Hull Maintenance Technician (HT)

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

October 2016

Career Roadmap

Fireman Recruit to Master Chief Roadmap

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

What is a Career Roadmap for Hull Maintenance Technician?

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

What is the Enlisted Learning and Development Continuum?

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

Do Sailors have to follow the Roadmap?

Yes. The Hull Maintenance Technician roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Education (JPME), Leadership and Advanced Education.

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

United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.

The Sailor's Creed

I am a United States Sailor.
I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.
I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.
I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.
I am committed to excellence and the fair treatment of all.

HT CAREER PATH
(SW)

Hull Maintenance Technician plans, supervises and performs fabrication, installation and repair of all types of shipboard structures, plumbing and piping systems. Organizes, supervises and trains personnel in maintenance, welding repairs and compliance with Quality Assurance (QA) work package procedures and references. Issues supplies and repair parts, instructs on and enforces safety and security precautions. This is a sea centric rating.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
27-30	HTCM	21.5 Yrs	CMC, SEA(Instructor)	36	4th Shore Tour Billet: Training Manager, SWOS Advisor, Analyst. Duty: SWOS, RMC, IMA/F. Qualification: MTS, NEC 9517.
24-26	HTCM HTCS	21.5 Yrs 17.2	CMC, CSC	36	4th Sea Tour Billet: Dept LCPO, 3MC. Duty: Ship. Qualification: 3MTT, DCTT, ITT.
21-23	HTCM HTCS HTC	21.5 Yrs 17.2 13	CWO, CMC, CSC, DAPA, RDC, Recruiter	36	3rd Shore Tour Billet: LCPO, Lead Instructor, Inspector, Trainer, 3MC. Duty: RTC, RMC, IMA/F, SWOS. Qualification: MTS, NEC 9517.
18-20	HTCS HTC HT1	17.2 Yrs 13 8.7	LDO, CWO	36	3rd Sea Tour Billet: LCPO, LPO, Lead Technician, 3MC. Duty: Ship. Qualification: SW, AW, DCTT, 3MTT. Schools/NEC: 4942 – 4946 (NDT), 9502 (Instructor).
15-17	HTC HT1	13 Yrs 8.7	LDO, CWO, Naval Academy, RDC, Recruiter	36	2nd Shore Tour Billet: Instructor, Inspector, Trainer (Battle Station), LCPO/LPO. Duty: SWOS, RMC, IMA/F, RTC, NRD, NPTU(Ball). Qualification: MTS, NEC 4911 (Shipfit), 4942 – 4946 (NDT), 4952 (Pipefit), 4955 (Adv. Weld), 9502 (Instructor).
10-14	HTC HT1 HT2	13 Yrs 8.7 4	LDO, CWO	54	2nd Sea Tour Billet: Technician, LPO, 3MC. Duty: Ship. Qualification: QAS, QAI, WCS, SW, AW, DCTT, NEC 4911 (Shipfit), 4942 – 4944 (NDT), 4952 (Pipefit), 4955 (Adv. Weld), 9502 (Instructor).
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

HT CAREER PATH
(SW)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
7-9	HT1 HT2 HT3	8.7 Yrs 4 2	STA-21, LDO, Naval Academy	36	1st Shore Tour Billet: RDC, Trainer (Battle Station), Recruiter, Instructor. Duty: RMC, IMA/F, RTC, NRD, SWOS. Qualification: QAS, QAI, WCS, MTS, NEC 4911 (Shipfit), 4942 – 4944 (NDT), 4952 (Pipefit), 4955 (Adv. Weld), 9502 (Instructor).
2-6	HT3	2 Yrs	NROTC, STA-21	54	1st Sea Tour Billet: Technician. Duty: Ship. Qualifications: 3M and QA (CRAFTSMAN), WCS, SW, AW.
1+/-	HTFN HTFA Accession Training	9 Months			Recruit Training, "A" School.
YEARS OF SERVICE	**CAREER MILESTONES**	**AVERAGE TIME TO PROMOTE**	**COMMISSIONING OR OTHER SPECIAL PROGRAMS**	**SEA/SHORE FLOW**	**TYPICAL CAREER PATH DEVELOPMENT**

Notes:

1. HT is a sea centric rating (refer to Sea/Shore Flow front page). HTs must have the ability to hold a security clearance.

2. In rating shore duty located at shipyards, IMA/RMCs and as "A" and "C" school instructors. Out of rating shore duty is generally RDC and Recruiting duty.

3. Tours at NPC and BUPERS require screening.

4. There are few 4955 billets for HTC/HTCS/HTCM; this NEC is mostly needed at the HT3 through HT1 level.

5. NEC information:

a. 4911 - NAMTS Shipfitter performs Navy Afloat Maintenance Training Strategy (NAMTS) intermediate-level maintenance procedures in fabricating and installing flat and/or complex metal forms in support of Fleet-directed requirements. Demonstrates knowledge of intermediate-level repair procedures, repair and maintenance standards, quality assurance specifications, and proper use of IMA industrial machinery. Award of this NEC is based on documented completion of Fleet-specified tasks for this skill and demonstration of advanced-level proficiency during hands-on training and production work as specified in the current Job Qualification Requirement (JQR).

b. 4942 - VT, MT and PT NDT Inspector performs nondestructive tests using Visual, Magnetic Particle and Liquid Penetrant inspection methods in accordance with standards set forth in NSTM Chapter 074, Volume 2.

c. 4943 - VT, MT, PT and RT NDT Inspector performs nondestructive tests using Visual, Magnetic Particle, Liquid Penetrant and Radiographic inspection methods in accordance with standards set forth in NSTM Chapter 074, Volume 2.

d. 4944 - VT, MT, PT and UT Inspector performs nondestructive tests using Visual, Magnetic Particle, Liquid Penetrant and Ultrasonic inspection methods in accordance with standards set forth in NSTM Chapter 074, Volume 2.

e. 4946 - Non-nuclear NDT Examiner performs supervisory level duties in the NDT field. Provides on the job training, examining, qualifying, and monitoring nondestructive test personnel. Develops and administers written and practical certification/recertification examinations in accordance with NSTM Chapter 074, Volume 2. Demonstrates strong technical competence and knowledge in the Visual Magnetic Particle, Liquid Penetrant, one or both Ultrasonic and Radiographic testing disciplines, and the applicable technical documents.

NEC code 4946 is to be awarded upon successfully certifying as an Examiner in the VT, MT, PT and one or both UT and RT inspection methods for nonnuclear applications. Certification examinations shall be administered in accordance with NSTM Chapter 074, Volume 2. Applicant must have a minimum or one year as a HT-4943 and/or 4944 and hold the rank of E-7 or above. (WAIVERS MAY BE GRANTED FOR E-6 PERSONNEL PROVIDED ALL OTHER PREREQUISITES ARE MET AND WAIVER SUBMITTED IAW CHAPTER 074 VOLUME 2). Personnel will retain previously earned Component NEC (4943 and/or 4944) upon being awarded NEC 4946.

f. 4952 - NAMTS Pipefitter performs Navy Afloat Maintenance Training Strategy (NAMTS) intermediate-level maintenance procedures fabricating and installing piping in support of Fleet-directed requirements. Demonstrates knowledge of intermediate-level repair procedures, repair and maintenance standards, quality assurance specifications, and proper use of IMA industrial machinery. Award of this NEC is based on documented completion of Fleet specified tasks for this skill and demonstration of advanced-level proficiency during hands-on training and production work as specified in the current Job Qualification requirement (JQR).

g. 4955 - Advanced Welder are qualified under NAVSEA 05 Technical Publication S9074-AQ-GIB-010/248, Requirements for Welding and Brazing Procedure and Performance Qualification, to perform categories A, B, C, D and E welds of NAVSEA 05 Technical Manual S9086-CH-STM-010/CH-074, Welding and Allied Process.

NEC code 4955 personnel in paygrades E7, E8 and E9 may be assigned as welding supervisors.

Prerequisites: HT “A” School Graduate after October 1999, or previously qualified NEC code 4954, or two years Fleet experience in the HT rating.

Hull Maintenance Technician
Fireman Recruit to Fireman

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
EPACT	Great Lakes	A-652-0012 CDP 04V1	30 days	
BECC Advanced	Great Lakes	A-652-0011 CDP 04VUZ	24 days	
HT "A" School	Great Lakes	A-495-0085CDP 6662	30 days	
3M 301 Maintenance Man	PQS	PQS NAVEDTRA		
Damage Control 301-306	PQS	PQS NAVEDTRA		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Hull Maintenance Technician	NKO	NAVEDTRA 14119		
Non-Resident Training Course	Supply	NAVSUP 0504-LP-026-7820		
Valve Maintenance	Norfolk, VA / San Diego, CA	A-651-0065	5 days	
Pump Maintenance	Norfolk, VA / San Diego, CA	A-651-0067	12 days	
Water Tight Door	Various	K-495-0401	2 days	
General Shipboard Firefighting	Various	J-495-0412	1 day	
Shipboard Aircraft Firefighting	Various	J-495-0413	1 day	
Foam Generation Systems Operation and Maintenance	Various	K-495-2179	4 days	
SCBA High Pressure Compressor Maintenance	NKO	CNE-SCBA-010		
Engineering Watch Organization	NKO	CNET11438		
Introduction to Piping Systems	NKO	CNET11443		
Packing, Gaskets and Seals	NKO	CNET11445		
The Basic Steam Cycle	NKO	CNET11450		
Ratings in the Engineering Compartment	NKO	CNET9844		
Corrosion Control	NKO	NAVSEA-CC-1.0		
Sewage System	NKO	NAVSEA-SEW-1.0		
Advanced Damage Control 307-308	PQS	PQS NAVEDTRA		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	

JOB DESCRIPTION

Hull Maintenance Technicians do the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. They also fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. HTs will stand watch primarily in support of Damage Control, i.e. Sounding and Security, and Damage Control Central.

RECOMMENDED BILLET ASSIGNMENTS

Work as an Apprentice Hull Maintenance Technician afloat or shore providing repair division and the Command a reliable source of effort and work while operating engineering equipment, stand roving watches and provide maintenance and repair as assigned.

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
NAVEDTRA 14325, Basic Military Requirements				
Engineering Apprentice PQS	NKO PQS	NAVEDTRA 43701		
Engineering Fundamentals	NKO PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	NKO PQS	NAVEDTRA 43119-4F		
Damage Control PQS	NKO PQS	NAVEDTRA 43119-J		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
U.S. Navy Uniform Regulations		NAVPERS 15665		
Naval Military Personnel Manual		NAVPERS 15560		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Physical Readiness Program		OPNAVINST 6110.1		
Navy SORM		OPNAVINST 3120.32		
Enlisted To Officer Programs Manual		OPNAVINST 1420.1		
Joint Fleet Maintenance Manual Vol. V		COMFLTFORCOMINST 4790.3		
NSTM 593 Pollution Control		S9086-T8-010/CH-593R4		
NSTM 670 Stowage Handling and Disposal of Hazardous General use Consumables		S9086-WK-STM-010/CH-670R6		
Hazardous General use Consumables				
NAVEDTRA 43523 - Personnel Qualification Standard for Quality Maintenance Program				
NAVSEA 0948-LP-045-7010 - Material Control Standard				
NAVSEA S9086-CH-STM-020 - NSTM Chapter 074 V2 (Nondestructive Testing of Metals				
Qualification and Certification Requirements for Naval Personnel (Non-nuclear)				
NAVSEA T9074-AS-GIB-010/271 – Requirements for Nondestructive Testing Methods				
NAVSEA S9074-AQ-GIB-010/248 - Welding and Brazing Procedures and Performance Qualification				
NAVSEA 0387-LP-046-8000 - System Hydrostatic Test Requirements				
NAVSEA S9074-AR-GIB-010/278 - Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels				
NAVSEA 0900-LP-001-7000 - Fabrication and Inspection of Brazed Piping Systems				
NAVSEA S9086-CH-STM-010 - NSTM Chapter 074 V1 (Welding and Allied Processes)				
NAVSEA S9AA0-AB-GOS-010 - General Specifications for Overhaul of Surface Ships (GSO) 2004 Edition				
NAVSEA T9074-AD-GIB-010/1688 - Requirements for Fabrication, Welding and Inspection of Submarine Structure				
NAVPERS 18068 - Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards				
OPNAVINST 4790.4 - Ships' Maintenance and Material Management (3-M) Manual				
NAVSEA S9086-RJ-STM-010 - NSTM Chapter 504 (Pressure, Temperature and other Mechanical and Electromechanical Measuring Instruments)				
NAVSEA S9086-CJ-STM-010 - NSTM Chapter 075 (Threaded Fasteners)				
NAVSEA S9086-CM-STM-010 - NSTM Chapter 078 (Gaskets, Packing and Seals)				
NAVSEA S9086-RK-STM-010 - NSTM Chapter 505 (Piping Systems)				
NAVSEAINST 9210.36 - Steam Plant Cleanliness Control				
MIL-STD-767 - Cleaning Requirements for Special Purpose Equipment, Including Piping Systems				
MIL-STD-413 - Visual Inspection Guide for Elastomeric O-Rings				
NAVSEA 0924-LP-062-0010 - Submarine Safety (SUBSAFE) Requirements Manual				
NAVICPINST 4355.5 - Receipt, Inspection, Storage and Issue of Level I/SUBSAFE Material				
MIL-STD-792 - Identification Marking Requirements for Special Purpose Components				
NAVSEA S9505-AF-MMA-010 - Submarine Non-Nuclear Piping Systems Test Manual				

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVSEA S9221-C1-GTP-010/020 - Main Boiler Repair and Overhaul, Volumes I and II				
MIL-STD-1330 - Standard Practice for Precision Cleaning and Testing of Shipboard Oxygen, Helium, Helium-Oxygen, Nitrogen and Hydrogen Systems				
NAVSEA S9086-CN-STM-040 - NSTM Chapter 079 V4 (Damage Control; Compartment Testing and Inspection)				
NAVSEA S9086-CN-STM-030 - NSTM Chapter 079 V3 (Damage Control Engineering Casualty Control)				
NAVSEA SL720-AA-MAN-010 - Fleet Modernization Program (FMP) Management and Operations Manual				
NAVSEAINST 5400.95 - Waterfront Engineering and Technical Authority Policy				
NAVSEA ST700-AM-GYD-010 - Metrology and Calibration (METCAL) Laboratory Requirements and Certification Guide				
SECNAV M-5210.1 - Department of the Navy, Navy Records Management Program, Records Management Manual				

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
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	

Hull Maintenance Technician
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
EPACT	Great Lakes	A-652-0012 CDP 04V1	30 days	
BECC Advanced	Great Lakes	A-652-0011 CDP 04VUZ	24 days	
HT "A" School	Great Lakes	A-495-0085CDP 6662	30 days	
3M 301 Maintenance Man	PQS	PQS NAVEDTRA		
Damage Control 301-306	PQS	PQS NAVEDTRA		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Hull Maintenance Technician	NKO	NAVEDTRA 14119		
Non-Resident Training Course	Supply	NAVSUP 0504-LP-026-7820		
Valve Maintenance	Norfolk, VA / San Diego, CA	A-651-0065	5 days	
Pump Maintenance	Norfolk, VA / San Diego, CA	A-651-0067	12 days	
Water Tight Door	Various	K-495-0401	2 days	
General Shipboard Firefighting	Various	J-495-0412	1 day	
Shipboard Aircraft Firefighting	Various	J-495-0413	1 day	
Foam Generation Systems Operation and Maintenance	Various	K-495-2179	4 days	
SCBA High Pressure Compressor Maintenance	NKO	CNE-SCBA-010		
Engineering Watch Organization	NKO	CNET11438		
Introduction to Piping Systems	NKO	CNET11443		
Packing, Gaskets and Seals	NKO	CNET11445		
The Basic Steam Cycle	NKO	CNET11450		
Ratings in the Engineering Compartment	NKO	CNET9844		
Corrosion Control	NKO	NAVSEA-CC-1.0		
Sewage System	NKO	NAVSEA-SEW-1.0		
Advanced Damage Control 307-308	PQS	PQS NAVEDTRA		
Joint Fleet Quality Assurance Inspector	Norfolk, VA / San Diego, CA / Mayport, FL	A-557-0001	4 days	
Surface Shipboard Gage Calibration	Various	A-652-0500	5 days	
Advanced Shipboard FireFighting	Various	J-495-0419	4 days	
Improved Chemical Agent Point Detection System (IPDS)	NKO	CNE-IPDS-1.0		
Personnel Organization in the Engineering Department	NKO	CNET11447		
Introduction to Temperature Measuring Instruments	NKO	CNET12282		
Differentiation Among Chemical, Biological and Radiological Warfare Casualties	NKO	CNET9192		
Ballast-Deballast System	NKO	NAVSEA-BDS-1.0		
Compressed Air System	NKO	NAVSEA-CAS-1.0		
Self Contained High Pressure BreathingAir Compressor Maintenance	NKO	NAVSEA-HPBAC-1.		
Shipboard Oil and Hazardous Material Spill Response Kits	NKO			
DDG 52 and follow Vacuum Collection, Holding, and Transfer (VCHT) System	NKO	NAVSEA-VCHT-01		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	
4943 - VT MT PT and RT Inspector	SWOSU Great Lakes	A-701-0057	50 days	
4944 - VT MT PT and UT Inspector	SWOSU Great Lakes	A-701-0058	45 days	

JOB DESCRIPTION

Hull Maintenance Technicians do the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. They also fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. HTs will stand watch primarily in support of Damage Control, i.e. Sounding and Security, Damage Control Central, and Firemarshal.

RECOMMENDED BILLET ASSIGNMENTS

Work as an Apprentice/Journeyman level Hull Maintenance Technician afloat or shore providing repair division and the Command a reliable source of effort, Leadership, and work while operating engineering equipment, standing roving watches and providing maintenance and repair solutions as assigned.

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
NAVEDTRA 14325, Basic Military Requirements				
Engineering Apprentice PQS	NKO PQS	NAVEDTRA 43701		
Engineering Fundamentals	NKO PQS	NAVEDTRA 43103-A		
Damage Control Watches PQS	NKO PQS	NAVEDTRA 43119-4F		
Damage Control PQS	NKO PQS	NAVEDTRA 43119-J		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
U.S. Navy Uniform Regulations		NAVPERS 15665		
Naval Military Personnel Manual		NAVPERS 15560		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Physical Readiness Program		OPNAVINST 6110.1		
Navy SORM		OPNAVINST 3120.32		
Enlisted To Officer Programs Manual		OPNAVINST 1420.1		
Joint Fleet Maintenance Manual Vol. V		COMFLTFORCOMINST 4790.3		
NSTM 593 Pollution Control		S9086-T8-010/CH-593R4		
NSTM 670 Stowage Handling and Disposal of Hazardous General use Consumables		S9086-WK-STM-010/CH-670R6		
NAVEDTRA 43523 - Personnel Qualification Standard for Quality Maintenance Program				
NAVSEA 0948-LP-045-7010 - Material Control Standard				
NAVSEA S9086-CH-STM-020 - NSTM Chapter 074 V2 (Nondestructive Testing of Metals				
Qualification and Certification Requirements for Naval Personnel (Non-nuclear)				
NAVSEA T9074-AS-GIB-010/271 – Requirements for Nondestructive Testing Methods				
NAVSEA S9074-AQ-GIB-010/248 - Welding and Brazing Procedures and Performance Qualification				
NAVSEA 0387-LP-046-8000 - System Hydrostatic Test Requirements				
NAVSEA S9074-AR-GIB-010/278 - Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels				
NAVSEA 0900-LP-001-7000 - Fabrication and Inspection of Brazed Piping Systems				
NAVSEA S9086-CH-STM-010 - NSTM Chapter 074 V1 (Welding and Allied Processes)				
NAVSEA S9AA0-AB-GOS-010 - General Specifications for Overhaul of Surface Ships (GSO) 2004 Edition				
NAVSEA T9074-AD-GIB-010/1688 - Requirements for Fabrication, Welding and Inspection of Submarine Structure				
NAVPERS 18068 - Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards				
OPNAVINST 4790.4 - Ships' Maintenance and Material Management (3-M) Manual				
NAVSEA S9086-RJ-STM-010 - NSTM Chapter 504 (Pressure, Temperature and other Mechanical and Electromechanical Measuring Instruments)				
NAVSEA S9086-CJ-STM-010 - NSTM Chapter 075 (Threaded Fasteners)				
NAVSEA S9086-CM-STM-010 - NSTM Chapter 078 (Gaskets, Packing and Seals)				
NAVSEA S9086-RK-STM-010 - NSTM Chapter 505 (Piping Systems)				
NAVSEAINST 9210.36 - Steam Plant Cleanliness Control				
MIL-STD-767 - Cleaning Requirements for Special Purpose Equipment, Including Piping Systems				
MIL-STD-413 - Visual Inspection Guide for Elastomeric O-Rings				
NAVSEA 0924-LP-062-0010 - Submarine Safety (SUBSAFE) Requirements Manual				
NAVICPINST 4355.5 - Receipt, Inspection, Storage and Issue of Level I/SUBSAFE Material				
MIL-STD-792 - Identification Marking Requirements for Special Purpose Components				
NAVSEA S9505-AF-MMA-010 - Submarine Non-Nuclear Piping Systems Test Manual				

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVSEA S9221-C1-GTP-010/020 - Main Boiler Repair and Overhaul, Volumes I and II				
MIL-STD-1330 - Standard Practice for Precision Cleaning and Testing of Shipboard Oxygen, Helium, Helium-Oxygen, Nitrogen and Hydrogen Systems				
NAVSEA S9086-CN-STM-040 - NSTM Chapter 079 V4 (Damage Control; Compartment Testing and Inspection)				
NAVSEA S9086-CN-STM-030 - NSTM Chapter 079 V3 (Damage Control Engineering Casualty Control)				
NAVSEA SL720-AA-MAN-010 - Fleet Modernization Program (FMP) Management and Operations Manual				
NAVSEAINST 5400.95 - Waterfront Engineering and Technical Authority Policy				
NAVSEA ST700-AM-GYD-010 - Metrology and Calibration (METCAL) Laboratory Requirements and Certification Guide				
SECNAV M-5210.1 - Department of the Navy, Navy Records Management Program, Records Management Manual				

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
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	
Basic Military Requirements Manual (BMR) *NAVEDTRA 14325*	
Engineering Apprentice PQS *NAVEDTRA 43701*	
Engineering Fundamentals *NAVEDTRA 43103-A*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

Hull Maintenance Technician
Petty Officer Second Class
(Journeyman)

NAME_____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
QA craftsman	Command Delivered	NAVEDTRA 43523		
QA Work Center Supervisor	PQS	PQS NAVEDTRA		
3M 301 Maintenance Man	PQS	PQS NAVEDTRA		
3M Work Center Supervisor		PQS NAVEDTRA		
Damage Control 301-306	PQS	PQS NAVEDTRA		
Advanced DC 307-311	PQS	PQS NAVEDTRA		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Hull Maintenance Technician	NKO	NAVEDTRA 14119		
Non-Resident Training Course	Supply	NAVSUP 0504-LP-026-7820		
Valve Maintenance	Norfolk, VA / San Diego, CA	A-651-0065	5 days	
Pump Maintenance	Norfolk, VA / San Diego, CA	A-651-0067	12 days	
Water Tight Door	Various	K-495-0401	2 days	
General Shipboard Firefighting	Various	J-495-0412	1 day	
Shipboard Aircraft Firefighting	Various	J-495-0413	1 day	
Foam Generation Systems Operation and Maintenance	Various	K-495-2179	4 days	
SCBA High Pressure Compressor Maintenance	NKO	CNE-SCBA-010		
Engineering Watch Organization	NKO	CNET11438		
Introduction to Piping Systems	NKO	CNET11443		
Packing, Gaskets and Seals	NKO	CNET11445		
The Basic Steam Cycle	NKO	CNET11450		
Ratings in the Engineering Compartment	NKO	CNET9844		
Corrosion Control	NKO	NAVSEA-CC-1.0		
Sewage System	NKO	NAVSEA-SEW-1.0		
Advanced Damage Control 307-308	PQS	PQS NAVEDTRA		
Joint Fleet Quality Assurance Inspector	Norfolk, VA / San Diego, CA / Mayport, FL	A-557-0001	4 days	
Surface Shipboard Gage Calibration	Various	A-652-0500	5 days	
Advanced Shipboard FireFighting	Various	J-495-0419	4 days	
Improved Chemical Agent Point Detection System (IPDS)	NKO	CNE-IPDS-1.0		
Personnel Organization in the Engineering Department	NKO	CNET11447		
Introduction to Temperature Measuring Instruments	NKO	CNET12282		
Differentiation Among Chemical, Biological and Radiological Warfare Casualties	NKO	CNET9192		
Ballast-Deballast System	NKO	NAVSEA-BDS-1.0		
Compressed Air System	NKO	NAVSEA-CAS-1.0		
Self Contained High Pressure BreathingAir Compressor Maintenance	NKO	NAVSEA-HPBAC-1.		
Shipboard Oil and Hazardous Material Spill Response Kits	NKO			
DDG 52 and follow Vacuum Collection, Holding, and Transfer (VCHT) System	NKO	NAVSEA-VCHT-01		
Repair Party Leader	Various	K-495-0040	9 days	
Gas Free Engineer and Gas Free Petty Officer for Surface (Afloat) Operations	Various	K-495-0051	4 days	
MOD 1 Plastic Waste Processor Operation and Maintenance	NKO	CNE-PWP-01		
Rotary Pumps	NKO	CNET11449		
Variable-stroke Pumps	NKO	CNET11451		
Reciprocating Pumps	NKO	CNET11453		
Non-Positive Displacement Pumps	NKO	CNET11455		
Pollution Abatement System	NKO	NAVSEA-PAS-1.0		
Stern Gate System	NKO	NAVSEA-SGS-1.0		
Sea Water System	NKO	NAVSEA-SS-1.0		
High Pressure Air Compressor	NKO	NSWCCD-SSES-HPAC-1.0		
Joint Biological Point Detection System	NKO	NUWC-JBPDS-1		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	
4943 - VT MT PT and RT Inspector	SWOSU Great Lakes	A-701-0057	50 days	
4944 - VT MT PT and UT Inspector	SWOSU Great Lakes	A-701-0058	45 days	

JOB DESCRIPTION

Hull Maintenance Technicians do the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. They also fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. HTs will stand watch primarily in support of Damage Control, i.e. Sounding and Security, Damage Control Central, and Firemarshal. On OccasionHTs will be required to stand watch as Engineering Duty Officer (EDO), Engineering Officer of the Watch (EOOW).

RECOMMENDED BILLET ASSIGNMENTS

Work as a Journeyman level Hull Maintenance Technician afloat or shore providing repair division and the Command a reliable source of Leadership, Supervision, accountability, effort, and work while operating engineering equipment, supervising roving watches and providing maintenance and repair actions and solutions as assigned.
Other Opportunities:

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

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE 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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**

Rate Specific/Department Qualifications (Add)	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
NAVEDTRA 14325, Basic Military Requirements				
Engineering Apprentice PQS	NKO PQS	NAVEDTRA 43701		
Engineering Fundamentals	NKO PQS	NAVEDTRA 43103-A		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Damage Control Watches PQS	NKO PQS	NAVEDTRA 43119-4F		
Damage Control PQS	NKO PQS	NAVEDTRA 43119-J		
Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
U.S. Navy Uniform Regulations		NAVPERS 15665		
Naval Military Personnel Manual		NAVPERS 15560		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Physical Readiness Program		OPNAVINST 6110.1		
Navy SORM		OPNAVINST 3120.32		
Enlisted To Officer Programs Manual		OPNAVINST 1420.1		
Joint Fleet Maintenance Manual Vol. V		COMFLTFORCOMINST 4790.3		
NSTM 593 Pollution Control		S9086-T8-010/CH-593R4		
NSTM 670 Stowage Handling and Disposal of Hazardous General use Consumables		S9086-WK-STM-010/CH-670R6		
Hazardous General use Consumables				
NAVEDTRA 43523 - Personnel Qualification Standard for Quality Maintenance Program				
NAVSEA 0948-LP-045-7010 - Material Control Standard				
NAVSEA S9086-CH-STM-020 - NSTM Chapter 074 V2 (Nondestructive Testing of Metals				
Qualification and Certification Requirements for Naval Personnel (Non-nuclear)				
NAVSEA T9074-AS-GIB-010/271 – Requirements for Nondestructive Testing Methods				
NAVSEA S9074-AQ-GIB-010/248 - Welding and Brazing Procedures and Performance Qualification				
NAVSEA 0387-LP-046-8000 - System Hydrostatic Test Requirements				
NAVSEA S9074-AR-GIB-010/278 - Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels				
NAVSEA 0900-LP-001-7000 - Fabrication and Inspection of Brazed Piping Systems				
NAVSEA S9086-CH-STM-010 - NSTM Chapter 074 V1 (Welding and Allied Processes)				
NAVSEA S9AA0-AB-GOS-010 - General Specifications for Overhaul of Surface Ships (GSO) 2004 Edition				
NAVSEA T9074-AD-GIB-010/1688 - Requirements for Fabrication, Welding and Inspection of Submarine Structure				
NAVPERS 18068 - Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards				
OPNAVINST 4790.4 - Ships' Maintenance and Material Management (3-M) Manual				
NAVSEA S9086-RJ-STM-010 - NSTM Chapter 504 (Pressure, Temperature and other Mechanical and Electromechanical Measuring Instruments)				
NAVSEA S9086-CJ-STM-010 - NSTM Chapter 075 (Threaded Fasteners)				
NAVSEA S9086-CM-STM-010 - NSTM Chapter 078 (Gaskets, Packing and Seals)				
NAVSEA S9086-RK-STM-010 - NSTM Chapter 505 (Piping Systems)				
NAVSEAINST 9210.36 - Steam Plant Cleanliness Control				
MIL-STD-767 - Cleaning Requirements for Special Purpose Equipment, Including Piping Systems				
MIL-STD-413 - Visual Inspection Guide for Elastomeric O-Rings				
NAVSEA 0924-LP-062-0010 - Submarine Safety (SUBSAFE) Requirements Manual				
NAVICPINST 4355.5 - Receipt, Inspection, Storage and Issue of Level I/SUBSAFE Material				
MIL-STD-792 - Identification Marking Requirements for Special Purpose Components				

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVSEA S9505-AF-MMA-010 - Submarine Non-Nuclear Piping Systems Test Manual				
NAVSEA S9221-C1-GTP-010/020 - Main Boiler Repair and Overhaul, Volumes I and II				
MIL-STD-1330 - Standard Practice for Precision Cleaning and Testing of Shipboard Oxygen, Helium, Helium-Oxygen, Nitrogen and Hydrogen Systems				
NAVSEA S9086-CN-STM-040 - NSTM Chapter 079 V4 (Damage Control; Compartment Testing and Inspection)				
NAVSEA S9086-CN-STM-030 - NSTM Chapter 079 V3 (Damage Control Engineering Casualty Control)				
NAVSEA SL720-AA-MAN-010 - Fleet Modernization Program (FMP) Management and Operations Manual				
NAVSEAINST 5400.95 - Waterfront Engineering and Technical Authority Policy				
NAVSEA ST700-AM-GYD-010 - Metrology and Calibration (METCAL) Laboratory Requirements and Certification Guide				
SECNAV M-5210.1 - Department of the Navy, Navy Records Management Program, Records Management Manual				

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
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	
Basic Military Requirements Manual (BMR) *NAVEDTRA 14325*	
Engineering Apprentice PQS *NAVEDTRA 43701*	
Engineering Fundamentals *NAVEDTRA 43103-A*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

Hull Maintenance Technician
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
QA Work Center Supervisor	PQS	PQS NAVEDTRA		
3M Work Center Supervisor		PQS NAVEDTRA		
Advanced DC 307-311	PQS	PQS NAVEDTRA		

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Hull Maintenance Technician	NKO	NAVEDTRA 14119		
Non-Resident Training Course	Supply	NAVSUP 0504-LP-026-7820		
Valve Maintenance	Norfolk, VA / San Diego, CA	A-651-0065	5 days	
Pump Maintenance	Norfolk, VA / San Diego, CA	A-651-0067	12 days	
Water Tight Door	Various	K-495-0401	2 days	
General Shipboard Firefighting	Various	J-495-0412	1 day	
Shipboard Aircraft Firefighting	Various	J-495-0413	1 day	
Foam Generation Systems Operation and Maintenance	Various	K-495-2179	4 days	
SCBA High Pressure Compressor Maintenance	NKO	CNE-SCBA-010		
Engineering Watch Organization	NKO	CNET11438		
Introduction to Piping Systems	NKO	CNET11443		
Packing, Gaskets and Seals	NKO	CNET11445		
The Basic Steam Cycle	NKO	CNET11450		
Ratings in the Engineering Compartment	NKO	CNET9844		
Corrosion Control	NKO	NAVSEA-CC-1.0		
Sewage System	NKO	NAVSEA-SEW-1.0		
Advanced Damage Control 307-308	PQS	PQS NAVEDTRA		
Joint Fleet Quality Assurance Inspector	Norfolk, VA / San Diego, CA / Mayport, FL	A-557-0001	4 days	
Surface Shipboard Gage Calibration	Various	A-652-0500	5 days	
Advanced Shipboard FireFighting	Various	J-495-0419	4 days	
Improved Chemical Agent Point Detection System (IPDS)	NKO	CNE-IPDS-1.0		
Personnel Organization in the Engineering Department	NKO	CNET11447		
Introduction to Temperature Measuring Instruments	NKO	CNET12282		
Differentiation Among Chemical, Biological and Radiological Warfare Casualties	NKO	CNET9192		
Ballast-Deballast System	NKO	NAVSEA-BDS-1.0		
Compressed Air System	NKO	NAVSEA-CAS-1.0		

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Self Contained High Pressure BreathingAir Compressor Maintenance	NKO	NAVSEA-HPBAC-1.		
Shipboard Oil and Hazardous Material Spill Response Kits	NKO			
DDG 52 and follow Vacuum Collection, Holding, and Transfer (VCHT) System	NKO	NAVSEA-VCHT-01		
Repair Party Leader	Various	K-495-0040	9 days	
Gas Free Engineer and Gas Free Petty Officer for Surface (Afloat) Operations	Various	K-495-0051	4 days	
MOD 1 Plastic Waste Processor Operation and Maintenance	NKO	CNE-PWP-01		
Rotary Pumps	NKO	CNET11449		
Variable-stroke Pumps	NKO	CNET11451		
Reciprocating Pumps	NKO	CNET11453		
Non-Positive Displacement Pumps	NKO	CNET11455		
Pollution Abatement System	NKO	NAVSEA-PAS-1.0		
Stern Gate System	NKO	NAVSEA-SGS-1.0		
Sea Water System	NKO	NAVSEA-SS-1.0		
High Pressure Air Compressor	NKO	NSWCCD-SSES-HPAC-1.0		
Joint Biological Point Detection System	NKO	NUWC-JBPDS-1		
Quality Assurance Officer / Supervisor	Norfolk, VA / San Diego, CA / Mayport, FL	A-4H-0002		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	
4943 - VT MT PT and RT Inspector	SWOSU Great Lakes	A-701-0057	50 days	
4944 - VT MT PT and UT Inspector	SWOSU Great Lakes	A-701-0058	45 days	
4946 - Non-Nuclear NDT Examiner	SWOSU Great Lakes	T-912-0032	5	

JOB DESCRIPTION

Hull Maintenance Technicians do the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. They also fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. HTs will stand watch primarily in support of Damage Control, i.e. Sounding and Security, Damage Control Central, and Firemarshal. On Occasion HTs will be required to stand watch as Engineering Duty Officer (EDO), Engineering Officer of the Watch (EOOW).

RECOMMENDED BILLET ASSIGNMENTS

Work as a Senior Journeyman level Hull Maintenance Technician afloat or shore providing repair division and the Command a reliable source of Leadership, Planning insight, Supervision, accountability, reliability, effort, and work; while operating engineering equipment, supervising roving watches and providing maintenance and repair actions and solutions as assigned.
Other Opportunities:

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

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE 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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
Damage Control Watches PQS	NKO PQS	NAVEDTRA 43119-4F		
Damage Control PQS	NKO PQS	NAVEDTRA 43119-J		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Tagout Users Manual		NAVSEA S0400-AD-URM-010/TUM		
U.S. Navy Uniform Regulations		NAVPERS 15665		
Naval Military Personnel Manual		NAVPERS 15560		
3M Manual		OPNAVINST 4790.8		
Navy Safety Manual		OPNAVINST 5100.19 Series		
Physical Readiness Program		OPNAVINST 6110.1		
Navy SORM		OPNAVINST 3120.32		
Enlisted To Officer Programs Manual		OPNAVINST 1420.1		
Joint Fleet Maintenance Manual Vol. V		COMFLTFORCOMINST 4790.3		
NSTM 593 Pollution Control		S9086-T8-010/CH-593R4		
NSTM 670 Stowage Handling and Disposal of Hazardous General use Consumables		S9086-WK-STM-010/CH-670R6		
Hazardous General use Consumables				
NAVEDTRA 43523 - Personnel Qualification Standard for Quality Maintenance Program				
NAVSEA 0948-LP-045-7010 - Material Control Standard				
NAVSEA S9086-CH-STM-020 - NSTM Chapter 074 V2 (Nondestructive Testing of Metals				
Qualification and Certification Requirements for Naval Personnel (Non-nuclear)				
NAVSEA T9074-AS-GIB-010/271 – Requirements for Nondestructive Testing Methods				
NAVSEA S9074-AQ-GIB-010/248 - Welding and Brazing Procedures and Performance Qualification				
NAVSEA 0387-LP-046-8000 - System Hydrostatic Test Requirements				
NAVSEA S9074-AR-GIB-010/278 - Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels				
NAVSEA 0900-LP-001-7000 - Fabrication and Inspection of Brazed Piping Systems				
NAVSEA S9086-CH-STM-010 - NSTM Chapter 074 V1 (Welding and Allied Processes)				
NAVSEA S9AA0-AB-GOS-010 - General Specifications for Overhaul of Surface Ships (GSO) 2004 Edition				
NAVSEA T9074-AD-GIB-010/1688 - Requirements for Fabrication, Welding and Inspection of Submarine Structure				
NAVPERS 18068 - Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards				
OPNAVINST 4790.4 - Ships' Maintenance and Material Management (3-M) Manual				
NAVSEA S9086-RJ-STM-010 - NSTM Chapter 504 (Pressure, Temperature and other Mechanical and Electromechanical Measuring Instruments)				
NAVSEA S9086-CJ-STM-010 - NSTM Chapter 075 (Threaded Fasteners)				
NAVSEA S9086-CM-STM-010 - NSTM Chapter 078 (Gaskets, Packing and Seals)				
NAVSEA S9086-RK-STM-010 - NSTM Chapter 505 (Piping Systems)				
NAVSEAINST 9210.36 - Steam Plant Cleanliness Control				
MIL-STD-767 - Cleaning Requirements for Special Purpose Equipment, Including Piping Systems				
MIL-STD-413 - Visual Inspection Guide for Elastomeric O-Rings				
NAVSEA 0924-LP-062-0010 - Submarine Safety (SUBSAFE) Requirements Manual				
NAVICPINST 4355.5 - Receipt, Inspection, Storage and Issue of Level I/SUBSAFE Material				
MIL-STD-792 - Identification Marking Requirements for Special Purpose Components				
NAVSEA S9505-AF-MMA-010 - Submarine Non-Nuclear Piping Systems Test Manual				

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NAVSEA S9221-C1-GTP-010/020 - Main Boiler Repair and Overhaul, Volumes I and II				
MIL-STD-1330 - Standard Practice for Precision Cleaning and Testing of Shipboard Oxygen, Helium, Helium-Oxygen, Nitrogen and Hydrogen Systems				
NAVSEA S9086-CN-STM-040 - NSTM Chapter 079 V4 (Damage Control; Compartment Testing and Inspection)				
NAVSEA S9086-CN-STM-030 - NSTM Chapter 079 V3 (Damage Control Engineering Casualty Control)				
NAVSEA SL720-AA-MAN-010 - Fleet Modernization Program (FMP) Management and Operations Manual				
NAVSEAINST 5400.95 - Waterfront Engineering and Technical Authority Policy				
NAVSEA ST700-AM-GYD-010 - Metrology and Calibration (METCAL) Laboratory Requirements and Certification Guide				
SECNAV M-5210.1 - Department of the Navy, Navy Records Management Program, Records Management Manual				

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
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	
Basic Military Requirements Manual (BMR) *NAVEDTRA 14325*	
Engineering Apprentice PQS *NAVEDTRA 43701*	
Engineering Fundamentals *NAVEDTRA 43103-A*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

Hull Maintenance Technician
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
Advanced DC 307-320	PQS	PQS NAVEDTRA		
Advanced Shipboard Fire Fighter	Various	V-4N-0001	2 days	
Repair Locker Officer School	Various	K-495-0040	9 days	
QAI	Various	A-557-0001	5 days	
SEPEC	Various	A-651-0110	12 days	
DAPA	Various	S-501-0100	5 days	
CMEO/EEO	Various	A-500-0009	5 days	
CACCO	Various	S-540-1015	2 days	
ADAMS (facilitator)	Various	S-501-0110	3 days	
Gas Free Engineer and Gas Free Petty Officer for Surface (Afloat) Operations	Various	K-495-0051	4 days	
CFS	Various	S-541-0002	5 days	
Auxiliary Boiler water feed water	Various	A-652-0189	4 days	
Health aspects of MSDs	NKO	NMETC-HAMSD-1.0		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	
4943 - VT MT PT and RT Inspector	SWOSU Great Lakes	A-701-0057	50 days	
4944 - VT MT PT and UT Inspector	SWOSU Great Lakes	A-701-0058	45 days	
4946 - Non-Nuclear NDT Examiner	SWOSU Great Lakes	T-912-0032	5	

JOB DESCRIPTION

Mastery Level Hull Maintenance Technician responsible for the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. Able to train subordinates to fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. HTs will stand watch primarily in support of Damage Control, i.e. Sounding and Security, Damage Control Central, and Firemarshal. Mastery Level HTs should stand watch as Engineering Duty Officer (EDO), Engineering Officer of the Watch (EOOW).

RECOMMENDED BILLET ASSIGNMENTS

Divisional LCPO on platforms having several HTs, or IMAs saving as a mastery level supervisor/trainer afloat or shore providing repair division and the Command a reliable source of Leadership, Planning insight, Supervision, accountability, reliability, effort, and work; while supervising the material readiness and operations of engineering equipment, roving watches, and providing maintenance and repair actions and solutions as assigned.

Other Opportunities:

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

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

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

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

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

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

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

Early Separation: _____ Fleet Reserve Retirement Options:_____

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

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

Non-Select: _____

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

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

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

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

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

SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

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

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

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

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

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

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

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

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

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

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications **Watch Standing Qualifications**	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD) (At Sea)		
Officer of the Deck (OOD) (At Sea)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	
Basic Military Requirements Manual (BMR) *NAVEDTRA 14325*	
Engineering Apprentice PQS *NAVEDTRA 43701*	
Engineering Fundamentals *NAVEDTRA 43103-A*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

Hull Maintenance Technician
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
Advanced DC 307-320	PQS	PQS NAVEDTRA		
Advanced Shipboard Fire Fighter	Various	V-4N-0001	2 days	
Repair Locker Officer School	Various	K-495-0040	9 days	
QAI	Various	A-557-0001	5 days	
SEPEC	Various	A-651-0110	12 days	
DAPA	Various	S-501-0100	5 days	
CMEO	Various	A-500-0009	5 days	
EEO	Various			
CACCO	Various	S-540-1015	2 days	
ADAMS (facilitator)	Various	S-501-0110	3 days	
Gas Free Engineer and Gas Free Petty Officer for Surface (Afloat) Operations	Various	K-495-0051	4 days	
CFS	Various	S-541-0002	5 days	
Auxiliary Boiler water feed water	Various	A-652-0189	4 days	
Health aspects of MSDs	NKO	NMETC-HAMSD-1.0		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	
4943 - VT MT PT and RT Inspector	SWOSU Great Lakes	A-701-0057	50 days	
4944 - VT MT PT and UT Inspector	SWOSU Great Lakes	A-701-0058	45 days	
4946 - Non-Nuclear NDT Examiner	SWOSU Great Lakes	T-912-0032	5	

JOB DESCRIPTION

Mastery Level Hull Maintenance Technician responsible for the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. Able to supervise the training of subordinates to fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. HTs will stand watch primarily in support of Damage Control, i.e. Sounding and Security, Damage Control Central, and Firemarshal. Mastery Level HTs should stand watch as Engineering Duty Officer (EDO), Engineering Officer of the Watch (EOOW).

RECOMMENDED BILLET ASSIGNMENTS

Divisional or Departmental LCPO on platforms having several HTs, or IMAs saving as a mastery level supervisor/trainer afloat or shore providing repair division and the Command a reliable source of Leadership, Planning insight, Supervision, accountability, reliability, effort, and work; while supervising the material readiness and operations of engineering equipment, roving watches, and providing maintenance and repair actions and solutions as assigned.
CMDCS as opportunity presents.
Other opportunities:

- Command Senior Chief
- NAVSEA NDT Examiner
- 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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
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)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
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.

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	
Basic Military Requirements Manual (BMR) *NAVEDTRA 14325*	
Engineering Apprentice PQS *NAVEDTRA 43701*	
Engineering Fundamentals *NAVEDTRA 43103-A*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

Hull Maintenance Technician
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
Advanced DC 307-320	PQS	PQS NAVEDTRA		
Advanced Shipboard Fire Fighter	Various	V-4N-0001	2 days	
Repair Locker Officer School	Various	K-495-0040	9 days	
QAI	Various	A-557-0001	5 days	
SEPEC	Various	A-651-0110	12 days	
DAPA	Various	S-501-0100	5 days	
CMEO/EEO	Various	A-500-0009	5 days	
CACCO	Various	S-540-1015	2 days	
ADAMS (facilitator)	Various	S-501-0110	3 days	
Gas Free Engineer and Gas Free Petty Officer for Surface (Afloat) Operations	Various	K-495-0051	4 days	
CFS	Various	S-541-0002	5 days	
Auxiliary Boiler water feed water	Various	A-652-0189	4 days	
Health aspects of MSDs	NKO	NMETC-HAMSD-1.0		

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
4955 - Advanced Welder	SWOS LS Norfolk, NNSY & LS San Diego	A-701-0027 A-701-0027	70 days	
4942 - VT MT and PT NDT Inspector	SWOSU Great Lakes	A-701-0033	45 days	
4943 - VT MT PT and RT Inspector	SWOSU Great Lakes	A-701-0057	50 days	
4944 - VT MT PT and UT Inspector	SWOSU Great Lakes	A-701-0058	45 days	
4946 - Non-Nuclear NDT Examiner	SWOSU Great Lakes	T-912-0032	5	

JOB DESCRIPTION

Senior Mastery Level Hull Maintenance Technician responsible for the metal work necessary to fabricate and maintain all types of shipboard structures and surfaces in good condition utilizing various methods of cutting and welding. Able to supervise the training of subordinates to fabricate, maintain, and operate all shipboard plumbing and marine sanitation systems, utilizing the sewage disposal operating sequencing system (SDOSS) and various techniques of brazing and welding. Occasionally, repair small boats, and routinely operate and maintain ballast control systems, and manage the Quality Assurance Program. Mastery Level HTs should stand watch as Engineering Duty Officer (EDO), Engineering Officer of the Watch (EOOW).

RECOMMENDED BILLET ASSIGNMENTS

Departmental LCPO on platforms having several HTs, or IMAs saving as a mastery level supervisor/trainer afloat or shore providing repair division and the Command a reliable source of Leadership, Planning insight, Supervision, accountability, reliability, effort, and work; while supervising the material readiness and operations of engineering equipment, roving watches, and providing maintenance and repair actions and solutions as assigned.

CMDCM, SEA as opportunity presents.

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		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
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)		
Personal Qualifications Standard		

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

Warfare qualification programs	**Report Date**	**Completion Date** **(If qualification is not required place N/A in this Block)**
Surface Warfare Specialist		
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		

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

CERTIFICATIONS

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

Occupation (Civilian Employer)
Automotive Body and Related Repairers
Construction and Building Inspectors
Construction Carpenters
Control and Valve Installers and Repairers, Except Mechanical Door
Extruding and Forming Machine Setters, Operators, and Tenders, Synthetic and Glass Fibers
Fiberglass Laminators and Fabricators
First-Line Supervisors of Mechanics, Installers, and Repairers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic
Helpers--Installation, Maintenance, and Repair Workers
Inspectors, Testers, Sorters, Samplers, and Weighers
Layout Workers, Metal and Plastic
Pipe Fitters and Steamfitters
Pipelayers
Plumbers
Sheet Metal Workers
Solderers and Brazers
Structural Metal Fabricators and Fitters
Welders, Cutters, and Welder Fitters
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

Occupation (Federal Employer)
3610 - Insulating
3703 - Welding
3705 - Nondestructive Testing
3712 - Heat Treating
3806 - Sheet Metal Mechanic
3820 - Shipfitting
4204 - Pipefitting
4206 - Plumbing
4604 - Wood Working
4605 - Wood Crafting
4816 - Protective and Safety Equipment Fabricating and Repairing
9921 - Carpenter
9948 - Plumber
9949 - Assistant Plumber
9950 - Plumber Machinist

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program (ACCP) Professional Level III - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Liquid Penetrant Testing (ACCP-PT)	
E5	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Magnetic Particle Testing (ACCP-MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Radiographic Testing (ACCP-RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Ultrasonic Testing (ACCP-UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT Central Certification Program Level II - Visual and Optical Testing (ACCP-VT)	
E4	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Leak Testing (LT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Liquid Penetrant Testing (PT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Magnetic Particle Testing (MT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Neutron Radiographic Testing (NR)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Radiographic Testing (RT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Ultrasonic Testing (UT)	
E6	American Society for Nondestructive Testing (ASNT)	ASNT NDT Level III Certification - Visual Testing (VT)	
E6	American Society for Nondestructive Testing (ASNT)	Industrial Radiography Radiation Safety Personnel - X-Ray (IRSSP-X-Ray)	
E5	American Society for Quality (ASQ)	Certified Quality Technician (CQT)	
E6	American Welding Society (AWS)	Certified Associate Welding Inspector (CAWI)	
E6	American Welding Society (AWS)	Certified Radiographic Interpreter (CRI)	
E2	American Welding Society (AWS)	Certified Welder (CW)	
E6	American Welding Society (AWS)	Certified Welding Inspector (CWI)	
E5	National Inspection Testing and Certification Corporation (NITC)	STAR Plumbing Mastery	
E2	National Institute for Metalworking Skills, Inc (NIMS)	Machining Level I - Measurement, Materials, and Safety Skills	
E5	Professional Evaluation and Certification Board (PECB)	ISO 9001 Foundation - Quality Certification	
E5	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	
E6	United States Coast Guard (USCG)	National Barge Supervisor	

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	Computer Operator	
E1 - E9	Marine-Services Technician	
E1 - E9	Nondestructive Tester (Professional & Kindred)	
E1 - E9	Pipe Coverer And Insulator	
E1 - E9	Pipe Fitter (Construction)	
E1 - E9	Pipe Fitter (Ship - Boat Mfg)	
E1 - E9	Plumber	
E1 - E9	Pump Repairer (Any Industry)	
E1 - E9	Rigger (Any Industry)	
E1 - E9	Rigger (Ship & Boat Building)	
E1 - E9	Sheet Metal Worker (Any Industry)	
E1 - E9	Shipfitter (Ship & Boat)	
E1 - E9	Upholsterer, Inside	
E1 - E9	Welder, Combination (0622M)	
E1 - E9	Welder, Combination (0622N)	

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
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.

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Electric Plant-General *NAVSEA S9086-KC-STM-010/CH-300*	
Ships' Maintenance and Material Management (3M) Manual *NAVSEAINST 4790.8 Series*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19E*	
NSTM TAGOUT Users Manual *NAVSEA S0400-AD-URM-010/TUM*	
Engineering Department Organizational Manual *OPNAVINST3540.3A*	
EOSS Users Guide	
Joint Fleet Maintenance Manual (JFMM) Vol. V *COMFLTFORCOMINST 4790.3*	
Pollution Control *NAVSEA S9086-T8-010/CH-593R4*	
Welding and Brazing Procedures and Performance Qualification *NAVSEA S9074-AQ-GIB-010/248*	
Requirements for Fabrication Welding and Inspection, and Casting Inspection and Repair for Machinery, Piping and Pressure Vessels *NAVSEA S9074-AR-GIB-010/278*	
Casting Inspection and Repair for Machinery, Piping and Pressure Vessels	
Fabrication and Inspection of Brazed Piping Systems *NAVSEA 0900-LP-001-7000*	
Welding and Allied Processes *NAVSEA S9086-CH-STM-010/CH-074 v1*	
Piping Systems *NAVSEA S9086-RK-STM-010/CH-505*	
Basic Military Requirements Manual (BMR) *NAVEDTRA 14325*	
Engineering Apprentice PQS *NAVEDTRA 43701*	
Engineering Fundamentals *NAVEDTRA 43103-A*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

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

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR HT

Recommended Associates' degrees for the Fireman

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR HT

Recommended Bachelors/Masters degrees for the Fireman

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

Navy College Program Distance Learning Program (NCPDLP)

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

Servicemembers Opportunity College Degree Network System (SOC DNS):

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

Tuition Assistance (TA):

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

Joint Service Transcripts (JST)

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

The American Council on Education (ACE)

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

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

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

SAMPLE DEGREE PLAN

Florida Community College

NCPDLP ROADMAP

A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

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

~ School Degree Information ~

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

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

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

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

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

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

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

Education:

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

Other Quick References:

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