Master-At-Arms (MA)

May 2020

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 Master-At-Arms 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 Master-At-Arms?

Master-At-Arms 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 Master-At-Arms 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, Master-at-Arms Class “A” School at NTTC, Lackland AFB, San Antonio, TX, 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:

MA CAREER PATH
(SW/AW/EXW)

Master at Arms (MA). MAs will individually, or as part of a force, be able to conduct Force Protection operations in order to defeat threats at sea, on shore, and in expeditionary environments. Force Protection is a program that comprises of three pillars: Antiterrorism, Physical Security and Law Enforcement. Specifically, the MA will conduct scalable force protection and security providing layered defense for designated assets and critical infrastructure throughout the world. Additionally, MAs will operate in an integrated at sea/coastal/landward security environment, providing mobile and fixed defensive operations in support of Commanders performing base defense, expeditionary/combat operations, strategic asset security, law enforcement, corrections, and special events and operations with other services, host nation partners, and civil authorities.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING / OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
27-30	MACM	21.7 Yrs		36	5th Shore Tour CONUS Billet: SEA/LCPO/Assessor Duty: CNIC Installations /Staff/STAAT/Detailer/NSF Sponsor/ECM. Qualification: MTS
24-27	MACM MACS	21.7 Yrs 18.8		36	4th Shore Tour Billet: NSF Sponsor/ECM/ Detailer/MWD Program Manager/Assessor/SEA/LCPO /HPU Patrol Leader. Duty: CNIC Installations/ Staff/NCIS STAAT/NECC/ VQ/ATG. Qualification: SCI/MTS/NSF Master Specialist
21-24	MACM MACS MAC MA1	21.7 Yrs 18.8 9.8	CSEL	36	4th Sea Tour INUS/OCONUS Billet: Dept/Div LCPO/ CMAA/LPO/ATTWO/HPU TRASUP/HPU Patrol Leader / MWD Program Manager/ Fleet Kennel Master. Duty: Ship or Deploying Unit/ CNIC Installations/Staff/CVN/ LHA/LHD/CG/ DDG/ CORIVRON/SWF. Qualification: ESWS/EAWS/ EXW/NWS/SCI/NSF Master Specialist
18-21	MACM MACS MAC MA1	21.7 Yrs 18.8 14.9 9.8	CSEL	36	3rd Shore Tour Billet: SEA/LCPO/OPS LCPO/LPO/ATO/Instructor/ Detailer/Assessor/Fleet or Regional Kennel Master/ WCDR/AT TRASUP/ HPU TRASUP/ HPU Patrol Leader. Duty: CNIC Installations/ Staff/CENSECFOR/STAAT/ CORIVGRU/VQ/ATG. Qualification: MTS/SCI/NSF Master Specialist

Revised: December 2019

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING/ OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
17-18	MACS MAC MA1	18.8 Yrs 14.9 9.8	CSEL	Dependent Restricted Tour (DRT)	2nd DRT Billet: SEA/LCPO/LPO/ MWD Kennel Master/AT TRASUP/HPU TRASUP/ HPU Patrol Leader. Duty: CNIC Installations Qualification: SCI(HPU)/ NSF Master Specialist
14-17	MACS MAC MA1	18.8 Yrs 14.9 9.8	CSEL	36	3rd Sea Tour Billet: Dept/Div LCPO/ CMAA/LPO/ATTWO/Fleet or Regional Kennel Master/AT TRASUP/ CRF Patrol Leader/Kennel Master. Duty: Ship or Deploying Unit/ CNIC Installations/Staff/CVN/ LHA/LHD/CG/ DDG/ CORIVRON/SWF/ SPECWAR. Qualification: ESWS/EAWS/ EXW/NWS/SCI/NSF Master Specialist
11-14	MACS MAC MA1 MA2	18.8 Yrs 14.9 9.8	LDO, OCS, MECP, CSEL, Brig	36	2nd Shore Tour Billet: SEA/Dept/Div/Ops/ LCPO/LPO/ATO/Instructor/ Detailer/Regional Kennel Master/ Regional MWD Trainer /Kennel Master/ CNIC/STAAT Assessor/ WCDR/AT TRASUP/HSB TRASUP/HPU Patrol Leader. Duty: CNIC Installations/ Staff/NCIS/CORIVGRU/VQ/ ATG/CENSECFOR Qualification: MTS/SCI/NSF Master Specialist
8-11	MAC MA1 MA2	14.9 Yrs 9.8 4.4	LDO, OCS, MECP, Brig	36	2nd Sea Tour CONUS or OCONUS Billet: Dept/Div LCPO/Ops LCPO/LPO/WCDR/ Investigator/Kennel Master/ MWD Handler/AT TRASUP/HSB TRASUP/CRF Patrol Leader/SAMI/CSWI. Duty: Ship or Sea Going Unit/ CNIC Installation Staff/CVN/LHA/LHD/CG/ DDG/CORIVRON/SWF/ SPECWAR Qualification: ESWS/EAWS/ EXW/NWS/NSF Senior Specialist

MA CAREER PATH
(SW/AW/EXW)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO ADVANCE	COMMISSIONING/ OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
5-8	MA2 MA3	4.4 Yrs 2.1	STA-21, OCS, MECP, Brig	36	1st Shore Tour Billet: Patrolman/Patrol SUP/SAMI/CSWI/MWD Handler/HPU LV II, FTO, Coxswain/Instructor. Duty: CNIC Installations/VQ/ CENSECFOR. Qualification: MTS/SCI/NSF Specialist
4-5	MA3 MASN	2.1 Yrs	STA-21, OCS, MECP	Dependent Restricted Tour (DRT)	1st DRT Billet: Patrolman/Sentry/ HPU Crewmember/ HPU Coxswain/MWD Handler. Duty: CNIC Installations Qualification: SCI/NSF Specialist
1-4	MA3 MASN	2.1 Yrs		36	1st Sea Tour CONUS/OCONUS Billet: Patrolman/Sentry/ MWD Handler/Coxswain/ HPU or CRF Crewman. Duty: Ship or Sea going Unit/ CNIC Installations/CVN/LHA /LHD/CORIVRON/SWF/VQ. Qualification: ESWS/EAWS EXW/NWS/SCI/NSF Specialist
1 +/-	MASN MASA MASR 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. All Master-At-Arms (MA) must focus on primary duties and qualify to rank and respective TYCOM requirements as quickly as possible. Equally important is maintaining security clearance eligibility, weapons proficiency and worldwide assignability to meet rating needs.

3. MA’s do not have a typical Sea-Shore Flow model, rather the rating operates as a CONUS/OCONUS (or INUS/OUTUS) rotation with OCONUS or OUTUS tours counting as sea tours for rotational purposes. Shore billets account for approximately 70% of MA funded billets. With this in mind, all attempts should be made by the individual to take a sea or deploying billet whenever possible. There is also a requirement for two isolated duty (without family members) tours during career. Maintaining a diverse history of assignments throughout the Navy Security Force specialties enhances chances for advancement.

a. MA Billet Selection. Top enlisted MA personnel will be relied upon as advisors to Commanding Officers and Flag Officers. As such, it is imperative our top enlisted personnel have experience in the majority of our Security Force Specialties:

(1) SWFPAC, SWFLANT, TACAMO (VQ Det) assignments. These assignments should be considered career enhancing due to the unique qualifications required and are considered arduous duty. These tours are counted as a Sea Tour for rotational purposes.

(2) Dependent Restricted Tours (DRT) in Souda Bay Crete, Diego Garcia, Bahrain, El Salvador, Bahamas, Deveselu Romania, and Redzikow, Poland. MAs should expect two dependent restricted tours in their career. These assignments should be career enhancing and are considered arduous duty. These tours are counted as a Sea Tour for rotational purposes.

(3) Independent Duty Ship tours. (Ensure active involvement with the FCPOA/CPO Mess as appropriate to paygrade and holding a major collateral duty in order to be competitive amongst peers and at the selection boards).

(4) Type 4 forward deployed forces (overseas sea duty)

b. Duty Types. Types of duty offer the potential to attain NEC's and warfare designations. MA's should take advantage of these opportunities to stay competitive for advancement:

(1) Installation Security. MAs provide Force Protection support for the Installation Commanding Officer with the mission of protecting the installation, it's assets, and it's personnel. MAs assigned to installations currently do not have the opportunity to obtain a warfare qualification. NECs 717B, 718B, P01A, P02A, P05A, P06A and 804A are associated with installation security tours.

(2) Harbor Patrol Unit (HPU). MAs assigned to the HPU operate small craft providing point and area security for waterside assets and ports. Additionally, HPUs may conduct High Value Unit (HVU) escorts. MAs assigned to HPUs currently do not have the opportunity to obtain a warfare qualification. Although not inclusive in all units, MAs assigned to an HPU may be eligible to qualify for the Small Craft Insignia. NEC 853A, P03A, P04A are associated with HPU tours.

(3) Expeditionary Forces. MAs assigned to the Expeditionary Forces will be assigned to the Coastal Riverine Force (CRF). The CRF encompasses both the Maritime Expeditionary Security Force (MESF) and Riverine mission sets. A tour in CRF is a Sea Tour. MAs assigned to the CRF may be performing duties in boat operations, Aircraft Security Team (AST), Embarked Security Team (EST), Joint Terminal Air Controller (JTAC), Visit, Board, HVU escorts, Search and Seizure (VBSS), Expeditionary Designated Marksman (EDM), Expeditionary Small Arms Marksmanship Instructor (ESAMI), and Intelligence, Surveillance and Reconnaissance (ISR) operations. All MAs assigned to Expeditionary Units are required to qualify as Expeditionary Warfare Specialist (EXWS) within 12 months of assignment. NECs 717B, 718B, 804A, 804G, 804A and 0190 are associated with Expeditionary tours.

(4) Strategic Systems Programs (SSP). MAs assigned to this type of duty conduct security operations for strategic assets at either Strategic Weapons Facility (SWF) Atlantic or Pacific. MAs assigned to a SWF are regulated by the Personnel Reliability Program (PRP) and attached to a Marine Corps Security Force Battalion. MAs assigned to this duty type conduct security operations, HPU, or Military Working Dog (MWD) duties. MAs assigned to SWF do not have the opportunity to obtain a warfare qualification. MAs assigned to SWF are authorized to wear Enlisted Nuclear Weapons Security (NWS) Breast Insignia after qualification in the highest watch station commensurate with their paygrade and maintaining PRP certification for 12 months. A star is earned for each consecutive 12 months of maintaining qualifications thereafter. NECs 717B, 718B, P05A, P06A, 804A, 853A, P10A are associated with SSP tours.

(5) TACAMO (VQ3/VQ4/SCW-1). MAs assigned to this type of duty conduct security operations for strategic aircraft. MAs assigned to TACMO are regulated by the PRP. VQ3 with UIC 55154 and VQ4 with UIC 42065 are considered sea duty for MAs. Other VQ detachments are considered shore duty. SCW-1 with UIC 55575 is considered shore duty, but remains regulated by PRP. MAs assigned to VQ may have the opportunity to qualify Enlisted Aviation Warfare Specialist (EAWS).

(6) Afloat Security. MAs in this duty type conduct in port and underway Force Protection operations onboard LHA, LHD and CVNs. MAs may be used for Antiterrorism operations, Physical Security, Law Enforcement, investigations, brig operations and training for the Ship's Self Defense Force. All MAs assigned to this duty type have the opportunity to qualify as Enlisted Surface Warfare Specialist (ESWS). All Sailors must qualify ESWS within a predetermined timeframe established by the member's command. MAs assigned to this type of duty may also have the opportunity to qualify as EAWS. NECs P01A, P02A, P08A, P12A, and 804A are associated with afloat security tours.

(7) Chief Master-at-Arms (CMAA). MACSs are normally assigned to LPDs, MACs are normally assigned to CGs, and MA1s are normally assigned to DDG's. These MAs manage the Force Protection program, train and qualify the Ship's Self-Defense Force, conduct investigations, perform legal officer functions, and assist the Commanding Officer in maintaining good order and discipline. All MAs assigned to this duty type must qualify ESWS within a predetermined timeframe established by the member's command. NECs P01A, P02A, and 804A are associated with Afloat Independent Duty CMAA tours.

(8) Military Working Dog (MWD). MWDs are assigned to Installation Security, Strategic Weapons Facilities (SWF). NEC P05A, MWD Handler, and/ or NEC P06A, Kennel Master/Trainer, is required for MWD tours. NEC P05A, and a minimum of four (4) years of MWD handler experience, is a prerequisite for NEC P06A. NEC P05A and NEC P06A may also be assigned to Naval Special Warfare units. NEC P06A is generally reserved for qualified MA1s and above. Qualified MA2s may obtain NEC P06A; however, will not fill a KM billet until they are advanced to MA1. The MWD Program Manager approves P05A/P06A recommendations. Normally, MA1s will be assigned as Kennel Masters to installations with less than eight (8) MWDs or as MWD Trainer at larger kennels or Regional MWD staff. MACs and above are assigned as Kennel Masters, MWD Trainers, NCIS STAAT Assessors, CNIC CART Assessors, and Regional or Fleet Kennel Masters. An MACM will normally fill the MWD Program Manager assignment. MWD Teams routinely deploy in support of overseas contingency operations, Presidential/Head of State missions and other VIP/ special event missions. Duty type for MWD Handlers is commensurate with the unit to which they are assigned. Duty rotation operates as a CONUS-OCONUS (or INUS/OUTUS) rotation, with a majority of the billets being CONUS. Duty rotation for NEC P06A may include back-to-back CONUS tours. Since this is a closed loop program, MWD Handlers do not have the opportunity for a warfare qualification. MAs may be assigned as MWD Handler, MWD Trainer, Kennel Master or perform MWD Instructor duties.

(9) Protective Service Detail (PSD). MAs within a PSD are assigned to the Naval Criminal Investigative Service (NCIS). MAs conducting PSD missions provide protection for designated High Risk Personnel (HRP). These duties include site surveys, planning, and pedestrian/vehicle security. MAs assigned to PSD missions do not have the opportunity for a warfare qualification. NEC P09A is required for PSD tours.

c. Other Tours. In addition to the main duty types, MAs conduct duties that support the NSF, the Fleet and other commands. These tours are diverse in nature and are considered SHORE DUTY.

(1) Instructor Duty. MAs are assigned to CENSECFOR and other training centers as instructors. This duty is considered vital to the sustained health of the Naval Security Force (NSF). MAs assigned to Instructor Duty have the opportunity to qualify as a Master Training Specialist.

(2) Staff Duty. MAs are assigned to various TYCOM, FLEET, COCOM and other staffs. These MAs primarily conduct antiterrorism (AT) planning and assessments of subordinate units.

(3) Training and Assessment Teams.

(a) Security Training and Assessment Teams (STAAT) is a subordinate unit within the Office of Military Support (OMS) for the Naval Criminal Investigative Service (NCIS). MAs assigned to STAAT conduct port, physical security, installation, hotel, courtroom, liberty venue, humanitarian assistance site, and airfield vulnerability assessments. They also provide Military Sea Lift Command (MSC) Individual Ship Assessments, Commander Naval Installations Command Mobile Training Teams (CNIC-MTT), Military Working Dog Program assessments, TACAMO assessments, Inter-Operability Program Training and provides Mobile

Training Teams for NSF related training. Personnel assigned to STAAT do not have the opportunity for a warfare qualification. MAs assigned to STAAT may be eligible for Master Training Specialist (MTS) and are required to hold the 804A and 853A NEC.

(b) Afloat Training Group (ATG) is a subordinate unit of SURFLANT and SURFPAC. MAs assigned to ATG conduct inspections and certifications of surface vessels. Command Assessment for Readiness and Training (CART)/ Final Evaluation Problem (FEP) Teams.

(c) Command Assessment of Readiness and Training / Final Evaluation Problem (CART/ FEP) is an administrative program assessment, led by Commander, Naval Installations Command (CNIC) headquarters. MAs assigned to CART/ FEP conduct installation security assessments to ensure the installations adherence to all Naval Security Force (NSF) operational requirements. Personnel assigned to CART/ FEP do not have the opportunity for a warfare qualification.

(4) Independent Duty Master At Arms (IDMAA). MACSs and MACs may be assigned as IDMAA to Transient Personnel Units, Nuclear School house billets, NAVIDFOR facilities or imbedded in certain deployable units such a Special Warfare or Seabee Battalions. In these billets, the IDMAA will have a variety of roles similar to the CMAA on CGs and DDGs. NECs P02A, 804A, and 90CS are associated with IDMAA tours.

4. Certifications available to MAs:

- Master Training Specialist
- Military Customs Inspector
- Air Force Phoenix Raven Course
- VBSS
- ATO Level II
- SPeD (Security Professional Education Development program is the Department of Defense initiative to professionalize the security workforce)
- POST (Peace Officer Standardized Training).

5. Rating NEC's:

717B: Small Arms Instructor
718B: Crew Served Weapons Instructor
P01A: Chief Master-at-Arms
P02A: Command Investigator
P03A: Harbor Security Patrol Supervisor
P04A4: Harbor Security Boat Training Supervisor
P05A: Military Working Dog Handler
P06A: Military Working Dog Kennel Master
P08A: Corrections Specialist (Brig Afloat)
P09A: Protective Service Specialist
P10A: Nuclear Weapons Security Specialist (NWSS)
804A: Anti-terrorism Training Supervisor
804G: Expeditionary Force Combat Skills
805A: Instructor
853A: Force Protection Boat Coxswain
P11A: Physical Security Specialist
P12A: Military Criminal Investigator

6. Acronyms:

ACFL (Assistant Command Fitness Leader)
AT (Antiterrorism)
ATG (Afloat Training Group)
ATS (Afloat Training Specialist)

BJOY (Blue Jacket of the Year)
CAT (Command Assessment Team)
CENSECFOR (Center for Security Forces)
CART (Command Assessment of Readiness and Training)
CFL (Command Fitness Leader)
CMAA (Chief Master at Arms)
CMEO (Command Managed Equal Opportunity)
CNIC (Commander, Naval Installations Command)
CNO IVA (Chief of Naval Operations Integrated Vulnerability Assessments)
CONUS (Continental United States)
CORIVGRU (Commander Riverine Group)
CRF (Coastal Riverine Force)
CSEL (Command Senior Enlisted Leader)
CTT (Command Training Team)
DAPA (Drug and Alcohol Program Advisor)
EAWS (Enlisted Aviation Warfare Specialist)
ECM (Enlisted Community Manager)
EDM (Expeditionary Designated Marksman)
ESAMI (Expeditionary Small Arms Marksmanship Instructor)
EST (Embarked Security)
ESWS (Enlisted Surface Warfare Specialist)
EXW (Expeditionary Warfare)
DCTT (Damage Control Training Team)
FCPOA (First Class Petty Officer Association)
FEP (Final Exercise Problem)
HPU (Harbor Patrol Unit)
HPU SUP (Harbor Patrol Unit Supervisor)
HPU TRASUP (Harbor Patrol Unit Training Supervisor)
HRP (High Risk Personnel)
HVU (High Value Unit)
IDMAA (Independent Duty Master At Arms)
INUS (In United States)
ISR (Intelligence, Surveillance and Reconnaissance)
JTAC (Joint Terminal Air Controller)
JSOY (Junior Sailor of the Year)
LCPO (Leading Chief Petty Officer)
MA (Master at Arms)
MESF (Maritime Expeditionary Security Force)
MTS (Master Training Specialist)
MWD (Military Working Dog)
NCIS (Naval Criminal Investigative Service)
NEC (Navy Enlisted Classification)
NECC (Navy Expeditionary Combat Command)
NSF (Naval Security Force)
NWS (Nuclear Weapons Security)
OCONUS (Outside Continental United States)
OUTUS (Outside United States)
PME (Primary Military Education)
PRP (Personnel Reliability Program)
PSD (Protective Services Detail)
SEA (Senior Enlisted Advisor)
SEJPME (Senior Enlisted Joint Primary Military Education)
SCI (Small Craft Insignia)
SOY (Sailor of the Year)
SPECWAR (Special Warfare)

SPeD (Security Professional Education Development)
STAAT (Security Training and Assessment Teams)
SWF (Strategic Weapon Facility)
SWFLANT (Strategic Weapon Facility – Atlantic)
SWFPAC (Strategic Weapon Facility – Pacific)
TACAMO (Take Charge and Move Out)
TACSUP (Tactical Supervisor)
TYCOM (Type Commander)
USMAP (United Services Military Apprenticeship Program)
VBSS (Visit, Board, Search, and Seizure)
WC (Watch Commander)

Considerations for advancement from E6 to E7

- Qualified to pay grade requirements / TYCOM Specific (CNIC – WC; NECC – TACSUP/Mission Commander, etc.); qualifications outside of normal Watch Station (i.e. Repair Locker Leader).
- Excelling in primary duties. Sailors excelling under their lead (SOY/JSOY/BJOYs).
- Success in a high profile position for pay grade, i.e. LPO, Watch Commander, Mission Commander, Area Supervisor, AT planner, Trainer, etc.
- Earned a warfare pin, if assigned to a warfare platform, i.e. NECC = EXW, USS = SW, Squadron = AW, MTS/ATS if at Training Command, etc.
- Continued professional development, i.e. attending military schools, college courses, completing correspondence courses, (PME/SEJPME). Sailors earning their qualifications and academic achievements (USMAPS/Degrees, etc.), If degree is completed, continuing to work toward next degree, etc.
- Active FCPOA involvement, documented mentoring of Sailors.
- Sailor 360 involvement and leading a committee
- Command level involvement, i.e. training team (ATTT, DCTT, etc.), collateral duty (ACFL, CAT, CTT, etc.) and results documented

Considerations for advancement from E7 to E8

- Qualified to pay grade requirements / TYCOM specific; CDO
- Excelling in primary duties. Achieve mastery level, Sailors excelling under their lead (SOY/JSOY/BJOYs, advancements, qualifications, education, self-improvement etc.), documented success in CART/FEP/ULTRAs ect.
- Success in a high profile position for pay grade, i.e. Assistant Security Officer, Serving as CMDCM/CMDCS in incumbent's absence, LCPO, AT planner, Trainer, etc.
- Earned a warfare pin, if assigned to a warfare platform, i.e. NECC = EXW, USS = SW, Squadron = AW, MTS/ATS if at Training Command, etc.
- Continued professional development, i.e. attending military schools, college courses, completing correspondence courses, Senior Enlisted Academy (Any Service). If degree is completed, continuing to work toward next degree, etc.
- Active CPOA involvement, documented mentoring of Sailors.
- Sailor 360 involvement and leading a committee
- CPO Initiation involvement, Committee Chair/Co-Chair.
- Command level involvement, i.e. training team (ATTT, DCTT, etc.), collateral duty (CFL, DAPA, CMEO) and results documented

Considerations for advancement from E8 to E9

- Qualified to pay grade requirements / TYCOM specific, CDO/SDO.
- Excelling in primary duties. Achieve mastery level. Leading, mentoring, and training Chiefs, documented success. Sailors excelling under their lead (SOY/JSOY/BJOYs, advancements, qualifications, education, self-improvement etc.), documented success in CART/FEP/ULTRAs ect.

- Success in a high profile position for pay grade, i.e. Assistant Security Officer, Serving as CMDCM/CMDCS in incumbent's absence, LCPO, SEA, SEL AT planner, Trainer, Command Level Facilitator etc.
- Earned a warfare pin, if assigned to a warfare platform, i.e. NECC = EXW, USS = SW, Squadron = AW, MTS/ATS if at Training Command, etc.
- Continued professional development, i.e. attending military schools Senior Enlisted Academy (SEA), college courses, completing correspondence courses, (Any Service). If degree is completed, continuing to work towards next degree, PPME/SEJPME, etc.
- Sailor 360 involvement and leading a committee.
- Active CPOA/CPO Mess involvement.
- CPO Initiation involvement, Executive Chair, Committee Chair/Co-Chair.
- Command level involvement, i.e. training team (ATTT, DCTT, etc.), collateral duty (CFL, DAPA, CMEO), and results documented.

MA CAREER PATH
SELECTED RESERVES (SELRES)

Master at Arms (MA) will individually, or as part of a force, be able to conduct security operations in order to defeat Level I and II Threats in near-coast, shore and harbor/port environments. Specifically, the MA will: conduct scalable force protection and security for designated assets and critical infrastructure; provide layered defense in an integrated coastal and landward security environment; provide integrated security capabilities, including mobile and fixed defensive operations in support of Commanders performing Homeland Defense and Expeditionary/Combat Operations, law enforcement, corrections, force protection (afloat and ashore), special events and operations with other services, host nation partners and civil authorities.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING / OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	MACM	21.1 Yrs	CSEL	N/A	Billet: SEA/SEL/ CMC-SELRES-IA MOB
23-26	MACM MACS	21.1 Yrs 18.3	CSEL	N/A	Billet: SEA/CMC-SELRES-IA MOB LCPO/CDMCS. Duty: NOSC Unit/NECC Command/CMAA. Qualification: SEA. *NOTE (1) See page 6.
20-23	MACM MACS MAC	21.1 Yrs 18.3 15.1	CSEL	N/A	Billet: SEA/LCPO/CMAA. Duty: NOSC Unit/NCIS /NECC. Qualification: SEA *NOTE (1) See page 6.
16-20	MACS MAC MA1	18.3 Yrs 15.1 10.1	CSEL	N/A	Billet: NOSC CMAA/Ops LCPO/TRNG LCPO/LPO. Duty: Unit SEL/LCPO/LPO. Qualification: SEA. *NOTE (1) See page 6.
12-16	MACS MAC MA1	18.3 Yrs 15.1 10.1	LDO, OCS, MECP	N/A	Billet: SEA/Ops/LCPO Training/Instructor/CMAA /LPO/ALPO/MPI. Duty: NOSC CMAA/Unit SEL/UPC/Unit CC. Qualification: SEA/TRASUP *NOTE (1) See page 6.
8-12	MAC MA1 MA2	15.1 Yrs 10.1 5.7	LDO, OCS, MECP	N/A	Billet: Unit SEL/Unit LCPO/Ops LCPO/Unit LPO/ALPO. Duty: CMAA/2nd MOB. Qualification: *NOTE (1) See page 6.
4-8	MA2 MA3	5.7 Yrs 3.1	STA-21, OCS, MECP	N/A	Billet: Asst. UPC/WCS/ Patrolman/Sentry/ Squad/Team Member. Duty: Security Watchstander/Patrolman. Qualification: UPC Coord. *NOTE (1) See page 6.

Revised: August 2019

MA CAREER PATH
SELECTED RESERVES (SELRES)

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING / OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1-4	MA3 MASN	3.1 Yrs 1.5 Yrs		N/A	1st Reserve Tour Billet: Patrolman/Sentry/ Squad/Team Member. Duty: NOSC Urinalysis Observer/Security Watchstander/Patrolman/1st MOB. Qualification: Sentry PQS/Patrolman PQS/MA Correspondence Course. *NOTE (1) See page 6.
1 +/-	MASN MASA Accession Training	1.5 Yrs			Recruit Training and MA "A" school. Qualifications: rifle, pistol, non-lethal weapons.

Notes:

1. "A" School is required.

2. Rating NECs: P01A - Chief Master-At-Arms (CMAA)
P02A - Military Investigator
P03A - Harbor Security Patrol Supervisor
P04A - Harbor Security Boat Training Supervisor (HSB TRASUP)
P05A - Dog Handler
P06A - Kennel Master
P08A - Afloat Corrections Specialist
P09A - Protective Service Specialist
P10A - Nuclear Weapons Security Specialist (NWSS)

3. Promotion boards will be instructed to select the most fully qualified candidates. All Master-At-Arms (MA) must focus on primary duties and qualify to rank and respective TYCOM requirements as quickly as possible. Equally important is maintaining security clearance eligibility, weapons proficiency/ Annual Sustainment Training (AST) and worldwide assignability to meet rating needs.

4. SELRES MA's do not have a typical Sea-Shore Flow. SELRES Community, MAC/MACS/MACM must demonstrate a wide diversity of duties and platforms to gain experience to enhance their abilities to leader at the next higher pay grade.

a. MA Billet Selection. It is imperative our top enlisted personnel have experience in the majority of our Security Force Specialties:

(1) SWFPAC, SWFLANT, TACAMO (VQ Det) assignments. These assignments should be considered career enhancing due to the nature of assets protected and the qualifications required. These tours are counted as a Sea Tour for rotational purposes.

(2) Isolated tours in Souda Bay Crete, Diego Garcia, Bahrain, Deveselu Romania, Poland, Chinhae, South Korea, Military Groups/US Embassy detachments.

(3) Independent Duty Ship tours. (Ensure active involvement with the FCPOA/CPO Mess as appropriate to paygrade and holding a major collateral duty in order to be competitive amongst peers and at the selection boards).

(4) Type 4 forward deployed forces (overseas sea duty)

b. Duty Types. Types of duty offer the potential to attain NEC's and warfare designations. MA's should take advantage of these opportunities to stay competitive for advancement:

(1) Installation Security. MAs provide security and law enforcement support for the Installation Commanding Officer with the mission of protecting installation. MAs assigned to installations do not have the opportunity to obtain a warfare qualification. NECs 0812, 0814, 2001, 2002, and 9501 are associated with installation security tours.

(2) Harbor Patrol Unit (HPU). MAs assigned to the HPU operate small craft providing point and area security for waterside assets and ports. Additionally, HPUs may conduct High Value Unit (HVU) escorts. MAs assigned to HPUs do not have the opportunity to obtain a warfare qualification. Although not inclusive in all units, MAs assigned to an HPU may be eligible to qualify for the Small Craft Insignia. NEC 0190, 2003, 2004 are associated with HPU tours.

(3) Expeditionary Forces. MAs assigned to the Expeditionary Forces will be assigned to the Coastal Riverine Force (CRF). The CRF absorbed the Maritime Expeditionary Security Force (MESF). CRF is SEA duty. MAs assigned to the CRF may be performing duties in boat operations, Riverine Security Team Operations, aircraft security (RAVEN), embarked security (EST), Joint Terminal Air Controller (JTAC), Visit, Board, Search and Seizure (VBSS) and Intelligence, Surveillance and Reconnaissance (ISR) operations. All MAs assigned to Expeditionary Units must obtain Expeditionary Warfare Specialist (EXWS) within 12 months of assignment. NECs 0812, 0814, 9501 and 0190 are associated with Expeditionary tours. For the SELRES Community, these type of reserve units are great opportunities and should be one platform for a MAC/MACS/MACM.

(4) Strategic Systems Programs (SSP). MAs assigned to this duty type conduct security operation for strategic assets at either Strategic Weapons Facility (SWF) Atlantic or Pacific. MAs assigned to a SWF are regulated by the Personnel Reliability Program (PRP). MAs assigned to this duty type conduct security operations, HPU, or Military Working Dog (MWD) duties. MAs assigned to SWF do not have the opportunity to obtain a warfare qualification. MAs assigned to SWF are authorized to wear Enlisted Nuclear Weapons Security (NWS) Breast Insignia after maintaining PRP certification for 12 months and after qualification in the highest watch station commensurate with their pay grade. NECs 0812, 0814, 9501, 0190, 2010 are associated with SSP tours.

(5) TACAMO (VQ Squadrons). MAs assigned to this duty type conduct security operation for strategic aircraft. MAs assigned to TACAMO are regulated by the PRP. VQ 3 with UIC 55154 and VQ 4 with UIC 42065 are considered sea duty for MAs. Other VQ detachments are considered shore duty. MAs assigned to VQ may have the opportunity to qualify Enlisted Aviation Warfare Specialist (EAWS).

(6) Afloat Security. MAs in this duty type conduct in port and underway security and law enforcement operations onboard LHA, LHD and CVNs. MAs may be used for security operations, ATFP, investigations, brig operations and training for the Ship's Self Defense Force. All MAs assigned to this duty type have the opportunity to qualify as Enlisted Surface Warfare Specialist (ESWS). All Sailors must qualify ESWS within a predetermined timeframe established by the member's command not to exceed 30 months from receipt at the command. MAs assigned to this type of duty may also have the opportunity to qualify as EAWS. NECs 2001, 2002, 2008, and 9501 are associated with afloat security tours.

(7) Chief Master-at-Arms (CMAA). MACSs are normally assigned to LPDs. MA1s are normally assigned to CG's and DDG's. These MAs manage the ATFP program, train and qualify the Ship's Self-Defense Force, conduct investigations and perform legal officer functions and assist the Commanding Officer in maintaining good order and discipline. All MAs assigned to this duty type must qualify ESWS within a predetermined timeframe established by the member's command not to exceed 30 months from receipt at the command. NECs 2001 and 9501 are associated with Afloat Independent Duty CMAA tours.

(8) Military Working Dog (MWD). MWDs are assigned to Installation Security, DEVGRU, and Strategic Weapons Facilities. MWD Handlers/ Kennel Masters may also be assigned to Naval Special Warfare units. MAs may be assigned as MWD Handler, MWD Trainer, Kennel Master or perform Instructor duties. MWD Teams routinely deploy in support of overseas contingency operations, Presidential/ Head of State missions and other VIP/ special event missions. Duty type for MWD Handlers is commensurate with the unit to which they are assigned. Duty rotation operates as a CONUS-OCONUS (or INUS/OUTUS) rotation. Since this is a closed loop program, MWD Handlers do not have the opportunity for a warfare qualification. NEC 2005 or 2006 is required for MWD tours. Warfare qualifications are available only at shipboard/sea-going commands (ESWS and EAWS) and Type 2 or 4 designated NECC/ Naval Special Warfare (EXWS and EIWS) commands. For the SELRES community unless you are coming off active duty, there is little to no opportunity in the MWD program.

(9) Protective Service Detail (PSD). MAs within a PSD are assigned to the Naval Criminal Investigative Service (NCIS). MAs conducting PSD missions provide protection for designated High Risk Personnel (HRP). These duties include site surveys, planning, and pedestrian/vehicle security. MAs assigned to PSD missions do not have the opportunity for a warfare qualification. NEC 2009 is required for PSD tours. For the SELRES community this is a special program the MAs are individually screened and selected for these types of missions. SELRES MAs are encouraged to apply for mission critical billets when there is opportunity.

c. Other Tours. In addition to the main duty types, MAs conduct duties that support the NSF, the fleet and other commands. These tours are diverse in nature and are considered SHORE DUTY.

(1) Instructor Duty. MAs are assigned to CENSECFOR and other training centers as instructors. This duty is considered vital to the sustained health of the Naval Security Force (NSF). MAs assigned to Instructor Duty have the opportunity to qualify as a Master Training Specialist.

(2) Staff Duty. MAs are assigned to various TYCOM, FLEET, COCOM and other staffs. These MAs primarily conduct antiterrorism (AT) planning and assessments of subordinate units.

(3) Training and Assessment Teams. STAAT is a subordinate unit within the Naval Criminal Investigative Service (NCIS). MAs assigned to STAAT conduct port, installation and airfield vulnerability assessments to assist Fleet Commanders in anti-terrorism efforts. STAAT also provides Military Working Dog Program assessments and provides Mobile Training Teams for installation security while assisting CNIC with installation certification of security forces. Personnel assigned to STAAT do not have the opportunity for a warfare qualification. MAs assigned to STAAT may be eligible for Master Training Specialist (MTS) and are required to hold the 9501 NEC. CNIC Training and Assessment Teams conduct inspections and certifications on the Navy Security Forces of Navy Installations.

(4) Independent Duty Master at Arms (IDMAA). MACSs and MACs may be assigned as IDMAA to Transient Personnel Units, Nuclear School house billets, NAVIDFOR facilities or imbedded in certain deployable units such a Special Warfare or Seabee Battalions. In these billets, the IDMAA will have a variety of roles similar to the CMAA on ships. NECs 2002, 9501, and 90CS are associated with IDMAA tours.

5. Additional certifications available to MAs:

a)	Small Arms Instructor	NEC 0812 (SELRES)
b)	Crew Served Weapons Instructor	NEC 0814 (SELRES)
c)	Chief Master-at-Arms	NEC 2001
d)	Command Investigator	NEC 2002 (SELRES)
e)	Harbor Security Patrol Supervisor **	NEC 2003
f)	Harbor Security Boat Training Supervisor **	NEC 2004
g)	Military Working Dog Handler	NEC 2005
h)	Military Working Dog Kennel Master	NEC 2006
i)	Corrections Specialist (Brig Afloat)	NEC 2008
j)	Protective Service Specialist	NEC 2009
k)	Nuclear Weapons Security Specialist (NWSS)	NEC 2010

l)	Anti-terrorism Training Supervisor	NEC 9501 (SELRES)
m)	Force Protection Boat Coxswain	NEC 0190
n)	Master Training Specialist	No awarded NEC
o)	Military Customs Inspector	No awarded NEC
p)	RAVEN	No awarded NEC
q)	VBSS	No awarded NEC
r)	ATO Level 2	No awarded NEC

s) SPeD (Security Professional Education Development program is the Department of Defense initiative to professionalize the security workforce).

** New developments; NEC 2003 was established in order to identify Master-at-Arms who possess Harbor Patrol Unit (HPU) experience, and training required for assignment to a HPU. Personnel possessing the 2003 NEC are responsible for the tactical operation and training conducted within the HPU. NEC 2004 HSB TRASUP is responsible for the planning, oversight, accessing and training of Force Protection Boat Coxswains at HPUs.

6. If attached to a NECC command, member should obtain a Warfare Qualification if time permits.

7. MA's should try to obtain NEC's when attached to NECC Units, Commissioned Unit and NSF Installations. However, most RC MA's may never have the opportunity to pursue a NEC throughout their career due to belonging to small NOSC units.

8. All or a vast majority of RC MA's should obtain at a minimum their Sentry PQS, Urinalysis Program Coordinator (UPC) Certification and complete the MA Correspondence Course through NETC. Members of NSF Units who obtain NEC's as CMAA, CFL's, CCC's and SAMI should be looked favorably upon for advancement.

9. In addition to the above career path, a MA is advanced due to their proven leadership, performance, and qualifications.

10. SELRES MA working as civilian law enforcement/corrections officers experience may be taken into account based on skillsets and civilian rank equivalent to the MA's career path matrix.

Considerations for advancement from E6 to E7

- Prior to selection for E7, candidates should successfully complete one of the following: LPO tour, Watch Commander, Mission Commander, Area Supervisor, AT Planner, Trainer, etc. for a minimum of 12 months and have leadership bullets indicating this in their evaluations.
- Candidate shall have the following qualifications: Sentry PQS and UPC Certification.
- Excelling in primary duties. Sailors excelling under their lead (SOQ, JSOQ, BJOQ).
- Shall have earned a warfare pin if assigned to a warfare platform, if time and availability permits.
- Should have continued professional development, i.e. attending military schools, college courses, completing correspondence courses (PME/SEJPME).
- Should have active involvement in FCPOA
- Shall have documented involvement in Sailor 360
- Evaluation Block 39 should be rated at 4 or higher in the narrative.
- For Senior MA1s they should have the following qualifications demonstrating technical expertise and leadership: Patrolman and Watch Commander.

Considerations for advancement from E7 to E8

- Prior to selection for E8, candidate should successfully complete a LCPO tour for a minimum of 12 months or success in high profile position for paygrade, i.e. Assistant Security Officer, serving as CMDCM/CMDCS in incumbent's absence, etc.
- Excelling in primary duties. Sailors excelling under their lead (SOY, JSOY, BJOY).
- Shall have earned a warfare pin if assigned to a warfare platform, if time and availability permits.

- Should have continued professional development, i.e. attending military schools, college courses, completing correspondence courses, SEJPME/PPME, Senior Enlisted Academy (any service), Academic achievements and degrees earned
- Active CPOA involvement and documented mentoring of sailors and fellow Chiefs
- Sailor 360 Phase I involvement and leading a committee, Phase II lead/co-lead.
- Completion of an IA mobilization serving as an Operations/Department/Section/Military Investigator-LCPO
- Serve as an Officer in the Chief's Mess or Committee member during Chief's Initiation
- Command level involvement with documentation.

Considerations for advancement from E8 to E9

- Prior to selection for E9, candidate shall successfully complete a LCPO/SEL/SEA tour for a minimum of 12 months or success in high profile position for paygrade, i.e. Assistant Security Officer, serving as CMDCM/CMDCS in incumbent's absence, etc.
- Candidates shall have completed SEA.
- Excelling in primary duties. Sailors excelling under their lead (SOY, JSOY, BJOY).
- Shall have earned a warfare pin if assigned to a warfare platform, if time and availability permits.
- Should have continued professional development, i.e. attending military schools, college courses, completing correspondence courses, PPME/SEJPME, Senior Enlisted Academy (any service), Academic achievements and degrees earned
- Active CPO/CPOA involvement and documented mentoring of sailors and fellow Chiefs.
- Sailor 360 Phase I involvement and leading a committee, Phase II lead/co-lead.
- Completion of an IA mobilization serving as an Operations/Department/Section/Military Investigator-LCPO
- Serve as an Officer in the Chief's Mess or Committee member during Chief's Initiation.
- Command level involvement with documentation.

10. Acronyms:

    a. NOSC – Navy Operational Support Command
    b. UPC- Urinalysis Program Coordinator
    c. MOB – Mobilization
    d. IA – Individual Augmentee

Master-At-Arms
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
See initial skills training from E1-E3 section [1]				

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
Anti-Terrorism Officer (ATO) Level II [1]	San Diego, CA Chesapeake, VA	J-830-0015	1 week	
Naval Physical Security Course [1]	NCIS MTT	S-830-0001	40 hours	
Navy Security Force Officer (Ashore/Afloat) [1]	CENSECFOR DET Chesapeake	A-7H-0007	12 days	
Customs Border Clearing Agent - Afloat [1]	Various DHS	J-551-0050	16 hours	

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
P01A - Chief Master-At-Arms (CMAA) [1]	OJT and Various	J-830-0015 and J-551-0050	7 days	
P03A - Harbor Security Patrol Supervisor [1]	VA, NORFOLK (Course)	A-062-0049 and OJT	12 days	
8CMC - Command Master Chief (CMC)/Chief of the Boat (COB) [1]	Newport, RI	A-570-4500	12 days	

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

JOB DESCRIPTION

The MA rating provides the Navy with security specialists who perform antiterrorism, force protection, physical security, and law enforcement duties on land and at sea. Due to the unique functions of the MA, strict adherence to eligibility criteria must be maintained. MAs are the Navy's security and force protection professionals. An MA may operate a force protection watercraft, direct an investigation, control a base access point, or supervise a K-9 asset. As an MACM, you will be called upon to run and manage entire programs, and mentor and lead entire divisions and departments.

RECOMMENDED BILLET ASSIGNMENTS

As an MACM, you will be expected to manage entire units and fill in as SECO when the need arises. There are Senior Enlisted Advisor and Anti-terrorism Subject Matter Experts billets at major TYCOM. Consider where the Navy needs your skills most, and apply for positions there.

Other opportunities:

- Command Master Chief
- RDC
- Instructor/Facilitator
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments
- GWOT Support Assignments

PERSONAL AND PROFESSIONAL DEVELOPMENT
(Completed at reporting 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)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 303 Work Center Supervisor		
3M 304 LCPO/Division Officer		
Section Leader		
Officer of the Deck (OOD) (In Port)		
Command Duty Officer (CDO)		
Junior Officer of the Deck (JOOD)		
Officer of the Deck (OOD) (At Sea)		
Personnel Qualification Standard		
Local JQR for watchstanding		
Military Training Network (MTN) approved Basic Life Support (BLS)		
Explosive Handling Qual/Cert Program (As Required)		

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

Warfare qualification programs	Report Date	Completion Date (N/A if not required)
Aviation Warfare Specialist		
Diving and Salvage Warfare Specialist		
Expeditionary Warfare Specialist		
EWS-EOD Warfare Specialist		
Fleet Marine Force Warfare Specialist		
Information Warfare Specialist		
Special Ops/Special Boat (SO/SB)		
Seabee Combat Warfare Specialist		
Special Warfare Combatant-Craft Crewman		
Submarine Warfare Specialist		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Antiterrorism Common Core (NAVEDTRA 43387-2 Series)		
306 Antiterrorism Training Team Member		
307 Antiterrorism Officer		
Non-Lethal Weapons (Baton / OC Spray / Subject Control Techniques)		
Antiterrorism Tactical Watch Officer (NAVEDTRA 43385-9 Series)		
301 Antiterrorism Watch Officer		
Security Force Weapons (NAVEDTRA 43466 Series)		
301 M9 Service Pistol Operator		
305 M500 Shotgun Operator		
308 M16 (Series) Rifle Operator		
328 Range Safety Officer		
(Other weapon systems as command mission dictates)		
Small Weapon Qualification (9mm, Rifle, Shotgun)		
Crew Served Weapons Qualification		
Navy Security Forces Law Enforcement and Physical Security Operations (NAVEDTRA 43387 Series)		
301 Emergency Vehicle Operator		
319 Chief Master-at-Arms		
320 Security Operations Officers		
321 Security Officer		
Shore Training Team Member/Leader (NAVEDTRA 43468-A)		
301 Training Team Member (Shore)		
302 Training Team Leader (Shore)		

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 MA-Master-At-Arms 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
E6	American Correctional Association (ACA)	Certified Corrections Manager (CCM)	
E4	American Correctional Association (ACA)	Certified Corrections Officer (CCO)	
E5	American Correctional Association (ACA)	Certified Corrections Supervisor (CCS)	
E4	American Education Certification Association (AECA)	Certified Computer Skills Specialist	
E6	American Jail Association (AJA)	Certified Correctional Trainer (CCT)	
E6	American Jail Association (AJA)	Certified Jail Manager (CJM)	
E4	American Jail Association (AJA)	Certified Jail Officer (CJO)	
E7	ASIS International	Professional Certified Investigator (PCI)	
	Center for Development of Security Excellence (CDSE)	Adjudicator Professional Certification (APC)	
	Center for Development of Security Excellence (CDSE)	Due Process Adjudicator Professional Credential (DPAPC)	
E7	Center for Development of Security Excellence (CDSE)	Industrial Security Oversight Certification (ISOC)	
E6	Center for Development of Security Excellence (CDSE)	Physical Security Certification (PSC)	
E7	Center for Development of Security Excellence (CDSE)	Security Asset Protection Professional Certification (SAPPC)	
E7	Center for Development of Security Excellence (CDSE)	Security Fundamentals Professional Certification (SFPC)	
E7	Center for Development of Security Excellence (CDSE)	Security Program Integration Professional Certification (SPIPC)	
E7	Center for Development of Security Excellence (CDSE)	Special Program Security Certification (SPSC)	
E3	Certiport	IC3 Digital Literacy Certification (IC3)	
E6	International Association for Identification (IAI)	Certified Crime Scene Analyst (CCSA)	
E6	International Association for Identification (IAI)	Certified Crime Scene Investigator (CCSI)	
E6	International Association for Identification (IAI)	Certified Senior Crime Scene Analyst (CSCSA)	
E6	International Association of Interviewers (IAI)	Certified Forensic Interviewer (CFI)	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Access 2016	
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 Office 2013	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Office 2016	
E3	Microsoft Corporation	Microsoft Office Specialist (MOS): Microsoft Outlook 2016	

Target Paygrade	Certifying Agency	Credential Title	Date Completed
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	
E4	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
E6	Under Secretary of Defense for Intelligence (USD(I))	Intelligence Fundamentals Professional Certification (IFPC)	
E5	United States Coast Guard (USCG)	National Master 100 NC	
E5	United States Coast Guard (USCG)	National Operator of Uninspected Passenger Vessel Less Than 100 GRT	

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 Association for Lean Six Sigma Certification (AALSSC)	Lean Six Sigma Black Belt	
American Association for Lean Six Sigma Certification (AALSSC)	Lean Six Sigma Green Belt	
American Education Certification Association (AECA)	Certified Computer Skills Specialist	
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)	
Institute of Management Consultants	Certified Management Consultant - Basic	
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 MA-Master-At-Arms rating.

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

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Correction Officer	
	Counselor (Professional & Kindred)	
E1 - E9	Criminal Investigator	
E1 - E9	Police Officer I (Government Service)	
E1 - E9	Working Dog Handler	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Animal Trainers
Bailiffs
Correctional Officers and Jailers
Criminal Investigators and Special Agents
Crossing Guards
Dispatchers, Except Police, Fire, and Ambulance
Eligibility Interviewers, Government Programs
Emergency Management Directors
First-Line Supervisors of Correctional Officers
First-Line Supervisors of Police and Detectives
Forensic Science Technicians
Gaming Surveillance Officers and Gaming Investigators
Intelligence Analysts
Interviewers, Except Eligibility and Loan
Office Clerks, General
Police Detectives
Police Identification and Records Officers
Police Patrol Officers
Private Detectives and Investigators
Probation Officers and Correctional Treatment Specialists
Retail Loss Prevention Specialists
Security Guards
Security Management Specialists
Security Managers
Sheriffs and Deputy Sheriffs
Training and Development Managers
Training and Development Specialists
Transit and Railroad Police
Transportation Security Screeners

Occupation (Federal Employer)
0006 - Correctional Institution Administration Series
0007 - Correctional Officer Series
0072 - Fingerprint Identification Series
0080 - Security Administration Series
0082 - United States Marshal Series
0083 - Police Series
0085 - Security Guard Series
0086 - Security Clerical and Assistance Series
1801 - General Inspection, Investigation, Enforcement, and Compliance Series
1802 - Compliance Inspection and Support Series
1805 - Investigative Analysis Series
1810 - General Investigation Series
1811 - Criminal Investigation Series
1881 - Customs and Border Protection Interdiction Series
1895 - Customs and Border Protection Series
1896 - Border Patrol Enforcement Series

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: Curl-ups / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

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

PROFESSIONAL MILITARY EDUCATION

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

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment 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 http://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 [3]	Newport RI	P-920-1300	9 weeks (DL) / 3 weeks (F2F)	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2020 (Delivery determined by command discretion) [1]				
Sexual Assault Prevention and Response Awareness (SAPR)	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		
Privacy Act	Command Delivered			
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Antiterrorism Level I [2]	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		

1 - Verify GMT topics on MNP GMT web page
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 - 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
Antiterrorism Level I Awareness Training	Navy e-Learning	CENSECFOR-AT-010-1.0	1 hour Self-paced	
Training and Readiness- The Active Shooter	Navy e-Learning	CNIC-TRTAS-1.1	1 hours	

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 [3]	TWMS		1 hour	
Recommended General Military Training Topics For FY 2020 (Delivery determined by command discretion) [1]				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking in Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity/Sexual Harassment/Grievance Procedures	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		
Records Management	Command Delivered/ MNP	DOR-RM-010-1.2		
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			
Financial Management [2]	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT web page
2 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.
3 - 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
How to be an Exercise Evaluator	FEMA	IS-130.A	2.75 hours	
Introduction To The National Infrastructure Protection Plan	FEMA	IS-860	2 hours	
Antiterrorism Planning	Navy e-Learning	CSF-ATP-010-3.0		
Personal Firearm Safety	Navy e-Learning	CSF-PFS-010	2 hours	
Shore Installation Management	Navy e-Learning	CNET9272	3 hours	
Emergency Management (EM) Governing Documents	Navy e-Learning	CNIC-EMGD-1.0	2 hours	
Training and Readiness - The Active Shooter	Navy e-Learning	CNIC-TRTAS-1.1	1 hour	
Ready Navy Emergency Preparedness	Navy e-Learning	CNIC-RNEP-0001	2 hours	
Assistant - Leading Risk Management Integration	Navy e-Learning	CPPD-ORM-LRMI-1.0	1 hour	
Operational Stress Control - Senior Enlisted	Navy e-Learning	CPPD-OSC-SE-1.0	2 hours	
Naval Explosives Safety Managers/Supervisors Orientation AMMO-49	Navy e-Learning	NOSSA-NESMSO-AMMO49-2.0	3 hours	
Certified Associate in Project Management (CAPM)	Project Management Institute (PMI)	Online	24 hours	
Certified Chief Security Officer (CCSO)	Center for Security and Emergency Management (C4SEM)	Online	192 hours	
Certified Fraud Examiner	Association of Certified Fraud Examiners	Online	5 days	
Certified Law Enforcement Analyst (CLEA)	International Association of Crime Analysts (IACA)	Online	2 hours	
Certified Manager (CM)	Institute of Certified Professional Managers (ICPM)	Online	5 days	
Project Management Professional (PMP)	Project Management Institute (PMI)	Online	2 hours	

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/ah_online/cno-readingprogram/index.html

ESSENTIAL READING

Navy Power (First 5 offerings)	Completed
Visit http://www.navy.mil/ah_online/cno-readingprogram/navalpower.html 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*	
Fast Learning (First 5 offerings)	**Completed**
Visit http://www.navy.mil/ah_online/cno-readingprogram/fastlearning.html 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 http://www.navy.mil/ah_online/cno-readingprogram/navyteam.html 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 http://www.navy.mil/ah_online/cno-readingprogram/partnernetwork.html 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 Fast 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/ah_online/cno-readingprogram/azlist.html

MCPO RECOMMENDED COMMUNITY READING

Title	Completed
Fighting Today's Wars: How America's Leaders Have Failed Our Warriors *by David G. Bolgiano, James Michael Patterson*	
Turn the Ship Around! A True Story of Turning Followers Into Leaders *by L. David Marquet*	

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 Master-At-Arms 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 MA

Recommended Associates' degrees for the Seaman
Administration of Justice
Business Administration-Criminal Justice Administration concentration
Criminal Justice
Criminal Justice - Economic Crime
Criminal Justice Administration
Criminal Justice Corrections Specialization
Emergency Disaster Services
Emergency Management
Law Enforcement
Law Enforcement Technology
Legal Studies
Military Specialty Related Majors

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR MA

Recommended Bachelors/Masters degrees for the Seaman
Administration of Justice
Business Administration, Legal Studies
Business Administration-Criminal Justice Administration
Computer & Digital Forensics
Criminal Justice
Criminal Justice - Corrections Management
Criminal Justice - Homeland Security
Criminal Justice - Police Science
Criminal Justice Administration
Criminal Justice Studies
Criminal Justice-Forensic Science concentration
Criminal Justice-Law Enforcement concentration
Criminology
Emergency and Disaster Management
Emergency Disaster Services
Emergency Management
Fire & Emergency Services Administration
General Studies (Justice Studies)
General Studies (Rate Related Military Specialty)
Homeland Security
Investigations
Justice Studies
Law and Society
Legal Studies
Organizational Security and Management
Public Administration - Law Enforcement
Public Safety and Criminal Justice
Public Safety and Homeland Security
Security
Security Administration
Security Management
Sociology - Criminology
Sociology, Criminology - Corrections
Sociology, Criminology - Law Enforcement

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

Florida Community College

NCPDLP ROADMAP

A.S. INDUSTRIAL MANAGEMENT TECHNOLOGY

RATING:

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

~ School Degree Information ~

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

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

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

REFERENCES

Navy Enlisted Learning and Development Programs:

- Learning and Development Roadmap for Enlisted Sailors, OPNAVINST 1500.77(series)
- Navy Enlisted Retention and Career Development Program, OPNAVINST 1040.11(series)
- Career Counselor Handbook, NAVPERS 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

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

Education:

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

Other Quick References:

- Awards Manual (SECNAVINST 1650.1(Series)
- Change in Rating MILPERSMAN 1440-010 to 1440-040
- Department of the Navy Correspondence Manual (SECNAV M-5216.5
- Navy Alcohol and Drug Abuse Prevention and Control OPNAVINST 5350.4(series)
- Exchange of Duty (SWAPS) MILPERSMAN 1306-700
- First-Term Personnel Assignment Policy MILPERSMAN 1306-126
- Individual Augmentation (IA) Policy and Procedures OPNAVINST 1001.24(series)
- Military Couple and Single Parent Assignment Policy MILPERSMAN 1300-1000
- Military Pay MILPERSMAN 7220-010 to 7220-410
- Navy Performance Evaluation System BUPERSINST 1610.10 (Series)
- Overseas Extensions MILPERSMAN 1300-310
- Physical Readiness Program OPNAVINST 6110.1(series) / MILPERSMAN 6100-6199
- Reassignment for Humanitarian Reasons (HUMS) MILPERSMAN 1300-500
- Standardization Policy and Procedures for the Active Duty for Special Work (ADSW) Program OPNAVINST 1001.20(series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2