



Mass Communication Specialist (MC)



October 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

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

What is a Career Roadmap for Mass Communication Specialist?

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

What is the Enlisted Learning and Development Continuum?

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

Do Sailors have to follow the Roadmap?

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

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



United States Navy Ethos

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

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

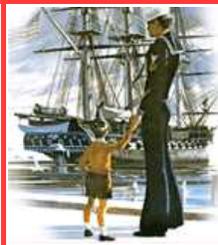
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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

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

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

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.



MC CAREER PATH (SW)



Mass Communication Specialists perform duties in public affairs and visual information. They present the Navy story to worldwide and Navy audiences through a variety of outlets. MCs research and prepare print and broadcast journalism news and feature stories. They record still and video photography of military operations, exercises and other Navy events. MCs create graphics in support of the mission, create and manage official Websites and perform high speed, high-volume graphic reproduction. They serve overseas, on ships and at shore commands as photographers, public affairs specialists, newspaper and magazine staff and in broadcast billets for television and radio staffs. MCs serve in expeditionary billets including the Navy Public Affairs Support Element and Combat Camera.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	MCCM	22.8 Yrs	CMC	36	Billet: SEL, LCPO. Qualification: SEA, OPS Chief. Duty: FFC, DMA, NPASE, CHINFO.
23-26	MCCM MCCS	22.8 Yrs 17.8	CMC, CSC	36	Billet: OIC/CPOIC/PAO/Asst. PAO, Media Officer, LCPO/Instructor/MTI. Duty: Major/Operational Staff/TYCOM, Broadcast Detachment, RTC, Recruiting, NPASE, DMA, DINFOS. Qualification: SEA, OPS Chief.
20-23	MCCM MCCS MCC	22.8 Yrs 17.8 14.6	CWO, CMC, CSC	36	3 rd Shore Tour Billet: OIC/CPOIC/PAO/Asst. PAO, Media Officer, LCPO/Instructor/MTI. Duty: Major/Operational Staff/TYCOM, Broadcast Detachment, RTC, Recruiting, NPASE, DMA, DINFOS. Qualification: SEA, OPS Chief.
16-20	MCCS MCC MC1	17.8 Yrs 14.6 8.0	LDO, CWO, OCS, MECP, CSC	36	3 rd Sea Tour Billet: PAO/Asst. PAO, LPO/LCPO, CPOIC/Broadcast Station Manager, Production CPO. Duty: Ship, NPASE, COMCAM.
12-16	MCCS MCC MC1	17.8 Yrs 14.6 8.0		36	2 nd Shore Tour Billet: PA Specialist, Broadcast Station Manager, OIC/CPOIC, Team Chief, RDC//Instructor/MTI/ LPO/LCPO. Duty: Major/Operational Staff/TYCOM, Broadcast Detachment, RTC, Recruiting, NPASE, DMA, DINFOS.
8-12	MCC MC1 MC2	14.6 Yrs 8.0 3.8		42	2 nd Sea Tour Billet: Department LPO/Work Center Supervisor, Assistant/Deputy PAO, Production Supervisor, Intel/Graphics Supervisor. Duty: Ship, NPASE, COMCAM.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/ShORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



**MC CAREER PATH
(SW)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
4-8	MC1 MC2 MC3	8.0 Yrs 3.8 2.2	STA-21, OCS, MECP	36	1 st Shore Tour Billet: Staff Photographer/ Journalist, Broadcaster, Public Affairs Specialist, Instructor, Recruiter. Duty: Major Staff/ Installation, Recruiting Command, Broadcast Detachment, DINFOS. Qualification: MTS if available.
1-4	MC2 MC3	3.8 Yrs 2.2	Naval Academy, NROTC	36	1 st Sea Tour Billet: Basic Mass Communication Specialist. Duty: Ship, NPASE, COMCAM. Qualification: ESWS/EAWS.
1+/-	MC3 MCSN MCSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT

Notes:

1. MCs are assigned to expeditionary or deploying units such as combat camera, construction battalions and Navy Public Affairs Support Element.
2. MC is a source rating for special warfare programs.
3. No two MCs will follow identical career patterns, however, on average, the successful MC will meet most of the career milestones in about the same sequence indicated.
4. In most cases an MC's first tour after initial training will be sea duty. A normal sea/shore rotation with diverse assignment types is available and expected following initial assignment.



Mass Communication Specialist Seaman Recruit to Seaman

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Mass Communication Specialist Course	DINFOS	A-1B-0015	117 days	

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Broadcast Communication Specialist (8150); Voice Analysis Required	DINFOS, Fort Meade, Md.	S-570-0010	107 days	
Basic Multimedia Illustrator Course (8193)	DINFOS, Fort Meade, Md.	S-414-0001	65 days	
Video Production and Documentation	DINFOS, Fort Meade, Md.	S-400-2010	100 days	
Digital Multimedia Course (8151)	DINFOS	S-400-2040	47 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
8150 - Broadcast Communication Specialist	DINFOS, Fort Meade, Md.	S-570-0010	107 days	
8193 - Basic Multimedia Illustrator Course	DINFOS, Fort Meade, Md.	S-414-0001	65 days	
8151 - Digital Multimedia Course	DINFOS	S-400-2040	47 days	
8201 - Naval Aircrewman Candidate School; (Aircrewman School graduates earn the 8201 NEC. Aerial Cameraman NEC of 8288 is earned after completing command qualifications AFTER Aircrewman School)	NAS Pensacola, FL	C-050-1500	30 days	

JOB DESCRIPTION

Mass Communication Specialists are Sailors who perform duties in public affairs and visual information. They present the Navy story to worldwide and Navy audiences through a variety of outlets. MCs research and prepare print and broadcast journalism news and feature stories for military and civilian newspapers, magazines, television and radio broadcast stations. They record still and video photography of military operations, exercises, and other Navy events. They serve overseas, on ships, at combat camera units, and at stateside commands as photographers, combat photographers, public affairs specialists, newspaper and magazine staff, TV and radio station staff and talent. MCs also create graphics in support of the public affairs mission, create and manage official websites, and perform high speed, high-volume graphic reproduction.

Broadcaster

Broadcasters are skilled in broadcast delivery; principles and procedures of military broadcasting; collection, evaluation and preparation of military information for use on radio and television; techniques of radio and television production and interviews; operation of all radio/television equipment; preparation and maintenance of operation logs; essentials of audio and videotape recording, editing and use/selection of music and sound effects. They use studio video cameras, handheld video cameras, and a variety of editing systems, audio studios and lighting equipment. They are skilled in the principles of framing and composition, camera placement, audio and video editing, visualization, and story telling. They can work independently or supervise groups of 3 to 15 broadcasters/ videographers depending on production.

RECOMMENDED BILLET ASSIGNMENTS

Working as an entry-level public affairs or visual information specialists, Mass Communication Specialist Third Class and below will usually be assigned to aircraft carriers, amphibious assault ships, a Combat Camera unit, a Fleet Public Affairs Center or one of its detachments, or other deployable units. Other assignments include radio and television duties at Defense Media Activity broadcast detachments or journalism or graphic support at public affairs offices.

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

Command Address: _____ QD Phone Number: _____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: ____/____

PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)

PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____ 36 Month: _____ 48 Month: _____

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

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

Career Waypoint 15 months to EAOS: _____ Career Waypoint not approved: _____ CMS/ID 13 months to PRD: _____

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

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

Physical Fitness Test Failure: _____

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

Pass Not Advanced (PNA) 3 times: _____ Standard Score 40 or less/failed: _____

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

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

Seaman to Admiral 21 (STA-21) _____ Medical Enlisted Commissioning Program (MECP) _____

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____ Officer Candidate School _____

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

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Aviation Fire Fighting		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
Messenger of the Watch (MOOW)		

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

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

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
MC Personal Qualification Standard (PQS) 301		
MC Basic NRTC		
MC PQS 303		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Administrative Services Managers
Art Directors
Audio and Video Equipment Technicians
Audio-Visual and Multimedia Collections Specialists
Broadcast News Analysts
Broadcast Technicians
Camera and Photographic Equipment Repairers
Camera Operators, Television, Video, and Motion Picture
Computer Programmers
Editors
Film and Video Editors
First-Line Supervisors of Office and Administrative Support Workers
First-Line Supervisors of Production and Operating Workers
Graphic Designers
Multimedia Artists and Animators
Photographers
Photographic Process Workers and Processing Machine Operators
Producers
Program Directors
Public Relations and Fundraising Managers
Public Relations Specialists
Reporters and Correspondents
Technical Directors/Managers

Occupation (Federal Employer)
0011 - Bond Sales Promotion Series
1001 - General Arts and Information Series
1035 - Public Affairs Series
1060 - Photography Series
1071 - Audiovisual Production Series
1083 - Technical Writing and Editing Series
1084 - Visual Information Series
1087 - Editorial Assistance Series
1386 - Photographic Technology Series
3910 - Motion Picture Projection
4414 - Offset Photography
9003 - Film Assembling and Repairing

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E2	Adobe Systems Incorporated	Adobe Certified Expert	
E2	American Council on the Teaching of Foreign Languages	Official ACTFL Writing Proficiency Test	
E2	Electronics Technicians Association, International (ETA-D)	Commercial Audio Technician (CAT)	
E5	In-Plant Printing and Mailing Association (IPMA)	Certified Graphic Communications Manager (CGCM)	
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E7	National Electronics Service Dealers Association (NESDA)	Certified Service Manager	
E3	Professional Photographers of America (PPA)	Certified Professional Photographer (CPP)	
E5	Project Management Institute (PMI)	Project Management Professional (PMP)	
E8	Public Relations Society of America (PRSA)	Accredited in Public Relations (APR)	
E4	Society of Broadcast Engineers, Inc (SBE)	Certified Broadcast Technologist (CBT)	
E5	Society of Broadcast Engineers, Inc (SBE)	Certified Video Engineer (CEV)	
E5	Xplor International (The Electronic Document Systems Association)	Electronic Document Professional (EDP)	

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

UNITED SERVICES MILITARY APPRENTICESHIP PROGRAM (USMAP):

Rank	Apprenticeship	Date Completed
E1 - E9	Camera Operator (Motion Picture; Radio-TV Broad)	
E1 - E9	Computer Operator	
E1 - E9	Drafter, Architectural (Professional & Kindred)	
E1 - E9	Graphic Designer	
E1 - E9	Illustrator (Professional & Kindred)	
E1 - E9	Photographer Motion Picture	
E1 - E9	Photographer, Still	
E1 - E9	Photographer, Still (Professional & Kindred)	
E1 - E9	Program Assistant (Radio-Tv Broadcasting)	
E1 - E9	Recording Engineer (Radio-Tv Broadcasting)	

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

STAY NAVY

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

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

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

Career Management System/Interactive Detailing (CMS/ID): _____

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

Career Waypoints-Reenlistment:

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

Height_____ Weight_____ If Required (Neck_____ Waist_____ Hips (Female) _____ BCA _____)

Last 2 PRT Cycles: Curl-ups_____/_____/_____ Push-ups_____/_____/_____ Run/Swim/Cardio_____/_____/_____ Overall Score_____/_____/_____

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

SOC DNS Agreement _____ Joint Service Transcripts (JST) _____ HS Transcripts _____ College Transcripts _____

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

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

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

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

E1/E2/E3 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer Selectee Leadership Course	Command Delivered	CPPD-LEAD-09-001	24 hours	
Navy Military Training (Life Skills) (Pre-A School Delivery only) ⁴	Command Delivered	A-500-1000	2 days	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-PII-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.

3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

4 - Required for delivery in "A" School for all ratings

E1/E2/E3 REQUIRED COMMUNITY PME:

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

E1/E2/E3 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Basic Military Requirements (NAVEDTRA 14325) (EDITION 1/1/2002)		NAVEDTRA 14325		
Military Requirements for Petty Officer Third and Second Class (EDITION 1/1/2001)		NAVEDTRA 14504		
Introductory Enlisted Professional Military Education (IEPME)	NKO	Military DON/ PME	18 hours	
Block 1 Introductory EPME - Introduction	NKO	IEPME-INTRO-B1-V2	-	
Block 2 Introductory EPME - History and Traditions	NKO	IEPME-INTRO-B2-V2	3 hours	
Block 3 Introductory EPME - Enlisted Professionalism	NKO	IEPME-INTRO-B3-V2	3 hours	
Block 4 Introductory EPME - Policy and the Navy	NKO	IEPME-INTRO-B4-V2	3 hours	
Block 5 Introductory EPME - Planning for Operations	NKO	IEPME-INTRO-B5-V2	3 hours	
Block 6 Introductory EPME - Regional and Cultural Awareness	NKO	IEPME-INTRO-B6-V2	3 hours	
Block 7 Introductory EPME - Technology in the Maritime Domain	NKO	IEPME-INTRO-B7-V2	3 hours	
Block 8 Introductory EPME - Conclusion	NKO	IEPME-INTRO-B8-V2	-	
Cultural Awareness	NKO or College Course	Foreign Language and Culture	45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Math	College Course		45 hours	
Speech	College Course		45 hours	
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Personal Financial Management	NKO	CPD-PFM-1.0	8 hours	
PREVENT	Command Delivered	S-501-0150	24 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E1/E2/E3 RECOMMENDED RESERVE PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
NROWS Orders Administration Course	NKO	R-500-0140/02PG /DoN	8 hours	
Naval Reserve Center Commanding Officer Officer In Charge	NKO	CNRF-COOIC-1.0 /DoN	8 hours	
Guidance for Mobilization	NKO	CNRF-GMB-1.1 /DoN	4 hours	
Military Sealift Command 101	NKO	CNRF-MS101 /DoN 1.1	24 hours	
Non-Prior Service Accession Program	NKO	CNRF-NPSAP-2 /DoN 0	23 hours	

E1/E2/E3 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
See MCSA/MCSR				

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E1/E2/E3 RECOMMENDED COMMUNITY READING

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



**ALL PAYGRADES
VOLUNTARY EDUCATION**



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

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

**E1- E6: The workshop is available at your Navy College Office
E-7 and above: The Workshop is available at your Navy College Office
or
Complete the online course at the Navy College Website**

How do I get started?

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

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR MC

Recommended Associates' degrees for the Seaman
Communications

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR MC

Recommended Bachelors/Masters degrees for the Seaman
Mass Communications Specialist

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

Navy College Program Distance Learning Program (NCPDLP)

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

Servicemembers Opportunity College Degree Network System (SOC DNS):

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

Tuition Assistance (TA):

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

Joint Service Transcripts (JST)

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

The American Council on Education (ACE)

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

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

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

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

SAMPLE DEGREE PLAN

COMMUNICATIONS ASSOCIATE IN ARTS DEGREE

Communication, Composition, and Literature at Florida Community College at Jacksonville Associate of Arts Degree (Total 60-70 Semester Hours Minimum)

<http://opencampus.fccj.org/mei/ncpdlp/detailroadmap.html>

- General Education Core Requirements (36 Hours)

I. Communication Area (9 hours)

English Composition I (3 hours)
Writing About Non-fiction (3 hours)
Fundamentals of Public Speaking (3 hours)

II. Humanities Area (6 hours)

Humanities Forum (3 hours)
Introduction to Film (3 hours)

III. Mathematics (6 hours)

College Algebra (3 hours)
College Trigonometry (3 hours)

IV. Natural Sciences (8 hours)

Life in It's Biological Environment (3 hours)
Biology Laboratory (1 hour)
Introduction to General Chemistry (4 hours)

V. Social and Behavioral Sciences (9 hours)

American Federal Government (3 hours)
Principles of Economics (3 hours)
General Psychology (3 hours)

Other General Education Requirements for Transfer to Bachelor Degree

Foreign Language (8 hours)
Spanish I (4 hours)
Spanish II (4 hours)

- Transfer Courses Required for Communications Degree (26 hours)

I. Written Communication (14 hours)

Introduction to Composition A (4 hours)
Reading Skills (4 hours)
Writing for Mass Communication (3 hours)
Introduction to Mass Communication (3 hours)

II. Electronic Media (12 hours)

Introduction to Video Production (Videography and Editing) (3 hours)
Advanced Video Production (3 hours)
Photographing People (3 hours)
Digital Photography Intermediate (3 hours)

SAMPLE DEGREE PLAN

BACHELOR DEGREE OPTIONS IN THE MASS COMMUNICATION SPECIALIST FIELD

Journalism and Mass Communication at Fort Hays State University

Bachelor of General Arts (B.G.S.) (124 Semester hours)

<http://www.fhsu.edu/navy/roadmap.php>

- General Education Core Requirements (45 hours)

English Composition I (3 hours)
English Composition II (3 hours)
Computer Literacy (3 hours)
Humanities (12 Hours)
Social and Behavioral Science (12 hours)
Mathematics and Natural Sciences (12)

- **Area of Emphasis (21 hours)**

- **Electives (58 hours)**

Information Networking and Telecommunications at Fort Hays State University

Bachelor of Science (124 Semester hours)

<http://www.fhsu.edu/>

- General Education Core Requirements (18 hours)

- Liberal Arts (37 hours)

International Studies Component (6)
Humanities (9)
Mathematics and Natural Sciences and One Lab (10)
Social and Behavioral Sciences (9)
Upper-division Integrative Course (3)
- Department/Major Requirements (39 hours)

(Core Courses 18 hours)

Introduction to Web Development (3)
Foundations of Information Networking (3)
Research Methods in Information Networking (3)
Leadership in Information Networking (3)
Capstone Seminar in Information Networking (3)
Public Policy/Law/Ethics in Information Networking (3)
(Concentration in Media Studies (39 hours) Example
Introduction to Electronic Media (3)
Campus Radio Station Operation (3)
Video Production (3)
Beginning Audio Production (3)
Campus Television Station Operation (3)
Apprenticeship in INT/KFHS Television/Radio (3)
Enrolled as sophomore, Junior, and Senior (3)
Advanced Web Design (3)
Network Architecture and Data Communication

- **Free Electives (30)**

Communication with Emphasis in Journalism at Fort Hays State University

Bachelor of Arts (124 Semester hours)

<http://www.fhsu.edu/>

- **General Education Core Requirements (18+37 = 55 hours)**

- **Foundation (18)**

- **Liberal Arts (37)**

International Studies (6)
Humanities (9)
Mathematics and Natural Sciences with Lab (10)
Social and Behavioral Sciences (9)
Upper-division Integrative Course (3)
Modern Language (10)
- Department Requirements (16)
Introduction to Theatre/Lab (4)
Mass Media in a Free Society (3)
Introduction to Electronic Media (3)
Introduction to Organizational Communication (3)
- Journalism Emphasis (20)
Elements of Photography (3)
News Reporting (3)
News Editing (3)
Legal Issues and Reporting (3)
Feature Writing (3)
Upper-division Journalism Electives (5)
- Free Electives (33)

Communication with Emphasis in Public Relations at Fort Hays State University
Bachelor of Arts (124 Semester hours)
<http://www.fhsu.edu/>

- University Degree Requirements (18+37+10 = 65 Semester hours)
- Foundation Studies (18)
- Liberal Arts (37)
International Studies (6)
Humanities (9)
Mathematics and Natural Sciences and Lab (10)
Social and Behavioral Sciences (9)
Upper-division Integrative Course (3)
-Modern Language Courses (10)
- Department Requirements (34 hours)
Introduction to Theatre/Lab (4)
Mass Media in a Free Society (3)
Introduction to Electronic Media (3)
Introduction to Organizational Communication (3)
Normal and Pathological Communication (3)
News Reporting (3)
Desktop Publishing and Publication Design (3)
Business and Professional Speaking (3)
Advertising (3)
Public Relations (3)
Principles of Public Relations and Organizations (3)
- Public Relations Emphasis (6 hours)
Video Production (3)
Multimedia Production (3)
- Free Electives (19)

SAMPLE DEGREE PLAN

MASTER DEGREE OPTION IN THE MASS COMMUNICATION SPECIALIST FIELD

Communication at Fort Hays State University

Master of Science (Minimum of 33 Semester hours)

<http://www.fhsu.edu/>

- Core (15 Semester Hours)

Contemporary Theories in Communication (3)
Organizational Communication and Leadership (3)
Introduction to Graduate Research in Communication (3)
Thesis (6)

- Required Courses (12)

Organizational Communication (3)
Contemporary Theories in Communication (3)
Introduction to Graduate Research in Communication (3)
Seminar in Communication Research (3)

- Electives (8 Minimum)

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

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

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

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

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

Education:

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

Other Quick References:

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