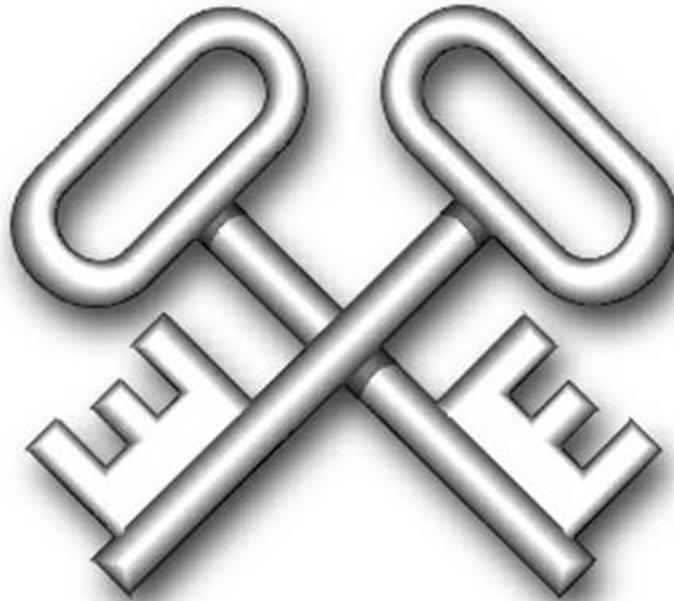




# Logistics Specialist (LS)



January 2017

# **Career Roadmap**

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

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

Logistics 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 Logistics 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, Logistics Specialist "A" School at Meridian MS, 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.

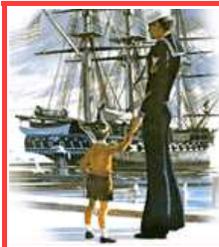
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



## LS CAREER PATH



Logistics Specialists manage inventories of repair parts and general supplies that support Ships, Squadrons, Seabee battalions, and shore-based activities. They procure, receive, store, and issue material and repair components. They operate Navy Post Offices, finance windows, sort and distribute all official and personal mail. They utilize financial accounting programs and databases.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
23-30	LSCM	22.8 Yrs	CMC	36	Follow on Sea/Shore Tours.
20-23	LSCM LSCS	22.8 Yrs 18.2	CMC, CMD SCPO- FFG/LCS/MCM, 3MC	36	4 <sup>th</sup> Sea Tour Billet: Dept/Div LCPO Duty: CVN/LHA/LHD/LPD/LCC/ CG/Staff/TYCOM
18-20	LSCM LSCS LSC	22.8 Yrs 18.2 14.4	CMC, CMD SCPO- TPU/FLC/Air Squadron, 3MC, Brig Duty	36	3 <sup>rd</sup> Shore Tour Billet: Force LS/Inspector/Instructor/ ECM/Detailer/ Manpower/Rating Specialist/SEA/ LCPO/Staff Duty: TYCOM/ATG/NETC/BUPERS/ NPC/CNIC/NAVMAC/Major Staff/ FLC/ASD/Expeditionary/SPECWAR/ Military Postal Service/NAVSUP
15-18	LSCS LSC	18.2 Yrs 14.4	LDO, OCS, MECP, CMD SCPO- FFG/LCS/MCM, Littoral Combat Ship (LCS),	42	3 <sup>rd</sup> Sea Tour Billet: Div/Dept LCPO Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR/ CG, CCSG, CVN, LCC, LHA, LHD, LPD, DDG, FFG, MCM/Military Postal Service Qualification: Senior Enl Academy.
12-15	LSC LS1 LS2	14.4 Yrs 9.7 4.4	RDC, Equal Opportunity Advisor, Drug and Alcohol Counselor, Brig Duty, NAVLEAD Instructor, Detailer	36	2 <sup>nd</sup> Shore Tour Billet: DEPT/DIV LCPO/LPO/ Supervisor/Instructor/Inspector Duty: STAFF/ATG/NETC/CSS/ Fleet Mail Center/Expeditionary
8-12	LS1 LS2	9.7 Yrs 4.4		48	2 <sup>nd</sup> Sea Tour Billet: LPO/WCS/Finance/ Postal. Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR
5-8	LS1 LS2 LS3	9.7 Yrs 4.4 3.0	LDO, STA-21, OCS, MECP, NAVAL ACADEMY, NROTC RDC, Recruiter, Drug and Alcohol Intern, Camp David, USS CONSTITUTION, Brig Duty	36	1 <sup>st</sup> Shore Tour Billet: Supply Tech/Financial Mgmt/ Instructor/Recruiting Commands Duty Station: FLC/NAVSUP/ NAS. Qualification: NAVLEAD/NEC 9585/9502.
1-5	LS2 LS3 LSSN	4.4 Yrs 3.0 1.3		54	1 <sup>st</sup> Sea Tour Billet: Supply Technician/WCS. Duty: Ship/Squadron/NMCB/ Expeditionary/SPECWAR Qualification : ESWS/EAWS/SCW/ EXW.
1+/-	LS3 LSSN LSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



## Logistics 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
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
LS Class A Refresher	NKO	CSS-LSA-000-1.1	235 hours	
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1A		
Logistics Specialist 'A' School	Meridian, MS	A-551-1014	CBT-44	
Logistics Specialist		NAVEDTRA 15004B	weeks	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
2829 - R-Supply - Unit Level Basic	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

#### JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain/Postal Worker) Logistics Specialist Enlisted Sailors (paygrade E1-E3) should have a basic understanding of standard office equipment, layout, and function. Sailor should be able to execute basic administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research.. They perform and oversee warehousing functions including receipt, storage, and the issue of materials. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They sort and distribute all classes of mail and parcel post along with processing and dispatching mail. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have minimal leadership or supervisory roles.

#### RECOMMENDED BILLET ASSIGNMENTS

Air (All Squadrons) Surface (All Ships) Special Warfare (i.e. SEAL Teams) Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Shore Supply Logistics Commands

**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		
3M 301 PQS		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard for Duty Supply		
Damage Control, NAVEDTRA 43119-L(Series), Watchstations 301-306		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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-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	

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

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist: Postal Fundamentals	NAC	NAVEDTRA 14317A		
Logistics Specialist: Supply Fundamentals	NAC	NAVEDTRA 15004B		
LS Class A Refresher	NKO	CSS-LSA-000-1.1	235 hours	
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1		
One Touch Supply (OTS) Seminar	ATG Classroom	Seminar	1 day	
Logistics Management Seminar	ATG Classroom	Seminar	1 day	
Inventory Management Seminar	ATG Classroom	Seminar	1 day	
DLR Management Seminar	ATG Classroom	Seminar	1 day	
Financial Management Seminar	ATG Classroom	Seminar	1 day	
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
RSupply Junior Logistics Specialist (LS)-Unit Level	San Diego		2 days	

## 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

<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://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
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Unit User's Manual <i>NAVSUP P-732</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
Casualty Assistance Calls Officer Handbook <i>NAVPERS 15607</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	



**Logistics 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
None				

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1A		
Logistics Specialist 'A' School	Meridian, MS	A-551-1014	CBT-44	
Logistics Specialist		NAVEDTRA 15004B	weeks	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
2829 - Unit Level Rsupply	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
2829 - R-Supply - Unit Level Basic	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

**JOB DESCRIPTION**

Logistics Specialist (Logistician/Supply Chain/Postal Worker) Logistics Specialist Enlisted Sailors (paygrade E4) should have a basic understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. Logistics Specialist, (LS) receive training following Basic Recruit Training in logistics support to officers and enlisted personnel. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, and the issue of materials. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They sort and distribute all classes of mail and parcel post along with processing and dispatching mail. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as storeroom supervisor, work center supervisor, or basic supply programs manager.

**RECOMMENDED BILLET ASSIGNMENTS**

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

**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		
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Personal Qualifications Standard for Duty Supply		
Damage Control, NAVEDTRA 43119-L(Series), Watchstations 301-306		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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

## STAY NAVY

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_ Career Waypoints-Reenlistment Approval: \_\_\_\_\_

Selective Training and Reenlistment (STAR): \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_

School as a Reenlistment Incentive: \_\_\_\_\_ Prior Service Reenlistment Eligibility - Reserve (PRISE-R): \_\_\_\_\_

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

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

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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
Logistics Specialist: Postal Fundamentals	NAC	NAVEDTRA 14317A		
Logistics Specialist: Supply Fundamentals	NAC	NAVEDTRA 15004B		
LS Class A Refresher	NKO	CSS-LSA-000-1.1	235 hours	
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1		
Refer to E-1 to E-3 Recommended Community PME				
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
RSupply Junior Logistics Specialist (LS)-Unit Level	San Diego		2 days	
Electronic Retrograde Mgmt. System (eRMS)-Force Level	North Island/ Norfolk			
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			

## 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.

**E4 RECOMMENDED COMMUNITY READING**

Title	Completed
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
Time Management: Proven Techniques for Making the Most of Your Valuable Time <i>by Marshall J. Cook</i>	
AMPS MANUAL, AUTOMATED MILITARY POSTAL SYSTEM USER GUIDE	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process <i>NAVICPINST 4441.15(Series)</i>	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
Department of the Navy Simplified Acquisition Procedures <i>NAVSUPINST 4200.85</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Department of the Navy Policy on Sexual Harassment <i>SECNAVINST 5300.26D</i>	



## Logistics 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
None				

#### RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1A		
Logistics Specialist		NAVEDTRA 15004B	weeks	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
2829 - Unit Level Rsupply	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
3001 - Independent Duty Fleet Postal Clerk	Norfolk, VA San Diego, CA	A-554-0026	12 days	
8015 - NALCOMIS OIMA Supply Application Administrator	San Diego, CA	C-555-0050	12 days	
8014 - Aviation Supply System Specialist NALCOMIS Optimized	Norfolk, VA San Diego, CA	C-551-2019	19 days	
2828 - RSUPPLY (Force Level) Operations Technician	Norfolk, VA San Diego, CA	A-551-0029	24 days	
9595 - Hazardous Material Control & Management (HMC&M) Technician	Various	A-321-2600	3 days	
2813 - Independent Duty Logistics Specialist Ashore	New Orleans, LA	R-551-0010	12 days	
2840 - Expeditionary Logistics Specialist; (See NEOCS manual for requirements)	CBT/JQR	N/A		
2829 - R-Supply - Unit Level Basic	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

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**JOB DESCRIPTION**

Logistics Specialist (Logistician/Supply Chain/Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E5) should have a good understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center supervisor, storeroom supervisor, supply program manager, departmental coordinator or work center leading petty officer.

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**RECOMMENDED BILLET ASSIGNMENTS**

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

**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		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
Junior Officer of the Deck (JOOD)		
Master Training Specialist (MTS)		
Personal Qualifications Standard for Duty Supply		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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
Logistics Specialist: Postal Fundamentals	NAC	NAVEDTRA 14317A		
Logistics Specialist: Supply Fundamentals	NAC	NAVEDTRA 15004B		
LS Class A Refresher	NKO	CSS-LSA-000-1.1	235 hours	
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1		
Refer to E-1 to E-3 Recommended Community PME				
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Electronic Retrograde Mgmt. System (eRMS)-Force Level	North Island/ Norfolk			
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

## 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
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
The Naval Institute Guide to Naval Writing <i>by Robert Shenk</i>	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DOD 4525.6-M, Military Post Office Operating Procedures	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Force User's Manual <i>NAVSUP P-731</i>	
RSupply Unit User's Manual <i>NAVSUP P-732</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Personal Financial Management (PFM) Education, Training And Counseling Program <i>OPNAVINST 1740.5A</i>	
Operational Risk Management (ORM) <i>OPNAVINST 3500.39(Series)</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5350.4D</i>	
Navy Fraternalization Policy <i>OPNAVINST 5370.2 Series</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	
Department of the Navy Policy on Sexual Harassment <i>SECNAVINST 5300.26D</i>	



**Logistics 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
None				

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1A		
Logistics Specialist		NAVEDTRA 15004B	weeks	

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
2829 - Unit Level Rsupply	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
3001 - Independent Duty Fleet Postal Clerk	Norfolk, VA San Diego, CA	A-554-0026	12 days	
8015 - NALCOMIS OIMA Supply Application Administrator	San Diego, CA	C-555-0050	12 days	
8014 - Aviation Supply System Specialist NALCOMIS Optimized	Norfolk, VA San Diego, CA	C-551-2019	19 days	
2828 - RSUPPLY (Force Level) Operations Technician	Norfolk, VA San Diego, CA	A-551-0029	24 days	
9595 - Hazardous Material Control & Management (HMC&M) Technician	Various	A-321-2600	3 days	
2813 - Independent Duty Logistics Specialist Ashore	New Orleans, LA	R-551-0010	12 days	
2831 - RSUPPLY (Unit) Stock Control Supervisor	Norfolk, VA San Diego, CA	A-551-0028	5 days	
2830 - Stock Control Supervisor/RSUPPLY Force Level	Newport, RI	A-551-0027	12 days	
2840 - Expeditionary Logistics Specialist; (See NEOCS manual for requirements)	CBT/JQR	N/A		
2829 - R-Supply - Unit Level Basic	Norfolk, VA; San Diego, CA	A-551-0026	12 days	

### JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain Manager) (Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E6) should have a solid understanding of standard office equipment, layout, and function. Sailor should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations, and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading petty officer, supply program manager, departmental or command coordinator.

### RECOMMENDED BILLET ASSIGNMENTS

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

**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 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 PQS		
Petty Officer of the Watch (POOW) in port		
Junior Officer of the Deck (JOOD) (At Sea)		
Personal Qualifications Standard for Duty Supply		
Master Training Specialist (MTS)		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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

## STAY NAVY

REENLIST / EXTEND: Request Chit/Form: \_\_\_\_\_ Career Waypoints-Reenlistment Approval: \_\_\_\_\_

Selective Training and Reenlistment (STAR): \_\_\_\_\_ Guaranteed Assignment in Detailing (GUARD 2000): \_\_\_\_\_

School as a Reenlistment Incentive: \_\_\_\_\_ Prior Service Reenlistment Eligibility - Reserve (PRISE-R): \_\_\_\_\_

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

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

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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		

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.

**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-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	

**E6 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist: Postal Fundamentals	NAC	NAVEDTRA 14317A		
Logistics Specialist: Supply Fundamentals	NAC	NAVEDTRA 15004B		

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
LS Class A Refresher	NKO	CSS-LSA-000-1.1	235 hours	
Logistics Specialist Personnel Qualification Standard	NKO	NAVEDTRA 43244-1		
Refer to E-1 to E-3 Recommended Community PME				
OMMS-NG/SKED Seminar	ATG Classroom	Seminar	1 day	
Configuration Management Seminar	ATG Classroom	Seminar	1 day	
SUPPO/Senior LS Course	ATG Classroom	Seminar	1 day	
SMC Awareness Training Class Seminar	ATG Classroom	Seminar	1 day	
CMP MGMT Seminar	ATG Classroom	Seminar	1 day	
Aviation Inventory Management System (AIMS), LAMPS and VERTREP PUK-Unit Level	FAST - Mayport/ San Diego		3 day/2 day	
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk/ MCAS Commands		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk/ MCAS Commands		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

## 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.

**E6 RECOMMENDED COMMUNITY READING**

Title	Completed
The Bluejackets Manual <i>by Thomas J. Cutler</i>	
The Naval Institute Guide to Naval Writing <i>by Robert Shenk</i>	
Any books on Leadership/Management	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process <i>NAVICPINST 4441.15(Series)</i>	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Force User's Manual <i>NAVSUP P-731</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Career Counselor Handbook <i>NAVPERS 15878</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5350.4D</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	



**Logistics 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
None				

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Senior Enlisted Leadership Course; (CPOs are selected for attendance on case-by-case basis)	Newport, RI	A-500-0080	3 days	
Senior Enlisted Academy (SEA); (CPOs are selected for attendance on case-by-case basis)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
2829 - Unit Level Rsupply	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
3001 - Independent Duty Fleet Postal Clerk	Norfolk, VA San Diego, CA	A-554-0026	12 days	
8015 - NALCOMIS OIMA Supply Application Administrator	San Diego, CA	C-555-0050	12 days	
8014 - Aviation Supply System Specialist NALCOMIS Optimized	Norfolk, VA San Diego, CA	C-551-2019	19 days	
2828 - RSUPPLY (Force Level) Operations Technician	Norfolk, VA San Diego, CA	A-551-0029	24 days	
2813 - Independent Duty Logistics Specialist Ashore	New Orleans, LA	R-551-0010	12 days	
2831 - RSUPPLY (Unit) Stock Control Supervisor	Norfolk, VA San Diego, CA	A-551-0028	5 days	
2830 - Stock Control Supervisor/RSUPPLY Force Level	Newport, RI	A-551-0027	12 days	
2840 - Expeditionary Logistics Specialist; (See NEOCS manual for requirements)	CBT/JQR	N/A		

### JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain Manager) (Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E7) should have an advanced understanding of standard office equipment, layout, and function. Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, or command coordinator, division officer, or departmental leading chief petty officer.

### RECOMMENDED BILLET ASSIGNMENTS

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

**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)		
Master Training Specialist (MTS)		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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

## STAY NAVY

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

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

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

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### 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.

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### 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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### 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-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	

**CPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Refer to E-1 to E-3 Recommended Community PME				
Senior LS – Refer to E-6 Recommended Community PME				
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk/ MCAS Commands		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk/ MCAS Commands		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

## 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**

Title	Completed
The Chief Petty Officer's Guide <i>by John Hagan and Jack Leahy</i>	
Ask the Chief: Backbone of the Navy <i>by Jack Leahy</i>	
Naval Ceremonies, Customs, and Traditions <i>by Royal Connell and William Mack</i>	
Naval Institute Guide to Writing <i>by Robert Shenk</i>	
Any books on Leadership/Management	
Supply Operations Manual (SOM) <i>COMNAVAIRFORINST 4440.2(Series)</i>	
Naval Aviation Maintenance Program (NAMP) <i>COMNAVAIRFORINST 4790.2 series</i>	
Surface Forces Supply Procedures <i>COMNAVSURFORINST 4400.1(Series)</i>	
DMM, Domestic Mail Manual	
DOD 4525.6-M, Military Post Office Operating Procedures	
Retail Level Inventory For Ships Using The Aviation Consolidated Allowance List (AVCAL) Process <i>NAVICPINST 4441.15(Series)</i>	
Financial Management Of Resources, Operating Procedures (Operating Forces) <i>NAVSO P-3013-2</i>	
Afloat Supply Procedures <i>NAVSUP P-485 VOL I</i>	
Supply Appendices <i>NAVSUP P-485 VOL II</i>	
RSupply Force User's Manual <i>NAVSUP P-731</i>	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) <i>NAVSUPINST 4200.99</i>	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i>	
Department of The Navy Postal Instructions <i>OPNAVINST 5112.6(Series)</i>	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve <i>BUPERSINST 1430.16</i>	
Navy Performance Evaluation System <i>BUPERSINST 1610.10C</i>	
Naval Military Personnel Manual <i>NAVPERS 15560D</i>	
U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>	
Career Counselor Handbook <i>NAVPERS 15878</i>	
Navy Doctrine for Antiterrorism/Force Protection <i>NWP 3-07.2</i>	
Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</i>	
Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i>	
Drug and Alcohol Abuse Prevention and Control <i>OPNAVINST 5350.4D</i>	
Physical Readiness Program <i>OPNAVINST 6110.1J</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	



**Logistics 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) (Non-Resident)	Newport, RI	P-920-1301	2 weeks	
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
Senior Enlisted Leadership Course	Newport, RI	A-500-0080	3 days	
Senior Enlisted Academy (SEA)	Newport, RI	P-920-1300	3 weeks 70 hours of PPME on NKO and 3 weeks resident	
CMDCMC/CMD CSC Leadership Course	Newport, RI	A-570-4500	12 days	

## NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
9578 - Command Senior Chief (CMDCS)	Newport, RI	A-570-4500	12 days	
9579 - Chief of the Boat (Submariner); E-8-E9s	Newport, RI	A-570-4500	12 days	
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
8015 - NALCOMIS OIMA Supply Application Administrator	San Diego, CA	C-555-0050	12 days	
8014 - Aviation Supply System Specialist NALCOMIS Optimized	Norfolk, VA San Diego, CA	C-551-2019	19 days	
2813 - Independent Duty Logistics Specialist Ashore	New Orleans, LA	R-551-0010	12 days	
2831 - RSUPPLY (Unit) Stock Control Supervisor	Norfolk, VA San Diego, CA	A-551-0028	5 days	
2830 - Stock Control Supervisor/RSUPPLY Force Level	Newport, RI	A-551-0027	12 days	
2840 - Expeditionary Logistics Specialist; (See NEOCS manual for requirements)	CBT/JQR	N/A		

### JOB DESCRIPTION

Logistics Specialist (Logistician/Supply Chain Manager) (Postal Worker/Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E8) should have an advanced understanding of standard office equipment, layout, and function. Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations. And take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, or command coordinator, division officer, departmental leading chief petty officer, or senior enlisted advisor.

### RECOMMENDED BILLET ASSIGNMENTS

Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

**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)		
Senior Enlisted Leader		
Master Training Specialist (MTS)		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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

## STAY NAVY

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

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

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

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### 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.

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### 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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### 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-MSCL101 /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
Refer to E-1 to E-3 Recommended Community PME				
Senior LS – Refer to E-6 Recommended Community PME				
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk/ MCAS Commands		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk/ MCAS Commands		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			
NALCOMIS for Supply users (Advanced)-Force Level	San Diego		3 days	
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

## 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.

### SCPO RECOMMENDED COMMUNITY READING

<b>Title</b>	<b>Completed</b>
None	



**Logistics 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
Senior Enlisted Academy (SEA) (Non-Resident)	Newport, RI	P-920-1301	2 weeks	
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
Command Master Chief (CMC) / Chief of the Boat (COB) Leadership course (9580)	Newport, RI	A-570-4500	2 weeks	

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
9502 - Navy Instructor Training Course (NITC)	Various Locations	A-012-0077	19 days	
9508 - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	13 weeks	
9515 - Equal Opportunity Advisor	Patrick AFB, FL	P-561-0001 A-500-0061	110 days	
9516 - Correctional Counselor	Lackland AFB, TX	A-831-0002	33 days	
9519 - Navy Drug Alcohol Counselor	San Diego, CA		72 days	
9522 - Navy Drug Alcohol Counselor Intern	San Diego, CA	B-302-0001	72 days	
9585 - Navy Recruiter Canvasser	Pensacola, FL	S-501-0020	33 days	
9586 - Navy Recruiting District (NRD) Recruiter/Classifier	Pensacola, FL	S-501-0031	26 days	
9587 - Officer Recruiter	Pensacola, FL	S-7C-2414	3 weeks	
9588 - Career Information Program Advisor	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
9579 - Chief of the Boat (Submariner); E-8-E9s	Newport, RI	A-570-4500	12 days	
9580 - Command Master Chief (CMDCM)	Newport, RI	A-570-4500	2 weeks	
2821 - Hazardous Materials Transportation Specialist Pipeline	FT Lee, VA / San Antonio, TX	A-822-0017	54 days	
2813 - Independent Duty Logistics Specialist Ashore	New Orleans, LA	R-551-0010	12 days	
2831 - RSUPPLY (Unit) Stock Control Supervisor	Norfolk, VA San Diego, CA	A-551-0028	5 days	
2830 - Stock Control Supervisor/RSUPPLY Force Level	Newport, RI	A-551-0027	12 days	
2840 - Expeditionary Logistics Specialist; (See NEOCS manual for requirements)	CBT/JQR	N/A		

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**JOB DESCRIPTION**

Logistics Specialist (Supply Officer) (Logistician/Supply Chain Manager) (Postal Inspector) Logistics Specialist Enlisted Sailors (paygrade E9) should have an advanced understanding of standard office equipment, layout, and function. Master Chief Petty Officers should be able to execute administrative duties and responsibilities commensurate to their experience level and time in service. They are responsible for functions related to material procurement, customer service, administration, training, and technical research. They perform and oversee warehousing functions including receipt, storage, issue of materials and formulate load-out plans for deployments. They maintain accurate supply activity inventories, conduct inventories and take corrective actions. They conduct and oversee ordering, issuing, inventorying, and tracking of repairable assets. They prepare requisitions for material outside of normal supply channels and liaise with vendors, contractors, and husbanding agents. They perform auditing functions of all supply areas, maintain activity financial records and reports and prepare senior management reports. They make budget-related recommendations, and take corrective action on financial discrepancies. They monitor all supply functions and conduct inspections and audits, maintain supply management computer systems and generate required reports. They manage Navy Post Offices, afloat and ashore and direct and route the transportation of mail. They prepare and maintain postal records and reports. They also maintain supply space integrity/security and ensure records and spaces are ready for inspections and audits. They will have leadership or supervisory roles such as work center leading chief petty officer, supply program manager, or command coordinator, division officer, departmental leading chief petty officer, or command master chief.

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**RECOMMENDED BILLET ASSIGNMENTS**

RECOMMENDED BILLET ASSIGNMENTS Air (i.e. All Squadrons) Surface (i.e. All Ships) Special Warfare (i.e. SEAL Teams) Type Commander Seabee Commands Expeditionary Commands Joint Commands Overseas Commands Staff Commands Strike Group Carrier Air Groups Shore Supply/Logistics Commands

**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)		
Master Training Specialist (MTS)		

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		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Special Warfare Combatant-Craft Crewman		
Submarine Specialist		
Surface Warfare Specialist		

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

## CERTIFICATIONS

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

<b>Occupation (Civilian Employer)</b>
Accountants
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers, Branch or Department
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators
Hazardous Materials Removal Workers
Logisticians
Logistics Managers
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
Marking Clerks
Packers and Packagers, Hand
Postal Service Clerks
Postal Service Mail Carriers
Postal Service Mail Sorters, Processors, and Processing Machine Operators
Postmasters and Mail Superintendents
Procurement Clerks
Production, Planning, and Expediting Clerks
Purchasing Agents, Except Wholesale, Retail, and Farm Products
Purchasing Managers
Shipping, Receiving, and Traffic Clerks
Stock Clerks, Sales Floor
Stock Clerks- Stockroom, Warehouse, or Storage Yard
Storage and Distribution Managers
Transportation Managers

<b>Occupation (Federal Employer)</b>
0346 - Logistics Management Series
1104 - Property Disposal Series
1105 - Purchasing Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1910 - Quality Assurance Series
2001 - General Supply Series
2003 - Supply Program Management Series
2005 - Supply Clerical and Technician Series
2010 - Inventory Management Series
2030 - Distribution Facilities and Storage Management Series
2032 - Packaging Series
2101 - Transportation Specialist Series
2102 - Transportation Clerk and Assistant Series
2130 - Traffic Management Series
2144 - Cargo Scheduling Series
2150 - Transportation Operations Series
2151 - Dispatching Series
4602 - Blocking and Bracing
6907 - Materials Handling
6910 - Materials Expediting
6912 - Materials Examining and Identifying
6914 - Store Working
9991 - Supply Officer
9992 - Assistant Supply Officer
9993 - Junior Supply Officer
9994 - Assistant Storekeeper

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	American Production and Inventory Control Society (APICS)	Certified in Production and Inventory Management (CPIM)	
E2	American Production and Inventory Control Society (APICS)	Certified Supply Chain Professional (CSCP)	
E4	American Society for Quality (ASQ)	Certified Quality Process Analyst (CQPA)	
E3	Electronics Technicians Association, International (ETA-D)	Customer Service Specialist (CSS)	
E6	In-Plant Printing and Mailing Association (IPMA)	Certified Mail Manager (CMM)	
E5	Institute for Supply Management (ISM)	Certified Professional in Supply Management (CPSM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Associate (CLA)	
E5	Manufacturing Skill Standards Council (MSSC)	Certified Logistics Technician (CLT (AE))	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
E3	The International Society of Logistics (SOLE)	Certified Master Logistician (CML)	
E3	The International Society of Logistics (SOLE)	Certified Professional Logistician (CPL)	
E3	The International Society of Logistics (SOLE)	Demonstrated Logistician	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Visit Navy COOL at <https://www.cool.navy.mil/usn/> for additional Credentials that you may qualify to earn; however funding may be limited to your GI Bill.

**UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):**

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
E1 - E9	Manager, Retail Store (Retail Trade)	
E5 - E9	Office Manager/Administrative Services	
E4 - E9	Post-Office Clerk (Government Service)	

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

## STAY NAVY

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

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

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

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### 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.

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### 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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### PHYSICAL FITNESS:

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

**MCPO REQUIRED NAVY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Joint Professional Military Education (JPME)	War College	Military DON / PME	40 hours	
Senior Enlisted Academy <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	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

**MCPO RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Refer to E-1 to E-3 Recommended Community PME				
Senior LS – Refer to E-6 Recommended Community PME				
Continuous Monitoring Program (CMP) Management	FAST - Mayport/ San Diego		1 day	
Financial Management – Force Level	FAST - MCAS Commands			
Fleet Image Management System (FIMS)-Force Level	FAST - MCAS Commands			
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 day	
NALCOMIS for Supply Users (Basic)-Force Level	FAST - Norfolk/North Island/San Diego		2 day/3 day/3 day	
Purchase Card Program – Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
RPPO/Supply Petty Officer – Force Level	FAST - Norfolk/ North Island		4 day/2 day	
RSupply Basic User – Force Level	FAST - North Island		3 days	
RSupply Management – Unit Level	FAST - Norfolk		3 days	
RSupply MFCS TIR-Force Level	FAST - North Island/ San Diego		1 day	
RSupply Viking	FAST - Norfolk/ San Diego		5 days	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk/ MCAS Commands		3 days	
ASKIT Seminar-Force Level	MCAS Commands		On Request	
Carcass Tracking-Force Level	MCAS Commands		On Request	
Configuration Management-Unit Level	Norfolk		1 day	
COSAL and SSD-Force Level	MCAS Commands		On Request	
DI 073 and SAMMA/SAL Management-Force Level	MCAS Commands		On Request	
DLR Carcass-tracking and Management	San Diego		1 day	
DLR Management-Unit Level	Norfolk/Mayport		1 day	
End of Fiscal Year Closeout-unit Level	San Diego		1 day	
Fiscal Year Close-out Management-Force Level	MCAS Commands		On Request	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk/ MCAS Commands		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
SMARTS-Force Level	MCAS Commands		On Request	
SMARTS (RSupply)-Unit Level	San Diego		1 day	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
Stock Item Record and Requisition File management (SIR/RFM)-Force Level	MCAS Commands		On Request	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	
TYCOM SIT/ART-Force Level	Norfolk		2 days	
SAMMA/SAL-Force Level	Norfolk/ North Island/ San Diego		1 day	
Mid-Level Management-Force Level	Norfolk/ MCAS Commands			

## 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.

### MCPO RECOMMENDED COMMUNITY READING

<b>Title</b>	<b>Completed</b>
None	



**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 Logistics 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 LS**

<b>Recommended Associates' degrees for the Seaman</b>
Business
Finance
Human Services
Marketing
Accounting
Logistics Management
Public Administration
Liberal Studies

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

<b>Recommended Bachelors/Masters degrees for the Seaman</b>
Business
Finance
Human Services
Marketing
Accounting
Logistics Management
Public Administration
Liberal 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



<b>Degree:</b> Bachelor of Science		<b>School:</b> Empire State College, SUNY						
<b>Area of Study (AOS):</b> Cultural Studies		<b>E-mail:</b> OVME@esc.edu		<b>Tuition:</b> \$207/credit hour				
<b>Concentration (major):</b> Religious Studies		<b>Phone:</b> 800 867-5941		<b>All fees waived for active duty military</b>				
<b>Fax:</b> 518 587-5592								
<b>Rate:</b> Religious Program Specialist (RP)		SN	RP3	RP2	RP1	RPC	RPCS	RPCM
		E3	E4	E5	E6	E7	E8	E9
<b>WHAT YOU HAVE:</b>		<b>ACE RECOMMENDED/APPLIED CREDIT</b>						
<b>Navy credit (semester hours) awarded by Empire State College:</b>								
Recruit Training ( <i>Elective</i> )		3	3	3	3	3	3	3
AOS/Concentration ( <i>Major</i> )		2	2	2	5	5	5	5
Concentration ( <i>Major</i> ) - Advanced		0	0	0	0	0	0	0
Electives		8	18	21	24	24	24	24
Advanced ( <i>Upper</i> ) Level Electives		0	0	0	0	12	18	21
<b>Total Recommended/Applied ACE Credits</b>		<b>13</b>	<b>23</b>	<b>26</b>	<b>32</b>	<b>44</b>	<b>50</b>	<b>53</b>
<b>WHAT IS REQUIRED:</b>		<b>CREDITS NEEDED TO FINISH A DEGREE</b>						
<b>Degree requirements (in semester hours)</b>								
<i>General Education:</i> Credits in each of the following 10 knowledge and skill areas: Mathematics, Natural Science, Social Science, American History, Western Civilization, Other World Civilizations, Humanities, The Arts, Foreign Language, Basic Communication.		30	30	30	30	30	30	30
<i>Educational Planning</i>		4	4	4	4	4	4	4
<i>AOS/Concentration (Major):</i> Credits may include: Religious Studies, Introduction to World Religions, etc.		20	18	18	18	15	15	15
<i>Concentration (Major) – Advanced Level</i>		24	24	24	24	24	24	24
<i>Electives</i>		29	18	8	5	2	2	2
<i>Electives – Advanced Level</i>		21	21	21	21	9	3	0
<b>Total Credits</b>		<b>128</b>	<b>115</b>	<b>105</b>	<b>102</b>	<b>96</b>	<b>84</b>	<b>75</b>

### Empire State College Graduation Requirements

Thirty-two semester/credit hours must be taken at Empire State College, 64 credits must be in liberal studies, and up to 96 can be transferred from other sources (college transfer, military credit, national testing). Students will work with an Empire State College academic mentor to determine liberal studies/concentration courses and develop their degree plan. Required concentration areas/courses will vary depending on the student's focus.

#### Credit by Evaluation

Credit by evaluation (CBE) allows students to gain college credit for learning acquired through life and work experience including learning gained outside the classroom. Because it cannot be determined prior to enrollment, credit by evaluation is not included in this template. Once enrolled, students can speak to their advisor about taking advantage of this process.

Contact your local Navy College Office for educational counseling.

[www.navycollege.navy.mil](http://www.navycollege.navy.mil)

[www.esc.edu/navy](http://www.esc.edu/navy)

## SAMPLE DEGREE PLAN

### University of the Incarnate Word

**Degree Program:** Associate of Arts  
Liberal Studies

**Navy MOS:** Logistics Specialist (LS)

ACE RECOMMENDED CREDIT							
	E3	E4	E5	E6	E7	E8	E9
Initial Skills	7	7	7	7	7	7	7
Rating Credit	17	20	26	38	44	47	47

CURRICULUM DEGREE REQUIREMENTS	Credit Hours Required								
<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>43</b>								
English Composition	6								
World Literature	3								
Computer Literacy	3	3	3	3	3	3	3	3	
Fine Arts	3								
History	3								
College Algebra	3								
Foreign Language	6								
Introduction to Philosophy	3								
Religion	3			3	3	3	3	3	
Social Science	3								
Natural Science with Lab	4								
Dimensions of Wellness	3								
<b>MAJOR AREA OF STUDY</b>	<b>21</b>								
General Education Elective	3	3	3	3	3	3	3	3	
General Education Elective	3	3	3	3	3	3	3	3	
General Education Elective	3	3	3	3	3	3	3	3	
General Education Elective	3	3	3	3	3	3	3	3	
General Education Elective	3	3	3	3	3	3	3	3	
General Education Elective	3	3	3	3	3	3	3	3	
<b>TOTAL REQUIRED HOURS</b>	<b>64</b>	<b>Total credits applied to degree</b>		<b>24</b>	<b>24</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>

Listing of Recommended Degrees for Logistics Specialist and the schools offering them:

Degree Offered	Select College for Roadmap
AAS - Business Administration (Management)	<a href="#">Berkeley College</a>
BBA - Business Administration (General Business)	<a href="#">Berkeley College</a>
BBA - Business Administration (Management)	<a href="#">Berkeley College</a>
BBA - Business Administration (Marketing)	<a href="#">Berkeley College</a>
BS - Business Administration	<a href="#">Berkeley College</a>
AAS - Business Management (Marketing and Sales Management)	<a href="#">Central Texas College</a>
AA - Business (Human Resource Management)	<a href="#">Coastline Community College</a>
AGS - Associate in General Studies	<a href="#">Columbia College</a>
AS - Business Administration	<a href="#">Columbia College</a>
BA / BS - Business Administration	<a href="#">Columbia College</a>
BGS - Bachelor of General Studies (Business)	<a href="#">Columbia College</a>

BGS - Bachelor of General Studies (Management)	<a href="#">Columbia College</a>
AAS - Business Administration	<a href="#">Dallas TeleCollege</a>
AAS - Child Development	<a href="#">Dallas TeleCollege</a>
AS - Associate of Science (Computer and Information Science/Business System Administration)	<a href="#">ECPI College of Technology</a>
AS - Business, Management and Economics (Business)	<a href="#">Empire State College</a>
BS - Business, Management and Economics (Business Management)	<a href="#">Empire State College</a>
AA - Liberal Arts	<a href="#">Excelsior College</a>
AAS - Administrative / Management Studies	<a href="#">Excelsior College</a>
AS - Liberal Arts	<a href="#">Excelsior College</a>
BA - Liberal Arts	<a href="#">Excelsior College</a>
BS - General Business	<a href="#">Excelsior College</a>
BS - Liberal Arts	<a href="#">Excelsior College</a>
AA - Associate of Arts (Criminal Justice)	<a href="#">Florida National College</a>
AS - Associate of Science (Accounting)	<a href="#">Florida National College</a>
AS - Associate of Science (Business Administration)	<a href="#">Florida National College</a>
AS - Industrial Management Technology	<a href="#">Florida State College At Jacksonville</a>
BA - Sociology	<a href="#">Fort Hays State University</a>
BGS - Bachelor of General Studies	<a href="#">Fort Hays State University</a>
BGS - Organizational Leadership	<a href="#">Fort Hays State University</a>
BS - Organizational Leadership	<a href="#">Fort Hays State University</a>
AS - Management	<a href="#">Hawaii Pacific University</a>
AS - Military Studies	<a href="#">Hawaii Pacific University</a>
ASL - Associate in Supervisory Leadership	<a href="#">Hawaii Pacific University</a>
BS - Business Administration (Management)	<a href="#">Hawaii Pacific University</a>
AA - Business and Economics	<a href="#">Olympic College</a>
AS - Business Administration	<a href="#">Saint Joseph's College of Maine</a>
BA - Business Administration (Management)	<a href="#">Saint Leo University</a>
AS - Business Studies	<a href="#">San Diego City College</a>
AS - Business Administration	<a href="#">Southern New Hampshire University</a>
AS - Information Technology	<a href="#">Southern New Hampshire University</a>
BS - Business Administration	<a href="#">Southern New Hampshire University</a>
BS - Business Administration (Human Resource Management)	<a href="#">Southern New Hampshire University</a>
BS - Computer Information Technology	<a href="#">Southern New Hampshire University</a>

AA - Business Administration	<a href="#">Strayer University</a>
AA - Information Systems	<a href="#">Strayer University</a>
BBA - Business Administration (Banking)	<a href="#">Strayer University</a>
BBA - Business Administration (Finance)	<a href="#">Strayer University</a>
BBA - Business Administration (Human Resource Management)	<a href="#">Strayer University</a>
BBA - Business Administration (Management)	<a href="#">Strayer University</a>
BBA - Business Administration (Marketing)	<a href="#">Strayer University</a>
BBA - Business Administration (Retail Management)	<a href="#">Strayer University</a>
AA - Associate in Arts	<a href="#">Thomas Edison State College</a>
AS - Business Administration	<a href="#">Thomas Edison State College</a>
BA - Liberal Studies	<a href="#">Thomas Edison State College</a>
BS - Business Administration (General Management)	<a href="#">Thomas Edison State College</a>
AA - Associate in Arts	<a href="#">Trident Technical College</a>
BS - Business Administration	<a href="#">TUI University</a>
BA - Liberal Studies (Administrative Leadership)	<a href="#">University of Oklahoma</a>
AA - Associate in Arts (Business/Business Information Systems)	<a href="#">University of the Incarnate Word</a>
AA - Associate in Arts (Business/Business)	<a href="#">University of the Incarnate Word</a>
AA - Associate in Arts (Liberal Arts)	<a href="#">University of the Incarnate Word</a>
BA - Human Resources	<a href="#">University of the Incarnate Word</a>
BA - Organizational Development	<a href="#">University of the Incarnate Word</a>
BAAS - Bachelor of Applied Arts and Sciences	<a href="#">University of the Incarnate Word</a>
BBA - Business Administration (Accounting)	<a href="#">University of the Incarnate Word</a>
BBA - Business Administration (General Business)	<a href="#">University of the Incarnate Word</a>
BBA - Business Administration (Information Systems)	<a href="#">University of the Incarnate Word</a>
BBA - Business Administration (International Business)	<a href="#">University of the Incarnate Word</a>
BBA - Business Administration (Management)	<a href="#">University of the Incarnate Word</a>
BBA - Business Administration (Marketing)	<a href="#">University of the Incarnate Word</a>
AA - General Business	<a href="#">Upper Iowa University</a>
AA - Liberal Arts	<a href="#">Upper Iowa University</a>
BS - Business Administration	<a href="#">Upper Iowa University</a>
BS - Finance	<a href="#">Upper Iowa University</a>
BS - Human Services	<a href="#">Upper Iowa University</a>
BS - Marketing	<a href="#">Upper Iowa University</a>

BS - Psychology	<a href="#">Upper Iowa University</a>
BS - Public Administration	<a href="#">Upper Iowa University</a>
BS - Public Administration (General)	<a href="#">Upper Iowa University</a>
BS - Social Science	<a href="#">Upper Iowa University</a>
AAS - Business Studies	<a href="#">Vincennes University</a>

## 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