



# Intelligence Specialist (IS)



October 2016

# **Career Roadmap**

## **Seaman Recruit to Master Chief Roadmap**

The educational roadmap below will assist Sailors in the Intelligence Specialist 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 Intelligence Specialist?**

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

### **What is the Enlisted Learning and Development Continuum?**

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

### **Do Sailors have to follow the Roadmap?**

Yes. The Intelligence Specialist 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, Intelligence Specialist "A" School at Dam Neck Virginia and follow on "C" school at Dam Neck Virginia, 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.

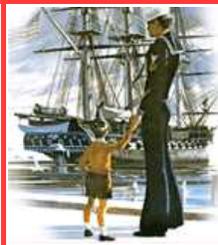
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



## IS CAREER PATH (SW/AW/EXW/IDW)



Intelligence Specialist - Military information, particularly classified information about enemies or potential enemies, is called "intelligence." Intelligence Specialists analyze information to determine its usefulness in military planning. They prepare materials that describe in detail the features of strategic and tactical areas worldwide.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	ISCM	18.6 Yrs	CMC	36	4 <sup>th</sup> Shore Tour Billet: SEL/DLCPO/ECM/DET. Duty: National Agency, OPNAV, FFC, ISIC, FLT Staff (CONUS/OCONUS). Qualification: CMC.
23-26	ISCM ISCS	18.6 Yrs 16.4	CMC	36	4 <sup>th</sup> Sea Tour Billet: SEL/DLCPO. Duty: CSFTL, CSFTP, FLT Staff (CONUS/OCONUS). Qualification: CMC.
20-23	ISCM ISCS ISC	18.6 Yrs 16.4 11.4	CWO, CMC, CSC, Attaché, RTC, Recruiter	36	3 <sup>rd</sup> Shore Tour Billet: SEL/DLCPO/LCPO/ECM/ Detailer/ISIC/INST/Rating Spec. Duty: JIOC, FLT Staff, NIOC, NSW (CONUS/OCONUS), NCU, TRNG CMDs. Qualification: CMC/CSC.
16-20	ISCS ISC IS1	16.4 Yrs 11.4 7	LDO, CWO, OCS, MECP, CSC	36	3 <sup>rd</sup> Sea Tour Billet: DLCPO/LCPO/LPO/INST. Duty: CVN, LHD, SQDN, FID, FIAF, FLT Staff, JOIC, NSW, TRNG CMDs (CONUS/OCONUS). Qualification: Warfare, MTS.
12-16	ISCS ISC IS1	16.4 Yrs 11.4 7	Attaché, RTC, Recruiter	36	2 <sup>nd</sup> Shore Tour Billet: LCPO/LPO/WCS/INST. Duty: JIOC, FLT Staff, NIOC, NSW (CONUS/OCONUS), NCU, TRNG CMDs. Qualification: Warfare, MTS.
8-12	ISC IS1 IS2	11.4 Yrs 7 3.4		36	2 <sup>nd</sup> Sea Tour Billet: LCPO/LPO/WCS. Duty: CVN, LHD, SQDN, FID, FIAF, FLT Staff, JOIC, NSW, TRNG CMDs (CONUS/OCONUS). Qualification: Warfare, MTS.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**IS CAREER PATH  
(SW/AW/EXW/IDW)**



<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
4-8	IS1 IS2 IS3	7 Yrs 3.4 1.3	STA-21, OCS, MECP, Attaché, RTC, Recruiter	36	1 <sup>st</sup> Shore Tour Billet: All-Source, Strike, Imagery, Expeditionary, HUMINT Analyst. Duty: JIOC, FLT Staff, NIOC, NSW (CONUS/OCONUS), NCU, TRNG CMDs. Qualification: IDW, MTS.
1-4	IS2 IS3	3.4 Yrs 1.3	Naval Academy, NROTC	42	1 <sup>st</sup> Sea Tour Billet: All-Source, Strike, Imagery. Duty: CVN, LHD, SQDN, FID, FIAF, FLT Staff, JOIC, NSW. Qualification: ESWS, EAWS, EXW.
1+/-	IS3 ISSN ISSA Accession Training	9 Months			Recruit Training and all schools or training events are required to be completed prior to reporting to their first operational command.
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>

Notes:

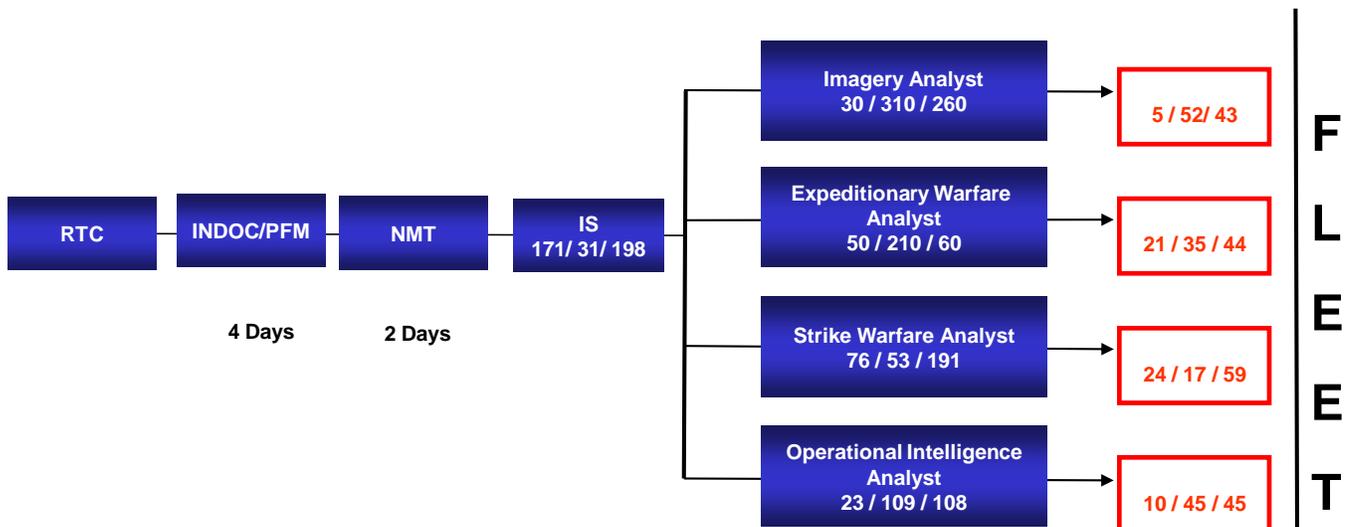
1. Sea/Shore Flow for ISs is 36/36 with the exception of first tour sea duty which is 42 months.
2. IS career enhancing sea duty tours should include department/division LPO/LCPO as sea, Number Fleet Staff or SPECWAR/NSW. IS career enhancing shore duty billets are JIOCs, Instructor duty, and Staff duty. ISs should also have challenging command-level collaterals and other qualifications that support command mission and leadership. Should also be positions in which enlisted leaders develop subordinates and mentor them in proper career progression.



# Intelligence Specialist (IS)

A School

C School



Course  
HOURS: IMI / ILT / Lab

% IMI / ILT / Lab

UNCLASSIFIED

FINAL - v10 - 30 Jan 15



## Intelligence Specialist Seaman Recruit to Seaman

NAME \_\_\_\_\_

### SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

#### REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intelligence Specialist "A" School	IWTC Virginia Beach	J-242-0010NV-1511-0017	12 weeks	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Supplementary Plot/Expeditionary Plot Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0008	5 days	
Amphibious Readiness Group and Marine Expeditionary Unit Intelligence Operations Course (AMIOC)	IWTC San Diego / MTT	J-150-2966	2 weeks	
Red Database Track Management & Intelligence Applications Course	IWTC Virginia Beach / IWTC San Diego	A-150-2958	26 days	
Fusion Analysis Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0051	5 days	
Afloat Information Dominance Intelligence Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0052	5 days	
Naval Special Warfare Intelligence Course	IWTC Virginia Beach / IWTC San Diego	A-243-0012	4 weeks	

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3910 - Naval Imagery Interpreter Course	IWTC Virginia Beach	J-242-0993	12 weeks	
3912 - Expeditionary Warfare Course (Ground "C")	IWTC Virginia Beach	A-243-0050	8 weeks	
3913 - Navy Tactical HUMINT Course / MAGTF-CI	IWTC Virginia Beach	J-244-0944	18 weeks	
3923 - Strike Planning Applications Course	IWTC Virginia Beach	J-150-0991	8 weeks	
3924 - Operational Intelligence Analyst Course	IWTC Virginia Beach / IWTC San Diego	J-150-0962	5 weeks	

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## JOB DESCRIPTION

**Intelligence Specialists (IS)** assists in every phase of the intelligence cycle, including the tasking, processing, exploitation, and dissemination (TCPED) of intelligence information; assemble and analyze all-source intelligence in support of all warfare areas to include, but not limited to the preparation and presentation of intelligence briefings, reporting, and analytical products;; prepare material for use in mission planning such as maps and graphics (annotated photographs, plot sheets, mosaics, overlays, etc.); plot and prepare multi-sensor imagery; draft intelligence reports; provide input to and receive data from intelligence systems and applications ashore and afloat; maintain intelligence files (photographs, maps, charts, photographic interpretation keys, etc.), databases and libraries.

### **Intelligence Specialist (IS) Navy Enlisted Classifications (NECs)**

**IS-3910 Naval Imagery Interpreter** - Interprets all-source imagery intelligence, uses an electric light table (ELT) to interpret imagery, operates digital imagery systems, identifies and measures objects of intelligence interest found in imagery, prepares imagery interpretation reports, and maintains files related to imagery interpretation. Analyzes full motion video, provides battle damage assessment and uses imagery to provide an accurate picture to the Tactical/Operational commander for Intelligence Preparation of the Battlespace.

**IS-3912 Expeditionary Warfare Intelligence Specialist** – Performs Tasking, Collection, Processing, Exploitation, and Dissemination (TCPED) of intelligence to produce relevant and timely tactical operations support; provide Indications and Warnings (I&W); conduct threat assessments; generate intelligence reports, briefs, assessments, and summaries; perform Joint Intelligence Preparation of the Operational Environment (JIPOE) and all-source fusion analysis; perform predictive analysis utilizing identified/correlated trends and patterns; conduct debriefings to enhance knowledge of the operating environment; perform target systems analysis and target development; support Sensitive Site Exploitation (SSE); review data for accuracy and reliability of sources; use Command, Control, Communications, Computer, Collection, Intelligence, Surveillance and Reconnaissance (C5ISR) systems; and maintain an all-source intelligence plot.

**IS-3913 Navy Tactical Counter-Intelligence and Human Intelligence (CI/HUMINT) Specialist** – The mission of the Navy Tactical HUMINT Specialist is to acquire intelligence information from human sources in response to validate Navy and national requirements by supervising and conducting tactical HUMINT collection operations. The Navy Tactical HUMINT Specialist supervises and conducts tactical HUMINT collection operations that include, but are not limited to, debriefings, interrogations and elicitations in English and foreign languages for positive intelligence and force protection information; facilitating in theater military source operations (MSO), screening of HUMINT sources and documents to establish priorities for exploitation; under CI supervision, plans and participates in Counterintelligence and Force Protection Operations (CFPO); coordinates the translation and exploitation of captured enemy documents, foreign language and open source publications; prepares and edits appropriate intelligence and administrative reports; utilizes CI/HUMINT reporting and communications equipment; uses interpreters and manages interpreter/translator operations; conducts liaison and coordination in foreign language with host nation agencies; conducts analysis and performs briefings and debriefings as required.

**IS-3923 Strike Planning Applications** – Conducts afloat tactical and operational level research, analysis and dissemination in support of strike operations. Fuse multi-source data into textual and graphical presentations of the battlefield and operational area to support power projection planning. Provides mensurated aimpoints utilizing the Precision Targeting Workstation (PTW) in support of Navy Precision Guided Munition strike warfare. Provide integrated operational and environmental intelligence information to strike planners. Provide target intelligence to tactical mission planners and maintain tactical level targeting folders.

**IS-3924 Operational Intelligence (OPINTEL) Analyst** - Provides training on the knowledge and skills required to perform Operational Intelligence (OPINTEL) analysis. The six-week OPINTEL course awards the Navy Enlisted Classification (NEC) Code 3924 to Intelligence Specialists. Students are instructed in GCCS-M operations, intelligence fundamentals, Command, Control, Communications, Computers, and Intelligence (C4I) concepts, and nodal analysis.

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## RECOMMENDED BILLET ASSIGNMENTS

Work as an Intelligence Specialist apprentice for any of the following duties:

Aircraft Carrier Intelligence Center (CVIC), Amphibious Assault Ship (LHA/LHD) Joint Intelligence Center (JIC), Naval Aviation Squadron, Navy Fleet Staff, Navy Intelligence Production Facility, or Navy Expeditionary Intelligence Center.

CVN, LCC, LHD, LHA, LPD, CG, and DDG

Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet

C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM  
CYBERCOM, SOCOM, STRATCOM, TRANSCOM

Squadrons

VP, VFA, VQ, HCs

FID

FIST

FIAF

MCC

NIOCs

JIOCs

NGA

DIA

ONI

**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: \_\_\_\_\_

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**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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		
Red Database Manager (RDBM) (NAVEDTRA 43344 301)		
FIWA		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Watch Analyst (NAVEDTRA 43313-2 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Target Intelligence Cell Watch Analyst (NAVEDTRA 43313-2 302)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Brief / Debrief (NAVEDTRA 43313-2 303)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Imagery Analyst (NAVEDTRA 43360-5 301)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Analysis Supervisor (NAVEDTRA 43360-5 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Recorder (NAVEDTRA 43548-A 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Photographer (NAVEDTRA 43548-A 303)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
<a href="#">1371 - Cartographic Technician Series</a>
<a href="#">1372 - Geodesy Series</a>
<a href="#">1373 - Land Surveying Series</a>
<a href="#">1374 - Geodetic Technician Series</a>
<a href="#">1386 - Photographic Technology Series</a>
<a href="#">1397 - Document Analysis Series</a>
<a href="#">1540 - Cryptography Series</a>
<a href="#">1541 - Cryptanalysis Series</a>
<a href="#">1805 - Investigative Analysis Series</a>
<a href="#">4414 - Offset Photography</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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	

Visit USMAP <https://usmap.netc.navy.mil/usmapss/static/index.htm> for additional information.

## STAYNAVY

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: \_\_\_\_\_

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

Height\_\_\_\_\_ Weight\_\_\_\_\_ If Required (Neck\_\_\_\_\_ Waist\_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

Last 2 PRT Cycles: Curl-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Push-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Run/Swim/Cardio\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Overall Score\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

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

**E1/E2/E3 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD-09-001	24 hours	
Navy Military Training (Life Skills) (Pre-A School Delivery only) <sup>4</sup>	Command Delivered	A-500-1000	2 days	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
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 <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-COOIC-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-COOIC-1.1 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-COOIC-2 /DoN 0	23 hours	

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Fundamentals of Navy Leadership	NKO	0033/43/35		
Personal Responsibility and Values	NKO	S-051-0150		
Iran	NKO	DLI-CIP-IRAN		
Iraq	NKO	DLI-CIP-IRAQ		
Iraq And Weapons Of Mass Destruction	NKO	GLOSS-SP-P01034		
FARC's Terrorist Strategy, Part 1	NKO	GLOSS-SP-MIL003		
FARC's Terrorist Strategy, Part 2	NKO	GLOSS-SP-MIL004		
FARC's Terrorist Strategy, Part 3	NKO	GLOSS-SP-MIL005		
Defense Courier Service	NKO	002DC01		
Challenges For The Navies	NKO	GLOSS-SP-SEC001		
China's Currency Stability	NKO	GLOSS-CM-Ecn307		
China's Economy: The Coast Vs. The Interior	NKO	GLOSS-CM-Ecn306		
China's - U.S. Relations On Tibet, Ect	NKO	GLOSS-CM-P01310		
Afghanistan	NKO	DLI-CIP-Afghanistan		
Antisubmarine Warfare Sensor and Platforms	NKO	METOC-62T-0603		
Basic Radar Operations	NKO	NIDA-9395TD02		
Basic SCI Systems User Course	NKO	ONI-SSO Navy		

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

### E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
How They Fight Militant and Terrorist Organizations of The World <i>NGIC-24107079-04</i>	
Heroes in Dungarees: The Story of the American Merchant Marine in World War II <i>by Bunker</i>	
Nimitz <i>by Potter</i>	
On Watch <i>by Zumwalt</i>	
The Battle of Leyte Gulf <i>by Cutler</i>	
The Fighting Liberty Ship – A Memoir <i>by Hoehling</i>	
Quran	



## Intelligence Specialist 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
Intelligence Specialist "A" School	IWTC Virginia Beach	J-242-0010NV-1511-0017	12 weeks	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Supplementary Plot/Expeditionary Plot Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0008	5 days	
Amphibious Readiness Group and Marine Expeditionary Unit Intelligence Operations Course (AMIOC)	IWTC San Diego / MTT	J-150-2966	2 weeks	
Red Database Track Management & Intelligence Applications Course	IWTC Virginia Beach / IWTC San Diego	A-150-2958	26 days	
Fusion Analysis Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0051	5 days	
Afloat Information Dominance Intelligence Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0052	5 days	
Naval Special Warfare Intelligence Course	IWTC Virginia Beach / IWTC San Diego	A-243-0012	4 weeks	

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3910 - Naval Imagery Interpreter Course	IWTC Virginia Beach	J-242-0993	12 weeks	
3912 - Expeditionary Warfare Course (Ground "C")	IWTC Virginia Beach	A-243-0050	8 weeks	
3913 - Navy Tactical HUMINT Course / MAGTF-CI	IWTC Virginia Beach	J-244-0944	18 weeks	
3923 - Strike Planning Applications Course	IWTC Virginia Beach	J-150-0991	8 weeks	
3924 - Operational Intelligence Analyst Course	IWTC Virginia Beach / IWTC San Diego	J-150-0962	5 weeks	

#### JOB DESCRIPTION

**Intelligence Specialists (IS)** assist in every phase of the planning, collection, processing, analysis, and dissemination of intelligence information; assemble and analyze multi-source operational intelligence in support to all warfare areas; in support of intelligence briefings, reporting, and analytical programs; prepare and present intelligence briefings; prepare material for use in mission planning; prepare graphics (annotated photographs, plot sheets, mosaics, overlays, etc.); plot and prepare multi-sensor imagery; draft intelligence reports; provide input to and receive data from computerized intelligence systems, ashore and afloat; maintain intelligence files (photographs, maps, charts, photographic interpretation keys, etc.) and libraries.

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**RECOMMENDED BILLET ASSIGNMENTS**

Work as an Intelligence Specialist apprentice for any of the following afloat duties: Aircraft Carrier Intelligence Center (CVIC), Amphibious Assault Ships (LHA/LHD), squadron, Fleet Staff, Intel Production Facility Expeditionary, Naval, Special Warfare.

CVN, LCC, LHD, LHA, LPD, CG, and DDG

Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet

C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM,

CYBERCOM, SOCOM, STRATCOM, TRANSCOM

Squadrons

VP, VFA, VQ, HCs

FID

FIST

FIAF

MCC

JIOCs

NGA

DIA

ONI

GFM

NEIC

NSW

NMCB

CNFK

NIOCs

**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: \_\_\_\_\_

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**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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		
Red Database Manager (RDBM) (NAVEDTRA 43344 301)		
FIWA		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Watch Analyst (NAVEDTRA 43313-2 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Target Intelligence Cell Watch Analyst (NAVEDTRA 43313-2 302)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Brief / Debrief (NAVEDTRA 43313-2 303)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Imagery Analyst (NAVEDTRA 43360-5 301)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Analysis Supervisor (NAVEDTRA 43360-5 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Recorder (NAVEDTRA 43548-A 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Photographer (NAVEDTRA 43548-A 303)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Leader (NAVEDTRA 43548-A 304)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
<a href="#">1371 - Cartographic Technician Series</a>
<a href="#">1372 - Geodesy Series</a>
<a href="#">1373 - Land Surveying Series</a>
<a href="#">1374 - Geodetic Technician Series</a>
<a href="#">1386 - Photographic Technology Series</a>
<a href="#">1397 - Document Analysis Series</a>
<a href="#">1540 - Cryptography Series</a>
<a href="#">1541 - Cryptanalysis Series</a>
<a href="#">1805 - Investigative Analysis Series</a>
<a href="#">4414 - Offset Photography</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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	

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: \_\_\_\_\_

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

Height\_\_\_\_\_ Weight\_\_\_\_\_ If Required (Neck\_\_\_\_\_ Waist\_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

Last 2 PRT Cycles: Curl-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Push-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Run/Swim/Cardio\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Overall Score\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

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

**E4 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Second Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD-09-002	16 hours	
Petty Officer Second Class Selectee Leadership Course - Phase Two	Command Delivered	CPPD-LEAD-09-002	10 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
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 <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-COOIC-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-COOIC-1.1 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-COOIC-2 /DoN 0	23 hours	

**E4 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Fundamentals of Navy Leadership	NKO	0033/43/35		
Personal Responsibility and Values	NKO	S-051-0150		
Iran	NKO	DLI-CIP-IRAN		
Iraq	NKO	DLI-CIP-IRAQ		
Iraq And Weapons Of Mass Destruction	NKO	GLOSS-SP-P01034		
FARC's Terrorist Strategy, Part 1	NKO	GLOSS-SP-MIL003		
FARC's Terrorist Strategy, Part 2	NKO	GLOSS-SP-MIL004		
FARC's Terrorist Strategy, Part 3	NKO	GLOSS-SP-MIL005		
Defense Courier Service	NKO	002DC01		
Challenges For The Navies	NKO	GLOSS-SP-SEC001		
China's Currency Stability	NKO	GLOSS-CM-Ecn307		
China's Economy: The Coast Vs. The Interior	NKO	GLOSS-CM-Ecn306		
China's - U.S. Relations On Tibet, Ect	NKO	GLOSS-CM-P01310		
Afghanistan	NKO	DLI-CIP-Afghanistan		
Antisubmarine Warfare Sensor and Platforms	NKO	METOC-62T-0603		
Basic Radar Operations	NKO	NIDA-9395TD02		
Basic SCI Systems User Course	NKO	ONI-SSO Navy		

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

### E4 RECOMMENDED COMMUNITY READING

Title	Completed
Battleship Sailor by <i>Mason</i>	
Heroes in Dungarees: The Story of the American Merchant Marine in World War II by <i>Bunker</i>	
Nimitz by <i>Potter</i>	
On Watch by <i>Zumwalt</i>	
The Battle of Leyte Gulf by <i>Cutler</i>	
The Fighting Liberty Ship – A Memoir by <i>Hoehling</i>	
Quran	



## Intelligence Specialist 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
Intelligence Specialist "A" School	IWTC Virginia Beach	J-242-0010NV-1511-0017	12 weeks	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Supplementary Plot/Expeditionary Plot Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0008	5 days	
Amphibious Readiness Group and Marine Expeditionary Unit Intelligence Operations Course (AMIOC)	IWTC San Diego / MTT	J-150-2966	2 weeks	
Naval Special Warfare Intelligence Course	IWTC Virginia Beach / IWTC San Diego	A-243-0012	4 weeks	
Red Database Track Management & Intelligence Applications Course	IWTC Virginia Beach / IWTC San Diego	A-150-2958	26 days	
Advanced Maritime OPINTEL Analysis Course (AMOC)	IWTC Virginia Beach	A-243-0016	40 days	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
Fusion Analysis Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0051	5 days	
Afloat Information Dominance Intelligence Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0052	5 days	
Maritime Security and Intelligence Operations (MSIO)	IWTC Virginia Beach / IWTC San Diego / MTT	J-243-0103	12 days	
International Maritime Intelligence Course (IMIC)	IWTC San Diego	K-3A-5014	19 days	
Naval Special Warfare Intelligence Team Trainer	IWTC San Diego / MTT	A-243-0021	5 days	

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3910 - Naval Imagery Interpreter Course	IWTC Virginia Beach	J-242-0993	12 weeks	
3912 - Expeditionary Warfare Course (Ground "C")	IWTC Virginia Beach	A-243-0050	8 weeks	
3913 - Navy Tactical HUMINT Course / MAGTF-CI	IWTC Virginia Beach	J-244-0944	18 weeks	
3923 - Strike Planning Applications Course	IWTC Virginia Beach	J-150-0991	8 weeks	
3924 - Operational Intelligence Analyst Course	IWTC Virginia Beach / IWTC San Diego	J-150-0962	5 weeks	

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**JOB DESCRIPTION**

Intelligence Specialist Second Class Petty Officers analyze intelligence information; identify and produce intelligence from raw information; assemble and analyze multi-source operational intelligence; prepare and present intelligence briefings; prepare and plan materials for photographic reconnaissance missions, and analyze results and prepare reports; prepare graphics, overlays and mosaics; plot imagery data using maps and charts; provide input to and receive data from computerized intelligence systems ashore and afloat and maintain intelligence libraries and files to determine its usefulness in strategic, operational and tactical military planning areas all over the world. Intelligence Specialists (IS) perform most of their duties in an office or watch environment. They usually work closely with others, doing mostly analytical work, but must have the capability to work without supervision and to support the intelligence mission of the Navy on land, in the air, at sea and undersea. ISs serve on board ships, in aircraft squadrons and in Navy and joint intelligence production centers located in the United States and overseas.

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**RECOMMENDED BILLET ASSIGNMENTS**

Work as an Intelligence Specialist journeyman leading Petty Officer/Work Center Supervisor ashore or afloat in assignments to include: Aircraft Carrier Intelligence Center (CVIC), Amphibious Assault Ship (LHA/LHD) JIC, Navy Aviation Squadrons, Navy or Joint Intel Production Facility, an Expeditionary unit or Naval Special Warfare Group/Unit. Serve as instructor at the Center for Information Dominance Unit Hampton Roads, or Center for Information Dominance Unit San Diego.

Other Opportunities:

- Individual Augmentation Support Assignments
- Training Manager
- Instructor Duty

CVN, LCC, LHD, LHA, LPD, CG, and DDG  
Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet  
C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM  
CYBERCOM, SOCOM, STRATCOM, TRANSCOM

Squadrons  
VP, VFA, VQ, HCs

FID  
FIST  
FIAF  
MCC  
JIOCs  
NIOCs  
NCF  
FFC  
NGA  
DIA  
ONI  
GFM  
NEIC  
NSW  
NMCB  
CNFK  
DEVGRU  
JSOC  
JWAC  
DNI  
NMAWC  
NMITC/FITC/ATG...

**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: \_\_\_\_\_

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**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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		
Red Database Manager (RDBM) (NAVEDTRA 43344 301)		
FIWA		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Watch Analyst (NAVEDTRA 43313-2 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Target Intelligence Cell Watch Analyst (NAVEDTRA 43313-2 302)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Brief / Debrief (NAVEDTRA 43313-2 303)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Imagery Analyst (NAVEDTRA 43360-5 301)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Analysis Supervisor (NAVEDTRA 43360-5 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Recorder (NAVEDTRA 43548-A 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Photographer (NAVEDTRA 43548-A 303)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Leader (NAVEDTRA 43548-A 304)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
<a href="#">1371 - Cartographic Technician Series</a>
<a href="#">1372 - Geodesy Series</a>
<a href="#">1373 - Land Surveying Series</a>
<a href="#">1374 - Geodetic Technician Series</a>
<a href="#">1386 - Photographic Technology Series</a>
<a href="#">1397 - Document Analysis Series</a>
<a href="#">1540 - Cryptography Series</a>
<a href="#">1541 - Cryptanalysis Series</a>
<a href="#">1805 - Investigative Analysis Series</a>
<a href="#">4414 - Offset Photography</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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	

Visit USMAP <https://usmap.netc.navy.mil/usmapss/static/index.htm> for additional information.

## STAYNAVY

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: \_\_\_\_\_

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

Height\_\_\_\_\_ Weight\_\_\_\_\_ If Required (Neck\_\_\_\_\_ Waist\_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

Last 2 PRT Cycles: Curl-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Push-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Run/Swim/Cardio\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Overall Score\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

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

**E5 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer First Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD09-003	16 hours	
Petty Officer First Class Selectee Leadership Course - Phase Two (Frocked E-6)	Command Delivered	CPPD-LEAD09-003		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
Ethics Training	Command Delivered			

**Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup>**

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 <sup>2</sup>	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) <sup>3</sup>**

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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

**E5 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Iran	NKO	DLI-CIP-IRAN		
Iraq	NKO	DLI-CIP-IRAQ		
Iraq And Weapons Of Mass Destruction	NKO	GLOSS-SP-P01034		
Iraqi Language Survival Kit	NKO	DLI-IRAQ-LSK		
FARC's Terrorist Strategy, Part 1	NKO	GLOSS-SP-MIL003		
FARC's Terrorist Strategy, Part 2	NKO	GLOSS-SP-MIL004		
FARC's Terrorist Strategy, Part 3	NKO	GLOSS-SP-MIL005		
China's Currency Stability	NKO	GLOSS-CM-Ecn307		
China's Economy: The Coast Vs. The Interior	NKO	GLOSS-CM-Ecn306		
China's - U.S. Relations On Tibet, Ect	NKO	GLOSS-CM-P01310		
Afghanistan	NKO	DLI-CIP-Afghanistan		

## 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

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

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

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

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

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

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

**E5 RECOMMENDED COMMUNITY READING**

Title	Completed
Joint PUB 3-07.2, Antiterrorism	
How They Fight Militant and Terrorist Organizations of The World <i>NGIC-24107079-04</i>	
Leading Petty Officer Leadership Course Student Guide <i>A-500-0101</i>	
Navy Performance Evaluation System <i>BUPERINST 1610.10</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Navy Equal Opportunity (EO) Policy <i>OPNAVINST 5354.1</i>	
Admiral John H. Towers – The Struggle for Naval Air Supremacy <i>by Reynolds</i>	
Authors at Sea <i>by Shenk</i>	
Decision and Dissent with Halsey at Leyte Gulf <i>by Solberg</i>	
Run Silent/Run Deep <i>by Beach</i>	
The First Team – Pacific Naval Air Combat from Pearl Harbor to Midway <i>by Lundstrom</i>	
The United States Sailors: A History <i>by Simmons</i>	
Victory at Sea – World War II in the Pacific <i>by Dunnigan</i>	
Quran	



## Intelligence Specialist 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
Intelligence Specialist "A" School	IWTC Virginia Beach	J-242-0010NV-1511-0017	12 weeks	

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Supplementary Plot/Expeditionary Plot Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0008	5 days	
C4ISR-AM-TCT	IWTC Virginia Beach / IWTC San Diego	J-150-2957	1 week	
Amphibious Readiness Group and Marine Expeditionary Unit Intelligence Operations Course (AMIOC)	IWTC Virginia Beach / IWTC San Diego	J-150-2966	1 week	
Red Database Track Management & Intelligence Applications Course	IWTC Virginia Beach / IWTC San Diego	A-150-2958	26 days	
Advanced Maritime OPINTEL Analysis Course (AMOC)	IWTC Virginia Beach	A-243-0016	40 days	
Navy Instructor Training Course (NITC) (9502)	Various Locations	A-012-0077	19 days	
Fusion Analysis Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0051	5 days	
Afloat Information Dominance Intelligence Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0052	5 days	
Maritime Security and Intelligence Operations (MSIO)	IWTC Virginia Beach / IWTC San Diego / MTT	J-243-0103	12 days	
International Maritime Intelligence Course (IMIC)	IWTC San Diego	K-3A-5014	19 days	
Naval Special Warfare Intelligence Team Trainer	IWTC San Diego / MTT	A-243-0021	5 days	
Naval Collection Managers Course (NCMC)	IWTC Virginia Beach	A-3A-0009	19 days	

#### NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3910 - Naval Imagery Interpreter Course	IWTC Virginia Beach	J-242-0993	12 weeks	
3912 - Expeditionary Warfare Course (Ground "C")	IWTC Virginia Beach	A-243-0050	8 weeks	
3913 - Navy Tactical HUMINT Course / MAGTF-CI	IWTC Virginia Beach	J-244-0944	18 weeks	
3923 - Strike Planning Applications Course	IWTC Virginia Beach	J-150-0991	8 weeks	
3924 - Operational Intelligence Analyst Course	IWTC Virginia Beach / IWTC San Diego	J-150-0962	5 weeks	

## **JOB DESCRIPTION**

### **Leading Petty Officer**

Typically, an Intelligence Specialist First Class Petty Officer is the Leading Petty Officer (LPO) and the technical expert supervisor, which aids the division in administering, supervising, and training division personnel. Additionally, develops the knowledge, performance and behavior of all junior personnel in his/her Division. LPOs are also responsible for the effective operation of the 3-M and Damage Control Systems/fittings in his or her Division afloat.

### **Work Center Supervisor**

Senior person within the work center is usually an Intelligence Specialist First Class Petty Officer. The work center supervisor is responsible for the effective operation within his or her work center, to include MSI, SIAC, SUPPLOT, and MISSION BRIEFING AND DEBRIEFING.

In Multi-Spectral Interpretation (MSI) - Intelligence Specialist First Class Petty Officer's are responsible for providing support and guidance on National Technical Means (NTM), Commercial Imagery and ISR collection requirements and imagery interpretation, which focuses on the collection, analysis and reporting from multi-sensor imagery that contributes to the overall intelligence support effort.

In Strike Intelligence Analysis Cell (SIAC) – Intelligence Specialist First Class Petty Officer's are responsible for intelligence support to all Carrier Strike Group operations, conduct intelligence preparation of the operational environment (IPOE) or mission planning, performs target geo-positioning and creates target graphic and associated products.

In Supplementary Plot (SUPPLOT) - Intelligence Specialist First Class Petty Officer's are responsible for deriving organic/non-organic intelligence from intelligence assets and providing tactical indications and warning and all-source fusion analysis to the ship, air wing, embarked CARGRU/CRUDESGRU staff, and to designated composite warfare commanders.

In Mission Briefing and Debriefing - Intelligence Specialist First Class Petty Officer's are responsible for ensuring pilots are briefed on the latest threat intelligence and that debriefs of aircrews are conducted to ensure tactically collected threat data and bomb-hit assessments are disseminated throughout the carrier intelligence team.

## RECOMMENDED BILLET ASSIGNMENTS

Work as an Intelligence Specialist journeyman as leading petty officers onboard aircraft carriers/ amphibious assault ships, at Squadrons and as Independent Duty Intelligence Specialists afloat, at Navy and Joint Intel Production Facilities, Navy Expeditionary Intelligence Centers, and NSW Units.

Other Opportunities:

- Individual Augmentation Support Assignments
- Training Manager
- Instructor Duty
- Afloat Training Staffs and Groups
- Carrier Strike Group Staffs and Amphibious/Expeditionary Staffs

CVN, LCC, LHD, LHA, LPD, CG, and DDG

Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet

C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM

CYBERCOM, SOCOM, STRATCOM, TRANSCOM

Squadrons

VP, VFA, VQ, HCs

FID

FIST

FIAF

MCC

JIOCs

NIOCs

NCF

FFC

NGA

Attache'

DIA

ONI

GFM

NEIC....

NSW

NMCB

CNFK

NIOCs

DEVGRU

JSOC

JWAC

DNI

NMAWC

NMITC/FITC/ATG...

**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: \_\_\_\_\_

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**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)		
Officer of the Deck (OOD)		
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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		
Red Database Manager (RDBM) (NAVEDTRA 43344 301)		
FIWA		
FIWO		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Watch Analyst (NAVEDTRA 43313-2 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Target Intelligence Cell Watch Analyst (NAVEDTRA 43313-2 302)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Brief / Debrief (NAVEDTRA 43313-2 303)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Imagery Analyst (NAVEDTRA 43360-5 301)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Analysis Supervisor (NAVEDTRA 43360-5 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Recorder (NAVEDTRA 43548-A 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Photographer (NAVEDTRA 43548-A 303)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Leader (NAVEDTRA 43548-A 304)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
<a href="#">1371 - Cartographic Technician Series</a>
<a href="#">1372 - Geodesy Series</a>
<a href="#">1373 - Land Surveying Series</a>
<a href="#">1374 - Geodetic Technician Series</a>
<a href="#">1386 - Photographic Technology Series</a>
<a href="#">1397 - Document Analysis Series</a>
<a href="#">1540 - Cryptography Series</a>
<a href="#">1541 - Cryptanalysis Series</a>
<a href="#">1805 - Investigative Analysis Series</a>
<a href="#">4414 - Offset Photography</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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	

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: \_\_\_\_\_

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### **Career Waypoints-Reenlistment:**

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

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

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

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

**TRANSFER:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

Height\_\_\_\_\_ Weight\_\_\_\_\_ If Required (Neck\_\_\_\_\_ Waist\_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

Last 2 PRT Cycles: Curl-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Push-ups\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Run/Swim/Cardio\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Overall Score\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

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

**E6 REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD09-004	30 hours	
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
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 <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
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		

<sup>1</sup> - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-C-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-C-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-C-NPSAP-2 /DoN 0	23 hours	

**E6 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Systems-thinking Modes and Thinking Skills	NKO	STGY0403		
Reactions Of The Arab World To The Fall Of Saddam's Regime	NKO	GLOSS-SC-P01303		
Iran	NKO	DLI-CIP-IRAN		
Iraq	NKO	DLI-CIP-IRAQ		
Iraq And Weapons Of Mass Destruction	NKO	GLOSS-SP-P01034		
Iraqi Language Survival Kit	NKO	DLI-IRAQ-LSK		
FARC's Terrorist Strategy, Part 1	NKO	GLOSS-SP-MIL003		
FARC's Terrorist Strategy, Part 2	NKO	GLOSS-SP-MIL004		
FARC's Terrorist Strategy, Part 3	NKO	GLOSS-SP-MIL005		
Defense Courier Service	NKO	002DC01		
Competence vs. Incompetence	NKO	GLOSS-SP-ECN004		
China's Currency Stability	NKO	GLOSS-CM-Ecn307		
China's Economy: The Coast Vs. The Interior	NKO	GLOSS-CM-Ecn306		
China's - U.S. Relations On Tibet, Ect	NKO	GLOSS-CM-P01310		
Afghanistan	NKO	DLI-CIP-Afghanistan		
Basic SCI Systems User Course	NKO	ONI-SSO Navy		
Arabic	NKO	NSA-Arabic		
Arabic Online	NKO	DLI-SE-Arabic		
Basic Radar Operations	NKO	NIDA-9395TD02		

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

### E6 RECOMMENDED COMMUNITY READING

Title	Completed
A Consumer's Guide to Intelligence	
Tactical Action Officer Handbook Quick Reference Guide <i>NWP 1-10.11</i>	
Fleet Intelligence Collection Manual (FICM) (CDROM) <i>ONI-1200-001-04</i>	
Attacks by <i>Erwin Rommel</i>	
Pegasus Bridge by <i>Stephen E. Ambrose</i>	
Phase Line Green: The Battle For Hue, 1968 by <i>Warr</i>	
The Arab Mind by <i>Patai</i>	
The Art of War by <i>Sun Tzu (Griffin)</i>	
The Forgotten Soldier by <i>Sajer</i>	
The Village by <i>West</i>	
This Kind of War by <i>Fehrenbach</i>	
We Were Soldiers Once and Young by <i>Moore and Galloway</i>	
Quran	



**Intelligence Specialist  
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
Intelligence Specialist "A" School	IWTC Virginia Beach	J-242-0010NV-1511-0017	12 weeks	

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Supplementary/Expeditionary Plot Team Trainer (SETT)	IWTC Virginia Beach / IWTC San Diego	A-243-0008	5 days	
C4ISR-AM-TCT	IWTC Virginia Beach / IWTC San Diego	J-150-2957	1 week	
Amphibious Readiness Group and Marine Expeditionary Unit Intelligence Operations Course (AMIOC)	IWTC Virginia Beach / IWTC San Diego	J-150-2966	1 week	
Advanced Maritime OPINTEL Analysis Course (AMOC)	IWTC Virginia Beach	A-243-0016	40 days	
Afloat Information Dominance Intelligence Team Trainer	IWTC Virginia Beach / IWTC San Diego	A-243-0052	5 days	
Maritime Security and Intelligence Operations (MSIO)	IWTC Virginia Beach / IWTC San Diego / MTT	J-243-0103	12 days	
International Maritime Intelligence Course (IMIC)	IWTC San Diego	K-3A-5014	19 days	
Naval Special Warfare Intelligence Team Trainer	IWTC San Diego / MTT	A-243-0021	5 days	
Naval Collection Managers Course (NCMC)	IWTC Virginia Beach	A-3A-0009	19 days	
Naval Intel Afloat Senior Milestone Course	IWTC Virginia Beach / IWTC San Diego	J-3A-1250	5 days	

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3910 - Naval Imagery Interpreter Course	IWTC Virginia Beach	J-242-0993	12 weeks	
3912 - Expeditionary Warfare Course (Ground "C")	IWTC Virginia Beach	A-243-0050	8 weeks	
3913 - Navy Tactical HUMINT Course / MAGTF-CI	IWTC Virginia Beach	J-244-0944	18 weeks	
3923 - Strike Planning Applications Course	IWTC Virginia Beach	J-150-0991	8 weeks	
3924 - Operational Intelligence Analyst Course	IWTC Virginia Beach / IWTC San Diego	J-150-0962	5 weeks	

**JOB DESCRIPTION**

**Intelligence Manager**

Intelligence Specialist Chief Petty Officers or Intelligence Managers supervise and oversee personnel in intelligence production/resource efforts, discipline, performance of the mission, and functions of the Intelligence center; to include administration, budgeting, ethics and safety considerations. Has an in-depth theoretical and working knowledge of how intelligence is derived, analyzed, and disseminated within the Department of Defense, Joint services and other national level customers.

## RECOMMENDED BILLET ASSIGNMENTS

Works as an Intelligence Specialist journeyman as leading petty officers onboard aircraft carriers/ amphibious assault ship, at Squadrons and as Independent Duty Intelligence Specialists afloat, at Intel Production Facilities, Navy Expeditionary Intelligence Centers, and Naval Special Warfare Units.

Other Opportunities:

- Joint Assignments
- Individual Augmentation Support Assignments
- Training Manager
- Instructor

CVN, LCC, LHD, LHA, LPD, CG, and DDG  
Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet  
C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM,  
CYBERCOM, SOCOM, STRATCOM, TRANSCOM

Squadrons  
VP, VFA, VQ, HCs

FID  
FIST  
FIAF  
MCC  
JIOCs  
NIOCs  
NCF  
FFC  
NGA  
Attache'  
DIA  
ONI  
GFM  
NEIC....  
NSW

NMCB  
CNFK  
NIOCs  
DEVGRU  
JSOC  
JWAC  
DNI  
NMAWC  
NMITC/FITC/ATG...

**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: \_\_\_\_\_

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**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)		
Combat Information Systems Watch Officer (CICWO)		
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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Watch Analyst (NAVEDTRA 43313-2 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Target Intelligence Cell Watch Analyst (NAVEDTRA 43313-2 302)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Brief / Debrief (NAVEDTRA 43313-2 303)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Imagery Analyst (NAVEDTRA 43360-5 301)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Analysis Supervisor (NAVEDTRA 43360-5 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Recorder (NAVEDTRA 43548-A 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Photographer (NAVEDTRA 43548-A 303)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Leader (NAVEDTRA 43548-A 304)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
<a href="#">1371 - Cartographic Technician Series</a>
<a href="#">1372 - Geodesy Series</a>
<a href="#">1373 - Land Surveying Series</a>
<a href="#">1374 - Geodetic Technician Series</a>
<a href="#">1386 - Photographic Technology Series</a>
<a href="#">1397 - Document Analysis Series</a>
<a href="#">1540 - Cryptography Series</a>
<a href="#">1541 - Cryptanalysis Series</a>
<a href="#">1805 - Investigative Analysis Series</a>
<a href="#">4414 - Offset Photography</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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	

Visit USMAP <https://usmap.netc.navy.mil/usmapss/static/index.htm> for additional information.

**STAY NAVY**

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_ Medical/Dental Screening: \_\_\_\_\_

Command Recommendation (evaluation): \_\_\_\_\_ Bonus: \_\_\_\_\_ Ceremony: \_\_\_\_\_

**TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

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

**SEPARATING/RETIRE:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

**PHYSICAL FITNESS:**

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ If Required (Neck \_\_\_\_\_ Waist \_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

Last 2 PRT Cycles: Curl-ups \_\_\_\_\_ / \_\_\_\_\_ Push-ups \_\_\_\_\_ / \_\_\_\_\_ Run/Swim/Cardio \_\_\_\_\_ / \_\_\_\_\_ Overall Score \_\_\_\_\_ / \_\_\_\_\_

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_ AEV \_\_\_\_\_

**CPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hours	
Ethics Training	Command Delivered			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
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 <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion)<sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

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

**CPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Military Studies	NKO	8201		
Navy Leadership	NKO	7404A		

## 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

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

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

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

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

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

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

### CPO RECOMMENDED COMMUNITY READING

<b>Title</b>	<b>Completed</b>
Blood on the Sea by <i>Parkin</i>	
Bluejacket – An Autobiography by <i>Buenzle</i>	
Devil Boats by <i>Breuer</i>	
Devotion to Duty – A Biography of Admiral Clifton A.F. Sprague by <i>John F. Wukovits</i>	
Inchon to Wonsan – From the Deck of a Destroyer in the Korean War by <i>Alexander</i>	
Iwo by <i>Wheeler</i>	
What a Way to Spend a War - Navy Nurse POWs in the Philippines by <i>Danner</i>	
Quran	



**Intelligence Specialist  
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
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Supplementary/Expeditionary Plot Team Trainer (SETT)	IWTC Virginia Beach / IWTC San Diego	A-243-0008	5 days	
C4ISR-AM-TCT	IWTC Virginia Beach / IWTC San Diego	J-150-2957	1 week	
Amphibious Readiness Group and Marine Expeditionary Unit Intelligence Operations Course (AMIOC)	IWTC Virginia Beach / IWTC San Diego	J-150-2966	1 week	
Naval Special Warfare Intelligence Team Trainer	IWTC San Diego / MTT	A-243-0021	5 days	
Naval Collection Managers Course (NCMC)	IWTC Virginia Beach	A-3A-0009	19 days	
Naval Intel Afloat Senior Milestone Course	IWTC Virginia Beach / IWTC San Diego	J-3A-1250	5 days	

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
3910 - Naval Imagery Interpreter Course	IWTC Virginia Beach	J-242-0993	12 weeks	
3912 - Expeditionary Warfare Course (Ground "C")	IWTC Virginia Beach	A-243-0050	8 weeks	
3913 - Navy Tactical HUMINT Course / MAGTF-CI	IWTC Virginia Beach	J-244-0944	18 weeks	
3923 - Strike Planning Applications Course	IWTC Virginia Beach	J-150-0991	8 weeks	
3924 - Operational Intelligence Analyst Course	IWTC Virginia Beach / IWTC San Diego	J-150-0962	5 weeks	

**JOB DESCRIPTION**

**Intelligence Manager**

Intelligence Specialist Supervisor's or Intelligence Managers who serve as subject matter experts and supervise and oversee personnel in intelligence production/resource efforts, discipline, performance of the mission, and functions of the Intelligence center; to include administration, budgeting, ethics and safety considerations. They have an complete theoretical and working knowledge of how intelligence is derived, analyzed, and disseminated within the Department of Defense, individual services and other customers. Directs and supports Planning, Prioritization, Execution, Assessment and Evaluation of daily operational requirements.

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## RECOMMENDED BILLET ASSIGNMENTS

Work as an Intelligence Specialist Master at all afloat and ashore Navy and Joint intelligence units/centers, and is able to provide intelligence leadership and support in all warfare areas (sea, air, land, and cyber).

Other opportunities:

- Command Senior Chief
- Training Manager/Instructor/Facilitator/Training
- Detailer
- Joint Assignments
- Individual Augmentation Support Assignments
- Senior Enlisted Advisor (SEA)

CVN, LCC, LHD, LHA, LPD, CG, and DDG

Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet

C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM, CYBERCOM, SOCOM, STRATCOM, TRANSCOM

Squadrons

VP, VFA, VQ, HCs

FID

FIST

FIAF

MCC

JIOC's

NIOC's

NCF

FFC

NGA

Attache'

DIA

ONI

GFM

NEIC....

NSW

NMCB

CNFK

NIOC's

DEVGRU

JSOC

JWAC

DNI

NMAWC

NMITC/FITC/ATG...

**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: \_\_\_\_\_

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**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)		
Combat Information Systems Watch Officer (CICWO)		
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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Watch Analyst (NAVEDTRA 43313-2 301)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Target Intelligence Cell Watch Analyst (NAVEDTRA 43313-2 302)		
CVN Intelligence Center (CVIC) and LHD/A Joint Intelligence Center (JIC) Analyst Brief / Debrief (NAVEDTRA 43313-2 303)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Imagery Analyst (NAVEDTRA 43360-5 301)		
Multi-Sensor Interpretation (MSI)/Imagery Processing Intelligence Center (IPIC) Analysis Supervisor (NAVEDTRA 43360-5 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Recorder (NAVEDTRA 43548-A 302)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Photographer (NAVEDTRA 43548-A 303)		
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Leader (NAVEDTRA 43548-A 304)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
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<a href="#">1805 - Investigative Analysis Series</a>
<a href="#">4414 - Offset Photography</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Board for Certification in Homeland Security (ABCHS)	Certified in Homeland Security Level V (CHS-V)	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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	

Visit USMAP <https://usmap.netc.navy.mil/usmapss/static/index.htm> for additional information.

**STAY NAVY**

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_

Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

**TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

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

**SEPARATING/RETIRE:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

**PHYSICAL FITNESS:**

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

Height \_\_\_\_\_ Weight \_\_\_\_\_ If Required (Neck \_\_\_\_\_ Waist \_\_\_\_\_ Hips (Female) \_\_\_\_\_ BCA \_\_\_\_\_)

Last 2 PRT Cycles: Curl-ups \_\_\_\_\_ / \_\_\_\_\_ Push-ups \_\_\_\_\_ / \_\_\_\_\_ Run/Swim/Cardio \_\_\_\_\_ / \_\_\_\_\_ Overall Score \_\_\_\_\_ / \_\_\_\_\_

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal \_\_\_\_\_

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

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

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

SOC DNS Agreement \_\_\_\_\_ Joint Service Transcripts (JST) \_\_\_\_\_ HS Transcripts \_\_\_\_\_ College Transcripts \_\_\_\_\_

Date Degree Obtained: AA/AS \_\_\_\_\_ BA/BS \_\_\_\_\_ Master \_\_\_\_\_ Doctorate \_\_\_\_\_

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

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

NCPACE \_\_\_\_\_ CLEP \_\_\_\_\_ DSST \_\_\_\_\_ TA \_\_\_\_\_ MGIB \_\_\_\_\_ Post 9/11 GIB \_\_\_\_\_ AEV \_\_\_\_\_

**SCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy <sup>4,5</sup>	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			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
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 <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-C-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-C-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-C-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://www.nko.navy.mil>

### ESSENTIAL READING

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

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

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

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

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

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

### SCPO RECOMMENDED COMMUNITY READING

Title	Completed
Air Raid - Pearl Harbor! Recollections of a Day of Infamy by <i>Paul Stillwell</i>	
All at Sea by <i>Harlany</i>	
American Naval History: An Illustrated Chronology of the US Navy and Marine Corps, 1775 - Present by <i>Jack Sweetman</i>	
Normandy by <i>Mack</i>	
Okinawa – The Last Battle of World War II by <i>Lackie</i>	
Sea Power – A Naval History by <i>Potter</i>	
The Pacific Campaign – The U.S. – Japanese Naval War, 1941 – 1945 by <i>Vandervat</i>	
U-Boat Commander: A Periscope View of the Battle of the Atlantic by <i>Peter Cremer</i>	
War at Sea by <i>Miller Sweetman</i>	
Quran	



**Intelligence Specialist  
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
See ISC/ISCS recommended skill training.				

**NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES**

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

**JOB DESCRIPTION**

**Intelligence Manager**

Intelligence Specialist Master, Lead Intelligence Manager who provides direction, management, supervision and oversees personnel in intelligence production/resource efforts, discipline, performance of the mission, and functions of the Intelligence center; to include administration, budgeting, ethics and safety considerations. They have a complete knowledge of how intelligence is derived, analyzed, and disseminated within the Department of Defense, individual services and other customers. Conducts and supports daily mission/operational planning, prioritization, execution, assessment and evaluation of mission requirements.

Provides leadership with an overview of the Intelligence rating requirements; provides sage advice, counseling, mentoring and direction for individual/team career progression and learning continuum requirements. As the Master within the rating, Fully understands the manpower, training, equip and personnel requirements. Executes tasking IAW directives!

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## RECOMMENDED BILLET ASSIGNMENTS

Works as an Intelligence Specialist MASTER onboard FLEET/TYCOM/Pers/Training Staff, ESG/CSG units, National Agency Facilities, Navy Expeditionary Intelligence Centers, and Navy Special Warfare Units.

Other opportunities:

- Command Master Chief
- Joint Assignments
- Training Manager/Instructor/Facilitator/Training Staff
- Detailer/TECHAD(ECM)
- Individual Augmentation Support Assignments
- Senior Enlisted Advisor (SEA)

CVN, LCC, LHD, LHA, LPD, CG, and DDG

Norfolk, VA, San Diego, CA, Everett, WA, Mayport, FL, Yokusoka, Japan, Pearl Harbor, HI

Numbered Fleet

C5F, C6F, C7F

COCOMs, PACOM, NORTHCOM, SOUTHCOM, EUCOM, AFRICOM, CENTCOM

CYBERCOM, SOCOM, STRATCOM, TRANSCOM

NCF

FFC

CSFTL

BUPERS

OPNAV

FIDET

DEVGRU

DIA

CNSWG

GRM

ONI...

**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: \_\_\_\_\_

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**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)		
Combat Information Systems Watch Officer (CICWO)		
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)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Information Dominance Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship's Nautical or Otherwise Photographic Interpretation and Examination (SNOOPIE) Team Lookout (NAVEDTRA 43548-A 301)		

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
<a href="#">Cartographers and Photogrammetrists</a>
<a href="#">Civil Drafters</a>
<a href="#">Computer Operators</a>
<a href="#">Computer Systems Analysts</a>
<a href="#">Criminal Investigators and Special Agents</a>
<a href="#">Geographers</a>
<a href="#">Inspectors, Testers, Sorters, Samplers, and Weighers</a>
<a href="#">Intelligence Analysts</a>
<a href="#">Management Analysts</a>
<a href="#">Mapping Technicians</a>
<a href="#">Operations Research Analysts</a>
<a href="#">Software Developers, Applications</a>
<a href="#">Surveying Technicians</a>

<b>Occupation (Federal Employer)</b>
<a href="#">0130 - Foreign Affairs Series</a>
<a href="#">0131 - International Relations Series</a>
<a href="#">0132 - Intelligence Series</a>
<a href="#">0134 - Intelligence Aid and Clerk Series</a>
<a href="#">0136 - International Cooperation Series</a>
<a href="#">0150 - Geography Series</a>
<a href="#">0817 - Survey Technical Series</a>
<a href="#">1001 - General Arts and Information Series</a>
<a href="#">1060 - Photography Series</a>
<a href="#">1361 - Navigational Information Series</a>
<a href="#">1370 - Cartography Series</a>
<a href="#">1371 - Cartographic Technician Series</a>
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Target paygrade	Certifying Agency	Credential Title	Date Completed
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E6	ASPRS: The Imaging & Geospatial Information Society	Certified GIS/LIS Technologist	
E7	ASPRS: The Imaging & Geospatial Information Society	Certified Mapping Scientist, GIS/LIS (ASPRS)	
E5	ASPRS: The Imaging & Geospatial Information Society	Certified Photogrammetric Technologist	
E6	ASPRS: The Imaging & Geospatial Information Society	Certified Remote Sensing Technologist	
E4	Certiport	IC3 Digital Literacy Certification (IC3)	
E5	Computing Technology Industry Association (CompTIA)	CompTIA CDIA+	
E4	Defense Intelligence Agency PMO (DIA)	Certified Collection Management Professional - Fundamentals (CCMP-F)	
E5	Defense Intelligence Agency PMO (DIA)	Certified DoD All-Source Analysis - I (CDASA-I)	
E7	Defense Intelligence Agency PMO (DIA)	Intelligence Planner Certification Program (IP-CP)	
E4	International Computer Drivers License (ICDL) US	International Computer Driving License	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
	National Geospatial-Intelligence Agency	GEOINT Professional Certification (GPC)	

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Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	

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**STAY NAVY**

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Career Management System/Interactive Detailing (CMS/ID): \_\_\_\_\_

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

**TRANSFER:**

<u>15 Months</u>	<u>12 Months</u>	<u>9 Months</u>	<u>6 Months</u>	<u>Orders Received</u>
Exception Family Member _____	EFM _____	CMS/ID _____	Accept Orders _____	Screening _____
CMS/ID _____	CMS/ID _____		Reverse Sponsor _____	Obligate _____
Continuous Overseas Tours (COT) _____			Relocation (FFSC) _____	Bonus _____
Overseas Tour Extension Incentive Program (OTEIP) _____			Medical/Dental _____	

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

**SEPARATING/RETIRE:**

<u>18 -12 months</u>	<u>6 months</u>	<u>90 days</u>	<u>30 days</u>
Transition GPS _____	MED/DEN _____	Copy of Records _____	Copy of Records _____
Complete DD2648PSD _____	Relocation _____	Official Record CD _____	PSD _____
Transition Planning _____	Relocation Services (FFSC) _____	Arrange Ceremony _____	MED/DEN _____
	Reserve Affiliation _____	Request Leave / PTDY _____	
	VA/DVA _____		

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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 <sup>4</sup>	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			
<b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>				
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 <sup>2</sup>	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
<b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) <sup>3</sup></b>				
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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**MCPO RECOMMENDED RESERVE PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRFC-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRFC-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRFC-MS101 /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 <i>George C. Daughan</i>	
Cybersecurity and Cyberwar: What Everyone Needs to Know by <i>P.W. Singer</i>	
SEAL of Honor by <i>Gary Williams</i>	
Leading with the Heart by <i>Mike Krzyzewski, Donald T. Phillips, and Grant Hill</i>	
The Twilight War by <i>David Crist</i>	
Wake of the Wahoo by <i>Forest J. Sterling</i>	
OPERATE FORWARD	Completed
The Crisis of Islam by <i>Bernard Lewis</i>	
Execute Against Japan by <i>LT Joel Holwitt, USN</i>	
Monsoon by <i>Robert Kaplan</i>	
Neptune's Inferno by <i>James D. Hornfischer</i>	
Red Star Over the Pacific by <i>Toshi Yoshihara and James Holmes</i>	
Fallout by <i>Catherine Collins and Douglas Frantz</i>	
BE READY	Completed
A Sailor's History of the U.S. Navy by <i>Thomas Cutler</i>	
In the Shadow of Greatness by <i>Joshua Welle, John Ennis, Katherine Kranz and Graham Plaster</i>	
Navigating the Seven Seas by <i>Melvin G. Williams, Sr. and Melvin G. Williams, Jr.</i>	
The Trident: The Forging and Reforging of a Navy SEAL Leader by <i>Jason Redman and John Bruning</i>	
Turn the Ship Around by <i>David Marquet</i>	
Wired for War by <i>P.W. Singer</i>	

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

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

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

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

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

### MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Reminiscences of a Sailor by <i>Lejeune</i>	
The People's Navy by <i>Hagan</i>	
The Rickover Effect - How One Man Made a Difference by <i>Theodore Rockwell</i>	
Midway: The Battle That Doomed Japan by <i>Fuchida/Okumiya</i>	
Quran	



**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 Intelligence Specialist 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 IS**

<b>Recommended Associates' degrees for the Seaman</b>
Media/Communications
Associate of Science (Computer Information Systems/ Network Security)
Administrative/Management Studies
Associate in Supervisory Leadership
Business Studies
Associate of Arts
Management Studies
Computer Studies

**RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR IS**

<b>Recommended Bachelors/Masters degrees for the Seaman</b>
Intelligence/MS in Intelligence Science
General Business
Criminal Justice: Corrections
Criminal Justice: Law Enforcement and Public Safety
Information Systems (Networking)
Liberal Studies
Business Administration
Management Studies
Computer Studies

## **GENERAL INFORMATION ON VOLUNTARY EDUCATION**

### **The Navy College Program & Web Page:**

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

### **Navy College Program Distance Learning Program (NCPDLP)**

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

### **Servicemembers Opportunity College Degree Network System (SOC DNS):**

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

### **Tuition Assistance (TA):**

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

### **Joint Service Transcripts (JST)**

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

### **The American Council on Education (ACE)**

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

### **Vocational Certificates**

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

### **College credits by Testing CLEP, DSST**

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

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

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

## SAMPLE DEGREE PLAN

### SOCNAV College

#### IS Rating Relevant Degrees

<b>Partner Institute</b>	<b>Related Degree</b>
National Intelligence University	BS Intelligence/MS in Intelligence Science
Coastline Community College	AA Media/Communications
ECPI College of Technology	AS Associate of Science (Computer Information Systems/ Network Security)
Excelsior	AAS Administrative/Management Studies
Excelsior	BS General Business
Excelsior	BS Criminal Justice: Corrections
Excelsior	BS Criminal Justice: Law Enforcement and Public Safety
Hawaii Pacific University	ASL Associate in Supervisory Leadership
San Diego City College	AS Business Studies
Strayer University	BS Information Systems (Networking)
Thomas Edison State College	AA Associate of Arts
Thomas Edison State College	BA Liberal Studies
TUI University	BS Business Administration
University of Maryland University College	AA Management Studies
University of Maryland University College	<a href="#">AA Computer Studies</a>
University of Maryland University College	BS Management Studies
University of Maryland University College	BS Computer Studies

**KEISER UNIVERSITY COLLEGE COURSE PLAN**  
**INTELLIGENCE SPECIALIST ASSOCIATE IN ARTS DEGREE**

**Business Associate of Arts Degree Major: Homeland Security at Keiser University**  
**Associate of Arts Degree (Total 60 Semester Hours Minimum)**  
[http://www.keiseruniversity.edu/assoc\\_home\\_land\\_sec.htm](http://www.keiseruniversity.edu/assoc_home_land_sec.htm)

**- General Education Core Requirements (36 Hours)**

**I. Behavioral/Social Science (3 semester hours)**

Strategies for Success (3)

**II. Communication (3 semester hours)**

Speech (3)

**III. Computers (3 semester hours)**

Introduction to Computers (3)

**IV. Economics (6 semester hours)**

Microeconomics (3)

Macroeconomics (3)

**V. English (6 semester hours)**

English Composition I (3)

English Composition II (3)

**VI. Humanities/Fine Arts (6 semester hours)**

American Literature (4)

Political Science (4)

**VIII. Mathematics (6 semester hours)**

College Algebra (3)

Statistics (3)

**IX. Natural Science (6 semester hours)**

Environmental Science (3)

General Chemistry (3)

**AMERICAN MILITARY UNIVERSITY COLLEGE COURSE PLAN**  
**BACHELORS DEGREE OPTION IN THE INTELLIGENCE SPECIALIST FIELD**

**Bachelors of Arts in Intelligence at American Military University**

**Bachelor of Arts (121 Semester hours)**

<http://www.amu.apus.edu>

**University Degree Requirements (37+24+24+3+33 = 121 Semester hours)**

**Foundation Studies/General Education Requirements (37)**

Foundations of Online Learning (3)

**- English (6)**

Proficiency in Writing (3)

Composition and Literature (3)

**- Social Science (6)**

Microeconomics (3)

Introduction to Geography (3)

**- Science (4) includes one hour lab**

Introduction to Oceanography (3)

**- Mathematics (3)**

Calculus (3)

**- History (6)**

American History to 1877 (3)

American History since 1877 (3)

**- Humanities (3)**

Arabic I (3)

**- Literature (3)**

World Literature since the Renaissance (3)

**- Political Science (3)**

International Relations I (3)

**- Core Requirements (24 semester hours)**

Research Methods in Intelligence Studies (3)

The U.S. Intelligence Community (3)

History of U.S. Intelligence (3)

Introduction to Intelligence (3)

Intelligence Collection (3)

Law and Ethics in Intelligence (3)

Critical Analysis (3)

Intelligence Analysis (3)

**- General Program – For students who do not wish to seek a concentration (24 semester hours).**

Geographic Intelligence (3)

Signals Intelligence and Security (3)

Counterintelligence (3)

Open Source Collection (3)

Human Intelligence (3)

Terrorism and Counterterrorism (3)

Interrogation (3)

China Country Analysis (3)

**- Concentration in Terrorism Studies (24 semester hours – 4 from General Program/4 from Concentration)**

Cyber Warfare (3)

Terrorism and U.S. National Security (3)

Psychology of Terrorism (3)

Forecasting Terrorism (3)

Cyber Warfare (3)

- Capstone Course (3 semester hours)

Senior Seminar in Intelligence Studies

**- Electives (33 semester hours)**

**AMERICAN MILITARY COLLEGE COURSE PLAN**  
**MASTER DEGREE OPTION IN THE INTELLIGENCE SPECIALIST FIELD**

**Intelligence at American Military University**

**Master of Arts in Intelligence Studies (Minimum of 36 Semester hours)**

**<http://www.amus.aspus.edu>**

**- Core (15 Semester Hours)**

Research Methods in Security and Intelligence (3)

Strategic Intelligence (3)

Collection (3)

Analytic Methods (3)

Interagency Operations (3)

**- General Program – For students who do not wish to seek a concentration.**

Intelligence and Homeland Security (3)

Competitive Intelligence (3)

Evolution of the US National Intelligence Community (3)

Critical Analytical Thinking (3)

**- Concentration in Intelligence Operations (12)**

Evolution of the US National Intelligence Community (3)

Intelligence Leadership, Management and Coordination (3)

Intelligence and Weapons of Mass Destruction (3)

Information Warfare (3)

**- Graduate Electives (9 Minimum)**

**- End of Program Requirement – Select either Comprehensive Exam OR Capstone**

**Separate Comprehensive Examination (0 semester hours)**

**Master’s Capstone Seminar in Strategic Intelligence (3 semesters hours) – satisfies an elective requirement**

- **Remember, this is only an example, you must see a college counselor to work out a plan for you.**

Intelligence Specialist Roadmap questions or input can be forwarded to Center for Information Dominance (CID) N5 or IS Community Management.

- Center For Information Dominance, 640 Roberts Ave. , Pensacola, FL 32511-5138 Phone: (850) 452-6512

<https://wwwa.nko.navy.mil/portal/intelligence/home>

## **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