



Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT) (MMN-SW-ELT)

January 2021





United States Navy Ethos

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

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

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

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

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

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

We are the United States Navy.



The Sailor's Creed

I am a United States Sailor.

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

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

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

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

CAREER ROADMAP

Fireman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT) community through the process of pursuing professional development and advanced education using various military and civilian resources e.g. PQS program; JST Joint Service Transcript; E-Learning; Navy College Network; etc. Successful leadership is the key to military readiness and will always require a high degree of technical skill, professional knowledge, and intellectual development.

What is a Career Roadmap for Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT)?

Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT) 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?

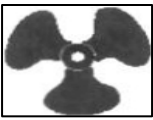
Enlisted Learning and Development Continuum is the formal title given to the curriculum and process building on the foundation of Sailorization beginning in our Delayed Entry Program through Recruit Training Command and throughout your entire career. The continuum combines skill training, professional 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?

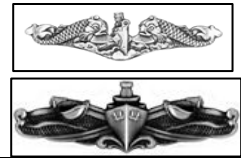
Yes. The Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT) roadmap includes the four areas encompassed by the Continuum in Professional Military Education to include; Navy Professional Military Education (NPME), Joint Professional Military Education (JPME), Leadership and Advanced Education.

Some training and education is mandatory (Recruit Training, Machinist Mate ELT (Surface) School at Charleston SC, E-Learning, etc.). Some may be directed by your chain of command (Microsoft Excel and PowerPoint courses), and the remainder is voluntary (MNP, E-Learning, college courses, etc.). Sailors are advised to seek out mentors, including your Command Master Chief, Senior Enlisted Advisor, Leading Chief Petty Officer, Leading Petty Officer and Command Career Counselor, and to make use of your Navy College Virtual Education Center (VEC) or OCONUS Education Office's vast resources. All are uniquely qualified to help you along the way.

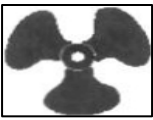
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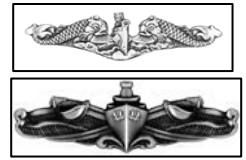
MMN CAREER PATH (SS AND SW)



Machinist's Mates (Nuclear) are involved in the supervision, operation, maintenance and administration of naval nuclear propulsion plants and associated equipment. They have a thorough understanding of reactor, electrical and mechanical theory involved in the operation of the nuclear reactor, steam plant, propulsion plant and auxiliary equipment. Some (ELTs, LETTs) possess a detailed knowledge of reactor and steam plant chemistry and radiological controls. They operate and perform maintenance on reactor and propulsion mechanical systems, steam systems and supporting equipment and systems.					
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	MMNCM	19 Yrs	CSEL	36	4th Shore Tour Billet: CSEL/Plant Master Chief/ Staff Inst./Maint. Sup. Duty: NPTU/NFAS/NPS/IMA/Staff. Qualification: NEC N15S/N16S/N25S/N26S, N31Z/N32Z
24-25	MMNCM	19 Yrs	CSEL	40	4th Sea Tour Billet: CSEL/Dep. LCPO/EDMC/RDMC. Duty: SSN/SSBN/SSGN {N15S/N16S}/CVN {N25S/N26S}. Qualification: NEC N15S/N16S/N25S/N26S, N31Z/N32Z
21-23	MMNCM	19 Yrs	CSEL	36	3rd Shore Tour Billet: Instr./Maint. Sup./Staff/Recruiter. Duty: NPTU/NFAS/NPS/IMA/Staff/Recruiting. Qualification: NEC N15S/N16S/N25S/N26S, N31Z/N32Z
18-20	MMNCM MMNCS	19 Yrs 15 Yr	CSEL	40	3rd Sea Tour Billet: Dep. LCPO/EDMC/Div. LCPO. Duty: SSN/SSBN/SSGN {N15S/N16S}/CVN {N25S/N26S}. Qualification: NEC N15S/N16S/N25S/N26S, N31Z/N32Z
14-17	MMNCS	15 Yrs	LDO, CSEL	36	2nd Shore Tour Billet: Instr./Ship and Component Main Tech./ Staff/Recruiter. Duty: NPTU/NFAS/NPS/IMA/Staff/Recruiting. Qualification: NEC N15S/N16S/N25S/N26S, N32Z
10-13	MMNC	11 Yrs	LDO	40	2nd Sea Tour Billet: Division LPO/Asst. LPO/Division LCPO. Duty: SSN/SSBN/SSGN {N15S/N16S}/CVN {N25S/N26S}. Qualification: NEC N15S/N16S/N25S/N26S, N32Z
7-9	MMN1	6 Yrs	STA-21(N), LDO	36	1st Shore Tour Billet: Instr./Maint Tech/Recruiter. Duty: NPTU/NFAS/NPS/IMA/Recruiting/RDC. Qualification: NEC N15S/N16S/N25S/N26S
3-6	MMN1 MMN2	6 Yrs 3 Yrs	STA-21(N)	48	1st Sea Tour Billet: Steam/Reactor Plant Operator/Maint. Tech. Duty: SSN/SSBN/SSGN {N15O/N16O}/CVN {N25O/N26O}. Qualification: Senior in Rate/Warfare Qual/ Supervisor NEC N15S/N16S/N25S/N26S
1-2	MMN3 Accession Training	14 wks "A" School Completion	STA-21(N)	N/A	Recruit/Apprenticeship Training (up to 82 weeks) Duty: RTC/NFAS/NPS/NPTU. (Some will have 24-month Junior Staff Instructor tour at NPTU). Qualification: NEC N91T



MMN CAREER PATH (SS AND SW)



Notes:

1. MMNs are rarely detailed outside the nuclear community.
2. The nuclear community values sustained, superior performance at sea in a leadership role (Leading Petty Officer (LPO), Leading First, etc.) and on shore duty (training, maintenance, recruiting, Recruit Division Commander, etc.).
3. Variety of experience and success in various positions are beneficial to our future leadership positions. Those assigned to Forward Deployed Naval Forces (FDNF) and Courier Positions are specially screened.

Candidates for advancement from E6 to E7 are:

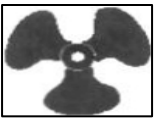
- a. FULLY QUALIFIED if:
 - 1) They possess a supervisor NEC (N15S/N16S for submarines, N25S/N26S for surface) AND
 - 2) Previously or currently qualified Engineering Watch Supervisor or Propulsion Plant Watch Supervisor.
 - 3) N16S have obtained the Leading Engineering Laboratory Technician (LELT) qualification.
- b. BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND:
 - 1) Served as LPO, Assistant LPO, Leading First, LELT, or Engineering Department Training Assistant for 12 or more months OR
 - 2) Have a history of sustained superior performance defined as a majority of their Individual Trait Averages ABOVE Reporting Senior Cumulative Average.
- c. NOT ELIGIBLE: Per BUPERSINST 1430.16, members participating in a commissioning program (STA-21 Nuclear/Core) are not eligible for advancement to CPO. Per reference BUPERSINST 1430.16, members who have a special category NEC (N59X for submarines or N89X for surface) are also not eligible for selection to CPO
- d. AMPLIFYING INFORMATION: Few may qualify as Training Engineering Officer of the Watch (T-EOOW) at a Nuclear Power Training Unit (NPTU), which is normally stood by an Officer. T-EOOW requires significant leadership ability and in-depth understanding of reactor plant operations. Only the best complete this qualification.

Candidates for advancement from E7 to E8 are:

- a. FULLY QUALIFIED if:
 - 1) They meet the FULLY QUALIFIED and BEST QUALIFIED standards for advancement from E6 to E7.
 - 2) NEC N15S/N16S have obtained the Engineering Department Master Chief (EDMC) qualification (NEC N3ZZ).
- b. BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND
 - 1) NEC N15S/N16S are serving or served as LELT or Leading Chief Petty Officer (LCPO) on a submarine OR Leading Crew Chief (LCC) at an NPTU.
 - 2) NEC N25S/N26S are serving or served as Reactor Auxiliary, Reactor Laboratory, Reactor Mechanical, Reactor Propulsion, or Reactor Networks CPO or LCPO on an aircraft carrier OR LCC at an NPTU.
- c. NOT ELIGIBLE: Per BUPERSINST 1430.16, members who have a special category NEC (N59X for submarines or N89X for surface) are not eligible for selection to SCPO
- d. AMPLIFYING INFORMATION:
 - 1) For N15S/N16S, few may qualify as Chief of the Watch (COW), Diving Officer of the Watch (DOOW), or Pilot (Virginia Class), but these non-nuclear qualifications are not a prerequisite for advancement.
 - 2) For N25S/N26S, few may qualify as Propulsion Plant Watch Officer (PPWO), which is normally stood by an Officer. PPWO requires significant leadership ability and in-depth understanding of reactor plant operations. Only the best complete this qualification.
 - 3) Few may qualify as T-EOOW at NPTU, which is normally stood by an Officer. T-EOOW requires significant leadership ability and in-depth understanding of reactor plant operations. Only the best complete this qualification.

Candidates for advancement from E8 to E9 are:

- a. FULLY QUALIFIED if:
 - 1) They meet the FULLY QUALIFIED and BEST QUALIFIED standards for advancement from E7 to E8.
 - 2) NEC N15S/N16S are serving or served as EDMC.
 - 3) NEC N25S/N26S have obtained the Reactor Department Master Chief (RDMC) qualification (NEC N31Z).
- b. BEST QUALIFIED if they meet the FULLY QUALIFIED standard AND
 - 1) NEC N25S/N26S are serving or served as Divisional LCPO or Reactor Training Division Officer on an aircraft carrier OR Staff Training Group LCPO or LCC at NPTU.
- c. NOT ELIGIBLE: Per BUPERSINST 1430.16, members who have a special category NEC (N59X for submarines or N89X for surface) are not eligible for selection to MCPO
- d. AMPLIFYING INFORMATION:
 - 1) For N15S/N16S, few may qualify as COW, DOOW, or Pilot, but these non-nuclear qualifications are not a prerequisite for advancement.



MMN CAREER PATH (SS AND SW)



- 2) For N25S/N26S, few may qualify as PPWO, which is normally stood by an Officer. PPWO requires significant leadership ability and in-depth understanding of reactor plant operations. Only the best complete this qualification.
- 3) Few may qualify as T-EOOW at NPTU, which is normally stood by an officer. T-EOOW requires significant leadership ability and in-depth understanding of reactor plant operations. Only the best complete this qualification.



Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT) Petty Officer First Class (Journeyman/Master)

NAME:

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Primary Valve Operator – Advanced Course ¹	Norfolk, VA / Groton, CT / Kings Bay, GA / Bangor, WA / San Diego, CA / Pearl Harbor, HI / Agana, Guam	S-661-0018	4 days	

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

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
N250 - Nuclear Propulsion Plant Operator Mechanical - Surface ¹	Charleston, SC / Ballston Spa, NY	A-661-0014	23 weeks	
N260 - Nuclear Propulsion Plant Operators – Engineering Laboratory Technician - Surface ¹	Charleston, SC / Ballston Spa, NY	A-661-0015		
N76Z - Radiological Control Technician Qualification School ¹	Portsmouth, VA	S-661-1030	16 weeks	
N26S - Surface Ship Nuclear Propulsion Plant Supervisor – ELT ¹	N/A	N/A		
N77Z - Nuclear Planner ¹	Portsmouth, VA	S-661-1022	5 weeks	

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

JOB DESCRIPTION

Operates and performs organizational level maintenance on mechanical systems for nuclear propulsion plants. Safe operation of nuclear propulsion plants in accordance with sound engineering practices and governing directives. Perform radiological controls, water chemistry control and associated analyses for surface nuclear propulsion plants.

RECOMMENDED BILLET ASSIGNMENTS

SEA DUTY: Assignment to reactor department on an aircraft carrier. Homeports include Norfolk, VA; San Diego, CA; Everett/ Bremerton, WA; and Yokosuka, Japan.

SHORE DUTY includes: Prototype, 'A' School or Power School Instructor, FIDE or NRMD Maintenance Activity. Your detailee may have other opportunities available for you to choose from.

OTHER: Joint Assignments, GWOT Support Assignments, Recruiter, RDC, DAPA, SARP, Career Counselor.

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

Command Address		QD Phone Number:	
Mobilization UIC:			
Naval Reserve Activity:			
Division Officer:		Phone Number:	
Leading Chief Petty Officer:		Phone Number:	
Leading Petty Officer:		Phone Number:	
Sponsor/Mentor:		Phone Number:	
Depart/Division Career Counselor:		Phone Number:	
Date of Initial Entry to Military Service (DIEMS):		Date of Initial Entry Reserve Forces (DIERF):	
Pay Entry Base Date (PEBD):			
ADSD:	Report Date:	EAOS/EOS:	PRD: SEA / SHORE: /
PAYGRADE E6 (3 Years time in service required to be eligible for advancement to E7)			
Date Advanced:	Eligible Advancement Date:	Number of times up:	
HYT Date:	Security Clearance Level:	Date Last updated:	
Command INDOC complete:			

CAREER DEVELOPMENT BOARDS:

Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E6) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

24 Month: 48 Month: 60 Month:

Family Care Plan: Mil to Mil:

Sailor 360: Special Program: Member Request:

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

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

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

Transfer: Separation: Fleet Reserve Retirement Options:

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

Overseas Tour Extension Incentives Program (OTEIP):

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

Advancement:

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

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

Naval Academy: Naval Academy Preparatory School (NAPS):

Limited Duty Officer:

Officer Candidate School: Seaman to Admiral 21 (STA-21):

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

SELECTION BOARD CHECKLIST FOR E6 PROMOTION TO CPO

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

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR) Self-Service ESR:** This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log in to My Navy Portal (MNP) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
- d. **US Navy Awards website:** Log in to (<https://awards.navy.mil/>) to review any awards you may qualify for but were unaware of. Note that this website is only available from a CAC enabled, NMCI machine.
- e. **Physical Readiness Information Management System (PRIMS):** To log in to PRIMs, first log in to BUPERS Online at <https://www.bol.navy.mil>. Then look half way down the page for the PRIMs login at <https://www.bol.navy.mil/bam/>.
- f. **EOSH:** The Federal Agency Employee Occupational Safety and Health (EOSH) Toolkit is available at https://www.osha.gov/dep/fap/eosh_toolkit.html. It provides a one-stop-shop website that includes "just in time" information about maintaining a safe and healthful workplace.

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

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

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
PRESIDENT
FY-XX ACTIVE/RESERVE E7 ENLISTED SELECTION BOARD #XXX
5640 TICONDEROGA LOOP BLDG 768 RM E302
MILLINGTON TN 38055
(Active = 360 / SELRES = 335 / FTS = 336)

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

- c. Ensure official record reflects any individual augmentation mission (awards, evals, NEC, etc).
- d. Check <https://www.public.navy.mil/bupers-npc/boards/activedutyenlisted/Pages/GeneralInformation.aspx> to verify that the selection board has received your correspondence (if sent).

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

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

- a. Request a **Career Development Board (CDB)** through your chain of command.
- b. Take a good, hard look at the type of **Collateral Duties** you are assigned. Review your command collateral duties instruction and talk with your COC and / or appear before the CDB. Take the tough command duties that provide the most involvement in the command as a whole and that have direct Sailor support.
- c. Review your current level of education to see how far along you are in earning a **college degree** and pursue **non-resident Navy courses** to expand your level of knowledge. Complete the **Navy e-Learning courses** on **MNP** that are recommended in this document. Check Navy COOL (<https://www.cool.navy.mil/usn>) for any related credentials for which you may be qualified.
- d. Check out **OTHER Learning Opportunities** to add to your service record, such as the CANTRAC Volume I (Training Facilities) and CANTRAC Volume II (Course Descriptions) at <https://main.prod.cetars.training.navy.mil/cetars/main.html>.

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

Step 5 - Prepare for the next CPO Advancement Exam cycle in January for Active Duty & February for Reserves as soon as the Bibliography References are posted six months prior in July. Use the Navy Advancement Center info and website listed above in the advancement section.

QUALIFICATIONS

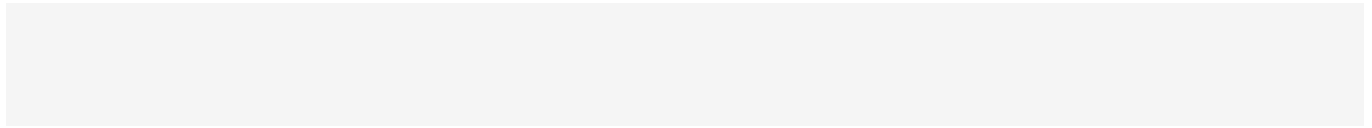
Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (N/A if not required)

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

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

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (N/A if not required)
Department		
Primary Valve Operator		
Control Point Watch		
Basic Nuclear Engineering Qualification		
Propulsion Plant Watch Supervisor		
In-Rate: Reactor Room		
ELT		
Feed Pump Watch		
CTG Watch		
Feed Control		
Shut Down Roving Watch		
Reactor Auxiliaries		
Shut Down Reactor Mechanic		
Chief Reactor Watch		
In-Rate: Main Machinery Room		
ELT		
MMR LL		
Distilling Unit		
SSTG Watch		
Cold Iron Watch		
MMR UL		
Shut Down Mechanical Operator		
Chief Machinery Operator		
Other		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer		
3M 303 Work Center Supervisor		
3M 304 (Division Officer)		
QA 301 Craftsman		
QA 302 Controlled Material Petty Officer (CMPO)		
QA 305 Quality Assurance Inspector (QAI)		

Notes on Qualifications:



CREDENTIALING

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

The following certifications and licenses are applicable to the MMN-Machinists Mate, Nuclear Power rating. *They may require additional education, training or experience.*

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

Target Paygrade	Certifying Agency	Credential Title	Date Completed
E5	Institute of Certified Professional Managers (ICPM)	Certified Manager (CM)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level I (CCST-I)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level II (CCST-II)	
E6	International Society of Automation (ISA)	Certified Control Systems Technician - Level III (CCST-III)	
E6	National Registry of Radiation Protection Technologists	Registered Radiation Protection Technologist (RRPT)	
	North American Electric Reliability Corporation (NERC)	Balancing and Interchange Certification (BI)	
	North American Electric Reliability Corporation (NERC)	Balancing, Interchange, and Transmission Operator Certification (BT)	
	North American Electric Reliability Corporation (NERC)	Reliability Operator Certification (RC)	
	North American Electric Reliability Corporation (NERC)	Transmission Operator Certification (TO)	
E6	Society for Maintenance and Reliability Professionals (SMRP)	Certified Maintenance and Reliability Technician (CMRT)	
	Transportation Security Administration (TSA)	Transportation Worker Identification Credential (TWIC)	
	United States Coast Guard (USCG)	STCW III/1 - OICEW or DDE 750 kW/1000 HP or More	

Out of Rate Certifications and Licensure

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

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

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

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

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

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

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

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

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

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

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

The following USMAP apprenticeships are applicable to the MMN-Machinists Mate, Nuclear Power rating.

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

Rank	Apprenticeship	Date Completed
E1 - E9	Computer Operator	
	Counselor (Professional & Kindred)	
E1 - E9	Hydroelectric-Machinery Mechanic (Utilities)	
	Industrial Maintenance Mechanic	
	Power-Plant Operator	
	Water-Treatment-Plant Operator	

POST MILITARY OCCUPATIONS

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

Occupation (Civilian Employer)
Control and Valve Installers and Repairers, Except Mechanical Door
Electrical and Electronic Engineering Technologists and Technicians
Engine and Other Machine Assemblers
First-Line Supervisors of Production and Operating Workers
Hazardous Materials Removal Workers
Helpers--Installation, Maintenance, and Repair Workers
Industrial Machinery Mechanics
Maintenance and Repair Workers, General
Maintenance Workers, Machinery
Mobile Heavy Equipment Mechanics, Except Engines
Nuclear Monitoring Technicians
Nuclear Power Reactor Operators
Nuclear Technicians
Power Distributors and Dispatchers
Power Plant Operators
Pump Operators, Except Wellhead Pumps
Ship Engineers
Stationary Engineers and Boiler Operators

Occupation (Federal Employer)
0830 - Mechanical Engineering Series
0840 - Nuclear Engineering Series
0871 - Naval Architecture Series
1310 - Physics Series
1320 - Chemistry Series
4749 - Maintenance Mechanic
4850 - Bearing Reconditioning
5306 - Air Conditioning Equipment Mechanic
5350 - Production Machinery Mechanic
5402 - Boiler Plant Operating
5415 - Air Conditioning Equipment Operating
5419 - Stationary-Engine Operating
9945 - Refrigeration Engineer
9958 - Evaporator-Utilityman
9963 - Fireman
9964 - Fireman-Watertender

STAY NAVY

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

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

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

REENLIST / EXTEND: Request Chit/Form:

Career Waypoints-Reenlistment Approval:

School as a Reenlistment Incentive:

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

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

RC to AC/FTS

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

If you have any questions or concerns, contact your unit or NOSC career counselor.

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

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

REENLIST / EXTEND: Request Chit/Form:

School as a Reenlistment Incentive:

MyNavy Assignments (MNA):

Medical/Dental Screening:

Command Recommendation (evaluation): Bonus: Ceremony:

AC/FTS to CIP

The Career Intermission Program allows Officers and Enlisted Sailors to transfer out of the active component (AC/FTS) and into the Individual Ready Reserve for a period of one to three years to pursue personal or professional obligations outside the Navy, while providing a means for their seamless return to active duty.

For additional information, go to: <https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/IRR/Pages/CIP.aspx>.

AC/FTS to Secretary of the Navy Tours with Industry

This program provides a venue for exceptional Sailors to experience innovative business practices. Navy fellows are fully immersed in company practices and will be actively engaged in projects and company operations. Past fellows were assigned to companies including VMware, Qualcomm, Apple, Inc., Boeing, Tesla, Oak Ridge National Laboratory, GE Digital, Amazon, FedEx, Northrup Grumman, Space X, LinkedIn and USAA.

For additional information go to: <https://www.public.navy.mil/bupers-npc/career/talentmanagement/Pages/SNTWI.aspx>.

Canvasser Recruiter (CANREC)

The Canvasser Recruiter (CANREC) Recall Program is a voluntary and temporary recall program for RC personnel to serve as production recruiters in support of the Navy Prior Service recruiting mission. Personnel eligible to volunteer for a Definite (also termed as "temporary") Recall to Active Duty (ACDU) as a CANREC are Reserve Component (RC) members, specifically Selected Reserve (SELRES), Individual Ready Reserve (IRR-ASP), and Voluntary Training Unit (VTU) personnel.

For additional information, go to:

<https://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/definiterecall/Pages/CANRECRrecall.aspx>.

Career Waypoints-Reenlistment:

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

- E3-E6 Sailors with less than 14 years of service must submit a Career Waypoints application, regardless of reenlistment intentions. Sailors who do not desire to reenlist will submit an "intends to separate" application. Sailors not eligible for reenlistment will submit a "not eligible" application.
- The Career Waypoints system automatically generates most of the applications needed by Sailors. Applications must be submitted no later than 16 months prior to expiration of active/reserve obligated service (EAOS/EOS) or as extended (SEAOS/SEOS). Sailors with less than 24 months of contract time remaining at their projected rotation date (PRD) will submit an application 15 months prior to their PRD. In either case, the Career Waypoints system will automatically generate

applications for Sailors 18 months prior to either timeframe. Applications required outside of the established C-Way gates can be submitted as Special Circumstance applications. Examples of when these may be needed include OBLISERVE for special duty, decommissioning or homeport shift.

- The C-Way 3-2-1 Process aligns career decisions with the detailing process. Soft End of Active/Reserve Obligated Service (SEAOS/SEOS)/End of Active/Reserve Obligated Service (EAOS/EOS) applications are created by C-Way at the 18 month from S/EAOS/EOS mark and must be submitted by the Command Career Counselor at the 16 month mark. This provides time for the Career Counselor to validate the Sailor's information and to ascertain the Sailors career intentions. The first C-Way review gate occurs from 16 to 13 months from S/EAOS/EOS with career choice options of in-rate, conversion, and Selected Reserve. The second review gate occurs from 12 to 9 months from S/EAOS/EOS with career choice options of conversion and Selected Reserve. From 8 months to 4 months to S/EAOS/EOS the Sailor can only choose Selected Reserve affiliation.
- Monthly reenlistment quotas are limited and must be reserved for our best and brightest Sailors who desire to Stay Navy. Sailors must choose one of the following based on their desires and qualifications:
 - Reenlist-in-Rate,
 - Reenlist-in-rate, Willing to Convert
 - Convert only
 - AC to AC or FTS to FTS
 - RC to AC/FTS
 - RC to RC
 - AC/FTS to CIP (Intermission)
 - AC/FTS to Tour w/ Industry
 - SELRES option
 - Canvasser Recruiter
 - Intend to separate
 - Not eligible

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

- If you are in an, "open" rating or a "balanced" rating in an undermanned year group or an E6, you are eligible for reenlistment, and your application is submitted with correct data it will be auto-approved and returned immediately, and you can reenlist.
- If you are in a "competitive" rating or a balanced rating but not an undermanned year group, then your application will be processed through the monthly Rack and Stack process. Applications submitted in one month are processed in Rack and Stack the following month.
- For Nuclear ratings, all applications are reviewed by enlisted community managers on an ongoing basis throughout the processing month.
- If required data is missing (evaluations, Physical Fitness Assessment (PFA) data, security clearance etc.) the application will be denied with a note to your career counselor regarding what needs to be fixed. It is critical the Command Career Counselor reviews these notes to ensure Sailors are not disadvantaged in their opportunities for retention.
- Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoint system.
- For additional guidance, see MILPERSMAN 1160-140, NAVADMIN 231/17, and your Career Counselor
Or call My Navy Call Center: (833) 330-MNCC or (901) 874-MNCC; or askmncc@navy.mil

Targeted Reentry Program (TRP)

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

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

Upon completion of the monthly process, Career Waypoints results will be available to command users via the Monthly report section of the Career Waypoints system.

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

AC/FTS TRANSFER:

<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	Exception Family Member	Medical/Dental	Reverse Sponsor	Obligate
MNA	MNA	MNA	Relocation (FFSC)	Bonus
Mil to Mil	Eval	SRB	SRB	
Family Care Plan				
Continuous Overseas Tours (COT)				
Overseas Tour Extension Incentive Program (OTEIP)				

SELRES TRANSFER:

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

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

SEPARATING/RETIRE*:

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

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

PHYSICAL FITNESS:

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

Height Weight If Required (AC BCA)

Last 2 PRT Cycles: Forearm Plank / Push-ups / Run/Swim/Cardio /

Overall Score /

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

List if any Medical Waiver(s) /

For more information on Navy Fitness, visit: https://www.public.navy.mil/bupers-npc/support/21st_Century_Sailor/physical/Pages/default2.aspx

PROFESSIONAL MILITARY EDUCATION (E6)

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

EDUCATION: (Prior to considering any pursuit of off duty education or program enrollment call the Navy College Virtual Education Center (NCVEC) 877-838-1659 or Visit your overseas Navy College Office.)

Education Plan Completed (Navy College Office/NCVEC)

Current Education Level

Degree Goal

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

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

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

Joint Service Transcripts (JST)

HS Transcripts College Transcripts

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

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

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

Academic skills NCPACE CLEP DSST

TA MGIB MGIB-SR Post 9/11 GIB

E6 REQUIRED NAVY PME:

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

1 - Verify GMT topics on the My Navy Portal (MNP) GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - The recommended method of delivery for SAPR and Suicide Prevention annual training is via face-to-face, small group facilitated discussions.

4 - See MNP Enlisted Leadership Development page: <https://www.mnp.navy.mil/group/training-education-qualifications/enlisted-leader-development>.

E6 REQUIRED COMMUNITY PME:

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

E6 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Professional Military Knowledge Eligibility Exam (PMK-EE) Study Material	Navy e-Learning	NETCPDC-PMK-EE-SM-1.0		
Military Requirements for Chief Petty Officer	Navy e-Learning	NRTC-NAVEDTRA-14144-MRFCPO-1.0		
Basic Enlisted Professional Military Education (BEPME)	Navy e-Learning	Military DON/ PME	20 hrs	
Block 1 Basic EPME - Introduction	Navy e-Learning	NWC-EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	Navy e-Learning	NWC-EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	Navy e-Learning	NWC-EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	Navy e-Learning	NWC-EPME-BASIC-B4		
Block 5 Basic EPME - Planning	Navy e-Learning	NWC-EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	Navy e-Learning	NWC-EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	Navy e-Learning	NWC-EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	Navy e-Learning	NWC-EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	Navy e-Learning	NAVRESFOR-NRF-3.0	10 hrs	
Evaluation and Fitness Reports	Navy e-Learning	002EF01		
Demonstrating Ethical Leadership	Navy e-Learning	NCSC-ILC-01-0004		
Nutrition	Navy e-Learning	NMHC12107V2.1	1 hour	
Culture	Navy e-Learning	Foreign Language and Culture	45 hrs	
21st Century CONSEP (Mid-Career)	Fleet and Family Service Center		2 days	
Recommended General Military Training Topics For FY 2021 (Delivery determined by command discretion) ¹				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Combating Trafficking of Persons General Awareness	Command Delivered/ MNP	DOD-CTIP-3.0		
Domestic Violence Prevention and Reporting	Command Delivered	CPPD-GMT-DV-1.1		
Electromagnetic Maneuver Warfare	Command Delivered/ MNP	NAVIFOR-FEWC-EMW-01.01		
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Equal Opportunity, Harassment, and Resolution Options	Command Delivered	CPPD-GMT-EOSH-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management (ORM)	Command Delivered	CPPD-GMT-ORMTC-1.0		
Operations Security	Command Delivered/ MNP	NOST-USOPSEC-3.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM-1.0		
Sexual Health and Responsibility	Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		
Traumatic Brain Injury	Command Delivered			
Privacy Act	Command Delivered	DON-PRIV-2.0		
Antiterrorism Level I ²	Command Delivered/ MNP	CENSECFOR-AT-010-1.0		
Tactical Combat Casualty Care All Service Member/Tier 1	Command Delivered	B-300-2010		
Financial Management ³	Command Delivered			

1 - Verify GMT topics on MyNavy Portal GMT webpage

2 - Personnel with less than 3 years of time-in-service must also complete Antiterrorism Level 1 training. For personnel with greater than 3 years of time-in-service, Antiterrorism Level 1 periodicity is now a triennial requirement and will be mandated for all hands in FY-22.

3 - Does not have a mandatory periodicity but is required at career touch points per CNO WASHINGTON DC/191539ZJUL16.

E6 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Test Cell Review of Basic Physics	MNP	CNATT-049-PHY-012-005-A0		

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

E6 RECOMMENDED COMMUNITY READING

Title	Completed
Field Guide to Understanding Human Error <i>by Sidney Dekker</i>	
Integrity <i>by Stephen Carter</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 3 of 4 <i>DOE-HDBK-1011/3-92</i>	
DOE Fundamentals Handbook, Electrical Science, Volume 4 of 4 <i>DOE-HDBK-1011/4-92</i>	
DOE Fundamentals Handbook, Instrumentation and Control, Volume 1 of 2 <i>DOE-HDBK-1013/1-92</i>	
DOE Fundamentals Handbook, Instrumentation and Control, Volume 2 of 2 <i>DOE-HDBK-1013/2-92</i>	
DOE Fundamentals Handbook, Nuclear Physics and Reactor Theory, Volume 1 of 2 <i>DOE-HDBK-1019/1-93</i>	
How Did That Happen?: Holding People Accountable for Results the Positive, Principled Way <i>by Roger Connors and Tom Smith</i>	
Leaders Eat Last: Why Some Teams Pull Together and Others Don't <i>by Simon Sinek</i>	
Smart Trust: The Defining Skill that Transforms Managers into Leaders <i>by Stephen M R Covey</i>	
The Never-Ending Challenge of Engineering: Admiral H.G. Rickover in his Own Words <i>by Paul E. Cantonwine</i>	
Think Twice: Harnessing The Power of Counter Intuition <i>by Michael J Mauboussin</i>	
Moral Courage: Taking Action When Your Values are Put to The Test <i>by Rushworth Kidder</i>	
Predictability Irrational: The Hidden Forces That Shape Our Decisions <i>by Dan Ariely</i>	



ALL PAYGRADES VOLUNTARY EDUCATION



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

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

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

How do I get started?

You already have. All your training up to this point is part of your Machinist's Mate - Nuclear - Surface - Engineering Laboratory Technician (ELT) Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next step is to contact the Navy College Virtual Education Center or visit your Overseas Navy College Office. Then your counselors will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR MMN-SW-ELT

Recommended Associates' degrees for the Fireman
Nuclear Power Technology
Power Plant Technology
Industrial Management Technology
Quality Control and Safety
General and Liberal Studies
Management

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR MMN-SW-ELT

Recommended Bachelors/Masters degrees for the Fireman
Nuclear Power Technology
Power Plant Technology
Industrial Management Technology
Quality Control and Safety
General and Liberal Studies
Management

GENERAL INFORMATION ON VOLUNTARY EDUCATION

The Navy College Program & Web Page:

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

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

Tuition Assistance (TA):

NAVADMIN 114/19 limit changes as of 1 October 2019: TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree. TA pays for tuition. TA will pay for the following amount per career: 120 semester hours, or 180-quarter hours or 1800 clock hours or a combination of semester, quarter and clock hours. TA will pay the following amounts per fiscal year: 12 semester hours, not to exceed \$250/credit for semester hours or 18-quarter hours not-to-exceed \$166.67/credit for quarter hours or, 180 clock hours not-to-exceed \$16.67/clock hours or a combination of semester, quarter and clock hours.

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

Joint Service Transcripts (JST)

JSTs are official military transcripts which are used by colleges to validate your actual credited training. Every Sailor has a transcript already and access to it is free.

- More information is available online at: <https://jst.doded.mil/>

The American Council on Education (ACE)

ACE has reviewed every course listed in the OCCUPATIONAL Roadmap and determined what type of collegiate level credit is recommended. The ACE identifier, listed with each course, is a source to validate the information and to check for changes as they occur.

- Updates can be found at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.

Vocational Certificates

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

College credits by Testing CLEP, DSST

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

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

College Entrance Exams Testing ACT, SAT

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

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

SAMPLE DEGREE PLAN

A.A.S. Nuclear Power Technology Degree Requirements Summary Navy Rating: Machinist's Mate (Nuclear) (MM)

Course Number/Title	Credits Needed
General Education	
Communications	6
ENGL 110 College Composition I – 3 Credits	
Choose one:	
ENGL 120 College Composition II – 3 Credits	
ENGL 125 Intro to Professional Writing – 3 Credits	
COMM 110 Fundamentals of Public Speaking – 3 Credits	
Arts & Humanities/Social & Behavioral Sciences	3
Business, Math, Science & Technology (Choose two classes from two separate areas of study)	6
CSCI 101 Introduction to Computers – 3 Credits (Required for program, satisfies one area of study for Business, Math, Science & Technology)	
Program Specific	
NUPT 101 Overview of Nuclear Energy	2
NUPT 103 Nuclear Mathematical Fundamentals	3
NUPT 105 Classical Physics	4
NUPT 107 Engineering Drawings, Diagrams & Schematics	3
NUPT 109 Electrical Science	4
NUPT 215 Nuclear Plant Chemistry	3
NUPT 213 Nuclear Physics	3
NUPT 220 Reactor Theory	2
NUPT 217 Heat Transfer, Fluid Flow & Thermodynamics	4
NUPT 223 Reactor Safety Design	3
NUPT 219 Material Science	3
NUPT 221 Science of Radiological Protection	3
NUPT 111 Instrumentation & Control	4
NUPT 225 Nuclear Plant System Component Design & Function	4
NUPT 227 Conduct of Facility Operations	4
Total Credits Needed	64

Students must complete a minimum 15 semester hours in residence with Bismarck State College. Credit transfers restricted to 45 semester hours from non-traditional (credit by exam or military) sources. Minimum 2.0 GPA to graduate.

SAMPLE DEGREE PLAN

Bachelor of Science in Applied Science and Technology: Nuclear Engineering Technology Thomas Edison State College

WHAT IS REQUIRED? Degree Requirements		WHAT YOU HAVE Navy credit awarded by: Thomas Edison State College							
CURRICULUM DEGREE REQUIREMENTS	Credit Hours Required		E3	E4	E5	E6	E7	E8	E9
GENERAL EDUCATION REQUIREMENTS	54	ACE RECOMMENDED CREDIT							
English Composition	6	Total ACE recommended hours	84	95	100	110	116	119	123
Humanities	9								
Technical Report Writing	3								
Psychology or Sociology	3	THOMAS EDISON CREDIT RECOMMENDATION							
Social Science	9	Nuclear Power School	41	41	50	50	50	50	50
Calculus	6								
Statistics	3								
General Physics	6								
General Chemistry	3								
Natural Science Elective	3								
General Ed Electives	3								
MAJOR AREA OF STUDY	45								
Computer Programming	3								
FREE ELECTIVES (Courses of your choice) Excess Military Credits may be applied to Free Electives	18								
TOTAL REQUIRED HOURS	120	TOTAL HOURS APPLIED TO DEGREE	59	65	75	75	75	75	75

REFERENCES

Navy Enlisted Learning and Development Programs:

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

Reenlistments and Extensions:

- Agreement of Enlisted Naval Reservist, and Fleet Reservists Inductees to Remain on Active Duty MILPERSMAN 1160-060
- Extension of Enlistments MILPERSMAN 1160-040
- Overseas Tour Extension Incentives Program (OTEIP) MILPERSMAN 1306-300
- Consecutive Overseas Tours (COT) Leave Travel Entitlement Policy MILPERSMAN 1050-410
- Career WayPoints - Reenlistment MILPERSMAN 1160-140
- Reenlistment Ceremony MILPERSMAN 1160-020
- Leave of Military Personnel MILPERSMAN 1050-040
- Required Counseling Upon Enlistment and Reenlistment MILPERSMAN 1160-031
- Selective Reenlistment Bonus (Use Latest SRB NAVADMIN)
- Selective Training and Reenlistment (STAR) Program MILPERSMAN 1160-100
- Assignment to School as a Reenlistment Incentive MILPERSMAN 1306-1006
- Reserve Enlisted Incentives RESPERSMAN 1100-020 and current ALNAVRESFOR Message
- Reenlistments and Extensions for Sailors in a Drilling Status RESPERSMAN 1160-010
- Satisfactory Participation in the Navy Reserve RESPERSMAN 1001-010

Fleet Reserve and Retirements:

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

Enlisted Administrative Separations:

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

Advancement & Service Schools:

- Advancement Manual for Enlisted Personnel of the U.S. Navy and U.S. Navy Reserve BUPERSINST 1430.16(series)
- Accelerated Advancement of Recruit Training Class "A" School Graduates, and Ceremonial Guard MILPERSMAN 1430-010
- Enlisted to Officer Commissioning Program Application & Administration Manual OPNAVINST 1420.1(series)
- Service Schools MILPERSMAN 1306-600/602/604/608
- Class "A" School & Rating Entry Requirements MILPERSMAN 1306-618
- Retesting with Armed Forces Classification Test (AFCT) version of the Armed Services Vocational Aptitude Battery (ASVAB) MILPERSMAN 1236-010
- Professional Apprenticeship Tracks Program (PACT) NAVADMIN 318/07
- Prior Service Reenlistment Eligibility – Reserve (PRISE-R) MILPERSMAN 1133-061

Education:

- 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
- Standardized Policy and Procedures for the Active Duty for Operational Support (ADOS) Programs OPNAVINST 1001.20 (series)
- Operational Risk Management OPNAVINST 3500.39C
- Personnel Qualification Standards (PQS) Catalog NAVEDTRA 43100-6M
- Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards NAVPERS 18068F Volume 1 & 2