercises *FXP 3*	
Anti-Air Warfare (AAW) Exercises *FXP 2*	
Amphibious Warfare (AMW) and Mine Warfare (MIW) Exercises *FXP 5*	

Fire Controlman
Senior Chief Petty Officer
(Master)

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	
SSDS Embedded Training System Self Assessment and Groom Training (SSDS ETS SAGT)	CSCS DETs (various)	A-150-2026	2 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1321 - Combat Systems Senior Enlisted (CSSE)	Virginia Beach, VA	J-500-2104	12 days	
1104 - AEGIS Combat System Maintenance Manager (CSMM)	Dahlgren, VA	S-121-0548	19 days	
1356 - AEGIS Combat System Maintenance Manager (CSMM) Commercial Off The Shelf (COTS); NEC 1104 Pre-Requisite	Dahlgren, VA	S-121-0700	12 days	

JOB DESCRIPTION

Over see the day-to-day functions of the department focusing on system and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers.

RECOMMENDED BILLET ASSIGNMENTS

Cruiser / Destroyer Department Leading Chief Petty Officer
Other opportunities:

- Command Senior Chief
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- 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: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

Early Separation: _____ Fleet Reserve Retirement Options:_____

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

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

Non-Select: _____

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

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

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

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

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

SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

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

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

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

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

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Chief of the Guard (AT/FP)		
Personal Qualifications Standard		
3M 304 Division Officer (DIVO)		
3M 305 Departmental 3M Assistant		
3M 306 Department Head		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		
CSOSS 304 Combat System Readiness Officer (CSRO)		

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)**
Duty Combat Systems Officer		
Combat Systems Training Team (Supervisor)		
Anti-Terrorism/Force Protection Team (Supervisor)		
Ordnance Handling Team Leader		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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:

15 Months	12 Months	9 Months	6 Months	Orders Received
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:

18 -12 months	6 months	90 days	30 days
Transition GPS _____	MED/DEN _____	Copy of Records_____	Copy of Records _____
Complete DD2648PSD_____	Relocation _____	Official Record CD_____	PSD_____
Transition Planning_____	Relocation Services (FFSC) _____	Arrange Ceremony_____	MED/DEN _____
	Reserve Affiliation_____	Request Leave / PTDY _____	
	VA/DVA_____		

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

SCPO REQUIRED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - NAVADMIN 266/14 Starting in FY 2017, all newly selected SCPO's will be required to complete the SEA
5 - Reserves selected to Senior Chief Petty Officer will also be required to complete (See NAVADMIN 266/14 for guidance)

SCPO REQUIRED COMMUNITY PME:

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

SCPO RECOMMENDED NAVY PME:

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

1 - Verify GMT topics on NKO GMT web page.

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.

SCPO 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	

SCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Senior Enlisted Academy (Traditional)	Naval War College, Newport Rhode Island	P-920-1300	40 days	
Navy Senior Enlisted Academy (Blended) - Professional Military Education (SEA PME)	Online	NKO	88 hours	
Navy Senior Enlisted Academy (Blended) - Resident Portion	Naval War College, Newport, Rhode Island	P-920-1301	18 days	
Senior Enlisted Leadership Course - Naval Justice School (NJS)	San Diego, CA; Newport, Rhode Island	A-500-0080		

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.

SCPO 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	
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
ET Volumes *NAVEDTRA Series*	
STG Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Alignment Manual *NAVSEA SW225-CH-CSA-010*	
Ship Specific Smooth Log	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Allied Naval Gunfire Support *ATP 4(F)*	
Ammunition and Explosive Safety Afloat *NAVSEA OP4*	
Ammunition and Explosives Safety Ashore *NAVSEA OP5*	
DDG 51 (Flight 1) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TACMEMOs (Platform/System Specific)	

Fire Controlman
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
AEGIS Embedded Training System Self Assessment and Groom Training (AEGIS ETS SAGT)	CSCS DETs (various)	A-221-0151	5 days	
SSDS Embedded Training System Self Assessment and Groom Training (SSDS ETS SAGT)	CSCS DETs (various)	A-150-2026	2 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missle Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missle Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missle Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
1321 - Combat Systems Senior Enlisted (CSSE)	Virginia Beach, VA	J-500-2104	12 days	
1104 - AEGIS Combat System Maintenance Manager (CSMM)	Dahlgren, VA	S-121-0548	19 days	
1356 - AEGIS Combat System Maintenance Manager (CSMM) Commercial Off The Shelf (COTS); NEC 1104 Pre-Requisite	Dahlgren, VA	S-121-0700	12 days	

JOB DESCRIPTION

Over see the day-to-day functions of the department focusing on system and equipment maintenance while ensuring each Sailor under your charge is healthy, financially well, and continues to train and evolve into the next generation of Chiefs and Officers. Assert a command level presence to ensure your professional talents and years of experience are available to the Commanding Officer, Executive Officer, Department Heads, and the Command Master Chief.

RECOMMENDED BILLET ASSIGNMENTS

Cruiser / Destroyer Department Leading Chief Petty Officer
Large Deck Amphibious Ship Department Leading Chief Petty Officer
Other opportunities:

- Command Master Chief
- RDC
- Instructor/Facilitator
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- 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		
Basic Damage Control		
Advanced Damage Control		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Chief of the Guard (AT/FP)		
Personal Qualifications Standard		
3M 304 Division Officer (DIVO)		
3M 305 Departmental 3M Assistant		
3M 306 Department Head		
CSOSS 301 Technician		
CSOSS 302 Area Supervisor		
CSOSS 303 Combat System Officer of the Watch (CSOOW)		
CSOSS 304 Combat System Readiness Officer (CSRO)		

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)**
Duty Combat Systems Officer		
Combat Systems Training Team (Supervisor)		
Anti-Terrorism/Force Protection Team (Supervisor)		
Ordnance Handling Team Leader		
Explosive Handling Qual/Cert Program (As Required)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Computer Hardware Engineers
Computer Operators
Computer Systems Analysts
Computer, Automated Teller, and Office Machine Repairers
Data Entry Keyers
Electrical and Electronics Repairers, Commercial and Industrial Equipment
Electro-Mechanical Technicians
Electromechanical Engineering Technologists
Electronics Engineering Technicians
Equal Opportunity Representatives and Officers
Explosives Workers, Ordnance Handling Experts, and Blasters
First-Line Supervisors of Mechanics, Installers, and Repairers
Helpers--Installation, Maintenance, and Repair Workers
Helpers--Pipelayers, Plumbers, Pipefitters, and Steamfitters
Industrial Machinery Mechanics
Labor Relations Specialists
Photonics Engineers
Photonics Technicians
Pipe Fitters and Steamfitters
Radio Operators
Radio, Cellular, and Tower Equipment Installers and Repairers
Software Developers, Systems Software
Telecommunications Equipment Installers and Repairers, Except Line Installers
Training and Development Managers
Vocational Education Teachers, Postsecondary

Occupation (Federal Employer)
0804 - Fire Protection Engineering Series
0855 - Electronics Engineering Series
0856 - Electronics Technical Series
1550 - Computer Science Series
2608 - Electronic Digital Computer Mechanic
2610 - Electronic Integrated Systems Mechanic
9944 - Electronics Technician

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
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	Computing Technology Industry Association (CompTIA)	CompTIA Certified Technical Trainer (CTT+)	
E4	Electronics Technicians Association, International (ETA-I)	Apprentice (APP)	
E6	Electronics Technicians Association, International (ETA-I)	Associate Electronics Technician (CETa)	
E5	Electronics Technicians Association, International (ETA-I)	Computer Service Technician (CST)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate AC (EM2)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Analog (EM3)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Comprehensive (EM5)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate DC (EM1)	
E5	Electronics Technicians Association, International (ETA-I)	Electronics Associate Digital (EM4)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Installer (FOI)	
E5	Electronics Technicians Association, International (ETA-I)	Fiber Optics Technician (FOT)	
E5	Electronics Technicians Association, International (ETA-I)	General Communications Technician - Level 1 (GCT1)	
E6	Electronics Technicians Association, International (ETA-I)	Network Computer Technician (NCT)	
E6	Electronics Technicians Association, International (ETA-I)	Network Systems Technician (NST)	
E6	Electronics Technicians Association, International (ETA-I)	RADAR Electronics Technician (RAD)	
E6	Electronics Technicians Association, International (ETA-I)	Telecommunications Electronics Technician (TCM)	
E6	Electronics Technicians Association, International (ETA-I)	Termination and Testing Technician (TTT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Armory Technician	
E1 - E9	Computer Operator	
E1 - E9	Computer Programmer (Professional & Kindred)	
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	
E1 - E9	Optical-Instrument Assembler (Optical Goods)	
E1 - E9	Ordnance Artificer (Government Service)	

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:

15 Months	12 Months	9 Months	6 Months	Orders Received
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:

18 -12 months	6 months	90 days	30 days
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 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.

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	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	

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Senior Enlisted Academy (Traditional)	Naval War College, Newport Rhode Island	P-920-1300	40 days	
Navy Senior Enlisted Academy (Blended) - Professional Military Education (SEA PME)	Online	NKO	88 hours	
Navy Senior Enlisted Academy (Blended) - Resident Portion	Naval War College, Newport, Rhode Island	P-920-1301	18 days	
Senior Enlisted Leadership Course - Naval Justice School (NJS)	San Diego, CA; Newport, Rhode Island	A-500-0080		

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.

MCPO 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	
FC Volumes *NAVEDTRA Series*	
GM Volumes *NAVEDTRA Series*	
ET Volumes *NAVEDTRA Series*	
STG Volumes *NAVEDTRA Series*	
Combat Systems Alignment Theory *NAVSEA SW225-A0-MMA-010*	
Combat Systems Alignment Manual *NAVSEA SW225-CH-CSA-010*	
Ship Specific Smooth Log	
AEGIS Capabilities and Limitations (Platform/AWS Baseline Specific)	
AEGIS CG Class Tactical Publication *NTRP 3-20.6.02*	
Allied Naval Gunfire Support *ATP 4(F)*	
Ammunition and Explosive Safety Afloat *NAVSEA OP4*	
Ammunition and Explosives Safety Ashore *NAVSEA OP5*	
DDG 51 (Flight 1) Class Tactical Publication *NTRP 3-20.6.08, Volume I*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
TACMEMOs (Platform/System Specific)	

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 Fire Controlman 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 FC

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

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR FC

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