# Quartermaster (QM)

LaDR

NAVY LEARNING and DEVELOPMENT ROADMAP

November 2016

# Career Roadmap

## Seaman Recruit to Master Chief Roadmap

The educational roadmap below will assist Sailors in the Quartermaster 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 Quartermaster?

Quartermaster 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 Quartermaster 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, Quartermaster School at Naval Station Great Lakes, Illinois, 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.

# QM CAREER PATH
# (SW)

Quartermasters assist the Officer of the Deck and Navigator in all methods of navigation on the bridge aboard ship. They are responsible for the safe navigation of the ship, reliable communication with other vessels and shore stations, and the monitoring and recording of weather. In addition, they maintain ECDIS-N systems, charts, visual signaling instruments, weather monitoring equipment, and records for the ship's log. No two QMs will have the same career pattern; however, on average, the successful QM will complete these career milestones in about the same sequence indicated.

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|---|---|---|---|---|---|
| 26-30 | QMCM | 20.6 Yrs | CMC, Senior Enl Academy | 36 | Follow on Sea/Shore Tours. |
| 23-26 | QMCM<br>QMCS | 20.6 Yrs<br>16.7 | CMC, CMDCS | 48 | 4th Sea Tour<br>Billet: CMC, 3M Coordinator, Dept LCPO.<br>Duty: CVN/LHA/LHD, Afloat Staff.<br>Qualification: SEA. |
| 20-23 | QMCS<br>QMC | 16.7 Yrs<br>12.4 | CWO, CMC, CMDCS, RDC, Recruiting | 36 | 3rd Shore Tour<br>Billet: Admin/Operation Staff, LCPO.<br>Duty: Instructor, Overseas, Port Operations.<br>Qualification: MTS, Tugmaster, SEA. |
| 16-20 | QMCS<br>QMC | 16.7 Yrs<br>12.4 | LDO, CWO, OCS, MECP, CMDCS, RDC, Recruiting, Instructor. | 48 | 3rd Sea Tour<br>Billet: Dept/Div LCPO, ANAV.<br>Duty: Ship, Afloat Staff, LCAC Craft Master.<br>Qualification: NTT, SEA. |
| 12-16 | QMC<br>QM1 | 12.4 Yrs<br>9.3 | | 36 | 2nd Shore Tour<br>Billet: Admin/Operational Staff.<br>Duty: Instructor, Overseas, Port Operations.<br>Qualification: MTS, Tugmaster, Harbor Pilot. |
| 8-12 | QM1<br>QM2 | 9.3 Yrs<br>4.8 | | 60 | 2nd Sea Tour<br>Billet: LPO, LCAC Nav.<br>Duty: Ship, Craft Unit.<br>Qualification: OOD, JOOD, LCAC Navigator, QMOW. |
| 4-8 | QM2<br>QM3 | 4.8 Yrs<br>2.3 | STA-21, OCS, MECP, RDC Recruiting, Instructor. | 36 | 1st Shore Tour<br>Billet: Admin/Operational Staff.<br>Duty: Instructor, Recruiting, RDC, Physical Security.<br>Qualification: MTS. |
| **YEARS OF SERVICE** | **CAREER MILESTONES** | **AVERAGE TIME TO PROMOTE** | **COMMISSIONING OR OTHER SPECIAL PROGRAMS** | **SEA/SHORE FLOW** | **TYPICAL CAREER PATH DEVELOPMENT** |

# QM CAREER PATH
(SW)

| YEARS OF SERVICE | CAREER MILESTONES | AVERAGE TIME TO PROMOTE | COMMISSIONING OR OTHER SPECIAL PROGRAMS | SEA/SHORE FLOW | TYPICAL CAREER PATH DEVELOPMENT |
|---|---|---|---|---|---|
| 1-4 | QM3<br>QMSN | 2.3 Yrs<br>1.4 | Naval Academy, NROTC | 60 | 1st Sea Tour<br>Billet: Operator.<br>Duty: Ship.<br>Qualification: QMOW, Master Helmsman. |
| 1+/- | QM3<br>QMSN<br>QMSA<br>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** |

# Quartermaster
# Seaman Recruit to Seaman

**NAME**_____

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| QM A School | Great Lakes, IL | A-061-0012 | | |
| SELLA 2.0 | Software | | | |
| Admiralty Totaltides | Software | | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Mathematics | NKO | CNET12515 | | |
| Basic Math & Algebra | NKO | NAVEDTRA 14139 | | |
| Phone talker | | | | |
| Bearing Taker | | | | |
| Bearing Recorder | | | | |
| Fathometer Operator | | | | |
| Voyage Management System Operator | Various | A-061-0014 (Ver 8.3) (Or SECF Graduate) / A-061-0069 (Ver 9.3) | 2 weeks / 8 days | |
| Navigation Anchor Watch | | | | |
| Lookoout | | | | |
| Lee Helmsman | | | | |
| Helmsman | | | | |
| Aftersteering Helmsman | | | | |
| Master Helmsman | | | | |
| Signal Bridge Recorder/Messenger | | | | |
| Flag Bag Operator | | | | |
| In-Port Duty Signalman | | | | |

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

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

## JOB DESCRIPTION

Quartermaster Seaman is expected to qualify for all watchstations up to Quartermaster of the Watch (QMOW). The primary duties of the QMOW are to maintain the Deck Log, keep a proper dead reckoning track and serve as an assistant of the Officer of the Deck and represent the Ship's Navigator, when the Navigator is not present on the bridge. The QMOW is also responsible for visual communication to other vessels via flashing light or flaghoist. Junior QMs will also be expected to maintain compartments and equipment up to Navy standards and to use proper maintenance procedures. Along with QMOW, PQS for Inport Watches, Helm, Lee Helm, Fathometer, Damage Control, Material Maintenance and Visual Communications watches will be completed.

## RECOMMENDED BILLET ASSIGNMENTS

Navigation Department of a surfaceship.

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE E1/E2 (9 months time in service required for advancement to E-2 and E-3)
PAYGRADE E3 (6 months time in service required to be eligible for advancement to E-4)

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

## QUALIFICATIONS AND CERTIFICATIONS

| **Sea/Shore General Qualifications**<br>**Watch Standing Qualifications** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personal Qualifications Standard | | |

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

| **Warfare qualification programs** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Forces | | |
| Information Dominance Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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: _____

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**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:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| 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.

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**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| 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_____ | | |

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**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

Academic skills _____ NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____

**E1/E2/E3 REQUIRED NAVY PME:**

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - Required for delivery in "A" School for all ratings

**E1/E2/E3 REQUIRED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Deck Watches Inport | | NAVEDTRA 43397-d | | |
| Seaman | | NAVEDTRA 14067 | | |
| Seamanship PQS | | NAVEDTRA 43492-2f | | |
| Ship Control and Navigation | | NAVEDTRA 43492-2f | | |
| Signalman 3 & 2 | | NAVEDTRA 14244 | | |
| Quartermaster | | NAVEDTRA 14338 | | |

**E1/E2/E3 RECOMMENDED NAVY PME:**

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

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**E1/E2/E3 RECOMMENDED RESERVE PME:**

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

**E1/E2/E3 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Quartermaster | | CSCS-QMA-QM-00 | | |
| Time Zones | NKO | 045TZ01 | 3 hours | |
| Lookout Qualification Program | | CNET08828 | | |
| Introduction to Ocean Tides | NKO / MetEd / COMET | METOC 045-804-106-006 | Self-paced | |
| Marine Species Awareness | | MSAT-1.0 | | |
| NavRules 2.2 | | OS/QM COP | | |
| Celestial Navigation | | QM COP | | |
| Radar Navigation | | QM COP | | |
| Introduction to Ocean Models | NKO / MetEd | METOC-045-871-107-078 | Self-paced | |
| Shallow Water Waves | NKO | METOC 045-792-106-002 | Self-paced | |

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

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

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

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

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

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

**E1/E2/E3 RECOMMENDED COMMUNITY READING**

| **Title** | **Completed** |
|---|---|
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |

# Quartermaster
# Petty Officer Third Class
# (Apprentice/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 |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| VMS Operator | Various | A-061-0042 | | |
| SELLA 2.0 | Software | | | |
| Admiralty Totaltides | Software | | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Master Helmsman | | | | |
| In-Port Duty Signalman | | | | |
| Quartermaster of the Watch | | | | |
| Expert Lookout | | | | |
| Signal Bridge Spotter | | | | |
| Searchlight Operator | | | | |

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

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

**JOB DESCRIPTION**

Quartermaster Third Classes are expected to qualify for all watchstations up to Quartermaster of the Watch (QMOW). The primary duties of the QMOW are to maintain the Deck Log, keep a proper dead reckoning track and serve as an assistant of the Officer of the Deck and represent the Ship's Navigator, when the Navigator is not present on the bridge. The QMOW is also responsible for visual communication to other vessels via flashing light or flaghoist. Junior QMs will also be expected to maintain compartments and equipment up to Navy standards and to use proper maintenance procedures. Along with QMOW, PQS for Inport Watches, Helm, Lee Helm, Fathometer, Damage Control, Material Maintenance, Visual Communications, VMS Operator and Anchor watches will be completed.

**RECOMMENDED BILLET ASSIGNMENTS**

Navigation Department of a surface ship

**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 E4 (1 year time in service required to be eligible for advancement to E-5)

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

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

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**CAREER DEVELOPMENT BOARDS:** Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E4) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

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

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

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

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

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

Physical Fitness Test Failure: _____

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

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

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

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

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

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

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

## 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**<br>**Watch Standing Qualifications** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Personal Qualifications Standard | | |

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

| **Warfare qualification programs** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Forces | | |
| Information Dominance Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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: _____

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**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:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| 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.

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**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| 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_____ | | |

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**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_____

**E4 REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Petty Officer Second Class Selectee Leadership Course - Phase One | Command Delivered | CPPD-LEAD-09-002 | 16 hours | |
| Petty Officer Second Class Selectee Leadership Course - Phase Two | Command Delivered | CPPD-LEAD-09-002 | 10 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-PII-2.0 | | |
| Records Management | NKO/Command Delivered | DOR-RM-010-1.1 | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 CC | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures [2] | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| **Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Domestic Violence Prevention and Reporting | NKO/Command Delivered | CPPD-GMT-DV-1.0 | | |
| Sexual Health and Responsibility | NKO/Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

**E4 REQUIRED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Boatswain's Mate | | NAVEDTRA 14343 | | |
| Deck Watches Inport | | NAVEDTRA 43397-d | | |
| Ship Control and Navigation | | NAVEDTRA 43492-2f | | |
| Signalman 3 & 2 | | NAVEDTRA 14244 | | |
| Visual Communications | | NAVEDTRA 43354-C | | |
| Quartermaster | | NAVEDTRA 14338 | | |

**E4 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 Third and Second Class (EDITION 1/1/2001) | | NAVEDTRA 14504 | | |
| Introductory Enlisted Professional Military Education (IEPME) | NKO | Military DON/ PME | 18 hours | |
| Block 1 Introductory EPME - Introduction | NKO | IEPME-INTRO-B1-V2 | - | |
| Block 2 Introductory EPME - History and Traditions | NKO | IEPME-INTRO-B2-V2 | 3 hours | |
| Block 3 Introductory EPME - Enlisted Professionalism | NKO | IEPME-INTRO-B3-V2 | 3 hours | |
| Block 4 Introductory EPME - Policy and the Navy | NKO | IEPME-INTRO-B4-V2 | 3 hours | |
| Block 5 Introductory EPME - Planning for Operations | NKO | IEPME-INTRO-B5-V2 | 3 hours | |
| Block 6 Introductory EPME - Regional and Cultural Awareness | NKO | IEPME-INTRO-B6-V2 | 3 hours | |
| Block 7 Introductory EPME - Technology in the Maritime Domain | NKO | IEPME-INTRO-B7-V2 | 3 hours | |
| Block 8 Introductory EPME - Conclusion | NKO | IEPME-INTRO-B8-V2 | - | |
| Cultural Awareness | NKO or College Course | Foreign Language and Culture | 45 hours | |
| English 101 | College Course | | 45 hours | |
| English Reading | College Course | | 45 hours | |
| English Writing | College Course | | 45 hours | |
| Math | College Course | | 45 hours | |
| Speech | College Course | | 45 hours | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-3.0 | 10 hours | |
| Nutrition | NKO | NMHCI2107V2.1 | 1 hour | |
| Personal Financial Management | NKO | CPD-PFM-1.0 | 8 hours | |
| PREVENT | Command Delivered | S-501-0150 | 24 hours | |
| **Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion)** [1] | | | | |
| Energy Policy | Command Delivered | OPNAV-GMTE-1.0 | | |
| Hazing Policy and Prevention | Command Delivered | CPPD-GMT-HPP-1.0 | | |
| Operational Risk Management | NKO/Command Delivered | CPPD-GMT-ORM-1.0 | | |
| Personal Financial Management | Command Delivered | CPPD-GMT-PFM16-1.0 | | |
| Physical Readiness | NKO/Command Delivered | CPPD-GMT-PRT-2.0 | | |

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

**E4 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 | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | NKO | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | NKO | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | NKO | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**E4 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Quartermaster | | CSCS-QMA-QM-00 | | |
| Time Zones | NKO | 045TZ01 | 3 hours | |
| Lookout Qualification Program | | CNET08828 | | |
| Introduction to Ocean Tides | NKO / MetEd / COMET | METOC 045-804-106-006 | Self-paced | |
| Marine Species Awareness | | MSAT-1.0 | | |
| NavRules 2.2 | | OS/QM COP | | |
| Celestial Navigation | | QM COP | | |
| Radar Navigation | | QM COP | | |
| Introduction to Ocean Models | NKO / MetEd | METOC-045-871-107-078 | Self-paced | |
| Shallow Water Waves | NKO | METOC 045-792-106-002 | Self-paced | |

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

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.

**E4 RECOMMENDED COMMUNITY READING**

| **Title** | **Completed** |
|---|---|
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |

# Quartermaster
# 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 |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| VMS Operator | Various | A-061-0042 | | |
| SELLA 2.0 | Software | | | |
| Admiralty Totaltides | Software | | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Master Helmsman | | | | |
| Navigation Detail Plotter | | | | |
| Signalman of the Watch | | | | |
| Signalman Watch Supervisor | | | | |
| Quartermaster of the Watch | | | | |

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

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

**JOB DESCRIPTION**

Quartermaster Second Classes are expected to qualify for all watchstations up to Quartermaster of the Watch (QMOW). The primary duties of the QMOW are to maintain the Deck Log, keep a proper dead reckoning track and serve as an assistant of the Officer of the Deck and represent the Ship's Navigator, when the Navigator is not present on the bridge. The QMOW is also responsible for visual communication to other vessels via flashing light or flaghoist. Junior QMs will also be expected to maintain compartments and equipment up to Navy standards and to use proper maintenance procedures. Along with QMOW, PQS for Inport Watches, Helm, Lee Helm, Fathometer, Damage Control, Material Maintenance, Visual Communications, Navigation Detail Plotter watches will be completed.

**RECOMMENDED BILLET ASSIGNMENTS**

Navigation Department of a surface ship.
Other Opportunities:

- Joint Assignments
- GWOT Support Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- CAAC
- Career Counselor

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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**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**<br>**Watch Standing Qualifications** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Junior Officer of the Deck (JOOD) | | |
| Personal Qualifications Standard | | |

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

| **Warfare qualification programs** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Forces | | |
| Information Dominance Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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: _____

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**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:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| 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.

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**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| 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_____ | | |

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**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-PII-2.0 | | |
| Records Management | NKO/Command Delivered | DOR-RM-010-1.1 | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 CC | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures [2] | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| **Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Domestic Violence Prevention and Reporting | NKO/Command Delivered | CPPD-GMT-DV-1.0 | | |
| Sexual Health and Responsibility | NKO/Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

**E5 REQUIRED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Deck Watches Inport | | NAVEDTRA 43397-d | | |
| Ship Control and Navigation | | NAVEDTRA 43492-2f | | |
| Signalman 3 & 2 | | NAVEDTRA 14244 | | |
| Visual Communications | | NAVEDTRA 43354-C | | |
| Quartermaster | | NAVEDTRA 14338 | | |

**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 CNFR N7.

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

**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 | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | NKO | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | NKO | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | NKO | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**E5 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Quartermaster | | CSCS-QMA-QM-00 | | |
| Time Zones | NKO | 045TZ01 | 3 hours | |
| Lookout Qualification Program | | CNET08828 | | |
| Introduction to Ocean Tides | NKO / MetEd / COMET | METOC 045-804-106-006 | Self-paced | |
| Marine Species Awareness | | MSAT-1.0 | | |
| NavRules 2.2 | | OS/QM COP | | |
| Celestial Navigation | | QM COP | | |
| Radar Navigation | | QM COP | | |
| Introduction to Ocean Models | NKO / MetEd | METOC-045-871-107-078 | Self-paced | |
| Shallow Water Waves | NKO | METOC 045-792-106-002 | Self-paced | |
| Wave Types and Characteristics | NKO / MetEd / COMET | NMOPDC WTC 1.0 | Self-paced | |
| Meteorology Refresher for IGS | | METOC-045-818-308-002 | | |

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

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** |
|---|---|
| Surface Force Training Manual *COMNAVSURFORINST 3502.1C* | |
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |
| Fleet Exercise Publication (communications) (FXP-3) | |
| Fleet Exercise Publication (navigation) (FXP-4) | |
| Surface Ship Navigation Department Organization and Regulations Manual (NAVDORM) *COMNAVSURFOR/COMNAVAIRFORINST 3530.4 (series)* | |

# Quartermaster
# 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 |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| Navigator/Senior Quartermaster Refresher | Various Locations | K-2G-2207 | | |
| VMS Operator | Various | A-061-0042 | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Assistant Navigator | | | | |
| Signalman Watch Supervisor | | | | |
| Shipboard Training Teams | | | | |

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

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

**JOB DESCRIPTION**

The primary duty of a First Class Petty Officer is the professional development of junior officer and enlisted personnel. The Quartermaster First Classes are expected to qualify for all watchstations up to Assistant Navigator. The primary duties of the Leading Petty Officer is to ensure proper maintenance of Deck Log, dead reckoning track, and serve as an assistant of the Officer of the Deck and administration of the watch in the absence of the ship's Navigator.

**RECOMMENDED BILLET ASSIGNMENTS**

Navigation Department of a surfaceship.
Other Opportunities:

- Joint Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- CAAC
- Career Counselor
- Land Craft Utility Craftmaster
- Landing Craft Air-Cushion Navigator

**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 E6 (3 Years time in service required to be eligible for advancement to E-7)

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

60 Month: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

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: _____ Fleet Reserve Retirement Options:_____

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

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

Selection Board Ineligible/Non-Select: _____ 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) _____ Limited Duty Officer _____

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.

## 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-on to Navy Knowledge Online (NKO) and review your entire ETJ making sure that each section is correct. If not, clicking on "*Data Problems*" at the bottom of each page which will guide you on how to make corrections or updates.
d. **US Navy Awards website**: Log onto (https://awards.navy.mil/) to review any awards you may qualify for but were unaware of.

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

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

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** 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 http://www.npc.navy.mil/Boards/ActiveDutyEnlisted/GeneralInformation.htm to verify that the selection board has received your correspondence (if sent).

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

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

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

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

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.

Step 6 - CPO365 Phase 1 & 2: See your Chief to obtain the current CPO365 Development Guide (CPODG)

**Phase 1:** Begins September 17 and concludes when the NAVADMIN announcing CPO selection is released. CPO 365 training is not intended to distract or take away from yours or our FCPOs primary duties, but will serve to enhance their ability to lead. It is used to build the foundation in the year round training cycle. Phase 1 sparks the teamwork and initial training to engage the FCPOs on their road to becoming Chief Petty Officers. It is understood that not all FCPOs will promote to CPO. As much as CPO 365 prepares a person to enter the mess, just as importantly - it also helps our FCPOs to be better workcenter supervisors and Leading Petty Officers. For that reason all FCPOs will participate throughout Phase 1&2, regardless of whether they are board-eligible or have participated in previous years.

**Phase 2:** Begins when the NAVADMIN announcing CPO selection is released and is designed as the final training period to prepare Selectees for entry into the Chiefs' Mess. This phase culminates with the Final Test, followed by a pinning ceremony on September 16, or a suitable date.
As determined to be appropriate by the CPO mess, all FCPOs will continue to participate in some form of CPO 365 training throughout Phase 2 - when and where practical. It is agreed that there will be several instances where CPO Selectees and non Selects will conduct separate sessions.

## QUALIFICATIONS AND CERTIFICATIONS

| **Sea/Shore General Qualifications**<br>**Watch Standing Qualifications** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Ship Board Fire Fighting | | |
| Aviation Fire Fighting | | |
| Basic Damage Control | | |
| Advanced Damage Control | | |
| 3M 301 Maintenance Person | | |
| 3M 302 Repair Parts/Supply Petty Officer | | |
| 3M 303 Work Center Supervisor | | |
| 3M 304 LCPO/Division Officer | | |
| Messenger of the Watch (MOOW) | | |
| Petty Officer of the Watch (POOW) | | |
| Junior Officer of the Deck (JOOD) | | |
| Personal Qualifications Standard | | |

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

| **Warfare qualification programs** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Forces | | |
| Information Dominance Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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: _____

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**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:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| 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.

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**SEPARATING/RETIRE:**

| 18 -12 months | 6 months | 90 days | 30 days |
|---|---|---|---|
| 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_____ | | |

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**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_____

**E6 REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief Petty Officer Selectee Leadership Course | Command Delivered | CPPD-LEAD09-004 | 30 hours | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 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-PII-2.0 | | |
| Records Management | NKO/Command Delivered | DOR-RM-010-1.1 | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 CC | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures [2] | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| **Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Domestic Violence Prevention and Reporting | NKO/Command Delivered | CPPD-GMT-DV-1.0 | | |
| Sexual Health and Responsibility | NKO/Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

**E6 REQUIRED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| AG1 and C | NKO | NAVEDTRA 14010 | 8 hours | |

**E6 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 Chief Petty Officer (EDITION 1/1/1991) | | NAVEDTRA 14144 | | |
| 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 | |
| Speech | 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 CNFR N7.

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

**E6 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 | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | NKO | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | NKO | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | NKO | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**E6 RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Surface Watch Officer OOD Underway | | 43101-4f | | |

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

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.

**E6 RECOMMENDED COMMUNITY READING**

| **Title** | **Completed** |
|---|---|
| Surface Force Training Manual *COMNAVSURFORINST 3502.1C* | |
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |
| Fleet Exercise Publication (communications) (FXP-3) | |
| Fleet Exercise Publication (navigation) (FXP-4) | |
| Surface Ship Navigation Department Organization and Regulations Manual (NAVDORM) *COMNAVSURFOR/COMNAVAIRFORINST 3530.4 (series)* | |
| United States Navy Manual for Ship's Surface Weather Observations *NAVMETOCCOMINST 3144.1* | |
| ATG Toolbox Webpage | |

# Quartermaster
# Chief Petty Officer
# (Master)

**NAME**_____

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| Navigator/Senior Quartermaster Refresher | Various Locations | K-2G-2207 | | |
| VMS Operator | Various | A-061-0042 | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Assistant Navigator | | | | |
| Signalman Watch Supervisor | | | | |
| Shipboard Training Teams | | | | |

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

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

**JOB DESCRIPTION**

The primary duty of a Chief Petty Officer is the professional development of junior officer and enlisted personnel and management of the Navigation Department. The Chief Quartermaster is expected to qualify for all watchstations up to Assistant Navigator. The primary duties of the Leading Chief Petty Officer is to ensure proper maintenance of Deck Log, dead reckoning track, and serve as an assistant of the Officer of the Deck and administration of the watch in the absence of the ship's Navigator.

**RECOMMENDED BILLET ASSIGNMENTS**

Leading Chief Petty officer of Navigation Department or detachment, in addition to various collateral duties (as assigned.)
Other Opportunities:

- Joint Assignments
- Recruiter
- Instructor
- RDC
- DAPA
- Landing Craft Air-Cushion Craftmaster

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Leading Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

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

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

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

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

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

60 Month: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

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

Early Separation: _____ Fleet Reserve Retirement Options:_____

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

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

Non-Select: _____

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

## SELECTION BOARD CHECKLIST FOR CPO PROMOTION TO SCPO

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

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

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

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

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

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

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

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

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

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

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

## QUALIFICATIONS AND CERTIFICATIONS

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

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

| **Warfare qualification programs** | **Report Date** | **Completion Date**<br>**(If qualification is not required place N/A in this Block)** |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Forces | | |
| Information Dominance Warfare Specialist | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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

## STAY NAVY

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

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

Command Recommendation (evaluation): _____ Bonus: _____ Ceremony: _____

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**TRANSFER:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| Exception Family Member_____ | EFM____ | CMS/ID____ | Accept Orders_____ | Screening_____ |
| CMS/ID_____ | CMS/ID_____ | | Reverse Sponsor_____ | Obligate_____ |
| Continuous Overseas Tours (COT) _____ | | | Relocation (FFSC) ____ | Bonus_____ |
| Overseas Tour Extension Incentive Program (OTEIP) _____ | | | Medical/Dental_____ | |

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

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**SEPARATING/RETIRE:**

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

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**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

**CPO REQUIRED NAVY PME:**

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

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.

**CPO REQUIRED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Surface Watch Officer OOD Underway | | 43101-4f | | |

**CPO RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief's Mess Training (CMT/LCC) (21 modules available) | Command Delivered | | Each Month | |
| Primary Enlisted Professional Military Education (PEPME) | NKO | Military DON/ PME | 60 hours | |
| Block 1 Primary EPME - Introduction | NKO | PPME-SENL-B1 | | |
| Block 2 Primary EPME - The Culture of the Navy | NKO | PPME-SENL-B2 | | |
| Block 3 Primary EPME - Governance of the Navy | NKO | PPME-SENL-B3 | | |
| Block 4 Primary EPME - How the Navy Thinks About War | NKO | PPME-SENL-B4 | | |
| Block 5 Primary EPME - How the Navy Plans its Operations | NKO | PPME-SENL-B5 | | |
| Block 6 Primary EPME - Technology in the Maritime Domain | NKO | PPME-SENL-B6 | | |
| Block 7 Primary EPME - PME Conclusion | NKO | PPME-SENL-B7 | | |
| Joint Professional Military Education (JPME) | War College | Military DON/ PME | 40 hours | |
| Senior Enlisted Academy | Newport RI | P-920-1300 | 9 weeks (DL) / 3 weeks (F2F) | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| Culture | NKO or College Course | Foreign Language and Culture | 45 hours | |
| **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 CNFR N7.
Navy E-Learning has no control over how many, if any, reserve points are eventually awarded for the completion of a course. All questions concerning the award of reserve points should be directed to CNFR N7.

**CPO RECOMMENDED RESERVE PME:**

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

**CPO RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Surface Watch Officer OOD Underway | | 43101-4f | | |
| CV/CVN Surface Watch Officer (as required/available) | | 43496-8a | | |
| CVN OOD Underway (as required/available) | | 43496-1b | | |

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

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.

**CPO RECOMMENDED COMMUNITY READING**

| **Title** | **Completed** |
|---|---|
| Surface Force Training Manual *COMNAVSURFORINST 3502.1C* | |
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |
| Fleet Exercise Publication (communications) (FXP-3) | |
| Fleet Exercise Publication (navigation) (FXP-4) | |
| Surface Ship Navigation Department Organization and Regulations Manual (NAVDORM) *COMNAVSURFOR/COMNAVAIRFORINST 3530.4 (series)* | |
| United States Navy Manual for Ship's Surface Weather Observations *NAVMETOCCOMINST 3144.1* | |
| ATG Toolbox Webpage | |

# Quartermaster
# Senior Chief Petty Officer
# (Master)

**NAME**_____

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| Navigator/Senior Quartermaster Refresher | Various Locations | K-2G-2207 | | |
| VMS Operator | Various | A-061-0042 | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Assistant Navigator | | | | |
| Shipboard Training Teams | | | | |

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

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

**JOB DESCRIPTION**

Navigation Department Management. The primary duty of a Senior Chief Petty Officer is the professional development of junior officer and enlisted personnel and management of the Navigation Department.

**RECOMMENDED BILLET ASSIGNMENTS**

Other opportunities:

- Command Senior Chief
- Senior Enlisted Advisor
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments
- Landing Craft Air-Cushion Craftmaster

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Leading Chief Petty Officer: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

ADSD: _____ REPORT DATE: _____ EAOS: _____ PRD: _____ SEA / SHORE: _____/____
PAYGRADE E8 (3 Years time in service required to be eligible for advancement to E-9)

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
(E8) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

60 Month: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

Early Separation: _____ Fleet Reserve Retirement Options:_____

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

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

Non-Select: _____

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

## SELECTION BOARD CHECKLIST FOR SCPO PROMOTION TO MCPO

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

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

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

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

      NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER
      PRESIDENT
      FY-**XX ACTIVE/RESERVE** E9 ENLISTED SELECTION BOARD **#XXX**
      5640 TICONDEROGA LOOP BLDG 768 RM E302
      MILLINGTON TN 38055
      **(Active = 210 / SELRES = 205 / FTS = 206)**

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

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

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

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

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

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

## QUALIFICATIONS AND CERTIFICATIONS

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

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

| Warfare qualification programs | Report Date | Completion Date<br>(If qualification is not required place N/A in this Block) |
|---|---|---|
| Aviation Warfare Specialist | | |
| Expeditionary Warfare Specialist | | |
| Fleet Marine Forces | | |
| Information Dominance Warfare Specialist | | |
| SEABEE Combat Warfare | | |
| Special Warfare Combatant-Craft Crewman | | |
| Submarine Specialist | | |
| Surface Warfare Specialist | | |

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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

## STAY NAVY

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

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

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

---

**TRANSFER:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| Exception Family Member_____ | EFM____ | CMS/ID____ | Accept Orders_____ | Screening_____ |
| CMS/ID_____ | CMS/ID_____ | | Reverse Sponsor_____ | Obligate_____ |
| Continuous Overseas Tours (COT) _____ | | | Relocation (FFSC) ____ | Bonus_____ |
| Overseas Tour Extension Incentive Program (OTEIP) _____ | | | Medical/Dental_____ | |

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

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**SEPARATING/RETIRE:**

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

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**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

**SCPO REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Senior Enlisted Academy [4,5] | Newport RI | P-920-1300 | 9 weeks (DL) / 3 weeks (F2F) | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 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-PII-2.0 | | |
| Records Management | NKO/Command Delivered | DOR-RM-010-1.1 | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 CC | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures [2] | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| **Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Domestic Violence Prevention and Reporting | NKO/Command Delivered | CPPD-GMT-DV-1.0 | | |
| Sexual Health and Responsibility | NKO/Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - NAVADMIN 266/14 Starting in FY 2017, all newly selected SCPO's will be required to complete the SEA
5 - Reserves selected to Senior Chief Petty Officer will also be required to complete (See NAVADMIN 266/14 for guidance)

**SCPO REQUIRED COMMUNITY PME:**

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

**SCPO RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief's Mess Training (CMT/LCC) (21 modules available) | Command Delivered | | Each Month | |
| Primary Enlisted Professional Military Education (PEPME) | NKO | Military DON/ PME | 60 hours | |
| Block 1 Primary EPME - Introduction | NKO | PPME-SENL-B1 | | |
| Block 2 Primary EPME - The Culture of the Navy | NKO | PPME-SENL-B2 | | |
| Block 3 Primary EPME - Governance of the Navy | NKO | PPME-SENL-B3 | | |
| Block 4 Primary EPME - How the Navy Thinks About War | NKO | PPME-SENL-B4 | | |
| Block 5 Primary EPME - How the Navy Plans its Operations | NKO | PPME-SENL-B5 | | |
| Block 6 Primary EPME - Technology in the Maritime Domain | NKO | PPME-SENL-B6 | | |
| Block 7 Primary EPME - PME Conclusion | NKO | PPME-SENL-B7 | | |
| Joint Professional Military Education (JPME) | NOK | JKDDC-SNCO-2 | 60 hours | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| Culture | NKO or College Course | Foreign Language and Culture | 45 hours | |
| CMDCM/COB Leadership Course (Must have FLTCM or FORCM recommendation) | NKO/Classroom (Newport, RI) | CPPD/NETC CMDCM-9580 COB-9579 | | |
| Navy Reserve Fundamentals for Active Duty Course | NKO | NAVRESFOR-NRF-2.0 / US DoN | 10 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 CNFR N7.

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

**SCPO 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 | CNRFC-COOIC-1.0 /DoN | 8 hours | |
| Guidance for Mobilization | NKO | CNRFC-GMB-1.1 /DoN | 4 hours | |
| Military Sealift Command 101 | NKO | CNRFC-MSC101 /DoN 1.1 | 24 hours | |
| Non-Prior Service Accession Program | NKO | CNRFC-NPSAP-2 /DoN 0 | 23 hours | |

**SCPO RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Surface Watch Officer OOD Underway | | 43101-4f | | |
| CV/CVN Surface Watch Officer (as required/available) | | 43496-8a | | |
| CVN OOD Underway (as required/available) | | 43496-1b | | |

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

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.

**SCPO RECOMMENDED COMMUNITY READING**

| **Title** | **Completed** |
|---|---|
| Surface Force Training Manual *COMNAVSURFORINST 3502.1C* | |
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |
| Fleet Exercise Publication (communications) (FXP-3) | |
| Fleet Exercise Publication (navigation) (FXP-4) | |
| Surface Ship Navigation Department Organization and Regulations Manual (NAVDORM) *COMNAVSURFOR/COMNAVAIRFORINST 3530.4 (series)* | |
| United States Navy Manual for Ship's Surface Weather Observations *NAVMETOCCOMINST 3144.1* | |
| ATG Toolbox Webpage | |

# Quartermaster
# Master Chief Petty Officer
# (Master)

**NAME**_____

**SKILL TRAINING**

(Schools, courses and assignments directly related to occupation)

**REQUIRED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Valid Security Clearance, 20/20 correctabel vision and normal color perception | | | | |
| Navigator/Senior Quartermaster Refresher | Various Locations | K-2G-2207 | | |
| VMS Operator | Various | A-061-0042 | | |

**RECOMMENDED SKILL TRAINING**

| Course Title | Course Location | CIN/CSE/ACE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Assistant Navigator | | | | |
| Shipboard Training Teams | | | | |

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

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

**JOB DESCRIPTION**

Navigation Department Management. The primary duty of a Senior Chief Petty Officer is the professional development of junior officer and enlisted personnel and management of the Navigation Department.

**RECOMMENDED BILLET ASSIGNMENTS**

Other opportunities:

- Command Master Chief
- Senior Enlisted Advisor
- RDC
- Instructor/Facilitator
- Recruiter
- 3-M Coordinator
- CMEO/EOA
- DAPA
- CACO
- Detailer
- Joint Assignments

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

Command Address: _____ QD Phone Number: _____

_____

Division Officer: _____ Phone Number: _____

Command Master Chief: _____ Phone Number: _____

Sponsor/Mentor: _____ Phone Number: _____

Depart/Division Career Counselor: _____ Phone Number: _____

Phone Number: _____

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

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

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**CAREER DEVELOPMENT BOARDS:** Use OPNAVINST 1040.11(ser) & Career Counselor Handbook NAVPERS 15878
(E9) Reason for Convening/Discussion Items: (Upon completion update (CIMS) Career Information Management System)

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

6 Month: _____ 12 Month: _____ 24 Month: _____36 Month: _____48 Month: _____

60 Month: _____ CPO 365: _____ Special Program: _____ Member Request: _____

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

CMS/ID 13 months to PRD: _____ Transfer: _____

Early Separation: _____ Fleet Reserve Retirement Options:_____

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

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

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

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

Officer Candidate School _____ Limited Duty Officer _____ Chief Warrant Officer _____

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

## QUALIFICATIONS AND CERTIFICATIONS

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

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

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

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

## CERTIFICATIONS

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

| Occupation (Civilian Employer) |
|---|
| Data Entry Keyers |
| Database Administrators |
| Emergency Management Directors |
| General and Operations Managers |
| Mates- Ship, Boat, and Barge |
| Mathematical Technicians |
| Operations Research Analysts |
| Radio Operators |
| Sailors and Marine Oilers |
| Technical Writers |
| Training and Development Managers |
| Word Processors and Typists |

| Occupation (Federal Employer) |
|---|
| 1361 - Navigational Information Series |
| 1370 - Cartography Series |
| 1371 - Cartographic Technician Series |
| 5782 - Ship Operating |
| 9926 - Quartermaster |

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

| Target paygrade | Certifying Agency | Credential Title | Date Completed |
|---|---|---|---|
| E5 | American Education Certification Association | Certified Computer Skills Specialist (CCSS) | |
| E4 | Certiport | IC3 Digital Literacy Certification (IC3) | |
| E4 | Electronics Technicians Association, International (ETA-I) | General Communications Technician - Level 1 (GCT1) | |
| E4 | International Computer Drivers License (ICDL) US | International Computer Driving License | |
| E4 | Microsoft Corporation | Microsoft Office Specialist (MOS) | |
| E4 | Transportation Security Administration | Transportation Worker Identification Credential (TWIC) | |
| E5 | United States Coast Guard (USCG) | Master Inland/Mate Near Coastal | |
| E7 | United States Coast Guard (USCG) | Master Near Coastal | |
| E6 | United States Coast Guard (USCG) | Master of 100 GRT-Limited | |
| E7 | United States Coast Guard (USCG) | Master of Towing Vessels-Limited | |
| E9 | United States Coast Guard (USCG) | National 2nd Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National 3rd Mate Unlimited OC or NC | |
| E4 | United States Coast Guard (USCG) | National Able Seaman (A/B) | |
| E9 | United States Coast Guard (USCG) | National Chief Mate Unlimited OC or NC | |
| E7 | United States Coast Guard (USCG) | National First Class Pilot | |
| E4 | United States Coast Guard (USCG) | National Lifeboatman and Lifeboatman-Limited | |
| E4 | United States Coast Guard (USCG) | National Limited Master 100/Limited OUPV | |
| E6 | United States Coast Guard (USCG) | National Master 200 GL and Inland | |
| E7 | United States Coast Guard (USCG) | National Master 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 200 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 GL and Inland | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 NC | |
| E5 | United States Coast Guard (USCG) | National Mate 500/1600 OC | |
| E5 | United States Coast Guard (USCG) | National Mate Unlimited GL and Inland | |

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 | |
| E1 - E9 | Weather Observer | |
| E1 - E9 | Weather Observer (Professional & Kindred) | |

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

## STAY NAVY

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

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

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

---

**TRANSFER:**

| 15 Months | 12 Months | 9 Months | 6 Months | Orders Received |
|---|---|---|---|---|
| Exception Family Member_____ | EFM____ | CMS/ID____ | Accept Orders_____ | Screening_____ |
| CMS/ID_____ | CMS/ID_____ | | Reverse Sponsor_____ | Obligate_____ |
| Continuous Overseas Tours (COT) _____ | | | Relocation (FFSC) ____ | Bonus_____ |
| Overseas Tour Extension Incentive Program (OTEIP) _____ | | | Medical/Dental_____ | |

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

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**SEPARATING/RETIRE:**

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

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**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

Education Plan Completed (Navy College Office/VEC _____Current Education Level_____

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

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

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

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

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

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

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

NCPACE _____CLEP _____DSST _____TA _____MGIB _____Post 9/11 GIB_____AEV_____

**MCPO REQUIRED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Joint Professional Military Education (JPME) | War College | Military DON / PME | 40 hours | |
| Senior Enlisted Academy [4] | Newport RI | P-920-1300 | 9 weeks (DL) / 3 weeks (F2F) | |
| ADAMS for Supervisors | Various Locations | S-501-0120 | 8 hours | |
| ADAMS for Facilitators | Various Locations | S-501-0110 | 16 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-PII-2.0 | | |
| Records Management | NKO/Command Delivered | DOR-RM-010-1.1 | | |
| Sexual Assault Prevention and Response Awareness (SAPR) | Command Delivered | CPPD-GMT-SAPRA-1.0 CC | | |
| Equal Opportunity/Sexual Harassment/Grievance Procedures [2] | Command Delivered | CPPD-GMT-EOSH-1.0 | | |
| Suicide Prevention | Command Delivered | CPPD-GMT-SAP-1.0 | | |
| **Required General Military Training Topics For FY 2016 (Command-Assigned Readiness –Enhancement topics; biennial periodicity) [3]** | | | | |
| Alcohol, Drug, and Tobacco Awareness | Command Delivered | CPPD-GMT-ADTA-1.0 | | |
| Domestic Violence Prevention and Reporting | NKO/Command Delivered | CPPD-GMT-DV-1.0 | | |
| Sexual Health and Responsibility | NKO/Command Delivered | CPPD-GMT-SHR-1.0 | | |
| Stress Management | Command Delivered | CPPD-GMT-SM-1.0 | | |

1 - Verify GMT topics on NKO GMT web page.
2 - Course should be delivered in conjunction with SAPR. If not practicable, separate training is still required.
3 - Topics to be delivered once per deployment cycle. If deployment cycle is not applicable or exceeds two years between deployments, then deliver once every two years.
4 - Course remains a requirement to become a Command Master Chief/Chief of the Boat.

**MCPO REQUIRED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| AG1 and C | NKO | NAVEDTRA 14010 | 8 hours | |

**MCPO RECOMMENDED NAVY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Chief's Mess Training (CMT/LCC) (21 modules available) | Command Delivered | | Each Month | |
| Primary Enlisted Professional Military Education (PEPME) | NKO | Military DON/ PME | 60 hours | |
| Block 1 Primary EPME - Introduction | NKO | PPME-SENL-B1 | | |
| Block 2 Primary EPME - The Culture of the Navy | NKO | PPME-SENL-B2 | | |
| Block 3 Primary EPME - Governance of the Navy | NKO | PPME-SENL-B3 | | |
| Block 4 Primary EPME - How the Navy Thinks About War | NKO | PPME-SENL-B4 | | |
| Block 5 Primary EPME - How the Navy Plans its Operations | NKO | PPME-SENL-B5 | | |
| Block 6 Primary EPME - Technology in the Maritime Domain | NKO | PPME-SENL-B6 | | |
| Block 7 Primary EPME - PME Conclusion | NKO | PPME-SENL-B7 | | |
| Joint Professional Military Education (JPME) | NOK | JKDDC-SNCO-2 | 60 hours | |
| Senior Enlisted Leadership Development Guide | NKO | | | |
| CMDCM/COB Leadership Course (Must have fleet recommendation) | NKO/Classroom (Newport, RI) | CPPD/NETC CMDCM-9580 COB-9579 | | |
| Culture | NKO or College Course | Foreign Language and Culture | 45 hours | |
| Selection Board Member | NKO | NPC-SBM-2.0 | 1 hour | |
| **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 CNFR N7.

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

**MCPO RECOMMENDED RESERVE PME:**

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

**MCPO RECOMMENDED COMMUNITY PME:**

| Course Title | Course Location | CIN/CSE ID | Course Length | Date Completed |
|---|---|---|---|---|
| Surface Watch Officer OOD Underway | | 43101-4f | | |
| CV/CVN Surface Watch Officer (as required/available) | | 43496-8a | | |
| CVN OOD Underway (as required/available) | | 43496-1b | | |

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

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.

**MCPO RECOMMENDED COMMUNITY READING**

| **Title** | **Completed** |
|---|---|
| Surface Force Training Manual *COMNAVSURFORINST 3502.1C* | |
| Quartermaster Rate Training Manual | |
| Signalman 3 and 2 | |
| Dutton's Navigation and Piloting | |
| American Practical Navigator | |
| Navigation Department Operation Regulations Manual | |
| Inland/International Rules of the Road | |
| Fleet Exercise Publication (communications) (FXP-3) | |
| Fleet Exercise Publication (navigation) (FXP-4) | |
| Surface Ship Navigation Department Organization and Regulations Manual (NAVDORM) *COMNAVSURFOR/COMNAVAIRFORINST 3530.4 (series)* | |
| United States Navy Manual for Ship's Surface Weather Observations *NAVMETOCCOMINST 3144.1* | |
| ATG Toolbox Webpage | |

# 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 Quartermaster 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 QM**

| Recommended Associates' degrees for the Seaman |
|---|
| |

**RECOMMENDED OCCUPATIONAL-RELATED BACCALAUREATE/MASTERS DEGREE FOR QM**

| Recommended Bachelors/Masters degrees for the Seaman |
|---|
| Organizational Leadership |
| Organizational Development |
| Public Administration |
| Human Resources |

# 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)

**JST**s 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

| | | |
|---|---|---|
| Degree: Bachelor of General Studies<br>Major: General Studies<br>Emphasis: Organizational Leadership<br>Rating: **QM Quartermaster** | E-Mail: Joleen Briggs<br>Phone: 800-628-FHSU<br>Fax: | Institution Unique Graduation Requirements<br>30 Credit Hours must be taken at FHSU<br>Maintain GPA of 2.0 in FHSU courses<br>Maintain GPA of 2.0 Cumulative<br>Check Tuition and Fees |

| **Degree Requirements** | | **Navy Credit Awarded** | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Curriculum Degree Requirements** | **Credit Hrs Required** | | E-3 | E-4 | E-5 | E-6 | E-7 | E-8 | E-9 |
| **General Education Requirements** | | | | | | | | | |
| English Comp I & II | 6 | | | | | | | | |
| Computer Literacy | 3 | | | | | | | | |
| Humanities | 12 | | | | | 3 | 3 | 3 | 3 |
| Social & Behavioral Science | 12 | | | | | | | | |
| Natural Science & Math | 12 | | | | 4 | 5 | 6 | 6 | 6 |
| **Major** (Military Specialty) | | **ACE Recommended Credit** | | | | | | | |
| Recruit Training | | Recruit Training | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| | | A School | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| | | Rating Credit | 7 | 11 | 23 | 30 | 37 | 40 | 43 |
| **Total Applied Hours** | | **Total Recommended Hrs** | 12 | 16 | 28 | 35 | 42 | 45 | 48 |
| **Free Electives** | | | 12 | 16 | 28 | 32 | 39 | 42 | 45 |
| Emphasis | 21 | | 0 | 0 | 0 | 3 | 3 | 3 | 3 |
| | | | | | | | | | |
| **Total Required Hours** | 124 | **Total Applied Hours** | 12 | 16 | 28 | 35 | 42 | 45 | 48 |

| **E-5 Degree Requirements*** | | **Liberal Arts** | **Non-Liberal Arts** | **Total** |
|---|---|---|---|---|
| **General Education** | Navy | 4 | 0 | 45 |
| | College/University | 41 | 0 | |
| **Emphasis** | Navy | 0 | 0 | 21 |
| | College | 12 | 9 | |
| **Navy Electives** | | 6 | 18 | 24 |
| **Liberal Arts Electives** | College/University | 17 | 0 | 17 |
| **Free Electives** | College/University | | | 17 |
| **Minimum Needed** | | 80 | | 124** |

- Does not include Navy credits for Follow on training. Contact an FHSU advisor if you have follow on training or rank above E-5.

** Must include a minimum of 45 semester hours of credit at the upper division level and a minimum of 30 hours from FHSU.

# Ratings Related ACE Credit

| Lower Division ACE Approved Liberal Arts | Gen Ed | Dept | ACE Approved Credit | | | | |
|---|---|---|---|---|---|---|---|
| | | | E5 | E6 | E7 | E8 | E9 |
| Applied Meteorology | Nat. Science | PHYS | 1 | 2 | 3 | 3 | 3 |
| Celestial Navigation | | PHYS | 3 | 3 | 3 | 3 | 3 |
| College Algebra & Trigonometry | Nat. Science | MACS | 3 | 3 | 3 | 3 | 3 |
| Introduction to Computers | Basic Skills | CSCI | | 3 | 3 | 3 | 3 |
| Nautical Science (Navigation) | | GSCI | 3 | 3 | 3 | 3 | 3 |
| Principles of Supervision | | LDRS | | 3 | 3 | 3 | 3 |
| **Upper Division ACE Approved Liberal Arts** | **Gen Ed** | **Dept** | **ACE Approved Credit** | | | | |
| | | | E5 | E6 | E7 | E8 | E9 |
| Advanced Navigation | | GSCI | | | 3 | 3 | 3 |
| **Lower Division Non-Liberal Arts** | **Gen Ed** | **Dept** | **ACE Approved Credit** | | | | |
| | | | E5 | E6 | E7 | E8 | E9 |
| Coastal Navigation and Piloting | | TECS | 3 | 3 | 3 | 3 | 3 |
| First Aid and Safety | | HHP | 1 | 1 | 1 | 1 | 1 |
| Introduction to Seamanship and Ship Operations | | TECS | 2 | 2 | 2 | 2 | 2 |
| Nautical Science (Seamanship) | | HHP | 3 | 3 | 3 | 3 | 3 |
| Personal and Community Health | | HHP | 1 | 1 | 1 | 1 | 1 |
| Personal Fitness and Conditioning | | HHP | 1 | 1 | 1 | 1 | 1 |
| Record Keeping | | BCOM | 3 | 3 | 3 | 3 | 3 |
| Seamanship | | TECS | 3 | 3 | 3 | 3 | 3 |
| Swimming | | HHP | 1 | 1 | 1 | 1 | 1 |
| **Upper Division ACE Approved Non-Liberal Arts** | **Gen Ed** | **Dept** | **ACE Approved Credit** | | | | |
| | | | E5 | E6 | E7 | E8 | E9 |
| Management Practicum | | MGT | | | 3 | 3 | 3 |
| Principles of Management | | MGT | | | | 3 | 6 |
| **Area of Emphasis - ACE Approved Credits** | **Gen Ed** | **Dept** | **ACE Approved Credit** | | | | |
| | | | E5 | E6 | E7 | E8 | E9 |
| Principles of Supervision | | LDRS | | 3 | 3 | 3 | 3 |
| Record Keeping | | BCOM | 3 | 3 | 3 | 3 | 3 |
| Management Practicum | | MGT | | | 3 | 3 | 3 |
| Principles of Management | | MGT | | | | 3 | 6 |
| **Summary** | **Minimum Required** | | **ACE Approved Credit** | | | | |
| | | | E5 | E6 | E7 | E8 | E9 |
| Lower Division Liberal Arts Credit | | | 10 | 17 | 18 | 18 | 18 |
| Upper Division Liberal Arts Credit | | | 0 | 0 | 3 | 3 | 3 |
| Lower Division Non-Liberal Arts Credit | | | 18 | 18 | 18 | 18 | 18 |
| Upper Division Non-Liberal Arts Credit | | | 0 | 0 | 3 | 6 | 9 |
| Total Liberal Arts Credit | 80 | | 10 | 17 | 21 | 21 | 21 |
| Total Upper Division Credit | 45 | | 0 | 0 | 6 | 9 | 12 |
| Area of Emphasis | 21 | | 3 | 6 | 9 | 12 | 15 |
| Total Credit | 124 | | 28 | 35 | 42 | 45 | 48 |

# 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