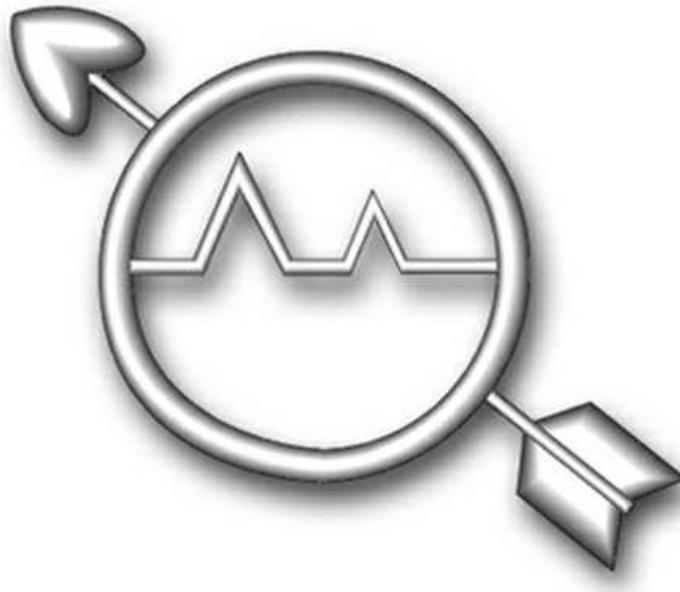




Operations Specialist (OS)



October 2016

Career Roadmap

Seaman Recruit to Master Chief Roadmap

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

What is a Career Roadmap for Operations Specialist?

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

What is the Enlisted Learning and Development Continuum?

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

Do Sailors have to follow the Roadmap?

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

Some training and education is mandatory (Recruit Training, OS 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.

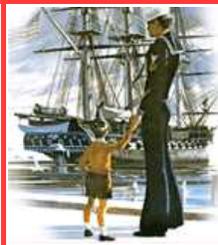
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.

**OS CAREER PATH
(SW)**



Operations Specialists operate RADAR, navigation and communication equipment in the Combat Information Center (CIC) aboard ship. The air, surface, and subsurface tactical situations are plotted, observed, evaluated and communicated in CIC. No two OSs will have the same career pattern; however, on average, the successful OS will complete these career milestones in about the same sequence.

YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
26-30	OSCM	20.5 Yrs	CMC, Senior Enl Academy	36	Follow on Sea/Shore Tours.
23-26	OSCM OSCS	20.5 Yrs 17.3	CMC, CSC	36	4 th Sea Tour Billet: CMDCM, Departmental LCPO, 3M Coordinator, CSSE. Duty: CVN, LHD, LHA. Qualification: SEA, TAO.
20-23	OSCM OSCS OSC	20.5 Yrs 17.3 13	CWO, CMC, CMDCS.	36	3 rd Shore Tour Billet: Admin/Operational Staff, LCPO. Duty: ATG. Qualification: MTS, SEA, CDO/ACDO.
16-20	OSCS OSC OS1	17.3 Yrs 13 9.4	LDO, CWO, OCS, MECP, CMDCS, RDC, Recruiting, Instructor.	42	3 rd Sea Tour Billet: AICS, Dept/Div LCPO, CICWO, USTAC, CSSE, LCAC Oper. Duty: Ship, Craft Unit. Qualification: SEA, CICWO, CSTT, Navigator, Craft Master.
12-16	OSC OS1	13 Yrs 9.4		36	2 nd Shore Tour Billet: LCPO/LPO. Duty: ATG, Admin/Operational Staff, Instructor, Recruiting, RDC. Qualification: GCCS WO, COP ADV, CTPM, TDC, ICO, MTS.
8-12	OS1 OS2	9.4 Yrs 3.6		60	2 nd Sea Tour Billet: LPO, Air Controller, LCAC Navigator, Ship, Craft Unit, Staff. Qualification: GCCS Oper./WO, COP ADV, TDC, LPO, Watch Sup, Watch Officer.
4-8	OS2 OS3	3.6 Yrs 1.7	STA-21, OCS, MECP, RDC, Recruiting, Instructor.	36	1 st Shore Tour Billet: Admin/Operational Staff. Duty: Instructor, Recruiting, RDC. Qualification: GCCS, TDC, MTS.
1-4	OS3 OSSN	1.7 Yrs 1.3	STA-21, OCS, MECP, Naval Academy, NROTC	60	1 st Sea Tour Billet: Operator. Duty: Ship. Qualification: RADAR Oper, Track Sup, Watch Sup, GCCS Oper, TDC, SCAC, Shipping, Piloting, Air Controller.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT

**OS CAREER PATH
(SW)**



YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT
1+/-	OS3 OSSN OSSA Accession Training	9 Months		N/A	Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
YEARS OF SERVICE	CAREER MILESTONES	AVERAGE TIME TO PROMOTE	COMMISSIONING OR OTHER SPECIAL PROGRAMS	SEA/SHORE FLOW	TYPICAL CAREER PATH DEVELOPMENT



Operations Specialist Petty Officer Second Class (Journeyman)

NAME _____

SKILL TRAINING

(Schools, courses and assignments directly related to occupation)

REQUIRED SKILL TRAINING

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

RECOMMENDED SKILL TRAINING

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Air Intercept Controller basic preparatory course	Norfolk VA, Mayport FL, San Diego CA, Everett WA, Pearl Harbor HI, Yokosuka JA	A-221-0095	5 days	
ASTAC basic preparatory	All Waterfront Dets	A-221-0097	5 days	
Over the Horizon Targeting C4I	Dam Neck VA, San Diego CA, Silverdale WA, Pearl Harbor HI, Mayport FL, Yokosuka JA	K-2G-0127	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (CVN/LHD)	CSCS DETs (various)	A-121-0059	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (CVN/LHD)	CSCS DETs (various)	A-121-0061	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 2 (LPD)	CSCS DETs (various)	A-121-0062	5 days	
Ships Self Defense System (SSDS) Advanced Warfare Training (AWT) Phase 3 (LPD)	CSCS DETs (various)	A-121-0063	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Non-Ballistic Missile Defense (NON-BMD)	CSCS DETs (various)	A-121-0093	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 2 Ballistic Missile Defense (BMD)	CSCS DETs (various)	A-121-0094	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Ballistic Missile Defense (BMD)	CSCS DETs (various)	A-121-0095	5 days	
Integrated Air and Missile Defense (IAMD) Advanced Warfare Training (AWT) Phase 3 Non-Ballistic Missile Defense (NON-BMD)	CSCS DETs (various)	A-121-0096	5 days	
Anti-Submarine Warfare-Advanced Warfare Training	Norfolk VA, Mayport FL, San Diego CA, Pearl Harbor HI, Yokosuka JA	A-2E-006	12 days	
Integrated Air and Missile Defense C4I Self Assessment and Groom Training (IAMD C4I SAGT)	CSCS DETs (various)	A-101-0027	5 days	
Link Response Team Training (LRTT)	Norfolk VA, Mayport FL, San Diego CA, Everett WA, Pearl Harbor HI, Yokosuka JA	S-221-0057		
Cop Advance	Dam Neck VA, San Diego CA, Mayport FL, Pearl Harbor HI	A-2G-0017	5 days	

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
ASW/ASUW Tactical Air Controller Requalification	Norfolk VA, San Diego CA	A-221-2504	19 days	
ASW/ASUW Tactical Air Controller (ASTAC)/Sea Combat Air Controller (SCAC) Proficiency Maintenance	Norfolk VA, Mayport FL, San Diego CA, Everett WA, Pearl Harbor HI, Yokosuka JA	K-221-0078	3 days	
Air Intercept Controller Requalification	Dam Neck VA, San Diego CA	K-221-0080	19 days	
Over-The-Horizon Targeting Command/Control/Communications/Computers and Intelligence (OTH-T C4I)	Dam Neck VA, Mayport FL, San Diego CA, Everett WA, Pearl Harbor HI, Yokosuka JA	K-2G-0127	5 days	
Air Intercept Controller Proficiency Maintenance	Norfolk VA, Mayport FL, San Diego CA, Everett WA, Pearl Harbor HI, Yokosuka JA	K-221-0044	5 days	
AN/SYS-2(V)4, 5 Operator (0302)	Dam Neck, VA	J-113-1011	10 days	
LCAC Navigator Crew Training Course (0304)	Norfolk VA, Coronado CA	K-193-0436	117 days	
Air Intercept Controller (0318)	Dam Neck VA, San Diego CA	K-221-0027	40 days	
ASW/ASUW Tactical Air Controller (ASTAC) (0324)	Norfolk VA, San Diego CA	K-221-2503	68 days	
Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships (0334)	San Diego, CA; Virginia Beach, VA	J-113-1001	26 days	
TOC/MTOC Operations Control Operator Pipeline (TACMOBILE) (0336)	Jacksonville FL	C-101-4002	19 days	
Global Command and Control System Common Operational Picture/Maritime Operator 4X (GCCS-M 4.0 COP Operator) (0340)	San Diego, CA; Virginia Beach, VA	A-221-0069	26 days	
Global Command and Control System Common Operational Picture/Maritime (GCCS COP/M) Operator (0342)	Navy Knowledge Online (NKO)			
Joint Tactical Ground Station (JTAGS) (0345)	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS) (0346)	Wallops Island, VA	S-221-0038	19 days	
Ship Self Defense System (SSDS) MK 1 Operator (0347)	Virginia Beach, VA	A-150-0005	26 days	
Multi-TADIL Track Data Coordinator (TDC) (0348)	Dam Neck VA, San Diego CA, Yokosuka, JA	K-221-0124	19 days	
Ship Self Defense System (SSDS) MK 2 Advanced Operator Course (0349)	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
Global Command and Control System-Maritime 4.1 Force/Unit Level Operator (GCCS-M 4.1 Operator) (0356)	Dam Neck VA, San Diego CA	A-221-0201	31 days	

NAVY ENLISTED CLASSIFICATION CODE (NEC) OPPORTUNITIES

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
0302 - AN/SYS-2(V)4, 5 Operator	Dam Neck, VA	J-113-1011	10 days	
0304 - LCAC Navigator Crew Training Course	Norfolk VA, Coronado CA	K-193-0436	117 days	
0318 - Air Intercept Controller	Dam Neck VA, San Diego CA	K-221-0027	40 days	
0324 - ASW/ASUW Tactical Air Controller (ASTAC)	Norfolk VA, San Diego CA	K-221-2503	68 days	
0327 - Sea Combat Air Controller (SCAC)	Norfolk VA, San Diego CA	A-221-0001	33 days	
0334 - Harpoon Weapon System AN/SWG-1A(V) Introduction and Operation (Engagement Planner) for canister equipped ships	San Diego, CA; Virginia Beach, VA	J-113-1001	26 days	
0336 - TOC/MTOC Operations Control Operator Pipeline (TACMOBILE)	Jacksonville FL	C-101-4002	19 days	
0342 - Global Command and Control System Common Operational Picture/Maritime (GCCS COP/M) Operator ³	Navy Knowledge Online (NKO)			
0345 - Joint Tactical Ground Station (JTAGS)	Peterson FLD FLD MIL RES, CO	S-100-0005	160 hours	
0346 - Aegis Console Operator (DDG 79 and follow on) (ACO TRK 3 AEGIS)	Wallops Island, VA	S-221-0038	19 days	
0347 - Ship Self Defense System (SSDS) MK 1 Operator	Virginia Beach, VA	A-150-0005	26 days	
0348 - Multi-TADIL Track Data Coordinator (TDC)	Dam Neck VA, San Diego CA, Yokosuka, JA	K-221-0124	19 days	
0349 - Ship Self Defense System (SSDS) MK 2 Advanced Operator Course	San Diego, CA; Virginia Beach, VA	A-150-0028	12 days	
0356 - Global Command and Control System-Maritime 4.1 Force/Unit Level Operator (GCCS-M 4.1 Operator)	Dam Neck VA, San Diego CA	A-221-0201	31 days	

3 - 1. To earn the NEC, personnel must have previously attended CIN: A-221-0069 (NEC 0340), completed the GCCS-M 3.x Differences ICW, successfully pass the GCCS-M 3.x Differences post-course assessment on Navy Knowledge Online (NKO), and submit NAVPERS 1221/6 to PERS- 4013 for awarding of this NEC code. 2. The GCCS-M 3.x Differences ICW is available for download on SAILOR Web (<https://sailor.nmci.navy.mil/Authentication/LoginForm.cfm>).

JOB DESCRIPTION

Operations Specialist (OS) advise on shipboard warfare operations and navigation; maintain Combat Information Center (CIC)/Combat Direction Center (CDC) displays and provide strategic plotting for warfare areas, weapons control and navigation; operate surveillance radars, identification equipment, communications equipment, and associated Command and Control equipment; interpret and evaluate radar presentations and tactical situations and make recommendations to senior leadership; apply current procedures and doctrine to CIC/CDC operations as specified by Joint/Allied/U.S. Navy publications and instructions; and display and disseminate tactical information during Surface Warfare (SUW), Air Warfare (AW), Submarine Warfare (USW), Amphibious Warfare (AMW), Mine Warfare (MIW), Littoral Warfare (LW), Naval Surface Fire Support (NSFS), and Search and Rescue (SAR) operations.

RECOMMENDED BILLET ASSIGNMENTS

Admin/Operational Staff, Air Controller, LCAC Navigator, Ship, Craft Unit, Staff, Recruiting, Recruit Division Commander, Instructor.

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 E5 (3 Years time in service required to be eligible for advancement to E-6)

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

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

CAREER DEVELOPMENT BOARDS: Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878 (E5) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

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

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

Naval Academy _____ Naval Academy Preparatory School (NAPS) _____

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

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

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

RECORD REVIEW CHECKLIST

Review your Official Record to see what documentation, qualifications, etc. may be missing or requiring an update. This is a great opportunity to meet with your Mentor, Leading Petty Officer or Leading Chief Petty Officer to understand the importance of keeping your record up-to-date. Check the following three major sections to verify your Official Record:

- a. **BUPERS Online:** BUPERS Online (<https://www.bol.navy.mil>) is your main tool to ensure your record is up to date and helps you to be proactive in making the most of your promotion opportunity. You should review your:
 1. **Official Military Personnel File (OMPF):** All active duty and reserve personnel having a BOL account, a CAC (with appropriate certificates) and a CAC-enabled computer can now view their OMPF online by selecting the OMPF option on the BOL main menu page. This is the preferred method of obtaining OMPF information to eliminate the unnecessary time-lags caused by waiting days or weeks to receive a requested CD ROM.
 2. **If Deployed:** Click on "*Request Record on CD*" to order your Official Military Personnel File (OMPF). This must be accomplished four to six months before a board convenes, which will allow time for delivery and updating of your record if required.
 3. Check your **Performance Summary Record (PSR)** and **Enlisted Summary Record (ESR)** on <https://www.bol.navy.mil>, click on the "*ODC, OSR, PSR, ESR*" link.
- b. **Electronic Service Record (ESR) Self-Service ESR:** This can be viewed at (<https://nsips.nmci.navy.mil>) or on the Navy Standard Integrated Personnel System (NSIPS) ESR server onboard ship.
- c. **Electronic Training Jacket (ETJ):** Log-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.

QUALIFICATIONS AND CERTIFICATIONS

Sea/Shore General Qualifications Watch Standing Qualifications	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Ship Board Fire Fighting		
Personal Qualifications Standard		
Basic Damage Control		
Advanced Damage Control		
3M 301 Maintenance Person		
3M 302 Repair Parts/Supply Petty Officer (RPPO)		
3M 303 Work Center Supervisor (WCS)		
Messenger of the Watch (MOOW)		
Petty Officer of the Watch (POOW)		
305 Junior Officer of the Deck (JOOD) In Port		
306 Officer of the Deck (OOD) In Port		

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

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

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43398-13B: AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to DDG and CG Ship Classes		
301 Internal Communications Operator		
302 Logkeeper		
303 External Communications Operator		
304 Manuevering Board Operator		
305 AN/SPA-25G Operator		
306 Digital Dead Reckoning Tracer (DDRT) Plotter		
307 CADRT/TDSS Operator		
308 CADRT/TDSS Watch Supervisor		
309 Basic Console Operator		
310 Aegis Display System (ADS) Operator		
311 Surface Detector/Tracker and Radar Controller (SDT/SRC)		
312 Air Detector/Tracker and Radar Controller (ADT/ARC)		
313 Identification Supervisor (IDS)		
314 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
315 Combat Information Center Supervisor (CICS)		
316 Navigation Scope Operator		
317 Class Air Intercept Controller (AIC)		
318 Antisubmarine Tactical Air Controller (ASTAC)		
319 Remote Radar Operator (REMRO)		
322 Navigation Plotter		
323 Shipping Officer		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
NAVEDTRA 43513-B: TRACK DATA COORDINATOR (TDC)		
301 Track Data Coordinator - Applies to all Ship Classes		
302 AEGIS Track Data Coordinator (TDC) - Applies to CG and DDG Ship Classes		
303 SSDS MK2 Track Data Coordinator (TDC) - Applies to CVN, LSD, LPH, LPD, and LHA Ship Classes		
304 ACDS Track Data Coordinator (TDC) - Applies to LHD Ship Classes		
NAVEDTRA 43527-C: HARPOON WEAPONS SYSTEM AN/SWG-1A (V)		
305 Harpoon Engagement Planner		
NAVEDTRA 43555-3A: GLOBAL COMMAND AND CONTROL SYSTEM-MARITIME V4.0.X (GCCS-M V4.0.X)		
301 GCCS-M Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-4: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME FORCE LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 Operator		
302 Database Manager		
303 Coordinator (CT)		
304 Common Tactical Picture Manager (CTPM)		
NAVEDTRA 43555-5: GLOBAL COMMAND AND CONTROL SYSTEM-MARTIME UNIT LEVEL V4.1.X.X (GCCS-M V4.1.X.X)		
301 GCCS-M Operator		
302 Database Manager		
NAVEDTRA 43312: SSDS MK1 CIC OPERATIONS - Applies to LSD Ship Classes		
301 Internal Communications Operator		
302 External Communications Operator		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 Ship's Self-Defense System (SSDS) Console Operator		
306 Surface Surveillance Operator		
307 Navigation Scope Operator		
309 Shipping Officer		
NAVEDTRA 43490-C: SSDS MK2 CIC/CDC OPERATIONS - Applies to CVN, LHA, LHD, LPD and LSD, Ship Classes		
301 Internal Communications Operator		
302 Radiotelephone (R/T) Talker		
303 Maneuvering Board Plotter		
304 Dead-Reckoning Tracer (DRT) Operator		
305 CADRT/TDSS Operator		
306 CADRT/TDSS Watch Supervisor		
307 Ship's Self-Defense System (SSDS) Console Operator		
308 CVN Surface Detector Tracker (SURF D/T)/Commanding Officer's Navigation Plotter		
309 LHD/LHA/LPD-17 Surface Detector Tracker/Amphibious Assault Craft Controller		
310 Navigation Scope Operator		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
313 Identification Operator (ID OP)		
314 Surface Surveillance Operator		
315 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
320 Strike Controller (STK CONT)		
321 Sea Combat Air Controller (SCAC)/ Antisubmarine Tactical Air Controller (ASTAC)		
322 Air Intercept Controller (AIC)		
324 Shipping Officer		
NAVEDTRA 43398-26/27: BL 9A/9C AEGIS WEAPONS SYSTEM CIC OPERATIONS - Applies to CG and DDG Ship Classes		
301 Log Keeper		
302 Maneuvering Board Plotter		
303 AN/SPA-25H Operator		
304 CADRT Operator		
305 CADRT Watch Supervisor		
306 Surface Detector/Tracker (SDT)		
306 Aegis Display System (ADS) Operator		
307 Air Detector/Tracker (ADT)		
307 Surface Detector/Tracker (SDT)		
308 Identification Supervisor (IDS)		
309 Surface Subsurface Supervisor/Surface Subsurface Warfare Supervisor		
310 Combat Information Center Supervisor (CICS)		
311 Air Intercept Controller (AIC)		
312 Antisubmarine Tactical Air Controller (ASTAC)		
313 Remote Radar Operator (REMRO)		
316 Navigation Plotter		
317 Shipping Officer		
NAVEDTRA 43496-7B (CHANGE 1): ACDS CIC/CDC OPERATIONS - Applies to LHD Ship Classes		
301 Internal Communications Operator		
302 Maneuvering Board Plotter		
303 Dead-Reckoning Tracer (DRT) Operator		
304 Surface Radar Operator-Detector/Tracker		
305 Navigation Scope Operator		
306 Navigation Plotter		
307 Air Detector/Tracker		
309 Identification (ID) Operator		
310 Surface Surveillance Operator		
311 Tactical Operation Plot (TOP)/Surface Watch Supervisor		
312 Surface Warfare (SUW) Coordinator Plotter/Supervisor		
315 Antisubmarine Tactical Air Controller (ASTAC)		
315 Sea Combat Air Controller (SCAC)		
316 Strike Controller		
317 Air Intercept Controller (AIC)		
319 Shipping Officer		
NAVEDTRA 43309-1: LCS 1 (LM VARIANT) MISSION CONTROL CENTER (MCC) - Applies to LCS 1 Ship Class		
301 Mission Control Center (MCC) Core		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
302 Air Controller		
303 Force Net Supervisor (FNS)		
NAVEDTRA 43311-4A (Change 1): CIC COMMON CORE WATCH QUALIFICATION - Applies to LCS 2 Ship Class		
301 Internal Communications Operator		
302 Logkeeper		
303 Maneuvering Board Plotter		
304 Dead Reckoning Tracer (DRT)/Digital Dead Reckoning Tracer (DDRT)		
305 Identification Friend or Foe (IFF)/Identification (ID) Operator		
306 Radar Repeater Operator		
307 External Communications		
308 Surface Detection Tracker (SDT)/Remote Radar Operator (REMRO)		
309 Air Detection Tracker (ADT)		
310 Navigation Scope Operator		
311 Navigation Plotter		
312 Combat Information Center Watch Supervisor (CICWS)		
313 Shipping Officer		
315 Air-Intercept Controller (AIC)		
316 Antisubmarine Tactical Air Controller (ASTAC)		

CERTIFICATIONS

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

Occupation (Civilian Employer)
Air Traffic Controllers
Airfield Operations Specialists
Computer Operators
Radio Operators

Occupation (Federal Employer)
0332 - Computer Operation Series
1084 - Visual Information Series
1515 - Operations Research Series
2152 - Air Traffic Control Series
2183 - Air Navigation Series
9911 - Radio Electronics Officer

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E4	Electronics Technicians Association, International (ETA-D)	General Communications Technician - Level 1 (GCT1)	
E5	Federal Aviation Administration (FAA)	Aircraft Dispatcher	
E3	Federal Communications Commission (FCC)	General Radiotelephone Operator License (PG)	
E4	Transportation Security Administration	Transportation Worker Identification Credential (TWIC)	

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	Computer Operator	

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

STAY NAVY

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

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

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

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

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

Career Waypoints-Reenlistment:

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

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

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

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

TRANSFER:

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

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

SEPARATING/RETIRE:

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

PHYSICAL FITNESS:

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

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

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

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

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

PROFESSIONAL MILITARY EDUCATION

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

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

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

Degree Goal _____

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

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

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

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

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

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

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

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

E5 REQUIRED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Petty Officer First Class Selectee Leadership Course - Phase One	Command Delivered	CPPD-LEAD09-003	16 hours	
Petty Officer First Class Selectee Leadership Course - Phase Two (Frocked E-6)	Command Delivered	CPPD-LEAD09-003		
ADAMS for Supervisors	Various Locations	S-501-0120	8 hours	
Ethics Training	Command Delivered			
Required General Military Training Topics For FY 2016 (Standardized Core Training) ¹				
Antiterrorism Level I Awareness	NKO/Command Delivered	CENSECFOR-AT-010-1.0		
Combating Trafficking in Persons General Awareness	NKO/Command Delivered	DOD-CTIP-1.0		
Counterintelligence Awareness and Reporting	NKO/Command Delivered	DOD-CIAR-1.0		
Cyber Awareness Challenge V3	NKO/Command Delivered	DOD-IAA-V13.0		
Operations Security (Uncle Sam's OPSEC)	NKO/Command Delivered	NIOC-USOPSEC-2.0		
Privacy and Personally Identifiable Information	NKO/Command Delivered	DOD-P11-2.0		
Records Management	NKO/Command Delivered	DOR-RM-010-1.1		
Sexual Assault Prevention and Response Awareness (SAPR)	Command Delivered	CPPD-GMT-SAPRA-1.0 CC		
Equal Opportunity/Sexual Harassment/Grievance Procedures ²	Command Delivered	CPPD-GMT-EOSH-1.0		
Suicide Prevention	Command Delivered	CPPD-GMT-SAP-1.0		
Required General Military Training Topics For FY 2016 (Command-Assigned Readiness – Enhancement topics; biennial periodicity) ³				
Alcohol, Drug, and Tobacco Awareness	Command Delivered	CPPD-GMT-ADTA-1.0		
Domestic Violence Prevention and Reporting	NKO/Command Delivered	CPPD-GMT-DV-1.0		
Sexual Health and Responsibility	NKO/Command Delivered	CPPD-GMT-SHR-1.0		
Stress Management	Command Delivered	CPPD-GMT-SM-1.0		

1 - Verify GMT topics on NKO GMT web page.

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

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

E5 REQUIRED COMMUNITY PME:

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

E5 RECOMMENDED NAVY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Leadership Core Continuum (LCC)	Command Delivered	CPPD10-LCC (Series)	6 hours	
Military Requirements for Petty Officer First Class (EDITION 1/1/1991)		NAVEDTRA 14145		
Basic Enlisted Professional Military Education (BEPME)	NKO	Military DON/ PME	20 hours	
Block 1 Basic EPME - Introduction	NKO	EPME-BASIC-B1		
Block 2 Basic EPME - Navy History and Heritage	NKO	EPME-BASIC-B2		
Block 3 Basic EPME - The Navy Professional	NKO	EPME-BASIC-B3		
Block 4 Basic EPME - Organization and Guidance	NKO	EPME-BASIC-B4		
Block 5 Basic EPME - Planning	NKO	EPME-BASIC-B5		
Block 6 Basic EPME - Regional Expertise and Cultural Awareness	NKO	EPME-BASIC-B6		
Block 7 Basic EPME - Technology for the Warfighter	NKO	EPME-BASIC-B7		
Block 8 Basic EPME - Conclusion	NKO	EPME-BASIC-B8		
Navy Reserve Fundamentals for Active Duty Course	NKO	NAVRESFOR-NRF-3.0	10 hours	
Nutrition	NKO	NMHCI2107V2.1	1 hour	
Culture	NKO or College Course	Foreign Language and Culture	45 hours	
Communication	College Course		45 hours	
English 101	College Course		45 hours	
English Reading	College Course		45 hours	
English Writing	College Course		45 hours	
Geography	College Course		45 hours	
History	College Course		45 hours	
Humanities	College Course		45 hours	
Language and Literature Study Guides	College Course		45 hours	
Math	College Course		45 hours	
Physical Sciences	College Course		45 hours	
Social Sciences	College Course		45 hours	
Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) ¹				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

Courses with Recommended Reserve Points:

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

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

E5 RECOMMENDED RESERVE PME:

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

E5 RECOMMENDED COMMUNITY PME:

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
BUPERSINST 1610.10C (WITH CHANGE-2), Navy Performance Evaluation System				
NAVEDTRA 14325, Basic Military Requirements				
NAVPERS 15665I, U.S. Navy Uniform Regulations				
OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual				
OPNAVINST 3500.39C, Operational Risk Management (ORM)				
OPNAVINST 5370.2C, Navy Fraternalization Policy				
SECNAVINST 1752.4B, Sexual Assault Prevention and Response				
The Bluejacket's Manual (Revision-24TH), The Bluejacket's Manual				
NAVPERS 15560D (With Change-50), Naval Military Personnel Manual				
OPNAVINST 1720.4A, Suicide Prevention Program				
OPNAVINST 5354.1F (WITH CHANGE-1), Navy Equal Opportunity Policy				
C-WAY User Guide, Career Waypoint (C-WAY) User Guide				
OPNAVINST 1700.10M, Sailor of the Year Program				

NAVY PROFESSIONAL READING PROGRAM (PRP)

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

ESSENTIAL READING

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

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

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

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

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

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

E5 RECOMMENDED COMMUNITY READING

Title	Completed
Communication Instructions Radiotelephone Procedures <i>ACP 125(F)</i>	
Allied Maritime Tactical Instructions And Procedures <i>ATP 1(E), Volume 1 (Change 2)</i>	
Allied Naval Gunfire Support <i>ATP 4(F)</i>	
Allied Antisubmarine Warfare Manual <i>ATP 28(C)</i>	
Operations Specialist 1 & C <i>NAVEDTRA 14202</i>	
Operations Specialist 2 <i>NAVEDTRA 14203</i>	
Operations Specialist 3 <i>NAVEDTRA 14204</i>	
Operations Specialist, Volume I <i>NAVEDTRA 14308A</i>	
Air Defense Planning Guide <i>NTTP 3-01.11</i>	
DDG-51 (Flight 1) Class Tactical Publication <i>NTTP 3-20.6.08, Volume I</i>	
Surface Ship Harpoon Employment Manual <i>NTTP 3-20.71(12-2012)</i>	
Surface Ship Passive Localization And Target Motion Analysis (U) <i>NTTP 3-21.36</i>	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) <i>NWP 1-03.1 (Thru Change-2)</i>	
Anti-Air Warfare Commander's Manual <i>NWP 3-01.10</i>	
Department of the Navy Personnel Security Program <i>SECNAV M-5510.30 Series</i>	
Multi-Link Standard Operating Procedures for Tactical Data Systems Employing Link 16, Link 11, Link 11B, IJMS, Link 1, Link 4, and ATDL-1 <i>ADATP-33(A)</i>	
Joint Brevity Words Publications <i>APP-7 (With Change -1)</i>	
Tactics, Techniques and Procedures for Amphibious Operations <i>ATP-8 (C), Volume II</i>	
Understanding Link 11 <i>Link 11</i>	
Lookout Training Handbook <i>NAVEDTRA 12968</i>	
Navigation Rules and Regulations Handbook <i>by Navigation Rules and Regulations Handbook</i>	
Bowditch, American Practical Navigator, NIMA NVPUB9 <i>by NIMA PUB NO. 9</i>	
AEGIS CG Class Tactical Publication <i>NTRP 3-20.6.02</i>	
Fleet Air Defense <i>NWP 3-01.01</i>	
Search And Rescue <i>ATP 10 (D) (With Change CHANGE-1)</i>	
Nautical Chart Symbols Abbreviations and Terms <i>by Chart NO. 1 (Revision-12)</i>	
Classified Supplement to Joint Multi-Tactical Digital Information Link (TADIL) Operating Procedures <i>CJCSM 6120.01F-1</i>	
Personnel Recovery <i>Joint Publication 3-50</i>	
Navy Electricity and Electronics Training Series Module 18--Radar Principles <i>NAVEDTRA 14190A</i>	
Quartermaster <i>NAVEDTRA 14338A</i>	
Fleet Communications <i>NTP 4 (E)</i>	
DDG 51 (Flight 1) Class Tactical Publication <i>NTRP 3-20.6.08, Volume I</i>	
Surface Ship SUW Tactics <i>NTTP 3-20.3</i>	
Operational Reports NWP 1-03.1 (Formerly NWP 10-1-10) <i>NWP 1-03.1 (Thru Change-2)</i>	
Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit SITREP) Procedures <i>OPNAVINST 3100.6J (With Change-2)</i>	
Allied Maritime Tactical Signal And Maneuvering Book <i>ATP 1(F) Volume II</i>	
GCCS-M 4.0 Handbook Operator Build 4.0.2.0 P10 <i>GCCS-M 4.0</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 Operations Specialist Roadmap. Now that you have made the first steps you will need to sit down and formulate a plan. This plan will work best if you start out discussing your options with your Leading Chief Petty Officer, Leading Petty Officer, Mentor, or Career Counselor. They will help you understand all of the basics. Then your next stop is your Navy College Office. The counselors there will be able to help you formalize your plan and make sure that it makes sense for both you and the Navy. To aid you in your conversation with these professionals, here are a few questions that you may want to ask.

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

RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR OS

Recommended Associates' degrees for the Seaman
Networking & Security Management
Science Mathematics and Technology concentration Computer Information Systems
General Studies
Industrial Management Technology
Supervisory Leadership
Computer Studies

RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR OS

Recommended Bachelors/Masters degrees for the Seaman
Computer Studies
Human Services
Psychology or Social Science
Public Administration

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

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.#
~GENERAL EDUCATION								
ENC 1101 - English Composition I	3		-	ENC1101	-	ENC1101	Y	EN024A
Social Science	3		-	Y	Y	Y	Y	TBD
Mathematics	3		-	Y	Y	-	Y	TBD
Humanities	3		-	Y	Y	-	Y	TBD
Natural Science	3		-	Y	Y	Y	Y	TBD
~PROFESSIONAL COURSES								
MAN 2021 - Principles of Management	3	E7-E9		MAN2021			Y	MG101A
BCN2732: OSHA Safety	3						N	ET069A
GEB 1011 - Introduction to Business	3				GEB1011		Y	BU001A
OST1581: Professional Development in the Work Environment	3						Y	
MAN2125: Supervision & Performance Improvement	3						Y	
ENC2210: Technical Report Writing	3						Y	EN032A
CGS 1100 - Microcomputer Applications	3	E6-E9					Y	OF033A
~PROFESSIONAL ELECTIVES - minimum 24 hours								
	E3	E4	E5	E6	E7	E8	E9	
<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							
Total Elective Hours	9	15	15	19	18	18	18	
Total Credits Awarded *	9	15	15	22	24	24	24	
TOTAL CREDITS NEEDED (60 s.h.)	51	45	45	38	36	36	36	

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

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

REFERENCES

Navy Enlisted Learning and Development Programs:

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