



# Religious Program Specialist (RP)



January 2017

# **Career Roadmap**

## **Seaman Recruit to Master Chief Roadmap**

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

### **What is a Career Roadmap for Religious Program Specialist?**

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

### **What is the Enlisted Learning and Development Continuum?**

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

### **Do Sailors have to follow the Roadmap?**

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

Some training and education is mandatory (Recruit Training, Religious Program Specialist Class "A" School at Fort Jackson, SC., 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.

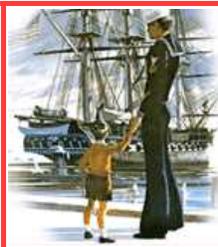
Integrity is the foundation of our conduct; respect for others is fundamental to our character; decisive leadership is crucial to our success.

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.



**RP CAREER PATH  
(SW)**



Religious Program Managers manage and execute the Command Religious Program (CRP), which accommodates diverse religious ministry requirements. They accommodate religious ministry requirements of various faith groups and support the provision of religious ministry. They facilitate the free exercise of religion for all Sea Service personnel and support the delivery of care as part of a Religious Ministry Team (RMT). Advise Leadership on morale, ethical decision-making, cross cultural awareness, and conflict resolution. Provide force protection expertise for RMTs in expeditionary and combat environments.

<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
26-30	RPCM	25 Yrs	CMC	36	4 <sup>th</sup> Shore Tour Duty: Only shore duty billets for E9s; there are no sea duty billets. Qualification: War College, CMC/ COB Course.
23-26	RPCM	25 Yrs	CMC	36	4 <sup>th</sup> Sea Tour Billet: Acting CMDCM, SEL, LCPO. (All E9s are eligible for Flag Selection to Rate CMC/SEL). Duty: Only shore duty billets for E9s. OPNAV Staff (Rating CMC), HQMC, USFFC, PACFLT, MARFORPAC, BUMED, AFRICOM. Qualification: War College, CMC/ COB Course, SEA.
19-22	RPCS	19.3 Yrs	CWO, CSC	36	3 <sup>rd</sup> Shore Tour Billet: SEL, SEA, LCPO. Duty: Sea - MEF, DIV, MAW. Shore - MARFORCOM, MCICOM, TYCOM, Detailer, CREST Asst. Director, MCB, NAVREG, Lead Instructor, NAVRESFOR, MARFORRES, CNIC (Reserve), EUCOM, JFCOM. Qualification: SEA, Senior Enlisted JPME.
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



**RP CAREER PATH  
(SW)**



<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
15-18	RPC	14.1 Yrs	LDO, CWO	36	3 <sup>rd</sup> Sea Tour Billet: SEA, Senior Enlisted JPME. Duty: Sea - CVN, C7F, MLG, Ministry Center. Shore: USNA, NAVMED, OPNAV, HQMC, MCRD, MCAS, MCB, CNI NAVSTA/NAS/NAVREG, C5F, C3F, TSC/RTC, NORTHCOM, NECC, Chapel.
11-14	RP1	11.7 Yrs	LDO, CWO, OCS, MECP	36	2 <sup>nd</sup> Shore Tour Billet: LPO. Duty: Sea - CVN, LHA/D, AS, MEU DESRON, ESG, MEF, DIV, MLG, MAW/MAG, Min Ctr, MARSOC. Shore - USNA, NAVMED, HQMC, MCRD, MCAS, MCB, MCRC, CNI NAVSTA, NAS, NAVREG, CREDO, TSC/RTC GRTLKS, COMNAVREG, CFA, Brig, NECC, Chapel. Qualification: BEPME.
7-10	RP2	3.5 Yrs	LDO, OCS, MSC IPP, MECP	36	2 <sup>nd</sup> Sea Tour Duty: Sea - CVN, LHA/D, AS, MEF, DESRON, DIV, MAW/MAG, MLG, Min Ctr, MARSOC, Seabee Unit. Shore - USNA, NAVMED, HQMC, MCRD, MCAS, MCB, CNI NAVSTA, NAS, NAVREG, CREDO, TSC/RTC GRTLKS, COMNAVREG, CFA, Brig, NECC, Chapel. Qualification: BEPME.
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/SHORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



**RP CAREER PATH  
(SW)**



<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/ShORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>
4-6	RP2	3.5 Yrs	STA-21, OCS, MECP	36	1 <sup>st</sup> Shore Tour Billet: LPO. Duty: Sea - CVN, LHA/D, AS, MEF, DESRON, DIV, MAW/MAG, MLG, Min Ctr, MARSOC, SEABEE Unit. Shore - USNA, NAVMED, HQMC, MCRD, MCAS, MCB, CNI, CFA, NAVSTA/ NAS/NAVREG, CREDO, TSC/RTC, COMNAVREG, Brig, NECC, Chapel. Qualification: RPF School, Basic Enlisted PME (BEPME), Sgt's Course.
1-3	RP3	3.4 Yrs	Naval Academy, NROTC	42	1 <sup>st</sup> Sea Tour Duty: Sea - CVN, LHA/D, AS, MEF, DESRON, DIV, MAW/MAG, MLG, Min Ctr, MARSOC, SEABEE Unit. Shore - USNA, NAVMED, HQMC, MCRD, MCAS, MCB, CNI, CREDO, NAVSTA/NAS/ NAVREG, CFA, TSC/RTC, COMNAVREG, Brig, NECC, Chapel. Qualification: CREST, Cpl's Course.
1+/-	RP3 RPSN RPSA Accession Training	9 Months			Recruit Training and all schools or training events required to be completed prior to reporting to their first operational command.
<b>YEARS OF SERVICE</b>	<b>CAREER MILESTONES</b>	<b>AVERAGE TIME TO PROMOTE</b>	<b>COMMISSIONING OR OTHER SPECIAL PROGRAMS</b>	<b>SEA/ShORE FLOW</b>	<b>TYPICAL CAREER PATH DEVELOPMENT</b>



## RP CAREER PATH (SW)



1. Background. As Sailors, RPs are expected to participate in general duties that contribute to the command's mission. Serving in combat/expeditionary environments, they provide physical security for chaplains. They are also trained to accommodate the free exercise of religion.

2. Leadership. Direct leadership of large numbers of RPs is infrequent. Offer additional consideration if leadership took place in combat, Forward Deployed Naval Forces or other arduous assignments. Other considerations:

- Initiative to seek additional leadership opportunities.
- Billets that provide RPs direct Sailorization opportunities are RTC, MCRDs, Instructor Duty, Brigs, Naval Chaplaincy School and Center (NCSC), and the Detailer.
- Opportunities to lead in joint environment at COCOMs, as an IA/GSA/OSA to Army units or JTFs.

3. Scope of Responsibility. Consideration should be given to the scope of responsibility held by the individual. Below is a chart that gives an example of billets by rank and scope from most responsibility (tier I) to least responsibility (tier III). The figure after the rank shows FY13 EPA.

	<b>RP1 (156)</b>	<b>RPC (73)</b>	<b>RPCS (21)</b>	<b>RPCM (6)</b>
<b>Tier I</b>	CLWP, HQMC, NCSC, CNSWC, CNP (CHC Order Writer)	NORTHCOM, AIRLANT, USNA, SURFLANT, CNP (OPNAV), HQMC, NAVYCYBERFOR, NCSC	EUCOM, AIRPAC, MARFORCOM, SURFPAC, NCSC, Detailer	OPNAV
<b>Tier II</b>	LPO (CVN, DIV, MAW, MLG), LHD, LHA, AS, MCB (Pendleton, Lejeune, Quantico), USFF, FMTB (CREST),	CVN, C2F, C3F, NAVCENT/C5F, C6F, C7F, COMNAVREG, NDW, RTC, TSC, MCRD, CNRF, RSO (SFMC), CNFJ, Joint Bases	I/II/III MEF, COMNAVREG (SW, SE) MCB (Pendleton, Lejeune), MARFORRES, FMTB (CREST), NECC	HQMC, USFFC, COMPACFLT, BUMED
<b>Tier III</b>	LCC, MCRD, RTC, MESG, MATSG, RIVGRU, DEVGRU, EODGRU, DESRON, BEACHGRU, CLASSRON, Brig, NMC, NS, NSSC, Other MCB, NAS, NAF, MCAS, CFA, MAG, RSO, RIVRON, Brig, CREDO	1ST/2ND/3RD MLG, NMC, NS, 1ST NCD, SUBBASE, MCB, NAS, MCAS, CFA, DESRON, CNRF Det Millington, NH, CREDO	1ST/2ND/3RD MARDIV, 1ST/2ND/3RD MAW, MCB Quantico	MARFORPAC, AFRICOM (rotational)

4. Sea/Shore Flow. Due to the unique billet distribution within the RP community, rotation is established as INUS (Type 1) and OUTUS (Type 2, 3, 4, or 6). Factors to consider:

- 55% of E6, 63% of E7, and 57% of E8 billets are shore. Billet gaps often require deviation from standard SSF. Scope of subsequent tours should show more responsibility.
- Female RPs may have limited opportunities aboard ships (E6 and above) and some expeditionary units (Marine Divisions, NECC).
- A wide variety of tours, with both the Navy and Marine Corps, seeking leadership opportunities is healthy for an RPs career.

5. Security Clearance Eligibility. RPs are required to maintain eligibility for access to classified information, and maintain at least a Secret clearance.



## RP CAREER PATH (SW)



**6. Religious Program Manager (E7-E9) Job Description.** Religious Program Managers manage and execute the Command Religious Program (CRP), which accommodates diverse religious ministry requirements. They accommodate religious ministry requirements of various faith groups and support the provision of religious ministry. They facilitate the free exercise of religion for all Sea Service personnel and support the delivery of care as part of a Religious Ministry Team (RMT). Advise leadership on morale, ethical decision-making, cross cultural awareness, and conflict resolution. Provide force protection expertise for RMTs in expeditionary and combat environments.

### **7. RP Functional Areas.**

a. **Ministry Support and Accommodation:** RPs manage and execute Command Religious Programs (CRP) that accommodate diverse religious ministry requirements. Accommodation of individual and collective religious ministry includes, but is not limited to: scheduling, coordinating, budgeting, and contracting. RPs are specially trained to support religious accommodation.

b. **Pastoral Care Support:** RPs are uniquely trained and positioned to support the delivery of care individually and programmatically. RPs support the delivery of care through pastoral triage, referrals, professional military counseling, charting, and explaining the types of ministry available.

c. **Religious Advisement:** RPs play an integral role in advising leadership on the impact of the Command Religious Program (CRP). RPs advise leadership at all levels of the chain of command on moral and ethical decision making, cultural awareness, conflict resolution, and cross-cultural communications.

d. **Expeditionary Ministry Support:** RPs in expeditionary environments are combatants who provide force protection expertise for RMTs.

e. **Administration:** RPs balance faith-group-specific religious requirements, managing facilities, personnel, volunteers, and resources.

f. **Finance and Accounting:** RPs plan, coordinate, train, implement, and maintain non-appropriated Religious Offering Fund (ROF) and appropriated OM&N funds. RPs identify, procure, and maintain facilities and equipment needed to support the CRP. RPs manage real property repair and maintenance, equipment acquisition, and supplies. RPs prepare, plan, program, analyze, and execute budgets and research and write statements of work for civilian contracts in support of the CRP.

g. **Library:** RPs manage and execute the full range of activities associated with the Learning Multi-Media Resource Centers (LMRC), including but not limited to scheduling, filing, ordering, organization, staffing, and operation.



**Religious Program Specialist  
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
RP "A" School	Fort Jackson, SC	A-561-0002	37 days	

**RECOMMENDED SKILL TRAINING**

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
Marine Corps Expeditionary Skills Training (MCEST) (2401) <sup>1</sup>	Camp Lejeune, NC	M-03L53	40 days	

<sup>1</sup> - This course is a U. S. Marine Corps training requirement before transferring to the Fleet Marine Force (FMF)

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

Course Title	Course Location	CIN/CSE/ACE ID	Course Length	Date Completed
2401 - Marine Corps Expeditionary Skills Training (MCEST)	Camp Lejeune, NC	M-03L53	40 days	

**JOB DESCRIPTION**

Religious Program Specialists support the Command Religious Program (CRP), and support the accommodation of diverse religious ministry requirements. They support the accommodation of religious ministry requirements of various faith groups and support the provision of religious ministry. They support the facilitation of the free exercise of religion for all Sea Service personnel and support the delivery of care as part of a Religious Ministry Team (RMT). They support the RMT on advising leadership on morale, ethical decision-making, cross cultural awareness, conflict resolution and quality of life issues. They provide force protection expertise for RMTs in expeditionary and combat environments.

**RECOMMENDED BILLET ASSIGNMENTS**

RP's are globally deployable and work in a variety of environments where chaplains are stationed with Navy or Marine Corps personnel. Religious Program Specialists E4's are usually assigned to aircraft carriers, amphibious assault ships, Fleet Marine Force or other deployable units. Other assignments include base chapels, Military Treatment Facilities and Spiritual Fitness centers.

Religious Program Specialist E4s are the technicians and work managers who possess increasing degrees of skill responsibility and authority as they advance in paygrade. Petty officers are capable of accomplishing tasks normal to their rating and paygrade, and provide the "hands on" skills required to maintain and operate the CRP.

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

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

Warfare qualification programs	Report Date	Completion Date (If qualification is not required place N/A in this Block)
Aviation Warfare Specialist		
Expeditionary Warfare Specialist		
Fleet Marine Forces		
Information Dominance Warfare Specialist		
SEABEE Combat Warfare		
Surface Warfare Specialist		

Rate Specific/Department Qualifications (Add)	Report Date	Completion Date (If qualification is not required place N/A in this Block)
RP PQS, NKO, NAVEDTRA 43245		

## CERTIFICATIONS

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

Occupation (Civilian Employer)
<a href="#">Administrative Services Managers</a>
<a href="#">Clergy</a>
<a href="#">Counseling Psychologists</a>
<a href="#">Directors, Religious Activities and Education</a>
<a href="#">Education Administrators, Elementary and Secondary School</a>
<a href="#">Marriage and Family Therapists</a>
<a href="#">Mental Health and Substance Abuse Social Workers</a>
<a href="#">Mental Health Counselors</a>
<a href="#">Training and Development Managers</a>
<a href="#">Training and Development Specialists</a>

Occupation (Federal Employer)
<a href="#">0060 - Chaplain Series</a>
<a href="#">0301 - Miscellaneous Administration and Program Series</a>

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

Target paygrade	Certifying Agency	Credential Title	Date Completed
E5	<a href="#">American Board for Certification in Homeland Security (ABCHS)</a>	<a href="#">Certified in Homeland Security Level V (CHS-V)</a>	
E6	<a href="#">Connected International Meeting Professionals Association</a>	<a href="#">Certified Planner of Professional Meetings (CPPM)</a>	
E5	<a href="#">Convention Industry Council (CIC)</a>	<a href="#">Certified Meeting Professional (CMP)</a>	
E6	<a href="#">Institute of Certified Professional Managers (ICPM)</a>	<a href="#">Certified Manager (CM)</a>	
E6	<a href="#">International Association of Administrative Professionals (IAAP)</a>	<a href="#">Certified Administrative Professional (CAP)</a>	
E5	<a href="#">International Live Events Association (ILEA)</a>	<a href="#">Certified Special Events Professional (CSEP)</a>	
E6	<a href="#">Project Management Institute (PMI)</a>	<a href="#">Certified Associate in Project Management (CAPM)</a>	
E7	<a href="#">Project Management Institute (PMI)</a>	<a href="#">Project Management Professional (PMP)</a>	
E6	<a href="#">The Association for Legal Professionals (NALS)</a>	<a href="#">Accredited Legal Professional (ALP)</a>	

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	<a href="#">Computer Operator</a>	
E5 - E9	<a href="#">Office Manager/Administrative Services</a>	

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:**

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

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

**SEPARATING/RETIRE:**

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

**PHYSICAL FITNESS:**

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

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

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

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

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

## PROFESSIONAL MILITARY EDUCATION

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

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

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

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

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

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

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

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

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

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

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

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

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

1 - Verify GMT topics on NKO GMT web page.

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

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

**E4 REQUIRED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Preparing a Standard Naval Letter	NKO	CNET11456	1 hour	
Religious Program Specialist	CNET	NAVEDTRA 14227B		
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		
Military Requirements for Petty Officers Third and Second Class	NRTC	NAVEDTRA 14504		
Introductory Professional Military Education (Enlisted) - Block 1 - Introduction		NWC NWC-IEPME-INTRO-B1-V4.1		
Introductory Professional Military Education (Enlisted) - Block 2 - Naval History and Traditions		NWC NWC-IEPME-INTRO-B2-V4.1		
Introductory Professional Military Education (Enlisted) - Block 3 - Enlisted Professionalism		NWC NWC-IEPME-INTRO-B3-V4.1		
Introductory Professional Military Education (Enlisted) - Block 4 - Policy and the Navy		NWC NWC-IEPME-INTRO-B4-V4.1		
Introductory Professional Military Education (Enlisted) - Block 5 - Planning for Operations		NWC NWC-IEPME-INTRO-B5-V4.1		
Introductory Professional Military Education (Enlisted) - Block 6 - Regional and Cultural Awareness		NWC NWC-IEPME-INTRO-B6-V4.1		
Introductory Professional Military Education (Enlisted) - Block 7 - Technology in the Maritime Domain		NWC NWC-IEPME-INTRO-B7-V4.1		
Introductory Professional Military Education (Enlisted) - Block 8 - Conclusion		NWC NWC-IEPME-INTRO-B8-V4.1		
Religious Program Specialist Personal Qualification Standards (RP PQS)		NAVEDTRA 43245		

**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	
<b>Recommended General Military Training Topics For FY 2016 (Delivery determined by command discretion) <sup>1</sup></b>				
Energy Policy	Command Delivered	OPNAV-GMTE-1.0		
Hazing Policy and Prevention	Command Delivered	CPPD-GMT-HPP-1.0		
Operational Risk Management	NKO/Command Delivered	CPPD-GMT-ORM-1.0		
Personal Financial Management	Command Delivered	CPPD-GMT-PFM16-1.0		
Physical Readiness	NKO/Command Delivered	CPPD-GMT-PRT-2.0		

1 - Verify GMT topics on NKO GMT web page.

**Courses with Recommended Reserve Points:**

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

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

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

**E4 RECOMMENDED COMMUNITY PME:**

Course Title	Course Location	CIN/CSE ID	Course Length	Date Completed
Navy Customer Service Manual	NKO	NAVEDTRA 14056A		

## 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

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

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

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

The CNO-PRP has been streamlined to make our Navy's reading program more interactive, affordable, and wherever possible, electronically accessible. To that end: a number of the titles will be available for free at the NKO portal at <https://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
The Fighting Liberty Ship – A Memoir <i>by Hoehling</i>	
Battleship Sailor <i>by Mason</i>	
Nimitz <i>by Potter</i>	
On Watch <i>by Zumwalt</i>	
The Battle of Leyte Gulf <i>by Cutler</i>	
Heroes in Dungarees: The Story of the American Merchant Marine in World War II <i>by Bunker</i>	
Sexual Assault Prevention and Response (SAPR) Program <i>SECNAVINST 1752.4</i>	
SECNAV 1730.10 Chaplain Advisement and Liaison	
SECNAVINST 1730.7D Religious Ministry Support within the Navy	
SECNAVINST 1730.8B Ch-1 Accommodation of Religious Practices	
SECNAVINST 1730.9 Confidential Communications to Chaplains	
SECNAVINST 5351.1 Professional Naval Chaplaincy	
OPNAVINST 1730.1E Religious Ministry In The Navy	
• COMUSFLTFORCOM/COMPACFLTINST 1730.1D Religious Ministry in U.S. Fleet Forces and U.S. Pacific Fleet Commands	
• COMUSFLTFORCOM/COMPACFLTINST 5351.1 Standards and Protocols for Leadership, Supervision, and Mentoring of Members of Religious Ministry Teams	
NWP 1-05 Religious Ministry in the Fleet	
NTTP 1-05.2 Cooperative Religious Ministry	
Chaplains' Guide to Professional Naval Chaplains (November 2011)	



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

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

**RECOMMENDED OCCUPATIONAL-RELATED ASSOCIATE'S DEGREE FOR RP**

<b>Recommended Associates' degrees for the Seaman</b>
AA in liberal studies

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

<b>Recommended Bachelors/Masters degrees for the Seaman</b>
BS in cultural studies with major in religious studies
BS in Business Administration

## **GENERAL INFORMATION ON VOLUNTARY EDUCATION**

### **The Navy College Program & Web Page:**

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

### **Navy College Program Distance Learning Program (NCPDLP)**

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

### **Servicemembers Opportunity College Degree Network System (SOC DNS):**

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

### **Tuition Assistance (TA):**

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

### **Joint Service Transcripts (JST)**

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

### **The American Council on Education (ACE)**

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

### **Vocational Certificates**

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

### **College credits by Testing CLEP, DSST**

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

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

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

**SAMPLE DEGREE PLAN**

**University of the Incarnate Word**

**Degree Program:** Associate of Arts  
Liberal Studies

**Navy MOS:** Religious Program Specialist (RP)

ACE RECOMMENDED CREDIT							
	E3	E4	E5	E6	E7	E8	E9
Initial Skills	7	7	7	7	7	7	7
Rating Credit	17	20	26	38	44	47	47

<b>CURRICULUM DEGREE REQUIREMENTS</b>	<b>Credit Hours Require</b>								
<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>43</b>								
English Composition	6								
World Literature	3								
Computer Literacy	3	3	3	3	3	3	3	3	3
Fine Arts	3								
History	3								
College Algebra	3								
Foreign Language	6								
Introduction to Philosophy	3								
Religion	3			3	3	3	3	3	3
Social Science	3								
Natural Science with Lab	4								
Dimensions of Wellness	3								
<b>MAJOR AREA OF STUDY</b>	<b>21</b>								
General Education Elective	3	3	3	3	3	3	3	3	3
General Education Elective	3	3	3	3	3	3	3	3	3
General Education Elective	3	3	3	3	3	3	3	3	3
General Education Elective	3	3	3	3	3	3	3	3	3
General Education Elective	3	3	3	3	3	3	3	3	3
General Education Elective	3	3	3	3	3	3	3	3	3
<b>TOTAL REQUIRED HOURS</b>	<b>64</b>	<b>Total credits applied to degree</b>	<b>24</b>	<b>24</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>

## **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