



# Machinist's Mate (MM)



October 2016

# **Career Roadmap**

## **Fireman Recruit to Master Chief Roadmap**

The educational roadmap below will assist Sailors in the Machinist's Mate 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 Machinist's Mate?**

Machinist's Mate roadmaps are just what the name implies - a roadmap through the Enlisted Learning and Development Continuum from Fireman 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 Machinist's Mate 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, Machinist's Mate School at Great Lakes, 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.



**MM CAREER PATH  
(SW)**



Machinist's Mates (Surface) (MM) operate and maintain steam turbines and reduction gears used for ship propulsion and auxiliary machinery such as turbo-generators, pumps and oil purifiers. They also maintain auxiliary machinery outside of main machinery spaces, such as electro-hydraulic steering engines and elevators; operate and maintain desalination plants used to make fresh water from sea water; operating and servicing refrigeration plants and air conditioning systems. They may also operate and maintain compressed gas producing plants.

| <b>YEARS OF SERVICE</b> | <b>CAREER MILESTONES</b> | <b>AVERAGE TIME TO PROMOTE</b> | <b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>  | <b>SEA/ShORE FLOW</b> | <b>TYPICAL CAREER PATH DEVELOPMENT</b>  |
|-------------------------|--------------------------|--------------------------------|---|-----------------------|---|
| 27-30                   | MMCM                     | 22.8 Yrs                       | Senior Enl Academy                              | 36                    | 4 <sup>th</sup> Shore Tour<br>Billet: Dir of Training, Ship Supe, ATG Lead, Instructor.<br>Duty: RMC, ATG, Squadron.<br>Qualification: SPGI.  |
| 24-27                   | MMCM<br>MMCS             | 22.8 Yrs<br>18.4               | CMC, CSC, Staff Duty                            | 42                    | 4 <sup>th</sup> Sea Tour<br>Billet: Dept. LCPO, 3MC.<br>Duty: CVN, AS, CG, CORIVRON, DDG, EOD, FFG, LHA, LHD, LPD, LSD, Staff<br>Qualification: ESWS, EAWS, EOOW, ETT Coordinator, SPGI.                |
| 21-24                   | MMCM<br>MMCS<br>MMC      | 22.8 Yrs<br>18.4<br>13.1       | CWO, CMC, CSC, Staff Duty, RDC, Recruiter       | 36                    | 3 <sup>rd</sup> Shore Tour<br>Billet: Dept. LCPO, Ship Supe, Instructor<br>Duty: RTC, Recruiting, NSYD, SRF, RMC.<br>Qualification: MTS, ATS, SGPI.   |
| 17-21                   | MMCS<br>MMC              | 18.4 Yrs<br>13.1               | CWO, CSC, Staff Duty,                           | 48                    | 3 <sup>rd</sup> Sea Tour<br>Billet: LPO, LCPO, 3MC.<br>Duty: CVN, AS, CG, CORIVRON, DDG, EOD, FFG, LHA, LHD, LPD, LSD, Staff<br>Qualification: ESWS, Engine Room Operator, EOOW, ETT Coordinator, SPGI. |
| 14-17                   | MMC<br>MM1               | 13.1 Yrs<br>9.5                | LDO, CSC, Staff Duty, Brig Duty, RDC, Recruiter | 36                    | 2 <sup>nd</sup> Shore Tour<br>Billet: Instructor, Eng Repair Tech, Staff<br>Duty: ATG, NSYD, RTC, SRF, RMC, Squadron.<br>Qualification: MTS, ATS, SGPI.   |
| <b>YEARS OF SERVICE</b> | <b>CAREER MILESTONES</b> | <b>AVERAGE TIME TO PROMOTE</b> | <b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>  | <b>SEA/ShORE FLOW</b> | <b>TYPICAL CAREER PATH DEVELOPMENT</b>  |



**MM CAREER PATH  
(SW)**



| <b>YEARS OF SERVICE</b> | <b>CAREER MILESTONES</b>           | <b>AVERAGE TIME TO PROMOTE</b> | <b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>   | <b>SEA/SHORE FLOW</b> | <b>TYPICAL CAREER PATH DEVELOPMENT</b>  |
|-------------------------|------------------------------------|--------------------------------|--|-----------------------|---|
| 9-14                    | MMC<br>MM1<br>MM2                  | 13.1 Yrs<br>9.5<br>4.6         | LDO, CWO, Staff<br>Duty  | 48                    | 2 <sup>nd</sup> Sea Tour<br>Billet: LCPO, LPO. Duty:<br>CVN, AS, CG,<br>CORIVRON, DDG, EOD,<br>FFG, LHA, LHD, LPD, LSD,<br>Staff<br>Qualification: Prop Plant Mgr<br>(4206 NEC), Equipment<br>Operator/ Supervisor, Engine<br>Room Operator/ Supervisor/<br>Chief Auxiliary Operator<br>(CVNs) /A Division Central<br>Control Desk Supervisor<br>(CVNs) |
| 6-9                     | MM1<br>MM2                         | 9.5 Yrs<br>4.6                 | STA-21, OCS, MECP,<br>NAVAL ACADEMY,<br>NROTC, RDC,<br>Recruiter, Instructor<br>Duty, SARP, Staff<br>Duty, Brig Duty | 36                    | 1 <sup>st</sup> Shore Tour<br>Billet: Instructor, ENG Repair<br>Tech.<br>Duty: Instructor, RTC,<br>Recruiting, RMC.<br>Qualification: MTS, ATS.   |
| 2-6                     | MM2<br>MM3                         | 4.6 Yrs<br>2.04                | STA-21, OCS, MECP,<br>NAVAL ACADEMY,<br>NROTC,   | 60                    | 1 <sup>st</sup> Sea Tour<br>Billet: Maintenance person.<br>Duty: CVN, AS, CG,<br>CORIVRON, DDG, EOD,<br>FFG, LHA, LHD, LPD, LSD,<br>PC<br>Qualification: ESWS,<br>Equipment Operator, Engine<br>Room operator, Auxiliary<br>Machinery Operator (Aux<br>Division).   |
| 1+/-                    | MMFN<br>MMSA<br>Accession Training | 9 Months                       |  |                       | Recruit Training, "A" and "C"<br>Schools.   |
| <b>YEARS OF SERVICE</b> | <b>CAREER MILESTONES</b>           | <b>AVERAGE TIME TO PROMOTE</b> | <b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>   | <b>SEA/SHORE FLOW</b> | <b>TYPICAL CAREER PATH DEVELOPMENT</b>  |



## MM CAREER PATH (SW)



BUPERS-32 (Surface Enlisted Community Manager) Notes:

Note:

Due to the EN/MM Rating Realignment in Spring 2013, 21% of all MMs at sea billets (967 out of 4565) are onboard the following platforms: CGs, DDGs, FFGs, CORIVRONs, Seal Teams, PCs and MCMs.

1. In rate shore duty is common at IMA and ATG. MMs are encouraged to do a tour as an instructor, recruiter or RDC.
2. The Boiler Inspector (SGPI) NEC 4503 program is open to E-7 and above. Sea duty for the (SGPI) Inspectors is limited to LHA/LHD Class ships. NEC 4503 duty is mostly shore duty.
3. MMs at all pay grades are encouraged to do an IA tour.
4. MMs serving on Steam Propulsion Ships are encouraged to complete their EOOW qualifications.
5. MMs serving on Non-Steam Propulsion Ships are encouraged to become leaders or members of major command training teams such as ETT or DCCT.
6. MMs at pay grades E-7 thru E-8 are encouraged to complete a 3M tour either at sea or as a 3M Inspector ashore.
7. Tours at Flag Staff Commands, NPC and BUPERS require screening.

Suggested Career Milestones to Attain Engineering Department LCPO (Top Snipe):

1. SEA 1 (approximately 5 years of service upon completion).
  - a. Advance to E-5.
  - b. Qualify: Propulsion Systems Monitor (PSM), Engine Room Monitor (ERM), Equipment Room Operator (ERO), Auxiliary Equipment Monitor (AEM), Electrical Plant Control Console (EPCC), Propulsion Auxiliary Control Console (PACC), Engineering Training Team (ETT), Work Center Supervisor (WCS)/Enlisted Surface Warfare Specialist (ESWS).
    - c. Purpose: These qualifications are part of the big picture required by a Departmental Leading Chief Petty Officer (DLCPO). Each represent the building blocks necessary for a future DLCPO to take the next step as the technical expert, whether it be teaching a "C" school on shore 2 or leading a main space as Leading Petty Officer (LPO)/LCPO on sea 2. These qualifications are the immediate predecessors to the Engineering Officer of the Watch qualification.
    - d. Prerequisites for Qualifications to include:
      - (1) ESWS.
        - (a) Qualify: Fire Party On Scene Leader, Chemical Biological Radiological (CBR), Investigator, Plotter.
      - (2) PSM/ERM.
        - (a) Qualify: 3M Maintenance Man, Basic Damage Control (DC), Sounding & Security, ASM, Switch Board Operator.



## MM CAREER PATH (SW)



2. SHORE 1 (approximately 8 years of service upon completion).
  - a. E-5/E-6.
  - b. Regional Maintenance Center (RMC), In-Rate Instructor.
  - c. Purpose for these duties:
    - (1) Hone the journeyman skills and experiences required to maintain maximum operational capability of the engineering plant.
    - (2) First shore tour has been identified as the most flexible of all shore assignments and presents the optimal time for special program assignments.
  - d. Qualify Quality Assurance Inspector (QAI), Master Training Specialist (MTS).
3. SEA 2 (approximately 13 years of service upon completion).
  - a. E-6/E-7.
  - b. Qualify EOOW, ETT, Oil King, Department 3M Officer, Engineering Operational Sequencing System (EOSS) Custodian, Maintain Auto log, LPO/Division LCPO.
    - (1) These qualifications and programs all fall under the knowledge responsibilities of a Department LCPO. A complete and up to date knowledge of these qualifications and programs are the keystone principals for the Sailor.
  - d. If Small Ship: Department LCPO, ETT Coordinator.
4. SHORE 2 (approximately 16 years of service upon completion).
  - a. E-7/E-8 (Top Performers).
  - b. RMC (Ship Supervisor, QAO qualification), In-Rate Instructor, Afloat Training Group (ATG).
4. SEA 3 (approximately 20 years of service upon completion).
  - a. E-8/E-9 (Top Performers).
  - b. ETT Coordinator, Department LCPO.
  - c. Navy Enlisted Classification (NEC) 4206 (If not completed on second sea tour).
  - d. Engineering Dept. LCPO (“Top Snipe”)
5. SHORE 3 (approximately 24 years of service upon completion).
  - a. E-8/E-9.
  - b. Flag level duty/ATG Lead.
6. SEA 4 (approximately 27 years of service upon completion).
  - a. E-8/E-9.
  - b. Engineering Dept. LCPO (“Top Snipe”)



**Machinist's Mate  
Chief Petty Officer  
(Master)**

NAME \_\_\_\_\_

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

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

**RECOMMENDED SKILL TRAINING**

| Course Title                         | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|--------------------------------------|-----------------|----------------|---------------|----------------|
| General Shipboard Firefighting SCBA  | Various         | A-495-0416     | 1 day         |                |
| Advanced Shipboard Fire Fighter      | Various         | V-4N-0001      | 2 days        |                |
| Team Trainer Wet Trainer (Buttercup) | Various         | V-9B-0003      | 1 day         |                |
| Repair Party Leader                  | Various         | K-495-0040     | 9 days        |                |
| QAI                                  | Various         | A-557-0001     | 5 days        |                |
| SEPEC                                | Various         | A-651-0110     | 12 days       |                |
| DAPA                                 | Various         | S-501-0100     | 5 days        |                |
| CMEO/EEO                             | Various         | A-500-0009     | 5 days        |                |
| ADAMS (facilitator)                  | Various         | S-501-0110     | 3 days        |                |

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

| Course Title  | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|-----------------|----------------|---------------|----------------|
| 4283 - Cryogenics Technician Operator/Maintainer        | Norfolk         | J-750-0015     | 72 days       |                |
| 4204 - Steam Propulsion Maintenance Supervisor          | San Diego, CA   | A-651-0063     | 109 days      |                |
| 4291 - Refrigeration and Air Conditioning Systems       | Various         | A-720-0010     | 68 days       |                |
| 4295 - UNREP Equipment Mechanic                         | Norfolk         | J-690-0028     | 47 days       |                |
| 4296 - Shipboard Elevator Hydraulic/Mechanical          | Great Lakes     | A-690-0100     | 23 days       |                |
| 4206 - Shipboard Engineering Plant Program Manager      | Various         | A-651-0110     | 12 days       |                |
| 4502 - Boiler Repair Technician                         | San Diego       | K-651-0109     | 33 days       |                |
| 4503 - Main Propulsion Steam Generating Plant Inspector | San Diego       | K-651-2151     | 33 days       |                |
| 4508 - EABC Console Operator                            | Various         | A-651-0089     | 11 days       |                |
| 4509 - EABC Maintenance Technician                      | Various         | A-651-0088     | 28 days       |                |

---

## **JOB DESCRIPTION**

According to the Bureau of Naval Personnel (BUPERS), the job of an MM is to "operate, maintain, and repair (organizational and intermediate level) ship propulsion machinery, auxiliary equipment, and outside machinery, such as: steering engine, hoisting machinery, food preparation equipment, refrigeration and air conditioning equipment, windlasses, elevators, and laundry equipment. Operate and maintain (organizational and Intermediate level) marine boilers, pumps, forced draft blowers, and heat exchangers; perform tests, transfers, and inventory of lubricating oils, fuels, and water. Maintain records and reports, and may perform duties in the generation and stowage of industrial gases." Enlistees are taught the fundamentals of this rating through on-the-job training or formal Navy schooling. Advanced technical and operational training is available in this rating during later stages of career development. -- NAVPERS 18068F

Machinist's Mate (Surface) generally fall into one of Two roles:

### **Propulsion Mechanics**

The core job of an MM is the engine room. A mechanic's job in the engine room is to operate the steam plant that provides propulsion, electric power (along with Electrician's Mates), potable water, and service steam to the ship. MMs operate the boilers that generate the steam (this job was previously done by Boiler Technicians, but the BT rating merged with Machinist's Mates in 2000) and use it to operate main engine (propulsion turbines), turbo generators, distilling units, and various auxiliary turbines. MM's working in the propulsion plants are often referred to as Pit Snipes, or Snipes for short.

Machinist's Mates responsible for the propulsion plant are found in Machinery Division (or Main Engine Division, Main Propulsion Division, etc.. in some ships), commonly referred to simply as M-Division or MP-Division. On surface nuclear ships, propulsion mechanics are found in Reactor Propulsion Division (commonly still referred to as M-Div), Reactor Mechanical Division (RM), Reactor Laboratories Division (RL). The USS Enterprise is the exception, in that M-Division is still part of Engineering Department, as opposed to Reactor Department.

### **Auxiliary Mechanics**

The other major place to find Machinist's Mates is in the Auxiliaries Division of Engineering Department, often referred to as "A-gang". Mechanics in this role work on mechanical equipment outside of the engine rooms, to include the dishwashers in the galley, laundry machines, AC&R (Air Conditioning and Refrigeration) units, O2/N2 (liquid oxygen and nitrogen) units, lifting and hoisting gear, and other equipment as designated by the Engineering Officer (Chief Engineer, or CHENG). Members of "A-Gang" may also help DC Men, Gunner's Mates, or other ratings.

---

## **RECOMMENDED BILLET ASSIGNMENTS**

Machinist's Mates work in a variety of climates at sea and ashore. They normally perform their work at sea in a controlled climate, but are often called upon, to work in machinery spaces and flight decks in various sea states and weather conditions.

Other Opportunities:

Joint Assignments, GWOT Support Assignments, Recruiter, Instructor, RDC, DAPA  
SARP, Career Counselor

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

Command Address: \_\_\_\_\_ QD Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Division Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Chief Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Leading Petty Officer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor/Mentor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Depart/Division Career Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

ADSD: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_ EAOS: \_\_\_\_\_ PRD: \_\_\_\_\_ SEA / SHORE: \_\_\_\_/\_\_\_\_  
PAYGRADE E7 (3 Years time in service required to be eligible for advancement to E-8)

Date Advanced: \_\_\_\_\_ Eligible Advancement Date: \_\_\_\_\_ Number of times up: \_\_\_\_\_ HYT Date: \_\_\_\_\_

Security Clearance Level: \_\_\_\_\_ Date Last updated: \_\_\_\_\_ Command INDOC complete: \_\_\_\_\_

---

**CAREER DEVELOPMENT BOARDS:** Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E7) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

6 Month: \_\_\_\_\_ 12 Month: \_\_\_\_\_ 24 Month: \_\_\_\_\_ 36 Month: \_\_\_\_\_ 48 Month: \_\_\_\_\_

60 Month: \_\_\_\_\_ CPO 365: \_\_\_\_\_ Special Program: \_\_\_\_\_ Member Request: \_\_\_\_\_

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

CMS/ID 13 months to PRD: \_\_\_\_\_ Transfer: \_\_\_\_\_

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

Early Separation: \_\_\_\_\_ Fleet Reserve Retirement Options: \_\_\_\_\_

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

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

Non-Select: \_\_\_\_\_

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

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

Medical Enlisted Commissioning Program (MECP) \_\_\_\_\_ Medical Service Corps In-service Procurement \_\_\_\_\_

Officer Candidate School \_\_\_\_\_ Limited Duty Officer \_\_\_\_\_ Chief Warrant Officer \_\_\_\_\_

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

## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

Step 1 - Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This should be accomplished every six months after promotion to Second Class. However, it is imperative that this is accomplished six months prior to a selection board. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
  1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
  2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
  3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR) Self-Service ESR:** This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log onto (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of.

Step 2 - Submit appropriate missing documents to the selection board.

- a. Selection board packages provide candidates the opportunity to submit any documents missing from the sections of their records which are viewed by the selection boards. MILPERSMAN 1070-080 specifies which documents from the enlisted permanent personnel record are provided to the selection board for review. Any documents the member has verified as missing from those sections of their permanent personnel record may be submitted as a selection board package.
- b. For submissions directly to the board and for those circumstances where the eligible candidate cannot get their official record updated and confirmed prior to the selection board convening date:
  1. All correspondence should be on plain white paper for readability; paper clipped (no staples, binders, folders, or tabs) and submitted under cover letter to the president of the board. Candidates must verify the correct subject line and board number (see below) is on their cover letters to ensure their packages appear before the proper board.
  2. Correspondence must include your Full name and SSN, must be affixed and legible on all documents submitted, and must be postmarked not later than that date listed in the associated NAVADMIN and addressed to:

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER  
PRESIDENT  
FY-XX ACTIVE/RESERVE E8 ENLISTED SELECTION BOARD #XXX  
5640 TICONDEROGA LOOP BLDG 768 RM E302  
MILLINGTON TN 38055  
(Active = 235 / SELRES = 205 / FTS = 206)

(Use of special handling mail (certified or registered) is not advised due to significant delays in handling.)

- c. Ensure official record reflects any individual augmentation mission. (awards, evals, NEC, etc).
- d. Check <http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm> to verify that the selection board has received your correspondence (if sent).

**NOTE: It is highly recommended that if corrections or updates are made, review your OMPF, or if Deployed, re-order your CD-Rom to confirm changes. (NOTE: Please allow 60 days for changes to take effect)**

Step 3 - After reviewing your service record - such as evaluations, awards, qualifications, etc. - start reviewing what you can do to improve yourself, such as:

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **NKO** that are recommended in this document.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions). NKO at Learning > Learning Opportunities

Step 4 - Review qualifications that your rating values or requires for advancement and create a plan to earn these important pieces in the professional growth and advancement puzzle. Read the applicable NAVADMIN for additional dates and information, and review previous selection board precepts.

## QUALIFICATIONS AND CERTIFICATIONS

| Sea/Shore General Qualifications<br>Watch Standing Qualifications | Report Date | Completion Date<br>(If qualification is not required place<br>N/A in this Block) |
|---|-------------|--|
| Ship Board Fire Fighting  |             |  |
| Aviation Fire Fighting  |             |  |
| Basic Damage Control  |             |  |
| Advanced Damage Control   |             |  |
| 3M 303 Work Center Supervisor                                     |             |  |
| 3M 304 LCPO/Division Officer                                      |             |  |
| Section Leader  |             |  |
| Officer of the Deck (OOD) (In Port)                               |             |  |
| Command Duty Officer (CDO)  |             |  |
| Junior Officer of the Deck (JOOD) (At Sea)                        |             |  |
| Officer of the Deck (OOD) (At Sea)                                |             |  |
| Personal Qualifications Standard                                  |             |  |

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

| Warfare qualification programs | Report Date | Completion Date<br>(If qualification is not required place<br>N/A in this Block) |
|--------------------------------|-------------|--|
| Surface Warfare Specialist     |             |  |
| Aviation Warfare Specialist    |             |  |

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

## CERTIFICATIONS

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

| <b>Occupation (Civilian Employer)</b>   |
|---|
| <a href="#">Boilermakers</a>  |
| <a href="#">Bus and Truck Mechanics and Diesel Engine Specialists</a>   |
| <a href="#">Computer, Automated Teller, and Office Machine Repairers</a>  |
| <a href="#">Control and Valve Installers and Repairers, Except Mechanical Door</a>                                  |
| <a href="#">Cooling and Freezing Equipment Operators and Tenders</a>  |
| <a href="#">Engine and Other Machine Assemblers</a>   |
| <a href="#">First-Line Supervisors of Mechanics, Installers, and Repairers</a>                                      |
| <a href="#">First-Line Supervisors of Production and Operating Workers</a>  |
| <a href="#">Gas Compressor and Gas Pumping Station Operators</a>  |
| <a href="#">Hazardous Materials Removal Workers</a>   |
| <a href="#">Helpers--Installation, Maintenance, and Repair Workers</a>  |
| <a href="#">Hoist and Winch Operators</a>   |
| <a href="#">Industrial Machinery Mechanics</a>  |
| <a href="#">Insulation Workers, Mechanical</a>  |
| <a href="#">Machinists</a>  |
| <a href="#">Maintenance and Repair Workers, General</a>   |
| <a href="#">Maintenance Workers, Machinery</a>  |
| <a href="#">Mobile Heavy Equipment Mechanics, Except Engines</a>  |
| <a href="#">Pipe Fitters and Steamfitters</a>   |
| <a href="#">Power Plant Operators</a>   |
| <a href="#">Pump Operators, Except Wellhead Pumpers</a>   |
| <a href="#">Refrigeration Mechanics and Installers</a>  |
| <a href="#">Separating, Filtering, Clarifying, Precipitating, and Still Machine Setters, Operators, and Tenders</a> |
| <a href="#">Ship Engineers</a>  |
| <a href="#">Stationary Engineers and Boiler Operators</a>   |
| <a href="#">Water and Wastewater Treatment Plant and System Operators</a>   |

| <b>Occupation (Federal Employer)</b>                        |
|---|
| <a href="#">0871 - Naval Architecture Series</a>            |
| <a href="#">4749 - Maintenance Mechanic</a>                 |
| <a href="#">4850 - Bearing Reconditioning</a>               |
| <a href="#">5306 - Air Conditioning Equipment Mechanic</a>  |
| <a href="#">5350 - Production Machinery Mechanic</a>        |
| <a href="#">5402 - Boiler Plant Operating</a>               |
| <a href="#">5415 - Air Conditioning Equipment Operating</a> |
| <a href="#">5419 - Stationary-Engine Operating</a>          |
| <a href="#">9945 - Refrigeration Engineer</a>               |
| <a href="#">9958 - Evaporator-Utilityman</a>                |
| <a href="#">9963 - Fireman</a>                              |
| <a href="#">9964 - Fireman-Watertender</a>                  |

**Navy COOL:** The following certifications and licenses are applicable to the MM-Machinist's Mate rating. *They may require additional education, training or experience.*

| Target paygrade | Certifying Agency  | Credential Title   | Date Completed |
|-----------------|--|--|----------------|
| E6              | American Society for Quality (ASQ)                           | Certified Manager of Quality/Organizational Excellence (CMQ/OE)    |                |
| E3              | American Society for Quality (ASQ)                           | Certified Quality Improvement Associate (CQIA)                     |                |
| E4              | American Society for Quality (ASQ)                           | Certified Quality Technician (CQT)                                 |                |
| E5              | Electrical Generating Systems Association (EGSA)             | Electrical Generator Systems Technician Certification - Apprentice |                |
| E5              | International Fluid Power Society (IFPS)                     | Industrial Hydraulic Mechanic (IHM)                                |                |
| E5              | International Fluid Power Society (IFPS)                     | Mobile Hydraulic Mechanic (MHM)                                    |                |
| E5              | International Society of Automation (ISA)                    | Certified Control Systems Technician - Level I (CCST-I)            |                |
| E5              | International Society of Automation (ISA)                    | Certified Control Systems Technician - Level II (CCST-II)          |                |
| E5              | International Society of Automation (ISA)                    | Certified Control Systems Technician - Level III (CCST-III)        |                |
| E5              | National Institute for Metalworking Skills, Inc (NIMS)       | Diemaking Level III  |                |
| E6              | North American Electric Reliability Corporation (NERC)       | System Operator Certification                                      |                |
| E5              | North American Technician Excellence (NATE)                  | Air Conditioning Specialty (Service)                               |                |
| E5              | Professional Evaluation and Certification Board (PECB)       | ISO 9001 Foundation - Quality Certification                        |                |
| E5              | Society for Maintenance and Reliability Professionals (SMRP) | Certified Maintenance and Reliability Professionals (CMRP)         |                |
| E5              | Society for Maintenance and Reliability Professionals (SMRP) | Certified Maintenance and Reliability Technician (CMRT)            |                |
| E4              | Transportation Security Administration                       | Transportation Worker Identification Credential (TWIC)             |                |
| E4              | United States Coast Guard (USCG)                             | National QMED: Machinist/Pumpman                                   |                |
| E4              | Vibration Institute  | Certified Balancing Specialist - Category I                        |                |
| E4              | Vibration Institute  | Certified Vibration Analyst - Category I                           |                |
| E5              | Vibration Institute  | Certified Vibration Analyst - Category II                          |                |

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 | Boilerhouse Mechanic                         |                |
| E1 - E9 | Bulk Fuel Specialist (Pumper-Gauger)         |                |
| E1 - E9 | Computer Operator                            |                |
| E1 - E9 | Diesel Mechanic                              |                |
| E1 - E9 | Electronics Mechanic                         |                |
| E1 - E9 | Electronics Mechanic (Any Industry)          |                |
| E1 - E9 | Hydroelectric-Machinery Mechanic (Utilities) |                |
| E1 - E9 | Maintenance Mechanic (Any Industry)          |                |
| E1 - E9 | Ordnance Artificer (Government Service)      |                |
| E1 - E9 | Pipe Coverer And Insulator                   |                |
| E1 - E9 | Power-Plant Operator (Utilities)             |                |
| E1 - E9 | Pump Repairer (Any Industry)                 |                |
| E1 - E9 | Refrigeration Mechanic                       |                |
| E1 - E9 | Refrigeration Mechanic (Any Industry)        |                |
| E1 - E9 | Water-Treatment-Plant Operator (Waterworks)  |                |

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

## STAY NAVY

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

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

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

---

### TRANSFER:

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

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

---

### SEPARATING/RETIRE:

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

---

### PHYSICAL FITNESS:

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

**CPO REQUIRED NAVY PME:**

| Course Title  | Course Location       | CIN/CSE ID               | Course Length | Date Completed |
|---|-----------------------|--------------------------|---------------|----------------|
| ADAMS for Supervisors   | Various Locations     | S-501-0120               | 8 hours       |                |
| ADAMS for Facilitators  | Various Locations     | S-501-0110               | 16 hours      |                |
| Ethics Training   | Command Delivered     |                          |               |                |
| <b>Required General Military Training Topics For FY 2016 (Standardized Core Training) <sup>1</sup></b>  |                       |                          |               |                |
| Antiterrorism Level I Awareness   | NKO/Command Delivered | CENSECFOR-AT-010-1.0     |               |                |
| Combating Trafficking in Persons General Awareness  | NKO/Command Delivered | DOD-CTIP-1.0             |               |                |
| Counterintelligence Awareness and Reporting   | NKO/Command Delivered | DOD-CIAR-1.0             |               |                |
| Cyber Awareness Challenge V3  | NKO/Command Delivered | DOD-IAA-V13.0            |               |                |
| Operations Security (Uncle Sam's OPSEC)   | NKO/Command Delivered | NIOC-USOPSEC-2.0         |               |                |
| Privacy and Personally Identifiable Information   | NKO/Command Delivered | DOD-PII-2.0              |               |                |
| Records Management  | NKO/Command Delivered | DOR-RM-010-1.1           |               |                |
| Sexual Assault Prevention and Response Awareness (SAPR)   | Command Delivered     | CPPD-GMT-SAPRA-1.0<br>CC |               |                |
| Equal Opportunity/Sexual Harassment/Grievance Procedures <sup>2</sup>   | Command Delivered     | CPPD-GMT-EOSH-1.0        |               |                |
| Suicide Prevention  | Command Delivered     | CPPD-GMT-SAP-1.0         |               |                |
| <b>Required General Military Training Topics For FY 2016 (Command-Assigned Readiness – Enhancement topics; biennial periodicity) <sup>3</sup></b> |                       |                          |               |                |
| Alcohol, Drug, and Tobacco Awareness  | Command Delivered     | CPPD-GMT-ADTA-1.0        |               |                |
| Domestic Violence Prevention and Reporting  | NKO/Command Delivered | CPPD-GMT-DV-1.0          |               |                |
| Sexual Health and Responsibility  | NKO/Command Delivered | CPPD-GMT-SHR-1.0         |               |                |
| Stress Management   | Command Delivered     | CPPD-GMT-SM-1.0          |               |                |

1 - Verify GMT topics on NKO GMT web page.

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

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

**CPO REQUIRED COMMUNITY PME:**

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

**CPO RECOMMENDED NAVY PME:**

| Course Title  | Course Location       | CIN/CSE ID                   | Course Length                | Date Completed |
|---|-----------------------|------------------------------|------------------------------|----------------|
| Chief's Mess Training (CMT/LCC) (21 modules available)  | Command Delivered     |                              | Each Month                   |                |
| Primary Enlisted Professional Military Education (PEPME)  | NKO                   | Military DON/ PME            | 60 hours                     |                |
| Block 1 Primary EPME - Introduction   | NKO                   | PPME-SENL-B1                 |                              |                |
| Block 2 Primary EPME - The Culture of the Navy  | NKO                   | PPME-SENL-B2                 |                              |                |
| Block 3 Primary EPME - Governance of the Navy   | NKO                   | PPME-SENL-B3                 |                              |                |
| Block 4 Primary EPME - How the Navy Thinks About War  | NKO                   | PPME-SENL-B4                 |                              |                |
| Block 5 Primary EPME - How the Navy Plans its Operations  | NKO                   | PPME-SENL-B5                 |                              |                |
| Block 6 Primary EPME - Technology in the Maritime Domain  | NKO                   | PPME-SENL-B6                 |                              |                |
| Block 7 Primary EPME - PME Conclusion   | NKO                   | PPME-SENL-B7                 |                              |                |
| Joint Professional Military Education (JPME)  | War College           | Military DON/ PME            | 40 hours                     |                |
| Senior Enlisted Academy   | Newport RI            | P-920-1300                   | 9 weeks (DL) / 3 weeks (F2F) |                |
| Senior Enlisted Leadership Development Guide  | NKO                   |                              |                              |                |
| Culture   | NKO or College Course | Foreign Language and Culture | 45 hours                     |                |
| <b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion)<sup>1</sup></b> |                       |                              |                              |                |
| Energy Policy   | Command Delivered     | OPNAV-GMTE-1.0               |                              |                |
| Hazing Policy and Prevention  | Command Delivered     | CPPD-GMT-HPP-1.0             |                              |                |
| Operational Risk Management   | NKO/Command Delivered | CPPD-GMT-ORM-1.0             |                              |                |
| Personal Financial Management   | Command Delivered     | CPPD-GMT-PFM16-1.0           |                              |                |
| Physical Readiness  | NKO/Command Delivered | CPPD-GMT-PRT-2.0             |                              |                |

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**CPO RECOMMENDED RESERVE PME:**

| Course Title  | Course Location | CIN/CSE ID           | Course Length | Date Completed |
|---|-----------------|----------------------|---------------|----------------|
| NROWS Orders Administration Course                        | NKO             | R-500-0140/02PG /DoN | 8 hours       |                |
| Naval Reserve Center Commanding Officer Officer In Charge | NKO             | CNRF-COOIC-1.0 /DoN  | 8 hours       |                |
| Guidance for Mobilization                                 | NKO             | CNRF-GMB-1.1 /DoN    | 4 hours       |                |
| Military Sealift Command 101                              | NKO             | CNRF-MSC101 /DoN 1.1 | 24 hours      |                |
| Non-Prior Service Accession Program                       | NKO             | CNRF-NPSAP-2 /DoN 0  | 23 hours      |                |

**CPO RECOMMENDED COMMUNITY PME:**

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

## NAVY PROFESSIONAL READING PROGRAM (PRP)

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

### ESSENTIAL READING

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

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

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

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

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

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

**CPO RECOMMENDED COMMUNITY READING**

| Title  | Completed |
|--|-----------|
| Basic Military Requirements Manual (BMR) <i>NAVEDTRA 14325</i>   |           |
| Engineering Journeyman PQS <i>NAVEDTRA 43702</i>   |           |
| Engineering Fundamentals <i>NAVEDTRA 43103-A</i>   |           |
| Surface Force Training Manual <i>COMNAVSURFORINST 3502.1C</i>  |           |
| Surface Ship Firefighting <i>NAVSEA S9086-S3-STM-010/CH 555 VI</i>   |           |
| Damage Control Engineering Casualty Control <i>NSTM 079 V3</i>   |           |
| NSTM 077 Rev 7 Personnel Protective Equip <i>S9086-CL-STM-010</i>  |           |
| Inspections, Tests, Records, & Reports <i>NSTM 090</i>   |           |
| Boiler Water/Feedwater Water Chemistry <i>NSTM 220</i>   |           |
| Boilers <i>NSTM 221</i>  |           |
| Propulsion and SSTG Steam Turbines <i>NSTM 231</i>   |           |
| Lubricating Oils, Lubrication Systems <i>NSTM 262</i>  |           |
| Ship Fuel and Fuel Systems <i>NSTM 541</i>   |           |
| Surface Ship Survivability <i>NTTP 3-20.31</i>   |           |
| NSTM TAGOUT Users Manual <i>NAVSEA S0400-AD-URM-010/TUM</i>  |           |
| U.S. Navy Uniform Regulations <i>NAVPERS 15665I</i>  |           |
| Naval Military Personnel Manual <i>NAVPERS 15560D</i>  |           |
| Ships' Maintenance and Material Management (3M) Manual <i>NAVSEAINST 4790.8 Series</i>   |           |
| Navy Occupational Safety and Occupational Health (SOH) Program Manual for Forces Afloat Vol II Surface Ship Safety Standards <i>OPNAVINST 5100.19E</i> |           |
| Physical Readiness Program <i>OPNAVINST 6110.1J</i>  |           |
| Standard Organization and Regulations of the U.S. Navy (SORM) <i>OPNAVINST 3120.32 Series</i>  |           |
| Enlisted to Officer Commissioning Programs Application Administrative Manual <i>OPNAVINST 1420.1B</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 Machinist's Mate 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 MM**

|  |
|--|
| <b>Recommended Associates' degrees for the Fireman</b> |
|  |

### **RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR MM**

|  |
|--|
| <b>Recommended Bachelors/Masters degrees for the Fireman</b> |
|  |

## **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



### 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.# |
| <b>~GENERAL EDUCATION</b>                                 |                                       |                |           |           |           |           |           |                |
| 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            |
| <b>~PROFESSIONAL COURSES</b>                              |                                       |                |           |           |           |           |           |                |
| 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         |
| <b>~PROFESSIONAL ELECTIVES - minimum 24 hours</b>         |                                       |                |           |           |           |           |           |                |
|   | E3                                    | E4             | E5        | E6        | E7        | E8        | E9        |                |
| <i>ACE Recommended from MOS / Rate:</i>                   |                                       |                |           |           |           |           |           |                |
| Military Credits  | 7                                     | 13             | 13        | 17        | 16        | 16        | 16        |                |
| <i>Credit from Service School:</i>                        |                                       |                |           |           |           |           |           |                |
| Recruit Training  | 2                                     | 2              | 2         | 2         | 2         | 2         | 2         |                |
| A-School (if attended)                                    |                                       |                |           |           |           |           |           |                |
| C-Schools (if attended)                                   |                                       |                |           |           |           |           |           |                |
| C-Schools (if attended)                                   | Credit based on individual evaluation |                |           |           |           |           |           |                |
| <b>Total Elective Hours</b>                               | 9                                     | 15             | 15        | 19        | 18        | 18        | 18        |                |
| <b>Total Credits Awarded *</b>                            | 9                                     | 15             | 15        | 22        | 24        | 24        | 24        |                |
| <b>TOTAL CREDITS NEEDED (60 s.h.)</b>                     | <b>51</b>                             | <b>45</b>      | <b>45</b> | <b>38</b> | <b>36</b> | <b>36</b> | <b>36</b> |                |

\* *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](mailto: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](mailto: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 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