Logistics Specialist Submarine (LSS)

April 2021

LaDR
NAVY LEARNING and DEVELOPMENT ROADMAP

Introducing

OARS
OCCUPATIONAL ADVANCEMENT REQUIREMENT STANDARDS

MyNAVYHR
Serving Sailors 24/7

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.

CAREER ROADMAP

Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Logistics Specialist Submarine community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; 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 Submarine?

Logistics Specialist Submarine 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 Submarine roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Logistics Specialist "A" School at Meridian MS, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, 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 Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

Notes:

LSS CAREER PATH
(SS)

Logistics Specialists (Submarines) (LSS). LSS receive extensive training in the management of repair parts and consumables for submarines, submarine support, shore bases and maintain multi-million dollar operating budgets. Responsible for all aspects of maintaining repair part and consumable inventories and managing the submarine's operating budget.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	LSSCM	23.5 Yrs	FORCM, COB/CMC Program, CSEL, 3MC	36	4th Shore Tour Billet: FORCE LSS/SDEA Duty: TYCOM/GRP/SQD/ BUPERS/NPC
23-26	LSSCM LSSCS	23.5 Yrs 17.7	FORCM, COB/CMC Program, CSEL, 3MC	36	4th Sea Tour Billet: SDEA Duty: Submarine/SubTender Qualification: DOOW/PILOT/COW/DCPO/LSS Supervisor
20-23	LSSCM LSSCS LSSC	23.5 Yrs 17.7 13.4	CWO, ECM, 3MC, COB/CMC Program, CSEL	36	3rd Shore Tour Billet: SDEA/LCPO TYCOM/GRP/SQD/NSSC/ Instructor/BUPERS/NPC Duty:Staff/NSSC/ School House Qualification: CDO
16-20	LSSCS LSSC LSS1	17.7 Yrs 13.4 Yrs 9.4	LDO, CWO, OCS, COB, MECP, CSEL, 3MC	36	3rd Sea Tour Billet: SDEA /LCPO Duty: Submarine/Sub Tender Qualification: DOOW/PILOT/COW/DCPO/LSS Supervisor
12-16	LSSC LSS1	13.4 Yrs 9.4		36	2nd Shore Tour Billet: LCPO/LPO/Expeditor Duty NSSC/SQD/GRP/TYCOM/RDC Instructor/RTC Qualification: CDO
8-12	LSSC LSS1 LSS2	13.4 Yrs 9.4 4.7		42	2nd Sea Tour Billet: LCPO/LPO Duty: Submarine Qualification: LSS Supervisor DOOW/PILOT/COW
4-8	LSS1 LSS2 LSS3	9.4 Yrs 4.7 2.5	STA-21, OCS, MECP	36	1st Shore Tour Billet: LPO/Expeditor/ LSS Technician Duty: NSSC/SQD GRP/PMO. Qualification: ACDO/Duty Supply
1-4	LSS2 LSS3	4.7 Yrs 2.5	Naval Academy, NROTC	52	1st Sea Tour Billet: LSS Technician Duty: Submarines Qualification: Submarine Warfare/Helms/planes/Lookout/ Duty LSS/RPPO/POOD/TSS/Sonar Operator
1+/-	LSS3 LSSSN LSSSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.

Notes:

1. "A" School is required.

2. Personnel in a designator 8 status are disqualified from Submarine service, are not eligible for advancement, and are not to be reassigned to Submarines without prior approval of NAVPERSCOM.

Considerations for advancement from E6 to E7

- FULLY QUALIFIED if they have served as a LPO for greater than 12 months and have the following qualifications: LSS Supervisor.
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard and have served as LSS LPO at sea AND are qualified COW (688/SSBN/SSGN) or Duty Chief Petty Officer (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment UR&D:
Fully QUALIFIED if they have served as a LPO AND are qualified either STBD Tethered Management System (TMS), OR ROV Pilot, OR Port Payload (PPHL), or Mission Navigation Watch, OR EES1 Technician.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either Mission Duty Chief (MMP DCPO) or COW/DCPO as stated above.

Detachment TRITON:
FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (MWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or COW/DCPO as stated above.

Detachment POSEIDON:
FULLY QUALIFIED if they have served as a LPO AND are qualified Mission Watch Supervisor (formerly Projects Watch Supervisor (PWS).

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or COW/DCPO as stated above.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

Considerations for advancement from E7 to E8

- FULLY QUALIFIED if they have served as a LCPO for 12 months and are qualified Leading LS and COW (688\SSBN\SSGN) or Duty Chief Petty Officer (VACL).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified DOOW (688/SSBN/SSGN) or PILOT (VACL) AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard. The following qualification equivalents are to be used for Sailors serving at the identified Special Project:

Detachment UR&D:
Fully QUALIFIED if they have served as a LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Mission Duty Chief (MMP DCPO), Mission Watch Supervisor, and Research Duty Officer or DOOW/PILOT as stated above.

Detachment TRITON:
FULLY QUALIFIED if they have served as a Cadre LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard and are qualified Mission Control Officer (MCO) or DOOW/PILOT as stated above.

Detachment POSEIDON:
FULLY QUALIFIED if they have served as Cadre LCPO.

BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified either MCO or DOOW/PILOT as stated above.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

Considerations for advancement from E8 to E9

- FULLY QUALIFIED if they have served a LCPO for 12 months and are qualified DOOW (688\SSBN\SSGN) or PILOT (VACL).
- BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND are qualified Chief of the Boat AND have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE RSCA.

For candidates who have only served on one submarine, i.e. follow on sea tours were at Special Projects or at a Submarine Tender, the board MUST carefully weigh their achievements and demonstrated leadership when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

For candidates who have converted into the submarine force, the board MUST consider the Sailors achievements and demonstrated leadership in their previous community when determining if they are BEST QUALIFIED since it is understood they might not have had the opportunity to meet the qualification standard.

Candidates who are serving, or who have served as a 3MC for greater than 12 months, have met the standard for having served as a LPO or LCPO.

Logistics Specialist Submarine
Occupational Advancement Requirement Standards (OARS) to E4
NAVEDTRA 44056

NAME:

These Occupational Advancement Requirement Standards (OARS) may be used to validate minimum competencies for performing various rating-specific tasks in paygrade E4 in this rating. OARS is based on the Personnel Advancement Requirements (PARS) that were in place prior to 2000 and encompass the Occupational Standards (OCCSTDs) for the rating/paygrade.

Generally, each OARS task area encompasses one or more occupational standards on the same or similar subjects and is written in on-the-job rating language. Completion indicates the candidate can perform the tasks. If circumstances exist that limits a Sailor's ability to effectively demonstrate any OARS task element due to equipment configuration, mission, or operational status, a command may deem a physical demonstration portion not mandatory. However, commanding officers (CO) must be satisfied that the individual possesses the necessary knowledge, skills, and abilities (KSAs) and can properly demonstrate any OARS task at the E4 paygrade, at the current command or other future commands before final signature.

OARS is not designed to replace other qualification programs such as Personnel Qualification Standards (PQS). OARS items that duplicate "sign off" items in these types of programs can be signed off if they have already been signed off under any of these types of programs. OARS is noncompetitive and no relative or absolute mark is assigned.

ADMINISTRATION

Task Objective	** Supv Init	Date
Maintain files (e.g. expenditure invoices, inventory records, etc.)		
Maintain receipt files		
Maintain supply or transportation discrepancy reports		
Process receipt files		
Validate Individual Component Repair Lists (ICRL)		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

LOGISTICS

Task Objective	** Supv Init	Date
Distribute customer materials		
Inventory Hazardous Materials (HAZMAT)		
Inventory stock materials		
Issue Depot Level Repairable (DLR) materials		
Issue Hazardous Material (HAZMAT)		
Issue organizational clothing		
Process Defective Material Summary (DMS)		
Process Hazardous Material (HAZMAT) for offload		
Process material issues from stock		
Process stock material for offload (e.g. Defense Reutilization and Marketing Office (DRMO), Material Turned Into Store (MTIS), Other Supply Officer (OSO), etc.)		
Process storeroom refusals		
Process suspense listing (TECH-EDIT)		
Receive Depot Level Repairable (DLR) materials		
Receive Hazardous Materials (HAZMAT)		
Reconcile issues pending listings		
Return material to storeroom stock		
Stow Hazardous Materials (HAZMAT)		
Stow materials		
Stow special category materials		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

MANAGEMENT

Task Objective	** Supv Init	Date
Audit stowage locations Logistics Marking and Reading (LOGMAR) symbols (e.g. Hazardous Material (HAZMAT), Depot Level Repairable (DLR), etc.)		
Validate stowage locations		

** Supv Init may be LPO or E5 or above designee

DIVISION LEADING CHIEF (OR DESIGNEE) SIGNATURE:

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

COMMAND ENDORSEMENT
Command signatures signify the meeting of the minimum competencies for those in paygrade E-4 in this rating.
Signature level at discretion of command.

DIVISION OFFICER:

_____

DEPARTMENT LCPO:

_____

DEPARTMENT HEAD:

_____

COMMAND CAREER COUNSELOR:

_____

COMMAND MASTER CHIEF:

_____

COMMANDING OFFICER:

_____

PENALTY STATEMENT
Any person who, with intent to deceive, signs any false record, return, regulation, order, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, shall be punished as a court-martial may direct.
(Aug. 10, 1956, ch. 1041, 70A Stat. 71; Pub. L. 114–328, div. E, title LX, § 5419, Dec. 23, 2016, 130 Stat. 2946.)

Command Comments – Command Use Only:

Enlisted Community Manager Comments:
Logistics Specialist Submarine
Occupational Advancement Requirement Standards (OARS) to E4
NAVEDTRA 44056

Once an individual Sailor's Occupational Advancement Requirement Standards (OARS) have been completed and endorsed by the local Command, documentation of completed OARS by the Command Pay and Personnel Administrator (CPPA), Training Officer, or other authorized command representative will be via Navy Standard Integrated Personnel System (NSIPS) within the Personnel Qualifications section, or Advanced Skills Management (ASM) within the Qual/Cert Records tab. Entries will generate an Enlisted Service Record (ESR) and Electronic Training Jacket (ETJ) entry. These entries provide Sailors with electronic documentation of OARS completion as well as Command and Navy Advancement stakeholders ability to monitor the execution of OARS.

Logistics Specialist Submarine
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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
LS Class A - Job Aids and Activities [1]	Navy e-Learning	CSS-LSA-230-1.0		
Logistics Specialist / Logistics Specialist Submarine PQS [1]	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist 'A' School (Block 0) [1]	Meridian, MS	A-551-1015	32 days	
Logistics Specialist / Logistics Specialist Submarine RTM [1]	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

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

JOB DESCRIPTION

Logistics Specialist Submarine (Logistician/Supply Chain) Logistics Specialist Submarine 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 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

Subsurface (All Submarines) Shore Supply Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E1/E2 (9 months time in service required for advancement to E2 and E3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E4)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

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

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

Professional Apprenticeship Career Track (PACT) only:
6 Month: 12 Month: 18 Month:

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

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

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

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

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:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 301 PQS		
Messenger of the Watch (MOOW)		
Topside Sentry/Brow Watch/Roving Patrol		
Petty Officer of the Deck (POOD)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
Helmsman/Planesman(except VA class)		
Basic Sonar Operator(VA class)		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
43466-D, Security Force Weapons, 308, M16 (Series) Rifle Operator		
43466-D, Security Force Weapons, 305, M500 Shotgun Operator		
Submarines (SS)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		
302 Repair Parts Petty Officer (RPPO)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

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 Waypoints 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 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 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/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 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 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA *(verify account access)*	MNA *(extend in current field)*	MNA *(apply for billets)*	MNA *(apply for billets)*	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E1/E2/E3)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Navy Military Training (Life Skills) (Pre-A School Delivery only) [6]	Command Delivered	A-500-1000	2 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E4	Navy e-Learning	NETCPDC-PMK-EE-E4-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4
6 - 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		
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
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	
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Inventory Management-Unit Level	FAST - Mayport/ Norfolk		1 day/2 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 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 Junior Logistics Specialist (LS)-Unit Level	San Diego/Norfolk		2 days	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

E1/E2/E3 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual *by Thomas J. Cutler*	
Afloat Supply Procedures *NAVSUP P-485 VOL I*	
Supply Appendices *NAVSUP P-485 VOL II*	
RSupply Unit User's Manual *NAVSUP P-732*	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) *NAVSUPINST 4200.99*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19F*	
Naval Military Personnel Manual *NAVPERS 15560D*	
Casualty Assistance Calls Officer Handbook *NAVPERS 15607*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Navy Doctrine for Antiterrorism/Force Protection *NWP 3-07.2*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	

Logistics Specialist Submarine
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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine PQS [1]	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist 'A' School (Block 0) [1]	Meridian, MS	A-551-1015	32 days	
Logistics Specialist / Logistics Specialist Submarine RTM [1]	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
S08A - R-Supply Unit Level Basic [1]	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician [1]	Various	A-321-2600	3 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

JOB DESCRIPTION

Logistics Specialist Submarine (Logistician/Supply Chain) Logistics Specialist Submarine 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 Submarine, (LSS) 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 FLCs. 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

Subsurface (i.e. All Submarines) Special Warfare (i.e. SEAL Teams) Type Commander Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E4 (1 year time in service required to be eligible for advancement to E5)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

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

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

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

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:

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 in to My Navy Portal (MNP) 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 in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
Messenger of the Watch (MOOW)		
Personal Qualifications Standard for Duty Supply		
Topside Sentry/Brow Watch/Roving Patrol		
Petty Officer of the Deck (POOD)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
Helmsman/Planesman(except VA class)		
Basic Sonar Operator(VA class)		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
43466-D, Security Force Weapons, 308, M16 (Series) Rifle Operator		
43466-D, Security Force Weapons, 305, M500 Shotgun Operator		
Submarines (SS)		
Below Decks Watch (BDW)		
Duty Logistics Specialist Submarine (LSS)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		
Duty Logistics Specialist Submarine (LSS)		
302 Repair Parts Petty Officer (RPPO)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

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 Waypoints 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 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 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/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 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 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA *(verify account access)*	MNA *(extend in current field)*	MNA *(apply for billets)*	MNA *(apply for billets)*	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E4)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E4 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Foundational Leader Development Course [5]	Water front/ Flightline/ Various [4]	NELD-03	2.5 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E5	Navy e-Learning	NETCPDC-PMK-EE-E5-1.0		
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.
5 - Available for paygrades E3 and E4

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
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer Third and Second Class	Navy e-Learning	NRTC-NAVEDTRA-14504-MRFPO-TASC-1.0		
Introductory Enlisted Professional Military Education (IEPME)	Navy e-Learning	Military DON/ PME	18 hrs	
Block 1 Introductory EPME - Introduction	Navy e-Learning	NWC-IEPME-INTRO-B1	-	
Block 2 Introductory EPME - History and Traditions	Navy e-Learning	NWC-IEPME-INTRO-B2	3 hrs	
Block 3 Introductory EPME - Enlisted Professionalism	Navy e-Learning	NWC-IEPME-INTRO-B3	3 hrs	
Block 4 Introductory EPME - Policy and the Navy	Navy e-Learning	NWC-IEPME-INTRO-B4	3 hrs	
Block 5 Introductory EPME - Planning for Operations	Navy e-Learning	NWC-IEPME-INTRO-B5	3 hrs	
Block 6 Introductory EPME - Regional and Cultural Awareness	Navy e-Learning	NWC-IEPME-INTRO-B6	3 hrs	
Block 7 Introductory EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-IEPME-INTRO-B7	3 hrs	
Block 8 Introductory EPME - Conclusion	Navy e-Learning	NWC-IEPME-INTRO-B82	-	
Cultural Awareness	Navy e-Learning	Foreign Language and Culture	45 hrs	
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Personal Financial Management	Navy e-Learning	CPD-PFM-1.0	8 hrs	
PREVENT	Command Delivered	S-501-0150	24 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E4 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Non-Prior Service Accession Program	Navy e-Learning	CNRFC-NPSAP-2 /DoN 0	23 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E4 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
Logistics Management-Unit Level	FAST - Norfolk		2 days	
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 Junior Logistics Specialist (LS)-Unit Level	San Diego/Norfolk		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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

E4 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual *by Thomas J. Cutler*	
Time Management: Proven Techniques for Making the Most of Your Valuable Time *by Marshall J. Cook*	
Financial Management Of Resources, Operating Procedures (Operating Forces) *NAVSO P-3013-2*	
Afloat Supply Procedures *NAVSUP P-485 VOL I*	
Supply Appendices *NAVSUP P-485 VOL II*	
Department of the Navy Simplified Acquisition Procedures *NAVSUPINST 4200.85*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19F*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Naval Military Personnel Manual *NAVPERS 15560D*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Navy Doctrine for Antiterrorism/Force Protection *NWP 3-07.2*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Department of the Navy Policy on Sexual Harassment *SECNAVINST 5300.26E*	

Logistics Specialist Submarine 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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine PQS [1]	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist / Logistics Specialist Submarine RTM [1]	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier [1]	Pensacola, FL	S-501-0031	26 days	
S08A - R-Supply Unit Level Basic [1]	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician [1]	Various	A-321-2600	3 days	
S05A - Independent Duty Logistics Specialist Ashore [2]	New Orleans, LA	R-551-0010	12 days	
R00A - Logistics Specialist Supervisor [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist Submarine (Logistician/Supply Chain) Logistics Specialist Submarine 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 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.

RECOMMENDED BILLET ASSIGNMENTS

Subsurface (i.e. All Submarines) Special Warfare (i.e. SEAL Teams) Type Commander Joint Commands Overseas Commands Staff Commands Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E5 (3 Years time in service required to be eligible for advancement to E6)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

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

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

Physical Fitness Test Failure: Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

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:

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 in to My Navy Portal (MNP) 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 in to https://awards.navy.mil/ to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.

e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.

f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
Messenger of the Watch (MOOW)		
Master Training Specialist (MTS)		
Topside Sentry/Brow Watch/Roving Patrol		
Petty Officer of the Deck (POOD)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
Helmsman/Planesman(except VA class)		
Basic Sonar Operator(VA class)		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
43466-D, Security Force Weapons, 308, M16 (Series) Rifle Operator		
43466-D, Security Force Weapons, 305, M500 Shotgun Operator		
Submarines (SS)		
Below Decks Watch (BDW)		
Chief of the Watch (COW)(except VA class)		
Duty Section, Section Leader		
Duty Logistics Specialist Submarine (LSS)		
Duty Chief Petty Officer (DCPO)		
43119-M, Damage Control (DC), 307, Advanced DC		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		
Duty Logistics Specialist Submarine (LSS)		
Leading Logistics Specialist Submarine (LSS) Supervisor		
302 Repair Parts Petty Officer (RPPO)		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

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 Waypoints 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 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 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/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 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 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA *(verify account access)*	MNA *(extend in current field)*	MNA *(apply for billets)*	MNA *(apply for billets)*	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E5)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Intermediate Leader Development Course	Water front/ Flightline/ Various [4]	NELD-04	3 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E6	Navy e-Learning	NETCPDC-PMK-EE-E6-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

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
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Petty Officer First Class	Navy e-Learning	NRTC-NAVEDTRA-14145-MRFPO-FC-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E5 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
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	
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	
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			
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

E5 RECOMMENDED COMMUNITY READING

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

Logistics Specialist Submarine
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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine PQS [1]	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
Logistics Specialist / Logistics Specialist Submarine RTM [1]	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist [1]	Patrick AFB, FL	A-500-0612	110 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier [1]	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter [1]	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor [1]	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
S08A - R-Supply Unit Level Basic [1]	Norfolk, VA / San Diego, CA	A-551-0026	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician [1]	Various	A-321-2600	3 days	
S05A - Independent Duty Logistics Specialist Ashore [2]	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor [1]	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level [1]	Newport, RI	A-551-0027	12 days	
R00A - Logistics Specialist Supervisor [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist Submarine (Logistician/Supply Chain Manager) Logistics Specialist Submarine 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 will have leadership or supervisory roles such as work center leading petty officer, supply program manager, departmental or command coordinator.

RECOMMENDED BILLET ASSIGNMENTS

Subsurface (i.e. All Submarines) Special Warfare (i.e. SEAL Teams) Type Commander Joint Commands Overseas Commands Staff Commands Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

C-WAY-REEN 18 months to EAOS/EOS: Career Waypoint not approved:

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

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:

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 in to My Navy Portal (MNP) 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 in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.
f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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 emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN 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 https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx 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 **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.navy.mil/usn) for any related credentials for which you may be qualified.
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) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

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.

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 301 PQS		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
3M 305 Department Head		
Master Training Specialist (MTS)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
Submarines (SS)		
Chief of the Watch (COW)(except VA class)		
Duty Section, Section Leader		
Duty Chief Petty Officer (DCPO)		
Co-Pilot/Pilot (VA Class)		
Diving Officer of the Watch (DOOW)		
43119-M, Damage Control (DC), 307, Advanced DC		
Command Duty Officer (Shore Duty)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		
Leading Logistics Specialist Submarine (LSS) Supervisor		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

E6 and below with less than 14 years of service will require a C-Way Application to be approved for reenlistment or extension.

Once C-Way application is approved, the Sailor should request to Reenlist or Extend with the appropriate form.

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

Prior Service Reenlistment Eligibility - Reserve (PRISE-R):

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

See MILPERSMAN 1306-1505: Sailors may complete a component change from the Reserve Component (RC) to AC (RC2AC/FTS). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC/FTS. This component change refers to a permanent transfer from RC2AC/FTS. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available quotas published on the Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32) Web page at: https://www.public.navy.mil/bupers-npc/enlisted/community/selres/Pages/EnlistedReserveOpportunities.aspx.
If you have any questions or concerns, contact your unit or NOSC career counselor.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as “temporary”) Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.
For additional information, go to:
https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRecall.aspx.

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 Waypoints 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 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 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/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 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 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS 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
  - AC to AC or FTS to FTS
  - RC to AC/FTS
  - RC to RC
  - AC/FTS to CIP (Intermission)
  - AC/FTS to Tour w/ Industry
  - SELRES option
  - Canvasser Recruiter
  - Intend to separate
  - Not eligible

In February 2014, C-Way delivered auto-approval capabilities to provide reenlistment decisions on S/EAOS/EOS 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 E6, 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 Sailors 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 Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
  Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

NAVADMIN 047/18 empowers COs with the ability to identify and recommend SELRES on active duty/Definite Recall (ACDU) and Full Time Support (FTS) enlisted personnel, who are the best and brightest, the option for expedited reentry to Active Duty in the Navy.

- *Golden Ticket* – Sailors are guaranteed an expedited return to ACDU within one year from separation from ACDU. Sailors who do not use their Golden Ticket within one year are automatically convert to a Silver Ticket for one additional year. Sailors must remain fully qualified.
- *Silver Ticket* – Sailors are afforded an expedited return to ACDU within two years from separation date. This opportunity is subject to Needs of the Navy (NOTN) and provided the Sailor remains fully qualified.

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.

For additional guidance, see MILPERSMAN 1001-260, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
Career Waypoint	Career Waypoint	Career Waypoint	Accept Orders	Screening
Exception Family Member	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA *(verify account access)*	MNA *(extend in current field)*	MNA *(apply for billets)*	MNA *(apply for billets)*	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Advanced Leader Development Course	Water front/ Flightline/ Various [4]	NELD-05	4 days	
Professional Military Knowledge Eligibility Exam (PMK-EE) for E7	Navy e-Learning	NETCPDC-PMK-EE-E7-1.0		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hrs	
ADAMS for Facilitators	Various Locations	S-501-0110	16 hrs	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

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
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHCI2107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

E6 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Logistics Specialist / Logistics Specialist Submarine RTM	MNP - Professional Resources - PQS - NRTC	NAVEDTRA 15004C		
LS Class A Refresher	Navy e-Learning	CSS-LSA-000-1.1	235 hours	
Logistics Specialist / Logistics Specialist Submarine Personnel Qualification Standard	MNP - Professional Resources - PQS	NAVEDTRA 43244-1C		
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	
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
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	
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	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
Configuration Management-Unit Level	Norfolk		1 day	
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	
Purchase Card Program	North Island/ Norfolk		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
Stock in Transit (SIT)-Force Level	Norfolk/ North Island/ San Diego		1 day	
SUPPO/Senior Logistics Management-Unit Level	Norfolk		1 day	

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

E6 RECOMMENDED COMMUNITY READING

Title	Completed
The Bluejackets Manual *by Thomas J. Cutler*	
The Naval Institute Guide to Naval Writing *by Robert Shenk*	
Any books on Leadership/Management	
DOD 4525.6-M, Military Post Office Operating Procedures	
Financial Management Of Resources, Operating Procedures (Operating Forces) *NAVSO P-3013-2*	
Afloat Supply Procedures *NAVSUP P-485 VOL I*	
Supply Appendices *NAVSUP P-485 VOL II*	
RSupply Force User's Manual *NAVSUP P-731*	
Department of The Navy Policies And Procedures For The Operation And Management Of The Government-Wide Commercial Purchase Card Program (GCPC) *NAVSUPINST 4200.99*	
Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards *OPNAVINST 5100.19F*	
Advancement Manual for the Advancement of Enlisted Personnel of the U.S. Navy and U.S. Naval Reserve *BUPERSINST 1430.16*	
Navy Performance Evaluation System *BUPERSINST 1610.10C*	
Naval Military Personnel Manual *NAVPERS 15560D*	
U.S. Navy Uniform Regulations *NAVPERS 15665I*	
Career Counselor Handbook *NAVPERS 15878*	
Navy Doctrine for Antiterrorism/Force Protection *NWP 3-07.2*	
Enlisted to Officer Commissioning Programs Application Administrative Manual *OPNAVINST 1420.1B*	
Standard Organization and Regulations of the U.S. Navy (SORM) *OPNAVINST 3120.32 Series*	
Drug and Alcohol Abuse Prevention and Control *OPNAVINST 5350.4D*	
Physical Readiness Program *OPNAVINST 6110.1J*	
Department of the Navy Personnel Security Program *SECNAV M-5510.30 Series*	

Logistics Specialist Submarine
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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist [1]	Patrick AFB, FL	A-500-0612	110 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier [1]	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter [1]	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor [1]	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
S05A - Independent Duty Logistics Specialist Ashore [2]	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor [1]	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level [1]	Newport, RI	A-551-0027	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician [1]	Various	A-321-2600	3 days	
8SEA - Senior Enlisted Academy (SEA) [1]	Newport, RI	P-920-1300	6 weeks 3 weeks Distance Learning, 3 week In Residence	
R00A - Logistics Specialist Supervisor [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist Submarine (Logistician/Supply Chain Manager) Logistics Specialist Submarine 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 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

Subsurface (i.e. All Submarines) Special Warfare (i.e. SEAL Teams) Type Commander Joint Commands Overseas Commands Staff Commands Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E8)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

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:

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 in to My Navy Portal (MNP) 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 in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.
f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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 emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN 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 https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx 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 **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.navy.mil/usn) for any related credentials for which you may be qualified.
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) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

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

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Master Training Specialist (MTS)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
Submarines (SS)		
Chief of the Watch (COW)(except VA class)		
Duty Chief Petty Officer (DCPO)		
Co-Pilot/Pilot (VA Class)		
Diving Officer of the Watch (DOOW)		
43119-M, Damage Control (DC), 307, Advanced DC		
Command Duty Officer (Shore Duty)		
Department LCPO		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
NAVEDTRA 43244-1C LS / LSS PQS		
NAVEDTRA 15004C LS / LSS RTM		
Leading Logistics Specialist Submarine (LSS) Supervisor		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA *(verify account access)*	MNA *(extend in current field)*	MNA *(apply for billets)*	MNA *(apply for billets)*	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (CPO)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

CPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Chief Petty Officer Selectee Leadership Course	Command Delivered		5 days	
Chief Petty Officer Leader Development Course	Water front/ Flightline/ Various [4]	NELD-06	5 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - See MNP Enlisted Leadership Development page: https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development.

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
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	War College	Military DON/ PME	40 hrs	
Senior Enlisted Academy	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

CPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

CPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Continuous Monitoring Program (CMP) Management	FAST - Mayport,/ San Diego		1 day	
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	
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	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
Configuration Management-Unit Level	Norfolk		1 day	
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	
NTCSS Viking System Administrator	Norfolk		5 days	
Purchase Card Program	North Island/ Norfolk		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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

CPO RECOMMENDED COMMUNITY READING

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

Logistics Specialist Submarine
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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist [1]	Patrick AFB, FL	A-500-0612	110 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier [1]	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter [1]	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor [1]	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
8COB - Chief of the Boat (Submariner); E-8-E9s [1]	Newport, RI	A-570-4500	12 days	
S05A - Independent Duty Logistics Specialist Ashore [2]	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor [1]	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level [1]	Newport, RI	A-551-0027	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician [1]	Various	A-321-2600	3 days	
8SEA - Senior Enlisted Academy (SEA) [1]	Newport, RI	P-920-1300	6 weeks 3 weeks Distance Learning, 3 week In Residence	
R00A - Logistics Specialist Supervisor [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist Submarine (Logistician/Supply Chain Manager) Logistics Specialist Submarine 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 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

Subsurface (i.e. All Submarines) Special Warfare (i.e. SEAL Teams) Type Commander Joint Commands Overseas Commands Staff Commands Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
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:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E9)

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

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

Advancement Center: Visit MNP Advancement & Promotion page located under the Career & Life Events Tab
(Items to collect/discuss: Bibliography for Advancement, Enlisted Advancement Exam Strategy Guide, Profile Sheets)

Advancement:

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:

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 in to My Navy Portal (MNP) 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 in to (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
e. **Physical Readiness Information Management System (PRIMS)**: To log in to PRIMS, first log in to BUPERS Online at https://www.bol.navy.mil. Then look half way down the page for the PRIMS login at https://www.bol.navy.mil/bam/.
f. **EOSH**: The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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 emailed encrypted to the address provided in the associated NAVADMIN or postmarked not later than the date listed in the associated NAVADMIN 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 https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx 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 **MNP** that are recommended in this document. Check Navy COOL (https://www.cool.navy.mil/usn) for any related credentials for which you may be qualified.
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) at https://main.prod.cetars.training.navy.mil/cetars/main.html.

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

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Senior Enlisted Leader		
Master Training Specialist (MTS)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
Submarines (SS)		
Chief of the Watch (COW)(except VA class)		
Duty Chief Petty Officer (DCPO)		
Co-Pilot/Pilot (VA Class)		
Diving Officer of the Watch (DOOW)		
43119-M, Damage Control (DC), 307, Advanced DC		
Command Duty Officer (Shore Duty)		
Department LCPO		
Chief of the Boat / Command Master Chief		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Leading Logistics Specialist Submarine (LSS) Supervisor		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA *(verify account access)*	MNA *(extend in current field)*	MNA *(apply for billets)*	MNA *(apply for billets)*	Sign Eval
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH) *Reserve Only*	Reserve Affiliation	Request Leave / PTDY	DD 214*
	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (SCPO)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE CLEP DSST TA

MGIB MGIB-SR Post 9/11 GIB AEV

SCPO REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
4 - NAVADMIN 266/14 As of FY 2017, all newly selected AC and SELRES SCPOs will be required to complete SEA to be eligible for advancement.

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
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation)	Navy e-Learning/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-2.0 / US DoN	10 hrs	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

Courses with Recommended Reserve Points:

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

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

SCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required): https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

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	
MAM/XMAM Management-Unit Level	FAST - Mayport/Norfolk/ San Diego		1 day	
Material Outstanding File (MOF) Management-Unit Level	FAST - Mayport/Norfolk		1 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		3 days	
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		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			
Supply Applications Administrator (RSupply)-Force Level	MCAS Commands			

NAVY PROFESSIONAL READING PROGRAM (PRP)

The purpose of the Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

SCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	

Logistics Specialist Submarine
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
Basic Enlisted Submarine School (BESS) [1]	Groton, CT	A-060-0011	47 days	

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.

RECOMMENDED SKILL TRAINING

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
805A - Navy Instructor Training Course (NITC) [1]	Various Locations	A-012-0077	19 days	
8RDC - Recruit/Assistant Recruit Company Commander/Recruit Instructor	Great Lakes, IL	A-012-0037	87 days	
809A - Command Climate Specialist [1]	Patrick AFB, FL	A-500-0612	110 days	
803R - Enlisted Navy Recruiting Orientation/Recruiter Canvasser [1]	Pensacola, FL	S-501-0020	33 days	
802R - Navy Recruiting District (NRD) Recruiter/Classifier [1]	Pensacola, FL	S-501-0031	26 days	
803R - Officer Recruiter [1]	NAS Pensacola, FL	S-7C-2414	3 weeks	
806R - Career Information Program Advisor [1]	Norfolk, VA and San Diego, CA	A-501-0011	26 days	
8COB - Chief of the Boat (Submariner); E-8-E9s [1]	Newport, RI	A-570-4500	12 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	
S05A - Independent Duty Logistics Specialist Ashore [2]	New Orleans, LA	R-551-0010	12 days	
S10A - RSUPPLY (Unit) Stock Control Supervisor [1]	Norfolk, VA / San Diego, CA	A-551-0028	5 days	
S09A - Stock Control Supervisor/RSUPPLY Force Level [1]	Newport, RI	A-551-0027	12 days	
830A - Hazardous Material Control & Management (HMC&M) Technician [1]	Various	A-321-2600	3 days	
8SEA - Senior Enlisted Academy (SEA) [1]	Newport, RI	P-920-1300	6 weeks 3 weeks Distance Learning, 3 week In Residence	
R00A - Logistics Specialist Supervisor [1]				

1 - Reserve opportunities may exist, contact Reserve Forces Code N7 for authorization.
2 - Active opportunities may exist, contact your Chain-of-Command or Detailer for authorization.

JOB DESCRIPTION

Logistics Specialist Submarine (Supply Officer) (Logistician/Supply Chain Manager) Logistics Specialist Submarine 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 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 chief of the boat.

RECOMMENDED BILLET ASSIGNMENTS

RECOMMENDED BILLET ASSIGNMENTS Subsurface (i.e. All Submarines) Special Warfare (i.e. SEAL Teams) Type Commander Joint Commands Overseas Commands Staff Commands Shore Supply/Logistics Commands

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 60 day Career Development Board)

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Commanding Officer:		Phone Number:	
Executive Officer:		Phone Number:	
Command Master Chief:		Phone Number:	
Department Head:		Phone Number:	
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	

Date of Initial Entry to Military Service (DIEMS): Date of Initial Entry Reserve Forces (DIERF):

Pay Entry Base Date (PEBD):

ADSD: Report Date: EAOS/EOS: PRD: SEA / SHORE: /

HYT Date: Security Clearance Level: Date Last updated:

Command INDOC complete:

CAREER DEVELOPMENT BOARDS:
Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878

(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

Reporting (within 60 days for active duty or four drill weekends for SELRES) (Date Conducted):

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

HYT 24 months (Date): HYT Waiver Date: ☐ Approve ☐ Disapprove

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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:

QUALIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Master Training Specialist (MTS)		
43119-M, Damage Control (DC), 303, Basic Firefighting		
43466-D, Security Force Weapons, 301, M9 Service Pistol Operator		
Submarines (SS)		
Chief of the Watch (COW)(except VA class)		
Duty Chief Petty Officer (DCPO)		
Co-Pilot/Pilot (VA Class)		
Diving Officer of the Watch (DOOW)		
43119-M, Damage Control (DC), 307, Advanced DC		
Command Duty Officer (Shore Duty)		
Department LCPO		
Chief of the Boat / Command Master Chief		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Submarine Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Leading Logistics Specialist Submarine (LSS) Supervisor		

Notes on Qualifications:

CREDENTIALING

Navy Credentialing Opportunities On-Line (Navy COOL): Navy COOL assists Sailors (active & reserve) by funding the certification & licensing exams that map their Navy education, training, experience, and competencies to industry/civilian-recognized credentials and occupational equivalents. Sailors may obtain funding for credential examinations, renewals, maintenance fees, and other mandatory examination administrative fees.

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

For more information about these credentials, visit NAVY COOL at https://www.cool.navy.mil/usn/.

Target Paygrade	Certifying Agency	Credential Title	Date Completed
	American Production and Inventory Control Society (APICS)	Certified in Logistics, Transportation and Distribution (CLTD)	
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)	
	Council of Supply Chain Management Professionals (CSCMP)	SCPro Level One - Cornerstones of Supply Chain Management	
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): Associate (Office 365 and Office 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Excel Associate (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access Expert (Access and Access 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Excel Expert (Excel and Excel 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft PowerPoint 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word 2016 Expert	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Associate (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Word Expert (Word and Word 2019)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Outlook Associate (Outlook and Outlook 2019)	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): PowerPoint Associate (PowerPoint and PowerPoint 2019)	
E6	Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E5	Universal Public Procurement Certification Council (UPPCC)	Certified Professional Public Buyer (CPPB)	

Out of Rate Certifications and Licensure

Academic Degrees – You are now eligible for credentials towards an earned academic degree.

Cross-Rated Sailors – If you have cross-rated, you now are eligible for credentials related to your prior rating.

Off-Duty or Command-Sponsored Training – You are now eligible for credentials for documented training that fully prepares you for a credential.

Navy Reservists – You may now be eligible for funding of credentials related to your civilian occupation.

Prior Other-Service Enlisted Occupation - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials related to prior other-Service (Army, Air Force, Marine Corps, Coast Guard) enlisted occupation.

Collateral Duty/Out of Rate Assignments - Credentials are also available in these collateral duties/out of rate assignments in which you are serving in or have served in.

Credentials Earned & Maintained Prior to Joining the Navy - If you are Navy enlisted (Active or Reserve), you may now be eligible for funding for credentials that were earned, and maintained, prior to your enlistment in the Navy. The certification or license must have relevance to the needs of the Navy, and must appear on Navy COOL, although it does not need to show the Navy Bucks icon to be funded.

* See the *Additional Funding Opportunities* section on any rating page on Navy COOL for further details.

Leader Credentialing: The following certifications and licenses are applicable to enlisted Leaders (E4 and above). *They may require additional education, training or experience.*

Certifying Agency	Credential Title	Date Completed
American Society for Quality (ASQ)	Certified Manager of Quality/Organizational Excellence (CMQ/OE)	
American Society for Quality (ASQ)	Certified Quality Engineer (CQE)	
American Society for Quality (ASQ)	Certified Reliability Engineer (CRE)	
American Society for Quality (ASQ)	Master Black Belt Certification (MBB)	
American Society for Quality (ASQ)	Quality Auditor Certification (CQA)	
American Society for Quality (ASQ)	Six Sigma Black Belt (CSSBB)	
Computing Technology Industry Association (CompTIA)	CompTIA Project+	
Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Black Belt (ICBB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Green Belt (ICGB)	
International Association for Six Sigma Certification (IASSC)	Certified Lean Six Sigma Yellow Belt (ICYB)	
Project Management Institute (PMI)	Certified Associate in Project Management (CAPM)	
Project Management Institute (PMI)	PMI Agile Certified Practitioner (PMI-ACP)	
Project Management Institute (PMI)	PMI Professional in Business Analysis (PMI-PBA)	
Project Management Institute (PMI)	PMI Scheduling Professional (PMI-SP)	
Project Management Institute (PMI)	Portfolio Management Professional (PfMP)	
Project Management Institute (PMI)	Program Management Professional (PgMP)	
Project Management Institute (PMI)	Project Management Professional (PMP)	
Resilience-Building Leader Program	Resilience-Building Leadership Professional (RBLP)	

United Services Military Apprenticeship Program (USMAP): USMAP is available to most active duty occupations and is certified by the U.S. Department of Labor. This is the largest apprenticeship program operating in the U.S. and is recognized by all 50 states. Completion of one of these programs would qualify you as a journeyman, which could mean a significantly higher starting salary in the civilian work force. Most programs require 5-8 years to complete but are transferable if you decide to leave the service prior to completion. USMAP opportunities also exist for SELRES with orders over 12 months.

The following USMAP apprenticeships are applicable to the LSS-Logistics Specialist Submarine rating.

For more information about these apprenticeships, visit USMAP at https://usmap.netc.navy.mil/.

Rank	Apprenticeship	Date Completed
	Counselor (Professional & Kindred)	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Accountants and Auditors
Administrative Services Managers
Bookkeeping, Accounting, and Auditing Clerks
Budget Analysts
Financial Managers
First-Line Supervisors of Material-Moving Machine and Vehicle Operators
First-Line Supervisors of Office and Administrative Support Workers
Hazardous Materials Removal Workers
Logisticians
Mail Clerks and Mail Machine Operators, Except Postal Service
Management Analysts
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 Inventory Clerks
Stockers and Order Fillers
Transportation, Storage, and Distribution Managers

Occupation (Federal Employer)
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

STAY NAVY

AC to AC and FTS to FTS - Continue Navy career on Active Duty.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA): Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

MILPERSMAN 1306-1505 states: E7 and above personnel who seek opportunities for component change outside of the established C-WAY-TRANS module application process must contact BUPERS-32 (Enlisted Community Managers) directly.

RC to RC - Continue your Navy career as a Reservist.

Submit reenlistment request utilizing NAVRES 1160/1 Drilling Reservist Reenlistment Worksheet.

REENLIST / EXTEND: Request Chit/Form:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.
For additional information, go to: https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Incorporation, Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.
For additional information go to: https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx.

AC/FTS TRANSFER:

15 Months	12 Months	9 Months	6 Months	Orders Received
MNA	MNA	MNA	Accept Orders	Screening
Exception Family Member	Exception Family Member	Eval	Reverse Sponsor	Obligate
Mil to Mil			Relocation (FFSC)	Bonus
Family Care Plan			Medical/Dental	
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

12 Months	9 Months	6 Months	3 Months	Orders Received
MNA	MNA	MNA	MNA	Sign Eval
(verify account access)	*(extend in current field)*	*(apply for billets)*	*(apply for billets)*	
Family Care Plan		Start Eval		
Mil to Mil		Reverse Sponsor		
		Incentives/EOS opportunities		

For additional assistance in transfer and relocation, go to the Military OneSource website: https://www.militaryonesource.mil/ and visit your Fleet and Family Support Center on base.

SEPARATING/RETIRE*:

18 -12 months	6 months	90 days	30 days
TAP*	MED/DEN	Copy of Records	Copy of Records
Complete DD 2648	Relocation	Official Record CD	PSD
Transition Planning	Relocation Services (FFSC)	Arrange Ceremony	MED/DEN
Annual Statement of Service History (ASOSH)	Reserve Affiliation	Request Leave / PTDY	DD 214*
Reserve Only	VA/DVA		

**Upon demobilization, SELRES will need Transition Assistance Program (TAP) and DD-214; DD-214 is not required for Reserve Retirements.*

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 (AC BCA)

Last 2 PRT Cycles: Forearm Plank / 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: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (MCPO)

(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 call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal _____

** Various degree options are available in the Advanced Education section. **

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

For entry into JST, have your College/University send official transcripts to:
Naval Education and Training Command N644
JST Operation Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: JST@DODED.mil

VOLUNTARY EDUCATION: Links to study guides, exam preparations, and practice tests are located on the DANTES website https://www.dantes.doded.mil/

NCPACE CLEP DSST TA

MGIB MGIB-SR 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 hrs	
Senior Enlisted Academy [4]	Newport RI	P-920-1300	3 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)[3]	Command Delivered	CPPD-GMT-SAPRA-1.0		
Cyber Awareness Challenge	MNP	DOD-IAA-V16.0		
Counterintelligence Awareness and Reporting	Command Delivered/ MNP	DOD-CIAR-1.0		
Records Management	Command Delivered/MNP	DOR-RM-010-1.2		
Privacy Act	Command Delivered			
Suicide Prevention[3]	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.
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
ADAMS for Leaders	Various	S-501-0130	8 hrs	
Primary Enlisted Professional Military Education (PEPME)	Navy e-Learning	Military DON/ PME	60 hrs	
Block 1 Primary EPME - Introduction	Navy e-Learning	NWC-PPME-SENL-B1		
Block 2 Primary EPME - The Culture of the Navy	Navy e-Learning	NWC-PPME-SENL-B2		
Block 3 Primary EPME - Governance of the Navy	Navy e-Learning	NWC-PPME-SENL-B3		
Block 4 Primary EPME - How the Navy Thinks About War	Navy e-Learning	NWC-PPME-SENL-B4		
Block 5 Primary EPME - How the Navy Plans its Operations	Navy e-Learning	NWC-PPME-SENL-B5		
Block 6 Primary EPME - Technology in the Maritime Domain	Navy e-Learning	NWC-PPME-SENL-B6		
Block 7 Primary EPME - PME Conclusion	Navy e-Learning	NWC-PPME-SENL-B7		
Joint Professional Military Education (JPME)	Navy e-Learning	JKDDC-SNCO-2	60 hrs	
Senior Enlisted Leadership Development Guide	Navy e-Learning			
CMDCM/COB Leadership Course (Must have fleet recommendation)	MNP/Classroom (Newport, RI)	CPPD/NETC CMDCM-9580 COB-9579		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
Selection Board Members and Recorders [4]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management [3]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage
2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.
3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.
4 - Required for selection board members and recorders

Courses with Recommended Reserve Points:

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

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

MCPO RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Reserve Unit Management (E7-E9)	NRPDC New Orleans	R-7A-0031	5 days	
Reserve Senior Enlisted Management (E7-E9)	NRPDC New Orleans	R-551-0001	12 days	
Navy Reserve Fundamentals Course (E1-E9)	Navy e-Learning	NAVRESFOR-NRF-3.0		
Navy Reserve Order Writing System/Reserve Defense Travel System (E1-E9)	NRPDC New Orleans	R-510-5514	5 days	
Reserve Medical Administration (E1-E7)	NRPDC New Orleans	R-500-0007	5 days	
Reserve Pay and Personnel Management (E1-E9)	NRPDC New Orleans	R-500-0020	5 days	
Reserve Supply and Fiscal Support NEC S05A (E5-E7)	NRPDC New Orleans	R-551-0010	12 days	
Reserve Career Information (E5-E8)	NRPDC New Orleans	R-501-0005	12 days	
Naval Reserve Center Commanding Officer (E7-E9)	Navy e-Learning	CNRFC-COOIC-1.0 /DoN	8 hrs	
Guidance for Mobilization	Navy e-Learning	CNRFC-GMB-1.1 /DoN	4 hrs	
Military Sealift Command 101	Navy e-Learning	CNRFC-MSC101 /DoN 1.1	24 hrs	

For more details or to check for updates please check CANTRAC or the NRPDC Sharepoint page (CAC required):
https://private.navyreserve.navy.mil/NRPDC/Pages/NRH_Default.aspx

MCPO RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
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	
Ad-hoc Basic and Advanced Query and SQL Development – Force Level	North Island/ Norfolk		3 days	
Configuration Management-Unit Level	Norfolk		1 day	
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	
Purchase Card Program	North Island/ Norfolk		1 day	
RSupply Functional Area Supervisor (RSupply FAS)-Force Level	Norfolk/ North Island/ San Diego		5 days	
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 Chief of Naval Operations Professional Reading Program (CNO PRP), maintained by CNO PRP program managers at the U.S. Naval War College, is to facilitate the professional and personal development of all Sailors. For additional information on the CNO PRP visit https://www.navy.mil/CNO-Reading-Program/

ESSENTIAL READING

Naval Power (First 5 offerings)	Completed
Visit https://www.navy.mil/CNO-Reading-Program/Naval-Power for complete list.	
Sea Power *by Admiral James Stavridis*	
Toward a New Maritime Strategy *by Peter D. Haynes*	
The Rules Of The Game *by Andrew Gordon*	
Sea Power *by Geoffrey Till*	
Red Star Over The Pacific *by Toshi Yoshihara and James R. Holmes*	
High Velocity Outcomes (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/HVO for complete list.	
Democracy *by Condoleezza Rice*	
A World in Disarray *by Richard Haass*	
Our Robots, Ourselves *by David A. Mindell*	
On Writing Well *by William Zinsser*	
The Innovator's Dilemma *by Clayton M. Christensen*	
Navy Team (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Navy-Team for complete list.	
The Accidental Admiral *by James Stavridis*	
Team of Teams *by Stanley Mc Chrystal*	
Navigating the Seven Seas *by Melvin G. Williams, Sr. and Melvin G. Williams, Jr.*	
Leadership on the Line *by Ronald A Heifetz and Marty Linsky*	
A Vietnam Experience *by James Stockdale*	
Partnerships (First 5 offerings)	**Completed**
Visit https://www.navy.mil/CNO-Reading-Program/Partner-Network for complete list.	
Partnerships for the Americas *by James Stavridis*	
The Accidental Superpower *by Peter Zeihan*	
Asia's Cauldron *by Robert D. Kaplan*	
World Order *by Henry Kissinger*	
At Ease *by Dwight Eisenhower*	

Reading, discussing, and understanding the ideas found in the CNO PRP will not only improve our critical thinking skills, but will also help us become better Sailors, citizens, and most importantly, leaders. This list is not intended to limit professional reading or learning in any way, but merely to provide easy access to a few of the many titles that will benefit our service.

The Chief of Naval Operations' tenets and Lines of Effort: Strengthening Naval Power at and from the Sea; Achieving High Velocity Learning at Every Level; Strengthening Our Navy Team for the Future; and Expanding and Strengthening our Network of Partners. These LOEs have themes common to all Sailors - Integrity, Accountability, Initiative, and Toughness.

The books are organized by the Lines of Effort, but there are several other categories as well. A Design for Maintaining Maritime Superiority is included in addition to a section of books - Fundamentals for the Naval Professional - that contains canonical books about warfighting, diplomacy, and strategy. Many books on both lists are available as e-books through the Navy General Library Program.

The entire list of over 140 book summaries and additional information is available at https://www.navy.mil/CNO-Reading-Program/A-Z-List

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
None	

ALL PAYGRADES
VOLUNTARY EDUCATION

Note: Prior to considering any pursuit of off duty education or program enrollment contact the Navy College Virtual Education Center (NCVEC) or visit your Overseas Navy College Office.

You must complete the Tuition Assistance Training before your first course will be approved.

Complete the online courses at the Navy College Website: http://www.navycollege.navy.mil/

How do I get started?

You already have. All your training up to this point is part of your Logistics Specialist Submarine 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 step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors 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, or sign up for new courses?

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR LSS

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

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR LSS

Recommended Bachelors/Masters degrees for the Seaman
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

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: 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. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed $250/credit for semester hours or 18-quarter hours not-to-exceed $166.67/credit for quarter hours or, 180 clock hours not-to-exceed $16.67/clock hours or a combination of semester, quarter and clock hours.

- More information is available online at: https://www.navycollege.navy.mil

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.acenet.edu/news-room/Pages/Military-Guide-Online.aspx.

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. For specific testing locations visit the DANTES website.

- Navy College Program: https://www.navycollege.navy.mil/information-for-sailors/pre-college-testing-and-college-credit.htm
- DANTES: http://www.dantes.doded.mil/examinations/earn-college-credit/earn-college-credit.html

College Entrance Exams Testing ACT, SAT

The ACT and SAT are both standardized tests that help colleges evaluate candidates. Many colleges require that students submit test results as part of the admission application process. Since Sailors are considered transfer students, these tests are not generally required for admission. However, some Sailors must take the tests to enter specific military programs.

- Navy College Program (ACT SAT): http://www.navycollege.navy.mil/information-for-sailors/college-entrance-exams.htm
- DANTES (ACT SAT): http://www.dantes.doded.mil/examinations/college-admissions/act.html

SAMPLE DEGREE PLAN

EMPIRE STATE COLLEGE
STATE UNIVERSITY OF NEW YORK

Degree: Bachelor of Science	**School:** Empire State College, SUNY	
Area of Study (AOS): Cultural Studies	**E-mail:** OVME@esc.edu	**Tuition**: $207/credit hour
Concentration (*major*): Religious Studies	**Phone:** 800 867-5941 **Fax:** 518 587-5592	All fees waived for active duty military

Rate: Religious Program Specialist (RP)	SN	RP3	RP2	RP1	RPC	RPCS	RPCM
	E3	E4	E5	E6	E7	E8	E9
WHAT YOU HAVE: **Navy credit (semester hours) awarded by Empire State College:**	**ACE RECOMMENDED/APPLIED CREDIT**						
Recruit Training (*Elective*)	3	3	3	3	3	3	3
AOS/Concentration (*Major*)	2	2	2	5	5	5	5
Concentration (*Major*) - Advanced	0	0	0	0	0	0	0
Electives	8	18	21	24	24	24	24
Advanced (*Upper*) Level Electives	0	0	0	0	12	18	21
Total Recommended/Applied ACE Credits	**13**	**23**	**26**	**32**	**44**	**50**	**53**
WHAT IS REQUIRED: **Degree requirements (in semester hours)**	**CREDITS NEEDED TO FINISH A DEGREE**						
General Education: 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	30
Educational Planning	4	4	4	4	4	4	4	4
*AOS/Concentration (*Major*)*: Credits may include: Religious Studies, Introduction to World Religions, etc.	20	18	18	18	15	15	15	15
*Concentration (*Major*) – Advanced Level*	24	24	24	24	24	24	24	24
Electives	29	18	8	5	2	2	2	2
Electives – Advanced Level	21	21	21	21	21	9	3	0
Total Credits	**128**	**115**	**105**	**102**	**96**	**84**	**78**	**75**

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

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**								
GENERAL EDUCATION REQUIREMENTS	**43**								
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								
MAJOR AREA OF STUDY	**21**								
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
General Education Elective	3		3	3	3	3	3	3	3
TOTAL REQUIRED HOURS	**64**	**Total credits applied to degree**	**24**	**24**	**27**	**27**	**27**	**27**	**27**

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

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

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

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

BS - Psychology	Upper Iowa University
BS - Public Administration	Upper Iowa University
BS - Public Administration (General)	Upper Iowa University
BS - Social Science	Upper Iowa University
AAS - Business Studies	Vincennes University

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 15878L
- 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
- 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
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- 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
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

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 Program (TAP) OPNAVINST 1900.2(series) (Initiate a DD-2648E-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
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education Advancement & Service Schools:

- 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)

Diversity, Equity and Inclusion, and Anti-Extremism:

- Diversity, Equity and Inclusion: https://diversity.defense.gov
- DOD Diversity and inclusion Management Program DODI 1020.05(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
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2